



June 1st, 2022

To: The Chair, Vice-Chair and Members of the Corporate Services Committee

Ex-Officio

The Right Worshipful The Mayor

Deputy Mayor

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 8th June 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).

📄 *Disclosure of Interests form.pdf*

Not included

3.0 REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

3.1 Finance & Corporate Services Performance Report

📄 *CS Report - Performance Report Q4 KPI's 2021 22.pdf*

Page 1

📄 *Appendix I Draft Management Accounts Qtr 4 Corporate Services v1 Jan-Feb 22.pdf*

Page 7

📄 *Appendix II FCS 2021 22 KPIs Absence figs included.pdf*

Page 9

📄 *Appendix III FCS 2022 23 KPIs CE Changes.pdf*

Page 17

📄 *Appendix IV Finance Corporate Services Risk Dashboard.pdf*

Page 18

3.2 Proposal to Lease part of Antrim Street Car Park to facilitate Opening of New Business

📄 *CSC Report - Antrim Street Car Park.pdf*

Page 19

📄 *LeaseMap.pdf*

Page 22

4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

4.1 Annual Battle of the Somme Remembrance Parade and Service, Knockagh War Memorial, Carrickfergus - Sunday 26th June 2022

📄 *CSC Report Annual Battle of the Somme Remembrance - Knockagh Monument.pdf*

Page 23

4.2 Request for Financial Assistance - Wallace High School First Lego League World Championships

📄 *CSC Report Requests for Financial Assistance - Wallace HS.pdf*

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▢	<i>Appendix 1 - WHS.pdf</i>	Page 29
▢	<i>Appendix 2 - Policy on Financial assistance.pdf</i>	Page 30
4.3	National Association of Councillors (NAC)	
▢	<i>CSC Report - NAC Events.pdf</i>	Page 31
4.4	Policy on Memorials and Commemorative Spaces	
▢	<i>CSC Report - Memorials Policy.pdf</i>	Page 34
▢	<i>Appendix 1 -Memorials Policy and Equality Screening.pdf</i>	Page 37
▢	<i>Appendix 2 -RNIA LCCC Memorials Policy.pdf</i>	Page 61
4.5	Request for Financial Assistance - Support for NI Children's Hospice	
▢	<i>CSC Report - Request for Financial Assistance NI Children's Hospice.pdf</i>	Page 70
▢	<i>Appendix 1 - NI Children's Hospice.pdf</i>	Page 73
▢	<i>Appendix 2 - Policy on Financial assistance.pdf</i>	Page 74


5.0 REPORT OF HEAD OF FINANCE

5.1	NI Local Government Association	
▢	<i>CSC Report - NILGA - June CSC.pdf</i>	Page 75
▢	<i>NILGA Letter Appendix 1 CSC June 22.pdf</i>	Page 78

6.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT


6.1	Draft Annual Progress Report on Equality, Good Relations and Disability Duties	
▢	<i>CSC Report - HR_OD_June_22_Equality_Update.pdf</i>	Page 79
▢	<i>Appendix_DRAFT Ann S75 Progress Report final.pdf</i>	Page 83
▢	<i>Appendix_EC_Feedback_Report_20-21.pdf</i>	Page 119
6.2	Workforce Reports	
▢	<i>CSC Report - HR_OD_June_22_Workforce_Stats.pdf</i>	Page 124

 *Appendix_Absence_Year End March 2022.pdf* *Page 127*

 *Appendix_WF_Profile_Final.pdf* *Page 134*

 *Appendix_Recruitment_June_22.pdf* *Page 135*

6.3 Elected Member Development Steering Group

 *CSC Report HR_OD_EMDSG.pdf* *Page 147*

 *Appendix_EMDSG_Minute_Actions_240522.pdf* *Page 150*

7.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

7.1 Financial Position 2022/2023

Confidential for reasons of: a) information relating to the financial or business affairs of any particular person (including the Council holding that information), and b) 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 bearers under, the Council.





7.2 Community Investment Fund Phase II Pilot Extension

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





7.3 DEA Local Investment Programme - Quarter 1 Report

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







7.4 Uniform Contract - Financial Appraisal

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

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7.5 Provision of Catering for Lagan Valley Island

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

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7.6 Trade Unions and Pay Matters

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.

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7.7 Digital LCCC: Local Area Network (LAN) Hardware Upgrade

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

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7.8 Efficiency Review Steering Group (Tabled Report)

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.

8.0 ANY OTHER BUSINESS



Corporate Services Committee

8th June 2022

Report from:

Director of Finance & Corporate Services

Item for Decision

TITLE: Finance & Corporate Services Performance Report

Background and Key Issues:

1. This paper deals with the following areas:
 - Management Accounts covering Period 10 (January 2022) and Period 11 (February 2022)
 - Q4 2021/22 KPI's
 - 2022/23 KPI's
 - Directorate Risk Dashboard

NB Trading accounts include period 10 and period 11 figures only as period 12 figures are not available at this time. This is due to the ongoing financial year-end work. The draft accounts will be presented to the Governance and Audit Committee on 23rd June 2022.

2. Finance & Corporate Services Trading Accounts – Q4

Attached as Appendix 1 are the following trading summaries:

- Period 10 (1st January – 31st January 2022)
- Period 11 (1st February – 28th February 2022)

3. Q4 2021/22 Finance & Corporate Services KPI's

The Council operates a broad range of KPI's including statutory targets, for example, percentage of household waste collected that is sent for recycling (set externally and reported internally via Council Committees), performance improvement targets (set by Council and reported through Governance & Audit Committee) and operational metrics/service KPIs (set by Council and reported internally via Council Committees).

- Appendix 2 provides an outline of performance for Q4 (January – March 22) for the operational metrics/service KPIs.

5. 2021/22 Finance & Corporate Services KPI's – Year end position

During 2021/22 targets set for holiday pay, health and wellbeing initiatives, the apprenticeship scheme and customer engagement were achieved. Due to planned transition to the new Absence Management System, it was not possible to measure some operational KPIs relating to absence for the last two quarters. However, the organisational absence for Q4 was 13.60 against 12 days and 13.60 against the sectoral average target of 13.9 days. It should be noted that if Covid related absence is removed the average number of days lost per employee is 10.63 against 12 days and 10.63 against the sectoral average target of 13.9 days. Actual training hours for both staff and members fell short of the targets. This was potentially due to factors such as absence due to Covid, officers being able to get through training more quickly than anticipated due to it being provided online. It should be noted that there was a significant programme of online training provided in year e.g. cyber, equality. This was unable to be captured by the Learning Management System at that time, therefore, actual training hours were higher than reported. The KPI targets for finance were realigned in 2021/22 to the Northern Ireland Executive's policy on prompt payments, these targets are challenging and it is anticipated the performance of LCCC in this area will improve once the new finance system is fully operational.

6. 2022/23 Finance & Corporate Services KPI's

The proposed operational KPIs for 2022/23 financial year are outlined in the table below. The KPIs take account of the Interim Corporate Plan and operational priorities. Appendix 3 provides a copy of the 2022/23 Finance & Corporate Services KPI's.

7. Table 1: Proposed Finance & Corporate Services Operational KPIs

Area of Focus	Basis of Target	Status of KPI	Basis of Reporting
Absence: Rolling Target:	Rolling average absence with target set at 12 days per annum	Continuing	This target will track performance at Council level: NB Management will continue to track and monitor performance at functional/ service and departmental level, and will be reported to this Committee as part of the HR quarterly absence report.
Absence: Quarterly Target	Quarterly target set at 3 days per quarter	Continuing	This target will track performance at Council level: NB Management will continue to track and monitor performance at functional/ service and departmental level, and will be reported to this

			Committee as part of the HR quarterly absence report.
Absence: Rolling Target against Local Government average ¹	Rolling average absence with target set as 13.9 days per annum.	Removed	This target is out of date (as the sectoral average was based on data pre covid) and also the Council actual absence was lower than the sectoral average in 21/22.
Training - officer	Quarterly target set at 4 hours per quarter	Continuing	No change from 2021/22
Training - Members	Quarterly target set at 2 hours per quarter	Continuing	No change from 2021/22
Holiday Pay	100%	Removed	This KPI is being removed as the payment of overtime and holiday back pay has been successfully completed during 2021/22
Apprenticeships	Implementation of the Apprenticeship programme by the end of 21/22	Removed	This KPI is being removed as the apprenticeship programme has been successfully implemented during 2021/22
Mental Health & Wellbeing	Annual target measuring the number (12) and type of Health & Wellbeing initiatives	Continuing	No change from 2021/22
Prompt Payment - undisputed invoices	100% with 30 days	Continuing	No change from 2021/22 This target will continue to be very challenging for the Council particularly given the introduction of new processes for purchase orders and also the planned replacement of the finance system.
Prompt Payment -undisputed invoices	90% within 10 days	Continuing	No change from 2021/22 The target will continue to be very challenging for the Council particularly given the introduction of new processes for purchase orders and also the planned replacement of the finance system.
Customer Experience Rating	Achievement of 85%	Continuing	No change from 2021/22 This target will track customer satisfaction levels in relation to a number of LVI service offerings such as weddings/registration, conferencing and theatre when they resume. The objective will be to monitor satisfaction levels, identify trends and pinpoint areas for improvement.

¹ NIAO Audit report 2020

8. Directorate Risk Dashboard

Appendix 4 provides the current Directorate risk dashboard.

9. Key Changes include:

- CRR 2 Emergency Planning / Business Continuity removal of risk due to structure change. This risk is now captured and managed on Environmental Services Departmental Risk Register.
- CRR 7 Financial Sustainability risk increased from medium to high due to current market conditions/inflationary pressures. Additional mitigation measures include:
 - Monitoring of cost increases due to Ukraine war / inflationary pressures captured under monthly management accounts.
 - Fuel price sensitivity test conducted by Waste Management.
 - Electricity / gas monthly analysis.
 - Analysis of contractor price increases being conducted.
 - Monthly analysis of fuel prices.
- HR 2 Staffing Resources escalation of risk from HR&OD service unit risk register to Directorate Risk Register to reflect the corporate wide risk of staff resources due to competing priorities i.e. COVID, absenteeism, concurrent emergencies, skills shortages etc.

Recommendation:

It is recommended that Members note and scrutinise:

1. Trading accounts covering Period 10 and 11 – Appendix 1.
2. The outturn of operational metrics/service KPIs for Q4 (January to March 22) – Appendix 2.
3. Directorate Risk Dashboard – Appendix 4

It is recommended that Members approve:

4. The proposed operational metrics/service KPIs for 2022/23 – Appendix 3

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?:

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
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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
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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:

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 Trading Summary for Q4 (January to March 22)
- Appendix 2 Operational metrics/Service KPIs for Q4 (January to March 22)

Appendix 3 Operational metrics/Service KPIs for 2022/23
Appendix 4 Directorate Risk Dashboard

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:

Corporate Services - Jan 22 to Feb 22

Month:- Jan-22

Department	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
Expenditure:				
Payroll				
Director of Finance & Corporate Services	262,190	218,441	223,139	4,698
Corporate Communications & Admin	2,498,010	2,081,968	1,897,390	(184,577)
Finance	596,150	496,740	478,460	(18,280)
HR	1,042,550	835,456	799,071	(36,385)
Total Payroll Expenditure:	4,398,900	3,632,604	3,398,059	(234,545)
Non-Payroll				
Director of Finance & Corporate Services	109,000	16,625	9,331	(7,294)
Corporate Communications & Admin	2,294,760	1,910,912	1,835,028	(75,885)
Finance	196,230	175,683	165,523	(10,160)
HR	680,720	503,300	344,238	(159,062)
Total Non-Payroll Expenditure:	3,280,710	2,606,520	2,354,119	(252,401)
Total Expenditure	7,679,610	6,239,124	5,752,178	(486,946)
Income:			2,354,119	(252,401)
Director of Finance & Corporate Services	0	0	0	0
Corporate Communications & Admin	(613,360)	(448,080)	(388,954)	59,126
Finance	(25,540)	(16,667)	(12,078)	4,589
HR	(360,000)	(325,333)	(330,298)	(4,965)
Total Income:	(998,900)	(790,079)	(731,330)	58,749
Overall Net Position:				
Director of Finance & Corporate Services	371,190	235,066	232,469	(2,597)
Corporate Communications & Admin	4,179,410	3,544,800	3,343,464	(201,336)
Finance	766,840	655,756	631,904	(23,852)
HR	1,363,270	1,013,423	813,011	(200,412)
Net Overall Position	6,680,710	5,449,044	5,020,848	(428,196)
Total Net Overall Position	6,680,710	5,449,044	5,020,848	(428,196)

Department	Month:-		Feb-22	
	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
Expenditure:				
Payroll				
Director of Finance & Corporate Services	262,190	240,315	245,518	5,203
Corporate Communications & Admin	2,498,010	2,289,984	2,084,769	(205,215)
Finance	596,150	546,444	528,501	(17,943)
HR	1,042,550	939,001	898,140	(40,861)
Total Payroll Expenditure:	4,398,900	4,015,744	3,756,928	(258,816)
Non-Payroll				
Director of Finance & Corporate Services	109,000	16,750	2,513	(14,237)
Corporate Communications & Admin	2,294,760	2,049,804	1,999,735	(50,069)
Finance	196,230	176,594	166,367	(10,227)
HR	680,720	628,489	417,987	(210,502)
Total Non-Payroll Expenditure:	3,280,710	2,871,637	2,586,602	(285,035)
Total Expenditure	7,679,610	6,887,381	6,343,530	(543,851)
Income:				
Director of Finance & Corporate Services				0
Corporate Communications & Admin	(613,360)	(525,101)	(532,442)	(7,341)
Finance	(25,540)	(18,333)	(13,258)	5,075
HR	(360,000)	(358,167)	(320,036)	38,131
Total Income:	(998,900)	(901,601)	(865,736)	35,865
Overall Net Position:				
Director of Finance & Corporate Services	371,190	257,065	248,031	(9,034)
Corporate Communications & Admin	4,179,410	3,814,687	3,552,062	(262,625)
Finance	766,840	704,705	681,610	(23,095)
HR	1,363,270	1,209,323	996,091	(213,232)
Net Overall Position	6,680,710	5,985,780	5,477,794	(507,986)
Total Net Overall Position	6,680,710	5,985,780	5,477,794	(507,986)
DIFFERENCE IN AUDIT FEES PROFILE 38241-3500				(92,000)

Performance Summary

Finance & Corporate Services

(Type = 'Service')

Tuesday 31st of May 2022



Red = Target missed or measure overdue
 Amber = Measure due but not complete
 Green = Target met or exceeded
 Grey = Measure not yet due

Finance & Corporate Services	12 Red	6 Green
Human Resources and Organisational Development	2 Red	3 Green
Facilities Management	1 Green	
Finance	2 Red	

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
100 : Departmental Absence CE Office - The average number of working days lost due to absences reduced . Actual Absence for quarter					TARGET	ACTUAL	STATUS	
					3		Red	
TARGET	3	3	3	3				
ACTUAL	3.98	4.35						
<p>Notes: Data not yet available due to system change. It is anticipated all data will be available June 2022 and will be reported in due course.</p>								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
100 : Departmental Absence CE Office - The average number of working days lost due to absences reduced . Rolling Year Absence					TARGET	ACTUAL	STATUS	
					12	6.53	Green	
TARGET	12	12	12	12				
ACTUAL	3.26	6.92		6.53				
<p>Notes:</p>								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
100 : Departmental Absence CE Office - The average number of working days lost due to absences reduced . Rolling Year Absence (LG Benchmark)					TARGET	ACTUAL	STATUS	
					13.9	6.53	Green	
TARGET	13.9	13.9	13.9	13.9				
ACTUAL	3.26	6.92		6.53				
<p>Notes:</p>								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
161 : Departmental Absence Environmental Services - The average number of working days lost due to absences reduced . Actual Absence					TARGET	ACTUAL	STATUS	
					3		Red	
TARGET	3	3	3	3				
ACTUAL	3.85	4.61						
<p>Notes: Data not yet available due to system change. It is anticipated all data will be available June 2022 and will be reported in due course.</p>								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22					
161 : Departmental Absence Environmental Services - The average number of working days lost due to absences reduced . Rolling year absence					TARGET	12	ACTUAL	12.96	STATUS	Red
TARGET	12	12	12	12						
ACTUAL	13.83	14.97		12.96						
Notes:										

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22					
161 : Departmental Absence Environmental Services - The average number of working days lost due to absences reduced . Rolling Year Absence (LG Benchmark)					TARGET	13.9	ACTUAL	12.96	STATUS	Green
TARGET	13.9	13.9	13.9	13.9						
ACTUAL	13.83	14.97		12.96						
Notes:										

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22					
162 : Departmental Absence Service Transformation - The average number of working days lost due to absences reduced . Actual Absence					TARGET	3	ACTUAL		STATUS	Red
TARGET	3	3	3	3						
ACTUAL	3.23	6.17								
Notes: Data not yet available due to system change. It is anticipated all data will be available June 2022 and will be reported in due course.										

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22					
162 : Departmental Absence Service Transformation - The average number of working days lost due to absences reduced . Rolling Year Absence					TARGET	12	ACTUAL	16.49	STATUS	Red
TARGET	12	12	12	12						
ACTUAL	14.54	16.88		16.49						
Notes:										

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
162 : Departmental Absence Service Transformation - The average number of working days lost due to absences reduced . Rolling year absence benchmark with LG					TARGET	ACTUAL	STATUS	
					13.9	16.49	Red	
TARGET	13.9	13.9	13.9	13.9				
ACTUAL	14.54	16.88		16.49				
Notes:								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
163 : Departmental Absence Leisure & Community Wellbeing - The average number of working days lost due to absences reduced . Actual Absence					TARGET	ACTUAL	STATUS	
					3		Red	
TARGET	3	3	3	3				
ACTUAL	3.80	4.75						
Notes: Data not yet available due to system change. It is anticipated all data will be available June 2022 and will be reported in due course.								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
163 : Departmental Absence Leisure & Community Wellbeing - The average number of working days lost due to absences reduced . Rolling Year Absence					TARGET	ACTUAL	STATUS	
					12	15.48	Red	
TARGET	12	12	12	12				
ACTUAL	12.96	14.55		15.48				
Notes:								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
163 : Departmental Absence Leisure & Community Wellbeing - The average number of working days lost due to absences reduced . Rolling year absence (benchmarked against LG sector)					TARGET	ACTUAL	STATUS	
					13.9	15.48	Red	
TARGET	13.9	13.9	13.9	13.9				
ACTUAL	12.96	14.55		15.48				
Notes:								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22				
164 : Departmental Absence Finance & Corporate Services - The average number of working days lost due to absences reduced . Actual absence					TARGET	3	ACTUAL	STATUS	Red
TARGET	3	3	3	3					
ACTUAL	1.07	2.9							
Notes: Data not yet available due to system change. It is anticipated all data will be available June 2022 and will be reported in due course.									

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22				
164 : Departmental Absence Finance & Corporate Services - The average number of working days lost due to absences reduced . Rolling Year Absence					TARGET	12	ACTUAL	STATUS	Green
TARGET	12	12	12	12					
ACTUAL	6.24	7.72		5.97					
Notes:									

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22				
164 : Departmental Absence Finance & Corporate Services - The average number of working days lost due to absences reduced . Rolling year absence (benchmarked against LG sector)					TARGET	13.9	ACTUAL	STATUS	Green
TARGET	13.9	13.9	13.9	13.9					
ACTUAL	6.24	7.72		5.97					
Notes:									

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22				
211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced. Actual absence					TARGET	3	ACTUAL	STATUS	Red
TARGET	3	3	3	3					
ACTUAL	3.41	4.65							
Notes: Data not yet available due to system change. It is anticipated all data will be available June 2022 and will be reported in due course.									

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced. Rolling Year Absence					TARGET	ACTUAL	STATUS	
					12	13.60	Red	
TARGET	12	12	12	12				
ACTUAL	12.60	14.14		13.60				
Notes: If Covid related absence is removed the average number of days lost per employee is 10.63								

FINANCE & CORPORATE SERVICES					DUE 1ST APR 22			
211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced. Rolling year absence LG benchmark					TARGET	ACTUAL	STATUS	
					13.9	13.60	Green	
TARGET	13.9	13.9	13.9	13.9				
ACTUAL	12.60	14.14		13.60				
Notes: If Covid related absence is removed the average number of days lost per employee is 10.63								

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT					DUE 1ST APR 22			
14 : Employee Training Number of hours of off the job training per employee. Number of Hours					TARGET	ACTUAL	STATUS	
					16	7.5	Red	
TARGET	4	8	12	16				
ACTUAL	6.257	8.737	5.26	7.5				
Notes: This does not include online learning which would increase the actual number of hours. Unfortunately the LMS (Learning Management System) cannot run an hourly report at the minute.								

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT					DUE 1ST APR 22			
15 : Elected Member Training Total number of hours of training per elected member. Number of Hours					TARGET	ACTUAL	STATUS	
					8	2.94	Red	
TARGET	2	4	6	8				
ACTUAL	1.11	1.86	2.17	2.94				
Notes: Elected Member training. A number of online training events had been scheduled for Elected Members but unfortunately not everyone was able to avail of these.								

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT					DUE 1ST APR 22			
18 : Payroll % rate of returns completed in appropriate timeliness. % of overtime and holiday pay claims completed within the quarter					TARGET	ACTUAL	STATUS	
					100%	100%	Green	
TARGET	50%	80%	100%	100%				
ACTUAL	50.54%	98%	100%	100%				
Notes:								

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST APR 22

208 : Apprenticeships Implementation of the Apprenticeship programme. **Have we implemented the Apprenticeship programme by end of March 2022?**

TARGET
Yes

ACTUAL
Yes

STATUS
Green

TARGET	Yes	Yes
ACTUAL	Yes	Yes

Notes: Apprenticeship programme was launched in Q1. Apprenticeships are implemented and are successfully progressing with monthly reviews. All six apprentices have now successfully passed their probation (March 22) with excellent feedback from all line managers with regard to their general progress.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST APR 22

209 : Health & Wellbeing Health & Wellbeing Initiatives .**The number and type of Health & Wellbeing Initiatives delivered during 2021/22**

TARGET
6

ACTUAL
27

STATUS
Green

TARGET	6	6
ACTUAL	13	27

Notes: 1. World Menopause Day 2. Movember 3. Big Bus 4. Stay Well hub launch 5. 16 days of action against domestic abuse and violence 6. NILGOSC Pension information sessions 7. Take 5 8. Time to Talk 9. Linda Murray's heart video 10. Online cancer awareness sessions 11. Mindfulness sessions 12. How to talk sensitively to our young people about Ukraine 13. Christmas Wreath Making 14. Flu Vaccination

FACILITIES MANAGEMENT

DUE 1ST APR 22

199 : Customer Experience Rating Customer satisfaction levels in relation to a number of LVI service offerings such as weddings/registration, conferencing and theatre. **Customer Satisfaction**

TARGET
85%

ACTUAL
85%

STATUS
Green

TARGET	85%
ACTUAL	85%

Notes: The venue was closed for the majority of the 21/22 year, when the building reopened there were limited bookings due to COVID-19 restrictions in place. Some examples of this positive feedback are: "Mary and Carol took time during every contact to listen, reassure and offer sound advice. They demonstrated compassion and genuine interest in our marriage. There was nothing that was too much trouble and they always returned our calls. Their communication skills were excellent and I feel honoured to have had their support. Finally, the swiftness of Mary processing our marriage documentation was simply superb." "Our special day was perfect and that started with our ceremony. Thanks to Carol everything went to plan and as had been explained to us. We were put at ease even though we were a little nervous. Couldn't have asked for a more pleasant and friendly registrar." Further feedback is contained in the attached report

FINANCE

DUE 1ST APR 22

16 : Prompt Payment Prompt Payment Indicators .**Percentage supplier invoices paid within 30 Days**

TARGET
100%

ACTUAL
88.37%

STATUS
Red

TARGET	100%	100%	100%	100%
ACTUAL	96.14%	91.64%	89.81%	88.37%

Notes: For comparison, 2020/2021 quarter 4 actual for LCCC was 90.09%. This target will be continue to be challenging until the new finance system is fully implemented. The new system is currently in the design stage.

FINANCE

DUE 1ST APR 22

16 : Prompt Payment Prompt Payment Indicators . **Percentage supplier invoices paid within 10 days**

TARGET
90%

ACTUAL
76.57%

STATUS
Red

16

TARGET	90%	90%	90%	90%
ACTUAL	86.27%	76.12%	78.34%	76.57%

Notes: For comparison, 2020/2021 quarter 4 actual for LCCC was 74.18%. This target will be continue to be challenging until the new finance system is fully implemented. The new system is currently in the design stage.

Department : Finance & Corporate Services

(Type = 'Service')

Thursday 26th of May 2022

Finance & Corporate Services					
211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced					
Actual absence	Target	3	3	3	3
	Actual	—	—	—	—
Rolling Year Absence	Target	12	12	12	12
	Actual	—	—	—	—
Human Resources and Organisational Development					
14 : Employee Training Number of hours of off the job training per employee					
Number of Hours	Target	4	8	12	16
	Actual	—	—	—	—
15 : Elected Member Training Total number of hours of training per elected member					
Number of Hours	Target	2	4	6	8
	Actual	—	—	—	—
209 : Health & Wellbeing Health & Wellbeing Initiatives					
The number and type of Health & Wellbeing Initiatives delivered during 2022/23	Target	6		6	
	Actual	—		—	
Facilities Management					
199 : Customer Experience Rating Customer satisfaction levels in relation to a number of LVI service offerings such as weddings/registration, conferencing and theatre					
Customer Satisfaction	Target	85%			
	Actual	—			
Finance					
16 : Prompt Payment Prompt Payment Indicators					
Percentage supplier invoices paid within 30 Days	Target	100%	100%	100%	100%
	Actual	—	—	—	—
Percentage supplier invoices paid within 10 days	Target	90%	90%	90%	90%
	Actual	—	—	—	—

Quick Links
LCCC Risk Register

DASHBOARD KEY / INDICATOR

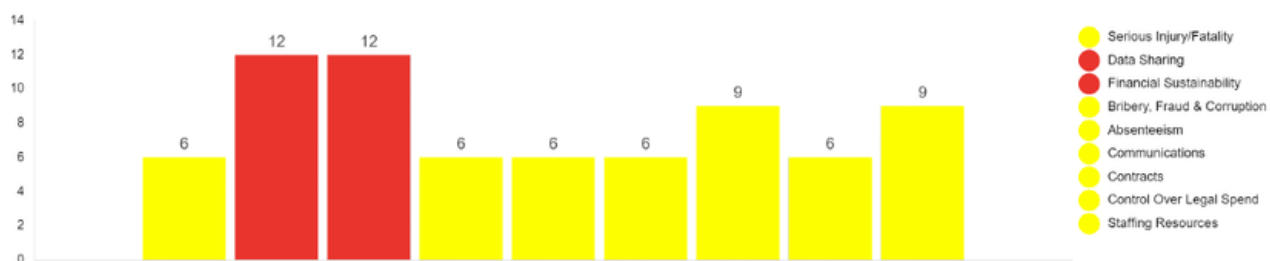
Risk Rating	Descriptor
●	Low (1-4)
●	Medium (5-11)
●	High (12-16)

Fluctuation Key	Descriptor
↑	Risk Increase
↓	Risk Decrease
↔	Remains Same
*	New Risk

Risk Matrix	Minor	Moderate	Major	Catastrophic
Very Likely	4	8	12	16
Likely	3	6	9	12
Unlikely	2	4	6	8
Very Unlikely	1	2	2	4
	Minor	Moderate	Major	Catastrophic

FINANCE & CORPORATE SERVICES RISK SUMMARY

Finance & Corporate Services Departmental Risks



FINANCE & CORP SERVICES DEPARTMENTAL RISK REGISTER

Finance & Corporate Services Risk Register

Ref.	High Risk	Risk	Risk Description	Risk Owner	Inherent Risk	Current Controls	Residual Risk	Fluctuation since last review	Rationale	Additional Acti
Total		Count 9								
CRR 1	☐	Serious Injury/Fatality	Breach in internal H&S arrangements resulting in injuries / loss of life / illness.	Emergency Planning Officer	8	CRR 1 Serious Injury / Fatality	6	*	Transferred from Finance & Corporate Services Directorate to Environmental Services.	CRR 1 Serious Injury / Fatality
CRR 5	☑	Data Sharing	Poor or inadequate data sharing agreements resulting in unintended data breach	TPO Manager	16	CRR 5 Data Sharing	12	↔		CRR 5 Data Si
CRR 7	☑	Financial Sustainability	Failure to deliver balanced budget 2022/23 and longer term financial resilience and sustainability.	HOS Finance	16	CRR 7 Financial Sustainability	12	↑	Due to current market conditions/inflationary pressures.	CRR 7 Financi Sustainability
FCS 1	☐	Bribery, Fraud & Corruption	Lack of effective internal control and governance framework, resulting in internal control failure, increased risk of bribery, fraud and/or corruption.	Director of Finance & Corporate Services	9	FCS 1 Bribery, Fraud / Corruption	6	↔		FCS 1 Bribery, Corruption
FCS 2	☐	Absenteeism	Risk of insufficient staffing resources due to high levels of absenteeism within the Council impacting on service delivery and over-reliance on agency staff resulting in increased financial costs.	Director of Finance & Corporate Services	9	FCS 2 Absenteeism	6	↔		FCS 2 Absent
FCS 3	☐	Communications	The risk of inadequate, delayed or inaccurate information and/or communications resulting in operational delays or reputational damage as a result of under resource and/or lack of coordination.	Director of Finance & Corporate Services	9	FCS 3 Communications	6	↔		FCS 3 Communicatio
FCS 4	☐	Contracts	Mismanagement of contracts due to lack of central oversight/management resulting in financial inefficiencies and potential contract procurement breaches.	Director of Finance & Corporate Services	12	FCS 4 Contracts	9	↔		FCS 4 Contrac
FCS 5	☐	Control Over Legal Spend	Overspend on Legal Costs	Director of Finance & Corporate Services	8	FCS 5 Legal Spend	6	↔		FCS 5 Legal S
HR 2	☐	Staffing Resources	Loss of key staff/knowledge due to sickness, leave or unfilled posts resulting in associated negative impact on service delivery	HOS HR & OD	9	HR 2 Staffing Resources	9	↑	Residual likelihood raised from 2 to 3 due to corporate competing priorities: COVID, Absenteeism, concurrent emergencies, skills shortages. Raised to Directorate Risk Register to reflect corporate wide risk.	HR 2 Staffing Resources



Corporate Services Committee

8th June 2022

Report from:

Head of Assets

Item for Decision

TITLE: Proposal to lease part of Antrim Street Car Park to facilitate opening of new business.

Background and Key Issues:

Background

1. The Council have been approached by a proposed trader who has agreed to purchase the former Poundstretcher premises in Antrim Street, Lisburn. The area has been impacted by Covid and there are a number of vacant shop units and business premises.
2. The opening of this new business will be another boost in the Council's attempts to attract additional traders. Locally it is anticipated that this will act as a catalyst to attract further businesses.
3. The purchaser of Poundstretcher premises wishes to lease an area of Antrim Street car park, adjacent to his property to offer free car parking to his customers.
4. Antrim Street car park has a track record both pre and post COVID of approximately 90% occupancy, therefore it is not anticipated that there will be significant displacement. In addition the adjacent Bow Street Mall has reported significant underutilisation of their car parking spaces.

Key Issues

1. The area to be leased is shown on the attached map outlined in red (**see Appendix**). It comprises approximately 213 square metres and represents an initial ten car parking spaces but with an option to expand this to 20 spaces. Discussions are ongoing with the

leasee regarding the potential to lease the spaces from the Council. We seek Members' approval to progress these negotiations on a no financial detriment basis to the Council.

2. The lease will require the leasee to maintain the land in good order, insure for all risks and reinstate as required. In addition the leasee will be restricted in their operation to car parking only and will be responsible of any works and signage to restrict use to other patrons.
3. Within the designated area there is a parcel of this land that has been bollarded and the new proprietor wishes to carry out work under license to create additional space.
4. Should negotiation be successful the car park operator will be instructed to allow the customers of the new business to use these spaces free of charge and without penalty.

Recommendation:

It is recommended Members consider and agree to lease a portion of Antrim Street car park up to a maximum of 20 spaces.

Finance and Resource Implications:

No financial detriment to Council.

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?:

Option 1		Option 2		Option 3	
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:

[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:

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:

[Empty text box for summary]

SUBJECT TO PLANNING APPROVAL:

In place

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:

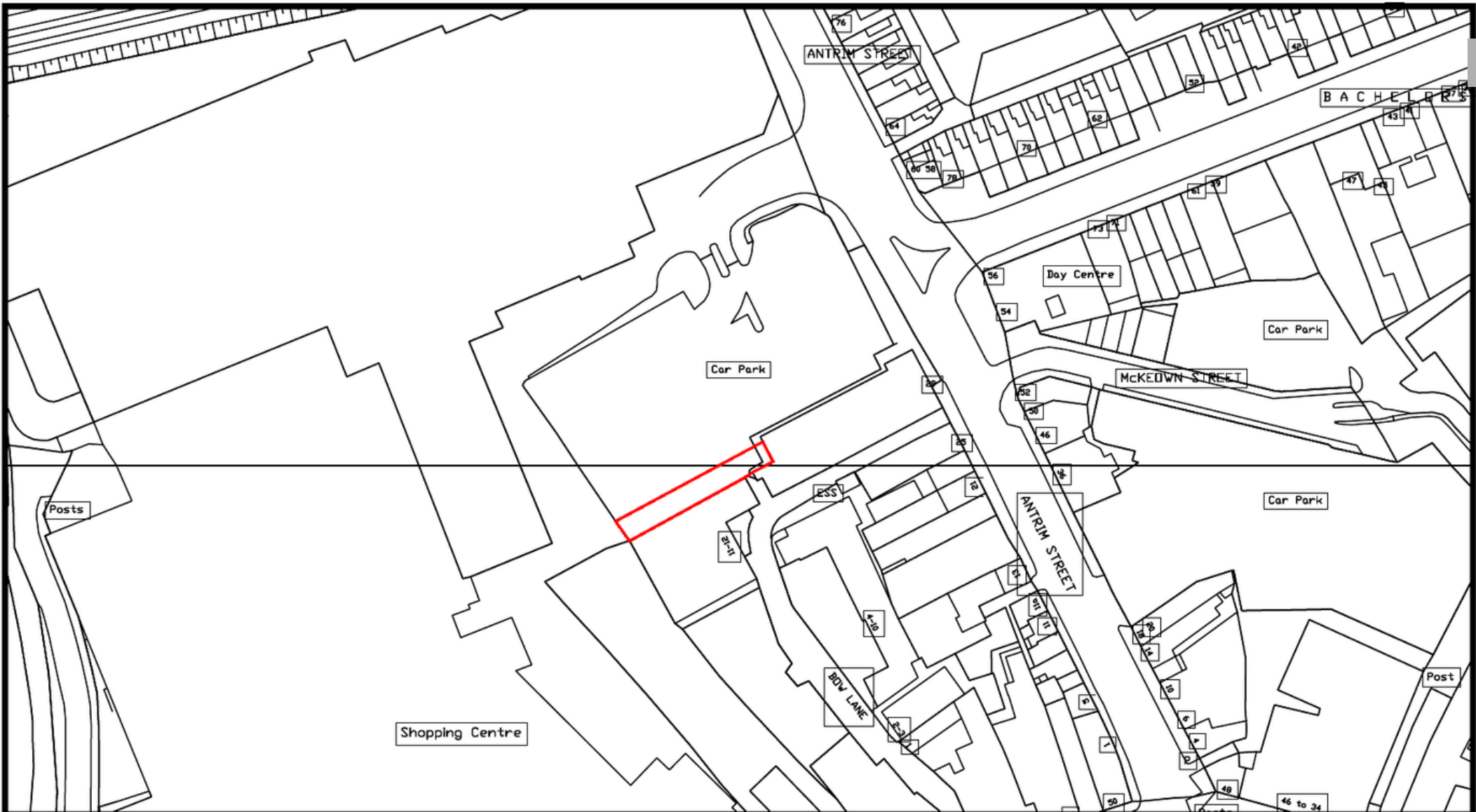
Map showing area to be leased

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

[Empty text box for date]


If Yes, please insert date:

[Empty text box for date]



LCCC Service Transformation Assets
 Civic Headquarters
 Lagan Valley Island
 Lisburn BT27 4RL
 Tel: 028 9250 9250
 www.lisburncastlereagh.gov.uk
Donal Rogan Director of Service Transformation

notes:

LEGEND:
 area to be leased.
 213m²
 10 spaces

title:
 Antrim Street Carpark,
 Antrim Street, Lisburn.

os ref: 165/06	scale(s): 1/1250 @ a4
date: May 22	drawn by: G Young

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Corporate Services Committee

8th June 2022

Report from:

Head of Corporate Communications & Administration

Item for Decision

TITLE: Annual Battle of the Somme Remembrance Parade and Service, Knockagh War Memorial, Carrickfergus – Sunday 26 June 2022

Background and Key Issues:

1. The Council will be receiving its annual invitation from Mid & East Antrim Borough Council inviting Elected Members to the Annual Battle of the Somme Remembrance Parade and Service, Knockagh War Memorial, Carrickfergus.
2. This event is scheduled for Sunday 26 June 2022. We await further details from Mid & East Antrim following their AGM on the 6 June 2022.

Recommendation:

It is recommended that Members:

1. Approve council representation at this event and any future annual event including reimbursement of expenses.
2. Agree that robes should be worn on this occasion and that the Right Worshipful the Mayor should lay a wreath on behalf of the Council.
3. Note that any Member interested in attending this event should notify Member Services accordingly.

Finance and Resource Implications

From 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?

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="Yes/No"/>	Option 2 Screen out with mitigation	<input type="text" value="Yes/No"/>	Option 3 Screen in for a full EQIA	<input type="text" value="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?	<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:

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:

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:



Corporate Services Committee

8th June 2022

Report from:

Head of Corporate Communications and Administration

Item for Decision

TITLE:

Request for Financial Assistance: Wallace High School – First Lego League World Championships

Background and Key Issues:

1. Council has received a request for financial assistance from Wallace High School in the form of sponsorship to raise funds for a school trip to the Lego League World Championships.
2. A copy of the correspondence from the school is included at **Appendix 1**.
3. The application has been assessed in accordance with the Council's Policy on Requests for Financial Assistance – copy attached at **Appendix 2**.
4. The application is not eligible for funding in accordance with the criteria below:
 - Only registered charitable organisations based in the City Council area be considered for financial assistance.
 - If funding is the responsibility of another statutory body, a reply should be sent advising of this.

Recommendation:

It is recommended that the request for financial assistance from Wallace High School is declined.

Finance and Resource Implications:

There is no provision for any associated costs are in budget lines for 2022/23.

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

This request is considered against existing policy.

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 given explanation/rationale for why it was not considered necessary:

This request will be considered against existing policy. Impact assessment is not relevant to this request.

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: Appendix 1 – Summary of Requests for Financial Assistance
Appendix 2 - LCCC Policy on Requests for Financial Assistance

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:

Dear Sir / Madam,

I am a [REDACTED] in the Wallace High School in Lisburn.

In Wallace High School's Computing department, we run an after school STEM Lego Robotics club, organised by the First Lego League. The Lego League is for school age students between the ages of 9 and 16. You can read more about the Lego League [here](#).

We recently competed in the First Lego League competition in W5, which we were also fortunate enough to win. As a result, we have been invited to the World Finals in Rio de Janeiro in Brazil over the 5th-7th August.

This is a brilliant opportunity to showcase our school and a great experience for our pupils, however there is also a significant expense attached – estimated costs would likely be over £20,000. Costs would include flights, accommodation, transport, competition entry fees, among other likely expenses.

While the pupils will be expected to fund part of it themselves, along with completing any fundraising activities independently, the school would be extremely grateful for your sponsorship by way of financial support to help us get there. Sponsorship of any amount would be appreciated.

In return to any financial support you would be able to give, we would be willing to discuss potential benefits, such as embroidering your company logo on any trip kit we get, posting links on our school / department social media and school website, and perhaps most significantly, promoting your company to other countries teams when in Brazil.

If this is an opportunity you would be interested in, please contact me by email on [REDACTED] or by phone on [REDACTED].

Many thanks,

[REDACTED]

LISBURN & CASTLEREAGH CITY COUNCIL

POLICY ON REQUESTS FOR FINANCIAL ASSISTANCE

Introduction

The Council receives requests on an ongoing basis from groups and individuals for financial assistance. This policy will outline how such requests should be managed.

Factors to consider

At the outset the relevant Director / Head of Service should consider

- if the funding is the responsibility of another statutory body a reply should be sent advising of this
- If the request could be accommodated under a Council funding / grant initiative, the request should be referred to the relevant Council department for response.

In respect of charity requests, council fundraising is directed towards charities as outlined in the charity support policy.

In respect of requests for free or subsidized use of Council facilities, such requests will be considered under that policy.

However, it recognised that there are other charity requests which the council may wish to consider. These should be referred to the relevant committee for consideration using the following:-

- The activity involved must be of benefit to a substantial number of persons residing in the Council area.
- No requests for financial assistance from commercial concerns be approved.
- Only registered charitable organisations based in the City Council area be considered for financial assistance.
- Any previous financial assistance given by the Council

In the event of a request not meeting the provisions referred to in the preceding paragraph, it be brought before the Corporate Services Committee to consider whether or not there might be an exceptional factor which could merit financial assistance being awarded.

In all instances the Council can only provide support in circumstances where it is within its authority to do so.

Lisburn & Castlereagh City Council
23rd March 2016



Corporate Services Committee

8th June 2022

Report from:

Head of Corporate Communications and Administration

Item for Decision

TITLE: National Association of Councillors (NAC)

Background and Key Issues:

1. Notification has been received from the National Association of Councillors (NAC) of the current list of scheduled conferences.
2. All conferences, apart from the Regional AGM & Conference in Nottingham from the 23rd – 25th September 2022, have already been reported to the Committee on the 9 March 2022 with the necessary authorisation for attendance obtained.
3. To date, the schedule of NAC events/conferences for 2023 has not been received.

Recommendation:

It is recommended that:

1. Members approve the attendance of any NAC member at the Regional AGM & Conference in Nottingham on the 23rd – 25th September 2022. The Council will be responsible for the payment of Members' approved expenses in this regard.
2. In anticipation of receipt of the 2023 schedule of NAC events/conferences, Members now approve the attendance of any NAC member at any of those events/conferences being held during the current Council mandate. The Council will be responsible for the payment of Members' approved expenses in this regard.

- 3. The details of the 2023 events/conferences beyond the current Council mandate are reported to the first meeting of the Corporate Services Committee after the 2023 Local Government Elections and Council Annual Meeting so that the necessary permissions might be obtained for the Council's nominees to the NAC and its Executive Committee.

Finance and Resource Implications:

From 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?

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1		Option 2		Option 3	
Screen out without mitigation	<input type="text" value="Yes/No"/>	Screen out with mitigation	<input type="text" value="Yes/No"/>	Screen in for a full EQIA	<input type="text" value="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?	<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:

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:

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:

None.

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Corporate Services Committee

8th June 2022

Report from:

Head of Corporate Communications and Administration

Item for Decision

TITLE: Policy on Memorials and Commemorative Spaces

Background and Key Issues:

1. The Council occasionally receives requests for memorials from a variety of sources including individuals, community groups, Elected Members and charities. These can include:
 - Requests from an individual for a memorial for a deceased relative who had a close affinity with a particular area, park or place.
 - Requests for a memorial garden, bench, tree or other structure to mark a special event or occasion or to commemorate loss related to a specific cause e.g. COVID-19.
 - Request from individuals or groups for names to be added to existing memorials such as war memorials and the Garden of Reflection.
2. There are a number of policies guiding decision making in relation to these requests. To ensure a consistent and corporate approach, a new policy has been developed to replace three existing policies:
 - a. The Memorials Policy for Parks & Open Spaces;
 - b. The 'Garden of Reflection Policy'; and

- c. The 'Policy for the inscription of names on Lisburn City Council War Memorials' dated September 2011.
- 3. The Policy on Memorials and Commemorative Spaces ensures a consistent, transparent, measureable and empathetic approach to the management or requests of this nature. It also:
 - a. Ensures a corporate approach across the council
 - b. Outlines a clear rationale for decision making
 - c. Ensures appropriate governance in relation to decisions around these matters
 - d. Reduces the risk of offence with a clear rationale for refusal where appropriate
 - e. Enables sustainability, feasibility and cost to be considered at the outset
 - f. Provides support and an easier process for families to follow during difficult times
- 4. This policy does not apply to cemeteries.

Recommendation:

It is recommended that Members approve the new Policy on Memorials and Commemorative Spaces.

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? Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

<p>Option 1 Screen out without mitigation</p>	<input type="checkbox"/> Yes	<p>Option 2 Screen out with mitigation</p>	<input type="checkbox"/>	<p>Option 3 Screen in for a full EQIA</p>	<input type="checkbox"/>
--	------------------------------	---	--------------------------	--	--------------------------

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

No equality impacts identified

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

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

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:

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 – Policy on Memorials and Commemorative Spaces & Equality Screening
Appendix 2 – Rural Needs Assessment

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:



POLICY ON MEMORIALS AND COMMEMORATIVE SPACES

Version Control		
Version	Change	Date
0.1	Draft for Corporate Management Team	6 April 2022
0.2	Draft for Corporate Services	5 May 2022

CONTENTS

- 1. Introduction**
- 2. Aims / Objectives**
- 3. Memorials**
- 4. Locations**
- 5. Governance**
- 6. Ad Hoc Requests**

APPENDIX

- 1. Equality Screening**
- 2. RNIA**

1. INTRODUCTION

1.1. Lisburn & Castlereagh City Council (The Council) occasionally receives requests for memorials from a variety of sources including individuals, community groups, Elected Members and charities. These can include;

- A request from an individual for a memorial for a deceased relative who had a close affinity with a particular area, park or place.
- A request for a memorial garden, bench, tree or other structure to mark a special event or occasion or to commemorate loss related to a specific cause e.g. COVID-19.
- A request from an individual or group for names to be added to existing memorials such as war memorials and the Garden of Reflection

1.2. This policy replaces the previous 'Memorials Policy for Parks & Open Spaces' approved at Environmental Services Committee on 6 January 2016 (Minute 4.12.2 refers), the 'Garden of Reflection Policy' dated December 2018 and the 'Policy for the inscription of names on Lisburn City Council War Memorials' dated September 2011.

1.3. Whilst the Council recognises the principles of facilitating memorials in cemeteries, it is mindful that other facilities and open spaces are enjoyed by a wide range of people. The Council will thus ensure that the issue is managed and regulated for the mutual benefit of all users of our parks, open spaces and facilities.

1.4. This Policy does not apply to the Council's cemeteries.

2. AIMS / OBJECTIVES

2.1. The primary aim of the Policy is to ensure a consistent, transparent, measurable and empathetic approach to the management of the Council's parks, open spaces and other facilities in respect of requests for memorials or inscriptions beyond those which exist in the Council's cemeteries.

2.2. The Policy will take account of the contrasting needs of the local community, ensuring only those memorials appropriate for the specific location are erected. The present practice sees such requests considered on an individual basis.

2.3. The Policy will ensure that memorial benches, trees or inscriptions are erected or added only at the request of the next of kin or executor; and that benches have a common appearance, style and size which are appropriate for that particular location. In addition, benches will be accommodated on the basis of replacing existing amenity furniture within Council parks and open spaces. This will ensure the appropriate level of memorials within each facility.

2.4. The Council, through this policy, will endeavour to always offer the highest standard of service.

2.5. The Policy will bring a number of pre-existing policies under one integrated policy.

3. MEMORIALS

3.1. **General.** The policy covers three types of memorial:

3.1.1. Personal memorials – Trees and Benches

3.1.2. Memorial Gardens

3.1.3. War memorials

3.2. **Personal Memorials.**

3.2.1. The Council offers personal memorialisation within its parks and open spaces which is paid for by the requestor. This includes the following:

3.2.1.1. Memorial tree – native species; standard tree 18-20 cm girth. Memorial plaques are not permitted.

3.2.1.2. Memorial bench – black steel panel. Memorial plaques shall be affixed in the centre of the upper most lath of the back of the bench.

3.2.1.3. The inscription on the plaque will be restricted to “In (Loving) Memory of”, the name of the person and the dates of birth & death.

3.2.1.4. The Council reserves the right to decline any request which has the potential to be contentious or disharmonious and cause hurt or offence to other park users.

3.2.2. The Council encourages requestors to opt for a memorial tree in favour of a bench for several reasons:

3.2.2.1. It provides a living memory of the deceased.

3.2.2.2. It is more environmentally friendly and families also see it as a positive legacy to tackling climate change.

3.2.2.3. It is less emotive for families who may find a bench can be mis-used or more easily vandalised.

3.2.2.4. Trees require little to no maintenance in their early years of growth whereas benches require regular attention and upkeep.

3.2.3. The Council does not permit plaques at trees because:

3.2.3.1. Plaques are susceptible to damage by grass cutting machinery and anti-social behaviour.

3.2.3.2. Plaques draw attention to a memorial tree and can be a focus for anti-social behaviour.

3.2.3.3. The location of a memorial tree should be known to the family alone and those they wish to tell as a place where they can come to reflect and watch it grow. This has been the practice promoted since 2017 without issue.

3.2.4. Both trees and benches will be procured and installed by the Council with the full cost of both being borne by the requestor. Cost will be reviewed annually.

3.2.5. Memorials shall be positioned to maximise the benefit and development of the park or open space. However, every effort will be made to accommodate the wishes of the applicants.

3.2.6. The Council will limit the number of memorials so as not to detract from the prime purpose of the park or open space in question. Therefore, the size and location of the park or open space shall determine the number of memorials permitted. The Council reserves the right to refuse applications on this basis.

3.2.7. Operational Procedures For Personal Memorials.

3.2.7.1. Once an application has been received and a location agreed, the Council shall arrange for the purchase and planting/installation of the preferred memorial.

3.2.7.2. Once planted/installed, the tree/bench cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, the Council reserves the right to remove immediately in the interest of health and safety, until repairs or replacement can take place. The Council reserves the right to review, and relocate to another location. Consultation will take place with the relevant parties, as appropriate.

3.2.7.3. The Council accepts no liability for damage to any memorial due to acts of vandalism from third parties or whilst the Council carries

out routine maintenance in the park. However should a tree fail within the first 2 years of planting it will be replaced by the Council. Thereafter replacement will be at the discretion of the Council.

3.2.7.4. Should a bench be vandalized / damaged or weathered beyond repair, it will be replaced by the Council and the original plaque added at the discretion of the Council.

3.2.7.5. No additional moveable mementoes i.e. sports shirts, vases, statues, flowers, wreaths, flags, balloons or other ornamentation etc., shall be permitted on or around the memorial. Where present, these will be removed without reference to the original applicant. Items removed will be held in storage and disposed of if not claimed in 30 days. Similarly the scattering of ashes is not permitted.

3.2.7.6. Payment is required with every accepted application. Cheques should be made payable to 'Lisburn & Castlereagh City Council'. Subject to review, costs as at 2022 are:

3.2.7.6.1. Memorial tree - £150

3.2.7.6.2. Memorial bench & plaque - £1,100.

3.2.7.7. The memorial will remain in the ownership and property of Lisburn & Castlereagh City Council, thus ensuring it is covered by the Council's insurance policies.

3.2.7.8. To preserve the information associated with the tree or a bench, GPS positioning will be used to precisely pinpoint where a memorial is located and will be used to hold any supporting information e.g. contact name, telephone number and address of purchaser and for future reference by the next generation of parks staff.

3.3. Memorial Gardens or Commemorative Spaces.

3.3.1. The Council has very little space for any new Memorial Gardens or Commemorative Spaces.

3.3.2. Requests from community groups or Elected Members will be subject to the feasibility of the request, availability budget and will require the approval of the Corporate Services Committee.

3.4. War Memorials.

3.4.1. Lisburn & Castlereagh City Council periodically update the names of fallen Armed Forces Personnel on war memorial in the council area which the council maintains. The criteria below will be applied in relation to these inscriptions:

3.4.2. The individual must have:

- been born in or lived in the council area at the time of their death
- died on active service in a war, peace support or peace enforcement operation in which the Armed Forces of the United Kingdom participated
- died whilst service with either the Armed Forces of the United Kingdom, or the Armed Forces of a country which is a Member of the Commonwealth

3.4.3. The request must be made in writing by either the next of kin or with the permission of the next of kin or executor.

3.4.4. Requests that do not meet all of the above criteria will not be progressed.

3.5. Garden of Reflection LVI.

3.5.1. The Council has located a Garden of Reflection (GoR) at Lagan Valley Island as a place of reflection for individuals affected by babies born asleep, babies lost through miscarriage, neonatal loss or young people (under the age of 18 - Department of Health, Social Services and Public Safety. Northern Ireland) who have passed away, can reflect and remember their loved ones.

3.5.2. This garden of reflection is not a memorial. It is a place of quiet reflection in the centre of Lisburn along the banks of the River Lagan.

3.5.3. On an annual basis (every February), the Council will publicly call on parents or immediate next of kin who are resident in Lisburn & Castlereagh City Council to submit details (names and /or surnames of babies/children and proof of residency). As a support to the parents or immediate next of kin, the Council will arrange for these names to be engraved and placed on the benches in Garden of Reflection and the Mayor will organise a service of reflection for the parents/ next of kin.

3.5.4. This will apply until there is no further space for names to be added, at which point the council will introduce an online book of memories for the Garden of Reflection.

3.5.5. The Mayor will organise an annual service of reflection in accordance with the GoR procedure.

3.6. Other Memorials.

3.6.1. The Council has a number of other memorials across the Lisburn and Castlereagh Area. These memorials were agreed at a point in time for the stated causes, usually with extensive consultation. The Council will maintain these memorials, however, Additional names cannot be added and the memorials cannot be altered. This does not apply to War Memorials.

3.6.2. A Garden of Reflection is also available in Moat Park, Dundonald.

4. LOCATIONS

4.1. Lagan Valley Island Civic Building.

4.1.1. Due to limited availability of space at the Council's Lagan Valley Island Civic Building, memorials will be restricted to past and present Elected Members and Council Officers, as appropriate.

4.1.2. Due to the very limited space available, it is not envisaged that there will be any further memorial gardens.

4.2. Parks and Open Spaces – Designated Locations.

4.2.1. The Council has very few sites which make appropriate locations to plant significant numbers of memorial trees. Two facilities have been identified in which to accommodate such requests suitable for all sections of our community.

4.2.1.1. McIlroy Park, Lisburn

4.2.1.2. Billy Neill MBE Country Park, Dundonald

4.2.2. Both locations offer the potential to plant avenues of trees adjacent to paths for ease of access to those with mobility issues. The trees would be the same variety to present a uniform and aesthetically pleasing avenue.

5. GOVERNANCE

5.1. This policy approved by the Corporate Services Committee will be revised as necessary to meet changing circumstances, fashion and trends and be reviewed, as necessary.

5.2. Applications for Personal memorials will be taken forward by the Head of Parks & Amenities in keeping with this policy subject to agreement.

5.3. Applications for Memorial gardens and names added to War memorials will be taken forward by the Head of Administration and Corporate Services in keeping with this policy subject to agreement.

5.4. Any complaints will be processed through the Corporate Customer Care process.

6. AD HOC REQUESTS

6.1. Very occasionally, a request will be received from a community group / sports club or Elected Member requesting a memorial bench, garden or tree to be provided by the Council. The locations can vary from:

6.1.1. Properties belonging to Lisburn & Castlereagh City Council but under lease to the community group;

6.1.2. Properties with no affiliation to the Council.

6.2. Where a request is for the former category, the bench or tree will be provided if:

6.2.1. The Head of Service for the Service Unit which manages the lease approves;

6.2.2. There is sufficient budget available from the Service Unit which manages the lease;

6.2.3. It complies with the principles of the policy.

6.3. Where a request is for the latter category, the bench or tree will only be provided following an approval Minute from the relevant Committee and sufficient budget being available. If minded to support a request, the applicant must produce:

6.3.1. Written evidence of the approval of the landowner for its installation;

6.3.2. Written confirmation from the applicant that they absolve the Council from any future legal liability in respect of claims or damages arising from the tree / bench or its installation;

6.3.3. Written confirmation from the applicant that they absolve the Council from any further liability or responsibility for maintenance or upkeep of the tree or bench. In effect the tree or bench is gifted from the Council with no further ties.

6.4. Where a request is received from a registered charity requesting permission to install a memorial bench or tree provided by that organisation, the request will be taken forward by the appropriate Head of Service if:

6.4.1. It complies with the principles of the policy;

6.4.2. It is uncontentious and unlikely to cause hurt or offence to other facility users;

6.4.3. The appearance of the bench is in keeping with existing facility benches;

6.4.4. Paragraph 3.2.7 applies.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening

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

Name of the activity/policy/project

Policy on Memorials and Commemorative Spaces

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

This is a new policy which integrates the provisions of pre-existing policies:

- Memorial Policy for Parks & Open Spaces 2016
- War Memorials Policy (previous policy of former Lisburn City Council).
- Garden of Reflection Policy

and updates procedures for dealing with requests for various forms of memorial/commemoration.

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

The overall aim of this policy is to streamline (or integrate?) a number of previous policies around the provision and management of memorials and commemorative spaces and to ensure a consistent approach to dealing with requests through an open and transparent process that balances people's wishes with Council's environmental and other considerations.

Policy objectives include:

- Ensuring a balanced and empathetic approach to requests for memorials on Council premises beyond its cemeteries
- Ensuring that any memorials erected by council are appropriate to their location and have a common appearance, style and size etc
- Encouraging replacement of existing amenity furniture rather than installation of new memorial benches
- Encouraging the planting of memorial trees as a more sustainable and low-maintenance option

- Ensuring that only memorials that are instigated by next of kin or executor are approved
- Ensuring that Council's limited space is managed appropriately and provision of memorial space is sustainable and future proofed.

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

The policy is not targeting any particular Section 75 group. People from all Section 75 groups will potentially request personal memorials or request that family members be recognised in the Garden of Reflection or on war memorials.

Who initiated or developed the activity/policy/project?

Jointly developed by Parks & Amenities and Corporate Communications and Administration

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

Owned by Lisburn & Castlereagh City Council; implemented by Parks & Amenities and Corporate Communications and Administration

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

Yes

If yes, are they: financial, legislative, other? Give brief details of any significant factors.

There is a financial cost to Council for some memorials and staff time associated with administration of the various schemes.

Council has been receiving an increasing number of requests for recognition in the Garden of Reflection – too many requests will mean an increasing administrative burden and the current space will run out.

Council's preference for tree planting may not be what everyone wants and may lead to complaints.

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

Staff – specify if particular sections of staff	Parks & Amenities staff Corporate Comms & Admin staff
Service Users – specify if any particular categories of service user	General public who make requests General public who attend commemorative events and visit memorials
Other Public Sector Organisations – please list [this could include delivery partners]	
Voluntary/Community/Trade Unions – please list	
Other – please list (eg, Elected Members, delivery partners, contractors, etc)	Elected Members, visitors to parks and memorial spaces, local residents

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

Name of policy/strategy/plan	Who owns or implements?
Interim Corporate Plan 2021-2024	LCCC
Community Plan	LCCC
LCCC Local Biodiversity Action	LCCC
UK Climate Change Act 2008	UK Government
Making Life Better 2013-2023	Department of Health
Health & Safety Policies	LCCC

Available evidence

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

In reviewing the current Memorials policies, we have considered how they have been operating, feedback from the public, feedback from staff, relevant legislation and other guidance and latest demographic information for the council area. The

council has concluded that the preferred memorial is in the form of tree planting, as this supports environmental issues such as climate change and working towards reducing our carbon footprint. In future, a move to online recognition may be required if requests for recognition in the Garden of Reflection and in other spaces exceed the physical space available.

Section 75 Category	Details of evidence/information
Religious Belief	<p>The 2011 Census/2014 LGD boundary data indicates that 23.95% of the LCCC population were brought up in the Catholic religion while 66.9% were brought up in the Protestant & Other Christian religion. We do not hold information on the religious belief of those who have previously requested memorials but it is likely that we will receive requests from people of all religions and none. It is likely that more people from a Protestant community background will be remembered on war memorials.</p>
Political Opinion	<p>The electoral patterns in LCCC suggest a majority support unionist parties.</p> <p>In terms of elected representatives, members of LCCC (May 2019 local government elections) belong to a range of parties across the political spectrum: DUP – 15; UUP – 11; Alliance – 9; SDLP – 2; Sinn Fein – 2; Green Party NI – 1.</p> <p>We do not hold information on the political opinions of those who have previously requested Council memorials but it is likely that memorials will be requested by people of all political opinions and none. It is likely that more people from a unionist political background will be remembered on war memorials.</p>
Racial Group	<p>Census/LGD Boundary data suggests that just over 2% of the population were from an ethnic minority group. The district has small populations of a range of different nationalities. We do not hold information on the racial background or nationality of those who have previously requested memorials.</p>
Age	<p>The population at June 2019 was 144,381: 29,126 (0-15 years) 42,555 (16-39 years) 47,748 (40-64 years) 24,952 (65+ years)</p> <p>We do not hold information on the age profile of those who have previously requested memorials but</p>

	<p>they are likely to be requested by different age groups. However, it is unlikely that children or young people will request paid for memorials, due to cost factors.</p> <p>The Garden of Reflection is specifically designed to mark the loss of and remember babies and young people up to age 18.</p>
Marital Status	<p>Census data for the 16+ population in relation to marital and civil partnerships:</p> <p>30.65% single 53.78% married 0.10% same sex partnership 3.27% separated 5.52% divorced 6.68% widowed.</p> <p>We do not hold information on the marital status of those who have previously requested memorials.</p>
Sexual Orientation	<p>The Continuous Household Survey in 2019 indicated that 1.8% of the household population in NI identified as Lesbian, Gay, Bisexual or Other. Support groups estimate that the percentage is very low due to reluctance to declare. We do not hold information on the sexual orientation of those who have previously requested memorials.</p>
Men & Women Generally	<p>The LCCC population (2018) was 50.9% female and 49.1% male. This reflects the overall NI position. It is considered that there will be requests from men and women. More men than women are likely to be represented on war memorials.</p>
Disability	<p>Census data as above indicates that 18.29% of the LCCC population had a long-term health problem or disability.</p> <p>We do not hold information on disability status of those who have previously requested memorials, however it is likely that we will receive requests from people who have disabilities and those who have none.</p>
With and without dependants	<p>Dependency generally includes three main categories:</p> <ul style="list-style-type: none"> • The care of a child or children • The care of an elderly relative/person • The care of someone with a disability. <p>Census data for LCCC 2011 suggests 46.3% of residents have dependants.</p> <p>We do not hold information on the dependant status of those who have previously requested memorials, however it is likely that we will receive requests from</p>

	people who have dependants and those who have none.
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Needs, experiences and priorities

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

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	No different needs identified for different religious beliefs The location available for memorials should be in areas that are considered shared spaces, and that people from all religious beliefs and none, feel comfortable to visit.
Political Opinion	No different needs identified The location available for memorials should be in areas that are considered shared spaces, and that people from all political opinions and none, feel comfortable to visit.
Racial Group	Those who do not have English as a first language may not be aware of council policies and may need to have information made available in other languages. Availability of services may have to be promoted via support/community groups. The location available for memorials should be in areas that are considered shared spaces, and that people from all minority groups, feel comfortable to visit.
Age	Some older people will have access or information needs
Marital Status	No different needs identified
Sexual Orientation	No different needs identified
Men & Women Generally	No different needs identified
Disability	People with disabilities need information to be accessible. Locations where memorials are erected also need to be accessible.
Dependants	Some people with dependants have accessibility needs, for example, those who care for a disabled dependant.

Part 2. Screening questions

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

Section 75 Category	Details of likely impact – will it be positive or negative? If none anticipated, say none	Level of impact - major or minor* - see guidance below
Religious Belief	No differential impact identified – memorials and commemorative spaces will be available to people of all religions and none.	None
Political Opinion	No differential impact identified – memorials and commemorative spaces will be available to people regardless of political opinion.	
Racial Group	No differential impact – memorials and commemorative spaces are available to all groups. Anyone who needs information or an interpreter to meet language needs can be facilitated.	
Age	No differential impact – memorials and commemorative spaces are available to all age groups.	
Marital Status	No differential impact – memorials and commemorative spaces are available to all age groups.	
Sexual Orientation	No differential impact identified – memorials and commemorative spaces will be available to people regardless of sexual orientation.	
Men & Women Generally	No differential impact identified – memorials and commemorative spaces will be available to everyone.	

Disability	No specific impact on equality of opportunity for disabled people. Reasonable adjustments for anyone who needs information in an alternative format, etc, will be facilitated.	
Dependants	No differential impact identified.	

* See Appendix 1 for details.

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

Section 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		As the process for applying for personal memorials, inclusion in the Garden of Reflection and in war memorials is already designed to be inclusive to all designated groups and ensure that people from the whole council area can apply, there are limited opportunities to better promote equality. However, ongoing effort can be made to ensure that all groups know about the policy and find the process accessible and inclusive. Any memorial or commemorative events that are organised by Council can be designed to ensure full accessibility and inclusion.
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
Dependants		

Does the policy being screened relate to an action in the Equality Action Plan 2021-2025? If yes, give brief details.

No

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

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

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

No

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

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief	No direct impact on good relations identified in relation to personal memorials. Proposed memorial trees will be available in two large parks that are frequented by all sections of the community and that are perceived as shared public spaces.	
Political Opinion		
Racial Group		
No direct impact in relation to the Garden of Reflection. It is located at civic headquarters, a location that is considered a shared public space.		
No new impact of the revised policy identified in relation to war memorials. War memorials and related events tend to be frequented more by certain sections of the community but are an established feature in the Council district and are not generally considered controversial.		

*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	<p>As war memorials tend to be valued more by certain sections of the community, there is always potential for Council to use commemorative events to explain what the memorials represent and to strive to ensure they are perceived as for the entire community.</p>	<p>There are no opportunities to better promote good relations in relation to personal memorials or the Garden of Reflection. Individuals or families apply in a personal capacity.</p>
Political Opinion		
Racial Group		

Multiple identity

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

Council is aware that everyone has multiple identities. As an example, in relation to an application for a memorial, we take into account the multiple needs of people on grounds of age, disability, race, etc.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a full equality impact assessment on a proposed policy or project. There are 3 possible outcomes:

- 1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no negative impacts identified (or only positive impacts for all groups). This may be the case for a purely technical policy for example.
- 2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor impacts identified which can easily be mitigated. Most activity will probably fall into this category.
- 3) **Screen in for full equality impact assessment** – potential for significant (and potentially negative) impact identified for one or more groups so proposal

requires a more detailed impact assessment. [see Equality Commission guidance on justifying a screening decision.]

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

Screening Decision/Outcome	Reasons/Evidence
<p>Option 1</p> <p>Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]</p>	<p>The screening decision is that a full equality impact assessment is not required at this stage as no adverse impacts have been identified. The policy provides an open and fair process for considering applications for memorials and requests to be included in the Garden of Reflection and on war memorials.</p> <p>Accessibility and inclusion have already been considered. However, we will ensure that the operation of the revised policy is kept under review and take action accordingly if any new issues arise.</p>
<p>Option 2</p> <p>Screen out with mitigation – some potential impacts identified but they can be addressed with appropriate mitigation [complete mitigation section below]</p>	
<p>Option 3</p> <p>Screen in for a full Equality Impact Assessment (EQIA)</p> <p>[If option 3, complete timetabling and prioritising section below]</p>	

Mitigation (Only relevant to Option 2)

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

you take specific mitigating steps that will address the potential issues/needs identified through screening?]

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

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

Not applicable

Part 4. Monitoring

Two elements to monitoring:

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

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

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? What will be monitored and how? What specific equality monitoring will be done?

Please give details below:

We will monitor the operation of the policy including applications and any refusals, by equality category where possible. We will also monitor feedback and complaints/compliments on the scheme.

Monitoring will be undertaken by the two departments who are responsible for implementing the policy – Corporate Communications in relation to war memorials, the Garden of Reflection and ad hoc requests in relation to civic buildings and Parks

& Amenities in relation to applications for personal memorials (trees and benches) in parks and open spaces that are managed by the Parks & Amenities team.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Gail McKechnie	C-SAW Project Manager	6 Apr 22
Reviewed by	Equality Officer	6 Apr 22
Approved by:		
Ross Gillanders	Head of Parks & Amenities	6 Apr 22
Frances Byrne	Head of Corporate Communications and Admin	11 Apr 22

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

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

Minor impact

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

No impact (none)

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

Appendix 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.

Review and amalgamation of pre-existing policies in one policy - Memorials and Commemorative Spaces for LCCC

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

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input checked="" 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.

Policy on Memorials and Commemorative Spaces

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

The aim of this policy is to ensure a consistent approach to the provision and management of Council memorials and commemorative spaces and to streamline a number of separate policies in one document. A sub-objective is to ensure that Council future-proofs its practices to cope with demand from the public in an environmentally friendly and sustainable way.

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.

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.

Currently members of the public can request Council to plant a tree or install a memorial bench to remember a loved one. There are also Council memorial gardens and war memorials. Requests for memorials may be from residents/citizens from both urban and rural areas. Visitors to memorial spaces will be both urban and rural. There will be a concentration of memorials in key civic locations which are urban, eg, council headquarters.

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

It is not anticipated that this policy will impact differently on rural people other than in respect of the locations where memorial trees will be planted and the location of other memorial/commemorative spaces.

Two locations have been identified as suitable to cope with future demand for memorial tree planting – Billy Neill MBE Country Park, Dundonald and McIlroy Park, Lisburn.

The main commemorative spaces are the Garden of Reflection located at Council Headquarters at Lagan Valley Island Lisburn, and a number of War Memorials throughout the Council area.

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 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" value="Policy and procedure for a council service"/>

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 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.

Information on the DAERA website has been considered.

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

The main rural issues identified are travel distance for some residents who may wish to visit a memorial bench or tree or attend a memorial or Garden of Reflection event. Depending on where they live, some rural dwellers may have slightly further to travel.

Accessibility of information and communication with the council in relation to the policy have also been considered. It is acknowledged that some people may need to communicate with the council using more traditional channels if they do not have access to Broadband or good mobile connectivity.

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.

Council has considered the issue of communication/information provision. Alternatives to online information will always be provided where necessary.

Travel distance has also been considered. The choice of location for the proposed new areas for memorial tree planting has been influenced by suitability and convenience. It is considered that the two locations will be relatively accessible for people from across the district. People who request a memorial tree will be able to choose their preferred location.

A Garden of Reflection is located at Council headquarters which are within a reasonable travel distance for most residents. A second Garden of Reflection is also located at Moat Park, Dundonald.

War memorials are found throughout the council area – rural and urban.

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 proposing new locations for memorial tree planting, it was decided to have two locations at different ends of the Council to offer choice and convenience.

It is considered reasonable to retain other memorial spaces at key civic locations.

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

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

SECTION 6 - Documenting and Recording

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

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

Rural Needs Impact Assessment undertaken by:	R Gillanders
Position/Grade:	Head of Service
Division/Branch	Head of Parks & Amenities
Signature:	
Date:	6 April 2022
Rural Needs Impact Assessment approved by:	
Position/Grade:	
Division/Branch:	
Signature:	
Date:	



Corporate Services Committee

8th June 2022

Report from:

Head of Corporate Communications and Administration

Item for Decision

TITLE: Requests for Financial Assistance: Support for NI Children's Hospice

Background and Key Issues:

1. Council has received a request for financial assistance from a young person raising funds for the Northern Ireland Children's Hospice.
2. A copy of the correspondence is included at **Appendix 1**, which sets out the sponsorship options.
3. The application has been assessed in accordance with the Council's Policy on Requests for Financial Assistance – copy attached at **Appendix 2**.
4. The application is not eligible for funding in accordance with the criteria below:
 - Only registered charitable organisations based in the City Council area be considered for financial assistance.
5. In relation to charities, the policy states that Corporate Services Committee may consider whether exceptional circumstances exist that could merit financial assistance being awarded.

Recommendation:

It is recommended that:

- The request for financial assistance in support of the NI Children's Hospice is considered and that Members agree if exceptional factors exist.
- If agreed, that Members approve the purchase of (1 table at a cost of £1,000 or 3 places at cost of £75 per ticket) at the Gala Dinner on 29 October 2022.

Finance and Resource Implications:

There is no provision for any associated costs in budget lines for 2022/23.

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

This request is considered against existing policy.

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
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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:

This request will be considered against existing policy. Impact assessment is not relevant to this request.

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:

Appendix 1 – Request for Financial Assistance
Appendix 2 - LCCC Policy on Requests for Financial Assistance

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

1st April 2022

Dear Mr Burns,

My name is [REDACTED], I am fourteen years old and live in Carrickfergus, Northern Ireland. I am writing to you in the hope that you can help me with an event that I am organising to raise funds for the Northern Ireland Children's Hospice. This year the Children's Hospice, are marking 21 years of helping children with life limiting and life threatening conditions in Northern Ireland. I wanted to mark the occasion by hosting a very special event to celebrate this.

I have been raising funds and supporting the Children's Hospice as it is a charity that is very close to my heart. The Children's Hospice have provided care and support to my friends [REDACTED] and their family circle. Sadly, [REDACTED], who was diagnosed with Vanishing White Matter Disease along with his sister [REDACTED], passed away in July 2019. [REDACTED] continues to live with the disease which is life limiting. The Children's Hospice continue to support [REDACTED] and her family. I have seen first-hand just how important the Children's Hospice is to those who use it.

As the Children's Hospice marks 21 years of providing Northern Ireland with specialised medical care and support to children living with life limiting illness and conditions I felt it important to mark this great achievement and while doing this raise some much needed funds at the same time. I had always wanted to organise a special Gala Ball and could think of no better time than now to recognise the amazing work that Children's Hospice have provided in the past, at present and into the future.

I have picked a special date for this event, Saturday 29th of October 2022 at Titanic Exhibition Centre in Belfast. This would have been the weekend that [REDACTED] would have turned [REDACTED] as he was born on [REDACTED]. I thought it would be nice that all funds raised from this event could be donated to the Children's Hospice, in [REDACTED] memory, in recognition of what would have been his [REDACTED] birthday.

I have got together a team, of volunteers, to help me with this event as I know it is going to be too big to try and organise myself. Together, we need help from businesses, such as yours.

A table of 10 would cost £1000 this would include a drinks reception, 4 course meal and entertainment. Cate Conway will be hosting this event for me.

I am also hoping to get sponsorships, I have attached a copy of sponsorship packages should you wish to look at them.

Should you require any further information I can be contacted at the address above or via my dad [REDACTED] on [REDACTED] / [REDACTED]

Many thanks for taking the time to read my email.

Kind regards,

[REDACTED]

LISBURN & CASTLEREAGH CITY COUNCIL

POLICY ON REQUESTS FOR FINANCIAL ASSISTANCE

Introduction

The Council receives requests on an ongoing basis from groups and individuals for financial assistance. This policy will outline how such requests should be managed.

Factors to consider

At the outset the relevant Director / Head of Service should consider

- if the funding is the responsibility of another statutory body a reply should be sent advising of this
- If the request could be accommodated under a Council funding / grant initiative, the request should be referred to the relevant Council department for response.

In respect of charity requests, council fundraising is directed towards charities as outlined in the charity support policy.

In respect of requests for free or subsidized use of Council facilities, such requests will be considered under that policy.

However, it recognised that there are other charity requests which the council may wish to consider. These should be referred to the relevant committee for consideration using the following:-

- The activity involved must be of benefit to a substantial number of persons residing in the Council area.
- No requests for financial assistance from commercial concerns be approved.
- Only registered charitable organisations based in the City Council area be considered for financial assistance.
- Any previous financial assistance given by the Council

In the event of a request not meeting the provisions referred to in the preceding paragraph, it be brought before the Corporate Services Committee to consider whether or not there might be an exceptional factor which could merit financial assistance being awarded.

In all instances the Council can only provide support in circumstances where it is within its authority to do so.

Lisburn & Castlereagh City Council
23rd March 2016



Corporate Services Committee

8 June 2022

Report from:

Head of Finance

Item for Decision

TITLE: Northern Ireland Local Government Association

Background and Key Issues:

1. At the Corporate Services Committee meeting held on 16th May 2022, it was agreed that the annual payment for NILGA be processed and a letter sent requesting the following information:
 - NILGA's future plans and, in particular those sections in relation to "Planning for The Future" and "Elected Member Development";
 - the basis of cost calculations for Lisburn & Castlereagh City Council's contribution to NILGA.
2. This letter has been sent and we await a response.
3. At the same meeting it was also agreed that payment of the Council's contribution to the Local Government Staff Commission (LGSC) for 2022/23 be deferred pending notification from NILGA that:
 - NILGA agreed at its Executive Board Meeting on 13 May 2022 that no Council should pay its contribution for 2022/23; and
 - The Minister for Communities has been called upon to wind up the LGSC.
4. Attached at Appendix 1 is correspondence from the Chief Executive of NILGA providing clarification on the issues outlined above.

Recommendation:

It is recommended that Members note the attached correspondence from NILGA regarding the Local Government Staff Commission and consider approval for payment the Council's contribution of £31,359 (excluding VAT) for the 2022/23 financial year.

Finance and Resource Implications:

From within existing budget and overspend to be managed in year where possible.

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

Administrative decision in line with relevant policies.

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="No"/>	Option 2 Screen out with mitigation	<input type="text" value="No"/>	Option 3 Screen in for a full EQIA	<input type="text" value="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="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>	
--	---------------------------------	---	---------------------------------	--

If no, please give 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:

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 – Letter from NILGA dated 27 May 2022.

HAS IT BEEN SUBJECT TO CALL IN TO DATE? Yes/No
If Yes, please insert date:

Frances Byrne
Head of Corporate Communications and Administration
Lisburn and Castlereagh City Council
Civic Headquarters
Lagan Valley Island
Lisburn
BT27 4RL

the voice of local government

27th May 2022

Dear Frances,

Thank you for your letter dated 25th May 2022.

I have reviewed the minute extract attached from the Lisburn and Castlereagh City Council Corporate Services Committee meeting on 16 May 2022, where the matter of the Local Government Staff Commission subscription was discussed.

It would appear there has been a misunderstanding as to what was agreed by the NILGA Executive Board meeting on 13 May 2022. In the interests of clarity, I have extracted the relevant sections from the minute and provided clarification.

- "no Council pay its contribution for 2022/23" – this was not agreed at the NILGA Executive Board meeting on 13 May 2022 as these matters are entirely between each Council and the Local Government Staff Commission.
- "The Chief Executive of NILGA had stated that Lisburn & Castlereagh City Council had agreed to the payment in the autumn of 2021 – as Chief Executive of NILGA I have no knowledge of the position of individual Councils on payments to the Local Government Staff Commission and I did not say that.

The official minute of the NILGA Executive Board meeting on 13 May 2022, will reflect the position outlined above.

By way of additional context, it has been the formal position of NILGA since 2013 that the Local Government Staff Commission should be wound up and at the direction of the NILGA Executive Board, I recently wrote to the Department for Communities Permanent Secretary restating this view in the hope it will be progressed quickly by an incoming Minister. At its meeting on 13 May 2022, the NILGA Executive expressed frustration that the delay in winding the Local Government Staff Commission up places continuing financial liabilities on Councils.

I hope this is helpful and please do not hesitate to revert to me if anything further is needed.

Yours sincerely,



Alison Allen
Chief Executive



Corporate Services Committee

8th June 2022

Report from:

Head of Human Resources & Organisational Development (Caroline Magee)

Item for Decision and Noting

TITLE: DRAFT Annual Progress Report on Equality, Good Relations and Disability Duties

Background and Key Issues:

1. Under Section 75 of the Northern Ireland Act and Section 49A and 49B of the Disability Discrimination Act, as a designated public body, LCCC has to provide the Equality Commission with a report on how it has implemented its equality, good relations and disability duties in the previous year.
2. The report follows the Commission's template and summarises key activity across the Council's services during 2021-2022. It is not intended to capture every action but to give a flavour and to highlight where the equality and disability duties have led to changes in how services are delivered and where equality considerations have led to improved outcomes for service users. The Equality Commission's feedback on the 2020-2021 report is attached as an appendix.
3. 2021-2022 was another challenging year due to the ongoing Covid-19 pandemic, with front line services continuing to be delivered with restrictions in place and staff working from home where possible to comply with public health guidance. Despite the ongoing impact of the pandemic on staff and day to day operations, there was an enhanced focus on equality, good relations and disability.
4. As required by the legislation, a new Disability Action Plan for 2021-2025 was consulted on, approved by Council and submitted to the Equality Commission in September 2021. A new Equality Action Plan, which is advised but is not a legal requirement, was also finalised for 2021-2025. This progress report is the first report against the new action plans.

5. Key achievements for the year include:

- over 50 projects subjected to equality and good relations screening – up from 17 in the previous year
- 34 staff trained in equality screening
- 10 staff trained to deliver the NOW Group's JAM Card awareness training which they then delivered to over 200 staff
- a range of other equality-related training delivered including equality awareness for communications staff, Unconscious Bias, Dignity at Work, Autism Awareness,
- equality monitoring questions piloted in consultation surveys
- the good relations programme delivered and a comprehensive audit completed to inform the new Good Relations strategy and action plans for 2022-2025
- changes made to Committee report papers to better monitor compliance with the Section 75 duties
- continued focus on supporting mental health - launch of StayWell staff health and wellbeing hub, developed in conjunction with the LGSC and other councils
- awareness raising and fundraising for mayoral charity ADDNI and public awareness raising of a range of disabilities and support organisations through promotional activity
- new Youth Council appointed and Age Friendly initiatives rolled out across the district
- funding and capacity building for support groups representing a range of equality ground

6. Further details on the above and additional items are contained in the appended progress report. Also appended is the Equality Commission's feedback on the previous year's report (received March 2022). Where action on their recommendations has not already been taken, further consideration will be given in the current year.

Recommendation:

It is recommended that

- Members approve the Draft Annual Progress Report 2021-2022 for submission to ECNI by 31 August 2022, and
- Members note the Equality Commission's feedback on the Annual Progress Report 2020-2021

Finance and Resource Implications:

N/A

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 to this progress report. The Equality and Disability Action Plans which are reported on were screened as required.

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
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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)

N/A

Insert link to completed Equality and Good Relations screening report:

N/A

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 to this progress report. The Equality and Disability Action Plans being reported on were Rural Needs Impact Assessed.

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:

N/A

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:

N/A to this progress report

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

N/A

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".

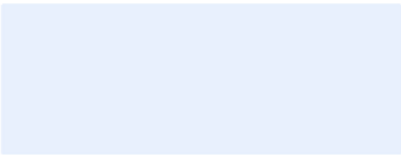
APPENDICES:

- 1. Draft Annual Progress Report 2021-2022
- 2. Feedback from the Equality Commission on LCCC's annual progress report 2020-2021

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:

Lisburn & Castlereagh City Council



Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2021-2022

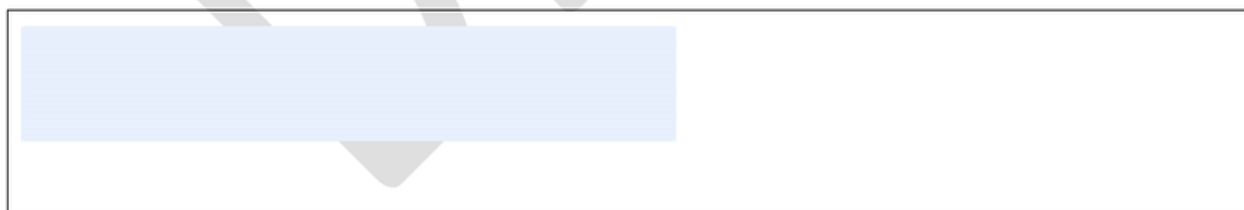
Contact:

<ul style="list-style-type: none"> Section 75 of the NI Act 1998 and Equality Scheme 	Name: Mary McSorley, Equality Officer Telephone: 0797 712 2434 Email: mary.mcsorley@lisburncastlereagh.gov.uk
<ul style="list-style-type: none"> Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan 	As above X (double click to open) Name: Telephone: Email:

Documents published relating to our Equality Scheme can be found at:

[Equality/Section 75 \(lisburncastlereagh.gov.uk\)](http://lisburncastlereagh.gov.uk/Equality/Section%2075)

Signature:



This report has been prepared using a template circulated by the Equality Commission.

It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and the Disability Action Plan for the period April 2021 to March 2022.

PART A

PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme**Section 1: Equality and good relations outcomes, impacts and good practice**

- 1 In 2021-22, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.

Like other councils, Lisburn and Castlereagh City Council (LCCC) continued to be impacted by Covid-19 throughout the 2021-22 year and progress against some actions in our new five year Equality Action Plan and Disability Action Plan was consequently affected.

Front line services such as sports services and community services were particularly impacted. For example, Sports Services re-opened with limited activities and capacity, with gradual easing of restrictions throughout the year, and there was a phased re-opening of service delivery across the Communities unit with limits on numbers in accordance with government guidance and risk assessments.

During 2021-2022, staff across the council continued to work from home where possible in compliance with public health guidance. There continued to be a focus on groups that were most impacted by Covid-19 and on staff welfare, particularly in relation to mental health and wellbeing. The ongoing pandemic prompted a review of Council's corporate plan 2018-2022, resulting in a new Interim Corporate Plan for the period 2021-2024.

Key developments

Despite ongoing challenges with continued remote working and the need to re-prioritise some aspects of service delivery due to the ongoing pandemic, significant improvements were achieved in relation to our equality and good relations work.

Administrative arrangements for the equality function

- Council's new Disability Action Plan 2021-2025 was consulted on from May to August 2021, approved by Council and submitted to the Equality Commission at the end of September.
- A new Equality Action Plan 2021-2025 was consulted on from June to September 2021 and approved by Council in October.
- LCCC's equality consultation list was reviewed and updated and a list of disability-related organisations produced for use by staff in relation to targeted consultation with disabled people (action in Disability Action Plan).

PART A

- The Equality section of the Council's website was reviewed and updated with key documents and a new section added to promote the Disability duties (action in new DAP).
- New sections were created on the Council's intranet and key Section 75/equality reports, plans and other documents were added and promoted to staff.
- The Equality Officer attended Departmental Management meetings throughout the year to ensure an ongoing focus on equality and good relations and awareness of new processes. A number of service areas now include Equality as a standing item on their agenda for departmental and team meetings.
- The Equality Screening template was further amended and trialled during the year. Prompts to aid completion and new questions relating to the DDA Disability duties were added. The revised template is being rolled out in 2022-23.
- A new cover sheet for Council Committee reports was implemented on a pilot basis for the Finance & Corporate Services Directorate. Report writers are now required to confirm not just whether an equality screening was carried out but to provide explanation if not and to outline the outcome of screening. This has led to identification of gaps in screening and greater understanding of the role of screening in influencing council decision making.
- Mid-year progress reporting was also trialled and efforts were made to link equality reporting to performance management reporting (ongoing at year end).
- The renewed focus on awareness raising and equality processes led to a significant increase in the number of projects that were screened for equality and good relations impacts during the year. A total of 53 screenings were undertaken and reports are available on the council's website at [Equality Screening Reports 2021/2022](#) .

EXAMPLES of new policies/projects screened include:

- Policy on Changing Places Toilet Provision
 - HR policies – Menopause, Redeployment, Redundancy
 - Community Investment Fund Pilot
 - Proposed centralisation of Registration Services
 - Cemetery Strategy
 - Open Spaces Strategy
 - New Policing & Community & Safety (PCSP) Strategy 2022-2025
 - New Good Relations Strategy 2022-2025.
- Significant changes include more tender/procurement exercises being subject to screening, including: tenders for new security contract; receptionist and caretaker contract; cleaning contract; out of hours dog warden service.

PART A

- Efforts were made to improve the quality and timeliness of equality screening. The equality officer focused on ensuring that managers and staff who were undertaking equality screening understood the purpose and were better able to link equality considerations to their more general service or policy objectives.
- There was also an enhanced focus on identifying mitigation measures, on the importance of targeted consultation to inform screening and/or policy and strategy development, and on the importance of monitoring for equality impacts in addition to project or performance monitoring more generally.
- A new Good Relations Strategy for the period 2022-2025 and Action Plan for 2022-23 were produced for approval by TEO. An audit based on extensive stakeholder consultation was undertaken to inform the new strategy. Consultation focused on all Section 75 groups and not just the three good relations categories. The findings from this audit will inform actions across council functions in the coming year. The potential for greater cross-Council involvement in good relations activity has been identified and will be further explored in 2022-23.
- A new Policing & Community Safety Strategy 2022-2025 was drafted and consulted on. This also focused on the full range of Section 75 groups.
- Work commenced on developing a corporate policy development framework and processes.

Service development/improvements

- Feedback from consultation on the new Disability Action Plan and Equality Action Plan was shared and continues to inform other consultations and service development. In particular, council took on board the need to more proactively target certain groups, to guard against over-reliance on website and social media for communication of important information, and the need to ensure that electronic surveys are fully accessible for blind and partially sighted people who use a screen reader.
- Following feedback and equality awareness training, communications staff are now more aware of key issues and are proactive in considering other communication methods. For example, a signed video was produced to promote awareness of the Christmas recycling campaign and staff are more aware of opportunities to promote positive attitudes towards disabled people and ensure they are better represented in imagery and council communications.
- Following a Council Motion, a decision was taken to develop a formal policy on the provision of Changing Places facilities. LCCC also added its weight to the Department of Finance's proposal to change Building Regulations to require Changing Places provision for certain buildings/projects. A public consultation was carried out in 2021 on LCCC's draft policy and guidance. Following feedback, the draft policy was amended to ensure that CP provision would be considered for parks and other public spaces that attract a high footfall as well as key council buildings.

PART A

- Following feedback from a member of the public on the need for more inclusive play equipment in council parks, a commitment was made to ensure additional provision for children with a range of disabilities in all plans for new play parks or refurbishments and in other amenities projects. In June 2021, the refurbished Dungoyne Play Park (near Ballybeen Sports & Wellbeing Hub) which includes inclusive equipment was officially reopened. Accessible equipment is now considered routinely.
- The development of a new policy on fixed play provision was further considered during the year but progress was stalled due to Covid-19 and it will now be progressed in 2022-23.
- Feedback from previous projects highlighted both a need and the potential to include additional provision for visitors with disabilities in other amenity enhancement projects. Equality screening of plans for a new sculpture trail at Hillsborough Forest Park identified the need for consideration of the needs of different groups (in particular, people with disabilities, older people and those with dependants) to ensure inclusion. Screening has also highlighted issues for attention when upgrading walking trails and paths. Work on these enhancements progressed during the year.
- The ongoing Covid-19 pandemic meant that many council sports and arts activities continued to be delivered online or at reduced capacity for much of the year. However, as soon as public health regulations allowed, services specifically targeted at disabled service users resumed and new provision was offered. This included disability friendly and ASD friendly sessions at Dundonald International Ice Bowl and Lagan Valley LeisurePlex and activities targeted at specific groups such as parents with babies, older people and women.
- Feedback from user surveys for the Sports Services Customer Service Excellence assessment, from staff who are parents of children with disabilities and from consultation raised awareness of the need to more proactively promote council's accessibility provision. Promotion and marketing staff have responded to this by ensuring better representation of disabled children/people in their promotional material and clearer messaging on relevant websites.
- Changes were made to the processes for recording and reporting of Council meetings to ensure that proceedings are accessible to the public.
- Feedback from the survey of older people carried out in the previous business year continued to inform development of services for older people and was reflected in equality screening of activities across the council. Various council services specifically target older people, eg, Environmental Health warm homes scheme, Community Safe and Well programmes, leisure and tourism projects, public space projects, community support services.
- LCCC Youth Forum – new members were appointed in 2021-22. The Forum launched a resource Just Breathe to support young people's mental health which particularly addressed the impact of the pandemic on young people. Feedback from the Forum has informed a number of projects, including the new PCSP and Good Relations Strategies, as well as other council services.

PART A

- Various **equality days** were marked with publicity, an event and/or the illumination of Council civic buildings, for example, International Women's Day, International Men's Day, International Day of Persons with Disabilities. A number of World campaign or Awareness Days were marked, for example, World Stroke Day, World Pancreatic Cancer Day, World Mental Health Day.
- Covid-19 meant that there was limited face-to-face consultation or engagement during 2021-22. However, there was extensive consultation on numerous projects, including: new Disability and Equality Action Plans for 2021-25; Proposals for Kerbside Recycling; Draft Cemetery Strategy; Draft Open Spaces Strategy; Policy on Changing Places; Proposed new multi-sports pitches; Proposed centralisation of Registration Services; new PCSP Strategy; and new Good Relations Strategy.
- While consultations were primarily promoted online on the council website and via social media channels, provision was made for those who would not be able to engage online, with, for example, an option to complete a survey via telephone. There was specific targeting of disabled people and groups as committed to in our Disability Action Plan. Consultations also targeted other Section 75 groups, including women, Black and Minority Ethnic communities, LGBTQ+, people from different community backgrounds and different age groups.
- Although there are restrictions to what can be achieved with the current site, Council continues to work on our website and social media accessibility. Communications staff ensure that new web content is user-friendly and accessible for a range of users who may have disabilities. Feedback from disabled people via consultation has been shared and used to inform communications generally.
- Engagement with RNIB and Guide Dogs, as well as feedback from consultees, prompted a review of Environmental Health Service's enforcement guidance for businesses who provide pavement cafés and council's guidelines for the development of parklets. There is an increased understanding of the need to balance the needs/interests of the business community with those of particular equality groups such as disabled people.
- There has been an ongoing focus on supporting staff's mental health and wellbeing throughout the Covid-19 pandemic and to support continued remote working. With the other councils, LCCC participated in the development of a wellbeing hub which was launched under the banner of 'Staywell'. Staff receive regular updates directing them to useful resources and an extensive programme of wellbeing courses was delivered in 2021-22
- The 2021-22 Good Relations Action Plan was delivered and included activity to mark Holocaust Memorial Day, Ulster-Scots Week, Irish Language Week and an extensive Good Relations through Sport programme. There has been an effort to expand activities to include other Section 75 groups, for example, LGBTQ+ people, older and young people and people with disabilities.

PART A

- Following a review and audit of Good relations activity to inform a new strategy for 2022-2025, it is proposed to look at how outcomes and progress are measured and reported. There will also be a renewed focus on embedding good relations activity across a wider range of council service areas.
- Various economic development activity, eg, ESF funded employability programmes has specifically benefitted Section 75 target groups (people with disabilities, women).
- Community Investment funding has benefitted community groups that support people from all Section 75 categories. Equality screening of funding programmes has led to consideration of criteria that will ensure there is equitable spread of benefit across the council area.

PART A

2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2021-22 (*or append the plan with progress/examples identified*).

- A complaint from a member of the public about the lack of equipment in Council run play parks that is fully accessible for children with multiple disabilities led to improved awareness of the issue and further consultation with Playboard and families. There is now a commitment to consider including specific equipment in any new parks or refurbishment projects. Example: Hillsborough Forest enhancement project 2021; refurbishment of Dungoyne play park at Ballybeen (reopened June 2021).
- A new Open Space Strategy was developed and consulted on in early 2022. Input from the Equality Officer led to amendments to the Strategy's Key Principles to reflect an explicit focus on accessibility and inclusion.
- A public consultation on Kerbside recycling options was undertaken in summer 2021. In response to previous feedback about the particular needs of some residents, assistance was offered to those who were unable to complete the online survey. The consultation was proactively targeted at disability groups and known contacts.
- Council's Equality Action Plan commits to ensuring inclusive sports and arts provision.

New equipment to improve accessibility purchased for arts venues and museums service in the previous business year was used when lockdown restrictions meant services could re-open in July and August 2021. Initial feedback from service users has been most positive.

New equipment for Sports Services procured in 2020-21 was also first used in the past year. Families and children can now benefit from provision such as the sensory room at Indianaland; new skating aids to support a range of older children with certain disabilities; new soft play equipment for a Buggy boot camp which allows adults to train while children play in the same area.

- The Good Relations through Sports Programme has been successful in encouraging inclusion of disabled children and young people in sports activities.
- Parks & Amenities programmes – Community Safe and Well and horticultural projects have specifically targeted disabled people and older people and have been particularly well received.

PART A

2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2021-22 (*or append the plan with progress/examples identified*).

- Changes made to PIRSOC (Project Initiation Request and Strategic Outline Case) documentation has prompted staff who are submitting financial appraisals or business cases to consider equality and good relations at an early stage in their project planning where previously they may not have.

Training 2021-22

- An Equality Screening workshop was included in the corporate training programme with 14 staff participating (further sessions planned for 2022-23). In addition, tailored training was provided to a number of service areas – Corporate Communications, Sports Services, Facilities Management, Central Administration, Arts Services and Business Solutions.
- A significant programme of Just A Minute (JAM card) training was delivered. Ten staff undertook ‘Train the Trainer training’ provided by the NOW Group and subsequently delivered it to over 200 staff across the council. Feedback from staff confirmed that the training was really useful in raising their awareness of the needs of service users with a range of disabilities. It has also prompted more proactivity in anticipating needs.
- Other equality related training included: Unconscious Bias (19 staff), Dignity at Work (156), Menopause Awareness (61).
- Informal coaching and support was provided to staff who were carrying out equality screening for the first time. Staff reported increased confidence and knowledge as a result.

PART A

3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2021-22 reporting period? *(tick one box only)*

X Yes No (go to Q.4) Not applicable (go to Q.4)

Please provide any details and examples:

- Equality screening has resulted in an enhanced awareness of the potential for measures to better promote equality and/or good relations, even where no negative impacts have been identified for any equality groups or where programmes have operated successfully for some time. Often council services are provided universally or are open to all, but staff have become more aware of the need to ensure that all groups are indeed aware of such opportunities and are recognising the need for targeted promotion and engagement. There is also more evidence of proactive consideration of adjustments to information provision and recognition of the role of monitoring to explore reasons for non-engagement.
- Engagement with AutismNI who provided training for staff which resulted in our Island Arts Centre attaining the Autism Impact Award continues to inform delivery of arts services. Staff who were trained as autism champions are now considering on an ongoing basis how they can make services more accessible for children and adults with particular needs or are considering autism friendly sessions. Disruption to arts services during the pandemic has meant that ideas did not progress as planned during 2020-21 but are now being implemented as restrictions allow.
- Engagement with young people through facilitation of the LCCC Youth Forum continues to inform Council activity. The Forum has had a focus on Safe Places for Young People and Mental Health and a new resource to support young people through the ongoing pandemic was launched in June 2021 (supported by the Education Authority).
- Equality awareness training for communications staff and feedback from consultations has led to more proactivity in considering accessibility of information services and communications.
- Learning from consultation and engagement in the first year of Covid has continued to inform Council service delivery and partnership working with other statutory bodies and the community sector.
- Sports Services progressed various projects to improve provision for users with a disability, including enhanced physical accessibility, provision of aids, and plans to extend disability-friendly and family-friendly provision when facilities re-opened. There has been a very positive response from parents and families to enhanced provision.

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3a With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

Please provide any details and examples:

- Play parks – greater inclusion of children with multiple disabilities (and indirect benefits for parents/families)
- Parks and open spaces – more accessible paths and walkways benefit older people, those with disabilities and families
- Inclusive or disability friendly sports provision – swimming, classes for parents, quiet times, etc, provide specifically for children/people with disabilities and their carers. Positive feedback has been captured in a customer service survey for Customer Service Excellence.
- Equality screening of community development programmes, including community support, funding and advice services, has identified the potential for further mitigations in relation to protocols and procedures to ensure services are fully accessible to all groups. The need for more rigorous monitoring of who uses and doesn't use services has also identified.
- Implementation of the Changing Places Toilet policy, consulted on in 2021-22, will benefit those with multiple or profound disabilities and their carers/families.
- Engagement with RNIB and Guide Dogs and feedback from disabled residents/service users has reinforced environmental health staff's awareness of the need to ensure guidance to applicants for temporary licences for pavement cafés explicitly refer to accessibility requirements.
- Feedback from disabled people and support organisations has also meant that disabled people's needs have been taken into account in the development of new parklets and other economic development and tourism projects.
- Feedback to tourism services around signage led to a review of signage and more accessible signage being considered. For example, accessible information signage at entrance to key attractions such as Hillsborough Forest, Forest trail signage, directional signage for carparking or toilet provision.
- Equality screening of events policies in different departments established a need for corporate guidance on accessibility provision for different groups. This should help ensure that good practice is shared across the organisation and service users have a consistent experience.

PART A

3b What aspect of the Equality Scheme prompted or led to the change(s)? *(tick all that apply)*

X As a result of the organisation's screening of a policy *(please give details):*

- For many core project/programmes, more detailed equality screening prompted awareness of equality and good relations issues and the potential to consider further steps to better promote equality and/or good relations. Screening helped to identify particular needs, eg, accessibility for those with a disability, older people and those with language barriers, to consider whether there were under-served groups and how to reach them; and led to the consideration of mitigation measures that could be put in place.
- Equality screening of policies in different departments has identified the potential to link or streamline policies to cover more than one service area. It has also highlighted the need for a corporate response to some issues – for example, to develop corporate guidance on accessibility provision in relation to events organised by different teams.
- Equality screening in Environmental Health department prompted a review of the team's Health and Safety enforcement procedures to identify any potential equality issues. While Council enforcement powers and compliance standards are set out in legislation, it was proposed to add key principles to enforcement guidance for staff to help ensure equality in the application of procedures.

X As a result of what was identified through the EQIA and consultation exercise *(please give details):*

- No formal consultations on EQIAs in 2021-22 but feedback from general consultation exercises has informed communication methods and prompted consideration of monitoring of respondents for surveys and consultations. Positive feedback from respondents when they have been consulted and listened to has meant that staff are increasingly seeing the benefits.
- As a result of feedback from the public consultation on the draft Changing Places policy, the proposed policy was amended to apply to parks or other spaces that attract a significant footfall as well as to council buildings.
- The learning from the EQIA on public realm continues to inform thinking, planning and actions across council services. In particular, staff are aware of the continuing nature of the Section 75 duties and that equality screening or impact assessment is not an end in itself.

X As a result of analysis from monitoring the impact *(please give details):*

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Ongoing monitoring for equality impacts as opposed to monitoring for service satisfaction or against programme/project objectives more generally remains a challenge in some areas.

X As a result of changes to access to information and services (*please specify and give details*):

- The website accessibility regulations which came into force in 2020 continue to guide communications and promotions staff in ensuring accessibility for different groups. The council's websites have facilities to accommodate blind and visually impaired users, audio content is subtitled, and there is provision for those for whom English is not a first language. There is also a focus on providing user-friendly content as council works on developing a new site.
- While online and electronic information provision is now the norm, there is recognition that not everyone is online and more traditional communication methods are still required for some.
- Through equality screening, staff identify where there is a need to proactively produce information or material in other formats and languages as well as respond to specific requests.

X Other (*please specify and give details*):

- Autism awareness training and other equality training has improved staff understanding and awareness of the need to provide for different groups of service user and increased confidence to do so.
- Renewed focus on internal equality processes led by senior management has created new interest and impetus for equality and good relations work.
- The focus on raising awareness of the purpose of the Section 75 equality and good relations and Disability Duties has led to better understanding and more engagement by staff who are increasingly seeing how equality consideration can contribute to business planning and service improvement.
- Feedback from groups such as RNIB, Guide Dogs and Lisburn Outlook has ensured a focus on considering the needs of people with disabilities when developing proposals for new economic development projects/proposals in the wake of Covid-19. For example, new parklets have been developed but they have taken into account the need to balance the needs of disabled people against those of the businesses concerned.
- Training for staff has improved awareness of the need for disability-friendly and family-friendly provision. It has also led to an increased focus on who uses and doesn't use services and the need to identify and address potential barriers.

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Many council services are open to everyone but staff are now more aware that they need to monitor to confirm whether all groups do in fact participate.

Section 2: Progress on Equality Scheme commitments and action plans/measures

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2021-22 reporting period? *(tick one box only)*

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

All job descriptions include the following duty:

“Promote equality of opportunity and access in service delivery and in the employment of staff through the mainstreaming of equality within the Council.”

5 Were the Section 75 statutory duties integrated within performance plans during the 2021-22 reporting period? *(tick one box only)*

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

Compliance with equality duties is an integral part of departmental work plans. However, increasingly, links are being made between service improvement objectives/plans and performance management reporting.

PART A

6 In the 2021-22 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation’s ongoing corporate plan
- No, the organisation’s planning cycle does not coincide with this 2021-22 report
- Not applicable

Please provide any details and examples:

Equality is an underpinning theme of LCCC’s corporate plan. Directors and Heads of Service are encouraged to ensure that equality actions are integrated into departmental and team work plans. Specifically, attention is being given to links with annual Performance Improvement Plans and reporting.

Equality action plans/measures

7 Within the 2021-22 reporting period, please indicate the **number** of:

Actions completed:		Actions ongoing:	16*	Actions to commence:	1
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Please provide any details and examples *(in addition to question 2)*:

*Most actions in the new Equality Action Plan 2021-2025 are ongoing/continuing actions, for example, around the provision of accessible information and accessible services generally. Of the 17 actions in the Plan, 13 have been achieved for the year but are continuing actions; 3 have been progressed and are ongoing; and one has been deferred.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2021-22 reporting period *(points not identified in an appended plan)*:

No changes made during 2021-22 – this was the first year of a new 5-year action plan.

9 In reviewing progress on the equality action plan/action measures during the 2021-22 reporting period, the following have been identified: *(tick all that apply)*

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- Continuing action(s), to progress the next stage addressing the known inequality
- Action(s) to address the known inequality in a different way
- Action(s) to address newly identified inequalities/recently prioritised inequalities
- Measures to address a prioritised inequality have been completed

Arrangements for consulting (Model Equality Scheme Chapter 3)

10 Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: *(tick one box only)*

- All the time Sometimes Never

11 Please provide any **details and examples of good practice** in consultation during the 2021-22 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

- In the past year, there were efforts to consult more proactively with disabled people. A contact list of disability support groups was specifically targeted for a number of consultations including Changing Places Policy, Kerbside Recycling options, Open Space strategy, as well as for the consultations on the new draft Disability and Equality Action Plans.
- The Equality Officer organised a focus group with the Cedar Foundation's User Forum as part of the consultation on the Disability Action Plan. Initially the Forum had requested information in an Easyread format but, when asked, they expressed a preference for a meeting. The opportunity was used to inform Forum members about a range of council initiatives as well as getting feedback on the DAP.
- A cross-party Working Group was established to plan for the Queen's Platinum Jubilee celebrations in 2022 to ensure the views from all sections of the community were considered.
- Sports Services – extensive consultation with Vitality members to get feedback on the needs of different Section 75 categories- age, gender, dependency, disability and consultation on proposed development of new multi-sport pitches.
- Consultation was undertaken on the proposal to centralise Registration Services at Council headquarters. Although equality screening concluded that impacts were likely to be minor and could be mitigated, it was considered important to test that conclusion.

PART A

- Staff have been encouraged to monitor responses to consultations and surveys by equality category. This presents challenges as shorter surveys are considered more effective and there is a reluctance to seek personal information even where responses are anonymous. Further work on this area will be done in 2022-23.
- Policing and Community Safety Partnership – extensive consultation to inform new strategy which included engagement with all Section 75 groups
- Community Planning – ongoing multi-agency work with Health Trust, EA, etc
- Ongoing consultation with young people via the Youth Forum and older people through Age Friendly initiative.
- Good Relations Audit –the audit to inform the new strategy and action plans went beyond the three good relations categories and has produced feedback that will be used across council.
- Economic Development – extensive engagement with key stakeholders to inform the new Labour Market Partnership programme and other economic development and regeneration projects.

12 In the 2021-22 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: (*tick all that apply*)

- Face to face meetings
- X Focus groups
- X Written documents with the opportunity to comment in writing
- X Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions
- X Telephone consultations
- Other (*please specify*):

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

Experience from consultations in 2021-22 suggested that disabled people and groups were more likely to respond when targeted directly.

PART A

Flexibility in format for responses is necessary to maximise feedback. For example some respondents do not find electronic surveys accessible but they wish to provide feedback/views.

Providing tailored information sessions and capacity development/support for community groups increases engagement from some harder to reach groups.

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2021-22 reporting period? *(tick one box only)*

Yes X No Not applicable

Please provide any details and examples:

14 Was the consultation list reviewed during the 2021-22 reporting period? *(tick one box only)*

Yes

Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)

[Insert link to any webpages where equality screening templates and/or other reports associated with Equality Scheme commitments are published]

[Equality/Section 75](#)

15 Please provide the **number** of policies/projects screened during the year *(as recorded in screening reports)*:

54

16 Please provide the **number of assessments** that were consulted upon during 2020-21: Please note that consultation was carried out on 10 projects for which equality screening was completed. Consultation was not on the screening outcomes/reports themselves.

0	Policy consultations conducted with screening assessment presented.
0	Policy consultations conducted with an equality impact assessment (EQIA) presented.

PART A

0

Consultations for an **EQIA** alone.

17 Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

N/A

18 Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? *(tick one box only)*

Yes
 No concerns were raised
 No
 Not applicable

Please provide any details and examples:

Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)

19 Following decisions on a policy, were the results of any EQIAs published during the 2021-22 reporting period? *(tick one box only)*

Yes
 No
 Not applicable

Please provide any details and examples:

No EQIAs undertaken

Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)

20 From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2021-22 reporting period? *(tick one box only)*

Yes
 No, already taken place
 No, scheduled to take place at a later date
 Not applicable

Please provide any details:

Initial work done to assess current arrangements and to raise awareness of the importance of monitoring. This is an area for development.

21 In analysing monitoring information gathered, was any action taken to change/review any policies? *(tick one box only)*

PART A

Yes No X Not applicable

Please provide any details and examples:

- 22** Please provide any details or examples of where the monitoring of policies, during the 2021-22 reporting period, has shown changes to differential/adverse impacts previously assessed:

N/A

- 23** Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development:

N/A

Staff Training (Model Equality Scheme Chapter 5)

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2021-22, and the extent to which they met the training objectives in the Equality Scheme.

In the past year, the following formal equality related training was delivered:

- Equality awareness and equality screening workshops – 44 staff
- Autism Awareness – 18 staff
- JAM Card Train the Trainer – 10 staff trained to deliver. Rolled out to 212 staff
- Unconscious Bias – 19 staff
- Dignity at Work – 156 staff
- Menopause Awareness sessions – 61 staff
- Equality, Diversity and Inclusion (2 Elected Members)

Equality workshops included information about key equality issues for different Section 75 groups and sources of information to assist with equality screening.

The Equality Officer attended Section 75 training provided by the Equality Commission (17 August 2021) and two staff and our Elected Member Diversity Champion attended the Equality, Diversity and Inclusion best practice event organised by NILGA and the LGSC (March 2022).

Awareness raising – A staff briefing on the Section 75 and Disability Duties was added to the intranet and circulated to staff. Key documents such as the Equality Scheme and new

PART A

Equality Action Plan and Disability Action Plan were made accessible and promoted to staff across the organisation.

- 25** Please provide **any examples** of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

Feedback from staff who participated in training was extremely positive, with staff reporting in particular improved understanding of the purpose and rationale for equality screening and increased awareness of issues experienced by different equality groups.

Staff who participated in formal training delivered by the equality officer and who benefited from detailed feedback on draft screening reports reported that they felt more informed and equipped to carry out screening as a result.

There is evidence of more comprehensive screening with new issues being identified in some exercises due to enhanced understanding. Where staff have undertaken more than one screening exercise in the past year there is evidence of new knowledge being applied.

Sports Services staff have particularly benefited from the training from Autism NI. This is reflected in the number of initiatives reported in end of year reports.

JAM Card training which was delivered to staff in a wide range of functions has been very useful in highlighting issues for front line service delivery across council services.

Public Access to Information and Services (Model Equality Scheme Chapter 6)

- 26** Please list **any examples** of where monitoring during 2021-22, across all functions, has resulted in action and improvement in relation **to access to information and services**:

Communications staff continued to monitor and assess website content for accessibility for different categories of service user. Where new sections were developed, content complied with best practice guidelines. Accessibility was a key focus for the Website working group.

Events staff continued to seek feedback from the public on accessibility of events and information about events.

On an ongoing basis, staff responded to requests for different formats and provided information to the local Talking newspaper for residents who are blind or partially sighted and to Lisburn Outlook (support group for blind and partially sighted people).

A number of services are increasingly available online, eg, aspects of registration services, Building control inspection services. This is providing easier access to some groups but care is taken to ensure alternatives for those who are not online. Monitoring of complaints/feedback is ongoing via Performance Improvement reporting.

PART A

Complaints (Model Equality Scheme Chapter 8)

- 27 How many complaints **in relation to the Equality Scheme** have been received during 2021-22?

Insert number here:

0

Please provide any details of each complaint raised and outcome:

Section 3: Looking Forward

- 28 Please indicate when the Equality Scheme is due for review:

The Equality Scheme was reviewed during 2020-2021 – see [report](#). It will next be due for review by 2025 at the latest.

- 29 Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? (*please provide details*)

Yes.

- Improved quality of screening and more targeted consultation to inform screening
- Informal briefings and support to meet staff needs as well as formal training
- Increased focus on equality monitoring
- Improvements to systems for publicising and reporting equality related work internally and on cross-team working on relevant matters
- Effort to identify opportunities to build changes into strategic processes, eg, through equality screening of procurement processes, funding programmes, etc.

- 30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next reporting period? (*please tick any that apply*)

- Employment
- Goods, facilities and services
- Legislative changes
- Organisational changes/ new functions
- X Nothing specific, more of the same

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X Other (please state):

We would welcome more practical guidance for public authorities such as the “DAP Example Action Measures” and “Encouraging the participation of disabled people in public life” publications.

We would also welcome more training or workshops specifically targeted at/tailored for the local government sector.

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PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans**1. Number of action measures for this reporting period that have been:****15**

Fully achieved
(11 are continuing actions)

5

Partially achieved

6

Not achieved
(1 not applicable to 2021-22)

Please note that actions in our Disability Action Plan are not presented as discrete actions relating to either Promoting positive attitudes or Encouraging participation in public life – they are presented under five themes and may contribute to both duties:

- Policy development and reporting
- Awareness and Understanding
- Promotion and Engagement
- Communication and Accessibility
- Promoting Employability and Employment for disabled people.

PART B

2. Please outline below details on **all actions that have been fully achieved** in the reporting period.

2 (a) Please highlight what **public life measures** have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ	N/A		
Regional ^{iv}	N/A		
Local ^v	3.1 Identify relevant opportunities and encourage participation of disabled people through targeted promotion	Discussed and advice provided to Communications team, Sports team, Arts team, Env Health, Economic Development Relevant public appointments notified to Equality Officer promoted to Disability contact list	Increased awareness and understanding of DDA duty re participation in public life
	3.2 Ensure disabled people and representative groups are targeted proactively in all council consultations and engagement initiatives	Disabled people/groups specifically targeted for the following consultations: <ul style="list-style-type: none"> • Draft Disability Action Plan • Draft Equality Action Plan • Draft Open Space Strategy • Kerbside Recycling options • Draft Cemetery Strategy • Changing Places Policy 	Feedback received from disabled people to inform service delivery Greater awareness of issues experienced by disabled people and suggestions for addressing them Feedback from disabled people was shared with relevant departments and has influenced practice in some service areas.

PART B

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
		<p>Communication methods and channels considered for accessibility for people with different disabilities – alternative formats provided proactively as well as in response to requests</p>	
	<p>3.3 Continue to work with disabled individuals and their representative groups</p>	<p>Mayor’s office – re ADDNI (autism charity nominated as Mayor charity for 2021-22), Beechlawn School</p> <p>Communications – re Lisburn Talking newspaper, Beechlawn School</p> <p>Equality function re consultees – eg, Lisburn Outlook, Cedar Foundation,</p> <p>Equality function/Env Health/ Econ Dev re RNIB, Guide Dogs</p> <p>Sports Services – re Autism NI – awareness training provided</p> <p>Communities – ongoing engagement</p> <p>HR & OD – work with NIUSE</p>	<p>Increased awareness of staff of various disabilities and disabled people’s issues.</p> <p>Increased knowledge is reflected in equality screening and has resulted in changes to practices or service improvements. Examples include increased provision in leisure and sports services to cater for certain disabilities and more proactivity in communications and provision of alternative formats. For example, a signed video was produced to promote the Christmas recycling campaign.</p> <p>Positive feedback received from disabled residents that they felt listened to. An offer to provide an online focus group instead of</p>

PART B

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
		Member of Employers for Disability Stepping Stones appointed to deliver in-house catering service HR & OD – roll out of JAM card training across Council services	written information was welcomed by the Cedar Foundation User Forum as more appropriate to meet their needs.

2(b) What **training action measures** were achieved in this reporting period?

PART B

	Training Action Measures	Outputs	Outcome / Impact
Action 2.1	Disability Duties included in general awareness training	Information about the Disability Duties added to intranet and promoted to staff. New questions on DDA Duties in updated Equality Screening template	Increased awareness and understanding
Action 2.3	Disability Duties included in Equality screening training	Formal training delivered to 44 staff across a range of functions included a focus on the Disability Duties. Staff also guided on answering the questions on DDA duties through advice and support on the equality screening process.	More staff aware of the Duties and potential to take action to achieve them in relation to their role/work
Action 2.4	Targeted awareness training for staff identified as having particular potential to deliver on DDA Duties	Focused training provided for communications team. Ongoing advice through equality screening support. A range of disability related training was delivered through the corporate training programme, eg, Autism Awareness, JAM Card.	Improved awareness and understanding of disability issues, the need to consider disability positively, etc. Communications and marketing staff now alert to the potential for using positive images and key messages in routine promotional materials, website, social media, etc. Examples of proactive identification of opportunities.

PART B

2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
Action 2.5	Share relevant information and promote disability support services to staff	Support services for various disabilities promoted to staff through intranet and staff wellbeing hub activities. Employers for Disability and Equality Commission ezines circulated widely	Staff and public more aware Positive feedback from staff
Action 3.6	Participate in or mark annual Disability Days/events	A number of disability-related days/initiatives were marked with press releases, social media promotion, building illuminations and/or promotion to staff, including: <ul style="list-style-type: none"> • Neurodiversity Week • International Day of Persons with Disabilities • ADHD awareness (local charity ADDNI nominated as one of two Mayoral charities for 2021-22) • Cancer Awareness • Breast Cancer Awareness • World Diabetes Day • Mental Health Awareness • National Heart Health Month 	Staff more aware of issues and responsive to accessibility needs Public more aware Charities and support groups benefitted from increased profile Mayoral charity ADDNI benefitted from a number of Mayoral/council fundraising initiatives

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	Communications Action Measures	Outputs	Outcome / Impact
Action 4.1	Include positive images of individuals with a disability in promotional material and publications	Positive images used in cover of key documents – Disability Action Plan and Equality Action Plan Disabled people/athletes in photographs used with press releases and on social media to launch sports services initiatives	Increased public profile for disabled people and awareness of disabled people's achievements Disabled people more likely to be encouraged to participate in council activities
Action 4.2	Ensure features about disability, case studies, promotion of accessibility provision, etc, in council publications	Accessibility information included in press releases and social media promotion – Communications, Sports Services, Arts Services, Events, Parks & Amenities. Accessibility information on various council websites also improved.	Service users more likely to be aware of accessibility provision which enables them to participate

2 (d) What action measures were achieved to '**encourage others**' to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
Action 4.3	Review council website and communications to ensure that	New section created on website to promote awareness of the Disability Duties.	Staff more aware of need to include key accessibility messaging No direct impact identified as yet

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	Encourage others Action Measures	Outputs	Outcome / Impact
	information about disability duties is well promoted	Staff responsible for council initiative such as the PCSP, Youth Council, Sport Lisburn & Castlereagh advised on the potential for their role to promote the duties.	

2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
Action 1.1	Ensure disability is included in all equality screening of policies, projects and plans (achieved for 2021-22 – ongoing action)	Disability included in all equality and good relations screening (50+ exercises for the year)	Potential impacts on people with disabilities taken into account in development of policy, plans and projects. Mitigations in terms of adjustments and additional provision for disabilities identified.
Action 1.2	Add Disability Duties to equality screening template	Equality screening template updated with new questions on Disability Duties.	Disability duties now proactively considered.

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	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
			Staff who complete a screening exercise now aware of the duties.
Action 1.3	Prepare an annual report to the ECNI on implementation of the plan. Progress report publicised on Council website	Annual Progress Report 2020-21 submitted to the Equality Commission end September 2021. Report publicised on council website.	Some positive feedback and helpful suggestions for future received from ECNI.
Action 1.4	Include a disability focus in quarterly departmental management team/equality officer meetings	Equality Officer attended a total of 16 departmental team meetings across all service areas. Disability featured in all advisory meetings with individual staff and service teams.	Senior staff, managers and others more informed and aware of equality generally and disability in particular.
Action 1.5	Report progress on implementation of action plan to staff	Annual progress report publicised on council intranet and promoted directly to staff via emails and updates. Mid-year progress reporting on S75 and DDA duties trialled	Increased awareness among relevant staff and managers of the annual progress reporting requirements and processes.

3. Please outline what action measures have been **partly achieved** as follows:

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	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
Action 4.1	Include positive images of individuals with a disability in promotional material and publications (ongoing action)	Positive images included in press release photographs, publications and on		Some potential opportunities missed due to lack of timely awareness
Action 4.2	Ensure features about disability, case studies, promotion of accessibility provision, etc, in council publications (ongoing action)	Some examples		Communications staff impacted by Covid-19 communications priorities at times
Action 2.2	Council's responsibility in relation to DDA Duties to be referenced in all induction training for new staff and Elected Members	Equality Briefing for staff includes reference to DDA duties. Briefing also available to Elected Members. Issue raised with HR & OD training team.	Greater awareness of Duties and responsibilities of Council for some staff and EMs	Limited opportunity for formal training due to ongoing Covid-19 restrictions and staffing gaps in HR unit to implement
Action 3.5	Explore setting up an internal Disability Forum for Staff	Discussed and initial research undertaken.		Not progressed as anticipated due to other priorities and staffing gaps. Re-scheduled to year 2
Action 4.5	Consider adopting ECNI Every Customer Counts initiative for front line services	Equality Officer raised awareness of the ECC initiative with Heads of Service. Discussions with various teams on LCCC's potential role in promoting accessibility for disabled customers/service users via services such as Economic Development (who deal		Some front line services, eg, Sports, already implementing Customer Service Excellence standard which includes focus on accessibility of services. To be re-visited in 2022-23.

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		with businesses) and Environmental Health (in relation to awareness and enforcement functions).		

4. Please outline what action measures **have not been achieved** and the reasons why.

	Action Measures not met	Reasons
2.6	Carry out survey of staff and Elected Members to assess knowledge of Disability Duties and to gauge attitudes to disability/disabled people	Rescheduled to 2022-23 due to staff capacity
5.1	Explore employability programmes with key disability support organisations	Consideration given but decision not to progress due to Covid-19 constraints. To be re-visited in 2022-23.
5.2	Work Placement or shadow opportunities identified and offered via programmes managed by organisations such as Cedar Foundation, NIUSE	Work placement opportunities paused due to Covid-19 constraints. To be re-visited in 2022-23.
5.3	Work with ECNI to explore ring-fencing of some jobs for people with disabilities	Not progressed due to staff capacity
5.4	Promotion of job opportunities to disabled potential applicants through lawful positive action approved by ECNI, eg, welcoming statements in job adverts, etc	Not progressed due to staff capacity

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5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

(a) Qualitative

Oversight by equality officer – review of progress/achievements at year end. Recognise this area needs further attention. The integration of the Disability duties into the equality screening template will help ensure that departments are more aware of how they can contribute to the actions in the DAP on an ongoing basis. This is year 1 of a new DAP and monitoring arrangements is a work in progress.

(b) Quantitative

Also to be established following learning from year 1 of the plan.

6. As a result of monitoring progress against actions has your organisation either:

- made any **revisions** to your plan during the reporting period or
- taken any **additional steps** to meet the disability duties which were **not outlined in your original** disability action plan / any other changes?

No revisions were made to the plan for 2022-23 as this was year 1 of a new Disability Action Plan. There is a need to consolidate progress made in year 1 before considering changes.

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	N/A		

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	Revised/Additional Action Measures	Performance Indicator	Timescale
2			
3			
4			
5			

7. Do you intend to make any further **revisions to your plan** in light of your organisation’s annual review of the plan? If so, please outline proposed changes?

No revisions being considered at this point.

ⁱ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.

ⁱⁱ **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.

ⁱⁱⁱ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments

^{iv} **Regional**: Situations where people can influence policy decision making at a middle impact level

^v **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

Lisburn & Castlereagh Annual Progress Report 2020-2021

Equality Commission NI feedback

The Commission would like to acknowledge the considerable range of work which Lisburn & Castlereagh City Council (LCCC) has carried out to promote equality of opportunity and good relations in 2020-2021, as outlined in its Annual Progress Report (APR). Also, we welcome that LCCC has recently developed and published its new Disability Action Plan and Equality Action Plan (2021-2025) for the Council, and has recently completed its five year review of LCCC's equality scheme.

We acknowledge that the Council's work was significantly impacted and disrupted during this reporting year (2020-2021) by the Covid-19 pandemic, though the Commission has encouraged public authorities throughout the Covid pandemic to continue to implement the statutory equality duties as evidence has shown that the Section 75 groups can be even more disadvantaged in times like these. Hopefully now as we are moving slowly out of the pandemic there will be less disruption.

The Equality Commission recommends that the public authorities use the annual reporting mechanism as an opportunity to assess how well equality and good relations are being mainstreamed in the Council, and to identify areas where improvement is needed. LCCC can use the annual progress report:

- to audit if all scheme commitments are being implemented and how well;
- to assess the effectiveness of the arrangements the Council has put in place to mainstream equality and to assess compliance and progress;
- to consider both the quantity and quality of equality assessments (screening and EQIA) - e.g. are all Council departments/divisions engaged, are there any obvious gaps?;
- to assess the effectiveness of Section 75 action plan measures focusing on outcomes - i.e. are action measures having an impact on addressing the key inequalities identified in the Council's audit of inequalities?

Leadership Guidance

It is evident that leadership and top-level commitment in public authorities are critical to the successful implementation and achievement of the intended outcomes of the Section 75 duties. We welcome the improved Section 75/equality mainstreaming governance measures that LCCC has put in place recently, including the commitment to a quarterly focus on equality in SMT meetings, and the Council's Equality Officer attending corporate governance Committee meetings, this should help to ensure the effective implementation of the statutory equality duties at the Council.

We would encourage Lisburn & Castlereagh Council to consider the Commission's Leadership Guidance to support equality work of the Council. A leadership audit, as recommended in our Leadership Guidance, could be a positive tool in terms of bringing senior staff in the Council's various departments on board. S75 Leadership in Local Government Checklist

Screening & EQIA

Screening and EQIAs are a key element of implementing the statutory equality duties and ensuring equality is mainstreamed throughout the Council. Lisburn & Castlereagh City Council's equality scheme outlines its screening and EQIA commitments, including a commitment to screening policies at the earliest opportunity, and prior to the implementation of the policy in question. It is important that policies are equality screened before and at the time that a particular decision/policy is being considered, and not afterwards. This principle is established in case law, and it helps to ensure that policies and alternative options are still under active consideration at a time when mitigating measures or alternative policy proposals can be given realistic consideration.

Screening templates signed off and approved by the senior manager responsible for the policy should be made available on the Council's website as soon as possible following completion. This is important as it allows stakeholders the opportunity to comment on screening decisions in a timely manner if they wish to do so.

We welcome LCCC's commitment, outlined in its APR, that the cover sheet for Council Committee papers will now confirm whether an equality screening has been undertaken on any policies/plans/projects being brought to Committee. This should help to ensure better governance of equality screening and also help to ensure that screening is carried out in a timely manner.

From a Section 75 perspective it is important to remember that the responsibility for screening policies lies with the relevant policy leads or decision makers. This is because policy leads have the relevant knowledge of the issues being developed and are therefore best placed to determine the information which is required to screen effectively and ultimately to determine potential impacts, as well as identifying opportunities to better promote equality of opportunity and/or good relations.

You indicate in the APR that fewer screening exercises were undertaken at the Council in the reporting period due to the pandemic, with 17 policies being screened during 2020-2021 (including the Changing Places policy and the Lisburn & Castlereagh 10 Year Investment Plan), and these are published on LCCC's website.

The majority of these policies were screened out without mitigation, some were screened out with mitigation. I note that some of the screening templates state that the policy will 'benefit all' and the policy is screened out. It is important to note that policies should not necessarily be screened out as it's considered that they will benefit all of the Section 75 groups, the Council should still equality assess such policies, consider relevant data and evidence relating to these policies in order to assess if there are opportunities to further promote equality of opportunity and good relations for the Section 75 groups in relation to these policies.

Consideration of data/evidence

It is important to ensure that screening decisions are based on relevant information, which may be qualitative and/or quantitative. Examples of the sources of information/data include:

- information obtained from consultation (qualitative and/or quantitative).
- statistical data held in respect of the policy, (e.g. NISRA equality information).
- Information from authorities' audits of inequalities.
- relevant policy positions available from a number of sources e.g. Equality Commission policy positions. See ECNI Website
- Information that those who have experience of the operation of the same or similar policies - this would include information from other public authorities.

See ECNI Section 75 Data Signposting Guide The guidance contains a dedicated section for Councils which was compiled following consultation with GIS officers from a number of Councils.

It is important that the information considered in screening exercises is relevant to the policy being screened and not generic data on that Section 75 group. Relevant information will enable a public authority to clearly demonstrate the reasons for a policy being 'screened in' for equality impact assessment, 'screened out' for EQIA, and the identification (or not) of appropriate mitigation measures/alternative policy proposals.

EQIAs

No EQIAs were carried out by LCCC during the review period. An EQIA should be carried out where screening would not be an adequate means of gathering the information that's needed to assess the relevant equality impacts/opportunities. When making a screening decision and considering whether to conduct an EQIA, you should follow the arrangements set out in your equality scheme.

An EQIA is likely to be necessary:

- where the policy is highly relevant to the promotion of equality of opportunity

- where it affects a large number of people
- where it affects fewer people but its impact on them is likely to be significant.
- where it is a strategic policy or has a significant budget attached, and
- where further assessment provides a valuable opportunity to examine evidence and develop recommendations.

Training

We acknowledge that equality training at LCCC has been impacted by the Covid-19 pandemic during the reporting period, though we welcome that Section 75 refresher training was carried out for senior staff, and recruitment & selection and mental health awareness training was provided during the year. We would emphasise that the provision of Section 75 related training is a critical aspect of ensuring that the equality duties are implemented effectively and would encourage the Council to maintain its focus on equality training in this regard.

DAP

We realise that some of the Council's planned disability action measures were impacted by the pandemic during the reporting period, though also that there were some positive impacts for disabled people, such as disabled people being prioritised for some Council services/initiatives, due to the disproportionate impact Covid had on some disabled people.

We welcome the Council's development of a new Disability Action Plan (2021-2025) during the APR reporting period, and the involvement of local and regional disability groups/individuals in developing the DAP. We hope that as the Covid restrictions ease the Council can progress with its proposed disability action measures more freely.

We welcome the action measures that LCCC has included in its revised DAP to promote positive attitudes towards disabled people and encourage disabled people's participation in public life, including: the Council's step to integrate the disability duties into screening templates, this should help to ensure that Council departments are more aware of how they can contribute to promoting; the Council proactively targeting disabled people and representative groups in all Council consultations; the Council's commitment to providing work and placement opportunities at the Council for disabled people; its commitment to adopting the Equality Commission's Every Customer Counts initiative, including the accessibility audit tool, and the audit and review of the Council's website to improve its accessibility for those with disabilities.

Finally, we welcome the Council's commitments to focusing on a number of areas in the coming year, including: improved quality of screening; more targeted consultation

to inform screening; increased focus on monitoring; informal briefings and equality awareness raising to meet staff needs; improved systems to publicise and report equality related work, internally and externally. These are all key areas, which will help to ensure that equality is prioritised and mainstreamed into the functions and activities of the Council.

One further area that the Equality Commission would encourage the Council to include in its areas for focus in the coming year, given its size and remit, and the continued barriers that disabled people face in terms of accessing jobs and services, is to promote participation of disabled people in employment and public life, and accessible services. As noted above, we welcome the action measures that LCCC has included in its DAP in this regard.

Hope you find this feedback helpful and please do not hesitate to contact us should you wish to discuss further.

Equality Commission for Northern Ireland
March 2022



Corporate Services Committee

8th June 2022

Report from:

Head of Human Resources and Organisation Development

Item for Noting

TITLE: Workforce Reports

Background and Key Issues:

1. Reports on workforce are appended to this report for review and scrutiny as appropriate and include.
2. **Report on Attendance Management** within the Council for the period up to 31st March 2022 including actions taken by the Council to support attendance and minimise absence levels. You will note a slight rise on the previous year, however, one of the major causes of absence in 21/22 was COVID.
3. **Workforce** This report details the number of staff employed and agency workers engaged with the Council as at 1st May 2022.
4. **Recruitment** This report provides detail of the current position of recruitment of posts as at 16th May 2022, both internally and externally advertised posts. This report is in a new format with further details as requested by the Corporate Services Committee in March 2022.
5. CMT continues to scrutinise agency and recruitment matters to ensure continued financial management and probity during this period.

Recommendation:

It is recommended that Members note the attached reports.

Finance and Resource Implications:

Captured within current 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?

If no, please provide explanation/rationale

Update report only

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="Yes/No"/>	Option 2 Screen out with mitigation	<input type="text" value="Yes/No"/>	Option 3 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:

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 given explanation/rationale for why it was not considered necessary:

Update report only

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:

Update report only

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:

Attendance Review, Workforce, Recruitment

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



**ATTENDANCE MANAGEMENT:
ANALYSIS FOR PERIOD
ENDING
31 March 2022**

1.0 OVERVIEW

This report outlines absence information and details measures that have been put in place by the Council with the aim of getting the absence figures moving on a downward trend.

2.0 ROLLING YEAR ABSENCE FIGURE COMPARISON

The charts below show the rolling year absence comparison from 2019-2020 and 2020-2021 to the same period 2021-2022

Chief Executives Office (Including ARP)	01.04.19 - 31.03.20	01.04.20 - 31.03.21	01.04.21 - 31.03.22
Total Possible Days	3,778.30	2,534.30	2,520.00
Days Lost Through Short Term Sickness	36.00	15.80	12.00
Days Lost Through Long Term Sickness	16.00	0.00	62.00
Short Term Lost Time Rate	0.95%	0.62%	0.48%
Long Term Lost Time Rate	0.42%	0.00%	2.46%
Total Lost Time Rate	1.38%	0.62%	2.94%
Days lost per employee	3.06	1.38	6.53

Finance & Corporate Services	01.04.19 - 31.03.20	01.04.20 - 31.03.21	01.04.21 - 31.03.22
Total Possible Days	17,303.08	18,216.43	16,051.00
Days Lost Through Short Term Sickness	133.79	55.49	228.00
Days Lost Through Long Term Sickness	852.5	459.64	204.00
Short Term Lost Time Rate	0.77%	0.30%	1.42%
Long Term Lost Time Rate	4.93%	2.52%	1.27%
Total Lost Time Rate	5.70%	2.83%	2.69%
Days lost per employee	12.65	6.28	5.97

Environmental Services	01.04.19 - 31.03.20	01.04.20 - 31.03.21	01.04.21 - 31.03.22
Total Possible Days	54,994.88	59,406.92	61,171.00
Days Lost Through Short Term Sickness	657.30	524.90	1,024
Days Lost Through Long Term Sickness	3,706.06	2,858.90	2,547.00
Short Term Lost Time Rate	1.20%	0.88%	1.67%
Long Term Lost Time Rate	6.74%	4.81%	4.16%
Total Lost Time Rate	7.93%	5.70%	5.84%
Days lost per employee	17.61	12.65	12.96

Leisure & Community Wellbeing	01.04.19 - 31.03.20	01.04.20 - 31.03.21	01.04.21 - 31.03.22
Total Possible Days	74,773.11	68,928.15	59,443.00
Days Lost Through Short Term Sickness	682.68	295.80	1,039.00
Days Lost Through Long Term Sickness	3,585.62	3,353.76	3,106.00
Short Term Lost Time Rate	0.91%	0.43%	1.75%
Long Term Lost Time Rate	4.80%	4.87%	5.23%
Total Lost Time Rate	5.71%	5.29%	6.97%
Days lost per employee	12.67	11.75	15.48

Service Transformation	01.04.19 - 31.03.20	01.04.20 - 31.03.21	01.04.21 - 31.03.22
Total Possible Days	26,037.77	26,131.11	23,702.00
Days Lost Through Short Term Sickness	271.55	27.50	288.00
Days Lost Through Long Term Sickness	1,133.66	1,490.46	1,473.00
Short Term Lost Time Rate	1.04%	0.11%	1.22%
Long Term Lost Time Rate	4.35%	5.70%	6.21%
Total Lost Time Rate	5.40%	5.81%	7.43%
Days lost per employee	11.98	12.90	16.49

Full Council	01.04.19 - 31.03.20	01.04.20 - 31.03.21	01.04.21 - 31.03.22
Total Possible Days	176,887.14	175,216.91	162,887.00
Days Lost Through Short Term Sickness	1,781.32	919.49	2,591.00
Days Lost Through Long Term Sickness	9,293.84	8,162.76	7,392.00
Short Term Lost Time Rate	1.01%	0.52%	1.59%
Long Term Lost Time Rate	5.25%	4.66%	4.54%
Total Lost Time Rate	6.26%	5.18%	6.13%
Days lost per employee	13.90	11.51	13.60

2.1 Yearly Absence Trend



N.B. 2020-2021 had a number of staff furloughed due to COVID, this figure may therefore not be reflective of a usual employment year.

If COVID-related absence is removed from the 21/22 figures, then the average non-COVID days lost per employee is 10.63.

3.0 CAUSES OF ABSENCE

The main causes of the absence in the Rolling Year period April 2021 to March 2022 were Corona Virus (2,185 days), Stress/Mental Health and Musculoskeletal.

4.0 ACTIONS TAKEN

4.1 SHORT TERM SICKNESS

Short-term sickness absence is broadly defined as frequent, recurring periods of sickness absence which do not relate to an underlying health issue.

A review of absence will be conducted once appropriate trigger points indicate to management that a particular employee's pattern of absence has reached a point where there may be cause for concern and a need to investigate. The use of trigger points will ensure a consistent approach to the control of absence in such circumstances.

Employees who have met the appropriate trigger points are set Targets for improvement in line with the Policy for Managing Attendance.

Employees who have reached any stage of the formal procedure more than once within a 24 month period, have a review of their absence history carried out by their Manager, in conjunction with HR, who may escalate to a further stage of the procedure, depending on the circumstances.

4.2 LONG TERM SICKNESS

Long-term sickness absence, for the purpose of the sickness absence management policy, is defined as a continuous period of absence for 28 calendar days or more.

The Policy for Managing Attendance stipulates a review of the employee's absence at the three-month stage with consideration being given to the nature of the illness and how long it is expected to continue for. If the employee does not return by the six-month stage they will be required to attend a hearing with a Panel to consider the potential of being ill health retired or dismissed.

Absence figures for the Council are reported on a rolling yearly basis, the Council therefore needs to take into consideration that it will take time to see the impact on these figures for the Council.

4.3 USEL

The Council continues to work in partnership with USEL a government based organisation who can assist employers with absence relating to physical impairment or mental health issues. They offer services such as Physiotherapy and Counselling at no cost to the Council.

The Employment Services Officer keeps in regular contact with employees (normally bi-weekly).

Currently there are 9 employees on both the Workable (NI) Programme and Condition Management Programme. Employees must be at work or coming back to the workplace to avail of the programme. All employees have been referred to various programmes and are receiving support and assistance.

4.3.1 Employees currently on USEL Programme

Candidate	Directorate	Outcome
Employee A	Environmental Services	Support and assistance ongoing.
Employee B	Environmental Services	Support and assistance ongoing
Employee C	Environmental Services	Support and assistance ongoing

Employee D	Environmental Services	Support and assistance ongoing
Employee E	Environmental Services	Support and assistance ongoing
Employee F	Finance & C S	Support and assistance ongoing
Employee G	Chief Executives	Support and assistance ongoing
Employee H	Service Transformation	Support and assistance ongoing
Employee I	Service Transformation	Support and assistance ongoing

5.0 OUTCOMES

In March 2021 the Council reported 11.51 days per person, the figures for the end of this Rolling Year is 13.6 days per person. If Covid-related absences are removed, this reduces to 10.63 days per person.

Analysis was also completed for the period April to March 20/21 and April to March 2022. In 2021 we reported 9,082.25 days lost through absence, for 2022 we have lost 9,983 days. An increase of 900.75 days for 2022

687 First Improvement Notices, 159 Second Improvement Notices and 61 Third Improvement notices have been issued to date for employees who have met the appropriate trigger points.

From 1st April 2015, 47 employees have left employment of the Council through either ill health retirement or ill health dismissals.

There are currently 25 employees who are off 28 or more calendar days on Long Term Sickness. 17 of these 25 have been absent for over 3 months.

6.0 OTHER RECENT ACTIONS:

- The HR & OD Unit continues to focus on the Directorates that have the highest absence levels in the Council. Meetings have been held to develop action plans to target these areas.
- Heads of Service are notified on a monthly basis of the employees who are absent within their Units. Non-compliance issues are also captured on these reports.
- Policy Training for all new Line Managers continues to take place.
- Dedicated HR Rep for Long & Short Term Sickness absence, working in partnership with Managers offering a supportive and coaching approach to tackling attendance issues.

- Encouragement of early intervention and open discussions between managers and employees to proactively tackle issues early to stop them becoming long term problems.
- Continued focus on reducing sickness and promoting Health and Wellbeing as part of regular management team meetings.
- Voluntary contribution employee Healthcare Schemes have been introduced. It had been planned to hold additional roadshows to encourage more employees and members to join. However due to the pandemic this has not been possible. These will be reorganised when feasible to do so.
- Re-establishment of a Council working group comprising of representatives from various units in the Council particularly areas where there are higher absence levels.
- The Council leads the sub group for Managing Attendance established through PPMA. The Northern Ireland Fire Service and Housing Executive are also represented on the group enabling the Council to benchmark with external organisations. Meetings continue to be held on a quarterly basis.
- We have undertaken to review the Policy for Managing Attendance during 2022/23.

7.0 HEALTH & WELLBEING

There are a number of Health and Wellbeing activities which are being utilised to support employees in the workplace on a daily, weekly or monthly basis. Those which have been ongoing since the last report on absence are shown below:

- Further to the video published in June 2021 of one of our Parks & Amenities employees regarding his Mental Health, there was a follow up video with the same employee showing the wood carvings of mental health phrases and pictures which have been placed around Moira Demense.
- Promotion of Breast cancer awareness amongst men and women.
- To celebrate World Menopause Day, we promoted menopause awareness and held an online event on 18th October 2021.
- Promotion of Movember in order to raise awareness in relation to men's health.
- Promotion of a webinar to celebrate International Men's Day
- We launched our health and wellbeing hub, called StayWell.
- Promotion of 16 days of action against domestic abuse and violence.
- Action Cancers Big Bus was booked for two days, to provide breast screenings and health checks.
- Due to popular demand we organised a number Christmas wreath making activities in the run up to Christmas.
- Promotion of online NILGOSC pension information sessions.
- Promotion of Take 5 Steps to Wellbeing in January 2022.

- Promotion of Time to Talk initiative on 3rd February 2022. As part of this initiative managers organised online coffee catch ups with their teams to help promote mental health.
- To celebrate heart health month we published a video in February 2022 of one of our Economic Development employees who shared her inspirational story.
- Organised and promoted a number of wellbeing sessions.
- We organised a group session with the Council's new counselling provider regarding how to talk sensitively to our young people about Ukraine.

8.0 UPCOMING HEALTH & WELLBEING INITIATIVES

There are a number of Health & Wellbeing initiatives and activities which are planned for the next quarter, April – June 2022. Some of these have already taken place and include;

- To promote and support the newly created Menopause policy, there were a number of training and awareness sessions organised for employees and line managers. These included;
 - Menopause and me
 - Psychological impact of Menopause
 - Nutrition and fitness
 - Managing the Menopause (for line managers)
- Organised a number of online Easter flower arranging classes.
- Promotion of Stress Awareness month in April. As part of this promotion we organised a number of group wellbeing sessions.
- Promotion of the Lisburn Half Marathon and 10K event.
- Promotion of Men's Health week.
- Promoting the Mayor's Charity Golf day.
- Organising an online session with the Council's new Counselling provider to help employees adjust to hybrid working.
- Organising a Council wide competitive Step Challenge.
- Due to the popularity of our Christmas wreath making and Easter flower arranging activities we are organising online hanging basket classes which will take place in June.

WORKFORCE PROFILE
June 2022 Committee Report

	Employees at 1st May 2022						Agency Workers at 1st May 2022					
	FTE			Headcount			Agency FTE			Agency Headcount		
	FT	PT	TOTAL	FT	PT	TOTAL	F/T	P/T	TOTAL	F/T	P/T	TOTAL
Chief Executive's Office												
Chief Executive's Office	2	0.4	2.4	2	1	3	0	0	0	0	0	0
Audit, Risk & Performance	8	0.8	8.8	8	1	9	1	0	1	1	0	1
Total CEO	10	1.2	11.20	10	2	12	1	0	1	1	0	1
Finance and Corporate Services												
Corporate Communications & Administration	34	6.3	40.3	34	12	46	2	1.97	3.97	2	2	4
Director	2	1	3	2	2	4	0	0	0	0	0	0
Finance	12	0.8	12.8	12	1	13	1	0	1	1	0	1
Human Resources and OD	18	3.65	21.65	18	6	24	3	0	3	3	0	3
Total CS	66	11.75	77.75	66	21	87	6	1.97	7.97	6	2	8
Environmental Services												
Director	4	0	4	4	0	4	0	0	0	0	0	0
Environmental Health	41	5.89	46.89	41	10	51	4	0	4	4	0	4
Waste Management & Operations	153	6.27	159.27	153	11	164	41	0	41	41	0	41
Building Control	23	2.41	25.41	23	4	27	1	0	1	1	0	1
Total ES	221	14.57	235.57	221	25	246	46	0	46	46	0	46
Leisure and Community Wellbeing												
Communities	43	7.51	50.51	43	11	54	5	0.2	5.2	5	4	9
Director	2	0.6	2.6	2	1	3	0	0	0	0	0	0
Parks and Amenities	87	2.45	89.45	87	4	91	3	0	3	3	0	3
Sports Services	114	30.08	144.08	114	62	176	4	0.64	4.64	4	2	6
Total LCW	246	40.64	286.64	246	78	324	12	0.84	12.84	12	6	18
Service Transformation												
Director	2	0	2	2	0	2	0	0	0	0	0	0
Economic Development	16	4.07	20.07	16	7	23	5	0	5	5	0	5
Planning - LDP	2	2.01	4.01	2	3	5	0	0	0	0	0	0
Planning	26	2.21	28.21	26	3	29	2	0	2	2	0	2
Assets	30	3.83	33.83	30	6	36	3	1.31	4.31	1	2	3
Transformation	8	0	8	8	0	8	1	0	1	1	0	1
TOTAL ST	84	12.12	96.12	84	19	103	11	1.31	12.31	9	2	11
Total Employees (FTE / Headcount)	627	80.28	707.28	627	145	772	76	4.12	80.12	74	10	84

* These figures include all agency workers who may be placed for the following reasons: to cover vacancies, maternity, long term sick, project or seasonal work. It does not include Sports Services agency casual use

Total Headcount May 2022	Full-time	Part-time	Total
Employees	627	145	772
Agency Workers	74	10	84

Total Headcount March 2022	Full-time	Part-time	Total
Employees	623	143	766
Agency Workers	84	7	91



COMMITTEE REPORT - RECRUITMENT

MAY 2022

COMMITTEE REPORT – RECRUITMENT MAY 2022

Vacancies at initial prep stage

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Service Transformation	Economic Development	JF3123	Economic Development Manager	3/6/22	Permanent: Full Time	Initial Prep Advert 20 th May
Service Transformation	Economic Development	JF3124	Programmes Manager	3/6/22	Fixed Term Contract: Full Time	Initial Prep Advert 20 th May
Service Transformation	Economic Development	JF 3125	Project Support Officer	3/6/2022	Permanent: Full Time	Initial Prep Advert 20 th May
Leisure & Community Wellbeing	Communities	JF3126	Arts Information & Education Officer	3/6/2022	Fixed Term Contract: Part Time	Initial Prep Advert 20 th May
Leisure & Community Wellbeing	Sports Services	JF3127	Sports Programme Coordinator	3/6/2022	Permanent: Full Time	Initial Prep Advert 20 th May
Leisure & Community Wellbeing	Communities	JF3130	Clerical Officer Scale 4	3/6/2022	Fixed Term Contract: Full Time	Initial Prep Advert 20 th May
Leisure & Community Wellbeing	Sports Services	JF3132	Customer Sales Advisor	3/6/2022	Permanent: Full & Part Time	Initial Prep Advert 20 th May

COMMITTEE REPORT – RECRUITMENT MAY 2022

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Vacancies at initial prep stage (Contd)

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Leisure & Community Wellbeing	Parks & Amenities	JF3133	Grounds-person, Gardener, Greenkeeper, Gravedigger	3/6/2022	Permanent: Full Time	Initial Prep Advert 20 th May
Finance & Corporate Services	Corporate Communications	JF3131	Clerical Officer Scale 3	3/6/2022	Fixed Term Contract: Full Time	Initial Prep Advert 20 th May

Vacancies at Short-listing Stage

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Leisure & Community Wellbeing	Communities	JF3122	Community Centre Assistant	22/4/2022	Fixed Term Contract: Part Time	Shortlisting
Leisure & Community Wellbeing	Communities	JF3121	Gallery Attendant	22/4/2022	Fixed Term Contract: Part Time	Shortlisting
Leisure & Community Wellbeing	Sports Services	JF3119	Trainee Leisure Assistant	10/5/2022	Permanent Full time: Part Time & Casual	Shortlisting

COMMITTEE REPORT – RECRUITMENT MAY 2022

Vacancies at Short-listing Stage (Contd.)

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3119	Leisure Assistant	10/5/2022	Permanent Full time: Part Time & Casual	Shortlisting
Finance & Corporate Services	Member Services	JF3120	Member Services Officer	22/4/2022	Permanent: Full Time	Shortlisting
Service Transformation	Economic Development	JF3117	Project Officer Compliance	10/5/2022	Fixed Term Contract: Full Time	Shortlisting
Leisure & Community Wellbeing	Sports Services	JF3116	Health & Fitness Officer (Activity Centres)	10/5/2022	Permanent: Full Time	Shortlisting
Service Transformation	I.T	JF3114	IT Placement Student	27/4/2022	Fixed Term Contract: Full Time	Shortlisting

COMMITTEE REPORT – RECRUITMENT MAY 2022

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Vacancies at Short-listing Stage (Contd.)

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Environmental Services	Environmental Health	JF3111	Environmental Health Placement Student	27/4/2022	Fixed Term Contract: Full Time	Shortlisting
Environmental Services	Building Control	JF3110	Building Control Student	27/4/2022	Fixed Term Contract: Full Time	Shortlisting
Service Transformation	Economic Development	JF3109	Regeneration & Infrastructure Manager	27/4/2022	Permanent: Full Time	Shortlisting
Leisure & Community Wellbeing	Sport Services	JF3107	Recreation Assistant – Activity Centres	22/4/2022	Casual	Shortlisting
Leisure & Community Wellbeing	Cultural & Community Services	JF3105	Arts & Events Technician	10/5/2022	Casual	Shortlisting
Finance & Corporate Services	Finance	JF3104	Management Accountant	11/4/2022	Permanent; Full Time	Shortlisting

COMMITTEE REPORT – RECRUITMENT MAY 2022

Vacancies at Short-listing Stage (Contd.)

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Service Transformation	IT Services	JF3084	IT Admin Officer	7/3/2022	Permanent: Full Time	Shortlisting

COMMITTEE REPORT – RECRUITMENT MAY 2022

Vacancies at Pre-Employment Check Stage

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Finance & Corporate Services	Human Resources & Organisational Development	JF3115	HR & OD Manager	11/4/2022	Permanent: Full Time	Pre- Employment Checks
Leisure & Community Wellbeing	Sports Services	JF3113	Casual Ops Coordinator	11/4/2022	Casual	Pre- Employment Checks
Leisure & Community Wellbeing	Parks & Amenities	JF3108	Admin Assistant – Parks & Amenities	11/4/2022	Fixed Term Contract: Part Time	Offered to Reserve applicant - Pre- Employment Checks
Leisure & Community Wellbeing	Parks & Amenities	JF3100	Woodland Trust Community Engagement Officer	11/4/2022	Fixed Term Contract: Full Time	Condt. Offer Pre- Employment Checks

COMMITTEE REPORT – RECRUITMENT MAY 2022

Vacancies at Pre-Employment Check Stage (Contd.)

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3098	Leisure Assistant	26/2/2022	Permanent	Appointed
Leisure & Community Wellbeing	Sports Services	JF 3099	Trainee Leisure Assistant	26/2/2022	Permanent	Appointed
Leisure & Community Wellbeing	Sports Services	JF3096	Receptionist (GHGC)	7/3/2022	Casual	Pre- Employment Checks
Leisure & Community Wellbeing	Cultural & Community Services	JF3088	Assistant Arts & Education Officer	21/3/2022	Fixed Term Contract: Full Time	Appointed: Start date TBC from Line Manager

COMMITTEE REPORT – RECRUITMENT MAY 2022

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Vacancies at Pre-Employment Check Stage (Contd.)

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3086	Leisure Assistant	15/2/2022	Permanent	Appointed
Service Transformation	IT Services Portfolio	JF3082	Assistant IT Infrastructure Manager	7/3/2022	Permanent	Conditional Offer made 16 th May. Checks in progress
Leisure & Community wellbeing	Sports Services	JF3079	Recreation Assistant	7/2/2022	Casual	4 starters / Pre- Employment Checks for other applicants to be progressed
Finance & Corporate Services	Corporate Communications & Administration	JF3078	Corporate Communications Manager	7/2/2022	Permanent: Full Time	Pre-employment checks

COMMITTEE REPORT – RECRUITMENT MAY 2022

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Vacancies at Pre-Employment Check Stage (Contd.)

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Service Transformation	Planning and Capital Development	JF3076	Capital Programme Manager	25/1/2022	Permanent: Full Time	Appointed: Start date August
Environmental Services	Building Control	JF3074	Building Control Surveyor	24/1/2022	Fixed Term Contract: Full Time	Offered
Leisure & Community wellbeing	Cultural & Community Services	JF3063	Community Centre Assistant	13/12/2021	Permanent: Part Time	Pre- Employment Checks

COMMITTEE REPORT – RECRUITMENT MAY 2022

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Vacancies at Pre-Employment Check Stage (Contd.)

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Leisure & Community wellbeing	Cultural & Community Services	JF3031	Arts Attendant - Casual	16/8/2021	Casual	Pre- Employment Checks Art Centre re-opened recently hence time lapse between recruitment & appointment
Leisure & Community wellbeing	Parks & Amenities	JF2993	Grounds-person, Gardener, Greenkeeper, Gravedigger	14/6/2021	Permanent: Full Time	Pre- Employment Checks Still Using Reserve List from 2021 as new vacancies arise
Leisure & Community Wellbeing	Cultural & Community Services	JF3095	Gallery Attendant	27/4/2022	Fixed Term Contract: Full Time	Pre-Employment Checks

COMMITTEE REPORT – RECRUITMENT MAY 2022

Vacancies at Pre-Employment Interview Stage

Service	Unit	Ref	Job Title	Closing Date	Category	Status
Service Transformation	Transformation Portfolio Office	JF3083	Digital & Innovation Officer	7/3/2022	Permanent: Full Time	Interview 19 th May
Leisure & Community wellbeing	Sports Services	JF3052	Health & Fitness Officer LVLP	15/11/21	Permanent: Part Time & Casual	Interviews on hold due to operational reasons
Leisure & Community Wellbeing	Sports Services	JF3112	Assistant Sports Development Officer Placement Student	27/4/2022	Fixed Term Contract: Full Time	Interviews 27 th May



Corporate Services Committee

8th June 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, 18 May 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 Personal Development plans remain outstanding and this will be followed up with the relevant Members by HR&OD.

1. It is recommended that Members note the minutes of the EMDSG Meeting held on 18 May 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?

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

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

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="text" value="No"/>	Has an Environmental & Sustainability Screening been completed?	<input type="text" value="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:

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:

EMDSG Report and Action Notes

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

ELECTED MEMBER DEVELOPMENT STEERING GROUP

Wednesday, 18 May 2022 at 5.00pm

Via zoom

ACTION NOTES**ELECTED MEMBERS**

Cllr Hazel Legge - UUP (Chair)

Cllr Jonathan Craig - DUP

Cllr Simon Lee - GP

Cllr Johnny McCarthy - SDLP

OFFICERS

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

Niall Conway, HR & Organisational Development Manager (NC)

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

APOLOGIES

Cllr Ryan Carlin

Cllr Michelle Guy

No	Report & Actions:	Actioned by:	Target date:
	Apologies were noted	N/A	N/A
1.	Welcome and introductions The Chair thanked all those present for attending.	N/A	N/A
2.	Matters Arising, including updates, from meeting held on Wednesday 23rd February 2022.	N/A	N/A
2.1	JAM Card: Councillor Legge commented on the JAM Celebration in April - stating it was a lovely event and good to 'get-together'. There is still a lot of work to do but is a 'Work In Progress' NC stated in terms of 'comms' for JAM, a formal employee bulletin will go out in next week couple of weeks – now waiting on a quote from Mayor Martin to augment script. Councillor Legge urged all Elected Members to get involved in the training as good to get an insight into NOW Group and JAM initiative.	HR-OD Manager	w/c Mon 23 rd May
2.2	PDP's: Councillor Legge stated that the PDP's are important and go towards our application for Chartered/ Plus membership. Councillor Legge to speak to the Party leaders and ask that the PDP's are completed. (NC confirmed 11 fully completed/ 16 partially completed).	Councillor Legge	June 22
2.3	Update on Training on 'Planning Policy': NC advised that a new NLIGA calendar is coming out in June (June 22 – March 23). Two specific 'Planning' courses included. KB & NC will follow-up with Conor Hughes (Planning HOS) to see what internal courses we have to complement NILGA.	HR-OD Manager	July 22

3.0	<p>New Member Induction & Chair and Vice-Chair Training: Wavell Moore has been provisionally booked for Monday 13 and Tuesday 14 June (6.30-8.pm).</p> <p>New members & committee chairs will be contacted whenever they are in place.</p>	HR Officer	June 22
4.0	<p>Elected Member Training Calendar: CM raised the Microsoft Office issue at CMT as mentioned at previous meeting. Donal Rogan (Service Transformation – Director) is looking into this via IT team.</p> <p>When new NILGA calendar finalised NC will issue full training calendar to all Elected Members. (If IT issue not resolved – can take this section out for now).</p>	HR-OD Manager	June 22
5.0	<p>End of Year Summary Report: NC presented a summary from the last financial year. Action – To set up another JAM session specifically for Elected members.</p>	HR-OD Officer	June 22
6.0	<p>Community Planning Update (Catharine McWhirter):</p> <ul style="list-style-type: none"> • Youth Council – Thanked members for their support and interest thus far – a strong cohort this year and a reminder where relevant could have joint Member/ Youth Council training opportunities. • Active Travel Strategy - Sustrans appointed. • Period Poverty Project- A challenging project – but now approved and to be piloted in eight LCCC centres. Project in conjunction with Mount Charles with products now free of charge and pilot running for six months. • DEA – Anahilt Village Plan. A range of partners working on this, Plan to be finalised in July. • Age Friendly Project – focusing on intergenerational work over the next 12 months. 	N/A	N/A
7.0	<p>Climate Change and Action: This is a 'Work In Progress'. Nothing specific to report at the minute but will keep on the agenda.</p>	N/A	On-going
8.0	<p>Any other Notified Business: CM to speak to Alderman Grehan to invite her to the next session (as a 'Share & Learn') to talk about a recent event she has been involved in.</p> <p>To review Chartered/ Charter Plus certification at next meeting</p>	Head of HR ALL	June 22 31 st Aug 22
9.0	<p>Date of Next Meeting: The date of the next meeting was agreed to be held on Wednesday 31 August 2022 at 5pm. Invites to be issued.</p>	Noted by all/ HR&OD Manager to issue invitation.	W/c Mon 23 rd May

Corporate Services Committee

Confidential

8th June 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 decision

TITLE: 2022/2023 Financial position

Background and Key Issues:

2021/2022

- In January 2022, a paper was brought to the Corporate Services Committee proposing the use of the year-end underspend for the 2021/2022 financial year. The year-end work is progressing with the draft accounts to be presented to the Governance and Audit Committee in June 2022.

2022/2023

2. As the year-end work is ongoing at this stage, there will be no management accounts presented for Period 1 or 2. Management accounts up to Period 3 will be presented at September's Corporate Services Committee.

Potential Financial Risks for 2022/2023

3. The Management Accounts Paper presented at April Corporate Services Committee included a section pertaining on potential financial risks relating to inflationary pressures and other external factors. There is now evidence that several of these potential risks are now materialising.
4. Utility costs (electricity and gas) is one of the biggest financial risks for 2022/2023.
5. A report was presented at Development Committee in April in relation to the procurement of energy supplies. The risk of a possible overspend within the 2022/23 year was highlighted due to the uncertainty surrounding energy commodity prices. Given the current energy volatility due to both Brexit and particularly the Ukrainian/Russian conflict, no supplier will enter into a fixed price contract.
6. In period 1 2022/23, electricity and gas are £88k over profiled budget (profiled budget for period 1 being £162,807 and actual costs equating to £251,206). This equates to 54% over the profiled budget for April. If we extrapolate 54% over the annual budgets for electricity and gas, this will equate to an overspend of approx. £1.05m.
7. Fleet fuel price increases is another major risk for the 2022/23 financial year. Analysis has been carried out with information below for Member's information:
 - Within the estimates process, an increase of £0.23 pl on Derv was incorporated into the agreed budgets for 2022/23.
 - Each £0.10 pl increment equates to an increase of approx. £6.4k expenditure per month.
 - To put this into perspective, an order was placed in March with a price of £1.3749 pl, which equates to £16k more than the 2022/23 monthly estimate.
 - The 5p reduction announced in the Spring Statement is a temporary cut which will remain in place until March 23.
 - The Council annualised budget for fleet fuel for 2022/23 is £830,000
8. Due to the continued rise in inflation (April inflation was 9%), the Council have been contacted by a number of contractors advising of price increases.

9. Price increases for a number of contracts relating to waste services equate to a potential overspend of £288k for the 2022/2023 financial year. It is anticipated there will be further price increases across all areas of the Council.
10. There is a risk surrounding the 2022/2023 pay award due to the current economic environment, the National Living Wage forecasted increase, government policy which removed pay freezes in the public sector and National Insurance increases. It is expected that the trade union's pay claim for the 2022/2023 financial year will be issued towards the end of May/start of June, after which Regional Pay consultations will take place.
11. Income will continue to be monitored on a monthly basis to ensure any associated risks are captured.
12. In light of the above risks, it is deemed appropriate to increase the Corporate Risk Register number 7 – Financial Sustainability. There have been additional controls added in relation to the monitoring of the above items.
13. These continue to be monitored over the coming months and will be included within the management accounts where relevant to ensure Members are kept up to date with the potential impacts.

DfC monies received March 2022

14. The Council received £1.8m from DfC in March 2022 to support the Council moving forward. An Accounts Direction has been issued to the Council to instruct this money to be transferred to a useable reserve on the balance sheet and ring-fenced, which is the same as last financial year's funding. The balance of the 2020/2021 monies received will remain in the same reserve.
15. The specific criteria for the earmarked reserves, as previously discussed at November's Corporate Services committee, are detailed below:
 - Waste Management costs as a result of Covid.
 - Loss of income due to continuing covid implications.
 - One off expenditure that does not have an ongoing/recurrent revenue spend required.
 - Expenditure required on enhancing services i.e. Covid has highlighted weaknesses or there is a change needed to deliver a better operating model. This would allow for digital costs or fixed term posts to respond to new ways of working or as part of an efficiency review.
16. The appendix of this report details the items to be funded through the DfC monies, for 2022/2023 onwards (i.e. updated from February Corporate Services report) reflective of changing circumstances e.g. Government announcement re: renewal of £1 entertainment licences and removal of convoy model.
17. All items of expenditure will be subject to normal council governance processes.

18. Due to the overall value of the capital programme and the volatility of current markets (inflationary impacts), it is recommended that any balance of the DfC monies be transferred to the capital fund to cover any impact of price increases.

Recommendation:

It is recommended that Members approve the transfer of any balance within the earmarked fund to the capital fund as detailed in the main body of the 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?

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 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

Confidential

8th June 2022

Confidential Report from:

Director of Leisure and Community Wellbeing

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).

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Following
ratification of
Council

Never

Item for Decision

TITLE: **Community Investment Fund – Phase II Pilot Extension**

Background and Key Issues:

Background

1. In 2019 the Council consulted on Connect – Invest – Transform, a proposed Investment Plan of up to £250m across our Council area over 10 years. This plan followed the framework of the Community Plan and subsequent principles of Sustainable Development, Equality and Participation.
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 or revitalised community facilities. This fund aims to modernise what we do and how we do it by strategically targeting investment along with key partners and those who share our vision.

3. Following assessment of Expressions of Interest received in May 2021 Ballymacash Sports Academy became our pilot partner and officers commenced a process with the Academy to incept delivery.
4. The Ballymacash Sports Academy proposal aims to deliver a new community facility that promotes inclusivity of use, is accessible in terms of cost and acts as a focal point for the community and visitors, helping to tackle social exclusion whilst demonstrating a robust model for long term sustainability.
5. In November 2021, the Academy was issued with a letter of offer 'in principle' for £250k against a project of circa £500k 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.
6. [REDACTED] As a consequence it is recommended that the Academy is issued with a formal letter of offer from Council subject to the return of a revised project delivery plan and community engagement plan to commence the pilot scheme in September 2022.

Community Investment Fund – Phase II Pilot

7. An extension of the pilot, Phase II of the Community Investment Fund, was agreed by Council in March 2022, to allow further evaluation in other scenarios and develop a strategy for the allocation of the remaining £1.75m.
8. It was further agreed that a total fund of up to £500k is made available under this application call to allow 2-3 applicants to be identified as partners in this pilot extension.
9. The timeline for submission of applications were as follows:

Date	Activity
11 th April 2022	Open Call for Applications
13 th May 2021	Closing date for Applications
16 th -17 th May 2022	Assessment of submissions
8 th June 2022	Recommendations from the open call for applications presented to Corporate Services Committee

8 applications were received by the 4pm deadline on the 13th May. They were assessed in line with eligibility criteria coupled with an assessment against feasibility, deliverability, affordability and sustainability. A threshold was set of 70%. The assessment panel comprised of an interdepartmental officers group. [REDACTED]

11. Following the assessment, it is recommended that the following applicants commence as the partners under the Phase 2 Pilot Community Investment Fund and undertakes a process to incept delivery:

a) Crewe United Football Club to develop a new facility that will meet their 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
- Additional car parking

[REDACTED] The project has a proposed commencement date of 1st November 2022 and a proposed completion date of 24th February 2023.

b) Lisburn Rugby Football Club to expand current facilities that will lead to wider community use and participation to include as follows:

- Health & Wellbeing Centre consisting of
 - Indoor Studio Space
 - Fitness Suite, and
- Build of female changing and shower facilities

[REDACTED] The project has a proposed commencement date of 1st August 2022 (to be confirmed with applicant) and a proposed completion date of 31st July 2023.

12. Members should note that no financial award will be made until the process closes out a number of due diligence processes to include an appraised Business Case and legislative elements.

13. The remaining unsuccessful applicants will continue to be supported by Council Officers, who will deliver feedback to organisations and seek ways to support them in preparation for roll out of the wider programme. Members are aware that this pilot programme does not disallow unsuccessful applicants to apply under the wider Community Investment Fund.

14. A further report will be tabled for Members information regarding the inception of the next phase of the CIF programme alongside indicative dates.

Recommendation:

It is recommended that the committee agrees:

1. Issuing a formal letter of offer to Ballymacash Sports Academy subject to the return of a revised project delivery plan and community engagement plan to commence the pilot scheme in September 2022.
2. Agree Crewe United Football Club & Lisburn Rugby Football Club become the Council's partner projects under the Community Investment Fund Phase II Pilot offering a total match funding of £425k.
3. Agree that a process is incepted for the remaining applicants to provide feedback and support on a one to one basis in advance of the roll out of the wider Community Investment Fund.

Finance and Resource Implications:

£425k under the Community Investment Fund

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

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="checkbox"/> No	Option 2 Screen out with mitigation	<input type="checkbox"/> Yes	Option 3 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)

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 fund.

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

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

If no, please give 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 urban areas, continued monitoring and evaluation will be in place to ensure there is equitable delivery of projects and programmes according to the need and demand identified in rural areas within each DEA.

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: