



28th April, 2022

Chairperson: Alderman A Grehan

Vice Chairperson: Councillor H Legge

Aldermen: D Drysdale and A G Ewart MBE

Councillors S Carson, J Gallen, A Givan, M Guy, D Honeyford, G McCleave
C McCready, R McLernon, U Mackin, Jenny Palmer, and A Swan

Ex Officio: The Right Worshipful the Mayor, Alderman S Martin
Deputy Mayor, Councillor T Mitchell

Notice of Meeting

A meeting of the Regeneration & Growth Committee will take place on
Wednesday, 4th May 2022 at 7:15 pm in the Council Chamber and remote
locations for the transaction of business on the undernoted Agenda.

For those Members attending this meeting remotely, the Zoom link and
passcodes are contained within the Outlook invitation that has been issued.

A hot buffet will be available in Lighters Restaurant from 5.15 pm for those
Members who have confirmed in advance.

DAVID BURNS
Chief Executive
Lisburn & Castlereagh City Council

Agenda

1.0 Apologies

2.0 Declarations of Interest

- (i) Conflict of Interest on any matter before the meeting (Members to confirm the specific item)
- (ii) Pecuniary and Non-Pecuniary Interest (Members to complete the Disclosure of Interest Form)

3.0 Report of the Head of Planning and Capital Development

3.1 Response to the Northern Ireland Audit Office (NIAO) Report - Planning in Northern Ireland

Please note links to Appendices 3(a) and 3(b)

[3. Report re NIAO report re Planning in NI with Links.pdf](#) Page 1

[App 3\(c\) Response \(final\).pdf](#) Page 7

3.2 Request to enter into an agreement a statement of common ground with Antrim & Newtownabbey Borough Council in respect of the LDP process

[4. Statement of Common Ground - ANBC - LDP.pdf](#) Page 13

[App 4\(a\) Draft ANBC and LCC Statement of Common Ground.pdf](#) Page 17

[App 4\(b\) LA03-DPS-0096 R.PDF](#) Page 20

4.0 Report of Head of Economic Development

4.1 ERDF Sales & Trade Programme – Export Trade Visits

[1. GB Sales and Trade Visit -.pdf](#) Page 25

4.2 Labour Market Partnership Funding Contract 2022-2023

Please note link to Appendix 2(c)

[2. Labour Market Partnership with links2.pdf](#) Page 28

[Appendix 2\(a\) LMP Letter of Offer 2022-23 Lisburn and Castlereagh.pdf](#) Page 33

[Appendix 2\(b\) LMP FUNDING AGREEMENT LISBURN AND CASTLEREAGH.PDF](#) Page 37

5.0 Confidential Report of Director of Service Transformation

5.1 Annual Tender Report for award of Mechanical Services and Electrical Services Call-Off Contracts

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

5.2 Annual Tender Reports for award of Various Contracts

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

5.3 Integrated Marketing Campaign (2022-2025) Evaluation and new Tender proposals

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

5.4 Lisburn Light Festival & Christmas Programme

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

5.5 Development Brief for Laganbank Car Park

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

6.0 ANY OTHER BUSINESS

6.0 Any Other Business



Development Committee

04 May 2022

Report from:

Head of Planning & Capital Development

Item for Decision

TITLE: Response to the Northern Ireland Audit Office (NIAO) Report - Planning in Northern Ireland

Background and Key Issues:

Background

1. The NIAO published a report on Planning in Northern Ireland on 01 February 2022 ([see link Decision Time](#)). The study undertook a high level review of how effective the planning system was operating, and how effectively it was being governed.
2. The Audit office undertook a detailed analysis of available data covering the performance of the planning system in a variety of areas. It also engaged with a broad range of stakeholders both inside and outside the system.
3. The report is prepared under Article 8 of the Audit (Northern Ireland) Order 1987 (for presentation to the Northern Ireland Assembly in accordance with Article 11 of the Order) and Article 26 (10) of the Local Government (Northern Ireland) Order 2005.
4. The report also considered:
 - How the planning system has performed since 2015 in respect of its three main functions;
 - Concerns about how decisions are made within Councils;
 - How the Department exercises the functions assigned to it within the Planning Act;

- Some of the wider strategic issues that are having a significant impact upon the effectiveness of the planning system.
5. The Public Accounts Committee is a Standing Committee established in accordance with Standing Orders under Section 60(3) of the Northern Ireland Act 1998. It is the statutory function of the Public Accounts Committee to consider the accounts, and reports on accounts laid before the Assembly.
 6. The Public Accounts Committee met with stakeholders (including the Department, SOLACE and NILGA) on 10, 17 and 24 February and 10 March 2022 to consider the Northern Ireland Audit Office's (NIAO) report "Planning in Northern Ireland". A report into their findings was published on 24 March 2022.

Key Issues

1. The high level issues identified by the NIAO in the report are summarised as follows:
 - Northern Ireland's planning system is not working efficiently and, in many respects, is failing to deliver for the economy, communities or the environment.
 - The report notes that there is significant silo working in the planning system, and that the most important planning applications are still taking too long to process.
 - The time taken to process major applications varies substantially between Councils, with the median processing time for the slowest more than three times that of the fastest Council.
 - Notable variances between Councils in their decision making processes including the extent to which planning decisions are delegated from elected representatives to professional planning officials, and how Councils resolve enforcement cases where there are potential breaches of policies and/or planning conditions.
 - Recognises the significant pressures that the planning system faces and that planning decisions have become increasingly complex, requiring more interaction with those who have specialist knowledge or skills, particularly in regards to assessing and managing environmental impacts.
 - Planning fees, the main source of income for the planning system, has not been adjusted year on year to keep pace with inflation and as a result, the system is increasingly financially unsustainable and the gap between the income generated from planning activities by Councils and the cost of those activities has increased significantly.
 - Pressures have also contributed to slow progress in the creation of Local Development Plans by Councils.
2. The report highlights the need for better co-operation between key stakeholders in the two tier system. The challenge in effecting change to increase public confidence in the system is primarily linked to a review of funding and increasing the capacity for local planning authorities to make quality and timely decisions on the basis of up to date local development plans.
3. Subsequent to the publication of the report, the Public Accounts Committee heard presentations from, and asked questions of, the Department for Infrastructure, SOLACE, NILGA and community representatives in respect of the findings of the NIAO report.

4. The Public Accounts Committee report that followed on 24 March 2022 takes account of the representations received at the oral hearings ([see link Decision Time](#)). In summary, the report follows the narrative of the NIAO and notes that performance issues within the planning system are widely known and are a source of considerable concern for this Committee and that since the transfer of functions in 2015, planning authorities have failed to deliver on many of their key targets, particularly on major and significant development.
5. Twelve Recommendations are outlined by the Public Accounts Committee as follows:
 - i. The planning system in Northern Ireland is not working. The Committee recommends that a Commission is established to undertake a fundamental review to ascertain the long-term, strategic changes that are needed to make the system fit for purpose. This should be led by someone independent from the Department.
 - ii. The Committee has heard that there are a number of opportunities to make immediate improvements to the planning system. We recommend that a commission is established to identify tangible improvements that can be achieved in the short term. This must focus on problem solving, delivery and achieving outcomes within a fixed time frame.
 - iii. The Committee expects action to be taken to improve the planning system. In lieu of any accountability for performance within the system, the Department will provide the Committee with a radical action plan and provide the successor Committee with an update on the improvements made in six months' time.
 - iv. The Committee recommends that the Department considers ways to streamline the remaining LDP processes, and works with councils to learn lessons from those that have been through the independent examination process with a view to taking a more pragmatic approach to the remaining plans. The Department and councils need to work collaboratively to produce these important plans as soon as possible.
 - v. The Committee recommends that all those involved in decision-making ensure that processes are open and transparent, particularly where a high degree of interpretation has been exercised. The Department and councils should consider how checks on good record keeping, to ensure transparency, could be carried out effectively.
 - vi. The Committee recommends that the Department should ensure that there is suitable and proportionate means of engaging with the planning system. This should include a deeper consideration of the appropriateness of limited third-party rights of appeal.
 - vii. The operation of the planning system for rural housing is at best inconsistent and at worst fundamentally broken. The Committee believes that it is essential that policy in the area is agreed and implemented equally and consistently across Northern Ireland. The Department should ensure this is the case.
 - viii. The Committee recommends that the Department urgently considers how it exercises its oversight of the planning system. In the Committee's view, this must be accompanied with a cultural change. Intervention should be to support delivery and to make improvements. The current minimal approach is no longer sustainable.
 - ix. The Committee recommends that the Department and local government should implement immediate changes to improve the quality of applications entering the system. Whilst this may require legislative change, we do not believe that this should be an excuse for delay.
 - x. The Committee recommends that planning authorities regularly review past decisions to understand their real-world outcomes, impact on communities and the quality of the completed development.

- xi. The planning system must be financially sustainable and this requires an appropriate, long-term funding model. The Committee recommends that all those involved in delivering planning work together to achieve this. In the short term the Department should take the lead on bringing forward legislation on planning fees as a matter of urgency.
 - xii. There is a fundamental need for a cultural change in the way local and central government interact around planning. Whilst cultural change will take time, this should be reflected immediately in a more inclusive planning forum which includes representation from developers and communities.
6. The need for the Council to place on record its views on the content and findings of the NIAO and PAC reports are considered necessary. A draft response is attached for the information and consideration of the Members (**see Appendix**).
 7. The learning for this specific Council Area will be disseminated and any recommendations for change to the way in which the planning function is delivered in Lisburn & Castlereagh will be addressed in a paper in to come in front of members at the earliest available committee meeting.
 8. The NIAO report is available to view via the following link
<https://www.niauditoffice.gov.uk/files/niauditoffice/media-files/NIAO%20Report%20-%20Planning%20in%20NI.pdf>
 9. The report from the Public Accounts Committee is available to view via the following link
<http://www.niassembly.gov.uk/globalassets/documents/committees/2017-2022/pac/reports/planning-in-ni/public-accounts-committee---planning-in-northern-ireland.pdf>
 10. In addition Members should note that an anomaly in the Planning legislation and the Local Government Act has come to light in a case taken against Derry City and Strabane District Council known as the Hartlands Case. In order to address the anomaly either the DfC have to amend the legislation or the Council has to amend its Standing Orders.
 11. In the interim it should be reported to the Department that the statistical figures do not take account of the five weeks impact of the ruling on the interpretation of the call-in procedures.

Recommendation:

It is recommended that Members consider to:

1. Note the content of the NIAO report and the report of the Public Accounts Committee considerations into planning in Northern Ireland.
2. Agree to issue the response as drafted to the NIAO.
3. Note the impact of the Hartlands Case in identifying the anomaly between the Planning and the Local Government Act.

Finance and Resource Implications:

None

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

This is a response to a report published by the NIAO and Public Accounts Committee. It does recommend a policy change that is required to be equality screened.

If yes, what was the outcome?:

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

Insert link to completed Equality and Good Relations report:

N/A

2. Rural Needs Impact Assessment:

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

This is a response to a report published by the NIAO and Public Accounts Committee. It does recommend a policy change that requires a RNIA.

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

N/A

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Appendix 3(a) - NIAO report on Planning in Northern Ireland published on 01 February 2022 (See Link [Decision Time](#))

Appendix 3(b) – Public Accounts Committee report on Planning in Northern Ireland published on 24 March 2022 (See Link [Decision Time](#))

Appendix 3(c) - Draft Response to the NIAO Report into Planning in Northern Ireland

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

DRAFT RESPONSE TO THE NIAO REPORT INTO PLANNING IN NORTHERN AND ASSOCIATED RECOMMENDATIONS OF THE PUBLIC ACCOUNTS COMMITTEE

Overview of Audit Report into Planning System

- The audit report does not take full and proper account of the transitional arrangements that the Department agreed before transfer. This placed an additional burden on Councils to incorporate operational policy into the Local Development Plan at the draft Plan Strategy stage. An opportunity was lost to speed the plan making process up.
- The Department did not have proper regard to the time and resources needed for Councils to collect and collate evidence when the plan making process was being redesigned. A lot of the data required is not collected for Northern Ireland in the same way as other jurisdictions in the United Kingdom. The Audit Report does not take proper account or explain the challenges faced by teams trying to navigate an untested and untried planning making process. The Department should not have raised expectations by publishing a model timetable without first testing the proposition. They also contributed to the delay in the process. Transportation plans did not come forward from DfI Roads in parallel with Council land use plan and were delayed for more than two years.
- Comparisons with other jurisdictions in the UK is of limited value and whilst alluded to in the report this is not explained in full. Local authorities elsewhere have more control over the consultation process as most of the consultees are internal to the Council. It is not for Councils to compel government departments to respond on time. There has been under investment in the consultation process and this needs a root and branch review.
- Solace would agree that the fees and the associated costs of processing applications has not kept pace with inflation or reflected the true cost of delivering planning as a function of local government. There is inertia in the Department in addressing legislative change and the comment in the report that a review of fees is ultimately a ministerial decision demonstrates a lack of urgency. Local government have persistently raised this issue with the Department.
- There is a lot of focus in the report on the decision making process linked to single dwellings in the countryside. The Minister withdrew advice in the Autumn of last year specific to this type of development. There was no engagement with local government and the impact this might have. It is understood a review of rural policy took place earlier but the Department did not see the need to act on this review. For the two tier system to work effectively as outlined in the report there needs to be more transparency. The consequences of these actions have had cost and resource implications for local government.

Public Accounts Committee Hearings and Report

The Public Account Committee of the Northern Ireland Assembly met on 10, 17 and 24 February and 10 March 2022 to consider the Northern Ireland Audit Office's (NIAO) report "Planning in Northern Ireland".

The committee took statements from and asked questions of witnesses from the Department for Infrastructure, SOLACE, NILGA and other interested parties.

The report that followed on 24 March 2022 sets out the Committee's view on how the planning system is operating in the context of the findings of the NIAO report. A total of 12 recommendation are made as follows:

Recommendation 1

The planning system in Northern Ireland is not working. The Committee recommends that a Commission is established to undertake a fundamental review to ascertain the long-term, strategic changes that are needed to make the system fit for purpose. This should be led by someone independent from the Department.

Recommendation 2

The Committee has heard that there are a number of opportunities to make immediate improvements to the planning system. We recommend that a commission is established to identify tangible improvements that can be achieved in the short term. This must focus on problem solving, delivery and achieving outcomes within a fixed time frame.

Recommendation 3

The Committee expects action to be taken to improve the planning system. In lieu of any accountability for performance within the system, the Department will provide the Committee with a radical action plan and provide the successor Committee with an update on the improvements made in six months' time.

Recommendation 4

The Committee recommends that the Department considers ways to streamline the remaining LDP processes, and works with councils to learn lessons from those that have been through the independent examination process with a view to taking a more pragmatic approach to the remaining plans. The Department and councils need to work collaboratively to produce these important plans as soon as possible.

Recommendation 5

The Committee recommends that all those involved in decision-making ensure that processes are open and transparent, particularly where a high degree of interpretation has been exercised. The Department and councils should consider how checks on good record keeping, to ensure transparency, could be carried out effectively.

Recommendation 6

The Committee recommends that the Department should ensure that there is suitable and proportionate means of engaging with the planning system. This should include a deeper consideration of the appropriateness of limited third-party rights of appeal.

Recommendation 7

The operation of the planning system for rural housing is at best inconsistent and at worst fundamentally broken. The Committee believes that it is essential that policy in the area is agreed and implemented equally and consistently across Northern Ireland. The Department should ensure this is the case.

Recommendation 8

The Committee recommends that the Department urgently considers how it exercises its oversight of the planning system. In the Committee's view, this must be accompanied with a cultural change. Intervention should be to support delivery and to make improvements. The current minimal approach is no longer sustainable.

Recommendation 9

The Committee recommends that the Department and local government should implement immediate changes to improve the quality of applications entering the system. Whilst this may require legislative change, we do not believe that this should be an excuse for delay.

Recommendation 10

The Committee recommends that planning authorities regularly review past decisions to understand their real-world outcomes, impact on communities and the quality of the completed development.

Recommendation 11

The planning system must be financially sustainable and this requires an appropriate, long-term funding model. The Committee recommends that all those involved in delivering planning work together to achieve this. In the short term the Department should take the lead on bringing forward legislation on planning fees as a matter of urgency.

Recommendation 12

There is a fundamental need for a cultural change in the way local and central government interact around planning. Whilst cultural change will take time, this should be reflected immediately in a more inclusive planning forum which includes representation from developers and communities.

Most but not all of the recommendations are for the Department but it is recognised that local government have a contribution to make in facilitating change and improvement.

LCCC Position

The Council agree that the planning system is not operating as effectively as it could. The Department is not setting a good example in dealing with regionally significant applications in a timely and efficient way. It is also taking too long to call in and deal with called in applications.

That said Council recognise the importance of delivering the planning function to the highest standard and have regard for their continuous duty to improve but the funding and resource implications for the new two tier system lacked proper forward planning and Councils are only now grasping the proper and true implications of managing development in the new maturing process.

We are not convinced the comparisons drawn with other jurisdictions are appropriate.

We would encourage the Department to bring forward legislation rather than a review of the implementation of the Act to address inefficiencies in the system. This should be addressed in full in the Action Plan requested by the Public Accounts Committee.

The Council recognise the need to manage and monitor performance. This is a continuous duty and is provided for in legislation. However, there remains a significant challenge in getting consistency in the approach of how and when consultees respond and the how planning applicants engage with the process in providing adequate and complete information at the earliest possible stage.

Not all the focus on the performance of Councils should be specific to meeting the turnaround times. The quality of the planning decision is not measured and yet is the most important aspect as it represents the outcome of the process. More consideration needs to be given to this.

We agree that the funding gap is increased and despite continuous representation the Department has failed to listen to local government. This needs to change.

There is a root and branch review required of the fee structure as the smallest fees are applied to most applications and there is no opportunity for Councils to reflect the true costs of processing these applications.

The Council is of the view to make the process sustainable there also needs to be a shared burden were actions by the Department gives rise to litigation. Councils are experiencing costs associated with Judicial Reviews on the back of the publication of advice and guidance that was poorly conceived and not thought through.

In terms of dealing with the quality of planning submissions checklists will never replace the need for proper regulation as this is voluntary and may be subject to challenge.

The Department need to legislate for the minimum threshold for the submission of applications, and in so doing allow creative solutions in order to provide for quality development.

Council agree and believe that there should be more robust service level agreements with monitored performance targets. The consultees need to be better resourced to improve the overall quality of consultation responses as well as being trained in operating in a structured political/committee environment.

Council agree that the plan making system is not working as it should but this is a consequence of how the plan making system was designed and the transitional arrangements that were put in place by the Department at the point of transfer.

This goes to heart of how the SPPS is drafted and it may not be possible to effect changes in the way the Public Accounts Committee has indicated unless regional policy is reviewed and changed.

The Department could in the interim provide additional direction to Councils in order to shorten the time required at the two stages of the plan making process. The burden of collecting evidence was not properly considered when the process was designed and the role of consultees not fully thought through.

Council agree that there is need to grow the economy of Northern Ireland and to reconcile this against need to protect our environment. Many of the challenges rest with the regional direction provided by the Department and the lack of joined up thinking in relation to policy. That said improving the capacity of local government officers to play their role in dealing with complex environmental issues is important to meeting the challenge of protecting the environment.

Time savings can be achieved if the views and experience of local government to date are properly considered and taken account of. We would also recommend the Department seek to balance investment in infrastructure needs to meet with growth ambitions in a sustainable manner. This will require the Department to have a comprehensive review of the regional development strategy as this document pre dates the reform of local government.

In terms of the development management process the regulations that categorise major development (those applications which are most important) needs to be reviewed. There are planning applications which fall just short of the criteria which are not being captured and this skews how the Department and Councils analyse performance for these types of application.

There is no more than 5% of the total number of applications that fall into the meaning of major and there is a danger of continuing to assess performance of the whole system against such a narrow category.

That said, Councils will continue to focus on applications which contribute most significantly to the local economy. It is important to emphasise that a one size fits all approach does not work nor would it be appropriate.

In terms of enforcement Councils have to balance the cost of pursuing action against the level of penalty that may be imposed by the court. The cost of pursuing enforcement action is not addressed in the report or the recommendation of the Public Accounts Committee and more work is required.

In terms of accountability and the role of elected members in the decision making process. Council disagree as the model scheme of delegation is followed and there is no right of third party appeal. Everyone should have the right to be heard in a planning committee. Otherwise what was the point in actually transferring powers to local government?

Only a very small proportion of applications go in front of planning committees. Members are appropriately trained and this is refreshed regularly. Testing advice in front of planning committees across a wide range of issues is appropriate and necessary and builds capacity and experience. The value of this should not be underestimated. The opportunity for review decisions is right and linked to the continuous duty for regular training.

Finally the Council recognises the need to work together to engender trust but the Department needs to treat local government as equal partners in the process and there is frustration with some of the direction provided by the Department to date.

There needs to a frank and honest conversation with all parties with an interest in the operation of the planning system as the Department develops its Action Plan. The experience and views of officers and members in local government need to be fully and properly considered and the actions that follow properly resourced and funded. Otherwise the change demanded will not be achieved.



Development Committee

04 May 2022

Report from:

Head of Planning and Capital Development

Item for Decision

TITLE: Request to enter into an agreement a statement of common ground with Antrim & Newtownabbey Borough Council in respect of the LDP process

Background and Key Issues:

Background

1. Antrim & Newtownabbey Borough Council had written to this Council on 14 February 2022 requesting a meeting to discuss how to best deal with the representations made by each Council in response to the publication of their respective draft plan strategies.
2. Antrim and Newtownabbey Borough Council considered there to be mutual benefit to both Councils in entering into an agreement on matters relating to each respective Local Development Plan draft Plan Strategy.
3. They indicated they would like some form of agreement to be in place before their draft Plan Strategy is independently examined. The starting date for their Independent Examination is 03 May 2022. Antrim & Newtownabbey Borough Council did not ask to be heard at the relevant sessions of the Lisburn & Castlereagh City Council.
4. They have identified the option of using a Statement of Common Ground to establish areas of agreement between the two Councils.

5. The guidance found at paragraph 6.9 of Development Plan Practice Note 10: Submitting Development Plan Documents for Independent Examination is used as the basis for suggesting this approach.

Key Issues

1. A statement of common ground was drafted by Antrim & Newtownabbey Borough Council and presented to their planning committee for agreement on 21 March 2022 (**see Appendix**). It details that Lisburn & Castlereagh made a representation to their draft Plan Strategy in late 2019.
2. Our main areas of concern were related to the proposed designation of significant employment locations throughout Antrim and Newtownabbey and how this might impact on the economic growth strategy of a neighbouring Council.
3. The statement of common ground does not address the specific detail of our representation (**see Appendix**) and how the draft Plan Strategy might be amended to make the Plan sound.
4. However, it is highlighted that Antrim & Newtownabbey Borough Council are agreed to work collaboratively with this Council to identify and resolve key strategic and site specific matters that may arise as both Local Development Plans progress towards adoption.
5. This Council has not asked to be heard at the forthcoming Independent Examination into the Antrim & Newtownabbey Borough Council draft Plan Strategy and we will rely solely on our written representation.
6. It was highlighted at the time our representation was submitted on 17 September 2019 that Lisburn & Castlereagh City Council was prepared to keep its position under review. Entering into this agreement does provide an opportunity to find common ground and for the option.
7. There remains significant merit in finding common ground with our neighbouring Council in line with the broad areas outlined in the document.
8. This may include the potential for both Councils to consider withdrawing their objections in part or full before the Commission concludes its assessment of soundness and make their recommendation to the Department.

Recommendation:

It is recommended that the Council consider and agree to enter into agreement with Antrim & Newtownabbey Borough Council for a statement of common ground for the reasons detailed in the report.

Finance and Resource Implications:

There are no financial implications identified. Internal resources from the Local Development Plan team will be used to facilitate any discussions.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

This report is to enter into an agreement with a neighbouring Council in relation to the LDP process. No EQIA is required.

If yes, what was the outcome?:

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

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

This report is to enter into an agreement with a neighbouring Council in relation to the LDP process. No RNIA is required.

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Appendix 4(a) Statement of Common Ground for Agreement
Appendix 4(b) LCCC representation to the ANBC Local Development Plan

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Statement of Common Ground

Between

Antrim and Newtownabbey Borough Council; and Lisburn and
Castlereagh City Council



March 2022

V2

Introduction

This Statement of Common Ground (SoCG) identifies the areas of agreement between Antrim and Newtownabbey Borough Council (ANBC) and Lisburn & Castlereagh City Council (LCCC) on matters relating to each respective Local Development Plan (LDP) Draft Plan Strategy (DPS).

This Statement addresses key issues raised by LCCC in their representation submitted (Ref: LA03/DPS/0096) to the ANBC DPS public consultation period in late 2019.

The 12 tests of Soundness as set out in the Planning Act (Northern Ireland) 2011 are the basis on which all LDPs in Northern Ireland will be examined at Independent Examination (IE). These tests are based around three main headings; (1) Procedural tests, (2) Consistency tests, and (3) Coherence and Effectiveness tests.

In relation to Consistency, one of the key tests is whether Plans have had regard to other relevant plans, policies and strategies relating to any adjoining council's district.

In relation to Coherence and Effectiveness, ensuring that where cross boundary issues are relevant, Development Plan policies and allocations are not in conflict with the Development Plan documents of neighbouring councils.

As a consequence of these legislative tests, SoCGs between neighbouring authorities are a useful tool to evidence the co-operation in considering each other's plans and avoiding potential conflicts.

Accordingly, Development Plan Practice Note 10: Submitting Development Plan Documents for Independent Examination, paragraph 6.9 identifies that:

"Statements of Common Ground can be used to establish the main areas of agreement between two or more parties on a particular issue. These can be a useful way to evidence commitment and deliverability and can be refined as work on the DPD progresses".

Statement

ANBC and LCCC are close neighbours within the wider Belfast Metropolitan Area and share a common physical boundary. As a result of this close physical relationship, the Council areas are also closely linked by strategic and site specific matters.

This SoCG sets out the areas of common ground identified between ANBC and LCCC.

Antrim and Newtownabbey Borough Council and Lisburn & Castlereagh City Council will work collaboratively in an effort to identify and resolve the key strategic and site specific matters which may arise, as each respective Local Development Plans progress towards adoption.

These may include, but are not restricted to:

- *Consideration and resolution of matters around Strategic/Major Employment Sites.*
- *Consideration of matters around Environment and Landscape and Transport and Infrastructure.*
- *Any other such matters identified during the progression of LDPs.*

The collaborative approach will include:

- *Continued engagement in preparation process of each stage of the Council's respective plan progresses;*
- *Continued engagement at the Metropolitan Area Spatial Working Group (MASWG) consistent with the groups agreed Terms of Reference (ToR);*
- *Continued engagement at any other Working Group;*
- *Consideration of Joint Framework, Masterplan, Studies on specific topics or supplementary planning guidance where deemed relevant; and*
- *Any other agreed collaborative best practice arrangements.*

Signed on behalf of Antrim and Newtownabbey Borough Council	
Date	
Position	
Signed on behalf of Lisburn & Castlereagh City Council	
Date	
Position	



Civic Headquarters
Lagan Valley Island
Lisburn BT27 4RL

Tel: 028 9250 9250
www.lisburncastlereagh.gov.uk



Date: 17th September 2019

FAO Mr John Linden Planning Manager
Forward Planning Team
Mossley Mill
Carnmoney Road North
Newtownabbey
BT36 5QA

Dear John

RESPONSE TO ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL'S LOCAL DEVELOPMENT PLAN CONSULTATION ON THE DRAFT PLAN STRATEGY

Thank you for the opportunity to participate in the formal consultation process for your draft Plan Strategy. Lisburn & Castlereagh City Council, as a neighbouring council, wish to provide the following comments.

You refer in your Plan Strategy document to have taken cross boundary issues into consideration in the preparation of your evidence base, and that you intend to continue to work with neighbouring authorities as your Plan progresses (paragraph 2.35). The Council welcomes the opportunity to continue to engage with you and other neighbouring Councils. As each of our Plans progress, we would encourage further mutual co-operation and engagement on the range of cross-boundary issues presented within our 'Consultation and Engagement Strategy' which was issued to you in June 2019.

In our response, we apply the approach to soundness in Development Plan Practice Note 06 Soundness (published by the Department for Infrastructure, version 2, May 2017). Departmental guidance outlines the requirements for the submission of a representation,

which states that any representation must demonstrate why the Development Plan Document (DPD) is not sound and/or justify how any proposed changes make the DPD more sound.

We consider elements of your proposed Employment growth in your draft Plan Strategy to be unsound for the following reasons:

Strategic Employment Locations (Page 77)

We note you have identified eighteen Strategic Employment Locations (SELs), comprising parcels of land of 10 hectares or greater in size that have been previously designated or partly developed as employment land. This includes Global Point which was zoned as a Major Employment Location in draft BMAP owing to its location close to major road infrastructure and proximity to Belfast City.

It states at SP 2.6 that two new SELs will be required at Antrim and Ballyclare and that the extent and location of these 10 hectare sites will be identified at the Local Policies Plan stage. The Regional Development Strategy 2035, whilst it recognises Antrim as a Main Hub within a clustering of Hubs (Diagram 3.2) places Ballyclare as a lower tier local hub.

Paragraph 5.15 of Employment Land Evaluation Report (ELER) contained in Evidence Paper 3 identifies that across the Antrim and Newtownabbey Borough Council area, there are approximately 156 hectares of zoned employment lands available. It is noted that this figure does not include any further land to be identified at the rural SELs at Nutts Corner or Belfast International Airport (BIA).

Your Evidence Paper 3 (paragraph 5.13 of the ELER) states that depending upon future demand, the overall land requirement to 2030 could be between 9.5 and 47.7 hectares.

Given that an ample supply of employment land already exists, the Council would question the need for two additional zonings in Antrim and Ballyclare of the scale envisaged in the draft Plan Strategy. In the absence of an appropriate evidence base, this proposal has the potential to adversely impact on the economic growth strategy of a neighbouring council.

The requirements of Consistency test C1 (Did the Council take account of the Regional Development Strategy); Coherence and Effectiveness Tests CE2 (the strategy, policies and allocations are realistic and appropriate having considered the relevant alternatives and are founded on a robust evidence base); and Consistency Test CE4 (has the Plan had regard to other relevant plans, policies and strategies relating to the council's district or to any adjoining council's district) are not met.

Nutts Corner SEL (page77)

Your Evidence Paper 3 refers to Nutts Corner SEL being located 8 miles north of Lisburn. It is currently home to a number of large scale businesses mainly focused on storage and distribution, covering an area of approximately 90 hectares (paragraph 8.48). There is no current designation on the site and it is situated in the open countryside.

The Regional Development Strategy 2035 does not identify Nutts Corner as an area for employment growth, either strategically or locally.

The Antrim Area Plan 1984 -2001 identified the Nutts Corner area as not being suitable for industrial/commercial use due to limited supplies of water and that any substantial development would negatively impact on traffic. In response to on-going development pressures, the former Department of the Environment published a Development Control Advise Note for Nutts Corner in January 1995, although this was never formally adopted. The DCAN identified two distinct policy areas. Policy Area 1 between Moira Road and Dundrod Road was identified as suitable for road haulage and distribution industries and similar uses, and Policy Area 2, situated between the Moira Road and Nutts Corner Road where proposals would be considered on their own merits.

It is noted that your Plan Strategy wishes to build upon the information provided in the 1995 DCAN in order to safeguard this area against alternative uses and ensure that future development is appropriate and conditional upon key site requirements to ensure transport, utility infrastructure, digital connections and landscape enhancements are secured. This Council acknowledges that there is an existing policy context to support development within these two Policy Areas.

Provided the designation of Nutt's Corner as an SEL is only for consolidation and rounding-off to take account of the existing uses (as suggested in Evidence Paper 3) Lisburn and Castlereagh City Council has no objection to this proposal individually.

This Council does however object, in the absence of an appropriate evidence base, to the cumulative impact that Nutt's Corner could have on our economic growth strategy when taken in combination with the proposed extension at BIA and the two proposed SELs at Antrim and Ballyclare.

The requirements of Consistency test C1 (Did the Council take account of the Regional Development Strategy); Coherence and Effectiveness Tests CE2 (the strategy, policies and allocations are realistic and appropriate having considered the relevant alternatives and are founded on a robust evidence base); and Consistency Test CE4 (has the Plan had regard to other relevant plans, policies and strategies relating to the council's district or to any adjoining council's district) are not met.

Belfast International Airport SEL (page 78)

Your Evidence Paper 3 acknowledges that Belfast International Airport (BIA) is situated 9.3 miles from Lisburn and identified in the RDS as a 'Gateway to Northern Ireland'. The Antrim Area Plan 1984-2001 identifies a compact boundary around the main airport with a variety of related airport uses.

This Council recognise the unique position BIA presents in being the main airport within Northern Ireland. As stated in our response to your Preferred Options Paper in April 2017, the Council still has concerns regarding the extent of the new area of land to be zoned around BIA and the scale of any non-airport related development as suggested at page 101 of your Evidence Paper 3.

Whilst we acknowledge the role of BIA as a gateway and support in principle the ambition to build capacity by growing passenger numbers, we object to the extent of the SEL, as in the absence of an appropriate evidence base, the scale or nature of the proposed complimentary uses could have the potential to adversely impact on the economic growth strategy of our own council area.

Furthermore, you state in paragraph 4.35 of Evidence Paper 3, that the promotion of West Lisburn for mixed use development will have a 'different function' than Belfast International Airport (BIA) and Nutts Corner. It is suggested that these two locations will be attractive to large National and International companies wishing to locate at or close to a global gateway.

Lisburn & Castlereagh City Council do not agree with this conclusion as West Lisburn is located at a strategic road junction with ease of access to BIA and remains as a strategic area of investment for the Council, with a strong regional focus on economic growth. There is therefore no evidence to support the conclusion that West Lisburn will only service a smaller scale local employment need.

The requirements of Consistency Test CE4 (has the Plan had regard to other relevant plans, policies and strategies relating to the council's district or to any adjoining council's district) are not met.

Connectivity to BIA (pg 110)

As Northern Ireland's main airport, Lisburn & Castlereagh City Council welcomes that improved accessibility and connectivity has been identified as a priority for future development.

Evidence Paper 3 and Evidence Paper 10 both refer to the fact that the former Department for Regional Development had previously stated that a rail link to the airport would be viable when airport passenger numbers increase to 8 million per annum. The BIA Masterplan estimates this could reach 8 million by 2020 – within the lifetime of your Plan Strategy.

As stated in our response to your Preferred Options Paper, we remain supportive of the protection of this line for future use and have no objection to the growth of passenger numbers at BIA particularly where this has the potential to create a modal shift from the car to the train and offers choice and variety to the residents of Lisburn and Castlereagh. It would be beneficial if your Council could consider a joined-up approach with our own Council to promote enhanced connectivity to the airport including the potential re-opening of the Knockmore railway line.

The above represents our current views according to the position set out in your draft Plan Strategy. I am very conscious and sensitive to the fact that this is a new process for us all and in bringing forward a draft Plan Strategy we continue to develop our learning. This point has been reflected in the Department's approach and guidance which has significantly evolved since the introduction of the legislation. Consequently I am prepared to keep our position under review in relation to your draft Plan Strategy in so far as it impacts on our Council Area.

Yours sincerely



Conor Hughes
Head of Planning and Capital Programme



Development Committee

4 May 2022

Report from:

Head of Economic Development

Item for Decision

TITLE: ERDF Sales & Trade Programme – Export Trade Visits

Background and Key Issues:

Background

1. At a meeting of the Development Committee on 4th November 2020, it was agreed to match fund the ERDF Sales and Trade Programme. This business support programme will allow local SMEs to access bespoke workshops and one to one mentoring to assist them in generating new sales within the local market or target new sales in Great Britain or the Republic of Ireland.

Key Issues

1. The first trade visit took place from 25th to 27th of January 2022, with a delegation of businesses travelling to Cork. Elected Members and Officers were unable to travel due to Covid restrictions, which made the delivery of a civic itinerary not possible. However businesses still travelled and participated in pre-arranged sales prospecting meetings with potential new clients.
2. The next trade visit is due to take place from 28th to 30th June, with a delegation of businesses attending meetings in both Manchester and Liverpool, due to the close proximity between the two cities.
3. A complimentary civic itinerary is at the planning stage focused on either Manchester or Liverpool, which might include a complementary regeneration theme looking at best

practice, interaction with the participating businesses, and relevant public and private sector contacts.

Recommendation:

It is recommended that the Chair and Vice Chair of the Development Committee or their nominees take part in the Trade Visit, with appropriate officer representation to be agreed by the Director of Service Transformation.

Finance and Resource Implications:

All programme costs have been previously approved in November 2020, and provision made within the existing 2022/2023 economic development budget estimates.

The indicative cost of Members and Officers travel and subsistence is estimated to be in the region of £3,750.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

A draft equality screening exercise has been completed in 2021-22 – this is being reviewed and updated for 2022/23.

If yes, what was the outcome?:

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

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Yes

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

Yes

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

n/a

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

The Sales Accelerator Programme has no negative impact on people in rural areas, because there is no difference in support offered in rural, urban or mixed locations. There is no evidence of any negative rural impacts in terms of take-up of the service by participating businesses.

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

N/A

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Development Committee

4 May 2022

Report from:

Head of Economic Development

Item for Decision

TITLE: Labour Market Partnership Funding Contract 2022-2023

Background and Key Issues:

Background

1. The Council has been working with the new Lisburn and Castlereagh Labour Market Partnership in the design and development of an Action Plan in order to secure a letter of offer from the Department for Communities (DfC). The Action Plan was submitted and re-submitted to DfC for staged assessments in October 2021, November 2021, January 2022 and February 2022.
2. DfC have now confirmed that the Action Plan submitted on 25th February 2022 was approved by the Regional Labour Market Partnership for Northern Ireland on 28th March 2022. The budget for Programme Delivery detailed in the approved plan is £366,028. This budget provides for the delivery and implementation of all three programme strategic priorities set out in the Action Plan as presented at last meeting.
3. The administration budget associated with the programme as detailed in the plan was £91,506.73. DfC had advised the Council in March that the roll out of the initiative would be impacted by uncertainties at Stormont with regard to budget allocations and that the letter of offer might need to be issued in instalments for example.

Key Issues

1. On 15 April 2022, a letter of offer was issued by DfC which comprised of an actual offer for £91,506.73 for administration funds (running costs) from 1 April 2022- 31 March 2023 and an **indicative** offer of £267,984.84 for programme costs from 1 April 2022- 31 March 2023 (**see Appendices**). This indicative offer is subject to the business case for the delivery of the programme (NI wide) being approved by 30 June 2022 as expected. The letter states that all programme expenditure is at risk until a business case is approved but once the approval is in place any programme delivery costs incurred by the Council from 1 April 2022 onwards would be eligible for reimbursement under the Letter of Offer as normal.
2. The Council needs to consider if it wishes to proceed to procure programme delivery services on this basis and if so, to what value. The Letter of Offer for the actual offer of administration funds and the indicative offer for programme funds are combined, and the acceptance is required to be returned to DfC by Friday 13th May 2022 or the offer will lapse. On that basis the offer has been accepted but no further action has been taken with regard to its implementation until the Council decides how to proceed given the conditional nature of the contract.
3. The Department has also asked for confirmation regarding which areas of the programme delivery are the priority areas; given that the indicative offer represents a 27% shortfall when compared with projected programme costs. The agreed Action Plan is appended to this report for information (**see [Link Decision Time](#)**).
4. The Lisburn and Castlereagh Labour Market Partnership reviewed the programme interventions outlined in their Action Plan in light of this request on 25th April 2022. Given the relatively short timeframe of the delay they have proposed that the following programmes are re-scheduled to be delivered under the next round of funding for Labour Market Partnerships, planned for 2023-2026.
 - Strategic Priority 2-Self Employment options programme for the Economically Inactive
 - Strategic Priority 2 – Succession Programme
 - Strategic Priority 3 - Employability Information Officer
5. The combined value of these programmes is sufficient to confirm the necessary 27% reduction. If savings can be made in other areas such as marketing or some programmes are procured under budget, it is possible the Succession Programme could still be able to proceed so a flexible approach may be needed.
6. Officers have been working to develop the procurement documents in advance of any letter of offer. This work has included preparation of draft procurement documentation, promotional content, building networks and registering the interests of potential participants.
7. It is recommended that work to procure this pared back suite of programmes should continue, and the supply of delivery services is advertised by the Council with an option

embedded to delay or terminate the contract in the event that the business case approval does not materialise as planned by 30 June 2022.

Recommendation:

It is recommended that the Committee considers and agrees:

1. The attached letter of offer received on 15th April 2022 and the offers of funding it represents (an actual offer for £91,506.73 for administration funds (salaries/ running costs) from 1 April 2022- 31 March 2023 and an **indicative** offer for £267,984.84 for programme costs (for the same period).
2. To proceed at risk to procure contract delivery services as outlined above, on the basis that the contracts include a review date and stipulate they are subject to the availability of funding from DfC.
3. To review the position in terms of the programmes put back to 2023-26 once further funding becomes available or sufficient cost savings are confirmed

Finance and Resource Implications:

A funding contract for £70,165.83 has been received to support the administration and running costs associated with the LMP for the period 30 Nov 2021 to 31 March 2022. The administration claim in respect of this funding is now being processed.

A funding contract for £91,506.73 for administration and running costs associated with the LMP from 1 April 2022- 31 March 2023 combined with an **indicative** offer for £267,984.84 for programme costs for the same period has been received.

An indicative offer of funding of £267,984.84 is required to support the delivery and implementation of all three programme strategic priorities set out in the Action Plan. These are:-

Strategic Priority 1: Effective LMP Delivery (Servicing of Partnership/ Marketing etc) £19,500.

Strategic Priority 2: Delivery of a suite of four programmes aimed at improving labour market conditions locally up to £238,745.84

Strategic Priority 3: Supporting delivery of Employability NI programmes (Delivery of two Job fairs) £9739.00

As costs are based on estimates rather than procured up front, there will be some flexibility to move funds between programmes within the strategic priorities but not outside them.

This is complemented by a funding contract to March 2023 for £50,000 from the Department for the Economy for the delivery of one programme aimed at improving labour market conditions locally, multiple workshops and associated administration costs.

The total potential budget that is now allocated to the Lisburn and Castlereagh Labour Market Partnership on successful approval of the action plan is £409,491.57 which is inclusive of an administration budget of £91,507.00 to support the staffing and running costs of the secretariat.

It should be noted that the funding offer for the programme delivery element (£267,984.84) has been made subject to the approval of the business case for the programme (NI wide) which is expected to be confirmed by 30 June 2022.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

Yes

Option 2
Screen out with
mitigation

No

Option 3
Screen in for
a full EQIA

No

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

Insert link to completed Equality and Good Relations report:

See Appendix

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

Yes

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

Yes

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

n/a

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

Impact will be neutral – programme will be available across the council area, and provide benefit to both urban and rural residents.

See Appendix

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

- Appendix 2(a)** Cover Letter for contract from DfC
- Appendix 2(b)** Funding Contract Issued by DfC 15th April 2022
- Appendix 2(c)** Labour Market Partnership Action Plan (see link [Decision Time](#))
- Appendix 2(d)** Equality Screening
- Appendix 2(e)** Rural Needs Impact Template

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Lisburn and Castlereagh City Council
Civic Headquarters
Lagan Valley Island
LISBURN
Co. Antrim
BT27 4RL

Labour Market Partnership Team
Department for Communities
Design Centre
39 Corporation Street
Belfast
BT1 3BA
Email: LMP@communities-ni.gov.uk

Our reference: LMP/ENI/08/22

Date: 15 April 2022

Dear Chief Executive,

LOCAL LABOUR MARKET PARTNERSHIP (LMP) FUNDING 1 APRIL 2022 to 31 MARCH 2023

Following consideration and approval of the LMP Action Plan, the Department for Communities is pleased to offer funding of £91,506.73 to Lisburn and Castlereagh City Council for administrative costs associated with the local LMP for the period of 1 April 2022 to 31 March 2023. An indicative offer of funding of £267,984.84 relating to operational costs associated with the Local LMP for the period of 1 April 2022 to 31 March 2023 is also provided. However, it should be noted this indicative funding offer for operational expenditure remains subject to business case approval which is expected to be in place by 30 June 2022.

As the indicative funding offer is less than the total requirement detailed within the approved Action Plan, please complete the attached budget schedule, identifying the areas of the Action Plan that will be enacted at this stage. You should note that operational expenditure is at risk until business case approval is in place.

Specific conditions of the offer:

1. The funding provided is to be used solely for running the LMP.
2. This offer is governed by the conditions for LMPs funding as detailed in the LMP Financial Guidelines.
3. This offer is conditional on acceptance of and adherence to the terms and conditions contained in the LMP Funding Agreement.

Acceptance

Please complete the enclosed letter of acceptance with a copy of the budget attached within 4 weeks from the date on letter of Offer, and return it to:

Secretariat to Labour Market Partnerships
Labour Market Partnership Team
Department for Communities
Design Centre
39 Corporation Street
Belfast
BT1 3BA

Additionally an electronic copy can be sent via email to LMP@communities-ni.gov.uk.

The Department for Communities requires acceptance prior to authorising the LMP first quarter grant claim.

Yours sincerely



Conrad McConnell

Director

LETTER OF ACCEPTANCE

Secretariat to Labour Market Partnerships
 Labour Market Partnership Team
 Department for Communities
 Design Centre
 39 Corporation Street
 Belfast
 BT1 3BA

Date

LETTER OF ACCEPTANCE OF LABOUR MARKET PARTNERSHIP (LMP) FUNDING 1 APRIL 2022 TO 31 MARCH 2023

Lisburn and Castlereagh City Council

This Council agrees the funding offer from the Department for Communities of £91,506.73 and an indicative funding offer of £267,984.84 for the period 1 April 2022 to 31 March 2023 to administer and run the activities of the LMP, in line with the funding criteria.

The funding will be wholly, exclusively and necessarily incurred in running the activities of the LMP as detailed in the budget schedule. The Council accept and agree to abide by the Terms and Conditions of the LMP Financial Guidelines and Funding Agreement.

Statement of Financial arrangements and control environment

I confirm the Council:

- has sound financial procedures and controls in place to govern the activities and expenditure of the LMP;
- will ensure all relevant documentation is retained to support all LMP expenditure claims;
- has arrangements in place to satisfy the requirement for providing assurance on the probity and proper use of funds;
- has effective Corporate Governance, Risk Management and operating policies referred to in the Financial Guidelines in place for the LMP; and
- will allow reasonable access to Council records relating to LMP transactions.

Signed.....

Date

Chief Executive, on behalf of Lisburn and Castlereagh City Council

BANK ACCOUNT DETAILS

DfC Reference No: LMP/ENI/08/22

Applicant Lisburn and Castlereagh City Council

Amount of Funding £91,506.73 and indicative amount of £267,984.84

Period of Funding 1 April 2022 to 31 March 2023

Please complete Bank details below:

Name of Organisation: _____

Billing Address: _____

Name of Account: _____

Bank Name: _____

Bank Address: _____

Sort Code: _____ Account Number: _____

Signed by (Chief Executive)

Name (Block Capitals)

Date



LISBURN & CASTLEREAGH CITY COUNCIL

FUNDING AGREEMENT

15/04/2022

**LABOUR MARKET PARTNERSHIP (LMP) DELIVERY OF
SERVICE BETWEEN LISBURN & CASTLEREAGH CITY
COUNCIL AND THE DEPARTMENT FOR
COMMUNITIES.**

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This **Funding Agreement** (hereafter referred to as 'this Agreement') is made between the following parties:

1. **The Department for Communities** (hereafter referred to as 'the Department')
2. **Lisburn & Castlereagh City Council** (hereafter referred to as 'the Council')

1. Definitions and Interpretation

In this Agreement the following words shall have the following meanings except where the context otherwise requires

ENI Programme Board	means committee with representatives who form the Employability NI Programme Board
“LMP”	means Labour Market Partnership
“LMP activity”	means the implementation, management and administration of the LMP and delivery of its functions
Financial Guidelines	means the Financial Guidelines issued by the Department
LMP Action Plan	means detailed plan of all work relating to the LMP in 2022/23
Administration Costs	means staffing and running costs including travel & subsistence
Operational Costs	mean costs relating to the delivery of the LMP Action Plan

2. LMP Funding

LMP funding identified by the Department in the Letter of Offer to the Council is for the delivery of the work of the LMP up to 31 March 2023 for the following:

- a sum provided for administration costs (as detailed within the LMP 2022-23 Action Plan)
- operational costs of the LMP

Any variation to this Agreement will be subject to written consent between the Department and the Council.

3. Funding Period

The period covered by this Agreement is 1 April 2022 to 31 March 2023, subject to the approval of relevant plans.

The Department reserves the right to review this Agreement at any time, following discussions with the Council and LMP.

4. Acceptance

If Council is prepared to accept this offer of funding on the terms and conditions stated, please complete the formal Letter of Acceptance (as attached to the Letter of Offer) and return to the Department.

The funding shall only be available in response to written acceptance of this Agreement from the Council confirming arrangements for management and administration of the LMP and delivery of the LMP Action Plan for 2022/23.

This offer shall remain open for a period of 4 weeks from the date of this Agreement. Failure to return one complete copy of this Agreement signed and dated on behalf of the Council within the time limit may result in the offer being withdrawn.

5. General Terms and Conditions of Funding

This Agreement is made between the Department and the Council to deliver the work of the LMP as detailed in the LMP Action Plan.

The **Council** shall:

- a) In carrying out its duties in relation to staffing under this Agreement, comply with all obligations and implement the provisions of all enactments, regulations, statutory provisions and working rules related to legislation as it pertains in Northern Ireland. Including, but not exclusively, that relating to anti-discrimination, fair employment, race relations, health and safety legislation, the General Data Protection Regulation (25 May 2018) and any enactment amending, extending or replacing the same. In particular, the Council shall comply with all relevant policy and legislation on equal opportunities for men and women and shall seek to promote equality of opportunity and good relations between those groups specified in section 75, subsections (1) and (2) of the Northern Ireland Act 1998.
- b) Apply the funding solely for the purpose of management and administration of the LMP and delivery of the LMP's 2022/23 Action Plan.
- c) Immediately inform the Department in writing of any circumstances which will or may affect its ability to meet its responsibilities under this Agreement.
- d) Repay to the Department any overpayment forthwith on first demand or becoming aware that funding has been overpaid, whichever first occurs.

The **LMP** shall:

- a) Undertake to fulfil the conditions of funding specific to the Action Plan outlined in this document.
- b) Deliver the agreed Action Plan for the funding period in line with the Outcome Based Approach (OBA).
- c) Contact the Department to advise if any delay is expected in the implementation of the Action Plan.
- d) Ensure that all monies allocated towards the LMP Action Plan will be spent on eligible costs associated with implementing the Plan as described in the application and approved by the ENI Programme Board.
- e) Ensure that all expenditure incurred is essential for the Plan's implementation and complies with the principles of efficiency, economy and effectiveness.

- f) Ensure that no aspect of the activity being funded is party political in intention, use or presentation; or likely to be perceived as discriminatory or offensive to people of different religious belief, political opinion, racial group, sex, age, marital status, sexual orientation or physical impairment. Any activities, such as campaigning, by the LMP will be in furtherance of, and ancillary to, its main purposes. The Department shall be the sole judge as to whether or not any activity of the LMP offends against this clause.
- g) At all times protect the integrity of the Department's funding and ensure that it is not used in any context that would negatively impact upon the reputation or objectives of LMPs.

6. Other Sources of Funding

The Council will declare all other sources of funding for LMP activity and inform the Department of any new sources of funding which may arise after the date of the Letter of Offer. The Department may require sources of funding to be validated by signed Letters of Offer.

Where the Council or any of its sub-contractors has access to other funding streams, the Council or any of its sub-contractors will be required to demonstrate through accounting, management information systems and any other relevant evidence to the Department and anybody acting on their behalf that no double funding has occurred in respect of the provision delivered under this Agreement.

Where the Department identifies double funding in respect of the funding received under this Agreement, or any part thereof, the Council will be liable to repay to the Department any sums paid, or part thereof, by the Department in respect of the provision for which the Council has received funding from another source and the Department reserves the right to deduct such sums from any monies owed to the Council under this Agreement or any subsequent agreement.

7. Changes to the Approved LMP Activity

The funding shall be used only for the purposes of the LMP as defined in the Action Plan or variations, which the Department has agreed to fund. No significant changes should be implemented or authorised without approval from the Department, or officers delegated to act on its behalf.

All movements between approved budget lines, significant or otherwise, must be identified and reconciled to the original budget on each claim.

Any significant proposed or anticipated changes to LMP project activity, as approved by the Letter of Offer, will be notified immediately to the dedicated staff member for the LMP as soon as possible using the Change Control Note template at Annex B in the Financial Guidelines section giving:

- details of the change;
- the reasons for the change; and
- detail of how the LMP activity still meets its objectives.

Continuation of assistance will be subject to the written approval of the Department. **No change controls will be accepted after 12 February 2023.**

Examples of significant changes to activity to be notified and approved include:

- a) Change to the start or end date of the plan or the main activities within it;
- b) Change to the content of the plan from that set out in the original approved application, for example changing the scope, delivery, or aim;
- c) A drop by more than 20% in the number of beneficiaries;
- d) Variation by more than 20% under different cost headings compared with the budgeted costs as given in the application to which this Letter of Offer refers, even though the total LMP activity cost is not changed;
- e) Changes in source(s) and the amounts of funding;
- f) Claims for extra items of expenditure;
- g) Any change in match funding, including who is providing it;
- h) Change to plan name or your organisation's name; or
- i) Change in key personnel, plan length, or plan venue

The above list is not comprehensive and you should contact the Department, or officers delegated to act on its behalf, should any doubt exist as to the need to report proposed changes.

8. Withholding/Repayment of Funding

The Department reserves the right to terminate or suspend authorisation of funding payment and/or to withhold any or all of the financial assistance.

The Department shall be under no obligation to make any payment or further payments under this Agreement and the Council shall forthwith on written demand from the Department repay to the Department the full amount or such an amount as the Department at its discretion might determine if:

- a) Any information given to the Department by or on behalf of the Council in connection with this Agreement is found to be false or misleading or there has been a failure to disclose any material fact, which may have had a bearing on the Department consideration of this Agreement.
- b) The Council is for any reason no longer able to implement this Agreement.
- c) There have been changes to the substance in any of the factors on which the financial assistance was calculated and these have not been notified and approved in accordance with the Letter of Offer.
- d) Any of the information provided in the application is found to be incorrect or incomplete.
- e) The Department and/or their agents judge that any financial assistance paid should not have been paid, or that any financial assistance to be

paid should not be paid. Sums in respect of the financial assistance as and when the same become payable under this Letter of Offer may be retained by the Department and applied in reduction or satisfaction of the amount of assistance from time to time outstanding, and any sums retained and applied shall be deemed as at the date they are so applied to have been paid for the purposes of and subject to the conditions contained in the Letter of Offer.

- f) There is unsatisfactory progress towards completing an LMP activity without satisfactory explanation.
- g) There is unsatisfactory progress towards meeting the expected targets/outcomes specified in the application without satisfactory explanation.
- h) There is a substantial or material change in the nature, scale or timing of the Action Plan or if the funding is used for purposes other than those specified in the application or agreed variations.
- i) Any claim submitted differs significantly from the original approved application and prior written notification and approval has not been given, full assistance given under this Letter of Offer may be deemed invalid and the Department may require the assistance given to be repaid partially or in full.

9. Bank Account

The Department funding will be paid into and disbursed via the Council bank account.

The LMP shall manage LMP activity through the Council financial system using cost centres to guarantee a clear audit trail with regard to all aspects of LMP finances.

10. Claims for Financial Assistance and Payments

Claims should only be submitted for actual expenditure incurred at three-monthly intervals in accordance with the instruction described in Annex A of the Financial Guidelines: The Funding Claims Workbook. Financial records and receipted invoices should be retained by the LMP who, on request, shall make all such records available for inspection by the Department and/or their agents.

There shall normally be no obligation to authorise payment in respect of claims which are received more than three (3) weeks after the final date of that period.

Payment will be made through the Council bank account and will be dependent upon fully acceptable documentation being in place to support the claim.

No financial assistance will be payable on any expenditure incurred outside the terms of this Agreement.

It is the responsibility of the Council to ensure that all claims are accurate and that they relate to activities and expenditure in accordance with the application that has been made.

The LMP should ensure that all claims are exclusive of VAT where this is recoverable by Council.

Receipt of financial assistance is conditional upon compliance with instructions described in the Financial Guidelines.

11. Control and Prevention of Fraud

The Council shall have overall responsibility for managing the risk of fraud.

The Council shall establish and ensure compliance with an anti-fraud policy and fraud response plan.

Please also refer to the Financial Guidelines.

12. Verification of Organisations Delivering LMP Services

The LMP, on behalf of the Council, shall be satisfied that any organisation appointed to provide services on its behalf has the capacity to deliver and has sufficient internal procedures to ensure all due propriety.

The LMP shall undertake a verification process in relation to all funding provided by the Department under this Agreement.

13. Default

If the Council fails to remedy any of the breaches (if capable of remedy), as detailed in the paragraphs below, within 28 days from receipt of a letter from the Department specifying them, the Council is guilty of conduct which in the opinion of the Department makes it inappropriate that this Agreement should continue:

- a) The Council is in breach of any of its obligations under the Letter of Offer or these terms and conditions.
- b) The Council fails to pay or repay any sum due by it whether under these terms and conditions or otherwise.
- c) The LMP is for any reason no longer able to implement its agreed Action Plan.
- d) An order is made, or an effective resolution is passed, for the winding-up of the Council or a receiver is appointed over all or any of its property.
- e) The Council is unable to pay its debts within the meaning of Article 103 of the Insolvency (NI) Order 1989.

In any such event, the Department may suspend or terminate this Agreement made between the Department and the Council by the Letter of Offer and its acceptance, and the Department shall be entitled to require the Council to pay to the Department the aggregate of all payments of LMP funding (other than those received from a source other than the Department) or such lesser amount as the Department at its sole discretion may determine.

In such cases, the matter shall be subsequently brought to the attention of the Department for discussion on what further action is to be taken.

14. Legislation

LMP activities will comply and implement the provisions of all applicable national laws and legal obligations in Northern Ireland, including, but not limited to the requirements of the Sex Discrimination (NI) Orders 1976 and 1988, the Fair Employment (NI) Acts 1976 and 1989, and the Disability Discrimination Act 1995, State Aid rules/regulations and all legislation amending, extending or replacing same.

Where staff are employed as part of LMP delivery/activity, employment conditions and practices will comply with all the relevant employment legislation and should take account of current good practice in relation to employment rights and equal opportunities.

15. Value for Money and Procurement

The Council must secure the best value for money, having due regard for propriety and regularity, in all purchases of goods and services made for the purposes of LMP activity.

Goods and services to be obtained by an LMP will be procured in line with procedures outlined in the Financial Guidelines.

In addition to adherence with financial guidelines, any procurement required to be publicly advertised, should be co-designed in partnership with the Department or alternatively have obtained DfC approval for tender documentation before being publicly advertised.

16. Insurances

The Council shall ensure that it holds all appropriate forms of insurance necessary for the normal execution of LMP activity and any such extension of cover as may be necessary for the activities or risks associated with the activities for which the Department provides funding.

The Council shall make its insurance cover available to the Department on request.

17. Indemnity

The Department accepts no liability for any consequences, whether direct or indirect, that may come about from the delivery of LMP activity, the use of the funding or from withdrawal of the funding.

The Council shall indemnify the Department, its members, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities (otherwise than is permitted by law) arising from or incurred by reason of the actions and/or omissions of the Council in relation to LMP activity, the non-fulfilment of obligations of the Council under this Agreement or its obligations to third parties.

18. Non-current Assets

The purchase of non-current assets is eligible for funding providing that it is approved in the action plan. The local LMP shall ensure that a full rationale is provided which demonstrates both need and value for money.

The ENI Programme Board reserves the right to take individual decisions on the inclusion of non-current assets in LMP Action Plans. LMPs should note that the purchase of motorised vehicles using Department funding is not eligible.

LMPs should note that expenditure on property, plant and equipment of over £1,000 is capitalised. This includes personal computer equipment, and therefore equipment under the £1,000 is charged as an operating expense.

LMPs shall purchase non-current assets (capital assets), in line with Council asset procedures, unless a variation or caveat has been agreed to the contrary.

For the purposes of this section the following provisions shall apply;

- a) "Non-current assets" shall mean any property, real or personal, tangible or intangible.
- b) A non-current asset shall be considered to have been financed by the Department if it has been acquired wholly or partly with funds provided by the Department. This should be claimed separately as capital expenditure and not administration or operational expenditure.
- c) The use of any non-current asset shall be considered to have changed if the Council uses it for any purpose other than for LMP activity.

The Council shall ensure that any non-current asset financed by the Department is adequately insured.

The Council shall inform the Department if it proposes to dispose of, or change the use of, any non-current asset that has been financed by the Department.

The Council shall not dispose of any non-current asset financed by monies provided by the Department unless it has first obtained the written consent of the Department to such a disposal.

Where the Council disposes of the non-current asset it shall pay the Department the net proceeds of any disposal of the non-current asset or the appropriate proportion thereof, to the Department unless otherwise agreed with them. If the Council changes the use of any such non-current asset it will be treated as a disposal and the Council shall make a payment to the Department.

In the event of the Council being taken over, merging or going into liquidation, all non-current assets financed by the Department, or the equivalent portion of their market value, will become the property of the Department.

The provisions of this clause shall apply during the term of this Agreement and after its termination howsoever arising. The Department reserves the right to decide when interest in non-current assets financed by the Department under the terms of this Agreement shall cease.

19. Retention of Documentation

Original documents relating to the implementation of LMP activity and its financing should be retained for a seven (7) year period after the Department has made the final payment in respect of LMP activity.

The retention of documents for inspection is a requirement and forms part of the terms and conditions under which financial assistance has been agreed. As well as being made available to the Northern Ireland Audit Office, funding recipients will produce the original documents or verified true copies when required to do so by the Department and/or their agents. Failure to produce the original documents or satisfactory agreed substitutes could result in requests for repayment of funds.

If the LMP is terminated for whatever reason the full associated documentation will be returned to the Department. In no circumstances should any documentation be destroyed or otherwise disposed of without the written permission of the Department.

20. Access to documentation – Inspection and Audit Rights

Any premises, documentation (financial or otherwise), or equipment used for LMP activities will be available for access by the Department and/or their agents.

These representatives shall also have the right to enter the Council's premises at any reasonable time, and upon reasonable notice, to interview any person, inspect any asset and inspect, copy, record and take away any accounting or other record. The LMP will provide these representatives with any information required within one week of demand.

21. Publicity, Copyright and Sharing Good Practice

The Council shall give appropriate publicity to the LMP by drawing attention to the benefits and opportunities it affords. In acknowledging the government's contribution, the Council must comply with any guidance on publicity provided by the Department, and must, in particular acknowledge that the LMP has received funding from the Department.

The Council grants a licence to the Department under section 91(3) of the Copyright Designs and Patent Act 1988 in relation to future copyright in works funded in whole or in part by funding paid under this Agreement. This licence is non-exclusive and is granted without permission for the payment of royalties for the full period protected by copyright in the works in order to allow the Department to copy, issue or adapt any such works for its own purposes.

Any information, know-how, system or process learned from or created in operating the LMP may be disseminated by the Department among all persons or bodies who have responsibility for similar LMP activity. The LMP agrees that such persons may share and use freely all such information, know-how, system or process for their own purposes.

22. Monitoring, Evaluation and Reporting

All Action Plan activities funded by the LMP are required to be regularly monitored, evaluated and reported on.

Each Funding Claim Workbook must be accompanied by Quarterly Indicator Report Cards.

It is the LMP's responsibility for gathering and reporting at 3 monthly intervals to the Department during the term of this Agreement all monitoring and evaluation data relevant to the performance of the LMP and its contribution to the LMP's aims, objectives and targets. The LMP should also compile an annual report no later than 30 June each year. The Council must submit to the Department a report summarising the work carried out as LMP activity during the Term of this Agreement, quantifying what has been achieved by reference to the outputs, activities, milestones and targets set out in the Action Plan and, where appropriate, showing the progress made to date on an exit strategy. Sufficient evidence should be gathered and retained to support an audit trail for reported achievements.

Receipt of financial assistance is conditional upon compliance with the terms and conditions described in the LMP Financial Guidelines.

23. Government Funding Database

The Council will ensure that:

- details of grant applications from voluntary and community organisations have been checked against the Government Funding Database; and
- details of all grant awards/payments to voluntary and community organisations have been recorded on the Government Funding Database.

24. Governing Law and Jurisdiction

The offer shall be construed in accordance with the law of Northern Ireland and parties submit to the exclusive jurisdiction of the Northern Ireland Courts.

25. Limitations

Funding provided under this Letter of Offer does not imply any further commitment to any LMP activity by the Department when the terms of this letter are completed.

Any variation to this Agreement will be subject to written notice from the Department to the Council.

Lisburn & Castlereagh City Council Equality & Good Relations Screening Interim Labour Market Partnership

Part 1. Policy scoping

Information about the policy

Name of the Policy

Lisburn and Castlereagh Interim Labour Market Partnership 2022-2023

Developed under DfC's new Employability NI Framework
(100% funded by DfC)

Is this policy

An existing policy?		A revised policy?		A new policy?	X
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Interim Labour Market Partnership

The aim of a Labour Market Partnership (LMP) is to improve employability outcomes and labour market conditions by working through co-ordinated, collaborative and multi-agency partnership. To achieve regional objectives whilst being flexible to meet the needs presented by localised conditions and helping to connect employers with employees. There are a multitude of benefits associated with this approach. LMPs sit as an initiative under DfC's Employability NI Programme.

Furthermore, LMPs will bring together, in a single body, the necessary local knowledge and expertise, to build on existing structures locally, operating in a holistic, streamlined and joined up way.

During August 2021 the Interim local LMP undertook a Strategic Assessment of employability outcomes and local labour market conditions in the Lisburn & Castlereagh City Council area. This exercise was undertaken to ensure that the priorities identified continue to reflect employability and labour market issues in the area and are informed by analysis of information provided by statutory partners, as well as the results of ongoing engagement and consultation across the council area. Cognizance was taken of the strategic assessment outcomes and local current provision to ensure that the action plan developed is relevant to the challenges and opportunities particular to the residents of Lisburn & Castlereagh City Council.

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

Lisburn and Castlereagh City Council's vision is for an empowered, prosperous, healthy, safe and inclusive community. A target outcome of our LCCC Community plan is to reduce income inequality in this region. We aspire to grow our local economy so that it is a source of meaningful, rewarding work and reduces inequality (LCCC Community Plan). The Council is committed to

working in collaboration with other agencies to secure these aspirations, for example through the Strategic Community Planning Partnership. The opportunity to support the local labour market through multi-agency collaboration is welcomed by the Council for the opportunities it brings to support our local communities with interventions tailored to their needs. The Labour Market Partnership (LMP) can improve fairness in the labour market by supporting the most vulnerable and disadvantaged while working to support local people back into work at this challenging time.

The LMP aims to contribute to strategic local objectives and the NI Executives strategic objectives, including achievement of targets set in:

- Community Plan for the local area; and
- Programme for Government.

The current relevant outcomes identified within the Programme for Government are:

- Outcome 3: 'We have a more equal society'
- Outcome 6: 'We have more people working in better jobs'
- Outcome 8: 'We care for others and help those in need'

The DfC is the lead department for a number of indicators, through which progress on these outcomes will be measured:

- Indicator 17: Economic inactivity rates excluding students
- Indicator 32: Employment rate of 16-64 year olds by deprivation quintile
- Indicator 33: % of people working part-time who would like to work more hours
- Indicator 19: % of population living in absolute and relative poverty

Taking the above into consideration, the aim and objectives of the LMP have been summarised into 3 strategic priorities:

Strategic Priority 1 – To form and successfully deliver the functions of the local Labour Market Partnership for the area by:

- Reviewing available statistical information and engaging key stakeholders to identify employability or the labour market issues locally and addressing those issues;
- Preparing the LMP's plans and organising the work of the partnership to meet priority needs;
- Putting in place implementation structures and delivery mechanisms that will contribute towards improved employability outcomes and/or labour market conditions. This may be achieved directly through the collaborative working of Partnership members, through the work of its delivery groups or through working in partnership with, or supporting the work of others;
- Increasing LMP awareness with the public and key stakeholders by planning communications activity to more proactively inform and promote the work of the LMPs.

Strategic Priority 2 – To improve employability outcomes and/or labour market conditions locally by:

- Working in partnership with partners, local statutory bodies/agencies, businesses, the voluntary sector and the community to address locally identified issues;

- Ensuring that local statutory bodies and agencies address employability and labour market conditions locally in their area, and where possible in collaboration with other key stakeholders;
- Providing comprehensive input into decision making processes about tackling actual and perceived barriers or negative impacts on employability or labour market conditions locally and giving feedback on the effectiveness of interventions on meeting outcomes;
- Design and Implementation of initiatives/programmes within local LMP Partnership plans aimed at improving employability outcomes and labour market conditions locally;
- Delivering public facing events such as Jobs Fairs to connect local people with employers offering opportunities in the local area.

Strategic Priority 3 – To support delivery of Employability NI through:

- Promotion of regional projects/initiatives and building confidence through locality based engagement;
- Contribute to development of regional initiatives/projects at a regional level aimed at improving employability and labour market conditions;
- Escalation of relevant issues and/or identifying priorities to be considered by the regional LMP/ENI Programme Board;
- Contributing to public facing events and supporting effective engagement with an emphasis on improving employability outcomes and/or labour market conditions

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

The Labour Market Partnership is intended to improve employability outcomes and labour market conditions across the borough of Lisburn and Castlereagh City Council. In order to ascertain the position of Lisburn & Castlereagh City Council, a full research exercise was undertaken of the current provision in the field of employability and skills to understand the issues faced by LCCC employers and the local community, which identified future needs.

The Interim Action Plan submitted to Department for Communities provides a detailed summary of these findings, which were used to formulate a number of proposed schemes which are being considered to improve labour market conditions. The intended beneficiaries of the programme are residents that are economically inactive / long term unemployed. It is important to note that some Section 75 groups are more likely to be underrepresented in employment, under-employed and at greater risk of facing unemployment and will therefore be targeted. For example in Northern Ireland 60.2% of those with disabilities are economically inactive compared with 42.5% in the rest of the UK. Women constitute 79% of the part time workforce and 1/3 of working age women are economically inactive. According to the Equality Commission for Northern Ireland, lone parents, 91% of whom are women, also experience occupational segregation in employment.

The opportunity to support the local labour market through multi- agency collaboration is welcomed by the Council for the opportunities it brings to support our local communities with interventions tailored to their needs. The Labour Market Partnership (LMP) can improve fairness in the labour

market by supporting the most vulnerable and disadvantaged while working to support local people back into work at this challenging time.

Proposed programmes are as follows:

- **Self-Employment Options Support Programme** – Provide support and training for those identified as economically inactive or working less than 16 hours per week to explore self-employment options.
- **Self-Employment Options for Prison Leavers Support Programme** – Provide support and training for those preparing to leave the prison system who are interested in exploring self-employment options
- **Inactivity linked to Disability** - Provide support and training for those disabled people who are currently out of work. Enabling them to examine their aspirations alongside a specialist mentor, address any training needs and secure a flexible placement with a suitable employer. Progression into full, part or self-employment or further education
- **Economic Inactivity** - Provide support and training for those unemployed. The programme will prioritise disadvantaged applicants, long term unemployed and those from deprived postcodes within LCCC. Enabling them to examine their aspirations alongside a specialist mentor address any identified training needs and secure a placement with a suitable employer. Progression into full or part employment or further education
- **Economic Shock and Unemployed Youth** - Provide support and training for unemployed people or those working less than 16 hours per week seeking to transfer their existing skills and build new skills in fields representing current and emerging labour market opportunities
- **Succession Programme** - Tackles under-utilisation of skills to support both businesses and employees to fulfil their potential. Creation of opportunities at entry level for suitable candidates.
- **Support delivery of Employability NI** – Increased awareness of employability programmes available to residents.

Who initiated or wrote the policy?

Programmes team Economic Development, Lisburn and Castlereagh City Council (LCCC)

Who owns and who implements the policy?

The Programmes team led by Sarah Johnston within Lisburn and Castlereagh City Council provide the secretariat for the Lisburn and Castlereagh Interim Labour Market Partnership. The Head of Economic Development sits on the Lisburn and Castlereagh Interim Labour Market Partnership as one of the core partners. The programme is funded through Department for Communities (DfC) budget allocation and is administered by the Programmes Office of LCCC.

Implementation factors

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

If yes, are they

Financial?	<input checked="" type="checkbox"/>	Legislative?	<input type="checkbox"/>	Other?	<input checked="" type="checkbox"/>
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If other, please detail below

Financial: Funded by Department for Communities and Infrastructure (DfC)

Other: Time - The project is required to be delivered within timeframes agreed between DfC and LCCC. We anticipate the Interim Action Plan to be approved by March 2022.

Main stakeholders affected

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

Staff:	<input type="checkbox"/>	Y
Service Users & Delivery Partners	<input type="checkbox"/>	Y
Other Public Sector Organisations	<input type="checkbox"/>	Y
Voluntary/Community/Trade Unions	<input type="checkbox"/>	

If other, please detail below

The participants are the main stakeholder affected by the Scheme.

Other policies with a bearing on this policy

Name of policy	Who owns or implements policy?
NI Programme for Government	NI Executive https://www.executiveoffice-ni.gov.uk/topics/making-government-work/programme-government
Local Development Plan	Lisburn and Castlereagh City Council https://www.lisburncastlereagh.gov.uk/resident/planning/local-development-plan
Regeneration and Investment Action Plan	Lisburn and Castlereagh City Council https://www.lisburncastlereagh.gov.uk/uploads/general/LCCC_Investment Programme 2019 .pdf
LCCC Corporate Plan	Lisburn & Castlereagh City Council https://www.lisburncastlereagh.gov.uk/uploads/general/CORPORATE PLAN 2018.pdf
LCCC Equality Scheme and associated plans	Lisburn & Castlereagh City Council Equality/Section 75

Available evidence

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

The aim of the partnership is to improve employability outcomes and labour conditions across the Lisburn & Castlereagh Council District. Therefore, persons who are long term unemployed, economically inactive or located in an area that has increased levels of deprivation will be targeted with an aim of increasing fairness in the labour market by supporting the most vulnerable and disadvantaged while working to support local people back into work at this challenging time.

In developing the Interim Labour Market Partnership, a wide range of qualitative and quantitative research initiatives were undertaken. The goal in this activity was to spread the net as wide as possible in terms of understanding the issues faced by LCCC employers and the local community, current provision in the field of employability and skills and gain a view of future needs.

Secondary research consisted of a review of the following publications:

- Programme for Government
- Lisburn & Castlereagh Community Plan
- Council Corporate Plan
- NI Industrial Strategy (Draft)
- Belfast Regional City Deal Employability and Skills Framework
- Economic Profile and Forecast for LCCC by Oxford Economics (May 2019)
- Annual Further Education Activity Reports produced by DfE
- The Labour Market Profile for Lisburn Castlereagh by DfE 2021,
- The Employment Outcomes and Challenges for Disabled People NI (DfC August 2021)
- Lisburn Castlereagh Labour Market Statistics (Oxford Economics July 2021)
- Locality Plans for a number of LCCC District Electoral Areas (LCCC March 2021)
- DfE Skills Barometer Reports

Primary research consisted of consultations which took place with multiple stakeholders during June and July 2021. Aspects of these findings have been incorporated into the final recommendations presented within this report. These consultations included social enterprises (GEMS NI, the NOW group), training providers working with disadvantaged groups (People 1st), Charities (YouthAction NI, Start 360), the Careers Service, SERC, South Eastern Health and Care Trust, Enterprise NI, Enterprise Organisations (Lisburn Enterprise Organisation, The Princes Trust). Other departments within the Council were also consulted such as Community Planning and Community services.

The aims and objectives of Labour Market Partnerships were generally discussed and the creation of Labour Market Partnership collaborations was broadly welcomed by the organisations consulted. Each stakeholder was invited to provide a summary of their current provision, the successes and failures of various programmes were discussed and proved very informative. Barriers and obstacles to success experienced were considered. Finally, identified needs, potential opportunities and gaps in the current provision were examined. Therefore, a full

examination was undertaken in order to understand the current situation and make recommendations based on the findings and gaps in labour market conditions.

Information below is from the 2011 Northern Ireland Census which takes into account the Lisburn and Castlereagh Council Area.

Sec 75 Category	Details of evidence/information
Religious Belief	<p>The 2011 NI Census recorded the following statistics with regard to religious belief in the Lisburn and Castlereagh area;</p> <ul style="list-style-type: none"> • 67% Protestant (or other Christian) • 24% Catholic • 8% Other • 1% None
Political Opinion	<p>The 2011 NI Census recorded the following statistics with regard to political opinion in the Lisburn and Castlereagh area; 65.39% indicated that they had a British national identity, 14.83% had an Irish national identity and 30.46% had a Northern Irish national identity.</p> <p>The 2019 local government elections resulted in a majority of Unionist Elected Members on LCCC DUP – 15; UUP – 11; Alliance – 9; SDLP – 2; Sinn Fein – 2; Green Party NI – 1. Vote share: 37.5% - DUP; 27.5% - UUP; 22.5% - APNI; 5% - SDLP; 5% - Sinn Fein; and 2.5% - Green Party. This amounts to a combined 'Unionist' vote of 65%, a combined cross-community vote of 25% and a combined 'Nationalist' vote of 10%.</p>
Racial Group	<p>The 2011 NI Census recorded the following statistics with regard to racial groups in the Lisburn and Castlereagh area; 2.36% were from an ethnic minority population and the remaining 97.64% were white (including Irish Traveller).</p>
Age	<p>In 2015 the following statistics with regard to age in the Lisburn and Castlereagh area were recorded to inform the Corporate plan;</p> <ul style="list-style-type: none"> • 20% Children were aged 0-15 years • 30% of people aged 16 -39 years • 33% aged 40 – 64 years • 17% aged 65 years and older <p>The population of the Council area aged 65 and over will increase by 9% by 2025 and 13% by 2030.</p> <p>In April 2020 the number of registered claimants in the 16 – 24 year age category in this area rose to 575 and in April 2021 the figure was 590. While the number of claimants is higher in the age 25 – 49 age group, that corresponds to a much bigger section of the population.</p>

	<p>The labour market has endured many challenges as a result of Covid-19. In addition to furloughing and redundancies, many young people have seen their hours reduced over the course of the pandemic, greatly reducing their income while retaining their employed status (not evidenced as economically inactive). Even pre-Covid, younger residents aged 16-24 were more likely to collect unemployment benefits than older age groups. (Source ONS). Actions will be aimed at preventing young people becoming long term unemployed (over 12 months) through all means available, suggested actions included industry taster courses and short term training interventions directly linked to areas of current work opportunity for example warehousing, forklift/ HGV licences, hospitality, CSR (Construction) training and digital skills.</p>
<p>Marital Status</p>	<p>The 2011 census records the following statics with regard to the marital status of persons over the age of 16 for the LCCC area;</p> <ul style="list-style-type: none"> • Single – 30.7% • Married – 53.8% • Same-sex civil partnership – 0.1% • Separated– 3.3% • Divorced– 5.5% • Widowed – 6.7%
<p>Sexual Orientation</p>	<p>ONS (Office for National Statistics) figures (2016) suggest around 2% of the NI population identify as Lesbian, Gay or Bi-sexual. However, LGB support groups suggest this is a significant under-estimate based on lack of willingness/ confidence to identify as LGB.</p> <p>Government Equalities Office research suggests over 4% of the 18-25 year age group identify as LGB, confirming that younger people are more likely to be open about sexual orientation.</p>
<p>Men & Women Generally</p>	<p>The estimated population of Lisburn And Castlereagh Local Government District at 30 June 2019 was 146,002, of which 71,654 (49.1%) were male and 74,348 (50.9%) were female.</p> <p>There is no official statistic on the number of people in N Ireland who identify as Transgender or non-binary but referrals to advice services are increasing year on year which suggests a small but growing minority.</p> <p>During a Northern Ireland Housing Executive (NIHE) human rights, equalities and diversities workshop (April 2021) some of the main findings were:</p> <ul style="list-style-type: none"> • Women constitute 79% of the part time workforce.

	<ul style="list-style-type: none"> • 1/3 of working age women are economically inactive. • In 2019/20 70% of apprenticeships were male, Higher Level Apprenticeships (HLAs) are 69%. • Occupational segregation is problematic; men tend to be more involved in engineering, manufacturing and construction. Women more involved in business, administration and law. One possible related solution is women only training programmes in non-traditional sectors, eg, construction and engineering.
<p>Disability</p>	<p>The rate of disability in Northern Ireland is higher than the other UK regions with the exception of Wales. The rates of disability among older age groups is higher than other regions of the UK. The 50-64 year old age group accounts for 33.4% of our disabled population compared to 26.9% of the UK disabled population as a whole. The most striking finding was that 60.2% of disabled people in Northern Ireland are economically inactive while the comparative figure for the UK as a whole stands at 42.5% (Department of Communities, August 2021).</p> <p>The pay gap was also highlighted in this report. Northern Ireland compared favourably with other parts of the UK in this regard however there is still a difference in median pay between disabled and non-disabled employees which needs to be addressed.</p> <p>The concerns expressed by disabled participants engaging with this research were articulated in the report on their behalf. These included:</p> <ul style="list-style-type: none"> • The pandemic has caused pressure on the labour market and this caused fear that low skilled jobs would now be taken by skilled workers and the reduction in the availability of jobs could affect the disabled • Hospitality Industry has been deeply affected and employs many disabled people • End of furlough could cause saturated labour market making it hard for those with disabilities to find work • Employers are likely to opt for the easier applicant in challenging times • Harder to find work experience positions for those with disabilities at present.
<p>Dependants</p>	<p>Dependants can include children, older people and those with disabilities.</p> <p>12.51% of people in the 2011 Census stated that they provided unpaid care to family, friends, neighbours or others. On that basis, people with dependants are less likely to be employed or face greater barriers when seeking employment.</p>

	<p>According to the Equality Commission for Northern Ireland, lone parents, 91% of whom are women, also experience occupational segregation in employment, with lone parents with dependent children mostly employed in 'Personal Service' and 'Elementary' occupations. Caregiving has been identified as one factor influencing occupational segregation with women and lone parents choosing occupations that allow sufficient flexibility.</p> <p>Allowing sufficient flexibility to balance the demands of caregiving. This may have a potential impact on the sustainability of employment, with women and lone parents having to sacrifice pay and career progression for flexibility.</p>
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Needs, experiences and priorities

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

Labour Market Partnership is intended to improvement the employability outcomes and labour market conditions across the Lisburn & Castlereagh City Council district. Those who will be directly targeted will either be economically inactive or long term unemployed, irrespective of background or circumstance. This scheme will have direct and indirect benefits for some groups of service user, however, the aim of the LMP is to improve fairness in the labour market by supporting the most vulnerable and disadvantaged while working to support local people back into work at this challenging time. Ultimately, this programme will benefit a wide range of groups, particularly groups that experience disadvantage or inequality.

Sec 75 Category	Details of needs/experiences/priorities
Religious Belief	There no evidence from the research and consultation carried out in relation to this programme that people from particular religious or political backgrounds in the LCCC district (which this programme applies to) are more likely to be unemployed.
Political Opinion	There no evidence from the research and consultation carried out in relation to this programme that people from particular religious or political backgrounds in the LCCC district (which this programme applies to) are more likely to be unemployed.
Racial Group	Extensive research was undertaken with a wide range of stakeholders across the Lisburn & Castlereagh district. Research and consultations did not identify that people from a particular racial group are more likely to be unemployed or economically inactive.
Age	Young people (aged 16-24) are more likely to be unemployed and require targeted intervention in order to

	build new skills in fields representing current and emerging labour market opportunities.
Marital Status	There have been no specific needs identified for people of different marital status.
Sexual Orientation	There have been no specific needs identified for people of different sexual orientations in relation to this policy.
Men & Women Generally	Some women need more interventions/support to enable them to take up or remain in employment. Women may be more likely to need/want flexible work opportunities.
Disability	Disabled people need specific advice and support to help them apply and be successful in the labour market. They may require targeted intervention, training, understanding employers and flexible working conditions.
Dependants	There is a need for specific support for people with dependants to enable them to undertake training and the right kind of job opportunities that will mean they can balance work and care responsibilities.

Part 2. Screening questions

1. What is the likely impact on equality of opportunity for those affected by this policy, for each of the Sec 75 equality categories? (Minor/ major/ none)

The Labour Market Partnership aims to improve the employability outcomes and labour market conditions irrespective of background or circumstance.

Sec 75 Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief	No differential impact identified	None
Political Opinion	No differential impact identified	None
Racial Group	No differential impact identified	None
Age	Young people are a particular target group and should benefit from this project	Minor positive
Marital Status	No differential impact identified	None
Sexual Orientation	No differential impact identified	None
Men & Women Generally	The scheme is intended to benefit men and women/all genders equally.	None
Disability	The Scheme will benefit people who fall within this particular target group	Minor Positive
Dependants	The scheme will potentially benefit people with dependants due to	Minor Positive

	improvements being implemented that will assist and support those with dependants to find employment.	
--	---	--

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

The Interim Labour Market Partnership will be delivered with a view to benefitting the current employment landscape across the Lisburn & Castlereagh Council area. This project has clearly defined target groups but within that efforts can be made to ensure that there is inclusion of people across the entire Section 75 categories. The programmes will be promoted widely to ensure no barriers to take up or participation on any of the grounds (e.g., religion, race, sexual orientation). Feedback will be welcome however and action taken if any issues arise.

If any opportunities arise to better promote equality of opportunity in future then these will be given consideration in due course.

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		No – groups will be targeted based on their employment status, regardless of their religious belief
Political Opinion		No – groups will be targeted based on their employment status, regardless of their political opinion
Racial Group	Yes – The programme will target unemployed people across all racial groups.	
Age	Yes – Young people will be particularly targeted as this age group show high levels of unemployment, however, many of the programmes will be open to all.	
Marital Status		No – groups will be targeted based on their employment status, regardless of their marital status.
Sexual Orientation		No – groups will be targeted based on their employment status, regardless of their sexual orientation
Men & Women Generally		No – groups will be targeted based on their

		employment status, regardless of their gender.
Disability	Yes – People with a disability will be particularly targeted as this Section 75 group show high levels of unemployment	
Dependants	Yes – Programme will be promoted equally to ensure that carers from all backgrounds supporting people with dependants are aware of the opportunities	

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

Good Relations Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief/ Political Opinion/ Racial Groups	The scheme aimed at improving the employment landscape across Lisburn & Castlereagh City Council.	No direct impact identified in relation to religion, political opinion or racial group. However, providing employment opportunities for those facing unemployment may lead to some indirect opportunities to bring people from different backgrounds together.

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

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief/ Political Opinion/ Racial Group		The partnership is a financial assistance scheme that will combat employment inactivity across the Lisburn Castlereagh Council area. It doesn't lend itself to promoting good relations. If any opportunities arise, they will be addressed.

Additional considerations

Multiple identity

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

LCCC recognises that all individuals are not exclusive to just one designated group. "Multiple identity" has been given consideration within this screening exercise in order to ensure benefit to all groups. Some people who are the targets of this project will experience disadvantage on a number of grounds, e.g., age, race, gender and disability.

If additional issues/impacts not already covered above arise, they will be addressed.

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

Screening Decision: Screen out without mitigation.

It has been concluded that a detailed equality impact assessment is not necessary as all the potential impacts identified are minor and positive. The Partnership overall is intended to address identified needs of particular target groups. Each element of the programme will also be considered for potential impacts.

In order to best deliver equality of opportunity, the core partnership is made up of 8 core partners with the knowledge and experience needed to deliver on the objectives of the Labour Market Partnership. The Lisburn Castlereagh Interim LMP currently comprises of a representative from each of the following organisations:

- Jobs and Benefits Office (DfC)
- South Eastern Health and Social Care Trust
- Invest NI (DfE)
- Careers Service NI (DfE)
- Lisburn Area Learning Community Consortium
- Lisburn Chamber of Commerce
- SERC
- Lisburn and Castlereagh City Council Economic Development Department
- Lagan Rural Partnership

A full research exercise was undertaken using a combination of primary and secondary research to develop an accurate portrayal of the current strengths, weaknesses, limitations and opportunities available across Lisburn and Castlereagh employment market. LCCC will continue to assess the situation and be more proactive especially mitigating risk surrounding promotion across all Section 75 categories etc.

If the decision is not to conduct an equality impact assessment the public authority should consider if the policy should be mitigated or an alternative policy be introduced.

N/A

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

N/A

Mitigation

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

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

N/A

Timetabling and prioritising - N/A

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

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

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

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

Is the policy affected by timetables established by other relevant public authorities? **N/A**

If yes, please provide details

Part 4. Monitoring

The delivery and implementation of the Labour Market Partnership will be monitored on a quarterly basis via reports which are to be returned to DfC. The monitoring will focus on the number and attendance of meetings and the delivery outcomes of the Interim Action Plan itself i.e. the impact the partnership is having. The individual programmes will be monitored on a quarterly basis by their respective project officers and monitoring returns will be made to DfC. The actual performance indicators to be monitored vary according to programme but are listed on the interim plan.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Melissa Cunningham	Programmes Officer	15.02.2022
Signature:		
Approved by: Sarah Johnston	Programmes Manager	
Signature:		15.02.2022
Approved by: Paul McCormick	Head of Service	
Signature:		21.02.2022
Reviewed by: Mary McSorley	Equality Officer	16.02.2022

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

Appendix 2 - Template for Information to be Compiled

Information to be compiled by Public Authorities under Section 3(1)(a) of the Rural Needs Act (NI) 2016.

(To be completed and included in public authorities' own annual reports and submitted to DAERA for inclusion in the Rural Needs Annual Monitoring Report).

Name of Public Authority:

Reporting Period: April 20 to March 20

The following information should be compiled in respect of each policy, strategy and plan which has been developed, adopted, implemented or revised and each public service which has been designed or delivered by the public authority during the reporting period.

<i>Description of the activity undertaken by the public authority which is subject to section 1(1) of the Rural Needs Act (NI) 2016¹.</i>	<i>The rural policy area(s) which the activity relates to².</i>	<i>Describe how the public authority has had due regard to rural needs when developing, adopting, implementing or revising the policy, strategy or plan or when designing or delivering the public service³.</i>
Labour Market Partnership Interim plan 2022-2023 delivered by the Programmes unit.	Rural Businesses Jobs or Employment in Rural Areas Education or Training in Rural Areas Poverty in Rural Areas Deprivation in Rural Areas	<p>The social and economic needs identified by Interim Local Rural Development Strategy (2016) and Lisburn Castlereagh City Council is subject to the Rural Needs Act 2016.</p> <p>The Labour Market Partnership, as a collaboration project between Department for Communities, local government and other local stakeholders will have a positive impact benefitting people in rural areas through increased training and employment opportunities while also supporting local businesses, encouraging business growth and enabling a ready and able workforce. LMP actions are influenced by the trends identified by labour market statistics – claimant count, workforce statistics and business needs across the Lisburn Castlereagh</p>

Council area.

This collaboration is a response to the changing labour market as a result of the economic recession brought on by the Covid-19 pandemic.

Between December 2019 and July 2020, the claimant count for the Local Government District almost tripled. It has since started to reduce once more. This is a direct result of the economic recession triggered by Coronavirus. While the geographical breakdown is unknown we can presume based on our population distribution that there has been a negative impact on our rural communities.

Labour Market Partnership interventions aim to have a positive impact on the local business community and those facing redundancy and unemployment Council area as a whole.

There is no difference in support offered to businesses in urban, rural or mixed locations or in the services offered to those seeking employment.

However, those residents in rural areas may be adversely impacted by the change in labour market, for example travel to work or training opportunities – in relation to cost and frequency of public transport services. There may also be limited access to broadband which could impact on the ability to seek employment and participate in training services online.

The benefit to individuals in rural areas who have been adversely impacted by the labour market change is through offering an increased training opportunities, support with job matching and identifying transferable skills.

Rural businesses will have continued support through this Labour Market Partnership to encourage maintenance and growth due to the ready supply of a skilled workforce.

NOTES

1. This information should normally be contained in section 1B of the RNIA Template completed in respect of the activity.
2. This information should normally be contained in section 2D of the RNIA Template completed in respect of the activity.
3. The information contained in sections 3D, 4A & 5B of the RNIA Template should be considered when completing this section.



Development Committee

Confidential

4 May 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Following award
of call-off
contract (Mid
June 2022

Never

Item for Decision

TITLE: **Annual Tender Report for award of Mechanical Services and Electrical Services Call-Off Contracts**

Background and Key Issues:

Background

1. Annual Tenders have been in place for the provision of Mechanical Services and Electrical Services for reactive and project works to Council facilities for a number of years.
2. The tenders are renewable on an annual basis on a 1+1 basis up to the maximum period of 5 years. The current tenders are now due for renewal.

Key Issues

1. Interested Contractors were invited to submit tenders thorough the eTenderNI portal and tenders were returned from nine suppliers.
2. These tenders were opened by the evaluation panel including the Head of Assets Services, and Procurement Officer; and forwarded to the Building Maintenance Manager and Building Maintenance Supervisor for scoring against the agreed criteria.
3. Nine tenders were received for Mechanical Services and six of these progressed to stage two of the evaluation process and are recommended to be included in the call-off schedule.
4. Seven tenders were received for Electrical Services and three of these progressed to stage two of the evaluation process and are recommended to be included in the call-off schedule. Local companies who bid have been referred to the Business Solutions Unit Economic Development so as to partake in further procurement support programmes.
5. In each case, the successful tenderer will initially be selected from the required schedule on a ranked/ lowest price basis. If in the event that an operative is not available within a specified timescale the Council shall then approach the next ranked/ lowest priced tenderer etc.
6. Each contract will be awarded on a task requirement basis.
7. The full tender reports are included for Members' information (**see Appendices**).

Recommendation:

It is recommended that Members consider and approve the award of the tenders to those contractors for the call-off of services as required and detailed within the tender reports.

In each case the successful Tenderer will initially be selected from the required schedule on a ranked/ lowest price basis. If in the event that an operative is not available within a specified timescale the Council shall then approach the next ranked/ lowest priced tenderer etc.

Finance and Resource Implications:

Budget provision has been included in the annual estimates.

Screening and Impact Assessment

1. Equality and Good Relations

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

No

If no, please provide explanation/rationale

Equality and Good Relations screening his deemed not to be required as this is a contract for works services and will not affect any of the Section 75 groups.

If yes, what was the outcome?:

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

N/A

Insert link to completed Equality and Good Relations report:

N/A

2. Rural Needs Impact Assessment:

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

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

A Rural Impact Assessment is deemed not to be required as this is a contract for works services and will apply equally to all communities across the Council area

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

N/A

SUBJECT TO PLANNING APPROVAL:

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

APPENDICES: **APPENDIX 1(a)Confid** – Tender Report re Mechanical Services
 APPENDIX 1(b)Confid – Tender Report re Electrical Services

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

If Yes, please insert date:



Development Committee

Confidential

4 May 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Following award
of call-off
contract (Mid
June 2022

Never

Item for Noting

TITLE: **Annual Tender Reports for award of Various Contracts**

Background and Key Issues:

Background

1. Annual Tenders have been in place for the provision of various services for reactive and project works for a number of years.
2. The tenders are renewable on an annual basis on a 1+1 basis up to the maximum period of 3-5 years. The current tenders are now due for renewal

Key Issues

1. Interested Contractors were invited to submit tenders through the eTenderNI portal. Tenders were returned from Suppliers as detailed in the tender reports attached under the Appendices for
 - a. Hire of Chemical Toilets
 - b. Hire of Crowd Barriers
 - c. MUGA Lighting Annual Maintenance/Re-Active Maintenance
 - d. Supply of General Hardware Materials
2. These tenders were opened by the evaluation panel including the Head of Assets Services, and Procurement Officer; and forwarded to the Building Maintenance Manager and Plant Manager Officer for scoring against the agreed criteria.
3. The successful tenders were awarded to the lowest tenderer as permitted by the scheme of delegation.
4. Each contract will be awarded on a task requirement basis.
5. The full tender reports are included for Members' information (**see Appendices**).

Recommendation:

It is recommended that Members note the award of the tenders to those contractors as detailed within the tender reports, which is in line with the accounting manual and provides delegated authority to award.

Finance and Resource Implications:

Budget provision has been included in the annual Estimates

Screening and Impact Assessment**1. Equality and Good Relations**

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

If no, please provide explanation/rationale

Equality and Good Relations screening his deemed not to be required as this is a contract for works services and will not affect any of the Section 75 groups.

If yes, what was the outcome?:

Option 1**Option 2****Option 3**

Screen out
without mitigation

Screen out with
mitigation

Screen in for
a full EQIA

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

N/A

Insert link to completed Equality and Good Relations report:

N/A

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

 No

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

 No

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

A Rural Impact Assessment is deemed not to be required as this is a contract for works services and will apply equally to all communities across the Council area

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

N/A

SUBJECT TO PLANNING APPROVAL:

 No

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

APPENDICES:

APPENDIX 2(a) – Hire of Chemical Toilets

Appendix 2(b) - Hire of Crowd Barriers

Appendix 2(c) - MUGA Lighting Annual Maintenance/Re-Active Maintenance

Appendix 2(d) - Supply of General Hardware Materials

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



Development Committee

Confidential

4 May 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

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

When will the report become unrestricted:

Specify when
report will
become available

Post contract
award

Redacted
report
available

Never

Item for Decision

TITLE: **Integrated Marketing Campaign (2022-2025) Evaluation and new Tender proposals**

Background and Key Issues:

Background

1. The Development Committee in October 2018 approved a tender for the appointment to deliver a three year Integrated Marketing Campaign for the council, delivered in the period November 2018 – October 2021.
2. In the context of the unforeseen nature of the pandemic and the associated “stop/start” impacts on the delivery of the campaign; new financial support packages received from

the Department for Communities and Tourism NI; the need to deliver new campaigns to promote Stay Local with the new “You’re Welcome” destination branding; and the necessary continuation of the programme to cover the Lisburn Light Festival over Christmas 2021, it was agreed in June 2021 to extend the current contract until July 2022.

3. Attached is the evaluation of the Autumn 2021 campaign including Lisburn Light Festival, and the evaluation of Spring 2022 campaign (both co-funded by Tourism NI), and the evaluation of 12 months up to September 2019 (**see Appendices**).
4. New “You’re Welcome” destination branding was developed and used as part of this last three-year campaign to promote Lisburn City Centre and the wider Council area, which in turn built on previous marketing initiatives. The Campaign was focused on Lisburn City Centre and its commercial offering (mostly hospitality and retail). The campaigns utilised TV, radio, digital and outdoor targeted media opportunities, and included footage of local visitor attractions and events to promote the City Centre and wider Council offering in a positive “lifestyle” context.
5. Before the pandemic the campaign proved successful in terms of generating new business for the City Centre and increasing the City Centre’s positive profile across Northern Ireland and the Republic as a shopping and lifestyle destination. The pandemic and the impacts of successive lock-downs undermined the merits of committing costs to ongoing evaluation for obvious reasons. As restrictions have lifted, and recovery has progressed, independent evaluation has been re-introduced – initially for the 2021 Lisburn Light Festival and Christmas programme, which was presented to the Development Committee in March 2022.

Key Issues

1. A core element of the campaign each year focused on the Christmas period. In this context the core objective was to drive shoppers into Lisburn City Centre to do the bulk of their Christmas shopping. Further seasonal campaigns were used to promote Lisburn’s wider offering and events for Easter, Summer and Halloween. With the current 3-year programme plus extension coming to an end in June 2022 it is necessary now for the Council to consider its preferred way forward for a new 3 year Integrated Marketing Campaign from July 2022 onwards.
2. Going forward, opportunities exist to consider co-operation with the Lisburn Chamber of Commerce, wider commercial sector and possible stakeholders where collaborative marketing could possibly achieve broader market penetration and therefore more impactful campaign outcomes. Discussions with possible partners are ongoing on this basis. The spectrum of potential collaboration might range from investigating the merits of joint messaging, through to the leveraging of potential additional match-funding resources or co-operating on a possible shared media strategy.
3. Attached is the Financial Appraisal (**see Appendix**) which has been approved by Finance for the proposed Integrated Marketing Campaign (2022-2025). The preferred option is to outsource (status quo) the function for three further years from July 2022 with a proposed Council contribution of £450,000, with additional DfC funding of £70,000 in Year 1 as part

of the Small Settlements Scheme and the extension of the DAERA-funded Rural Tourism Collaboration Programme under the Royal Hillsborough and Historic Moira brand.

4. Over three years, the total average annual net recurrent cost is £150,000. This option provides the strongest performance in terms of the monetary and non-monetary criteria.
5. Should the Committee agree to proceed with the proposed programme, then it is proposed that the procurement brief includes options for collaboration as outlined above.
6. It is proposed to hold a workshop with the Elected Members, Corporate Comms, Tourism and Economic Development as well as other appropriate officers, in order to plan and scrutinise the Council's integrated message. This will include consideration for the promotion of Royal Hillsborough as the key attribute of our tourism product, so as to maximise how this can act as a stimulus for the local economy.

Recommendation:

It is recommended that the Committee considers and agrees:

1. The appended Autumn 2021, Spring 2022, and September 2019 evaluations, and attached Financial Appraisal.
2. To proceed as outlined above in terms of the approach to procurement and the associated workshop so as to plan and maximise the impact of our campaigns.

Finance and Resource Implications:

Up to a maximum £450,000 over three years, and total average annual net recurrent cost of £150,000 from the Economic Development budget estimates; plus an additional £70,000 from the Small Settlements scheme towards the Royal Hillsborough and Historic Moira brand.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

A full Equality Screening Exercise will be completed as the project is developed, and prior to implementation.

If yes, what was the outcome?:

Option 1 Screen out without mitigation	Yes/No	Option 2 Screen out with mitigation	Yes/No	Option 3 Screen in for a full EQIA	Yes/No
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

[Empty text box for rationale]

Insert link to completed Equality and Good Relations report:

[Empty text box for link]

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

Yes

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

No

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

A Rural Needs Impact Assessment template will be completed once the project is more clearly defined.

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

[Empty text box for summary]

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

[Redacted list of appendices]

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

Yes/No

If Yes, please insert date:

