



February 12th, 2024

To: Chairperson, Alderman O Gawith

Vice-Chairperson, Councillor A Ewing

Aldermen A G Ewart MBE, M Guy and H Legge

Councillors T Beckett, P Burke, R Carlin, K Dickson, N Eaton, A Givan, B Higginson, C Kemp, U Mackin and The Hon N Trimble

Ex-Officio

The Right Worshipful The Mayor, Councillor A Gowan

Deputy Mayor, Councillor G McCleave

Notice of Meeting

A special meeting of the **Corporate Services Committee** will be held on **Wednesday, 14th February 2024** at **6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

David Burns, Chief Executive, Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES

2.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).
- (ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

📄 *Disclosure of Interests form.pdf* Page 1

3.0 REPORT OF CHIEF EXECUTIVE

3.1 Community Investment Fund

For Decision

📄 *CSC Report - Community Investment Fund.pdf* Page 3

📄 *Appendix 1 Dir CIF Evaluation.pdf* Page 7

3.2 DEA Local Investment Programme - Update

For Decision

📄 *CSC Report - DEA Local Investment Plan.pdf* Page 14

📄 *Appendix 1 DEA Investment Programme Evaluation Report Phase 2 - Final Version.pdf* Page 18

📄 *051023 Equality Screening for DEA Investment - 2023 2024 - Final.pdf* Page 45

📄 *Rural Needs Impact Assessment - Local DEA Investment Plan 2022 2023 - V1.pdf* Page 70

4.0 REPORT OF DIRECTOR OF ORGANISATION DEVELOPMENT & INNOVATION

4.1 Corporate Plan

For Decision

📄 *CS Report - Corporate_Plan_Consultaton_Report.pdf* Page 79

📄 *Appendix 1_Corporate_Consultation_Report.pdf* Page 82

📄 *Appendix 2_Corporate_Consultation_Report.pdf* Page 98

📄 *EQIA_Corporate_Plan.pdf* Page 111

5.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

5.1 ABF 80th Anniversary - Royal Irish Concert at Waterfront Hall, Belfast - 6th April 2024

For Decision

▢ *CSC Report - ABF Soldiers Charity.pdf* *Page 138*

▢ *Appendix 1 - ABF Soldiers Charity Request.pdf* *Page 140*

▢ *Appendix 2 - Policy on Invitations to Civic Functions (including guidance note) Amended Jan 2020.pdf* *Page 142*

▢ *Appendix 3 - Screening - Policy on Invitations Final.pdf* *Page 151*

5.2 Retention & Disposal Schedule

For Decision

▢ *CSC Report Retention Disposal Schedule Feb 2024.pdf* *Page 165*

▢ *Appendix 1 Retention and Disposal Schedule.pdf* *Page 167*

5.3 DDay 80 Working Group Update

For Decision

▢ *CSC Report DDay 80.pdf* *Page 224*

▢ *Appendix 1 D-Day 80 Working Group Minutes 30.1.24.pdf* *Page 226*

▢ *Copy of Copy of Appendix 2 DDay 80 Draft Programme.pdf* *Page 228*

▢ *Appendix 3 DDay 80 Beacon Lighting Options V2 (002).pdf* *Page 229*

6.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

6.1 Internal Audit

For Decision

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

▢ *CSC Report - Internal Audit.pdf* *Not included*

6.2 Tender Awards

For Noting

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 **CSC Report - Tender Awards for Noting.pdf**

Not included

6.3 Building Resilience

For Decision

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 **CSC Report - Building Resilience.pdf**

6.4 Bad Debt Write-Off Request

For Decision

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 **CSC Report - Bad debt write off request.pdf**

6.5 Software Licence STA

For Decision

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 **CSC February 2024 - STA licence costs.pdf**

6.6 VAT claim relating to Leisure activities

For Decision

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 **CSC Report - Leisure VAT update.pdf**

6.7 Management Accounts - P9

For Noting

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 **CSC Report - Management Accounts period 9 - final.pdf**

Not included

6.8 Quarterly Finance Reports - Quarter 3 2023/2024

For Noting

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 **CSC Report - Quarterly finance reports (Q3).pdf**

Not included

6.9 Recruitment Matter

For Decision

Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.

📄 **CS Report Confidential_Director_Recruitment.pdf**

Not included

6.10 Governance in connection with the Transfer of the Landlord Registration

Scheme

For Noting

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

📄 **CSC Report - LRS Governance (Final).pdf**

Not included

7.0 ANY OTHER BUSINESS

LISBURN & CASTLEREAGH CITY COUNCIL

MEMBERS DISCLOSURE OF 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. 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

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). 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 (including committee or sub committee meeting) when this matter is being discussed.

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

1. Pecuniary Interest

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:

2. Private or Personal non Pecuniary interest

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

Committee:	Corporate Services Committee
Date:	14th February 2023
Report from:	Chief Executive

Item for:	Decision
Subject:	Community Investment Fund

1.0 Background

In 2019, the Council consulted on Connect – Invest – Transform, a proposed Investment Plan of up to £250m across our Council area, over 10 years. This plan followed the framework of the Community Plan and subsequent principles of Sustainable Development, Equality and Participation. It operates within several guiding principles to include balanced investment, transparency in processes, equality, and diversity along with achieving results in a partnership approach and securing value for money [Link to Connect Invest Transform](#)

In May 2021, the Council agreed to take forward one of the priority schemes proposed in the Investment Plan, namely the need for a capital Community Investment Fund, (CIF). This £2m Fund would span across community, sporting and interest groups with a view to providing match funding towards new or revitalised community facilities. This fund aims to modernise what we do and how we do it by strategically targeting investment along with key partners and those who share our vision.

To date, three organisations have been successful with their applications, and are outlined below. This brings a total committed budget of £670k under the Community Investment Fund, with a remaining balance of £1.58m from the agreed budget of £2m. The reason why there is a remaining balance of £1.58m is because an additional £250k was ringfenced under the initial pilot scheme, which saw Ballymacash Sports Academy become the successful pilot partner.

2.0 Summary of successful applicants to date:

- a) **Ballymacash Sports Academy** Council Contribution of £250k against an £850k programme to develop a new facility on the existing site that will include:
- Four changing rooms
 - Community Hub/multi use community & training rooms
 - Cyro-spa facility
 - Community gym
 - Social enterprise café

Progress to date

Ballymacash Sports Academy has appointed a contractor, and they are currently on-site with works commenced. The facility is under construction with the foundations completed, steel frame erected, and internal and external block work completed and the roof on. Once the windows are fitted the building will be waterproof and the first fit out will begin. The first invoice has been submitted to the Council for payment and is being processed.

- b) **Crewe United Football Club** Council Contribution of £195k against an estimated £390k programme to develop a new facility that will include:
- Adult changing and shower facilities (to include disabled facilities)
 - Toilet facilities (to include disabled facilities)
 - Baby changing facilities

- First aid room
- Additional car parking

Progress to date

. Crewe United Football Club is currently undertaking an archaeological dig which is a pre-condition of the planning approval and are also providing some amendments on the design to building control for approval.

c) **Lisburn Rugby Football Club** Council Contribution of £225k against an estimated £450k programme to expand current facilities that will lead to wider community use and participation that will include:

- Health & Wellbeing Centre consisting of an indoor studio space and fitness suite
- Build of female changing and shower facilities

Progress to date

Lisburn Rugby Football Club are currently at the procurement stage positioning themselves to issue documentation in the coming weeks. Council has been providing support throughout this process including reviewing documents to ensure alignment with the Letter of Offer.

Evaluation

3.0

An evaluation has been completed and can be found in **Appendix 1**. It focuses on learning and outcomes from a process, governance, and community perspective. The process to date has been a significant contributor to the evaluation, however formal monitoring and evaluation will continue throughout the process, coupled with post project evaluations. Formal feedback was also requested from the three organisations and is reflected within the evaluation.

The evaluation has provided significant learning to date, ensuring good governance by testing the process whilst recognising further evaluation will take place as the project develops and eventually opens its doors to the public. The feedback has demonstrated the importance of supporting organisations to become more self-sufficient through accessing both financial and officer support to grow their project, to maximise community participation and benefit.

Whilst the process to incept the Fund has been evaluated, due diligence and evaluation will continue throughout the programme and will be reported to Members for consideration at a future date, however given that the process has been evaluated it is recommended that the pilot phase concludes, and a further round of the funding is launched.

The evaluation report also highlights the rising cost of construction from 2021 to 2024. The initial grant value of £250k was a baseline for the pilot and the assumed starting position was subject to review as the scheme matures. Construction inflationary costs have risen significantly over the period of the programme due to increase costs in labour and materials. Industry standards tell us that materials have now shifted to being permanently higher. Due to the increase in construction inflation, it is therefore recommended that Members consider and agree that the upper limit of the grant is increased from £250k to £350k. If Members are minded to agree this increase it will be subject to consideration and approval of the Financial Resilience to be considered at this meeting.

4.0

Future delivery of the Community Investment Fund

Having evaluated and considered the programme to date, it is recommended that the following criteria remain under any future delivery of the Community Investment Fund;

- a) The fund will be a capital funding stream, which will only fund capital projects which are not owned and managed directly by the Council;

- b) Any funded projects must be located within LCCC and must fall within the legal powers of the Council;
- c) Must have the relevant due diligence in place/process, such as policies, tenure and funding;
- d) The Council will not fund revenue costs associated with developing the project or sustaining the planned outcomes;
- e) The Guiding Principles of the Investment Plan, Connect-Invest-Transform to remain;
- f) Maintain the transparent application process of both assessment and monitoring;
- g) Match funding criteria should remain, but with an agreed timeframe to secure;
- h) Continue to support groups both with capacity building and capital guidance;
- i) Access training for groups regarding legal and financial considerations such as VAT and State Aid;
- j) Continue with a programme management approach, through portfolio, with records being maintained such as meetings, assessment of applications and Council reports and
- k) Whilst balanced investment is encouraged it must be based on evidenced need and therefore not all DEA's may secure investment from this fund; however, they will be appropriately supported and signposted.

If Members are minded to agree the above criteria, along with a further launch of the programme this would see the Community Investment Fund going to open call in April.

6.0 **Recommendation**

It is recommended that the committee considers and agrees to:

- 1. note the contents of the report;
- 2. close the pilot process stage of the fund, whilst continuing with due diligence and;
- 3. to a further launch of the Community Investment Fund with the agreed criteria;
- 4. increase the upper limit of the fund to a maximum of £350k per organisation, subject to approval under the Financial Resilience report.

7.0 **Finance and Resource Implications**

As per the Financial Resilience report being considered at this meeting

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

7.2	Has an equality and good relations screening been carried out?	Yes
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[Section 75 Document](#)

The Community Investment Fund was screened out with mitigation as albeit no negative impacts have been identified. Mitigations need to be considered in the application stage.

7.3	Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out	N/A
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7.4	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
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[Rural Needs Impact Assessment](#)

Consideration has been given to rural communities and access to services. The fund is available to all and based on evidenced need.

7.5	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	N/A
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Appendices:	Appendices: Appendix 1 Evaluation of CIF programme
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Evaluation of Community Investment Fund – January 2024

1.0 Introduction

This process evaluation of the Community Investment Fund will focus on learning and outcomes from governance, community and capital perspectives. It will detail the background to the introduction of the Fund, the outcomes of the Phase 1 and Phase II pilot projects, current status of each of the projects and early impacts/key learnings both internally and externally as follows:

- how the Community Investment Fund worked in practice against the overarching principles of the Council's Investment Plan
- experience of delivery partners involved in the programme; and
- implementation of the Community Investment Fund in terms of what worked well, key challenges and what should be done differently.

Given the early stage of delivery of the capital projects funded, it is impossible to tell at this juncture if specific longer term project outcomes have been achieved. This will be revisited in further stages of evaluation of the scheme to ensure ongoing diligence and monitoring. A post project evaluation will also take place.

2.0 Background Information

In April 2021 Council approved the launch of a Community Investment Fund with an initial open call for Expressions of Interest (EOI) for a pilot capital project. An amount of £2m was earmarked from reserves, with up to £250k to be available in each DEA (together with £250k for an initial pilot) as match funding alongside at least 50% to be provided by the successful applicant to test the upper limit for delivery.

This fund aimed to span across community, sporting and other interest groups with a view to providing financial assistance towards new community facilities. If successful, it should modernise what we do and how we do it by strategically targeting investment along with key partners and those who share the Council's vision.

The use of this pilot project was to create opportunities to reduce the risk of delivery failure through analysing a number of key deliverables before committing to full implementation.

Eligibility to apply

The following groups were eligible for the Community Investment Fund;

- a formally constituted voluntary or community group
- a registered charity
- a community interest company
- a not-for-profit company limited by guarantee
- a social enterprise
- other statutory agencies where the Council has a partnership arrangement

This funding stream only funded capital projects which were not in current ownership of the Council. Projects had to be located within the Council area and providing

services within the legal powers of the Council to support. Funding did not cover revenue costs associated with developing the project or sustaining the planned outcomes.

3.0 Phase 1 Pilot

12 Expressions of Interest forms were received with one application not meeting the project eligibility criteria. The remaining 11 were assessed in line with eligibility coupled with an assessment against feasibility, deliverability, affordability and sustainability. A threshold pass mark was set at 70%. The assessment panel comprised an interdepartmental officers group.

Outcome of assessment

Following the assessment in May 2021, Council agreed that Ballymacash Sports Academy commenced as the partner under the pilot Community Investment Fund and undertook a process to incept delivery. The project, at an overall projected cost of £500k with £250k provided by Council, included an upgrade to facilities by replacing port-a-cabins including:

- Four changing rooms including two officials' changing rooms
- Community Hub with multi-use community rooms and training room
- Cyro-Spa Facility
- Community Gym
- Social Enterprise Internet Café

The project aims to deliver a community facility that promotes inclusivity, is accessible in terms of cost and acts as a focal point for the community, helping to tackle social exclusion demonstrating a robust model for long term sustainability.

4.0 Phase II Pilot Extension

In March 2022, Council agreed to launch Phase II (pilot extension) of the Community Investment Fund and develop a delivery strategy for the allocation of the remaining £1.75 million. The overarching principles of the initial pilot remained intact for this further round with the learning from Phase 1 incorporated particularly in terms of the following areas of support:

- Lessons learnt, identified and appraised via risk and issue logs
- Review of systems required for project implementation and delivery
- Budget and threshold analysis
- Capacity building support to applicants
- The proportionate level of due diligence required
- Match funding evidence to include timelines for security of match funding

In recognition of what worked well as part of the pilot call for applications, it was agreed that a total fund of up to £750k was made available under this application call. This aimed to ensure there continued to be a phased approach to the roll out of this pilot scheme and accommodate potential projects that may score high in need

and demand but conversely require more time to secure the necessary match funding and statutory approvals.

8 Expressions of Interest were received. They were assessed in line with eligibility criteria coupled with an assessment against feasibility, deliverability, affordability and sustainability. A threshold pass mark was set at 70%. The assessment panel comprised of an interdepartmental officers group.

Outcome of assessment

Following the assessment in June 2022, Council agreed Crewe United Football Club and Lisburn Rugby and Football Club as partners under the Phase II Pilot Extension of the Community Investment Fund. Project outline as follows:

- a) Crewe United Football Club to develop a new facility at an overall cost of £390k with £195k provided by Council, that will meet its changing places requirements including:
 - Adult changing and shower facilities (to include disabled facilities)
 - Toilet facilities (to include disabled facilities)
 - Baby changing facilities
 - First aid room
 - Additional car parking

- b) Lisburn Rugby Football Club to expand current facilities at an overall cost of £450k with £225k provided by Council, that will lead to wider community use and participation to include as follows:
 - Health & Wellbeing Centre consisting of
 - Indoor Studio Space
 - Fitness Suite, and
 - Build of female changing and shower facilities

5.0 Governance Arrangements

Whilst the first two phases of the Community Investment Fund were both pilot programmes, they included comprehensive due diligence attention and compliance against a framework covering an appraised business case, financial robustness of the organisation and legislative requirements. They also included apportionment of funding to ensure that elements could not be funded twice. They embedded the principles to achieve value for money in the project coupled with ensuring that all legal agreements and associated works were professionally drafted. No Letters of Offer either 'in principle' or confirmed were issued until such matters were all closed out and approved by Council.

Key learnings:

1. All three successful applicants were at different stages in their maturity process for their capital builds with only one applicant having already achieved the necessary statutory approvals. This meant that the process of Council approvals was much slower than anticipated and worked at a pace led by the group as the project was not 'owned' by the Council;
2. Match funding was challenging to achieve for some of the groups involved in the pilot projects, particularly where this was not in place in advance of the application process. For one project in particular, this resulted in a comprehensive valued engineering exercise which has required a portion of the build being phased until such funding is confirmed;
3. Complementary funding opportunities at a regional level had a positive impact on organisations being in a position to apply for larger pots of money enabling progress and deliverability of their projects. Going forward, challenging financial environment at a regional/national level may limit such opportunities for new groups;
4. All three groups had varying degrees of skills and abilities to progress their plans, particularly in the field of technical expertise. Council stepped up and provided considerable professional guidance to the groups as requested which enabled us to close out on all due diligence requirements out with the groups having to seek this externally at a cost;
5. Cross departmental working on this programme was vital to ensure implementation, particularly from Communities and Portfolio teams, assisted by Finance, Planning and Assets as required. Changes in staffing in some service areas was challenging for the groups in terms of continuity of support at key times of their project planning/delivery;
6. Portfolio approach worked well to ensure all documents related to the process were saved, shared and scrutinised as part of a due diligence process and shared learning for other internal programmes;
7. Officers have to balance the requirement of ensuring probity and value for money assessments with a proportionate approach especially to procurement and contracting strategies. Applicants quickly realised the value to surrounding themselves with professional services;
8. VAT eligibility and guidance should be highlighted to applicants;
9. Claimants should be encouraged to make an initial small claim in the first instance as cashflow can be an issue later in the project especially where there is a stalled or challenged claim;
10. Change control should be a reportable issue for the funder; and
11. There is still a requirement for ongoing monitoring of returns to ensure public money is used judiciously to achieve agreed outcomes.

6.0 Community Impact of the Community Investment Fund

Each of the organisations in receipt of funding were asked to complete a short evaluation questionnaire, which is attached at **Appendices 2, 3 and 4**. This evaluation focused on:

- benefits of the Community Investment Fund for the local community;
- challenges faced by the groups through receiving investment from the Council/delivering against the key objectives of their projects;
- experience of working with Council
- suggested improvements

Key benefits

As previously referred, some of the tangible community benefits are yet to be realised as the builds are not yet complete. However, it is anticipated that local communities both within and beyond this council area will hugely benefit from the capital projects funded as part of this scheme. These can be summarised as follows:

1. This Fund will enable the delivery of small-scale modest capital projects that would not necessarily have been possible without financial investment by the Council. The match funding has been used as leverage to attract additional funding from other statutory and charitable organisations;
2. The Council's involvement clearly gave third party funders confidence
3. The Council should accept that they will always be second or third party charge on failed projects;
4. It is impossible to eliminate the risk of some attrition with these schemes and officers appreciate members support in the mitigation measures applied;
5. There is an inevitable draw on public assets in terms of medium-term leases to give third parties comfort in pursuing any clawback;
6. Development of internal organisational capacity and that enhancing of physical space available to both the local community across LCCC and further afield;
7. Promotion of partnership working across the statutory, voluntary and community sector to ensure project delivery of significant capital projects;
8. Building of relationships between the local community and the Council ensuring complementarity of strategic goals and vision;
9. Tangible evidence of co-alignment between the strategic aims of the Council's Corporate Plan, Local Investment Plan and Local Community Plan with communities at the front and centre for investment;
10. Equality of opportunity and good relations integral in the development and delivery of the projects;
11. Skills development particularly in the realm of project management experience of local groups to deliver significant capital projects enhancing their ability to further expand their activities;
12. Expansion of service delivery to broad spectrum of users who previously could not engage with the use of the facilities i.e. female users and those with disabilities therefore increasing participation levels;

13. Balanced, yet evidenced, investment to date with 3 different DEA's benefiting from the scheme;
14. Improvements in community wellbeing through sporting and community activities;
15. Agreed targets/outcomes that can be mapped to include capital and community wellbeing;
16. Improved relationship with Council, Community and other organisations; and
17. Increased levels of confidence and self-sufficiency across the three organisations.

It should be noted that the three recipients of the Community Investment Fund to date are sporting organisations. This is not surprising given the wealth of volunteering and member base involved in such activities. Moving forward, the promotion of the Fund in any future round will be extremely important in broadening the appeal to eligible applicants to submit an application. Alongside this, a key recommendation is that groups are provided with training on developing and managing capital schemes.

7.0 Programme Approach

This funding stream is part of the Council's overall investment programme approach. It is recognised that projects should be delivered in an environment and organisation that is best placed to manage the risks which arise. That said, to channel this to achieve council outcomes needs to be structured and aligned to the councils and other central government programmes as well as business as usual.

Consequently the involvement of the Portfolio approach as part of our council programmes is invaluable. It has allowed officers to flex, in a corporate way to meet local need by designing schemes that can leverage funding and address identified needs. It has also allowed for better planning of council resources and staff from a variety of teams to improved alignment in delivering innovative solutions for local community based organisations whilst maintaining the requisite financial probity and good governance.

In terms of the upper threshold of grant availability by the Council, it is considered that this should be increased for a number of reasons:

- The grant value of £250K was a baseline for the initial pilot and an assumed starting position which was subject to review in the maturing of the scheme;
- Construction inflationary costs have risen significantly over the period of the two pilots;
- The time of award of grant to the award of a works contract inevitably brings inflationary increase;
- Community groups and local voluntary groups inherently underestimate the cost of a capital works scheme which can lead to value engineering and in some case a reduction in essential fixtures and fittings often adversely impacting the planned outcomes;

- Increased grant contributions allows for the possibility of increased leverage in match funding programmes; and
- Alignment with other current programmes for capital funding including Community Ownership Fund and PEACEPLUS.

Consequently it is proposed to increase this fund by £100k to bring the grant amount to a maximum of £350K for any individual project.

8.0 Proposed next steps

Following evaluation of the programme, it is recommended that the following assumptions remain under any future delivery of the Community Investment Fund:

- a) The fund will be a capital funding stream, which will only fund capital projects which are not owned and managed directly by the Council.
- b) Any funded projects must be located within LCCC and must fall within the legal powers of the Council.
- c) Must have the relevant due diligence in place/process, such as policies, tenure and funding.
- d) The Council will not fund revenue costs associated with developing the project or sustaining the planned outcomes.
- e) The Guiding Principles of the Investment Plan, Connect-Invest-Transform to remain.
- f) Maintain the transparent application process of both assessment and monitoring.
- g) Match funding criteria should remain, but with an agreed timeframe to secure.
- h) Continue to support groups both with capacity building and capital guidance.
- i) Access training for groups regarding legal and financial considerations such as VAT and State Aid.
- j) Continue with a programme management approach, through portfolio, with records being maintained such as meetings, assessment of applications and Council reports.
- k) Whilst balanced investment is encouraged it must be based on evidenced need and therefore not all DEA's may secure investment from this fund; however, they will be appropriately supported and signposted.



Committee:	Corporate Services Committee
Date:	14 February 2024
Report from:	Chief Executive

Item for:	Decision
Subject:	DEA Local Investment Programme

1.0	<p><u>Background</u></p>
1.1	<p>To date the Council has funded the DEA Local Investment Programme for up to three consecutive years, 2021/2022, 2022/2023 and 2023/2024. The programme is born out of the Investment Plan, Connect-Invest-Transform Link to Connect Invest Transform. Alongside the principles contained within the Investment Plan the general agreed principles for the programme include:</p> <ul style="list-style-type: none"> a. No land ownership issues b. Permitted development where possible or planning permission likely c. Minimal revenue tail desirable d. Balanced investment e. Supports partnership working
1.2	<p>Furthermore, key drivers have been identified to further support prioritisation. These are:</p> <ul style="list-style-type: none"> f. Supports community engagement/community capacity g. Proposal addresses local concerns h. Improves corporate effectiveness i. Address emerging needs j. Addresses poverty/social exclusion
2.0	<p><u>Current Position</u></p>
2.1	<p>Phase 1 (2021-22), saw a total investment of £1.7 million across 72 projects which comprised of £700,000 of collective ‘in year’ spend and external funding sources and an additional £1 million Council contribution.</p>
2.2	<p>Phase 2 (2022-2023), saw a total investment of £1.7 million across 69 projects which comprised of £1.098m collective ‘in year’ spend and external funding sources similarly to the Phase 1 pilot. An additional Council contribution of £602k was made.</p>
2.3	<p>Phase 3: Projects continue in Phase 3 of the Programme with a total investment of £1.195 million across 54 projects again, funded from collective ‘in year’ spend, and external funding sources. There was an additional Council contribution of £500k.</p>
3.0	<p><u>Feedback and next steps</u></p>
3.1	<p>Phase 1 of the programme has been evaluated and was reported to Corporate Services Committee in February 2023. Phase 2 of the programme has also been evaluated and a copy of the evaluation can be found in Appendix 1. Phase 3 of the</p>

programme will be evaluated post year end and a further report presented for Members' consideration.

- 3.2 At the November 2023, Communities and Wellbeing Committee Members received an update on the current phase of the programme and whilst they enjoyed seeing all the projects listed collectively, they requested that Officers consider reporting only against the DEA Council Funded projects going forward and that at a departmental level the other projects were captured and monitored. They further requested that the DEA Local Investment Programme be presented as a stand-alone programme going forward.
- 3.3 Feedback from the initial phases has shown that the short term, low value and uncomplicated projects worked well with ease of delivery whilst maximising community benefits. This has resulted in increased levels of community participation in events, programmes and projects whilst simultaneously building relationships with communities and Council.
- 3.4 Significant results have been realised across funding streams and the Community Conversations. The model employed by both these programmes requires both Council and Community input, but in essence provide a platform for organisations to improve their community through minor aesthetic works, updating a facility or applying for some technical assistance to encourage great access and participation.
- 3.5 On delivery of the programme there have been requests to continue with some of the funding programmes such as Community Facilities Fund, Sports Fund and DIY/Technical Support. Alongside this, there has been a number of groups who have asked for a small amount of money to support an individual or group with a bursary type scheme. The requests have been for athletes, musicians, and classes to help with travel or some type of related fee.
- 3.6 Key operational principles arising from the review of phase 1 and phase 2 are:
- a. All programmes must be located within LCCC area and provide community benefit,
 - b. The Council will not fund revenue costs associated with developing any projects or sustaining the planned outcomes,
 - c. The Guiding Principles of the Investment Plan, Connect-Invest-Transform to remain, along with the general programme principles and key drivers, as noted in item,
 - d. Maintain the transparent application process, for financial assistance to include governance, monitoring, and evaluation,
 - e. Continue to support organisations through capacity building and training,
 - f. Continue with a programme management approach, through portfolio, with records being maintained such as finance, meetings, assessment of applications and Committee/Council reports. This will also include monitoring and evaluation,
 - g. Continue to monitor and report on mainstreamed projects through existing channels and
 - h. On completion of phase 3 of the programme bring back a full report, by way of an update and conclusion of the pilot phase

4. **Proposed DEA Local Investment Programme for 2024/25**

4.1 Based on the experiences of the previous three DEA programmes, learning and feedback, it is proposed that the following initiatives be funded in 2024/25. The totality of the investment is proposed at £600k. A Financial Resilience paper being considered at this meeting, will outline how this could be funded from existing financial reserves.

With any project a report detailing the outworking's will be presented to the relevant Committee for consideration.

4.2 **Table 1 – Proposed DEA Local Investment Programme for 2024/25**

Programme	Detail	Budget
1. Community Facility Fund	To improve existing facilities to increase community access and participation	£420k
2. DIY & Technical Fund	Small one-off purchases/technical items to improve/support a community facility	£50k
3. Community Conversations	Community Village Enhancements x 2	£10k
4. Sports Fund	Support participation in sport/sports development	£100k
5. Bursary Scheme	Support individuals with access to progression routes for sports, music, classes	£25k (£5k from Communities)
	Total Budget	£600k

3.0 **Recommendation**

It is recommended that Members consider and agree

1. To note the contents of the report and evaluation and;
2. The DEA Local Investment Programme for 2024/25 as outlined in table 1, subject to approval of the budget being considered in the financial resilience report.

4.0 **Finance and Resource Implications**

As outlined above and as per the Financial Resilience Paper being considered at this meeting.

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

4.1	Has an equality and good relations screening been carried out?	Yes
	The programme has been screened with mitigations in place to include support to those who require it regarding accessing financial assistance and also ensuring that applicants consider equality and diversity needs.	

4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	
4.3	<p>Has a Rural Needs Impact Assessment (RNIA) been completed?</p> <p>A Rural Needs Assessment has been undertaken and identifies that whilst the programme will not impact on people in rural areas differently from people in urban areas, continued monitoring and evaluation will be in place to ensure there is equitable delivery of projects and programmes according to the need and demand identified in rural areas across the DEA's.</p>	Yes
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	

Appendices:	<p>Appendix 1- Evaluation Phase 2 DEA Local Investment Programme</p> <p>Appendix 2 – Equality Screening</p> <p>Appendix 3 – Rural Needs Impact Assessment</p>
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DEA LOCAL INVESTMENT
PROGRAMME
EVALUATION REPORT
2022 - 2023

DEA Local Investment Programme - Project Evaluation 2022-23

Introduction & Background

For the last three years the Council has implemented an innovative and dynamic community-based DEA Local Investment Programme. It has evolved from the draft 10-year Investment Plan, Connect-Invest-Transform. This programme has been delivered across the Council area to increase access to facilities, support communities to improve their surroundings whilst increasing community participation to maximise community benefits.

The projects housed within the programme include grant aid schemes, community arts, small capital infrastructure, village improvements and community conversations to name but a few. Each project has been well received by all DEA's, meeting the needs of diverse communities with varying needs and aspirations.

To date the programmes' budget is in excess of £4.5m and this includes a cocktail of funding such as mainstream budgets, funding and a Council contribution focussing solely on the DEA Local Investment Programme. Due to the nature of the programme and its financial governance, some projects are able to straddle more than one year to ensure adequate delivery time is given to communities.

This report will focus on key learnings from the 2022-23 programme, the 2021-22 programme has previously been evaluated and presented to Council. The guiding principles below highlight how the council committed to deliver this investment plan;

Guiding Principles

- Geographically balanced investment
- Value for money in everything we do
- Transparency in our processes
- Embracing equality and diversity
- Evidence based decision making
- Partnership approach
- Outcome and results driven
- Customer focus ethos
- Programme Management approach

2022-23 Programme Funding

Funding was identified from a mix of in year revenue, reserves, and external funding to deliver 69 projects to the value of £1.7m

Project selection:

A rigorous selection process was deployed to identify projects which should be included as part of the DEA Local Investment Programme each year. For a project to be considered as part of the programme it was required to meet the following criteria:

The general principles used to assess projects presented were as follows:

- No land ownership issues
- Permitted development where possible or planning permission likely
- Minimal revenue tail desirable
- Balanced investment
- Supports partnership working

Furthermore, key drivers outlined below, were also applied.

- Supports community engagement/community capacity.
- Proposal addresses local concerns.
- Improves corporate effectiveness.
- Address emerging needs.
- Addresses poverty/social exclusion

Projects identified for 2023-23 can be found Appendix 1 and the Assessment Flowchart in Appendix 2.

Following the success of Phase 1 of the DEA Local Investment Programme, as evidenced in the subsequent evaluation, this report for Phase 2 sets out the key findings of the Programme. Research was undertaken in Autumn 2023 with information collated through various methods such as:

- One to one interview with individual project owners across the various council department.
- interrogation of the information management systems, ie: Smartsheet
- financial analysis of overall budget spend
- Feedback from officers

All the projects supported by the DEA Local Investment Programme are aligned to one or more of the Council's community plan themes:

- Children and young people
- The Economy
- Health and Wellbeing
- Where we Live
- Our Community

Number of Projects aligned to each community planning theme:

It should be noted that the £1.7M of total funding for Phase 2 comprised £602K of DEA Council Contribution and £1.098M collective 'in year' spend and external funding sources. However, this evaluation report is concerned only with the 29 projects funded directly through the DEA Council contribution of £602K

These projects are set out in further detail in Appendix 1 and include the original budgets allocated to each project as well as the actual spend which may have been adjusted during programme delivery to reflect, for example, increased costs following a procurement exercise. Any budget variances were discussed and agreed with the

Programme SRO (Director for Leisure & Community Wellbeing) and whilst there may have been budget adjustments at a project level, overall spend remained within the available programme budget.

DEA Local Investment Programme Case Studies



Feedback, outcomes and case studies

This section highlights several key successes from across the programme, coupled with testimonials and feedback.

Community Facilities Fund Evaluation - 2022/ 2023

The Community Facilities Fund was developed to support physical and/or digital improvements and repairs to existing community facilities to enable groups and organisations to improve access and participation along with income opportunities to increase sustainability.

The overall budget was agreed at £280,000 with an indicative allocation of £40,000 per DEA. An evaluation was then undertaken with each recipient of the grant to provide specific feedback in respect of funding received. 27 groups were successful under this round and saw successful adaptations to their facilities such as refurbishment of toilets, resurfacing a flat roof, installation of IT and new flooring. (See Appendix 3 for further detail).

Feedback from organisations in receipt of the fund have concluded that the funding enabled a facility to be more accessible and perhaps modern through digital advancements. This allowed for greater and more inclusive participation. The adaptations to the facility have improved the experience of the user and enabled additional programming to take place for the benefit of the wider community. In some cases, it is note-worthy to record that groups invested an additional financial contribution to their award offer.

Building on the success of this programme, an additional Fund Application Program was launched in March 2023 as part of Phase 3 of the DEA Local Investment Programme. Furthermore, a comprehensive update report will be presented in due course.

DEA Sports Recovery Fund Evaluation – 2022-23 (Keep the Ball Rolling)

This funding scheme, 'Keep the Ball Rolling', provided an opportunity for local sports and voluntary groups to apply for up to £3,000 to develop and grow their club to increase participation and support existing users. There was £100k available across the seven DEA's. The Fund was designed to help with costs arising from the pandemic such as specialist equipment along with sports equipment, small scale improvements to grounds, , club development officer funding, one off sports festival events and coach education training.

Sports Development staff assisted clubs and groups to understand the funding criteria and assist with any queries on the application process. 47 applications were received and awarded with a grant ranging from £1K- £3k. The final amount awarded to the clubs was £105,078. A list of successful organisations and their project can be found in at Appendix 4.

A snapshot of the funding usage includes provision of Softball Battery Operated Pitching Machine & Equipment, Vests & Pods, Sanding, fertilizer and seed & feed for pitches, Slalom Buoys & Ropes, Tender Boat & Jetty Repairs, Mounted Electronic

Scoreboard, Quad Bike & Specialist Court Brush, Head Protectors & Sparring Gloves, Coach Education and Club Development Officer hours to give a few examples.

The funding was a platform for greater inclusivity across the entire Council area, and it facilitated an increase the number of females participating in sporting activities as shown in the different range of clubs who were successful in their application and received funding from this programme. Had the funding not been available to these various clubs, it would have reduced the impact of health & wellbeing activities due to the reduction in resources, equipment, and coaches.

Testimonials-Keep the Ball Rolling

Below are several testimonials received from the various community sporting groups across the Council area who received funding.

Downshire Rifle Club

“Enabled the Club to keep an extensive area of grass cut so we can walk back and forward to target frames at 100yard and 50-meter ranges.”

Lisburn Cricket Club

“Allowed us to run winter training for U11, U13 and U15 girls and boys as well as our women and men’s programme”

Lisburn Tennis Club

“We now have well over one hundred and fifty members at our new tennis club and entered four teams in singles leagues and three teams in mixed doubles leagues this spring. The funding helped get our club off to a great start. Our junior tournament was a great success with over one hundred players competing, thirty-six from the Republic of Ireland.”

The Judo Academy

“With the funding, the coaches completed their qualification and assessment in February. The six new coaches have allowed us to provide a safer environment for the current players, it has allowed us to increase the number of participants on the mats at any one time, and allow new members throughout the year, rather than simply at set times each year. The training of the coaches has highlighted to the coaches, the players, and the parents of the high level of scrutiny that clubs and coaches adhere to and that what they see at each session is merely a fraction of the planning, organising, and administration needed to run a successful sports club. Since they have been qualified, we have started a new class to run alongside the current provision, been able to offer one/one coaching, and invite new members in whenever necessary.

Expanding the coaching team has also allowed the team to focus on expanding the clubs provision and include a more competitive element to the club by attending competition while the sessions continue for everyone. We have also been able to offer additional support to current members in their sporting journey.”

Carryduff Taekwondo Club

“Without the funding received we could currently not afford to purchase all the equipment required or would have to wait another extended period of time to raise the funds and not be able to attend competition events due to the cost. The funding will help retain existing students and possibly attract new students into a more quality equipped club.”

Christmas Pole Mount Scheme

The Christmas Pole Mount Scheme was a project designed to encourage greater community spirit across the Council whilst increasing investment in areas.

The areas agreed included Sloan Street, (additional lighting). Longstone, (additional lighting). Low Road, (new lighting, none previous). Hillsborough Village, (additional lighting). Glenavy Village, (additional Lighting). Forest Side Shops, (new lighting). 17 pole mounted lights were purchased to enable the additional areas to be lit up in time for Christmas 2022.

Feedback from local communities concluded that the additional lights were appreciated and aesthetically pleasing especially arising from the pandemic.

Dog Control & Environmental Communications Campaign

In November 2022 the dog fouling media campaign was launched and generated awareness of our ‘Pick it Up’ campaign through radio advertisements, outdoor advertising (consisting mainly of bus and bus stop advertisements,) and social media bursts. Outdoor and radio advertising saw a good broad coverage of the campaign to a wide demographic. Through social media we reached an audience of 2,737,937 users resulting in a total of 20,831 link clicks. The campaign was launched on 7 November 2022 and in the preceding 5 months a total of 93 complaints were received. In the 5 months after the event 115 complaints were received with 122 complaints received during the 5 months of the campaign. The increase in complaints from the introduction of the campaign can be attributed to an increased awareness of fouling by members of the public. Due to the educational nature of the campaign, it is anticipated that a further reduction of dog fouling would be seen in the future.

Polytunnel @ LCCC Plant Nursery

Polytunnels were installed at the LCCC Plant nursery and are in full tree production, with the first crop of trees due Winter 2024. Communities will avail of additional tree planting which not only improves the local environment and makes the area more attractive for but encourages local communities to meet and enjoy nature, whilst reducing social isolation amongst some.

65,000 trees are to be dealt to the Woodland Trust this winter 2023/24 to enable sustainability of the project. A further 120,000 trees will be in the process of germination and should be ready for Winter 2024/25

Primary School Biodiversity Projects

11 x bat talks completed; 10 schools received gardening equipment and 9 x horticultural workshops were completed. This project has proven very popular with local schools and has helped support local children to increase their knowledge of this endangered species.

Bat talk, schools involved

School	Date	No. of Children
Maghaberry PS	November 2022	Approx 50 Children
Rowandale Integrated PS	November 2022	Approx 25 Children
Ballycarrickmaddy PS	November 2022	Approx 50 Children (P3 & P5)
St Colmans PS	November 2022	Approx 25 Children
Tonagh PS	November 2022	Approx 25 Children (P5)
Dundonald PS	November 2022	Approx 100 Children (P5)
Old Warren PS	November 2022	Approx 50 Children (P5)
Lisburn Central PS	November 2022	Approx 30 Children (P5)
Holy Trinity Nursery	November 2022	Approx 50 Nursery Children
Pond Park Nursery	January 2023	Approx 50 Nursery Children
Barbour Nursery	January 2023	Approx 50 Nursery Children

Feedback from teachers and children:

Teachers' comments:

"Bat talk was informative and related well to the local environment. It was interesting to see a preserved bat. The content was gauged at an appropriate level for the children. Delivery from speaker was enthusiastic."

"I found the Bat Talk extremely interesting and very well thought out. The children loved the element of surprise with the bats in the boxes. The use of PowerPoint with photos, videos and sounds really made the talk fun and interactive. The ladies doing the talk were engaging, interesting and very knowledgeable. Thank you."

Childrens' comments:

"I loved it."

"I'm going to tell my mum and dad to be careful and look after bats. They're not scary at all. They're so cool."

"I didn't know some bats eat fruit. I'm going to look for bats in the park."

"I liked the experience of holding a bat as you could feel the bones."

"I didn't know there were so many types of bats in the world."

"I thought the bat was going to fly out of the box onto my head. It was so exciting!"



Kerry, from Lisburn & Castlereagh Council came to tell us all about bats.



**Bats aren't scary.
They hibernate in
the winter.**

**Bats like to eat insects so
we can help them by
planting flowers for the
insects to eat.**



a bat box

Gardening equipment

An engagement survey was sent to all the nursery, primary and special schools, within the Council area, to assess if gardening equipment could assist the children in participating in environmental planting projects. Through this collaborative programme gardening equipment was disseminated to interested schools to enhance their knowledge of gardening and related environmental issues. Working with nature is also proven physical and mental wellbeing benefits.

10 schools were involved in this programme to include:

School
Old Warren Primary School
Barbour Nursery
Dundonald Primary School
Holy Trinity Nursery School

Lisburn Central Primary School
Pond Park Primary School
St Colman’s Primary School
St Joseph’s Primary School, Carryduff
Tonagh Primary School
Rowandale Integrated Primary School

Feedback from schools:

“We are delighted with all the gardening equipment!! It is brilliant to have a working wheelbarrow. Greatly appreciated.”



Horticultural workshops

Seven horticultural workshops were delivered across 7 schools (One in each DEA) with two sessions being provided per school which were attended by two separate sessions with an average of 25 pupils per class.

School	Date	No. of Children
Old Warren PS	September 2022	Approx 50 Children
Ballycarrickmaddy PS	September 2022	Approx 50 Children
Maghberry Primary School	October 2022	Approx 50 Children
Central Primary School	October 2022	Approx 50 Children
St Joseph’s Primary School	October 2022	Approx 50 Children
St Coleman’s Primary School	October 2022	Approx 50 Children
Pond Park Nursery School	October 2022	Approx 50 Nursery Children

Youth Entrepreneurship Programme:

The Global Entrepreneurship Week event (Primary business masterclass) was held at LVI on Tuesday 15th November 2022. The evaluation from YENI stated that they met all their targets and were happy with the success of the event.

6 Primary Schools took part, and 150 students completed the programme. Primary Schools involved included:

- St Itas Primary School
- Maghaberry Primary School
- St Joseph's Primary School Lisburn
- Dromara Primary School
- McKinney Primary School and
- Tonagh Primary School

Feedback from schools;

"A great programme for our students. They were fully engaged throughout. Learned lots of new facts and importantly, had a lot of fun!"

"Boys who have focus and concentration difficulties really became fully involved with the 'Tower Challenge' and actually were joint winners! Lots of language and definitions which will help the children in the future. Liked the 'roving mic' for questions. Global Marketing Challenge was fantastic – all the children, whatever ability, got involved"

Secondary School Master Class for Youth Entrepreneurship Programme

Agreed Output: Young Enterprise to target a number of post primary schools and engage young people from Year 10–14-year groups. This included running a competition involving each participating school with a "Dragon's Den" style presentation from the winning school groups.

5 Schools took part with 251 students completing the programme:

- Friends School Lisburn
- Breda Academy
- Lisnagarvey High School
- Fort Hill Integrated College
- St Patrick's Academy

Pupil Feedback:

"This programme helped me learn about jobs I never knew existed".

"It was very informative about the world of digital technology, and we feel we now know of the available jobs out there."

"I found this programme enjoyable and really helpful/inspirational".

"Beneficial, inspiring and helpful. We learned new things / methods relevant to innovation".

"I enjoyed this programme, especially learning about the different ways of using VR and AI".

Hill Street Tree Planting

This project has consisted of Trees planted in the area, a pathway installed, and a community horticultural storage identified resulting in an enhanced local environment for the benefit of residents and visitors.

The Woodland area has been thoughtfully planted, and the pathways are frequently used. A remarkable 4,500 trees have been carefully placed within this space. The Hill Street Community Group has enjoyed increased pride in their area along with increased participation from their residents.

Refurbishment Entrance to Union Locks

Following the creation of a more formal entrance to the national cycle network, this brought increased footfall and better user experience. Very positive feedback was received from members of the public in person to Council officers who said they were delighted with the quality of the path and made the "car free" commute a better and safer experience.

Conclusion and considerations for future delivery.

Overall, the programme has worked extremely well in terms of supporting communities to grow their ambitions in meeting community need. There have been a number of one-off projects that do not need repeated in future programmes. Key areas that should continue are the funding programmes as the evaluation has shown the impact this financial assistance can have to improving accessibility and inclusivity, whilst working in partnership with our communities. There has been significant investment in local communities through this programme and it has achieved the following:

Community Impact

- This programme has delivered cost-effective, real results for our communities with immediate positive impacts
- Local needs have been met through continued community involvement and collaboration
- Communities have valued the impact and outcomes of the projects & funding
- The programme provided the opportunity to be innovative and reactive to community capacity building needs

Programme Delivery

- Cross-departmental work has ensured strategic objectives of the DEA Local Investment Programme were achieved
- The programme governance worked well with the adoption of the strategic cross departmental steering group ensured close monitoring of project delivery and budget.

- Centralised collation of projects presented the breadth of projects the council was delivering for community impact
- The flexibility of this programme enabled a very agile response to project requests and a shared mechanism to resolve any issues regarding delivery

Going forward with the programme any projects should assume the following criteria:

- All programmes must be located within LCCC area and provide community benefit,
- The Council will not fund revenue costs associated with developing any projects or sustaining the planned outcomes,
- The Guiding Principles of the Investment Plan, Connect-Invest-Transform to remain, along with the general programme principles and key drivers, as noted in item,
- Maintain the transparent application process, for financial assistance to include governance, monitoring, and evaluation,
- Continue to support organisations through capacity building and training,
- Continue with a programme management approach, through portfolio, with records being maintained such as finance, meetings, assessment of applications and Committee/Council reports. This will also include monitoring and evaluation,
- Continue to monitor and report on mainstreamed projects through existing channels and
- On completion of phase 3 of the programme bring back a full report, by way of an update and conclusion of the pilot phase.

Recommendations

- Both qualitative and quantitative analysis revealed a continued need for the programme, should funding permit.
- Portfolio Management Office (PMO) to continue provide governance to streamline and continuously improve the process for project selection.
- Continue to review the existing key delivery principles and governance structure to ensure there is ongoing impactful delivery of the programme.
- Identify opportunities to present the impact and outcomes of the programme on an online GIS platform
- Continue to monitor and evaluate the programme and undertake to do post project evaluations
- Based on the evidence to date assumed delivery of the programme and cease with the pilot stage, but ensure continued due diligence and monitoring of outcomes

Conclusion of Programme

This is Phase 2 for 2022-23 of the Council's commitment to enhance all seven District Electoral Areas (DEA) through a programme of balanced investment. The total programme budget of £1.7M included the £602K of DEA Council Contribution as agreed by Council January 2022.

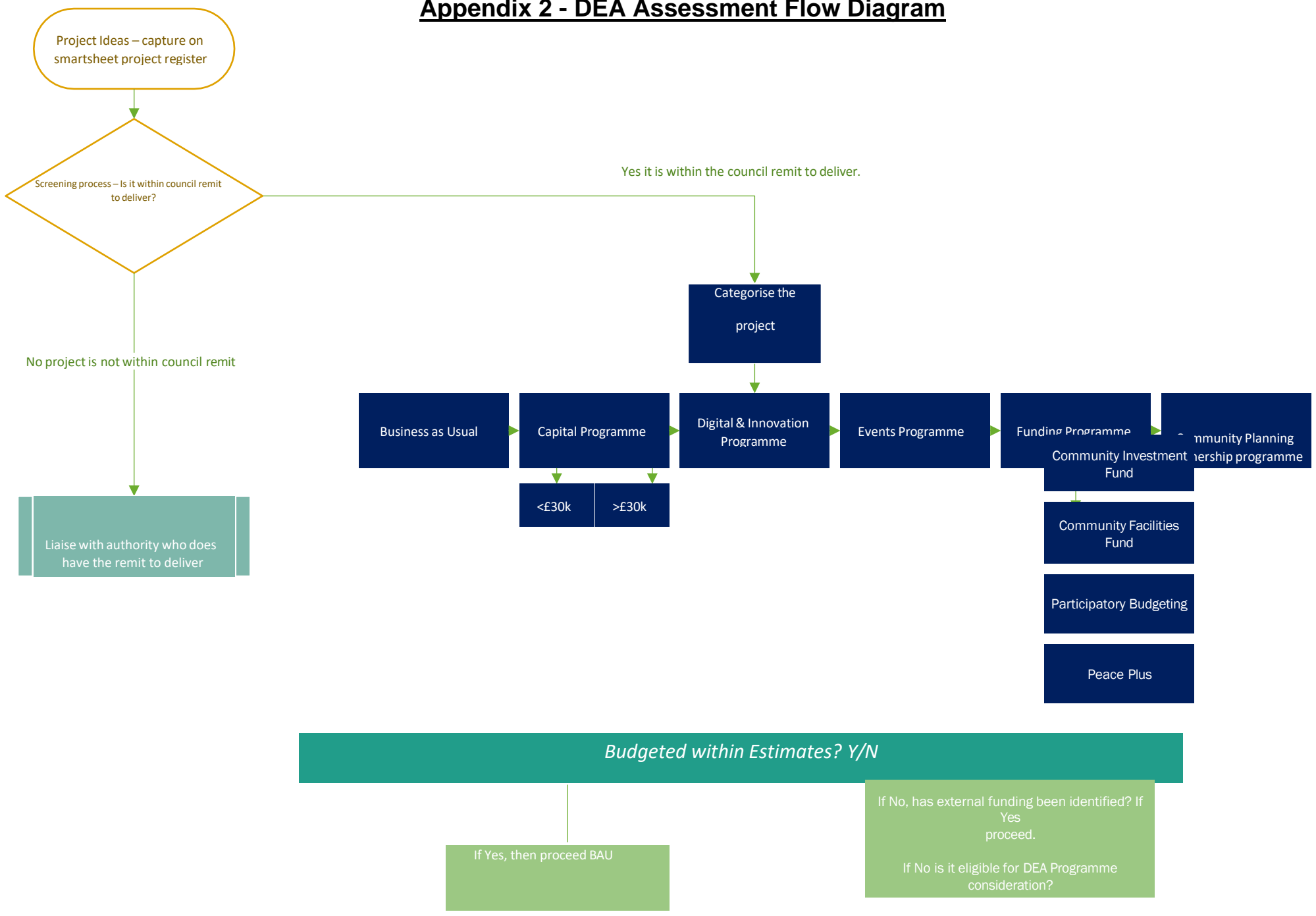
The programme to date has been successful providing critical funding and small projects for local sports clubs, community groups, voluntary groups and interest groups. The feedback, outlined above, gives clear testimonies from individuals and the impact the programme has had on them and their community.

Appendix 1**DEA Local Investment Programme Projects – 2022/23**

Primary	Area of investment	Allocated budget	Status
Moat Park Fairy Trail	Castlereagh East	£15,000	Complete
Irrigation System for Dungoyne Bowling Green	Castlereagh East	£20,000	Complete
New seating on path from entrance to MLK to Lower Maze Hall.	Downshire West	£2,000	Complete
Refurbish Entrance to Union Locks	Downshire West	£5,000	Complete
Hill Street Tree Planting	Lisburn North	£5,000	Complete
Old Warren Youth Centre	Lisburn South	£5,000	Complete
Salto Car Park Improvements	Lisburn South	£30,000	Complete
Mayor's Civic Innovation Fund	Council Wide	£15,000	Complete
Youth Entrepreneurship Programme	Council Wide	£15,000	Complete
Polytunnel @ LCCC Plant Nursery	Council Wide	£20,000	Complete
Primary School Biodiversity Projects	Council Wide	£7,000	Complete
DEA Recovery Sports Fund	Council Wide	£100,000	Complete
DIY Community Fund	Council Wide	£30,000	Complete
Gazebos to support Community and Business events	Council Wide	£12,000	Complete
Christmas Pole Mount Scheme	Council Wide	£68,000	Complete
Dog Control & Environmental Communications Campaign	Council Wide	£25,000	Complete
Moneyreagh Social Enterprise (Church Project)	Castlereagh East	£20,000.00	Complete.
Community Bursary Scheme	Council Wide	£5,000.00	Complete
Footfall Animation Initiative - Bow Street Mall	Lisburn North	£15,000.00	Complete
Digital Grant Aid System for LCCC	Council Wide	£20,000.00	Complete
Repainting and refurbishment of Ramblers Bridge (McIlroy Park footbridge)	Lisburn North	£45,000.00	Costs currently being examined through concept/refurb designs
Irrigation System for Milne Barbour Bowling Green	Lisburn South	£20,000.00	This project is on schedule and due to be completed March 2024

Hydebank Dog Exercise Area	Castlereagh South	£5,000.00	Exercise Area is complete with the irrigation to be completed in March 2024
Hillsborough Forest Barrier	Downshire West	£10,000.00	Ongoing engagement with residents
Maghaberry Dog Exercise area	Killultagh	£3,000	Wider site being examined/explored
Community Environmental Fund	Council Wide	£70,000.00	Due for launch in 2024
Phone Box Environmental Project	Council Wide	£5,000.00	The request to adopt these is currently open for public consultation in line with Openreach policy. This consultation will close mid Feb 2024. The programme can then be concluded by Summer 2024.
Connecting You (for those digitally excluded - to enable access to Technology)	Council Wide	£25,000.00	Complete
HGV Academy	Council Wide	£25,000.00	This project has been given 1 years' extension due to delays participants in getting license approval etc. This Project is due to complete in December 2024.




Appendix 2 - DEA Assessment Flow Diagram






Appendix 3



Community Facility Fund – Case Studies




Castlereagh East – Ballybeen Women’s Centre

Work Carried Out	Pre work condition	Post Work Benefitted	Before Work	After Work Completed
New Flooring and Fitting	Old wooden flooring had worn away becoming slip hazards with little or no grip and gaps between wooden floors appearing. Flooring became slip and trip hazards to visitors and staff.	New wooden flooring has made for a safer working environment and added to a more aesthetically pleasing appearance upon entering Ballybeen Women Centre.		
Folding Writing Desk	Rooms were cluttered before with little room to move around. Room was messy and hard to manoeuvre tables in and out of room.	Folding writing desk chairs have transformed the space and help keep room tidy and creates extra space in the room for added activities and demonstrations. Has made for a more adaptive and aesthetically pleasing space. This rejuvenated space will encourage the acquisition of new skills and accredited qualifications through a range of education and training courses held within this space.	No photo available	


<p>New work starts in computer suits and Migration to Office 365 and upgrade of ICT</p>	<p>Work carried out to move everyone's pc's over to the new server system and to Office 365 with the decommissioning of the old system.</p>	<p>This has allowed for a more fluid IT system and allowed staff to be able to operate and access drives remotely from home during the covid pandemic. This has allowed for more effective and efficient working environment. This migration will allow the centre to be more adaptive to IT solutions in future events which would require staff to work remotely. This package will help to deliver and encourage the acquisition of skills from basic ICT skills to CLAIT to ECDL</p>	<p>No photo available</p>	
<p>New Signage for BWC and Preschool</p>	<p>Before work commenced from Community Facility Fund, Ballybeen Women Centre was not visible from adjacent road (Ballybeen Park) which made it hard to distinguish for visitors and clients.</p>	<p>Now signage has been erected Ballybeen Women's Centre is more visible to clients and visitors and makes the centre more aesthetically pleasing and gives the centre more of a community presence.</p>		

Downshire East – Dromara Connect


Work Carried Out	Pre work condition	Post Work Benefitted	Before Work	After Work Completed
<p>Outdoor space – resurfacing and redevelopment of under-utilised space.</p>	<p>Outdoor space was unable to be safely</p>	<p>This project has enabled us as an organisation to offer outdoor space, with picnic tables to the various groups that we work with. It has transformed what a rough and unsafe piece of ground into a safe usable space with proper boundaries.</p>	 <p>2021.06.17.16</p>	

<p>Installation of picnic Tables</p>	<p>There was no useable space for people to come and meet, sit and enjoy the outdoors.</p>	<p>The installation of a number of picnic tables has opened up additional space for programmes to run and residents to enjoy the outdoors – increasing our capacity for participation</p>	<p>n/a</p>	
<p>Boundary works completed to enclose space to ensure safety</p>	<p>The outdoor space was openly connected to the car park resulting in safety issues and risks to using this space</p>	<p>We installed a boundary wall with appropriate safety measures to ensure the space became enclosed and safer for use within the seating area as well as making the car park area safer.</p>		


Lisburn North – Lisburn Racquets Club

Work Carried Out	Pre work condition	Post Work Benefitted	Before Work	After Work Completed
<p>Installation of IT Equipment to enable streaming to take place</p>	<p>No streaming system or adequate IT systems were in place resulting in inadequate resources to enhance the development of our club and individual players.</p>	<p>The Grant Scheme has been fantastic for the club at Lisburn Racquets. We are now able to stream all our events worldwide online. It is fantastic that friends and family who are not able to travel to the club can stay at home and watch matches, practices and individual development. This item also allows for wider engagement and interest in the sport to be developed.</p>	<p>n/a</p>	



Lisburn South – Atlas Women’s Centre

Work Carried Out	Pre work condition	Post Work Benefitted	Before Work	After Work Completed
<p>Atlas Women’s Centre received £10,000 towards transforming a derelict, dangerous building into a safe space for social community learning, support and interaction. This grant was spent towards a heating system, radiators, sinks and accessible toilets on three floors. Atlas are in the position to offer so much more resources and support to the community.</p>	<p>A derelict, dangerous building Unfit for any purpose.</p>	<p>The Grant Scheme has been fantastic for Atlas and made a massive impact to the groups and help in further expanding our services.</p>	<p>n/a</p>	

Killultagh – Church on The Hill, Maghaberry

Work Carried Out	Pre work condition	Post Work Benefitted	After Work Completed
Toilet block refurbishment	<p>The toilets were limited in number resulting in many of our youth groups and childcare facility having to limit their intake numbers to meet with H&S Requirements.</p> <p>No suitable baby changing facility</p>	<p>Additional toilets were added to enable more children to access the childcare and youth groups. In addition, the toilets can service more adults and one time resulting in us being able to deliver programmes with larger participant numbers and support more residents from the area.</p> <p>We installed a secure and private baby changing facility outside of a toilet cubical to reduce wasted space and also ensure it is easily accessible</p>	

Downshire West – Mazetown Rural Action Collective

Work Carried Out	Pre work condition	Post Work Benefitted	Before Work	After Work Completed
Flat Roof resurfacing	Old Flat room had a broken surface that was resulting in water unable to be dispersed. This lead to leakages to internal areas of the areas of the building resulting in damp and water damage.	No further leaks and costly damage to internal items and structure resulting in reduced repair expenses to group		

Appendix 4**Table of Successful Applicants for DEA Recovery Sports Fund 2022/ 2023**

Name of Group	Amount Awarded
Lisburn Anglers Association	£2,015.00
Derrriaghy CCFC	£2,000.00
Canal ABC	£2,500.00
St Patricks GAC	£3,000.00
Lisburn Rangers FC	£2,500.00
Carryduff Taekwondo	£2,000.00
Lisburn BMX Club	£2,415.00
Kaleidoscope Gymnastics Cheer & Dance	£2,780.00
Loch Mor Dal gCais GAC	£2,300.00
Ulster Baseball & Softball Club	£2,000.00
Crewe United FC	£2,500.00
City of Lisburn Athletic Club	£3,000.00
Hillsborough Boys FC	£3,000.00
The Gymnastics & Trampoline Network CIC	£2,000.00
Lisnagarvey Hockey Club	£3,000.00
Lower Maze FC	£2,000.00
Junior Belfast Giants Ice Hockey Club	£2,500.00
Carrduff Colts FC	£3,000.00
Simply Judo	£2,265.00
South Antrim Hockey Club	£2,500.00
Lisburn Pickleball Club	£1,500.00
Dungoyne FC	£3,000.00
Jog Lisburn Running Club	£1,050.00
Downshire Tennis Club	£2,500.00
Lisburn Distillery	£2,000.00
Trekking NI Walking Club	£1,170.00
Downshire Young Men FC	£2,000.00
Glenavy Youth FC	£1,900.00
City of Lisburn Salto Gymnastics Centre	£2,000.00
Lisburn Ladies FC	£1,300.00
Meteor Water Ski Club	£2,500.00
Lisburn Rugby FC	£3,000.00
Lisburn Sub Aqua Club	£2,500.00
Lisburn Rackets Club	£2,500.00
Lisburn Cricket Club	£2,500.00
Santos FC	£1,411.00
The Judo Academy...	£2,550.00
Temple Motor Cycle & Athletic Club	£1,500.00
Broomhedge Maghaberry FC	£1,500.00
Ballymacash Rangers	£1,400.00
The Schools Tennis Project	£2,000.00
Knockbreda FC	£2,000.00
Ridgeway Rovers FC	£2,000.00
Phoenix Basketball Club	£2,500.00
Downshire Rifle Club	£2,500.00
St Joseph's Glenavy GAC	£3,000.00
Derrriaghy Cricket Club	£2,500.00

Lisburn & Castlereagh City Council

Equality and Good Relations Screening

Part 1. Activity/Policy Scoping

Information about the activity/policy

Name of the activity/policy

Local District Electoral Area (DEA) – Investment Plan 2023-2024

Please attach copy of the activity/policy to this document.

Background

This policy is concerned with investment in the period 2023 – 2024 throughout each of the seven District Electoral Areas of Council. This investment is circa £1.195 million in total. Please note that this Local DEA Investment Programme is the overarching programme for a number of other projects such as the Grand Choice awards (Participatory Budgeting) and the Community Facilities Fund.

It can be noted that by taking an equitable and proportionate approach the policy inevitably will provide for different levels of investment/resourcing as may be required within each DEA.

However, it can be made explicit that each DEA will receive the same investment/resources in respect of community facilities and participatory budgeting. Both of these are deemed by research to be essential to address local concerns, support each community and continue to promote community engagement and capacity in the current socio/economic climate.

Additionally, it can be noted that much activity is already ongoing within local communities and these have already been committed to and budgeted for by Council. Also, other services e.g. sports and cultural grant funds remain open to all.

Consequently, this investment policy cover some 54 projects of which will impact within and across the DEA's of Council. By providing such an additional commitment to local areas Council is confident that the aims noted below will be met and make a positive contribution to all our communities.

Is this activity/policy

An existing policy?	<input type="checkbox"/>	A revised policy?	<input type="checkbox"/>	A new policy?	<input checked="" type="checkbox"/>
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What are the intended aims/outcomes the activity/policy is trying to achieve?

- 1 Address local concerns/needs
- 2 Address poverty and social exclusion
- 3 Support community engagement and further build capacity
- 4 Improve corporate effectiveness

Are there any expected benefits to the Section 75 categories/groups from this activity/policy? If so, please explain

It is considered that all designated groups may potentially benefit from this investment at DEA level. The aims indicate not only a need to support the local economy but to support communities and the individuals who make up such communities. Indeed the aftermath of the pandemic compounded by the recent cost of living crisis continues to be recognised as a driver for community support and recovery across Council.

Who initiated or wrote the activity/policy?

Portfolio Team

Who owns and who implements the activity/policy?

The policy is owned by L&CCC and implemented through the Leisure & Community Wellbeing Directorate and programme managed via the Portfolio Team within the Service Transformation directorate.

Implementation factors

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

If yes, are they

Financial?	X	Legislative?		Other?	X
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If other, please detail below

Due to the fact that a number of specific projects sitting under the programme will be inviting applications for funding there may be an overspend or under-spend of the whole programme depending on numbers applying for funding and the success rate of the applications.

The funding projects that sit under the programme are allocated on a DEA basis with all 7 DEA's availing of the opportunity to equally receive funding. This will help to promote a balanced investment right across all Electoral Areas.

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the activity/policy will impact upon?

Staff	X
Service Users	X
Other Public Sector Organisations – please list	
Voluntary/Community/Trade Unions – please list	X
Other e.g. Elected Members	X

If other, please detail below

Elected Members & residents within the DEA areas involved.

Other documents/activities/policies with a bearing on this activity/policy

Name of document/activity/policy	Who owns or implements document/activity/policy?
1 Corporate Plan 2018 - 2022	LCCC
2 Departmental Plans	LCCC Departments
3 Investment Plan	Director, Service Transformation
4 Council's Equality Scheme	LCCC
5 Community Plan 2017-2032	LCCC

The above would include both internal and external documents/activities/policies.

If there is a web-link/link to any of the above please provide details.

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this activity/policy? Specify details for each of the Section 75 categories.

The Council's Community Plan 2017-2032 has been given due consideration when developing this DEA Investment Programme along with engagement by the council's Senior Management Team with Heads of Service and Elected Members during September to December 2021 with updates during 2022 and the first part of 2023. This was with a view to the consideration of measures that would assist the continued recovery from the Covid-19 Pandemic and address issues as they emerge from the cost of living crisis. This also included, importantly, regular contact with and feedback from local communities.

The subsequent list of activities/projects that was compiled and updated by stakeholders across the DEAs ensured that each DEA would benefit from relevant activities/projects and that in the main these should be quick delivery, short-term projects of (relatively) low value. The necessity of this approach it was considered would deal with local concerns as well as continue to address the aftermath of the Covid 19 pandemic and the issues emerging from the ongoing cost of living crisis, as well as pro-actively support communities going forward.

Mid-Year Population Estimates 2019 & 2021 – District Electoral Areas

DEA	Population - Census 2019	% 2019	Population Census 2021	% 2021
Killultagh	21450	14.6	22,013	14.8
Downshire West	17110	11.6	17,190	11.5
Lisburn North	23050	15.7	23,449	15.7
Lisburn South	23610	16.0	24,321	16.3
Downshire East	16720	11.3	16,746	11.2
Castlereagh South	24010	16.3	23,488	15.8
Castlereagh East	20860	14.2	21,899	14.7
	146,810		149,106	100

Source: NISRA/NINIS

The following gives a summary of the LCCC area in respect of the designated groups.

Sec 75 Category	Details of evidence/information
Religious Belief	2011 Census/2014 LGD boundary data indicates that 23.95% of the LCCC population were brought up in the Catholic religion while 66.9% were brought up in the Protestant & Other Christian religion
Political Opinion	There would be a generally accepted link between religion and political opinion. In this instance the majority political opinion being Unionist
Racial Group	Using the same Census/boundary data indicates that just over 2% of the population were from an ethnic minority group
Age	<p>The population at June 2017 totalled 142640:</p> <p>28596 (0-15 years)</p> <p>42110 (16-39 years)</p> <p>47466 (40-64 years)</p> <p>24468 (65+ years)</p>
Marital Status	<p>For the 16+ population in relation to marital and civil partnerships:</p> <p>30.65% single</p> <p>53.78% married</p> <p>0.10% same sex partnership</p> <p>3.27% separated</p> <p>5.52% divorced</p>

	6.68% widowed
Sexual Orientation	The ONS published in 2017 data indicating that 1.2% of the household population in NI identified as Lesbian, Gay or Bisexual
Men & Women Generally	The LCCC population (2017) was 51% female and 49% male. This reflects the overall NI position
Disability	Using the same boundary/census data as above indicates that 18.29% of the population had a long-term health problem or disability
Dependants	Dependants would generally include three main categories: The care of a child or children The care of an elderly relative/person The care of someone with a disability

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

Community feedback was received from Elected Members and Officers with specialist knowledge of the type of projects that residents/businesses would view as beneficial to their community as part of the consultation process of developing the programme.

Sec 75 Category	Details of needs/experiences/priorities
Religious Belief	No needs identified.
Political Opinion	No needs identified.
Racial Group	If a project under this programme was requesting applications for funding e.g. Cultural diversity then the Council Officers will give due consideration to ensure no racial group would be at a disadvantage. Council Officers will also target promotion to different groups who may not be aware of funding opportunities and provide additional pre application advice and support.
Age	It is acknowledged that different age groups may have different needs and this has been considered at this time and will continue to be considered throughout implementation. In particular it has been recognised that younger members of society have been disproportionately impacted by Covid, whilst all are impacted by the ongoing cost of living crisis.
Marital Status	No additional needs identified that won't be covered in the programme
Sexual Orientation	No additional needs identified that won't be covered in the programme
Men & Women Generally	No additional needs identified that won't be covered in the programme
Disability	It is acknowledged that those with a disability may have additional needs and this has been considered at this time and will continue to be

	considered throughout implementation of the projects and funding schemes being promoted. Specifically this group may have been impacted with the reduction of support services.
Dependants	It is acknowledged that those with dependants may have different needs and this has been considered at this time and will continue to be considered throughout implementation. It is likely that parents and others with dependants may have been further impacted by Covid and the ongoing cost of living crisis.

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 Sec 75 equality categories? (minor/major/none*)

Sec 75 Category	Details of activity/policy impact	Level of impact (minor/major/none*)
Religious Belief		none
Political Opinion		none
Racial Group		none
Age	Any such investment policy may impact on age groups e.g. those of working age and this has been considered as noted above	minor – positive
Marital Status		none
Sexual Orientation		none

Men & Women Generally		none
Disability	Any such investment policy may impact on disability e.g. access to goods and services and this has been considered as noted above	minor – positive
Dependants	Any such investment policy may impact on those with dependants – be it caring for an elderly relative, caring for a child or children or caring for someone with a disability – and this has been considered as noted above	minor – positive

*See Appendix 1 for details.

2 Are there opportunities to better promote equality of opportunity for people within the Sec 75 equality categories?

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief	All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for people with differing religious beliefs will also be made via the development of funding criteria and promotional materials.	

<p>Political Opinion</p>	<p>All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for people with different political opinion will also be made via the development of funding criteria and promotional materials.</p>	
<p>Racial Group</p>	<p>All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for people from differing racial groups will also be made via the development of funding criteria and promotional materials.</p>	
<p>Age</p>	<p>All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for people within differing age categories will also be made via the development of funding</p>	

	criteria and promotional materials.	
Marital Status	All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for people with differing marital status will also be made via the development of funding criteria and promotional materials.	
Sexual Orientation	All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for people with different sexual orientation will also be made via the development of funding criteria and promotional materials.	
Men & Women Generally	All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for for men and women generally will also be made via the	

	development of funding criteria and promotional materials.	
Disability	All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for people with disabilities will also be made via the development of funding criteria and promotional materials.	
Dependants	All DEA investments will take into consideration of equality of opportunity for people with section 75 equality categories. Consideration to include equality of opportunity for people with dependants will also be made via the development of funding criteria and promotional materials.	

3 To what extent is the activity/policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (minor/major/none*)

Good Relations Category	Details of activity/policy impact	Level of impact (minor/major/none*)
Religious Belief	It is expected that investments via the DEA programme will	minor

	<p>impact positively on good relations between people of different religious belief – Impacts will continue to be monitored to ensure there is balanced and equitable investment across all DEAs</p>	
Political Opinion	<p>It is expected that investments via the DEA programme will impact positively on good relations between people of different political opinion – Impacts will continue to be monitored to ensure there is balanced and equitable investment across all DEAs</p>	minor
Racial Group	<p>It is expected that investments via the DEA programme will impact positively on good relations between people of different racial groupings – Impacts will continue to be monitored to ensure there is balanced and equitable investment across all DEAs</p>	minor

*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	All DEA investments will take into consideration of equality of opportunity for people with different religious beliefs. Consideration to include equality of opportunity for people with different religious beliefs will also be made via the development of funding criteria and promotional materials.	
Political Opinion	All DEA investments will take into consideration of equality of opportunity for people with different political opinion. Consideration to include equality of opportunity for people with different political opinions will also be made via the development of funding criteria and promotional materials.	
Racial Group	All DEA investments will take into consideration of	

	<p>equality of opportunity for people from different racial groups. Consideration to include equality of opportunity for people from different racial groups will also be made via the development of funding criteria and promotional materials.</p>	
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Additional considerations

Multiple identity

Provide details of data on the impact of the activity/policy on people with multiple identities. Specify relevant Section 75 categories concerned.

The Council recognises that no individual sits exclusively within just one of the designated groups. As a consequence it is envisaged that the positive impacts of the DEA investments will spread across all section 75 categories.

This goal will also be achieved through constant review of implementation based on evaluation of impact on multiple identities.

Part 3. Screening decision

There are 3 screening decision outcomes, as noted below.

Choose only 1 of these and provide reasons for your decision outcome and ensure evidence is noted/referenced for any decision outcome reached.

Screening Decision Outcomes Options	Reasons/Evidence
<p>Option 1</p> <p>Screen out without mitigation</p>	<p>N/A</p>
<p>Option 2</p> <p>Screen out with mitigation</p>	<p>The policy aims noted above includes mitigation as set out below which, negate the need for full EQIA:-</p> <p>Addressing local concerns</p> <p>Addressing the aftermath of Covid 19 & cost of living issues locally, economically and otherwise</p> <p>Supporting communities at this time (indeed providing additional support) on the basis of targeted need.</p> <p>Addressing and making contributions to helping to deal with poverty particularly in light of the cost of living crisis, and social exclusion</p> <p>The use of participatory budgeting initiatives is expected to benefit positively each DEA. The equitable and proportionate approach taken</p>

	<p>by this policy acknowledges that equality of opportunity is not “treating all equally” and by so doing will help ensure each DEA is supported as required to meet local concerns/needs</p>
<p>Option 3</p> <p>Screen in for a full EQIA</p>	<p>N/A</p>

Mitigation (Relevant to Option 2)

When the public authority concludes that the likely impact is ‘minor’ and an equality impact assessment is not to be conducted, the public authority may consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the activity/policy/decision be amended or changed 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.

The DEA Investment Programme will be monitored on a monthly basis by CMT and a HOS monthly steering group. All programme level risks are escalated for mitigation at these meetings. At these junctures, programme delivery and evaluation methods will form part of the agenda and will be adjusted to address all programme and project risks to include those to better promote equality of opportunity and good relations. This 'change control' approach will also address any significant negative equality considerations that may arise on a regular basis.

Timetabling and prioritising (Relevant to Option 3)

Factors to be considered in timetabling and prioritising activities/policies for equality impact assessment.

If the activity/policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the activity/policy in terms of its priority for equality impact assessment.

Priority criterion	Rating
Effect on equality of opportunity and good relations	N/A
Social need	
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A
Total Rating Score	N/A

Is the activity/policy affected by timetables established by other relevant public authorities?

If yes, please provide details

N/A

Part 4. Monitoring

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

The Commission recommends that where the activity/policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the 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.

Who will undertake and sign-off the monitoring of this activity/policy and on what frequency?

CMT and the HOS Steering Group will be responsible for monitoring of the Local DEA Investment Programme on a monthly basis. Equality related monitoring will consider:

- Uptake of projects by communities
- Uptake of investment by new community associations/areas not previously invested in
- Equitable investment in each DEA area in accordance with evidence of need and demand
- Record of any equality considerations to be improved on

Please give details below:

As part of our role in Programming the DEA Investment Programme the Portfolio Office will review the success of the projects that sit under the programme to ensure that there is equitable investment in each of the 7 DEAs.

Will be undertaken by: Name & Position/Job Title:	Frequency (e.g. Annually):
Shelley Baldrick – Project Officer	Annually
Will be signed-off by:	
Name & HoS Title:	Arlene Barton – Head of Portfolio, IT & Commercialisation

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Arlene Barton	Manager	11/09/23
Paul McMinn	Policy Officer	
Approved by:		
Louise Moore	Director of Leisure & Community Wellbeing	11/09/23

Note: A copy of the Screening Template, for each activity/policy screened should be 'signed off' and approved by a senior manager responsible for the activity/policy, made easily accessible on the public authority's website as soon as possible following completion and made available on request.

Appendix 1

Major impact:

- a) The policy 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 (none) impact

- 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 2

The following documentation (as a minimum) should be available to support the screening outcome decision:

- A written copy of the activity/policy in question;
- The screening template duly completed with the screening decision made explicit;
- All evidence utilised/referenced to support the screening decision to be available;

Appendix I - 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.

DEA Investment Plan – 2022 – 2023 - This policy is concerned with investment in the period 2022 – 2023 throughout each of the seven District Electoral Areas of the Council. This investment is circa £1.6 million in total. Please note that this DEA Investment Programme is the overarching programme for a no. of other projects such Grand Choice etc.

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

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input checked="" type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

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.

District Electoral Area (DEA) – Investment 2022-2023

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

This policy is concerned with investment in the period 2022 – 2023 throughout each of the seven District Electoral Areas of Council. This investment is circa £1.6 million in total. This investment policy covers some 60 projects of which will impact within and across the DEA's of the Council.

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.

Details of alternative definition of 'rural' used.

N/A

Rationale for using alternative definition of 'rural'.

N/A

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

N/A

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 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.

The subsequent list of activities/projects that was compiled by all stakeholders across the DEAs ensured that each DEA would benefit from relevant activities/projects and that in the main these should be quick delivery, short-term projects of (relatively) low value. The programme also focused on local concerns as well as continue to address Covid 19 and pro-actively support communities going forward. The programme will impact equitably in both rural and urban areas within the Council area and specifically within the 7 DEA areas identified below, many of which have a rural/urban mix.

DEA	Population	%
Killultagh	21450	14.6
Downshire West	17110	11.6
Lisburn North	23050	15.7
Lisburn South	23610	16.0
Downshire East	16720	11.3
Castlereagh South	24010	16.3
Castlereagh East	20860	14.2

Source: NISRA/NINIS

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.

It is not envisaged that the plan will advertently impact on people in rural areas differently from people in urban areas.

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

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.

The focus of the Investment Plan is to ensure that there is balanced investment throughout the Council area with a specific focus to respond to the needs and demands identified by each of the 7 DEA areas to take in both urban and rural considerations equitably.

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 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	<input checked="" type="checkbox"/>	Published Statistics	<input type="checkbox"/>
Consultation with Other Organisations	<input checked="" type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input checked="" type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input type="checkbox"/>

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.

LCCC Corporate Plan 2018 – 2022
LCCC Departmental Plans
LCCC Investment Plan
LCCC Equality Scheme
LCCC Community Plan 2017 – 2032

According to the L&CCC Local Rural Development Strategy (2016), just under half of the population (47.2%) in the L&CCC area live in rural areas and the population forecast is set to grow by 8,300 residents between 2018-2032 (0.4% per annum, twice that of the NI equivalent). L&CCC's population growth outlook between 2018-2032 on average will be 1.65% making it the third highest across NI districts and 0.35 points above the NI rate.

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

The Interim Local Rural Development Strategy (2016) has identified the following as key areas;

Rural Businesses
Rural Tourism
Jobs or Employment in Rural Areas
Education or Training in Rural Areas
Poverty in Rural Areas
Deprivation in Rural Areas
Rural Development
Agri-Environment

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?

N/A

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.

As previously identified in Section 2B, the Scheme proposed will have a positive impact on the local rural business community and the Council area as a whole.

According to the Interim Local Rural Development Strategy (2016), just under half of the population (47.2%) in the LCCC area live in rural areas. In the last decade to 2016, suburban areas have seen the highest growth rate of 22.1% with five wards alone covering over half of the districts growth – Ballymacross (44.3%), Carrowreagh (9.7%), Maghaberry (7%), Glenavy (6.3%) and Derriaghy (6.2%).

In Northern Ireland 58% of businesses are based in rural areas. The business base in the region as a whole is predominantly small to medium enterprises with a dominance of micro business. In terms of businesses located only in rural areas, 94% are defined as micro (having less than 10 employees). Agriculture plays a more important role in the economy of NI than is the case in the rest of the UK, it generates a higher proportion of total GVA (Gross valued added) in the economy and accounts for a higher proportion of our employment. Furthermore 78% of the total NI land area is in agricultural use. Rural businesses located in NI have particular challenges and need specific solutions e.g. the slow uptake of agriculture and rural enterprises in NI with regards to innovation, whilst 14% of tourism expenditure takes place in rural areas (compared with 86% in urban) are further examples of challenges facing the small rural businesses in Northern Ireland.

In 2018 there were 4,755 VAT/PAYE registered businesses in the L&CCC area (NISRA). The close proximity to Belfast puts the L&CCC area in an advantageous position whereby the population density is a way to generate an increase in sales and revenue.

Considering that almost half of the L&CCC district is rural, the regeneration of the LCCC area, is a key priority for the Council whom over the next 10 years will continue to invest in regeneration initiatives.

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 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.

The Council's Community Plan 2017-2032 has been given due consideration when developing this DEA Investment Programme along with engagement by the council's Senior Management Team with Heads of Service and Elected Members during September to December 2021 with a view to the consideration of measures that would assist recovery from the Covid-19 Pandemic. This also included, importantly, contact with and feedback from local communities, both urban and rural.

The subsequent list of activities/projects that was compiled by urban and rural stakeholders across the DEAs (see table below) ensured that each DEA would benefit from relevant activities/projects and that in the main these should be quick delivery, short-term projects of (relatively) low value. The necessity of this approach it was considered would deal with local concerns as well as continue to address Covid 19 and pro-actively support communities going forward.

Mid-Year Population Estimates 2019 – District Electoral Areas

DEA	Population	%
Killultagh	21450	14.6
Downshire West	17110	11.6
Lisburn North	23050	15.7
Lisburn South	23610	16.0
Downshire East	16720	11.3
Castlereagh South	24010	16.3
Castlereagh East	20860	14.2

Source: NISRA/NINIS

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.

N/A

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.

Rural Needs Impact Assessment undertaken by:	Padraic Murphy
Position/Grade:	Programme Co ordinator
Division/Branch	Service Transformation
Signature:	Padraic Murphy
Date:	11 January 2022
Rural Needs Impact Assessment approved by:	Hazel King
Position/Grade:	Portfolio Manager
Division/Branch:	Service Transformation
Signature:	Hazel King
Date:	11 January 2022

Committee:	Corporate Services Committee
Date:	14 th February 2024
Report from:	Director of Organisation Development & Innovation

Item for:	Decision
Subject:	Corporate Plan

1.0	<p><u>Background and Key Issues</u></p> <p>The Council's Corporate Plan is our roadmap for the work of the Council until 2028. Members have been engaged with this process through consultations and feedback and we have now consulted more widely. Members have previously been provided with reports on the draft plan and this report provides the detail of the outcome of the consultations and proposed final plan.</p>
1.1	<p><u>Consultations</u></p> <p>Workshops for members were held on 16th, 23rd and 26th June, with three further workshops for staff held during August. Consultations also took place within this timeframe with the Mayor, CMT and Heads of Service.</p> <p>Approval was granted by Corporate Services Committee to proceed to public consultation phase in October, with three public meetings being held during November and December 2023.</p> <p>In addition, 48 questionnaires that were distributed with the draft plan, have been completed. Encouragingly, no critical comments on the contents of the draft plan were received throughout the consultation process.</p> <p>To achieve as wide a range of opinions as possible, the Policy Officer reached out to a number of community and interest groups to specifically request their attendance at, and input into, the consultations.</p> <p>There was a total direct engagement with 418 people.</p>
1.2	<p><u>Outcomes</u></p> <p>All data captured has been fed into a data model for scoring and moderating against an agreed formula, to test the views and opinions expressed against the draft plan.</p> <p>Feedback from other councils is that this consultation has achieved one of the highest levels of public engagement across local government in relation to corporate plans, which allows us to have confidence in the results as set out in this report and Appendix 1. The consultations did uncover several key learning points:</p> <p>Theme 1: Civic Leadership – All the views collected were positive, with “Delivering quality, cost effective services” scoring highest from the 8 subcategories.</p> <p>Theme 2: People – The subcategory “deliver a range of programmes” scored highest with residents/the public within this theme and across the consultation as a whole.</p> <p>Theme 3: Planet – Meeting waste targets scored highest in this theme with residents/the public and with members.</p> <p>Theme 4: Prosperity – Members and CMT are most closely aligned in this theme and are particularly closely aligned within the subcategories “Capital Investment” and “LCCC as a place to visit”.</p>

1.3	<p>The views and opinions expressed by the public appear to be strongly correlated and consistent across the Council area with the contents of the draft plan. The main areas of variance are around staffing matters.</p> <p>“Civic Leadership” is seen as the most important theme to all internal groups.</p> <p>The theme “People” is seen as most important to external consultees, but “Civic Leadership” is very close behind this.</p> <p>Following these consultations, the draft plan has been only slightly updated and a copy is attached at Appendix 2 for Members’ consideration and approval. The changes made are highlighted in yellow.</p> <p><u>Additional Observation</u></p> <p>At the time of the previous full Corporate Plan (2018), by far the most important issue to residents was the delivery of quality, cost effective services. Although this is still very important to residents, it now polls as joint second in importance, along with capital investment, but behind promoting an investment programme.</p> <p>This is thought to show a shift in focus and maturing of community development across the council area, with residents, members, CMT and other consultees, turning attention from the setting up of the new council to investing for the future.</p>	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members note the findings from the consultation as detailed in Appendix 1 and approve the draft Corporate Plan as the final version as set out in Appendix 2.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>The plan is to be published in electronic format with a very small print run to ensure inclusivity. Costs are not yet known but expected to be modest and budget will be made available.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	<p>Has an equality and good relations screening been carried out?</p>	<p>Yes / No</p>
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>This plan incorporates graphics which pictorially illustrate as much information around the corporate plan as possible. Information will also be translated and provided on request for residents who do not speak English as their first language. The corporate plan has considered the requirements of Travellers and other minority groups and seeks to ensure that the same services are provided for all residents.</p> <p>Potential equality issues have been identified in relation to older residents with physical or mental health conditions which affect their ability to fully understand complex data that is presented in complex and dense text. These issues have been taken into account in designing the visual effect of the corporate plan and the manner in which the text is set out.</p> <p>The Council offers the provision of information in alternative formats on request e.g. braille.</p> <p>Lisburn & Castlereagh is one of the local government districts that are projected to increase in the number of other households with children in the</p>	

	next few years. The corporate plan therefore addresses service provision and other aspects of caring for young people in particular, for households with dependents and/or children.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes / Ne
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>The development of the new corporate plan has taken account of the needs of people in rural areas in relation to the four themes that were identified via the consultation process, in relation to access difficulties and social isolation by providing for the development of measures aimed specifically at alleviating the impact of access poverty and social isolation among people in rural areas.</p> <p>It also encourages the council’s partners to work together through the council’s community plan and the corporate plan to assist in delivering such measures and promotes the sharing of information and best practice between the partners to improve knowledge and understanding of the needs of people in rural areas.</p> <p>It also encourages the development of new and innovative solutions to addressing access poverty and social isolation in rural areas which take account of the particular circumstances facing people in rural areas.</p>	

Appendices:	<p>Appendix 1 - Report to the Relating to Initial Findings from Public Consultations on the Councils New Corporate Plan 2024 – 2028.</p> <p>Appendix 2 - Copy of the Draft Corporate Plan 2024 – 2028.</p>
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Appendix 1

Report Relating to Initial Findings from Public Consultations on the Councils New Corporate Plan 2024 – 2028**Introduction & Method**

During November and December 2023, the Council hosted 3 public consultations in different facilities across the council area. These consultations were structured so that those attending could provide their views and opinions on the draft plan, as well as any other relevant issues that they wished to raise.

At the same time a questionnaire was sent out to our consultees that sought the same information in a written format. 48 questionnaires have been returned.

All of the data gleaned from the public consultations and the questionnaires, has been collated and fed into a statistical comparator model, which already contains the data captured from internal consultations. The data was then assigned a score against a known value, grouped against those values and themes set out in the draft plan and a correlation coefficient calculated for each group. Essentially this is a means of checking how close the contents of the draft plan, as developed internally align with the views and opinions of those of residents & the public that have engaged to this point.¹

There was a total direct engagement with 418 people.

The consultation ran until 05th February 2024. We have confidence that the correlation between the internally developed plan and the views and opinions of those members of the public that engaged with us in this consultation process, align with those set out in this report.

Across the graphical data in the following sections, each data set is scored as follows: -

Score of 1 to 4: No opinion, or low positive opinions expressed.

Score of 5 to 9: Moderate levels of positive opinions expressed.

Score of 10 to 14: High levels of positive opinions expressed.

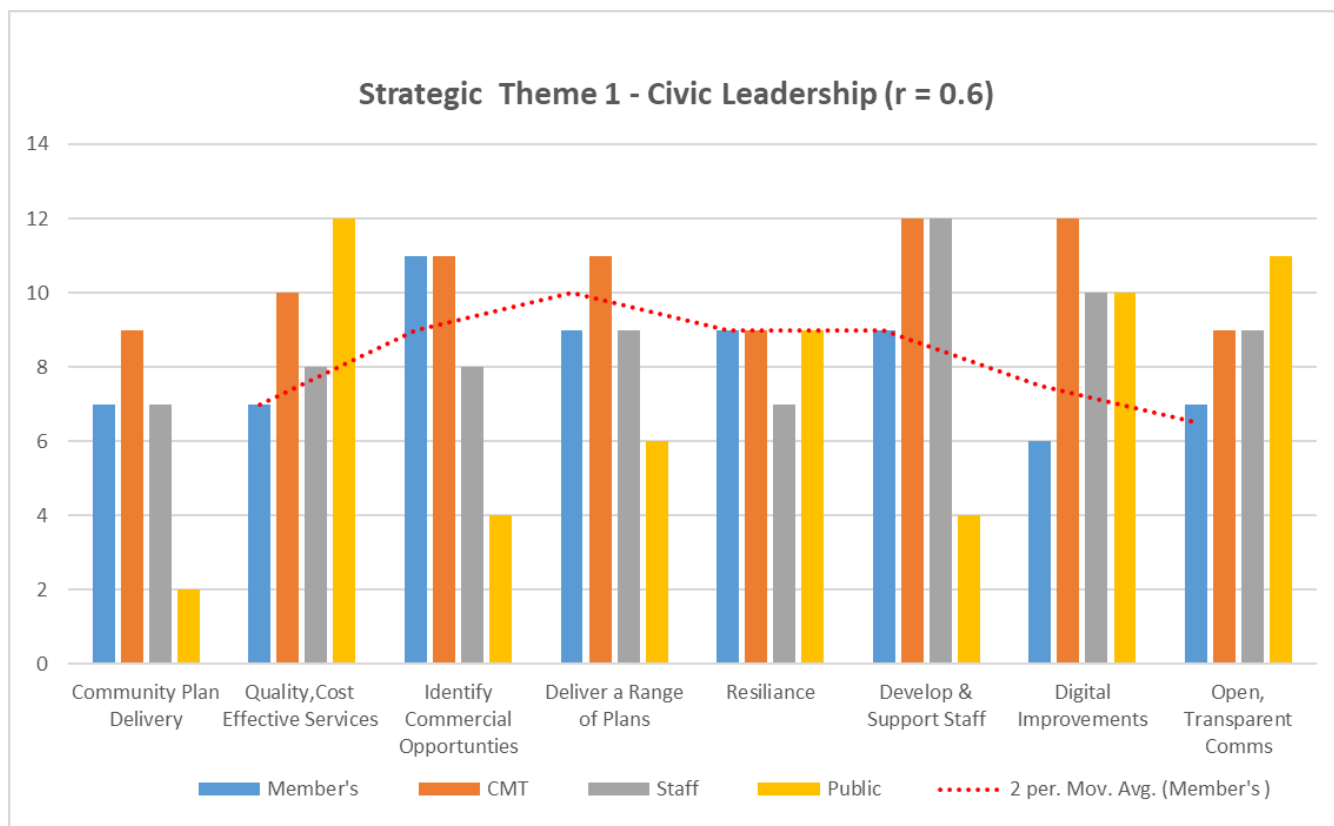
The data shown in section 2, follows the same scoring although in multiples thereof.

Although the model was developed to take account of critical or negative indicators, none were captured.

¹ Normally correlation is expressed as a positive or negative number between -1 and 1. The value of the number indicates the strength of the relationship: $r = 0$ means there is no correlation. $r = 1$ means there is perfect positive correlation. $r = -1$ means there is a perfect negative correlation. In this report a graphical display via a trend line has been used to show this relationship. The closer the line is to a straight line, the closer the relationships between the comparators are. The “ r ” figure is also given for completeness, without the workings.

SECTION 1 – COMPARISONS BETWEEN CONTRIBUTORS & DATA CATEGORIES

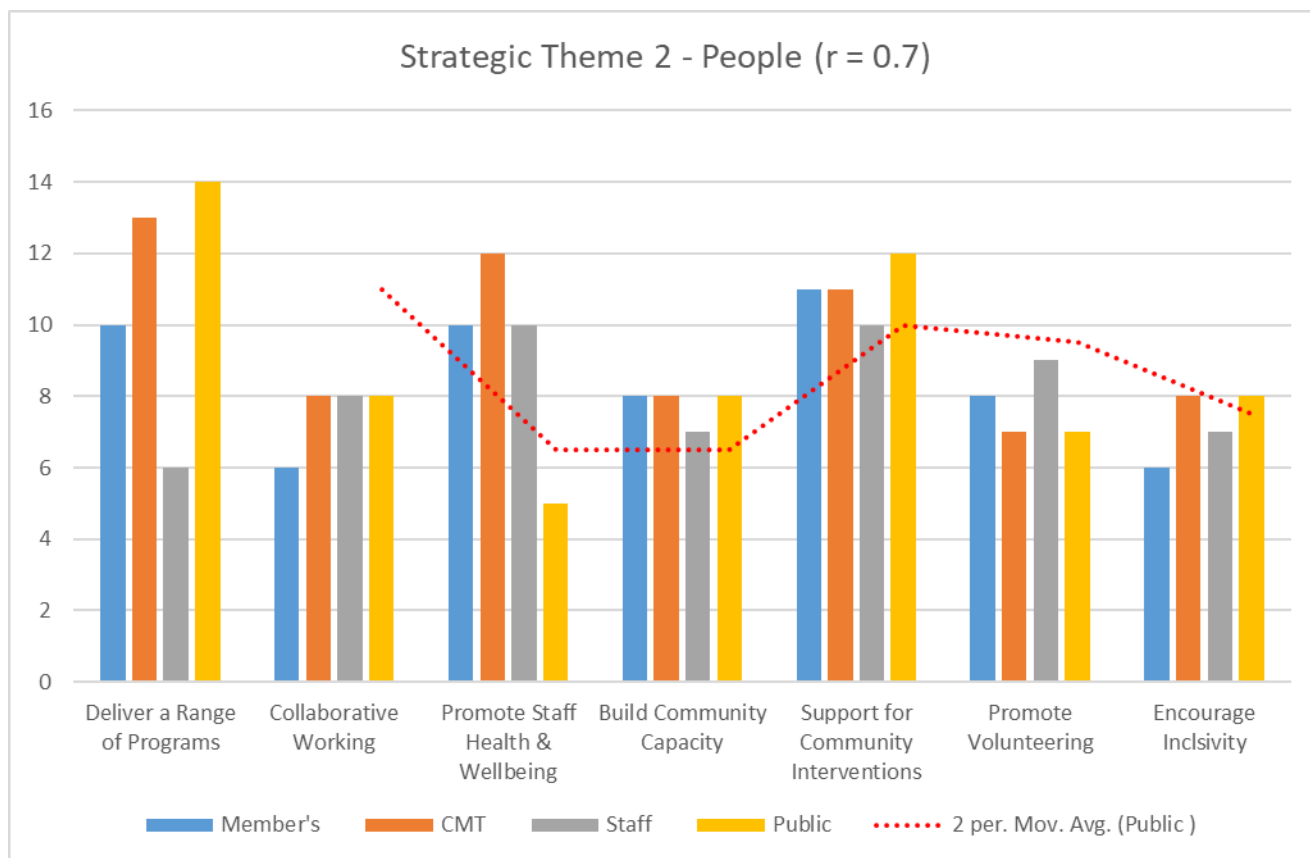
Strategic Theme 1 – Civic Leadership



<p>General Commentary</p>	<p>As can be seen in the graph above, the least level of correlation between the 8 elements of this theme, is across the resident/public data. With $r = 0.3$ there is little statistical cohesiveness in their views. However, all public views captured were supportive of the contents of the draft plan and strongly indicative results were obtained in 2 fields. (see below). Correlation across all four groups at $r=0.6$ shows there are moderate levels of agreement in all areas, with no areas of contention.</p>
<p>Internal Correlation</p>	<p>Of the 3 internal groups, CMT scored consistently highest or equal highest in 6 of the 8 groups, with notable alignment with members in terms of identifying commercial opportunities & and also with residents/the public in resilience measures. Alignment is also notable between CMT and staff across developing & supporting staff, as well as more open & transparent communications. In all other sub data groupings, CMT score higher than the other two internal groups. with the exception of open and transparent communications, which is second only to quality & cost-effective services in the eyes of the public. Across the three groups $r = 0.7$.</p>
<p>Public Views & Opinions</p>	<p>3 of the 8 sub - categories of this strategic theme fall within the low importance grouping (delivery of the community plan, the identification of commercial opportunities and the development & support of staff). Possible explanations for this are advanced below. Two sub – categories are of moderate importance (delivering a range of plans and being resilient in emergency situations) and 3 are seen as having</p>

	high importance to the public (delivering quality & cost-effective services, digital innovation, and improvements & open and transparent communications).
Comparators – Internal & External	<p>With $r = 0.6$ overall, there is a moderately statistically significant correlation between the views of internal developers of the plan and the public. This “r” score has been depressed by the 3 low scoring sub - categories, (delivery of the community plan, identification of commercial opportunities & the development & support of staff). Whilst a complete analysis of these low scoring sub - categories lies outside the scope of this report, possible explanations for these have been posited as: -</p> <ol style="list-style-type: none"> 1. <i>Delivery of Community Plan</i>: Although community planning has been in place since 2015, it has yet to gain sufficient traction to feature prominently in public opinion forming or thinking. 2. <i>Identification of Commercial Opportunities</i>: This is an area that the council has only recently begun to develop and is traditionally seen as being outside most councils’ operational areas. This area has yet to be developed within the public consciousness. 3. <i>Development & Support of Staff</i>: This is an area that the public usually regards as outside their interest which is best addressed by management. A low scoring here is to be expected. <p>Adjusting for these rises the coefficient to $r = 0.8$, a very strong correlation.</p>
Summary of Findings	<p>Although the public findings have little correlation within themselves or with the council’s internal data, adjustments of the type outlined above show a strong relationship between the draft plan and the views and opinion of the public.</p> <p>By far the most important role of the council in their eyes is the delivery of quality, cost effective services, with open and transparent communications and digital innovation & improvements running closely behind.</p>

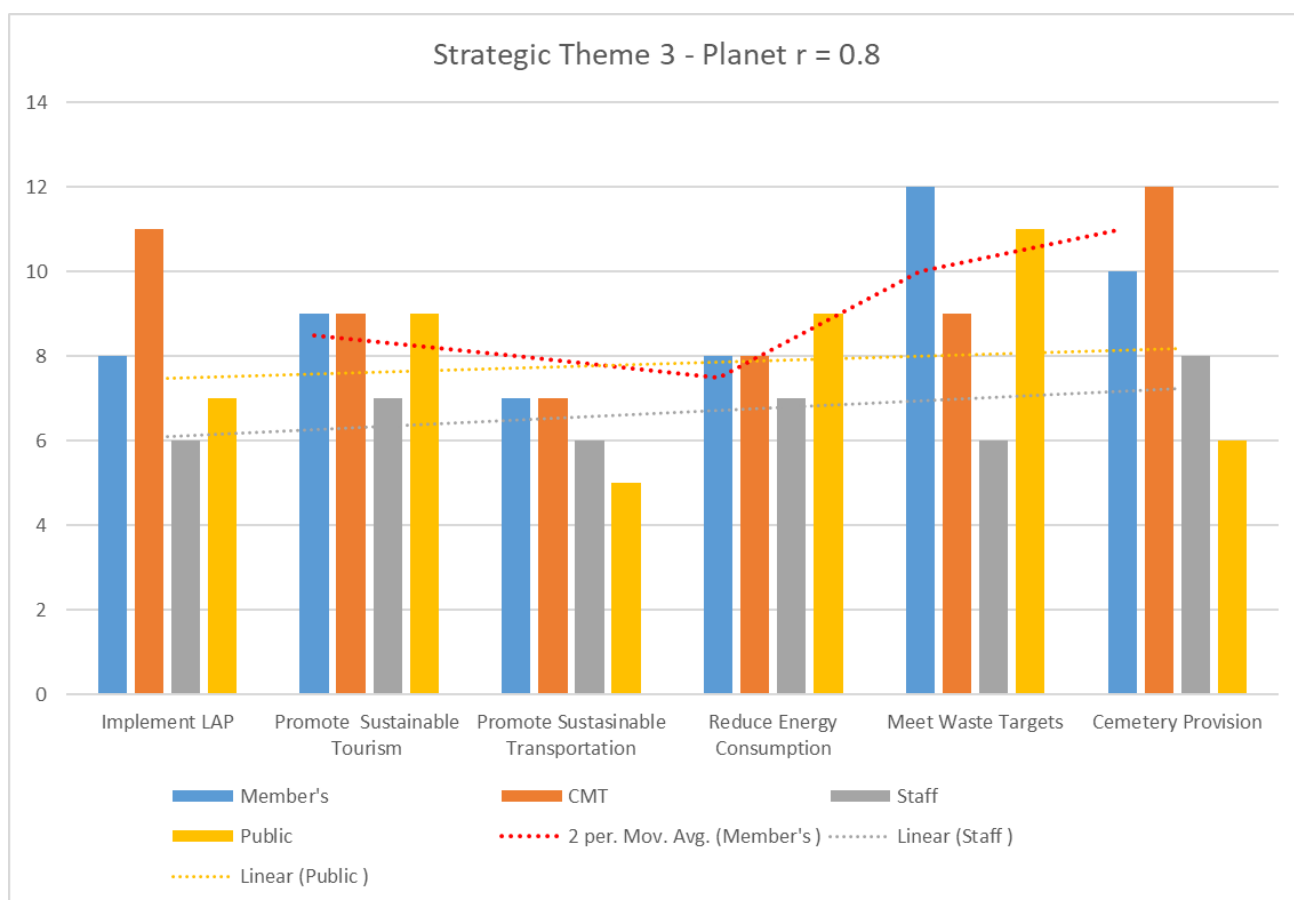
Strategic Theme 2 – People



<p>General Commentary</p>	<p>As with strategic theme 1 - Civic Leadership above, the least level of correlation between these 7 sub - categories lies with the data collected from the residents/public group. With $r = 0.4$ statistical cohesiveness is low across all of the sections. However, all public views captured were more positive toward the contents of the draft plan than in the previous strategic theme, with all of the sub - categories ranked as of either high or moderate importance. The sub - category “delivering a range of plans” was the only sub – category to score maximum points in all of the consultation exercises across all groups, and it is noteworthy that this score was developed from residents/the public data.</p>
<p>Internal Correlation</p>	<p>Of the 3 internal groups, CMT again scored consistently highest or equal highest in 6 of the 7 groups, with perfect alignment with members in 2 sub – categories (building community capacity & support for community interventions) and near perfect alignment in a further 2 (promoting volunteering & encouraging inclusivity)</p> <p>Across all 3 groups, $r = 0.7$, indicating high levels of correlation.</p>
<p>Public Views & Opinions</p>	<p>None of the 7 sub – categories within this theme were seen to of low importance to residents/public. 5 are seen to be of moderate importance (collaborative working, promoting staff health and wellbeing, building community capacity, support for community</p>

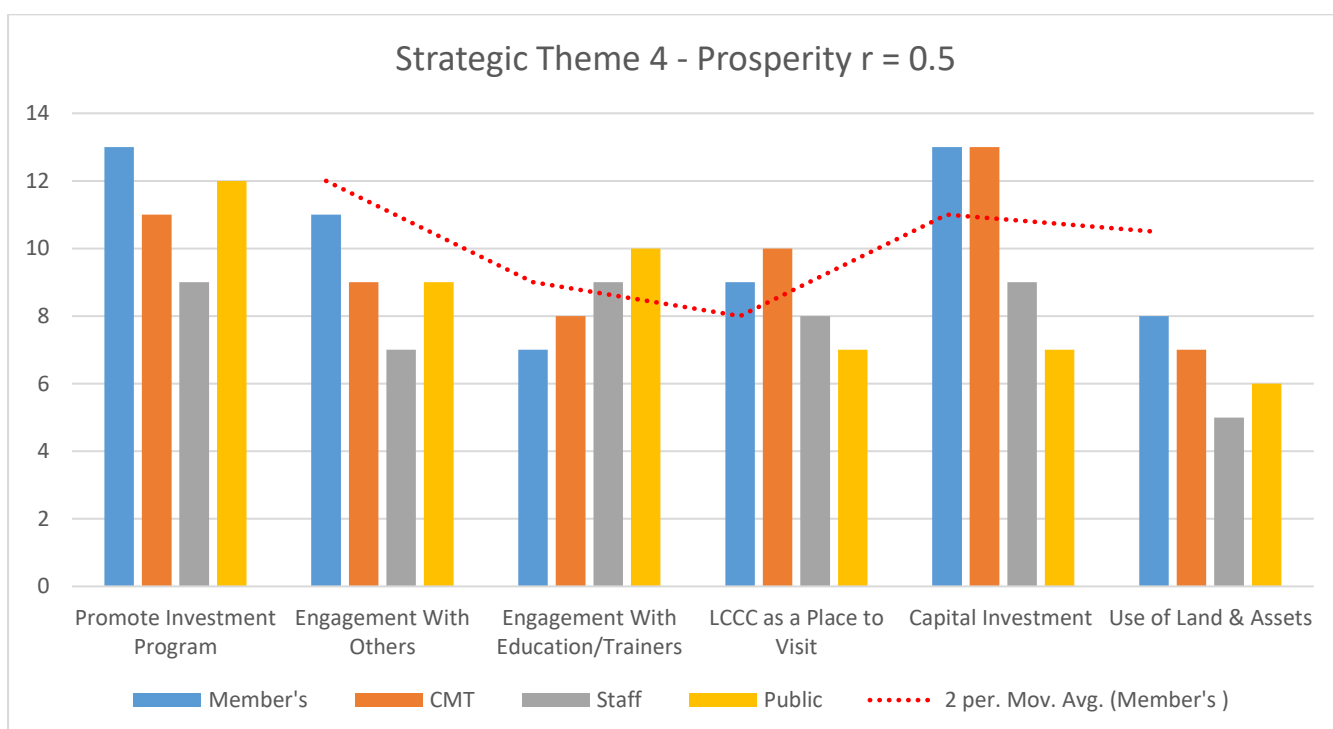
	<p>interventions, promote volunteering & encouraging inclusivity). Delivering a range of programmes scored highest in the entire exercise, higher even than what is often seen as our most important areas, providing quality, cost effective services meeting waste targets and cemetery provision. Support for community interventions was the second most important sub – category for residents/the public in this section.</p>
<p>Comparators – Internal & External</p>	<p>With $r = 0.7$, there is a strong statistically significant correlation between the views of internal developers of the plan and the public. As previously an adjustment has been made for the relatively low scoring for staffing matters across the resident/the public group.</p> <p>Adjusting for this has the effect of rising the coefficient to $r = 0.8$, a very strong correlation.</p>
<p>Summary of Findings</p>	<p>Again, the public findings have low levels of correlation, but there is clear positive correlation between the contents of the draft plan and the views and opinion of the public. Strikingly, the most important role of the council, across all of the tasks and projects we undertake within this sub - category, in the eyes of residents/the public, is the delivery of a range of programmes.</p>

Strategic Theme 3 – Planet



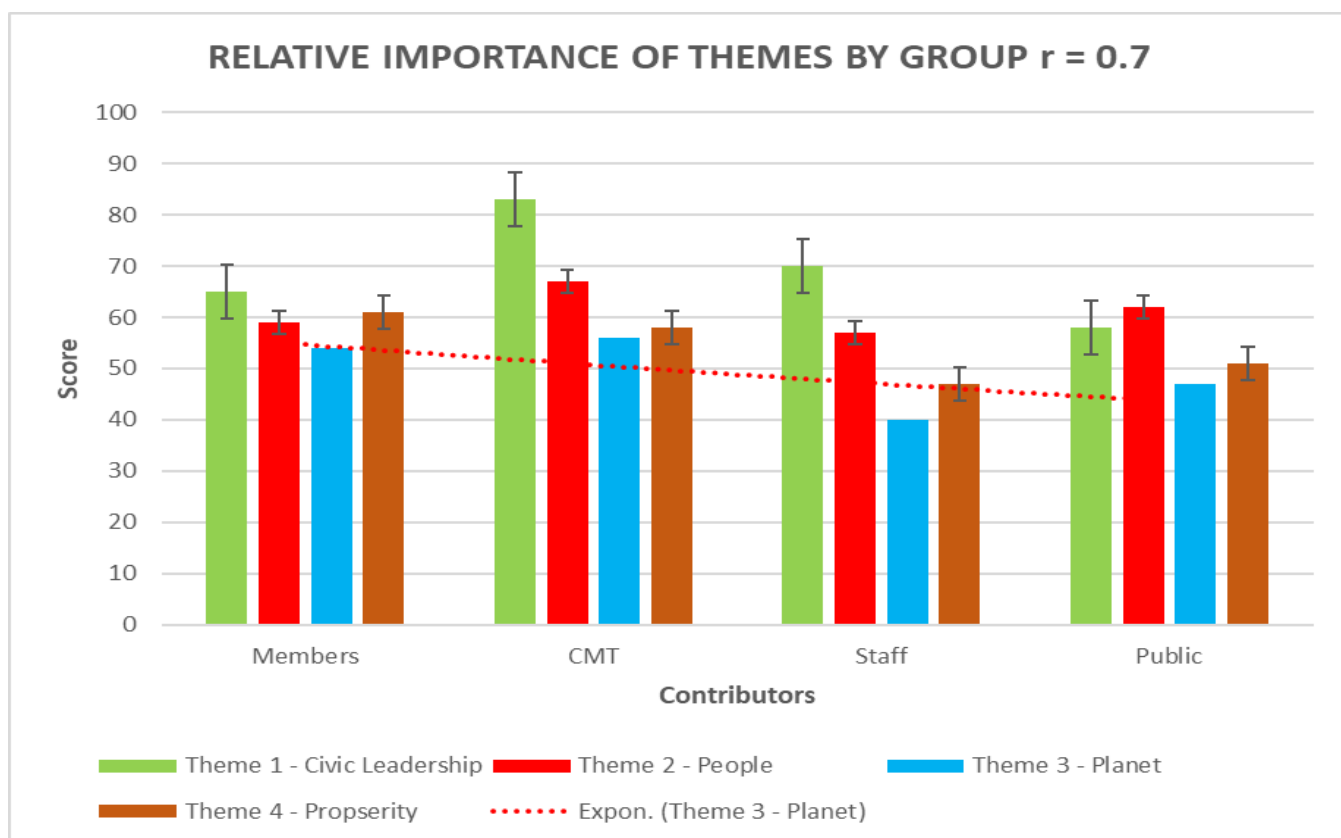
General Commentary	In this theme both residents/public and staff exhibit high levels of variability. However, even with the inconsistencies shown $r = 0.8$ shows a statistical cohesiveness that is very strong across all of the sections. In addition, the residents/public views captured were even more positive toward the contents of the draft plan than in the previous two strategic themes and all of the matters considered were ranked as either moderately or highly important.
Internal Correlation	Again, of the 3 internal groups, CMT scored consistently highest or equal highest in 5 of the 6 groups, with perfect alignment with members in 3 sub – categories (promoting sustainable tourism, promoting sustainable transportation & reducing energy consumption). Across all 3 groups, $r = 0.7$, indicating high levels of correlation.
Public Views & Opinions	None of the 6 sub – categories within this theme were of low importance to residents/the public. 5 are seen to be of moderate importance (implementation of the LAP, sustainable tourism, sustainable transportation, reducing energy consumption & cemetery provision0, with meeting waste targets as the most important issue.
Comparators – Internal & External	With $r = 0.8$, there is a strong and statistically highly significant correlation between the views of internal developers of the plan and the public. As no matters requiring adjustment are included in this theme, none were made.
Summary of Findings	There is a close relationship within this theme to the draft plan and the residents/public views and opinions captured, with no more than 2 points between the majority of sub – category scorings. This theme therefore aligns closely with residents/public views and opinions and no changes to the text are required.

Strategic Theme 4 – Prosperity



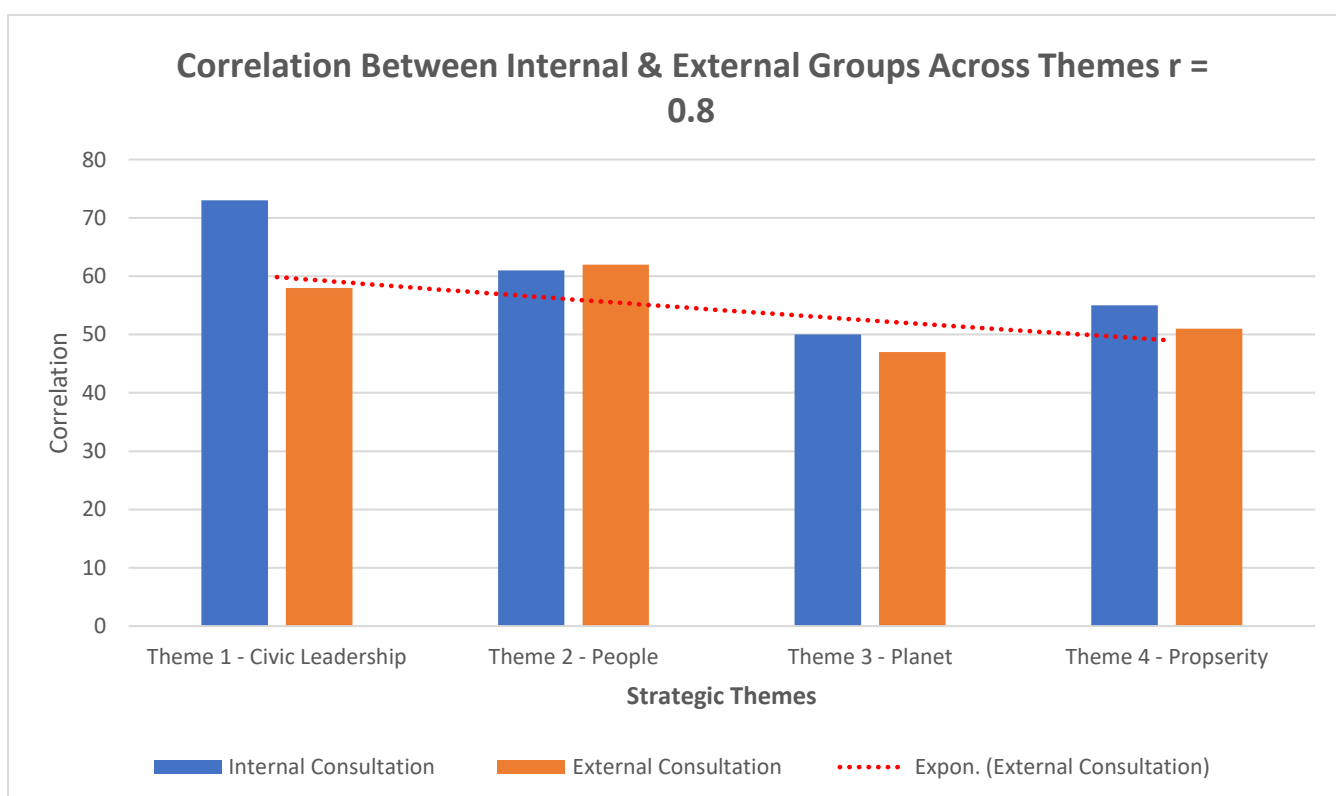
General Commentary	<p>This theme exhibits the highest levels of consistency across all 4 contributing groups, but also has the highest levels of variability across the sub – categories. This accounts for the overall correlation of $r = 0.5$.</p> <p>That said, there are no sub – categories that fall within the no or low opinion section, and 5 of the 6 sub – categories contain at least one group who scored the sub – category within the highest opinion group. In addition, residents/ the public views captured were consistently positive toward the contents of the draft plan, with 5 of the 6 scoring in the moderately important field and one (promote an investment programme) scoring into the highest importance field.</p>
Internal Correlation	<p>For the first time, of the 3 internal groups, members scored consistently highest or equal highest in 3 of the 6 groups and were within 1 point of CMT on each of the other 3 sub – categories. This indicates very high levels of alignment between members and CMT ($r = 0.8$) across the sub – category. Levels of correlation between the staff grouping & residents/the public were low ($r = 0.3$) although the reasons for this are well known and accepted (see comparators – internal & external below) and this is not seen as being significant.</p>
Public Views & Opinions	<p>None of the 6 sub – categories within this theme were seen to of low importance to residents/the public. 5 are seen to be of moderate importance (engagement with others, engagement with education & training providers, LCCC as a place to visit, capital investment & use of land and assets). Interestingly, promoting an investment programme is seen as the most important subject within this sub – category for residents/the public, ahead of the views of CMT and almost at the same level of that expressed by members.</p>
Comparators – Internal & External	<p>Even when combined and compared with the combined members and CMT score, the correlation at $r = 0.6$ whilst higher, is not seen as particularly significant, as the two groups are traditionally seen as having different views on such issues, with members and CMT taking a longer term/ more strategic approach.</p>
Summary of Findings	<p>There is a close relationship between the views of each of the different groups within this theme to the draft plan, although, when combined, there is high levels of variability across each of the sub - categories.</p> <p>Members score higher, or equal highest in 3 of the 6 categories, with both members and CMT being in perfect alignment with the capital investment sub – category. Much of the variability can be explained by the difference in approaches between members and CMT and staff & residents/the public, although both groups did score within the moderately important grouping.</p>

SECTION 2 – COMPARISONS BETWEEN GROUPS & THEMES



General Commentary	Although the trendline decreases across the 4 themes, the relatively even nature of both trendline points to a stable position across each of the 4 groups/themes. Comparing the consultees & correlating the results shows there is close alignment between the draft plan and the views of residents, and the public as captured by the consultations undertaken at r = 0.7.
Members	Members views are extremely consistent across each of the themes, with no more than 4 percentage points between the highest and lowest theme. Members rated “Civic Leadership” as the most important theme overall, with “Prosperity” & “People” coming a close 2 nd and 3 rd . The “Planet” theme is seen as being of the least importance to members, but the lack of distance between this (3%) and the highest rated theme, renders this particular comparator less meaningful.
CMT	Although CMT score highest when considered individually, when grouped with other contributors they are very close to the mean. CMT score the theme “Civic Leadership” highest, with the “People” theme a distant 2 nd , although there is close grouping across each of the other 3 themes which all fall within the moderately important to highly important categories.
Staff	Staff exhibit the most variability, with only a relatively weak correlation between the 4 themes. “Civic Leadership” scores highest across this

	group, with “People” 2 nd . There is a significant drop in importance attributed to the “Planet” theme, suggesting that this theme is not held to be as important to staff as would normally be thought.
Residents/Public	Residents/the Public have the 2 nd highest level of consistency across the 4 themes after members. They see the “people” theme as being of more importance than “civic Leadership”, even though there were low levels of importance attached to staffing matters. Overall, the residents, public views are relatively closely aligned, with the “Planet” theme being seen as least important, although there is close grouping across all themes.
Summary	“Civic Leadership” is seen as being of most important to all 3 of the internal groups. Although it is seen as being of secondary importance to residents/the public after “People”, the difference is relatively small. Given the difference in focus between internal and external groups, it is remarkable that the “Civic Leadership” theme is seen as being as important as it is to residents/the public.



General Commentary	Although the trendline decreases across the 4 themes, the relatively smooth and even nature of this trendline points to a stable position across each of the 4 groups and themes. Comparing the consultees across two variables, internal and external, & correlating the results shows there is close alignment between the draft plan and the views
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	<p>of residents, and the public as captured by the consultations undertaken.</p>
<p>Theme 1 – Civic Leadership</p>	<p>The variability between internal and external consultees is at its highest level in this theme at 21%. As discussed in section one, it is posited that the variability can be explained at least in part by the external consultees 3 low scoring sub - categories, (delivery of the community plan, identification of commercial opportunities & the development & support of staff). Potential explanations for these low scores are also put forward in section one. When these are allowed for, the variance between the two groups drops to 3%.</p> <p>This theme attracted the highest score overall and can be thought of as generating the most interest across all consultee groups. This is notable as, the low scoring of 3 sub – categories, tend to disguise the relatively high importance attached to the other 5 sub – categories.</p>
<p>Theme 2 - People</p>	<p>Interestingly residents/the public score this theme slightly higher than the internal groups, although the margin is very low. With a variability of only 2%, external consultees are in almost complete agreement with the internal groups as to the contents of the draft plan.</p> <p>The “People” theme, and the sub – categories it contains is the second most important theme in this consultation across all consultees, despite a staffing related sub – category scoring relatively low with residents/the public. An adjustment was made, on the same basis as those made in theme 1 (civic leadership) to ensure consistency.</p>
<p>Theme 3 – Planet</p>	<p>This theme is seen as being of least importance to the consultees overall, although it should be borne in mind that all comments received were positive and it scored into the moderately important range.</p> <p>A variability between internal and external groups of 6% on the face of it, represents a high level of agreement between the groups and the contents of the draft plan. However, when the sub – categories are considered individually the first 3 score moderately, with a trend toward low scores, with the final 3 scoring moderately, with the trend upward to high scoring. This pattern of variability tends to cancel each trend out and conceal the fairly high levels of variability between the groups and each sub – category.</p> <p>That said, an analysis of the scoring across each group and each sub – category does show that scoring follows the relative position of each group, for example: -</p> <ul style="list-style-type: none"> • Implementation of the Local Area Plan may be seen by members as of less importance as it has already been considered by them, highly important to CMT as they are still in the process of delivering it, of lower importance to staff and the public, as it has perhaps yet to be fully developed in their thinking and they tend to consider operational areas as of more immediate importance.

	<ul style="list-style-type: none"> • Promoting sustainable transportation, whilst recognised as moderately important across all 3 internal groups due to the work the council carries out and the high levels of media interest in this as a subject area, may be seen as largely outside the issues the council can influence with the public. • In reducing energy consumption, members and CMT are as one, whilst staff see it as less important from a work context, but residents/the public are very aware of energy costs at this time and are likely to feel strongly about energy waste and consumption. • Whilst both members and residents/the public score meeting the council's waste targets very highly, both CMT and staff score these less highly, most likely due to the fact that these 2 groups will be well informed about this sub – category and will be aware that targets are very likely to be met. • The level of awareness as to the demand for cemetery provision is thought to be low among staff in general and residents/ the public, accounting for their lower scoring, whilst CMT and members have recently considered initiatives to increase burial space across the LCCC area in the short term.
Theme 4 - Prosperity	<p>As with theme 3 – Planet, there is a reasonably higher level of variability across each of the groups and sub – categories than the overall correlation rate of 0.5 might suggest. Also, the variability between the internal & external groups, at 7% is second highest across all the themes in the draft plan.</p> <p>As before, however, an analysis of the individual sub - categories as they relate to each other, reveals a more nuanced picture: -</p> <ul style="list-style-type: none"> • Engagement with education & trainers scores highly with residents/the public, but less so with the internal groups, reflecting a degree of confusion externally with what services councils have responsibility for. • The relatively low scoring of “LCCC as a place to visit with residents/the public and staff, may reflect the issue of traffic congestion and housebuilding that was prevalent in the consultation exercise. • Both “Capital Investment” & the “Use of Land & Assets” are seen as strategic level, long range issues that traditionally seen as of less important to staff and residents/the public than more immediate operational matters.
Summary	<p>Comparing the consultees across two variables, internal and external, & correlating the results shows there is close alignment between the draft plan and the views of residents, and the public as captured by the consultations undertaken.</p>

	<p>There are some areas however that stand out and that are worthy of note: -</p> <ul style="list-style-type: none"> • “Civic Leadership” is seen as the most important theme, with a score of 131 overall, with the “People” theme coming in second in importance at with a score of 121. The “Prosperity” theme is a close 3rd with a score of 106 and the “Planet” theme scores 97. • Without the allowances for bias, the average variability across all 4 themes is 9% (r = 0.7), when these are applied, the average variability drops to 5% (r = 0.8). Effectively, this means residents/the public are strongly in alignment with the contents of the draft plan. • However, there are some areas of significant variability and, although an explanation and allowance can be made for some of this, results remain that were not foreseen (see section 3, below).
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SECTION 3 – INTERPRETATION OF RESULTS

Relative Importance to Consultees

Only residents/the public as a group scored any of the themes as being of low importance, although these made up no more than 17% of the total and remained positive in tone & content. These consultees felt that 54% of the themes and sub – categories were of moderate importance and the remainder, (42%) of high importance to them.

Staff rated 76% of the themes and sub – categories as of moderate importance and 20% as being of high importance. There were no low scoring themes or sub – categories.

CMT see 44% of the themes and sub – categories as being of moderate importance, with 56% being of high importance.

Members, on the other hand, tended to rate 58% of the identified themes and sub – categories as of moderate importance, with 42% as high importance.

Top Most Important Sub - Category by Theme

KEY - Important ■ Moderately Important ■ Low to No Importance ■

Theme	Sub - Category	Internal Imp.	External Imp.
1 – Civic Leadership	Community Plan Delivery	■	■
	Quality, Cost Effective Services	■	■
	Identify Commercial Opportunities	■	■
	Deliver a Range of Plans	■	■
	Resilience	■	■
	Develop & Support Staff	■	■
	Digital Improvements	■	■
	Open, Transparent Comms	■	■
2 - People	Deliver a Range of Programs	■	■
	Collaborative Working	■	■

	Promote Staff Health & Wellbeing		
	Build Community Capacity		
	Support for Community Interventions		
	Promote Volunteering		
	Encourage Inclusivity		
3 - Planet	Implement LAP		
	Promote Sustainable Tourism		
	Promote Sustainable Transportation		
	Reduce Energy Consumption		
	Meet Waste Targets		
	Cemetery Provision		
4 - Prosperity	Promote Investment Program		
	Engagement With Others		
	Engagement With Education/Trainers		
	LCCC as a Place to Visit		
	Capital Investment		
	Use of Land & Assets		

Top Scoring Sub – Categories by Importance

Theme	Sub - Category	Score	Internal Imp.	External Imp.
4 - Prosperity	Promote Investment Programme	21%		
	Capital Investment	19%		
3 - Planet	Meet Waste Targets	19%		
	Cemetery Provision	18%		
2 - People	Support for Community Interventions	18%		
	Deliver a Range of Programmes	18%		
1 – Civic Leadership	Digital Improvements	14%		
	Develop & Support Staff	13%		

DRAFT CORPORATE PLAN: TABLE SHOWING RELATIVE IMPORTANCE & OVERLAP ACROSS DRAFT PLAN CATEGORIES.

Theme	Group	High Importance	Moderate Importance	Low Importance
Theme 1 Civic Leadership	Members	Identify Commercial Opportunities	Community Plan Delivery Quality, Cost Effective Services Deliver a Range of Plans Resilience Develop & Support Staff Digital Improvements Open, Transparent Communications	
	CMT	Quality, Cost Effective Services Identify Commercial Opportunities Deliver a Range of Plans Develop & Support Staff Digital Improvements	Community Plan Delivery Resilience Open, Transparent Communications	
	Staff	Develop & Support Staff Digital Improvements	Community Plan Delivery Quality, Cost Effective Services Identify Commercial Opportunities Deliver a Range of Plans Resilience Open, Transparent Communications	
	Residents/Public	Quality, Cost Effective Services Digital Improvements Open, Transparent Comms	Deliver a Range of Plans Resilience	Community Plan Delivery Identify Commercial Opportunities Develop & Support Staff
	Members	Deliver a Range of Programs Promote Staff Health & Wellbeing Support for Community Interventions	Collaborative Working Build Community Capacity Promote Volunteering Encourage Inclusivity	

Theme 2 People	CMT	Deliver a Range of Programs Promote Staff Health & Wellbeing Support for Community Interventions	Collaborative Working Build Community Capacity Promote Volunteering Encourage Inclusivity	
	Staff	Promote Staff Health & Wellbeing Support for Community Interventions	Deliver a Range of Programs Collaborative Working Build Community Capacity Promote Volunteering Encourage Inclusivity	
	Residents/Public	Deliver a Range of Programs Support for Community Interventions	Collaborative Working Promote Staff Health & Wellbeing Build Community Capacity Promote Volunteering Encourage Inclusivity	
Theme 3 Planet	Members	Meet Waste Targets Cemetery Provision	Implement LAP Promote Sustainable Tourism Promote Sustainable Transportation Reduce Energy Consumption	
	CMT	Implement LAP Cemetery Provision	Promote Sustainable Tourism Promote Sustainable Transportation Reduce Energy Consumption	
	Staff		Implement LAP Promote Sustainable Tourism Promote Sustainable Transportation Reduce Energy Consumption Meet Waste Targets Cemetery Provision	

	Residents/Public	Meet Waste Targets	Implement LAP Promote Sustainable Tourism Promote Sustainable Transportation Reduce Energy Consumption	
Theme 4 Prosperity	Members	Promote Investment Program Engagement With Others Capital Investment	Engagement With Education/Trainers LCCC as a Place to Visit Use of Land & Assets	
	CMT	Promote Investment Program LCCC as a Place to Visit Capital Investment	Engagement With Others Engagement With Education/Trainers Use of Land & Assets	
	Staff		Promote Investment Program Engagement With Others Engagement With Education/Trainers LCCC as a Place to Visit Capital Investment Use of Land & Assets	
	Residents/Public	Promote Investment Program Engagement With Education/Trainers	Engagement With Others LCCC as a Place to Visit Capital Investment Use of Land & Assets	

DRAFT CORPORATE PLAN AND AMBITIONS 2024/2028

www.lisburncastlereagh.gov.uk





The Right Worshipful the Mayor, Councillor Andrew Gowan



Mr David Burns, Chief Executive

The recent census information confirmed what we already knew; that through our people and infrastructure we are blessed with significant opportunities. This plan aims to ensure we continue to deliver and support better lives for those who work and live in, or visit, the area. We have bold ambitions for the area and are confident in our ability to realise them through our talented, creative and innovative teams and healthy community and business partnerships. We aim to ensure we have a Council which is inclusive, future-focused and meets the needs of our community.

While one of the most prosperous Council areas, we also have citizens in need. Our success will create new opportunities for individuals, families and communities.

We understand that these are challenging times for people and government. Money is tight for families and public services. Given these and other challenges, we are confident that this is the time for Lisburn & Castlereagh City Council to take a lead. We aim to build on the strategic potential of our area and seize the opportunities available.

Since the local government elections of May 2023, we have been working hard analysing the manifestos of the parties

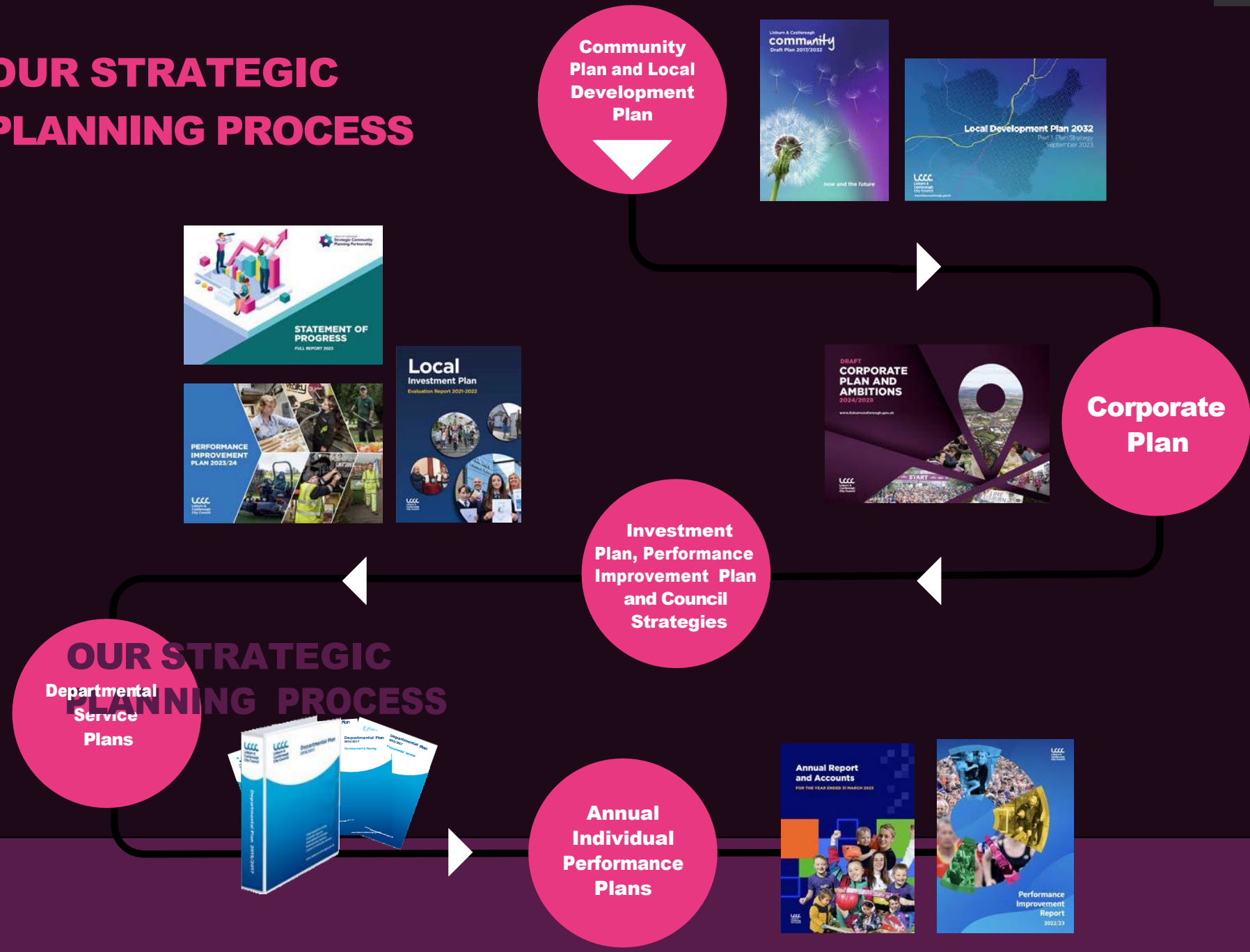
elected to this four-year term. We have been holding workshops with our Councillors and teams from across the Council to identify what our priorities for the short to long-term future should be. Most importantly, we have actively consulted with the people who live and work in or visit the Lisburn & Castlereagh City Council area, to make sure we understand, and can take account of, what is important to you.

This plan is not sitting in isolation; it connects to the other strategic plans for the Council area, including the Community Plan and our Local Development Plan. It also sets the direction for the Council's other plans and strategies including our investment programme.

In all that we do, we will be guided by our values of respect, honesty, excellence, accountability, leadership and equality.

This plan sets a clear course for our community's future. It reflects our commitment to serving our residents, fostering growth and ensuring a sustainable and prosperous future. By working together, we can turn this vision into reality and make our Council area a model of excellence and service.

OUR STRATEGIC PLANNING PROCESS



INTRODUCTION

WE ARE DELIGHTED TO INTRODUCE OUR CORPORATE PLAN WHICH SETS OUT A ROADMAP FOR 2024-2028.

THIS PLAN IS DESIGNED TO GUIDE OUR EFFORTS IN DELIVERING ESSENTIAL SERVICES, FOSTERING ECONOMIC GROWTH, ENHANCING COMMUNITY WELLBEING AND ENSURING EFFECTIVE GOVERNANCE.

OUR PURPOSE

**DELIVERING AND SUPPORTING
BETTER LIVES FOR ALL.**

OUR VISION

**OUR VISION IS TO ACHIEVE BETTER
LIVES FOR THE PEOPLE WHO WORK,
LIVE IN OR VISIT THE LCCC AREA.**

OUR VALUES

Our values require high standards of behaviour from Staff and members as we go about our work and also affirm how we want to be treated by others.

RESPECT

Demonstrating respect for our people in our attitudes, behaviours and working relationships.

HONESTY

Acting with integrity and selflessness at all times and adhering to Codes of Conduct.

EXCELLENCE

Taking pride in our work and being passionate about the standards we strive to achieve.

ACCOUNTABILITY

Being accountable to the public for our decisions and actions, acting transparently and with openness to scrutiny.

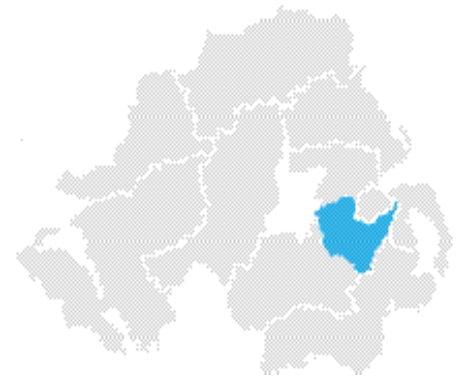
LEADERSHIP

Exercising creativity, **innovation**, and selflessness in civic and collective leadership.

EQUALITY

Acting inclusively and with fairness; promoting equality of opportunity and protecting people from discrimination.

THE LISBURN & CASTLEREAGH CITY COUNCIL AREA



POPULATION

Our population is growing and in the Lisburn and Castlereagh area is 149,147, up 10.6% since 2011

In 2021, there were 60,147 households in the Council area, up 12% since 2011



AGE

In 2021, 19% of people were aged 0-14 years; 30% of people were aged 15-39 years, 33% were aged 40 – 64 years and 18% were aged 65 years and older

The population of the council area who are aged 60+ is expected to rise to 52,320 by 2043



ECONOMY AND EDUCATION

- We have the lowest rate of unemployment in NI at 2.2%
- We have the highest educational achievement in NI
- We are the best connected council area: eight minutes by train from Belfast and 1hr 56 minutes from Dublin
- We are home to the Eikon Exhibition Centre
- We have proximity to two airports and four sea ports



SERVICES

There is a wide range of services within our area including:

- three hospitals
- 40 primary schools
- nine post-primary schools
- five special schools



TOURISM

- We are home to the only location in Northern Ireland to have achieved Royal status: Royal Hillsborough

OUR JOURNEY OUTCOMES

THIS PLAN BUILDS UPON THE COUNCIL'S PREVIOUS CORPORATE PLANS. SINCE THE LAST PLAN WAS DEVELOPED, THE COVID PANDEMIC STOPPED US ALL IN OUR TRACKS AND WE HAD TO RETHINK HOW BEST TO MEET THE DEVELOPING NEEDS OF OUR COMMUNITY. AS A RESULT, WE DEVELOPED AN INTERIM PLAN TO GIVE US DIRECTION UNTIL WE COULD IDENTIFY OUR NEW PATH. DESPITE THE CHALLENGES FACED, HERE IS A TASTE OF SOME OF THE MANY OUTCOMES ACHIEVED AS WE HAVE STRIVEN TOWARD DELIVERING AND SUPPORTING BETTER LIVES FOR ALL.



PEOPLE



PLANET



In 2022/23, we collected more than 74,211 tonnes of municipal waste and achieved a municipal recycling rate of 51.4%.



We reduced illegal dumping by 20%, following a successful Council waste campaign



We created newly-accessible green spaces at Glenmore Parkland Trail, Billy Neill MBE Country Park, Derriaghy Glen and Hydebank

PROSPERITY



We received letters patent conferring "Royal" status on Royal Hillsborough, making it one of only four towns in UK to have a "Royal" prefix

£52M

We have confirmed a £52m investment in Dundonald International Ice Bowl



We agreed 40 major planning applications and processed 3,000 local planning applications



We completed 10,400 building control site inspections and 3,000 completion certificates for compliant works

£20M

We confirmed a £20m investment in Royal Hillsborough through the Belfast Regional City Deal initiative, and have received our letter of offer

We invested in small, local businesses including £375,000 support for new and existing businesses which was matched funded by a Council Contribution of a further £100,000 and £100,000 in employability skills across sectors as part of our post covid response

£2,393,000

We secured an additional £2,393,000 towards the delivery of the Small Settlements Regeneration Programme



Contributions made to three projects under the Community Investment Fund total £670,000. This breaks down as follows:-
Crewe - £195k
Lisburn Rugby- £225k
Ballymacash -£250k



We developed and continue to implement a DEA investment programme



We have supported the town centres through a number of initiatives, generating confidence in the sector to bring private investment in the shape of a new hotel and supermarket upgrade

£3.27M

We closed out the five-year NI Rural Development Programme to the value of £3.27m, resulting in the creation of 84 jobs across the lifetime of the programme and helping 13 rural businesses which are now exporting from NI



We developed and agreed our Local Development Plan

You can learn more by going to lisburncastlereagh.gov.uk

OUR RESPONSIBILITIES

WE DELIVER A WIDE RANGE OF KEY SERVICES:

- TO HELP IMPROVE THE LIVES OF OUR CITIZENS AND ALL THOSE WHO WORK AND VISIT OUR AREAS
- TO PROMOTE THE COUNCIL AREA AS A PLACE TO VISIT AND DO BUSINESS AND
- TO PROTECT AND ENHANCE OUR NATURAL ENVIRONMENT

Our services include:

- Animal Welfare and Dog Control
- Arts, Culture and Heritage
- Bin Collection and Recycling
- Building Control
- Cemeteries
- Citizenship Ceremonies on behalf of the UK Home Office
- Community Planning
- Council and Committee Meetings
- Community Services
- Environmental Health
- Funding and Investment
- Leisure, Recreation and Sport
- Licensing
- Off-Street Car Parking
- Parks and Open Spaces
- Planning
- Public Conveniences
- Registration of Births, Deaths, Marriages and Civil Partnerships
- Regional Property Certificates
- Tourism and Economic Development

These are supported by a number of other services

SUPPORT AND ADVICE TO OTHER BODIES

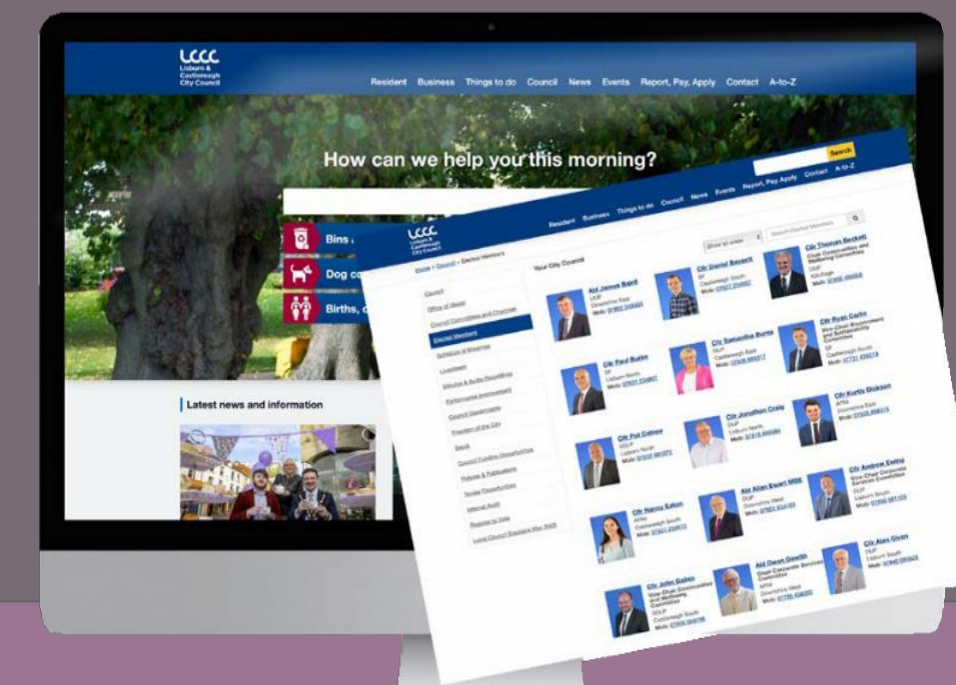
During our consultations, we received feedback on areas that are important to our community which the Council does not have responsibility for. We will convey this to our Community Planning Partners and provide support where we can. We recognise that your elected representatives can advocate and make representations on your behalf to these and other organisations. Contact details for these services can be found on the Council website.



Elected members online

You can find all your councillor contact details online, by electoral ward. Also here are details of council committees and their chairs and schedules/recordings/minutes of council meetings.

www.lisburncastlereagh.gov.uk/council



OUR PLAN TO DELIVER ON OUR VISION

This plan serves as our strategic framework for action during the next four years. It sets out a vision for the Lisburn & Castlereagh City Council area, the core values that inform the work of the Council, as well as our strategic priorities and how we intend to deliver our services.

The Corporate Plan will be used to direct business processes and drive performance through annual service delivery plans,

performance measurement and management processes. It builds on the achievements of previous Corporate Plans and reflects emerging policy priorities at a local and also, to some extent, at a regional level.

Most importantly, it reflects the priorities of you, our citizens and those who work and visit the LCCC area.

OUR VISION IS TO ACHIEVE BETTER LIVES FOR THE PEOPLE WHO WORK, LIVE IN OR VISIT THE LCCC AREA

From our consultations, we have developed four Strategic Themes. These are:

1. Civic Leadership	Our community has confidence in Civic Leadership.
2. People	We live healthier, more fulfilling and longer lives.
3. Planet	We live in resilient and environmentally friendly places.
4. Prosperity	We benefit from a growing and vibrant economy.

THE FOLLOWING PAGES DESCRIBE THE PRIORITIES UNDER EACH THEME.

We will continue to work with our partners to develop ways of measuring and evidencing our contribution to achieving the longer term outcomes that we all want.

As a Council we want to be:

- Inclusive for all communities with no-one left behind
- A growing and thriving tourist destination
- A digitally-connected area which is “digital first”, “not digital only”
- Cohesive Community Partnerships, delivering better lives for all
- An area which is attractive to those who currently work, live or visit the area or are considering doing so

The themes consider our Community Plan and Local Development Plan. This plan also speaks to our 10-year Investment Plan principles of:

- Geographically-balanced investment
- Value for money in everything we do
- Transparency in our processes
- Embracing equality and diversity
- Evidence-based decision making
- Partnership approach
- Outcome and results driven
- Customer focus ethos
- Programme management approach

Strategic Theme No 1

– Civic Leadership

Outcome: Our community has confidence in civic leadership.

Leading well involves providing strong, connected, civic leadership with clear purpose, focus and accountability. Community confidence in us will build further as we enable communities through delivery of our plans, openness in our decision making and effective communication with our public, staff and partners.

To achieve this we will

- i. Champion and drive the delivery of the Community Plan
- ii. Deliver high-quality, cost-effective services that meet people's needs, making use of new approaches to data-driven decision-making, continual improvement, innovation and performance management
- iii. Identify commercial and other opportunities to ensure optimum use of rates income

- iv. Deliver a suite of sustainable plans, including our Investment Programme, Financial Plan, Workforce Plan and Asset Strategy, ensuring effective, transparent governance in all we do
- v. Be resilient in emergency situations, providing leadership for our community
- vi. Embed our organisational culture, reflecting the values of the Council by continuing to develop and support skilled and motivated staff. Empower leaders at all levels to support collaborative working and collective decision making
- vii. Further the use of digital technology to improve efficiency and increase customer access to services
- viii. Provide open and transparent communication and promotion of the Council area with a clear and positive identity

WE WILL KNOW WE HAVE BEEN SUCCESSFUL IF

We have actioned the Community Plan and have an active Community Planning Partnership

We have realised opportunities to maximise income streams and drive down costs, including increasing the rate base of the Council

We have baselined and increased customer satisfaction

We have increased access to services through digital platforms

Our plans have been developed and agreed within the set timescales

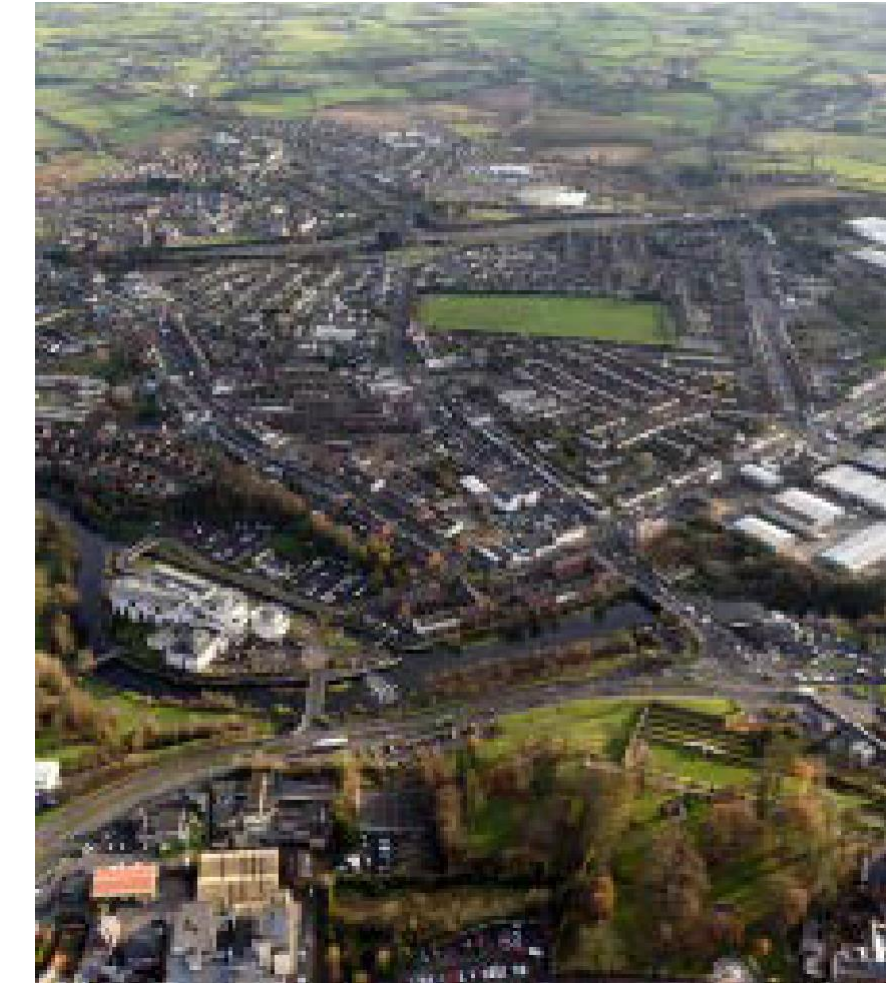
Our annual reports are approved and published

We have baselined and improved staff satisfaction and implemented a workforce and succession plan

We have engaged with community groups to develop community resilience across the Council area

We are financially sustainable

We have delivered our statutory functions to ensure the safety and wellbeing of our community



Strategic Theme No 2

- People

Outcome: We live healthier, more fulfilling and longer lives.

We will work with our partners to make a unique contribution to improve the physical, mental and social wellbeing of our communities, helping retain harmonious, safe and welcoming areas.

We want to grow the pride, social cohesion, self-help and capacity of all our communities, increasing social, economic and environmental wellbeing.

To achieve this we will

- i. Deliver an attractive and accessible range of programmes to encourage people of all ages and abilities to participate in and enjoy regular physical activity
- ii. Work collaboratively to ensure the sustaining of good physical and mental health, being proactive in our roles to protect the vulnerable in our community
- iii. Promote employee health and wellbeing
- iv. Work with partners to build the capacity of community groups and sports clubs to attract more people of all ages to participate in community life
- v. Provide appropriate support for community initiatives and interventions which grow our community, enhancing the quality of life for all
- vi. Promote volunteering and participation in public and community life, developing community ownership and management of local assets and facilities
- vii. Encourage inclusivity and equality of opportunity across our community, promoting the benefits of a diverse society, celebrating culture and good relations between people of different backgrounds and identities

WE WILL KNOW WE HAVE BEEN SUCCESSFUL IF

We have sustained and increased membership of the Vitality scheme with people of all ages being more active, more often

We have delivered new sports surfaces and facilities where need has been identified

We increase employee attendance rates and wellbeing of staff

We have progressed community ownership and management of relevant facilities

We have a positive evaluation through community and stakeholder engagement of community-based initiatives, including District Electoral Area (DEA) programmes

We have an active volunteering scheme engaging people of all backgrounds and increasing the level of residents who play an active role in civic society

We increase our footfall at community events

We baseline and increase customer satisfaction with our facilities and services

We have delivered events to celebrate inclusivity and cultural diversity which receive positive feedback from attendees who report a sense of belonging

Our communities have engaged with Council-supported safety initiatives which protect the most vulnerable in our society

We have provided support for mental wellbeing initiatives



Strategic Theme No 3 – Planet

Outcome: We live in resilient and environmentally- friendly places.

We want to protect and preserve our natural resources and reduce our environmental footprint, to ensure a healthy and sustainable Council area. To achieve this we will

- i. Work with our partners to implement our ambitious Local Development Plan for the future development of our area. The Plan will make clear our intentions and guide decisions for sustainable, high-quality design, development and regeneration of urban and rural areas to meet the needs of all
- ii. Promote sustainable tourism and the use of our asset base to increase sustainability
- iii. Support a shift to sustainable transport of all types, enhancing access to local amenities across the Council area
- iv. Work with residents, businesses and partners to reduce energy consumption, increase recycling and encourage community clean-ups

- v. Continue to meet our waste management targets, making our area cleaner, greener and more sustainable
- vi. Ensure our cemetery provision meets current and future need

WE WILL KNOW WE HAVE BEEN SUCCESSFUL IF

We have met the ambitions within the timescales laid out in the Local Development Plan

We have met the ambitions of our Climate Action Plan

We baseline and reduce our environmental footprint

We have implemented a revised waste collection programme

We have reduced the amount of **municipal** waste that is sent to landfill

We increase the percentage of **municipal** waste that is sent for recycling

We have provided more greenways

There are opportunities for increased levels of **safe walking** and cycling

We have provided cemetery provision to meet current and future need

Strategic Theme No 4 – Prosperity

Outcome: We benefit from a growing and vibrant economy.

We want our Council area to be the preferred place to do business and the number one choice for investment in Northern Ireland. We aim to grow the integrated economy by promoting our ambition and unique location on the North-South economic corridor as well as the access we have to a talented and skilled workforce, competitive costs and supporting infrastructure.

We want to attract more people to our area to live, work and enjoy leisure time with family and friends - by improving the appeal of the area further and growing sustainable employment opportunities.

To achieve this we will

- i. Promote an ambitious investment programme, prioritising key projects including digital infrastructure, smart technology and solutions to attract new employers and grow the prosperity of the Council area
- ii. Engage with local, regional, national and international organisations, businesses, social enterprises and partners to access funding opportunities, increase employment and drive sustainable economic growth in our urban and rural areas. This includes a focus on the Belfast Regional City Deal (BRCD), the Dublin-Belfast Economic Corridor (DBEC) partnerships and the UK Prosperity Fund
- iii. Help education and training providers to equip our local workforce with the right skills to secure employment or start a business
- iv. Build on our reputation as a place to visit, promoting the natural and historic assets of our city as well as those of Destination Royal Hillsborough and other towns, villages and the countryside. This will help attract greater numbers of international and national tourists, thereby building our economy
- v. Continue our capital investment in facilities including the redevelopment of the regionally-significant Dundonald International Ice Bowl
- vi. Work with partners to make optimum use of our land and capital assets

WE WILL KNOW WE HAVE BEEN SUCCESSFUL IF

We continue our drive to transform the area into a resilient, regional economic hub with a measurable increase in commerce, retail, industry, entertainment and tourism

We have developed successful partnerships including DBEC and BRCD to enable better physical and digital infrastructure

There is an increase in inward investment related to the above

There is an increase in the number of jobs promoted through start-up activity

We have delivered planning approvals, both major and local, within reduced processing times

The regionally-significant Dundonald International Ice Bowl has been redeveloped and opened to the public

We see a reduction in the number of digitally excluded residents

We have developed and delivered a comprehensive Labour Market Partnership programme to help employers engage with potential employees to help build a resilient local economy

Destination Royal Hillsborough has been delivered through partnership and has achieved sustainable tourism, drawing visitors to a range of other historic and natural attractions in our area and city

There is an increase in the number of visitor trips per annum

There is an increase in visitor spend per annum



OUR LONG-TERM VISION – 2032 AND BEYOND

DELIVERY OF OUR VISION IN THE NEXT FOUR YEARS IS ONLY THE START – WE HAVE LONGER-TERM ASPIRATIONS FOR THE COUNCIL WHICH INCLUDE DEVELOPING THE FOLLOWING FURTHER:

- Recognition of our area as an innovative, resilient, regional economic hub with increased commerce through retail, industry, entertainment and tourism across the area
- An integrated travel network connecting walking, cycling, cars and public transport
- Successful development of the Maze / Long Kesh site, reflecting its status as a 'strategic land reserve of regional importance'
- A vibrant network of local community hubs within a quality environment for health and wellbeing, education, cultural and community activities

DRAFT

**CORPORATE
PLAN AND
AMBITIONS**

2024/2028



Equality Impact Assessment Proforma

Sponsoring HoS:	Name: Caroline Magee (Director) Department: Organisation Development & Innovation Telephone: 028 9244 7379 Email: caroline.magee@lisburncastlereagh.gov.uk
Director:	Date Approved: 9/2/24
Screening/ Full Equality Impact Assessment:	Equality & Good Relations: Completed [to be signed off by the Equality Officer]
	Rural Needs: Completed – [to be signed off by the Equality Officer]
Equality Officer:	Date Reviewed: 7 February 2024
Policy Available from:	Website
Target Audience:	Elected Members, Council staff, Residents, Rate Payers & the Wider Public.
Sensitivity Marking:	Will be a public document
New Policy? Y/N	Corporate Plan
Review of Existing Policy? Y/N	No
Reason for Review	Required for new term
Version Number:	1.0

Lisburn & Castlereagh City Council

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

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

This EQIA related to the Council's new Corporate Plan for the period 2024 to 2028.

The Corporate Plan serves as our strategic framework for action during the lifetime of the current Council, 2024-2028.

It sets out a vision for the Lisburn & Castlereagh City Council area, the core values that inform the work of the council, our strategic priorities and how we deliver services.

The Corporate Plan will be used to direct business processes and drive performance, through Annual Service Delivery Plans, performance measurement & management processes.

The process of identifying the areas for inclusion in the Corporate Plan has been developed through eight internal workshops. These were held with Members, CMT, Heads of Service and a selection of employees from all levels of the organisation, with workshops being held throughout the summer and Autumn months of 2023. All were asked a set of questions regarding what matters most to our communities, what we would want the Council area to be in twenty years' time and what are the projects, community work, economic drivers and partnerships needed to help us meet our ambitions.

A public consultation was carried out from 15th November 2023 to 05th February 2024, which consisted of three open public consultation meetings each of which were held in different areas of the council area.

A statistical analysis was undertaken of the data generated which identified the key thematic findings from the workshops. Using themes of Civic Leadership, People, Prosperity and Planet, the data was grouped into the theme it fitted best within in.

This approach allowed interpretation of the data in a number of useful and practical ways that fit with measures already introduced by regional government, prior to the consultation entering its public phase.

Name of the activity/policy/project

Corporate Plan and Ambitions 2024/2028

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

This is a new iteration of the existing corporate plan which was introduced in 2018 and that is revised at each local government election, to serve as one of the core documents to inform the work of the council over its four-year term.

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

The aim of the corporate plan is to provide a source document for Members, Officers and the general public that sets out the key priorities and themes for the council over the four-year term of the council.

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 corporate plan does not target any specific Section 75 groups, but there may be incidental benefits for particular equality groups, as the plan has been developed after a wide-ranging consultation process. However, this is not the main aim of the plan.

Who initiated or developed the activity/policy/project?

The development of the plan was overseen by the Director of Organisation Development & Innovation.

Who owns and who implements the activity/policy/project?

The plan is owned by Lisburn & Castlereagh City Council.

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

Yes/No

If yes, give brief details of any significant factors.

Given the long-range reach of the plan, it is impossible to predict at this point what may act for or against the plan and the ambitions set out therein. However, some broad pointers are set out below: -

Financial: *Given the ongoing rate of inflation and cost of living crisis, downward pressure on budgets over the next four years could slow down or otherwise delay the delivery of some of the goals and objectives set out within the plan, particularly capital or big spend items.*

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

Staff: *All staff, but particularly Heads of Service and Directors.*

Service users: *All those who live, work, or visit the Lisburn & Castlereagh City Council area.*

Other public sector organisations: *All regional government departments and their agencies; Other Councils within Northern Ireland, the Irish Republic & the UK more generally.*

Voluntary/community/trade unions: *All voluntary & community groups and organisations that operate within the LCCC area; All Trade Unions that represent staff, contractors, and others who engage with the council in the course of their employment.*

Other: *All elected members, delivery partners, contractors and employees or representatives of other bodies who engage with the council; All citizens of the LCCC area.*

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

Name of policy/strategy/plan	Who owns or implements?
<i>Local Area Plan</i>	<i>Director of Regeneration & Growth.</i>
<i>Departmental Plans</i>	<i>Each Director & HoS within each Directorate.</i>
<i>Community Plan</i>	<i>Chief Executive, Director of Leisure, and Community Wellbeing</i>

<i>Equality Plan</i>	<i>Director of Organisation Development and Innovation</i>
<i>LCCC Code of Governance</i>	<i>Director of Finance & Corporate Services</i>
<i>Lisburn & Castlereagh City Council Risk Management Policy 2021</i>	<i>Director of Environmental Services</i>
<i>Lisburn & Castlereagh City Council Business Continuity Plan</i>	<i>Director of Environmental Services</i>

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.

Most up to date NISRA population data from Census 2021 (published 22/09/22) [Lisburn and Castlereagh Census Data](#)

Section 75 Category	Details of evidence/information					
Religious Belief	NI Census 2021			N. Ireland (%)	LCCC (%)	
	Catholic			42.3	23.9	
	Protestant and Other Christian			37.7	48.7	
	Other			17.3	1.8	
	No Religion			17.3	24.1	
	Not Stated			1.6	1.4	
Political Opinion	The Local Government Election in May 2023 demonstrated the following weighting in the Borough’s political opinion. Note: only 52% of those eligible submitted a vote.					
	DUP (%)	Alliance (%)	UUP (%)	SF (%)	SDLP (%)	Ind (%)
	35	32.5	15	10	5	2.5

Racial Group	<table border="1"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>96.6</td> <td>96.07</td> </tr> <tr> <td>Irish Traveller</td> <td>0.01</td> <td>0.07</td> </tr> <tr> <td>Other/Not Recorded</td> <td>3,39</td> <td>3.86</td> </tr> </tbody> </table>	NI Census 2021	N. Ireland (%)	LCCC (%)	White	96.6	96.07	Irish Traveller	0.01	0.07	Other/Not Recorded	3,39	3.86									
	NI Census 2021	N. Ireland (%)	LCCC (%)																			
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	Irish Traveller	0.01	0.07																			
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Age	<table border="1"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>0-15</td> <td>19%</td> <td>20.2%</td> </tr> <tr> <td>16-39</td> <td>31%</td> <td>28.9%</td> </tr> <tr> <td>40-64</td> <td>32%</td> <td>33.3%</td> </tr> <tr> <td>65+</td> <td>17%</td> <td>17.6%</td> </tr> </tbody> </table> <p>The age profile of our citizens is consistent with the profile across NI as a whole.</p> <p>There has been a slight decline since 2011 in the 0-15 and 16-39 age groups (-3% and -2%).</p> <p>There has been a growth in the 40-64 and 65+ age groups (8.1% and 12.1% respectively). It is predicted that the 65+ age group will continue to grow by 19% by 2030.</p>	NI Census 2021	N. Ireland (%)	LCCC (%)	0-15	19%	20.2%	16-39	31%	28.9%	40-64	32%	33.3%	65+	17%	17.6%						
	NI Census 2021	N. Ireland (%)	LCCC (%)																			
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	16-39	31%	28.9%																			
	40-64	32%	33.3%																			
65+	17%	17.6%																				
Marital Status	<table border="1"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>Single</td> <td>38</td> <td>33.07</td> </tr> <tr> <td>Married</td> <td>43</td> <td>51.4</td> </tr> <tr> <td>Civil Partnership</td> <td>0.3</td> <td>0.19</td> </tr> <tr> <td>Separated</td> <td>4</td> <td>3.1</td> </tr> <tr> <td>Divorced</td> <td>6</td> <td>5.9</td> </tr> <tr> <td>Widowed</td> <td>6</td> <td>6.2</td> </tr> </tbody> </table>	NI Census 2021	N. Ireland (%)	LCCC (%)	Single	38	33.07	Married	43	51.4	Civil Partnership	0.3	0.19	Separated	4	3.1	Divorced	6	5.9	Widowed	6	6.2
	NI Census 2021	N. Ireland (%)	LCCC (%)																			
	Single	38	33.07																			
	Married	43	51.4																			
	Civil Partnership	0.3	0.19																			
	Separated	4	3.1																			
	Divorced	6	5.9																			
Widowed	6	6.2																				

Sexual Orientation	NI Census 2021	N. Ireland (%)	LCCC (%)
	Straight or heterosexual	90.04	91.36
	Gay or lesbian	1.17	1.21
	Bisexual	0.75	0.69
	Other sexual orientation	0.17	0.15
	Prefer not to Say	4.58	3,72
	Not Stated	3.30	2.87
Men & Women Generally	2021 Census Information - The population of the LCCC Council Area is 49% male and 51% female.		
Disability	<p>In the 2021 Census, 50,121 disabilities or residents with 1 or more long-term health conditions were reported within the 149,107 residents' population in the Lisburn & Castlereagh City Council area that are over 16.</p> <p>66.84% of the council area reported they experienced no condition.</p> <p>In 2021, 3% of the eligible population in the council area were claiming Disability Living Allowance, 7% were claiming Personal Independent Payments and 3% were claiming Attendance Allowance.</p>		
People with and without Dependents	2021 Census Information – Lisburn & Castlereagh City Council is just slightly above the mid – point Northern Ireland in relation to dependent children in household between ages of 0 - 4; 5 – 9; 10 – 14 but is in bottom position in relation to children & young adults aged 15 – 19 years.		

	<p>In 2021, of the 60,143 households in the Lisburn & Castlereagh City council area 14.4% (8,661) had dependent children;</p> <p>10.98% of the population on average provide unpaid care, with 3.4% providing in excess of 50 hours per week.</p>
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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	There is no evidence to suggest that religious belief has a specific relevance to the provision of the council’s core services.
Political Opinion	None – there is no evidence to suggest that political opinion has a specific relevance to the provision of the council’s core services.
Racial Group	<p>There is no evidence to suggest that racial group has a specific relevance to the provision of the council’s core services. There is some anecdotal evidence from DfI to suggest that asylum seekers and migrant workers may be more heavily reliant on public transport, citing evidence that a high proportion of this cohort is reliant on benefits or employed in low-paid jobs, so access to public and alternative means of transport, such as cycling & via greenways and open spaces, is a particular factor.</p> <p>There is also evidence from the TEO that identifies language issues as a potential barrier to usage of services by new migrants and asylum seekers. Those aspects of departmental business plans that concern mobility, particularly the proposed progression of a sustainable transport strategy, and those that deal with accessibility to services may need to pay particular regard to these factor when individual screening is conducted on any resultant policies.</p>
Age	There is no evidence to suggest that age has a specific relevance to the provision of the council’s core services. In respect of roads and footpath maintenance, there is evidence from the Chartered Institution of Highways and Transportation (CIHT) and The AA to suggest that poor maintenance of pavements poses a particular difficulty to older people’s ability to get out and about.

	<p>There is also substantial anecdotal evidence from Inclusive Mobility and Transport Advisory Committee (IMTAC), whose members typically identify poor maintenance of existing, and poor design of new parks and pedestrian infrastructure to be a major barrier to older people's ability to get around on foot.</p> <p>Departmental business plans outline further developments in these areas where appropriate. Actions already outlined within the corporate plan & departmental business plans will however see improvements implemented to these areas and are likely to have a positive benefit to people of all ages</p>
Marital Status	None – there is no evidence to suggest that marital status has a specific relevance to the provision of the council's core services.
Sexual Orientation	None – there is no evidence to suggest that sexual orientation has a specific a relevance to the provision of the council's core services.
Men & Women Generally	<p>There is no evidence to suggest that gender has a specific relevance to the provision of the council's core services.</p> <p>There is evidence, however, to suggest that gender has some relevance to provision of public services and public safety.</p> <p>Overall, there is evidence to suggest that those aspects of the corporate plan and departmental plans which concern sustainable transport, the provision of mental health services, community planning, parks & open spaces and public safety may need to pay particular regard to these factors when individual screening is conducted of resultant respective policies.</p> <p>Actions already outlined within the corporate plan & departmental business plans will however see improvements implemented to these areas and are likely to have a positive benefit to men and women generally.</p>
Disability	<p>There is no evidence to suggest that disability has a specific relevance to the provision of the council's core universal services.</p> <p>There is evidence, however, to suggest that disability has some relevance to provision of some services such as the collection of municipal waste, mental health services & health services more generally, parks, roads and footpath maintenance, transport services and public safety more generally. In respect of roads and footpath maintenance, there is evidence from the Chartered Institution of Highways and Transportation (CIHT) and The AA to suggest that poor maintenance of pavements poses a particular difficulty to disabled peoples' ability to get out and about.</p>

	<p>There is also substantial anecdotal evidence from Inclusive Mobility and Transport Advisory Committee (IMTAC), whose members typically identify poor maintenance of existing, and poor design of new, pedestrian infrastructure to be a major barrier to disabled people’s ability to both walk and wheel. The Committee also highlight the impact of prohibitive costs for those with a disability or mobility difficulty, particularly in respect of wheelchair accessible open spaces, parks, and public realm schemes.</p> <p>Studies have shown the need for provision of adequate disabled parking to be an issue of importance for private transport users with mobility difficulties, as well as pavement parking for a range of Section 75 identities, with particular relevance to those with a disability or mobility difficulty.</p> <p>Overall, there is evidence to suggest that those aspects of the corporate plan and departmental business plans which deal with sustainable transport, community safety and the physical, social, and mental wellbeing of residents may need to pay particular regard to these factors when individual screening is conducted on any resultant policies.</p> <p>Actions already outlined within the corporate plan & departmental business plans will however see improvements implemented to these areas and are likely to have a positive benefit to people with disabilities.</p>
<p>People with and without Dependants</p>	<p>There is no evidence to suggest that having dependants has a specific relevance to the provision of the council’s core services. There is evidence, however, to suggest that having dependants has some relevance to provision of access and footpath maintenance, public transport & other services, and public safety generally.</p> <p>In respect of road access and footpath maintenance, there is evidence from the AA to suggest that poor maintenance of pavements poses a difficulty to all pedestrians but there are particular negative impacts on those with dependants who are reliant on using pushchairs or wheelchairs.</p> <p>There is also anecdotal evidence from the Inclusive Mobility and Transport Advisory Committee (IMTAC), that poor maintenance of existing, and poor design of new, pedestrian infrastructure is a major barrier to people who use pushchairs for dependants to get around on foot.</p> <p>In respect of other types of public transport usage, IMTAC highlight that people with dependants face a range of barriers in usage of public transport as well as using greenways, parks, and open spaces. These include the physical accessibility of vehicles and other transport infrastructure (especially for those</p>

	<p>using pushchairs) and lack of availability of suitable services to suit travel patterns. In respect of public safety, pavement parking has been identified as a long-standing issue for a range of Section 75 identities but one which has particular relevance to those with dependants (especially those using pushchairs).</p> <p>Actions already outlined within the corporate plan & departmental business plans will however see improvements implemented to these areas and are likely to have a positive benefit to people with and without dependants generally.</p>
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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	None Anticipated	N/A
Political Opinion	None Anticipated	N/A
Racial Group	<p>As noted in the previous section, racial group may have some relevance – particularly in respect of safety and perceptions of safety against racial hate crime in parks & public areas within particular faith and religious communities. The affordability of sustainable transport and access to alternative means of transport, such as cycling, is also a particular issue with asylum seekers and migrant workers who may be more heavily reliant on public and alternative means of transport, as a high proportion of this cohort is reliant on benefits or employed in low-paid jobs. Provision of accessible information and language difficulties is also a barrier to use of public transport for new migrants and asylum seekers.</p> <p>Those aspects of the corporate plan & departmental plans which concern sustainable transport, & the provision of information in different formats and languages, may need to pay particular regard to these factors when individual screening is conducted on particular policies.</p>	Minor
Age	As noted in the previous section, there are issues relating to parks roads and footpaths maintenance with poor maintenance of existing, and poor design of new parks, open spaces & pedestrian infrastructure posing particular	Minor

	<p>challenges to older people, especially those with mobility impairments. There are also a range of issues relating to sustainable transport which have a particular relevance to age. Amongst older age groups, these include a greater reliance on public transport to access services and remain independent and affordability issues as a result of typically lower incomes and greater reliance on benefits. Those issues highlighted in the previous section in relation to disability will also apply to older people since a greater proportion of this cohort will have mobility issues. Amongst younger age groups, greater reliance on alternative transport such as walking & cycling, to access educational and training opportunities, is a critical factor. There are also a range of age-related factors of relevance to safety. These include an increased likelihood of involvement in a serious road traffic collision amongst certain age groups (younger drivers and those aged 34-49).</p> <p>Overall, there is evidence to suggest that those aspects of the corporate plan and departmental plans which concern parks, community safety, parks & open spaces, roads & footpaths maintenance, and sustainable transport need to pay particular regard to these factors when individual screening is conducted on the respective policies.</p>	
<p>Marital Status</p>	<p>None Anticipated</p>	<p>N/A</p>
<p>Sexual Orientation</p>	<p>None Anticipated</p>	<p>N/A</p>
<p>Men & Women Generally</p>	<p>As noted in the previous section, there are a range of issues relating to sustainable transport, parks & open spaces and public safety which have a particular relevance to gender. These include a potentially greater reliance on public transport networks by women and the resulting economic disadvantage brought on by this additional cost, safety concerns in respect of use of transport including alternative transport networks such as greenways, the use of cycling & walking related to the use of parks, open spaces, and cemeteries. Concerns also exist as a result of gender-based crime, and issues around the access and affordability of service provision in the context of the travel needs and patterns of caregivers (who are more likely to be female). There are also relevant gender-related factors of relevance to the development of public safety, since men are substantially more likely to be involved in a serious road traffic collision & violent incidents overall.</p> <p>Overall, there is evidence to suggest that those aspects of the business plan which concern sustainable and alternative transport, access to parks & open spaces, cemeteries & community safety more generally, may need to pay particular</p>	

	<p>regard to these factors when individual screening is conducted on the respective policies.</p>	
<p>Disability</p>	<p>As noted in the previous section, there are issues relating to access and footpath maintenance with poor maintenance of existing, and poor design of new pedestrian infrastructure posing particular challenges to disabled people and those with mobility impairments which impact upon their ability to both walk and wheel. There are also a range of issues relating to access to transport, including alternative means of transport, which have a particular relevance to those who are disabled. Disabled people make use of public & alternative transport means significantly less than the general population due to a range of barriers including physical accessibility of vehicles and transport facilities, lack of provision of accessible travel information, and inconsistencies in service levels.</p> <p>The affordability of transport and prohibitive cost of alternative forms of private transport (wheel-chair accessible taxis and minibuses) is also a particular concern for this identity. The provision of alternative transport services is therefore of central importance to disabled and mobility-impaired users. In respect of public & community safety more generally, there are a number of issues which impact particularly on those with a disability or mobility difficulty which include the need for provision of adequate access to council facilities, disabled parking for private transport users with mobility difficulties and the negative impact of pavement parking on those with a disability or mobility difficulty.</p> <p>Overall, there is evidence to suggest that those aspects of the corporate plan and departmental business plans which concern access, footpath maintenance, public & alternative transport and community safety generally may need to pay particular regard to these factors when individual screening is conducted on the respective policies.</p>	
<p>People with and without Dependents</p>	<p>As noted in the previous section, there are issues relating to access and footpaths maintenance with poor maintenance of existing, and poor design of new pedestrian infrastructure posing particular challenges to those who have dependants who rely on pushchairs or wheelchairs. There are also range of issues relating to public & alternative means of transport which have a particular relevance to those with dependants.</p> <p>These include the physical accessibility of council facilities and transport infrastructure (especially for those using pushchairs) and lack of availability of suitable services to suit travel needs and patterns. In respect of community safety, pavement parking is an issue highlighted, which impacts upon a range of Section 75 identities but one which has</p>	

	<p>particular relevance to those with dependants (especially those using pushchairs).</p> <p>Overall, there is evidence to suggest that those aspects of the business plan which concern access and footpath maintenance, community transport and safety may need to pay particular regard to these factors when individual screening is conducted on the respective policies.</p>	
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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	The corporate plan aims to sustain/improve council services and local infrastructure within the council area. Improved services and infrastructure, and sustainable transportation services and networks will improve connectivity which in turn will have a positive impact on social inclusion, integration, and good relations. Access to parks & open spaces transport, in particular, has a role to play in removing barriers and creating opportunities for interaction and engagement between communities, including those who fall within each of the S75 categories. Further equality screenings will result from the corporate plan and these will inform the detail of any opportunities to better promote equality of opportunity for those within Section 75 categories.	
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

Equality Action Plan 2021-2025 [new question]

Does the activity/policy/project being screened relate to an action in the [Equality Action Plan 2021-2025](#)? Yes/No If yes, specify which action.

Section 1 (1.1, 1.3, 1.4). Section 2 (2.1). Section 3 (3.1, 3.2). Section 4 (4.1, 4.2, 4.3). Section 6 (6.1, 6.2)

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

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?

Yes/No [delete as appropriate] If yes, give details/specify which action.

Section 1 (1.1, 1.2). Section 2 (2.3). Section 3 (3.2, 3.3). Section 4 (4.1, 4.3).

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	The corporate plan aims to sustain/improve council services and local infrastructure within the council area. Improved services and infrastructure, and sustainable transportation services and networks will improve connectivity which in turn will have a positive impact on social inclusion, integration, and good relations. Access to parks & open spaces transport, in particular, has a role to play in removing barriers and creating opportunities for interaction and engagement between communities, including those with and without religious and/ or political beliefs, and those from differing racial groups.	minor positive impact – Further equality screenings will result from the corporate plan and these will inform the detail of any opportunities to better promote equality of opportunity for those within Section 75 categories.
Political Opinion		
Racial Group		

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	Yes - the corporate plan is intended to illustrate how the council can help enhance the lives of all those who live, work, or visit our area through our services. The corporate plan’s activities may lead to opportunities within access to grants, park & open spaces, as well as alternative transport means such as greenways which have a role to play in removing barriers and creating opportunities for interaction for S75 people to mix positively and build relationships beyond their	
Political Opinion		
Racial Group		

	own identity groups. As programmes roll forward individual screening will be carried out as required.	
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Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

The council is committed to complying with its statutory obligations under Section 75 of the Northern Ireland Act 1998. The activities that will be delivered under the umbrella of the council’s corporate plan 2024-28 are subject to scrutiny of each council committee, Corporate Management Team, each departmental director and the council’s equality officer.

The council will also comply with its Equality Scheme commitments to promote equality of opportunity and good relations with regard to any policies or programmes emerging from these activities; Rigorous assessment, consultation and analysis by business areas will be undertaken before any policy changes are implemented. Information or data on the impact of an individual policy on people with multiple identities will be addressed at this time.

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 corporate plan acknowledges the political and budgetary challenges faced by the council at this time combined with current inflationary pressures and seeks to prioritise the continued provision of essential services. Nonetheless, it also identifies the additional plans and initiatives which the council will undertake and as outlined within the corporate plan and related

	<p>departmental business plans, will contribute to the wider strategic context.</p> <p>The council continues to be committed to protecting the environment and promoting the health and well-being of its citizens, and the business plan reflects these commitments.</p> <p>The activities referred to in the council’s corporate plan 2024–2028 provide the manner and means by which the work of the council will be carried out within this timeframe, as aligned to the outcomes set out in our community plan and the various strategies.</p> <p>The corporate plan details the council’s approach to meeting its statutory duties and delivering its primary functions. The corporate plan also reflects the agile approach adopted by CMT in allowing flexibility in response to changing priorities and budgets over the 4 years of the plan’s lifetime.</p> <p>Some of the policies that are cited as activities are currently under development. Other policies have already been established.</p> <p>The overarching policy intent as set out within this corporate plan is to have a transformational impact across the council’s provision of services and local infrastructure, protecting the environment and promoting the health and well-being of our citizens.</p> <p>New policies that are developed (and those which are updated) during the lifetime of this corporate plan will be subject to individual screening by the business areas.</p>
<p>Option 2</p> <p>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]</p>	<p>N/A</p>
<p>Option 3</p> <p>Screen in for a full Equality Impact Assessment (EQIA)</p>	<p>N/A</p>

[If option 3, complete timetabling and prioritising section below]	
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Mitigation (Only relevant to Option 2)

N/A

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.

N/A

Timetabling and prioritising for full EQIA (only relevant to Option 3)

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.

N/A

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

Draft Programme for Government

DfC strategic plans and budgets

Part 4. Monitoring

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:

Monitoring will be continuous over the life of the plan via the council's established hierarchical structures.

Strategic level monitoring will take place on a monthly basis via reports being provided to each of the council's various committees, with more regular strategic level scrutiny being offered via CMT. Directors are responsible for delivery of the various aspects of the plan that fall within their remit, and they will monitor progress via their monthly departmental management team meetings.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Paul McMinn	Policy Officer	05 th February 2024
Reviewed by: Annie Wilson	Equality Officer	07 th February 2024
Approved by: Caroline Magee	Director of Organisational Development & Innovation	9 February 2024

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.

Rural Needs Impact Assessment (RNIA) Template

x

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.

Lisburn & Castlereagh City Council Corporate Plan and Ambitions 2024/2028

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

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input checked="" type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

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.

The development of a Corporate Plan and Ambitions, 2024/2028

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

This is a new iteration of the corporate plan which was introduced in 2018 and that is revised at each local government election. It serves as one of the core documents to inform the work of the council over its four-year term. The aim of the plan is to provide a source document for Members, Officers and the general public that sets out the key priorities and themes for the council over the four-year term of the council. An interim corporate plan was produced in 2021, which was designed to be in effect for two years and to guide the council through the COVID – 19 pandemic.

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.

Details of alternative definition of 'rural' used.

Not Applicable

Rationale for using alternative definition of 'rural'.

Not Applicable

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

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 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.

The implementation of the corporate plan is likely to have a positive impact on people in rural areas by providing information on a range of goals & objectives that the council intends to achieve over the four-year term of the council. The corporate plan will help to address access to services among those living in rural areas through, for example, measures which improve urban-rural linkages (e.g. through the consideration of provision of innovative transport solutions and digital services etc.) and improve access to key services. The corporate plan will assist in addressing social isolation among vulnerable people living in rural areas through, for example, its links with the council's community plan and those objectives adopted by the council's Leisure & Community Wellbeing Department. Including measures which promote positive wellbeing, increase opportunities for social engagement and providing support to groups at risk of social isolation (e.g. farmers, older people, people with disabilities).

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.

The corporate plan does not target any specific groups, but there may be incidental benefits for particular groups in rural area, as the plan has been developed after a wide-ranging consultation process. However, this is not the main aim of the plan.

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	<input checked="" type="checkbox"/>
Rural Tourism	<input checked="" type="checkbox"/>
Rural Housing	<input checked="" type="checkbox"/>
Jobs or Employment in Rural Areas	<input checked="" type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input checked="" type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Health or Social Care Services in Rural Areas	<input checked="" type="checkbox"/>
Poverty in Rural Areas	<input checked="" type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input checked="" type="checkbox"/>
Rural Development	<input checked="" type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state)	<input type="text"/>

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.

Not Applicable

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 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	<input checked="" type="checkbox"/>	Published Statistics	<input checked="" type="checkbox"/>
Consultation with Other Organisations	<input checked="" type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input checked="" type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input type="checkbox"/>

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.

The process of identifying the areas for inclusion in the Corporate Plan included eight internal workshops. These were held with Elected Members, including those representing rural communities, Corporate Management Team, Heads of Service and a random selection of employees from all levels of the organisation and took place throughout the summer. All were asked a set of questions regarding what matters most to our communities, what we would want the Council area to be in twenty years' time and what are the projects, community work, economic drivers and partnerships needed to help us meet our ambitions.

A statistical analysis was undertaken which identified the key thematic findings from the workshops. Using themes of Civic Leadership, People, Prosperity and Planet, the data was grouped into the theme it fitted best within in.

This approach allowed interpretation of the data in a number of useful and practical ways that fit with measures already introduced by regional government, prior to the consultation entering its public phase.

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

People living in rural areas can experience issues differently to people in urban areas, due to issues relating to geographical isolation, lower population density and the dispersed nature of many rural settlements. Living in a rural area can also exacerbate the effects of poverty and social isolation for certain groups. For example additional costs of living in a rural area such as higher fuel or transport costs can have a greater impact on people on low incomes while some groups such as young people or people with disabilities may experience greater difficulties accessing transport services in rural areas than in urban settings. Access to good telecommunications is also beneficial in terms of individual quality of life particularly in relation to issues such as social connectedness, wellbeing, improving knowledge and skills and enhanced confidence, social pleasure, and enjoyment. The council is aware that, although internet services have improved in rural areas, quality of access is still poorer for rural than urban premises.

There are links between poor transport services and social isolation. Some rural households have no access to a car while in others private transport may be used by others for travelling to work leaving other household members dependent on alternative means of travel. A paucity of public transport combined with increased travelling distance to retail, social and leisure facilities may significantly impact on the ability of elderly people, the less physically able and those with young children to socially interact. Friends and family may also be scattered geographically resulting in reduced opportunities for face to face contact. Lone workers such as farmers may also be vulnerable to loneliness and social isolation. Social isolation and loneliness have been linked by numerous research studies to poor physical and mental health and to depression.

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?

Not Applicable.

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.

The council has considered the potential impact of the corporate plan on those living in rural areas, including vulnerable groups, and how living in a rural area can exacerbate the effects of poverty and social isolation more specifically.

The council has also looked at effects that living in a rural area can have on financial poverty, accessing key services and social isolation and at potential measures for alleviating the effects.

The council has identified opportunities for it to work together with its partners in seeking to help address the issues identified around poverty and social isolation in rural areas and a need for a more flexible approach in identifying suitable measures.

The council has also recognised a need for more new and innovative approaches to dealing with the issues in rural areas which take account of particular circumstances which people in rural areas face.

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 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.

The development of the new corporate plan has taken account of the needs of people in rural areas in relation to the four themes that were identified via the consultation process, in relation to access difficulties and social isolation by providing for the development of measures aimed specifically at alleviating the impact of access poverty and social isolation among people in rural areas.

It also encourages the council's partners to work together through the council's community plan and the corporate plan to assist in delivering such measures and promotes the sharing of information and best practice between the partners to improve knowledge and understanding of the needs of people in rural areas.

The plan encourages the development of new and innovative solutions to addressing access poverty and social isolation in rural areas which take account of the particular circumstances facing people in rural areas.

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.

Not Applicable

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.

Rural Needs Impact Assessment undertaken by:	Paul McMinn
Position/Grade:	Policy Officer
Division/Branch	Directorate of Organisational Development & Innovation
Signature:	
Date:	30 th January 2024
Rural Needs Impact Assessment approved by:	Caroline Magee
Position/Grade:	Director of Organisation Development and Innovation
Division/Branch:	
Signature:	
Date:	9 February 2024



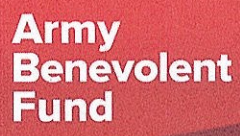
Committee:	Corporate Services Committee
Date:	14 February 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	ABF 80 th Anniversary – Royal Irish Concert Waterfront Hall, 6 th April 2024

1.0	<u>Background and Key Issues</u>	
1.1	Correspondence has been received from the ABF The Soldiers Charity (Northern Ireland) advising of a forthcoming Anniversary Concert at the Waterfront Hall, Belfast (Appendix 1).	
1.2	The event will take place on Saturday 6 th April 2024 and tickets are priced at £66 per person.	
1.3	In line with the policy on Invitations to Civic Functions, Visits and Council Events (Appendix 2) this request is presented to Committee for consideration.	
1.4	Members will be aware, as reported at the December Corporate Services Committee Meeting, this policy is subject to review. This will involve consultation with Members and a report will be brought back to committee for further consideration when complete.	
1.5	A similar request from the ABF Soldiers Charity was considered by the Committee in February 2023 and it was agreed that the Council would support the event by purchasing four tickets for the following persons or their nominees to attend: <ul style="list-style-type: none"> • The Right Worshipful the Mayor • The Chair of the Corporate Services Committee • The Vice-Chair of the Corporate Services Committee • The Veterans' Champion 	
1.6	The request in February 2023 was assessed against the Policy on Requests for Financial Assistance which was withdrawn in April 2023.	
2.0	<u>Recommendation</u>	
	It is recommended that Members consider if this event should be supported and if appropriate who should attend.	
3.0	<u>Finance and Resource Implications</u>	
	There is no provision in the 2024/25 estimates to meet requests for financial support from charities and other outside bodies.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	Yes Appendix 3
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	

	<p>The policy has been subject to an equality screening exercise which identified a number of potential impacts on religious, political and racial groups. The issues will be addressed through the following mitigating actions:</p> <ul style="list-style-type: none"> • Church services are to be interdenominational to promote inclusivity. • Where appropriate a balance of cross community representation of schools and/or community groups will be included in civic events • All events will be considered in the context of the Council's wider programme of events across the year. • The policy on Invitations to Civic Functions, Visits and Council Events should be reviewed and the above actions included in the new policy. 	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>The Policy on Invitations to Civic Functions, Visits and Council Events will have no bearing on the needs of rural dwellers.</p>	

<p>Appendices:</p>	<p>Appendix 1 – Correspondence from the ABF The Soldiers Charity Appendix 2 - Policy on Invitations to Civic Functions, Visits and Council Events Appendix 3 – Equality Impact Assessment</p>
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Army Benevolent Fund (Northern Ireland)
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Thiepval Barracks
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Tel: 028 9267 8112
ni@armybenevolentfund.org

President
General Sir James Everard KCB CBE
Chair of Trustees
Simon Heale
Chief Executive
Major General Tim Hyams CB OBE

NI Councils List A.

20th January 2024
(Saturday)

ABF 80th ANNIVERSARY – ROYAL IRISH CONCERT WATERFRONT HALL, 6th APR 2024

Dear David,

On behalf of our Hon Regional President, The Viscount Brookeborough KG, I would like to inform you of our Anniversary Concert at the Waterfront Hall, Belfast, featuring the Band, Bugles, Pipes and Drums of the Royal Irish Regiment. It will take place on the evening of Saturday 6th April 2024, to celebrate of our 80 years as a Service Charity, and as a salute to His Majesty the King in the second year of his reign, through the medium of music. It will also serve to raise funds for soldiers, army veterans and their families in times of need.

The Army Benevolent Fund has been in existence since 1944 and supports soldiers, veterans and army families who have fallen upon hard times, raising around £8 million annually to meet this need. Should you wish to know more about the work of the charity, you can visit our website at www.armybenevolentfund.org

We would like to invite a group of your Councillors and staff to attend and I would be grateful if you could enter the date of the concert into your forecast of events for 2024 and support the charity by planning to attend what I know will be a tremendously entertaining evening. VIP tickets cost £66pp and allow the holders to relax in a VIP lounge with drinks and nibbles as part of the ticket price, both before the show and during the interval. VIP seating is also included for the performance.

If your policies do not allow funding for charitable support, I would be grateful if this could be circulated to councillors and staff who might share an interest in our aims.

If you have any enquiries, don't hesitate to contact me on ni@armybenevolentfund.org or by calling 02892 678112. Please note that we work from home on Mondays and Fridays.

Best wishes,

David Forsey
David Forsey
Director (NI)

11/15/2023 10:00 AM

#1

LISBURN & CASTLEREAGH CITY COUNCIL

**POLICY ON INVITATIONS TO CIVIC FUNCTIONS, VISITS
& COUNCIL EVENTS**

Version Control

Versio n	Date	Author / Amendments	Status
5.0	June 2017	CS Committee agreed	Ratified by Council 27.06.17
5.1	January 2020	PCSP/Member Services Manager / Amendments to S 8	Ratified by Council 28.01.2020

1. Introduction

The Council organises and hosts a number of civic functions and events each year. In addition the Council invites dignitaries and other high profile visitors to the Council area. The purpose of this policy is to outline the protocol to be followed.

It is important that any Council expenditure is appropriate, justifiable and proportionate. In accepting any invitation, the Committee and/or Council must be mindful of the provisions of the Code of Conduct.

All civic events must have Committee or Council approval.

All invitations to the Mayor must be sent to the Mayor's Secretary in the first instance.

In respect of invitations to MPs and MLAs, dependent on the geographical location of the event, consideration should be given to issuing invitations to MLAs for that area and, where there is uncertainty, clarity be sought from the Mayor and Party Group Leaders Forum.

2. Related Policies

This policy should be read in conjunction with the following related Council policies:-

- Code of Conduct
- Advisory Note Office of Mayor
- Photographic and Public Relations Protocol

3. Role of the Mayor

The Mayor will, as a matter of course, receive guests and preside at civic functions. At such functions, he/she will have precedence except when a member of the Royal Family and/or Her Majesty's Lord Lieutenant are in attendance.

At other Council functions, the Mayor should be seated at the top table and if he/she is to speak, he/she should speak early in the engagement.

The Mayor shall have precedence in all places in the City Council area, except in the company of Royalty, or Her Majesty's Lord Lieutenant, who would then take precedence.

4. Events

The Council organises a number of events each year. These can be classified as follows:-

Major Civic Function – This refers to a function/event of major importance of which affects the whole of the Council area (for example – Freedom of City, Mayor's Annual Installation Dinner). This is organised through the Central Support Services Unit who will be responsible for sending out invitations for this event. Progress on

these will be reported through the Corporate Services Committee or its successor committee.

- All Members and their spouses/guests will be invited
- The Chief Executive and Director's and their spouses/guest will be invited
- Her Majesty's Lord Lieutenant
- High Sherriff
- Freemen of the City
- MP
- MLAs

Other invitations will be decided by the Mayor in consultation with the Chief Executive or Director/Head of Service responsible for organising the event and with the outside body where appropriate.

Invitations will be issued by Central Support Services in the name of the Mayor.

Smaller Event/Function - this refers to a function/event which falls clearly within the responsibility of a Committee or which is specific to one particular area of the City.

The Mayor, the Deputy Mayor, the Vice Chairman of the relevant Committee and the members of the Committee or Members from the DEA (whichever is appropriate) only will be invited.

The Chief Executive and Directors will also be invited.

Other invitations will be decided by the Committee Chairman in consultation with the Chief Executive and/or Director responsible for the event and the outside body, where appropriate.

The invitations for these events will be sent out the Department responsible in the name of the Committee Chairman. However in cases where the Mayor and the relevant department, agreed joint funding of the event, the invitations for these events will be send out by the Mayor's Office, in the name of the Mayor and the relevant Committee Chairman.

In cases where the function/event is being part funded by the Mayor, then the invitations will be sent out in the name of the Mayor and the Committee Chairman.

5. Royal Visits

These usually take 2 forms:-

(a) Visit by a Member of the Royal Family to the City Council area

As Hillsborough Castle is located within the Lisburn and Castlereagh City Council area, there is at least one formal occasion (garden party) to which the Mayor and Chief Executive are invited. During a Royal Visit, the Principal is accompanied at

all times by Her Majesty's Lord Lieutenant who will introduce the Mayor and guest and Chief Executive and Guest.

Prior to such visits, the NIO will advise the Council if they can invite guests and provide guidance on this. It is a matter for the Mayor to decide on these guests, in consultation with the Chief Executive and in accordance with the guidance issued by the NIO.

(b) Visit by a Member of the Royal Family to a Council Facility

The details of this visit will be a matter for the NIO who will discuss with the Chief Executive and the Mayor.

The event will be co-ordinated by the Mayor, Chief Executive and Central Support Services.

Subject to discussions with the NIO, invitations will be issued, in the name of the Mayor to:-

- Chief Executive and spouse/guest
- All Members and their spouses/guests
- High Sherriff
- MP
- MLAs

Other guests in keeping with the nature and purpose of the visit and in accordance with guidance/requirements issued by NIO.

During a Royal Visit, the Principal is accompanied at all times by Her Majesty's Lord Lieutenant who will introduce the Mayor and guest and Chief Executive and spouse/guest. The Mayor and Chief Executive will accompany the Principal at all times during the visit to the Council facility.

In advance of the visit, the Head of Service (Marketing and Communications) will liaise with the NIO press office and co-ordinate arrangements for media and publicity.

6. Visits to the Council

There are occasions where the relevant Committee organises visits to the Council area e.g. economic development/tourism, Britain in Bloom.

The format and itinerary for such visits are a matter for the Committee Chairman in consultation with the Director.

The itinerary must provide that the Mayor as the first citizen should formally welcome the visitors to the City Council area.

7. Overseas visits agreed by Council

There are occasions where the relevant Committee agrees to organise an overseas visits (outside of Northern Ireland) by a Council delegation e.g. economic development/tourism, Britain in Bloom.

The format and itinerary for such visits are a matter for the Committee Chairman in consultation with the Director. The Mayor as the first citizen must be invited to participate in such visits. The relevant Officer should liaise with the Mayor's secretary at the earliest opportunity.

8. Invitations Received from Outside Groups

When an invitation is received by the Council from an outside group the following process should be applied:

Any invitation that relates to the specific remit of a Standing Committee should be brought to that Committee for consideration. Following approval, invitations will be sent out by the Department responsible in the name of the Committee Chairman.

If an invitation relates to or includes an invitation to all Members and is not specific to the remit of any of the Standing Committees, the invitation should be brought to Council for consideration. Following approval, invitations will be sent out in the name of the Mayor, by the Mayor's Secretary.

If during the consideration process, details of which should be included in the Officer's report, the Committee/Council decides it is appropriate to support the event, the type of support being provided should be specified. If attendance at an event has been agreed, nominees should, as far as possible, also be identified at this point.

Examples of the type of support, the protocol regarding which Members should be invited and other factors to be considered have been outlined in the guideline attached (**Appendix 1**).

9. Invitations received by the Mayor from Outside Groups

The Mayor will receive invitations for Council representation at outside functions and the invitations will be at the discretion of the Mayor but should include the appropriate Chairman of Committee if applicable.

The Mayor in consultation with the Chief Executive or relevant Director will agree on Officer representation if any.

Invitations will be sent out in the name of the Mayor, by the Mayor's Secretary for these events.

10. Council organised public events

The Council organises numerous public events. The relevant Department should ensure that the Mayor's Secretary is made aware of these events as soon as they are scheduled. The Mayor's Secretary will discuss with the Mayor and advise the appropriate Department if the Mayor will/will not attend.

All Members of Council should also be made aware of such events.

11. Mayoral Functions

The Mayor will organise appropriate receptions with expenditure incurred through the Mayor's budget. Invitations for these will be at the discretion of the Mayor.

Any Officer's attendance will be agreed by the Mayor in consultation with the Chief Executive or relevant Director.

The Mayor's Secretary (or nominee) will attend functions as appropriate.

12. Other Events

The Council organises meetings, workshops, conferences on an ongoing basis which relate to specific projects or initiatives of the relevant committee. The format, programme and Chairmanship of these are a matter for the Chairman of the Committee in consultation with the Chief Executive or relevant Director. The Mayor's Secretary should be informed of the date and time, and should discuss with the appropriate Officer what, if any, formal role the Mayor should have.

Appendix 1

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Guidelines for considering Invitations Received from Outside Groups

When an invitation is received by the Council from an outside group the following process should be applied:

- (a) Any invitation that relates to the specific remit of a Standing Committee should be brought to that Committee for consideration;
- (b) If an invitation relates to or includes an invitation to all Members and is not specific to the remit of any of the Standing Committees, the invitation should be brought to Council for consideration.

Before formal consideration is given to any request, Officers should ensure that the outside group has provided a range of support options available to the Council and these options should be included in the report provided to Members.

Support may take the form of either monetary or non-monetary assistance and may include the following examples;

- (a) Sponsorship of materials required for an event; e.g. placing an advertisement in an official programme, sponsoring a menu card etc.;
- (b) Promoting an event through Council resources (where appropriate) e.g. through Social Media pages, email to all Councillors and/or staff, provision of particular equipment – in line with the relevant Policy owned by Leisure and Community Wellbeing Directorate.
- (c) A monetary donation to assist the outside group with an event, usually in lieu of attendance by Council Members or staff;
- (d) Councillors/Officers attending an event, either in part or in its entirety e.g. a networking session, pre-event launch, a seminar, a fundraiser charity concert or dinner.

Any invitation considered at Council or Committee should be presented in a report for Members consideration. For the purposes of audit, any invitation that has been recommended to be accepted, should have a clear and justifiable reason which is directly linked to the work of the Council e.g. to an aim, value or strategy of the organisation. If an invitation does not meet this criteria then the Council should discuss if it may be appropriate for the outside organisation to offer a level of non-monetary assistance.

All decisions relating to the Council supporting an event should be clearly recorded in the minute of the meeting.

If the Council or Committee recommends to 'take a table' at an event, then the minute should read "that the Council has agreed, depending on availability of Councillors, to purchase a number of places at a table, up to a maximum of one table". Only once attendees have confirmed his/her availability should any places be booked.

In order to encourage early receipt of invitations, any request received at least two months in advance of the event taking place will be more favourably considered with those considered with less than two months, more likely to receive non-monetary support only.

(a) Considered by Standing Committee:

When a Standing Committee considers an invitation and decides it is appropriate to support an event, the level of support should be identified during that Committee meeting with all relevant details and rationale being included in the minute of the meeting. The Director will remind the Chairman in advance of the meeting and include a prompt in the speaking notes that a clear decision relating to this item must be taken at the meeting.

If the Committee considers this request and feels it is appropriate to be represented at this event, where possible, the maximum number of places that should be booked will be agreed at that meeting (subject to Council ratification) and places will be offered to the following persons (listed in preference depending on level of representation required):

1. The Chairman of any relevant Standing Committee
2. The Vice-Chairman of any relevant Standing Committee
3. An Alderman/Councillor of the Standing Committee
4. An Alderman/Councillor of the Council

The Right Worshipful, the Mayor has the prerogative to attend any event in his/her official capacity. Where appropriate this may be extended to include the Deputy Mayor.

If required, an invitation will also be issued to the Chief Executive (or nominee) or an Officer from the relevant Department.

As far as practicable, only once attendees have confirmed his/her availability should any places be booked.

When it is necessary to issue invitations to Members, these invitations will be sent out by the Department responsible in the name of the Committee Chairman. The name and date of the event, as well as a list of Members attending, should be provided to the Member Services Unit for information purposes.

All requests should be registered in line with relevant policies including the Council's Gifts and Hospitality Policy.

(b) Considered by Full Council:

When the Council considers an invitation and decides it is appropriate to support an event, the level of support should be identified during that Council meeting with all relevant details and rationale being included in the minute of the meeting. The Chief Executive will remind the Mayor in advance of the meeting and include a prompt in the speaking notes that a clear decision relating to this item must be taken at the meeting.

If the Council feels it is appropriate to be represented at this event, where possible the maximum number of places that should be booked will be agreed at the Council meeting and the places will be offered to the following persons (listed in preference depending on level of representation required):

1. The Right Worshipful, the Mayor
2. The Deputy Mayor
3. The Chairman of any relevant Standing Committee (if applicable)
4. The Vice-Chairman of any relevant Standing Committee (if applicable)
5. An Alderman/Councillor of the relevant Standing Committee (if applicable)
6. An Alderman/Councillor of the Council

If required, an invitation will also be issued to the Chief Executive or nominee.

If the Council decides that there should be cross party representation at an event, the Mayor and the Deputy Mayor have the option of attending in their official role with their Party being offered an additional place. Nominees from the Political Parties should be sought during that meeting and only after confirmation has been received from these Members should the Council make any financial commitment in this regard.

Depending on the nature of the invitation, it may be appropriate that individuals are asked to attend for a particular reason e.g. the Council's Diversity Champion may wish to attend an event or representatives from local businesses.

As far as practicable, only once attendees have confirmed his/her availability should any places be booked.

When it is necessary to issue invitations to Members, these will be sent out in the name of the Mayor, by the Mayor's Secretary for these events. The name and date of the event, as well as a list of Members attending, should be provided to the Member Services Unit for information and validation of expenses purposes.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template

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

This screening exercise is focused on the Council's policy on Invitations to Civic Functions, Visits and Council Events (as agreed by Council in January 2020 – copy attached).

Background

Civic functions/events

Civic functions are planned for many reasons and can originate from requests to the Mayor/Council from:

- another Elected Member
- an outside organisation or
- a Notice of Motion

Civic functions are hosted by the Mayor. Guidance on the guest list is detailed in the policy document. This normally includes Elected Members, their partners/spouses, corporate management team, Freemen of the City, MLAs, MP, Lord Lieutenant and High Sheriff and any other guests deemed appropriate by the Mayor.

Each request is considered on the following basis:

- Exceptional Service to the council area or local community – this should be in the areas of voluntary or charitable work
- A significant anniversary - this should be a milestone of 25, 50 or 100 years
- A very significant or unique achievement - this would be recognised throughout Northern Ireland and beyond and the recipient should have a strong association with the Lisburn and Castlereagh area.

Visits to the council area

There are occasions where there will be Royal visits or high profile dignitaries visiting the council area. The policy document also sets out how these visits should be managed.. In all cases the Mayor will welcome such visitors to the City Council area.

Invitations from outside groups

The Mayor/Council will receive invitations from outside groups seeking support for events. Support may take the form of either monetary or non-monetary assistance.

The policy on Invitations to Civic Functions, Visits and Council Events provides guidance for considering such requests.

Name of the activity/policy/project

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

The policy is an existing document agreed by Council in January 2020.

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

The purpose of the policy is to ensure that an open and transparent policy is in place to provide clarity on the procedures to be followed when:

- the Council organises civic functions/events
- hosts dignitaries to the Council area
- considers invitations from outside groups

The intended aim of the policy is to provide a protocol for the management of the above events.

It also provides guidance around Council expenditure on civic functions and hospitality to ensure it is appropriate, justifiable and proportionate whilst being mindful of the provisions of the Code of Conduct for Councillors and employees.

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

The policy does not target any specific Section 75 groups however, there may be incidental benefits for particular equality groups although that is not the main objective of the document.

Who initiated or developed the policy?

The Corporate Communications and Administration Unit within the Corporate Services Department developed the policy in January 2020.

Who owns and who implements the policy?

LCCC owns the policy and it will be applied by different departments across the Council.

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

Yes

If yes, give brief details of any significant factors.**Financial**

Events agreed outside of the agreed civic events budget planned as part of the estimates process can be challenging to deliver.

Other

Whilst the objective of the policy is to provide clear direction on how the council manages certain situations, the nature of civic events may cause difficulty for some section 75 groups. However, it does not disadvantage any particular group.

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

All departments within the council

Service users

Elected Members, Freemen of the City, MLAs, MPs, Lord Lieutenants, Deputy Lord Lieutenants, members of the public

Other public sector organisations

Northern Ireland Office, Armed Forces sector, health sector, education sector, central government

Voluntary/community/trade unions

Historic Royal Palaces, Royal British Legion, local churches, schools, community groups and voluntary or charity groups operating within the council area who make a contribution to the area and individuals who make a contribution through charitable or voluntary work or through personal achievement.

Other

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

Name of policy/strategy/plan	Who owns or implements?
Armed Forces Covenant Supporting our veterans (lisburncastlereagh.gov.uk)	LCCC
Departmental Budgets	LCCC
Civic Ceremonial: A Handbook, History and Guide for Mayors, Councillors and Officers	A book by Paul Millward providing guidance and best practice to councils organizing civic events
Code of Conduct for Councillors	Department for Communities – Local Government & Housing Division
Code of Conduct for Employees	The Local Government Reform Joint Forum

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.

Most up to date NISRA population data from Census 2021 (published 22/09/22)
[Lisburn and Castlereagh Census Data](#)

Section 75 Category	Details of evidence/information
	<p>In relation to the policy being screened information has been gathered from the Census 2021 on the makeup of the resident population of the Lisburn and Castlereagh area.</p> <ul style="list-style-type: none"> • 4% were from an ethnic minority population and the remaining 96% were white; • 24% identified as Catholic and

	<ul style="list-style-type: none"> • 51% belonged to a 'Protestant and Other Christian (including Christian related)' religion; and 25% did not state a religion • 41% indicated that they had a British national identity • 16% had an Irish national identity • 21% had a Northern Irish national identity and • 11% had a British & Northern Irish identity. <p>The council itself is made up from 40 elected members who represent 6 different religious/political groups: DUP – 14 APNI – 13 UUP – 6 SF – 4 SDLP – 2 INDEPENDENT – 1</p>
Religious Belief	<p><u>Census information</u> As per the Census 2021</p>
Political Opinion	<ul style="list-style-type: none"> • 24% of the Lisburn and Castlereagh area identified as Catholic and • 51% belonged to a 'Protestant and Other Christian (including Christian related)' religion; and 25% did not state a religion • 41% indicated that they had a British national identity • 16% had an Irish national identity • 21% had a Northern Irish national identity and • 11% had a British & Northern Irish identity. <p><u>Other information</u></p> <ul style="list-style-type: none"> • Feedback from guests at civic events/functions • Complaints received following civic events/functions
Racial Group	<ul style="list-style-type: none"> • 4% of the Lisburn & Castlereagh population are from an ethnic minority population (2021 Census) • The remaining 96% of the population are white
Age	<p>The outcomes of the policy will have no impact on people from these categories. Therefore statistical evidence has not been analysed.</p>
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	

People with and without Dependants	
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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 policy? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	People from a catholic/nationalist background may have difficulty with the nature of some civic events organised by the council. A number of events in the annual calendar are of a military nature such as Armed Forces Day, Remembrance events, Veterans Awards and church services to mark significant anniversaries. The civic ceremonial protocols followed by the Council may present challenges for some section 75 categories (approx 24% of the population of LCCC area). These protocols will involve representatives of the monarchy and loyal toasts.
Political Opinion	
Racial Group	4% of the resident population are from an ethnic group and 2% are from a non Christian faith. The nature of some civic events may not align with their beliefs.
Age	No evidence of specific needs identified in relation to this policy
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependants	

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	Potential negative impact identified	Minor
Political Opinion	Potential negative impact identified	Minor
Racial Group	Potential negative impact identified	Minor
Age	No impact identified	N/A
Marital Status	No impact identified	N/A
Sexual Orientation	No impact identified	N/A
Men & Women Generally	No impact identified	N/A
Disability	No impact identified	N/A
People with and without Dependents	No impact identified	N/A

* 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	The council strives to promote equality for section 75 groups. An interdenominational approach is used when organising church services to ensure inclusivity of all faiths. A cross community methodology is also applied when schools are involved in civic events to promote good relations.	
Political Opinion		
Racial Group		
Age		No opportunities identified in relation to this policy for any of these groups.
Marital Status		

Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? **Yes** If yes, specify which action.

Theme 6: Policy development and business planning –

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	Potential negative impact identified	Minor
Political Opinion	Potential negative impact identified	Minor
Racial Group	Potential negative impact identified	Minor

*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	The council strives to promote equality for section 75 groups. An interdenominational approach is used when organising church services to ensure inclusivity of all faiths. A cross community methodology is also applied when schools are involved in the civic events programme to promote good relations.	
Political Opinion		
Racial Group		

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

No impact has been identified in relation to this policy for people with multiple identities.

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]	
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]	Potential impacts on religious, political and racial groups have been identified which the council will address with appropriate mitigation measures.
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.

The policy itself does not directly benefit or disadvantage specific section 75 categories. However, the nature of some events may be perceived as to benefit one side of the community over another. The council will take the following mitigating steps to address any potential negative impact to better promote equality of opportunity:

- Ensure that Church services are interdenominational to promote inclusivity
- Where appropriate a balance of cross community representation of schools and/or community groups will be included in civic events
- All events will be considered in the context of the Council's wider programme of events across the year
- The policy on Invitations to Civic Functions, Visits and Council Events to be reviewed to incorporate the above actions.

Timetabling and prioritising for full EQIA (only relevant to Option 3)

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.

Not applicable

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

Not applicable

Part 4. Monitoring

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 following information will be monitored:

- Number civic events
- Positive feedback from guests
- Number of complaints received

Specific equality monitoring to be undertaken:

- Theme of events ie military, sporting, community based
- Breakdown of schools and faith based organisations involved

The monitoring will be undertaken by the Civic Events Officer and signed off by the Head of Corporate Communications & Administration.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Cathy Adamson	Acting PCSP/Members Services Officer	20/11/2023
Reviewed by: Annie Wilson	Equality Officer	11/01/2024
Approved by: Frances Byrne	Head of Corporate Communications & Administration	11/01/2024

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.

Updated Template @ Oct 2022

Committee:	Corporate Services Committee
Date:	14 th February 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	Retention and Disposal Schedule

	Current Position
1.0	In November 2023, Members approved the draft Retention and Disposal (R&D) schedule to be sent to the Public Records Office for Northern Ireland (PRONI).
1.1	PRONI advised that approval will take some time due to a backlog of Schedules from public authorities. They were unable to provide a timeline for approval.
1.2	Economic Development has since requested that the Northern Ireland Enterprise Support Service R&D Policy is incorporated into the LCCC Schedule. The changes are tracked in Appendix 1 for Members consideration.
1.3	PRONI has advised organisations to prepare draft R&D Schedules, ready to be laid (i.e. a final draft with approval from the PRONI validation panel, and signatures) but not to implement until the Schedule has been laid at the Assembly.
1.4	A delay in implementing an up to date R&D Schedule creates risk for the Council. There are records which are not fully accounted for on the current Schedule and it is out of date. This may also lead to records being held for longer than required which is not consistent with the principles of GDPR. PRONI has advised that public authorities should assess their appetite for risk in relation to this matter and decide what action to take.
1.5	Members should note that if we do not implement the new R&D Schedule, it could present data risks. It is therefore recommended that we work from the new draft R&D Schedule as attached as it reflects the most up to date position across the organisation and updated legislation which will in turn reduce any risk. It should be noted that it has not yet received PRONI approval and has not been laid in the Assembly.
2.0	<u>Recommendation</u> <ol style="list-style-type: none"> 1. It is recommended that Members approve the amendment to the draft R&D Schedule and agree to it being submitted to PRONI for approval. 2. It is recommended that Members agree to progress with implementing the draft Schedule in advance of PRONI approval and laying in the Assembly.
3.0	<u>Finance and Resource Implications</u> None
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>

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	No potential for equality impacts
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.	No potential for equality impacts

Appendices:	Appendix 1 – Draft Retention and Disposal Schedule
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Retention & Disposal Schedule

(Draft October 2023 for approval of Corporate Services Committee)

1.0 Introduction

Lisburn & Castlereagh City Council (LCCC) was formed on 01 April 2015.

40 Councillors serve seven District Electoral Areas (DEAs): Castlereagh East, Castlereagh South, Lisburn North, Lisburn South, Killultagh, Downshire East and Downshire West.

The Council's functions include planning and building control, waste and recycling services, leisure and community services, health and wellbeing and local economic and cultural development. In the performance of these functions, LCCC has many external relationships and partners including government departments, Health and Social Care Trusts and other public and private sector organisations.

LCCC is committed to the development and implementation of procedures to facilitate the creation and maintenance of authentic, reliable and useable records capable of supporting business activities for as long as they are required.

LCCC is required, by the Code of Practice on the management of records issued under Section 46 of the Freedom of Information Act 2000, to have and to implement a records retention and disposal schedule. This schedule must be compliant with the Public Records Act (NI) 1923 and the Disposal of Documents Orders (S.R. & O. 1925 No. 167 and No. 170).

The aim of the LCCC Retention and Disposal Schedule is to set out the responsibilities and actions required to ensure compliance with statutory and regulatory requirements affecting the retention and disposal of records.

2.0 Purpose

The purpose of this schedule is to:

- define minimum retention periods;
- prevent the premature destruction of records that need to be retained for a specific period to satisfy legal, financial and other requirements of public administration;
- identify records that should be kept permanently as part of the Lisburn & Castlereagh area's local history;
- provide consistency for the destruction of those records not required permanently after specified periods; and
- promote consistent records management practices for LCCC.

2

3.0 Scope

This schedule provides retention and disposal timeframes for records commonly created and maintained by LCCC to support administrative, legal, and fiscal activities, according to NI and UK legislation and best practice guidelines, related policies and procedures.

This schedule has been developed in consultation with Directors, Heads of Service and other relevant officers.

This schedule applies to all records held by the Council, including paper, electronic and audio-visual. It also includes copies and backups which are created, collected, processed, used, stored and/or disposed of by the Council's staff, Elected Members and third parties in the course of the Council's business activities.

Retention rules are for master sets of records only. Duplicate records should be destroyed at any point appropriate to the work of the service.

Divergence from the Retention and Disposal Schedule may be appropriate in certain circumstances, e.g. a pending or actual legal action, change of legislation or regulation or legitimate business requirement.

4.0 Legal Requirements

Each entry in the Retention and Disposal Schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records should be kept before they are disposed of. Where no such legislation or guidance exists, LCCC Directorates have been consulted to determine the retention periods that best suit each service area activity.

The Public Records Act (NI) 1923/The Disposal of Documents Order SR&O 1925

The Public Records Act (NI) 1923 established PRONI as the place of deposit for public records, created the roles of Keeper and Deputy Keeper of the records as well as defining what public records actually are.

The Disposal of Documents Order 1925 sets out the provisions for the disposal and retention by public authorities of Northern Ireland public records. It provides the legal basis for disposal schedules and sets out the need for public bodies to have an officer who is responsible for their records and information.

The Data Protection Act 2018/The UK General Data Protection Regulation 2018

Principle 5 requires that personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which it was collected.

The Freedom of Information Act 2000

The Act requires us to make information available to the public unless specific exemptions apply. The Code of Practice issued under S46 of the Act sets out rules on how we should manage records and information, including responsibilities on all staff to implement the records retention and disposal schedule.

The Local Government Act (NI) 2014

Section 44 of the Act requires that following a Council meeting, a copy of the minutes and the agenda must be made available to the public.

5.0 Operation of the Retention and Disposal Schedule

Functional Classification

The schedule is arranged by Council Function to provide a framework for handling records across LCCC. Classification creates a logical, uniform approach by linking information in a business context.

Final Action Classifications

The schedule sets out the retention periods and final actions for each class of records. The retention period refers to the period of inactivity once the record has ceased to be of administrative use. The final action refers to the action taken once this period has expired.

There are four broad final action categories:

1. **Transfer to PRONI** – the records are transferred for permanent preservation to the Public Record Office of Northern Ireland under warrant, where they will be preserved and securely held as Historical Records.
2. **PRONI Appraisal** – records that have been identified as requiring PRONI Appraisal are those which may be of future historical significance. PRONI officials will determine when the records reach their appraisal date.

3. **Permanent Retention by Council** – the records are permanently retained by the Council for administrative or legislative purposes and will be physically or digitally managed in an accessible format within record keeping systems. These records must be reviewed on a regular basis to ensure their ongoing preservation. Any decision to dispose of records in this category can only be done following a revision of the retention and disposal schedule.
4. **Destroy** – the records are disposed of securely in line with Council Policy.

6.0 Review

Files should be reviewed regularly by the relevant officers to ensure that no records are likely to be required for business continuity reasons.

Where there is no longer an enduring business need for the record to be retained, the final action should be triggered accordingly. If there remains a legal, fiscal or administrative need to retain the record, the reviewer should state a further retention period, after which the final action will be triggered.

Both confirmation of the final action and extension of the retention period require Head of Service approval and this should be included in the disposal notification.

7.0 Applying the Final Action

Once it has been determined that a record is no longer required, final action should be taken as set out in the schedule.

For those records identified for **Transfer to PRONI**, the reviewer should contact the Administration Manager to arrange the paperwork and transfer.

Records that have the final action **PRONI Appraisal** are those which may be of future historical significance should contact the Administration Manager to arrange appraisal.

Those records marked '**Destroy**' will be held by Council for the retention period. The Head of Service must approve the destruction and the destruction certificates must be completed. The service must keep a register.

8.0 Roles and Responsibilities

The Chief Executive and Directors have overall responsibility for ensuring that the Council complies with the requirements of legislation affecting the management of records with any supporting codes and regulations.

The Head of Service, Corporate Communications and Administration is responsible for keeping the Schedule under review to ensure that all business functions continue to be adequately covered by the schedule and that final actions are appropriate for the records they relate to.

The Administration Manager will work closely with Directorates and Service Areas to ensure that there is consistency in the management of records, and that support is provided to ensure compliance with this schedule.

All staff are responsible for:

- managing the information they create and use on a day-to-day basis;
- retaining all records in line with identified business requirements and as outlined in the Retention and Disposal Schedule;
- ensuring records are saved and filed in such a way that is meaningful and facilitates retrieval by authorised colleagues;

- disposing of records in accordance with the requirements of this Schedule;
- ensuring that any proposed divergence from this Schedule is authorised; and
- bringing any issues in relation to information and records management to the attention of managers.

Elected Members are responsible for ensuring that the records created within the conduct of their roles are the property of Council and therefore must be processed, maintained, stored and disposed of in accordance with this Schedule.

Lisburn & Castlereagh City Council Retention & Disposal Schedule

Chief Executive's Office				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need	Action at end of Administrative Life
Corporate Plans	Departmental plans	Permanent	Business need	Permanent Retention by the Council
	CEO-led working group admin files/papers	7 Years	Business need	Destroy
RPA related records	Working group/task team etc. files	7 years	Northern Ireland (Miscellaneous Provisions) Act 2014	Determined on Review
	General files and communications matters	7 years	Business need	Determined on Review
	Boundaries files	Permanent	Review of Local Government Boundaries Order 2012	Permanent Retention by the Council
	Shadow Council	7 years	Northern Ireland (Miscellaneous Provisions) Act 2014	Determined on Review
Internal Audit Standing Documentation	<ul style="list-style-type: none"> Internal audit charter Terms of reference Internal audit strategy Internal audit guides Procedural manuals 	Held indefinitely – reviewed periodically and revised as necessary	Business need	Determined on Review
Internal Audit Planning	<ul style="list-style-type: none"> Annual audit plans Audit programmes 	One year after year-end until superseded	National archives – best practice guidelines.	Destroy
Contract Audit	<ul style="list-style-type: none"> Long term contract audit reports 	6 years	National archives – best practice guidelines.	Destroy
Fraud Investigations	<ul style="list-style-type: none"> Reports and associated documents 	6 years after legal proceedings have been completed	National archives – best practice guidelines.	Destroy

Chief Executive's Office				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need	Action at end of Administrative Life
Internal Audit Reporting	<ul style="list-style-type: none"> Audit reports 	6 years	National archives – best practice guidelines.	Destroy
External Audit correspondence & outputs	<ul style="list-style-type: none"> Annual audit letters Letters to those charged with governance 	7 years	Business need	Destroy
Audit Management Package (MK Insight) and database record (that collates several records from above)	<ul style="list-style-type: none"> Several of the records previously referred to above Recommendation tracking Time and jobs allocations Budgeted time v actual on audit assignments 	7 years	Business need	Destroy
Casual Vacancy by Co option	<ul style="list-style-type: none"> Correspondence between political party and Council and the Chief Electoral Officer re filling of casual vacancies 	Until the results are declared at the next Local General Election	Retain until the results are declared at the next Local General Election	Destroy

Corporate Services - Central Support Services (Bradford Court)				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Checklists	Security meeting notes Security reports & inspection information	5 Years	Health and Safety at Work Act and also to meet the requirements on the CHaSP No 4 – Fire Safety	Destroy

Corporate Services – Central Support: Legal				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Bye-Laws	Emails, correspondence, file notes, copy bye-laws	1 year	Business need	Destroy
Bye-Laws	Enactment of bye-laws	Permanent	Business need	Permanent retention by Council
Prosecutions	Correspondence and related court papers, including summonses and witness statements	7 years from the date of file closure	Business need	Destroy

Corporate Services – Central Support Services – Land & Property Matters
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Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Land and property acquisition and disposal	Legal title deeds and documents relating to the ownership, leasing, sub-leasing and rental of land/property	Permanent	Business need	Permanent retention by the Council
Land and property acquisition and disposal	Register of Deeds and Legal Documents, maps, plans, drawings, photographs, relating to the disposal of land and property.	Permanent	Business need	Permanent retention by the Council
Conveyancing	Files containing correspondence and related papers in relation to acquisition and/ or disposal of land and property.	20 years	Business need	Destroy
Land dispute files including encroachments, adverse possession claims	Court pleadings, emails, Court orders, departmental evidence, correspondence with Belfast Legal, correspondence with other parties including solicitors, copies of title deeds, maps, file notes, professional reports	12 years	The Limitation (NI) Order 1989	Destroy

Corporate Services – Central Support Services – Elections

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Nominations	Nomination papers, candidates' consent	12 months	Rule 12(5) and (6) The Electoral Law Act (NI)	Destroy

Corporate Services – Central Support Services – Elections				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	forms		1962	
Nominations	Statement of persons nominated for each DEA	Retain until the results are declared at the next Local General Election	Rule 12 (5) and (6) of the local Elections Rules (as amended by Article 52 (3) of the Local Elections Order (NI) 2010 of schedule 5 to the Electoral Law Act (NI) 1962	Destroy
Election Agents	Declaration of appointment of election agents	12 months	Rule 60 The Electoral Law Act (NI) 1962	Destroy
Ballot Papers	Counted ballot papers, rejected ballot papers, unused ballot papers (both ordinary and tendered), spoilt ballot papers and used tendered ballot papers Ballot paper accounts statements of rejected ballot papers and verification statements, used and unused Ballot Box Reconciliation Sheet, unused Ballot Paper Records, corresponding number lists, statement as to postal ballot papers per DEA	12 months	Rule 60 The Electoral Law Act (NI) 1962	Destroy

Corporate Services – Central Support Services – Elections				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Candidates election expenses	Candidates election expenses, return receipt and declarations	Twelve months from date of publication of summary of returns and inspection of returns and declarations	Section 52 (1) and (2) Electoral Law Act (NI) 1962 (as amended by Article 15 (3) of the Local Elections (NI) Order 2010	Destroy
Electoral Registers	List of marked registers Register of Electors (paper copies/CD) supplied to Council DRO for the purpose of election	12 months Local authority is not permitted under law to retain copies other than for the purposes of the election. 10 days after declaration of election result	(1) Section 58 The Local Election Rules Electoral Law Act 1962 (2) Rule 60 Local Election Rules (as amended by Article 77 The Local Elections (NI) Order 2010)	Destroy Destroy confidentially and send copy of destruction Certificate to the Electoral Office for Northern Ireland
Count	Results per DEA	Permanent	Business need	Permanent retention by Council
Grant Claims	Grant Claims Information – Council as funder	Current year +6 years	Business need	Destroy

Corporate Services – Centre Management

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
LVI Theatre/Room Hire	Booking records	5 years	Business need	Destroy
LVI Centre Management	Plans of facility	Permanent	Business Need	Determined on review
	Correspondence	2 years	Business Need	Destroy
	H&S daily checks, Council chamber, pre event safety & events schedules	7 years	Health & Safety at Work Act 1972	Destroy
	Accident reports	Permanent	Health & Safety at Work Act 1972	Determined on review
LVI Security	Daily logs Security reports Meeting notes	5 years after end of contract	Safety at Work Act CHaSP No 4 – Fire Safety	Destroy
LVI Cleaning	Meeting notes	5 years after end of contract	Business need	Destroy

Corporate Services – Finance

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Financial Information & Records/Process Management	Accounting Manual	Permanent	Business need	Determined on review
Financial Management	Accruals (Monthly)	2 Years plus the current year	Business need	Destroy
Financial Management	Annual accounts &	Current year+6 years	Business need	Destroy

	reports working papers			
Financial Management	Annual accounts & reports	Permanent	Business need	Permanent retention by Council – copy to PRONI
Financial Management	Annual budget	Permanent	Business need	Permanent
Financial Management	Annual budget/estimates working papers	Current year+6 years	Business need	Determined on review
Financial Management	Asset status, inventories stocktaking surveys of usage acquisition and disposal reports and proposals	Current year+6 years	Business need & HMRC Compliance Handbook 15400	Destroy
Financial Management	Asset register	Permanent	Business need	Permanent retention by Council
Financial Management	Bank certificates of balances	Current year+6 years	Business need	Destroy
Financial Management	Bank reconciliations (all accounts)	Current year+6 years	Business need	Destroy
Financial Management	Bank statements (all accounts)	Current year+6 years	Business need	Destroy
Transaction Management	Batch audit reports (monthly)	Current year+6 years	Business need	Destroy
Financial Management	Budgetary control	Current year+6 years	Business need	Destroy
Financial Management	Budgetary control working papers	Current year+6 years	Business need	Destroy
Financial Management	Capital program	Permanent	Business need	Permanent retention by Council
Transaction Management	Cheques and BACS records	Current year+6 years	Business need	Destroy
Financial Management	Cash security	Current year	Business need	Destroy
Transaction Management	Cash registers, reports, receipts & hand over records	Current year+2 years	Business need & HMRC Compliance Handbook 15400	Destroy
Transaction Management	Construction industry scheme Records	Current year+6 years	Business need & HMRC Compliance Handbook	Destroy

			15400	
Financial Management	Corporate credit cards	Current year+6 years	Business need & HMRC Compliance Handbook 15400	Destroy
Financial Management	Corporate data provided to other services & government agencies	Current year+6 years	Business need	Destroy
Financial Management	Costing ledger	Current year+6 years	Business need	Destroy
Transaction Management	Credit card slips (chip & pin terminals)	6 months	PCISS (Payment Card Industry Security Standards)	Destroy
Transaction Management	Creditors – supplier information forms	Current year+6 years	Business need	Destroy
Transaction Management	Creditors BACS records	Current year+6 years	Business need	Destroy
Transaction Management	Creditors control reconciliations	Current year+6 years	Business need	Destroy
Transaction Management	Creditors – payment run reports	Current year+6 years	Business need	Destroy
Transaction Management	Creditors invoices & credit notes	Current year+6 years	Business need	Destroy
Transaction Management	Creditors statements	Current year+6 years	Business need	Destroy
Transaction Management	Debtors invoices and credit notes - debt write off	Current year+ 6 years	Business need	Destroy
Transaction Management	Debtors reconciliations	2 years plus the current year	Business need	Destroy
Transaction Management	Direct debit mandate	13 months after the cessation of the agreement	Business need	Destroy (By HOS)
Financial Management	Election expenditure claims	Current year+6 years	Business need	Destroy
Financial Management	Grant claims information	Current year+6 years	Business need	Destroy

	– Council as funder			
Financial Management	Grant claims information - EU	In accordance with the letter of offer	Business need	In accordance with the letter of offer
Financial Management	Investments	Current year+6 years	Business need	Destroy
Financial Management	Journals	Current year+6 years	Business need	Destroy
Financial Management	Lease agreements	Retain for 7 years after the asset has been disposed of	Business need	Destroy
Financial Management	Lease register	Retain for 7 years after the asset has been disposed of	Business need	Destroy
Financial Management	Loans fund	Permanent	Business need	Permanent Retention by Council
Financial Management	Loans register	Permanent	Business need	Permanent Retention by Council
Financial Management	Loans files/records	Current year+6 years	Business need	Destroy
Transaction Management	Lodgements posted to financial software, direct lodgements, car park income, cashier return sheets, debtors payments	Current year+6 years	Business need	Destroy
Transaction Management	Petty cash records	Current year+6 years	Business need	Destroy
Financial Management	purchase orders	Current year+6 years	Business need	Destroy
Financial Management	Treasury management records	Current year+6 years	Business need	Destroy
Financial Management	Voluntary claims/returns	Current year+6 years	Business need	Destroy
Financial Management	Vouchers	Current year+6 years	Business need	Destroy

Corporate Services – Corporate Communications				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Public Relations	Press releases/editorial	3 years	Business need	Destroy
Freedom of Information	Requests, responses, internal reviews (electronic)	6 years +1	FOI Act (2000)	Destroy
Promotion	Promotional material, adverts, publications, branding material (hard copies)	3 years from last action	Business need	Destroy
Photographs	Promotional photos	As set out in consent form	Business need GDPR 2018	Destroy
Photographs	Events	As set out consent form	Business need GDPR 2018	Destroy
Photographs	Historical	Permanent	Business need	Permanent retention by the Council

Corporate Services – Mayoral Office				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Mayor's Engagements	Diaries of Mayoral engagements Invitations to the Mayor to attend events. Speeches	End of Mayoral term + 1	Business need	Destroy
	Ceremonial regalia and artefacts	Permanent	Business need	Permanent retention by Council
Mayoral Charities	Bank statements	Current year + 6 years	Business need	Destroy

Corporate Services – Mayoral Office				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Ledger Bank deposit book/slips Receipt book Fund raising event details Agenda/minutes of Charity Committee			
General Administration	General correspondence	2 years	Business need	Destroy

Corporate Services - Members Services				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Council and Committee Meetings	Minutes of Council and Committee Meetings	20 years	Local Government 1972 Act, Local Government Act (Northern Ireland) 2014 and Council Standing Orders	Transfer to PRONI
	Audio recordings of monthly Council meetings	6 years	Local Government Act (Northern Ireland) 2014	Destroy
	Council standing orders	Permanent	Business need	Permanent retention by the Council
	Member conference bookings	Council term plus 1 year (5 years)	Business need	Destroy

Corporate Services - Members Services				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Draft minutes/committee clerk notes	Destroy after date of minute being approved and ratified	Business need	Destroy
	Nominations to outside bodies	Council term plus 1 year (5 years)	Business need	Destroy
	Register of notices of motion	6 years	Business need	Destroy
Member Services	Completed registration of interest forms	Council Term plus 1 year (5 years)	Business need	Destroy
	Register of interests			
	Completed declarations of hospitality or gifts	Permanent	Business need	Permanent retention by Council (Electronic copy only)
	Register of hospitality/gifts			
	Members' expenses/claim forms	5 years	Business need	Destroy
	Members' contact details	Until Member retires/not re-elected	Business need	Destroy
	Members' induction pack	Until superseded (retain 1 electronic copy)	Business need	Destroy
General Administration	General correspondence	2 years	Business need	Destroy

Corporate Services –Citizenship Ceremonies				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Citizenships	Home Office ceremony	2 years	Business need	Destroy

Corporate Services –Citizenship Ceremonies				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	documentation			
	Information relating to the booking of ceremonies	2 years	Business need	Destroy

Corporate Services – Registration				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Registration	White copies of registrations	1 month <u>plus current month</u>	Handbook for Registration Offices in Northern Ireland (Section 8) – produced by General Register Office	Destroy
	Forms of particulars	1 month plus current month	Handbook for Registration Offices in Northern Ireland (Section 8) – produced by General Register Office	Destroy
	Births/deaths/marriage/civil partnership application forms	1 month plus current month	Handbook for Registration Offices in Northern Ireland (Section 8) – produced by General Register Office	Destroy
	Marriage notice forms	3 years	Handbook for Registration Offices in Northern Ireland (Section 8) – produced by General Register	Destroy

Corporate Services – Registration				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
			Office	
	Civil partnership notice forms	3 Years	Handbook for Registration Offices in Northern Ireland (Section 8) – produced by General Register Office	Destroy
	Immigration forms	3 years	Handbook for Registration Offices in Northern Ireland (Section 8) – produced by General Register Office	Destroy
	Marriage/civil partnership schedule	None	General Handbook of Registration Officers in Northern Ireland (Section 8)	Send to GRO
	Immigration form	3 years	General Handbook of Registration Officers in Northern Ireland (Section 8)	Destroy
	Conversion application forms	3 years	GRO instruction	Destroy
	MCCD/still birth certificates/coroner reports	1 month	GRO instruction	Send to GRO
	Marriage/civil partnership schedules and conversion declarations	1 month	GRO instruction	Send to GRO
	GRO recoupment claims	7 years	General Handbook of Registration Officers in Northern	Destroy

Corporate Services – Registration				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
			Ireland Business need	

Environmental Services – Central Services Depot				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need* Retention Period	Action at end of Administrative Life
Bulky Collection Records	Details of bulky materials collected by Council	1 year	Business need	Destroy
Trade Waste & Commercial Records	Updates and instructions from waste management	1 year	Business need	Destroy
General Administration	General administration files and communication	3 years	Business need	Destroy
Stores Records	Purchase order green copies, SRN's, delivery docket, fuel records & stock records	2 Years	Business need	Destroy
Vehicle Fleet	Maintenance records and drivers daily vehicle check sheets	15 months	Operators Licensing Legislation	Destroy
Annual Inspections	Fire Extinguishers Emergency Lighting & Fire Alarms Legionella	3 years	Health & Safety At Work (NI) 1978	Destroy
Three Yearly Inspections	Electrical Inspections	6 years	Health & Safety At Work (NI) 1978	Destroy

Environmental Services – Waste Management				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Waste Transfer Notes/Dockets	Docket from waste depositor showing amount of waste, category of waste, Environment Agency licence number etc.	3 years	Waste & Contaminated Land (NI) Order 1997 (Article 5) (Waste Management – The Duty of Care Code of Practice)	Destroy
Consignment Notes for Hazardous Waste	Docket from waste depositor showing same as above plus hazardous waste rating e.g. if material is flammable carcinogenic etc.	3 years	Hazardous Waste Regulations (NI) 2005	Destroy
Trade and Commercial Waste Duty of Care Documents	Records of any waste Council's collect at a business' / self-trader's etc. request. Includes type of materials involved and also weight of waste collected	3 years	Business need	Destroy
Bulky Collection Records	Details of any bulky materials collected by Council	1 year	Business need	Destroy
Waste Data Flow Documents	Recordings of all Council waste figures	2 years	Business need	Destroy
Driver Log Sheets	Records of any incidents drivers come across such as blocked street, cross contamination of	1 year	Business need	Destroy

Environmental Services – Waste Management				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	bins etc.			
Backdoor Collection/Bin Upgrades	Householder application forms	Lifetime of service	Business need	Destroy

Environmental Services – Environmental Health including OSCP				
Sub-Area of Work	Type of file/record	Retention Period	Legislative Requirement/Business Need*	Action at end of Administrative Life
Public Health and Environmental Crime Files	Case specific details	7 years	Business need	Destroy
High Hedges Formal Complaints	Case specific details	Permanent	High Hedges Act (NI) 2011	Permanent retention by Council
Pest Control Files	Case specific details	7 years	Business need	Destroy
COD	Case specific details	7 years	The Rent (NI) Order 1978	Destroy
Certificate of Fitness and Notice of Refusal	Case specific details	Permanent	Private Tenancies Order 2006	Permanent retention by Council
Private Tenancy Inspections	Premises records	7 years	Not Applicable	Destroy
Rent Order Illegal Evictions and Harassment Records	Case specific details	Permanent	The Rent (NI) Order 1978	Permanent retention by Council
Caravan Sites	Premises records	Permanent	Caravan Act (NI) 1963 Caravan Act (NI) 2011	Permanent retention by Council
Traveler's Files	Premises records	Permanent	Human Rights Act 1998	Permanent retention by Council
Derelict and Dilapidated Buildings	Premises records	Until building demolished or reinstated	Pollution Control and Local Government	Destroy

			(NI) Order 1978	
Street Trading Licences	Application files	7 years	Business need	Destroy
Street Trading	Premises records	4 years after closure	Business need	Destroy
Entertainment Licences	Application files	7 years	Local Government (Miscellaneous Provisions) NI Order 1985	Destroy
Entertainment Licences – Closed Premises	Application files	4 years after closure	Local Government (Miscellaneous Provisions) NI Order 1985	Destroy
Road Closures	Application files and orders	7 years after event takes place	Business need	Destroy
Pavement Café Licences	Application files	7 years	Business need	Destroy
Liquor Licence Correspondence	Case specific details	2 years	Business need	Destroy
Marriage Place Approvals	Premises records	7 years	The Marriage (NI) Order 2003 The Marriage Regulations (NI) 2003 The Civil Partnerships Regulations (NI) 2005	Destroy
Cinematographic Licences	Application files	7 years	The Cinema (NI) Order 1991	Destroy
Amusement Permits	Application files	7 years	The Betting, Gaming, Lotteries and Amusements (NI) Order 1985	Destroy
Petroleum Licence	Premises records (from 2015)	Permanent	Petroleum Consolidation Acts (NI) 1929 & 1937	Permanent retention by Council
Societies Lotteries	Application files	7 years	The Betting, Gaming, Lotteries and Amusements (NI)	Destroy

			Order 1985	
Litter - Paid Fixed Penalty Fines	Copy/receipt	7 years	Business need	Destroy
Health and Safety Premises Files	Premises records	7 years	Health and Safety at Work (NI) Order 1978	Destroy
Closed Health and Safety Premises Files	Premises files	4 years after closure	Health and Safety at Work (NI) Order 1978	Destroy
Public Health and Safety Accident Reports	Accident investigation files	7 years	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997	Destroy
Corporate Health and Safety Accident Reports	Accidents or incident relating to a minor	3 years from when they reach 18 years of age	Recommended to be retained by insurance company	
Fireworks Applications	Application files	7 years	The Explosives (Fireworks) Regulations (NI) 2022 as amended by the Pyrotechnic Articles (Safety) Regulations 2015	Destroy
Manufacture and Storage of Explosives Applications	Application files	7 years	Manufacture and Storage of Explosives Regulations (NI) 2006 as Amended	Destroy
PPC Public Register	Premises records	Until premises closes	The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013	Destroy
PPC Premises Files	Premises files	Until premises closes	The Pollution Prevention and Control (Industrial Emissions)	Destroy

			Regulations (NI) 2013	
Closed PPC Premises Files	Premises files	4 years after closure	The Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013	Destroy
Complaints – Noise	Case specific records	7 years after closure	Business need	Destroy
Complaints – Air Pollution	Case specific records	7 years after closure	Business need	Destroy
Planning Application Consultation Responses	Application files	7 years	Business need	Destroy
Consumer Protection Premises Files	Premises records	4 years after closure	Business need for external audit by OPSS	Destroy
Consumer Protection Correspondence	Premises records/sampling programme	7 years	Business need for external audit by OPSS	Destroy
Consumer Protection Complaints	Case specific records	7 years after closure	Business need for external audit by OPSS	Destroy
Complaints – Food	Case specific records	7 years after closure	Food Law Code of Practice 2023	Destroy
Bacto Sample Results	Premises records	7 years	Food Law Code of Practice 2023	Destroy
Chemical Sample Results	Premises records	7 years	Food Law Code of Practice 2023	Destroy
Food Premises Files	Premises files	4 years after closure	Food Law Code of Practice 2023	Destroy
Food Poisoning	Personal case files	None	Food Law Code of Practice 2023	Shred on day of receipt
Dog Licences	Application files	2 years	The Dogs (NI) Order 1983	Destroy

Dog Bites/Sheep Worrying Incidents	Case specific records	7 years	The Dogs (NI) Order 1983	Destroy
Dog Bites/Sheep Worrying Incidents (Minors)	Case specific records	21 years	The Dogs (NI) Order 1983	Destroy
Dogs - Paid Fixed Penalty Fines	Copy/receipt	7 years	Business need	Destroy
Dog Pound Record Sheets	Record sheets	7 years	Business need	Destroy
Reports to Council/Committee	Service unit report files and associated documentation	7 years	Business need	Destroy
Off-Street Car parks – Management	Premises records	5 years	Business need	Destroy
Off-Street Car Parking – Contracts	Records associated with the management of the contract (currently with DRD)	Permanent	Business need	Permanent Retention by Council
Safeguarding Incidents	Case specific records	For cases where there has been intervention by Statutory Services – 30 years after closure. Referrals resulting in no further action and no further support services required – 10 years.	The Children’s (NI) Order 1995 The Safeguarding Vulnerable Groups (NI) Order 2007 (as amended by the Protection of Freedoms Act 2012)	Destroy
Tobacco Control Inspections	Case specific records	7 years	Smoking (NI) Order 2006	Destroy
Tobacco Control Premises/Prosecution Files	Case specific records	7 years after closure	Smoking (NI) Order 2006	Destroy
Tobacco Control Fixed Penalty Notices	Case specific records	7 years	Smoking (NI) Order 2006	Destroy
Home Safety Inspections	Case specific records	3 years	Home Accident	Destroy

			Prevention Strategy 2015-2025	
Burial Records	<ul style="list-style-type: none"> Title deed registers Grave leases Duplicate/transfer information and assignment leases Burial registration Books and section registers Maps and plans 	Permanent	Burial Ground Regulations (NI) 1992	Permanent Retention by Council
Burial Form	<ul style="list-style-type: none"> Burial application form 	2 years	Burial Ground Regulations (NI) 1992	Destroy
Approval Documents Prior to Grave Opening	<ul style="list-style-type: none"> Form 21 Coroner's order Stillbirth certificate Correspondence from doctor/nurse Cremation certificate Organ retention 	2 years	Burial Ground Regulations (NI) 1992	Destroy
Memorials	<ul style="list-style-type: none"> Monumental works applications to include details of dimensions of headstone and surround applications Details of additional inscriptions 	7 years	Burial Ground Regulations (NI) 1992	Destroy
Gravedigger Books	<ul style="list-style-type: none"> Gravedigger order books 	Permanent	Burial Ground Regulations (NI) 1992	Permanent retention by Council
Cemeteries Administration General Correspondence	<ul style="list-style-type: none"> Stone chipping letters Cave-in letters Complaint Correspondence 	7 Years	Business need	Destroy

	<ul style="list-style-type: none"> • Monumental works correspondence • Insurance details for funeral directors and monumental sculptors • Other correspondence 			
Cemeteries Administration Financial Records	<ul style="list-style-type: none"> • Copies of invoices and receipts pertaining to burial records • Weekly lodgements 	7 years	Business need	Destroy
Exhumations	Case specific records	Permanent	Burial Grounds Regulations (NI) 1992	Permanent retention by Council
Welfare Burials	Case specific records	Permanent	Welfare Services Act (NI) 1971	Permanent retention by Council
Insurance Policies	Employers liability/public Liability	40 years	The Employer's Liability (Compulsory Insurance) (Amendment) Regulations (NI) 2009	Destroy
Other Insurance Policies	<p>All other insurance policies including:</p> <ul style="list-style-type: none"> • Property • Motor • Personal accident • Professional indemnity • Engineering • Legal expenses, etc. including any endorsements 	10 years after the expiry of the policy	The Employer's Liability (Compulsory Insurance) (Amendment) Regulations (NI) 2009	Destroy
Sub-Contractors	Sub-contractors proof of insurance documentation	6 years after the end of the contract	Business need	Destroy

Claims Employers and Public Liability Claims	Correspondence and related papers between Council, solicitors, insurer, accident reports, specialist advisors, engineering Reports, medical profession, etc. regarding the settlement of a claim.	7 years from settlement date	Limitations Act 1980	Destroy
Other Claims	Correspondence and related papers between Council, solicitors, insurer, specialist advisors, engineering reports, medical profession, etc. regarding the settlement of a claim.	4 years from settlement date	Limitations Act 1980	Destroy
Broker/Insurance Renewal Documentation	Insurance policy renewal documents and correspondence	6 years after date of renewal	Business need	Destroy
LCCC Emergency Plan	Emergency plan	Until superseded	Business need Emergency Plan in place to ensure Council follows necessary frameworks during an emergency. Building resilience together NI Civil Contingencies Framework.	Destroy
Emergency Planning Decision Logs	Incident/decision Logs following an emergency	7 years after incident	Business need To be retained to	Destroy

			address any enquiries/claims following an emergency response.	
Animal Welfare Investigations	Case specific records	7 years	Business need	Destroy
Animal Welfare Prosecution Files	Case specific records	7 years or length of Ban (whichever is longer)	Business need	Destroy

Environmental Services – Building Control

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Building Control Applications	Building regulation applications	Permanent	NI Building Regulations (NI) Order 1979 and Regulations (2012) as amended & Associated Legislation	Digitise records for permanent retention & destroy hardcopy files
	Dangerous structures	Permanent	The Towns Improvement Clauses Act 1847 – Section 75 as adopted by the Towns Improvement (Ireland) Act 1854 – Section 39 (Ruinous & Dangerous Buildings) The Public Health Acts Amendment 1907 – Section 30 (Dangerous Places to be repaired or enclosed)	Digitise Records for permanent retention & destroy hardcopy files

Environmental Services – Building Control				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Prosecutions and non-compliance of legal responsibilities associated with a building regulation application	Permanent	NI Building Regulations & Associated Legislation	Digitise Records for permanent retention & destroy hardcopy files
Energy Performance of Building Regulations	Audits of estate agents	10 years	EPB Regulations (NI) 2008 as amended	Destroy
	EPC compliance audit of public buildings for display energy certificates	10 years		Destroy
	Statistical information, general correspondence, financial information	7 years	LCCC Accounting Manual	Destroy
Street Naming and Numbering	Street naming and numbering	Permanent	Misc Provisions Order (NI) 1995 – Article 11	Digitise records for permanent retention & destroy hardcopy files
Property Certificates	Certificates and maps	1 year after issue	NI Law Society Agreement	Digitise records for permanent retention & destroy hardcopy files

Environmental Services: Risk				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Risk	Risk assessments	Until superseded	NI Local Government Act 2014	Destroy
	CEO risk register	Until superseded	NI Local Government Act 2014	Destroy
	CEO business continuity	Until superseded	NI Local Government	Destroy

	plan		Act 2014	
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Leisure & Community Wellbeing				
Sub Area of Work	Type of file/record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Community & Wellbeing Admin	General information	3 years	Business need	Destroy
	Statistical Information	7 years	Business need	Destroy
	General correspondence	3 years	Business need	Destroy
	Photos	As set out in consent form	Business need GDPR 2018	Destroy
	Vitality membership forms	2 years (from lapse/termination)	Business Need	Destroy
	Vitality membership direct debit information	Until termination of membership	Direct Debit Guarantee	Destroy
	Audit reports	3 years	Business Need	Destroy
	Customer complaints	Permanent	The Ombudsman (NI) Order 1996	Permanent Retention by the Council
	Job costings	3 years	Business Need	Destroy
Activity Centres/Community Centres/ Vendor's/ Golf Courses	General information /correspondence	3 years	Business need	Destroy
	Statistical information	7 years	Business need	Destroy
	Management of building and estates (project specs/plans/ approvals/ certificates / maps)	Retain	Limitations Act 1980	Permanent retention by Council

Leisure & Community Wellbeing				

Leisure & Community Wellbeing				
Sub Area of Work	Type of file/record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Financial Information: Communities & Wellbeing, Sport Lisburn / Sport Lisburn & Castlereagh, Good Relations	Grant-aid	7 years	Business need	Destroy
	Young adult bursaries	3 years	Business need	Destroy
	Funding applications to outside bodies and organisations	3 years	Business need	Destroy
	Project monitoring	3 years	Business need	Destroy
	Funding applications to outside bodies and organisations	3 years	Business need	Destroy
	Project monitoring	3 years	Business need	Destroy
	Letters of offer e.g. OFMDFM/DCAL/DSD	3 years Potentially 25 years depending on terms	Terms of reference of Provider	Destroy
	Management team meeting minutes	3 years	Business need	Destroy
Meetings	Leisure & community development task team minutes	7 years	Business need	PRONI appraisal
	Arts advisory minutes / operational meetings	7 years	Business need	Destroy
	Minutes of community groups	3 years	Business need	Destroy
	Minutes of statutory organisations in	10 years	Business need	Destroy

Leisure & Community Wellbeing				
	receipt of Council funding			
	Vitality Lisburn HM,10K and FR application forms	Retain until audit (1 year)	Data Protection Act 1998	Destroy
Events	HM, 10K and FR general files	3 years	Data Protection Act 1998	Destroy
	Sports development events	3 years	Data Protection Act 1998	Destroy
	Summer scheme enrolment forms	3 years	Data Protection Act 1998	Destroy
	Summer scheme general	3 years	Business need	Destroy
	Annual events: Park Life/ Family Fun Day/ Grand Prix	10 years	Business need	Destroy
	Civic Events	10 years	Business need	Destroy
	Demonstrations / Parades	10 years	Business need	Destroy

Leisure & Community Wellbeing				
Sub Area of Work	Type of file/record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Sport Lisburn & Castlereagh	General correspondence	3 years	Data Protection Act 1998	Destroy
	Elite Athlete Club application forms	1 year	Business need	Destroy
	Sports Personality nomination forms	Retain until award ceremony has taken place	Data Protection Act 1998	Destroy
	Financial information:	7 years	Business need	Destroy

Leisure & Community Wellbeing				
	grants/ invoices			
	Minutes	Permanent	Business need	Permanent retention by Council

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Irish Linen Centre & Lisburn Museum	All documentation, records pertaining to museum archive collections and research	Permanent	Accredited Museum Standards	Permanent retention by the Council
	General information	3 years	Business need	Destroy
	Statistical information	7 years	Business need	Destroy
	Management of building and estates (project spec/plans/approval certificates/maps)	Permanent	Limitations Act 1980	Permanent retention by the Council
Projects	Capital projects	10 years following completion of programme/25 years in cases of LOO terms from funders	Business need	Destroy LoO filed with legal docs (Corporate)
	Planning drawings, building control health and safety files/manuals/instructions	Permanent	Business need	Permanent Retention by the Council
	R&R programmes	Permanent	Business need	Permanent – one copy at project location and one in centralised file
	Feasibility studies/economic appraisals	7 years In line with LOO, potentially 25 years	Business need	Destroy

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Peace III	All files relating to Peace projects: eg applications, reports, letters of offer, projects	Until at least 31/12/2020 (or see below)	Reg (EC) 1080/2006 Article 20	Refer to SEUPB
Peace IV	All files relating to Peace projects: eg applications, reports, letters of offer, projects	3 years after the year of submission claim	Reg (EC) 1080/2006 Article 20	Refer to SEUPB
Peace Plus	All files relating to Peace projects: eg applications, reports, letters of offer, projects	3 years after the year of submission claim	Reg (EC) 1080/2006 Article 20	Refer to SEUPB
Countryside	General correspondence	3 years	The Access to the Countryside order (Northern Ireland) Order 1983 The Nature Conservation and Amenity Lands (Northern Ireland) Order 1985	Destroy
	Public path creation agreements	Permanent	The Access to the Countryside order (Northern Ireland) Order 1983 The Nature Conservation and Amenity Lands (Northern Ireland) Order 1985	Permanent retention by the Council
Countryside	Rights of way	Permanent	The Access to the Countryside order (Northern Ireland) Order 1983 The Nature Conservation and Amenity Lands (Northern Ireland) Order	Permanent retention by the Council

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
			1985	
	Rights of way involving legal action	Permanent	The Access to the Countryside order (Northern Ireland) Order 1983 The Nature Conservation and Amenity Lands (Northern Ireland) Order 1985	Permanent retention by the Council
	Land disputes	Retain until resolved 5 years	Retain as there is occasions queries come up over time. Historical data has been used in the past	Destroy
	Planning schemes and amendments	Policy files retained. Other files 7 years after admin use is concluded	The Access to the Countryside order (Northern Ireland) Order 1983 The Nature Conservation and Amenity Lands (Northern Ireland) Order 1985	Destroy
Countryside	Local Nature Reserves	Permanent	Nature Conservation & Amenity Lands (NI) Order 1985	Permanent retention by the Council
Biodiversity	General correspondence	3 Years	The Wildlife and Natural Environment Act (Northern Ireland) 2011 The Wildlife (Northern Ireland) Order 1985 (the Order) and The Wildlife (Amendment) (Northern	Destroy

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
			Ireland) Order	
	Ecological data and Surveys	Permanent	The Wildlife and Natural Environment Act (Northern Ireland) 2011 The Wildlife (Northern Ireland) Order 1985 (the Order) and The Wildlife (Amendment) (Northern Ireland) Order	Permanent retention by the Council
	Wildlife crime/disputes	Permanent	The Wildlife and Natural Environment Act (Northern Ireland) 2011 The Wildlife (Northern Ireland) Order 1985 (the Order) and The Wildlife (Amendment) (Northern Ireland) Order	Permanent retention by the Council
Biodiversity	Planning schemes and amendments	Policy files retained permanently. Other files 7 years after admin use is concluded	The Wildlife and Natural Environment Act (Northern Ireland) 2011 The Wildlife (Northern Ireland) Order 1985 (the Order) and The Wildlife (Amendment) (Northern Ireland) Order	Destroy
Asset Register records	Assets/equipment registers/records	Retain until superseded	Business need	Destroy

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Land & Property	General information/ correspondence	3 years	Business need	Destroy

Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Community Planning	Community Plan	Permanent	Local Government (Northern Ireland) Act 2014	Permanent retention by the Council
	Consultation reports	5 years beyond lifespan of the Plan	Business need	Destroy
	Community Planning Partnership minutes and attendance	5 years beyond lifespan of the Plan	Business need	Destroy
	Community Planning Operational Groups – record of minutes and attendance	5 years beyond lifespan of the Plan	Business need	Destroy
	Events and Workshops	For 5 years beyond lifespan of the Plan	Business need	Destroy
	Community planning databases	Review on request and annually to remove outdated information	Business need	Destroy
	Partnership Agreement and terms of reference	For 5 years beyond lifespan of the Plan	Business need	Destroy

Department / Unit: Community & Wellbeing				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
PCSP	Agendas/minutes/reports	Permanent	Justice Act (NI) 2011	Permanent retention by the Council
	Policies and procedures	5 years	Justice Act (NI) 2011	Destroy
	Standing Orders / legislation / PCSP reconstitution	5 years	Justice Act (NI) 2011	Destroy
	Code of Practice on Functions and Responsibilities of PCSPs	5 years	Justice Act (NI) 2011	Destroy
	Strategies and action plans	5 years	Justice Act (NI) 2011	PRONI Appraisal
	PCSP Annual Report	Permanent	Justice Act (NI) 2011	Permanent retention by the Council
	PSNI reports	5 years	Justice Act (NI) 2011	Destroy
	Completed registration of interest forms	5 years	Justice Act (NI) 2011	Destroy
	Completed applications for funding	5 years	Justice Act (NI) 2011	Destroy
	Surveys/consultations engaging local communities	5 years	Justice Act (NI) 2011	Destroy
	Projects/initiatives	5 years	Funding agreement with Joint Committee (DoJ/NIPB)	7 years after final grant payment is made
	Local Policing Plans	5 years	Business need	Destroy
	Equality schemes and associated information	5 years	Business need	Destroy

Organisational Development & Innovation				
Sub-Area of Work	Type of file/ record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Operational Design & Innovation	Performance Improvement Plans and progress reports	7 years	NI Local Government Act 2014	Determined on review
	DOE Performance Indicators	7 years	NI Local Government Act 2014	Determined on review
	Complaints policy and procedures	Until superseded	The Ombudsman (NI) Order 1996	Determined on review
	Customer complaints	Permanent	The Ombudsman (NI) Order 1996	Permanent retention by the Council
	Complaints – Ombudsman	10 Years following resolution of complaint	The Ombudsman (NI) Order 1996	Determined on review
Committee	Reports presented to committee	7 years	Business need	Destroy

Organisational Development & Innovation – Transformation Portfolio Office				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Software systems	7 Years	Business need	Destroy
	IT asset management	2 Years	Business need	Destroy

Organisational Development & Innovation – Transformation Portfolio Office				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Information Technology				
	Project reports	2 years	Business need	Destroy
	Digital strategy	7 years for contract after project completed	Business need	Destroy
	IT refresh project (cloud migration)	7 years for contract after project completed	Business need	Destroy
	Telephony project	7 years for Contract after project has finished	Business need	Destroy
	Digital platform project	7 years for Contract after project completed	Business need	Destroy
Portfolio Office	Belfast Regional City Deal (BRCD)	2 years for general correspondence –7 years for Contract after project completed	Business need	Destroy
	10 year investment plan	+ 10 years	Business need	Destroy
	Policies & procedures	7 years	Business need	Determined on review
	Training & conferences	2 years	Business need	Destroy
	Events (ie MIPIM)	2 years	Business need	Destroy
	FFNI project	7 years for Contract after project completed	Business need	Destroy
	DEA investment programme	2 years	Business need	Destroy
	IT asset management	7 Years	Business need	Destroy

Organisational Development & Innovation – Transformation Portfolio Office				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Tech standards	Permanent	Business need	Permanent retention by Council
	Project Reports	2 Years	Business need	Destroy

Organisational Design & Innovation – Elections				
Sub-Area of Work	Type of file/ record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Employment of Staff	Certificate of Employment	12 months	Rule 60 The Electoral Law Act (NI) 1962	Destroy
	Staff payments including income tax form	6 years	HMRC Rules and Regulations	Destroy

Organisational Development & Innovation - Human Resources & Organisational Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative requirement /Business Need	Action at end of Administrative Life
Recruitment	Application forms Shortlisting records Interview records Recruitment forms Conviction disclosure assessment	2 years	LGSC Code of Procedures on Recruitment and Selection Fair Employment and Treatment (NI) Order	Destroy

Organisational Development & Innovation - Human Resources & Organisational Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative requirement /Business Need	Action at end of Administrative Life
	Recruitment records for unsuccessful candidates		1998	
Right to Work	Right to work in the UK records	2 years after employment ends	Home Office advice	Destroy
Access NI Certificates	Access NI certificates	Certificate not retained. Reference number of check kept for duration of employment	Protection of Children and Vulnerable Adults (NI) Order 2003	Destroy
Personnel Files	Personal information Application form Job description Written terms and conditions of employment Induction records Probationary records Payroll records Job evaluation information Performance review Records Training records Occupational health Reports Termination records	7 years after date of termination	General Data Protection Regulation (GDPR) & Data Protection Act 2018 (NI) Working Time Regulations 1998 (as amended) Limitation Act 1980 Employment Rights (NI) Order 1996 Employment (NI) Order 2003 Data Protection Act (NI) 1998 Health and Safety Work (NI) Order 1978 Access to Medical Reports Act (NI) 1991	Destroy
Employment Relations Records	TU negotiations/records of formal TU meetings Conduct records	10 years At end of sanction period	Non Statutory Working Time Regulations 1998 (as amended). Limitation Act 1980 Employment Rights	Review at end of retention period and destroy if appropriate

Organisational Development & Innovation - Human Resources & Organisational Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative requirement /Business Need	Action at end of Administrative Life
	Grievance	7 years after date of termination	(N) Order 1996 Employment (NI) Order 2003 General Data Protection Regulation (GDPR) & Data Protection Act 2018 (NI)	
Payroll Records	Fund information – accounts, returns, valuation & other reports	7 years	Business need	Permanent retention by Council
Superannuation Records	Superannuation and pension records and reports	7 years or 6 years after date of termination	The Pensions Schemes Act (NI) 2021, The Pension Regulator Code of Practice No. 14 Governance and Administration of Public Service Pension Schemes	Destroy
Inland Revenue and HMRC Records	Income tax returns National insurance returns Income tax records Inland Revenue/ HMRC agreements and approvals	Permanent	The Income Tax (Employment) Regulations 1993 (SI1993/744) as amended for example by The Income Tax (Employments) (amendment No. 6) Regulations 1996 (SI 1996/2631) Taxes Management	Permanent retention by the Council

Organisational Development & Innovation - Human Resources & Organisational Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative requirement /Business Need	Action at end of Administrative Life
			Act 1970	
Equality and Monitoring Records	Equality Commission Annual Review Article 55 Review Monitoring Forms	7 years	Fair Employment and Treatment (NI) Order 1998	Destroy
Leave Records	Annual leave sheets Sick leave records Maternity leave records Paternity leave records Parental leave records	3 years after the end of the leave year	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894) as amended	Destroy
Legal and IT Cases	Industrial Tribunal application Breach of contract Case Unfair dismissal case Discrimination case Unlawful deductions from wages Equality claims	6 years or 6 years after date of termination	Employment Rights (NI) Order 1996 Employment (NI) Order 2003 General Data Protection Regulation (GDPR) & Data Protection Act 2018 (NI)	Destroy
Gift and Hospitality Register	Gift and hospitality declaration Forms	3 years	Business need	Destroy

Regeneration & Growth: Development /Assets				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life

Assets H&S	Facility health and safety files	Permanent	Construction Design and Management Regulations 2016	Permanently live document TO BE RETAINED INDEFINITELY AT FACILITY (copy to be held in Assets)
Construction Services and other Quotation/Tender Information	Contract and tender supporting documentation	15 years S&S contracts 7 years for contracts less than £30k 3 years for unsuccessful tenders/ quotes bids	Business need	Dispose of signed and sealed contracts after 15 years. Successful contracts under £30k, documents can be disposed of after 7 years
Quotations/Tender information for:- • PPM Contracts • Annual Contracts	Contract and tender supporting documentation	15 years Successful tenderers bid 7 years for contract less than £30k 3 years for unsuccessful tenders/bids	Business need	Dispose of signed and sealed contracts after 15 years. Successful contracts under £30k, documents can be disposed of after 7 years
Play Area Quotation/Tender Information	Play areas contract and tender supporting documentation	Successful tender bid – indefinitely Unsuccessful tender bids 3 years	Retain successful bid permanently. As children have the right to claim re Public Liability due to injury up to the age of 21	Permanently live document TO BE RETAINED INDEFINITELY
Land/Property	Deeds, leases, licences	Permanent	Business need	Permanent retention by Council
General information	Correspondence , meetings, agendas, minutes	7 years	Business need <u>None</u>	Destroy
Meetings	Departmental team meeting minutes	3 years	Business need <u>None</u>	Destroy
	Management team minutes	3 years		Destroy
	Committee minutes & reports			

		7 years		PRONI Appraisal
All contracts over £30,000 must be signed and sealed. All signed and sealed contracts to be retained for 12 years.. Contracts that do not require signing and sealing can be disposed of after 7 years				

Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
Tourist Information	General information	2 years	Business need	Destroy
	Statistical information	7 years	Business need	Destroy
	Activities information	2 years	Business need	Destroy
	Accommodation information	Review annually	Business need	Destroy
	Events	7 years	Business need	Destroy
	Facilities (contracts)	Permanent	Business need	Permanent retention by Council
Tourism Development	Correspondence	5 years	Business need	Destroy
	Policy & strategy	7 years	Business need	Destroy
	Events & promotions	7 years	Business need	Destroy
	Product development	7 years	Business need	Destroy
Tourism Marketing	Partnerships – correspondence & minutes	5 years	Business need	PRONI appraisal
	Statistical information	7 years	Business need	Destroy
	Marketing & publicity	7 years	Business need	Destroy

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Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Events	7 years	Business need	Destroy
	Promotions	7 years	Business need	Destroy
	Correspondence	5 years	Business need	Destroy
	Policy & strategy	7 years	Business need	Determined on review
Economic Development Projects	Application forms	15 Years	Business need	Destroy
	<u>Contracts</u>	<u>15 Years</u>	<u>Business need</u>	<u>Destroy</u>
	Legal documentation	Permanent	Business need	Permanent <u>Archive</u>
	Financial information	7 years	Business need	Destroy
	Project reports	15 Years	Business need	Destroy
	General information including correspondence	15 Years	Business need	Destroy
<u>NIESS (Northern Ireland Entrepreneur Support Service)</u>	<u>UKSPF Application</u>	<u>7 Years</u>	<u>Business need</u>	<u>Destroy</u>
	<u>Contract</u>	<u>7 Years</u>	<u>Business Need</u>	<u>Destroy</u>
	<u>Service Level Agreements</u>	<u>7 Years</u>	<u>Business Need</u>	<u>Destroy</u>
	<u>Annual Service Plan</u>	<u>7 Years</u>	<u>Business Need</u>	<u>Destroy</u>
	<u>Legal Documentation</u>	<u>7 Years</u>	<u>Business Need</u>	<u>Destroy</u>
	<u>Project Reports</u>	<u>7 Years</u>	<u>Business Need</u>	<u>Destroy</u>

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Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	General Information	7 Years	Business Need	Destroy
	Letter of Offer	7 Years	Business Need	Destroy
	Working Papers	7 Years	Business Need	Destroy
	11 Council Stakeholder Meetings	7 Years	Business Need	Destroy
	Agenda, Minutes	7 Years	Business Need	Destroy
	Enquiry forms	7 Years	Business Need	Destroy
	Eligibility Proof for each pillar	7 Years	Business Need	Destroy
	Application forms	7 Years	Business Need	Destroy
	Business Plans	7 Years	Business Need	Destroy
	Business Diagnostic	7 Years	Business Need	Destroy
	1:1 Mentoring Records	7 Years	Business Need	Destroy
	State Aid Proof	7 Years	Business Need	Destroy
	Masterclass registrations Peer support network meetings	7 Years	Business Need	Destroy
	Pre and Post Training Evaluations	7 Years	Business Need	Destroy
	Aftercare Documentation - Follow up records	7 Years	Business Need	Destroy
	Business directory	7 Years	Business Need	Destroy
	Adverts	7 Years	Business Need	Destroy
	e-zine	7 Years	Business Need	Destroy
	Website Material	7 Years	Business Need	Destroy
	Social Media Material	7 Years	Business Need	Destroy
	Marketing stands	8 Years	Business Need	Destroy
	Agenda, Minutes	7 Years	Business Need	Destroy

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Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Mailing List	7 Years	Business Need	Destroy
	Financial Documentation	7 Years	Business Need	Destroy
	Small Grants applications	7 Years	Business Need	Destroy
	Small Grants Eligibility criteria	7 Years	Business Need	Destroy
	Annual Report and Accounts	8 Years	Business Need	Destroy
	Annual Reports Working Papers	8 Years	Business Need	Destroy
	Grants Claim Documentation	7 Years	Business Need	Destroy
	Audit Reports	7 Years	Business Need	Destroy
	Customer Complaints	4 Years	Business Need	Destroy
	Internal Audit guides	7 Years	Business Need	Destroy
	Departmental Procedure Manuals	7 Years	Business Need	Destroy
	Project Assurance Records	7 Years	Business Need	Destroy
	Audit Panel Reports	7 Years	Business Need	Destroy
	Annual Assurance Statements for Senior Managers	7 Years	Business Need	Destroy
	Risk Registers and Risk Action Plans: – Corporate – Departmental – Service – Unit	7 Years	Business Need	Destroy
	Annual reports to Equality Commission	7 Years	Business Need	Destroy
	Policy screening forms and reports	Life of Policy	Business Need	Destroy
	EQIA reports and associated research materials	7 Years	Business Need	Destroy

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Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	<u>Monitoring forms</u>	<u>7 Years</u>	<u>Business Need</u>	<u>Destroy</u>
Internal/External Funding (including receipt of European Funding)	Application forms	15 Years	Business need	External funding – return to funder Internal funding – destroy
	Letters of offer	15 Years	Business need	External funding – return to funder Internal funding – destroy
	Project reports	15 Years	Business need	External funding – return to funder Internal funding – destroy
	Legal documentation	15 Years	Business need	External funding – return to funder Internal funding – destroy
	Financial information	15 Years	Business need	Destroy
	General information including correspondence and notes/minutes of meetings	15 Years	Business need	Destroy
Regeneration Funding Received	Department for Communities/ DAERA - all documentation	7 Years	Business need	Destroy
	Corporation funding (Discover Waterways)	31 December 2030	Business need	Determined on review
Feasibility studies	Reports	10 Years	Business need	Determined on review
	Working papers	10 Years	Business need	Determined on review

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Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Correspondence	10 Years	Business need	Determined on review
	General information	10 Years	Business need	Determined on review
Internal Meetings	Agenda Minutes	5 Years	Business need	Determined on review
	Correspondence	5 Years	Business need	Destroy
Town/City Centre Management	Agenda Minutes Correspondence	5 Years	Business need	Determined on review
	Reports	5 Years	Business need	Determined on review
	Grants to businesses	5 Years +	Business need	Determined on review
Rural Development Programme Axis 3 (2007-13) Priority 6 (2014-20)	Completed applications	+ 10 years Axis 3 – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	Terminated applications post letter of offer Issue	+ 10 years	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	Withdrawn applications	2032	DARD RDD Axis 3 Management and Programme Compliance Unit	Determined on review
	Rejected applications	2032	DARD RDD Axis 3 Management and Programme Compliance Unit	Determined on review

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Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
	Reports	+ 10 years Axis – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	Legal documentation	+ 10 years Axis – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	Correspondence	+ 10 years Axis – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	General information	+ 10 years Axis – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	Meetings – minutes and agenda	+ 10 years Axis – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	Financial information	+ 10 years Axis – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	Procurement information	+ 10 years	Article 9 of the	Determined on review

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Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
		Axis – 2025 Priority 6 - 2032	Council of Europe Regulations (EC No. 1083/2006)	
	Claims – for programme expenditure	+ 10 years Axis – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
	Claims – for administration of programme	+ 10 years Axis – 2025 Priority 6 - 2032	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
Rural Business Development Grant Scheme 2020/21 and 2021/22	Funding by DAERA (tracking Rural Poverty & Social Isolation) All documents associated with the administration of grants to small rural businesses	8 years	Article 9 of the Council of Europe Regulations (EC No. 1083/2006)	Determined on review
Labour Market Partnership (Funded by DfC and other match funders)	All contract, LOO and claims documentation in relation to the delivery of the Labour Market Partnership initiative	12 years	Original documents relating to the implementation of LMP activity and its financing should be retained for a seven (7) year period after the Department has made the final payment in respect of LMP activity	Destroy – needs written permission of Department

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Regeneration & Growth: Development & Planning – Economic Development				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
European Social Fund – Match Funding (Application Calls 1-3)	Contracts issued to community & voluntary Sector to match fund their application to the European Social Fund	12 years	None	Destroy

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Regeneration & Growth - Technical & Construction Services				
Sub-Area of Work	Type of file / record	Retention Period	Legislative Requirement / Business Need*	Action at end of Administrative Life
<u>Construction Services</u>	<u>Contract and tender documentation</u>	<u>15 years S&S contracts</u>	<u>Statute of Limitations and Business Need</u>	<u>Pass to construction services to retain permanently at facility</u>
Construction Services	Facility Health and Safety Files	Permanent	Construction Design and Management Regulations 2007	Permanently live document to be retained at facility
Construction Services	Facility health and safety files	Permanent	Statute of Limitations and Business Need Construction Design and Management Regulations 2007	Permanently live document to be retained at facility

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Committee:	Corporate Services Committee
Date:	14 February 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	DDay 80 Working Group Update

1.0	Background	
	The DDay 80 Working Group held its first meeting on 30 January 2024. Minutes are attached at Appendix 1 for noting.	
1.1	The Working Group has put forward ideas to form the draft programme of initiatives. Officers have provided estimated costs. The draft programme is attached at Appendix 2 for Members' consideration.	
1.2	The Working Group discussed options for the Beacon Lighting which should take place at 9.15pm on Thursday 06 June 2024. There was general agreement in relation to the format of the event. Members had varying views in relation to the location. Appendix 3 sets out possible arrangements and associated costs for consideration.	
2.0	<u>Recommendations</u>	
	It is recommended that Members:	
	<ul style="list-style-type: none"> Note the minutes of the WG meeting of 30 January 2024 Agree the draft DDay 80 programme and costs Agree to proceed with DDay 80 Beacon Lighting as outlined at Castle Gardens 	
3.0	<u>Finance and Resource Implications</u>	
	Budget implications outlined in Appendices 2 and 3.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
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 <u>or</u> rationale why the screening was not carried out	The draft programme will be screened when agreed
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 <u>or</u> rationale why the screening was not carried out.	The draft programme will be subject to RNIA when agreed

Appendices:	Appendix 1 – DDay 80 Working Group Minutes Appendix 2 – DDay 80 Draft Programme Appendix 3 - DDay 80 Beacon Lighting Options
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Lisburn & Castlereagh City Council D Day Working Group Meeting 30th January 2024 Minutes	
In Attendance	<ul style="list-style-type: none"> • Mayor, Cllr Andrew Gowan • Chair of Corporate Services, Alderman Owen Gawith • Chair of Communities and Wellbeing, Cllr Thomas Beckett • Alderman Hazel Legge • Cllr Gary Hynds • Cllr Brian Higginson • Cllr Aaron McIntyre • Cllr Pat Catney • Frances Byrne • Victoria McClean • Angela McCann • Kelly Irwin • Harry Drinkwater • Stephanie Kelly
1.	<p>Welcome & Introduction</p> <p>FB welcomed everyone to the first meeting of the DDay 80 Working Group and facilitated introductions.</p>
	<p>Apologies</p> <ul style="list-style-type: none"> • Gareth Lennox • Paul Allison
2.	<p>Nomination of Chairperson</p> <p>Alderman Legge and the Mayor were nominated to Chair the group.</p> <p>Following a show of hands, Alderman Legge was elected chair with 5 of 8 available votes.</p>
3.	<p>Agreement of Terms of Reference</p> <ul style="list-style-type: none"> • Terms of Reference were agreed subject to the following additions: <ul style="list-style-type: none"> ○ Include the Head of Economic Development in the membership. ○ Include representation of Chair of Communities and Wellbeing Committee as per CSC agreement.
4.	<p>DDay 80 Programme Ideas</p> <ul style="list-style-type: none"> • FB presented the programme from King's Coronation Event as an example of prior events.

- FB stated there is no set budget for this programme and explained the previous approach where costs were absorbed from existing budgets where possible. Additional costs would come from reserves and require approval of CSC.
- Members put forward the following ideas for further exploration:
 - Community grants (£35k agreed by Members)
 - A themed exhibition at the Linen Centre Museum. (Liaison with Thiepval barracks to assist in arrangements)
 - A Mayoral initiative to recognise the families of Military and Merchant Marine casualties.
 - Stories be submitted from public via Social Media channels with involvement from veterans groups.
 - A city centre concert involving the Band of The Royal Irish Regiment and other musicians of that time.
 - Beating retreat. It was noted that this may not be appropriate and that here would also be significant costs which have not been budgeted for in respect of public viewing.
 - Commemorations of Americans who served in NI in preparation for D Day landings.
 - Themed flower beds
 - City centre DDay 80 themed tea dance
 - Screen pathé archive footage on the big city centre screen.
 - Officers noted the challenges of hosting a concert at this site and events across multiple sites.

Beacon Lighting

- FB opened discussions on the main event which is a beacon lighting to be held at 9.15pm on 6 June 2024.
- Members discussed city centre, castle gardens or Hillsborough Fort as possible locations.
- Members requested engagement with HRP and Fort Guard to identify any related plans.

Alderman Legge ended meeting and thanked all in attendance.

Date and Time of next meeting:

Wed 21st February, 14:00, LVI Hazel Room

Appendix 2 Draft DDay 80 Programme - updated 12/02/24					
EVENT / PROJECT	DATE	ADDITIONAL BUDGET REQUIRED	LEAD OFFICERS	STATUS	PROGRESS TRACKING COMMENTS
3 Council Flowerbeds incorporating D Day Theme (Moat Park/Castle Gardens/Royal Hillsborough)	Before end of March (before growing season)	£2,500.00	Gareth Lennox	Ongoing	
DDay 80 Grant Fund Programme (£500 max per group)	TBC	£35,000	Angela McCann	Ongoing	
Comms Campaign to include the development of dedicated webpage to promote programme of events and promotional material	Ongoing	£0 - existing budgets	Kelly Graham	Ongoing	
City Centre Screening of Historical Footage - to run on the day if the anniversary	06/06/2024	£0 - existing budgets	Paul Allison/Paul McCormick	Ongoing	
Museum activities, talks, education outreach, American involvement	TBC	£0 - existing budgets	Paul Allison	Ongoing	
Period Themed Tea Dance	In advance of beacon event	£2,000.00	Paul McCormick	Ongoing	
Social Media Campaign for Local WW2 Stories Mayor's Letters Issued to Families	TBC	£0 - existing budgets	Kelly Graham/Mayor's Office	Ongoing	
Beacon Lighting Event - see appendix 2	06/06/2024	£16k-£18k	Frances Byrne/Gareth Lennox/Angela McCann/Paul McCormick	Ongoing	
		£57,500			

DDay 80 – Beacon Lighting

At the first meeting of the DDay 80 Working Group, Members made a range of suggestions in relation to the main event in the DDay 80 programme which is the Beacon Lighting on Thursday 6 June 2024.

Discussions centred on two main possible location options, Hillsborough Fort, or Castle Gardens. There was a common theme in relation to the format. The national guide recommends:

- Beacon to be purchased at a cost of £500
- Beacon to be lit at 9.15pm
- Town crier to be engaged
- Tribute to be read by Mayor during proceedings

Concept

Members agreed that this should be a public event. To note, such an event will be subject to Safety Advisory Group (SAG) notification, a full Event Management Plan (EMP) and Risk Assessment (RA).

It requires a team of officers from across multiple services depending on location.

In considering the Members' comments, time and resources available, the recommended format of the event is:

- 6.45pm – Members Robing
- 7.00pm – Civic Reception
- 8.00pm – Welcome from the Mayor
- 8.10pm - On Stage Entertainment
- 9.00pm – Civic Ceremony and Tribute
- 9.15pm – Lighting of the Beacon

Other possible elements

- Outdoor exhibition provided by ILCLM earlier in the day
- War Years Remembered characters and exhibits for school visits throughout the day
- Food vendors with fish and chips theme as recommended in the guide
- Beating Retreat: please note that this may not be considered appropriate given the nature of the commemoration. There would also be significant costs which have not been budgeted with public viewing. Costs could be approximately £6000.

Estimated Cost at Castle Gardens: £16,000 - £18,000

Estimated Cost at Hillsborough Fort: £26,000 - £28,000*

*The additional costs associated with Hillsborough Fort include:

- Increased cost of staging and lighting
- Increased stewarding requirements

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- Increased hire costs for outdoor furniture
- Possible costs associated with venire hire for civic reception

Cost Considerations

1: Civic Reception

- 40-60 - £1500

Committee:	Corporate Services
Date:	14 th February 2024
Report from:	David Burns, Chief Executive

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person [including the Council holding that information].
When will the report become available:	
When will a redacted report become available:	Following award of contract
The report will never become available:	

Item for:	Decision
Subject:	Internal Audit

1.0	<u>Background and Key Issues</u>
1.1	The Council entered a contract with [REDACTED] a qualified accountant and internal auditor in early 2022 to provide the services of Internal Audit Manager on a part time consultancy basis. [REDACTED] fulfils the Council’s Head of Internal Audit requirement and manages the Internal Audit team, overseeing the quality and delivery of the Internal Audit programme, reporting directly to the Chief Executive.
1.2	The Council previously attempted to fill this role and after exhausting a number of other options, including those listed below, it was agreed by CMT in February 2022 to move to a Single Tender Action (STA) for these services. Options explored included: <ul style="list-style-type: none"> • Interchange; • Agency; • NICS Internal Audit Team; • Other Councils; and • External firms were approached and asked to provide this service but LCCC was advised that no firm had sufficient capacity.
1.3	With Northern Ireland at near full employment and many attractive roles vacant across the public and private sector, it can prove challenging to fill posts in areas such as finance, HR, audit, planning, economic development and capital programming. The average turnover in local government is currently 24% however, in this Council, turnover is 11%. This could be attributable to our stable political position, effective trade union relationships and effective leadership across the Council. A staff survey indicated that 98% of staff take pride in the job they do for the Council.
1.4	In noting the near end to the current STA, an external contractor was approached to obtain rates to provide the service of Head of Internal Audit. The quote provided, recognising a desire to work with the Council, was a discounted rate of [REDACTED] per day, inclusive of expenses.
1.5	In comparison, the rate through our existing STA [REDACTED] A business case is attached at Appendix 2, outlining the need and justification for this contract.
2.0	<u>Proposals</u>

2.1 Based on no significant change to the recruitment sector over the past 2 years, it is proposed that a Single Tender Action be agreed to award a contract to [REDACTED] for a period of a further 2 years.

2.2 The anticipated cost over the 2 years for this proposal is [REDACTED] being [REDACTED] less than the cost through a local external audit firm.

2.3 The arrangements over the past 2 years have worked well, with the Audit Team and CMT in regular dialogue with [REDACTED]. One to one meetings are held with the Chief Executive on a fortnightly basis to monitor progress against the annual Audit Plan.

3.0 **Recommendation**

It is recommended that Members agree to the progression of a Single Tender Action award of contract as outlined in the report.

4.0 **Finance and Resource Implications**

Funding has been earmarked within the budget estimates process to ensure the continued provision of Head of Internal Audit services.

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

5.1 Has an equality and good relations screening been carried out? Yes / No

5.2 Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out

This is the continuation of an existing contract arrangement to provide Head of Internal Audit services for the Council.

5.3 Has a Rural Needs Impact Assessment (RNIA) been completed? Yes / No

5.4 Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.

The service provided does not have any direct impact on rural needs, as the function provides advisory and assurance reports on the internal workings of the Council.

Committee:	Corporate Services Committee
Date:	14 th February 2024
Report from:	Director of Regeneration and Growth (Donal Rogan)

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	N/A
When will a redacted report become available:	Redacted report to be provided to Member Services Unit following ratification and signing of contracts.
The report will never become available:	N/A

Item for:	Noting
Subject:	Report on Tender Awards

1.0	<p><u>Background and Key Issues</u></p> <p>Currently under the terms of the Councils Scheme of Delegation and terms of reference for the new committee structures, certain tenders can be awarded as follows, “(I) If the Most Economically Advantageous Tender (MEAT), lowest, or only tender received is recommended for award, officers of the Council have delegated authority on acceptance but a report must be submitted to the relevant Committee for noting. In all other cases a detailed report must be submitted to the relevant Committee for approval. If the expenditure is to be funded by a loan, the report should seek approval for this.”</p> <p>Following consideration of the reporting of Tenders it was agreed that all tenders awarded under the Scheme of Delegation would be brought to the attention of the Corporate Services Committee for Noting.</p> <p><u>Key Issues</u></p> <p>Interested Contractors were invited to submit tenders through the eTendersNI portal and tenders were returned as follows;</p> <ol style="list-style-type: none"> 1. T23/24-019 Digital Academy 2. T23/24-014 Into Employment Programme 3. T22/23-073 Tender for The Collection, Transportation & Recycling of Plasterboard from Council Household Recycling Centres 4. T22/23-072 Tender for The Collection, Transportation, Recycling And/or Recovery of Waste Paints & Aerosols from Council Household Recycling Centres 5. T23/24-008 Tender for The Collection, Transportation and Recycling of Rubble From Household Recycling Centres
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	<p>The above tender competitions were unlocked by the Procurement Officer, the relevant Head of Service approved the tender opening reports and the tenders were forwarded to the contract management leads within each responsible Service Unit for evaluating against the agreed criteria.</p> <p>Enquiries have been made to contractors who showed initial interest in requesting tender information, but who did not make a return to ascertain why they did not submit a tender.</p> <p>The tenders were assessed and recommended for award as detailed in the Tender reports (see attached Appendices). In each case, the successful tenderer recommended was either the MEAT, lowest or only compliant tender cost received.</p>	
2.0	<p><u>Recommendation</u> It is recommended that Members note the award of the tenders for the various contracts noted above and detailed within the attached Appendices. It is further recommended that Members approve the signing and sealing of the Tender documents as necessary.</p>	
3.0	<p><u>Finance and Resource Implications</u> Budget provision has been included in the annual estimates.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out;</p> <p>The Contracts are deemed to benefit all section 75 groups equally and therefore it was deemed that no screening was required.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out.</p> <p>A Rural Impact Assessment is deemed not to be required as these are contracts for works and services and will apply equally to all communities across the Council area</p>	

Appendices:	<p>APPENDIX XX1 – Summary Tender Awards APPENDIX XX2.- Service Unit Tender Reports</p>
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Summary of Tenders awarded.

	TENDER TITLE	SUPPLIER AWARDED	TENDER VALUE
1	T23/24-019 Digital Academy	Profile Tree Web Design and Digital Marketing, McSweeney Centre, 31 Henry Place, Belfast, BT15 2AY	[REDACTED]
2.	T23/24-014 Into Employment Programme	People 1st, 89 Malone Road, Belfast, BT9 6SP	[REDACTED]
3.	T22/23-073 Tender For The Collection, Transportation & Recycling Of Plasterboard From Council Household Recycling Centres	R Heatrick Ltd t/a Skipway, 341 Tandragee Road, Portadown, BT62 3RB	[REDACTED]
4.	T22/23-072 Tender for The Collection, Transportation, Recycling And/Or Recovery of Waste Paints & Aerosols from Council Household Recycling Centres	Irish Waste Services, 94-96 Hillsborough Road, Carryduff, BT8 8HT	[REDACTED]
5.	T23/24-008 Tender for The Collection, Transportation and Recycling of Rubble from Household Recycling Centres	R Heatrick Limited, T/A Skipway, 341 Tandragee Road, Portadown, BT62 3RB	[REDACTED]

Departmental Tender Reports

1.



**TENDER REPORT FOR
T23/24-019 – DIGITAL ACADEMY**

Tender Returns

Following tendering of this project, 3 tenders were returned by the closing date/time and were submitted electronically via the eTendersNI website. The tender was opened by the Procurement Officer on Thursday 30th November 2023 at 13:21 pm.

The tender opening report was approved by the Head of Economic Development.

3 tenders were returned from the following contractors:

1. ProfileTree Web Design and Digital Marketing
McSweeney Centre,
31 Henry Place,
Belfast,
BT15 2AY



2. [REDACTED]

3. [REDACTED]

The tenders were passed to the Programmes Unit, Economic Development for evaluation and information, checked by:

Emma Fearon, Programmes Manager, Economic Development
Melissa Cunningham, Programmes Officer, Economic Development

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which were pass/fail. If they fail on one, then the contractor's price would not be considered.

Three tenders were evaluated on the information they provided.

[REDACTED] failed to pass Stage 1 [REDACTED]

[REDACTED] failed to pass Stage 1 [REDACTED]

Therefore, in accordance with the tendering instructions these contractors were excluded from stage 2 evaluation.

One tender, Profile Tree passed Stage 1 and proceeded to Stage 2.

Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" tender was arithmetically checked. There were no arithmetic errors and tender was evaluated based on [REDACTED]

Tenders were ranked with the tender with the lowest price being awarded the contract.

Tenderer	Tender Price	Rank
ProfileTree Web Design and Digital Marketing	[REDACTED]	1

Recommendation

It is recommended that the contract is awarded to Profile Tree Web Design and Digital Marketing, McSweeney Centre, 31 Henry Place, Belfast, BT15 2AY in the sum of [REDACTED] + VAT, being the lowest and most economically advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

2.



**TENDER REPORT FOR
T23/24-014 – INTO EMPLOYMENT
PROGRAMME**

Tender Returns

Following tendering of this project, one tender was returned by the closing date/time, this was submitted electronically via the eTendersNI website. The tender was opened by the Procurement Officer on Friday 17th November 2023 at 8.52am.

The tender opening report was approved by the Head of Economic Development.

1 tender was returned from the following contractor:

1. D.F.P.F. Ltd,
89 Malone Road,
Belfast, BT9 6SP



The tender was passed to the Programmes Unit, Economic Development for evaluation and information, checked by:

Emma Fearon, Programmes Manager, Economic Development

Melissa Cunningham, Programmes Officer, Economic Development

Open Tender Evaluation

Stage 1 – Evaluation Criteria

All tenderers were required to meet a number of Council mandatory criteria which were pass/fail. If they fail on one, then the contractor's price would not be considered.

The single tender submitted was evaluated on the information that they provided. All clarifications were received on time. This submission passed stage 1.

Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the tender was arithmetically checked. There were no arithmetic errors and tender was evaluated based on [REDACTED]

Tenders were ranked with the tender with the lowest price being awarded the contract.

<u>Tenderer</u>	<u>Tender Price</u>	<u>Rank</u>
People 1 st	[REDACTED]	1

Recommendation

It is recommended that the contract is awarded to People 1st, 89 Malone Road, Belfast, BT9 6SP in the sum of [REDACTED] + VAT, being the lowest and most economical advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

3.



TENDER REPORT FOR

T22/23-073 TENDER FOR THE COLLECTION, TRANSPORTATION & RECYCLING OF PLASTERBOARD FROM COUNCIL HOUSEHOLD RECYCLING CENTRES

Tender Returns

Following tendering of this project, tenders were returned from two Contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on Thursday 22nd June 2023 at 13:15PM.

The tender opening report was approved by the Head of Waste and Operational Services on Tuesday 27th June 2023.

Tenders were returned from the following contractors (prices excluding VAT):

1. R Heatrick Ltd t/a Skipway
341 Tandragee Road
PORTADOWN
BT62 3RB



2. [Redacted contractor name and details]



The tenders were passed to Waste & Operational Services for evaluation and information, checked by:

- 1) Tim Smith – Waste Services & Contracts Manager
- 2) Noeleen O'Malley – Policy & Development Manager

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which were pass/fail. If they fail on one then the contractor's price would not be considered.



Two tenders were evaluated on the information they provided.

All clarifications were received on time.


Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender from Irish Waste Services was arithmetically checked.

Tenders were ranked with the tender with the lowest price being awarded the contract.

<u>Tenderer</u>	<u>Cost (Weighted Score)</u>	<u>Rank</u>
R Heatrick Ltd t/a Skipway	100%	1 st
		2 nd

Recommendation

It is recommended that the contract is awarded to R Heatrick Ltd t/a Skipway, 341 Tandragee Road, Portadown, BT62 3RB, at the cost of  being the most economically advantageous tender.

Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

4.



TENDER REPORT FOR
T22/23-072 TENDER FOR THE COLLECTION, TRANSPORTATION, RECYCLING
AND/OR RECOVERY OF WASTE PAINTS & AEROSOLS FROM COUNCIL
HOUSEHOLD RECYCLING CENTRES

Tender Returns

Following tendering of this project, tenders were returned from three Contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on Thursday 22nd June 2023 at 13:48PM.

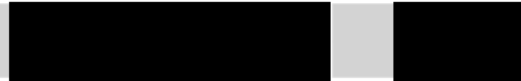
The tender opening report was approved by the Head of Waste and Operational Services on Tuesday 27th June 2023.

Tenders were returned from the following contractors (prices excluding VAT):

1. Irish Waste Services
94-96 Hillsborough Road
Carryduff
BT8 8HT



2. [Redacted]



3. [Redacted]



The tenders were passed to Waste & Operational Services for evaluation and information, checked by:

- 3) Tim Smith – Waste Services & Contracts Manager
- 4) Noeleen O'Malley – Policy & Development Manager

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which has pass/fail. If they fail on one then the contractor's price would not be considered.

Three tenders were evaluated on the information they provided.

All clarifications were received on time.

Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender from Irish Waste Services was arithmetically checked.

Tenders were ranked with the tender with the lowest price being awarded the contract.

Tenderer	Cost (Weighted Score)	Rank
Irish Waste Services	100%	1 st

Recommendation

It is recommended that the contract is awarded to Irish Waste Services, 94-96 Hillsborough Road, Carryduff, BT8 8HT, at the cost of: [REDACTED], being the most economically advantageous tender.

Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

5.



Lisburn & Castlereagh City Council

TENDER REPORT FOR

T23/24-008 TENDER FOR THE COLLECTION, TRANSPORTATION AND RECYCLING OF RUBBLE FROM HOUSEHOLD RECYCLING CENTRES

Tender Returns

Following tendering of this project, tenders were returned from one contractor, electronically via the eTendersNI website. Tender received was unlocked on eTendersNI and recorded by Procurement Officer on Thursday 21st September 2023 at 12.32 pm.

The tender opening report was approved by the Acting Head of Waste and Operational Services on Thursday 21st September 2023 at 14:53 pm.

Tenders were returned from the following contractors:

1. R Heatrick Limited,
T/A Skipway,
341 Tandragee Road
Portadown
BT62 3RB



The tender was passed to Waste & Operational Services for evaluation and information, checked by:

- 5) Tim Smith – Waste Services & Contracts Manager
- 6) Noeleen O'Malley – Policy & Development Manager

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which has pass/fail. If they fail on one, then the contractor's price would not be considered.

One tender was evaluated on the information they provided.

Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender from R Heatrick Limited was arithmetically checked.

Tenders were ranked with the tender with the lowest price being awarded the contract.

<u>Tenderer</u>	<u>Cost per Tonne</u>	<u>Rank</u>
R Heatrick Limited	██████████	1 st

Recommendation

It is recommended that the contract is awarded to R Heatrick Limited, T/A Skipway, 341 Tandragee Road, Portadown, BT62 3RB at a cost of ██████████, being the most economical advantageous tender.

Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

Committee:	Corporate Services
Date:	14 th February 2024
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Decision
Subject:	Bad debt write off request

1.0	<u>Background and Key Issues</u>	
1.1	Two invoices were raised to the company [REDACTED] for hire of the Island Hall to the gross amount of £591.50 (£519 plus VAT of £72.50).	
1.2	The debtor's team within the Finance unit have been chasing the debt as per the Council's agreed procedures.	
1.3	It has been notified to the Council that the company has since been dissolved therefore there is no further means to progress this debt.	
1.4	If the debt is written off, there will be a charge to the Corporate Communications and Administration unit to the value of £519 within the 2023/24 financial year.	
2.0	<u>Recommendation</u>	
	It is recommended that approval be granted to write off the debt of £519 owed from [REDACTED] due to the dissolution of the company.	
3.0	<u>Finance and Resource Implications</u>	
	There will be a charge of £519 to the income cost code within the Corporate Communications and Administration Unit.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
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 <u>or</u> rationale why the screening was not carried out.	

Appendices:	
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Committee:	Corporate Services
Date:	14 th February 2024
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Decision
Subject:	Software licence STA

1.0	<p><u>Background and Key Issues</u></p> <ol style="list-style-type: none"> 1. The Council are progressing with the implementing a new finance system which is expected to 'go live' in the next few months. This will replace ██████████ which is currently used for all finance processing. 2. Due to the complexity of the LCCC operating model, the new software company has to resource additional contractor days to build/amend the system as per our requirements. At the outset of the contract, the complexities were discussed, however once the team completed the concept overview, training and configuration workshops it was identified that a number of changes would be required to ensure the system that is rolled out throughout the Council will meet the desired needs of all users. 3. As we remain in implementation with the software company, we require to pay support costs for both systems. 4. Totalmobile will continue to be used after the 'go-live' date with the new system due to annual accounts and audit work. All information will still need to be accessible during this time, therefore support fees are required. 5. A STA is required to enable the continuation of support for the current finance system. The STA attached is for 12 months, however, it is anticipated the support required will be less. 6. The STA for the licence costs of ██████████ is up to the value of ██████████ (up to 12 months) to allow the implementation of the new finance to be embedded and all information to be readily accessible for audit purposes.
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members approve the STA for the licence costs of ██████████ up to 12 months to allow the implementation of the new finance to be embedded and all information to be readily accessible for audit purposes.</p>

3.0	<p><u>Finance and Resource Implications</u></p> <p>Costs over and above budget will be funded from year end underspend.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>This is an extension of a current licence and has no impact on equality or good relations.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>This is an extension of a current licence and has no rural impact.</p>	

Appendices:	
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Committee:	Corporate Services
Date:	14 th February 2024
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Decision
Subject:	VAT claim relating to Leisure activities

1.0	<p><u>Background and Key Issues</u></p> <ol style="list-style-type: none"> 1. The Council, together with all other councils in Northern Ireland, have been participating in a legal action against HMRC to recover previously over declared output VAT in respect of leisure and recreational income. 2. The claims from each of the 26 former Councils have been submitted from the financial year 2007-2008 and continue to be submitted for all 11 Councils from RPA. 3. This matter arose as HMRC did not accept that the Council provides leisure and recreational activities pursuant to a special legal regime without causing any significant distortion of competition. 4. Mid Ulster District Council acted as the lead on behalf of all Councils. Since the inception of the claim to present, the claim has been considered, debated and challenged through various levels of the judiciary system. This culminated in HMRC accepting in favour of the Councils but challenging the eligibility of certain activities to be included within the scope of the claims. <p>Current position in relation to LCCC and related extant Councils</p> <ol style="list-style-type: none"> 5. HMRC have been liaising with the Finance team over the last number of months to carry out a due diligence exercise which involved providing documentation to support the claims submitted by both the 2 extant councils and for LCCC. Given the scope and timeframe of the LCCC claim, this has taken considerable time and effort to ensure all documentation was supplied to support the validity of the LCCC claims. 6. There are two areas of the claims that HMRC have deemed ineligible, Soft Play income and Golf Buggy hire income. 7. HMRC confirmed on 6th Feb 2024 that they are content with all relevant documentation and have agreed to repay the leisure claims (with the exclusion of soft play and golf buggy hire) from 2008-2020 to the value of [REDACTED] along with interest of [REDACTED] HMRC have also agreed that the Council can continue to submit claims for those areas deemed ineligible
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such that if HMRC accept the Council's arguments regarding inclusion of these services, the Council can be recompensed.

8. Claims for the last few years up to 2024 are in the process of being submitted, which are estimated to be in excess of [REDACTED] (slightly lower per year due to the impact of Covid especially in the 2020/21 financial year).

Moving forward

9. As the claims solely relate to leisure activities, it would be deemed appropriate that any return of monies would be transferred to the capital fund and earmarked to assist with funding the leisure projects within the current capital programme. This will result in less borrowing requirements for the overall capital programme.
10. Any impact on MRP will be reflected once the review of the capital programme is completed and will be taken into consideration when setting the 2025/26 rates.
11. There will be a change in relation to the VAT charged on our leisure activities from April 2024 which will result in additional income for the Council. This will be reflected in the management accounts.
12. In addition, work will be undertaken by Sports Services to consider the impact this has on the business case for the Ice Bowl in respect of the planned future charge increases to make the investment viable.

2.0 **Recommendation**
 It is recommended that Members note the update in relation to the successful outcome of the legal case relating to leisure VAT and agree that any repayments relating to leisure activities are transferred to the Capital Fund and earmarked to fund Leisure Capital projects.

3.0 **Finance and Resource Implications**
 Receipt of approx. [REDACTED] for current claims expected within the 2023/24 financial year. Receipt expected in excess of [REDACTED] for further claim. This will be confirmed once all claims have been approved.

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

4.1	Has an equality and good relations screening been carried out?	No
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4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out The capital programme is part of the overall investment programme which has been equality screened.	
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4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
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4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	
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Appendices:

Committee:	Corporate Services
Date:	14 th February 2024
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Noting
Subject:	Management Accounts – Period 9 2023/2024

1.0	<p><u>Background and Key Issues</u></p> <p>Period 9 - Management Accounts</p>
1.1	Attached is the set of Management Accounts for the period ended 31 st December 2023 (Period 9).
1.2	This shows a summary of the current position for each Directorate along with any opportunities or risks that may arise before the end of the financial year.
1.3	It is to be noted that the net profiled expenditure for the period is £4,097k below the approved estimates (9.56% underspend) for the financial year 2023/2024. This is the position including costs funded from earmarked reserves, which are listed separately in the appendix.
1.4	<p>The underspend as at period 9 (including items funded from reserves) is summarised below:</p> <ul style="list-style-type: none"> • Payroll Underspend - £1,342k • Non-payroll Underspend - £621k • Income Overachievement - £2,134k <p><i>Analysis of current position</i></p>
1.5	In terms of <i>payroll</i> expenditure, there was a significant focus on recruitment in recent months. The Council is still experiencing difficulty in recruiting/ filling a range of specific posts across the organisation and agencies are unable to provide alternative temporary resource.
1.6	In terms of <i>non-payroll</i> there are a number of factors which contribute towards the draft year-end overspend position:

1.7 Utility costs - Costs were £1,216k under profiled budget for period 9 (£1,614,286 actual vs £2,830,273 budget) primarily due to the extension of the Government Energy Scheme which has been confirmed until 31 March 2024.

1.8

[REDACTED]

1.9

[REDACTED]

1.10 In terms of *income*, there are areas which underachieved which have been offset by areas that have overachieved. Some of the key income streams and performance are detailed below:

- Vitality membership tracking income at 40.17% ahead of budget (actual £1,585,100 v budget £1,130,863).
- Golf Course income is performing better than anticipated, (£783,612 actual v £575,810 budget) achieving 36% over planned budget at P9.
- Trade Waste collection is slightly below budget (£406,056 actual v budget £424,000).
- MRF (Material Recovery Facilities which deals with sorting waste) income is significantly below the period 9 budget with income at £30,450 compared to a period 9 budget of £84,136. This is due to the downturn in world markets for recycled materials. It is highly unlikely this income shortfall will be reversed by the year end.
- Investment income continue to achieve substantially above budget with income at £1,008,683, compared to a period 9 budget of £202,500. This is due to the increase in investment interest rates and the levels of cash the Council has currently to invest. We continue to maximise all cash investments in line with our Treasury Strategy.
- Income for building control was 5.18% below budget (£712,233 actual v £751,148 budget).
- Planning fees income is tracking at 22.9% below budget with actual income of £650,209 compared to period 9 budget of £843,747.

[REDACTED]

1.11 *Penny Product*

- The Penny Product is the revenue raised for a District Council by one penny of District rates and is made up of 3 components - District Rates, De Rating Grant and Transferred functions Grant.
- LPS provide a forecasted outturn to Finance in relation to the Penny Product. The forecasted position is a negative outturn of £590,631. This figure has increased from £542,742 in period 8. This is expected to change over the next number of months

as challenge cases are reviewed. NB A negative outturn would mean that LPS would clawback monies from the Council.

- De-rating grant – A forecasted outturn for quarter 3 is a negative outturn of £13,783. This has reduced from £24,715 in quarter 2. The de rating grant relates to an allowance for non-domestic properties that qualify for relief.
- Transferred Function Grant – this is set during the estimates process and does not change throughout the year.

Ongoing Financial Risks for 2023/2024

1.12 *Payroll*

- Whilst the Council has appointed a number of new staff, the recruitment market remains challenging. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.

1.13 *Non Payroll*

- Inflation, although reducing, continues to remain high. (4% in December 23)
[REDACTED]
- Increasing prices for current and new contracts, including vehicle material costs remains a risk
- [REDACTED]
- Grove Facility – As part of the estimates process for 2023/2024, it was agreed that the operating budget for Grove Activity Centre would be removed due to the anticipated community transfer of the asset. As the asset has not transferred, the operating costs for the centre will need to be funded from reserves.

1.14 *Capital/construction costs*

- As with revenue projects, there is a risk of increasing contractors prices in relation to capital projects.

1.15 *Central Government Funding Pressures*

- In the absence of funding for the delivery of Animal Welfare, this statutory function will have to be covered by Council. This is a regional service delivered in collaboration with the other 10 councils. There are a number of fixed and variable costs associated with the service delivery. It is anticipated that the budget required to deliver the service for LCCC is approximately £30k for the remainder of the current financial year. There is no financial provision within the current budget as funding had been anticipated.

1.16 Analysis of potential funding pressures for all Councils is being carried out. The Association of Local Government Finance Officers (ALGFO) continue to liaise with DfC on a regular basis in relation to funding pressures.

1.17	<i>Moving Forward</i>	
	Finance continue to have regular budget meetings with each Department and will continue to monitor the current and any future risks or opportunities.	
2.0	<u>Recommendation</u>	
	It is recommended that Members note the information contained in this report.	
3.0	<u>Finance and Resource Implications</u>	
	As Above	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
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 <u>or</u> rationale why the screening was not carried out	
	This is a financial report for noting only.	
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 <u>or</u> rationale why the screening was not carried out.	
	This is a financial report for noting only.	

Appendices:	Management Accounts – Period 9 2023/2024
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LISBURN AND CASTLEREAGH CITY COUNCIL
2023/2024 MANAGEMENT ACCOUNTS

Period 9

2023/24

SUMMARY BY DIRECTOR

	Annual Budget	YTD P9	YTD P9	Variance	
	£	Act & Comm £	Budget £	£	%
Organisation Development & Innovation	4,184,297	3,065,830	3,242,633	(176,803)	-5.45%
Finance & Corporate Services	5,501,130	2,920,894	4,104,157	(1,183,263)	-28.83%
Governance & Audit	423,023	307,207	320,706	(13,499)	-4.21%
Community Health & Wellbeing	16,316,970	9,850,020	12,530,393	(2,680,374)	-21.39%
Environmental Services	22,176,000	16,350,740	16,982,406	(631,666)	-3.72%
Regeneration & Growth	6,913,020	5,343,807	5,665,936	(322,129)	-5.69%
Total	55,514,440	37,838,497	42,846,230	(5,007,734)	-11.69%

Costs excluded from above covered by reserves:

Grove Activity Centre (no budget)	141,256	141,256
Spend to save - Parks & Amenities equipment	104,480	104,480
Kings Coronation (no budget)	56,376	56,376
Community grants additional spend	94,641	94,641
Community Hardship Grants	138,078	138,078

Total	55,514,440	42,846,230
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RISKS - Costs projected for remainder of Fin Year

De-rating penny product q3	13,470	Negative outturn
Actual penny product	590,631	Negative outturn
Government funded programmes-risk of funding gap,e.g. Animal welfare	30,000	In the absence of funding for the delivery of Animal Welfare, this statutory function will have to be covered by Council. Approx. cost impact of £30k.
Election costs expected overspend	424,782	Mainly due to higher costs from EONI
TOTAL RISKS	1,058,883	

OPPORTUNITIES -

Delay in awarding Residual Waste Treatment Contract	200,000
Cost reduction in utilities - calculated on a straight line basis	450,000
TOTAL OPPORTUNITIES	650,000

Payroll/non Payroll/ Income Summary per Directorate to Period 6

Explanation

Organisation Development & Innovation	Annual Budget	YTD P9 Act & Comm	YTD P9 Budget	Variance	
	£	£	£		
Payroll	2,351,827	1,651,466	1,759,158	(107,692)	Underspend in payroll mainly due to the Director and two HOS posts which had been vacant for a time. Other posts have been vacant at various times during the year
Non-Payroll	2,183,970	1,752,232	1,825,842	(73,610)	Various small underspends in HR- training/ Development/ health & well Being
Income	(351,500)	(337,868)	(342,366)	4,498	LTG monthly accrual to offset expenditure.
Total Net - Organisation Development & innovation	4,184,297	3,065,830	3,242,633	(176,803)	-5.45%

Finance & Corporate Services	Annual Budget	YTD P9 Act & Comm	YTD P9 Budget	Variance	
	£	£	£		
Payroll	3,783,300	2,709,038	2,830,355	(121,317)	Underspend due to vacant posts in LVI Centre mgt ,Central support (partly covered by agency) and in Registration post not filled .
Non-Payroll	2,731,970	1,811,647	2,028,996	(217,350)	Legal costs overspent on profiled budget . Utilities are underspent at month 9 and this is expected to continue in all council sites.
Income	(1,014,140)	(1,599,790)	(755,194)	(844,596)	Increased interest on invested funds.
Total Net - Service Support	5,501,130	2,920,894	4,104,157	(1,183,263)	-28.83%

Governance & Audit	Annual Budget	YTD P9 Act & Comm	YTD P9 Budget	Variance	Explanation
	£	£	£		
Payroll	352,453	258,820	263,591	(4,771)	Small overspend due agency costs covering vacant post.
Non-Payroll	70,570	48,887	57,115	(8,228)	Internal audit budget not spent but offset by Audit manager costs
Income	-	(500)	-	(500)	On budget
				-	
Total Net - Governance and Audit	423,023	307,207	320,706	(13,499)	-4.21%

Community Health & Wellbeing	Annual Budget	YTD P9	YTD P9	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	14,353,110	10,326,858	10,755,832	(428,973)	Underspend is mainly driven by P&A weekly payroll and in Sports Services Salaries & wages - this underspend is partly due to unfilled posts and acting up positions starting on lower scale points. This mainly due to substantial underspends in utility costs and in reactive maintenance because of lower prices than expected and also there are some other areas of underspend due to profiling (e.g. grant funding relating to Satellite Centres , Christmas grants & Facility & Resources Central support). The overspend in Community grants is covered by reserves.
Non-Payroll	10,380,850	6,869,799	7,746,676	(876,877)	
Income	(8,416,990)	(7,346,638)	(5,972,114)	(1,374,523)	
Total Net - Community Health & Wellbeing	16,316,970	9,850,020	12,530,393	(2,680,374)	-21.39%

Environmental Services	Annual Budget	YTD P9	YTD P9	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	12,348,110	8,923,364	9,350,067	(426,703)	Unfilled posts in all areas - Within Building Control recruitment in currently underway in relation to 2 x vacant BCS posts. In Environmental health, there are a number of vacant posts some of which have not been recruited due to continuing acting up . This is mainly driven by decreases in utility and fuel prices . Move to 100% Residual Waste Treatment has been delayed and actual waste haulage costs lower than those budgeted, although this could change depending on outcome of future waste plans. Underachievement in income at Period 9 is due to the withdrawal of Animal Welfare funding and continued underachievement of income in relation to recycling . Whilst Building Control income is still underachieving it has continued to show signs of recovery.
Non-Payroll	13,631,230	10,004,540	10,414,290	(409,750)	
Income	(3,803,340)	(2,577,164)	(2,781,952)	204,788	
Total Net - Environmental Services	22,176,000	16,350,740	16,982,406	(631,666)	-3.72%

Regeneration & Growth	Annual Budget	YTD P9	YTD P9	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	5,663,030	3,846,060	4,207,088	(361,028)	There are unfilled posts in Capital & Planning unit and 9 unfilled posts in Development . Recruitment has been slower than expected and is under review. Overspends in maintenance and materials which are offset by various underspends in Planning and Development that are due to budget profiling but will be reviewed. Planning fees are lower than anticipated budget due to current market conditions
Non-Payroll	5,133,277	3,698,427	3,836,125	(137,698)	
Income	(3,883,287)	(2,200,681)	(2,377,277)	176,596	
Total Net - Regeneration & Growth	6,913,020	5,343,807	5,665,936	(322,129)	-5.69%

Committee:	Corporate Services
Date:	14 th February 2024
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Noting
Subject:	Quarterly Finance Reports – Quarter 3 2023/2024

1.0	<u>Background and Key Issues</u>
1.1	There are a number of expenditure items that fall outside of the Management Accounts figures. These are to be presented quarterly to the Corporate Services Committee.
1.2	This report and associated appendices provide details on expenditure up to the end of quarter 3 for the 2023/24 financial year (up to the end of December 2023).
	Repairs and Renewals
1.3	Within the balance sheet of the Council, there is a Repairs and Renewals Fund, which funds a number of specific projects that have been agreed as part of the annual estimates process.
1.4	An ongoing review is being carried out regarding the projects included in the R&R listings to ensure funding is still required.
1.5	Appendix 1 is the Repairs and Renewals spend as at the 31 st December 2023 against the profiled quarter 3 budget.
	DfC earmarked reserves
1.6	An Accounts Direction was issued in both financial years by DfC to earmark remaining Covid funding within the General reserves.
1.7	Set criteria was agreed and a number of projects/one-off expenditure items were agreed to be funded through these monies.
1.8	An ongoing review is being carried out on previously agreed projects funded through the DfC monies with a view of whether funding is still required.
1.9	<div style="background-color: black; height: 20px; width: 100%;"></div>

2.0	<u>Recommendation</u>	
	It is recommended that Members note the information contained in this report.	
3.0	<u>Finance and Resource Implications</u>	
	From within agreed budgets	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
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 <u>or</u> rationale why the screening was not carried out This is a financial report for noting only.	
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 <u>or</u> rationale why the screening was not carried out. This is a financial report for noting only.	

Appendices:	Repairs and Renewals – Quarter 3 2023/24 [REDACTED]
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Repairs and Renewals - Quarter 3 2022/2023

Project	Annual Budget	YTD Budget	Total Act/Comm
Maghaberry CC New Path & Gate	5,000.00	3,750.03	1,574.99
IT cabling	-	-	6,722.64
Replace existing lighting to LED	10,000.00	7,499.97	-
Digital Infrastructure (LVI)	10,000.00	7,499.97	-
Pothole repairs at LVI	60,000.00	60,000.00	-
Lough Moss Community Space	-	-	2,032.08
Lisburn Cemetery entrance works	-	-	1,665.88
Play Area Replacement Equipment	15,000.00	11,250.00	5,030.00
Grounds Maint Equipment Replacement	20,000.00	14,999.94	8,625.00
P&A infrastructure replacement	17,500.00	13,124.97	-
Countryside Access Improvements	17,000.00	12,749.94	18,930.00
AGC Maintenance Inhouse	20,000.00	14,999.94	7,833.11
CHGC Maintenance Inhouse	25,000.00	18,749.97	20,871.00
Sports Pavilions	45,000.00	33,749.91	47,856.43
Cemetery Headstone Works	25,000.00	18,749.97	17,758.00
Playing Field Drainage	25,000.00	18,749.97	19,103.73
Goal Posts / Nets	12,000.00	9,000.00	12,000.00
Tree Maintenance	150,000.00	112,499.55	153,298.60
Replacement Christmas Lighting	5,000.00	3,750.03	582.60
Grass cricket wickets at Billy Neill	35,000.00	35,000.00	-
Playing Field Renovation	53,380.00	53,380.00	52,605.06
Bridge CC - Damp at rear remedial	6,000.00	4,500.00	-
Moneyreagh CC - Replacement CCTV	-	-	1,520.16
Ballyoran Units - Emergency Lighting	10,500.00	7,875.00	-
ILC - Replacement to Air Con	25,000.00	18,749.97	-
ILC - Upgrade Intruder Alarm	-	-	8,350.00
Moneyreagh CC - Fascia replacement	-	-	7,159.00
Hillsborough Village Boiler Replacement	8,000.00	8,000.00	6,989.00
Bridge CC - internal room painting	5,000.00	5,000.00	-
Museum -upgrade CCTV system	12,500.00	12,500.00	-
LVLV Replacement Pool Filtration Plant	-	-	8,589.40
LVLV Maintenance Programme	40,000.00	29,999.88	19,663.60
DIIB Refurbishment Programme	70,000.00	52,499.79	8,151.31
Lough Moss Refurbishment Programme	46,000.00	34,499.88	13,384.35
CHGC Refurbishment Programme	5,000.00	3,750.03	14,326.80
AGC Maintenance Prog - Contract	30,000.00	22,499.91	72,030.00
CHGC Maintenance Prog. Contract	50,000.00	37,499.85	35,997.63
Civic Amenity Upgrade	5,000.00	3,750.03	8,177.30
Compactors & Cont	37,400.00	28,049.85	37,633.96
HRC Road Markings	5,000.00	3,750.03	6,760.80
Signage Replacement	3,000.00	2,250.00	-
Stabilisation of walls at Aghalee and Po	50,000.00	37,499.85	16,435.00
Fire alarm Billy Neil	8,000.00	5,999.94	11,816.50
Replacement water storage tank BillyNeil	-	-	8,655.00
Replacement wall at Moira Demense	55,000.00	41,249.88	770.00
Replacement Christmas Lighting	20,000.00	14,999.94	20,975.80
Chillers LVI	15,290.00	15,290.00	14,211.54
Replace Decorative Concrete	7,450.00	7,450.00	8,346.74
Fixed wiring remedical works	18,000.00	18,000.00	7,871.65
Oil tank replacement	17,000.00	17,000.00	17,000.00
CCTV replacements	50,000.00	50,000.00	-
LVLV alarm works	40,000.00	16,000.00	12,420.99
	1,189,020.00	948,167.99	742,560.45

Committee:	Corporate Services Committee
Date:	14 February 2024
Report from:	Director of OD&I

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of the Council.
When will the report become available:	
When will a redacted report become available:	Once contract has been signed upon completion of the procurement process.
The report will never become available:	

Item for:	Noting
Subject:	Governance in connection with the Transfer of the Landlord Registration Scheme

1.0 **Background and Key Issues**

1. It was agreed at SOLACE that the Landlord Registration Scheme would transfer from DfC to local councils. In March 2023 this Council agreed to be the lead in progressing the transfer. In September 2023, a Project Management Officer was appointed to oversee this project which is fully funded by DfC.
2. The Landlord Registration Scheme is a single database that records details of all landlords who offer accommodation within Northern Ireland’s private rented sector. This database contains details for the entirety of NI and is administered by a Landlord Registration Team, who provides information as needed to the relevant local councils in line with their enforcement powers. This scheme commands a fee of £70 per registered landlord (excluding landlords who own House in Multiple Occupation (HMO) properties) and the registration applies for three years. All fees collected as part of this scheme can only be used in connection with administering this role with any surplus to be invested in improving the private rented sector through initiatives including a landlord advice call line and a mediation service.
3. The focus of this project to date has been to develop a specification for the new digital system to replace the current ailing one. The intention of this report is to outline, for the purposes of good governance, the anticipated cost of the contract and to progress its procurement.

Governance Structures & Financial Rationale:

4. [REDACTED] In addition to the system installation, the procurement contract will have to allow for an annual fee for the hosting, maintenance and support of the management system. This annual allowance will be met by the three yearly registration fee.
5. In January 2024, as part of the pre-market engagement process the draft specification was released as an Expression of Interest onto e-tenders to test the market. Positively, response to the EOI was high with [REDACTED] companies providing interest and this feedback has since been reviewed. From this, it is reasonable to assume that the installation and build can be delivered within budget. The market has provided an estimate figure of [REDACTED]

being required annually for maintenance and support. This aligns with the annual fee currently paid by DfC.

6. The contract will be awarded on a three-year basis with the option to extend four times for a period of 12 months meaning the contract could run until 2031.
7. During the length of this contract, it is expected that legislative changes will be introduced by the Department, and this will require the system to be further developed accordingly. The contract must allow for additional hourly rates [REDACTED] to cover the costs associated with this work.
8. To meet with the governance processes required for this procurement exercise, the Committee is asked to note that the [REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Future Updates

9. This report has been written for the purposes of ensuring good practice is followed in line with financial governance. Future updates on the progression of this project will be provided through the Environmental Services Committee in due course.

2.0 Recommendation

It is recommended that Members note the governance structures in relation to the procurement of a new digital system as outlined in connection with the transfer of the Landlord Registration Scheme to local councils.

3.0 Finance and Resource Implications

There is no financial implication to the Council. This project is funded by the Department for Communities or through the registration fee.

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 <u>or</u> rationale why the screening was not carried out A screening will be carried out on the wider project at the appropriate time, however the specification for this product has made mitigations to meet equality screening criteria including Website Content Accessibility Guidelines.	
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 <u>or</u> rationale why the screening was not carried out. A screening will be carried out on the wider project at the appropriate time.	

Appendices: None.