

June 10th, 2022

Notice Of Meeting

You are requested to attend the meeting to be held on **Wednesday, 15th June 2022 at 7:00 pm** in **Virtual via Zoom**.

Agenda

Zoom Guidance

[Zoom Guidance.pdf](#)

Not included

Agenda

[15.06.2022 CWB Agenda.pdf](#)

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1. Apologies

2. Declarations of Interest

3. Deputations

4. Performance Report Environmental Health Q4 (Report attached)

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5. Performance Report Community and Culture Q4 (Report attached)

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6. Summer Scheme Update (Report attached)

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7. Queens Platinum Jubilee Grants Expressions of Interest (Report attached)

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8. Social Supermarket Update (Report attached)

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9. Ukraine Support Update and Data Sharing Agreement (Report attached)

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11. Kirkistown Castle 400 Anniversary Further Report on Funding (Report attached)	
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13. Performance Report Leisure Services Q3 and Q4 (Report attached)	
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14. Calhame Park Cloughey Response to Notice of Motion (Report attached)	
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17. Performance Report. Parks and Cemeteries Q4 (Report attached)

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18. Display Bed Application (Report attached)

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19. Amendment to Cemeteries Pricing Policy (Report attached)

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📄 *19. Appendix Letter from Maxine Porter.pdf*

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20. Management of Sand Dunes (Report attached)

📄 *20. Management of Sand Dunes.pdf*

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21. Carrowood Trails (Report attached)

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22. Notices of Motion

22.1 Submitted by Councillor Adair and Councillor Edmund

That this Council task officers to enter into discussions with the Education authority concerning the redevelopment of the play area fronting Victoria Primary School (which is a shared facility between the school and public) as a potential Peace Plus project to enhance recreation and sports facilities for Ballyhalbert.

22.2 Submitted by Alderman McIlveen and Councillor Kennedy

That this Council notes that 2028 will mark the centenary of the internationally renowned Ards TT Races and tasks officers to prepare a report in relation to options on events to best commemorate this sporting anniversary and celebrate the area's rich motorsport heritage.

23. Any Other Notified Business

*****IN CONFIDENCE*****

24. Contract Extension for Home Safety Check Scheme IT Solution (Report attached)

📎 *24. Contract Extension for Home Safety Check Scheme IT Solution.pdf*

Not included

25. PCSP Private Minutes 7th March 2022 (Minutes attached)

📎 *25. PCSP Meeting 7 March 22.pdf*

Not included

26. Leisure Insourcing Update (Report attached)

📎 *26. Leisure Insourcing Update.pdf*

Not included

27. Ward Park Update (Report attached)

📎 *27. Ward Park Update.pdf*

Not included

📎 *27. Appendix 1. Ward Park Option 4 Project Brief..docx*

Not included

📎 *27. Appendix 2. LA06 2016 1108 F Ward Park Planning Approval.pdf*

Not included

📎 *27. Appendix 3. LA06 2016 1108 F Ward Park Planning Approval Drawing.pdf*

Not included

28. Greenways Network Project Update (Report to follow)

📎 *28. Greenways Network Project Update.pdf*

Not included

📎 *28. Appendix 1 Greenways Consultation and Engagement Timetable to December 2022.pdf*

Not included

29. Whitespots Update (Report attached)

📎 *29. Whitespots Update Report.pdf*

Not included

30. STA for Willow Beacons (Report attached)

📎 *30. STA For Willow Beacons 2022.pdf*

Not included

ARDS AND NORTH DOWN BOROUGH COUNCIL

9 June 2022

Dear Sir/Madam

You are hereby invited to attend a meeting of the Community and Wellbeing Committee to be held remotely via Zoom on **Wednesday, 15th June 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. Deputations
4. Performance Report Environmental Health Q4 (Report attached)
5. Performance Report Community and Culture Q4 (Report attached)
6. Summer Scheme Update (Report attached)
7. Queens Platinum Jubilee Grants Expressions of Interest (Report attached)
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23. Any Other Notified Business

ITEM - *IN CONFIDENCE*****

24. Contract Extension for Home Safety Check Scheme IT Solution (Report attached)
25. PCSP Private Minutes 7th March 2022 (Minutes attached)
26. Leisure Insourcing Update (Report attached)
27. Ward Park Update (Report attached)
28. Greenways Network Project Update (Report attached)
29. Whitespots Update (Report attached)
30. Single Tender Action for Willow Beacons (Report attached)

MEMBERSHIP OF COMMUNITY AND WELLBEING COMMITTEE (16 MEMBERS)

Alderman Carson	Councillor Johnson
Alderman Irvine	Councillor Kendall
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	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Interim Head of Environmental Health Protection and Development
Date of Report	25 May 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	Performance Report Environmental Health Protection and Development Q4
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 2021)
- Service Plan – developed annually (approved April/May 2021)

Unclassified

The Council's 17 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 2021-22 is attached.

Key points to note:

- Q4 data is not yet available for the Budget Spend Indicator, though it is expected that there will be an end of year underspend. This is because of difficulties in recruiting suitably qualified Environmental Health staff to fill vacancies which has led to pressure on the service.
- % of premises in priority sectors inspected and permits issued: This KPI has not been met due to the lack of resource within the Noise Team, related to the increase in noise complaints received over the past two years. The KPI has been retained in this years' Service Plan and a Business case for an additional noise officer was submitted as part of the budget process. In line with the process for business cases relating to staffing it will be submitted to CLT for approval once other priority EHPD business cases relating to transformation of the service have been actioned.
- % of planning comments made within 15 working days: This KPI has not been met this quarter or for the year as a whole – cumulative total 74%. This target currently relates to the work of a single Environmental Health Officer and it is recognised that additional support may be required for the role. Provision of additional support for this role also relates to the business cases for the transformation of the service and an additional noise officer.
- All staff below Service Unit Manager level completed their Pride in Performance conversations with forms returned to HR as requested.
- Staff absence rates have been detrimentally affected by long term sick including one resulting in ill health retirement. Short term sick absence rates remain low.

Key achievements:

- The service has continued to adapt well to covid restrictions being lifted and has been able to provide a service to the residential and business community.
- Business cases for the transformation process have been completed, approved and are on the recruitment list for July 2022. The enhanced posts at Senior EHO level will provide recognition of the in-house expertise, thus

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aiding staff retention, and will also support the Service Unit Managers in improving the coordination, monitoring, and efficiency of the service delivery. The reallocation of existing budget to create a Health & Wellbeing Officer role will facilitate greater community outreach as part of the Community Planning process.

Emerging issues:

- Increased energy costs will hit the most vulnerable in society therefore services such as the Affordable Warmth scheme will take on even greater importance as we enter the 22/23 year. It will be important that the DfC continues to fund this initiative. A review of the scheme is in progress and Council Officers have highlighted the need to provide grant payments to Councils rather than the "pay by referral" method which was introduced without agreement. The targeted nature of the scheme and other problems meeting targets has been raised with DfC. Affordable Warmth remains challenging to manage and a more detailed update report is planned for September, when it is anticipated that the findings of the review will be available.
- Demands on the service in terms of service requests continue to exceed pre-covid-19 levels, and this has been particularly evidenced in a significant increase in Noise complaints.

Action to be taken:

- Business cases for additional posts are to be submitted in order to meet the high level of service demands, public expectation, and key service objectives which are currently not achieved due to unprecedented demand exceeding current resources.

RECOMMENDATION

It is recommended that Council notes the report.

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Quarterly Performance Report - Environmental Health, Protection and Development

Generated on: 25 May 2022

Last Update Q3 2021/22

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	86.5%	100%

Last Update Q4 2021/22

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%	90%
	% service requests responded to within 2 working days	94%	94%
	% of Planning comments made within 15 working days	79%	90%
	% of quarterly targets achieved as determined by Service Level Agreements	99%	100%
	% of customers satisfied with service upon completion of service request	95%	90%
	% staff attendance	93.46%	95%
	% of employees in whom time invested in Team Briefings	100%	100%
	% of staff reporting annual Pride and Performance conversations	90%	100%
	Complete three CP Market Surveillance exercises	3	3
	Complete three H&S targeted inspection initiatives	3	2

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Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% of PTO applications completed within 180 days	100%	90%
	% of Caravan Sites inspected annually	100%	100%
	% of Petroleum Sites inspected and annual licenses issued	100%	100%
	% of High Risk Food premises inspected	80%	80%

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ITEM 5

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	27 May 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	Community and Culture Performance Report Q4
Attachments	

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 2021)
- Service Plan – developed annually (approved April/May 2021)

The Council's 17 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 4 2021-22 is attached.

Key points to note:

- Community consultation and engagement in preparation for the PEACE PLUS programme is yet to commence, as the Programme has not been formally signed off. It is likely that consultation will be delayed to the end of the Summer.
- The number of people volunteering in the service was under target in Q4, due to Covid restrictions, however volunteering is increasing.
- A one stop shop for community volunteers has not progressed, but it will be so later in 2022.

Key achievements:

- A new Education Programme for the Museums is now in place, following the appointment of an Education Officer.

Emerging issues:

- The number of young people recruited to the Youth Voice Programme has increased and a rolling programme of recruitment is underway.
- As services return to normal levels spend against budget will increase.

Action to be taken:

- Staff attendance in Q4 was below target due to Covid. Staff attendance will continue to be monitored.

RECOMMENDATION

It is recommended that Council notes this report.

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Quarterly Performance Report - Community and Culture (Q4)

Generated on: 26 May 2022

Last Update Q3 2021/22

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	83.75%	100%

Last Update Q4 2021/22

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Community consultation and engagement for the PEACE PLUS Plan commenced	No	Yes
	% staff attendance	89.94%	95%
	% staff receiving team briefings	100%	100%
	% staff reporting regular Pride in Performance Conversations	100%	100%
	No of people volunteering within the service	1	20
	Create a one stop shop for Community Volunteers	No	Yes
	Disability Arts Bursary developed	Yes	Yes
	No. of Community based Arts Programmes	2	2
	No of Creative Class sessions delivered (cumulative)	15	70
	Museum Education programme developed	Yes	Yes
	Design and deliver a NI 100 grants scheme	Yes	Yes

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Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Community ezine produced	Yes	Yes
	No of Council community-based summer schemes delivered	0	0
	No of Community Led Summer Schemes delivered	0	0
	Public art mapped across the borough	No	Yes
	Improved Confidence in Policing	0%	92%
	No of young people recruited into the Ards and North Down Youth Voice	14	20

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ITEM 6

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	25 May 2022
File Reference	
Legislation	Recreation and Youth Services (NI) 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	Summer Scheme Update
Attachments	

A report was considered by Council in March 2022 detailing how the Community Development Team intended to increase the delivery of Council led Summer schemes throughout the Borough. To remain within budget, this involved reducing the duration of the schemes from 3 to 2 weeks but delivering in 7 locations instead of 5. Below are the locations that were agreed upon:

- Ald George Green Community Centre, Bangor (80 children per week)
- Ballygowan Village Hall, West Ards (40 children per week)
- Comber Leisure Centre (60 children per week)
- Donaghadee Community Centre (60 children per week)
- Portavogie Community Centre, Ards Peninsula (40 children per week)
- Redburn Community Centre, Holywood (60 children per week)
- West Winds Community Centre, Newtownards (40 children per week)

A total of 760 places for children were to be offered in 7 locations of the Borough.

Unclassified

As a result of an investigation following notification to senior management of a change to the agreed schedule in late April, when the Community Development Team went to book the venues after the call-in period, the 2 new sites at Comber Leisure Centre and Donaghadee Community Centre were booked by other users.

Although this may be disappointing in terms of community development run schemes, Members should note that Leisure Services are delivering summer schemes in Comber Leisure Centre in July and August, while Sports Development are delivering a Football Camp in Cromellin Park, Donaghadee. Therefore, Council is delivering summer schemes in these two towns.

The Portavogie summer scheme may move to Portavogie School, to allow a larger Scripture Union summer scheme to use the community centre venue. A decision will be taken following a site visit at the school to ensure the alternative venue is suitable.

To ensure Council summer schemes are delivered across seven sites, two new locations were identified, based on similar need and catchment audience - Bowtown Estate and Carrowdore.

Both areas have no community or leisure summer scheme provision and Members will be aware that, based on a survey of users, parents/guardians highlighted that they would be happy to travel to avail of the summer scheme provision.

Table 1 below, based on reservations to date, demonstrates that running a summer scheme in Carrowdore provides a service to households across the peninsula.

Table 1

Residential locations of Children attending Carrowdore	Number of places utilised
BallyHalbert	1
Ballywalter	12
Bangor	3
Carrowdore	19
Conlig	1
Comber	1
Donaghadee	12
Greyabbey	12
Lougheries	1
Millisle	21
Portaferry	1
Portavogie	1

Below is the list of Council delivered summer schemes in 2022:

- Ald George Green Community Centre, Bangor (48 children per week)
- Ballygowan Village Hall, West Ards (48 children per week)
- Bowtown Estate, Ards (48 children per week)

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- Carrowdore Community Centre (48 children per week)
- Portavogie Community Centre, Ards Peninsula (48 children per week)
- Redburn Community Centre, Holywood (48 children per week)
- West Winds Community Centre, Newtownards (48 children per week)

A total of 672 child places will be offered at this year's summer schemes which will offer a fair distribution of summer scheme places throughout the borough whilst complying with safeguarding ratios. This is also bolstered by the availability of other summer schemes such as ones provided by Leisure Services, Sports Development, Community Partners, Education Authority, and privately run schemes.

It should also be noted that this was the first year that summer scheme registration was conducted online. This new process opened on Monday 9 May and closed on Friday 20 May. Within the first half an hour of registration opening, 340 had applied. By Friday 20 May, all available places on summer schemes had been booked.

Below shows where it was originally intended that Community Partners would deliver summer schemes:

- Ballyphilip Youth Group, Portaferry (40 children per week x 1 week)
- Breezemount Com Association, Bangor (40 children per week x 3 weeks)
- Kilcooley Women's Centre, Bangor (80 children per week x 3 weeks)
- Killinchy and District Community Development Association (30 children per week x 2 weeks)
- Millisle Youth Forum, Millisle (30 children per week x 2 weeks)

However, Members should note that Community Partners who deliver the summer scheme in Breezemount, have sourced alternative sustainable funding to deliver their programme. This means that they will not avail of the funding that they have previously utilised from Council. Below shows where Council Community Partners will deliver summer schemes:

- Ballyphilip Youth Group, Portaferry (40 children per week x 1 week)
- Kilcooley Women's Centre, Bangor (80 children per week x 3 weeks)
- Killinchy and District Community Development Association (30 children per week x 2 weeks)
- Millisle Youth Forum, Millisle (30 children per week x 2 weeks)

Breezemount will still deliver a summer scheme for 40 children per week over 3 weeks, just not availing of Council funding.

RECOMMENDATION

It is recommended that the Council notes this update 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	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 May 2022
File Reference	CW-150
Legislation	Recreation and Youth Services Order (NI) 1989
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Queens Platinum Jubilee Grants Expressions of Interest
Attachments	

In February 2022 Council agreed to support a programme of activity to mark The Queens Platinum Jubilee. This programme included an element to mark the Service of Thanksgiving across the Borough. The Service of Thanksgiving for Her Majesty The Queen's reign is to be held at St Paul's Cathedral on Friday 3rd June 2022. This will be broadcast via several media outlets.

To compliment this occasion a small amount of funding has been offered by Council administered through an Expression of Interest (EOI) process. The EOI was only available for Faith-Based Groups within the Borough, who could apply for funding towards the costs involved in providing refreshments on either Friday 3rd June 2022 after the official Service of Thanksgiving, or on Sunday 5th June 2022 following their own Service of Thanksgiving.

Applications opened on Monday 4th April and closed on Tuesday 3rd May 2022 and were advertised on the Councils website and the direct targeting of faith-based groups.

Unclassified

In total 14 applications were received and listed in Table 1. In line with the budget set aside for the EOI it is recommended that 100% of the amount applied for be awarded to all successful applicants totalling £1400.

Table 1.

Name of Faith-Based Group	Amount received
Ballyblack Presbyterian Church	£100.00
Ballygilbert Presbyterian Church	£100.00
Bangor Abbey Church of Ireland	£100.00
Bangor Community Church	£100.00
First Bangor Presbyterian Church	£100.00
Glen Community Church	£100.00
Groomspoint Parish Church	£100.00
Helens Bay Presbyterian Church	£100.00
Killinchy Parish Church	£100.00
Movilla Presbyterian Church	£100.00
St Marks Church	£100.00
St Mary's Kilmood	£100.00
St Philip and St James Holywood Parish	£100.00
The Salvation Army - Ards branch	£100.00

Annex 1 on page 4 shows the distribution of EOI from Faith Based Groups within the Council area. As members will note no such group from the majority of the Ards Peninsula applied.

RECOMMENDATION

It is recommended that the Council retrospectively approve the recommendations detailed in Table 1, as detailed in this report.

Unclassified

Expression of Interest from Faith-Based Groups within ANDBC for the Queens Platinum Jubilee 2022.



Distribution of EOI from Faith Based Groups within the Council area.

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ITEM 8

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	24 May 2022
File Reference	CW142
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	Social Supermarket Update
Attachments	

Members will be aware that Council, via funding from the Department of Communities, is supporting the establishment of the Ards and North Down Social Supermarket (SSM) in Newtownards. The SSM will be in The Warehouse, 3 Glenford Way, Newtownards and will be operated by North Down Community Works.

Members of the SSM co-design group met in the Warehouse on 17 May 2022 and were given a tour of the building and learned more about the current services. The building is approximately 10,000 square feet and has some surrounding land, with play equipment for children and an area for growing food for preparing meals.

Users of the facility are people from Ards & North Down who are in crisis, struggling financially or in need of help. This includes people of all ages and abilities, elderly people, families, and individuals struggling to keep up with cost of living, in debt, experiencing crisis or poverty, or facing a mental health crisis. North Down Community Works work in partnership with local agencies and organisations to provide services for the individuals they are engaged with.

Unclassified

Between January and March 2022, approximately 7200 meals were prepared on site and were either collected or delivered to those in need. In addition, 650 food hampers were collected or delivered. People dropping into the Warehouse were supplied with breakfast, lunch or dinner.

The Warehouse employs a full-time chef who prepares meals on site. The majority of the food used is food that would have otherwise been wasted by local producers/retailers, as part of FareShare programme and in connection with local business. A community fridge, located at the front door of the building, is used to provide food for around 50-60 people weekly. Left over or waste food that cannot be used safely goes to the local pig farm.

The Warehouse also runs a "Wear & Share" project which encourages people to bring and swap small household items and clothing including men, women and children's clothes, bridal wear, interview clothes, shoes, and other items.

The Wear and Share project was created from three foundational ideas:

- Those in crisis can access free clothing / household items.
- A reduction of the negative impact the fashion industry has on the environment.
- There are enough resources if we all share.

The service is available to anyone, but those who can are encouraged to make a donation, while those in crisis can use the service for free. It does not operate as a charity shop. The service is used by approx. 100 people per week and the Warehouse will soon be launching a "Warm Room" - a place to meet and socialise for those struggling to heat their own homes.

Warehouse services are supported by a bank of around 40-50 volunteers who assist with food deliveries, food collections, Wear and Share, kitchen duties, helping in the garden, making check in calls and any ad hoc jobs. There are also 2 trainee placements for students attending South-Eastern Regional College. Volunteers from the New Horizon programme provide mental health advice and Duke of Edinburgh participants can volunteer to fulfil their community hours.

As well as having two private meeting rooms, which are currently being used for counselling, a dedicated room with a separate entrance is currently being equipped for the SSM.

Since the last meeting of the SSM co-design group several site visits to other SSM's have been facilitated by members of the group. Information was gathered on the different operating models, including:

- Sources of food
- Access to food
- Pricing strategies
- Types of food
- Staffing
- Wrap around support
- Finance and budgeting

Unclassified

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The information was discussed at the meeting to collectively consider what would operate best in Ards and North Down, and further meetings of the group have been organised to drive forward the establishment of the SSM as soon as possible.

RECOMMENDATION

It is recommended that Council notes the SSM update detailed in this report.

Unclassified

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ITEM 9

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 May 2022
File Reference	CW 151
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	Ukraine Support Update and Data Sharing Agreement
Attachments	Annex 1 Data Sharing Agreement

Further to the report presented to Council in April 2022, the Regional Ukraine Operational Planning Group continue to meet on a weekly basis to share information and address any issues which arise. The Head of Community and Culture Represents the Council at this weekly meeting.

For Member's information, the numbers of Ukrainian refugees arriving in Northern Ireland is steadily increasing and from mid-May, circa 1400 have arrived under the Homes for Ukraine Scheme. Almost 700 refugees have attended one of the four community assistance centres, which is almost double the numbers attending at the end of April. In terms of the profile of those arriving approximately 40% of applications are under 18 years of age, 90% of adults are female, and very few are over the age of 50 years. According to UK statistics 70% are educated to degree level.

It is estimated that around 5% of refugees matched under the Homes for Ukraine scheme will find their match unsuitable, therefore will need to be rehoused. There is almost no social housing available and a shortage of private rental accommodation. As such, a rematching policy is being devised.

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Up to mid-May, over 300 sponsor homes had received a first visit from Extern and Bryson House, to check the suitability of the property, and Access NI checks are ongoing. Unfortunately, as yet, no payments have been made to sponsors, but when they do, payments will be made monthly in arrears and back dated to either when the refugee was accommodated by the sponsor or when their visa was approved, whichever was later. Officers have encouraged the Department of Finance (DoF) to prioritise these payments as some sponsors are finding it difficult to meet increased costs due to the rising cost of living. In addition, the Department has written to both sponsors and arrivals, providing both parties with information on the relevant schemes and support services available.

Given that personal information needs to be shared between agencies to inform the key delivery partners of the specific needs of the resettled individuals on arrival to Northern Ireland, and to tailor the ongoing help and support required by each family to resettle within their communities, the Department of Finance is requesting all parties to sign a Data Sharing Agreement (Appendix 1).

This is important as, for example, knowledge of the personal details of the families will help identify suitable housing and wider support arrangements. Dates of birth will inform the need for a school placement. Health information will determine immediate or future medical intervention.

Additional data is collected from the refugees to identify those who have arrived outside of the Homes for Ukraine scheme and ensure that they can be provided with the support that they require.

Information sharing will continue on a daily basis initially. However, as data volume is expected to increase significantly, a NI specific database with specific business rules for organisations will be developed or accessing of the Home Office Foundry system will continue. This will allow real-time, reliable data to be available to delivery partners 24/7 and evaluation reports on resettled individuals will be shared with the Home Office as required.

There have been some changes to the visa application process, especially for those arriving through the Republic of Ireland. and this information has been updated on the NI Direct website and has been communicated to the Community Assistance Centres.

Due to the relatively low numbers arriving in the Borough and the proximity of Ards and North Down to Belfast, it is increasingly unlikely that Council will be required to set up a formal Community Assistance Centre. Therefore, as detailed in April's report, officers have been working with North Down YMCA and the local Networks to establish a wraparound support service initially in Bangor but with the potential to expand the service to Newtownards and provide outreach services for the peninsula. This service will be available to all refugees, although it is expected that the largest client group will be Ukrainians and their sponsors. The service has been operating from the beginning of May 2022 and aims to, in partnership with Council and community and voluntary organisations provide advice and wrap around support to:

- Refugees and Asylum Seekers arriving in Ards & North Down,

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- Sponsors/families hosting refugees and to local organisations providing further assistance.

The Services provided will include:

- Language support and advocacy services to refugees/asylum seekers arriving in A&ND, such as access to health care, education, welfare, and employment.
- The provision of information and support to local individuals and organisations hosting Ukrainian refugees under 'Homes for Ukraine' and Ukrainian Family scheme.
- Facilitate access to 'Home for Ukraine', Ukrainian Family Scheme and Ukrainian Extension Scheme for both sponsors (individuals and organisations based in A&ND) and beneficiaries (Ukrainian citizens).
- Provide bi-weekly* drop-in advocacy clinics at YMCA North Down (Bangor) and The Link (Newtownards) plus Ards Peninsula outreach.
- Provide a meeting space for refugees/asylum seekers and their sponsors.
- Facilitate access to ESOL classes for refugees/asylum seekers.
- Facilitate access to support groups and organisations for refugees.

**with potential for weekly, subject to capacity & demand*

The pilot project will run for an initial 5-month period (May to September 2022) with potential for additional 6 months (October 2022 to March 2023) and a Project Board, has been established, comprised of YMCA staff, the networks, and Council Officers to manage the project. Monitoring and evaluation will be completed monthly and funding for the support can be found initially from the Councils Good Relations budget.

The project will have a degree of built-in flexibility to respond to emerging needs of both the refugees and hosts. DoF have also established a sub-group to advise and assist Councils setting up local wrap around services.

RECOMMENDATION

It is recommended that Council notes this update report and approves the attached Data Sharing Agreement for signature.



Department of

Finance

An Roinn

Airgeadais**DATA SHARING AGREEMENT BETWEEN****Department of Finance****and****NI Ukrainian Refugee Resettlement delivery
partners: Bryson Care; Extern and
Barnardo's NI,****The Executive Office (TEO),****Department for Communities (DfC),****Northern Ireland Housing Executive (NIHE),****Health and Social Care NI (HSCNI),****Education Authority (EA),****Local Government,****Law Centre**

and the Home Office.

Version 0.1 (April 2022)

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10. Security
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13. Review/Termination of Data Sharing Agreement
14. Indemnity

List of appendices:

- A Department of Finance Signature

- B Bryson Care Signature**
- C Extern Signature**
- D Barnardo's NI Signature**
- E The Executive Office Signature**
- F Department for Communities Signature**
- G Northern Ireland Housing Executive Signature**
- H Health and Social Care NI Signature**
- I Education Authority Signature**
- J Local Government Signature**
- K Law Centre Signature**
- L Home Office Signature**
- M Glossary of terms**

<p>1.</p>		<p>Parties to the Agreement</p>	
		<p>Department of Finance Clare House 303 Airport Road Belfast BT3 9ED</p> <p>Telephone: 028 9185 8111</p> <p>Email: dof.enquiries@finance-ni.gov.uk</p>	<p>NI Ukrainian Refugee Resettlement delivery partners: Bryson Care; Extern and Barnardo's NI</p> <p>The Executive Office (TEO),</p> <p>Department for Communities (DFC),</p> <p>Northern Ireland Housing Executive (NIHE),</p> <p>HSCNI,</p> <p>Education Authority (EA)</p> <p>Local Government,</p> <p>Law Centre</p> <p>and</p> <p>the Home Office</p>
<p>2.</p>		<p>Introduction</p> <p>In managing the delivery of the Homes for Ukraine Scheme and the Ukraine Family Scheme in Northern Ireland, on behalf of the NI Executive, the Department of Finance, as Data Controller, is required to share personal data received from the Home Office with key delivery partners in order for</p>	

		<p>them to deliver appropriate services to resettled individuals.</p> <p>The Department has extended the arrangements with an existing consortium of local voluntary sector organisations which have relevant experience in working with resettled individuals. The delivery partner organisations involved in the NI Ukrainian Refugee Resettlement are Bryson Care, Extern, and Barnardo's. The members will concentrate on the direct delivery of services to the resettled individuals that will assist with their resettlement and integration.</p> <p>The delivery partners will be supported by the statutory bodies referenced in the Appendices. All are considered as key delivery partners.</p> <p>Sharing of information will be with the key delivery partners - both voluntary and statutory - on a need to know basis.</p> <p>This Agreement allows for onward transmission of relevant data from HSCNI to Health Trusts for the purposes of planning and service provision. There may also be onward transmission to PSNI and Access NI for the purposes of Safeguarding.</p> <p>Personal and sensitive personal refugee data received from the Home Office includes</p> <ul style="list-style-type: none"> ▪ Name ▪ Address ▪ Contact details including telephone number, email address ▪ Date of birth ▪ Nationality ▪ Visa / Passport Information ▪ Family members information, including any children ▪ Disability and health information ▪ Sex
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		<ul style="list-style-type: none"> ▪ Family members information, including age and sex of any children. <p>Personal and sensitive data will also be collected directly from refugees where necessary and used by the Department of Finance to verify and enhance the accuracy of its database.</p> <p>Without this information – both the data provided by the Home Office and that provided by refugees themselves - the key delivery partners would not be able to plan and organise support, the payment of benefits and identification of appropriate housing, education, and health interventions, once the resettled individuals arrive in Northern Ireland.</p> <p>The Department may also share individual progress information sought from statutory bodies and with the Home Office.</p>
<p>3.</p>		<p>Purpose</p> <p>The purpose of sharing personal information is to inform the key delivery partners of the specific needs of the resettled individuals on arrival to Northern Ireland and to tailor the ongoing help and support required by each family to resettle within their communities.</p> <p>Personal details of the families will help identify suitable housing and wider support arrangements. Dates of birth will inform the need for a school placement. Health information will determine immediate or future medical intervention.</p> <p>The main purpose of collecting additional data from the refugees is to identify those who have arrived outside of the Homes for Ukraine scheme – and ensure that they can be provided with the support that they require.</p>

		<p>Information sharing will continue on a daily basis initially. However as data volume is expected to increase significantly, a NI specific database with specific business rules for organisations will be developed or accessing of the Home Office Foundry system will continue. This will allow availability of real-time, reliable data to be available to delivery partners 24/7.</p> <p>Evaluation reports on resettled individuals will be shared with the Home Office as required.</p> <p>The purpose of this document is to set out the actions and responsibilities for all parties to ensure that personal data is handled in compliance with the requirements of the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).</p>
<p>4.</p>		<p>Legal Basis for Data Sharing</p> <p>The Department of Finance and the key delivery partners are legally obliged to handle personal information according to the requirements of the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and the Human Rights Act 1998 (HRA).</p> <p>The Data Protection Act and UK GDPR stipulates specific obligations upon all individuals who process personal data which must be adhered to. They require that all transfers of information fall within its six data protection principles. When processing personal data in connection with this Agreement, key delivery partners must comply with the principles of good practice summarised as follows:</p> <ul style="list-style-type: none"> ▪ Lawful, fair and transparent ▪ Only used for the purpose for which it was collected ▪ Limited to what is necessary

		<ul style="list-style-type: none"> ▪ Accurate ▪ Not retained for longer than necessary ▪ Secure <p>Personal data must be processed in accordance with the principles as contained on the Information Commissioners Officers (ICO) website: https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/</p> <p>The lawful basis for sharing data is Article 6(1)(e) of the UK GDPR: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. Special category data is processed under processing is necessary for reasons of substantial public interest (Article 9(2)(g).</p> <p>It is necessary for the key delivery partners to provide the relevant privacy notice to the resettled families when required. DoF has published copies of their Privacy Notice, with Ukrainian and Russian translations, on the NIDirect website.</p> <p>https://www.finance-ni.gov.uk/publications/dof-privacy-notice-establish-support-arrangements-ukrainian-citizens-travelling-ni</p>
5.		<p>Organisations Involved</p> <p>The organisations involved are Department of Finance (DOF), Department for Communities (DfC), The Executive Office (TEO), Bryson Care, Barnardo's NI, Extern, Northern Ireland Housing Executive (NIHE), Home Office,</p>

		<p>Education Authority Local Government, Law Centre, and HSCNI.</p> <p>We anticipate that data will be shared and used as follows:</p> <p>All relevant data received from the Home Office and directly from refugees will be shared with DoH, HSCNI and NIHE, and with partner organisations Barnardo's and Extern.</p> <p>The Northern Ireland Housing Executive will assess the suitability of sponsor accommodation for the resettled individuals and families. The sponsor addresses received by DoF will be shared with, Extern, Barnardo's NI, the DoH and NI Housing Executive to enable Home visits.</p> <p>Local Government will collect contact information from refugees that will help identify refugees who have arrived outside the HFU scheme. This information will be shared with DoF.</p> <p>Bryson will collect information from refugees, including contact details to confirm the £200 cash payment. They will pass this information to DoF.</p> <p>In the short-term, information will be shared with DoH, HSCNI and NIHE by email. Paper forms will be used to collect data from refugees at assistance centres. In the longer term, it is proposed to implement the Secure File Transfer Protocol.</p>
6.		<p>Data to be Shared</p> <p>The Department of Finance will share with the Key Delivery Partners, on a need to know basis,</p>

	<p>the documentation on the refugee detailed in Section 2 above.</p> <p>In relation to the sponsor the following data will be shared with delivery partners to ensure that provision is put in place and people are supported appropriately.</p> <p><u>Sponsor</u></p> <ul style="list-style-type: none"> ▪ Name ▪ Address ▪ Details of family members that live at the property, to include ages ▪ Contact details including; telephone number, email address ▪ Information relating to any safeguarding, security checks and home assessments required for your suitability to provide support <p>In addition, the Department of Finance will share progress reports with the Home Office as required.</p>
<p>7.</p>	<p>Information use</p> <p>The Department of Finance will share the information that has been uploaded to the Home Office Foundry System – and the information received directly from refugees - with the delivery partners as required to enable them to deliver he support services.</p> <p>Once received, the personal data is placed in locked down containers within Content Manager (CM) with access only granted to those who work on the project. The data will be cleansed if necessary. Content Manager has an audit facility which allows identification of anyone accessing the container/documents. In the longer-term, a Northern Ireland database will be established to manage efficiently and effectively the data</p>

	<p>associated with the anticipated numbers of Ukrainian refugees coming to Northern Ireland.</p> <p>Information will be transferred to key delivery partners, who must ensure that only those that need the information to carry out their work associated with the resettlement of refugees have access to it.</p> <p>All information on a resettled individual that has been shared by the Department must only be used for the purposes defined in Section 3 of this Agreement, unless obliged under statute or regulation or under the instructions of a court. Therefore, any further uses made of the personal data will not be lawful or covered by this Agreement.</p> <p>Restrictions may also apply to any further use of personal information, such as commercial sensitivity or prejudice to others caused by the information's release, and this should be considered when considering secondary use of personal information. In the event of any doubt arising, the matter shall be referred to the Department whose decision in all instances shall be final.</p> <p>A full record of any secondary disclosure(s) must be made if required by law or a court order on individual's case file and must include the following information as a minimum:</p> <ul style="list-style-type: none"> • date of disclosure; • details of requesting organisation; • reason for request; • what type(s) of data has been requested; • details of authorising person; • means of transfer (must be by secure); and
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		<ul style="list-style-type: none"> • justification of disclosure. <p>The restrictions on secondary disclosures as set out in Section 10 of this Agreement apply equally to third party recipients based in the UK and third party recipients based outside the UK such as international enforcement agencies.</p>
8.		<p>Requests for information</p> <p>The Department will answer any requests made under the Freedom of Information Act 2000 received for information that it holds solely as a result of, or about, this data sharing arrangement. In such cases where such a request is received, the Department shall:</p> <ul style="list-style-type: none"> • consult with the key delivery partners before deciding whether or not to disclose the information; and • allow the partners a period of at least five (5) working days to respond to that consultation. <p>The Department and the key delivery partners should not disclose any personal data that would breach the principles of the Data Protection Act.</p> <p><u>Subject Access Requests / Right of Access Requests</u></p> <p>The Department will answer any subject access or other requests made under the Data Protection Act 2018 and UK GDPR that it receives for the data where it is the Data Controller. In cases where such a request is received, the Department shall:</p> <ul style="list-style-type: none"> • consult with the key delivery partners before deciding whether or not to disclose the information; • partners will respond to consultation requests within 5 working days;

		<ul style="list-style-type: none"> • both will give proper consideration to any arguments from the other as to why data should not be disclosed, and where possible reach agreement before any disclosure is made; and • Where there is disagreement over release of data, each body will consult with their Data Protection Officer (where applicable) prior to release of disputed personal data. <p>The Department and key delivery partners will not disclose any personal data that would breach the principles of the Data Protection Act 2018 and the UK General Data Protection Regulation.</p>
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<p>9.</p>		<p>Responsibilities of each party</p> <p>Staff authorised to access a resettled individual's personal data are personally responsible for the safekeeping of any information they obtain, handle, use and disclose.</p> <p>Staff should know how to obtain, use and share information they legitimately need to do their job.</p> <p>Staff have an obligation to request proof of identity, or takes steps to validate the authorisation of another before disclosing any information requested under this Data Sharing Agreement.</p> <p>Staff should uphold the general principles of confidentiality, follow the guidelines set out in this Data Sharing Agreement and seek advice when necessary.</p> <p>Staff should be aware that any violation of privacy or breach of confidentiality is unlawful and a disciplinary matter that could lead to their dismissal. Criminal proceedings might also be brought against that individual.</p>
<p>10.</p>		<p>Security</p> <p>The Department will store personal data in locked containers within Content Manager, with access restricted to those working on the project.</p> <p>While short-term sharing of information will be by email and exchange of paper records, in the longer term it is proposed that personal data will be transferred to the appropriate delivery partner under a secure file transfer protocol, using a single point of contact. The single point of contact is responsible for the transfer of personal data</p>

	<p>only to those that require the information under their own organisations secure transfer system.</p> <p>The delivery partners shall only access special category data pertaining to a family's experience in their country of origin and medical health history in exceptional circumstances and if deemed as absolute necessary for the permitted purpose, i.e. to fully assess the specific physical and/or psychological needs of an individual.</p> <p>In circumstances where it is deemed necessary to share the special category data (special category data) with third parties for the permitted purpose, the key delivery partner must demonstrate compliance with the Data Protection Act 2018 and UK GDPR.</p> <p>The delivery partners will keep all personal information shared securely in accordance with the handling instructions associated with the information security classifications as well as its own data retention and destruction schedules.</p> <p>The delivery partners and its staff shall exercise care in the use of information that they acquire in the course of their official role, and to protect information which is held by them in accordance with the Data Protection Act. Such measures include:</p> <ul style="list-style-type: none"> • not discussing information about a resettled individual in public, and • not disclosing information to parties who are not authorised to have access to the shared information. <p>In addition to the above, the delivery partners must ensure that:</p> <ul style="list-style-type: none"> • personal data received is processed solely for the purposes of discharging their obligations for supporting resettled individuals under this Instruction,
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		<ul style="list-style-type: none"> • all personal data received is stored securely, • only people who have a genuine need to see the data will have access to it, • information is only retained while there is a need to keep it, <u>and</u> destroyed in line with retention guidelines, see section 11, • all reasonable efforts have been taken to warrant that there is not a breach of security, • any information losses, wrongful disclosures or breaches of security relating to information originating from the Department are reported to the Department immediately (i.e. within 24 hours of becoming aware). DOF Personal Data Breach Management Plan Guidance • The responsibility to notify the Department is not withstanding any internal policies the delivery partners may have regarding reporting data breaches to the ICO. <p>The Department will provide direction on the appropriate steps to take e.g. notification of the Information Commissioner’s Office (ICO) or dissemination of any information to the refugees.</p> <p>Security breaches and incidents can result in personal information being made available to those not authorised to have it or violate confidentiality, and can also cause embarrassment to ministers and damage the reputation of the department. In the worst cases, a security incident or breach can jeopardise national security or endanger the safety of the refugee.</p>
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		<p>The Department will make available further information as to what constitutes a security breach upon request.</p> <p>The delivery partners agree that it may be audited at the request of the Home Office and the Department to ensure that the personal information has been stored and/or deleted appropriately, and that they have conformed to the security protocols set out in this Agreement.</p> <p>The Department confirms that no other information would be reviewed or audited or this purpose.</p>
<p>11.</p>		<p>Retention and disposal</p> <p>Delivery partners will not retain the personal information for longer than is necessary for the purpose set out in this Data Sharing Agreement. A regular review shall be conducted by the delivery partners to assess the necessity of retaining the resettled individual's personal information. Once the information is no longer relevant for those purposes it will be destroyed securely.</p> <p>It is the delivery partners' responsibility to ensure that any information provided by the Department for the purposes of supporting individuals are destroyed securely once all resettlement needs are complete in compliance with its own data retention and destruction schedules.</p> <p>If storing any paper files, the paper file should be destroyed using a confidential paper shredder and disposed of securely.</p> <p>When destroying personal records, the delivery partner will arrange the secure destruction or deletion of the data, in accordance with principle (f) of the Data Protection Act (security of data).</p>

		<p>The Department will remain responsible for maintaining all information in line with its own retention and disposal schedule.</p>
<p>12.</p>		<p>Security incidents or data breaches</p> <p>In the event of a data breach (breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted stored or otherwise processed) within a delivery partner organisation the Department should be notified within 24 hours of discovery of the occurrence, an investigation should then be undertaken and its findings reported to the Department of Finance Data Protection Officer (dataprotectionofficer@finance-ni.gov.uk) as soon as possible. Under UK GDPR data breaches which impact on the rights and freedoms of individuals must be reported by the Data Protection Officer to the ICO within 72 hours. In the event of a data breach within the Department, the responsible information asset owner will instigate an investigation in line with the Department's data breach management plan.</p> <p>Delivery partners shall provide the Department with reasonable co-operation and assistance in relation to any complaint or request made in respect of any data shared under this data sharing arrangement, including providing the Department with any other relevant information reasonably requested by the Department.</p> <p>Any operational issues or disputes that arise as a result of this Agreement must be directed to, Operational Director for Ukrainian Refugee Programme in Department of Finance.</p>

13.		<p style="text-align: center;">Review/Termination of Data Sharing Agreement</p> <p>If any significant change takes place which means the Agreement becomes an unreliable reference point, the Agreement will be updated as needed and a new version circulated to replace it. Signatories to this Agreement can request an extraordinary review at any time by contacting the Department in writing.</p>
14.		<p style="text-align: center;">Indemnity</p> <p>In the event of a breach of this Agreement which results in a financial penalty, claim or proceedings, the parties agree to co-operate to identify and apportion responsibility for the breach and the defaulting party will accept responsibility for any such claim.</p>

Appendix A

Signature – Department of Finance

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

Signed on behalf of the Department of Finance

Name (block capitals):

Date:

Appendix B

Signature - Bryson Care

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

Signed on behalf of Bryson Care:

Name (block capitals):

Date:

Appendix C

Signature - Extern

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

Signed on behalf of Extern:

Name (block capitals):

Date:

Appendix D

Signature – Barnardo’s

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

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Signed on behalf of Barnardo’s:

Name (block capitals):

Date:

Appendix E

Signature – The Executive Office (TEO)

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

Signed on behalf of The Executive Office (TEO)

Name (block capitals):

Date:

Appendix F

Signature – Department for Communities

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

Signed on behalf of the Department for Communities

Name (block capitals):

Date:

Appendix G

Signature – NI Housing Executive

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

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Signed on behalf of NI Housing Executive:

Name (block capitals):

Date:

Appendix H

Signature – Health & Social Care NI (HSCNI)

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

Signed on behalf of Health & Social Care NI (HSCNI):

Name (block capitals):

Date:

Appendix I

Signature – Education Authority

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

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Signed on behalf of the Education Authority:

Name (block capitals):

Date:

Appendix J

Signature – Local Government

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

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Signed on behalf of

Council:

Name (block capitals):

Date:

Appendix K

Signature – Law Centre

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

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Signed on behalf of

Law Centre:

Name (block capitals):

Date:

Appendix L

Signature – Home Office

I have read, understood and agree to abide by the terms and conditions of this Agreement. All information received will only be used for the purpose defined and listed in this document.

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Signed on behalf of Home Office:

Name (block capitals):

Date:

Appendix M

GLOSSARY

Anonymised data – information from which no individual can be identified.

Data controller – a person or organisation who (either alone or jointly or in common with other persons or organisations) determines the purposes for which and the manner in which any personal information is to be processed.

Data processor – any person or organisation (other than an employee of the data controller) who processes information on behalf of the data controller.

Data Protection Act 2018 (DPA) – the main UK legislation governing the handling and protection of information relating to living people.

Data Protection Impact Assessment (DPIA) – a comprehensive process for determining the privacy, confidentiality and security risks associated with the collection, use and disclosure of personal data.

Data protection principles – six rules which all organisations processing personal data must conform to.

Data subject – an individual who is the subject of the personal data.

Data sharing – the disclosure of data from one or more organisations to a third party organisation or organisations, or the sharing of data between different parts of an organisation. It can take the form of systemic, routine data sharing where the same information is shared between the same organisations for an established purpose, or one off decisions to share data for any of a range of purpose.

Data Sharing Agreement– common set of rules to be adopted by the various organisations involved in a data sharing operation.

Freedom of Information Act 2000 (FOI) – legislation that provides public access to information held by public authorities.

FOI request – a request from a member of the public for access to information held by a public authority. The public authority must provide a response to the request within 20 working days of receipt.

UK GDPR – UK General Data Protection Regulation

IAO – Information Asset Owner

ICO – Information Commissioner's Office

Personal data – information which relates to a living individual who can be identified from that information and other information in the possession of the data controller. It includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual.

Processing of data – is any activity involving use of information. This includes obtaining, recording or holding the data or doing any work to it such as organising, adapting, changing, erasing or destroying it.

Registration – The ICO maintains a public register of data controllers. Each register entry includes the name and address of the data controller and details of the types of personal data they process. Notification is the process by which a data controller's details are added to the register.

Special Category data – personal data revealing racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic data; biometric data (where used for identification purposes); concerning health; a person's sex life; an/or d a person's sexual orientation. This does not include personal data about criminal allegations, proceedings or convictions, as separate rules apply.

SIRO – Senior Information Risk Owner

SFTP – Secure File Transfer Protocol – More information regarding SFTP is available from IT Assist catalogue. http://itassist.nigov.net/our_services

Subject access request – a written or verbal request from an individual for information is held about them. The data controller must respond to the request within 1 calendar month of receipt.

Unclassified

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ITEM 10

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	25 May 2022
File Reference	CW 154
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	Refugee Protocol and Borough of Sanctuary
Attachments	

In February 2022 Council agreed the following Notice of Motion:

In light of recent events that have seen a number of refugees seeking sanctuary in the Borough, and building upon this Council's good relations works in the community, this cross-party motion proposes that this Council takes the following actions:

- 1. That officers return to us at their earliest convenience a proposal for a refugee "strategy" (later clarified as a protocol), outlining amongst other issues the cross directorate working that would be required***
- 2. That officers compile a report detailing necessary considerations, benefits, and costs if any in Ards and North Down acquiring "Borough of Sanctuary" status as recently attained by Belfast City Council.***

Members also noted that through its Good Relations programme Ards and North Down Borough Council had been working to promote equality and mutual respect across the Borough and with the PCSP it had delivered programmes such as No Hate Here supporting victims of hate crime. The need for a refugee protocol and the acquisition of Borough of Sanctuary would build on that work.

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Refugee Strategy

The Executive's Racial Equality Strategy (2015-2025) provides a framework for Government Departments (and Local Councils) to tackle inequalities and to promote and encourage good race relations and social cohesion for Irish Travellers, minority ethnic people whose families have been here for generation or who have recently arrived, migrant workers and asylum seekers. The Strategy recognises that there is a strong case for a separate Refugee Integration Strategy, to ensure there is a smooth transition between being an asylum seeker and a refugee and to ensure that refugees can build a new life in Northern Ireland. Rather than creating a new strategy, Council should support this with a contributory protocol.

In developing a protocol for how the Council supports refugees wishing to resettle, either temporarily or on a more permanent basis, it should be noted that overall responsibility for managing each scheme within the UK lies with the Home Office, who liaise closely with the responsible Departments in Northern Ireland, i.e The Executive Office and Department of Finance. To date, each scheme has been delivered entirely differently in response to the different circumstances faced by the refugees and asylum seekers.

Between 2015-2018 the Syrian Vulnerable Person Resettlement Scheme (VPRS) saw approximately 1,726 people seeking sanctuary in NI. The Scheme resettled displaced refugees who were living in camps in countries neighbouring Syria, principally Turkey, Jordan and Lebanon. Families arrived in NI on prearranged dates and up to 35 families resettled in the Borough. This advance notice made it relatively easy to ensure the necessary support was in place and this was led by The Executive Office and co-ordinated through the Strategic Migration Partnership. Regional "Welcome Centres" were established, where statutory partners and councils were able to provide information on services e.g. health, housing, education jobs, etc, and provide information on what each council area had to offer. Each family was allocated a key worker to assist in their resettlement. The VPRS was evaluated and one of the learning outcomes identified was the lack of available information on how these refugees had integrated into our communities.

The scheme has now changed to the Northern Ireland Refugee Resettlement Scheme (NIRRS) and welcomes all refugees, not just Syrians.

In 2021 the Executive formally agreed to accept refugees arriving under the Afghan Relocations and Assistance Policy (ARAP) and the Afghan Citizens Resettlement Scheme (ARCS).

ARAP offers Afghan nationals who have worked for, or alongside the UK government, and meet the ARAP criteria, relocation in the UK. It has settled thousands of Afghans who have worked with the UK government, and their families.

Anyone who is resettled through the ARCS receives indefinite leave to enter or remain (ILR) in the UK and can apply for British citizenship after 5 years in the UK under existing rules.

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There is no application process for ACRS. Prioritisation and referral for resettlement is in one of 3 ways:

1. Vulnerable and at-risk individuals who arrived in the UK under the evacuation programme will be the first to be settled under the ACRS. Eligible people who were notified by the UK government that they had been called forward or specifically authorised for evacuation, but were not able to board flights, will also be offered a place under the scheme if they subsequently come to the UK. The first Afghan families have now been granted ILR under the scheme.
2. From spring 2022 the United Nations Refugee Agency will refer refugees in need of resettlement who have fled Afghanistan. The Agency has the global mandate to provide international protection and humanitarian assistance to refugees. We will continue to receive such referrals to the scheme in coming years.
3. The third referral pathway will relocate those at risk who supported the UK and international community effort in Afghanistan, as well as those who are particularly vulnerable, such as women and girls at risk and members of minority groups. In the first year of this pathway, the government will offer ACRS places to the most at risk British Council and GardaWorld contractors and Chevening alumni. The Foreign, Commonwealth and Development Office will be in touch with those eligible to support them through next steps. Beyond the first year, the government will work with international partners and NGOs to welcome wider groups of Afghans at risk.

The focus of ACRS will be on those who remain in Afghanistan or the region, primarily Afghan nationals – although nationals of other countries, for example in mixed nationality families, will also be eligible. Spouses, partners, and dependent children (under the age of 18) of eligible individuals can also be resettled under the scheme. Other family members may be resettled in exceptional circumstances.

ACRS demonstrates the government's 'New Plan for Immigration' in action, to expand and strengthen safe and legal routes to the UK for those in need of protection. A further scheme MARRS is the resettlement of musicians from Afghanistan.

From early 2022 over seventy asylum seekers have been temporarily rehoused between two locations in Bangor. The asylum seekers were originally from countries such as: Eritrea, Somalia, Syria, Sudan, Yemen, Palestine, Iranian, Afghanistan and Nigeria and were relocated from other locations in Great Britain. They are primarily single males, although a small number of families have also been rehoused in the town centre since 2021.

This scheme was managed by the Home Office, who had been liaising with accommodation providers across Northern Ireland to identify, for example, hotels that could provide exclusive use for particular sex/age groups, thus making access to services more efficient. Mears Housing was contracted by the Home Office to support those being rehoused locally and a co-ordinator was appointed.

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Unlike the VPRS, no advance notice was given to Council or local statutory agencies. When the news broke over Christmas 2021 many local agencies, including Council, churches, voluntary and community organisations, offered their support and this help is on-going.

More recently many refugees have been fleeing to escape the war in Ukraine. Members will be aware that the Home Office has two formal routes for those resettling in the UK – the Ukraine Family Scheme and the Ukraine Sponsorship Scheme (the 'Schemes'). To date, the number applying for visas under the Ukraine Sponsorship is approximately 1,400, although it now appears that some people may be applying for visas but not actually traveling here. However, these numbers do not include those travelling across the border from the Republic of Ireland – this number is impossible to confirm.

In Northern Ireland the process is being managed regionally by a Strategic Planning Group and an Operational Planning Group and officers from Community and Culture are represented on the Operational Planning Group. This group is being kept updated on how the schemes are operating, translation services, how safeguarding matters are being dealt with and how data sharing is being managed. A key consideration will be longer term integration in line with the new Government Integration Strategy. It is also important to note that SOLACE and NI's Emergency Preparedness Group are regularly kept up to date on developments. Similarly, the Council's Communication Team, through the Executive Information Service, meets fortnightly with various departments and statutory agencies to share information on the schemes including information available through NI Direct, which is also shared on the Council's website. The information available on NI Direct, is being consistently reviewed and updated.

To date, four Community Advice Centres (CACs) have been opened. Originally it was considered that a CAC would be opened in Ards and North Down. Whilst this remains a possibility and is being kept under review, it is becoming increasingly unlikely due to the relatively small numbers of Ukrainian refugees arriving here. Also, due to the nature of the schemes, families and those opening their houses to the refugees have been providing assistance to help them attend one of the established CACs - mainly the one based in the Cecil Ward Building in Belfast. The current advice to Councils that do not have a CAC in their local area, is to redirect refugees to the nearest CAC where they can receive advice and their 'one off' financial payment.

In response to the specific situations those seeking refuge find themselves in, the Home Office and Government Departments manage each refugee scheme differently. There isn't a 'one size solution' and so it is very difficult to establish an appropriate single Council procedure or way of working to respond to these varying types of affairs of state.

However, it is imperative that Council delivers the following in each situation:

1. Is represented by Senior Management on the appropriate regional body managing the process.
2. Nominates appropriate officer/s as the Council's single point of contact.

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3. That these officer/s provide regular updates to Members, Senior Management and all internal stakeholders, through current mechanisms e.g. Council's Committee structure, CLT, HOST, SUM Forum etc.
4. Effectively manages communication flows internally and externally in line with Executive Information Service Guidance and in collaboration with the Council's Communications Team. All appropriate methods of communication will be used to support this. It should be noted that in all situations to date, media relations has been managed by the Executive Information Service.
5. Updates the Community and Voluntary Sector and key stakeholders through existing fora, e.g. the Community Support Steering Group, formal and informal partnerships and meetings.
6. In line with Home Office guidance, appropriate local support mechanisms for refugees/asylum seekers/host and sponsors are established. This may involve setting up specific drop in services for wrap around support, sharing information on local support organisations on the Councils website and between agencies and information on Borough orientation.

Borough of Sanctuary

The Belfast City of Sanctuary (BCoS) group was formally constituted following the first AGM at Belfast City Hall on 1 March 2018 and is currently in the process of becoming a charity. BCoS has a Management Committee which, reflecting the partnership ethos of BCoS, is made up of members of the host community and members of the refugee and newcomer communities, as well as representatives of Belfast Multi-Cultural Association, ICTU, Belfast Metropolitan College and Belfast Unemployed Resource Centre.

BCoS group is part of a network of City of Sanctuary groups across the UK and the related Places of Sanctuary groups in the Republic of Ireland. Since its establishment, BCoS has operated entirely on the basis of voluntary work by members of the committee and a growing pool of members and supporters. They work in close partnership with the refugee and newcomer communities, public bodies and community and voluntary organisations.

Main areas of work recently have been working in close co-operation with the Education Authority and Urban Villages to promote the establishment of 'Schools of Sanctuary' in the Belfast Area.

There are no further groups in Northern Ireland at present, however Newry, Mourne and Down District Council are currently following steps to become a City of Sanctuary.

For Ards and North Down to become a Borough of Sanctuary, there are a number of steps to be completed, including ensuring there is not already a group in the area.

Council's Good Relations Officer and Externally Funded Programmes Manager attended the Belfast City of Sanctuary Annual General Meeting on AGM on 12 May 2022 and held a further follow up meeting on 17 May 2022 with the Co-Ordinator of

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the Belfast City of Sanctuary. The BCoS Co-Ordinator has offered to assist Ards and North Down Borough Council to become a Borough of Sanctuary.

The process will require a group to be formally constituted with a number of specific sectors/refugees/newcomers, etc, represented including the Law centre, Education Authority, Arts as well as individuals. The group will nominate the normal roles of Chair, Secretary, and committee members. The group must include and work in partnership with, refugees, asylum seekers and migrants. The aim of the group is to promote safe, inclusive spaces and a support network for refugees, asylum seekers and migrants, and disabled residents. It is recommended the group meet monthly to plan projects, apply for funding, and encourage others to become a sanctuary.

Any organisations e.g., schools, businesses, libraries, nurseries, councils can become a place of Sanctuary as long as they can provide a safe and inclusive space free from persecution. The committee will monitor the sanctuaries in its area to ensure they are delivering safe spaces.

Ards and North Down has a good foundation in place to become a Borough of sanctuary. It would be good practice to support the establishment of the group and nominate the Good Relations Officer to the Ards and North Down Borough of Sanctuary Committee.

Further meetings are due to take place over the next few weeks with the Council's Intercultural Forum, the Networks, and the YMCA in order to discuss and agree how best to form an appropriately constituted group to progress the process of AND becoming a Borough of Sanctuary and an update report will be brought to members in due course.

RECOMMENDATION

It is recommended that Council approves the Protocol detailed in this report and that a further update report detailing the potential establishment of a Borough of Sanctuary is brought to the Committee in due course for consideration.

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ITEM 11

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	08 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	23 May 2022
File Reference	HER/08-2/06 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	Kirkistown Castle 400 th Anniversary Further Report on Funding
Attachments	

The following Notice of Motion was agreed by Council in April 2022:

"To mark the 400th anniversary of the building of Kirkistown Castle, Council tasks officers to work with the Department of Communities (Historic Monuments Division), local community groups and schools, to deliver a community programme of events to mark this important milestone in the history of the village of Cloughey."

Officers from the Community and Culture Team have met with the Cloughey and District Community Association (C&DCA) to discuss what could be achieved given the very limited timescale and Council resources.

C&DCA are reluctant to take on any significant organisation of events to mark the anniversary due to limited time, energy and resources within their ageing group. However, the group has agreed that, with the support and direction of Council Officers, they will make attempts to secure funding for the indicative programme of activity as laid out in Appendix 1. Members should note that there is no dedicated budget provision for this activity within the Community and Culture Team.

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Indicative programme of Activity

C&CDA agreed that the most viable option is to arrange an open day and programme of activity to coincide with the national European Heritage Open Day series that will take place on 10 September 2022 between 12noon – 4pm.

Access to the Castle is dependent on the agreement and cooperation of the Northern Ireland Environment Agency who are the custodians of the Castle. A meeting took place with NIEA on 25 May 2022 and Officers have the commitment of NIEA to assist in the delivery of the anniversary events and to contribute to the budget (amount is to be confirmed). Appropriate insurances would need to be in place before the public could be permitted to enter the Castle and NIEA will confirm in due course if this is possible. Indicative programming details and indicative budget, agreed with C&CDA is detailed in Appendix 1.

Funding

Whilst there is no specific budget secured through the estimates process for this programme of activity it is anticipated a budget in the region of £5,000 will be required. Whilst there was a small underspend in the 2020/21 budget in the NI Centenary Grants, (£2745) this surplus was returned to the Councils general fund under normal financial processes and therefore is not available in 2022/23 for this event. Therefore, where possible C&CDA will apply for Council and external funding, with the support of the Community and Culture team. The Director of Finance and performance has also indicated that any short fall being small in nature can be funded from in year Directorate savings or the Councils general fund if Directorate savings do not materialise.

Possible sources of funding include but are not limited to:

- Ards and North Down Borough Council Heritage Grant
- Big Lottery Fund
- Arnold Clark Community Fund
- Esme Mitchell Fund
- Matthew Good Foundation- Grants for Good Fund

RECOMMENDATION

It is recommended that Council notes this update report.

Kirkistown Castle 400 2022 Programme of Activity

Arts and Heritage Activity are highlighted in yellow

Community Development Activity are highlighted in blue

Provisional Activity		Timeline
Launch/Fliers/Typography Lead Officers Emily Crawford Sheelagh Walton Budget (draft) £500 Photography & Printing	1 Day Community event 12-4pm on Saturday 10 Sept in the grounds of Kirkistown Castle Typography designed in-house by ANDBC for Kirkistown 400 <ul style="list-style-type: none"> • A launch event/PR opportunity with C&DCA and the Mayor/participants • Press Release • Social Media campaign • Fliers for circulation 	August 2022
Small publication/leaflet/Exhibition Lead Officer Heather McGuicken Budget: £0	If existing exhibition/fliers within the Castle produced by NIEA is sufficient then no additional info required Possible some pop-ups for outside areas? Short film mentioned on the history of the Castle?	August 2022
Storytelling Lead Officer Emily Crawford Budget:	2 x Professional Storytellers placed in the grounds of the Castle Approaches made to Willie Drennan/Mark Thompson/Jane Talbot Folklore/Fairy Tales and Smugglers. 30min sets with a break	10 September 22

Provisional Activity		Timeline
£750		
Talks and Tours Lead Officer Heather McGuicken Budget: tbc with NIEA	Guided Tours/talk on the history of the castle provided by NIEA Throughout the afternoon	10 September.22
Music Lead Officer: Emily Crawford Budget £750 musicians £500 Tech	2 x sets of music provided in the grounds To approach: String Ninja's, Seefin, Ards CCE Local ladies Choir in Portaferry was mentioned?	10.September.22
Animation Lead Officer: Emily Crawford Budget: £1,500	Provision of historical re-enactment and medieval fencing demo Approaches made to Valhalla Street Theatre and fencing Club. Fencers can do a 'have a go' session for kids throughout the day with foam swords.	10.September.22

Provisional Activity		Timeline
Treasure Hunt Lead Officer: Anne Lendrum Budget:(est) Materials- £100	Treasure Hunt around the grounds	10.September.22
Schools/Children involvement Lead Officer CDO's/Amy McKelvey Budget (est): Materials: £100 Facilitator: £150	A Birthday Card for the Castle Winning entry can be made into postcards and distributed locally Printing costs of £200 if this is the chosen option OR Work with Summer Scheme at Portavogie to design/make bunting during the scheme that could help decorate the site	Sept 2022 when schools are back
Craft Activity Lead Officer: Anne Lendrum Budget:(est) Facilitator for craft activity - £150	Jumping Clay activity to make a castle Demonstration on basket weaving/willow work and wood carving	10.September.22

Provisional Activity		Timeline
Infrastructure Lead Officer: Anne Lendrum Budget: St John's: £200 Portaloos: £300	<ul style="list-style-type: none"> • Booking of Council Gazebos/Bunting/Deck Chairs • Booking of Portaloos • Booking of St John's Ambulance 	August 2022
Catering/Coffee/Ice cream van Lead Officer: Anne Lendrum Budget: £0	Booking Ice cream van Tea & Coffee Bring your own picnic	August 2022

TOTAL Provisional Budget: £5,000

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ITEM 12

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Community and Culture
Date of Report	26 May 2022
File Reference	HER 15/06 22
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	Access for Dogs to Museum Courtyard Trial Period Proposal
Attachments	

The North Down Museum by-law (1990) states:

'No person shall cause or allow any dog (with the exception of a guide dog for a blind person) or other animal belonging to him or under his control to enter or remain in the Museum'.

Officers have reviewed the practicality and logistics of changing this by-law to allow dogs into the museum courtyard.

The difficulties of permitting dogs presently is the gate by which they can enter must be kept closed during museum opening hours. This is for two reasons:

1. The security of the collection and visitors. Museum staff must know who is in the building at all times. The reputation of the Council could be called into question if any artefacts are stolen or broken. Many items on display are valuable (financially or historically) or on loan from other museums, groups or individuals. Therefore, under no circumstances should non-assistance dogs

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be permitted within the galleries as the risk of damage to artefacts or displays increases.

2. The museum does not have sufficient staff to continually monitor the gate and allow dog owners in and out of the courtyard. Presently dog owners are referred to the dog friendly café run by Coffee Cure, in the walled garden

It is recommended that for a trial period, dogs are permitted into the Museum Courtyard only, with their owners and on leads. They will have access through the front door/reception of the Museum, then straight through the double doors behind reception into the courtyard. They will leave the same way again. This means that they will not have to enter any galleries at any point, and museum staff can monitor who is in the building at all times.

The following controls will put in place are:

- Museum staff will explain entry and exit to all owners when they arrive.
- Only dogs on a lead will be permitted to enter.
- Only two dogs per owner will be permitted.
- Dogs will not be allowed if there is a large group or school visit to the courtyard.
- Signage will be placed in the courtyard listing the owner's responsibilities.
- Signage to make it clear where dogs are not allowed (galleries and indoor café area unless they are an assistance dog).
- When the museum is closed but the café is open, dogs will enter/exit through the gates.

A formal list of responsibilities for the café will be drawn up and signed. This will include:

Café staff will be responsible for-

- Monitoring dogs while in the courtyard (on lead and under control).
- Cleaning up any mess made by the dog if the owner does not do so.
- Providing dog mess bags on request.
- Providing water for dogs.
- Ensuring that dogs do not enter the indoor café area (apart from assistance dogs).
- Ensuring staff avoid touching dogs but if they do then proper hygiene standards are followed.
- Filling in an incident report if required.

Museum staff will be responsible for-

- Explaining entry and exit while museum is open and ensuring this is followed.
- Ensuring no (non-assistance) dogs are in the galleries.
- Assisting café staff to fill in incident report if required.
- All signage.

Both café and museum staff will have the power to ask an owner to remove his/her dog if it is causing a nuisance or shows aggressive behaviour to other dogs or visitors.

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It is further proposed that museum staff will trial the scheme for two months during July and August 2022 and consult with all visitors to see if they are content to have dogs within the museum complex. An evaluation report will be written for Council at the end of the trial, which will inform a possible change to the North Down Museum by-law.

RECOMMENDATION

It is recommended that Council agrees that the museum trials permitting dogs into the museum café courtyard in July and August 2022.

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ITEM 13**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15th June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	10th May 2022
File Reference	CW22
Legislation	N/A
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other X If other, please add comment below: Not applicable
Subject	Performance Leisure Services Q3 and Q4
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 2021)
- Service Plan – developed annually (approved April/May 2021)

Unclassified

The Council's 17 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 4 2021-22 is attached.

Key points to note

- A particularly challenging year for leisure centres and community centres, the pandemic resulted in long closures for the facilities, but confidence is slowly returning and the recent announcement on the suspension of Covid restrictions should help see a return to pre pandemic operating levels. It should be noted that this will not happen overnight, as managers note there is still a reluctance from some to come into environments where there are a lot of people.

Key achievements

- The learn to swim programmes at both Ards Blair Mayne and Bangor Aurora have the highest ever number of enrolments, the team at Bangor Aurora note that the number of enrolments at that site is the highest anywhere in the UK within the Serco group.
- Quest accreditation has been retained across all sites.

Emerging issues

- Staff recruitment and retention has been challenging this year with a significant number of recruitment campaigns failing to attract suitable candidates. It is noted that this is echoed in all other sectors of the Council and right across the local government sector in Northern Ireland.
- The ongoing breakdowns of the pool floors and booms at Bangor Aurora are having a significant effect on expenditure and have led to the total loss of the diving programme and will impact on the income generation if the problems cannot be resolved.
- Increasing inflation across energy and food bills in particular will result in less money for discretionary items such as leisure and this may impact membership sales and retention.
- Insourcing will make for a challenging year ahead as we look to merge two distinct operating systems.

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Action to be taken

- Leisure will look to developing a relationship with local colleges with a view to creating leisure apprenticeships and also developing in house training programmes that will allow us to recruit unqualified people who will have the right personality traits that we can then skill up to become highly motivated and skilled staff.
- Review of membership pricing to ensure we remain competitive in the marketplace.

RECOMMENDATION

It is recommended that the Council notes this report.

Unclassified

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

Quarterly Performance Report – Leisure

Generated on: 09 May 2022

Last Update Q3 2021/22

















Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	% spend against budget	87.73%	100%

Last Update Q4 2021/22

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	30.1%	45%
	% sent to recycling rather than landfill for Leisure Centres	52%	50%
	Number of bookings on grass pitches	684	480
	% customer satisfaction	96%	90%
	Cost of Service per Head of Population		£40.04
	We will develop a Community Centre Marketing Plan	No	Yes
	We will set up community user forums to encourage local community groups to make use of Community Centres	N/A	4
	% staff attendance		95%
	% staff reporting regular/monthly receipt of team briefings	100%	100%
	% staff completing Pride in Performance conversations	98%	95%

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Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	We will develop and implement a play strategy	Yes	Yes
	Maintain Quest awards for all 4 Leisure sites	4	4
	% of people who complete the PAR scheme	N/A	60%
	% of people who take out a membership package at the end of a referral programme	4%	60%
	Number of fitness classes per week delivered by Leisure Ards and Serco/NCLT	176	120
	Number enrolled in Learn to Swim programme	1,310	1,000
	Active Aging Memberships	329	300
	Number of Clubs affiliated with the Sports Forum	102	110
	Number of Sports Forum Grants awarded	23	160
	No. of clubs listed in the online Sports Directory	85	80
	Number of individuals attending Sports Education Courses	13	110
	Number of Sports Forum grant applications received	30	200
	Total value of Sports Forum grants awarded	£11,173.41	£35,000.00
	Number of Sports Capital Grants awarded to clubs	8	0
	Total value of capital grants awarded	£24,342.68	£0.00
	Total hours booked in Community Centres		20,000

Unclassified

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ITEM 14

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	06 May 2022
File Reference	LEI17
Legislation	N/A
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	Calhame Park Cloughey Response to NoM
Attachments	None

Council agreed in April 2022 to the following Notice of Motion.

That officers bring back a report with reference to the provision of flood lighting and creation of a running track around the Council owned facility, located at Calhame Park, Cloughey. Incorporating improved access and additional parking to address concerns of local residents while enhancing sport facilities for the community of Cloughey.

To complete this initial report officers have referred to similar schemes that have been undertaken in different parts of the Borough over the last couple of years. In order to give members basic information, they require at this time to enable them to instruct officers on next steps.

Floodlighting

An exercise similar to what would be required at Calhame Park was recently carried out in Holywood and from looking at this, the total cost would be expected to be close to £100,000. This allows for eight columns, and all civil engineering works required.

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Eight columns would be the normal minimum requirement for floodlighting for matches. The £100,000 does not take into account any additional charges or enabling works that NIE may require for connections that may be needed.

Running Track

Officers have assumed that the intention of the motion was not a full athletics type track, (which will be the subject of another report to be brought forward in the future as a possible replacement for the track at Ballykillaire) is considered, but rather a track like the those installed at Comber Parkway or Londonderry Park that is suitably lit and can be used by joggers and walkers for safe exercise. Based on the installation at Comber Parkway the track would cost about £94,000.

Car parking

The laying of a car park can be quite complex and surveys on ground conditions can have an adverse impact on the overall cost of a scheme. In a recent paper published on the estimated cost of a parking lot at the conceptual level, it was estimated that for a parking area of almost 7,000 square feet, that would accommodate 24 cars the costs would be in the order of £124,000.

Therefore, at this superficial level of estimating costs, the total cost of any potential project is in the order of £318,000 at 2021/22 prices.

Capital Project Due Process

Whilst officers have brought back estimates for the work on the three main areas requested in the NOM members should understand that before any work can even be considered a feasibility study and an outline Business Case will have to be developed to assess if there is a need for the development and the viability of the proposed project, the options for delivery if both these initial tests are met and the short and long-term impacts on the district rate.

This will require full community consultation, consultation with clubs and associated organisations and governing bodies, the CPD format five case business case, and an options appraisal for Council approval. All of this will have to be undertaken by a consultant and given that there is no budget available this year for the appointment of a consultant is dependent on budget being secured for 2023/24 which will include an affordability assessment as part of the Councils existing capital projects portfolio prioritisation. Therefore, it is April 2023 at the earliest that any consultant could be appointed to consider this project.

As will be noted from the estimates the project in total is likely to cost in the region of £318,000 and if a need was identified this will have to be added to the 10-year capital plan that already has a number of significant projects waiting to start.

Other Information

Members will recall that in 2016 Council approved a Sport NI Strategy for the area which on the evidence of need identified required sports facilities in the Borough.

Unclassified

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Members are reminded that arising out of this strategy, the 3G pitch at Harbour Road, Portavogie which will be fully floodlit is likely to be completed in the next twelve to eighteen months and the mixed-use facility 3G pitch which again will be fully floodlit due to be built in the Portaferry area could be delivered two to three years behind this. So, both would need to be taken into account in the needs analysis for a 3rd floodlit pitch in the same general vicinity. The strategy identified the facilities required in the Borough but upgrades to the grass pitch at Calhame Park to include floodlighting was not highlighted as a need at that time.

Furthermore, a floodlit grass pitch is normally unable to cope with more than six hours of bookings a week as the grass surface would be so badly damaged that it would make it unusable if more play were to be introduced. This will limit the use and therefore the value for money that floodlighting investment would deliver.

Finally, Council would also have to make an allowance for ongoing costs such as path, lighting and any additional pitch maintenance, plus, ideally, establish a sink fund for any replacement infrastructure for future years.

RECOMMENDATION

It is recommended that Council notes the contents of this report and also notes that if the project was to progress to the next stage, it would first require Council, in accordance with its own policy for capital projects of this nature, to set aside a budget in the region of £20,000 to £30,000 in order to produce a feasibility study and outline business case as part of the 2023/2024 rate setting process, which would consider the viability, need, options, cost, affordability and value for money of this proposal.

Unclassified

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ITEM 15**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure Services
Date of Report	20 May 2022
File Reference	LEI19
Legislation	Recreation and Youth services Order (1986)
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	Quest Accreditation
Attachments	

Members may be aware both Ards Blair Mayne Wellbeing and Leisure Complex (ABMWLC) and Comber Leisure Centre (CLC) are required, as a Key Performance Indicator (KPI), each year to retain the Quest Quality Award accreditation. Quest is leisure's specific quality award relating to continuous improvement for leisure facilities and is designed to measure how effective leisure organisations are at providing a quality leisure service. Quest assesses centres on Operational Management, Customer Journey, Programming, Health and Safety Compliance Declaration, Cleaning and Housekeeping, Team and Skills Development, Planning to Improve and Community Outcomes.

Quest accreditation is managed by Right Directions and the assessment consists of an unannounced Mystery Visit completed by a leisure professional who utilises the facilities and produces a detailed report based on their customer experience. In addition, a full day investigative analysis is conducted by a qualified professional Quest assessor examining all aspects of leisure facility management as detailed above.

Unclassified

Quest registration lasts 12 months and must be renewed each year for the Quest accreditation to be maintained. CLC and ABMWLC have consistently held the Quest accreditation, first achieved in 1999 and 2001 respectively. From 2001 to December 2018 Quest accreditation was held at Ards Leisure Centre (ALC) in William Street before Council moved its operations to the new site at ABMWLC in January 2019. In agreement with Right Directions a further assessment of the new facilities was undertaken in 2019 and Council were once again awarded Quest accreditation to continue our, now, 21 years of continuous award for Ards and 23 years for Comber.

The provision of leisure facilities across the Borough has seen a capital investment programme from Council in excess of £100 million over the last 10 years. With such significant Council investment, it is imperative Council leisure facilities continue to be independently assessed and retain the Quest accreditation as this external assessment demonstrates leisure is providing best value for our customers and rate payers.

With the ongoing pandemic, Right Directions introduced an additional focus on critical aspects of leisure operations for dealing with the provision of a safe leisure environment during the pandemic detailed as Quest Prime (Recovery). Operational management, Customer journey and housekeeping are all assessed in light of the pandemic under this revitalised aspect of the award.

ABMWLC held their Quest assessment on 2nd February 2022, CLC held their Quest assessment on 28th March 2022. Both Centres were successful in retaining the Quest award and secured 'good' status under the new Quest Prime (Recovery) award. This is an excellent achievement as previously under the one day assessment a basic "Quest registered" award was the only category that could be obtained.

Quest has many partners including Sport England (SE), Sport Northern Ireland (SNI), UKActive, Leisure Net and Chartered Institute for Management of Sport and Physical Activity (CIMSPA) who all endorse Quest as a valuable tool in management of leisure facilities. SNI recognise "the many benefits of the Quest scheme and believe it will have an important role in the delivery and development of sport and physical activity throughout Northern Ireland over the next decade".

As the Council focuses on the merger of the two leisure operating models over the next two years discussions are already underway to consider utilising the Quest award scheme across our full range of leisure services. This would include consideration of attaining Quest for all of our sites including our dual use site in Portaferry and potentially incorporating our excellent sport development service once the merger has been fully completed. In the interim it is intended to retain our current awards and extend this significant period of endorsement during the very difficult transition period ahead.

ABMWLC (previously William Street) and CLC have both been Quest accredited for over 20 years and, as such, are two of the longest continuous award-winning centres in the UK. The continued accreditation and indeed retaining the award during a global pandemic, reflects the great dedication and commitment of the Council's leisure team ably supported by all sections of Council. The leisure team is one of

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only three sections currently to have an independent quality award accreditation relating to the operations of their services. As such this should be recognised by Council as a fantastic achievement for the Council's leisure teams at both ABMWLC and CLC during this extremely challenging period of service delivery.

RECOMMENDATION

It is recommended that Council note the above report and the continued Quest accreditation for both ABMWLC and CLC and acknowledges the continued success of both centres regarding their Quest accreditation.

Unclassified

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ITEM 16**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Leisure and Amenities
Date of Report	24 May 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
Attachments	Appendix 1 - Successful Equipment Applications Appendix 2 - Successful Event Applications Appendix 3 - Successful Goldcard Applications Appendix 4 - Successful Seeding Applications Appendix 5 - Successful Individual Travel/Accommodation Applications Appendix 6 Funding Streams

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.

Unclassified

During April 2022, the Forum received a total of 10 grant applications; 2 of which was for Equipment, 1 for Events, 1 for Seeding, 1 Goldcard and 5 Individual Travel/Accommodation Applications. A summary of the 10 successful applications are detailed in the attached Successful: Equipment, Event, Seeding, Travel/Accommodation and Gold Card Applications.

For information, the annual budget and spend to date on grant categories is as follows:

	Annual Budget	Funding Awarded April 2022	Remaining Budget
Anniversary	£1,000	£0	£250
Coaching	£3,000	£0	£2,203.75
Equipment	£11,000	£2,000	£7,000*
Events	£6,000	£1,000	£3,700
Seeding	£500	£250	£250
Travel and Accommodation	£14,500	£670	£12,550**
Discretionary	£1,000	£0	£1,000
New category under development	£3,000	£0	£3,000
Goldcards proposed during the period April 2022 is 1.			

*The proposed remaining budget for Equipment of **£7,000** is based on a proposed award of **£2,000** as outlined in Successful Equipment Applications – for Approval. The proposed remaining budget for Events of **£3,700** is based on a proposed award of **£1,000** – for Approval. The proposed remaining budget for Seeding of **£250** is based on a proposed award of **£250** – for Approval. The proposed remaining budget for Travel and Accommodation of **£12,550** is based on a proposed award of **£670** – for Noting.

*An Equipment grant for £1,000, awarded at the March Working Group and ratified on 27 April 2022, is included in the 2022/23 budget.

**Please note the increased amounts for Individual Travel/Accommodation for 2022/23, approved by Council on 27 April 2022, were backdated to 1 April 2022. This increased the amount awarded for April 2022 to £1,280, from £800 (an additional £550 was awarded and £70 reclaimed).

RECOMMENDATION

It is recommended that Council approves the attached application for financial assistance for sporting purposes valued at above £250, and that the application approved by the Forum (valued at below £250) is noted.

Successful Equipment Applications - for Approving

May

2022/23

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Applicant	Type	Equipment	Benefit	Cost	Requested	Proposed	Notes
North Down Cricket Club	High Performance Equipment	Coach set - 5 x throwers and ramps x3 Coaching mitts x4 / and flexi stumps x4	Equipment is required to facilitate Academy coaching sessions with talented Juniors. We aim to provide high quality coaching and coaches require the best equipment to undertake such sessions for performers.	Coach set £500 + Coaching mitts and Flexi Stumps £500	£1,000.00	£1,000.00	All documentation provided. Propose £1,000 NB Club will claim back VAT.
Portaferry Sailing & Social Club	Development New Sections	Equipment to enable Club to include new water based activities, additional safety team and equipment is essential in Club delivery of weekly sport and events from April - October.	Safety boat equipment for new boat will allow additional events/races weekly/annually, encouraging new/current members.	Icom M510 VHF Radio/GPS £520 + 4 Lifejackets £319.98 + Anchor, Chain & Tow Rope £64 + Crew holdall Bag £28 + Signal flag/horn £16 + Waterproof First Aid Kit £24 + Float/Ringbuoy/Horn £80 = £1051.98	£1,051.98	£1,000.00	Lifejackets and Waterproof First Aid Kit (£343.98) are fundamental, £300 awarded towards these under new 2022/23 guidelines plus £708 towards other items, totals £1,008. Propose £1000.

Applicant	Type	Equipment	Benefit	Cost	Requested	Proposed	Notes
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Total Proposed	£2,000.00
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Successful Events Applications - for Approving

May

2022/23

Applicant	Sport	Event	Event Outline	Start	End	Requested	Proposed	Notes
North Down Cricket Club	Cricket	Interprovincial Weekend	1st class Interprovincial Championship T20. NDCC will for the first time host this event. NCU / Leinster/ N West and Munster sides - 50 players and support staff,			£1,000.00	£1,000.00	All documentation provided. Propose £1,000 towards Marquee Hire (total project costs £11,000), "subject to" an up-to date Risk Assessment (Risk Assessment is dated 1/6/2021 for an event in September 2021) and confirmation of event date.
						Total Proposed	£1,000.00	

Successful Goldcards - For Noting

Applicant	Representing	Sport	Event	Start	End	Gym	Proposed	Notes
Hannah Dadley-Young	N Ireland	Sailing	2022 UKLA Open National Championships	04/07/2022	07/07/2022	Bangor Aurora & Bangor	Awarded	RYANI letter states Hannah is a member of the NI Youth Performance Programme, and the RYANI have confirmed selection for UKLA Open National Championships 4-7 July 2022 (and 5 other events). Propose Goldcard.

AppName	Equipment	Outcomes	Cost	Complete	Requested / Proposed	Notes
North Down Cricket Club	To meet girls only demand Under 11 age category for Cricket coaching. We are linking with 4 local schools and providing tasters in school alongside sessions throughout	Safe / covid friendly Girls Cricket participatiion opportunities. Weekly coaching sessions May - Sept 2022.	Girls cricket sets x4 £200 + Girls cricket balls x10 - pink £50 = £250	<input type="checkbox"/>	£250.00 £250.00	All documentation provided. Propose £250.
Total Proposed					£250.00	

Applicant	Representing	Sport	Event	Location	Start/ End	Requested	Proposed	Notes
Abbey Wallace	N Ireland	Polocrosse	2022 The Pony Club Polocrosse Arena Tournament	Dallas Burston Polo Club	23/04/2022 24/04/2022	£100.00	£150.00	Selection Letter advises Abbey has been selected to represent Northern Ireland at The Pony Club Polocrosse Arena Tournament on 23 & 24 April 2022. Recommend funding of revised 2022/23 amount, £150.
Eloise Keers	N Ireland	Polocrosse	2022 The Pony Club Polocrosse Arena Tournament	Dallas Burston Pony Club	23/04/2022 24/04/2022	£100.00	£150.00	Selection Letter advises Eloise has been selected to represent Northern Ireland at The Pony Club Polocrosse Arena Tournament on 23 & 24 April 2022. Recommend funding of revised 2022/23 amount, £150.
Erin McConnell	Ireland	Triathlon	2022 Europe Triathlon Cup Yenişehir	Yenişehir, Mersin, Turkey	17/04/2022 17/04/2022	£488.53	£170.00	Selection Letter advises Erin has been selected to compete at the Europe Triathlon Cup Yenişehir in Turkey on 17 April 2022. Recommend funding of revised 2022/23 amount, £170.

					Start/ End	Requested	Proposed	Notes
Euan Monro	N Ireland	Athletics	2022 Irish Life Health National Juvenile Championships	Athlone	02/04/2022 02/04/2022	£147.60	£100.00	Euan will be representing Northern Ireland/Ulster, at the All Ireland Relays (4 x 200m) on 2 April 2022. Recommend funding of revised 2022/23 amount, £100.
Jessica Dadley-Young	Ireland	Sailing	2022 Topper Traveller	Lough Derg, Ireland	10/04/2022 10/04/2022	£50.00	£100.00	Selection Letter from RYANI confirms selection to represent Ireland at this event. Recommend funding of revised 2022/23 amount, £100.
						Total Proposed	£670.00	

Funding Streams Council Report

May

2022/23

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Stream	Annual Budget	Awarded To Date	Opening Budget	Proposed Funding	Reclaimed Costs	Withdrawn	Proposed Remaining Budget
Anniversary	£1,000.00	£750.00	£250.00	£0.00	£0.00	£0.00	250.00
Coaching	£3,000.00	£796.25	£2,203.75	£0.00	£0.00	£0.00	2203.75
Discretionary	£1,000.00	£0.00	£1,000.00	£0.00	£0.00	£0.00	1000.00
Equipment	£11,000.00	£2,000.00	£9,000.00	£2,000.00	£0.00	£0.00	7000.00
Event	£6,000.00	£1,300.00	£4,700.00	£1,000.00	£0.00	£0.00	3700.00
Goldcard							
Seeding	£500.00	£0.00	£500.00	£250.00	£0.00	£0.00	250.00
Travel / Accomodation	£14,500.00	£1,350.00	£13,150.00	£670.00	£70.00	£0.00	12550.00
Totals:	£37,000.00	£6,196.25	£30,803.75	£3,920.00	£70.00	£0.00	26953.75

Goldcard details

Goldcards Awarded To Date 3 Goldcards Awarded This Month 1

ITEM 17

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	24 May 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	Performance Report Parks and Cemeteries Q4
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 2021)
- Service Plan – developed annually (approved April/May 2021)

The Council's 17 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 4 for 2021-22 is attached.

Key achievements:

- The NI100 Garden was opened near Whitespots, DAERA Minister visited the site.
- Ards and North Down in Bloom Community Competitions winners awarded their prizes.
- A rolling programme of tree planting and events was implemented across the Borough. In total 12,315 trees were planted with nine tree events supported.
- Orchards planted in Greyabbey, Portaferry and Portavogie.
- Recruitment of Interim Head of Service, 3 x Gardeners, 1 x Gravedigger, and 1 x Team Leader undertaken.
- Pride in Performance conversations undertaken with all staff.
- Walled Garden open to public in winter months for first time, excellent attendance has been reported.
- Herbicide Reduction Policy agreed and implementation process has begun.
- The new cemetery software system, PlotBox now being implemented.

Emerging issues

- Apprenticeship scheme in association with Greenmount College is being progressed in 2022-23.

Action to be taken

- Draft Local Biodiversity Action Plan will be completed in Summer 2022.
- Plans for 2022/23 Ards and North Down in Bloom and STAND4TREES initiatives underway.
- Implementation of a programme of Summer Events including Wild Days Out (Biodiversity Education Initiative) in July and August.















RECOMMENDATION

It is recommended that Council notes this report.

Quarterly Performance Report - Parks and Cemeteries

Generated on: 24 May 2022

Last Update Q4 2021/22

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Total Hectares of Council maintained ground rewilded (m2)	22,812	21,000
	Managed ground with annual sowing (m2)	49,195	9,000
	Number of trees planted (Target was is incorrect, should have been 15,000 not 50,000 trees)	12,315	50,000
	Number of woodland and orchard projects supported	12	4
	Amount of herbicide used (litres)	180	200
	We will develop and implement a tree strategy aimed at increasing the number of trees across the Borough	Yes	Yes
	We will develop and implement an Integrated Weed Control strategy	Yes	Yes
	Cost of Service per Head of Population	£25.17	£26.00
	We will enter historical burial records onto the computer system	1,024	4,000
	We will develop a more effective method of investigating grave depth issues and communicating this information to service users. (No longer applicable Plotbox introduced)	No	Yes
	% staff attendance	88.82%	95%
	% staff reporting regular/monthly receipt of team briefings	100%	100%
	% staff completing Pride in Performance Conversations	100%	100%
	Retain Green Flag Awards	5	5

Performance Data Traffic Light Icon	PI Short Name	Performance Data Current Value	Performance Data Current Target
	Best Kept Britain in Bloom and any other relevant award that highlights the excellence of the leisure service offered by the Council	4	4
	% of available allotments utilised	100%	95%
	We will develop and implement a community food growing strategy	Yes	Yes
	Number of Britain in Bloom projects	23	21
	Overall funding for In Bloom projects	£18,494.00	£19,000.00
	Number of Friends Groups established	1	2
	We will develop a strategic approach to the use of Friends Groups and the use of volunteers	No	Yes

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ITEM 18**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	11 May 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	04 May 2022
File Reference	PCA5
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	Display Bed Application
Attachments	Appendix Display Bed Design

Members will be aware that on the 27 of February 2019, Council agreed a policy for the use of Display Beds in the Borough, this policy requires Officers to report to Council any applications received by external organisations. Through the pandemic the display bed application process has been suspended and these floral beds have been used to celebrate the excellent work carried out by NHS staff and other key workers. It is proposed that the display bed application process now recommences and that the NHS staff / key workers displays continue until new applications have been approved by Council.

The Council has received one application for use of the display beds. Officers have assessed the application and have determined that the request meets the criteria in the policy and is recommended for approval. The application was deemed by Officers to not require equality screening.

The application is as follows and the proposed design of the display is included in the attached Appendix. The Parks team will endeavour to replicate the design as far as possible, however detail design may alter in order to facilitate installation. If necessary, the Officer will liaise with the applicant if the installation may have to be significantly different from that proposed.

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Please note that this application has been delayed due to covid pandemic and was originally planned for 2020.

Name of Group / Organisation	Display Bed applied for	Proposed dates of display	Reason for the display
Holywood Women's Institute	<ul style="list-style-type: none"> At the Bangor Road entrance to Ballymenoch Park, Holywood 	01/07/2022 – 31/08/2022	To commemorate Holywood Womens Institute reaching 70 years.

RECOMMENDATION

It is recommended that Council approves the above application for the display bed.

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ITEM 19**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	25 May 2022
File Reference	PCA103
Legislation	Burial Regulations (NI) 1972 Part 3 of the Public Health (Ireland) Act 1878 Section 75 of the Northern Ireland Act 1998 The Local Government (Miscellaneous Provisions) (NI) Order 1985
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below: Subject to Equality Screening
Subject	Amendment to Cemeteries Pricing Policy
Attachments	Appendix Letter from Maxine Porter

Members may be aware of the tragic death of Daniel Ferguson in December 2021 who passed away while living in Australia, a few days before he was due to travel to Northern Ireland to live in Donaghadee.

The Council's Parks & Cemeteries Services was contacted by Shields Funeral Directors on behalf of the family to make arrangements for Daniel to be buried at Ballyvester Cemetery. The details given at the time included the place of death and therefore we correctly applied the Council Pricing Policy and the resident discount was not applicable. The interment took place on 24 December 2021.

Enquires were received on behalf of the family concerning the conclusion reached that the resident discount to the full cost of the interment service was not applicable.

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On review and on the basis of all the information received from the Funeral Directors it was verified that the conclusion was correct.

For members information, a poll of several other Councils in NI was undertaken, and it was confirmed that the application of the policies of those Councils would also have reached the same outcome as was concluded in this case.

In March 2022, Daniel's mother, through the Mayor, contacted the Director of Community and Wellbeing and the Chief Executive and asked for a meeting to discuss changing the related pricing policy in order to avoid a similar circumstance involving other families in the future arising. A meeting took place on 28 April 2022 with Daniel's mother, Maxine Porter.

The details of the circumstances were discussed at length, and during this meeting it was learned that Daniel was packed and ready to return home when he died and had already established evidence of residence in Northern Ireland by transferring his address on official documents, including a driving licence.

Ms Porter also made it clear that she was not seeking redress on her particular case, but a change that would allow similar cases to be avoided in the future. If such a change was possible, she asked if such changes might be encouraged across the other 10 Council's in Northern Ireland.

Officers believe therefore that this could be the basis, with certain amendments to our Cemetery Pricing Policy, on which to make a change to policy that would allow future cases of this nature to qualify for the residents' discount. i.e., if evidence can be produced that would indicate 'imminent residency'.

Subsequent to the meeting, Ms Porter wrote to the Council setting out details of her circumstances for members information. This is attached at Appendix 1.

Three changes to the Councils Cemetery Pricing Policy would be necessary.

- Evidence provided that other statutory authorities had provided a new form of identification such as a driving licence to the deceased within three months prior to the date of death that included an address within the Borough.
- Evidence of an imminent return to the Borough, such as flight tickets or other evidence of travel arrangements.
- Evidence that this return was intended to be permanent at the time, evidence would include a tenancy or mortgage agreement.

The Director has spoken to Ms Porter about this approach and she is very content with the suggested way forward.

RECOMMENDATION

It is recommended (subject to equality screening outcome) that Council amends its Cemetery Pricing Policy by including a qualification for resident's discount for

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imminent residency by appropriately incorporating the three points referred to above. Furthermore if approved, and in accordance with Ms Porters request, that officers write to all other Councils in Northern Ireland advising them of this case and decision and encourage them to do likewise.



FAO Stephen Reid and members of the Council

It is with great sadness and a heavy heart that I am writing to you to outline the details of an anomaly that occurred after the death of my only son – Daniel Ferguson.

Daniel had been living and working in Sydney, Australia for the past 5 years. After the pandemic, he decided that he wanted to return home to be with his family back in Donaghadee. Consequently, he had handed in his notice, given up his apartment and booked a flight to return on Wed 15 December 2021. Daniel had returned home several times during these 5 years for a holiday.

Whilst living in Sydney, Daniel regularly kept in touch with his family and friends from Donaghadee. In Sydney, his close friends called him 'Wee Fergie from the Dee' a name that is on his headstone. This was all in recognition of how much he loved the town and its people.

Tragically, Daniel passed away on the 11 December, 4 days before he was due to fly home. He suffered a massive heart attack.

In the midst of my unbearable pain, there was much to be organised: his repatriation, his funeral, his burial.

I am immensely grateful to the Kevin Bell Repatriation Trust who made Daniel's final journey home so dignified and indeed quick and he was returned to us 11 days after his death. I would appeal to any of you who are parents to try to imagine how heart-breaking it was to see your child's body wheeled into the house in a coffin. In retrospect, it is evident to me that it was easier to have Daniel's body repatriated to NI than it was to have him accepted back into the borough as a resident.

In the midst of my unbearable pain, whilst working with Shields Funeral Directors trying to arrange his funeral and burial, I was informed that Daniel could not be recognised as a resident because he had been living outside the borough at the time of his death.

For both myself and indeed Daniel, this felt like a slap in the face. I was simply stunned. How could a young man who had grown up in Donaghadee and lived there for most of his life, be denied the status of a resident?

I accept that the 'rule determining this classification is very specific but I ask you all to consider if there are any other options that could be explored to prevent any other mother and parent and family from ever having to experience this kind of disownment. Daniel was a much loved and well-known member of this community as the outpouring of grief at his passing will testify and I only ask that you try to find another way to avoid this happening.

I accept that there is an additional cost for burying a non-resident, but in this case, that is not the issue – it is the principle.

We are a Donaghadee family, with a long line of generations buried in both cemeteries. We are ratepayers, we are voters and we are supporters of your council. We simply ask for your compassion, consideration and action in this matter.

Should you require any further information please do not hesitate to contact me.

Yours in good faith,

Maxine Porter

[Redacted signature]

[Redacted contact information]

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ITEM 20

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	24 May 2022
File Reference	PCA102
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	Management of Sand Dunes
Attachments	Appendix 1. A Practical Guide To Marram Grass Planting : A Natural Coastal Defence Appendix 2. NI Assembly Report on Risk of Coastal Erosion and Flooding

In June 2020, Council agreed to the following Notice of Motion proposed by Cllr Adair:

“That this Council, in collaboration with other partner agencies and the local communities, investigates and compiles a report on the current and future management of the sand dune systems at Cloughey and Portavogie, with a view to producing a plan that addresses issues such as climate change, coastal erosion and dune stabilisation”

An initial report was brought to Council in January 2021 and this report addresses one part of the agreed proposals from that time that can be addressed now.

The issue of coastal erosion has been widely discussed in relation to climate change and rising sea levels. Such changes can have a significant impact upon the structures within coastal dune systems and consequently loss of habitat. It has been

Unclassified

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reported that coastal dune systems are beneficial to negating the impact of coastal erosion and can in fact act as natural coastal defence mechanisms.

The benefits of providing a natural solution to retaining sand dune systems and prevent further erosion have been demonstrated in the Newry, Mourne & Down District Council area. Officers from Ards and North Down Borough Council visited two sites in Ballyhornan to view works undertaken in conjunction with local community groups.

The loss of dune systems is mainly as a result of tidal action, however in higher density tourist areas, the action of foot traffic across the vegetation can contribute towards a significant decline.



The above photos show the impact on unprotected dunes from tidal action and foot traffic at Portavogie and Cloughy. While there is some regenerative growth visible, if unprotected, this growth will not develop.

Essentially, with both areas visited in Newry Mourne & Down, there had been significant land loss due to both tidal action and foot traffic with regenerative growth not establishing. By following guidance developed by the Conservation Volunteers and Clean Coasts, sections of fencing were installed in order to protect the growth and create an environment whereby dunes can restore naturally. The guidance from Clean Coasts is included as an attachment to this report.



Unclassified

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The picture above, shows a newly installed fence. The basis of the installation is to create pockets with the fencing at 45° to the strand line which slows the windblown sand, depositing it within the pocket. This then allows greater success for the development of the regenerative growth.

On areas where the regenerative growth was not present, additional locally sourced native plants were introduced to protected zone.



The photos above show the benefits of the installation of the fencing having trapped the sand and harbouring regenerative growth. This is further protected from foot traffic by the outer wire fence. The fencing has been in place for three years and it is evident from the photos that the dunes are restoring to the height of the fence.

The next stage of the restoration is to install a further fence two meters in front of the current fence to replicate the process and extend the dune system further. The success of this approach is that it can be community led. While the natural solution to coastal erosion is extremely cost effective, by engaging local communities to take ownership, pockets of external funding can be unlocked to facilitate the works.

In Newry Mourne & Down District Council, a number of groups partnered with Council to identify key locations and applied for external funding. Officers would be of the opinion that if Council wish to go forward with a similar initiative, community engagement is critical to the success.

In addition to the above points, it is also suggested that appropriate signage is put in position to advise the general public of the initiative and the benefits of the approach. Officers believe that it would be beneficial to select a key area at both Cloughy and Portavogie and work with local community groups to carry out two small scale pilot schemes if funding can be obtained. After a period of monitoring, a further report will be brought before members with the results and a measure of the success.

Unclassified

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The above photo shows the signage in place at Ballyhornan highlighting the community led project together with partnership logos.

RECOMMENDATION

It is recommended that Council notes the contents of the report and gives approval for Officers to seek external funding and engage with community groups in taking forward two pilot projects, one at Portavogie and one at Cloughy in relation to sand dune restoration as described in this report.

Unclassified

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ITEM 21

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Community and Wellbeing
Date of Meeting	15 June 2022
Responsible Director	Director of Community and Wellbeing
Responsible Head of Service	Head of Parks & Cemeteries
Date of Report	24 May 2022
File Reference	CW72
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	Carrowood Trails
Attachments	Carrowood Management Plan (2017-2022)

In April 2022, Council agreed to the following Notice of Motion:

“That Council task Officers to work with the Woodland Trust to develop and enhance community trails at Carrowood, Carrowdore as a potential Peace Plus project.”

Council Officers meet with the Woodland Trust regularly and a scheduled meeting took place in May 2022. The above Notice of Motion was discussed, and it was proposed by Officers from both organisations to work together to update the site management plan and seek external funding from various sources as appropriate. It is unlikely that this proposal can be funded through Peace Plus given the process that must be applied through the recently established partnership to identify Borough wide needs first, although Peace Plus as a potential source of funding will be explored. There are however other more appropriate avenues of funding for such a scheme.

Unclassified

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Carrowood is one of The Woodland Trust's 'Woods on Your Doorstep' woodlands created to commemorate the Millennium. The 0.45 hectare site was planted with a mixture of native shrubs and trees in 1999.

Community Trails refer to walking and/or multi-use trails that link communities to surrounding greenspace via a safe off-road route, or one community to another, for example, along a river corridor. These trails provide 'doorstep' safe off-road walking/cycling opportunities at a community level and are intended to boost the sense of community as well as improve health and wellbeing outcomes.

Since 2014, Outdoor Recreation NI (ORNI) has been working in partnership with the Peninsula Healthy Living Partnership (PHLP) and Ards and North Down Borough Council (ANDBC) to carry out a phased approach towards developing 'Community Trails' in the area. This has comprised of the following:

Phase I – Identification of potential community trails

In 2014 ORNI completed a feasibility study for the development of community trails in and around nine settlements in the Ards Peninsula, through desk research, a review of village plans, extensive community consultation and site visits. The study was completed in 2016 and it outlined the needs and aspirations of the communities for access to safe, doorstep, off-road outdoor recreation provision (including walking, running and family cycling). It also highlighted that there is a lack of off road provision and that there is a heavy reliance on the use of the public road network, country lanes, shoreline and a small number of asserted Public Rights of Ways for recreational purposes.

The study identified 25 routes, ranging from long, linear coastal foreshores routes to short riverside walks, and from routes on agricultural land to routes within private estates.

Phase II – Concept Trail Design

A total of nine potential community trails were identified as 'priority projects' and taken to Phase II. This involved carrying out scoping of the potential for development and concept trail design. Of these nine, three were deemed to be feasible to be taken forward for development. The remaining six were put on hold due to issues including funding, land ownership and environmental designations.

Phase III – Delivery of Capital Projects

To date, community trails that have been developed in the Ards Peninsula by ORNI (in partnership with a variety of organisations including PHLP, Council, The Woodland Trust and the National Trust) including Slans Graveyard and The Warren Boardwalk (both in Cloughey), Corrog Wood (Portaferry) and Nugent's Wood, (Portaferry)

Reassessment

All remaining potential community trails were reassessed in 2019. The reassessment found that many of the trails are unable to proceed mainly due to several factors including land ownership issues, environmental/planning and financial reasons.

Unclassified

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Full Review (Next Stage)

In partnership with PHLP and Outdoor Recreation NI, the community trails project has now reached a stage where a full review of all the potential trails in the Peninsula needs to be undertaken and this process is about to commence. Again, this review will follow the same process as outlined above with emphasis on working with other partners such as The Woodland Trust and the National Trust as generally these partners are more willing to create a recreational resource on their lands as opposed to private landowners.

Therefore, sites like Carrowood in Carrowdore (Woodland Trust) will be considered in this review along with other potential Woodland Trust and National Trust sites as well as established rights of ways and so on. The remaining originally proposed trails will also be revisited to see if any of the previous issues can be overcome.

RECOMMENDATION

It is recommended that Council notes the contents of the report and approves for Officers to seek external funding and engage with community partners in taking forward a review of community trails including Carrowood.



Carrowood

Management Plan 2017-2022

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THE WOODLAND TRUST

INTRODUCTION

The Trust's corporate aims and management approach guide the management of all the Trust's properties, and are described on Page 4. These determine basic management policies and methods, which apply to all sites unless specifically stated otherwise. Such policies include free public access; keeping local people informed of major proposed work; the retention of old trees and dead wood; and a desire for management to be as unobtrusive as possible. The Trust also has available Policy Statements covering a variety of woodland management issues.

The Trust's management plans are based on the identification of Key Features for the site and setting objectives for their management. A monitoring programme (not included in this plan) ensures that these objectives are met and any necessary management works are carried out.

Any legally confidential or sensitive species information about this site is not included in this version of the plan.

PLAN REVIEW AND UPDATING

The information presented in this Management plan is held in a database which is continuously being amended and updated on our website. Consequently this printed version may quickly become out of date, particularly in relation to the planned work programme and on-going monitoring observations.

Please either consult The Woodland Trust website www.woodlandtrust.org.uk or contact the Woodland Trust (wopsmail@woodlandtrust.org.uk) to confirm details of the current management programme.

There is a formal review of this plan every 5 years and a summary of monitoring results can be obtained on request.

WOODLAND MANAGEMENT APPROACH

The management of our woods is based on our charitable purposes, and is therefore focused on improving woodland biodiversity and increasing peoples' understanding and enjoyment of woodland. Our strategic aims are to:

- Protect native woods, trees and their wildlife for the future
- Work with others to create more native woodlands and places rich in trees
- Inspire everyone to enjoy and value woods and trees

All our sites have a management plan which is freely accessible via our website

www.woodlandtrust.org.uk. Our woods are managed to the UK Woodland Assurance Standard (UKWAS) and are certified with the Forest Stewardship Council® (FSC®) under licence FSC-C009406 and through independent audit.

In addition to the guidelines below we have specific guidance and policies on issues of woodland management which we review and update from time to time.

We recognise that all woods are different and that the management of our sites should also reflect their local landscape and where appropriate support local projects and initiatives. Guidelines like these provide a necessary overarching framework to guide the management of our sites but such management also requires decisions based on local circumstances and our Site Manager's intimate knowledge of each site.

The following guidelines help to direct our woodland management:

1. Our woods are managed to maintain their intrinsic key features of value and to reflect those of the surrounding landscape. We intervene when there is evidence that it is necessary to maintain or improve biodiversity and to further the development of more resilient woods and landscapes.
2. We establish new native woodland using both natural regeneration and tree planting, but largely the latter, particularly when there are opportunities for involving people.
3. We provide free public access to woods for quiet, informal recreation and our woods are managed to make them accessible, welcoming and safe.
4. The long term vision for our non-native plantations on ancient woodland sites is to restore them to predominantly native species composition and semi-natural structure, a vision that equally applies to our secondary woods.
5. Existing semi-natural open-ground and freshwater habitats are restored and maintained wherever their management can be sustained and new open ground habitats created where appropriate.
6. The heritage and cultural value of sites is taken into account in our management and, in particular, our ancient trees are retained for as long as possible.
7. Woods can offer the potential to generate income both from the sustainable harvesting of wood products and the delivery of other services. We will therefore consider the potential to generate income from our estate to help support our aims.
8. We work with neighbours, local people, organisations and other stakeholders in developing the management of our woods. We recognise the benefits of local community woodland ownership and management. Where appropriate we allow our woods to be used to support local woodland, conservation, education and access initiatives.
9. We use and offer the estate where appropriate, for the purpose of demonstration, evidence gathering and research associated with the conservation, recreational and sustainable management of woodlands. In particular we will develop and maintain a network of long-term monitoring sites across the estate.
10. Any activities we undertake will conform to sustainable forest management principles, be appropriate for the site and will be balanced with our primary objectives of enhancing the biodiversity and recreational value of our woods and the wider landscapes.

SUMMARY

This public management plan briefly describes the site, specifically mentions information on public access, sets out the long term policy and lists the Key Features which drive management actions. The Key Features are specific to this site - their significance is outlined together with their long (50 year+) and short (5 year) term objectives. The short term objectives are complemented by a detailed Work Programme for the period of this management plan. Detailed compartment descriptions are listed in the appendices which include any major management constraints and designations. A short glossary of technical terms is at the end. The Key Features and general woodland condition of this site are subject to a formal monitoring programme which is maintained in a central database. A summary of monitoring results is available on request.

1.0 SITE DETAILS

Site name:	Carrowood
Location:	Carrowdore
Grid reference:	J580727, OS 1:50,000 Sheet No. 15
Area:	0.45 hectares (1.11 acres)
Designations:	

2.0 SITE DESCRIPTION

2.1 Summary Description

Carrowood is one of The Woodland Trust's 'Woods on Your Doorstep' woodlands, created to commemorate the Millennium. It was planted with a mixture of native shrubs and trees in 1999.

2.2 Extended Description

A small 0.45 grass field in Carrowdore village in the North Down and Ards District, entered from the primary school playing fields & the Johnston Park housing estate. It is next to farmland and was gifted by the Housing Executive as part of the Woyd project in 1999.

A 0.45ha of the field was planted by Conservation Volunteers NI and local people in 1999; using half the site for native shrubs e.g. Hawthorn and holly and half for native trees e.g. Apple, silver birch and ash. A stone with a plaque on top dedicated this planting to the local people, especially the children who helped plant it in November 1999.

The site has a squeeze gap entrance from the housing and has a short desire line path to the playing fields.

3.0 PUBLIC ACCESS INFORMATION

3.1 Getting there

This site can be approached on foot from 2 sides although there are apparently no formal public rights of way.

1. Accessible from the Ards Borough Council playing fields from the NE & next to the PS.
2. Via 3 alleys from Johnston Park housing .

3.2 Access / Walks

4.0 LONG TERM POLICY

To establish the 0.45 ha as a small native mixed broadleaf woodland and to retain the public access. Access is via desire lines within the site from the squeeze gaps which are now only maintained through regular visitor use. To become a "local woodland" used, managed and supported by the local community.

5.0 KEY FEATURES

The Key Features of the site are identified and described below. They encapsulate what is important about the site. The short and long-term objectives are stated and any management necessary to maintain and improve the Key Feature.

5.1 Informal Public Access

Description

Access to the community wood is via the pathway beside No. 88, Johnston Park, next to Carrowdore Primary School. Turn left before the garage in the village (from N"Ards). There are no formal paths kept in this woodland, just desire lines running from the squeeze gap entrance at the back of Johnston Park to the management entrance from the playing fields.

Significance

This woodland, previously a WOYD site is now a "local woodland" somewhere to be enjoyed, used and appreciated by the local community. It connects people to the importance of trees and woodland in their landscape.

Opportunities & Constraints

Opportunities - the adjacent primary school have expressed some recent interest in local campaigns.

Constraints - Housing development right next to site further reduces the possibility of extending access or planting.

Consistent localised fly tipping. Funding.

Factors Causing Change

Fly tipping, development, localised vandalism, anti-social behaviour, climate change.

Long term Objective (50 years+)

To achieve a shelterbelt of shrubs beside the housing and graded up to small trees at the field edges as a community woodland. To be part of a wider community woodland network throughout NI.

Short term management Objectives for the plan period (5 years)

The woodland is now established and the canopy closed across most of the site. A survey will be carried out to assess the wood in terms of species diversity, structure and the need to thin the woodland. The boundaries of the site will continue to be checked in terms of safety and a litter lift twice a year.

Carrowood

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6.0 WORK PROGRAMME

Year	Type of Work	Description	Due By
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APPENDIX 1: COMPARTMENT DESCRIPTIONS

Cpt No.	Area (ha)	Main Species	Year	Management Regime	Major Management Constraints	Key Features Present	Designations
1a	0.45	Ash	1999	High forest		Informal Public Access	

A small planted field beside housing on the edge of Carrowdore village with grasslands next door. School football pitches on one side and a new housing development on the other. Fenced off in 1999 as a community woodland under Woyd. Planted with a mix of native broadleaves.

GLOSSARY

Ancient Woodland

Ancient woods are defined as those where there has been continuous woodland cover since at least 1600 AD. In Scotland ancient woods are defined strictly as sites shown as semi-natural woodland on the 'Roy' maps (a military survey carried out in 1750 AD, which is the best source of historical map evidence) and as woodland all subsequent maps. However, they have been combined with long-established woods of semi-natural origin (originating from between 1750 and 1860) into a single category of Ancient Semi-Natural Woodland to take account of uncertainties in their identification. Ancient woods include Ancient Semi-Natural Woodland and plantations on Ancient Woodland Sites (see below). May support many species that are only found in ancient woodland.

Ancient Semi - Natural Woodland

Stands in ancient woods defined as those consisting predominantly of native trees and shrubs that have not obviously been planted, which have arisen from natural regeneration or coppice regrowth.

Ancient Woodland Site

Stands in ancient woods that have been converted to plantations, of coniferous, broadleaved or mixed species, usually for timber production, including plantations of native species planted so closely together that any semi-natural elements of the understorey have been suppressed.

Beating Up

Replacing any newly planted trees that have died in the first few years after planting.

Broadleaf

A tree having broad leaves (such as oak) rather than needles found on conifers (such as Scots pine).

Canopy

The uppermost layer of vegetation in a woodland, or the upper foliage and branches of an individual tree.

Clearfell

Felling of all trees within a defined area.

Compartment

Permanent management division of a woodland, usually defined on site by permanent features such as roads. See Sub-compartments.

Conifer

A tree having needles, rather than broadleaves, and typically bearing cones.

Continuous Cover forestry

A term used for managing woods to ensure that there are groups or individual trees of different ages scattered over the whole wood and that some mature tree cover is always maintained. Management is by repeated thinning and no large areas are ever completely felled all at once.

Coppice

Trees which are cut back to ground levels at regular intervals (3-25 years).

Exotic (non-native) Species

Species originating from other countries (or other parts of the UK) that have been introduced by humans, deliberately or accidentally.

Field Layer

Layer of small, non-woody herbaceous plants such as bluebells.

Group Fell

The felling of a small group of trees, often to promote natural regeneration or allow planting.

Long Term Retention

Discrete groups of trees (or in some cases single trees) that are retained significantly past their economic felling age. Operations may still be carried out within them and thinning is often necessary to maintain stability.

Minimum Intervention

Areas where no operations (such as thinning) will take place other than to protect public safety or possibly to control invasive exotic species.

Mixed Woodland

Woodland made up of broadleaved and coniferous trees.

National vegetation classification (NVC)

A classification scheme that allows an area of vegetation to be assigned to the standardised type that best matches the combination of plant species that it contains. All woodlands in the UK can be described as being one of 18 main woodland types (W1 - W18), which principally reflect soil and climatic conditions. For example, Upland Oakwoods are type W11, and normally occur on well drained infertile soils in the cooler and wetter north and west of Britain. Each main type can be subdivided into numerous subtypes. Most real woods contain more than one type or sub-type and inevitably some woods are intermediate in character and can't be properly described by any sub type.

Native Species

Species that arrived in Britain without human assistance.

Natural Regeneration

Naturally grown trees from seeds falling from mature trees. Also regeneration from coppicing and suckering.

Origin & Provenance

The provenance of a tree or seed is the place where seed was collected to grow the tree or plant. The origin is the geographical location within the natural range of a species from where seeds/tree originally derives. Thus an acorn collected from a Turkey oak in Edinburgh would have an Edinburgh provenance and a southern European origin.

Re-Stocking

Re-planting an area of woodland, after it has been felled.

Shrub Layer

Formed by woody plants 1-10m tall.

Silviculture

The growing and care of trees in woodlands.

Stand

Trees of one type or species, grouped together within a woodland.

Sub-Compartment

Temporary management division of a compartment, which may change between management plan periods.

Thinning

The felling of a proportion of individual trees within a given area. The remaining trees grow to fill in the space created.

Tubex or Grow or Tuley Tubes

Tubes placed over newly planted trees or natural regeneration that promote growth and provide protection from animals such as rabbits and deer.

Weeding

The control of vegetation immediately around newly planted trees or natural regeneration to promote tree growth until they become established. Either by hand cutting or with carefully selected weed killers such as glyphosate.

Windblow/Windthrow

Trees or groups of trees blown over (usually uprooted) by strong winds and gales.