



November 8th, 2022

**To: Chairman**

**Councillor S Hughes**

**Vice-Chairman**

**Councillor U Mackin**

**Aldermen**

**A G Ewart MBE, O Gawith, M Henderson MBE, S Martin, S P Porter and J Tinsley**

**Councillors**

**R Carlin, A P Ewing, J Lavery BEM, S Lowry, J McCarthy, T Mitchell, The Hon N Trimble**

**Ex-Officio**

The Right Worshipful The Mayor, Councillor S Carson

Deputy Mayor, Councillor M Guy

**Notice of Meeting**

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 9th November 2022** at **6:00 pm** for the transaction of the undernoted Agenda.

Members are requested to attend..

A light buffet shall be available in Lighters Restaurant from 5.30 pm.

**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).

## 3.0 REPORT OF CHIEF EXECUTIVE

### 3.1 Efficiency Review Steering Group

 *CSC Report re Efficiency Review.pdf*

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## 4.0 REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

### 4.1 Community Investment Fund Update

 *CSC Report - Community Investment Fund Update (Final).pdf*

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### 4.2 Changing Places - Policy & Guidance

 *CSC Report - Changing Places.pdf*

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 *Appendix 1 LCCC Changing Places Toilets - Consultation Analysis Report V...pdf*

Page 13

 *Appendix 2 Comments Issues Raised within consultation and Council re...pdf*

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 *Appendix 3 Changing Places Policy V11 Clean AR 30.9.22.pdf*

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 *Appendix 4 Changing Places Guidance V11 Clean AR 30.9.22.pdf*

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 *Appendix 5 FinalS75EqualityScreeningChangingPlacesPolicy Sept2021AR.pdf*

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 *Appendix 6 Final RNIA ChangingPlacesPolicy Sept2021.pdf*

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## 5.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

## **5.1 Lagan Valley Island - Building Illumination Requests**

**▮** *CSC REPORT ILLUMINATION REQUESTS NOV.pdf*

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**▮** *Appendix 1 - OG Cancer NI Request.pdf*

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**▮** *Appendix 2 - Diabetes UK Northern Ireland Request.pdf*

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## **6.0 REPORT OF HEAD OF FINANCE**

### **6.1 Car Parking Bad Debt Write-Off**

**▮** *CSC Report Car Parking debt write off request.pdf*

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## **7.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT**

### **7.1 Elected Member Development Steering Group**

**▮** *CSC Report - HR\_OD\_EMDSG.pdf*

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**▮** *Appendix EMDSG Action Notes 31 August 2022.pdf*

*Page 120*

## **8.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES**

### **8.1 Letting of Bradford Court - Interested Tenant**

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

### **8.2 Estimates' Process 2023/2024**

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

### **8.3 Estimates' Process - Pricing Points 2023/2024**

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

#### **8.4 Reserves as at 31st March 2022**

Confidential for reason of information related 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 bearers under, the Council.

#### **8.5 Management Accounts Period 6**

Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) related 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 bearers under, the Council.

#### **8.6 Tender for the Provision of a Learning & Development (Soft Skills) Courses**

##### **Framework - Business Case**

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

#### **8.7 Efficiency Review Steering Group**

Confidential for reason of information related 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 bearers under, the Council.

#### **8.8 Hybrid Working Pilot - Interim Report**

Confidential for reason of information related to any consultations or negotiations, or contemplated

#### **9.0 Any other Business**



## Corporate Services Committee

9<sup>th</sup> November 2022

### Report from:

Chief Executive

### Item for Decision

**TITLE:** Efficiency Review Steering Group

### Background and Key Issues:

1. The scope and governance arrangements for the Efficiency Review process were originally agreed at the Governance & Audit Committee in March 2016 with responsibility transferred to the Corporate Services Committee in November 2017 when the Efficiency Review process moved to Phase 2.
2. The Efficiency Review Steering Group (ERSG) is currently made up of the following Elected Members:
  - Alderman James Tinsley, DUP, Chair
  - Councillor Hon Nicholas Trimble, UUP
  - Alderman Stephen Martin, APNI
  - Councillor Johnny McCarthy, SDLP
  - Councillor Gary McCleave, SF
3. For information, details of what Phase 1 and Phase 2 covered are detailed below.
  - **Phase 1** - focused on a review of the current Directorate model taking into consideration the current interim arrangements in place and applications under the Council's RPA Severance Scheme. Furthermore this Phase reviewed the allocation of functional areas across Directorates with the aim of releasing efficiencies.

- **Phase 2** - built on the first phase to assess and compare the workforce profile and headcount and identified areas for efficiency gains across the Council.
4. Phase 2 has since developed into phases **2 and 3**, with the remit widening in September 2018 to consider all efficiencies.
  5. Since November 2017, the focus of the ERSG has been on the “workforce profile and headcount” aspects. ERSG related recommendations in relation to workforce profile and headcount are considered and duly approved by the Corporate Services Committee. There is no change associated with this.
  6. Given the significance of the financial challenges facing the Council, it is important that the group fulfil the wider brief covering **identification** of opportunities for wider efficiency gains. To support with the identification process ERSG can act as a sounding board in listening to suggested areas which Officers may bring forward prior to consideration / approval by home committees. There are several merits of such an approach:
    - Consistent with the wider aspects of Phases 2 and 3
    - Enables Officers to identify / seek input from members on suggested areas for efficiency savings; particularly given the scale of financial savings to be achieved
    - Assists Officers with a degree of prioritisation of specific areas thereby maximising officer time to focus on areas that may have cross party approval in principle
    - Provides a degree of constructive challenge that is helpful for Officers prior to presenting choices to Home Committees for approval
  7. From a governance perspective, Home Committees still retain control over budgets aligned with the relevant Terms of Reference and therefore have responsibility for approving all efficiencies. ERSG is helping with the “identification” process. Therefore there is no requirement for ERSG to have any additional authority.
  8. Given the focus required on the financial challenges facing the Council, both in the short and longer term, it is proposed the ERSG membership be extended to allow a larger, more representative group for the consideration of ideas.

#### Recommendation:

Members approve the work of the ERSG and the extended membership.

#### Finance and Resource Implications:

None

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

**If no, please provide explanation/rationale**

N/A

If yes, what was the outcome?:

<b>Option 1</b>		<b>Option 2</b>		<b>Option 3</b>	
Screen out without mitigation	Yes/No	Screen out with mitigation	Yes/No	Screen in for a full EQIA	Yes/No

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?		No
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**If no, please give explanation/rationale for why it was not considered necessary:**

No impact

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:** No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in

accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration”.

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:





# Corporate Services Committee

## 9<sup>th</sup> November 2022

### Report from:

Director of Leisure and Community Wellbeing

### Item for Decision

**TITLE:** Community Investment Fund Update

### Background and Key Issues:

#### Background

1. In 2019 the Council consulted on Connect – Invest – Transform ([link here](#)), 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.
2. In May 2021, Council agreed to take forward one of the priority schemes proposed in the Investment Plan, namely the need for a capital Community Investment Fund. This fund would span across community, sporting and interest groups with a view to providing match funding towards new 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.
3. Following assessment of Expressions of Interest received in May 2021 Ballymacash Sports Academy became our phase 1 pilot partner and officers commenced a process with the Academy to incept delivery.
4. An extension of the pilot, Phase II of the Community Investment Fund, was agreed by Council in March 2022 to further test current delivery of the fund and improve the delivery strategy for allocation of the remaining £1.75m earmarked for the Fund.

5. It was further agreed that a total fund of up to £500k be made available under this application call which was held in May 2022 to allow a further two applicants to be identified as partners in this pilot extension. The successful applicants were Crewe Utd Football Club and Lisburn Rugby Football Club.

### **Issues**

6. In November 2021, Ballymacash Sports Academy were issued a letter of offer 'in principle' for £250k against a project of circa £800k that will aim to develop a Community Hub with multi-use community rooms and training room, four changing rooms including two unisex officials' changing rooms, Cyro-Spa Facility, Community Gym and a Social Enterprise Internet Café.
7. Ballymacash Sports Academy has now met all the pre requisites of a due diligence exercise undertaken by Council staff to include provision of match funding evidence and production of a project delivery plan and community engagement plan. As a consequence the Academy are to receive a formal letter of offer from Council for £250k that will give the Academy comfort as they currently undertake the public procurement tender process to appoint a suitably qualified contractor to undertake the capital build.
8. Following assessment of Phase II of the Community Investment Fund it was agreed that Crewe United Football Club would be selected to be the second pilot partner as part of Fund delivery. The proposal is develop a new facility that will meet the Clubs' changing places, lives and community project proposal that will include adult changing and shower facilities (to include disabled facilities), toilet facilities (to include disabled facilities), baby changing facilities, first aid room and additional car parking.
9. After review of the due diligence exercise undertaken by Council staff, it is proposed that the Club will be offered a letter of offer 'in principle' for £195,000 against a project of circa £390,000 upon receipt of further requested amendments to the financial section of their business plan, provision of an update on planning permission submission progress and confirmation of match funding which is pending soon.
10. Following assessment of Phase II of the Community Investment Fund it was further agreed that Lisburn Rugby Football Club would be selected to be the third pilot partner as part of Fund delivery. The proposal is to expand current facilities that will lead to wider community use and participation to include a Health & Wellbeing Centre consisting of indoor studio space, fitness suite, female changing and shower facilities.
11. After review of the due diligence exercise undertaken by Council staff, it is proposed that the Club will be offered a letter of offer 'in principle' for £225,000 against a project of circa £450,000 upon receipt of further requested amendments to the operational and financial sections of their business plan and confirmation of match funding which is also pending soon.

**Recommendation:**

It is recommended that Members:

1. Note the imminent issue of a formal letter of offer to Ballymacash Sports Academy for £250k against a project of circa £800k.
2. Agree to the issue of letters of offer 'in principle' to Crewe Utd Football Club and Lisburn Rugby Football Club subject to the remaining due diligence issues as detailed above being progressed further.

**Finance and Resource Implications:**

All three project proposals highlighted above are to be funded under the approved Community Investment Fund Council Budget.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? Yes

**If no, please provide explanation/rationale**

N/A

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="checkbox"/>	<b>Option 2</b> Screen out with mitigation	<input type="checkbox"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="checkbox"/>
	No		Yes		No

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

The Community Investment Fund was screened out with mitigation as albeit no negative impacts have been identified some mitigations should be considered to ensure all section 75 categories can potentially benefit equitably from the programme.

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Yes

Has a Rural Needs Impact Assessment (RNIA) template been completed?

Yes

**If no, please given explanation/rationale for why it was not considered necessary:**

N/A

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

The RNIA template identifies that whilst the Community Investment Fund will not impact on people in rural areas differently from people in rural 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 within each DEA.

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

**If Yes, please insert date:**



## Corporate Services Committee

9<sup>th</sup> November 2022

### Report from:

Head of Assets

### Item for Decision

**TITLE:** Changing Places Policy and Guidance

### Background and Key Issues:

#### Background

1. At the Council meeting held on Tuesday 26 May 2020 a Notice of Motion, Changing Places Toilets (CPT), was passed.
2. Changing places toilets are necessary to meet the needs of many disabled children, adults, their families, carers/assistants and people with similar needs. At the Corporate Services Committee meeting held on 14 October 2020 it was agreed that a public consultation be undertaken for the Council's Changing Places Policy and Guidance documentation.

#### Key Issues

1. The consultation document was published on the LCCC portal from 10<sup>th</sup> May 2021 to midnight 13<sup>th</sup> June 2021 and sought comments on the proposal to install CPT facilities as part of defined types of new development, and retrofit some existing Council facilities.
2. Six questions sought responses from consultees. Some 30 responses were received by the closing date and these have been analysed, considered and where relevant adopted (**see Appendix 1 and Appendix 2**).

### 3. In summary:

- 100% of respondents supported the introduction a requirement for Changing Places Toilets in certain buildings as provided for in the Council's Draft Policy and guidance document.
- 76.67% of respondents agreed with the building types listed in sections 3 and 6.
- 83.33% of respondents agreed with the size, capacity and other triggers in section 6.
- 93.33% of respondents agreed that a standard sized Changing Places Toilet of 3m X 4m (12 m<sup>2</sup>) should be provided in new buildings listed in section.
- 80% of respondents agreed that where a standard sized Changing Places Toilet (12 m<sup>2</sup>) cannot be provided, that the smaller Changing Places Toilet should include all the equipment listed in section 6.
- 40% of respondents offered comments in response to question 6.

4. The Policy and Guidance was also consulted on internally across all Director and Head of Service groups, and comments from Members addressed and adopted into the Policy and Guidance accordingly (**see Appendix 3 and Appendix 4**).

5. It is proposed that the provision of a CPT standard facility will be considered routinely for all proposals for new Council buildings/facilities and significant refurbishments. Consideration will also be given to provision in other Council controlled outdoor spaces and events where larger visitor numbers would be expected.

6. The policy and guidance documents set out Lisburn and Castlereagh City Council's commitment to providing changing places toilets in Council facilities and events across the Council area. The Council will also work with local partners to drive the changing places agenda forward and encourage others to install changing places toilets through our regulatory frameworks. It is therefore recommended that the undated draft policy is accepted for adoption.

#### **Recommendation:**

It is recommended that Members consider and approve the adoption of the Changing Places Policy and Guidance.

#### **Finance and Resource Implications:**

Budget requirements need to be assessed on a project by project basis and provision will be required to be included in the overall project cost.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="Yes/No"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="Yes/No"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="Yes/No"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**See Appendix 5**

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?	<input type="text" value="Yes"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="Yes"/>
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**If no, please given explanation/rationale for why it was not considered necessary:**

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**See Appendix 6**

**SUBJECT TO PLANNING APPROVAL:**

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

- Appendix 1** - Consultation Analysis Report
- Appendix 2** - LCC responses to main comments
- Appendix 3** - Changing Places Policy
- Appendix 4** - Changing Places Guidance
- Appendix 5** –Equality Screen document
- Appendix 6** – Rural Needs Impact Assessment Screening

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

If Yes, please insert date:





**CONSULTATION ON INTRODUCTION OF  
PROVISIONS FOR CHANGING PLACES  
TOILETS WITHIN  
LISBURN & CASTLEREAGH CITY COUNCIL  
FACILITIES**

**Analysis Report**

**October 2021**

The opinions expressed in this report are those of the respondents to the consultation, as summarised and presented by the report author.

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## 1. Summary

### Introduction

1. The purpose of this consultation was to seek views on the introduction of a provision, of a Council Policy and Guidance for inclusion of Changing Places Toilets as part of certain types of new development and refurbishment works primarily undertaken by the Council.
2. Changing Places Toilets offer larger, supported facilities that address the needs of people for whom current accessible sanitary accommodation is inadequate. These facilities assist people with complex care needs to take part in everyday activities such as travel, shopping, family days out or attending a sporting event.
3. Currently Northern Ireland does not have any legislation requiring the provision of changing places facilities within council buildings and other relevant council facilities. The provision of Changing Places Toilets in defined types of larger new buildings and facilities would increase the provision of such facilities to support the most vulnerable in our community to enjoy normal every day activities that the rest of society take for granted.
4. BS 8300 recommends that CPT facilities should be provided in buildings and locations where large numbers of people may visit, such as major entertainment venues, sports and leisure facilities, civic centres as well as places people may visit for several hours at a time, such as schools or universities:

Ideally CPT facilities should be provided in:

- major transport terminals or interchanges such as airports, large railway and bus stations
- motorway service stations
- sport and leisure facilities, including entertainment arenas, stadiums, large hotels
- large theatres and multiplex cinemas
- cultural centres such as museums, concert halls and art galleries

- shopping centres, large retail developments and Shopmobility centres
  - key public buildings within town centres such as town halls, civic centres
  - public libraries
  - educational establishments, including universities
  - health facilities such as hospitals, health centres and doctors surgeries.
5. Building Regulations Northern Ireland provides an informative in Appendix A of Technical Booklet R 2012; there is currently no legislation in place to make this a requirement. The Department of Finance released consultation proposals for amendment of Technical Booklet Guidance to Part R (Access to and use of buildings) – Changing Places Provision, which closed on Wednesday 20 October 2021.
6. The presence of changing places toilets in a wide range of buildings or facilities where members of the public have easy access has, for the past decade, been recommended good practice in the provision of inclusive buildings.

### **The Consultation proposals**

7. The Council's CPT consultation proposed that council facilities meeting certain criteria are adapted to include a changing places toilet facility in new council development or where significant refurbishment work is taking place.
8. The aim would also be to promote awareness of the need for, and benefit of, such facilities and to assist other organisations and building owners in the provision of such facilities on a voluntary basis
9. The Councils consultation document was published on the LCCC portal from 10<sup>th</sup> May 2021 to midnight 13<sup>th</sup> June 2021 and sought comments on the proposal to retrofit some existing Council facilities and to install CPT facilities as part of defined types of new development.

## Statistical Analysis of Consultation Responses

10. A total of **30 responses** were received to the consultation. Responses were received from 21 individuals and 9 organisations, categorised as follows:

Respondent Category	Number	Percentage of total
Individual	21	70%
Organisation	9	30%

11. Of the responses to identify an organisation type, breakdown is as follows:

Respondent Category	Number	Percentage of total respondents
Public Organisations	1	3.33%
Registered Charities	7	23.33%
Private Organisations	1	3.33%
<b>Total responses identifying an organisation</b>	<b>9</b>	<b>30%</b>

## Discussion of consultation proposals

12. The consultation set out a proposed specification for Changing Places Toilets and proposed the circumstances under which the Council intended to provide CPT facilities.
13. Five specific questions were posed and respondents were asked for any additional comments on proposals.

**Question 1:**

**Do you support the proposal for the Council to introduce a requirement for Changing Places Toilets in certain buildings as provided for in the Councils Draft Policy and Guidance document?**

<b>Option</b>	<b>Total</b>	<b>Percentage</b>
Yes	30	100%
No	0	0%
Not answered	0	0%

**Q1 Comments:**

**28 of 30 responses (93.33%)** also offered comments in response to this question. These comments are analysed and summarised in the next section.

**Question 2:**

**If you support our approach to the provision of changing places toilets in council facilities, do you agree with the building types listed in section 3 and 6?**

<b>Option</b>	<b>Total</b>	<b>Percentage</b>
Yes	23	76.67%
No	7	23.33%
Not answered	0	0%

**Q2 Comments:**

**25 of 30 responses (83.33%)** also offered comments in response to this question. These comments are analysed and summarised in the next section.

**Question 3:**

**If you support our approach to the provision of changing places toilets do you agree with the size, capacity and other triggers in section 6?**

<b>Option</b>	<b>Total</b>	<b>Percentage</b>
Yes	25	83.33%
No	5	16.67%
Not answered	0	0%

**Q3 Comments:**

**17 of 30 responses (56.67%)** also offered comments in response to this question. These comments are analysed and summarised in the next section.

**Question 4:**

**Do you agree that a standard sized changing places toilet of 3m X 4m (12 m<sup>2</sup>) should be provided in new buildings listed in section 6?**

<b>Option</b>	<b>Total</b>	<b>Percentage</b>
Yes	28	93.33%
No	2	6.67%
Not answered	0	0%

**Q4 Comments:**

**20 of 30 responses (66.66%)** also offered comments in response to this question. These comments are analysed and summarised in the next section.



**Question 5:**

**Where a standard sized changing places toilet (12 m<sup>2</sup>) cannot be provided, do you agree that the smaller changing places toilet should include all the equipment listed in section 6?**

<b>Option</b>	<b>Total</b>	<b>Percentage</b>
Yes	24	80%
No	6	20%
Not answered	0	0%

**Q5 Comments:**

**21** of **30** responses (70%) also offered comments in response to this question. These comments are analysed and summarised in the next section.

**Question 6:**

**Please use this question to provide any other commentary or observations you may have on the Changing Places Toilets Policy and Guidance.**

**Q6 Comments:**

**12** of **30** responses (40%) also offered comments in response to this question. These comments are analysed and summarised in the next section.

14. It is noted that, overall, **28** of the **30** responses to the consultation (**93.33%**) offered commentary in response to one or more of the five questions posed.

## 2. Detailed analysis

### Background

15. Elements of the good practice advice within BS 8300 is generally implemented within building regulations in Northern Ireland and across the UK for the provision of accessible sanitary accommodation. This is designed around an understanding of a need for additional space and fixtures to enable people to use sanitary facilities safely and without assistance where practicable.
16. However, this 'standard' provision of accessible sanitary accommodation does not adequately address situations where a person may need more space or will be more reliant upon assistance and where one or more carers will be present. Similarly, it does not consider the need for mechanical assistance in the transfer of a person to and from sanitary facilities such as WCs. The changing places specification was developed to provide these facilities and offer sanitary accommodation that will meet the needs of people with more complex care needs.
17. The 'Changing Places' specification has proved to be successful where implemented and is delivering significant benefits to users and to their families and carers. The presence of a Changing Places Toilet in a building or location enables people with complex care needs to take part in everyday activities such as travel, shopping, family days out or attending a sporting event.
18. The facility is significantly larger than current sanitary accommodation and is intended to supplement, not replace, such accommodation. This is important to recognise as a single use of a CPT will generally result in a longer period of occupation than a normal accessible toilet.

### Current good practice guidance – BS 8300

19. The good practice guidance within BS 8300 includes recommendations on the types of building within which a CPT should be considered. This list recognises the benefits of provision in buildings that are open to the public, have a managed environment and will generally have consistent opening hours when the facility can

be accessed. The list includes the following building types.

*CP toilets should be provided in buildings and complexes such as:*

- a. major transport termini or interchanges, e.g. large railway stations and airports;*
- b. motorway services;*
- c. sport and leisure facilities, including large hotels;*
- d. cultural centres, e.g. museums, concert halls and art galleries, and faith centres;*
- e. stadia and large auditoria;*
- f. large commercial retail premises and shopping centres;*
- g. key buildings within town centres, e.g. town halls, civic centres and main public libraries;*
- h. educational establishments;*
- i. health facilities, such as hospitals, health centres and community practices;*
- j. other visitor attractions, such as theme parks, monitored beaches and parks.*

(extract from BS 8300-2: 2018. Text is copyright BSI, 2019)

### Analysis of responses: approach

20. Analysis has been carried out to group comments together into different key themes. The most common themes for each question are detailed in the following sections together with supporting commentary.

#### Question 1:

**Do you support the proposal for the Council to introduce a requirement for changing places toilets in certain buildings as provided for in the Council's Draft Policy and Guidance document?**

21. **28** of **30** responses (93.33%) offered comment in response to this question.

## Key Themes and Comments relating to proposal to introduce Changing Places facilities:

Needed to address health, safety and dignity  
(Avoids changing on a toilet floor)

This is a basic equality issue/ human rights issue / Lack of provision is discriminatory

Everyone should have access to these most basic needs /toilets should be accessible for everyone

Expanding provision prevents the social isolation that occurs where facilities are not available, not only for the disabled person but for their wider families and carers.

There is a need / to increase available numbers. The Council should play and influencing role for others.

Disabled toilets are not always large enough for the disabled person, wheelchair or scooter and carer

The policy should include a requirement for CPTs to be provided at all Council events and outdoor facilities.

Children get bigger and outgrow baby changing facilities. They then need CPTs

People may not need them now but they may need them in the future

It's the right thing to do and basic human right

Sends a positive message regarding inclusion

It would appear that the Council is trying to predict what the new statutory requirements will be in the proposed amendment to the NI Building Regulations guidance and this policy is aimed at ensuring the Council will not go above and beyond its new minimum statutory obligations.

### Question 1: summary of responses and comments

22. All 30 respondents agreed with the proposal made comment in support of CPT provision.
23. 6 of the respondents were directly caring for a disabled person with CPT needs. 1 person said there was a need to accommodate an emptying facility for a stoma within CPT facilities.

24. Most respondents who offered comment focussed on why they considered the introduction of these facilities was needed. The following issues were raised most frequently:-
- Needed to address health, safety and dignity / Avoids changing on a toilet floor
  - This is a basic equality issue/ human rights issue / Lack of provision is discriminatory
  - Everyone should have access to these most basic needs / toilets should be accessible for everyone
  - The rights of the disabled person and their carers' are severely and negatively impacted by the lack of CPTs within LCCC.
  - The requirement for these facilities is beyond the current voluntary provision as lack of CPT facilities restrict travel and engagement with the community.
25. Other points raised were:-
- people with complex care needs and their families/carers can face social isolation due to the concern that, once outside their own homes, they have limited access to suitable toilets.
  - Negative impact on wellbeing.

## Question 2:

**If you support our approach to the provision of changing places toilets in council facilities, do you agree with the building types listed in section 3 and 6?**

Main themes of responses:

26. **25** of **30** respondents (83.33%) offered comment in response to this question.

**5** of those respondents who answered 'Yes' to this question did not provide any additional comments.

A summary of the main themes, presented by number of responses, is set out below.

### Key Themes and Comments relating to the Council's approach to CPTs in Council facilities

Section 6 should fully accept the list of places as in section 3.

This is a basic equality issue

Council support for increased available facilities

Toilet provision at all Council sites and events should be provided for all groups - male, female, people of disability who can independently take care of their personal needs and changing places facilities for those who cannot independently take care of their personal needs.

CPTs prevent social isolation where facilities are not available

Accessible toilets are not accessible to all

Current Council premises with CPT facilities have restricted opening hours, CPTs should be accessible 24/7 and within walking distance of shops, pubs and restaurants. LCCC currently has 2 CPT facilities which are only accessible during the opening hours of those buildings

There is a need for provision of facilities to empty stoma bags safely and hygienically

People with CPT needs or their carers should be involved in the

planning of their location etc

Provide CPTs in all public buildings to make them accessible to everyone

Provide where any alterations/extensions are taking place to a buildings

The triggers in terms of building size may prevent people with CPT needs accessing them in small rural communities. Size alone should not be the trigger.

CPTs should be within a 5 min walk at any time.

Provide CPTs when providing other toilets in a building. CPTs should be provided in every facility, in the same way as other access issues, just as it is for independent disabled users and baby changing facilities.

The ability to use facilities or be changed while out about should be provided at all public buildings and city centres. It gives people that need these spaces more dignity and helps them to feel more comfortable in public.

Policy should include the provision of CPTs at outdoor community activities and events, so as not to exclude any section of the community

## Question 2: Summary of responses and comments

27. Of the respondents that offered further comment on other situations where a CPT should be provided, responses focussed most commonly on the following topics.

- A desire to see CPTs provided where providing other toilets in a building.
- That CPTs should be provided in all public buildings.
- Building types should also include public toilets and public parks and outdoor spaces where toilet facilities are already provided for other members of the public to ensure equal provision for members of the public that need changing places toilets.
- There aren't currently any CPTs within our hospitals
- There were varying opinions offered on the distance that people

with CPT needs should have to travel to access a CPT facility. eg

a) a CPT should be within 5 minutes walking distance of all shops, theatres, cinemas etc as well as all public spaces.

b) within all publically owned buildings.

c) churches/church halls should also have these facilities

## 28. Other key themes included:

consider provision where it is possible to do so;

concerns that building size/area alone should not be the trigger;

provision in any large building;

The introduction of a CPT will encourage those with profound disabilities and their carers to get out more, to different places and live a more inclusive life.

expanding provision in the education and the retail sector and in assembly/recreation buildings such as leisure and community centres.

public buildings should make provision even if they are not undertaking other work; and

smaller buildings should be encouraged to install CPTs especially those in rural community centres.

Regular checks should be carried out on these facilities to ensure that they are safe and meet the requirements set out in the proposal.



**Question 3:****If you support our approach to the provision of changing places toilets, do you agree with the size, capacity and other triggers in section 6?**

29. **17** of 30 respondents (56.67%) offered comment in response to this question. 13 of those respondents who answered 'Yes' to this question did not provide any further comments. A summary of the main themes, presented by number of responses, is set out below.

### Key Themes and Comments relating to the Council's approach to the provision of CPTs, the size, capacity and other triggers

Having used them in the past the measurements are adequate

They seem to be suitable

In principal yes but what happens in aggregate? Could a 'new building' being put onto a town centre be available for all to use?

Could it be used as the CPT for an area with a contribution given from other premises that under any other circumstances would have to put their own in be a way of not having an over proliferation of under-utilised facilities ?

If this is successful it should be expanded in 2 years to include smaller premises that allow for this space.

Space, lots room required to support access, facilities under one roof to enable person have positive impact on their wellbeing.

Translink policy is to install CPTs in all new bus and rail stations and where we are carrying out significant renovation to existing properties. Need adequate space for carers and turning space for wheelchairs.

If LCCC feel they have the best design and covered regulations for a CPT then I support your approach.

Specification looks good, roomy and hoists etc turning circles for wheelchairs

A CP toilet installation programme should be ultimately co-produced by, and agreed with, citizens in the borough who require them - and this should not be limited in any way by BS8300.

We support the inclusion of a mobile track hoist and a fixed hoist, as well as height adjustable facilities.

The equipment listed in the guidance is sufficient and considers all access requirements that may be needed to use the space effectively. The shape of the room is important for individuals in powered wheelchairs and should be prioritised in planning stages.

If there is adequate space, a curtain and separate area should be added where a carer can be if an individual does not require direct assistance but cannot be left unsupervised.

They look like they are well equipped for our needs

There are very few, if any, new Council building which will meet this grossly onerous and excessive trigger criteria.

The size and capacity criteria are excessive and will be counter-productive and a barrier to the provision of changing places toilets.

The Council should be committing to provide CPTs in all publicly funded civic, public and community facilities.

The Council as a public body should be leading best practice for a fully inclusive built environment that provides opportunities and benefits for everyone in society and which doesn't perpetuate the social exclusion, disadvantage, marginalisation and discrimination of severely physically disabled children and adults.

1,000 persons or over 5,000m<sup>2</sup> is excessive in terms of trigger criteria and not bespoke for the population size and size of buildings constructed in Northern Ireland.

There is no consideration of other available facilities provided by the 3rd sector for modular and mobile products. Such as AccessoLoo.

There are very few, if any, new or existing Council or public buildings which will meet the onerous and excessive trigger criteria hence this Policy would prove ineffective and actually act as a barrier to the greater provision of changing places toilets within the Council area.

### Question 3: summary of responses and comments

30. Just over half of respondent (57% /17 responses) offered further commentary on this issue.
31. Of the respondents that offered further comment on other situations where a CPT should be provided, responses focussed upon two main areas.
  - Concerns about the triggering factors
  - The onus on all Public sector buildings to provide CPT facilities.
  - Lack of CPT facilities is detrimental to users and their wider families and negatively impacts their quality of life and ability to participate in social situations.
32. Other key themes included:
  - the provision of a CPT where other toilet facilities are provided;
  - the benefit of locating facilities at major transport hubs;

#### Question 4:

**Do you agree that a standard sized changing places toilet of 3m x 4m (12 sqm) should be provided in new buildings listed in section 6?**

33. **20** of 30 responses offered comment in response to this question.

#### **Key Themes and comments on standard sized CPTs in new buildings listed in section 6.**

3m x 4m is the minimum requirement to be accepted for registration by the Changing Places Consortium.

It is adequate to move.

It would seem the correct thing to do

And if possible in older buildings too so that they will be accessible too.

Other provisions for disabled access, staircases, lifts need to be provided under current building regs so this is a natural evolution of the rules and completing the facilities required for all occupants. Need enough room for a wheelchair and two carers.

This allows for inclusivity for all as we move forward. No section of society should be excluded.

Space, lots room required to support access, facilities under one roof to enable person have positive impact on their wellbeing.

It should be based on size of the new build, this might assume all new builds will be large enough to house this appropriately.

Satisfied that from the information it has been clearly worked out.

Any new council and community buildings should have an accredited CPT installed.

Building regulations guidance are crucial to ensure building owners, planners and the construction industry consider CPTs.

It is much easier to make this mandatory for new builds than to go back and redesign existing structures.

CPTs that are adequately sized to be fit for purpose.

#### **Question 4: summary of responses and comments**

34. 33.3% (20) of the respondents did not offer any further commentary here.

35. Of the 66.3% of respondents that offered further comment, the issues raised most frequently supported the standard sized CPT and felt it would be adequate, however several of those pointed out that this was the minimum dimensions permissible to be registered with the Changing Places Consortium.
- One respondent felt that larger sized room would also make it a “nicer environment”.
  - One respondent felt that standard disabled toilets are often too small or narrow, even though they meet the minimum requirements.
  - Other issues of note were - Delivery of an inclusive society, and the need for everyone to have access to adequate toilet facilities.

## Question 5

**Where a standard sized changing places toilet (12sqm) cannot be provided, do you agree that the smaller changing places toilet should include all the equipment listed in section 6?**

36. 21 of 30 responses offered comment in response to this question

### Key Themes and comments regarding smaller CPTs where standard sized CPTs cannot be provided

Smaller is harder to navigate but having all the equipment is better than a dirty toilet floor.

It will allow a lot more people to use the facilities.

Sufficient room for wheelchair and 2 carers required

Better to have some facilities available rather than none, even if it is a little smaller

Changing bench and tracking hoist are essential.

If not big enough not really much point.

If insufficient room for a full size facility, a peninsular toilet, an overhead hoist, a small standard basin, and no shower facilities might be appropriate.

Cost should not be a deciding factor.

Legislation is required to ensure that CPT facilities are considered at design stage.

Powered wheelchairs often do not fit in a conventional disabled toilet.

The size should not be reduced unless and until this smaller space requirement is acceptable for full registration with the Changing Places consortium.

The 3m x 4m is the minimum requirement for the needs of all changing places toilet users. Only CPTs that meet the requirements for registration with the Changing Places consortium should be considered.

3m x 4m provides equality of access.

## Question 5: summary of responses and comments

37. 9 respondents (30%) offered no further commentary on this issue.

38. Of the respondents that offered further comment on whether a smaller facility include equipment listed in situations where a standard CPT could not be provided, responses focussed upon two

main areas.

- Any facility should provide the necessary equipment to allow for the user and 2 carers to provide the necessary assistance.
- 3m x 4m is the minimum requirement to acquire registration from the Changing Places Consortium which would place the facility on the national register.

Other comments included:-

- Small buildings may have substantial visitor footfall therefore might justify provision of a changing places toilet. Visitor numbers might be a better metric as a trigger.
- Disabled people who use CPTs should be actively involved in the consultation process, and should have the opportunity to test the adequacy of the proposed space.
- Anything that makes trips out easier is worthwhile.
- It is totally unacceptable to mention cost and affording some citizens this right whilst refusing others.

## Question 6

Please use this question to provide any other commentary or observations you may have on the Changing Places Toilets Policy and Guidance.

39. **12 of 30** responses (40%) offered comment in response to this question

Overall the policy was positively received, but 60% of respondents to the survey chose not to make any specific additional commentary in this section.

### Key Themes Included

#### Key Themes and comments regarding observations on the Changing Places Toilets Policy and Guidance.

##### Comments based on personal experience:

Please understand how terrifying and frustrating it is, not being able to take my son to a toilet like other parents, then throw in changing him on a floor that someone has walked all over.

##### General Commentary:

- Inclusion needs to start somewhere and why not include it by letting everyone have the same rights with using the toilet.
- These toilets will provide more dignity to those who need them and their families.
- Currently families are limited in where they can visit because of the lack of proper toileting facilities.
- Life is tough enough for families caring for disabled children and adults.
- We need to be doing everything we can to support them and promote their accessibility and enjoyment.
- Not enough changing places toilets anywhere. Disabled people are not equal when it comes to toilets!



## Suggestions made by respondents

- It would be useful to have a key that parents could apply for through the council as usually anything that is provided for disabled is used by able bodied. The key should not be kept at reception as this delays the next person gaining access. There should also be a deterrent for the nondisabled as in parents taking a family in to it eg swimming pool and using it for the duration of their stay.
- More accessible toilets for ladies, indeed everyone would be helpful.
- A policy which addresses the need for toileting at all council events and services is required. This is not just about buildings, this is about appropriate inclusive best practice in executing council events and services.
- All local authorities across Northern Ireland should report annually on the provision of Changing Places toilets in their area. This would also include a population needs assessment and accessibility audit of the local area to determine the need and provision required in each local authority. Introducing an annual report would ensure greater accountability for local authorities and demonstrate their commitment to equality. In addition, this would also improve guidance and information available to disabled people when searching for areas to visit that meet their access requirements, and boost tourism economies in Northern Ireland as a result.
- Temporary or pop up hire services are required.

## Comments relating to the content and effectiveness of the policy

- From reading the document I think there has been a great deal of work and attention to detail undertaken as with everything LCCC does to improve the services provided for all citizens in the Council Area. Going upstairs in the Mall from the street might not be accessible for older people. Apart from the Museum I don't know anywhere else in Lisburn where there are gender toilets available.
- This Changing Places Toilet Policy and Guidance is extremely disappointing and is not in keeping with the original Council Motion which proposed to provide changing places toilets in all new Council facilities and to retrofit changing places toilets into Council buildings.

### Question 6 – summary of comments

40. The majority of respondents (60%/18 responses) did not offer any further commentary here.
41. Of the 40% of respondents that offered further comment, the issues which were raised most frequently related to the need for CPTs to deliver an inclusive society, address the health, safety and dignity of people and the need for everyone to have access to adequate toilet facilities. There was also continued recognition of the benefits such facilities will offer.
42. There were also a number of comments on the building types and stations which should offer CPTs.

## Overall Summary:

Overall there were a number of comments repeating views on the building types which should offer CPTs. Similarly there were a number of comments which offered suggestions on the provision or form of CPTs. Other responses focussed on the need to make access to facilities on par with all other groups in society.

### Key Themes - Commentary on the need for CPTs generally

Example were provided of the benefit of CPTs.

These are needed for an inclusive society. Disabled people and their families need CPTs to get out and enjoy the activities and venues that the rest of society take for granted

Needed to address health, safety and dignity/avoid the need to change someone on a toilet floor

Access to toilets is a fundamental right / Everyone should be provided with adequate toilet/changing facilities

Regulation needed to deliver

CPTs can make a huge difference to the lives of disabled people, their families and carers

There was also positive reception, without specific additional commentary

Adequate facilities should be a standard in any design plans

Provide CPTs when providing other toilets

All public buildings with toilets should have a CPT

CPTs enhance peoples quality of life and encourage people to shop, socialise and become more involved in the community

Essential for families of people who need this facility.

Review and update policy on CPTs after 2 years.

Make more temporary/mobile CPT facilities available

Everything, where possible, should be accessible to all

A current lack of facilities in all building

Local authorities have a responsibility to provide toilet facilities for all sections of the community.

Need to also continue to promote voluntary uptake of CPTs

- There were varying opinions offered on the distance that people with CPT needs should have to travel to access a CPT facility. eg
    - a) a CPT should be within walking distance of all shops, theatres, cinemas etc as well as all public spaces.
    - b) in every mile radius of a city or town centre (or loosely every 10 buildings)
    - c) within all publically owned buildings.
    - d) churches/church halls should also have these facilities
43. Additionally, comments were received on a number of issues including: annual audit with all Northern Ireland Local Government authorities being required to report on CPT facilities provided. Smaller buildings used by the public, particularly remote or frequently used; all publicly owned buildings, shopping centres, sports facilities, and attractions; should provide CPT facilities, CPT facilities need to be managed/maintained properly, consider jointly funded public use changing rooms in town centres.

### Key Themes – Single comments on policy for CPTs

There is a need to regulate for the provision of CPTs in the same fashion as other toilet facilities

CPT facilities need to be managed and maintained properly

Manage access to prevent vandalism/misuse. Use system like the RADAR key

Base the provision of facilities on footfall the future as well as the current needs of users rather than on size of building

A need for broader review of toilet provision/questions on adequacy of provision of toilets within LCCC and the ability of current accessible toilets to meet the needs of all wheel chair users.

Provision should follow the building types listed in the Changing Places

Consortium which would place the facility on the national register.

Facilities should be fit for purpose and due to other factors

Keep facilities big enough to use hoist properly/use of peninsula toilets/  
space is essential

A full list of respondents comments are attached under APPENDIX A.

### Next Steps

44. This report will be presented to the Corporate Services Committee for consideration. Feedback from Elected Members and from the public consultation will be taken into account in developing the final policy and guidance. The consultation has highlighted a number of areas which require consideration and it is noted that there is an ongoing consultation by the Department of Finance on proposed changes to Building Regulations for Northern Ireland the outcome of the consultation will require integration into the Changing Places Policy and Guidance.

In the meantime, however it is proposed that the Changing Places Policy and Guidance as amended, is adopted subject to Elected Members further consideration and comments. A recommendation for a CPT standard facility should be considered routinely for all proposals for new council buildings/facilities and significant refurbishments. Consideration will also be given to provision in other Council owned locations such as outdoor spaces and events where the consultation and other feedback has indicated a need.

APPENDIX A

Respondent Consultation Comments

Q. Are you responding as	Q. If you're responding on behalf of an organisation, which of the following most accurately describes your organisation:	Q1. Do you support the proposal for the council to introduce a requirement for Changing Places Toilets in certain buildings as provided for in the council's Draft Policy and guidance document?	Q. Please advise why you selected your answer:	Q2. If you support our approach to the provision of Changing Places toilets in council facilities do you agree with the building types listed in section 3 and 6?	Q. Please advise why you selected your answer:	Q3. If you support our approach to the provision of Changing Places Toilets do you agree with the size, capacity and other triggers in section 6?	Q. Please advise why you selected your answer:	Q4. Do you agree that a standard sized Changing Places Toilet of 3m x 4m (12 sqm) should be provided in new buildings listed in section 6?	Q. Please advise why you selected your answer:	Q5. Where a standard sized Changing Places Toilet (12 sqm) cannot be provided, do you agree that the smaller Changing Places Toilet should include all the equipment listed in section 6?	Q. Please advise why you selected your answer:	Q6. Please use this question to provide any other commentary or observations you may have on the Changing Places Toilets Policy and Guidance.
An individual	-	Yes	As a carer for a young man with cerebral palsy for 16 years who lived in Lisburn not having a changing places facility was heartbreaking. He loved going out especially to the mall but his trips had to be cut short if he needed the bathroom. On one occasion when he needed changed very quickly I had to physically clean the floor of the accessible toilets on the ground floor of bow street mall and lift him onto the floor by myself to change him. It smelt, it was cold and I was only 17 years old at the time. I sat and cried at how undignified the experience was for us both. He passed away 6 years ago aged only 25. Having a changing place facility in Lisburn town center would have transformed his life.	Yes	Yes but consideration needs to be given to opening times etc, for example the Island Arts Centre having one is great but quite a distance from the town centre if someone needs the facilities quickly or it is outside of opening times. The ideal places in Lisburn would be: Train Station, Castle Gardens, Lisburn Square and Bow Street Mall. One of them should be available 24 hours via Radar key if necessary.	Yes	Having used them in the past the measurements are adequate	Yes	Yes it is adequate to move, if more space is available then having. Larger sized room would also make it a nicer environment	Yes	Smaller is harder to navigate but having all the equipment is better than a dirty toilet floor.	-
An individual	Charity	Yes	It is unacceptable the amount of places that do not even have disabled access, let alone a safe dignified space for those with disabilities to go to the toilet/ have their personal care tended to. As more changing places are added to new buildings or retrofitted to existing ones, there will be more emphasis on other businesses etc to follow. This will enable those with disabilities, and their families, to be able to go out to places safe in the knowledge that they have somewhere safe, clean and accessible to go to the toilet/ get changed.	Yes	They are places that right now, people with disabilities do not go to as there are not the required facilities. The introduction of a CPT will encourage them to get out more and to different places.	Yes	.	Yes	It is an adequate size for the equipment etc, but if they can be a bit bigger this should be done.	Yes	It will allow a lot more people to use the facilities.	-
An organisation	Charity	Yes	It is reasonable that people with these needs should have them met if possible.	Yes	They look suitable	Yes	They seem to be suitable	Yes	It would seem correct to do this	Yes	If possible, if not a different solution may have to be sought	It's good to see plans to implement this policy.

An individual	-	Yes	These toilets are required by many people and should be available to ensure these buildings are accessible for everyone.	No	Where possible and where a need for them, changing place toilets should be provided.	Yes	-	Yes	And if possible in older buildings too so that they will be accessible too.	Yes	-	These toilets will provide more dignity to those who need them and their families. It's horrendous that families are limited in where they can visit because of the lack of proper toileting facilities. Life is tough enough for families caring for disabled children and adults. We need to be doing everything we can to support them and promote their accessibility and enjoyment.
An organisation	Private	Yes	If it is open to the public at large then it just needs to cater to the needs of all	Yes	It covers the major public amenities where people would gather day and night.	Yes	In principal yes but what happens in aggregate ? Could a 'new building' being put onto a town centre be available for all to use ? Could it be used as the CPT for an area with a contribution given from other premises that under any other circumstances would have to put their own in be a way of not having an over proliferation of under-utilised facilities ?	Yes	Best time to have it put in is designed in from the very outset. Other provisions for disabled access, staircases, lifts need to be provided under current building regs so this is a natural evolution of the rules and completing the facilities required for all occupants.	No	Would probably say 'yes' if the people int he know felt that 1/2 the facilities are still useful than none at all.	-
An individual	-	Yes	It is a basic human right	Yes	-	Yes	-	Yes	-	Yes	-	-
An organisation	Charity	Yes	The ability to use facilities or be changed while out about should be provided at all public buildings and city centres. It gives people that need these spaces more dignity and helps them to feel more comfortable in public.	Yes	Yes but I do hope once this has been happening for over 2 years that the list expands to include some small premises too.	Yes	As mentioned if this is successful and has 2 years under it should be expanded to include smaller premises that allow for this space.	No	You have 3m by 4m in your document not 3m x 2m	Yes	They just should be	-
An individual	-	Yes	I agree there is a real need for this.	Yes	Way forward	Yes	Space, lots room required to support access,, facilities under one roof to enable person have positive impact on there wellbeing.	Yes	As above	Yes	If possible as required, but do need large space.	-
An organisation	Charity	Yes	There seems to be an overall lack of toilets in the town as we often getting members of the public asking to use our facilities but in particular for those who have additional needs or family members with disabilities it can restrict their ability to leave the house therefore increasing isolation if they cannot go out for fear of needing to use the bathroom.	Yes	It seems a sensible approach to have them in buildings where there are high volumes of people and in buildings that are easily accessible to all, i.e. if going to town to shop them to have a changing place facility in the mall or a building which is open long hours and open to the public makes sense.	Yes	-	Yes	This allows for inclusivity for all as we move forward. It is much easier to make this mandatory for new builds than to go back and redesign existing structures.	Yes	Better to have some facilities available rather than none.	-
An organisation	Public	Yes	It is ????? policy to provide Changing Places facilities in all new bus and rail stations and where we are carrying out significant renovation to existing properties.	Yes	As above, it is ????? policy to provide Changing Places facilities in all new bus and rail stations and where we are carrying out significant renovation to existing properties.	Yes	See above	Yes	See above	Yes	See above	-

An individual	-	Yes	I personally live with bowel disease (Crohn's) and find it difficult a lot of the time to get to a toilet when in the city. I am always aware of where is the nearest toilet is to me when out shopping. No shops will let you use their toilet as it may have been in the past. My brother also suffers from this disease and a couple of years ago, he had a temp pouch. Unfortunately he could not find anywhere appropriate to empty/ clean his stoma and was reduced to kneeling on the urinated floor of a public toilet to empty his pouch into the toilet. His embarrassment was heightened by other men at the urinals commenting on the smell! If he had have had a changing places toilet this would have given him time, cleanliness and privacy.	Yes	Yes, It's large and well equipped but is there any way of supplying something for people with a bag, to empty their pouches into? This would prevent mess around the normal height toilet.	Yes	-	Yes	-	Yes	It's much better having a toilet available, even if it is a little smaller.	-
An individual	-	Yes	I have friends who have grown up children with disabilities and I know there is a need for these facilities.	Yes	These seem like the most obvious and most easily accessible places.	Yes	-	Yes	People with disabilities must be catered for.	No	There needs to be enough room and the facility needs to be able to accommodate the equipment easily.	-
An individual	-	Yes	My daughter is profoundly disabled, uses a wheelchair and is doubly incontinent. She is a fabulous 25 year old who loves being out and about, and we want to spend time out and about as a family. One of the most disabling aspects for us as a family is the chronic lack of changing places facilities. We are forced to change her on toilet floors or cut our trip short and go home. I find it disgraceful in the 21st century that we can't meet the basic human rights of disabled people. A disabled toilet doesn't work for every person with disability and a baby changer I'd not suitable for s 25 year old. I'm constantly directed to one or the other. We don't even have changing places facilities in our hospitals when we attend for appointments!	Yes	It would make these facilities inclusive for all.	Yes	Need space for carers and turning space for wheelchairs.	Yes	-	Yes	Changing bench and tracking hoist are essential.	-
An individual	-	Yes	I need changing place toilets so that I can change my sons nappy, without them I am limited to how long I can be out of the house for or risk changing my son's nappy on a dirty unhygienic floor etc please provide more of these to provide inclusion and acceptance for our children, parents etc	Yes	We need changing place toilets everywhere, there should be one in the mall, the cinema, swimming pool etc you should never be further than a 5 minute walk from a toilet facility you can use when you are in town or the cinema etc it is up to the council to provide inclusion	Yes	-	Yes	-	Yes	-	Please understand how terrifying and frustrating it is, not being able to take my son to a toilet like other parents, then throw in changing him on a floor that someone has walked all over. Inclusion needs to start somewhere and why not include it by letting everyone have the same rights with using the toilet



An individual	-	Yes	I have a 16 year old daughter with cerebral palsy. I can't take her into Lisburn as no appropriate changing facilities available.  A toilet floor is not very dignified or hygienic!	Yes	There needs to be a toilet in the shopping mall which is more central and convenient for everyone.  A key should be required for only people who require to be hoisted so the facility is not abused.	Yes	Need enough room for a wheelchair and two carers.	Yes	Same as above	No	If not big enough not really much point?	Not enough changing places toilets anywhere. Disabled people are not equal when it comes to toilets!
An individual	-	Yes	-	Yes	-	Yes	-	Yes	-	Yes	-	-
An individual	-	Yes	I have worked as Physiotherapist with a speciality in Adults with both Physical and Learning Disabilities from long-term conditions. I have seen the struggles many of these individuals have had in relation to not being guaranteed an appropriate place for toileting once they leave the solitude of their own homes.  This has impacted many aspects of their quality of lives including family and social lives and has had an associated impact on mental health.	No	While I agree that conversion and extension of the building is an appropriate trigger, as is visitor numbers. I also think the building management should be given incentives to volunteer for introducing a CPT when this trigger is not reached.  A 2 tier approach to size requirements, based on size of building is appropriate too.	Yes	-	No	I think it should still be based on size of the new build, this might assume all new builds will be large enough to house this appropriately.	No	I think there should be essential equipment e.g. a peninsular toilet for people who need assistance from another from the side; an overhead hoist etc. However a small standard basin, and no shower facilities might be appropriate.	It would also be great if there was guidance for larger hotels/chains etc. to be included, when being built.
An individual	-	Yes	I strongly support this proposal as everyone deserves the right to use public toilet facilities with dignity and without requiring to use the toilet floor.	Yes	I agree with the suggested parameters for location	Yes	-	Yes	-	Yes	-	-
An individual	-	Yes	-	Yes	-	Yes	-	Yes	-	Yes	-	It would be useful to have a key that parents could apply for through the council as usually anything that is provided for disabled is used by able bodied. The key should not be kept at reception as this delays the next person gaining access. There should also be a deterrent for the non disabled as in parents taking a family in to it eg swimming pool and using it for the duration of their stay.
An individual	-	Yes	Any improvement to make life easier for disabled people when out in public is to be welcomed.	Yes	Probably not every venue would be able to provide a CPT but build up gradually . Start with an easily accessible hub to provide a CPT. I do agree that it would make life so much easier for families with a disabled person. They would be more confident in going out and being in public.  I would also say that the provision of ladies toilets in Lisburn particularly could also be imcreased.	Yes	People with much experience in designing and calculating what would be required for the best outcome should know what they are doing. If LCCC feel they have the best design and covered regulations for a CPT then I support your approach.	Yes	Because from the information it has been clearly worked out .	Yes	I would hope so but I don't really know. If it can provide the service required it should be considered.	From reading the document I think there has been a great deal of work and attention to detail undertaken as with everything LCCC does to improve the services provided for all citizens in the Council Area. I would think the changes or inclusion of CPTs in existing building would take some time. I would also point out that more accessible toilets for ladies indeed everyone would be helpful. Going upstairs in the Mall from the street might not be accessible for older people. Apart from the Museum I don't know anywhere else in Lisburn where there are gender toilets available.

An organisation	Charity	Yes	<p>????? welcomes the move by council to recognise the essential need to provide Changing Places toilets for citizens in the borough.</p> <p>However, the current proposal which focuses on installation in buildings is not in itself sufficient. Council currently run a range of community activities and events, from which disabled people and their families can be excluded, due to a lack of Changing Places toilets. The proposal should therefore include a toileting for all policy, which specifically instructs council officers how to plan events and activities to ensure citizens in the borough are not excluded on the grounds of inappropriate toileting facilities.</p>	No	<p>We don't find BS8300 to be a useful way of determining progressing the installation of Changing Places toilets as it is focused around numbers and size as apposed to need. Certain provision has not been considered, for example, play parks are not explicitly highlighted. The impact of not having a toilet within a town or having to travel long distances between facilities is significantly detrimental to families and negatively impacts quality of life and participation. An audit of the borough should be undertaken to highlight where CP toilets would be proposed under BS8300. These locations should then be considered to identify any overlaps or gaps - together with citizens who need CP toilets. A CP toilet installation programme should be ultimately co-produced by, and agreed with, citizens in the borough who require them - and this should not be limited in any way by BS8300.</p>	No	See previous answer.	Yes	Any new council and community buildings should have an accredited Changing Places toilet installed.	No	<p>?????? opposes the following text and approach.</p> <p>There may be some buildings which are relatively small in size, but which have substantial visitor numbers and therefore might justify provision of a Changing Places toilet. In these cases, visitor numbers might be a better metric for consideration as a trigger.</p> <p>Changing Places toilets are essential for the community in the same way that other toilets are. We oppose any need to justify around numbers.</p> <p>'Where the space required for a full Changing Places toilet is not available or the cost is prohibitive due to potentially extensive building works to create the additional space, a smaller-sized one could be provided where achievable.'</p> <p>We oppose the argument of cost. On the topic of toileting and affording all citizens the right to this most basic of human dignity, it is totally unacceptable to mention cost and affording some citizens this right whilst refusing others.</p>	<p>A policy which addresses the need for toileting at all council events and services is required. This is not just about buildings, this is about appropriate inclusive best practice in executing council events and services.</p> <p>?????? is very happy to assist with working up an inclusive event plan that would be workable for council, whilst at the same time not excluding citizens in the borough.</p>
-	Charity	Yes	I believe it is within our right to have access to these facilities when out and about	Yes	-	Yes	-	Yes	-	Yes	-	-

An organisation	Charity	Yes	<p>Across the UK, approximately 1/4 of a million people cannot use standard accessible toilets. Due to the size and equipment restrictions of standard accessible toilets, this impacts people with a range of conditions, including powered wheelchair users and those who need the support of a carer/personal assistant. Disabled people have a right to equality, and actively want to live their lives with the ability to socialise, work, and support their local communities. The lack of accessible public toilet provision is one of many 'disabling' barriers that prevent equality of opportunity for many. There is an urgent need for increased provision of Changing Places toilets (CPTs) across Northern Ireland, and ??? welcomes Lisburn and Castlereagh City Council's proposal to introduce Changing Places toilets to new constructions, conversions and extensions under its ownership, and to endeavour to adopt an influencing role and encourage facility owners or developers of buildings it does not own. According to Changing Places UK, there are currently 53 registered CPTs in Northern Ireland, only 2 of which are in Lisburn and Castlereagh. These registered Changing Places facilities are both located in Lisburn, one in Lisburn Civic Centre, and the other in Lisburn's High Rise Indoor Activity Centre. There are currently no certified changing places in pubs or restaurants in Lisburn and Castlereagh, which prevents disabled people from engaging in their local community. Without Changing Places facilities, disabled people cannot travel long distances for fear they may not be able to access the facilities they need, which for many means they are forced to stay close to home. Our service users have explained that a lack of Changing Places toilets available has a negative impact on their wellbeing, their ability to partake in their community, and their opportunity to contribute to their local economy.</p>	Yes	<p>???? supports the building types listed in sections 3 and 6, and we also recommend that there should be a certified CPT in every mile radius of a city or town centre (or loosely every 10 buildings). Buildings that are communal, or considered public spaces such as restaurants, bars, cinemas, theatres or bowling venues should have to demonstrate that there is a CPT within a reasonable walking distance from their venue if there are no plans to include one in the building or venue. Leonard Cheshire supports the proposal that all schools (in their capacity as public buildings and spaces) should be required to have Changing Places toilets on the premises. This would mean that no disabled person will have to make decisions on where they go to learn or teach based on lack of access. This will also enable children with disabled parents to attend public events and parents' evenings without fear that the school does not cater to their access requirements. As cited in the guidance, this is especially important for schools who hold public or community events on site but should not be limited to these. It is also imperative that these facilities are kept in good working order, and include mobile hoists, shower beds, and bathroom rails. Regular checks should be carried out on these facilities to ensure that they are safe and meet the requirements set out in the proposal. Whilst ??? agrees with the building types listed in Sections 3 and 6, these indicators only apply to busy town centres and cities. It is imperative that rural area and isolated communities also have access to CPTs, and the current guidance does not reflect this. We welcome, in particular,</p>	Yes	<p>?????? welcomes the mention in the proposed guidance of Changing Places toilets needing to be adequately sized to allow a minimum of one carer to assist the individual. Many disabled toilets do not adhere to this, and therefore they are often inadequate. ??? supports the inclusion of a mobile track hoist and a fixed hoist, as well as height adjustable facilities. The equipment listed in the guidance is sufficient and considers all access requirements that may be needed to use the space effectively. It is important that attention is paid to the shape of the room as this is a fundamental requirement for individuals in powered wheelchairs and should be prioritised in planning stages. If there is adequate space, we would also recommend including a curtain and separate area where a carer can be if an individual does not require direct assistance but cannot be left unsupervised.</p>	Yes	<p>?????? agrees that adapting the building regulations guidance to ensure building owners, planners and the construction industry consider changing places toilets is crucial. We recommend that all newly built and public buildings should have Changing Places toilets. We stress the importance of having CPTs that are adequately sized to be fit for purpose. We know from anecdotal evidence that standard disabled toilets are often too small or narrow, even though they meet the minimum requirements.</p>	Yes	<p>In many cases, building owners, planners and the construction industry will only consider disabled access toilets rather than CPTs as a necessity to include. However, these toilets do not fit the needs of many disabled people who may require more space, a hoist, or have a powered wheelchair that cannot fit in conventional disabled toilet requirements. As highlighted in our response to question 4, smaller CPTs can be inaccessible for some wheelchair users, particularly if they have a carer/personal assistant who is also a wheelchair user. Where it is not possible for a standard sized Changing Places toilet to be constructed, disabled people who use CPTs should be actively involved in the consultation process, and should have the opportunity to test the adequacy of the proposed space. Where it is not possible for a 12m2 Changing Places toilet to be provided, the smaller CPT should include the necessary equipment for the users of the space, and should determine the precise layout/equipment necessary through consultation with CPT users.</p>	<p>???? also recommends that all local authorities across Northern Ireland should report annually on the provision of Changing Places toilets in their area. This would also include a population needs assessment and accessibility audit of the local area to determine the need and provision required in each local authority. Introducing an annual report would ensure greater accountability for local authorities and demonstrate their commitment to equality. In addition, this would also improve guidance and information available to disabled people when searching for areas to visit that meet their access requirements, and boost tourism economies in Northern Ireland as a result.</p>
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					that these proposals will apply to any public building seeking an extension of 25% or above of the total building square footage. However, the proposed indicators or 'triggers' for a CPT do not take into account rural areas and how this will change the context of need for Changing Places toilets. For example, isolated communities may not have any public buildings with a capacity, seated or otherwise, of over 500 people. Under the current proposed guidance, these public building will not qualify for a CPT. For those living in these communities, this could act as a barrier to them accessing local groups and activities which are vital to their wellbeing.							
An individual	-	Yes	My six year old has a severe disability and if he needs toileting when we are out for the day generally we have to go home. It's very sad and as a family generally cuts out day short which is sad on the other children	Yes	These are all the main areas we would attend	Yes	They look like they are well equipped for our needs	Yes	-	Yes	Anything that makes trips out easier is worthwhile	-
An individual	-	Yes	Buildings should have an accessible bathroom fit for everyone in our society to use	Yes	-	Yes	-	Yes	All new build buildings should be fully inclusive	Yes	-	-

<p>An individual</p>	<p>-</p>	<p>Yes</p>	<p>I support the introduction of Changing Places Policy &amp; Guidance but not on the terms stated in the Draft document. The triggers in terms of building sizes and people capacity are totally excessive and will actually be counterproductive and a barrier to the provision of changing places toilets.</p> <p>The Council appears to be trying to predict what the new minimum statutory requirements will be in the proposed amendment to the NI Building Regulations guidance and this policy is aimed at ensuring the Council will not go above and beyond its new minimum statutory obligations.</p> <p>As a public body Lisburn and Castlereagh Council should be leading the way and exemplifying best practice for the equality and inclusion of severely disabled people and carers in its publicly funded community buildings and facilities. The Council should be committing to provide safe, dignified, hygienic and fully inclusive changing places toilets in ALL new-build public buildings and facilities where public toilets will be provided for everyone else. The Council should also be committing to a programme of retrofitting changing places toilets into existing public buildings, public toilets and community facilities where none exist already.</p> <p>Changing Places toilets meet the basic toileting needs of disabled people and the Council should be meeting a fully inclusive design standard in the publicly funded built environment. I doubt if there are many, or maybe any, buildings within Lisburn &amp; Castlereagh Council area that would meet the trigger criteria set out in this draft Policy, hence this Policy would act as a barrier to the greater provision of changing places toilets.</p>	<p>No</p>	<p>In terms of the Council's commitments to providing changing places toilets the building types should be all publicly funded civic, public and community buildings that provide toilet facilities for other members of the public.</p> <p>The building types should also include public toilets and public parks and outdoor spaces where toilet facilities are provided.</p>	<p>No</p>	<p>The size and capacity criteria are excessive and will be counterproductive and a barrier to the provision of changing places toilets. There are very few, if any, new Council building which will meet this grossly onerous and excessive trigger criteria.</p> <p>The Council should be committing to provide changing places toilets in all publicly funded civic, public and community facilities. The Council as a public body should be leading best practice for a fully inclusive built environment that provides opportunities and benefits for everyone in society and which doesn't perpetuate the social exclusion, disadvantage, marginalisation and discrimination of severely physically disabled children and adults.</p> <p>1000 persons or over 5000m2 is excessive in terms of trigger criteria and not bespoke for the population size and size of buildings constructed in Northern Ireland.</p>	<p>Yes</p>	<p>3m x 4m is the size of changing places toilet that is accepted for registration by the Changing Places Consortium and the minimum size deemed appropriate to accommodate the needs of all changing places users with their personal assistants and carers. Changing Places toilets should be capable of registration with the Changing Places Consortium and being listed on the Changing Places Map.</p>	<p>No</p>	<p>The size should not be reduced unless and until this smaller space requirement is acceptable for full registration with the Changing Places consortium.</p> <p>The 3m x 4m is the size which meets a minimum size requirement for the needs of all changing places toilet users and therefore provides equality of access.</p>	<p>This Changing Places Toilet Policy and Guidance is extremely disappointing and is not in keeping with the original Council Motion which proposed to provide changing places toilets in all new Council facilities and to retrofit changing places toilets into Council buildings.</p> <p>The Policy is far from progressive and in fact may be counterproductive to the aim of increasing the provision of changing places toilets in the Council area. This policy tries to pre-judge the proposed change to the NI Building regulations and aims to do no more than what is predicted by Council to be the new minimum statutory requirements which would in fact make this Policy and Guidance document redundant in a short period of time in any event. I expect this Policy and Guidance document, if adopted in its current form, with the proposed building types and size criteria, will have no impact on increasing provision of changing places toilets in the Council area.</p>
<p>An organisation</p>	<p>-</p>	<p>Yes</p>	<p>Addition of changing places in the council area not only shows a commitment to treat all residents fairly. It also brings council into a better standing when considering articles 19 &amp; 30 of the United Nations Convention on the Rights of People with Disabilities. Council should also consider the hiring of mobile changing places from AccessoLoo for all pop-up events</p>	<p>No</p>	<p>There is no consideration for temporary CP facilities at pop-up events. Neither is there a consideration of modular facilities to be placed in public parks where other toilets exist, but no current CP facility.</p>	<p>No</p>	<p>As before, there is no consideration of other available facilities provided by the 3rd sector for modular and mobile products. Such as AccessoLoo.</p>	<p>Yes</p>	<p>It is the minimum requirement.</p>	<p>Yes</p>	<p>It is shown to be possible by others.</p>	<p>Again, I reiterate the temporary or pop up hire services.</p>

			where CP facilities are not available.									
An individual	-	Yes	If toilets are provided for independent wheelchair users and able-bodied people then to not provide for users who require the facilities provided by a Changing Places sends the wrong message about how much they matter, and also discriminates against them.	No	Section 6 should fully accept the list of places as in section 3.	No	I would made the floor surface area much lower as a threshold.	Yes	-	Yes	-	-
An individual	-	Yes	<p>I support the introduction of Changing Places Policy &amp; Guidance but not based on the terms stated in the Draft document. The triggers in terms of building sizes and people capacity are totally excessive and will actually be counterproductive and a barrier to the provision of changing places toilets.</p> <p>It would appear that the Council is trying to predict what the new statutory requirements will be in the proposed amendment to the NI Building Regulations guidance and this policy is aimed at ensuring the Council will not go above and beyond its new minimum statutory obligations. However as a public body Lisburn and Castlereagh Council should be leading the way and exemplifying best practice for the equality and inclusion of severely disabled people and carers in its publicly funded community buildings and facilities. The Council should be committing to provide safe, dignified, hygienic and fully inclusive changing places toilets in ALL new-build public buildings and facilities where public toilets will be provided for everyone else regardless of building size and people capacity. The Council should also be committing to a programme of retrofitting changing places toilets into existing public buildings, public toilets and community facilities where none exist already.</p> <p>Changing Places toilets meet the basic toileting needs of disabled people and the Council should be meeting a fully inclusive design standard in all of their publicly funded built environment. I doubt if there are many, or maybe any, buildings within Lisburn &amp;</p>	No	<p>In terms of the Council's commitments to providing changing places toilets the building types listed in section 3 and 6 are not sufficient. Council should be committing to provide Changing Places toilets in all publicly funded civic, public and community buildings that provide toilet facilities for other members of the public.</p> <p>The building types should also include public toilets and public parks and outdoor spaces where toilet facilities are provided for other members of the public to ensure equal provision for members of the public that need Changing Places toilets.</p>	No	<p>The triggers in terms of building sizes and people capacity are totally excessive and will actually be counterproductive and a barrier to the provision of changing places toilets. There are very few, if any, new or existing Council or public buildings which will meet the onerous and excessive trigger criteria hence this Policy would prove ineffective and actually act as a barrier to the greater provision of changing places toilets within the Council area.</p> <p>The Council should be committing to provide changing places toilets in all publicly funded civic, public and community facilities. The Council as a public body should be leading best practice for a fully inclusive built environment that provides opportunities and benefits for everyone in society and which doesn't perpetuate the social exclusion, disadvantage, marginalisation and discrimination of severely physically disabled children and adults.</p> <p>1000 persons or over 5000m2 is excessive in terms of trigger criteria and not bespoke for the population size and size of buildings constructed in Lisburn and Castlereagh Council or wider Northern Ireland.</p>	Yes	<p>This is the size of changing places toilet that is accepted for registration by the Changing Places Consortium and the minimum size deemed appropriate to accommodate the needs of all changing places users with their personal assistants and carers. Changing Places toilets should be capable of registration with the Changing Places Consortium and being listed on the Changing Places Map.</p>	Yes	<p>While all Changing Places Toilets should always include all the equipment listed in section 6 the size of the toilet should not be reduced unless and until this smaller space requirement is acceptable for full registration with the Changing Places consortium.</p> <p>The 3m x 4m is the size which meets a minimum size requirement for the needs of all changing places toilet users and therefore provides equality of access and should always be provided.</p>	<p>This Changing Places Toilet Policy and Guidance is extremely disappointing and is not in keeping with the original Council Motion which proposed to provide changing places toilets in all new Council facilities and to retrofit changing places toilets into Council buildings.</p> <p>The Policy is far from progressive and will be counterproductive to the aim of increasing the provision of changing places toilets in the Council area. This policy tries to pre-judge the proposed change to the NI Building regulations and aims to do no more than what is expected to be the new minimum statutory requirements which would in fact make this Policy and Guidance document redundant in a short period of time in any event. I expect this Policy and Guidance document, if adopted in its current form, with the proposed building types and size criteria, will have no impact on increasing provision of changing places toilets in the Council area and in fact will prove ineffective and actually act as a barrier to the greater provision of changing places toilets within the Council area.</p>

			<p>Castlereagh Council area that would meet the trigger criteria set out in this draft Policy, hence this Policy would prove ineffective and actually act as a barrier to the greater provision of changing places toilets within the Council area.</p>													
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<b>APPENDIX 2</b>				
	<b>Comments by Respondents to the CPT Consultation</b>	<b>Council Responses to Respondent Comments</b>		
1	Consideration needs to be given to opening times etc, for example the Island Arts Centre having one is great but quite a distance from the town centre if someone needs the facilities quickly or it is outside of opening times. The ideal places in Lisburn would be: Train Station, Castle Gardens, Lisburn Square and Bow Street Mall. One of th should be available 24 hours via Radar key of necessary.	Train stations are not within the control of the Council, however Translink are ????? And council officers will liaise with them with regard to this. The Council has been in discussion with Bow Street Mall with a view to encouraging provision of a CPT. Where CPTs can be designed for 24/7 use this will be given consideration.		
2	I do hope once this has been happening for over 2 years that the list expands to include some small premises too.	The Council's CPT policy and guidance is considered a working document and will be reviewed and updated on where need dictates. The guidance has been expanded to consider smaller facilities where CPTs are warranted.		
3	It seems a sensible approach to have them in buildings where there are high volumes of people and in buildings that are easily accessible to all, i.e. if going to town to shop them to have a changing place facility in the mall or a building which is open long hours and open to the public makes sense.	The Council will endeavour to encourage other organisations to provide CPT facilities. Technical Booklet Guidance to Part R (Access and use of Buildings) of the Building Regulations NI 2012 as amended are currently being reviewed to include the provision of CPTs would set standard criteria for CPT facility provision specifying the types of buildings where facilities would be required, as well as size, capacity or other factors which would trigger CPT provision.		
4	It's large and well equipped but is there any way of supplying something for people with a bag, to empty their pouches into? This would prevent mess around the normal height toilet.	This can be considered at design stage.		
5	We need changing place toilets everywhere, there should be one in the mall, the cinema, swimming pool etc you should never be further than a 5 minute walk from a toilet facility you can use when you are in town or the cinema etc it is up to the council to provide inclusion	We believe that the policy and guidance addresses this.		
6	A key should be required for only people who require to be hoisted so the facility is not abused.	CPTs in unmanaged facilities can be fitted with a RADAR lock.		
7	While I agree that conversion and extension of the building is an appropriate trigger, as is visitor numbers. I also think the building management should be given incentives to volunteer for introducing a CPT when this trigger is not reached.	Section 5 & 6 of the Policy/Guidance considers a number of additional criteria that can be considered in addition to the triggers.		
8	Probably not every venue would be able to provide a CPT but build up gradually . Start with an easily accessible hub to provide a CPT this would make life so much easier for families with a disabled person.	The policy/guidance was designed to implement a phased approach to CPT provision.		
9	I would also say that the provision of ladies toilets in Lisburn particularly could also be increased.	To be addressed under a wider review of toilet provision.		
11	BS8300 is not a useful way of determining progressing the installation of Changing Places toilets as it is focused around numbers and size as apposed to need.	This is the basis of guidance from the Changing Places Consortium however comments are noted.		
12	Certain provision has not been considered, for example, play parks are not explicitly highlighted.	The policy/guidance to include all Council facilities and parks.		



13	The impact of not having a toilet within a town or having to travel long distances between facilities is significantly detrimental to families and negatively impacts quality of life and participation.	It is the intention of the policy/guidance to address this.		
14	An audit of the borough should be undertaken to highlight where CP toilets would be proposed under BS8300. These locations should then be considered to identify any overlaps or gaps - together with citizens who need CP toilets.	This can be considered within a wider review of public toilets.		
15	A CP toilet installation programme should be ultimately co-produced by, and agreed with, citizens in the borough who require them - and this should not be limited in any way by BS8300.	BS8300 is core to most published guidance, has been widely consulted upon and provides universal standards.		
16	I also think that churches/church halls should be included	These sections of the community are not controlled by the Council however it is the intention to encourage all third party organisations to be fully inclusive through the Council's regulatory function.		
17	There should be a certified CPT in every mile radius of a city or town centre (or loosely every 10 buildings)	This is not entirely within the control of the Council, however we will endeavour to influence all Council partners and stakeholders, through the Councils regulatory function .		
18	Buildings that are communal, or considered public spaces such as restaurants, bars, cinemas, theatres or bowling venues should have to demonstrate that there is a CPT within a reasonable walking distance from their venue if there are no plans to include one in the building or venue.	This is not entirely within the control of the Council, however we will endeavour to influence all Council partners and stakeholders, through the Councils regulatory function .		
19	All schools (in their capacity as public buildings and spaces) should be required to have Changing Places toilets on the premises.	This is not within the control of the Council, however we will endeavour to influence all Council partners and stakeholders, through the Councils regulatory function .		
20	Regular checks should be carried out on these facilities to ensure that they are safe and meet the requirements set out in the proposal	All Council provided facilities have a regular cleaning regime in place.		
21	It is imperative that rural area and isolated communities also have access to CPTs, and the current guidance does not reflect this.	Consideration has been broadened to incorporate Council facilities and parks, following comments raised within this consultation, the policy has been amended to reflect this. This includes Council assets within rural areas.		
22	The proposed indicators or 'triggers' for a CPT do not take into account rural areas and how this will change the context of need for Changing Places toilets. For example, isolated communities may not have any public buildings with a capacity, seated or otherwise, of over 500 people. Under the current proposed guidance, these public building will not qualify for a CPT. For those living in these communities, this could act as a barrier to them accessing local groups and activities which are vital to their wellbeing.	Consideration has been broadened to incorporate Council facilities and parks, following comments raised within this consultation, the policy has been amended to reflect this. This includes Council assets within rural areas.		
23	The building types should be all publicly funded civic, public and community buildings that provide toilet facilities for other members of the public.	The Council do not own or control all public buildings, however we will endeavour to influence all Council partners and stakeholders, through the Councils regulatory function .		
24	There is no consideration for temporary CP facilities at pop-up events. Neither is there a consideration of modular facilities to be placed in public	Policy has been updated to include consideration for mobile CPT units at relevant events.		

	parks where other toilets exist, but no current CP facility.			
25	Section 6 should fully accept the list of places as in section 3.	noted		
26	In terms of the Council's commitments to providing changing places toilets the building types listed in section 3 and 6 are not sufficient. Council should be committing to provide Changing Places toilets in all publicly funded civic, public and community buildings that provide toilet facilities for other members of the public.	Whilst the Council will, where reasonably practicable, endeavour to facilitate CPT provision at relevant facilities, The Council do not own or control all public buildings, however we will endeavour to influence all Council partners and stakeholders, through the Councils regulatory function.		
27	Could a 'new building' being put onto a town centre be available for all to use ? Could it be used as the CPT for an area with a contribution given from other premises that under any other circumstances would have to put their own in be a way of not having an over proliferation of under-utilised facilities	Location of CPTs in Council owned facilities will be considered as part of a wider strategic public toilet provision review. Other developments will be encouraged as part of the Council Regulatory function.		
28	Need enough room for a wheelchair and two carers.	Both options within the policy facilitate this.		
29	It is important that attention is paid to the shape of the room as this is a fundamental requirement for individuals in powered wheelchairs and should be prioritised in planning stages. If there is adequate space, we would also recommend including a curtain and separate area where a carer can be if an individual does not require direct assistance but cannot be left unsupervised.	Standard design and lay out incorporates this as identified in BS8300.		
30	The Council as a public body should be leading best practice for a fully inclusive built environment that provides opportunities and benefits for everyone in society and which doesn't perpetuate the social exclusion, disadvantage, marginalisation and discrimination of severely physically disabled children and adults.	The policy endeavours to address this.		
31	1000 persons or over 5000m2 is excessive in terms of trigger criteria and not bespoke for the population size and size of buildings constructed in Northern Ireland. The size and capacity criteria are excessive and will be counterproductive and a barrier to the provision of changing places toilets. There are very few, if any, new Council building which will meet this grossly onerous and excessive trigger criteria.	There is a range of criteria which will be updated upon finalisation of the NI buildings review and consultation.		
32	There is no consideration of other available facilities provided by the 3rd sector for modular and mobile products. Such as AccessoLoo.	The Policy has been updated to include consideration for mobile CPT units at relevant events.		
33	if possible in older buildings too so that they will be accessible too.	All Council facilities will be assessed using the criteria within the policy.		
34	It is much easier to make this mandatory in a new building like other provisions for disabled access, staircases, lifts need to be provided under current building regs so this is a natural evolution of the rules and completing the facilities required for all occupants.	Building Regulations NI review will address this.		
35	I think it should still be based on size of the new build, this might assume all new builds will be large enough to house this appropriately.	Considered to be contained within policy criteria		
36	All new council and community buildings should have an accredited Changing Places toilet installed.	This is not always practical or possible		

37	3m x 4m is the size of changing places toilet that is accepted for registration by the Changing Places Consortium and the minimum size deemed appropriate to accommodate the needs of all changing places users with their personal assistants and carers. Changing Places toilets should be capable of registration with the Changing Places Consortium and being listed on the Changing Places Map.	Both designs suggested within the policy are acceptable with CPT consortium guidance. Smaller CPT facilities will only be considered where available space does not accommodate larger CPTs.		
38	Smaller is harder to navigate but having all the equipment is better than a dirty toilet floor.	Noted. Size of CPT will ensure adequate space provision		
39	a peninsular toilet for people who need assistance from another from the side; an overhead hoist etc. However a small standard basin, and no shower facilities might be appropriate.	Noted		
40	visitor numbers might be a better metric for consideration as a trigger.	Visitor numbers and capacity are included within the policy guidance.		
41	Where it is not possible for a standard sized Changing Places toilet to be constructed, disabled people who use CPTs should be actively involved in the consultation process, and should have the opportunity to test the adequacy of the proposed space	Noted		
42	The size should not be reduced unless and until this smaller space requirement is acceptable for full registration with the Changing Places consortium. The 3m x 4m is the size which meets a minimum size requirement for the needs of all changing places toilet users and therefore provides equality of access.	Both designs suggested within the policy are acceptable with CPT consortium guidance. Smaller CPT facilities will only be considered where available space does not accommodate larger CPTs.		
43	Not enough changing places toilets anywhere. Disabled people are not equal when it comes to toilets!	Noted		
44	It would also be great if there was guidance for larger hotels/chains etc. to be included, when being built.	Building Regulations NI review will address this together with Council Regulatory function.		
45	There should also be a deterrent for the non disabled as in parents taking a family in to it eg swimming pool and using it for the duration of their stay.	Family changing rooms are provided within facilities where there is a need to change clothing to participate in activities		
46	I would also point out that more accessible toilets for ladies indeed everyone would be helpful	Noted, This can be considered as part of a wider review of public toilet facilities.		
47	A policy which addresses the need for toileting at all council events and services is required. This is not just about buildings, this is about appropriate inclusive best practice in executing council events and services.	Noted, This can be considered as part of a wider review of public toilet facilities.		
48	All local authorities across Northern Ireland should report annually on the provision of Changing Places toilets in their area. This would also include a population needs assessment and accessibility audit of the local area to determine the need and provision required in each local authority. Introducing an annual report would ensure greater accountability for local authorities and demonstrate their commitment to equality. In addition, this would also improve guidance and information available to disabled people when searching for areas to visit that meet their access requirements, and boost tourism economies in Northern Ireland as a result.	A recommendation will be forwarded to the appropriate Council department to ensure this is given consideration within policy review periods.		

49	This Changing Places Toilet Policy and Guidance is extremely disappointing and is not in keeping with the original Council Motion which proposed to provide changing places toilets in all new Council facilities and to retrofit changing places toilets into Council buildings.	It is considered the policy does reflect the Notice of Motion. The Notice of Motion Stated: “That this Council will proactively enable Changing Places toilets within our council area, by committing to include Changing Places toilets, in addition to disabled access toilets, in all new council facilities used by the public, where reasonable and in line with the established guidance. And to retro fit Changing Places toilets to appropriate council Buildings, where practicable, during planned upgrade programmes. In addition, the Council will proactively encourage those upgrading buildings, to include a Changing Places toilet as a retrofit, within building project proposals, by signposting them to the latest guidance and information”		
50	The Policy is far from progressive and in fact may be counterproductive to the aim of increasing the provision of changing places toilets in the Council area.	Noted, however, this is in line with BS8300 and the Changing Place Consortium guidance.		
51	This policy tries to pre-judge the proposed change to the NI Building regulations and aims to do no more than what is predicted by Council to be the new minimum statutory requirements which would in fact make this Policy and Guidance document redundant in a short period of time in any event.	In the absence of current NI Regulation, other jurisdictions guidance has used to influence the policy, including CPC guidance. The policy has been amended to reflect the acknowledgment that NI Building Regulations have not yet been adopted and will be reviewed when NI Building Regs are amended.		
52	I expect this Policy and Guidance document, if adopted in its current form, with the proposed building types and size criteria, will have no impact on increasing provision of changing places toilets in the Council area.	Noted, we believe this policy will have a positive impact on the provision of CPTs within the Council area.		

## Comments by Respondents to the CPT Consultation

1 Consideration needs to be given to opening times etc, for example the Island Arts Centre having one is great but quite a distance from the town centre if someone needs the facilities quickly or it is outside of opening times. The ideal places in Lisburn would be: Train Station, Castle Gardens, Lisburn Square and Bow Street Mall. One of th should be available 24 hours via Radar key of necessary.

2 I do hope once this has been happening for over 2 years that the list expands to include some small premises too.

3 It seems a sensible approach to have them in buildings where there are high volumes of people and in buildings that are easily accessible to all, i.e. if going to town to shop them to have a changing place facility in the mall or a building which is open long hours and open to the public makes sense.

4 It's large and well equipped but is there any way of supplying something for people with a bag, to empty their pouches into? This would prevent mess around the normal height toilet.

5 We need changing place toilets everywhere, there should be one in the mall, the cinema, swimming pool etc you should never be further than a 5 minute walk from a toilet facility you can use when you are in town or the cinema etc it is up to the council to provide inclusion

6 A key should be required for only people who require to be hoisted so the facility is not abused.

7 While I agree that conversion and extension of the building is an appropriate trigger, as is visitor numbers. I also think the building management should be given incentives to volunteer for introducing a CPT when this trigger is not reached.

8 Probably not every venue would be able to provide a CPT but build up gradually . Start with an easily accessible hub to provide a CPT this would make life so much easier for families with a disabled person.

9 I would also say that the provision of ladies toilets in Lisburn particularly could also be increased.

11 BS8300 is not a useful way of determining progressing the installation of Changing Places toilets as it is focused around numbers and size as apposed to need.

12 Certain provision has not been considered, for example, play parks are not explicitly highlighted.

13 The impact of not having a toilet within a town or having to travel long distances between facilities is significantly detrimental to families and negatively impacts quality of life and participation.

14 An audit of the borough should be undertaken to highlight where CP toilets would be proposed under BS8300. These locations should then be considered to identify any overlaps or gaps - together with citizens who need CP toilets.

15 A CP toilet installation programme should be ultimately co-produced by, and agreed with, citizens in the borough who require them - and this should not be limited in any way by BS8300.

16 I also think that churches/church halls should be included

17 There should be a certified CPT in every mile radius of a city or town centre (or loosely every 10 buildings)

18 Buildings that are communal, or considered public spaces such as restaurants, bars, cinemas, theatres or bowling venues should have to demonstrate that there is a CPT within a reasonable walking distance from their venue if there are no plans to include one in the building or venue.

19 All schools (in their capacity as public buildings and spaces) should be required to have Changing Places toilets on the premises.

## Council Responses to Respondent Comments

Train stations are not within the control of the Council, however Translink are ???? And council officers will liaise with them with regard to this.The Council has been in discussion with Bow Street Mall with a view to encouraging provision of a CPT. Where CPTs can be designed for 24/7 use this will be given consideration.

The Council's CPT policy and guidance is considered a working document and will be reviewed and updated on where need dictates. The guidance has been expanded to consider smaller facilities where CPTs are warranted.

The Council will endeavour to encourage other organisations to provide CPT facilities.

Technical Booklet Guidance to Part R (Access and use of Buildings) of the Building Regulations NI 2012 as amended are currently being reviewed to include the provision of CPTs would set standard criteria for CPT facility provision specifying the types of buildings where facilities would be required, as well as size, capacity or other factors which would trigger CPT provision.

This can be considered at design stage.

We believe that the policy and guidance addresses this.

CPTs in unmanaged facilities can be fitted with a RADAR lock.

Section 5 & 6 of the Policy/Guidance considers a number of additional criteria that can be considered in addition to the triggers.

The policy/guidance was designed to implement a phased approach to CPT provision.

To be addressed under a wider review of toilet provision.

This is the basis of guidance from the Changing Places Consortium however comments are noted.

The policy/guidance to include all Council facilities and parks.

It is the intention of the policy/guidance to address this.

This can be considered within a wider review of public toilets.

BS8300 is core to most published guidance, has been widely consulted upon and provides universal standards.

These sections of the community are not controlled by the Council however it is the intention to encourage all third party organisations to be fully inclusive through the Council's regulatory function.

This is not entirely within the control of the Council, however we will endeavour to influence all Council partners and stakeholders, through the Councils regulatory function .

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- 20 Regular checks should be carried out on these facilities to ensure that they are safe and meet the requirements set out in the proposal
- 21 It is imperative that rural area and isolated communities also have access to CPTs, and the current guidance does not reflect this.
- 22 The proposed indicators or 'triggers' for a CPT do not take into account rural areas and how this will change the context of need for Changing Places toilets. For example, isolated communities may not have any public buildings with a capacity, seated or otherwise, of over 500 people. Under the current proposed guidance, these public building will not qualify for a CPT. For those living in these communities, this could act as a barrier to them accessing local groups and activities which are vital to their wellbeing.
- 23 The building types should be all publicly funded civic, public and community buildings that provide toilet facilities for other members of the public.
- 24 There is no consideration for temporary CP facilities at pop-up events. Neither is there a consideration of modular facilities to be placed in public parks where other toilets exist, but no current CP facility.
- 25 Section 6 should fully accept the list of places as in section 3.
- 26 In terms of the Council's commitments to providing changing places toilets the building types listed in section 3 and 6 are not sufficient. Council should be committing to provide Changing Places toilets in all publicly funded civic, public and community buildings that provide toilet facilities for other members of the public.
- 27 Could a 'new building' being put onto a town centre be available for all to use ? Could it be used as the CPT for an area with a contribution given from other premises that under any other circumstances would have to put their own in be a way of not having an over proliferation of under-utilised facilities
- 28 Need enough room for a wheelchair and two carers.
- 29 It is important that attention is paid to the shape of the room as this is a fundamental requirement for individuals in powered wheelchairs and should be prioritised in planning stages. If there is adequate space, we would also recommend including a curtain and separate area where a carer can be if an individual does not require direct assistance but cannot be left unsupervised.
- 30 The Council as a public body should be leading best practice for a fully inclusive built environment that provides opportunities and benefits for everyone in society and which doesn't perpetuate the social exclusion, disadvantage, marginalisation and discrimination of severely physically disabled children and 1000 persons or over 5000m2 is excessive in terms of trigger criteria and not bespoke for the population size and size of buildings constructed in Northern Ireland. The size and capacity criteria are excessive and will be counterproductive and a barrier to the provision of changing places toilets. There are very few, if any, new Council building which will meet this grossly onerous and excessive trigger criteria.
- 31 There is no consideration of other available facilities provided by the 3rd sector for modular and mobile products. Such as AccessoLoo.
- 32 if possible in older buildings too so that they will be accessible too.
- 33 It is much easier to make this mandatory in a new building like other provisions for disabled access, staircases, lifts need to be provided under current building regs so this is a natural evolution of the rules and completing the facilities required for all occupants.
- 34 I think it should still be based on size of the new build, this might assume all new builds will be large enough to house this appropriately.
- 35 All new council and community buildings should have an accredited Changing Places toilet installed. 3m x 4m is the size of changing places toilet that is accepted for registration by the Changing Places Consortium and the minimum size deemed appropriate to accommodate the needs of all changing places users with their personal assistants and carers. Changing Places toilets should be capable of registration with the Changing Places Consortium and being listed on the Changing Places Map.
- 36 Smaller is harder to navigate but having all the equipment is better than a dirty toilet floor.
- All Council provided facilities have a regular cleaning regime in place.
- Consideration has been broadened to incorporate Council facilities and parks, following comments raised within this consultation, the policy has been amended to reflect this. This includes Council assets within rural areas.
- Consideration has been broadened to incorporate Council facilities and parks, following comments raised within this consultation, the policy has been amended to reflect this. This includes Council assets within rural areas.
- The Council do not own or control all public buildings, however we will endeavour to influence all Council partners and stakeholders, through the Councils regulatory function . Policy has been updated to include consideration for mobile CPT units at relevant events.
- noted
- Whilst the Council will, where reasonably practicable, endeavour to facilitate CPT provision at relevant facilities, The Council do not own or control all public buildings, however we will endeavour to influence all Council partners and stakeholders, through the Councils regulatory function.
- Location of CPTs in Council owned facilities will be considered as part of a wider strategic public toilet provision review. Other developments will be encouraged as part of the Council Regulatory function.
- Both options within the policy facilitate this.
- Standard design and lay out incorporates this as identified in BS8300.
- The policy endeavours to address this.
- There is a range of criteria which will be updated upon finalisation of the NI buildings review and consultation.
- The Policy has been updated to include consideration for mobile CPT units at relevant events.
- All Council facilities will be assessed using the criteria within the policy. Building Regulations NI review will address this.
- Considered to be contained within policy criteria
- This is not always practical or possible
- Both designs suggested within the policy are acceptable with CPT consortium guidance. Smaller CPT facilities will only be considered where available space does not accommodate larger CPTs.
- Noted. Size of CPT will ensure adequate space provision

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|----|---|---|
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| 40 | visitor numbers might be a better metric for consideration as a trigger.<br>Where it is not possible for a standard sized Changing Places toilet to be constructed, disabled people who use CPTs should be actively involved in the consultation process, and should have the opportunity to test the adequacy of the proposed space  | Visitor numbers and capacity are included within the policy guidance.<br>Noted  |
| 41 | The size should not be reduced unless and until this smaller space requirement is acceptable for full registration with the Changing Places consortium. The 3m x 4m is the size which meets a minimum size requirement for the needs of all changing places toilet users and therefore provides equality of access.   | Both designs suggested within the policy are acceptable with CPT consortium guidance. Smaller CPT facilities will only be considered where available space does not accommodate larger CPTs.  |
| 42 | Not enough changing places toilets anywhere. Disabled people are not equal when it comes to toilets!  | Noted   |
| 43 | It would also be great if there was guidance for larger hotels/chains etc. to be included, when being built.  | Building Regulations NI review will address this together with Council Regulatory function.   |
| 44 | There should also be a deterrent for the non disabled as in parents taking a family in to it eg swimming pool and using it for the duration of their stay.  | Family changing rooms are provided within facilities where there is a need to change clothing to participate in activities  |
| 45 | I would also point out that more accessible toilets for ladies indeed everyone would be helpful   | Noted, This can be considered as part of a wider review of public toilet facilities.  |
| 46 | A policy which addresses the need for toileting at all council events and services is required. This is not just about buildings, this is about appropriate inclusive best practice in executing council events and services.   | Noted, This can be considered as part of a wider review of public toilet facilities.  |
| 47 | All local authorities across Northern Ireland should report annually on the provision of Changing Places toilets in their area. This would also include a population needs assessment and accessibility audit of the local area to determine the need and provision required in each local authority. Introducing an annual report would ensure greater accountability for local authorities and demonstrate their commitment to equality. In addition, this would also improve guidance and information available to disabled people when searching for areas to visit that meet their access requirements, and boost tourism economies in Northern Ireland as a result. | A recommendation will be forwarded to the appropriate Council department to ensure this is given consideration within policy review periods.  |
| 48 | This Changing Places Toilet Policy and Guidance is extremely disappointing and is not in keeping with the original Council Motion which proposed to provide changing places toilets in all new Council facilities and to retrofit changing places toilets into Council buildings.   | It is considered the policy does reflect the Notice of Motion.<br>The Notice of Motion Stated:<br>"That this Council will proactively enable Changing Places toilets within our council area, by committing to include Changing Places toilets, in addition to disabled access toilets, in all new council facilities used by the public, where reasonable and in line with the established guidance.<br>And to retro fit Changing Places toilets to appropriate council Buildings, where practicable, during planned upgrade programmes.<br>In addition, the Council will proactively encourage those upgrading buildings, to include a Changing Places toilet as a retrofit, within building project proposals, by signposting them to the latest guidance and information" |
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| 50 | This policy tries to pre-judge the proposed change to the NI Building regulations and aims to do no more than what is predicted by Council to be the new minimum statutory requirements which would in fact make this Policy and Guidance document redundant in a short period of time in any event.  | In the absence of current NI Regulation, other jurisdictions guidance has used to influence the policy, including CPC guidance. The policy has been amended to reflect the acknowledgment that NI Building Regulations have not yet been adopted and will be reviewed when NI Building Regs are amended.  |
| 51 | I expect this Policy and Guidance document, if adopted in its current form, with the proposed building types and size criteria, will have no impact on increasing provision of changing places toilets in the Council area.   | Noted, we believe this policy will have a positive impact on the provision of CPTs within the Council area.   |
| 52 |   |   |



## CHANGING PLACES POLICY



Version Control		
Version	Change	Date
11	Updated	September 2022



## CONTENTS

1. Introduction
2. Background
3. Approach for Lisburn and Castlereagh City Council
4. Review

Changing Places toilets are necessary to meet the needs of many children and adults with disabilities, their families, carers/assistants and people with similar needs. The draft policy for consultation reflects the Council's commitment to equality for all service users.

### **Associated Documents**

Safeguarding Children and Vulnerable Adults Policy

## 1. INTRODUCTION

This policy sets out Lisburn and Castlereagh City Council's commitment to providing Changing Places Toilets (CPT) in Council facilities open to the public across the Council area.

It should be read and considered in conjunction with all other relevant Council Policies and Guidance e.g. Safeguarding Children and Vulnerable Adults Policy. Through the ethos of the Community Plan and the Statutory approval and Consultation roles the council will also seek to promote and influence the provision of Changing Places Toilets amongst developers, its partners, and local businesses in relevant buildings open to the public across the Lisburn and Castlereagh City Council area.

In the absence of Changing Places facilities, people with disabilities and/or carers face significant restrictive and potentially undignified visit ability when accessing Council services.

This policy seeks to ensure commitment, where practicable, to equality for all Council service users.

## 2. BACKGROUND

Standard accessible toilets meet the needs of some people with disabilities – but not all. According to research commissioned by other interested organisations it has been indicated that over 230,000 individuals in the UK need personal assistance to use the toilet or change, including for example people with profound and multiple learning disabilities, spinal injuries and individuals living with stroke.

Without appropriate facilities, carers are forced to change continence pads etc. on public toilet floors or wait until they go home.

A standard accessible WC is designed for independent use by an individual. Grab rails are located to the side and rear of the pan, aiding self-transfer between wheelchair and the WC. In some cases, a wheelchair user may be assisted, but there is usually insufficient room for two assistants. Standard accessible WCs are designed to facilitate access by a standard wheelchair, but are unlikely to accommodate a powered wheelchair, or those fitted with additional head or leg supports.

It is important therefore, where practicable, that individuals with profound, complex and multiple disabilities and impairments are able to safely, comfortably and hygienically spend time away from their home. Changing Places Toilets support this by providing sanitary facilities, with extra space and equipment that can be used by people who require the assistance of one or two carers/companions. As they are designed for assisted use they should supplement, not replace, standard unisex accessible toilets.

Following the publication of the results of a Consultation on Introduction of Provisions for Changing Places Toilets within building regulations, undertaken by the Scottish Government, responses indicated overwhelmingly that introduction of provision of CPTs through building regulations is seen as beneficial, both in increasing the number of facilities and in raising awareness of the need to consider such facilities in similar existing buildings.

### 3. APPROACH FOR LISBURN AND CASTLEREAGH CITY COUNCIL

The provision of a CPT standard facility shall be considered routinely for all proposals for new Council buildings, significant refurbishments and other Council owned or controlled facilities such as parks, outdoor spaces and events as follows:

#### **New Construction**

Lisburn and Castlereagh City Council will adopt the approach as provided in The Building Regulations (Northern Ireland) 2012 – Amendments Booklet – AMD 8, Amendments to Technical Booklet R – June 2022 when assessing the need for Changing Places Toilets within its own property ownership open to the public.

#### **Conversion or Extension**

Where a Changing Places Toilet is not already present within a building, one should be provided if it is reasonable and practicable to do so: where a building in the relevant categories is created by conversion or where such a building is extended such that its gross floor area increases by 25% or more and its floor area exceeds 5,000m<sup>2</sup>.

#### **Parks, outdoor spaces and events**

Where practicable and reasonable the Council will provide permanent or mobile portable CPTs at its larger owned or controlled facilities such as parks, other outdoor spaces and at its events. Where necessary an event should be equality screened to ensure that the need for such mobile facilities is properly assessed. Have a clear rationale for the decision.

Where the Council is not the asset owner it will endeavour to adopt an influencing role through its regulatory framework to encourage facility owners or developers to provide a Changing Places toilet within the guidance triggers suggested.

#### **Layout and facilities**

Provision of a CPT will be in addition to the provision of standard and accessible sanitary accommodation and will be located to provide easy access for users.

A CPT will provide adequate space to allow a user to be assisted by carers. It will be a minimum of 3 m wide by 4 m long, with a minimum ceiling height of 2.4 m and a door with a minimum clear opening width of 1 m.

Floor surfaces should have a non-slip finish. The room should include the following sanitary facilities and fixtures:

- a peninsular WC;
- a height adjustable wash hand basin;
- a ceiling-mounted tracking hoist;
- a height adjustable adult sized changing bench (minimum length 1.8 m);
- a retractable privacy screen;
- grab rails to assist in use of facilities;

- a call assistance system; and
- within a building that includes other changing facilities for users, such as swimming pools/leisure centres, the provision of a wall-mounted shower and floor drainage

Coat hooks, mirrors, toilet paper dispensers and other fixtures that may further assist in the use of accessible sanitary accommodation are outside the remit of the building standards.

There may be some buildings or facilities which are relatively small in size, but which have substantial visitor numbers and therefore might justify provision of a Changing Places toilet. In these cases, visitor numbers might be a better metric for consideration as a trigger. This is discretionary and will be considered on a case by case basis.

Where the space required for a full Changing Places toilet is not available or the cost is prohibitive due to potentially extensive building works to create the additional space, a smaller-sized one could be provided where achievable. It is proposed in these circumstances that an alternate of a minimum 3m by 3m (9m<sup>2</sup>) Changing Places toilet with a door with a minimum clear opening width of 1m and a minimum ceiling height of 2.4m be provided.

#### **Promotion of changing places toilets with Council area**

The Council will ensure that any Changing Places provided within its area are promoted through the Council Web Site and also registered with the Changing Places Consortium. This is so as to ensure that the public estate and the private facilities accessible to the public, are being considered in a holistic manner and that public expenditure meets its value for money obligation.

#### **4. REVIEW**

This policy will be reviewed regularly and updated to reflect changing needs and/or relevant legislation



## CHANGING PLACES GUIDANCE



Version Control		
Version	Change	Date
11	Minor updates	September 2022

## **CONTENTS**

- 1. Introduction**
- 2. Background**
- 3. Legislative background**
- 4. Matters to consider**
- 5. Recommended approach for Lisburn and Castlereagh City Council**

## 1. INTRODUCTION

Changing Places toilets are necessary to meet the needs of many children and adults with disabilities, their families, carers/assistants and people with similar needs.

This guidance document sets out a framework and provides matters to consider when informing a decision to provide a changing places toilet (CPT) in Council facilities open to the public across the Council area. It should be read and considered in conjunction with all other relevant Council Policies e.g. Safeguarding Children and Vulnerable Adults Policy.

### 1.1 Scope

This guidance is for:

- Lisburn and Castlereagh City Council Elected Members and employees, in particular:
  - Key decision makers
  - People who design Council buildings or co-ordinate major refurbishment works
  - Facilities management teams
  - Service departments
- Partners, developers and other interested parties working with the Council

## 2. BACKGROUND

Standard accessible toilets meet the needs of some people with disabilities – but not all. Research commissioned by other interested organisations it has been indicated that over 230,000 individuals in the UK need personal assistance to use the toilet or change, including for example people with profound and multiple learning disabilities, spinal injuries and individuals living with stroke.

Without appropriate facilities, carers are forced to change continence pads etc. on public toilet floors or wait until they go home.

A standard accessible WC is designed for independent use by an individual. Grab rails are located to the side and rear of the pan, aiding self-transfer between wheelchair and the WC. In some cases, a wheelchair user may be assisted, but there is usually insufficient room for two assistants. Standard accessible WCs are designed to facilitate access by a standard wheelchair, but are unlikely to accommodate a powered wheelchair, or those fitted with additional head or leg supports.

It is important therefore, where practicable, that individuals with profound, complex and multiple disabilities and impairments are able to safely, comfortably and hygienically spend time away from their home. Changing Places Toilets support this by providing sanitary facilities, with extra space and equipment that can be used by people who require the assistance of one or two carers/companions. As they are designed for assisted use they should supplement, not replace, standard unisex accessible toilets.

## 2.1 What are Changing Places Toilets?

Changing Places Toilets have a floor area of at least 3x4 metres with a ceiling height of 2.4 metres and provide a range of features including:

- Tracking hoist covering the whole room
- Adult changing bench which is adjustable and easy to clean
- Toilet with drop down support rails and 1m clearance each side (from centre of pan)
- (Optional) adjustable shower (hose to reach centre of bench)
- Adjustable height sink
- Privacy curtain/screen
- Alarm pull cords and reset button
- Comfortable temperature for undressing
- Welcoming and interesting decoration with visual contrast to highlight equipment, door frames and door handles

Typical Changing Places Toilet layout





The range of people who might use CPTs include:

- People with profound and multiple learning disabilities
- People with conditions that may affect their movement, including cerebral palsy, multiple sclerosis, motor neurone disease
- People with head injuries or severe spinal injuries
- People living with stroke
- Older people who require assistance
- People who are unable to transfer independently or have no sitting balance need additional facilities such as a ceiling track hoist to transfer between their wheelchair, the WC and an adult sized changing bench;
- People with multiple learning disabilities
- People who are doubly incontinent
- People who have total dependency on assistants.

Anyone who might require to use changing places needs access to facilities where they can be changed with dignity, and where assistants are able to use a hoist and other equipment to provide appropriate and safe care.

CP facilities also allow assistants to use the toilet, without leaving a person with disabilities unattended. This is not possible in standard toilet facilities which do not provide a privacy screen or enough space. A privacy screen must be included in all CPTs.

## **2.2 Where should changing places facilities be provided?**

BS 8300 recommends that CPT facilities should be provided in buildings and locations where large numbers of people may visit, such as major entertainment venues, as well as places people may visit for several hours at a time, such as schools or colleges and although not specifically mentioned in the BS other Council facilities and attractions will be considered during major refurbishment or upgrade programmes, for example larger parks and also at council events.

A CPT facility should be provided in:

- major transport terminals or interchanges such as airports, large railway and bus stations
- motorway service stations
- sport and leisure facilities, including entertainment arenas, stadiums, large hotels
- large theatres and multiplex cinemas
- cultural centres such as museums, concert halls and art galleries
- shopping centres, large retail developments and Shopmobility centres
- key public buildings within town centres such as town halls, civic centres
- principal public libraries
- educational establishments, including universities
- health facilities such as hospitals, health centres and doctors surgeries.
- larger parks, attractions or events with higher visitor numbers.

### 3. LEGISLATIVE BACKGROUND

#### 3.1 Disability Discrimination Act 1995 (Northern Ireland)

Under the Disability Discrimination Act (DDA), employers and service providers have the positive duty to make reasonable adjustments to policies and premises in order to provide people with disabilities access to goods, facilities, services or premises.

A service provider may need to change a practice, policy or procedure which makes it impossible or unreasonably difficult for people with disabilities to access their services. They may also have to make adjustments where a physical feature makes it impossible or unreasonably difficult for a disabled person to use a service.

The Equality Commission for Northern Ireland provides the following guidance on duties in relation to the provision of goods, facilities and services.

The DDA makes it unlawful for those providing goods, facilities or services to the public to discriminate against a disabled person for a reason related to their disability, in certain circumstances. It is unlawful for a provider of services to discriminate against a person with disabilities in:

- refusing to provide, or deliberately not providing, to a person with disabilities, any service which is provided to members of the public
- failing to make a reasonable adjustment which makes it impossible or unreasonably difficult for a person with disabilities to make use of any such service, and the failure cannot be justified
- the standard of service provided to a person with disabilities or the manner in which the service is provided
- the terms on which the service is provided.

Public bodies in Northern Ireland have additional duties to promote equality of Opportunity and Good Relations under Section 75 of the Northern Ireland Act 1998.

They must also meet duties under the Disability Discrimination Act to promote positive attitudes towards disabled people and to encourage the participation of disabled people in public life.

#### 3.2 Design guidance and codes of practice, British Standard (BS) 8300

British Standard 8300:2018: Design of buildings and their approaches to meet the needs of disabled people, provides guidance on good practice for the design of new buildings and their approaches to meet the needs of people with disabilities. As a code of practice, this British Standard takes the form of guidance and recommendations.

The guidance in this standard covers a wide range of impairments and the use of the built environment by people with disabilities who may be residents, visitors, spectators, customers, employees, or participants in sports events, performances and conferences, and recommends that Changing Places toilets should be provided in larger buildings and complexes, such as previously mentioned in 3 above. It also provides information and guidance on installing Changing Places toilets.

#### 3.3 Building Regulations Northern Ireland

Amendments were introduced to the Building Regulations by virtue of The Building Regulations (Northern Ireland) 2012 – Amendments Booklet – AMD 8 Amendments to

Technical Booklet R – June 2022. Changing Places toilet, facilities designed for individuals with complex and multiple impairments who may require the help of up to two assistants, should be provided in addition to any wheelchair accessible unisex toilet facilities, and have been incorporated within this guidance.

### **3.4 Health and safety.**

One of the grounds capable of justifying less favourable treatment, and relevant to public Changing Places toilets, is that of health and safety. The Act states: “in any case, [where the less favourable treatment] is necessary in order not to endanger the health or safety of any person (which may include that of the disabled person)” (s.20).

There are clearly very real health and safety issues around the use of hoists and changing benches in public toilets. However, if the Council were to put forward such an argument, it would have to show that its health and safety argument was based on proper and well-informed and robust risk assessment. Lisburn and Castlereagh City Council will look favourably on the provision of CPTs in its facilities.

## **4. MATTERS TO CONSIDER WHEN INFORMING A DECISION TO PROVIDE A CHANGING PLACES TOILET**

Over 1,600 Changing Places facilities have been installed across the UK and Ireland, forty-three sites in Northern Ireland; sixteen of these are identified as being located within the greater Belfast area; including four within the LCCC area (Island Civic Centre, HRP Royal Hillsborough, Mobile Unit at RUAS Site and Highrise Sports and Activity Centre, Lisburn). A socially inclusive and equality conscious Lisburn and Castlereagh needs to consider the provision of accessibility for all visitors and residents.

Without Changing Places toilets, the person with disabilities is put at risk, and families are forced to risk their own health and safety by changing their daughter or son, other family members and friends on a toilet floor. This is dangerous, unhygienic and undignified.

It is now accepted and expected that everyone has a right to live in the community, to move around within it and access all its facilities. Government policy promotes the idea of ‘community participation’ and ‘active citizenship’, but for some people with disabilities the lack of a fully accessible toilet is denying them this right.

Although the numbers are increasing, there are still not enough Changing Places toilets. Providing these toilets in public places would make a dramatic difference to the lives of thousands of people who desperately need these facilities. As previously mentioned research has found that there are significant numbers of people in the UK with severe disabilities, including those with profound and multiple learning disabilities do not have access to public toilet facilities that meet their needs. There are also a significant number of people with profound and multiple learning disabilities, the majority of whom need Changing Places toilets. Many other people also have similar needs.

This means that a large number of people in the UK will benefit from the increased numbers of Changing Places toilets. Their families and carers also need Changing Places toilets so they can go out in the community with their son or daughter, other

family members and friends. If such toilets are provided, not only do people with disabilities have a level of provision comparable to other people (so that they can go out), the pressure on carers and families is also greatly reduced.

It should be accepted however, that not all buildings would require a Changing Places toilet to be provided.

**As well as addressing the fundamental needs of certain individual members of our community and their families there are also additional benefits that the provision of CPTs can bring.**

#### **a. Funding opportunities**

In a time when Councils are facing ever increasing pressures on its finances, cost is always a factor that needs to be carefully considered. Funding sources or working with partner organisations to attract external funding should be explored as part of any decision process; but cost should not be the only consideration.

#### **b. Investment priority & community benefit**

The projected frequency of use should inform the context of investment and priority. Public need should always be considered in conjunction with the reasonable expectation of facilities, practicalities of provision and expenditure.

#### **c. Benefits that Changing Places could bring for the Council**

There are many benefits that a Changing Places toilet could bring to the Council and its wider area and some of these include:

- Increased Revenue.
- Extra USP.
- Increase our market size.
- Customer referrals.
- Lifetime Value, Customer Loyalty
- Customer Benefits.
- Industry Benefits.
- Compliance.

#### **d. Location of facilities**

When considering the need for a CPT be aware that not every building or premises will require one to be provided. Notwithstanding the legislative requirements; consider proximity of other CPT facilities; are they nearby within reasonable walking distance for example; or a public hub available centrally e.g. within a large shopping complex. Have a clear rationale for your decision.

#### **e. Management and maintenance of facilities**

How the facility will be managed and maintained after installation needs to be considered at the outset of any proposal to install a Changing Places toilet. It is likely that costs will be incurred in terms of cleaning and maintenance e.g. of hoist systems, and this may have financial implications if not considered early on. Generally, management and maintenance responsibilities will lie with the Site Operators facilities management team for that establishment, as it does for other equipment and cleaning regimes.

Removal of sanitary waste will need to be programmed in, as will refill of specialist equipment such as the wide tear off paper roll.

Training should be given to staff in the establishment on how and when to put the hoist in the charging position, how to identify any problems with the facility and who to contact in the event of a problem/fault reporting procedures.

Staff working in the building in which the Changing Places is located should not need to be trained on the actual use of equipment – if people wish to use the facility and the equipment within it but are unsure about how to use it, they should be advised not to use it at all.

## 5. APPROACH FOR LISBURN AND CASTLEREAGH CITY COUNCIL

Lisburn and Castlereagh City Council will adopt the approach as provided in The Building Regulations (Northern Ireland) 2012 – Amendments Booklet – AMD 8, Amendments to Technical Booklet R – June 2022: when assessing the need for Changing Places Toilets within its own asset ownership.

Where the Council is not the asset owner it will endeavour to adopt an influencing role through its regulatory framework to encourage facility owners or developers to provide a Changing Places toilet within the guidance triggers suggested. The policy will be reviewed regularly and updated to reflect changing needs and/or relevant legislation.

Provision of a CPT will be in addition to the provision of standard and accessible sanitary accommodation. A CPT will be located to provide easy access for users, taking into account factors such as security or payment barriers and the access route to and within the building or facility.

### New Construction

Subject to subsequent statutory provision that may be introduced over time:

at least one Changing Places toilet should be provided in the following types of building:

- (a) **assembly, entertainment and recreation buildings** (see Note) with a capacity of 350 people or more; or a collection of smaller buildings associated with a site used for **assembly, entertainment and recreation**, such as theme parks, zoos and **venues for sport and exhibitions**, with a capacity of 2000 people or more;
- (b) shopping centres/malls, or retail parks with a gross floor area of 30,000m<sup>2</sup> or more;
- (c) retail premises with a gross floor area of 2500 m<sup>2</sup> or more;
- (d) **leisure and sport buildings with a gross floor area of 5000 m<sup>2</sup> or more;**
- (e) hospitals and primary care centres;
- (f) **cemetery and crematorium buildings.**

Note: Assembly, entertainment and recreation buildings can be defined as buildings such as;

- (i) amusement arcades;
- (ii) **\*art galleries;**
- (iii) cinemas;
- (iv) **\*concert halls;**
- (v) **\*conference centres;**
- (vi) further education colleges; hotels that provide function, leisure and sport facilities; libraries open to the public;

- (vii) motorway service areas;
- (viii) \*museums;**
- (ix) places of worship;
- (x) \*theatres;**
- (xi) university buildings open to the public;

or any other buildings or sites as defined by these thresholds, which are open to the public and used for the purposes of assembly, entertainment or recreation. Capacities should be derived from the combined total of a building's publicly accessible facilities. Alternatively, the capacity number may be derived from the number of fixed seats provided, if the occupants of the building will normally be seated. Technical Booklet E provides a method of estimating the capacity of a building where this is not known

*(Note: \*Bolded building types are those which the Council may provide)*

### **Conversion or Extension**

Where a Changing Places Toilet is not already present within a building, one should be provided if it is reasonable and practicable to do so: where a building in any of the above categories is created by conversion or where such a building is extended such that its gross floor area increases by 25% or more and its floor area exceeds 5,000m<sup>2</sup>.

### **Outdoor spaces and events**

Where practicable and reasonable the Council will provide permanent or mobile portable CPTs at its larger owned or controlled facilities such as parks, other outdoor spaces and at its events.

### **Layout and facilities**

A CPT should provide adequate space to allow a user to be assisted by carers. It should be a minimum of 3 m wide by 4 m long, with a minimum ceiling height of 2.4 m and a door with a minimum clear opening width of 1 m. .

Floor surfaces should have a non-slip finish. The room should include the following sanitary facilities and fixtures:

- a peninsular WC;
- a height adjustable wash hand basin;
- a ceiling-mounted tracking hoist;
- a height adjustable adult sized changing bench (minimum length 1.8 m);
- a retractable privacy screen;
- grab rails to assist in use of facilities;
- a call assistance system; and
- within a building that includes other changing facilities for users, such as swimming pools/leisure centres, the provision of a wall-mounted shower and floor drainage

Coat hooks, mirrors, toilet paper dispensers and other fixtures that may further assist in the use of accessible sanitary accommodation are outside the remit of the building standards.

There may be some buildings or facilities which are relatively small in size, but which have substantial visitor numbers and therefore might justify provision of a Changing

Places toilet. In these cases, visitor numbers might be a better metric for consideration as a trigger. This is discretionary and will be considered on a case by case basis.

Where the space required for a full Changing Places toilet is not available or the cost is prohibitive due to potentially extensive building works to create the additional space, a smaller-sized one could be provided where achievable. It is proposed that an alternate of a minimum 3m by 3m (9m<sup>2</sup>) Changing Places toilet with a door with a minimum clear opening width of 1m and a minimum ceiling height of 2.4m.

A differentiated approach with a mix of triggers (including size, capacity and visitor numbers) depending on the type of building or facility is proposed: as using only a size trigger could exclude certain facilities which should include Changing Places toilets.

Further information to assist in the planning, layout and delivery of a CPT can be found at the website of the Changing Places Consortium ( [www.changingplaces.org](http://www.changingplaces.org) ) and within BS 8300-2: 2018 and attached appendices

### **Promotion of changing places toilets with Council area**

The Council should ensure that any Changing places provided within its area are promoted through the Council Web Site and also registered with the Changing Places Consortium.

When deciding where a Changing Places Toilet is to be provided a number of areas need to be considered.

1. Efforts to develop Changing Places will be focused on areas of high need, as identified in a Health Impact Assessment.
2. Address the Councils Section 75 statutory duty as appropriate.
3. Address the Councils Rural Needs statutory duty as appropriate.
4. The financial impact of including Changing Places facilities.
5. The reasonable and practicable impact of including Changing Places facilities.
6. Economic Impact.
7. Community Benefit.

## REFERENCES

Changing Places: the practical guide has been produced by The Changing Place Consortium further details can be found at:

<http://www.changing-places.org/LinkClick.aspx?fileticket=YEDKVYyX8TE%3d&tabid=38>

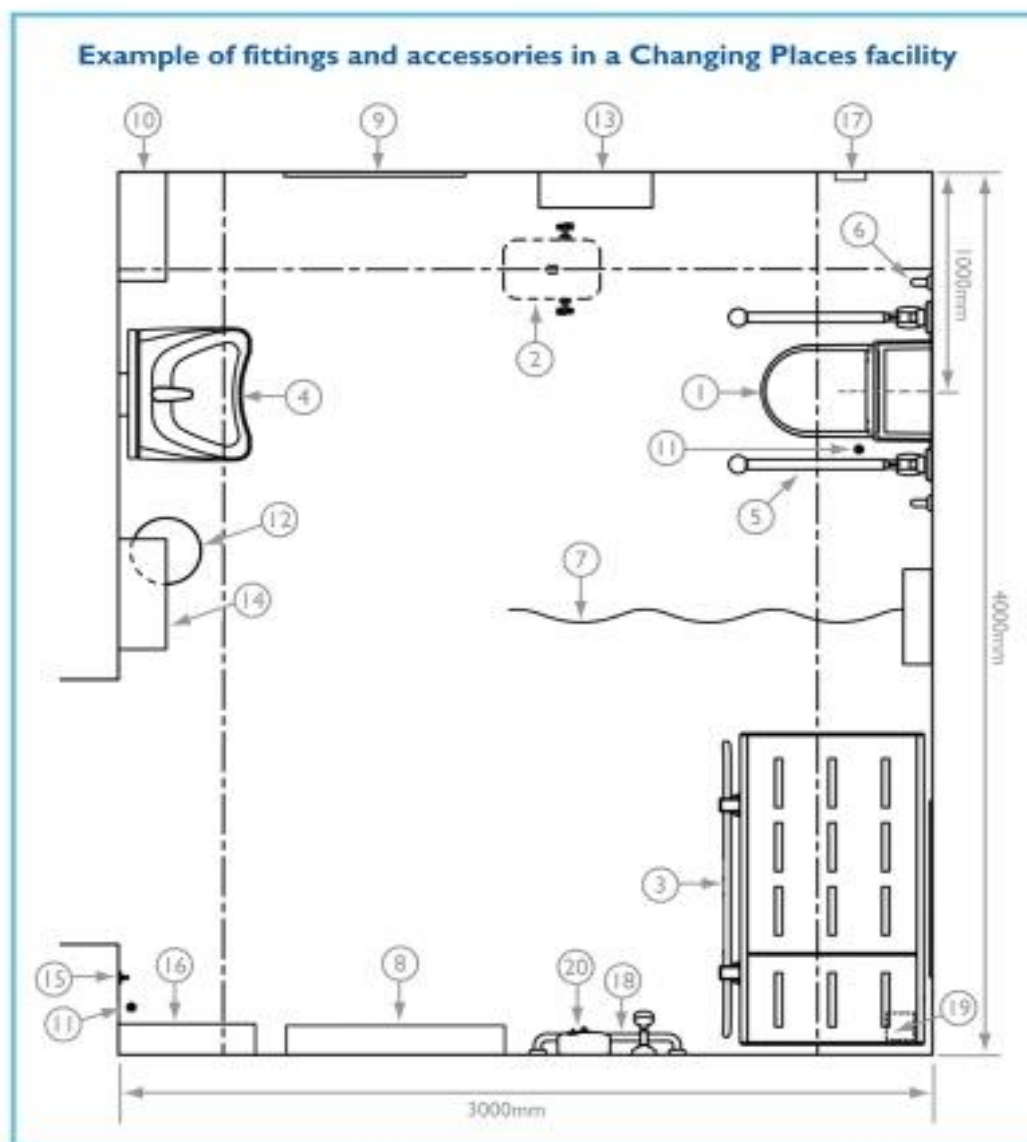
Legal framework concerning provision of Changing Places public toilets Factsheet (Changing Places Consortium)

The Building Regulations (Northern Ireland) 2012 – Amendments Booklet – AMD 8 Amendments to Technical Booklet R – June 2022

British Standard 8300:2018: Design of buildings and their approaches to meet the needs of disabled people



Example of fittings and accessories in a Changing Places facility

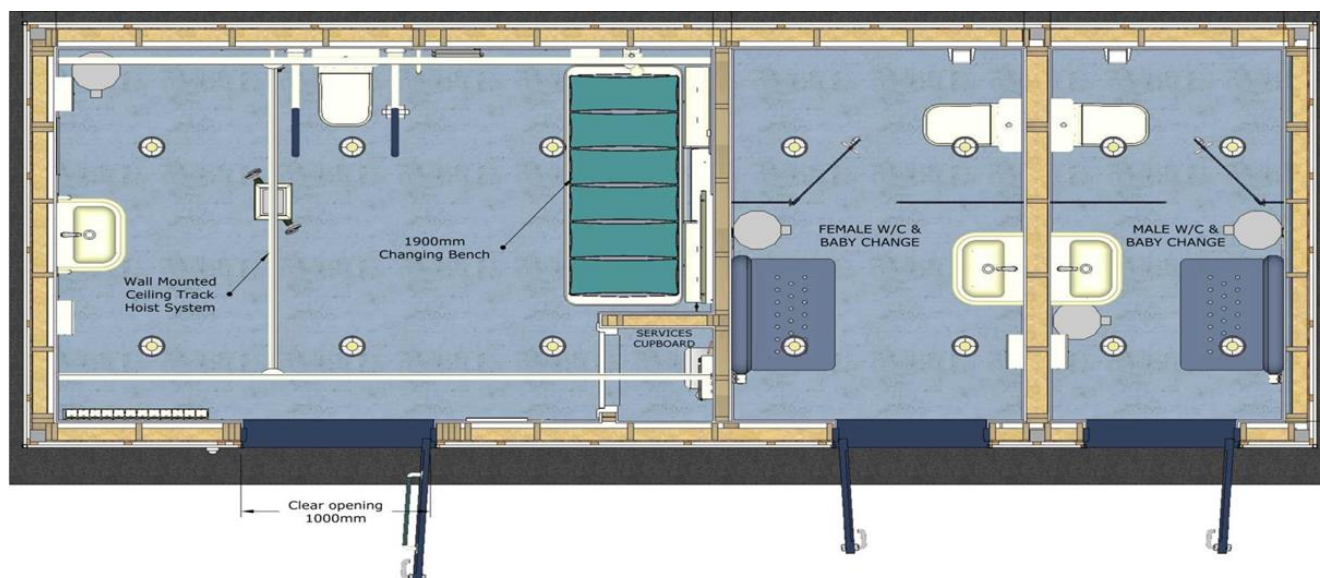


## Key/specification

- ① **WC (CP COM)**  
Provide and install PalmaVita Shower Toilet. Allow for connection to 100mm waste and 15mm mains water supply. Power supply to be unswitched 10amp spur.  
Installation as per manufacturers instructions, unit to be commissioned by supplier.  
Supplier: Total Hygiene Ltd.
- ② **Ceiling hoist and track (CP XY 1)**  
Provide and install 3m x 4m X-Y system with manual traverse and powered lift/lowering.  
Provide 13amp switched fused spur for hoist at ceiling height. Fixing method to be determined by supplier/manufacturer.  
Supplier: Total Hygiene Ltd.
- ③ **Height adjustable adult-sized changing bench (CP CB 3-7)**  
Provide and install 1800mm x 700mm height adjustable changing table o/w safety rail.  
Allow for connection to flush-mounted 10amp spur as per manufacturers instructions.  
Supplier: Total Hygiene Ltd.
- ④ **Wash basin (CP WBB 1-6)**  
Provide and install height adjustable wash basin. Allow for connection to 15mm hot & cold water supplies. 32mm waste and flush-mounted 240v spur as per manufacturers instructions.  
Supplier: Total Hygiene Ltd.
- ⑤ **Drop down rail (CP DDR 1)**
- ⑥ **Vertical grab rail (CP GR 1)**
- ⑦ **Retractable privacy curtain/screen (CP WS 1)**
- ⑧ **Wide paper roll dispenser for use on the changing table (CP PD 1)**
- ⑨ **Full length mirror (CP M 1)**
- ⑩ **Paper towel dispenser.**
- ⑪ **Alarm pull cord.**
- ⑫ **Waste disposal bin.**
- ⑬ **Large sanitary disposal bin.**
- ⑭ **Manually operated hand-dryer.**
- ⑮ **Two clothes hooks, at 1051mm and 1400mm above the floor.**
- ⑯ **Sanitary towel dispenser.**
- ⑰ **Alarm reset button.**
- ⑱ **Horizontal grab rail.**
- ⑲ **Floor drain.**
- ⑳ **Shower.**

Appendix 2.

Sample Changing Places Stand-alone Toilet Plan



EQUIPMENT SPECIFICATION	
X1	Wc with lever flush
X2	Drop down hinged rails
X4	Vertical grab bars x4 horizontal
X1	Thermostatic basin mixer
X2	Robe hooks
X1	Alarm with pull cord & reset button
X1	None slip safety flooring
X1	Ceiling mount full room cover H rail system
X1	Powered hoist on hard wired control
X1	Height adjustable wash hand basin
X1	Full height wall mounted mirror
X1	Radar key entry system
X1	Rise and fall height adjustable bench
X1	Toilet roll dispenser
X1	Liquid soap dispenser
X1	Automatic hand dryer
X1	Large paper towel dispenser
X1	Paper towel dispenser
X1	Large waste bin
X1	Changing place W/C sign
X1	Timed heater
<b>Female W/C 1880 x 3000mm internal</b>	
X1	Close coupled pan cistern and seat cover
X1	Basin with semi pedestal with frame
X1	Liquid soap dispenser
X1	Paper towel dispenser
X1	Waste bin
X1	Timed heater
X1	Toilet roll dispenser
X1	Baby changing bench
X1	Cubicle doors
X1	Single tap soft touch timed flow
<b>Male W/C 1500 x 3000mm internal</b>	
X1	Close coupled pan cistern and seat cover
X1	Basin with semi pedestal with frame
X1	Single tap soft touch timed flow
X1	Liquid soap dispenser
X1	Baby changing bench
X1	Paper towel dispenser
X1	Cubicle doors
X1	Timed heater
X1	Toilet roll dispenser
X1	Waste bin

<b>CHANGING PLACE BUILD SPECIFICATION</b>	
<b><i>DETAIL</i></b>	<b><i>SPECIFICATION</i></b>
Roof	EPDM Firestone rubber roof
Internal walls	High impact 10mm multi panel
External finish	Clad weatherboard
Internal flooring	Poly safe Hydro anti slip flooring
Lighting	LED / PIR emergency flush mounted down spotlights sensor
Lighting	Canopy lighting
Heating	Controlled fan heater
Extraction	TX6WL wall fan with PIR and overrun timer set for 20 mins.)
Services	From existing

Appendix 3.

Sample Mobile Changing Places Toilet



# Lisburn & Castlereagh City Council

## Section 75 Equality and Good Relations Screening template

### Part 1. Activity/Policy Scoping

#### Information about the activity/policy

Name of the activity/policy

**Draft Policy on Provision of Changing Places facilities**

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

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 To ensure profoundly disabled people can enjoy access to qualifying Council facilities and services through the provision of accessible toilet and changing facilities that meet their needs. Changing Places Toilets (CPTs) meet the needs of people with profound and multiple learning disabilities, as well as people with other physical disabilities such as spinal injuries, muscular dystrophy and multiple sclerosis. CPT provide specific equipment including a height adjustable adult-sized changing table, a tracking hoist system, adequate space for a disabled person and up to two carers, a peninsular WC with room either side and a safe and clean environment including tear off paper to cover the bench, a large waste bin and a non-slip floor. CPT facilities enable people with complex care needs to take part in everyday activities such as travel, shopping, family days out or attending a sporting event.

2 To ensure that LCCC has a formal process for considering the installation of a CPT facility in all new construction projects and major refurbishment projects and a clear rationale for decision making.

3 To encourage and influence other organisations, eg, project partners or businesses in the LCCC area to consider development of CPT facilities in their premises where appropriate.

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

Yes, the policy is specifically intended to benefit disabled people, their carers and family members who would use a Changing Places facility.

Who initiated or wrote the activity/policy?

Head of Assets in response to a Notice of Motion to Council

Who owns and who implements the activity/policy?

The policy is owned by LCCC. It will be implemented across Council by any department that is considering or developing a project which requires that consideration is given to the provision of a CP facility and overseen by the Head of Assets.

**Implementation factors**

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

If yes, are they

Financial?	<b>X</b>	Legislative?	<b>X</b>	Other?	
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If other, please detail below

There is a cost to installing CPT facilities which has to be budgeted for when projects are planned.

Council must comply with Building Regulations, Health and Safety legislation and equality legislation (specifically the Disability Discrimination Act).

While Council will attempt to influence partners to develop CP facilities, because it is appropriate for them to do so given the nature of their business, Council will not be able to control third party decision making.

**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 both residents and visitors
Other Public Sector Organisations – please list	X
Voluntary/Community/Trade Unions – please list	X specifically disability support groups
Other, eg, Elected Members – please list	X Elected members

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

<b>Name of document/activity/policy</b>	<b>Who owns or implements document/activity/policy?</b>
1 LCCC community plan	LCCC and stakeholders
2 LCCC Equality Scheme and associated action plans	LCCC
3 LCCC Development Plans	LCCC
4 LCCC Strategy	LCCC
5 Building Control	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.

In developing this draft policy and guidance, we have considered a wide range of research and policy documents that relate to accessibility and the needs of disabled people. These include, government consultation reports and proposals and, specifically, the guidance and other material provided by the Changing Places Consortium and British Standards. English and Scottish, Building Standards Consultations.

Section 75 Category	Details of evidence/information
Religious Belief	Religion not relevant to this proposed policy
Political Opinion	Political opinion not relevant to this proposed policy
Racial Group	Racial Group not directly relevant to this proposed policy. LCCC has a small minority of racial minorities.
Age	LCCC has a significant proportion of older people in its population and at 17.4% its population of older people (65+) is slightly higher than the NI average (16.6%)
Marital Status	Marital status not directly relevant to this proposed policy
Sexual Orientation	Sexual orientation not directly relevant to this proposed policy
Men & Women Generally	The LCCC population is broadly 51% female, 49% male.
Disability	It is estimated that around 20% of the population has a disability or long term health condition that limits their day to day activities – Census data 2011 for LCCC suggested a slightly lower percentage. Disability includes a wide range of physical, mental, intellectual or sensory impairments. Changing Places estimates that approximately a quarter of a million people in the UK would require a CP facility. There are no accurate figures for N Ireland, nor a detailed breakdown by

	type of disability but relevant disability charities and support groups all advise that CP standard facilities are essential to enable disabled people to participate in social, leisure and other day to day activities that others take for granted.
Dependants	There is limited analysis of the dependant status of the NI population and LCCC but there is some data on the 75,000 carers' allowance claimants. DfC information suggests that women are more than twice as likely to be a carers' allowance claimant and therefore have care responsibilities for dependants who are elderly or disabled. 64% of claimants are 35-64 years old, and 31% are 65+.

**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

<b>Section 75 Category</b>	<b>Details of needs/experiences/priorities</b>
Religious Belief	No different needs identified in relation to this policy
Political Opinion	
Racial Group	
Age	There is a strong correlation between older age and disability and between age and care of dependants (not including parental care for children). With increased age, people are more likely to need access to a CP facility to enable them to participate in social and leisure activity.
Marital Status	No significant different needs in relation to this policy.
Sexual Orientation	
Men & Women Generally	The need for access to a CP facility is likely to be similar for men and women, although there can be gender differences

	<p>in the incidence of different types of disability/health conditions. More women than men are carers for dependants with a disability so there may be more women who will benefit as a carer of someone who needs to use a CP facility.</p>
<p>Disability</p>	<p>Changing Places outlines a wide range of situations/type of disability where the provision of standard accessible facilities is not adequate. These include:</p> <ul style="list-style-type: none"> <li>• People with profound and multiple learning disabilities</li> <li>• People with conditions that may affect movement, including cerebral palsy, multiple sclerosis, motor neurone disease</li> <li>• People with head injuries or severe spinal injuries</li> <li>• People living with stroke</li> <li>• Older people who require assistance</li> <li>• People who are unable to transfer independently or have no sitting balance and need additional facilities such as a ceiling track hoist to transfer between their wheelchair, the WC and an adult sized changing bench</li> <li>• People who are doubly incontinent</li> <li>• People who have total dependency on assistants.</li> </ul> <p>People with such needs require the additional space and assistive equipment that are available in a CP standard facility.</p>
<p>Dependants</p>	<p>Carers of dependants need to be able to go out for the day knowing that the toileting and changing needs of their dependants can be met. People have more choice about where they go and what they do if this is not a practical consideration.</p>

## 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? (minor/major/none\*)

Section 75 Category	Details of activity/policy impact	Level of impact (minor/major/none*)
Religious Belief	No differential impact on these grounds	None
Political Opinion		
Racial Group		
Age	As more older people are likely to have severe disability, more older people are likely to benefit from the provision of CPT facilities	Significant - positive
Marital Status	No differential impact on these groups	None
Sexual Orientation		
Men & Women Generally	Male and female disabled people will benefit equally from the provision of CPT facilities. However, as more carers are female, it is possible that more female carers will benefit indirectly	Minor - positive
Disability	The provision of CPT facilities is specifically intended to benefit people with certain disabilities and certain needs around toileting and changing. Where CPTs are provided, disabled people and their carers have more freedom to go on days out, attend day long events, and participate in social and leisure activities on a more equal basis with non-disabled residents and visitors.	Significant - positive
Dependants	As identified above, people who care for disabled	Significant - positive

	<p>dependants have severe constraints on their day to day lives when the external environment does not provide for their needs. The provision of CP facilities should allow carers more freedom and offer more potential to participate in normal day to day activity that non-disabled people take for granted.</p>	
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\*See Appendix 1 for details.

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

<b>Section 75 Category</b>	<b>IF Yes, provide details</b>	<b>If No, provide details</b>
Religious Belief		Not at this time as the policy is intended to benefit everyone who needs a CPT facility, regardless of personal characteristics.  In projects where the installation of a CPT facility is being considered, there may be an opportunity to consider further to ensure there is no negative impact on any particular group.
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
Dependants		

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\* - see Appendix 1)

Good Relations Category	Details of activity/policy impact	Level of impact (minor/major/none*)
Religious Belief	No impact identified	None
Political Opinion		
Racial Group		

\*See Appendix 1 for details.

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

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief	No opportunity identified	N/A
Political Opinion		
Racial Group		

**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.

As identified above, disabled people will have multiple identities – gender, age, religious belief, sexual orientation etc.

We have identified that the provision of CPT facilities has the potential to particularly benefit more older people as there is a correlation between incidence of disability and age.

### 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 Outcome - Options	Reasons/Evidence
<p>Option 1</p> <p>Screen out without mitigation</p>	<p>We have concluded that a detailed equality impact assessment is not required on this policy as the anticipated impacts are positive for all affected groups.</p> <p>The policy is being introduced as a result of extensive lobbying by disabled people and their representatives and based on the guidance developed by Changing Places.</p> <p>We have decided to undertake a limited Consultation exercise promoted through the Councils Internet and social media accounts.</p>
<p>Option 2</p> <p>Screen out with mitigation</p>	
<p>Option 3</p> <p>Screen in for a full EQIA</p>	

**Mitigation (Relevant to Option 2) - Not applicable**

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.

**Timetabling and prioritising (Relevant to Option 3) - Not applicable**

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	
Social need	



Effect on people’s daily lives	
Relevance to a public authority’s functions	
Total Rating Score	

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

If yes, please provide details

### 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?

Please give details below:

The outworking of the policy will be monitored and reported on an annual basis. The requirement to consider the provision of a CPT facility will be included in the planning check list and documentation for relevant construction or other projects. Details of all projects where a CPT facility was considered will be recorded. Details of discussions with external organisations/third parties in the LCCC area will also be recorded and reported.

Feedback from disabled people and users of CPT facilities will be sought when the policy is publicised and feedback will be encouraged on an ongoing basis.

Will be undertaken by:	Frequency (eg. Annually):
Name & Position/Job Title:	
Alan Gowdy, Estate Manager	Annually
Will be signed-off by:	Donal Rogan
Donal Rogan Director of Transformation:	

**Part 5 - Approval and authorisation**

<b>Screened by:</b>	<b>Position/Job Title</b>	<b>Date</b>
Albert Reynolds:	Head of Assets	29/9/2021
Mary McSorley:	Equality Officer	10/05/2021
<b>Approved by:</b>	Director of Service Transformation	19/10/2021

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 (LCCC)

#### 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.

Development of a policy on the provision of Changing Places facilities in the Council area

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

Developing a	Policy <input checked="" 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 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.

Draft Policy on the provision of Changing Places in LCCC area

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

- 1 To ensure more disabled people can enjoy access to Council facilities and services through the provision of accessible toilet and changing facilities that meet their needs.
- 2 To ensure that LCCC has a formal process for considering the installation of a CP facility and a clear rationale for decision making.
- 3 To encourage and influence others, eg, project partners or businesses in the LCCC area to consider development of CP facilities in their premises where appropriate.

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

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

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

Yes  No  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.**

Disabled people who potentially need or would benefit from the provision of Changing Places toilet and changing facilities will live in both urban and rural areas. Rural people who travel to urban centres for leisure or social purposes will benefit from being able to access such facilities and potentially be able to spend more time away from home if facilities are available for their comfort and wellbeing.

The availability of CP facilities may mean that some people with significant disability can actually participate in activities such as attending an event that they otherwise would not be able to or wish to do.

The availability of CP facilities in different locations, could impact positively on rural tourism by making rural tourism attractions more appealing to families/people with certain 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.**

We do not anticipate that disabled people from a rural area or their carers will be impacted differently to any significant degree than those in urban areas.

Consideration to the location of CP facilities will be given to all appropriate projects regardless of where they are located. It is expected that there may be more CP facilities in urban centres of population as that is where there is likely to be more attractions, civic buildings, etc as well as a higher number of visitors (both LCCC residents and out of state). However, if there is a rural based attraction that merits the installation of a facility based on anticipated number of visitors and the other criteria, rurality will not be a deterrent.



**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 type="checkbox"/>
Rural Tourism	<input checked="" type="checkbox"/>
Rural Housing	<input type="checkbox"/>
Jobs or Employment in Rural Areas	<input type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Health or Social Care Services in Rural Areas	<input type="checkbox"/>
Poverty in Rural Areas	<input type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input type="checkbox"/>
Rural Development	<input 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.**

N/A

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

DAERA publications and guidance – DAERA website

Information and policy papers produced by the Rural Community Network and NI Rural Women’s Network – organisation websites

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

The needs of disabled people who live in or visit rural areas are the same as for those who are not rural. However some of the disadvantages and challenges faced by disabled people can be exacerbated by rural living.

For example, lack of access to accessible and affordable public transport is an issue for many people in rural areas. Many disabled people rely on public transport and services in rural areas can be infrequent and not at suitable times.

If a disabled person needs to use the toilet when away from home, the absence of suitable facilities can restrict the time they spend or may rule out leaving home altogether.

Higher travel costs, whether by car, taxi or public transport, can be an issue for people in rural areas because of distance, while incomes also tend to be lower on average.

Social isolation is a problem for many disabled people but may be worse for those who live in rural areas.

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.**

The need of people with disabilities and their carers to have the opportunity to socialise, attend events, pursue leisure activities, etc away from home has been considered.

We have also considered that rural locations, including tourist attractions, need to cater for the needs of people with disabilities and their families. There is a need for a geographic spread of CP facilities, subject to affordability across the Council's estate.

We have considered the potential benefits to health and wellbeing for disabled people and their carers/families of having greater freedom to travel within the council area and of enjoying days out on an equal basis to non-disabled people.

Disabled people in rural areas can experience isolation if they do not have the same opportunity to participate in social activities due to constraints in the physical environment.

The draft policy has been developed because the needs of disabled people have been highlighted by individuals and support organisations over a long period of time. There will be an opportunity for people, including rural people, to have a say before it is finalised.

**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.**

In developing the policy, it was recognized that disabled people in rural areas need to be facilitated to access services etc that are based in central or urban locations.

It was also recognized that LCCC is keen to attract disabled people (and others) to council premises and facilities (eg, parks) that are in more rural locations.

The draft policy is not limited to considering a CP facility solely on grounds of the likely number of people who may visit and use it. Instead, a number of factors will be considered, including the location itself to ensure that there is a geographic spread of facilities and no-one has to travel an unreasonable distance to access one.

Where the Council cannot justify provision of a CP facility on grounds of cost or where a need is identified, it will seek to work with third parties to ensure provision across the area.

The draft policy and associated guidance will be consulted on and feedback will be considered before the policy is finalised and brought before Council for consideration.

**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.

<b>Rural Needs Impact Assessment undertaken by:</b>	Albert Reynolds
<b>Position/Grade:</b>	Head of Assets
<b>Division/Branch</b>	Service Transformation Directorate
<b>Signature:</b>	
<b>Date:</b>	29 September 2021
<b>Rural Needs Impact Assessment approved by:</b>	Donal Rogan
<b>Position/Grade:</b>	Director
<b>Division/Branch:</b>	Service Transformation Directorate
<b>Signature:</b>	
<b>Date:</b>	



## Corporate Services Committee

9<sup>th</sup> November 2022

### Report from:

Head of Corporate Communications & Administration

### Item for Noting

#### TITLE:

Lagan Valley Island – Building Illumination Requests

#### Background and Key Issues:

New illumination requests are presented below for Member's consideration:

#### 1. OG Cancer NI, Less Survivable Cancer Awareness Day - 11<sup>th</sup> January 2023

A request was received from North OG Cancer NI on 29<sup>th</sup> September 2022 to light up Green on Wednesday 11<sup>th</sup> January 2023 to mark Less Survivable Cancer Awareness Day. OG Cancer NI is a registered charity in Northern Ireland, set up in 2018 specifically to benefit patients and families affected by Oesophago-Gastric Cancer.

The work of "OG Cancer NI" can be viewed via the following link:-

<https://ogcancer NI.com/>

#### 2. Diabetes UK Northern Ireland, World Diabetes Day - 14<sup>th</sup> November 2022

A request was received from Diabetes UK Northern Ireland on 5<sup>th</sup> September 2022 to light up Blue on the 14<sup>th</sup> November 2022 to mark World Diabetes Day.

The request states the charity would be keen to use the image of the illuminated buildings on their social media platforms thanking the council for raising awareness about diabetes in the local community.

The work of "Diabetes UK Northern Ireland" can be viewed via the following link:-

[https://www.diabetes.org.uk/in\\_your\\_area/n\\_ireland](https://www.diabetes.org.uk/in_your_area/n_ireland)

This request was considered by the Mayor, Chair and Vice Chair of Corporate Service committee, and was approved under exceptional circumstances due to an administrative error.

**Recommendation:**

It is recommended that Members:

- 1. Consider the light up requests below which comply with the Building Illuminations Policy:
  - o Green on 11<sup>th</sup> January 2023 to mark Less Survivable Cancer Awareness Day
- 2. Note the reason for approving the below illumination request under exceptional circumstances:
  - o World Diabetes Day, 14th November 2022

**Finance and Resource Implications:**

Incorporated within budgets.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

**If no, please provide explanation/rationale**

These requests are in accordance with the Illumination Policy which was Equality Screened in March 2021

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	N/A	<b>Option 2</b> Screen out with mitigation	N/A	<b>Option 3</b> Screen in for a full EQIA	N/A
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**



Insert link to completed Equality and Good Relations report:

[Empty text box for link]

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

[Empty text box for explanation]

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

[Empty text box for summary]

**3. Environmental & Sustainability Impact Assessment:**

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

If no, please provide explanation/rationale:

[Empty text box for explanation]

If yes, please summarise the outcome of the E&S screening:

[Empty text box for summary]

Please provide a link to the E&S screening and to any other relevant attachments:

[Empty text box for link]

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Appendix 1 – OG Cancer NI Request  
Appendix 2 – Diabetes UK Northern Ireland Request

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

**From:** OG Cancer NI [<mailto:info@ogcancer.org>]  
**Sent:** 29 September 2022 15:17  
**To:** LVI Reception <[Lvi.Reception@lisburncastlereagh.gov.uk](mailto:Lvi.Reception@lisburncastlereagh.gov.uk)>  
**Subject:** Council building light up

Good Afternoon

I would like to make an application to have a Council building light up as part of an awareness campaign for OGCancerNI in 2023.

OGCancer is considered a Less Survivable Cancer (we are part of various forum/ groups of other Less Survivable Cancers), so a preferred date would be 11th January 2023, which is the Less Survivable Cancer Awareness Day for 2023. Oesophago Cancer Awareness Month is February 2023, so we could also consider a date in February if this is more suitable for Council.

OGCancerNI, is a registered charity in NI, set up in 2018 specifically to benefit patients and families affected by Oesophago- gastric cancer.

We have three main objectives:

To SUPPORT patients and carers affected by Oesophago- gastric cancer  
To COMMUNICATE and raise awareness of the early signs and symptoms of Oesophago-gastric cancer and promote early intervention and  
To ADVOCATE for patients, by working in partnership with healthcare providers to be patient advocates and promote best outcomes.

We achieve these outcomes in many ways, through providing comfort packs to patients whilst in hospital, hosting Well Being Meetings throughout the year, traveling throughout NI visiting local events to raise awareness of the signs and symptoms of OGCancer and so much more!

Recognising the importance of advocating for patients, we recently hosted a meeting with the Department of Health, NICaN and key medical professionals in Northern Ireland focussing on the implementation of the Cytosponge throughout Northern Ireland. This is a new diagnostic tool that can identify important oesophageal conditions that would have a dramatic impact on early diagnosis.

In 2022 we were successful with a funding application through the Community Lottery fund, to purchase a Mobile Unit. We are using this unit (van) to travel around NI attending a variety of different events to raise awareness of OGCancer.

We would intend on using our own social media platforms and website to advertise the event and hopefully get local media involved also.

Could you please pass this request on to the relevant department?

Any queries please let me know

Chat soon

Sarah

--

Fundraising and Administration

OGCancerNI

-----Original Message-----

From: LCCC [<mailto:enquiries@emails.lisburncastlereagh.gov.uk>]

Sent: 05 September 2022 11:25

To: Civic Events Officer <[CivicEvents.Officer@lisburncastlereagh.gov.uk](mailto:CivicEvents.Officer@lisburncastlereagh.gov.uk)>

Subject: Someone has filled out form: Building Illuminations

Someone has filled out form: Building Illuminations Here are the details:

Full name: Shakheera Ross

Email address: [shakheera.ross@diabetes.org.uk](mailto:shakheera.ross@diabetes.org.uk) Information on the cause: For World Diabetes Day to raise awareness of diabetes locally, where nearly 108,000 people in NI live with this condition.

Name of charity/organisation: Diabetes UK Northern Ireland Phone number: 07764145734 Please detail below any plans the charity/organisation has in place to promote the requested illumination:

We would be keen to use the image of the building in blue in our social media, including and thanking the Council for raising awareness about diabetes in the local community. We can also issue a press release to the local media. Happy to discuss any details further, our office is also in Lisburn so we are close by. Many thanks.

Proposed date: Monday 14 November 2022

Registered charity number (if applicable):

Requested colour: Blue



## Corporate Services Committee

**9<sup>th</sup> November 2022**

### Report from:

**Joanne Hewitt, Head of Finance**

### Item for Noting

**TITLE:** Car Parking bad debt write off

#### Background and Key Issues:

1. The provision of off street car parking transferred to Local Councils on 1 April 2015. While Councils retain responsibility for the overall financial management of the function, they have delegated operational management to an independent contractor and the Department for Infrastructure (DfI).
2. Councils were given all of the debt prior to 01/04/2015 relating to the car parks and a bad debt provision.
3. The Council must approve the write off of the car park debts (including those which have arisen before 01/04/2015), to enable DfI to remove the actual write off in the PCN IT system.
4. Below are the bad debts that have been recommended for write off:

<b>FY</b>	<b>PCN's from April 2015</b>	
2015/16	£	135.00
2020/21	£	90.00
2021/22	£	585.00
2022/23	£	945.00
<b>Grand Total</b>		<b>£1,755.00</b>

5. The individual amounts within the bad debts range from £90 to £135.00 and from a period of March 2016 to August 2022. Details have been provided by Dfl of the actions carried out to try to recover the above debts to Finance.
6. There remains a number of outstanding debts in relation to the car parking charges. Dfl are actively pursuing these debts and have recommended we do not write off these additional amounts at present.
7. The Council has made a provision within the balance sheet should any of these additional debts have to be written off. The current balance held for bad debts in relation to car parking is £64,024.60. This will be reviewed again at the year-end based on the information provided to the finance unit.

**Recommendation:**

It is recommended that the debt recorded is written off the ledgers of the Department for Infrastructure.

**Finance and Resource Implications:**

To be funded through provision held in balance sheet.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

**If no, please provide explanation/rationale**

Not applicable.

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	N/A	<b>Option 2</b> Screen out with mitigation	N/A	<b>Option 3</b> Screen in for a full EQIA	N/A
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

**If no, please given explanation/rationale for why it was not considered necessary:**

Not applicable.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:





## Corporate Services Committee

9<sup>th</sup> November 2022

### Confidential Report from:

Head of Human Resources and Organisation Development

### Item for Noting

**TITLE:** Elected Member Development Steering Group

#### Background and Key Issues:

1. The Elected Member Development Steering Group (EMDSG) met on Wednesday, 31 August 2022 and the report and action notes from this meeting are attached.
2. Actions will progress through the group as per the report and action notes, working towards the Charter Plus standard for Elected Member Development.
3. It is noted that a number of training programmes had been arranged but low numbers are in attendance. This matter will be kept under review by the EMDSG and further updates will be provided at the next meeting of the group.

1. It is recommended that Members note the minutes of the EMDSG Meeting held on 31 August 2022.

#### Finance and Resource Implications:

1. All proposed Elected Member Development activities can be met within existing budgets.

### Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?  No

**If no, please provide explanation/rationale**

N/A

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="checkbox"/> No	<b>Option 2</b> Screen out with mitigation	<input type="checkbox"/> No	<b>Option 3</b> Screen in for a full EQIA	<input type="checkbox"/> No
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?	<input type="checkbox"/> No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="checkbox"/> No	
--	-----------------------------	---	-----------------------------	--

**If no, please given explanation/rationale for why it was not considered necessary:**

N/A

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**3. Environmental & Sustainability Impact Assessment:**

Has consideration been given to environmental impact?	<input type="checkbox"/> No	Has an Environmental & Sustainability Screening been completed?	<input type="checkbox"/> No	
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**If no, please provide explanation/rationale:**

N/A

**If yes, please summarise the outcome of the E&S screening:**

**Please provide a link to the E&S screening and to any other relevant attachments:**

**SUBJECT TO PLANNING APPROVAL:**

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

If Yes, please insert date:

**ELECTED MEMBER DEVELOPMENT STEERING GROUP**

Wednesday, 31 August 2022 at 5.00pm

Via zoom

**ACTION NOTES****ELECTED MEMBERS**

Cllr Hazel Legge - UUP (Chair)

Cllr Jonathan Craig – DUP

Cllr Simon Lee - SDLP

**OFFICERS**

Caroline Magee, Head of Human Resources &amp; Organisation Development (CM)

Dominic McGeown, HR &amp; Organisational Development Manager (DMG)

Karen Bothwell, Human Resources &amp; Organisational Development Officer (KB)

**Not in attendance**

Cllr Ryan Carlin

Cllr Michelle Guy

Cllr Johnny McCarthy

No	Report & Actions:	Actioned by:	Target date:
	<b>No apologies were noted</b>	N/A	N/A
<b>1.</b>	<b>Welcome and introductions</b>  The Chair thanked all those present for attending.	N/A	N/A
<b>2.</b>	<b>Matters Arising, including updates, from meeting held on Wednesday 18 May 2022.</b>	N/A	N/A
<b>2.1</b>	<b>JAM Card:</b> Councillor Legge asked if there were any further sessions planned for members. KB will organise this for end of September alongside "mop up" sessions for all employees. KB also to check the Chest Heart & Stroke and a new version of JAM Card?	HR-OD Officer	Oct 22
<b>2.2</b>	<b>PDP's:</b> KB stated that a link for PDP's had been sent to all members on 24 August 2022. Councillor Legge asked if outstanding names could be sent to her from her party.	HR-OD Officer	7 Sept 22
<b>2.3</b>	<b>Update on Planning Training.</b> NILGA calendar has been sent to Elected Members. Two specific 'Planning' courses included - one has since passed.  KB to meet with Conor Hughes (Planning HOS) to Ascertain what internal courses we have to complement NILGA.  KB stated that new Planning Portal is currently being implemented	HR-OD Manager	Oct/Nov 22

	Elected Members will require training on the new system. Dates to be organised.		
<b>3.0</b>	<p><b>New Member Induction &amp; Chair and Vice-Chair Training:</b></p> <p>Training took place on Monday 13 June. Only 2 members attended this training. Training on 14<sup>th</sup> June was cancelled due to lack of numbers (6.30-8.pm).</p> <p>Code of Conduct Training was also held on Thursday 25 August. 5 Members attended this training.</p> <p>SL suggested that we signpost members to complete online training. HL also stated that Cyber Security training needs to be completed.</p>	HR-OD Manager / Officer	On-going
<b>4.0</b>	<p><b>Climate Change and Action:</b></p> <p>This is a 'Work In Progress'. CM will discuss this with the 'Climate Change Working Group' and update at next meeting.</p>	HR-OD Manager	On-going
<b>5.0</b>	<p><b>Any other Notified Business:</b></p> <p>None</p>	N/A	N/A
<b>6.0</b>	<p><b>Date of Next Meeting:</b></p> <p>The date of the next meeting was agreed to be held on Wednesday 30 November 2022 at 5pm. Invites to be issued.</p>	Noted by all/ HR&OD Manager to issue invitation.	w/c Mon 12 Sep 2022

## Corporate Services Committee

**Confidential**

**9<sup>th</sup> November 2022**

Confidential Report from:

Head of Assets [REDACTED]

*Local Government Act (Northern Ireland) 2014*

Schedule 6 - Access to Information: Exemption Information

*(select from the list below reason why report is confidential and delete as appropriate)*

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when  
report will  
become available

Redacted  
report  
available

Following  
completion of  
any future lease  
agreement

Never

### Item for Decision

**TITLE:** Letting of Bradford Court - Interested Tenant

**Background and Key Issues:**

**Background**

1. The Assets Unit through the appointed Agency has been pursuing letting options for Bradford Court.
2. The [REDACTED] lease has recently ended and the main ground floor open plan office is now vacant.

## **Key Issues**

1. A [REDACTED] has expressed interest in entering into a long term lease, with suitable and agreed break clauses, for the part of the building recently vacated. This [REDACTED] has confirmed their catchment area is largely in the LCCC area.
2. Discussions are currently progressing with the [REDACTED] in order to ascertain their firm interest and accommodation needs so as to inform a draft Heads of Terms for Member consideration.
3. There is a potential need to vary the current Planning Use permission to facilitate the operation of the [REDACTED] within the building. There is also a potential need to facilitate the reconfiguration of the building to meet the accommodation needs.
4. Our agent advises there is the potential of blight created with a [REDACTED] in a shared building and to mitigate this there would need to be necessary building reconfiguration, and specifically a separate entrance and egress
5. The Council may need to [REDACTED] and undertake some works to enable the accommodation to be let. However the lease will have access to a grant contribution from the [REDACTED] which will assist in the development of a business case ahead of any capital investment.
6. It is further requested that the Committee agrees in principal to explore the planning need to vary the building use criteria via the necessary planning application should that be required.

## **Recommendation:**

It is recommended that Members consider and approve:

1. An in principal exploration of change of building use and requisite planning application to meet the needs of the prospective tenant with suitable building alterations.
2. That this investment be considered as part of the Capital programme on an invest to save basis

## **Finance and Resource Implications:**

A rental income and the offsetting of cost through a service charge will be realised should the lease proceed. Any investment in works will be subject to a business case and be brought through the Capital Governance process.

## **Screening and Impact Assessment**

### **1. Equality and Good Relations**

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

**If no, please provide explanation/rationale**

N/A, does not affect any of the Section 76 Groups

If yes, what was the outcome?:

**Option 1**

Screen out  
without mitigation

Yes/No

**Option 2**

Screen out with  
mitigation

Yes/No

**Option 3**

Screen in for  
a full EQIA

Yes/No

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

## 2. Rural Needs Impact Assessment:

Has consideration been  
given to Rural Needs?

Yes

Has a Rural Needs Impact  
Assessment (RNIA) template been  
completed?

No

**If no, please give explanation/rationale for why it was not considered necessary:**

Not required as does not directly affect this need

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".



**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

If Yes, please insert date:

## Corporate Services Committee

**Confidential**

**9<sup>th</sup> November 2022**

**Report from:**

**Joanne Hewitt, Head of Finance**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

4. 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.

**When will the report become unrestricted:**

Specify when report will become available	-	Redacted report available	After full Council	Never	-
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### Item for Decision

**TITLE:** Reserves as at 31<sup>st</sup> March 2022

**Background and Key Issues:**

[Redacted]

[Redacted]

3. Within the 2021/2022 financial year, the Council took measures to consider medium and longer term financial matters. This included the creation of specific reserves and transfers to existing reserves to both provide alternative resilience for the Council and to enable the Council to support recovery within our businesses and communities.

#### Transfers to reserves in 2021/2022:

4. The following amounts were transferred into reserves:
5. DEA reserve: transfer of £660k. This reserve is aimed at providing direct support for businesses and communities. .
6. Community Investment Fund: transfer of £250k. This reserve is aimed at supporting local community groups with the development of capital projects within the Council area. A minimum of 50% match funding is required from the applicant organisation. There is current £750k committed from this reserve.
7. Capital Fund: transfer of £880k. This reserve provides additional resilience for the delivery of the approved capital programme.
8. Waste Reserve (New Reserve): This reserve (£220k) has been set up to provide some mitigation against waste cost pressures in future financial years.
9. Regeneration and Economy Reserve (New reserve): This reserve (£440k) is aimed at supporting the local economy and business.
10. Election fund: transfer of £75k. This fund is contributed to annually to spread the impact of the cost of the elections on the ratepayer.

#### Current earmarked items:

11. As part of the 21/22 year end process, there were a number of specific expenditure items that Corporate Services Committee approved (May 2022) to be funded directly from the general fund equating to £1.54m. These are listed below:
  - 
  - Judicial Review - legal costs
  - Small Settlements Scheme - Dfl funding 90%
  - Royal Hillsborough
  - Mayor/Deputy Mayor balance from prior financial year
  - Events 21/22 delayed
  - BRCD - Funding for 2023/2024
  - Equipment impacted by delay in delivery at year end
  - Light festival - over 3 years
12. In June 2022, Corporate Services agreed any balance from the Covid earmarked monies be transferred to the capital fund to cover any impact of price increases. (£2m)
13. An updated Accounts Direction has been issued to allow Councils to be able to use any unspent earmarked Covid funds to cover the cost of living financial pressures. The latest list of expenditure (£2.71m) items to be funded through this reserve will be reviewed in light of this updated account direction.

## Requests for earmarked/release of earmarked reserves:

### Invest to save

14. It is requested that £500,000 is earmarked to fund any potential invest to save opportunities that would have a positive impact on the revenue budgets.

### Brexit related potential costs

15. Members consider ongoing need for £500,000 earmarked within the general fund (no expenditure to date).

### Penny Product Reserve

- [REDACTED]
17. There remains a risk in relation to challenge cases and possible bad debt write offs over the remaining 6 months of the 2022/23 financial year and onwards into 2023/24 year.
  18. The current valuation of challenge cases is equivalent to £14.2m. The value of which has reduced over the last few months.
  19. It is anticipated that there will be additional challenge cases when the updated Non-Domestic valuation list is released.
  20. A prudent approach would be to hold approx. 10% of the overall balance of challenge cases £1.42m (10% of £14.2m challenge cases) along with a balance to account for the increase in challenge cases when the new Non-Domestic list is released.
  21. Therefore, it is recommended that £500k be transferred back into the general fund and £1.5m remains within the penny product reserve to mitigate any current and future challenge cases over the next financial year.

### Judicial Review costs

- [REDACTED]
- [REDACTED]
- [REDACTED]

## Woodland Trust

25. Parks and Amenities are embarking on a grant funded project with Woodland Trust which will involve income being generated through a nursery to sustain the project past the grant funded period. It is requested that the income generated through this project be earmarked for future years to ensure the continuity of the project.
26. There are no figures at present as the project is in the early phases.

## One-Off payment – Local Pay Negotiations

27. There are two one-off payments within the local pay offer which will be paid from reserves:
  - The first one off non-consolidated payment - £600 for those up to Scale 6, and £300 for all staff members above this grade. This would be payable this financial year.
  - The second one off non-consolidated payment would be the equivalent of six months scale point increment and payable up to Scale 6 only. This would be payable in October 2023.
28. The overall total is expected to be approx. £720,000.

## Risks to overall general reserve balance in 2022/2023

29. Pay awards – Any spinal column point pay awards over and above the assumptions built into the current year's estimates (assumed increase of 2.75%) will firstly be funded through any underspend and then any deficit will be funded through the General Fund. This includes both the national offer (£1,925 per each spinal column point) and any local agreements.
30. In addition, the one-off payment aspect of the local pay award will come directly from the general fund (point 27)
31. Utility costs – Utility costs are increasing on a month by month basis with an estimated overspend in the current financial year of approx. £1.3m. This will reduce the balance in the general fund.
32. Price increases – Inflationary price increases are being requested throughout a number of contracts across the Council. Any price increases over and above will further reduce the general fund balance.

## Going Forward

33. One of the requirements of the Chief Financial Officer is to make a statement in relation to the adequacy of the reserves each year. This is included within the estimates documentation presented in February each financial year.
34. There is no requirement for the Council to hold a minimum level of un-earmarked reserves, it is whatever the CFO deems adequate.
35. Given the financial challenges, it is important that reserves are kept under review and it is possible that further changes to the reserves position may be required. Officers will continue to report as appropriate.

**Recommendation:**

It is recommended that Members note the information contained in the report and approve the following:

- Consider release of either all or part of £500,000 Brexit earmarked reserve
- £500,000 earmarked for potential invest to save projects
- £500,000 be transferred from the Penny product Reserve to the General Fund
- [REDACTED]
- Woodland Trust income generated through project to be earmarked at each financial year end
- Earmark £720,000 to fund both one-off payments to staff (22/23 and 23/24)

**Finance and Resource Implications:**

As above

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

Not applicable.

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="N/A"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="N/A"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="N/A"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

[Empty text box for rationale]

**Insert link to completed Equality and Good Relations report:**

[Empty text box for link]

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
--	---------------------------------	---	---------------------------------

**If no, please given explanation/rationale for why it was not considered necessary:**

[Empty text box for explanation]

Not applicable.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

### 3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

**If no, please provide explanation/rationale:**

Not applicable.

**If yes, please summarise the outcome of the E&S screening:**

**Please provide a link to the E&S screening and to any other relevant attachments:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

**If Yes, please insert date:**

## Corporate Services Committee

**Confidential**

**9<sup>th</sup> November 2022**

**Report from:**

**Joanne Hewitt, Head of Finance**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

- Information relating to the financial or business affairs of any particular person (including the Council holding that information). or
- 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.

**When will the report become unrestricted:**

Specify when report will become available	-	Redacted report available	After full Council	Never	-
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### Item for Noting

**TITLE:** Management Accounts – Period 6 (September)

**Background and Key Issues:**

**Period 6 - Management Accounts**

- Attached is the set of Management Accounts for the period ended 30 September 2022.
- This shows a summary of each directorate and any opportunities or risks that may arise before the end of the financial year.



3. It is to be noted that the net profiled expenditure for the period is **£245,743 below the approved estimates (1.01% underspend)** for the financial year 2022/2023. This is the position excluding costs funded from earmarked reserves, which are listed separately in the appendix.
4. The position has reduced from 2.76% underspent in period 5.
5. The underspend as at period 6 of £246k is summarised below:
  - Payroll Underspend - £281k
  - Non-payroll Overspend - £1,110k
  - Income Overachievement - £1,075k

### ***Analysis of current position***

6. In terms of *payroll* expenditure, the Council is carrying a number of vacant posts and therefore the costs have not materialised.
7. These posts have been advertised / are being advertised but the recruitment market remains challenging.
8. Both the national and local pay offers have been formally agreed and provision has been made within the period 6 management accounts (for payment due up to and including period 6). The first one-off payment aspects of the local pay award will be funded directly through the general reserves in period 7.

10. In terms of *non-payroll* there are a number of factors which contribute towards the current overspend position:

11. Utility costs – there continues to be price uncertainty relating to electricity and gas charges. Costs were £796k over profiled budget for period 6 (£1,688,934 actual vs £892,816 budget). Periods 1- 6 account for approx. 45.7% of the annual budget as profiled spend is weighted to the winter months.

12. [Redacted]

13. In terms of *income*, there are areas which are underachieving (mainly in Sports Services) which are offset by areas that are overachieving. Some of the key income streams and performance to date are detailed below:

- Vitality membership income is tracking income at 26% (P5 - 21%) ahead of budget by the end of P6 (actual to date £823,370 v budget to date £651,000).
- Ten pin bowling income is tracking income at 19% (P5 - 27%) ahead of budget at the end of period 6 (actual to date £304,127 v budget to date £256,125).
- Income from golf courses has performed better than anticipated, (£614,867 actual to date v £474,236 budget to date) achieving 30% over planned budget at P6 (P5 – 27%).
- Trade Waste collection has performed better than anticipated (£398,762 actual v budget to date £315,000) achieving 27% over planned budget at P6.
- Investment income is tracking well above profiled budget at period 6 with income at £91,432 compare to a budget of £10,000. This is due to the increase in investment interest rates, which is expected to continue for the coming months.
- Income for building control is 10% under profiled budget for period 6 (£521,379 actual to date v £576,817 budget to date).
- Planning fees income is tracking 7.5% (P5 - 14%) below profiled budget for period 6 with actual income of £508,789 compared to a period 6 budget of £549,998.

#### ***Other Considerations going forward***

##### *14. Payroll*

- Both the national pay offer of £1,925 and the local pay offer of spinal column point movements and one-off payments have been formally accepted.
- Both the regional and local pay awards will have an impact on average holiday payments and overtime payments.
- Possible savings will materialise in relation to salary/wage costs during strike action in period 7 Management Accounts.
- Ongoing recruitment challenges. Resources are stretched and challenged across the organisation. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.
- Impact of availability of cover that may be required for absence.
- Chancellor statement that the increase in NIC contributions (1.25% for employer and employee contributions) which came in April 2022, is to be reversed from November 6th 2022.

##### *15. Non Payroll*

- Inflation is currently 10.1% The Bank of England has stated that it expects inflation to peak at 11% and then remain above 10% for a few months before starting to come down, whilst other sources are estimating higher inflationary increases (for example Citi estimate consumer inflation to rise to 18.6% in January 2023).

- [REDACTED]
- Rising utility costs – current impact up to period 6 is detailed above. There is a possibility that the overall forecasted impact may be reduced due to the price cap of non-domestic energy costs being introduced. In this case the potential overspend is expected to be around £1.3m. It is however likely to have a significant additional impact on the 2023/24 estimates as this is only in place to March 2023.
  - Fuel costs – the current volatility of the market continues to be a risk for the remainder of the financial year. The risk on the Management accounts has been increased to £80K to reflect the current trends of increasing prices.
  - Increasing prices for current and new contracts, including vehicle material costs remains a risk for the remainder of the financial year.
  - An additional risk in relation to trade waste refunds has been added. This is due to the likely of refunds being issued for trade waste customers who did not receive the service they have paid for upfront during the weeks of the industrial action.

#### *16. Income*

- If inflation/cost of living continues to increase, as expected over the coming months, there is a risk that footfall within the leisure facilities may reduce / memberships may be cancelled.
- A risk has been added to the period 6 management accounts in relation to Vitality/Leisure income as a result of the recent industrial action. September income for leisure dropped by £198K compared to an average month and will be further reduced in October when the reduction for Vitality members will come into effect. However, actual income received for the year to date is tracking higher than profiled budget.
- As part of the rates setting process, the income budgets for conferencing and theatre within Lagan Valley Island were reduced. These budgets are profiled later in the financial year. (from period 6 onwards) There remains a significant risk that the expected income for these areas will be less than predicted in the coming months due to the inflationary increases/cost of living increases.

#### *17. Capital/construction costs*

- As with revenue projects, there is a risk of increasing contractors prices in relation to capital projects.
- Due to EU quotas for global imports being exhausted earlier than expected, British steel producers will have to pay a 25% tariff to sell certain construction products into Northern Ireland. This may have a major impact of the cost of construction products that are required for a number of the Council's capital projects.

18. Penny Product

[Redacted content]

**Current and future cost pressures**

- 19. Analysis of current and future cost pressures for all Councils have been carried out and communicated with DfC through SOLACE.
- 20. An updated Accounts Direction has been issued to allow Councils to be able to use any unspent earmarked Covid funds to cover the cost of living financial pressures.
- 21. The Association of Local Government Finance Officers (ALGFO) continue to liaise with DfC on a regular basis.

**Moving Forward**

- 22. Finance continue to have regular monthly budget meetings with each Department and will continue to monitor the current and any future risks or opportunities.

**Recommendation:**

It is recommended that Members note the information contained in this report.

**Finance and Resource Implications:**

As above

**Screening and Impact Assessment**

**1. Equality and Good Relations**

Has an equality and good relations screening been carried out on the proposal/project/policy?  No

**If no, please provide explanation/rationale**

Not applicable.

If yes, what was the outcome?:

**Option 1**

Screen out without mitigation

N/A

**Option 2**

Screen out with mitigation

N/A

**Option 3**

Screen in for a full EQIA

N/A

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

**If no, please give explanation/rationale for why it was not considered necessary:**

Not applicable.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Management Accounts – Period 6

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

LISBURN AND CASTLEREAGH CITY COUNCIL  
2022/2023 MANAGEMENT ACCOUNTS

Period 6

2022/23

Comments

SUMMARY BY DIRECTOR

	Annual Budget	YTD P6 Act & Comm	YTD P6 Budget	Variance	
	£	£	£	£	
Finance & Corporate Services	6,658,800	3,554,776	3,513,066	41,710	1.19%
Governance & Audit	691,660	329,936	353,964	(24,028)	-6.79%
Leisure & Community Wellbeing	13,476,870	7,497,522	7,174,609	322,913	4.50%
Environmental Services	20,151,120	10,139,755	10,470,953	(331,198)	-3.16%
Service Transformation	7,783,410	2,665,481	2,920,622	(255,141)	-8.74%
<b>Total</b>	<b>48,761,860</b>	<b>24,187,471</b>	<b>24,433,214</b>	<b>(245,743)</b>	<b>-1.01%</b>

Costs excluded from above covered by reserves:

Planning JR costs & Legal Fees		251,828		251,828	
LDP		115,955		115,955	
Corporate Legal Fees		22,768		22,768	
Leisure new equipment		179,084		179,084	
COVID Costs (from 21/22 reserves balance b/fwd)		178,020		178,020	
				<b>747,655</b>	

RISKS - Costs projected for remainder of Fin Year

National pay offer (£1,925) - 6 months of year.		723,467		723,467	
Additional risk of local pay awards - 6 months		434,000		434,000	
Price Increases of Fuel				80,000	
Price increases of Utilities				562,026	
Actual penny product q2				30,251	
Impact of inflationary increases on materials	Not yet known			-	
Vehicle materials				20,000	
Potential risk of Trade waste refunds				25,000	
Vitality Income - 50% reduction for one month				65,000	
<b>TOTAL RISKS</b>					

OPPORTUNITIES -

APP forecasted outturn - based on September data from LPS				2,058,731	
<b>TOTAL OPPORTUNITIES</b>				<b>2,058,731</b>	

**Payroll/non Payroll/ Income Summary per Directorate to Period 6**

<b>Finance &amp; Corporate Services</b>	<b>Annual Budget</b>	<b>YTD P6 Act &amp; Comm</b>	<b>YTD P6 Budget</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
Payroll	4,657,840	2,241,692	2,268,186	(26,494)
Non-Payroll	3,059,579	1,860,150	1,689,169	170,981
Income	(1,058,619)	(547,066)	(444,289)	(102,777)
<b>Total Net - Service Support</b>	<b>6,658,800</b>	<b>3,554,776</b>	<b>3,513,066</b>	<b>41,710</b>

**Explanation**

Open roles within Corporate Services, HR and Finance currently being recruited. An accrual has been made for the pending pay award.

Overspend mainly driven by increases in utility costs and rising inflation impact on goods and services

Bank Interest higher than expected due to increase in interest rates .

1.19%

<b>Governance &amp; Audit</b>	<b>Annual Budget</b>	<b>YTD P6 Act &amp; Comm</b>	<b>YTD P6 Budget</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
Payroll	618,730	279,980	309,364	(29,384)
Non-Payroll	72,930	66,050	44,600	21,450
Income	-	(16,094)	-	(16,094)
<b>Total Net - Governance and Audit</b>	<b>691,660</b>	<b>329,936</b>	<b>353,964</b>	<b>(24,028)</b>

**Explanation**

Payroll underspend mainly due to unfilled roles, offset by Agency costs . An accrual has been made for the pending pay award.

Recoupment of seconded policy officer.

-6.79%

<b>Leisure &amp; Community Wellbeing</b>	<b>Annual Budget</b>	<b>YTD P6 Act &amp; Comm</b>	<b>YTD P6 Budget</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
Payroll	12,895,580	6,448,427	6,458,872	(10,445)
Non-Payroll	8,455,960	5,614,136	4,680,628	933,508
Income	(7,874,670)	(4,565,041)	(3,964,891)	(600,150)
<b>Total Net - Leisure and Community Wellbeing</b>	<b>13,476,870</b>	<b>7,497,522</b>	<b>7,174,609</b>	<b>322,913</b>

**Explanation**

An accrual has been applied up to Period 6 for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts are currently being recruited.

Mainly due to increases in utility costs in Leisure Centres as well as increases in Contractors costs, materials and chemicals due to impact of rising inflation.

Sports services income is over budget particularly in Vitality, DIIB, Golf Courses and CHGC. This trend may not continue due to current economic climate. In September, due to the impact of closures for the Queen's death and industrial action , the income received for Sport services is below average by £198K compared to a normal month .

4.50%

Environmental Services	Annual Budget	YTD P6 Act & Comm	YTD P6 Budget	Variance	Explanation
Payroll	11,155,900	5,575,696	5,603,305	(27,609)	An accrual has been applied up to Period 6 for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts are currently being recruited. Due to the impact of industrial action , OSU payroll costs for September have reduced by approx £15K
Non-Payroll	12,480,010	6,577,017	6,657,699	(80,682)	Overspends across the directorate include: Insurance Costs £65k (Premiums £12k, Self Insurance Fund £53k); Fuel £50k, and Vehicle Mats £47k both due to inflationary pressures, these have been largely offset by the following underspends within Waste Management: Civic Amenity various Waste haulage and disposal costs (£114k) and Arc21 contracts (£200k).
Income	(3,484,790)	(2,012,957)	(1,790,051)	(222,906)	Current under achievement in Building Control income of £55k is being off set by over achievements in Cemetery income (£58k), Off Street Parking Charges (£13.5k), Trade Refuse Collection (£84k) and ARC 21 MRF (£65k).
<b>Total Net - Environmental Services</b>	<b>20,151,120</b>	<b>10,139,755</b>	<b>10,470,953</b>	<b>(331,198)</b>	-3.16%

Service Transformation	Annual Budget	YTD P6 Act & Comm	YTD P6 Budget	Variance	Explanation
Payroll	5,455,580	2,545,576	2,733,103	(187,527)	An accrual has been applied up to Period 6 for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts within Development are currently being recruited.
Non-Payroll	8,760,340	4,405,963	4,340,609	65,354	Funded Projects offset by income accrual.
Income	(6,432,510)	(4,286,058)	(4,153,090)	(132,968)	Additional income accruals offset by expenditure funded projects.
<b>Total Net - Service Transformation</b>	<b>7,783,410</b>	<b>2,665,481</b>	<b>2,920,622</b>	<b>(255,141)</b>	-8.74%



## Corporate Services Committee

**Confidential**

**9 November 2022**

Confidential Report from:

**Head of Human Resources and Organisation Development**

*Local Government Act (Northern Ireland) 2014*

Schedule 6 - Access to Information: Exemption Information

*(select from the list below reason why report is confidential and delete as appropriate)*

4. 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.

When will the report become unrestricted:

Specify when  
report will  
become available

Redacted  
report  
available

Following  
Council  
Ratification

Never

### Item for Decision

**TITLE:** Hybrid Working Pilot – Interim Report

1. At the April meeting of the Corporate Services Committee, a comprehensive report and briefing was provided to Members in relation to hybrid working and Members agreed to the undertaking of a Hybrid Working Pilot for relevant staff for six months.
2. By way of reminder, Hybrid Working is defined as ‘a way of structuring work, communication, hours and physical locations to enable our staff to be as productive as possible no matter where, when or who they work with.’

3. Members agreed that an interim report on the pilot be taken to the Corporate Services Committee and this is set out below.

## HYBRID WORKING PROTOCOL – PARAMETERS OF THE PILOT

4. The following parameters were agreed for the Hybrid Working pilot:
  - a) **Start date:** From 1<sup>st</sup> June 2022, 'office' based employees will be expected to return to the office on a minimum 60-40 split i.e. if working a 'regular' five day week - to be in the office three days out of five, 60% of the time. (This will be pro-rata for part-time employees, in conjunction with line manager). As this is a pilot, and we are still reacting to a pandemic situation, there will be some degree of flexibility required on all parties as the pilot progresses to accommodate business needs.
  - b) **Annual Leave:** During the pilot phase and through the 2022-23 Annual Leave year, normal rules apply i.e. no additional carry over due to pilot – line managers to manage leave as per existing procedures.
  - c) **Terms and Conditions:** No change to Terms & Condition for any employee during pilot phase.
  - d) **Flexible Working Requests:** Request for flexible working based on work location/ working from home will not be considered during pilot phase – Employees can continue to request a change e.g. if looking to change their actual hours.
  - e) **Time Recording:** While working away from the office, employees are required to record start, finish and lunch times in accordance with the Flexible Working Hours Policy.
  - f) **Interim Period:** Line managers should use interim period up until 1<sup>st</sup> June 2022 to assist those who have mainly worked from home to come back to the office on a gradual basis.
  - g) **Payment/ Location of Work:** As no change to terms and conditions of employment, please note mileage will not be paid for home to office including 'part days' such as coming into the office for a meeting on a day employees primarily working from home.
  - h) **Equipment:** Council will only provide necessary IT Equipment and phones (if deemed necessary by HOS) for the duration of the pilot.
  - i) **There will be no obligation on any employee identified as able to partake in the pilot to do so (e.g. if they do not have facilities to support hybrid working).**

## REVIEW OF ACTIONS AND NEXT STEPS

5. The cross-functional working group has been meeting since late 2021. This group has continued to meet throughout the duration of the pilot to consider actions and feedback on the pilot.
6. A survey had been carried out to garner wider feedback from relevant staff, we have also completed 'Pulse' survey in conjunction with a service wide focus group. This was specifically for anyone who had availed of some form of hybrid working (even for a short period) during the pandemic period spanning 24 months. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

8. The next key step is to consider the outcomes from the pilot for Members to decide whether this pilot can be made a more permanent approach to working arrangements. This will then form the basis of a formal policy.
9. This work will complement the wider efficiency programme and consider the following areas:
  - a. Our Digital Strategy
    - i. Rollout of the appropriate technology equipment to all staff based on their role and worker style and a funding model to support ongoing refresh of equipment.
    - ii. Development and embedding of future IT service models and processes that best support flexible and remote working.
    - iii. Our investment in infrastructure to support remote access to applications and services.
  - b. Our People Strategy
    - i. Leadership and Management - Embedding strong leadership and management to successfully lead teams through new ways of working.
    - ii. Embedding smarter working as “business as usual” – supporting managers and teams through communications, engagement, and tools.
    - iii. Transforming the culture of the organisation to drive modern, effective, and productive ways of working.
  - c. Our Asset Strategy: Accommodation Working Group
    - i. Assessing our future space requirements for LCCC staff and translating this into a strategy for our assets (namely offices) – including exploiting opportunities for income generation and cost reduction.
    - ii. Delivering future office model solutions, technology and layouts that maximise performance, productivity, and support staff wellbeing.

10. Given the timeframes involved in the analysis of the pilot and the agreement of the next steps by Members following this review, it is proposed that the current hybrid working arrangements continue until such times as a formal decision is reached in relation to this way of working.

### Recommendation

1. It is recommended that Members note the interim report on the Pilot Hybrid Working.
2. It is further recommended that Members agree to the continuing of the hybrid working arrangements until such times as a formal decision is reached in relation to this way of working.

### Finance and Resource Implications:

1. Not known but likely to have a positive impact on comparable utility costs

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

#### If no, please provide explanation/rationale

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="N/A"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="N/A"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="N/A"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
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**If no, please give explanation/rationale for why it was not considered necessary:**

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

### 3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

**If no, please provide explanation/rationale:**

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

**If yes, please summarise the outcome of the E&S screening:**

**Please provide a link to the E&S screening and to any other relevant attachments:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

N/A

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date: