

December 8th, 2022

**Notice Of Meeting**

You are requested to attend the meeting to be held on **Wednesday, 14th December 2022** at **7:00 pm** in **Virtual via Zoom**.

# Agenda

## Zoom Guidance

 *Zoom Guidance.pdf*

*Not included*

## Agenda

(Attached)

 *14.12.2022 CWB Agenda.pdf*

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### 1. Apologies

### 2. Declarations of Interest

### 3. Deputation

### 4. Northern Ireland Agreement for Liaison - Investigation of Work-Related Deaths

(Report attached)

 *4. Northern Ireland Agreement for Liaison - Investigation of Work-Related Deaths.pdf*

*Page 4*

 *4.1 Appendix Investigation of Work-Related Deaths NI Agreement for Liaison.pdf*

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### 5. Affordable Warmth Scheme Service Level Agreement 2022-2023

(Report attached)

 *5. Affordable Warmth Scheme Service Level Agreement 2022-2023.pdf*

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 *5.1 Appendix Draft INTERIM SLA AWS - shared with Councils - Oct 2022.pdf*

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### 6. Butane Test Purchasing Underage Sales

(Report attached)

 *6. Butane Test Purchasing Under Age Sales.pdf*

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### 7. 6 Church Avenue, Holywood

(Report attached)

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[7.1 Appendix 118468 Investigation timeline 6 Church Avenue Holywood.pdf](#)

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## **8. Consultation on the Food Law Code of Practice (Northern Ireland)**

(Report attached)

[8. Consultation on the Food Law Code of Practice \(Northern Ireland\).pdf](#)

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[8.1 Appendix Consultation Response.pdf](#)

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## **9. Q2 Performance Report Environmental Health Protection and Development 2022/23**

(Report attached)

[9. Q2 Performance Reporting Environmental Health Protection and Development 2022-23.pdf](#)

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## **10. Request for QR Codes on Council Statues/Monuments Response to NoM**

(Report attached)

[10. Request for QR Codes on Council Statues Monuments - Response to NOM.pdf](#)

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## **11. Good Relations Annual Report 2021-2022**

(Report attached)

[11. Good Relations Annual Report 2021-2022.pdf](#)

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[11.1 Appendix Good Relations Annual Report 2021-2022.pdf](#)

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## **12. PEACEIV Minutes 26th May 2022**

(Minutes attached)

[12. PEACEIV Minutes 26th May 2022.pdf](#)

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## **13. PEACEPLUS Minutes 22 September 2022**

(Minutes attached)

[13. PEACEPLUS Minutes 22nd September 2022.pdf](#)

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## 14. Cross Community Schools Visit to France and Belgium

(Report attached)

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## 15. Q2 Performance Report Community and Culture 2022/23

(Report attached)

[15. Q2 Performance Report Community and Culture.pdf](#)

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## 16. Cost of Living Crisis Response to NoM

(Report attached)

[16. Cost of Living Crisis Response to NoM.pdf](#)

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[16.1 Appendix 1 Letter 3rd October 2022 to DfC Minster Hargey.pdf](#)

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[16.2 Appendix 2 Letter 27th October 2022 from DfC Sharron Russell.pdf](#)

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## 17. Partnership Panel Support for Refugees and Asylum Seekers

(Report attached)

[17. Partnership Panel Support for Refugees and Asylum Seekers.pdf](#)

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[17.1 Appendix Paper PP03.pdf](#)

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## 18. Ards and North Down Sports Forum Grants (WG November 2022)

(Report attached)

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[18.1 Appendix 1 - Successful Coaching Report for Noting.pdf](#)

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[18.2 Appendix 2 - Successful Goldcard Report.pdf](#)

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[18.3 Appendix 3 - Successful Individual Travel & Accommodation Noting Report.pdf](#)

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## **19. Q2 Performance Report Leisure Services 2022/23**

(Report attached)

 19. Q2 Performance Report Leisure Services 2022-23.pdf

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## **20. Friends of Groups and Volunteering in Parks and Cemeteries**

(Report attached)

 20. Friends of Groups and Volunteering in Parks & Cemeteries.pdf

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 20.1 Appendix 1 Friends Group Policy.pdf

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 20.2 Appendix 2 Memorandum of Understanding.pdf

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 20.3 Appendix 3 Friends Handbook.pdf

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 20.4 Appendix 4 Friends of Sample Constitution.pdf

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## **21. Feed the Ducks Initiative**

(Report attached)

 21. Feed the Ducks Initiative.pdf

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 21.1 Appendix Image of Duck Food Dispenser.pdf

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## **22. Play Provision in Loughries Response to Notice of Motion**

(Report attached)

 22. Play Provision in Loughries response to Notice of Motion.pdf

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## **23. Q2 Performance Report for Parks and Cemeteries 2022/23**

(Report attached)

 23. Q2 Performance Report for Parks and Cemeteries 2022-23.pdf

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## **24. Notice of Motions**

### **24.1 Notice of Motion submitted by Councillor Moore and Alderman**

## McDowell

That this Council recognises the important contribution of Strangford Integrated College to Integrated Education in the Ards and North Down Borough, and writes to the school offering congratulations on the event of their 25th anniversary.

### 24.2 Notice of Motion submitted by Alderman McIlveen and Councillor Cummings


That Council officers open discussions with Historic Environment Division regarding the return of the 13th century 'Movilla Stones' to the Borough and the provision of a suitable site for these to be located. Officers are also tasked with promoting these extremely important archaeological artefacts in the local community and local schools when the stones have been returned.

### 25. Any Other Notified Business

**\*\*\*ITEM 26-28 - IN CONFIDENCE\*\*\***

### 26. Northern Community Leisure Trust Quarter 2 2022/23

(Report attached)

 **26. Northern Community Leisure Trust Q2 2022 2023.pdf** *Not included*

 **26.1 Appendix Q2 2022-2023 Trust Report.pdf** *Not included*

### 27. Future Cemeteries Provision Project Brief Update

(Report attached)

 **27. Future Cemeteries Provision Project Brief Update.pdf** *Not included*

 **27.1 Appendix Updated Project Brief.pdf** *Not included*

### 28. Repairs to Aurora

(Report attached)

 **28. Update on Repairs to Aurora.pdf** *Not included*

## **ARDS AND NORTH DOWN BOROUGH COUNCIL**

December 2022

Dear Sir/Madam

You are hereby invited to attend a hybrid meeting (in person and via zoom) of the Community and Wellbeing Committee of Ards and North Down Borough Council in the Council Chamber, 2 Church Street, Newtownards on **Wednesday, 14 December 2022** commencing at **7.00 pm**.

Yours faithfully

Stephen Reid  
Chief Executive  
Ards and North Down Borough Council

### **A G E N D A**

1. Apologies
2. Declarations of Interest
3. Deputation
4. Northern Ireland Agreement for Liaison - Investigation of Work-Related Deaths (Report attached)
5. Affordable Warmth Scheme Service Level Agreement 2022-2023 (Report attached)
6. Butane Test Purchasing Underage Sales (Report attached)
7. 6 Church Avenue, Holywood (Report attached)
8. Consultation on the Food Law Code of Practice (Northern Ireland) (Report attached)
9. Q2 Performance Report Environmental Health Protection and Development 2022/3 (Report attached)
10. Request for QR Codes on Council Statues/Monuments Response to NoM (Report to follow)
11. Good Relations Annual Report 2021-2022 (Report attached)
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14. Cross Community Schools Visit to France and Belgium (Report attached)
15. Q2 Performance Report Community & Culture 2022/3 (Report attached)
16. Cost of Living Crisis response to NoM (Report attached)
17. Partnership Panel Support for Refugees and Asylum Seekers (Report attached)
18. Ards and North Down Sports Forum Grants (WG November 2022) (Report attached)
19. Q2 Performance Report Leisure Services 2022/3 (Report attached)
20. Friends of Groups and Volunteering in Parks & Cemeteries (Report attached)
21. Feed the Ducks Initiative (Report attached)
22. Play Provision in Loughries response to Notice of Motion (Report attached)
23. Q2 Performance Report for Parks & Cemeteries 2022/3 (Report attached)
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**ITEM – 26-28 \*\*\*IN CONFIDENCE\*\*\***

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27. Future Cemeteries Provision Project Brief Update (Report attached)
28. Update on repairs to Aurora (Report to follow)



**MEMBERSHIP OF COMMUNITY AND WELLBEING COMMITTEE (16 MEMBERS)**

Alderman Carson	Councillor Adair
Alderman Irvine	Councillor Woods
Alderman S Wilson (Vice Chair)	Councillor McArthur
Councillor Boyle	Councillor Moore
Councillor Chambers	Councillor Smart
Councillor Douglas	Councillor T Smith
Councillor Edmund (Chair)	Councillor Thompson
Councillor Irvine	Councillor McRandal

Unclassified

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**ITEM 4****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development.
Date of Report	16 November 2022
File Reference	EHPD7
Legislation	Health and Safety at Work (Northern Ireland) Order 1978
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: N/A
Subject	Northern Ireland Agreement for Liaison - Investigation of Work-Related Deaths
Attachments	Appendix Investigation of Work-Related Deaths Northern Ireland Agreement for Liaison

**Purpose**

The purpose of this report is to seek Council agreement to the Investigation of Work-Related Deaths Northern Ireland Agreement for Liaison.

**Background**

District councils and the Health and Safety Executive Northern Ireland (HSENI) are both responsible, under Article 20 of the Health and Safety at Work (Northern Ireland) Order 1978, for making adequate arrangements for the enforcement of health and safety legislation with a view to securing the health, safety and welfare of workers and protecting others, principally the public. This is unrelated to the Council's statutory duty to protect its own employees and users of services, but rather is the responsibility of authorised Environmental Health officers to regulate health and safety in workplaces as designated by legislation

Unclassified

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The division of enforcement responsibilities between Council and HSENI is determined by the premises sector.

This agreement for liaison is between Northern Ireland district councils, HSENI, the Police Service of Northern Ireland (PSNI) and the Police Ombudsman for Northern Ireland (PONI).

The agreement is an existing arrangement, and the current version updates the previous agreement (dated 2007) which was signed off by a Chief Environmental Health Officers Group (CEHOG) representative on behalf of the 26 Councils at the time. Due to the increased scrutiny of governance arrangements, it was agreed by EHNI that when the agreement was reviewed, each Council should agree to it with individual Chief Executive's signing the document, rather than it being signed off by Environmental Health Northern Ireland (EHNI), which has replaced CEHOG.

The agreement is designed to emphasise the importance of the appropriate investigative agencies working together to ensure that a thorough investigation is carried out of work-related deaths in Northern Ireland.

It sets out the principles for effective liaison between the parties. In particular, it deals with incidents where, following a death, there is a suspicion that criminal offences such as manslaughter and breaches of health and safety legislation, may have been committed.

The agreement is not intended to cover the operational practices of the signatory organisations.

A copy of the Investigation of Work-Related Deaths Northern Ireland Agreement for Liaison is attached as Appendix.

## **RECOMMENDATION**

It is recommended that Council agrees to the attached Investigation of Work-Related Deaths Northern Ireland Agreement for Liaison.

# **INVESTIGATION OF WORK-RELATED DEATHS**

**Northern Ireland Agreement for Liaison**

**October 2022**

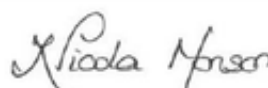
## **FOREWORD**

The partners to this agreement are the Health and Safety Executive for Northern Ireland, the Police Service of Northern Ireland, the Police Ombudsman for Northern Ireland and the Northern Ireland district councils through their representative body, Environmental Health Northern Ireland. The agreement is designed to emphasise the importance of the appropriate investigative agencies working together to ensure that a thorough investigation is carried out of work-related deaths in Northern Ireland.

We are acutely conscious of the strength of public feeling about workplace fatalities, and how these tragic incidents devastate people's lives.

All of the signatory organisations recognise the need for investigating authorities to talk to each other and to share information and best practice. We appreciate that people want to be confident that we are doing all that we can to co-ordinate our efforts and to co-operate with each other in the best interests of public safety and of those affected by work-related deaths.

We endorse this agreement. We believe that it provides an effective framework for liaison, and that its introduction will help ensure that all signatory organisations work in partnership to deliver the high standard of professionalism that the public requires and deserves.



**Detective Superintendent  
Serious Crime Branch  
Police Service of  
Northern Ireland**

**Deputy Chief Executive  
Health and Safety Executive for  
Northern Ireland**

**Environmental Health  
Northern Ireland**

**The Police Ombudsman for  
Northern Ireland**

## INTRODUCTION

This agreement for liaison is between the Health and Safety Executive for Northern Ireland (HSENI), the Police Service of Northern Ireland (PSNI), the Police Ombudsman for Northern Ireland (PONI) and the Northern Ireland district councils through their representative body, Environmental Health Northern Ireland.

It sets out the principles for effective liaison between the parties in relation to the investigation of work-related deaths in Northern Ireland. In particular, it deals with incidents where, following a death, there is a suspicion that criminal offences such as manslaughter and breaches of health and safety legislation, may have been committed. The agreement addresses issues concerning general liaison and is not intended to cover the operational practices of the signatory organisations.

HSENI, PSNI, PONI and the district councils have different roles and responsibilities in relation to a work-related death.

At present, only PSNI can investigate serious criminal offences, not involving police conduct, within the Corporate Manslaughter and Corporate Homicide Act such as manslaughter. PSNI will also have a duty in establishing the circumstances surrounding a work-related death in order to assist the coroner's inquest.

HSENI and district councils are responsible, under Article 20 of the Health and Safety at Work (Northern Ireland) Order 1978 (HSWO), for making adequate arrangements for the enforcement of health and safety legislation with a view to securing the health, safety and welfare of workers and protecting others, principally the public.

The Health and Safety Executive for Northern Ireland and district councils have statutory responsibilities to investigate potential criminal offences relating to breaches of health and safety legislation. Each regulator has specific areas of responsibility, further details of which are set out in Annex A of this agreement.

PONI have a responsibility under the Police (Northern Ireland) Act 1998 to, inter alia, investigate any matter which appears to the Police Ombudsman to indicate that a member of the police service may have committed a criminal offence or behaved in a manner which would justify disciplinary proceedings if it appears that it is desirable in the public interest to do so. In addition, the PSNI have a duty to report any matter to the Police Ombudsman where it appears to indicate that the conduct of a member of the police service may have resulted in the death of some other person. In such cases it is the responsibility of the PONI to fully investigate the matter.

Whilst HSENI, the district councils, the PSNI and PONI have a role in investigating work-related deaths, only the Public Prosecution Service for Northern Ireland (PPSNI) (formerly the Director of Public Prosecutions for

Northern Ireland) can decide whether a prosecution in such a case of manslaughter will proceed.

The underlying principles of this agreement are as follows:

- Appropriate recommendations concerning prosecution will be made to the PPSNI based on a sound investigation of the circumstances surrounding work-related deaths;
- PSNI will conduct an investigation into potential criminal offences, such as offences within the Corporate Manslaughter and Corporate Homicide Act (formally gross negligence or corporate manslaughter). The Health and Safety Executive for Northern Ireland and district councils will conduct investigations into potential criminal offences relating to breaches of health and safety legislation.
- There will usually be a joint investigation, but on the rare occasions where this would not be appropriate, there will still be liaison and co-operation between the investigating parties;
- PONI will conduct an investigation if the requirements of the Police (Northern Ireland) Act 1998 apply. Where this occurs, PONI may take similar investigative measures as the PSNI otherwise would have, and will retain ownership of the investigation;
- The bereaved and witnesses will be kept suitably informed; and
- The parties to the agreement will maintain effective mechanisms for liaison.

There are other authorities that have responsibility for enforcing other similar legislation. Whilst these organisations are not signatories to this agreement they may wish to take onboard the principles enshrined within it.

### **IN WHAT CIRCUMSTANCES WILL THIS AGREEMENT APPLY?**

For the purposes of this agreement, a work-related death is a fatality resulting from an incident arising out of, or in connection with, work<sup>1</sup>. The principles set out in this agreement also apply to cases where the victim suffers injuries in such an incident that are so serious that there is a clear indication, according to medical opinion, of a strong likelihood of death.

There will be cases in which it is difficult to determine whether a death is work-related within the application of this agreement; for example, those arising out

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<sup>1</sup> "Work" as defined in Article 2(4)(a)(b)(c) and (5) of the Health and Safety at Work (Northern Ireland) Order 1978 as amended.

of some road traffic collisions<sup>2</sup>, or in prisons, or health care institutions, or following a gas leak. Each fatality must be considered individually, on its particular facts and a decision made as to whether it should be classed as a work-related death. In determining the question, the enforcing authorities will hold discussions and where possible agree upon a conclusion without delay.

## **1. STATEMENT OF INTENT**

- 1.1 In the early stages of an investigation, whether any criminal offence has been committed is not always apparent. The parties to the agreement are committed to ensuring that any investigation into a work-related death is thorough and appropriate, and agree to liaise closely together in order to achieve this. Decisions in relation to who will lead the investigation, and the direction it will take, should be timely, informed by the best available evidence and technical expertise, and should take account of the wider public interest. Should there be any issue as to who is to be involved in investigating any work-related death, then the parties will liaise together to reach a conclusion.
- 1.2 The provisions of the ECHR as given effect by the Human Rights Act 1998 will apply to investigations carried out under this agreement.
- 1.3 Article 2 ECHR, the right to life, requires, by implication that there should be some form of effective official investigation when there is reason to believe that an individual has sustained life-threatening injuries or death in suspicious circumstances. The investigation must be capable of establishing the cause of the injuries and the identification of those responsible with a view to their punishment.

## **2. INITIAL ACTION**

- 2.1 A PSNI or PONI officer attending an incident involving a work related death should arrange to carry out duties, according to the officer's own general orders governing unexplained deaths, including:
- identify, secure, preserve and take control of the scene, and any other relevant place;
  - supervise and record all activity including photography and mapping;
  - inform a senior supervisory officer (PSNI in accordance with the Service Instruction SI2016);
  - enquire whether the employer or other responsible person in

<sup>2</sup> "Collisions" can include any incident on the roads where a person or persons are killed.



control of the premises or activity has informed HSENI, the district council or other relevant authority; and

- contact and discuss the incident with HSENI, the district council or other relevant authority, and agree arrangements for controlling the scene, for considering access to others, and for other local handling procedures to ensure the safety of the public.
- consider the need for seizing of any physical or documentary evidence.

2.2 A PSNI or PONI officer of supervisory rank should ordinarily attend the scene and any other relevant place to assess the situation, review actions taken to date and assume responsibility for the investigation. See Service Instruction SI2016. Before leaving the site, PSNI or PONI officer of supervisory rank should also arrange for a follow-up meeting with staff from relevant authority.

2.3 It shall be assumed that the PSNI or PONI has primacy in the case unless Section 4.2 of this document is applicable.

2.4 Should any other investigating or enforcing authority have staff in attendance before the police or PONI arrive, it should ensure that the police or PONI have been called, and preserve the scene in accordance with the initial actions (above) until the police or PONI get there.

### 3. JOINT INVESTIGATIVE STRATEGY

3.1 A Joint Investigative Strategy should be drawn up at the follow-up meeting and subsequently recorded as agreed. The purpose of this document is to ensure that investigations are always managed professionally, with communications between the relevant signatory organisations continually maintained and expectations of the parties clearly set out.

3.2 PSNI, PONI, HSENI, the district councils and/or other relevant authority, as part of drawing up the Joint Investigation Strategy, should consider and agree upon:

- Investigative primacy and cooperation between relevant authorities (see Sections 4.1 and 4.2).
  - How evidence is to be shared, used and disclosed between the parties;
  - How, and to what extent, corporate or organisational

- failures should be investigated;
  - The mechanism by which the PSNI, PONI, HSENI or the district council or other relevant authority will keep the progress of the investigation under review; and
  - What liaison if any, may be required with the PPSNI at an early stage and throughout the course of investigation;
- Witness/suspect status.
  - Agreement on how witnesses and suspects will be approached and interviewed (recognising that a witness for one agency may be a suspect for another).
- Sourcing of expert or forensic requirements.
  - How the instruction of experts and the forensic examination of exhibits is to be coordinated; and
  - Identification and use of established frameworks for sourcing.
- Investigative funding.
  - Equal division of costs between relevant parties for expert/forensic requirements;
  - Who will take the lead in specific contracts; and
  - If applicable, the need for budgetary approval of costs.
- Liaison with other interested parties.
  - Consideration should be given to a single point of contact with the agency who has primacy. This should include how the bereaved, and other interested parties such as the coroner, will be informed of developments in the investigation and level of information shared; and
  - The need for media liaison to take account of media interest and the sensitivities of the bereaved and those involved in the incident, and to encourage consistency of approach in responding to such queries.

#### **4. DECISION MAKING**

- 4.1 At the initial follow-up meeting, consideration should be given to determining if the investigation gives rise to a suspicion that a criminal offence, within the Corporate Manslaughter and Corporate Homicide Act, or police officer conduct may have caused the death. If so, PSNI (or PONI) will continue to have primacy for the joint investigation. The arrangements for joint working will be set out the in the Joint Investigation Strategy.
- 4.2 Where it becomes apparent during the investigation that there is insufficient evidence that a criminal offence within the Corporate

Manslaughter and Corporate Homicide Act, or police officer conduct caused the death, the investigation should, by agreement, be taken over by HSENI, the district council or other relevant authority. Such a decision must be recorded in writing<sup>3</sup>. Arrangements, subject to legal restriction, should be made to allow access to or release of, if appropriate, exhibits which were in the possession of PSNI or PONI and are relevant to the investigation.

- 4.3 Where HSENI, the district council or other enforcing authority is investigating the death, and new information is discovered which may assist PSNI or PONI in considering whether a criminal offence (other than a health and safety criminal offence) has been committed, or police conduct may have led to the death, then the enforcing authority will pass that new information to PSNI or PONI. The police or PONI should then consider whether to resume primacy for the investigation. The decision and reasons should be recorded in writing<sup>4</sup>.
- 4.4 Where PSNI or PONI no longer maintain primacy for an investigation, the relevant enforcing authority will establish contact with the Coroner's Office to advise of a continuing criminal investigation which may result in criminal proceedings. Close liaison between the relevant enforcing authority and the PSNI (acting as the Coroner's Officers) will be necessary to ensure any action by the Coroner's Officers does not adversely impact or conflict with the criminal investigation.
- 4.5 There will also be rare occasions where as a result of the coroner's inquest, judicial review or other legal proceedings, further consideration of the evidence and surrounding facts may need to be made. Where this takes place PSNI or PONI and the enforcing authority with primacy for the investigation will liaise to ensure an early decision on the need for further investigation.

## **5. SHARING AND DISCLOSURE OF INFORMATION AND MATERIAL**

- 5.1 Sharing and disclosure must always follow the established law and procedure.
- 5.2 Where there has been an investigation, any material obtained should be shared, subject to any legal restrictions, between PSNI, PONI, HSENI, the district council or other relevant authority as appropriate. Special handling procedures may be necessary in certain cases. The organisation responsible for retaining the exhibits, documents and other relevant material should also be agreed upon.

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<sup>3</sup> The PSNI / PONI should officially inform HSENI or the relevant District Council in writing of such a decision.

<sup>4</sup> As above

## **6. SPECIAL INQUIRIES**

- 6.1 In the case of some incidents, particularly those involving multiple fatalities, the Government Department concerned or HSENI may undertake a public inquiry. Alternatively, the Government Department concerned or HSENI may authorise any other person to investigate and produce a special report.
- 6.2 In such circumstances, PSNI or PONI will provide any necessary support and evidence to the person appointed to conduct the public inquiry, or to the special investigation, subject to the relevant regulations and legal constraints.
- 6.3 Complex legal issues may arise when there are parallel public inquiries and criminal investigations or prosecutions. The signatories will aim to keep inquiry chairs informed of the progress of the investigation so far as is possible.
- 6.4 Sometimes the report of a public inquiry may be delayed to await the conclusion of criminal proceedings, and on other occasions, there may be no such delay because of strong public interest in publishing the report and the recommendations of a public inquiry quickly. In either event, the signatories to the agreement will liaise together to ensure that any recommendation regarding prosecution is made as expeditiously as possible.
- 6.5 Consideration will be given to legislation covering inquiries including the Inquiries Act (2005).

## **7. REVIEW OF AGREEMENT**

- 7.1 The Signatory Organisations will review the operation of the agreement as appropriate and consider the need for changes to the arrangements.

## ANNEX A

### **ENFORCING AUTHORITIES UNDER THE HEALTH AND SAFETY AT WORK (NORTHERN IRELAND) ORDER 1978 (HSWO) AND RELATED LEGISLATION**

Enforcement of the HSWO and the related legislation is generally shared between HSENI and district councils. A general guide to the allocation of the main activity is detailed below. In circumstances where it is unclear as to who the enforcing authority is, advice can be sought from HSENI (see below for contact details).

#### *Health and Safety Executive for Northern Ireland (HSENI)*

HSENI enforces health and safety at work legislation in:

- factories
- building sites
- farms
- motor vehicle repairs
- quarries
- chemical plants
- schools and universities
- leisure and entertainment facilities
- fairgrounds
- hospitals and nursing homes
- district council
- fire and police
- government departments
- domestic gas installation, maintenance or repair
- any other workplace not listed under District Councils below

### *Contacting HSENI*

Health and Safety Executive for Northern Ireland  
83 Ladas Drive  
Belfast  
BT6 9FR

Tel: 028 9024 3249

Web: [www.hseni.gov.uk](http://www.hseni.gov.uk)

HSENI operates an out of hours contact system to respond to major incidents. Outside normal working hours, calls are redirected via the 028 90 243249 number who will pass on your call to the HSENI Out of Hours Inspector to respond.

This should only be used for emergency situations within HSENI's enforcement remit, where an incident is related to a work activity and involves:

- a fatality;
- an injury which is so severe that it may result in a fatality; or
- a matter of public safety related to a work activity.

The Out of Hours System does not respond to routine notifications of minor incidents.

### *District Councils*

District Councils enforce health and safety at work legislation in:

- offices
- retail and wholesale shops
- tyre and exhaust fitters
- restaurants, take away food shops, mobile snack bars and catering services
- hotels, guest houses, residential homes, etc.
- wholesale and retail warehouses
- leisure and entertainment facilities (privately owned)
- exhibitions
- religious activities
- undertakers
- therapeutic and beauty services
- animal care

### *Contacting district councils out of hours*

There will be local arrangements in place for contacting the authorised health and safety inspectors within district councils. Contact can usually be made through the local town hall or council offices during office hours and on an emergency number out of office hours.

Unclassified

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## ITEM 5

**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development
Date of Report	16 November 2022
File Reference	CW8
Legislation	N/A
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Affordable Warmth Scheme Service Level Agreement 2022-2023
Attachments	Appendix Draft INTERIM SLA AWS - shared with Councils - Oct 2022

Each year the Department for Communities (DfC) issues a Service Level Agreement (SLA) to Councils for the Affordable Warmth function. The attached document "Draft INTERIM SLA AWS" which was shared with Councils in Oct 2022, was provided at a recent senior official meeting with a request from Donna Knowles, Head of Affordable Warmth & Energy Branch, DfC, that it is signed and returned as soon as possible. Failure to sign the agreement could have audit implications for DfC and potentially financial implications for the Council if payment was refused by Department of Finance/DfC due to a signed SLA not being in place.

Elected Members should note that the detail of the financial payments (amount, method, etc) which has been the subject of concern in previous reports, is not contained within this SLA, only the general overview of quarterly payments and monies to be ringfenced for Affordable Warmth.

The SLA does contain, under section 3 detail that this interim arrangement between the Department and Councils is pending the BCS review report and further consideration of the way forward in the development of a future SLA. Elected



Unclassified

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Members should note that a meeting has been requested with DfC Officials following on from the October 2022 Committee meeting.

### **RECOMMENDATION**

It is recommended that Council approve the signing of the Affordable Warmth Service Level Agreement 2022-2023.

**APPENDIX**

**AFFORDABLE WARMTH SCHEME**

**INTERIM**

**SERVICE LEVEL AGREEMENT**

between

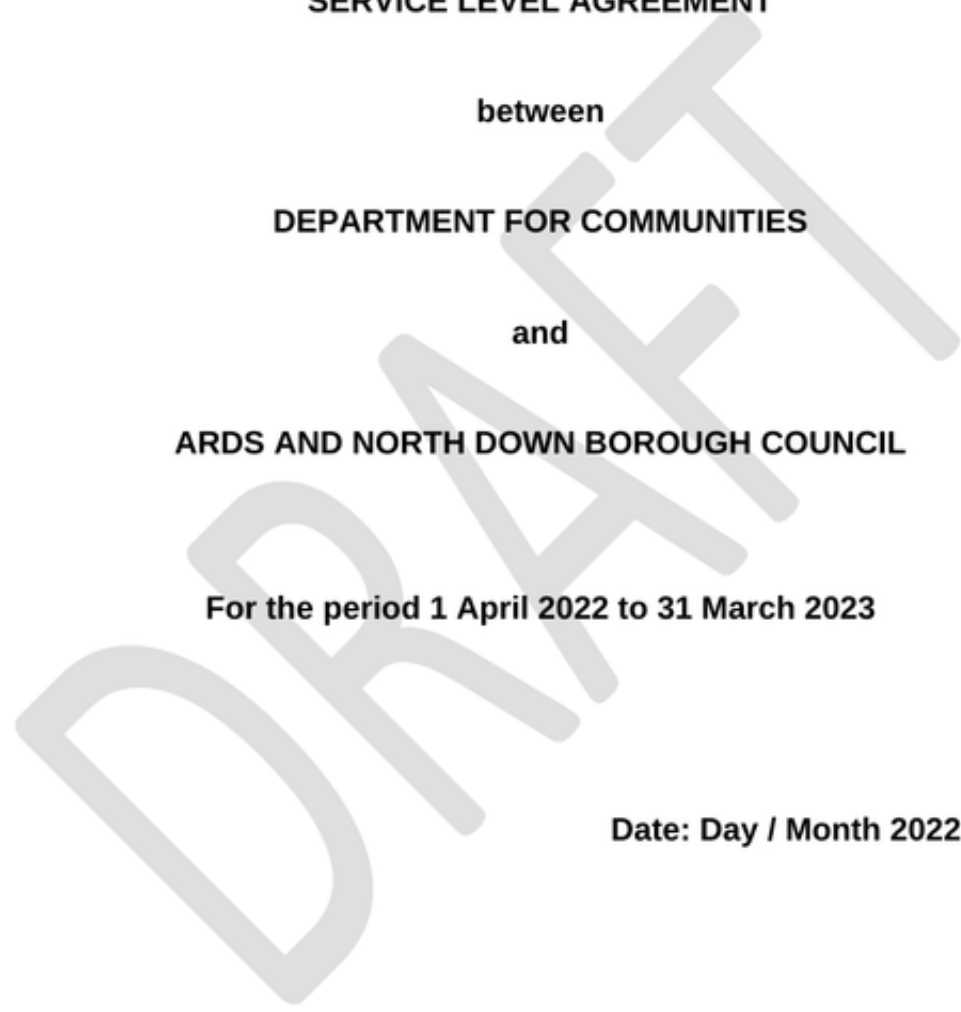
**DEPARTMENT FOR COMMUNITIES**

and

**ARDS AND NORTH DOWN BOROUGH COUNCIL**

**For the period 1 April 2022 to 31 March 2023**

**Date: Day / Month 2022**



## 1. Overview

- 1.1. The Department for Communities (DfC/the Department) is responsible for developing policy and implementing programmes to mitigate the effects of fuel poverty and improve the thermal comfort of low income households across Northern Ireland. The Affordable Warmth Scheme is DfC's primary scheme for tackling fuel poverty. DfC works in partnership with all local councils and the Northern Ireland Housing Executive (NIHE/the Housing Executive) to deliver the Affordable Warmth Scheme.
- 1.2. The Affordable Warmth Scheme aims to mitigate the effects of fuel poverty in households living in severe or extreme fuel poverty. It targets low income households in eligible private housing and delivers home energy efficiency improvement measures to qualifying households.
- 1.3. All parties will use opportunities during the life of this agreement to display a commitment to work together in support of Government aims to improve household energy efficiency.

## 2. Aims and Objectives of the Affordable Warmth Scheme

- 2.1. The Affordable Warmth Scheme is delivered under the statutory framework contained within the Domestic Energy Efficiency Grants Regulations (Northern Ireland) 2009 as amended by the Domestic Energy Efficiency (Amendment) Regulations (Northern Ireland) 2016 (2016 SR NO 333 Para 7) and Amendment Regulations 2021 (2021 SR NO 147).
- 2.2. The aims of the Affordable Warmth Scheme include to:
  - mitigate the effects of fuel poverty in low income households.
  - deliver a whole house approach providing energy efficiency improvement measures.
  - target and assist those most likely to be living in the most severe fuel poverty first using a triage system which utilises an agreed scoring matrix to prioritise cases and maintain consistency across all Council areas. The weighting for the triage system takes account of the vulnerability of the householder in terms of age and disability and the condition of the household.
  - deliver a range of measures within a short period of time with minimal disruption to residents.

- raise the SAP rating of homes to a level which would protect the occupants from the impacts of fuel poverty.
- deliver tailored solutions in a synchronised way.

2.3. The Affordable Warmth Business Case (2019 – 2024) contains the following objectives and performance indicators:

- between 1 June 2019 and 31 March 2024 to deliver energy efficiency improvement measures to a minimum of 14,000 homes considered to be likely to be at risk of severe fuel poverty
- between 1 June 2019 and 31 March 2024 to deliver 21,000 energy efficiency measures.

2.4. For the period of this SLA and based on an annual budget of £16m this translates overall as:

- 3,137 homes assisted
- 4,705 energy efficiency measures provided

2.5. The measures available under this scheme are listed at **Annex A**

### 3. Scope and Duration of the Interim Agreement

3.1. The Department has agreed to work with Councils to review a number of issues raised by Councils. To inform the process going forward DfC commissioned Business Consultancy Services (BCS) to undertake an evaluation of the current targeted approach of the Affordable Warmth Scheme and to examine and consider the appropriateness of the current funding model. Councils participated in that study and made recommendations for a refreshed approach to targeting. This approach was piloted in 3 Council areas and the Department has made recommendations to DoF to make changes to the targeted approach based on the results of the pilot. If approved these changes will be introduced across all Councils.

3.2. The purpose of this Service Level Agreement (SLA) is to set out the interim arrangement between the Department and Councils pending the BCS report and further consideration of the way forward in the development of a future SLA. It sets out the relationship between Councils and DfC, the duties and

responsibilities on each and the outworkings of delivering the Affordable Warmth Scheme.

3.3. This interim agreement takes effect from 1 April 2022 and remains in force unless terminated by:

- The end date of the agreement: 31 March 2023
- Either party, on the expiry of 3 months' notice in writing.
- The agreement of both parties.

3.4. Any party may also terminate the Agreement without notice, for any of the following reasons:

- any breach by the other of its obligations under this Agreement; and
- in the case of a breach capable of rectification, where such breach has not been rectified by the other party within 14 days of it being given notice of same.

3.5. The agreement may be amended at any time with the consent of both parties. Agreed amendments will be incorporated into the agreement and recorded at **Annex B**

3.6. This interim agreement will be reviewed as part of a wider review of the SLA as required under DfC Internal Audit Recommendation 4.2(c):

*Review the ..... SLA to ensure clarity is provided on self-referrals, the Scheme's objectives and key performance indicators are included and ownership is clearly attributed between the parties.*

## **4. Role and Responsibilities**

### **4.1. Department for Communities**

4.1.1. The Department for Communities has a responsibility to ensure that the Affordable Warmth Scheme meets its aims and objectives and is delivered in partnership with local Councils and NIHE.

4.1.2. The Department undertakes to:

- bid for funding to enable Councils and NIHE to administer the Scheme. Funding to Councils will be provided through NIHE which will transfer agreed funds to each local council on a quarterly basis.
- set a target for referrals which local councils will deliver to the NIHE annually and monthly;
- where targets are required to be changed due to budgetary or scheme performance reasons give 2 months' notice of an increase or decrease of targets.
- provide each local council with data detailing the households to be targeted where appropriate;
- provide reporting templates for local councils monthly progress reports.
- continually monitor and evaluate the scheme through reporting arrangements with the NIHE and local councils;
- provide advice to the NIHE regarding the policy of the scheme as required;
- consider changes that will improve process or impact as the scheme develops;
- carry out a final evaluation of the Scheme post 31 March 2024.

#### 4.2. Local Councils

4.2.1. Local Councils are responsible for targeting households who are most in need, determining eligibility for the Scheme and submitting regular referrals to the NIHE. Each local council has been provided with details of households considered to potentially meet the conditions of the scheme.

4.2.2. Each local council undertakes to:

- with the consent of the targeted householder, conduct a site survey with the householder to collate and verify eligibility for the Scheme in relation to occupancy, tenure and financial income;
- contribute to the 22/23 objectives and performance indicators (paras 2.3 and 2.4 refer) by maintaining a steady rate of 20+/- 5 completed first time surveys to the Housing Executive monthly (equates to approximately 260 per Council annually). Additional referrals will not be accepted without prior agreement with the Department and NIHE. The monthly tolerance difference should be

made up by the end of the quarter to help maximise fee payment to Councils.

- pending the outcome of DoF Supply consideration and approval of the BCS study (Para 3.1 refers) recommendation to revise the approach to targeting of the Scheme Councils should endeavour to ensure that the number of self-referrals do not exceed 20%. Councils must keep records that will allow an analysis of the origin of self-referrals to be carried out, as and when required.
- apply appropriate discretion regarding accepting self-referrals (*currently referrals which are not from the 'targeted list'*). Local councils must bear in mind that Affordable Warmth is primarily a targeted scheme. Targeting those households in most need of intervention and requiring scheme measures in priority one to four order (**Annex A**).
- advise the Department within one month if referral targets cannot be met along with a plan for resolution.
- where the number of referrals may need to be adjusted in year due to budget change or scheme performance, endeavour to meet the new targets in order to maximise the number of households being supported. Where this is not possible the Council must inform the Department;
- highlight urgent cases to the NIHE central team at the time the referral is being electronically transferred. An urgent case is defined as a household with no heating system, or where a 15 year old central heating boiler is broken down beyond repair
- ensure that when an application is received by Building Control that officials arrange for measures to be inspected. NIHE will provide Councils with details where certificates are outstanding, and both parties will actively progress these cases and report position at the quarterly partnership meetings.
- Building Control officials will confirm to the NIHE whether the installation is in compliance with the building regulations;
- provide householders participating in the scheme with information regarding energy advice;
- manage and respond to complaints concerning local council staff regarding the Affordable Warmth Scheme;

- where local council officials have completed the survey and referred that survey to the NIHE, direct any query regarding the application to the NIHE to resolve.
- meet with the NIHE and DfC at least quarterly to discuss the progress of the scheme and discuss any areas of concern;
- participate in both the established Senior Officer group (3 meetings per year) and other ad hoc meetings as and when required;
- where the householder agrees, refer their details (name, address, contact number) to the Social Welfare Group (**Make the Call<sup>1</sup>**) for the purposes of conducting a Benefit Entitlement Check with them.
- carry out additional duties such as handholding of householders and qualitative case studies of homes which have received assistance through the Scheme.

#### 4.3. Northern Ireland Housing Executive

4.3.1. The NIHE is a non-departmental public body. Therefore it will not be a signatory to this SLA as the DfC and the NIHE has an established accountability process. This accountability process sets out the controls to be exercised over the different areas of the NIHE's activities by the DfC directly or by the NIHE itself. The prime purpose is to assist the Permanent Secretary of DfC in discharging his responsibilities in relation to NIHE systems and as such represents a formal statement by DfC of the standards it requires the NIHE to achieve in relation to the probity of activities.

4.3.2. The NIHE undertakes to:

- act as Scheme Manager to deliver the schemes strategic objectives;
- manage and control all financial procedures and in line with approved budgetary capacity and scheme business case;
- develop, implement and monitor scheme policies, procedures and guidance underpinned by the objectives outlined in the scheme business case;
- provide performance and financial information and complete all monthly and quarterly reports to NIHE Executive Team and DfC;

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<sup>1</sup> Link for contact information and general information to Make the Call [Make the Call Service | nidirect](#)



- complete evaluations of the scheme interventions in relation to customer satisfaction levels, energy efficiency and fuel poverty;
- work closely with DfC, Councils and Grants Offices to ensure effective delivery of the scheme business case;
- manage, investigate and respond to all complaints in line with Housing Executive policies;
- administer scheme information requests where available such as Freedom of Information Requests, Subject Access Requests and Assembly Questions;
- positively engage with other scheme stakeholders and actively address matters pertaining to the scheme;
- carry out the daily tasks as defined in the Scheme Information & Policy Guide;
- attend quarterly partnership meetings and provide scheme performance update and address matters relating to the scheme with senior officials;
- maintain local monthly meeting between Grants Office representative and Council representative to address local queries;
- complete sample verification checks (minimum 10% - maximum 100%) of applications referred and liaise with Councils on the findings so corrective action can be taken;
- encourage scheme participation, give technical and energy guidance to householders and help reduce cancellations.

## **5. Financial Arrangements**

5.1. Local councils will be responsible and accountable for the management of the Affordable Warmth budget allocated to them and paid to them quarterly by NIHE. Each local council must ensure the Affordable Warmth Scheme budget is ring fenced for Affordable Warmth activities.

## **6. Monitoring & Reporting**

6.1. Each local council will provide the Department, with monthly progress reports (template at **Annex C**) regarding the number of:

- surveys completed;
- the number of self-referral surveys completed; and
- numbers and details of referrals to other schemes or services.

6.2. Local councils will advise the Department of any Internal Audit of the Affordable Warmth Scheme in their Council area, share any Audit recommendations concerning Affordable Warmth and consider those which relate to improving the management of the scheme. This will be done in consultation with DfC.

## 7. Accountability

7.1. Overall accountability for the delivery of the scheme rests with the Accounting Officer of DfC as the funding department. However, each receiving organisation is accountable for its own finances and ensuring that appropriate controls are in place in order to provide them with the necessary assurances regarding expenditure.

## 8. Limited Liability

8.1. The local council shall have no liability to the Department for any loss or damage sustained by the Department as a result of the Department relying on any information supplied to it by the local council under this agreement.

## 9. Confidentiality and Data

9.1. All Parties are to take cognisance of the Data Protection, GDPR and Freedom of Information legislation. **Annex D** sets out an agreement for the processing of personal data for the DfC and the NIHE.

Department for Communities  
XX XX 2022

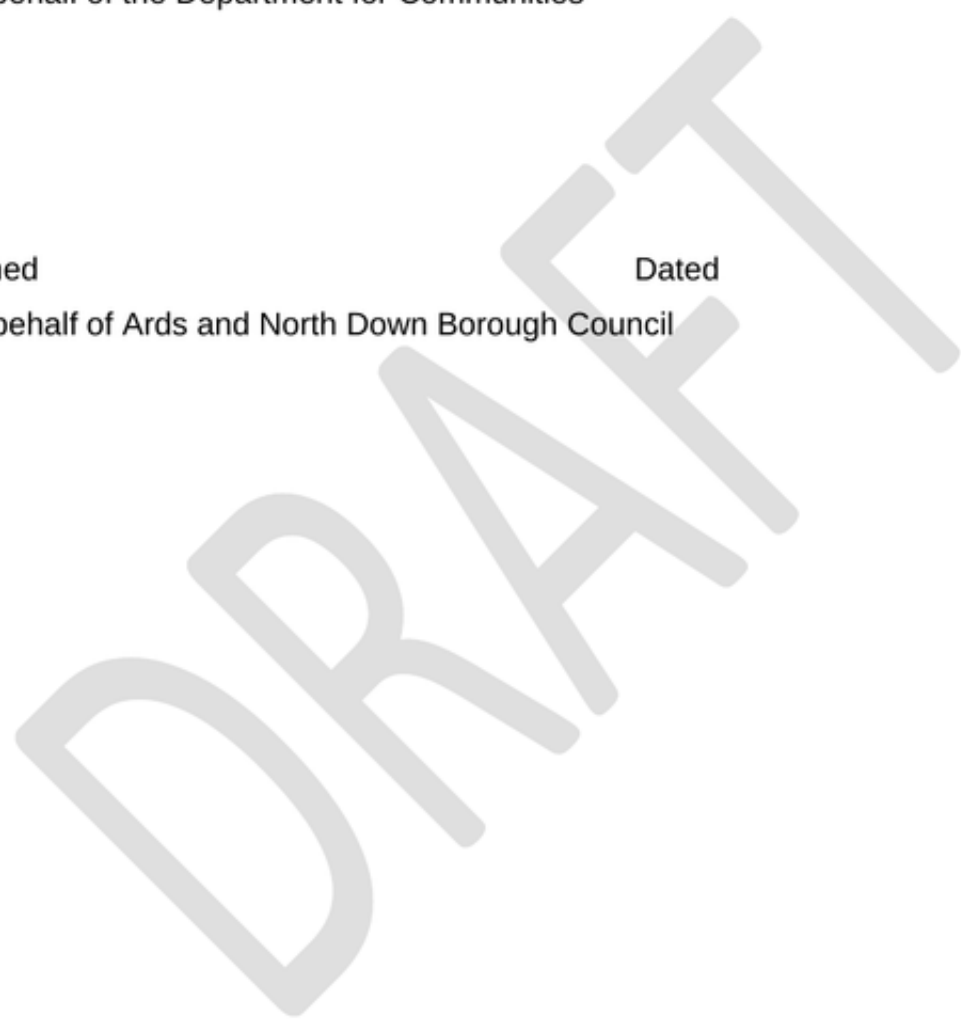
**FORMAL COMMITMENT**

Signed  
On behalf of the Department for Communities

Dated

Signed  
On behalf of Ards and North Down Borough Council

Dated



**AFFORDABLE WARMTH MEASURES**

Prioritised list of measures available under the Affordable Warmth Scheme:

<b>Priority rating</b>	<b>Conditions in existing property</b>	<b>Improvement measures available</b>
Priority 1 – Insulation	No cavity wall insulation	Install cavity wall insulation
	Ineffective cavity wall insulation	Remove and replace cavity wall insulation
	No loft insulation or below minimum	Installation or top up of roof space insulation to 270mm
	No hot water jacket	Install hot water jacket
	Ineffective or no draught proofing	Draught proof windows/doors
Priority 2 – Heating	No heating system exists	Installation of natural gas or oil heating
	Conversion of existing LPG or solid fuel system	Installation of natural gas or oil heating
	Conversion of Economy 7	Conversion to natural gas (or oil where natural gas isn't available) or conversion to high efficiency storage system
	Householder 65 or over, or with child under 16, or receiving a disability benefit and with a boiler over 15 years old	Boiler replacement and new radiators where required
	Heating system exists without controls	Add heating controls
	Heating system exists but radiators defective	Replace radiators as needed
Priority 3 – Windows	Windows in disrepair	Repair/replace windows with double glazing if draught proofing is not possible
Priority 4 - Solid wall	Solid wall with no insulation	Internal/external insulation

**RECORD OF AGREED CHANGES TO THE INTERIM SLA**

Summary of Change made	Reference Paragraph	Date change agreed	Version updated by

DRAFT

**COPY OF MONTHLY RETURNS TEMPLATE**

***TO BE INSERTED***

DRAFT

## **DATA PROCESSING AGREEMENT – XXX COUNCIL**

*for the processing of personal data for the Department of Communities and Northern Ireland Housing Executive*

### **1) Purpose**

1. This agreement sets out the terms and conditions by which personal data will be processed by the Council's on behalf of the Department for Communities (DfC) and the Northern Ireland Housing Executive (NIHE).
2. This agreement is signed and agreed to ensure full compliance with the provisions of the Data Protection Act 2018 (DPA 2018) and is consistent with the original purpose for which the data is / was gathered and further processed.
3. The purpose of the disclosure is to facilitate the processing of personal data on behalf of the DfC and NIHE who are the Data Controllers and to fulfil the obligations with regard to: Improving domestic energy efficiency in the private sector across Northern Ireland via the Affordable Warmth Scheme. This scheme aims to target identified low income households and deliver energy efficiency improvement measures to qualifying households. The Affordable Warmth Scheme is DfC's primary scheme for tackling fuel poverty. DfC and NIHE work in partnership with all local councils and the NIHE to deliver the Affordable Warmth Scheme.
4. The terms Data, Data Controller, Data Processor, Personal Data, Sensitive Personal Data, Processing and Information Commissioner have the same meaning as defined within the Data Protection Act 2018.
5. "Agreement" – means this Data Processor agreement along with any associated documents attached or referred to as forming part of the agreement.

6. "Services" – means the services that will be provided by the Data Processor during the period of the agreement.
7. "Council Liaison officer" – means the person nominated by each Data Processor who will assume day to day management responsibility and liaison with the Data Controllers.

## 2) Use and Disclosure of Personal Data

1. Councils will receive specific targeted lists of referral addresses within their Council area of responsibility and also receive independent enquiries from individuals who are not on the target list.
2. Council officers will visit targeted and non-targeted addresses, where appropriate to assess eligibility for the scheme and collect the necessary documentation. When visiting an address, the Council officers will complete an electronic NIHE application form named '**Affordable Warmth Scheme**' application.
3. As part of the process, the applicant is required to provide documentation to verify eligibility including proof of ownership, occupancy and income. These eligibility documents will be photographed by Council staff on a Council issued electronic tablet at the time of the visit and in the home of the applicant. Eligibility documents will be shared with NIHE electronically and the eligibility document data is then deleted beyond recovery from the tablets. Where documents cannot be submitted electronically, hardcopies can be accepted if necessary.
4. The tablets have a security feature that secures all data being stored on and transmitted to a device and provides functionality to lock down and wipe data from a device if it is lost or stolen.



5. In certain cases the original hard copy eligibility documents are removed by the Council officers instead of photographing onto the electronic tablet in the home of the applicant. These documents will be photographed or scanned and checked that the copy is legible before sharing with NIHE. The originals will be returned to the applicant in such a way to protect the data in accordance with Council policy.
6. If the property is privately rented, the Council officers will send a consent form to the landlord.
7. Data gathered for this purpose will not be disclosed to any other person or organisation. The data is used to confirm the eligibility of the applicant to receive a grant.

### **3) Proportionality / Subject Access**

1. The processing will be proportional for its purpose and a high level of security and confidentiality will be applied. The Council will additionally agree to notify the ICO if any changes are required to their Data Protection notification.
2. If a subject access request is made directly to the Council and it involves personal data controlled by DfC and NIHE, it is the responsibility of the relevant Council to immediately liaise with DfC and NIHE to process the request.
3. DfC and NIHE will give appropriate assistance as is necessary to the Council to enable it to:
  - Comply with a subject access request
  - Respond to any information notice served upon the Council by the ICO
  - Respond to any complaint from a data subject
  - Investigate any breach or alleged breach of the Data Protection Act

#### 4) Security

1. The Council will apply appropriate security measures equal with the requirements of the Data Protection Act 2018.
2. The Council must ensure that appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. In particular, the Council shall ensure that measures are in place to:
  - Prevent accidental compromise or damage during storage, handling, use, processing, transmission or transport;
  - Deter deliberate compromise or opportunist attack;
  - Promote discretion in order to avoid unauthorised access; and
  - Provide suitable training to their staff on how to handle DfC and NIHE data.
3. To ensure Information Security Standards Councils will work to the principles of ISO27001.
4. The personal data, including application forms and supporting documents, is transferred to NIHE (on behalf of DfC) via -  
Electronic forms are transferred to NIHE using XML files and FTPS site or using password protected xml files via e-mail.
5. When necessary paper application forms and supporting documentation are hand delivered to NIHE grants office and signed in by case officers.
6. The services of any sub-contractor will not be used by the Council in connection with the processing of DfC and NIHE data without prior approval.

#### 5) Confidentiality

1. The Council will not disclose or communicate to any other individual or organisation the personal data gathered for DfC and NIHE. They shall treat any personal data provided strictly private and confidential.
2. The Council shall ensure that any of their staff listed within the agreement are aware of their responsibilities in connection with the use of that data.
3. The obligations of confidentiality in relation to this agreement by the Council will remain in force after the expiry of this agreement.
4. This obligation of confidentiality shall not apply where disclosure of DfC and NIHE data is ordered by a Court of law. There may also be occasions when disclosure is required by the Police or other law enforcement agencies for the investigation of a crime or is required for legal proceedings.
5. If this happens, and a request is received by the Council, it must inform DfC and NIHE as soon as possible in writing, stating the identity of the requesting body and nature of the data sought. This will allow DfC and NIHE to deliberate and decide on what can be released.

## **6) Retention and Review**

1. The data should be retained for five years in line with DfC retention policies.

## **7) Data Processor Breach of Security**

1. In the event of a data breach by the Council, which involves DfC and NIHE data, the Council Liaison Officer must immediately inform DfC and NIHE of the circumstances.
2. A data breach can take the form of the following:-

- The loss or theft of data;
  - Equipment failure;
  - Professional hacking attempt;
  - Professional “blagging” whereby data is obtained by deceit; and
  - Human error by accidental disclosure. (An organisation mistakenly providing personal information to the wrong person, for example by sending details out to the wrong address).
3. Once it has been confirmed that DfC and NIHE personal data has been involved, the main DfC Data Breach procedure must be invoked. It must also be assumed that the Council will have a data breach procedure in place; however, DfC will lead on this matter.

#### **8) Time Period of agreement and Termination**

1. This agreement will remain in force until the SLA is reviewed. However if potential issues do emerge, this may require further consideration.
2. DfC may at any time by notice in writing, terminate this agreement if the Council is in breach of any obligation under this agreement.
3. DfC retains the final decision in any variation to the agreement. No variation will occur unless written directions are signed by both parties and included within this document.

This constitutes an agreement between the Council (acting as Data Processors) and DfC / NIHE who will abide by the content of this document.

Unclassified

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## ITEM 6

## Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Communtiy and Wellbeing Committee
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development
Date of Report	17 November 2022
File Reference	EHPD9
Legislation	The Cigarette Lighter Refill (Safety) Regulations 1999
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input checked="" type="checkbox"/>
Subject	Butane Test Purchasing Underage Sales
Attachments	None

**Background**

Anyone experimenting with inhalation of volatile substances such as butane is at risk of sudden death. Death may occur at the first attempt or following many attempts – it can happen at any time.

The causes of death include:

- Choking on vomit.
- Suffocation or asphyxiation – when someone is unable to breathe in sufficient oxygen. This can occur if someone chokes, or if they have a bag or mask over their nose and mouth.
- Burns injuries, as volatile substances are highly flammable
- Fatal accidents, such as being hit by a car or train as your judgement and mobility is impaired
- A heart condition called ‘cardiac arrhythmia’ – also known as ‘Sudden Sniffing Death Syndrome’ (SSDS). Most deaths from solvent abuse are caused by SSDS. Inhaling the volatile substances causes the heart to beat irregularly. The heart can then fail if the person experiences a sudden rush of adrenaline – e.g., if they are excited, frightened or if they engage in physical activity. Unless a defibrillator is available, death can result within minutes.

Source: <https://www.re-solv.org/volatile-substance-abuse/butane-and-other-gases/>

Unclassified

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It is illegal to supply butane or part butane gas cigarette lighter refills to anyone under the age of 18. Prosecution for this offence could lead to a fine of up to £5,000, and/or 6-months imprisonment.

To prevent butane products being available to children, the consumer protection team is committed to a programme of work aimed at raising awareness amongst retailers that the above legislation makes it an offence to sell products containing butane to any person under the age of 18 years.

### **Action**

The Environmental Health department recently wrote to 145 relevant retailers in the district, informing them of their legal responsibilities and to advise them that we would be conducting test purchases to prevent the sale of butane products to children under 18 years of age.

Subsequently, 32 retailers were visited by officers to confirm receipt of letters, provide age restricted products sale prevention advice and to ensure relevant staff were aware of the possibility of a butane test purchase.

To ascertain the level of compliance with the law, on the 2 of November 2022 officers undertook a spot check survey of retailers in the form of test purchases. The test purchase involved a young person of under 18 years of age, entering the premises to attempt to purchase butane cigarette lighter refills. 11 premises were visited on the 2 of November and all 11 premises refused to sell Butane containing products to the minor.

To conclude the initiative, the 11 tested retailers were revisited to inform them of their no sale result and further feedback and advice was offered if required.

### **RECOMMENDATION**

It is recommended that Council notes the Butane Test Purchasing Underage Sales initiative in this report.

Unclassified

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## ITEM 7

**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development.
Date of Report	24 November 2022
File Reference	118468
Legislation	Clean Neighbourhoods and Environment Act (Northern Ireland) 2011
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	6 Church Avenue, Holywood
Attachments	Appendix 118468 Investigation timeline 6 Church Avenue Holywood

**Background**

The Environmental Health Protection and Development Service received a complaint from a member of the public in March 2021 about the condition of 6 Church Avenue, Holywood. The complaint related to the general condition of the property and alleged that it was attracting pest activity involving rodents and pigeons. An Officer inspected the site and was satisfied that the premises were causing a statutory nuisance. As such a Notice was issued on the property owner to carry out works to abate the nuisance. The property owner made no effort to engage with the Council at this time.

Several visits were made to the property to assess compliance with the Notice, but the Investigating Officer found no evidence of works having been carried out. As such the owner occupier was prosecuted on 15 October 2021, having pleaded guilty at the court hearing. Despite this, no improvements were made to the property.

As the nuisance had not been abated, we again tried to engage with the property owner to carry out the works specified on the notice. This was unsuccessful once

Unclassified

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more, and the matter was brought before the Magistrates' Court for a second hearing. The case was heard on 17 June 2022, with the property owner fined in his absence.

Following the second prosecution hearing, the Council's solicitor suggested that it may be appropriate at this time to consider exercising our powers under Section 67(5) of the Clean Neighbourhoods and Environment Act (Northern Ireland) 2011, which reads *"Where an abatement notice has not been complied with the district council may, whether or not it takes proceedings for an offence under section 65(9), abate the nuisance and do whatever may be necessary in execution of the notice."*

As such, we requested a quotation from the Council's approved contractor to carry out the works required to abate the nuisance. The contractor has estimated that the works could be carried out for approximately £1770.

We would ask then that Members consider recommending that Council exercises the powers referred to above and direct the Council's contractor to carry out works in default, as the nuisance still exists despite two successful prosecution hearings and considering that the property owner has made no effort to engage with the Council. The legislation enables the Council to attach the costs of works as a statutory charge.

### **RECOMMENDATION**

It is recommended that the Council approves the process of carrying out works in default to abate the statutory nuisance at 6 Church Avenue, Holywood and affixes a statutory charge to the property.



## APPENDIX

**Complaint location – 6 Church Avenue, Hollywood****Investigating Officer – Sarah Greenaway**

**Complaint:** Property at number 6 Church Avenue, Hollywood in poor state of disrepair and causing a rodent issue also pigeons entering the property through the top window that is missing.

Initial complaint - Telephone call with complainant on 22/3/21 – Concerns about disrepair at 6 Church Avenue, Hollywood with top window missing, rear door with large gap to base of the door, front window missing and accumulation of rubbish in the rear yard. The complainant advised that the owner was difficult to communicate with and didn't answer the door.

**Photographs to illustrate the extent of disrepair and accumulated waste**

Photo showing the rear yard – overgrown vegetation and large gap to the bottom of the rear door





Photo showing the back garden – overgrown and contains inert waste



Photo showing the top window missing – pigeons entering this room



Photo showing front living room window – missing windowpane and sheet of plywood propped against it.

25 March 2021 – Visited the property at 6 Church Avenue, Hollywood and took photos of the front and rear of the property. Property is in poor repair – From the front I could see the top floor front window was missing and the front living room window was missing, and a large piece of plywood propped up against the window. To the rear the yard was full of gas bottles, plastic waste and other inert matter. The rear door had a large gap to the bottom which had been stuffed with newspapers. The rear garden was completely overgrown and also contained inert waste. Complainants also gave me a copy of a pest control report which showed their investigation into the mice infestation being the cause of the issues at no. 6 Church

Avenue, Holywood. I called at the front door to which there was no reply and left a calling card.

**1 April 2021** – Called to no. 6 Church Avenue, Holywood – no answer and left calling card.

**6<sup>th</sup> April 2021** – Submitted an information request to the LPSNI (Rates dept) for rate payer details and also a land registry search.

**20<sup>th</sup> April 2021** – I hand delivered a statutory notice (under the Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 to no. 6 Church Avenue, Holywood.

**17<sup>th</sup> May 2021** – Visit to 6 Church Avenue, Holywood – nuisance not abated.

**15<sup>th</sup> October 2021** – **Court proceedings – solicitors appeared on behalf of the defendant and indicated that he was pleading guilty. Court fined the defendant.**

**10<sup>th</sup> November 2021** – Called to the door and to check if any works had commenced after court date. No works done and no answer to the door. Left a calling card.

**24<sup>th</sup> November 2021** – Called to the property – no answer – left calling card.

**25<sup>th</sup> November 2021** – Wrote to the owner of no. 6 Church Avenue, Holywood and advised that we would be instigating our solicitor to serve another summons to address the works outstanding and gave him a further 4 weeks

**11 January 2022** – Instruction to council solicitors to re-summons the owner of 6 Church Avenue, Holywood to court for non-compliance with the statutory notice.

**28 March 2022** – Called to no. 6 Church Avenue, Holywod – no works done to the property and no answer at the door.

**17<sup>th</sup> June 2022** – **2<sup>nd</sup> court hearing and defendant did not appear nor was he represented. Defendant fined.**

**To date** – no works done despite 2 court hearings. Unable to make contact with owner as doesn't answer the door or respond to letters. Complainant also worried for his welfare and doesn't believe he is able to carry out works and is allegedly estranged from his family. No works were carried out and the statutory nuisance continues to affect those living in the adjoining dwellings. Section 67(5) of the Clean Neighbourhoods and Environment Act says "Where an abatement notice has not been complied with the district council may, whether or not it takes proceedings for an offence under section 65(9), abate the nuisance and do whatever may be necessary in execution of the notice."

As we have thus far been unsuccessful in gaining contact with the owner of the property, we feel it may be appropriate to exercise our powers under Section 67(5) in this case. It is difficult to determine precise costings involved as we have not been able to carry out an internal inspection to date. If possible, we shall carry out all

works externally to minimise costs. Section 67(6) of the Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 makes provision for the Council to recover the costs of any such works, by way of a Notice issued under Section 68. The expenses will also carry interest at a rate determined as reasonable by the Council.

Unclassified

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## ITEM 8

**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development.
Date of Report	28 November 2022
File Reference	CW46
Legislation	Food Safety (NI) Order 1991
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below: N/A
Subject	Consultation on the Food Law Code of Practice (Northern Ireland)
Attachments	Appendix Consultation Response

The Food Standards Agency (FSA) is currently seeking comments on the proposed revision of the statutory Food Law Code of Practice (Northern Ireland). The Code sets out the criteria that local authorities need to follow when planning and carrying out food law regulatory responsibilities

The proposed changes to the Code will implement a new food standards delivery model, including increasing the flexibility local authorities have to use official control methods and techniques, and directing District Council resource to where it is most needed to tackle risk in the food chain. Food Standards work includes ensuring that food is labelled correctly, that any claims can be substantiated and aren't misleading, that allergens are managed appropriately and that foods are not being substituted with cheaper alternatives.

Environmental Health Northern Ireland (EHNI), which has representation from all 11 Councils, has considered the proposals and has formed some initial views which are incorporated into the attached response.

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Generally, the Environmental Health Department are supportive of the change to the code to implement the food standards delivery model however there are concerns that there could be a substantial amount of officer time required to map data from the current model to the new model. This will also require a change to the Tascomi software package. While FSA have indicated that they will bear the costs associated with this we are seeking clarification on this as it is understood that cost implications may depend on the type of contract ANDBC holds with IDOX.

The full consultation document can be accessed at: -

<https://www.food.gov.uk/news-alerts/consultations/consultation-on-proposed-changes-to-the-food-law-code-of-practice-northern-ireland-in-relation-to-a-new-food-standards-delivery>

### **RECOMMENDATION**

It is recommended that Council approves the attached response to the Food Standards Agency's Consultation on the Food Law Code of Practice (Northern Ireland).

# Consultation response template



**Name:** Julie Neill

**Organisation:** Ards and North Down Borough Council

**Email:** Julie.neill@ardsandnorthdown.gov.uk

**Question 1. Does the layout / presentation of the proposed revisions to the Code facilitate consistent interpretation? If not, how could they be improved?**

Ards and North Down Borough Council (ANDBC) agree that the presentation and layout of the revisions of the Code facilitate consistent interpretation.

**Question 2. Do you agree that the proposed changes to the food standards intervention rating scheme provide DCs with the ability to deploy current resources more effectively by improving the way in which the levels of risk and compliance associated with a business are assessed? If not, why not? (Please specify any aspects of the new model which require further consideration, and why).**

ANDBC agrees that the proposed changes to the food standards intervention rating scheme does provide District Councils with the ability to deploy current resources more effectively as the proposed matrix will enable focus on non-compliant businesses. The proposed scheme provides for a more realistic assessment of risk by assessing inherent risk and business compliance separately which provides for a more proportionate and targeted enforcement regime.

**Question 3. Do you agree that the proposed frequencies for official controls, specified in the decision matrix, within the new food standards intervention rating scheme are appropriate based on the levels of risk and compliance associated with the business? If not, please identify any concerns you have with the proposed frequencies.**

ANDBC is of the opinion that the proposed frequency of 6 & 10 years is too long a period to leave a business uninspected as business activities could significantly change in this time. EHNI also believe that the priority intervention frequencies of 1 month will be onerous especially as these require an inspection, partial inspection or audit. The FLCOP should be clear if a rescore can be undertaken after assessment of the non-compliance identified in the priority intervention rather than completing a full inspection, partial inspection or audit provided other areas of the businesses activities have remained the same.

**Question 4. Do you foresee any problems with the proposals under consultation? If yes, please outline what these problems are and what, if any, solutions we should consider?**



ANDBC foresee problems in the mapping of data for the new FS model and subsequent implementation. ANDBC are concerned regarding the mapping of data from the current scheme as some of the required fields in the risk assessment have not been scored previously in this format. Management information systems will require significant revisions, that will take considerable time and verification to ensure the data has mapped correctly. ANDBC also anticipate a large volume of premises will require an inspection in the initial period of operating the new model, which will put additional resource pressures on the department. ANDBC are aware that a number of proposals such as the Scenario rule (page 91) and the additional compliance risk factor for allergen information (page 90) were not included in the pilot and therefore the impact on workload has not been assessed. ANDBC would anticipate a significant increase in priority interventions resulting from these changes and would request that the impact of these changes are evaluated. ANDBC also anticipate difficulties with food service planning due to the reactive nature of the new model. It will be difficult to estimate the numbers of planned interventions as a premises requiring a priority intervention may require multiple interventions in year. In addition this will be further complicated due to the intelligence element of the model.

**Question 5. Do you agree with our assessment of the impacts on DCs and our assumptions on familiarisation resulting from the proposed changes to the Code? If not, why not?**

ANDBC do not agree that the assessment on impacts accurately reflect the true costs of implementation of the proposed scheme. The assessment specifies FTE of 31 officers. This is a significant underestimation of officers due to the fact that officers in NI undertake combined FH and FS work so the true number should be a combination of FH and FS FTE figures. ANDBC do not believe that 1.7 hours per officer will be sufficient for familiarisation. The FSA should include ongoing consistency exercises during the initial role out and implementation of the revised scheme to ensure consistency in application across Northern Ireland. There is an unknown cost specified for updating of MIS and mapping data to the new model. ANDBC anticipates that this will be a major cost, both in terms of officer and IT resource, and would appreciate clarification on financial support available for this.

**Question 6. Do you foresee any other impacts from the implementation of the main proposals detailed beyond those we have identified? Where possible, please explain your views and provide quantifiable evidence (for example, costs associated with updating existing procedures, the benefits of greater flexibility to allocate staff to activities).**

ANDBC do not foresee additional impacts other than those noted in the previous question.

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## ITEM 9

**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Environmental Health Protection and Development
Date of Report	23 November 2022
File Reference	CW22
Legislation	Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q2 Performance Report Environmental Health Protection and Development 2022-3
Attachments	None

**Context**

Members will be aware that Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement Council approved the Performance Management Policy and Handbook in October 2015. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (Corporate Plan Towards 2024 in operation)
- Performance Improvement Plan (PIP) – published annually (for publication 30 September 2022)
- Service Plan – developed annually (approved April/May 2022)

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The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

### Reporting approach

The Service Plans will be reported to relevant Committees on a quarterly basis as undernoted:

Reference	Period	Reporting Month
Quarter 1 (Q1)	April – June	September
Q2	July – September	December
Q3	October – December	March
Q4	January - March	June

The report for Quarter 1 2022-23 is attached.

### Key points to note:

- Staff absence rates continue to be detrimentally affected by long term sick whilst short term absence rates continue to remain low.
- The % Private Tenancy Order (PTO) inspections target has not been achieved during Q2 as officers have been inspecting properties that we were not able to access during the Covid pandemic. We are working hard to clear this backlog while also completing new applications in a timely manner. All applications received during the reporting period are being completed within the target timeframe. The performance % has reduced from Q1 (70.5%) as during Q2 we have both had more success in accessing older applications and have received fewer new ones alongside the peak leave period in July and August. It is anticipated that the annual target will be met by the end of the year however this is dependent on gaining access to properties, this remains beyond the control of the officers.
- Premises in priority sectors inspected and permits issued target was reduced by agreement from Council from 90% to 50% for current financial year. Work on this area is well underway with scoping exercises and letters sent to previously permitted and newly identified premises. Officers will be visiting the premises within the current year with a view to completing the application process and issuing permits to at least 50% by the beginning of the next financial year. It is proposed to commence charging application fees for permits that are newly issued during this time. In the case of existing permits requiring updates due to RPA, it is proposed that lapsed subsistence payments will be waived until April 2023.
- The % of quarterly targets achieved as determined by Service Level Agreements is slightly under target due to staff recruitment and lateness of funding agreements and targets set by partners and funders.

### Key achievements:

- The Service has generally performed well against the KPI's for Q2.

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**Emerging issues:**

- Staffing levels remained a challenge in Q2 with long term sick and temporary vacancies in officer and administration posts proving difficult to cover. These posts have now been filled and six Senior posts have been recruited internally increasing capacity and leadership within the unit.

**Action to be taken:**

- Targets and monitoring is being undertaken by the newly appointed Senior Officers in all areas with a specific focus on the KPI's which are below target.
- An improvement plan is being developed following Covid recovery sessions with "Heads together" which will contribute to the continuous improvement approach being taken within the service.

**RECOMMENDATION**

It is recommended that the Council note the report.
















Unclassified

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## Quarterly Performance Report - Environmental Health, Protection and Development

Generated on: 23 November 2022

Last Update Q2 2022/23

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% of premises in priority sectors inspected and permits issued	0%	0%
	% spend against budget	88.17%	100%
	% service requests responded to within 2 working days	94%	94%
	% of Planning comments made within 15 working days	95%	90%
	% of quarterly targets achieved as determined by Service Level Agreements	97%	100%
	% of customers satisfied with service upon completion of service request	97%	90%
	Produce business case and recruit additional support in Health and Wellbeing	1	1
	% staff attendance	89.83%	95%
	% of employees in whom time invested in Team Briefings	100%	100%
	Complete three CP Market Surveillance exercises	1	1
	Complete three H&S targeted inspection initiatives	1	1
	% of PTO applications completed within 180 days	60%	90%
	% of Caravan Sites inspected annually	100%	60%
	% of Petroleum Sites inspected and annual licenses issued	26%	0%
	% of High Risk Food premises inspected	50%	50%

Unclassified

Unclassified

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## ITEM 10

## Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	30 November 2022
File Reference	HER/06/12 22
Legislation	Recreation and Youth Services Order (NI) 1986
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Request for QR Codes on Council Statues/Monuments - Response to NoM
Attachments	None

The following Notice of Motion was agreed by Council:

**“That officers bring back a report with a view to widening the Council's use of digital technology (in particular QR codes) to promote and provide information about statues, built heritage and monuments in the Council's ownership and care as well as points of interest throughout the borough.”**

The Arts and Heritage department of the Council has a dedicated website: [ANDCulture.org.uk](http://ANDCulture.org.uk) under which there is a page for Cultural Heritage in the Borough. This page can host links to the information and the QR codes are relatively easy and cheap to produce. The time and resource will be in auditing the sites and researching the background information to ensure it is both concise but accurate and this has not been possible until now due to other pressures.

Officer's will commence the research for the project in January 2023 starting with the statues and monuments, as a priority. A wider audit of the Council's heritage assets will follow and once the scope of the project is identified, to include research requirements, the preparation of content, the cost of placing QR codes on

Unclassified

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appropriate buildings and associated planning application costs, (required to place QR codes on listed buildings/monuments) a further report on the project timetable and costs will be brought to Committee for consideration.

### **RECOMMENDATION**

It is recommended that Council notes this progress report.



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**ITEM 11****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	30 November 2022
File Reference	GREL 424
Legislation	Section 75 of the Northern Ireland Act 1998
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Subject	Good Relations Annual Report 2021-2022
Attachments	Appendix Good Relations Annual Report 2021-2022

Attached is the Good Relations Annual Report for 2021-2022 outlining the work of the section in delivering the Good Relations Action Plan for 2021-2022.

The Good Relations section is externally funded 75% from the Executive Office and 25% by Council. The total Good Relations budget for 2021-2022 was £226,738.

The Good Relations Strategy (2019-2022) informs an annual action plan, which is submitted to the Executive Office for assessment. The Action Plan is based on the four key themes of the Executives Strategy Together Building United Communities:

- Children and Young People
- Shared community
- Safe Community
- Cultural Expression

The Good Relations sections works closely with PCSP, PEACE and Community Development sections to avoid duplication and ensure a cohesive delivery of programmes to the community.

**RECOMMENDATION**

It is recommended that Council notes this report.



# **Ards and North Down Borough Council Good Relations**

## **Annual Report**

**2021 – 2022**

## Contents

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## Foreword

Ards and North Down Borough Council's Good Relations section sits within the Councils Community and Wellbeing Directorate. The District Councils Good Relations Programme is delivered by the Good Relations team in accordance with an annual Action Plan, which is approved by the Council and The Executive Office. The section receives financial assistance of 75% of the total cost of the Good Relations Programme from The Executive Office and Council contributes 25% of the total cost (£226,738). The Good Relations Action Plan details a programme of activities to promote and deliver improved good relations in the Council area in accordance with the aims and objectives outlined in the Together: Building a United Community Strategy (T:buc) and prioritised needs and issues identified in the 2019-2022 Good Relations Audit.

Ards and North Down Borough Council is committed to building on previous good relations work across the Borough by delivering a comprehensive programme of events, training and initiatives that work proactively to deliver a shared and better future for all. The section works closely with the community to bring this vision forward and continues to support local groups to build on their good practice, so that a variety of exciting and innovative projects can take place locally.

Through commitment to good relations and community development work, groups and individuals from different political, racial and religious traditions have been enabled to engage with one another in ways which develop understanding, trust, equality and fairness; build confidence and inclusion and encourage meaningful dialogue and sustainable relationships based on the principles of equity, respect for diversity and Interdependence.

ANDBC's Good Relations Action Plan for 2021 – 2022 was delivered to meet the aims and strategic outcomes of the four key themes of Together: Building a United Community: Children and Young People; Safe Community; Shared Community and Cultural Expression. The action plan activities and outcomes are included under these four key themes within the following report.

Due to the continued outbreak of Covid-19 at the start of the year, lockdown and social distancing restrictions put in place, all face to face events, programmes and meetings continued to be delivered online. Given the unique circumstances programmes were amended to allow Good Relations work to continue and towards the latter part of the financial year, schools agreed to some of our programmes, however collaboration between schools was still through video calling. All programmes continued to be delivered using an outcome-based approach (OBA). An outcome-based approach is a standardised requirement of The Executive Office (TEO) for the delivery of all GR programmes to enable ease and consistency for reporting. Questions are predetermined and issued to GR by TEO under the 4 themes. The online information from pre and post evaluations is collated by TEO and percentage results calculated. Unfortunately not all pre and post evaluations are returned and can adjust the percentages significantly.

In addition to the following programmes Good Relations team offers support to local groups through regular Interagency meetings.

Good Relations also supports the Intercultural Forum, refugees and asylum seekers and other statutory agencies.

## Children and Young People

**Aim:** To continue to improve attitudes amongst our young people and to build a community where they can play a full and active role in building good relations

### **Strategic Outcomes:**

- 1.1 Improving attitudes of children from different backgrounds
- 1.2 Young people engaging in bringing the community together

### **AND01 Shared Education**

Unfortunately, due to Covid restrictions, travel was not allowed, schools were unwilling to take risks and this programme was unable to go ahead in 2021-22. This was disappointing as we had such great response in previous years. We will approach schools for delivery in 2022-23. Funding was reallocated to additional programmes and detailed in the report.

### **AND02 Shared Voices**

#### **AND02**

Shared voices is a programme developed by GR and with the help of volunteers from an ethnic background, it introduces children and young people to diversity and similarities between cultures within ANDBC. Covid Restrictions continued to play a huge part in the delivery of the Shared Voices programme, however schools continued to request the programme and by following restrictions, risk assessments and even delivering outside, we were able to deliver. GR delivered 20 sessions to 6 primary schools, 1 post primary and 1 Further Education, schools included Greyabbey, West Winds, Castle Gardens, Loughries, St Marys Kircubbin, St Finians, Ards, Priory College and SERC. A total of 283 students took part in the diversity programme.

Feedback from the post primary school shows a lot of 'No change' towards someone from an ethnic background. Is this because the school is integrated and more diverse than other schools? Are the young people more accepting of the different cultures and backgrounds they are introduced to? However, the positive and negative attitude towards someone from a different religious background is very similar and shows that although the school is integrated there is still a lot of GR work to be done with those choosing negative attitudes and behaviours. Primary school feedback is very positive.

### **Outcomes Showed**

#### **AND02**

- 20 sessions
- 6 Primary Schools
- 1 Post Primary school
- 1 Further Education
- 283 young people participating

### **What difference did we make from the completed OBAs:**

#### **AND02**

#### **POST PRIMARY RESPONSES**

- 63 Participants

47 OBAs returned

**From the returned evaluations**

4 - 9% have attended a GR event before

18 - 38% have not

25 - 53% Unsure

45 - 98% Aged 18 or under

24 - 51% Male

19 - 40% Female

3 - 6% Non binary

1 - 2% Other

6 - 13% Catholic

15 - 32% Protestant

18 - 38% No Religion

8 - 17% Other

40 - 85% White background

1 - 2% Black background

2 - 4% Mixed background

4 - 9% Other background

38 - 81% Increased knowledge about different cultural traditions and backgrounds

5 - 11% No change

4 - 9% Decreased knowledge

18 - 38% positive change in attitude toward people from a different religious background

17 - % negative attitude

2 - 4% No change

11 - 23% positive change in attitude toward people from a different ethnic background

27 - 57% No change

9 - 19% negative attitude

23 - 49% are more likely to attend an event in an area associated with another community

17 - 36% no change

7 - 15% Negative behaviour

37 - 79% felt the programme had increased their confidence

10 - 21% did not

32 - 68% felt the programme had increased their skills

15 - 32% did not

25 - 53% marked 8 and above and are likely to recommend this event or a similar one to family/friends

**PRIMARY RESPONSES**

220 Participants

149 returned

148 completed pre and post

**From the returned evaluations**

64 - 43% boys

84 - 57% girls

136 - 95% identified as agree/ strongly agree that they have learnt more about people from different backgrounds to me by taking part in the project

7 - 4% Disagreed/ strongly disagreed

135 - 95% identified as agree/ strongly agree that they have more respect and understanding of people from different cultures, religions and race  
 135 - 95% identified as agree/ strongly agree that they feel comfortable mixing with people from different cultures, religions and backgrounds  
 8 - 5% disagreed/ strongly disagreed  
 140 - 97% identified as agree/ strongly agree that they enjoyed taking part in the project

### Comments:

#### **AND02**

'I understand other religious and ethnic backgrounds now'  
 'I enjoyed it. I would do this more than a lot of subject's'  
 'It has made me confident'  
 'I really enjoyed this program because it learnt more about different cultures and religions'  
 'It made me feel better about my Asian and Scottish background :;)'  
 'It was ok'  
 'I really enjoyed this - Konnectiwa!'  
 'I enjoyed this programme really much and I think it's a great way to teach kids about different cultures'  
 'It was fun and exciting. I learned a little more about races'  
 'I enjoyed learning more about the statistics about stuff and learning more about different peoples stories'  
 'I like these programmes and as when I was younger I got bullied for being different and this has taught me its good to be difference'  
 'I greatly enjoyed this. The leaders were super nice'  
 'I enjoyed meeting you guys! I've learnt a lot more about different backgrounds and the history of different backgrounds. :)'  
 'My opinion didn't change'  
 'I enjoyed learning more about the statistics about stuff and learning more about different peoples stories'

#### **AND03 Community Cup**

Unfortunately, due to Covid restrictions we were unable to progress with original programme in 2021-22 especially with restrictions on sport. Unable to progress with staff alternative training as staff continued to be furloughed. Funding was reallocated to alternative programmes and detailed in the report.

#### **AND04 Tackling Young Peoples Resilience Building Programme - PHL**

##### **AND04PHL**

A number of additional programmes delivered online and in person to primary schools, youth groups and further education students. Disappointing evaluation results as many are not returned. Speaking with groups; the projects are good but returned evaluation needs to improve. A project with local youth in the area to design an image for their youth club. The youth worked with Blaze FX to complete the project.

### **Outcomes Showed**

#### **AND04PHL – Peninsula Healthy Living, Graffiti project**

12 attended



3 sessions delivered including session on Good Relations

What difference did we make from the completed OBAs:

**AND04PHL – Peninsula Healthy Living, Graffiti project**

Nil returned Evaluations

AND04 Tackling Young Peoples Resilience Building Programme

**AND04YV – Youth Voice**

The Youth Voice were introduced to 2 sessions on PUL and CNR culture and also a session with the small worlds café who introduced them to refugees and asylum seekers. The youth voice then had a session on local issues relevant to them with representatives from ANDBC.

Outcomes Showed

**AND04YV**

2 sessions on PUL and CNR identity

1 session with small worlds café

12 Attended

1 Round table session with youth and local councillors on important issues

1 Video produced with Youth Voice

What difference did we make from the completed OBAs:

**AND04YV**

Nil returned Evaluations

AND04 Tackling Young Peoples Resilience Building Programme

**AND04BSIY – Beyond Skin and Include Youth**

Unable to deliver to Include Youth – instead sessions with music and good relations delivered to local asylum seekers and refugees as part of Music and Refugee Scheme (MARS)

Outcomes Showed

**AND04BSIY**

5 sessions

40 participants

What difference did we make from the completed OBAs:

**AND04BSIY**

Nil returned evaluations

AND04 Tackling Young Peoples Resilience Building Programme

**AND04 – Holywood Graffiti project**

Young people worked with HFT, PSNI, GR and local artist to design a piece of art about their town. The final piece is displayed in the local Tesco store.

Outcomes Showed

**AND04 – Holywood Graffiti project**

6 sessions

Local business agreed to display Graffiti art.

10 participants

What difference did we make from the completed OBAs:**AND04 – Hollywood Graffiti project**

Nil returned evaluations

AND04 Tackling Young Peoples Resilience Building Programme**AND04BSSerc – Beyond Skin and SERC**

Music and Good relations sessions delivered to local students at SERC by Beyond Skin.

Outcomes Showed**AND04BSSerc – Beyond Skin and SERC**

6 Sessions

14 participants

What difference did we make from the completed OBAs:**AND04BSSerc - Beyond Skin and SERC**

14 participants

14 returned evaluations

8 boys

5 girls

1 Non Binary

17% positive change in those who have learnt more about people from different backgrounds to me by taking part in the project

4% positive change in those who have more respect and understanding of people from different cultures, religions and race

7% positive change in those who feel more comfortable mixing with people from different cultures, religions and backgrounds

Comments:**AND04BSSerc - Beyond Skin and SERC**

'I enjoyed the story making.'

'Wish I learnt more about different backgrounds and religions.'

'To teach more about offering religious backgrounds and experiences'

AND04 Tackling Young Peoples Resilience Building Programme**AND04R – Ready for Anything: Resilience programme Bloomfield Primary**

Programme delivered to young people at primary school to help build resilience and get them ready for post primary schools.

Outcomes Showed**AND04R – Ready for Anything: Resilience programme Bloomfield Primary**

5 sessions x 1 hour

118 young people aged 10-11

14<sup>th</sup> January 2022 x 5 weeks

AND04 Tackling Young Peoples Resilience Building Programme**AND04RSM - Ready for Anything: Resilience programme St Malachys Primary**

Programme delivered to young people at primary school to help build resilience and get them ready for post primary schools.

#### Outcomes Shown

##### **AND04RSM - Ready for Anything: Resilience programme St Malachys Primary**

5 sessions x 1 hour

60 young people aged 10-11

28<sup>th</sup> Feb 2022 x 5 weeks

#### AND04 Tackling Young Peoples Resilience Building Programme

##### **AND04RWW - Ready for Anything: Resilience programme West Winds Primary**

Programme delivered to young people at primary school to help build resilience and get them ready for post primary schools.

#### Outcomes Shown

##### **AND04RWW - Ready for Anything: Resilience programme West Winds Primary**

5 sessions x 1 hour

20 young people aged 10-11

14<sup>th</sup> January 2022 x 5 weeks

#### What difference did we make from the completed OBAs:

##### **AND04R - Resilience programme Bloomfield Primary, AND04SM – St Malachys PS, AND04WW – West Winds PS**

198 young people took part in the programme

75 returned evaluations

34- 45% boys

41- 55% girls

70 – 92% identified as agree/ strongly agree that they have learnt more about people from different backgrounds to me by taking part in the project

73 – 96% identified as agree/ strongly agree that they have more respect and understanding of people from different cultures, religions and race

73 – 96% identified as agree/ strongly agree that they feel more comfortable mixing with people from different cultures, religions and backgrounds

76 – 100% identified as agree/ strongly agree that they enjoyed taking part in the project

#### AND05 Community Relations Through Sport GO3H

##### **AND05GO3H**

Good Relations staff worked with local clubs in the borough to deliver Game of 3 Halves. Due to restrictions and clashes with clubs timetables the programme was delivered in person at the end of March 2022. 75 young people aged 10-12 from 4 local clubs took part in the programme. Clubs who took part included Holywood Rugby and Holywood GAA and Ballygalget Hurling and Ards Football club. The young people were introduced to the different sports as well as sessions on Personal Development and Mutual Understanding (PDMU). These sessions introduce young people to good relations on and off the pitch.

#### Outcomes Shown

##### **AND05GO3H**

5 clubs engaged - 2 x GAA, 2 X IRFU, 1 X IFA. Clubs based across ANDBC

73 young people aged between 10-13

### What difference did we make from the completed OBAs:

#### **AND05GO3H**

73 participants

73 returned evaluations

33 -50% boys

33- 50% girls

7 did not respond

59 – 92% identified as agree/ strongly agree that they have learnt more about people from different backgrounds to me by taking part in the project

5 – 8% Disagreed/ strongly disagreed

64 – 99% identified as agree/ strongly agree that they have more respect and understanding of people from different cultures, religions and race

64 -99% identified as agree/ strongly agree that they feel more comfortable mixing with people from different cultures, religions and backgrounds

1-2% disagreed/ strongly disagreed

64-99% identified as agree/ strongly agree that they enjoyed taking part in the project

### Comments

#### **AND05GO3H**

'This is a really good programme. I would really recommend to people. I would do it again if I had a chance'

'I only know a little about cultures'

'I liked taking part it was fun and taught me loads. I feel more comfortable with others.'

'This club has made me realise that there is more to life than yourself'

'I feel better about mixing with people from different religions'

'I didn't like that it ended'

'I loved knowing about other and I enjoyed the sessions'

'I loved this and I'm really sad its over :9 :).'

'Amazing day'

### AND05 Community Relations Through Sport Schools Twinning

#### **AND05B, AND05STM, AND05WW, AND05STF**

Community Relations through Sport was also delivered to Bloomfield and St Malachys and West Winds and St Finians primary schools. Each school had 6 x 2-hour sessions with Basketball and PDMU. With Covid still prevalent the schools had virtual sessions with their cross-community counterparts enabling messages and friendships to begin between the schools and the young people. Finally, they were all able to meet at Blair Mayne for a Basketball tournament! 180 young people met in person, were mixed into teams and enjoyed the day immensely. PDMU continued to play an important part of the event.

### Outcomes Showed

#### **AND05B, AND05STM, AND05WW, AND05STF**

180 participants

160 returned evaluations

### What difference did we make from the completed OBAs:

#### **AND05B, AND05STM, AND05WW, AND05STF**

71 - 45% boys

88 - 55% girls

151 - 95% identified as agree/ strongly agree that they have learnt more about people from different backgrounds to me by taking part in the project

9 - 6% Disagreed/ strongly disagreed

159 - 99% identified as agree/ strongly agree that they have more respect and understanding of people from different cultures, religions and race

159 - 99% identified as agree/ strongly agree that they feel comfortable mixing with people from different cultures, religions and backgrounds

1 - 1% disagreed/ strongly disagreed

158 - 99% identified as agree/ strongly agree that they enjoyed taking part in the project

### Comments:

'It was very fun, thank you and it was fun learning about race, culture while playing basketball'

'I like the way there very nice and respect different cultures'

## Our Shared Community

**Aim: To create a community where division does not restrict the life opportunities of individuals and where all areas are open and accessible to everyone**

### **Strategic Outcomes:**

2.1 Increased use of shared space and services

2.2 Shared space accessible to all

### **AND06 Allsorts**

"Allsorts" is an in-house awareness raising programme which provides training sessions for Council staff on how good relations and equality issues can impact your role within the working environment. Due to the constant uncertainty around Covid online delivery during lunchtime continued in 2021. Four online events were planned and speakers included: Mental Health in young people in September, Brexit and its effect on communities in October, Domestic Violence in November and Scams in December. Lower numbers than previous years.

### **Outcomes Showed**

4 x events

4 x 1 hour

129 registered for the event

87 attended over the 4 sessions

37 returned completed evaluations

### **What difference did we make from the completed OBAs:**

33 - 89% has engaged in a good relations programme before

21 - 64% from a Protestant background

9 - 22% Catholic

6 - 13% No religion

1 - 2% Other

36 - 99% who completed this survey described themselves as white

17 - 30% male

20 - 70% female

16 - 43% Felt their knowledge of cultural traditions/ backgrounds increased following attendance at the event

3 - 8% Felt their attitude toward people from a different religious background improved following attendance at the event

34 - 92% Felt there was no change

4 - 11% Felt their attitude toward people from a different ethnic background improved following attendance at the event

33 - 89% Felt there was no change

37 - 100% of participants are likely to recommend this event or a similar one to family/ friends

33 - 89% Felt the event played a positive role in bringing people from different backgrounds together

### **Comments:**

**SEPTEMBER**

'This was a very interesting and informative event, geared towards Mental Health and resilience in Young people, so the questions above are not really applicable. However, my knowledge of the subject matter definitely increased as a result of this and it is very relevant to all members of the community, regardless of religious, ethnic or cultural background.'

'Very valuable event relating to the mental health of young people. As a parent I found it extremely beneficial.'

**OCTOBER**

'Very informative presentation which covered a lot of ground on a very complicated subject. Organisation of the event was good.'

'Very informative and the lecturer make a complex topic easier to comprehend'

'Well explained, well delivered, better understanding'

'I don't really feel Q11 - 13 are relevant to this event but I thought the talk on the NI Protocol was excellent. Professor Hayward explained a complex subject in a straightforward manner. Thank-you.'

'Excellent event - as always, Thank you'

'Very interesting talk and very topical. Great that it was in the lunch-time slot.'

'Very topical issue discussed. Well done.'

'It was a difficult subject, Kathy was a good at explaining and laying out the issues etc. Thank you.'

'This was a very interesting and informed talk and very clearly explained the issues involved'

'The IT issues meant the event was not as interactive as it could and should have been. It would have been interesting to know the background of other participants. It would have been nice if all those who spoke, excluding the main presenter, had introduced themselves.'

**NOVEMBER**

'Very topical issue discussed. Well done.'

**DECEMBER**

'This was an excellent talk on 'SCAMS', very informative. And the subsequent 'links' sent out to attendees contained some really useful information.'

'Very informative event'

'Another very good programme. The information on the topic of scams was relevant and up to date. It was also well delivered and administrated.'

**[AND07LH - Living History](#)****AND07LH**

A condensed version of the Living History programme with 40 participants was delivered over 4 weeks in October and November 2021. The aim of the programme is always to break down barriers and introduce the participants to places they would not normally visit in Northern Ireland and Ireland that have had an impact on our lives today. Each visit was followed by facilitated post discussion and the effect on today's society. Many places were still closed due to Covid or limited on entry restrictions. The programme for 2021 included visits to the Linenhall library where participants had the opportunity to see the Troubles collection and take part in a talk on Ireland Divided. Crumlin Road Gaol was next where participants were able to ask questions from ex combatants represented by Epic and Coiste. On the 3<sup>rd</sup> week the group went to The Somme Centre where they were introduced to all parties who fought in World War I including the armies of the 10<sup>th</sup>, 16<sup>th</sup>, and 36<sup>th</sup> divisions. On the final week the group went to the Titanic Centre to learn the fateful history of a local

legend. Pre and post discussion was explored after each visit with participants discussing the programme in detail on the final session.

### Outcomes Shown:

#### **AND07LH**

4 visits

38 x participants completed the programme

33 average attendance

38 evaluations returned

34 completed pre and post

### What difference did we make from the completed OBAs:

#### **AND07LH**

From the 34 completed pre and post evaluations returned

26 - 76% Have been to a good relations event before

22 - 65% female

10 - 29% male

33 - 97% identified as 36 and over

10 - 29% Catholic

19 - 56% Protestant

3 - 9% no religion

1 - 3% Other

32 - 94% ethnic background white

1 - 3% Asian

29 - 82% Increased knowledge about different cultural traditions and backgrounds

5 - 15% decreased knowledge

17 - 50% positive change in attitude toward people from a different religious background

8 - 24% no change

29 - 6% negative attitude

17 - 50% positive change in attitude toward people from a different ethnic background

10 - 29% no change

7 - 21% negative attitude

14 - 41% are more likely to attend an event in an area associated with another community

16 - 47% no change

30 - 88% felt the programme had increased their confidence

30 - 88% felt the programme had increased their skills

33 - 97% marked 8 upwards are likely to recommend this event or a similar one to

### Comments:

#### **AND07LH**

'I have loved the company of the other people involved and a good awareness now of different views. Learn and understand more each time.'

'Excellent insight into wartimes with the visit to the Somme centre. Highlighting how religious differences can be set aside for a common cause. When Protestants and Catholics can fight on the same side for freedom, this should give us hope for the future.'

'I have met people from my own electoral district and am quite dismayed about their seemingly unacceptance of people of a different cultural tradition'



'Learning about my countries history that I was not taught in school. Very informative projects visited during this project.'

### AND07LH - Living History

#### **AND07IWD – International Women's Day**

2 sessions in March for International Women's day on Break the Bias. Good interaction with the group, however participants although they interact well with the programme and others during the session still do not return their evaluations.

### Outcomes Showed:

#### **AND07IWD – International Women's Day**

2 online sessions  
15 registered  
7 average attendance  
2 evaluations returned  
0 completed pre and post

### What difference did we make from the completed OBAs:

#### **AND07IWD – International Women's Day**

Nil Evaluations returned

### AND07LH - Living History

#### **AND07LS – Exploring ANDBC**

A follow up online programme visiting towns and villages in ANDBC and looking at their history and past. The programme is really popular for registration however all participants do not attend all sessions

### Outcomes Showed:

#### **AND07LS – Exploring ANDBC**

5 online sessions  
58 registered  
24 average attendance  
32 Evaluations returned  
23 completed pre and post

### What difference did we make from the completed OBAs:

#### **AND07LS – Exploring ANDBC**

58 Registered  
24 Average nightly attendance  
23 OBAs returned  
From the 23 pre and post returned evaluations:  
23 - 100% Have been to a good relations event before  
8 - 35% female  
15 - 65% male  
100% identified as 36 and over  
2 - 9% Catholic  
21 - 91% Protestant  
23 - 100% ethnic background white  
14 - 61% Increased knowledge about different cultural traditions and backgrounds  
8 - 35% no change

- 1 - 4% decreased knowledge
- 6 - 26% positive change in attitude toward people from a different religious background
- 17 - 74% no change
- 6 - 26% positive change in attitude toward people from a different ethnic background
- 17 - 74% no change
- 5 - 22% are more likely to attend an event in an area associated with another community
- 12 - 52% no change
- 6 - 26% negative behaviour
- 21 - 91% felt the programme had increased their confidence
- 2 - 9% did not
- 16 - 70% felt the programme had increased their skills
- 7 - 30% did not

### Comments:

#### **AND07LS – Exploring ANDBC**

'Super series of talks, learned a lot about my local area and local traditions.'

'I had to smile when I listened to the religious denomination between Greyabbey and Kircubbin as I had had a conversation with my mum only the day before about it! Moving from England, I had looked at a lovely house in Kircubbin but the family told me not to buy it. It was slightly out of my price range so I gave up on it. Then my mum told me it was because she thought I wouldn't have been welcome because I wasn't Catholic. That thought hadn't occurred to me as it doesn't when you live in England for so long. Hearing the history of English landlords etc., of the past, funny how the world goes in circles as it was the troubles that caused many of us to leave, now we are returning home with different non-religious ideas.'

'We are all interconnected, all suffered at one time in history and can see that our ancestors have achieved success through industry, hard work in which ever field (i.e. women doing sewing to supplement their man's wages) and through community. Helping each other even if it's with the use of the best room in the house, it shows how the community comes together when it needs too; what a good example of community relations if ever there was one'

'Encouraged'

#### AND07LH - Living History

##### **AND07BH - Ballywalter and Holywood**

60 seniors from Ballywalter and Holywood got together for 2 events for St Patricks Day. The events helped the groups feel less isolated after covid. For many this was their first meeting that was not solely with their own group.

### Outcomes Showed:

#### **AND07BH - Ballywalter and Holywood**

60 seniors  
2 events  
40 returned evaluations

### What difference did we make from the completed OBAs:

#### **AND07BH - Ballywalter and Holywood**

40 returned evaluations online (unable to determine numbers from TEO returns)

14% positive change in those who are more knowledgeable about different cultural traditions and backgrounds

12% positive increase in attitude towards people from a different religious background

11% positive increase in attitude toward people from a different ethnic background

#### Comments:

##### **AND07BH - Ballywalter and Holywood**

'Has made more confident in participating in social events. made to feel welcome and appreciated.'

'I have enjoyed it. It has helped my confidence. The projects are very well explained and the staff are all so helpful. So thank you so much xx'

'Give me my confidence back after lockdown'

'Love meeting @ 55+ club and all the ladies are great!'

#### AND07LH - Living History

##### **AND07RB – Rabbie Burns**

A production of Rabbie Bairns delivered to Portavogie Primary school and Ballywalter seniors. Unfortunately covid still prevents the children and seniors from mixing. Evaluations were input online however the results were not returned by TEO.

#### Outcomes Showed:

##### **AND07RB – Rabbie Burns**

60 young people

37 seniors

21 returned evaluations

#### What difference did we make from the completed OBAs:

##### **AND07RB – Rabbie Burns**

21 returned event evaluations

17 – 81% Increased knowledge after the event

9 – 43% Better attitude towards people from a different religious background following attendance at the event

8 – 38% Better attitude towards people from a different ethnic background following attendance at the event

#### Comments:

'A humorous and informative little play'

'Very Enjoyable - well acted'

'Brilliant'

'I really enjoy Good relations programmes'

'Brilliant'

'Really enjoyed'

## Our Safe Community

**Aim:** To create a community where everyone feels safe in moving around and where life choices are not inhibited by fears around safety

### **Strategic Outcomes:**

- 3.1 Reduce the prevalence of hate crime and intimidation
- 3.2 A community where places and spaces are safe for all

### **AND08 Holocaust Events**

#### **AND08 Genocide talks**

GR planned a hybrid approach for the series of Holocaust events in January 2022. Unable to deliver our annual Holocaust event in person, an online programme to commemorate all genocides with speakers from all genocides represented over the week-long event. Facilitated by Peter Osborne, survivors from Rwanda, Bosnia, Darfur, Holocaust and Cambodia retold the horrors of their lives during the time of the genocides. Harry Spiro and his daughter Tracy spoke of the horrors of the concentration camps and how he has lived with the memories.

### **Outcomes Showed:**

#### **AND08 Genocide talks**

5 sessions on Holocaust, Darfur, Rwanda, Cambodia and Bosnia  
 Delivered 24 – 28 Jan 2022  
 55 registered  
 23 on average attended each night  
 12 Evaluations returned

### **What difference did we make from the completed OBAs:**

#### **AND08 Genocide talks**

From the 12 evaluations returned (unable to determine numbers from TEO returns)  
 18% positive change in those who are more knowledgeable about different cultural traditions and backgrounds  
 6% positive increase in attitude towards people from a different religious background  
 7% positive increase in attitude toward people from a different ethnic background

### **Comments:**

#### **AND08 Genocide talks**

'An awakening, informative and disturbing week of talks where humans inhumanity to other humans was explored, discussed and explained.'

'Greater understanding of Genocide in different areas of the world. Sense of gratitude to those participants for sharing their harrowing stories and admiration for their strength and fortitude. Sadness that there is still a distinct probability that history will continue to repeat itself. Awareness of how NI needs to move away from binary politics, to celebrate our different cultures, without the focusing on our differences, but on the similarities we share as human beings. Confirmation that leaders, in politics need to focus on a future for all citizens, instead of constantly remaining in the past, without learning any lessons from it. We cannot change the past, but we can learn from it to inform our present and future decisions.'

'Absolutely wonderful programme! I have acquired knowledge and increased appreciation of what humans have gone through in the past and how they view the world'

### AND08 Holocaust Events

#### **AND08ISP – International School of Peace**

Through a series of 8 workshops with the International School of Peace, participants could explore and challenge their own prejudices and discrimination, stereotyping and equality issues, diversity within society today and the anti Semitic events of the Holocaust. Participants would be able to understand the true horrors of the Holocaust, terminology and definitions, distinctive features of this period, the origins of anti-Semitism & post war Germany 1919- 1939. The project was designed to get beyond participants own perceptions of history & nationality, to understand what happened & why. Looking at the pyramid of hate and the 8 classifications of Genocide, participants could challenge issues at home, identifying their own prejudices & discrimination.

### Outcomes Showed:

#### **AND08ISP**

8 week online programme  
 3 hour sessions  
 Delivered during October and November 2021  
 14 registered  
 10 Average attendance  
 15 evaluations returned  
 9 completed pre and post evaluations returned

### What difference did we make from the completed OBAs:

#### **AND08ISP**

From the 9 completed pre and post evaluations returned  
 6 - 67% have attended a GR event before  
 3 - 33% have not  
 6 - 33% Male  
 3 - 67% Female  
 7 - 78% Protestant  
 1 - 11% No Religion  
 1 - 11% Other  
 9 - 100% White background  
 7 - 78% Increased knowledge about different cultural traditions and backgrounds  
 2 - 22% No change  
 6 - 67% positive change in attitude toward people from a different religious background  
 3 - 33% negative attitude  
 6 - 67% positive change in attitude toward people from a different ethnic background  
 3 - 33% negative attitude  
 7 - 78% are more likely to attend an event in an area associated with another community  
 2 - 22% no change  
 8 - 89% felt the programme had increased their confidence  
 1 - 11% did not

- 7 - 78% felt the programme had increased their skills
- 2 - 22% did not
- 8 - 89% marked 8 and above and are likely to recommend this event or a similar one to family/friends

### Comments:

#### **AND08ISP**

'A story that needs to be told and told again and again.'

'It was a great programme, learned a lot, great variety. Would be interested in doing something similar.'

'Gained more knowledge on the History of the Jewish Culture and the persecution that it has faced.'

'This has helped me in being able to more confidently talk with young people on the topic.'

Lastly I would like to thank and congratulate admin staff and lecturers for and excellent eight week course.'

'I came away with a better understanding of how Jews were well integrated into European society, and how prejudice can be sown and exploited, and the importance of society being on guard against this. The Holocaust is an area of history I had an interest in and I now feel much better informed.'

'Whilst I thought the programme was excellent, I don't think the training was great unfortunately.'

### AND08 Holocaust Events

#### **AND08 Exhibition**

Worked with local schools and community groups to deliver a Holocaust exhibition in Bangor Library. The annual exhibition provides visitors to the library into an insight of the Holocaust and other genocides.

### Outcomes Showed:

#### **AND08 Exhibition**

5 schools provided work for the exhibition at the library on the Holocaust

7 groups provided work for the exhibition at the library on the Holocaust

Exhibition lasted for 2 weeks

Partnership with Libraries NI

### What difference did we make from the completed OBAs:

#### **AND08 – Exhibition**

Completed evaluations showed

21 - 75% Female

5 - 18% male

2 - 7% non-binary

5 - 19% Catholic

8 - 31% Protestant

10 - 38% No religion

3 - 12% Other

24 - 89% White

1 - 4% Asian

2 - 7% Mixed

25 - 86% Increased knowledge cultural traditions/ backgrounds

16 - 57% positive change in attitude toward people from a different religious background

17 - 59% positive change in attitude toward people from a different ethnic background

#### Comments:

##### **AND08 Exhibition**

'Enjoyable and informative exhibition. Loved the visual presentations'

'Great display - really makes you think!'

'Thank you. Great. I really like seeing the propaganda - relevant to how people can be rallied - very important to see'

##### AND09 Holywood Culture Night

Unable to progress with programme as group no longer established. Funding reallocated to additional programmes and detailed in the report.

##### AND10 No Hate Here

##### **AND10 – Puppet Show – Pips Riverboat Adventure**

Puppet show produced and delivered by Cre8 theatre to 12 primary schools in the borough around diversity and race

#### Outcomes Showed:

##### **AND10 – Puppet Show – Pips Riverboat Adventure**

12 online puppet shows delivered 16-19 November

Over 900 children engaged from Key stage 1

Resource packs provided for interaction

#### What difference did we make from the completed OBAs:

##### **AND10 – Puppet Show – Pips Riverboat Adventure**

Nil evaluations returned

#### Comments:

##### **AND10 – Puppet Show – Pips Riverboat Adventure**

Feedback very positive from all teachers

##### AND10 No Hate Here

##### **AND10M – Identity Art**

A programme on Identity Art that focuses on the individual and their identity.

Participants complete a face on their own likeness and build in their identity with pictures of what is important to them.

#### Outcomes Showed:

##### **AND10M – Identity Art**

26 attended

2 sessions

Delivered to Ballywalter group 4 and 18 Oct

26 returned evaluations

#### What difference did we make from the completed OBAs:

##### **AND10M – Identity Art**

From the 26 returned evaluations

- 6 - 23% have attended a GR event before
- 12 - 46% have not
- 7 - 27% Unsure
- 2 - 8% Male
- 21 - 81% Female
- 1 - 4% Non binary
- 2 - 8% left blank
- 19 - 73% Protestant
- 1 - 4% Catholic
- 3 - 12% No Religion
- 3 - 12% Other
- 26 - 100% White background
- 16 - 62% Increased knowledge about different cultural traditions and backgrounds
- 8 - 31% No change
- 2 - 8% Decreased Knowledge
- 11 - 42% positive change in attitude toward people from a different religious background
- 15 - 58% No Change
- 12 - 46% positive change in attitude toward people from a different ethnic background
- 12 - 46% No change
- 2 - 8% negative attitude
- 11 - 42% are more likely to attend an event in an area associated with another community
- 13 - 50% no change
- 2 - 8% negative behaviour
- 11 - 88% felt the programme had increased their confidence
- 2 - 8% did not
- 23 - 69% felt the programme had increased their skills
- 22 - 77% marked 8 and above and are likely to recommend this event or a similar one to family/friends

#### Comments:

##### **AND10M – Identity Art**

'I made a lot of new friends'

'I enjoyed being inspired to look at the art in a different way.'

'very interesting'

##### AND10 No Hate Here

##### **AND10POL – Polish Xmas**

A Multicultural Xmas event delivered with Polish Association on 12 Dec

Large turnout of Polish and indigenous from ANDBC

#### Outcomes Showed:

##### **AND10POL – Polish Xmas**

Great attendance

Good intercultural impact



**What difference did we make from the completed OBAs:****AND10POL – Polish Xmas**

Nil returned evaluations

**Comments:**

GRO Attended event and programme very well received by everyone who attended

**AND10 No Hate Here****AND10AE - Arts Ekta**

A programme on 5 different workshops on cultures across the world at Christmas. delivered over 5 nights in Dec 21

**Outcomes Showed:****AND10AE - Arts Ekta**

5 workshops

19 registered

9 average nightly attendance

6 returned online evaluations

**What difference did we make from the completed OBAs:****AND10AE - Arts Ekta**

35% positive change in those who are more knowledgeable about different cultural traditions and backgrounds

9% positive increase in attitude towards people from a different religious background

9% positive increase in attitude toward people from a different ethnic background

**Comments:****AND10AE – Arts Ekta**

'Really enjoyed sessions I was able to attend and learned a lot. Increased my knowledge.'

'More aware of some of the background of China and their variety of ethnicity and cultures- 55- to be exact! Great opportunity to see Chinese dance being performed- very enjoyable.'

'Really liked the craft work shops. It was good to be making thing from different cultures.'

**AND10 No Hate Here****AND10LG – Lori Gatsby**

'Where are you from, Where are you really from?' An evening programme delivered to address Diversity, Culture, Tradition and Language. Participants were able to discuss their concerns/issues in a safe online environment. This programme included a session with Small Worlds Café – which consists of refugees and asylum seekers

**Outcomes Showed:****And10LG – Lori Gatsby**

19 registered

13 average attendance

5 evening sessions

**What difference did we make from the completed OBAs:****And10LG – Lori Gatsby**

5 returned evaluations online (unable to determine numbers from TEO returns)  
 22% positive change in those who are more knowledgeable about different cultural traditions and backgrounds  
 10% positive increase in attitude towards people from a different religious background  
 10% positive increase in attitude toward people from a different ethnic background

**Comments:****And10LG – Lori Gatsby**

'Superb facilitator and very interesting and thought provoking sessions.'  
 'Very aware that a lot of our colloquialisms due to changes in social attitudes could now be offensive - think carefully before you speak!!!!!!!!!!!!!!'  
 'Excellent programme, sessions were well prepared and clearly delivered. Good opportunity to discuss the topic and questions invited and answered.'

**AND10 No Hate Here****AND10JH – Join her network**

'Where are you from, Where are you really from?' A daytime programme delivered to address Diversity, Culture, Tradition and Language. Participants were able to discuss their concerns/issues in a safe online environment.

**Outcomes Showed:****AND10JH – Join her network**

4 week programme delivered daytime in Jan 22  
 17 registered  
 Average 8 attended each week  
 Good discussion on identity

**What difference did we make from the completed OBAs:****AND10JH – Join her network**

2 returned evaluations online (unable to determine numbers from TEO returns)  
 67% positive change in those who are more knowledgeable about different cultural traditions and backgrounds  
 25% positive increase in attitude towards people from a different religious background  
 25% positive increase in attitude toward people from a different ethnic background

**Comments:****AND10JH – Join her network**

'Gained a lot of knowledge over 5 weeks, very interesting subjects and participation by all involved added to this experience.'  
 'Superb facilitator and very interesting and thought provoking sessions.'

**AND10 No Hate Here****AND10MSerc – Identity Art serc**

A programme on Identity Art that focuses on the individual and their identity. Participants complete a face on their own likeness and build in their identity with pictures of what is important to them. This group age range from 16-25

**Outcomes Showed:****AND10MSerc – Identity Art serc**

15 Registered  
 15 returns online  
 Good engagement

**What difference did we make from the completed OBAs:****AND10MSerc – Identity Art serc**

From the 15 returns online (unable to determine numbers from TEO returns)  
 27% positive change in those who are more knowledgeable about different cultural traditions and backgrounds  
 3% positive increase in attitude towards people from a different religious background  
 5% positive increase in attitude toward people from a different ethnic background

**Comments:****AND10MSerc – Identity Art serc**

'I learnt a lot more about identity'  
 'As someone who despises drawing in most occasions, Meala made it extremely enjoyable. The topics discussed are very useful and should be talked about more.'

**AND10 No Hate Here****AND10MWW – Identity Art West Winds**

A programme on Identity Art that focuses on the individual at=d their identity. Participants complete a face on their own likeness and build in their identity with pictures of what is important to them.

**Outcomes Showed:****AND10MWW – Identity Art West Winds**

15 returned  
 15 completed pre and post  
 4 sessions

**What difference did we make from the completed OBAs:****AND10MWW – Identity Art West Winds**

7 - 47% boys  
 8 - 53% girls  
 15 - 100% identified as agree/ strongly agree that they have learnt more about people from different backgrounds by taking part in the project  
 15 - 100% identified as agree/ strongly agree that they have more respect and understanding of people from different cultures, religions and race  
 15 - 100% identified as agree/ strongly agree that they feel comfortable mixing with people from different cultures, religions and backgrounds  
 15 - 100% identified as agree/ strongly agree that they enjoyed taking part in the project

**Comments:****AND10MWW – Identity Art West Winds**

'I liked the second week'  
 'I really learned how to draw a face'

'best visit. Enjoyed all of it and mega agree on number 5'  
 'I liked making a face with pictures'  
 'I really enjoyed sketching my face with Mila'

### AND10 No Hate Here

#### **AND10SE – Sunni Explores**

A diversity programme trialled to nurseries in the borough through the use of puppets. However it was difficult to monitor and evaluate this age group. Mixed feedback from nurseries.

### Outcomes Showed:

#### **AND10SE – Sunni Explores**

9 schools/ nurseries

Delivered in March 2022

Great feedback from leaders

Great interaction introducing very young children to diversity

Difficult to monitor

### What difference did we make from the completed OBAs:

#### **AND10SE – Sunni Explores**

From the returns online (unable to determine numbers from TEO returns)

111% positive change in those who are more knowledgeable about different cultural traditions and backgrounds

6% positive increase in attitude towards people from a different religious background

6% positive increase in attitude toward people from a different ethnic background

### Comments:

#### **AND10SE – Sunni Explores**

'Our children had an amazing time at the puppet show, the interaction was high, children stayed engaged and enjoyed all activities.'

'We already participate in the early years organisation media initiative programme, and children were able to relate both projects.'

'The puppet show was too long for our 2-3 year olds (who have a short attention span naturally) and they quickly lost interest and it was very difficult to encourage them to stay engaged. It would have suited children at primary school age better.'

### AND10 No Hate Here

#### **AND10TN – Drama Workshops**

A two part programme with Terra Nova addressing diversity especially Black Lives Matter through the drama 'The King and The Trumpeteer'. The first part of the programme included workshops to develop the drama with participants. The 2<sup>nd</sup> part was a one off showing at the Queens Hall, Newtownards

### Outcomes Showed:

#### **AND10TN – Drama Workshops**

Historical Drama programme addressing Black Lives Matter

Workshops delivered

Programme continuing into 2022

### What difference did we make from the completed OBAs:

**AND10TN – Drama Workshops**

37 returned evaluations

6 - 16% Male

30 - 81% Female

1 - 3% Non binary

25 - 68% positive change in those who are more knowledgeable about different cultural traditions and backgrounds

11 - 46% positive increase in attitude towards people from a different religious background

12 - 49% positive increase in attitude toward people from a different ethnic background

14 - 57% would attend an event in an area associated with another community

**Comments:****AND10TN – Drama Workshops**

'Really enjoyable time. Learning new skills, Felt young again. Look forward to doing more'

'More confident in speaking out.'

'More aware of different religions'

'It is the best thing I am learn to express my self as a person as people take me wrong cause of my different disabilities.'

**What difference did we make from the completed OBAs:****AND10TN - Production shown in March**

27 Returned Evaluations

19 - 70% Female

8 - 30% Male

24 - 86% positive change in those who are more knowledgeable about different cultural traditions and backgrounds

19 - 68% positive increase in attitude towards people from a different religious background

20 - 71% positive increase in attitude toward people from a different ethnic background

**Comments:****AND10TN - Production shown in March**

'Great Stuff! Thanks to all'

'Best think I have done. Has helped everything my disabilities some drama what ever is ahead'

'Very enjoyable experience, looking forward to the next one!'

**AND11 Intergenerational programmes****AND11 - Intergenerational**

Intergenerational programmes were still very difficult to deliver in 2021-22 due to covid restrictions and the fear from seniors to mix with younger people who may be integrating more within their communities. We did manage however to deliver 8 sessions with Kilcooley seniors and uniformed groups in the area in November and December 2021

8 week programme between Kilcooley seniors and local uniformed groups in the lead up to Xmas.

**Outcomes Showed:****AND11 - Intergenerational**

8 weekly sessions

70 participants during the 8 weeks, not all attended at once

4 Groups including the Over 50s, local scout group, young people from Alternative and Women's support group.

**What difference did we make from the completed OBAs:****AND11 - Intergenerational**

Nil evaluations returned

**Comments:****AND11 - Intergenerational**

'The programme was a huge success'

## Our Cultural Expression.

**Aim: To create a community which promotes mutual respect and understanding, is strengthened by its diversity, and where cultural expression is celebrated and embraced**

### **Strategic Outcomes:**

4.1 Increased sense of community belonging

4.2 Cultural diversity is celebrated

### **AND12 Grants**

#### **AND12**

Cloughey community and District Association, Auld Bangor Historical society, Kirkistown PTA, Portaferry Com Ass, West Winds Development Association, Kilcooley Women's Centre, Holywood Family Trust, Ist Somme Society, Beyond the Battlefield and Marmion Children's Home were all successful in receiving funding from GR grants. Up to £1000 was available to each group to implement good relations locally.

There were 10 applications and all were successful however 1 withdrew leaving 9 grants to deliver successful projects with a good relations element to their communities.

#### **AND12 – 01 - Cloughey and District community Association – Community Outing 2021**

A cross community and intergenerational educational visit with pupils from Kirkistown and Ballygalget primary schools and seniors from the local area. The visit will foster good relations between children from a different background as well as encouraging intergenerational relationships through 'stories'.

#### **AND12 – 02 - Kirkistown Primary PTFA – Celebrating Diversity and Culture**

To produce a video using resources to celebrate diversity and culture to pupils in key stages 1 and 2. The video will also be promoted on the school's social media. As the school becomes more multicultural, resources will enable the children to have a better understanding of diversity, disabilities and multiculturalism promoting inclusion through play.

#### **AND12 – 03 – Portaferry Community Services Ltd - Mo Cailte Oidhreach – My Lost Heritage – Mój Stracony Dziedzictwo (Irish \_Ulster Scots Polish)**

The project will invite various age groups, religions and ethnic individuals to participate in either Zoom or face to face sessions exploring the art of creative writing with the opportunity to record local history including the maritime heritage that has been unknown or lost. The project will also include a visit to the Maritime museum and the opportunity to see and explore from the Lough.

#### **AND12- 04 – West Winds Development Association in partnership with West Winds primary school – Intergenerational Gardening Project**

A project to encourage intergenerational working between primary school children aged 8-11 and local residents. The project will improve mental health in adults and children, teach the children about responsibility and give them a sense of ownership and improve intergenerational relationships in the area.

#### **AND12 – 05 - Kilcooley Women’s Centre – Sew Easy**

A 14-week programme for women across the borough to come together for dialogue and networking while learning a new skill. They will take part in a 14 session programme, where they will learn the skills of quilting and create a collective project on the theme of a ‘Creative, Cultural Community’. The group will form a new Borough wide quilting collective and produce both individual pieces and a collective project. Each participant will contribute to sections of the quilt, using fabric and materials which reflect their heritage, producing a diverse wall hanging.

#### **AND12 – 06 - Holywood Family Trust – Holywood Youth Centre**

3 separate projects including an Intergenerational project, Understanding Homelessness and Exploring Cultural Diversity with young people aged 9-19.

#### **AND12 – 07 - 1 st Newtownards Somme Society – Somme Historical project.**

A series of talks to intergenerational participants on the Somme and its shared history rather than differences.

#### **AND12 – 08 - Auld Bangor Historical and Cultural Society – The Enigma that is Belfast**

A cross community history programme focussing on Education, Religion and Industry with a series of online talks, walks and visit (Covid permitting) in Belfast. The walks will include the first church and chapel in Belfast.

#### **AND12 – 09 - Beyond the Battlefield – Optics**

A 2-part project to bring together pupils from the three main schools within the area. One catholic maintained, one state school and the third an integrated school and to provide an opportunity for local children to develop their knowledge of our shared history and hopefully create a better understanding of where we have all been and where as a community we are going to.

#### **AND12 – 10 - Marmion Children’s Home – Art Expression and community**

Withdrew

#### **Outcomes showed:**

##### **AND12**

10 successful applications

1 Withdrew

9 local areas in receipt of GR funding

Not all Evaluations returned

#### **What difference did we make from the completed OBAs:**

##### **AND12 – 01 - Cloughy and District community Association – Community Outing 2021**

4 Returned Evaluations

2 – 50% Boy



2 – 50% Girl

4 – 100% Strongly agree/ agree they have learned more about people from different backgrounds by taking part in this project

4 – 100% Strongly agree/ agree they have more respect and understanding of people from different cultures, religions and races.

4 – 100% enjoyed taking part in the project.

#### What difference did we make from the completed OBAs:

##### **AND12 – 05 - Kilcooley Women’s Centre – Sew Easy**

11 Returned Evaluations

11 – 100% Female

44% positive change in those who are more knowledgeable about different cultural traditions and backgrounds

35% positive increase in attitude towards people from a different religious background

26% positive increase in attitude toward people from a different ethnic background

#### What difference did we make from the completed OBAs:

##### **AND12 – 06 - Holywood Family Trust – Holywood Youth Centre**

22 Returned Evaluations

17 Female

3 Male

1 Non Binary

1 Other

1% positive change in those who are more knowledgeable about different cultural traditions and backgrounds

1% negative decrease in attitude towards people from a different religious background

1% negative decrease in attitude toward people from a different ethnic background

#### What difference did we make from the completed OBAs:

##### **AND12 – 08 - Auld Bangor Historical and Cultural Society – The Enigma that is Belfast**

43 returned online evaluations (unable to determine numbers from TEO returns)

23 Protestant

4 Catholic

15 No religion

1 did not respond

31 females

10 Males

1 Non Binary

1 Other

21% positive change in those who are more knowledgeable about different cultural traditions and backgrounds

9% positive increase in attitude towards people from a different religious background

7% positive increase in attitude toward people from a different ethnic background

12% positive increase in those who are likely to attend an event in an area associated with another community

Comments:**AND12 – 08 - Auld Bangor Historical and Cultural Society – The Enigma that is Belfast**

'Was good to meet new people'

'I was very impressed not only by the historical knowledge of the guides but also by the enthusiasm and interest shown by the participants. I was also surprised by how little I actually knew about Belfast and it's history. Participation in the events has made me want to research the subject matter more.'

'Very well run programmes and presentations'

'It has enabled our history society to hold safe socially distanced inspiring events during covid when we could not otherwise have met'

AND13 Cultural Expression ProgrammeAND13

The Council's Cultural Expression (CE) programme supports inclusive local events and festivals that enable communities and groups to celebrate their culture and identity through grant aid. 75% of this financial support is provided through the Executive Office and 25% is provided by Council. When bonfires are associated with these local events and festivals, Council support is available where communities agree to core conditions which aim to lessen the negative social and environmental impact of community bonfires.

With the NI Protocol and Brexit causing tension in the borough not all sites agreed to engage in the Cultural Expression programme.

22 groups agreed to engage.

Outcomes showed:**AND13**

22 groups agreed to be part of programme

9 withdrew due to ongoing tensions including 2 beacon sites @Comber.

6 Beacon sites in July – Portavogie, Ballyhalbert, Ballywalter, Killinchy, Clandeboye and Rathgill

2 Beacons in October – Kircubbin and Portaferry

Managed 49 sites across ANDBC during April – July 2021

Continued partnership approach with statutory agencies including NIFRS, PSNI, NIHE, EA

Complaints managed across the AND borough regarding flags and bonfires including the increase of fly tipping.

29 Evaluations completed in July

7 Evaluations completed in October

What difference did we make from the completed OBAs:**AND13 July**

From the 29 returned evaluations in July:

19 - 66% Have been to a good relations event before

8 - 28% Have not attended a good relations event before

6 - 21% Identified as female

23 - 79% Identified as male

29 - 100% Represented all age groups

1 - 7% Described their religious background as Catholic

- 26 - 90% Described their religious background as Protestant
- 1 - 3% Described their religious background as no religion
- 27 - 93% Described their ethnic background as white
- 2 - 7% Described themselves as Mixed
- 23 - 79% Felt their knowledge of cultural traditions/ backgrounds increased following attendance at the event
- 6 - 21% Felt there was no change
- 17 - 59% Felt their attitude toward people from a different religious background improved following attendance at the event
- 12 - 41% Felt there was no change
- 17 - 59% Felt their attitude toward people from a different ethnic background improved following attendance at the event
- 12 - 41% Felt there was no change
- 24 - 83% Felt the event played a positive role in bringing people from different backgrounds together
- 19- 100% Are likely to recommend this event or a similar one to family/friends

### **AND13 October**

#### **7 Returned Evaluations**

- 3 - 43% Have been to a good relations event before
- 3 - 43% Have not attended a good relations event before
- 1 - 14% Was unsure
- 6 - 86% Identified as female
- 1 - 14% Identified as male
- 5 - 71% Described their religious background as Catholic
- 2 - 29% Described their religious background as Protestant
- 7 - 100% Described their ethnic background as white
- 7 - 100% Felt there was no change in their knowledge of cultural traditions/ backgrounds increased following attendance at the event
- 1 - 14% Felt their attitude toward people from a different religious background improved following attendance at the event
- 6 - 86% Felt there was no change
- 6 - 35% Felt there was no change in their attitude toward people from a different ethnic background improved following attendance at the event
- 1 - 6% had a worse attitude
- 7 - 100% Felt the event played a positive role in bringing people from different backgrounds together
- 7 - 100% Are likely to recommend this event or a similar one to family/friends

#### Comments:

##### **AND13 Overall**

- 'Well done to everyone'
- 'Was a well put together event'
- 'Great day out for every member of my family.'
- 'Very well organised and attended event.'
- 'Good event lots of fun'

#### AND14 History Talks

##### **AND14EP – The establishment of Northern Ireland (Part of NI 100)**

A programme to raise the knowledge of the Establishment of NI with Eamon Phoenix. Delivered online in June over 4 nights, the programme included old footage from NI Screen as well as a drama produced by Philip Orr 'Stretch out the Hand' on the visit of King George to Northern Ireland. The recorded drama was a positive inclusion into the programme.

#### Outcomes showed:

##### **AND14EP – The establishment of Northern Ireland (Part of NI 100)**

37 average attendance each night  
 3 online talks  
 Q and A sessions  
 1 online drama  
 37 Average attendance each night  
 25 (67%) Completed OBAs returned

#### What difference did we make from the completed OBAs:

##### **AND14EP – The establishment of Northern Ireland (Part of NI 100)**

25 - 67% of attendees completed returned pre and post evaluations  
 10 - 40% Male  
 15 - 60% Female  
 14 - 56% Increased knowledge about different cultural traditions and backgrounds  
 9 - 36% no change  
 2 - 8% decreased knowledge  
 6 - 24% positive change in attitude toward people from a different religious background  
 16 - 64% no change in attitude  
 3 - 12% negative attitude  
 7 - 28% positive change in attitude toward people from a different ethnic background  
 17 - 68% no change in attitude  
 1 - 4% negative attitude  
 13 - 52% positive change in those who would attend an event in an area associated with another community  
 11 - 44% no change in behaviour  
 1 - 4% negative behaviour  
 5 - 20% Catholic  
 10 - 40% Protestant  
 22 - 88% felt the programme had increased their confidence  
 3 - 12% did not  
 21 - 84% felt the programme had increased their skills  
 4 - 16% did not

#### Comments:

##### **AND14EP – The establishment of Northern Ireland (Part of NI 100)**

'Absolutely stellar work from everyone. I'm in England but it's so wonderful to participate in my ancestral history. Very cathartic, emotional and stimulating. Such knowledge from the speakers! I hope I can carry on attending.'

'Increased greatly my knowledge of the history of Ireland a whole.

I probably learnt more about the establishment of Northern Ireland from these talks and the play than I did in 14 years of history education in a state (controlled) school.'

'It greatly increased my knowledge and understanding of events that shaped the formation of our wee Country. It had also sparked my interest to learn and find out more about our country's history.'

'Excellent programme of informative and thought-provoking presentations'

'Very enjoyable and very informative programme of talks giving lots of insights to the history of how Northern Ireland was established and from all perspectives. I now have a better understanding of what happened to establish NI and the impact on all those people impacted by partition and the setting up of the two states.'

'As an expat with family living in North Down I feel that the programme has given me great material to challenge some attitudes and prejudices gently and in an informed way. This was a superb programme. Thank you so much.'

'Stimulated my wish to read and learn more about our history'

'I learnt so much about the history of the establishment of N Ireland, and of course we all know that understanding the history is so crucial to understanding the present and mapping a better future.'

'A very worthwhile project. With it being online makes it easier to take part in - avoids travel etc.'

'Very Interesting 3 nights Mon, Tue, Wed. Everyone spoke well especially Eamon and the drama (living history ) made me feel I was there. More please'

'Thank you for setting up these series of talks. Very positive contributions made by all and important to mark this significant chapter in our history together. Best wishes#

'Super series of evenings and drama was nice but could have listened to Eamon for the entire time.'

'Excellent talk on the Thursday evening, which introduced new thinking and factual information of the time,

I was disappointed I had to miss the previous evenings talks'

### [AND14 History Talks](#)

#### **AND14US – Ulster Scots and Irish Folklore**

**A series of 5 Online Sessions** delivered 20-24 Sept on Ulster Scots and Irish language folklore and music during Good Relations Week. Speakers included the similarities between both languages

Speakers included Ulster Scots and Irish language similarities

Ulster Scots and Irish folklore and storytelling

Ulster Scots and Irish music

Average attendance 30 over 5 nights

### [Outcomes showed:](#)

#### **AND14US – Ulster Scots and Irish Folklore**

5 Online sessions

83 Registered

30 Average attendance

40 Evaluations Returned

**What difference did we make from the completed OBAs:****AND14US – Ulster Scots and Irish Folklore**

From the 25 completed pre and post evaluations

18 - 72% Have been to a good relations event before

5 - 20% Have not

14 - 56% female

11 - 44% male

25 - 100% identified as 36 and over

2 - 8% Catholic

21 - 84% Protestant

2 - 8% no religion

25 - 100% ethnic background white

17 - 68% Increased knowledge about different cultural traditions and backgrounds

7 - 28% no change

10 - 40% positive change in attitude toward people from a different religious background

13 - 52% no change

9 = 36% positive change in attitude toward people from a different ethnic background

12 - 48% no change

4 - 16% negative attitude

8 - 32% are more likely to attend an event in an area associated with another community

13 - 52% no change

4 - 16% negative behaviour

22 - 87% felt the programme had increased their confidence

20 - 80% felt the programme had increased their skills

23 - 100% marked 8 upwards are likely to recommend this event or a similar one to family/friends

**Comments:****AND14US – Ulster Scots and Irish Folklore**

Nil comments returned

**AND14 History Talks****And14MS – Rebels, Radicals, Royalists and Loyalists**

A 6 week programme on Shared History exploring 17<sup>th</sup> and 18<sup>th</sup> century Ireland. Delivered by Martin Snodden the programme enabled participants to engage continually. The lack of evaluations returned continues to cause a dilemma for reporting.

**Outcomes showed:****And14MS – Rebels, Radicals, Royalists and Loyalists**

6 week online

15 registered

9 Average attendance

13 evaluations returned

**What difference did we make from the completed OBAs:****And14MS – Rebels, Radicals, Royalists and Loyalists**

From the 13 returned evaluations

3 completed pre and post

3 - 100% have attended a GR event before

1 - 33% Male

2 - 67% Female

3 - 100% Protestant

3 - 100% White background

3 - 100% Increased knowledge about different cultural traditions and backgrounds

1 - 33% positive change in attitude toward people from a different religious background

2 - 67% negative attitude

1 - 33% positive change in attitude toward people from a different ethnic background

2 - 67% negative attitude

0 are more likely to attend an event in an area associated with another community

1 - 33% no change

2 - 67% negative behaviour

2 - 67% felt the programme had increased their confidence

1 - 33% did not

3 - 100% felt the programme had increased their skills

3 - 100% marked 10 and are likely to recommend this event or a similar one to family/friends

#### Comments:

##### **AND14MS – Rebels, Radicals, Royalists and Loyalists**

'Increased my knowledge and made me think a bit more'

'Self righteousness is meaningless but I am still the same person.'

#### AND14 History Talks

##### **AND14FICT – Flags, Identity, Culture and Tradition**

A Panel including Dominic Bryan, Peter Osborne, Avila Kilmurray and Pete Shirlow to discuss the findings of the FICT Report commissioned by Stormont to help find solutions to contentious issues. The discussion was facilitated by Duncan Morrow and delivered in Feb 22

#### Outcomes showed:

##### **AND14FICT – Flags, Identity, Culture and Tradition**

27 registered

16 attendees

Q and A session

Good interaction

#### What difference did we make from the completed OBAs:

##### **AND14FICT – Flags, Identity, Culture and Tradition**

Nil Evaluations returned

#### Comments:

##### **AND14FICT – Flags, Identity, Culture and Tradition**

Questions from the session included:

'Thank you to the panel presentation. A very exploratory topic and even deeper steeped in history and tradition, Hope for a positive outcome if political reps can get together on a team building session in the form of sports. That could help open up talks to modifying the Education system for the youth to progress for the better.'

'Flags - illegal flags currently no one wants to deal with this. Has the report moved this issue on and if not what would need to be done to move this forward.'

'It seems most of the recommendations require discussions between the '2 sides'. What happens if this cant happen or you have territorial marking?'

### AND14 History Talks

#### **AND14ISP – International School of Peace**

A programme delivered online for 5 weeks in Feb 2022. The programme discussed complex issues including: Flags and Emblems, Territorial Markings, Memorials, Sharing out History and Dealing with the past. Good engagement between participants and facilitator

### Outcomes showed:

#### **AND14ISP – International School of Peace**

5 sessions  
2.5 hours per session  
18 registered  
9 average attendance  
5 evaluations returned

### What difference did we make from the completed OBAs:

#### **AND14ISP – International School of Peace**

From the 5 evaluations returned  
1 completed pre and post  
1 - 100% increase in knowledge  
1 - 100% increase in attitude towards others from a different religious background  
1 - 100% increase in attitude towards others from a different ethnic background

### Comments:

#### **AND14ISP – International School of Peace**

'Interesting evening's discussion, wide range of opinions tonight.'  
'Thanks so much Nigel! Fascinating series of presentations and discussions'  
'Thank you for the interesting talks'

### AND14 History Talks

#### **AND14PS – Truth or Lies - What does the Data tell us?**

Delivered by Prof. Peter Shirlow between 14 and 17 March, the four online workshops looked at The Constitutional and Legacy question, Legacy, Protocol and Voting Intentions verified by data rather than opinion.

### Outcomes showed:

#### **AND14PS – Truth or Lies - What does the Data tell us?**

Programme delivered on 14-18 March  
4 sessions  
2 hour sessions  
37 registered  
18 average attendance



14 evaluations returned

**What difference did we make from the completed OBAs:**

**AND14PS – Truth or Lies - What does the Data tell us?**

From the 14 evaluations returned

8 completed pre and post showed

11% increase in knowledge

19% increase in attitude towards others from a different religious background

8% increase in attitude towards others from a different ethnic background

**Comments:**

**AND14PS – Truth or Lies - What does the Data tell us?**

**Taken from the online chat function:**

'Part of that row was due to Covid vaccines where the EU wasn't getting the quantities that they had ordered and UK was using Psfizer which hadn't been approved by the EU medicines board'

'Economically the protocol - with modifications - makes sense. However on a cultural level, there are anxieties about loosening the bonds within the UK

**AND14 History Talks**

**AND14CW – War and the after effects**

A 2 part online programme with the 1<sup>st</sup> two sessions delivered by the Somme Centre on war and the effects it can have on not only the individual but also the family for years to come. The 2<sup>nd</sup> part was a reading of a play 'Dead Mule' written and performed by Richard Clements who told the story of his grandfather and his memories of growing up with someone who suffered from PTSD.

**Outcomes showed:**

**AND14CW – War and the after effects**

2 sessions on the war and the effects of PTSD delivered on 7 and 8 Feb

1 play by Richard Clements delivered on 9 Feb

12 registered

6 average attendance each session

9 evaluations returned

**What difference did we make from the completed OBAs:**

**AND14CW – War and the after effects**

From the 9 evaluations returned

5 completed pre and post

55% increase in knowledge

22% increase in attitude towards others from a different religious background

19% increase in attitude towards others from a different ethnic background

**Comments:**

**AND14CW – War and the after effects**

'Thought provoking story of life after war and it's effect on an individual.'

'Increased awareness of the impact of WW1 on those who participated. This was not only the obvious - soldiers fighting - but women, children and those who had to deal with the after effects when the fighting ceased. A really interesting speaker.'

### AND15 Getting to Know Your Councillors

A programme designed to introduce young people and groups to their local councillors to raise issues that are important to them and their community.

#### Outcomes Showed:

The programme was hampered by Covid and the fear on integration for many

1 Round table discussion with young people from the Youth Voice

1 Video produced from the event

#### What difference did we make from the OBA's

Included as part of a bigger programme at AND04YV

### AND16 GR Strategy 2022-2025 and Action Plan

The procurement of a consultant to produce the GR Strategy for 2022-2025

#### Outcomes showed:

Procurement Exercise for GR Consultant

7 Online DEA consultations

2 Face to face consultations for public

Staff survey

Public survey

Members survey

Face to face meeting with Cultural Expression applicants

#### What difference did we make from the completed surveys:

GR Strategy produced for 2022-25

Consultation affected by inability/fear of face to face meetings

Consultation also affected by groups declining to work with Council because of NI Protocol.

### Conclusion

The Good Relations team will continue its work in 2022 – 2023 to deliver the action plan and to monitor programmes and encourage returned evaluations. The Good Relations section are working closely with the Executive Office on a child friendly questionnaire to be used in the future.

**ITEM 12****ARDS and NORTH DOWN BOROUGH COUNCIL  
PEACE IV PARTNERSHIP****Thursday 26<sup>th</sup> May 2022**

A virtual meeting of the Ards and North Down Borough Council PEACE IV Partnership was held via TEAMS at 5:30pm on the above date.

Present:

In the Chair: Councillor Richard Smart

Elected Members: Alderman Angus Carson  
Alderman Robert Gibson  
Alderman Wesley Irvine  
Alderman Bill Keery  
Alderman Alan McDowell  
Councillor Eddie Thompson  
Alderman Scott Wilson

Statutory Agencies: Roger Duncan - South Eastern Regional College  
Esther Millar – Education Authority Youth Service

Social Partners Katy Radford - BME  
Pete Wray – Young People  
Dorothy Beattie – Social, Older People  
Alison Blayney – Social, Women’s Groups (Vice Chair)

Officers in Attendance Jan Nixey (Head of Community and Culture)  
Nicola Dorrian (Externally Funded Programmes Manager)  
Joanne Brown (PEACE IV Officer)  
Linda Bradshaw (PEACE IV Finance Officer)  
Francesca Dowler (PEACE IV Assistant Officer)

**1. WELCOME AND INTRODUCTIONS**

The Chair, Councillor Richard Smart welcomed everyone and thanked everyone for attending the virtual meeting of Ards and North Down Borough Council PEACE IV Partnership. He requested that members raise their hands during the meeting should they wish to speak.

**2. APOLOGIES**

Apologies for inability to attend were received from Owen Brady, Jim Dunbar, Roger Duncan, Jeff Scroggie, Sandra Henderson, Graeme Bannister.

**NOTED.**

### **3. DECLARATIONS OF INTEREST**

The Chair, Councillor Richard Smart invited any declarations of interest and reminded Members that declarations could also be raised throughout the meeting.

**NOTED.**

### **4. MINUTES OF THE PEACE IV PARTNERSHIP MEETING HELD ON THURSDAY 3<sup>rd</sup> February 2022.**

PREVIOUSLY CIRCULATED: Copy of the minutes from the PEACE IV Partnership Meeting held on 3<sup>rd</sup> June 2022.

**RECOMMENDED** that the Partnership agree the minutes of the meeting held on 19<sup>th</sup> August 2021.

**The Minutes were proposed by Alderman Wesley Irvine, Seconded by Pete Wray.**

**AGREED.**

### **5. MATTERS ARISING**

The Head of Service, Jan Nixey advised members that the original material used in the outdoor gym equipment in Portavogie was not Marine Grade stainless steel. However, all the equipment has now been replaced with Marine Grade stainless steel and has been power coated three times.

**NOTED.**

### **6. UPDATE REPORT ON PEACE IV SHARED SPACES AND SERVICES (SSS) (Copy attached)**

PREVIOUSLY CIRCULATED: Report from the Head of Service regarding the Shared Spaces and Services.

#### **Comber**

As previously advised some local residents had raised concerns regarding noise levels from the skatepark, especially when it is heavily used. Noise readings have been taken and whilst the level of noise is not classified as "nuisance", Officers have been liaising with the manufacturer, Fearless, to help dull the noise without compromising the guarantee of the ramps. The interior void of the ramps had been reduced and sections

had been boxed off and these measures have had some impact on reducing the noise levels.

However, given the success of the skateparks and the fact that they are heavily used during summer months officers have considered additional noise attenuation solutions. The services of an independent acoustic consultant were sourced. They have submitted their findings and the report has been reviewed by both maintenance and outdoor recreation teams. Assets and Property are costing fencing to be installed to help further reduce the noise levels.

#### **Hollywood - Loughview Nature Park**

Path surfacing issues. A consultant has been appointed to carry out an independent review of the standing water/erosion to the paths and prepare a report/recommendation. A site visit had taken place and reports were received in January. Aecom have reviewed the reports and confirmed that in general terms Hollywood-Loughview is performing as expected bar some minor issues. These small minor issues are deemed to be non-contractual and therefore if it is decided to take forward any of the recommended remedial works then officers will be requesting that the costs associated with any resulting remedial work is claimed back through programme underspends.

#### **Portavogie - New Harbour (Princess Anne) Road**

All works complete

#### **Portavogie - Anchor car Park**

All works - complete

#### **Portaferry – Ropewalk**

A consultant was appointed to carry out an independent review of the standing water/erosion to the paths and prepare a report/recommendation. This was considered reasonable based on the specification and intended use. Aecom have reviewed the report and agree that to bitmac the path would be a better option, however, the issue is deemed to be non-contractual therefore, if it is decided to take forward any of the recommended remedial works then officers will be requesting that the cost associated with any resulting remedial work is claimed back through programme underspends.

### **RECOMMENDATION**

It is recommended that the PEACE IV Partnership notes this report.

Points and questions were raised by members as follows:

Alderman Robert Gibson asked if the noise issues in Comber were from passing cars? Jan Nixey confirmed that the volume of users using the skate park had contributed to the noise issues rather than the cars, however it was hoped that the new fencing would suppress the noise levels going forward.

## RECOMMENDATION

It is recommended that the PEACE IV Partnership notes this report.

**Proposed by Katie Radford, Seconded by Alderman Wesley Irvine that the report be noted.**

NOTED

## 7. UPDATE REPORT ON YOUTH SHELTERS

PREVIOUSLY CIRCULATED: Report from the Head of Service regarding an update on the Youth Shelters.

The Portavogie, Comber and Ards Blair Mayne Youth Shelters have all now been fully installed. Officers are currently working on a quotation for an appropriate organisation to deliver facilitation sessions and demonstration days at each of the shelters/skateparks, during July and August.

## RECOMMENDATION

It is recommended that the PEACE IV Partnership notes this report.

**Proposed by Alderman Angus Carson and Seconded by Pete Wray that the report be noted.**

NOTED

## 8 UPDATE REPORT ON PEACE IV PROGRAMME

PREVIOUSLY CIRCULATED: Report from the PEACE IV Officer regarding the PEACE IV Programme.

### **CYP6 - Children and Young People Diversity (World Faiths) delivered by Todd's Leap**

The Children and Young Peoples Diversity programme delivered by Todds Leap is nearing conclusion. A total of 560 participants took part in the programme including 31 leaders of which 496 met the required cross community contact hours.

A final online brochure is being developed and the Post Project Evaluations have been completed and submitted. Once the online brochure has been submitted and reviewed the final invoice which was received in April will be paid and the programme will then officially close.

### **BPR3 - Connecting Communities delivered by Copius Consulting**

The Connecting Communities programme delivered by Copius Consulting is nearing completion.

A total of 217 participants took part in the programme of which 126 met the required cross community contact hours. The compilation and collection of information including text and images from various groups across the programme to produce the final publication document by Copius is currently being undertaken. They are also working on completing the Post Project Evaluations.

Once the Post Project Evaluations and the final publication have been submitted and reviewed the final invoice which was submitted in April will be paid and the programme will officially close.

### **PEACE IV Programme Statistics for CYP and BPR Priorities**

The table below table gives an overview of programme statistics and targets for the CYP and BPR priorities.

ANDBC has an overall target to of 1336 (85%1136) participants to meet within the CYP priority. The number of participants who finished the programme was 1,222 who also achieved 21+ cross community contact hours. Participant data is yet to be collated for CYP2 however the secretariat are confident that this target will be met.

All BPR programmes have achieved their targets. There is no overall participant target to be achieved within the BPR priority.

PEACE IV Programme Statistics for CYP and BPR Priorities											
CYP Programme	Section 75 Participants Registered								TARGETS		
	Total Number of Participants	SEX		Religion			Ethnic Origin		Target per LoO	Minimum 85% Target	Target achieved
		Male	Female	Protestant	Roman Catholic	Neither	White	Other			
CYP1	142	59	83	76	34	32	131	11	96	82	85
CYP2									80		
CYP4	631	281	350	334	229	68	604	27	390	332	333
CYP5	366	285	81	225	77	64	355	11	330	281	308
CYP6	560	348	212	265	127	168	522	38	440	340	496
Sub Total	1699	973	726	900	467	332	1612	87	1336	1035	1222
TOTAL	1699	1699		1699			1699				
BPR Programme	Section 75 Participants Registered								TARGETS		
	Total Number of Participants	SEX		Religion			Ethnic Origin		Target per LoO	Minimum 85% Target	Target achieved
		Male	Female	Protestant	Roman Catholic	Neither	White	Other			
BPR1	609	136	473	397	87	125	565	44	624	531	537
BPR2	96	54	42	62	31	3	95	1	88	75	77
BPR3	217	142	75	148	32	37	195	22	140	119	126
BPR4a	683	254	429	285	126	272	438	245	150	127	127
BPR4b	85	36	49	38	26	21	68	17	100	85	85
BPR4c	266	18	248	181	57	28	234	32	120	102	107
BPR4d	89	38	51	64	19	6	76	13	60	51	71
BPR4e	49	14	35	18	7	24	35	14	30	26	35
BPR4f	68	12	56	45	19	4	51	17	24	21	45
BPR5	48	25	23	22	6	20	39	9	40	34	41
Sub Total	2210	729	1481	1260	410	540	1796	414	1376	1171	1251
TOTAL	2210	2210		2210			2210				

## Key:

CYP 1 - Capacity Building &amp; Youth Leadership

CYP 2 - Youth Shelters

CYP 4 - Primary Schools (Out of School Hours) Active Diversity &amp; Good Relations

CYP 5 - Community Based Sports &amp; Good Relations

CYP 6 - Children &amp; Young People Diversity (World Faiths)

BPR 1 - Personal Development &amp; Training

BPR 2 - Open Dialogue

BPR 3 - Connecting Communities

BPR 4a - Cross Community Intercultural Theatre

BPR 4b - Cross Border Intercultural Puppetry

BPR 4c - Genealogy &amp; Storytelling



BPR 4d - Musical Traditions  
 BPR 4e - Celebration of Minority Communities  
 BPR 4f - Community Based Arts  
 BPR 5 - Celebrating Cultural Diversity (World Faiths)

### **Financial Update**

There has been no communication from SEUPB since 30<sup>th</sup> March 2022 with regard to verifications or any queries with claim submissions and the further progressing of claims. The PEACE IV Finance Officer had raised the lack of communication and the delays in the processing and reimbursement of claims with the Council's appointed SEUPB Case Officer who was to follow this up with the SEUPB Verification Officer.

The outstanding claims position is as follows:

<b>Claim Number</b>	<b>Claim 23</b>	<b>Claim 24</b>	<b>Claim 25</b>
Claim Period	June - Aug 21	Sept - Nov 21	Dec 21 - Feb 22
Claim Value	<b>£27,711.70</b>	<b>£116,966.32</b>	<b>£3,397.01</b>
Date Claim Submitted	24-Sep-21	21-Dec-21	28-Mar-22

It should be noted that verification paperwork has been submitted for Claims 23 and 24 but to date no verification work has commenced with Claim 25.

### **RECOMMENDATION**

It is recommended that the PEACE IV Partnership notes this report.

**Proposed by Alderman Angus Carson and seconded by Alderman Bill Keery that the report be noted.**

Points and questions were raised by members as follows:

Alderman Angus Carson highlighted that there appeared to be an ongoing issues with SEUPB processing claims across numerous projects and suggested the possibility of a letter being drafted and sent from either the Director or the Chief Executive to address these issues. The Finance Officer advised the member that she would liaise with the PEACE IV team and discuss taking this suggestion forward.

**NOTED.**

### **9.0 UPDATE REPORT ON ANDBC's PEACE IV CLOSURE EVENT**

As previously advised PEACE IV will hold a celebration event as part of the closure of the PEACE IV Programme. The event is scheduled to take place on Monday 13<sup>th</sup> June 2022 at the Clandeboye Lodge, Bangor at 6pm. Members intending to attend the event and who had not yet responded to the invite were encouraged to respond as soon as possible so that final numbers could be confirmed with the venue.

The event will begin with welcoming remarks from the chair of the PEACE IV Partnership, Councillor Richard Smart followed by dinner. There will be a video streaming, showcasing of all the programmes delivered through the PEACE IV Programme, together with pre-recorded acknowledgements from the funding bodies should they not be in attendance (SEUPB, the Executive Office in Northern Ireland and the Department of Rural and Community Development in Ireland). The Council's Chief Executive, Stephen Reid will also speak at the event.

There will be opportunities for networking and project delivery agents have been offered the opportunity to set up a stand to showcase their work.

The PEACE IV team are looking forward to seeing everyone involved in the delivery of the PEACE IV programme at the Celebration Closure event.

## **RECOMMENDATION**

It is recommended that the PEACE IV Partnership notes this report.

**Proposed by Katy Radford and Seconded by Alderman Angus Carson.**

Points and questions were raised by members as follows:

Members expressed their positive feelings about attending a face to face event. The PEACE IV Officer encouraged members to accept the invitation if they had not already done so.

Alderman Alan McDowell thanked the PEACE IV Team for their hard work in the organising of the event and confirmed his attendance.

Alderman Robert Gibson recognised the hard work of the PEACE IV staff and congratulated the team especially in the light of the Covid pandemic.

**NOTED.**

## **10.0 UPDATE REPORT ON THE PEACE PLUS PROGRAMME**

**PREVIOUSLY CIRCULATED:** Report from the PEACE IV Officer on the PEACE PLUS Programme.

As Members will be aware Council is supported by its assigned consortium support consultant, Blu Zebra to establish a PEACEPLUS Partnership and undertake a co-design approach to produce an Action Plan, which will form the basis of the Councils submission to the Special EU Programmes Body.

The attached Update for Councils, dated 6 April 2022, gives Members an overview of the required co-design process, indicative timescales and next steps.

At present, Officers are working towards the establishment of the PEACEPLUS Partnership.

## **RECOMMENDATION**

It is recommended that the PEACE IV Partnership notes this report.

**Proposed by Katy Radford and Seconded by Alderman Wesley Irvine**

**NOTED.**

### **11. ANY OTHER BUSINESS**

None to report

**NOTED.**

### **12. DATE OF NEXT MEETING**

There is no fixed date for the next Meeting of the PEACE IV Partnership however, it is likely to be in September 2022. A date will be issued in due course to members.

**AGREED.**

The Chair, Councillor Richard Smart thanked the Officers and everyone for their attendance.

**The meeting terminated at 18.00**



## ITEM 13

### ARDS AND NORTH DOWN PEACE PLUS PARTNERSHIP

#### PEACEPLUS PARTNERSHIP - WORKSHOP

Thursday 22nd September 2022

The first Workshop on Co-design methodology for the Ards and North Down Borough Council PEACEPLUS Partnership was held in Ards Blair Mayne Wellbeing and Leisure Complex, Newtownards on the above date at 5:30pm.

**Present:**

In the Chair: Councillor Robert Adair

Elected Members:

Councillor Eddie Thompson  
Alderman Robert Gibson  
Councillor Lorna McAlpine  
Alderman Stephen McIlveen

Statutory Agencies:

Jim Dunbar (Education Authority)  
Martin Graham (Tourism NI)

Social Partners

Stephen Holywood (BME)  
Alison Blayney (Women's Sector)  
Marianne Kennerley – Business Sector  
Dorothy Beattie – Older People  
John Caldwell - Climate Action Organisation  
Stuart Buchanan (North Down YMCA)

Officers in Attendance

Jan Nixey (Head of Community and Culture)  
Nikki Dorrian (Externally Funded Programmes Manager)  
Joanne Brown (PEACE Officer)  
Linda Bradshaw (PEACE Finance Officer)  
Rebekah Murdoch (PEACE Assistant Officer)  
Therese Hogg (Blu Zebra), Facilitator

Tea/Coffee and refreshments were offered to the members present in advance of the meeting commencing.

Welcome and apologies.

### Apologies

Sandra Henderson (County Down Rural Network), Councillor Richard Smart, Owen Brady (Northern Ireland Housing Executive), Councillor Joe Boyle, Verity Peet (Voluntary Sector), Victoria Morris (Youth Voice), Katy Radford (Good Relations Organisations), Councillor Karen Douglas, Fiona Heffron (PSNI), Lynda Vladeanu (SEH&SCT).

The agenda and worksheets for the session are included in Appendix 1.

### Workshop 1: Team building – Role of the PEACEPLUS Partnership Members

(Stickies) Notes: 1.1 What skills and connections do members have?

Partnership Member	Skills and connections in support of PEACEPLUS Plan Preparation
<b>John Caldwell</b>	Evidence base policy making. Worked in Voluntary community sector for 40 years. Project delivery, budget management, knowledge of local community in Donaghadee, experience of working with statutory and voluntary agencies, project delivery, project planning and evaluation, corporate governance
<b>Eddie Thompson</b>	Previous PEACE partnership, community engagement, Tourism development and projects. Sporting interest and sports management skills. Local councillor knowledge. Risk management and development.
<b>Robert Adair</b>	Rural development experience, assessment panel experience, well connected and broad understanding issues in the rural and Ards and North Down and bringing community together community led projects. Ideas for projects and tailoring to suit the community. Project delivery. Fisheries background, working with community to ensure their voices are heard in decision making. Representing the needs of a diverse area.
<b>Lorna McAlpine</b>	Knowledge of education sector, HR knowledge. Planning/project management experience. Writing proposals for educational funding. Knowledge of early years sector. Marketing experience
<b>Dorothy Beattie</b>	Relaxation, life balance. Part of a family, social networking. Previous PEACE experience, working with older people, partnership working, working with children. Links with significant number of older people
<b>Robert Gibson</b>	Involved in education, church life, elected member, involved in PEACE 1,2,3,4. Former chair, community choir member, rural activities, community involvement
<b>Stuart Buchanan</b>	Third sector governance (board and chief officer. Knowledge of work with migrants, refugees and Asylum seekers. Knowledge of youth work sector. Business development / social entrepreneurship. Involvement in sports (amateur football)..
<b>Stephen Holywood</b>	Previous experience of PEACE building programmes. Bringing people together, individuals, families, communities in facilitated dialogue to repair

Partnership Member	Skills and connections in support of PEACEPLUS Plan Preparation
	harm. Engagement with hard to reach groups, less affluent areas. Enjoy sports and music.
<b>Alison Blayney</b>	Expertise on women's sector, early years, social enterprise, cross border and international partnerships, programme design and programme delivery. Consortium projects.
<b>Stephen McIlveen</b>	Lawyer, legislative interpretation, equality, human rights, former Equality Commissioner, corporate governance (councillor, former libraries board, former V&S NI board member). Councillor 2011 to present – extensive reach across Newtownards community, knowledge and expertise in identifying issues and developing projects.
<b>Jim Dunbar</b>	Theme based education. Network with schools/youth. Monitoring of outcomes (impact on young people).
<b>Marianne Kennerly</b>	Community engagement., research, digital skills, regeneration, community development. Network and connected to local arts/creative sector, social entrepreneurship.
<b>Martin Graham</b>	Tourism and leisure development, stakeholder engagement
<b>Jan Nixey</b>	Previous experience in P1 – PEACEPLUS, Good relations and PCSP. Experience and secretarial support. Previous co-design experience, strategy / AP development and managing funding. Arts, sports, and motorbikes.
<b>Nikki Dorrian</b>	Management of projects, helping team to reach their targets and outcomes. Local community experience of Ards & North Down, experience of PEACE IV, PCSP, GR.
<b>Joanne Brown</b>	PEACE III, IV experience. Local community knowledge.
<b>Linda Bradshaw</b>	PEACE III, IV experience; PEACE Finance expertise, sport, music, creativity e.g., flower arranging.
<b>Rebekah Murdoch</b>	Project management experience, working with people with vulnerabilities, community safety, sports

### Key Questions

#### (TH) 1:2 How and what way do we utilise for best PEACEPLUS plan?

- Broad range of skills and people with access to different members of community, we need to use this to our advantage.

#### (TH) What does this information tell you about this part?

- Broad range of skills across the board.
- People who can use this skills to involve members of the community that may be harder to reach.

#### (TH) What else?

- There are pockets of themes, different people come with different skills.
- Strong foundation to reach people who have not been involved with PEACE projects before. They could come up with new ideas.
- No major gaps in skills – we have someone from every background.

#### (TH) How do we utilise these skills in the best possible way?



- We have “champions”, people who are passionate about helping their communities.
- Wide borough to cross-rural and urban villages, city, large towns.

### **(TH) How can we be the best partnership?**

- We are inclusive, good rationale on decision making. One of the challenges in past PEACE projects is numbers of people attending action plan development meetings. How do we get them to meetings? We need to be able to use partnership members to be the “champion” role.

**Actions – All partnership members are required to attend future sessions as it is vital to get the co-design element right.**

## **2.1 Workshop 2 - Identifying legacy**

**What sort of legacy do you want to see left behind as a result of PEACEPLUS investment in Ards and North Down?**

Stickies from group

- Leave a tangible legacy at end e.g. impactful social enterprise.
- Helping community come together to work on infrastructure and tourism projects to help with community respect and well-being.
- Tangible projects to be delivered to leave a lasting legacy.
- Capital projects delivered.
- Inspiring projects that give added value and bringing people together.
- Deliver projects that would not otherwise be funded.
- Change in attitudes – need to be able to bench mark 2027 attitudes from 2022 to what difference we made.
- Develop clusters or networks to sustain projects/programmes.
- Educate and inform on the benefits of reconciliation, economy, society, young people.
- Empower and enable organisations and individuals to make an impact.
- Need to ensure that projects are ongoing i.e. not one-off, e.g. training youth leaders, community champions is better than a one-off arts project.
- Minority groups are connected in geographical areas.
- Open and transparent communities who trust each other and can be kind to one another.
- Connectivity – class, race, religion, and location.
- Re-imagining murals, historical figures, heritage events. Less threatening public space, historical knowledge, understanding and appreciation of place – civic pride.
- Continuity – post-PEACEPLUS sustainability and legacy.
- Confidence – own identity and links to other communities.
- Meet the gaps in current provision in the Borough – do something now.
- Do something different than P1—4.
- Long term sustainable relationships – projects able to continue after PEACEPLUS.
- Projects are spread to ensure no area left behind – city towns, villages, hamlets.



- Consider community infrastructure and improve.
- Positive attitudes towards each other regardless of religion / race / ethnicity.
- A shared space / Borough for all.
- A safe Borough.
- Legacy – an improvement in people's lives, bright future, sustainable developments.
- Intergenerational approach.
- Shared spaces that can be enjoyed by the whole community.
- Challenge fall out from Brexit, create trust on a cross-community basis. Shared cross community activities.
- Confidence.
- Pride in your Borough.
- Change in attitudes and behaviours towards others of a different community background.
- Difference – trust building, between communities, work together to realise shared goals, a life beyond the end of the project.
- Possible gap – community impact beyond programmes delivered – changing mindset long term.
- Acceptance of different cultures.
- Projects that become sustainable and don't disappear.
- Long lasting sustainable relationships.
- Improved representation of minority groups.
- Polarized communities.
- Build positive relations between communities.
- Build acceptance and trust with minority communities.
- Lack of education different indigenous cultural traditions and those from minority groups.
- Brexit makes peace building difficult.

#### **Other comments**

- We need to recognise where gaps in infrastructure are.
- How do you engage new/weaker groups that are not as well known.
- Develop / mobilise in sports groups from well-being.

#### **Workshop 3: Developing the co-design approach**

Therese then brought the group through Section 3 of the worksheet.

#### **Key questions**

##### **3.1 Co-design Principles - Is there anything missing?**

- Priority list
- Evaluation built in at start of programme.
- TH advised an initial long list of all ideas/programmes to be developed and reviewed by the PPP, then shortened using PP criteria and then final list.
- Any lessons learned from previous programmes.
- Survey designed for those who may not be able to attend future meetings.





### **3.2 Would you remove or combine any of the principles?**

- Wording needs changed “can do” ethos. If we can't do, we need to signpost to someone who can. We need to be transparent and not build peoples hopes up unnecessarily.
- Within 3 months is there scope to look at where gaps are in the engagement process? To review this? Yes, that is a key role of the partnership

### **3.3 How best does Ards and North Down PPP live these principles in the design and delivery of its PPAP?**

- Good benchmark but this can always be improved.
- We also need to recognise the good relations we already do have and work to improve these further
- work together as a coherent partnership

### **Workshop 4: Initial thoughts on co-design process (open discussion)**

TH undertook presentation on timeline and methodology and asked for comments and then approval

#### **4.1: What geographic areas should partnership focus on and why?**

- With only 7 DEA meetings some people may feel left out. Could some of these be zoom meetings, not all evening as well.
- Meetings could “piggy back” on to other council events/pop up events.
- PR leaflets, stands etc.
- How do we identify those with less positive attitudes. Possible use of GR team from council?
- Drop-in centres / public newspapers / social media / mail shots, particularly for older members of society.
- Broad range of times for events / meetings/
- Need to remember that there are some DEA meetings where there are no Councillors.
- One to ones with those groups who not come to public consultations, use community groups to network with individuals.
- Advocates – summary sheet of PEACEPLUS info.
- Public want to know what they can spend money on / what is criteria.

#### **4.2 What target groups (theme or equality) have the greatest need for investment in peace and reconciliation initiatives? And why?**

- We need to target everyone. Making sure we make those aware who maybe were not involved in previous PEACE projects.
- Bringing collectives of groups together e.g., environment / community groups who would meet two of PEACEPLUS objectives – in wider and larger workshops to encourage cross community engagement and address common issues
- Record/demonstrate all the work you are doing. Identifying needs as this is all part of assessment / evidence.
- Other sectors – local traders, sports, arts sectors, Housing Executive / social housing bodies. Areas where there is social division / deprivation.
- Churches / faith groups. Heritage / “Friends of” groups.



- Shared education. Youth provision/ issues that youths are facing.
- Strangford / Portaferry partnership.
- Football/sailing/sports clubs.
- Social enterprise. Business sectors.

#### **4.5 Agreeing proposed time frame and next steps (PowerPoint presentation)**

- Joanne presented the dates and times for proposed meetings
- Dates of PEACEPLUS partnership meetings will be sent from council.
- PEACE team will send directly to councillors in coming days and they can forward on to get invites out for public consultation.
- Date to be added for Portaferry – Joanne to check dates for availability and send once confirmed.
- Section 75 groups have been contacted. Meetings have been set with Age Friendly, Youth Voice and Disability Forum. Currently waiting on response from Chambers of Trade.
- Women's group have Christmas events coming up, Christmas light switch on is 19th November. PEACEPLUS team could do something off back of this event.
- Stuart Buchanan has links with Refugee / Ethnic support team, also access to translators.
- Therese can create script of 3 to 4 questions that she can give to councillors / members and this can be given to get people interested in PEACEPLUS.
- There is "Slido" app – info can be gathered from this at events. Banners, use of community leaders to engage older people.

**JC Proposer  
RG Seconder**

#### **4.6 Agree Public Survey**

- Feed back from this was that the language was "corporate". Needs to be more friendly so that it is easy to read/clear to understand for everyone.
- Survey to be set up so that it can be used with multiple responses from same device.
- TH advised that some wording is SEUPB specific and they are limited to how much they can change.
- TH to review this survey.
- DEA / geography response may need to be more specific.
- Translation of it – Polish / Arabic translators can be organised with Stuart Buchanan if required.
- Survey will be sent as is to councillors / members and you can send your feedback in.

Next dates for partnership meetings:

- 13th October
- 10th November
- 15th December

**Close of workshop**



- At 19:50 Cllr Robert Adair closed the workshop after expressing his disappointment with the evening's attendance.
- Cllr Robert Adair and Therese Hogg encouraged all to attend the next events.

## Appendix 1:

### ARDS AND NORTH DOWN PEACE PLUS PARTNERSHIP

#### WORKSHOP ON CO-DESIGN METHODOLOGY FOR PEACEPLUS ACTION PLAN

#### AGENDA

22<sup>nd</sup> September @ 5.30 pm, Venue - Ards Blair Mayne

Item/Time	Agenda Item	Responsibility
5.15pm	Tea/ Coffee and sandwiches on arrival	All
5.30pm	Welcome and Apologies	Chair, Cllr Robert Adair
	<ul style="list-style-type: none"> <li>Outlining the Purpose of the workshops</li> </ul>	Therese Hogg
5.40pm	<p><b>Workshop 1: Team Building - Role of the PEACEPLUS Partnership Members (20 mins)</b></p> <ul style="list-style-type: none"> <li>Role of the PEACEPLUS Partnership Members in development and implementation of a Co-designed PEACEPLUS Action Plan</li> <li>How to build on the skills and connections of members</li> </ul>	Therese Hogg
6.00pm	<p><b>Workshop 2: The legacy of PEACEPLUS in Ards and North Down (20 mins)</b></p> <ul style="list-style-type: none"> <li>What sort of legacy do you want to see left behind as a result of PEACEPLUS investment in Ards and North Down</li> </ul>	Therese Hogg
6.20pm	<p><b>Workshop 3: Developing the co-design approach, timeframe and next Steps</b></p> <ul style="list-style-type: none"> <li>Agreeing Co-design Principles (10 mins)</li> <li>Designing the Co-Design Process for Ards and North Down – developing engagement methodology and stakeholders (25 mins)</li> <li>Timeframe and next Steps (15 mins)</li> <li>Agree public survey (10 mins)</li> </ul>	Therese Hogg
7.20pm	Q&A	ALL
7.25pm	AONB	
7.30pm	Close	

## Ards and North Down PEACEPLUS Partnership

### Co-design Discussion Paper for Ards and North Down PEACEPLUS Partnership Meeting 3

22<sup>nd</sup> September 2022

**Co-designed PEACEPLUS Action Plans** will be produced for each of the 17 local authority areas across the Programme area. These will be designed to complement community planning structures and plans, including existing good relations approaches led by local authorities and others regionally.

The PEACEPLUS Action Plans will enable diverse partnerships, led by the local authorities, to establish and invest in key actions, which will make a significant and lasting contribution to peace and reconciliation at the local Programme area level. The Plans will comprise priority projects and initiatives, which have been co-designed by communities at the local level.

The co-designed PEACEPLUS Action Plan will be a targeted and locally based response to the needs that have been identified in the PEACEPLUS Co-operation Programme.

This objective will enable and empower PEACEPLUS partnerships to self-determine and deliver priority projects on a cross community basis. These will result in improved, shared and inclusive local services, facilities and spaces; and make a significant and lasting contribution to peace and reconciliation.

It will result in the development of PEACEPLUS Action Plans which benefit the Programme area as follows:

- The creation of sustainable, inclusive & cross community partnerships, which will make a significant contribution to community planning processes & peace building
- Community ownership of the PEACEPLUS Action Plans and ongoing engagement throughout their delivery
- The management of significant and sustained cross community collaboration at the local level to deliver established development priorities
- The inclusion of all local areas across the Programme area, including those who may not previously have participated within PEACE Programme activities.

The plans will centre around three established strands

- (i) community regeneration and transformation;
- (ii) thriving and peaceful communities; and
- (iii) celebrating cultures and diversity.

The plans should focus on activities included within the PEACEPLUS Programme, for example: youth development programmes; health and wellbeing initiatives; community regeneration projects; redevelopment and re-imaging of existing community facilities for shared usage; initiatives to build positive relations; social innovation; social enterprise; community education; and rural inclusion. These will address issues of racism and sectarianism, increase social inclusion and promote civil leadership;

The development of a PEACEPLUS Action Plan will require local authorities to establish a PEACEPLUS Partnership. This entity will provide oversight of the co-design process, development and submission of the PEACEPLUS Action Plan and its subsequent implementation.

### What is co-design?

Co-design is a participatory approach in which community representatives/beneficiaries are treated as equal collaborators in the design process.

Co-design goes beyond the process of local consultation, which in many cases informed the content of previous PEACE Programmes. Rather, this practice will enable groups which represent different communities of interest from defined areas or themes, to collaboratively design projects tailored to meet the challenges and opportunities specific to that area.

To develop their Action Plan, councils should assemble and facilitate diverse and inclusive groups to co-design priority projects, specific to their areas / themes. These projects should strongly align with the peace and reconciliation objectives of PEACEPLUS and incorporate the level of sustained contact between those from different religious, cultural and political backgrounds. The co-design process itself should enable cross community engagement and collaboration.

SEUPB will assess PEACEPLUS Action Plans based on the following:

- The extent and effectiveness of the co-design process undertaken to develop the Action Plan;
- The extent to which the co-design process represents diversity and geographic inclusivity; and
- The quality of priority projects selected and the potential of these to achieve peace and reconciliation progress and the stated output and result indicator targets.

Councils must wish to design their individual Action Plan based on (i) the needs of each Local Electoral Area (Ireland) or District Electoral Area (Northern Ireland), or (ii) needs identified in the local community or county development plan (themes). It is important the Action Plan produced comprises projects which have been demonstrably selected by a co-design process involving local people.

The PEACEPLUS Partnership will oversee the development of the PEACEPLUS Action Plan. This will include providing oversight of:

- Selection of the areas / themes to be involved in the co-design process
- Agreement of the co-design and project selection methodology to be deployed and the mechanism to involve local people in the co-design process
- Management of the local co-design process to identify priority projects in the selected areas / themes
- Management of the co-design process to produce the final list of priority projects for inclusion in the PEACEPLUS Action Plan by the Partnership
- Production of the PEACEPLUS Action Plan for submission to the SEUPB

[See accompanying slides for 22nd September Workshop for stages in co-design process and worksheets for discussion at meeting](#)

### Purpose of Today's Workshops

The purpose of today's workshop is to collectively agree a co-design process which best suits the needs and requirements of the Ards and North Down area. The agreed co-design process will be kept under review, so it can be adapted to meet the needs and project concepts that are identified through this process.



## Worksheet 1: Team Building - Role of the PEACEPLUS Partnership Members in development and implementation of a Co-designed PEACEPLUS Action Plan (20 mins)

### Understanding our members

1.1 - What skills do you as a member of the Partnership bring to the work of the Partnership? e.g.,

- Previous peace experience
- Community engagement
- Ideas generation
- Theme based work (arts, sports, education, good relation and community cohesion)
- Co-design action planning
- Monitoring and evaluation

1.2 How and in what way can we use and build on the skills and connections of our members in the development of our action plan e.g.,

- Identification of stakeholders
- Pre-meeting engagement
- Attendance and support in workshop facilitation

### Workshop 2: Identifying our Legacy (20 mins)

2.1 What sort of legacy do you want to see left behind as a result of PEACEPLUS investment in Ards and North Down? See slides

- Change in attitudes and behaviours among people towards others of a different community background
- Build & sustain relationships between people from different communities
- Change how people feel about and use their local area
- Create pathways for increased levels of cross community interaction
- Communities and leaders empowered to lead targeted and transformative programmes
- Bring about positive change in communities
- Increase understanding of and respect for all cultural identities

Workshop 3: Developing the co-design approach (50 mins)

Question 3: Co-design Principles (10 mins)

Discussing the Co-design Principles for the design of the PEACE PLUS Action Plan



What are your views on these Co-design Principles that will help guide the co-design process in the development of the **Ards and North Down PEACE PLUS Action Plan**?

- 3.1 Is there anything missing?
- 3.2 Would you remove or combine any?
- 3.3 How best does Ards and North Down PPP live these principles in the design and delivery of its PPAP?



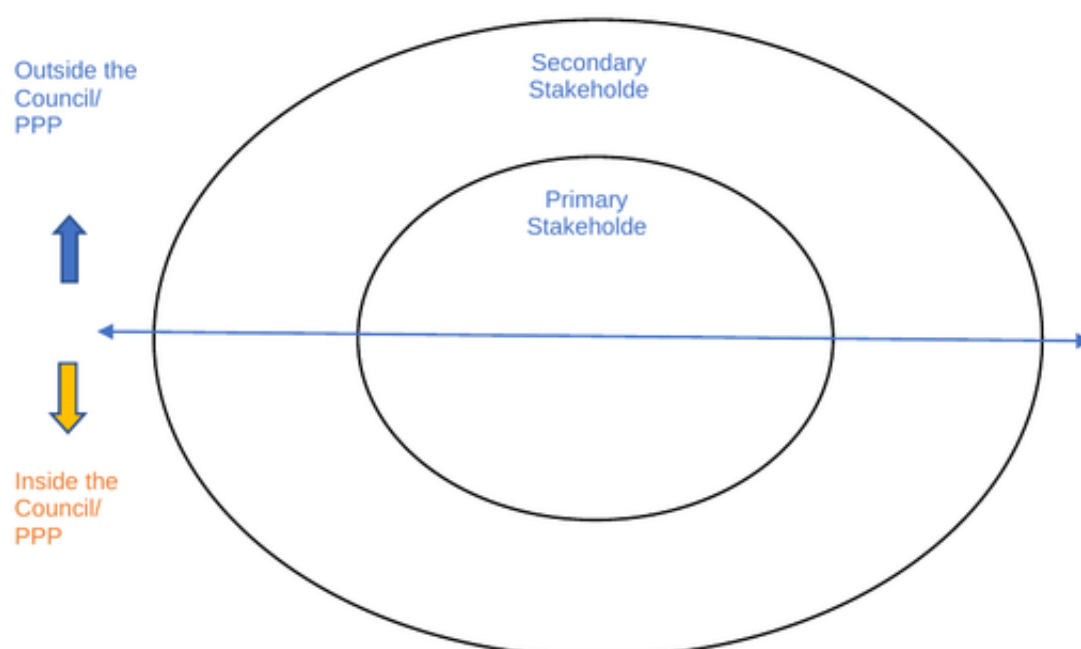
## Stakeholder Engagement

### Workshop 4: Initial thoughts on the co-design process – Open Discussion (50 mins)

Using the Stakeholder mapping diagram below consider how Ards and North Down PPP can ensure that the co-design process represents diversity and geographic inclusivity? (15 mins)

- 4.1 What **geographic areas** should our partnership focus on **and why**?
  
- 4.2 What **target groups (theme or equality)** have the greatest need for investment in peace and reconciliation initiatives? **And why?**
  
- 4.3 **Who else needs to be engaged** in the Co-design process, **why and how?** Think internal and external
  
- 4.4 **Collective Feedback** on the three questions (10 mins)
  
- 4.5 Agreeing Proposed **Timeframe and Next Steps** – See slides (15 mins)
  
- 4.6 Agree **Public Survey** (10 mins)

Ards and North Down Stakeholder Mapping



Unclassified

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**ITEM 14****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	27 October 2022
File Reference	GREL 346
Legislation	Section 75 of the Northern Ireland Act 1998
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Cross Community Schools visit to France and Belgium
Attachments	None

As part of the Good Relations Action Plan 2022/2023, children and teachers from St Comgall's, Bangor and Grange Park, Bangor primary schools will be travelling on a cross community educational programme visiting the battlefields in Belgium and France to increase their understanding of shared history. The project will promote an understanding of the sacrifices made by men from all sections of the community during WWI.

Officers have engaged with primary 7 pupils at each of the schools, which are different from those who participated in the programme in previous years.

44 young people, 6 teachers, and 1 ANDBC Good Relations Officer will travel together, along with a guide. The total cost to include travel and accommodation is £26,000. The cost of the project will be met from Good Relations budget which is funded by The Executive Office and Council. The project is included in the agreed Good Relations Action Plan (2022/23) and has received approval from The Executive Office, to proceed in the current financial year.

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Members will be aware that 75% of the funding for the Action Plan and associated initiatives is provided from the Executive Office with 25% being met by the Good Relations budget of Ards and North Down Borough Council.

Prior to the visit all P7 children from both schools will have talks about WWI followed by a visit to the Somme Centre, Newtownards.

The project will involve visits between 21 March 2023 to 24 March 2023 to sites of the 36<sup>th</sup>, 16<sup>th</sup> and 10<sup>th</sup> Divisions while also visiting the Canadian trenches and tunnels. It will give the children the opportunity to visit cemeteries, museums and battle remains. On their return it is proposed that the participants will hold an assembly to share the knowledge they have gained from the programme. Invites will be extended to the parents of the children who attended. The information will be presented to parents, staff and pupils from all schools.

Although the Good Relations team are not directly responsible for shared education, the visit and learning gained from this project will improve attitudes between children from different backgrounds as they move into post primary education. The Education Minister launched a similar programme for year 10 post primary school's and it is believed that by introducing the children to this programme at an earlier age, will assist in helping Northern Ireland and the Peace process move forward.

It is proposed that the Council's Good Relation Officer (GRO), Mrs Donna Mackey, attends but will not be responsible for the children. This will enable the attending officer to monitor and evaluate the project. It will also enable the officer to build relationships with the schools in order to develop further cross community work.

**Outcomes:**

The joint project will deliver the following outcomes and links to the TBUC Children and Young People strategy:

- An increase in the percentage of participants who have a greater understanding of shared history.
- An increase in the percentage of attendees who have a greater understanding of shared history.
- Two schools engaged in a joint cross community project.

**RECOMMENDATION**

It is recommended that Council approves that:

1. The project detailed above at a total cost of £26,000 in undertaken, and
2. The Council's Good Relations Officer, Donna Mackey, be permitted to attend the cross community educational visit.

Unclassified

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**ITEM 15****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	30 November 2022
File Reference	CW22
Legislation	Local Government Act NI 1994
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q2 Performance report Community and Culture
Attachments	None

**Context**

Members will be aware that Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement Council approved the Performance Management Policy and Handbook in October 2015. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (Corporate Plan Towards 2024 in operation)
- Performance Improvement Plan (PIP) – published annually (for publication 30 September 2022)
- Service Plan – developed annually (approved April/May 2022)

The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

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**Reporting approach**

The Service Plans will be reported to relevant Committees on a quarterly basis as undernoted:

Reference	Period	Reporting Month
Quarter 1 (Q1)	April – June	September
Q2	July – September	December
Q3	October – December	March
Q4	January - March	June

The report for Quarter 2 2022-23 is attached.

**Key points to note:**

- Staff attendance is below target due to a number of staff being off on long term sick
- Community Consultation for PEACEPLUS commenced in this Quarter.
- The Community Safety team have exceeded their target in relation to attendance at multi agency meetings. These meeting include key stakeholders e.g., PSNI, EA, Street Pastors etc who monitor and tackle Anti-Social Behaviour.

**Key achievements:**

- The Community Development team in partnership with the Community Planning team have supported the development of a Social Supermarket in Ards, run by North Down Community Works. The Social Supermarket branded as "Well Fed" is fully operational and is supporting clients through this period of austerity.
- The number of Creative sessions delivered by the Arts Centre has already exceeded its target and attendance numbers are growing.

**Emerging issues:**

- The number of people volunteering within the service is below target, however volunteering numbers are building slowly after the pandemic.

**Action to be taken:**

- Staff attendance and spend will be closely monitored and managers will work with the Human Resources Team to support staff back to work.

**RECOMMENDATION**

It is recommended that Council note the report.














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## Quarterly Performance Report - Community and Culture



Generated on: 30 November 2022

Last Update Q2 2022/23

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Establish a pilot Social Supermarket within the Borough	100%	100%
	% spend against budget	94.75%	100%
	Community consultation and engagement for the PEACE PLUS Plan commenced	100%	100%
	% staff attendance	91.2%	95%
	% staff receiving team briefings	100%	100%
	No of people volunteering within the service	7	10
	Delivery of an annual bursary for artists with a disability	Yes	Yes
	No of Creative Class sessions delivered (cumulative)	28	14
	Museum Education programme developed	Yes	Yes
	Design and deliver the Queens Jubilee Grants scheme	100%	0%
	Number of grant programmes delivered	8	0
	No of Council community-based summer schemes delivered	9	9
	No of Community Led Summer Schemes delivered	4	4
	Support the delivery of 2 additional Summer Schemes	2	2
	Improved Confidence in Policing	0%	0%

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Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Number of Community Safety Education programmes delivered to Schools/Community Groups	10	0
	Number of Community Safety multi-agency meetings attended (cumulative)	14	9
	No of young people recruited into the Ards and North Down Youth Voice	16	0

Unclassified

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## ITEM 16

## Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	07 December 2022
File Reference	CW58
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Cost of Living Crisis response to NoM
Attachments	Appendix 1 Letter 3 <sup>rd</sup> October 2022 to DfC Minster Hargey Appendix 2 Letter 27 <sup>th</sup> October 2022 from DfC Sharron Russell

Members will be aware that Council agreed the following Notice of Motion in August 2022:

**“That this Council notes with concern the significant impact rising energy costs are having on households across Northern Ireland; recognises the need for ongoing intervention from every level of Government and agrees to write to Her Majesty’s Treasury to impress upon them in the absence of a functioning Northern Ireland Executive the need to urgently deliver the energy bills support scheme to households here.**

**That Council also resolves to write to the Department for Communities to request a special fund for Councils in relation to the Cost-of-Living crisis in order to-**

**a. provide for the direct provision of localised responses; and**



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**b. assist local community and voluntary organisations**

**Any such support would be additional to that provided by the Westminster Government and at Northern Ireland level”.**

Subsequently, the Chief Executive wrote to the Department of Communities on 3 October 2022 (Appendix 1) and received a reply from the Sharron Russell, Director of Voluntary and Community Division, dated 27 October 2022 (Appendix 2).

**RECOMMENDATION**

It is recommended that Council considers the correspondence attached.

3 October 2022

Deirdre Hargey MLA  
Minister for the Department for Communities  
Causeway Exchange  
1-7 Bedford Street  
Belfast  
County Antrim  
BT2 7EG

Via email: [private.office@communities-ni.gov.uk](mailto:private.office@communities-ni.gov.uk)

Dear Minister

I am writing to advise you that at a recent meeting of Ards and North Down Borough Council a motion was heard regarding the present Cost-of-Living crisis.

The Council debated the matter and agreed unanimously to express its concern over the impact of rising energy costs on households across Northern Ireland.

The Council agreed that I write to request your consideration of the creation of a special fund for Councils to provide for the direct provision of localised responses and assist community and voluntary organisations during this difficult time.

The Council recognise the need for ongoing intervention from every level of government and as such, that any support should be in addition to any funding provided to Councils by the UK Government.

I would be grateful if you could please consider this request and respond accordingly.

Yours sincerely



**Stephen Reid**  
Chief Executive



Department for

**Communities**

An Roinn

**Pobal**

Deapartment fur

**Commonities**[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

Mr Stephen Reid  
 Chief Executive  
 Ards and North Down Borough Council  
 Town Hall  
 The Castle  
 Bangor  
 BT20 4BT

Email: [stephen.reid@ardsandnorthdown.gov.uk](mailto:stephen.reid@ardsandnorthdown.gov.uk)

Voluntary & Community Division  
 Department for Communities  
 4<sup>th</sup> Floor, 9 Lanyon Place  
 Belfast BT1 3LP  
 Phone: 07885656263  
 email:  
[Sharron.Russell@communitiesni.gov.uk](mailto:Sharron.Russell@communitiesni.gov.uk)

Our ref: COR-2481-  
 2022

27<sup>TH</sup> October 2022

## **COST OF LIVING NOTICE OF MOTION**

Dear Mr. Reid

Thank you for your correspondence of 3<sup>rd</sup> October to Minister Hargey regarding a Notice of Motion in relation to the current Cost of Living (COL) crisis. As the Director for the Voluntary and Community Division in the Department, I have been asked to respond.

As you are aware, Minister Hargey has re-established the Voluntary and Community Sector Emergencies Leadership Group to inform and shape the policy to the Cost of Living crisis. The Group includes representation from SOLACE.

Minister Hargey remains deeply frustrated that the continued absence of a functioning Executive and an agreed budget prevents additional measures being introduced. However, she is determined that her Department will continue to do all it can to help those in need.

In the absence of any new measures, the Minister has encouraged awareness of ongoing services funded by the Department, ensuring people can access all the support available to them during this crisis such as Affordable Warmth, Make the Call and Social Supermarkets.

The Independent Advice Sector continues to play a vital role in helping people to access their rights and entitlement to many Social Security benefits, debt advice as well as other support services.

It is important for us to work in partnership to reach out and connect people with these supports and services, and that is why the Department for Communities has recently updated the guidance on NI Direct on a dedicated COL crisis page, to make it easier for people to find out what help is out there and how they can access it.

Our existing funding allocation through the Community Support Programme to support Council led community development and local advice services will also play an important role in enabling community organisations to respond to community needs at this time.

The Minister remains committed to supporting those experiencing hardship, and all options are being explored to provide both immediate and medium to longer term interventions, albeit that options are significantly constrained at this time given the lack of an agreed Executive budget.

I trust you find this reply helpful and I am, as always, happy to discuss.

Yours Sincerely



SHARRON RUSSELL

Director, Voluntary & Community Division

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**ITEM 17****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	30 November 2022
File Reference	CW156
Legislation	The Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Partnership Panel Support for Refugees and Asylum Seekers
Attachments	Appendix Paper PP03

In November 2022 the Chief Executive received an email from NILGA advising that at a Partnership Panel meeting in August 2022, detailed clarifications were requested from The Executive Office on the roles and responsibilities of different bodies in relation to supporting refugees and asylum seekers. This is in recognition of it being a very complex operating environment and that Elected Members were often being asked for information from constituents.

The Executive Office undertook to prepare a detailed written briefing for the Partnership Panel meeting at the end of October 2022 providing these clarifications.

The written briefing is attached (Appendix Paper PP03), and NILGA have asked that this information is shared with Members for reference.

**RECOMMENDATION**

It is recommended that Council notes this report.

## APPENDIX PAPER PP03

**FROM: DENIS MCMAHON, TEO PERMANENT SECRETARY**

**DATE: 27 SEPTEMBER 2022**

**TO: PARTNERSHIP PANEL**

**ENGAGEMENT WITH LOCAL GOVERNMENT IN RELATION TO WORK TO SUPPORT REFUGEES AND ASYLUM SEEKERS INCLUDING ROLES AND RESPONSIBILITIES OF THE VARIOUS GOVERNMENT DEPARTMENTS (INCLUDING UKG).**

**Background**

Following the last meeting of the Partnership Panel, it was agreed that TEO would continue to engage with local Government on work to support Refugees and Asylum Seekers. This was in recognition of the successful partnership in response to those arriving under the Ukrainian Visa Schemes and the potential to build on that to benefit all asylum seekers and refugees who arrive regardless of route of entry.

**Work to Date**

Through the Aftercare/ Wrap Around Support Group established in response to the Ukrainian visa schemes, engagement has been ongoing with local government and other stakeholders to identify key work to support the successful integration of Ukrainian arrivals.

The desired outcome from the 'aftercare' or 'wraparound' support arrangements is the same as the vision of the Refugee Integration Strategy: *a cohesive and shared society where refugees and asylum seekers are valued and feel safe, are integrated into communities and are supported to reach their full potential.*

Some principles have been developed to guide how we approach the task of supporting integration one of which is that the support must be available to all asylum seekers and refugees. Therefore, although support is being designed in the context of the response to Ukrainian refugees, the support structures and arrangements should help any refugee or asylum seeker in Northern Ireland now and in the future.

Through this work, some consideration has already been given to what work would be led by Departments at a regional level and what could be supported by local government. Engagement is continuing through this forum to finalise plans.

Additionally and in recognition of the increasing asylum population and ongoing concerns around access to services and support, the Strategic Planning Group (SPG) has agreed to progress work to establish local assistance type centres to support asylum seekers. These will build on the Ukraine Assistance Centre model and take on board any learning and good practice from the pilot project due to commence in October for children, their families and pregnant women in contingency

accommodation. It is likely they will initially be developed in areas where dispersal is being progressed, mainly:

- Belfast;
- Lisburn and Castlereagh;
- Antrim and Newtownabbey; and
- Derry/Londonderry.

Initial discussions with the Council representative on the SPG and the SOLACE Chair have been set up to agree how this can be progressed in partnership with local government and key stakeholders.

### **Resourcing**

It is recognised that there will be resources required to support local government as a key partner in this work. Discussion have commenced with Councils through the SPG representative and through the Aftercare/Wraparound Support Group to understand the needs of local government in this regard. It is planned to allocate some of the resource being made available under the Home office Dispersal funding for this year to assist and this will be included in a paper being brought to the SPG to agree allocations. The ongoing discussions with Councils will inform the quantum proposed to maximise impact.

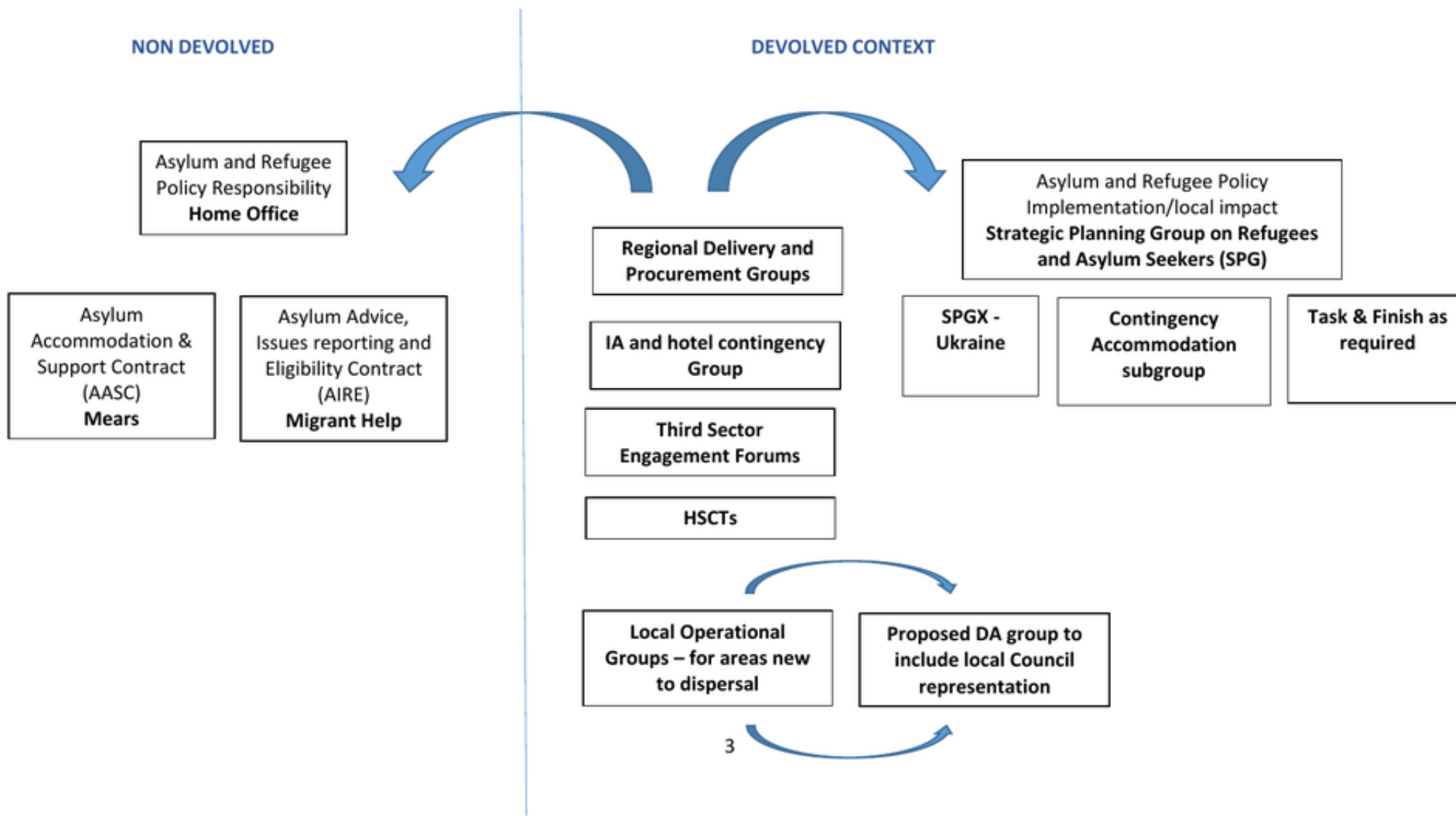
It is further recognised that additional funding is likely to be required in the longer term and it is planned, when possible, to bid for funding to fully implement the draft Refugee integration Strategy which will include consideration of resources needed by local government as a key delivery partner in implementation.

### **Roles and Responsibilities**

The attached information at Annex A sets out a high level overview of the key structures in place and the roles and responsibilities associated with support for Refugees and Asylum Seekers. It should be noted, as reference in the diagram, that some of these structures are under review to streamline and avoid duplication and ensure local government has a clear means of engagement in Home Office led policy.

At a much more grass roots level, the ongoing engagement through the Aftercare/Wraparound Support Group will also ensure a clear understanding of roles and responsibilities between local and central government on work being progressed to support integration.

### ASYLUM SEEKER AND REFUGEE SUPPORT – STRUCTURES AND ROLES





## ROLES AND RESPONSIBILITIES OF HOME OFFICE

Asylum Seeker and Refugee policy is an excepted matter and the responsibility of the Home Office. The New Plan for Immigration (NPI) sets out the new approach to asylum policy and is underpinned by the Nationality and Borders Bill which gives its legislative basis. To implement the asylum application process locally Home Office award two contracts:

- Asylum Accommodation & Support Contract (AASC)
- Asylum Advice, Issues reporting and Eligibility Contract (AIRE)

### **Asylum Accommodation & Support Contract (AASC)**

The AASC contract is held by Mears which is responsible for the provision of accommodation and support to service users. This is to include identifying support needs, managing community cohesion issues, and developing strong partnerships with local authorities and in communities. Detailed specifications on services to be provided under the contract can be found at:

[http://data.parliament.uk/DepositedPapers/Files/DEP2018-1112/AASC -  
Schedule 2 - Statement of Requirements.pdf.](http://data.parliament.uk/DepositedPapers/Files/DEP2018-1112/AASC_-_Schedule_2_-_Statement_of_Requirements.pdf)

However it is important to note that along with the provision of safe, habitable, fit for purpose and correctly equipped accommodation MEARS are responsible for a range of other support services including engaging with public health agencies in the management of infectious diseases, provision of orientation information, to liaise and cooperate with other partner agencies, including the voluntary sector and including through participation in multi-agency forums. They must also proactively make referrals to relevant statutory and/or voluntary services and are required to be proactive in monitoring and identifying people with specific needs or at risk Service Users in their care.

In addition, in any hotel-type setting they are responsible for the provision of food and drink, toiletries and sanitary ware, baby care and childcare equipment including nappies and sterilization facilities. MEARS are also contractually obliged to provide orientation information within one calendar day of arrival, this is to include orientation

in the accommodation, signposting to AIRE (Migrant Help), but also to local VCS services and legal advice, and information on how to make complaints.

### **Asylum Advice, Issues Reporting and Eligibility Contract (AIRE)**

The AIRE contract is help by Migrant Help which is responsible for the provision advice and guidance, issue reporting, and eligibility assistance to people seeking asylum. Advice and Guidance includes information and advice on the asylum process; the Asylum Screening Interview; the Substantive Interview; Change of Circumstances; eligibility for additional Asylum Support; information post positive asylum decision, and information post negative decision.

Issue Reporting includes feedback and complaints and covers recording and classifying requests for assistance, the recording of and referral of accommodation maintenance issues, issues with accommodation providers and the asylum support payments provider, and the recording, and classification of complaints, as well as acting as a point of escalation for complaints about the Accommodation Providers or Asylum Support Payments Provider.

Eligibility relates to "the provision of information and assistance to Service Users to help them to access Asylum Support." This includes information and advice to people entering initial accommodation (Section 98 accommodation) or applying for Asylum Support; assistance to complete and submit Section 95 and Section 4 Asylum Support applications, as well as quality assurance of these applications; information and assistance to people whose applications have been rejected as incorrectly completed, or who may have been wrongly refused; and managing the distribution of Asylum Support Payment Cards (ASPEN) cards, as well as helping people to understand how to use them and what to do if they are lost or stolen, or a payment is missed.

Detailed specifications on the requirements of the AIRE contract can be found at:

[http://data.parliament.uk/DepositedPapers/Files/DEP2018-112/AIRE\\_ContractSchedule\\_2-SoR - HOC Published.pdf](http://data.parliament.uk/DepositedPapers/Files/DEP2018-112/AIRE_ContractSchedule_2-SoR_-_HOC_Published.pdf)

Home Office also have responsibility for policy decisions on the establishment of any refugee schemes which have included the VPRS, Afghan schemes and more recently the Ukrainian visa schemes.

Whilst Policy is not devolved it is recognised that support for asylum seekers and refugees when they are here often requires action on issues within the devolved competence. The Strategic Planning group on refugees and Asylum Seekers was established to ensure a coordinated approach to issues, especially where they were cross departmental.

There are also a number of operational groups established, to include Home Office and local organisations/departments, to ensure a joined-up approach to policy and local impact/implementation.

## **ROLES AND RESPONSIBILITIES OF STRATEGIC GROUPS AND OPERATIONAL GROUPS**

### **1. Strategic Groups**

#### **Strategic Planning Group**

##### Key roles:

- To consider the strategic issues (including those raised by the RDG) and local implications relating to Refugees and asylum seekers and coordinate the response of Executive Departments and relevant arm's length bodies on resettlement and integration
- Discuss and agree key policy considerations to be taken into account for the successful integration and local placement of asylum seekers and refugees
- Support the development and implementation of a Refugee Integration Strategy which incorporates learning from involvement in the VPR Scheme (VPRS)

##### Members:

NI Executive Departments, ALBs, Local Council, Home Office and NI Strategic Migration Partnership

#### **SPG Subgroups**

##### Key Roles:

- Established to bring focus to a specific scheme or issue (eg Ukraine, Afghan or widening dispersal)
- Report to the full SPG with recommendations and/or advice on specific issues/work programmes

##### Members:

SPG reps, wider departmental and/or agency reps and other as required.

## **Regional Delivery and Procurement Group (RDG)**

### Key Roles:

- Development and monitoring of risk registers and oversight of contract delivery
- Coordination of engagement with local Councils and Voluntary Sector Partners
- Monitoring of strategic/persistent issues arising from all AASC/AIRE groups with resolutions proposed and escalations where appropriate to Home Office, agencies not represented or SPG
- Monitoring of asylum accommodation procurement protocol and review of data updates from Mears.
- Advise on communication pathways to local Councils and SPG

### Members:

Strategic Migration Partnership, Home office, Mears, Migrant Help, TEO, Statutory service providers, relevant councils

## **2. Operational Groups**

### **Hotel/contingency**

#### Key Roles:

- Identify and respond to issues relating to hotel/contingency accommodation

#### Members:

Home Office, Mears, Migrant Help, Strategic Migration Partnership, statutory service providers, NGO/VCOs providing orientation

### **Third Sector Engagement Forum**

#### Key Roles

- Identify issues relating to delivery of AASC/AIRE contracts or asylum support and impact on service users, for escalation to HO or RDG as appropriate

Members: Home Office, Mears, Migrant Help, Strategic Migration Partnership, NGO/VCOs working with Service Users

**HSCTs**Key Roles

- Identify and respond to issues relating to access to health and health screening

Members:

BHSCT, NHSCT, SEHSCT, Mears, Home Office, Strategic Migration Partnership

**Local Groups**

Stakeholder groups within council areas outside of Belfast. These groups are stood up when asylum accommodation is moved to a new council area. After an initial period, these groups will be stood down and it is being proposed that these will merge into one overall local council dispersed accommodation group with new groups being stood up for areas new to dispersal initially and then brought into this wider group.

Key Roles

- Communicate information about the asylum process and support to local stakeholders
- Respond to local concerns about delivery of AASC/AIRE contracts
- Develop links with local service providers and community support groups.

**Internal partners meeting**Key Roles

- Oversight of operational risks and issues in Initial Accommodation and Dispersed Accommodation

Members

Home Office, Mears, Migrant Help

## DEPARTMENTAL RESPONSIBILITIES

Key Departments are represented on the SPG to ensure a co-ordinated approach to issues impacting asylum seekers and refugees. TEO chairs this group and leads on work to support integration, but all departments have responsibilities relative to their own departmental remits. These can also be limited to issues within the devolved space. An overview is provided below:

### TEO

- Lead development and delivery of the Refugee Integration Strategy
- Chair the SPG and establish sub-groups/Task & Finish groups where required to provide a coordinated cross government response to issues
- Lead local response to resettlement schemes through the SPG including engagement with Home Office and other relevant Whitehall departments

### DE (including through the EA)

- Ensure provision of school places for refugees and asylum seekers and additional educational needs/support such as ESOL for school age children
- Provision of support for families with school age children where appropriate.
- Responsibility for child protection/safeguarding in educational settings
- Lead delivery of the Children and Young People's Strategy

### DfE

- Provision of ESOL
- Support to access higher and further education
- Employment support
- Development of ESOL policy and coordination of ESOL policy group for engagement
- Regulation of hotels through Tourism NI

### DOH (including through Trusts and other agencies such as PHA)

- Ensure registration/access to GPs and dentists
- Provision of health screening and process for ensuring referrals for health and social care needs in all Trust areas

- Ensure access to health support for pregnant mothers
- Support for UASCs/UAMs

*Lead role in preventing, detecting and providing protection to adults at risk of harm. HSCT Northern Ireland Adult Safeguarding Partnership (NIASP) and Local Adult Safeguarding Partnerships (LASPs) provide strategic leadership and direction to organisations involved in the spectrum of adult safeguarding activities – including engaging with Home Office safeguarding structures.*

#### **DfC (including through the NIHE)**

- Provision of accommodation for refugees who present as homeless/destitute in line with overall homelessness policy. (This excludes asylum seekers who have NRPF)
- Engaging with the Home Office in respect of move-on process and informing the procurement planning of Home Office and MEARS
- Establishment and monitoring of working protocol between MEARS and NIHE to ensure sustainable working practices.
- Funding of voluntary and community sector organisations

#### **DOJ (including through PSNI)**

- Lead policy responsibility for addressing hate crime
- PSNI – engage with Home Office Structures to inform procurement processes both at a local area level and on individual addresses
- Engagement with new arrivals

#### **Key points to note where there are limitations on support that can be provided by the NI Executive departments and/or agencies:**

1. Those here with refugee status or equivalent (eg Ukrainian visa which enables access to services) are entitled to the same service provision as other citizens, unless specific exclusions apply. It is important to note that it does not entitle them to priority access to services over others and there are existing pressures such as in health or education that will impact all.
2. Asylum seekers have no recourse to public funds (NRPF) and are prohibited from accessing employment. Therefore the devolved administration cannot legally provide



direct financial benefits. All accommodation for asylum seekers who are deemed destitute is provided by the Home Office under the AASC and as such they cannot access social housing through the NIHE while awaiting a decision.

3. While they cannot access paid employment Asylum Seekers can access volunteer placements, training and education. Responsibility for oversight and or provision of such is spread across a number of Departments.
4. Asylum Seekers can access emergency and primary healthcare free of charge. Other schemes such as the Republic of Ireland Reimbursement Scheme *may* not be available to Asylum Seekers due to limitations on freedom of movement.
5. All asylum seekers and refugees are currently entitled to free ESOL in FE colleges throughout NI however this does not mean that there are adequate places to accommodate all who wish to attend ESOL at colleges.

Unclassified

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**ITEM 18****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	21 November 2022
File Reference	SD109
Legislation	Recreation and Youth services Order (1986)
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Ards and North Down Sports Forum Grants (WG November 2022)
Attachments	Appendix 1 - Successful Coaching Report for Noting Appendix 2 - Successful Goldcard Report Appendix 3 - Successful Individual Travel & Accommodation Noting Report Appendix 4 - Unsuccessful Report

Members will be aware that on the 26 August 2015, Council delegated authority to the Ards and North Down Sports Forum, in order to allow it to administer sports grants funding on behalf of the Council. £40,000 had been allocated within the 2022/2023 revenue budget for this purpose.

The Council further authorised the Forum under delegated powers to award grants of up to £250. Grants above £250 still require Council approval. In addition, the Council requested that regular updates are reported to members.

During October 2022, the Forum received a total of 11 grant applications: 1 Coaching, 5 Goldcard and 5 Individual Travel/Accommodation. A summary of the 8 successful

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applications are detailed in the attached Successful Coaching, Goldcard and Individual Travel & Accommodation Appendices.

For information, the annual budget and spend to date on grant categories is as follows:

	Annual Budget	Funding Awarded October 2022	Remaining Budget
Anniversary	£1,000	£0	£250
Coaching	£3,000	*£146.25	£892.50
Equipment	£11,000	£0	*£3,535.14
Events	£6,000	£0	£1,700
Seeding	£500	£0	£250
Travel and Accommodation	£14,500	*£400.00	*£1,180.31
Discretionary	£1,000	£0	£1,000
New category under development	£3,000	£0	£3,000
Goldcards proposed during the period October 2022 is 4.			

\* The proposed remaining budget for Coaching of **£892.50** is based on a proposed award of **£146.25** for Noting. \*The proposed remaining budget for Equipment of **£3,535.14** is based on reclaimed costs of £128.30. The proposed remaining budget for Travel and Accommodation of **£1,180.31** is based on a proposed award of **£400.00** – for Noting, and withdrawn costs of £96.22.

### RECOMMENDATION

It is recommended that Council notes the applications approved by the Forum (valued at below £250).

## Successful Coaching Applications - for Noting

November

2022/23

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AppName	Application	Course	Benefits	Facilitator	Start Date / End Date	Requested	Proposed	Notes
Scrabo Striders	Coaching	Coaching Assistant Award	Curriculum coaching to help members in the club to become more rounded athletes. To compete better against large clubs with long established coaches.	Athletics Hub	22/10/2022 04/12/2022	£390.00	£146.25	Only one course entry meets our guidelines. Funding limits for a Governing Body sports coach qualification – up to 75% of costs, propose funding of £146.25.
						<b>Total Proposed</b>	<b>£146.25</b>	

## Successful Goldcards - for Noting

November

2022/23

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Applicant	Representing	Sport	Event	Start	End	Gvm	Proposed	Notes
Aimee Trainor	N Ireland	Netball	2023 u17 European Championships	23/02/2023	26/02/2023	Bangor Aurora	Awarded	Goldcard valid from 17 November 2022 to 26 February 2023.
Isabel Nixon	Ireland	Sailing	2023 Topper Worlds	22/07/2023	28/07/2023	ABM, BS & BA	Awarded	Goldcard valid from 17 November 2022 to 28 July 2023.
Joy Ebbinghaus	N Ireland	Netball	2023 European Championships	24/02/2023	26/02/2023	Bangor Aurora	Awarded	Goldcard valid from 17 November 2022 to 26 February 2023.

Applicant	Representing	Sport	Event	Start	End	Gvm	Proposed	Notes
Lucy McGonigle	G Britain	Weightlifting	2023 World Youth Weightlifting Championships	01/06/2023	04/06/2023	ABM, BA, BS, LP	Awarded	Goldcard valid from 17 November 2022 to 4 June 2023.

## Successful Travel/Accommodation - for Noting

November

2022/23

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Applicant	Representing	Sport	Event	Location	Start/ End	Requested	Proposed	Notes
Eirin Wardle	N Ireland	Horse Riding	2022 Your Horse Live	Stoneleigh Park, Kenilworth	11/11/2022 11/11/2022	£780.00	£150.00	Recommend funding of £150, 'subject to' a British Equestrian Federation Selection Letter, as The Pony Club is not a recognised NGB.
Isaiah Maghie	Ireland	Weightlifting	2022 Celtic Nations Championships	Dundee, Scotland	15/10/2022 15/10/2022	£150.00	£150.00	Weightlifting Ireland selection email advises Isaiah has qualified for the Celtic Nations Championships, 15 October 2022. Recommend funding of £150.
John Craig	N Ireland	Cross-country Running	2023 British & Irish Masters Cross Country	Santry, Dublin	12/11/2022 12/11/2022	£100.00	£100.00	Selection email received from NIMAA Committee; NIMAA is an association under Athletics NI. Athletics NI have since provided a new selection letter. Recommend funding of £100.
						<b>Total Proposed</b>	<b>£400.00</b>	

## Unsuccessful Applications Report

November

2022/23

17 November 2022

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Applicant	Application	Request	Evidence Required	Explanation
Grace McLaughlin	Goldcard	For a Goldcard, in preparation for the European Masters Openwater in Finland, 1 August 2023.	Our guidelines state, applicants must: "Provide letter from the relevant SNI/Sport Ireland recognised Governing Body on official Governing Body headed paper or official Governing Body email statement which verifies that you are part of a recognised squad in preparation for a specific event. The Governing Body letter/email MUST state what event details you are preparing for and when the final squad will be announced. The event must be within 6 -12 months of application being made."	No supporting documents submitted.
Adam Barnes	Travel / Acc	For Individual Travel /Accommodation expenses for the Swim Ireland National Programme Performance Pathway Orientation Camp, Dublin, from 31 October - 2 November 2022.	Assistance may be considered (in exceptional circumstances) towards the costs involved in attending National Governing Body Selection Training Squads.	The Sports Forum have not recommended funding for the Swim Ireland National Programme Performance Pathway Orientation Camp, Dublin, as Adam will not be representing his country. Adam is already in receipt of £750 from the Mary Peters Trust, for hotel and fuel costs to attend Irish swim trials.



Applicant	Application	Request	Evidence Required	Explanation
Charley Galbraith	Travel / Acc	For Individual Travel /Accommodation expenses for the Worlds Cheerleading Competition, Florida on 1 April 2023.	Our guidelines state, applicants "Take part in a sport listed by Sport NI / Sport Ireland through the UK Sports Council's recognition policy / Sport Ireland's Recognition Policy and be affiliated to its recognised Governing Body".	Cheerleading is not yet a recognised sport by Sport NI.

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**ITEM 19****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 <sup>th</sup> December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	1 <sup>st</sup> December 2022
File Reference	CW22
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q2 Performance Report Leisure Services 2022/23
Attachments	None

**Context**

Members will be aware that Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement Council approved the Performance Management Policy and Handbook in October 2015. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (Corporate Plan Towards 2024 in operation)
- Performance Improvement Plan (PIP) – published annually (for publication 30 September 2022)
- Service Plan – developed annually (approved April/May 2022)

The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the Corporate objectives including, but not limited to, any relevant actions identified in the PIP.

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**Reporting approach**

The Service Plans will be reported to relevant Committees on a quarterly basis as undernoted:

Reference	Period	Reporting Month
Quarter 1 (Q1)	April – June	September
Q2	July – September	December
Q3	October – December	March
Q4	January - March	June

The report for Quarter 2 2022-23 is attached.

**Key points to note:**

The service is still building back up after the pandemic. During this summer period we returned to our normal summer programme of activities and provision although somewhat reduced as we continue to seek operational stability and customer confidence. The building issues at Aurora became a significant problem during this period.

**Key achievements:**

The most significant achievement has been the continued success in securing a return to normal (pre covid) operations despite the uncertainty in the market caused by the general economy, covid awareness and the cost of living impact which was beginning to affect families during this period. To return a net benefit of 35% on budget is incredible and one that should be highlighted as a great achievement by the inhouse leisure team.

The sport development team also had a very successful period across a range of their programmes. The number of grants given out, the online enquiries, the number of affiliated clubs and the number of participants in coach education etc. course were all much higher than anticipated and very encouraging for sport in the Borough. This period also included significant success on the International stage for some of the Boroughs finest sportspeople who achieved amazing success in their chosen sport having been supported on their journey by the Council over the previous years. The upcoming sport awards will be a wonderful evening to recognise this success that brings so much positivity to the Borough and its citizens.

The local Community are beginning to return to utilise our Community Centres and it is encouraging to see bookings increase above target during this period.

**Emerging issues:**

Staff sickness was above target during this period. It is critical that we address the ongoing issues around staffing levels, recruitment, rates of pay compared to other sectors and pressures placed on the leisure team around the uncertainty of the operating model.

Concerns over footfall at Aurora during this period will continue until the ongoing issues of the pool floor unreliability are permanently dealt with. This period has been very difficult for our colleagues in Serco, our sport clubs who use the facilities and

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our partners in Swim Ulster and the Councils reputation has been damaged. The additional Aurora roof issues that have emerged also need to be addressed as a priority.

**Action to be taken:**

Staff resilience has been fully utilised and Council needs to ensure we support those leisure staff who have performed so well over such a long and difficult period. This should help us address the staff attendance levels which have fallen below our normal very high standards.

The Aurora issues, namely, pool floors, roof failings and main sports hall floor defects all need resolved as expediently as possible to ensure Council can facilitate Serco to provide the service as agreed under the contract. The damage to the Councils reputation regarding these matters is significant and could result in a further loss of confidence both by the operator and the general public.

**RECOMMENDATION**

It is recommended that the Council note the report.

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## Quarterly Performance Report - Leisure
















Generated on: 22 November 2022

Last Update Q2 2022/23

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% sent to recycling rather than landfill for Community Centres	44%	50%
	% sent to recycling rather than landfill for Leisure Centres	65%	50%
	% spend against budget	135.49%	100%
	Number of bookings on grass pitches	1,327	1,220
	% customer satisfaction	96%	96%
	We will set up community user forums to encourage local community groups to make use of Community Centres	0	0
	% staff attendance	93.04%	95%
	% staff reporting regular/monthly receipt of team briefings	100%	100%
	Maintain Quest awards for all 4 Leisure sites	4	4
	% of people who complete the PAR scheme	5%	60%
	% of people who take out a membership package at the end of a referral programme	100%	50%
	Number of fitness classes per week delivered by Leisure Ards and Serco/NCLT	210	110
	Footfall at Ards Blair Mayne Wellbeing and Leisure Complex	371,500	337,500
	Footfall at Comber Leisure Centre	60,200	62,500
	Footfall at Portaferry Sports Centre	6,700	6,500

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Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Footfall at Londonderry Park	28,700	26,250
	Footfall at Aurora	392,246	550,000
	Footfall at Queen's Leisure Centre	139,829	45,000
	Footfall at Sportsplex	66,708	45,000
	Number enrolled in Learn to Swim programme	1,330	784
	Active Aging Memberships	382	300
	Number of Clubs affiliated with the Sports Forum	101	77
	Number of Sports Forum Grants awarded (cumulative)	106	63
	Number of views of online Sports Directory	2,711	350
	Number of individuals attending Sports Education Courses	12	0
	Participation in Sports Development Programmes delivered/facilitated by Council (cumulative)	1,028	900
	Total value of Sports Forum grants awarded (cumulative)	£25,243.41	£20,000.00
	Number of Sports Capital Grants awarded to clubs	14	0
	Total value of capital grants awarded	£46,364.78	£0.00
	Total hours booked in Community Centres	5,719.5	4,500

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**ITEM 20****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	25 November 2022
File Reference	PCA 114
Legislation	N/A
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	'Friends of' Groups and Volunteering in Parks & Cemeteries
Attachments	Appendix 1 Friends Group Policy Appendix 2 Memorandum of Understanding Appendix 3 Friends Handbook Appendix 4 Friends of Sample Constitution

The Parks and Cemeteries Service has responsibility for the maintenance and development of approximately 292 hectares of Parks and other open spaces including cemeteries and other burial grounds within the Borough. This also includes the maintenance of all outdoor sports facilities, car parks, amenity beaches and associated promenades along Council leased foreshore.

In addition, the Parks and Cemeteries Service helps to enhance the appearance of the Borough through floral displays and other plantings at selected high-profile locations. The work of the Parks and Cemeteries Service also helps to raise the profile of the Borough through competitions such as Green Flag, Ulster in Bloom and Best Kept Awards. The Service also has responsibility for the Council's statutory duty for Biodiversity, the provision of allotments, and Outdoor Recreation. The Parks and

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Cemeteries Service carries out its activities on Council owned property and, in some cases, property owned by other agencies, for example DfI Roads roundabouts and verges.

There have been 'Volunteering' and 'Friends' type Groups associated with Ards and North Down Borough parks for many years. These groups have developed on an ad hoc basis and no formal guidance on the establishment and running of a Volunteers or Friends Group currently exists. The existing Individuals and Groups are active in organising events in their respective parks and carry out some maintenance tasks. Parks staff work closely with each group when opportunities arise, however, there is no capacity to extend beyond what already exists, despite a clear interest to do so. Due to the increased interest in Friends Groups; and based on best practice from elsewhere, it is clear there is a need to put in place formal guidance on the setting up and management of Friends Groups. To meet this need, a draft policy document has been developed, see Appendix One.

It is widely accepted that 'Friends' Groups are beneficial to a Park or other Open Space such as Cemeteries and experience from elsewhere in Northern Ireland and the UK, suggests that they play a vital role in protecting and enhancing local parks, woodlands and greenspaces. The setting up of a group gives the local community and other interested parties the chance to develop their Park or Open Space in partnership with Council and in line with the needs of the community.

In July 2016, the Communities and Local Government Select Committee conducted an inquiry to examine the future of public parks, with a specific focus on asking why parks matter, what challenges the parks sector is facing, and how a sustainable future can be secured for parks. The inquiry received a huge response reflecting the vital role that parks and green spaces play in the everyday lives of so many people. The Government acknowledged within the 2017 White Paper 'The Future of Public Parks' the value of parks in providing vibrant and inclusive green spaces that help to foster the health and well-being of our diverse Communities. Key reasons for encouraging Volunteering and establishing 'Friends' Groups:

- Gives people an interested in their local park and a means of meeting the needs of the local community.
- Can work to improve a local park or green space with practical tasks such as litter picks, tree planting, enhancing biodiversity and organising events etc.
- Groups can work in partnership with the Council and other organisations to represent local views and improve and develop the park and green spaces.
- Friends Groups can make and secure grant applications to improve the park or green space. Fundraising for improvements is a key purpose of these groups which can access grants not available to Councils.
- Volunteers can act as eyes and ears of the park or green space thus protecting the park by encouraging an increase in the use of the facility and discouraging misuse.

The Parks and Cemeteries Service recognises that a Volunteer Policy currently exists within Council, designed to involve individuals in organisational activities. While this is a valuable initiative, development of 'Friends' Groups provides a range of further opportunities as outlined above. 'Friends' Groups also remove the need for a complex



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and often time-consuming recruitment and selection process, as participation is open to all willing and able volunteers. The connection between Friends Groups and specific Parks and Open Spaces provides an increased feeling of civic pride and contribution, though engaged and empowered communities.

This proposal was conceived following discussions with some of our existing local groups as a way of expanding the scale and impact of their improvement work by harnessing the ideas and resources of groups working (sometimes in isolation) on horticultural and environmental projects across the Borough. By adopting a more coordinated approach everyone would be working towards common objectives and activities can align with our community area plans.

To encourage the development of 'Friends' groups it is proposed that the Council will provide a venue, free of charge for up to four meetings per year. Requests for venues for other meetings can be submitted by the 'Friends' Groups and will be granted based on operational and budgetary constraints. It is also proposed that the Council will provide a start-up grant of £300 to newly established 'Friends' Groups and an annual payment of £300 to each 'Friends' Group for next three years then annual payment reviewed thereafter. This money will only be used to assist the 'Friends' Group in the holding of an event or activity.

To coordinate this initiative, it is proposed that a central 'Friends of' committee shall be formed and made up of one representative from each constituted group that presently exists, and Officers from the Council Parks Service who will act as the Committee's secretariat. Other Services within Council will attend when necessary such as Community and Cleansing. As new 'Friends' groups form, they can be added to the membership. Through capacity building, participation from across the Borough will be encouraged. It is envisaged that the committee will meet three times a year. The committee will be tasked with getting the whole Borough involved in environmental improvements by working with statutory bodies, local groups, organisations, businesses and residents to stimulate interest in looking after their local greenspaces, develop and support ideas, facilitate partnerships and help make things happen.

In order to deliver the strategy, the following will be required:

**Resources:** Parks and Cemeteries Service has been working within the existing staffing structure and resources supplied by Council. However, it is envisaged that an additional member of staff is required to progress an expansion of the volunteer and friends' programme within the Borough. It is envisaged that this role will be part of the agreed Parks Transformation programme and therefore at no additional cost as the proposed internal restructuring progresses.

**External Funding:** The proposed additional groups and Ards and North Down 'Parks Friends Forum' will be able to apply for additional external funding from various grant and sponsorship sources. Demonstrating community involvement assists Council in applying for external funding through improvement grants and maximising revenue opportunities from within our facilities.

**Community:** Promoting and investing in our green spaces is important to provide good service for the rate payer. This initiative is a visible demonstration of the hard

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work Council and the volunteer community puts into managing and maintaining our green spaces and visibly demonstrates to the local community and councillors that this Council is committed to improving the health and wellbeing of its citizens. This initiative will encourage civic pride and support community development.

**Marketing & PR:** This initiative gives excellent opportunities for publicity and is a good way to promote the Council and provide positive news stories. The initiative can provide opportunity for council to visibly demonstrate its continued commitment to climate mitigation and adaption through the promotion of environmentally themed projects.

**Health and Wellbeing:** Volunteering can reduce social isolation and loneliness and is particularly important for those who are retired, are marginalised in society and those who have low wellbeing and mental health. It can also enhance physical health through the adoption of healthy behaviours such as exercise. Gardening is a very therapeutic activity good for body and mind and in this very health-conscious age gardening provides wonderful exercise in fresh air.

**RECOMMENDATION**

It is recommended that Council approves the 'Friends of' Groups Policy and endorses the initiative in order to progress 'Friends of' Group volunteering activities throughout the Borough.

## APPENDIX 1

**Ards and North Down Borough Council  
Parks and Cemeteries Service  
Friends Group Policy**

**Purpose of the Policy**      The purpose of this policy is to provide clarity for council officers and Friends Groups around the setting up and effective running of such groups. The policy is supported by a handbook for Friends Groups.

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**Objectives of the Policy**      The main objectives of this policy are to ensure that:

- there is clear guidance around the establishment and management of a Friends Group;
- there is clear guidance around the support that will be provided by the Council;
- there is clear guidance around the role of a Friends Group in the development of a park or open space and the type of activities they are permitted to undertake.

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**Rationale for the Policy**      It is widely accepted that Volunteering and 'Friends' Groups are beneficial to a Parks or Cemeteries and experience from across Northern Ireland and the UK suggests that they play a vital role in protecting and enhancing local parks, woodlands and greenspaces. The setting up of a group gives the local community and other interested parties the chance to develop their Park or Open Space in partnership with Council and in line with the needs of the community.

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**Monitoring of the Policy**      This policy will be reviewed six months after implementation and thereafter on an annual basis for an initial period of three years when another review will be agreed.

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**Establishment and Management of a Friends Group**      All Friends Groups must be formally constituted. All constitutions must be agreed with the council before adoption by the Friends Group.

An application to join a Friends Group must be completed by all new members and all members should renew their membership on an annual basis. Details of membership must be made available to the council on request. The management committee

of a Friends Group may not charge for membership. Membership must be free and open to all applicants.

A management committee must consist of at least 3 office bearers, who must be registered members of the Friends Group. It is recommended that at least 3 additional Friends Group members also be elected to the committee. At least one council officer must be co-opted on to the management committee. The Friends Group may also co-opt a second council officer. Co-opted council officers will have no voting rights. The council reserves the right to decide which council officer will sit on the committee and to send an alternative officer to meetings if operational requirements dictate.

Officer bearers should include a chairperson, a secretary and a treasurer. None of these roles can be held by an Ards and North Down Borough Council staff member or councilor acting in their professional capacity.

The Friends Group must set up a dedicated bank account.

Committee meetings must be held on at least a quarterly basis and an Annual General Meeting (AGM) should be held once a year. Meetings open to the wider membership and other interested parties should be held as required. All meetings should have an agenda and have minutes taken. Detail on quorums and the length of notice required for the calling of a meeting should be detailed in the constitution.

Membership of the group should be open to anyone with an interest in the park or open space.

Corporate membership of a Friends Group is permitted and is open to organisations such as societies, associations, sporting clubs, educational institutions or businesses who are interested in actively furthering the interests and activities of the Friends Group. Organisations who apply for corporate membership will be required to nominate in writing to the secretary a person who will act on their behalf and vote for them if required. The management committee of a Friends Groups may take the decision to charge for corporate membership. The rate of membership fees must be agreed with the council.

Guidance on the setting up a Friends Group including proforma for constitutions, agenda and minutes is included in the Friends Group handbook.

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**Support  
provided  
Council**

**by** An Ards and North Down Borough Council representative will endeavor to attend at least two of the Friends Group's committee meetings and the AGM. Attendance at other meetings will be based on operational availability.

Where possible, Ards and North Down Council will provide a venue in one of its park buildings, free of charge, for up to four times per year. If a park does not have a building suitable for meetings the council will endeavor to provide accommodation at an alternative council venue in so far as is feasibly practicable. Requests for venues for other meetings must be directed to the Parks and Cemeteries Service in writing at least 20 working days before the meeting. It is at the Parks and Cemeteries Service's discretion to accept requests within a shorter time frame. These requests will be granted within operational and budgetary constraints.

The council will not be responsible for providing administrative support to Friends Groups.

The council will provide a fund for each Friends Group. This will involve a start-up payment of £300 and an annual payment of £300 for next three years then reviewed. The first payment will be paid on the establishment of the management committee and adoption of a constitution and thereafter at the beginning of the next financial year. This money can only be used to assist in the holding of an event or activity in the relevant park or open space.

The annual payment of £300 will be paid to the Friends Groups at the beginning of each financial year subject to budget availability at the time.

Detailed information on the financial regulations around accessing the fund and associated payments is provided in the handbook.

The Council may allow the Friends Group free use of the park or open space for agreed events or activities, within operational constraints.

Any requests for assistance from parks staff must be directed to the Parks and Cemeteries Service in writing at least 20 working days before the event or activity. Assistance will be provided within operational and budgetary constraints. It is at the Parks and Cemeteries Service's discretion to accept requests within a shorter timeframe.

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**Role of the Friends Group**

Friends Groups are encouraged to organise events and activities which promote the park or open space, enhance biodiversity (e.g. creation of wildflower meadows, installing bird boxes) encourage greater use of the park and/or practical tasks which will physically enhance it (e.g. clean ups and tree planting).

Friends Groups must notify the Parks and Cemeteries Service in writing of any planned event or activity at least 20 working days prior to the event or activity taking place. Applications may be submitted within a shorter timeframe at the Park and Cemeteries Service's discretion. The Council reserve the right to stipulate a longer application period for any event if this is deemed necessary.

The Council reserve the right to refuse any application for an event or activity.

Friends Groups may not charge entry into a public park or open space. However, they may charge for activities that are included as part of an event and may ask for a voluntary donation from attendees during or as part of an event. Any money raised in this way must be used by the Friends Group to further its objectives or to physically enhance the park or open space. Any intention to charge or to ask for a voluntary donation must be notified to the Council as part of the application for the event, including the rate of any charge. The Council reserves the right to amend the proposed rate of charges.

Friends Groups must obtain the relevant insurances including public liability insurance for their event and activities.

An event management plan and risk assessment must be drawn up by the Friends Group for all events and activities. Guidance on these are included in the handbook.

Events and activities held by Friends Groups are subject to all relevant legislation and Ards and North Down Borough Council policies.

Subject to council's approval Friends Groups are encouraged to seek external funding for events, activities and improvements to the park or open space.

Council officers will, where possible, offer assistance and support in securing external funding but it is not the council's responsibility to obtain funding on behalf of Friends Groups. Guidance on obtaining funding is included in the handbook.

Friends Groups are subject to all relevant legislation and Ards and North Down Borough Council policies



## APPENDIX 2

## Memorandum of Understanding

Between

The Friends of XXXX ("the Friends")

and

Ards and North Down Borough Council ("the Council")

1. The Friends of XXXX has been established as an independent voluntary local user group with the purpose of being the principal forum for formulating users' views about the Park, particularly in respect of its restoration and regeneration, and promoting more effective beneficial usage of the Park to the wider community.
2. The Council recognises The Friends as the principal user group for XXXX.
3. The Friends and staff of the Council will work together cooperatively and strive to achieve shared goals and objectives that are defined in the Park Management Plan in line with the council Parks and Cemetery Strategies.
4. The Council will keep the Friends fully briefed on all significant matters affecting the Park and will consult the Friends on all potential changes or improvements.
5. The Council will take due notice of recommendations and concerns from the Friends and provide a written explanation of their view on these recommendations.
6. The Council will appoint a Parks / Cemetery Officer who will be the nominated point of contact for all formal representation from the Friends.
7. The Council will provide additional Officer contacts and procedures for queries and complaints regarding a) Maintenance problems b) Urgent security issues c) Arboriculture issues d) Dogs, pest control and management e) Graffiti, vandalism and noise.
8. The Council staff will attend a minimum of two open (evening) meetings per year and will attend a minimum of two park walkabouts during normal working hours with representatives of the Friends.
9. The Council will provide technical advice and make available 'in kind' resources where feasible to support activities organised by the Friends that are beneficial to the Park but will not provide any direct financial support.
10. The Friends will endeavour to be inclusive of the local community and all Park users and fairly represent their views and concerns to the council.



11. The Council will provide technical advice and support to develop funding applications to third parties when deemed appropriate by the Council.

12. The Friends will produce an Annual Report to provide evidence of how inclusive, participatory and representative their activities are of XXXX users in order to retain the support of the Council.

13. Any changes to the Friends' constitution will require prior approval from the Council to ensure compliance to the principals set out above. Failure to comply with the Memorandum of Understanding may result in the Council withdrawing support and recognition of the group as representing the best interests of the Park Users.

For the Friends of XXXX

Signed

Position

Date

For Ards and North Down Borough Council

Signed

Position

Date

APPENDIX 3

# Developing a Parks 'Friends of' Group

Information and guidance on setting up a 'Friends of' group in a Council owned Park or Open Spaces in Ards and North Down



## Foreword

Ards and North Down has a wide variety of award-winning parks and open green space facilities across the Borough which provides the perfect opportunity for getting out and getting active. Ards and North Down Council recognises the value of parks, and whatever the size and condition of the park, we need your help to improve these public parks and open spaces.

Your local parks and open spaces provide opportunities for communities and visitors to enjoy a wide range of outdoor leisure activities, benefiting health, connecting communities, and providing a safe play area for children. Parks and open spaces can reflect the communities in which they are located and benefit from user engagement and input into how they are managed and developed. Communities working to improve a local park or green space with practical tasks, such as litter picks, tree planting and organising events, creates a sense of pride and ownership.

This guide has been written to assist communities interested in establishing a 'Friends' group, with the aim of improving the appearance, facilities, biodiversity, conservation value and safety of their local public park or open space. The guide contains contact details for council along with step-by-step advice on establishing your group, ranging from organising an event to applying for funding.

There are already a number of active 'Friends of' groups throughout the borough, working with us to improve parks and open spaces. Many have been running for several years. The Council recognises that groups may have different priorities for their areas, and that there are no quick fixes to improving public parks and open spaces. However, without the involvement of residents Ards and North Down would not be the borough it is. By working together, we firmly believe we can create the parks that we want, and residents deserve.

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## 1.0 INTRODUCTION

This publication has been developed to guide communities that are interested in establishing a 'Friends' group in Ards and North Down. It explains the basic stages of setting up a 'Friends' group, from forming a committee, to promoting the group, and fundraising events. It will show the benefits and the mutual support that can be achieved, by working in partnership with Ards and North Down Borough Council.

### 1.1 Working with Ards and North Down Council

Ards and North Down Council recognise the value and importance of parks to groups and individuals. They are environments which can enhance quality of life and provide a resource for both formal and informal recreation and physical activity, making an important contribution to the amenity and attractiveness of Ards and North Down, as a borough in which to work and live. Parks and open spaces are for the benefit of all the community, and in recent years there has been an increasing interest in parks and open space, and the outdoors in general. Ards and North Down Council is keen to promote Friends' Groups in Parks, so that through partnership, the development of the borough's assets can be best taken forward encouraging the active involvement of the community.

The majority of parks and open spaces throughout the borough are owned by Ards and North Down Council, which is responsible for ensuring appropriate development and management of the sites. This means that the council must balance the time and money it spends on each site. To do this, Parks and Cemeteries Service has produced a Service Plan which identifies priorities for improvements, and spending, from its available budget. Some of the larger parks have Management Plans which can be made available to you.

In the early days of a group's involvement, there can be a difference between what the group wants and what the council is looking for. Working together is a good way of understanding each other, and agreeing priorities and a shared vision. Community groups and the wider community, working together with the council, can develop a mutually acceptable vision.

The Parks and Cemeteries Service can offer the following additional support:

- A start up pack and guidance notes.
- The allocation of a supporting officer's time to assist you.
- Help with promoting your idea to park users and houses in the area.
- Help to organise a public meeting to test and encourage public interest.
- Help with the collection of names and the official formation of the group.
- Advice on the structure of the group, including the preparing of a constitution.
- An agreement between the council and the new group that defines roles.
- An induction day to introduce the group to the parks team.
- Advice on how to apply for external funding to development of your programme.

You should ensure that all communication with the council is carried out by only one or two members of the group. This should not prevent members of the group getting to know the park's team. This can be done informally during work tasks, at meetings and at events. The more you become acquainted with each other, the stronger the partnership will be.

Ards and North Down Council's Parks and Cemeteries Service is your partner in getting what you want in your park or green space. Once the initial contact has been established, remember to keep in regular contact to keep the momentum going. Invite key people from the council to your events and put them on your mailing list.

## 1.2 What is a 'Friends' Group?

'Friends' Groups play a vital role in protecting and enhancing local parks and open spaces in Ards and North Down. Working in partnership with the Council they give local residents a greater say in what goes on in those areas.

The groups volunteer their time and energy to get involved with a huge range of different projects including:

- Fundraising for improvements and events in the park.
- Enhancing biodiversity (e.g. creation of wildflower meadows, installing bird and bat boxes).
- Practical tasks such as litter picks and tree planting.
- Improving access.
- Contributing to the planning and management of the park.
- Producing leaflets and other educational material.
- Acting as eyes and ears to protect the park.

It is entirely up to each individual to determine the level of activity they wish to undertake. Some may operate at a low level, simply distributing leaflets regarding the park, whilst others can be more active, raising funds and organising events.

## 1.3 Reasons for establishing a 'Friends' group

- Gives people an interest in their local park and a means of meeting the needs of the local community.
- Can work to improve a local park or green space with practical tasks such as litter picks, tree planting, enhancing biodiversity and organising events etc.
- Groups can work in partnership with the Council and other organisations to represent local views and improve and develop the park and green spaces.
- Friends Groups can make and secure grant applications to improve the park or green space. Fundraising for improvements is a key purpose of these groups which can access grants not available to Councils.

## 1.4 Benefits of forming a 'Friends' group

Ards and North Down parks and open spaces provide opportunities for recreation and enjoyment, benefiting health, relaxation, play, peace and tranquillity for local residents and visitors to the borough, while also benefitting the environment and

local biodiversity. It is vital that these opportunities are available for all to enjoy and 'Friends' groups play a valuable role in the upkeep and enjoyment of our parks and open spaces.

'Friends' groups need local people to use parks wisely and often they consist of local people who will volunteer their time to improve the city's parks and open spaces. Anyone can join and volunteer as much or as little time as they wish.

'Friends' groups value and appreciate the boroughs parks and open spaces, and are able to suggest improvements, and encourage the restoration of these parks and open spaces, by raising funding for physical improvements, seeing joint projects through to completion, and giving opinions on proposed plans for the park.

'Friends' groups can make a huge difference. There are shining examples of reversing decline and bringing back quality, beauty, and shared stewardship of our parks and open spaces. By forming a group, you can help contribute, and identify what needs to be done; help to clarify priorities for local people of all ages and backgrounds; understand the challenges

### **1.5 What if the group does not agree with the Departments individual officers decision?**

Ards and North Down Council encourages 'Friends' groups and staff to work closely together. If there is a failure to agree on a decision, then the group can appeal to a more senior officer or go through the Council's Complaint Procedure.

## **2.0 ESTABLISHING A 'FRIENDS' GROUP**

### **2.1 Identify interested parties**

This can sometimes seem like the most difficult and daunting stage to tackle but there are a few simple things you can do. Most groups tend to advertise by distributing flyers, putting up posters or holding an event such as bulb or tree planting.

Try to represent all communities surrounding the park as this will ensure that the group is acting on behalf of the wider community and assist in avoiding conflicts at a later date. A diverse group will provide more opportunities, knowledge and experience.

Inform local community groups, resident groups, and park users such as sports clubs and gardening societies. Invite members onto a steering group.

The more widely the 'Friends group is known the better, as it can support and be supported by organisations with similar aims or interests.

## **2.2 Set up a steering group**

The steering group will guide the formation of the 'Friends' group. Six is a good number to get started. Once the group has a constitution, members can be elected as office bearers. The steering group members need not be office bearers once the group is constituted. The steering group will develop the initial interest, as well as developing the aims and constitution of the group, using a model which Parks and Cemeteries Service can provide.

## **2.3 Letter of intent**

The steering group should write a letter of intent to the Head of Parks and Cemeteries, Ards and North Down Council 2 Church Street, Newtownards, BT23 4AP, to register their interest in setting up a 'Friends' group.

Anyone within the initial group of interested individuals can write to register the group's interest in becoming a 'Friends' group.

The Head of Parks and Cemeteries will offer the assistance of a Council officer, who will work with the group initially if required, offering guidance and support. The officer's support may also be useful in developing the groups aims etc.

## **2.4 Identifying a venue for possible meetings**

The group will have to identify possible venues for regular meetings. These meetings should be organised in a facility that is local to your park or open space, and as open and accessible to as many community members as possible. Council will provide a venue in one of its parks, free of charge for one meeting a month. Requests for venues for other meetings can be submitted by the Friends Groups and will be granted based on operational and budgetary constraints

## **2.5 Annual General Meeting (AGM)**

Once you have found a number of interested individuals the next phase is to hold an inaugural Annual General Meeting (AGM) to adopt a constitution and elect a committee. Thereafter hold the AGM once a year in order to elect or re-elect committee members and present an annual report and accounts to the rest of the group.

All meetings held by your group should have an agenda, indicating what issues will be included in your meeting. Minutes should also be taken at every meeting, to keep a record of what was discussed. Record the names of those in attendance, and any apologies sent by those who were unable to attend the meeting. Please include the allocated Parks Officers and any supporting officers in the circulation of your minutes.

## **2.6 Forming a Committee**

The group's committee helps with the day to day running of the group, and is elected by the members of the group, to carry out actions and tasks on their behalf between



meetings. The committee is responsible for the actions of the group -so members cannot act without the committee's authorisation.

The aims of the committee should be achievable and realistic short, medium and long term visions for the park complimenting the aims of the Council's Parks and Cemeteries Service.

Remember "small wins" or successes will encourage support and participation. Short term achievable projects will achieve positive publicity, allowing the group to develop its role, experience and confidence in dealing with issues.

The Role of Elected Members -The Council is aware of the interest that councillors have in their local parks and open spaces within their constituency. Invite councillors to attend your meetings as non-voting ex officio committee members and include in your circulation of minutes.

## 2.7 Other forms of 'Friends' Groups

Below are some of the other types of groups and organisations with an interest in the improvement of parks and green spaces:

- Informal, un-constituted groups
- Conservation groups
- Community Watch groups
- Community Planning Groups

The Council's advice is to use the most popular choice, and to operate under the title of 'Friends...' for example, 'Friends of Castle Park.' It is a title that suggests a supportive and protective role, and a commitment to bring benefits to the park, which is what most groups want. The best thing about the 'Friends' title is that it can include the group in every type of park interest and activity. It is a useful 'catchall' title that gives the group a high degree of flexibility. In addition, the title is now well used and understood, quickly letting people know what the group is all about.

## 2.8 Naming of 'Friends' groups

Ards and North Down Council reserves the right to the use of the names of all its parks and open spaces. The incorporation of the name into the title of your group will usually be granted but requires the agreement of the Head of Parks and Cemeteries Service.

## 2.9 Roles and positions within the committee (example)

1. **Chairperson**, helps the group to achieve its aims, sets agendas, conducts meetings and acts as the leader of the group, ensuring its smooth operation. The chairperson should act as a good facilitator, ensuring positive discussions, and involving all members of the group.
2. **Secretary**, ensures all members of the group are kept fully informed and that they feel involved and included. The secretary prepares the paperwork and agendas for the meetings, books meeting rooms, maintains the group's records, deals with the group's correspondence, and supports the chairperson.
3. **Treasurer**, looks after the group's financial activities, ensuring accounts and records are kept up to date and accurate. The treasurer is responsible for making financial reports to the committee.
4. **Events officer**, manages the event budget, seeks permission to hold the event, arranges the hiring of acts and booking of the venue, co-ordinates event set up, technical specifications, site plans, and health and safety.
5. **Marketing and press officer** communicates the aims and objectives of the group to the wider community, including the local press and other media bodies etc. Arranges a variety of PR on behalf of the group, to promote the group's achievements in projects, funding, newsletters and activities.
6. **Web Master**, designs the group's website, creates webpage, and inserts information and images. Responsible for updating the content of the site.

## 2.10 Developing a Constitution

A constitution explains how your group will be managed, from the aims and objectives of the group, through to how meetings will be run. The constitution of your group does not have to be complicated, but should reflect how you wish your group to be managed. Parks and Cemeteries officers can provide examples of a constitution form.

Constitutions are important for the following reasons;

- To ensure the groups aims and objectives are clear and agreed by its members.
- To provide a mechanism for making decisions and resolving disputes.
- To gain credibility with other organisations and bodies.
- To ensure accountability.
- To clarify liability and lines of responsibility.
- To enable the group to qualify for various grants if the awarding body insists on a constitution.
- To enable the group to join other bodies that can help and support them.
- A constitution is also vital if the group wants to apply for charitable status.

## 2.11 Registering for Charitable Status

As well as the vital support the council can provide to you as a group, there are various organisations that will be able to offer help and advice. Once your group is constituted, you may wish to consider becoming a registered charity.

## 2.12 Benefits of charitable status

The main benefits of charitable status are tax related. Special advantageous reliefs and schemes concerning income tax, corporation tax, council tax/rates, and others, are available to recognised charities. Charities do however pay VAT but there are exemptions available for a range of activities.

## 2.13 Northern Ireland Register of Charities

If you want your group to be entered on to the Register and become a charity, you will need to apply to the office of The Charity Commission for Northern Ireland.

You can get hold of an application form and charity trustee declaration form from the website [www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk), by writing or by phone, at the contact details below. The Charity Commissions website provides a checklist on how to identify whether an organisation is a charity when you are asked to contribute.

You can contact The Charity Commission as follows; Charity Commission for Northern Ireland, Marlborough House, Central Way, Craigavon, BT64 1AD

Tel: 028 3832 0220

## 2.14 Setting up a Bank Account

You will need a bank account to manage any money that is generated through fundraising, and to pay for items such as stationery etc. Set up the account in the name of the group, with at least 2 signatories. The signatories must be members of the committee, usually the chairperson and the treasurer. It is possible to have 3 signatories on the account, allowing a member of the committee to sign if another is unavailable.

## 2.15 Insurance and Health and Safety

If your group intends to undertake practical tasks, and hold events then you will require insurance, usually public liability insurance (which covers accidents to the public on site) and public accident insurance (to provide compensation for your volunteers).

To comply with Health and Safety laws the group is required to carry out risk assessments, prior to an event. This would involve looking for hazards (e.g. using tools), deciding who might be harmed and how, and then recording the findings of

your assessment (e.g. the main risks and the measures you have taken to deal with them). Parks and Cemeteries officers can provide assistance and advice.

### **3.0 ADVERTISING**

#### **3.1 Local Media**

Often the best way to inform people about your event is through social media, posters, local newspapers, radio or television. The local press usually have a 'What's On' column which advertises details of events from local groups. Contact the news desk, at least one or two weeks before the event, so that they can put the date in their diary.

#### **Things that you need to tell the media:**

- What is happening
- When the event is taking place
- Where it is taking place
- Who is involved
- Any prizes
- Who is presenting
- Any additional information
- Who to contact for further information

This information can be put together in a press release. Sometimes the press will send a photographer and/or a reporter but this is not always guaranteed. If the media does not attend you can send them a description of the event and what was achieved, along with photographs taken before, during and after the event.

#### **3.2 Newsletters**

These are a great way of informing your members, and the wider community, of what your group is up to; celebrating successful events, promoting forthcoming events and recruiting new members.

#### **3.3 Websites**

If a member of your group has experience of web design, the group could set up its own website providing information about the group, a history of the park, and a list of activities/events that your group is involved with.

#### **3.4 Social Media**

Using social media can be a great way to share information about your cause and simply sound the trumpets about what you are doing. An added bonus is that it's mostly free to. While social media allows for quick distribution of information to a wide audience, it can also allow for some feedback that may be considered negative. Groups should be aware of this when considering their promotions.

## 4.0 FUNDRAISING

In the majority of cases your group may wish to raise funds to help run the group and carry out projects. Some groups organise fund raising events, such as a plant sale, to raise revenue. Building positive relationships with local organisations may help you to get some resources for free. For example, you could persuade a local cafe or supermarket to provide free refreshments after a clean-up event.

Your group may wish to apply for funding to help improve your park/open space. When applying for funding, please bear in mind the following points:

- It is important that the funder you apply to is willing to give funds for projects like yours. Make a list of the funder's aims and objectives and make statements about how your project will reach these.
- Don't be too extravagant with your first bid, it is better to apply for smaller amounts of money when you first begin. Funders like to see experience of dealing with money and projects, before they offer you a large sum of money.
- Funders like projects which meet the needs of local people. If you have completed a piece of consultation that shows your project will meet these needs, try to refer to it in the application.
- Funders also like to fund projects which include more than one group or organisation. Refer to the fact that you work in partnership with Ards and North Down Council and any other groups or organisations.
- Mention any match funding you have received. Equipment, facilities or staff given in kind can be classed as match funding. Contact the Parks and Cemeteries officer to get a cost for these items.

### 4.1 Funding Advice

There are a number of funding opportunities open to community groups, these may be provided by local or national organisations. Advice on what funding is available and how a community can go about obtaining funding is also available locally and nationally, listed below are organisations and publications that you may find helpful.

- County Down Rural Community Network.
- North Down Community Network.
- Grant Tracker [www.grant-tracker.org](http://www.grant-tracker.org)
- Keep Northern Ireland Beautiful
- Ards and North Down Council provides assistance to help access external funding.

### 4.2 National Funding Bodies

These organisations provide advice and information on funding, rather than providing grants and awards themselves, and are a good place to start if you are new to fundraising. Many of them are based online, and have some excellent information, guidance and advice available.

## 5.0 Sources Of Possible Funding

### The Big Lottery Fund NI

The Big Lottery Fund (NI) is one of a number of significant investors in community groups and projects in Northern Ireland. It provides grants from £300 to over £500,000 to local organisations ranging from small local groups to major national charities. It has various funding programmes for Northern Ireland, for example the 'Awards for All' initiative (which is a quick way for groups to access small Lottery Grants of between £500 to £10,000).

The Big Lottery Fund website contains a searchable database of funding as well as comprehensive information and guidance on how to apply for funding see [www.biglotteryfund.org.uk/fundin](http://www.biglotteryfund.org.uk/fundin)

### Community Foundation for Northern Ireland

The purpose of the Community Foundation is to connect local and international donors with community projects that require funding. The website provides information on rolling funding streams see [www.communityfoundationni.org/funds](http://www.communityfoundationni.org/funds) and [www.communityfoundationni.org/apply](http://www.communityfoundationni.org/apply)

Note that the Community Foundation twitter account also provides up-to-date information on funding opportunities <https://twitter.com/CFNIreland>

### NICVA

In addition to public funding, there are also a number of charities and corporate organisations (e.g. Tesco, Asda and various high street banks) that provide grants for various community projects. The NICVA Grant Tracker website is dedicated to finding such grants and fundraising opportunities - [www.grant-tracker.org/](http://www.grant-tracker.org/). There are over 900 potential sources of funding schemes available to search.

The Northern Ireland Assembly Library has a subscription to GrantTracker that can be accessed through the AsslSt intranet - <http://assist.assemblyni.gov.uk/services/rsrchlib/eresources/azresources.htm>

Note that NICVA's twitter account is also very useful source for providing up-to-date information on small grant funding opportunities for local organisations see [https://twitter.com/nicva\\_fradvice](https://twitter.com/nicva_fradvice)

Organisations can join NICVA for free if they are voluntary, community or social enterprise organisations with an income of under £20,000 per year and includes a reduced annual fee for the use of Grant Tracker. See [www.nicva.org/article/free-nicva-membership-for-small-organisations](http://www.nicva.org/article/free-nicva-membership-for-small-organisations)

## 6.0 Further Information

Ards and North Down Council will always welcome people interested in setting up a 'Friends' group, to help care for their local park/open space, and will offer advice to those trying to establish their group.

## 6.1 Useful Contacts

### Parks & Cemeteries Service

Ards and North Down Borough Council  
2 Church Street  
Newtownards  
BT23 4AP

T: 0300 013 3333

E: [andparks@ardsandnorthdown.gov.uk](mailto:andparks@ardsandnorthdown.gov.uk)

W: [www.ardsandnorthdown.gov.uk/parks](http://www.ardsandnorthdown.gov.uk/parks)

### The Conservation Volunteers

E: [tcvni@tcv.org.uk](mailto:tcvni@tcv.org.uk)

T: 028 9064 5169

W: [www.tcv.org.uk/northernireland](http://www.tcv.org.uk/northernireland)

### Fields in Trust

E: [info@fieldsintrust.org](mailto:info@fieldsintrust.org)

T: 020 7427 2110

W: [www.fieldsintrust.org](http://www.fieldsintrust.org)

### The National Federation of Parks and Green Spaces (NFPGS)

E: [info@natfedparks.org.uk](mailto:info@natfedparks.org.uk)

W: [www.natfedparks.org.uk](http://www.natfedparks.org.uk)

### County Down Rural Community Network

Ards Network Centre  
43-45 Frances Street  
Newtownards  
BT23 7DX

T: 028 9182 8884

W: [www.countydownruralcommunitynetwork.com](http://www.countydownruralcommunitynetwork.com)

### North Down Community Network

NDCN Wellbeing Centre  
25-27 Main Street  
Bangor  
BT20 5AF

T: 028 9146 1386

E: [admin@ndcn.co.uk](mailto:admin@ndcn.co.uk)

W: [www.ndcn.co.uk](http://www.ndcn.co.uk)

## APPENDIX 4

### 'Friends of' Sample Constitution

#### 1. Name

The name of the group shall be known as Friends of (insert name of park here)

#### 2. Aim

To improve the green space generally known as (insert name of park here)

#### 3. Objectives

The main objectives of the group are to:

- a) To represent the views of the residents of (insert name of area and park) in matters concerning the park.
- b) To actively seek the involvement of the relevant departments of Ards and North Down Council, so that it performs its statutory responsibility to maintain the Park.
- c) To carry out and promote both environmental improvements and practical conservation. To educate, encourage and support the local population in environmental practice, by working with statutory and non-statutory agencies.
- d) To work with similar groups and exchange information and advice with them.

#### 4. Powers

In furtherance of the aims, but not otherwise, this association and its committee may carry out the following powers:

- a) Organise meetings, training courses and events.
- b) Raise funds and receive contributions where appropriate, to finance work.
- c) Publicise the Friends activities through the media.
- d) Buy, hire, or legitimately borrow any equipment, tools, services, or other property required.

#### 5. Membership

- a) Membership of the group is open to any person who is interested in helping the group to achieve its aims, willing to abide by the rules of the group, and to pay any subscription agreed by the management committee.
- b) Every member has one vote at general meetings.
- c) The management committee may, by unanimous vote and for good reason, terminate the membership of any individual, provided that the individual concerned has had the right to be heard by the management committee, accompanied by a 'Friend', before the decision has been made.



## 6. Office Bearers

- a) Friends of (insert name here) shall be administered by a Management Committee of not less than three people elected at the group's Annual general meeting.

The officers of the Management Committee shall consist of:

- The Chairperson
- The Treasurer
- The Secretary

And any other posts deemed necessary.

- b) The election of office bearers shall be for a period of two years initially and shall take place at the AGM.
- c) Elections will be by majority vote at the AGM. The Secretary will give notice of an election in writing, at least 14 days before the date of the meeting. Nominations may be submitted before or at the AGM. Nominees to be at the AGM unless written apologies received.
- d) The Committee may from time to time appoint sub committees for any special purpose.
- e) Should an elected office bearer resign, or cease to be able to attend meetings for a period in excess of three calendar months, the vacancy may be filled at the next Committee meeting.
- f) Relevant financial interests of members applying for a position should be made known before the election.

## 7. Finance

- a) The Treasurer shall open a bank account in the name of the group.
- b) There shall be three signatories to the account with a requirement for two signatories to sign withdrawals from the account.
- c) The Treasurer shall keep proper and accurate account of the group's finances and shall produce an Independently Examined Statement of the accounts for the AGM.

## 8. Representation

- a) As a matter of policy, representatives from the following organisations may be invited to Management Committee meetings:
- i) Ards and North Down Borough Council
  - ii) News Media
- b) Representatives from other organisations may be invited to the Committee meetings, by the Office Bearers jointly.
- c) The invited representatives may participate in the business of the meeting at the discretion of the Chairperson, but will not have the right to vote.

## 9. Committee Meetings

- a) The committee shall meet at least two times each year. b) The quorum for a meeting shall be five. c) The committee shall be accountable to the members at all times. d) All committee members shall be given at least fourteen days notice.

**10. Annual General Meeting**

- a) The Friends of (insert name here) shall hold an Annual General Meeting (AGM).
- b) The business of the AGM shall include:
  - Receiving a report of the group’s activities over the year.
  - Receiving a report of the last financial year’s accounts from the Treasurer.
  - Electing a new Management Committee and considering any other matters that may arise.

**11. Administration of All Meetings**

- a) The Secretary shall give notice of meetings by circular to all members giving at least 14 days notice.
- b) Accurate minutes of all meetings will be kept.
- c) Copies of the minutes and the agenda for forthcoming meetings shall be circulated by the Secretary.
- d) Business, to be included on the agenda of the meeting, must be notified to the Secretary at least 10 days before the meeting. Late business may be introduced at the discretion of the Chairperson.

**12. Dissolution Clause**

- a) Should the group be dissolved all assets will be transferred to an equivalent organisation with the same objectives as the Friends (insert name of group here).

**Signed:**

Chairperson .....

Date .....

Secretary .....

Date .....

Treasurer .....

Date .....

Ratified By (Name) .....

(Position) .....

Date .....

Unclassified

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**ITEM 21****Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	25 November 2022
File Reference	PCA115
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Feed The Ducks Initiative
Attachments	Appendix Image of Duck Food Dispenser

An important and valuable asset within the Ards and North Down Borough Council portfolio, Kiltonga Nature Reserve, is a well-used amenity close to the residential areas of Newtownards. Kiltonga is well known for the abundance of wildfowl with large portions of the site designated a nature reserve, much of which is managed in conjunction with Strangford Lough Wildfowling. Viewing and feeding of the wildfowl on-site is an activity enjoyed by many visitors each day.

Although done with the best intentions, the use of bread and similar products to feed ducks and geese is cause for concern. Nutrient pollution caused by large amounts of bread and other food being thrown into the ponds can cause harmful algal blooms, which deplete oxygen levels within waterways and kill off aquatic wildlife. The risk of blooms increases in warm, sunny weather when algae can reproduce exponentially. Excess bread is also harmful to ducks and can cause malnutrition, disease and bad behaviour, and can be an attraction to undesired pests. The use of breads and similar foods also contributes to silt build-up within ponds, an issue identified at the site.

Wildfowl naturally eat a wide range of aquatic insects, snails, worms, pond weed and other vegetation. While important at all times, a natural and balanced diet is

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especially important during the breeding season, when there is a need to provide young with appropriate food.

Feed the Ducks is an environmental initiative aiming to reduce the amount of bread and incorrect feed being fed by the public to wildlife in parks. The scheme works in partnership with councils across the U.K and Ireland to install Duck feeders in the Parks where this is the case. It provides an alternative for the public to use, rather than bringing unsustainable and unhealthy amounts of feed such as bread when they go to feed the ducks. Feed is available 24/7 and is a preventable measure to issues like silt build up or blue algae which is life threatening to local wildlife.

Designed as a green initiative, the feeders are contactless, solar powered and made of recycled plastics (each feeder recycles the equivalent of 20,000 water bottles). The feed is dispensed to hand, helping to reduce plastic litter waste. The feed is also a special high protein-based feed that is suitable for the diet of Ducks, Geese and Swans.

Dispensers provide two sizes of feed to cater to different family sizes at a cost of £1.00 for 100g and £2.50 for 300g. Members should note, there is no cost to council and feeders are managed entirely the Feed the Ducks initiative. This includes topping up feed, cleaning and maintenance of the dispenser. 10% of all proceeds are paid back into a local community project or group, at the discretion of council.

Each feeder aims to provide a source of education and includes a sign notifying the public about the issues of bread feeding, what food they can feed should they not use the dispenser and a QR code that links to a website, specifically built for each location. This website includes fun facts about the park, the local habitat and content that children can engage with on habitat conservation.

### **RECOMMENDATION**

It is recommended that Council supports the installation of a 'Feed the Ducks' dispenser at Kiltonga Nature Reserve.

### Appendix Image of Duck Food Dispenser



Unclassified

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## ITEM 22

**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	15 September 2022
File Reference	CW4
Legislation	N/A
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Play Provision in Loughries response to Notice of Motion
Attachments	None

Members will recall the following Notice of Motion was agreed by Council in October 2022:

**“That Council task officers to carry out a review of Play Provision in Loughries with a view to its inclusion in the Councils Play Strategy going forward.”**

The Councils [Play Strategy](#) was finalised in 2021 and outlines the strategic approach to play provision in the Borough until 2032. Loughries was assessed, but no specific actions in relation to the settlement were included. Loughries is classified as a Small Settlement (in the Ards and North Down Area Plan 2015) and therefore the approach to play provision for Small Settlements and rural areas is outlined in the Councils agreed Play Strategy (Section 6.4 of Document) and is therefore Council policy is as follows:

**Rural Provision**

Providing fixed play areas in rural settings needs to be measured and balanced against a range of factors including those outlined above in terms of demographics, distance to other settlements and playparks, as well as the need for land acquisition and budget constraints etc. In rural areas households tend to be generally dispersed

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within the landscape. In some cases, clusters of dwellings are defined as Small Settlements in terms of the settlement hierarchy which is outlined in the relevant Local Development Plan. The approach in other Council areas in Northern Ireland is to only provide formal fixed play provision in settlements which are classified as Villages and above. In planning terms, the need for play areas is outlined under Planning Policy Statement 8, Open Space, Sport and Outdoor Recreation (Policy OS 2, Public Open Space in New Residential Development). This is a useful benchmark to consider along with the previously mentioned considerations when determining the need for play provision.

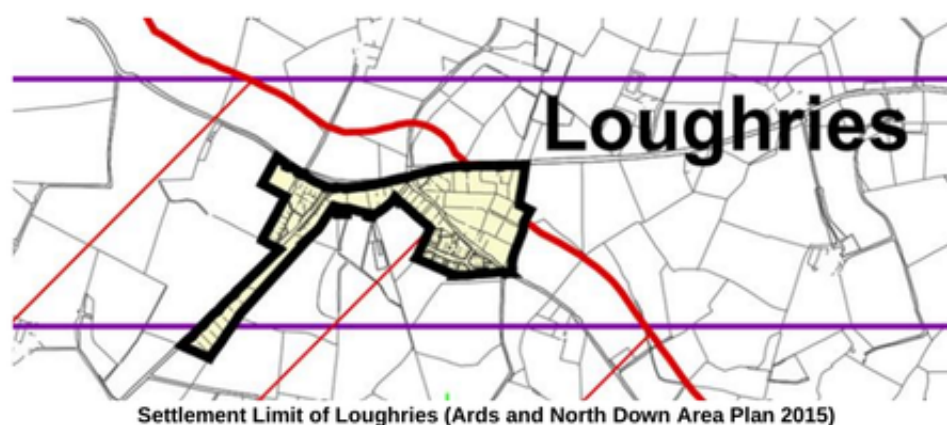
Therefore, a fixed play area will be considered if a Small Settlement has:

- More than 100 residential units within the defined settlement limit (as delineated by the Area Plan) or
- Minimum of 100 residential units within the catchment radial of the play area

If a Small Settlement meets the criterion and in conjunction with the other considerations as outlined above then the installation of a play area will be considered if suitable land can be acquired if the Council does not have any other land available within the settlement. If a play area is deemed necessary, then it is considered that a Tier 3/Doorstep Facility would be appropriate.

Alternatives to fixed play provision can be deployed in rural areas such as exploration of Play Partnerships with schools (if they have play areas), Play Events and Play Pods which have been discussed previously within the Play Strategy. This will be progressed on the appointment of a Play Development Officer.

The Settlement Limit for Loughries as define by the Ards and Down Area Plan 2015 is shown below.



Using the Council's GIS (Geographical Information System) all address points registered in the Borough are shown. This information is updated on a regular basis using Address Pointer Data received via Land and Property Services. There are currently **98** addresses registered within the Settlement Limit of Loughries as is shown below.

## Unclassified

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Address Points in Loughries

Council currently has no land holdings within or out with the settlement limit so therefore land acquisition would be required to deliver any play provision in Loughries using its land.

Currently the threshold of 100 dwellings has not been reached and there is no land available, therefore Loughries would not meet the criteria as outlined in the Play Strategy.

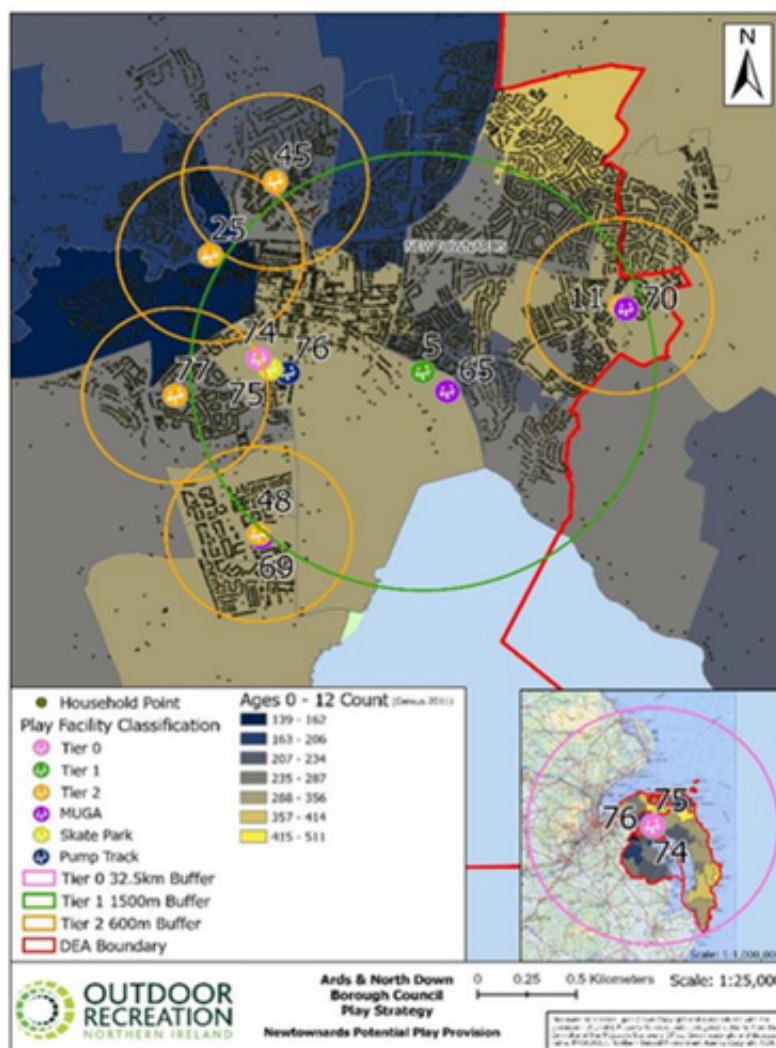
It should also be noted that there are other playgrounds which are close to Loughries, with Londonderry Park (Tier 1) being 2.4 miles (by road) and ABMWLC Tier 0 which has an even wider catchment area as shown on the map insert below as well as Abbot Gardens Tier 2.



Nearby Playgrounds



Unclassified



Catchment Areas of Playgrounds in Newtownards

A site meeting took place at the request of a local elected representative with the principal of Loughries Primary School to discuss these points on 15 November 2022. At this meeting it was agreed that other organisations outside of Council would be approached concerning a potential role in play provision for the area.

**RECOMMENDATION**

It is recommended that Council review the potential for play provision for Loughries in the future when the thresholds as outlined above have been met unless provision is made as a result of the planned discussion with others outside of Council.

## ITEM 23

**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	14 December 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	22 November 2022
File Reference	CW22
Legislation	Local Government Act (NI) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Q2 Performance Report for Parks & Cemeteries 2022/3
Attachments	None

Members will be aware that Council is required, under the Local Government Act 2014, to have in place arrangements to secure continuous improvement in the exercise of its functions. To fulfil this requirement Council approved the Performance Management Policy and Handbook in October 2015. The Performance Management Handbook outlines the approach to Performance Planning and Management process as:

- Community Plan – published every 10-15 years
- Corporate Plan – published every 4 years (Corporate Plan Towards 2024 in operation)
- Performance Improvement Plan (PIP) – published annually (for publication 30 September 2022)
- Service Plan – developed annually (approved April/May 2022)

The Council's 18 Service Plans outline how each respective Service will contribute to the achievement of the corporate objectives including, but not limited to, any relevant actions identified in the PIP.

## Reporting Approach

The Service Plans will be reported to relevant Committees on a quarterly basis as undernoted:

Reference	Period	Reporting Month
Q1	April – June	September
<b>Quarter 2</b>	<b>July – September</b>	<b>December</b>
Q3	October – December	March
Q4	January - March	June

## Key Achievements:

- Recruitment: Two Apprentices in Horticulture started in September 2022.
- A volunteer programme in Bangor Castle Walled Garden was started with 11 volunteers recruited to date.
- Biodiversity events took place over the summer period including Wild Days Out and Big Butterfly Count.
- Donaghadee and Comber success in Translink Ulster in Bloom Awards.
- Working with the Age Friendly Team on a Walking Audit at Ward Park
- Event held to mark International Play Day in August, event held in Platinum Jubilee Park in Ballygowan.
- £3.2 million of funding awarded by DFI Minister for the Comber-Green Road Bangor Greenway development.
- New Play Park in Castle Park (Portaferry) delivered.
- The use of shallow graves for cremated remains has been approved by Council, this has increased the number of available graves throughout the Borough.

## Action to be Taken:

- Draft Local Biodiversity Action Plan will be completed in Autumn 2022.
- Plans underway for of a programme of Winter Events including Plans underway for 2022/23 ANDinBloom and **STAND4TREES** initiatives underway
- Orienteering trails for Cairn Wood to be progressed.
- Play Parks to be refurbished: Johnny the Jig, Tower Park Conlig, Aurora, Upper Crescent Comber. Plus new splash pads at Groomsport, with an older children facility in Holywood (public consultations are underway for both Holywood and Upper Crescent).
- Orienteering trails for Cairn Wood to be progressed for inclusion on Outdoor Recreation webpage and promotion event.
- Works ongoing to Play Parks to be refurbished: Aurora, Johnny the Jig, Cloughey, Tower Park Conlig, Upper Crescent Comber (Consultation was undertaken and Upper Crescent was the preferred location so the playground will be delivered at that site). Playground signage refresh ongoing.
- Upgrade to paddling pools at Groomsport and inclusion of Splash Pad.
- Older children facility in Holywood is progressing through consultation.
- Upgrade to Nugent's Wood path in partnership with National Trust.













## RECOMMENDATION

It is recommended that the Council notes the report.

## Quarterly Performance Report - Parks and Cemeteries

Generated on: 22 November 2022

Last Update Q2 2022/23

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Total Hectares of Council maintained ground rewilded (m2)	49,195	49,195
	Managed ground with annual sowing (m2)	6,100	6,100
	Number of trees planted	3	0
	Number of tree, woodland and orchard projects supported	0	0
	Amount of herbicide used (litres)	98	130
	Publish and implement a new Local Biodiversity Action Plan	No	No
	% spend against budget	102.59%	100%
	Investigate sponsorship initiatives and present proposals to Council	Yes	No
	% staff attendance	90.33%	95%
	% staff reporting regular/monthly receipt of team briefings	100%	100%
	Retain Green Flag Awards	6	5
	Best Kept Britain in Bloom and any other relevant award that highlights the excellence of the service offered by the Council	2	0

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% of available allotments utilised	100%	100%
	Number of Britain in Bloom projects	15	15
	Overall funding for In Bloom projects	£12,245.00	£12,000.00
	Number of Friends Groups established	1	1
	Carry out ten community events throughout the Borough	11	6
	Investigate opportunities to start an apprenticeship scheme in association with Greenmount College	Yes	Yes