



June 10th, 2024

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

Ex-Officio

The Right Worshipful The Mayor

Deputy Mayor

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 12th June 2024** at **6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

A hot meal shall be available in the **Members' Suite from 5.15 pm.**

David Burns, Chief Executive, Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES

2.0 DECLARATIONS OF MEMBERS' INTERESTS

(i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).

(ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

[Disclosure of Interests form.pdf](#)

Not included

3.0 REPORT OF CHIEF EXECUTIVE

3.1 Draft Works Programme Proposals (including Capital Programme emanating from DEA workshops)

For Decision

[CSC Report Works Programme Proposals including Capital Programme.pdf](#)

Page 1

[Appendix 1 Works Programmes Overview Dashboard - 10.06.2024.pdf](#)

Page 5

[Appendix 2 Equality Screening for draft Works Programme Overview.pdf](#)

Page 13

[Appendix 3 Rural Needs Impact Assessment - Draft Work Programme Overview.pdf](#)

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4.0 REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

4.1 Department for Communities - Minister's initial Budget Allocations for 2024/2025

For Decision

[CSC Report - DfC - Initial Budget 2024 25 Allocations \(002\) \(002\).pdf](#)

Page 41

[Letter to Chief Executives - Initial Budget 2024-25 Allocations \(For Councils\).pdf](#)

Page 43

5.0 REPORT OF ACTING HEAD OF PORTFOLIO, IT & COMMERCIALISATION

5.1 Digital Journey - Enabling Efficiency & Customer Access

For Noting

[CS Report - Digital report 280524 \(002\).pdf](#)

Page 45

6.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

6.1 Equality and Disability Action Plans - Progress Reports

For Decision

 *CSC Report - Equality Update - June 2024.pdf* Page 59

 *Public Authorities Annual Progress Report.pdf* Page 61

 *Equality Action Plan Progress Update.pdf* Page 96

 *Disability Action Plan Progress Update.pdf* Page 107

6.2 Quarterly Workforce Reports

For Noting

 *CSC Report - Workforce Report - June 2024.pdf* Page 113

 *Attendance Management Report Analysis for Period Ending on 31st March 2024.pdf* Page 115

 *Recruitment Committee Report - Advert & Selection.pdf* Page 126

 *Recruitment Committee Report - Appointments.pdf* Page 127

 *Appendix Workforce Profile 01052024.pdf* Page 128

7.0 REPORT OF HEAD OF ASSETS

7.1 Electric Vehicle Charging at Lagan Valley Island

For Decision

 *CSC Report - EV Charging LVI.pdf* Page 129

8.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

8.1 Armed Forces Day 2027

For Decision

 *CSC Report Armed Forces Day 2027 (003).pdf* Page 131

 *Armed Forces Day 2019.pdf* Page 133

8.2 D-Day 80 - Update

For Noting

📄 *CSC Report DDay 80 Update June 2024.pdf* *Page 134*

📄 *App 1 - D-Day 80 Working Group Minutes 2.05.24 (002).pdf* *Page 136*

📄 *App 2 - Copy of Copy of DDay 80 Tracking Update for CSC June update.pdf* *Page 140*

8.3 Citizenship Services - Hillsborough Castle

For Decision

📄 *CSC Report - Citizenship MOU with HRP.pdf* *Page 142*

9.0 REPORT OF HEAD OF FINANCE

9.1 NILGA - National Employers & LGA Representation Services

For Decision

📄 *CSC Report - June 24 - NILGA subscription.pdf* *Page 144*

📄 *NILGA - Letter to David Burns.pdf* *Page 146*

10.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

10.1 Tender Reports

For Noting

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

10.2 Accounting Manual

For Decision

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

10.3 Management Accounts for P12 of 2023/2024 (Draft)

For Noting

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

10.4 Efficiency Review Steering Group - Meetings

For Decision

Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a government department and employees of, or office holders under, the Council.

11.0 ANY OTHER BUSINESS

Committee:	Corporate Services Committee
Date:	12 June 2024
Report from:	Chief Executive

Item for:	Decision
Subject:	Draft Works Programme Proposals including Capital Programme emanating from DEA Workshops

1.0	<p><u>Background</u></p> <ol style="list-style-type: none"> 1. Following a series of workshops each of the DEAs came forward with a consensus of the projects that they wish to sponsor for their respective areas. The attached appendix reflects the totality of the suggested works related projects. 2. The draft programme is presented in Appendix 1 and the projects are at various degrees of maturity which range from concepts through to current projects that the Council are contracted with delivering. It is important that the latter are included not only to report the progress but also so as the expenditure profile is included in the overall affordability test for the Capital Programme as appropriate. 3. There are four tests required for each of the projects which have not yet reached an investment decision. These are: <ol style="list-style-type: none"> a. Feasibility b. Viability c. Affordability d. Sustainability 4. The above tests should be examined as part of the emerging Business Case for each project. That said, in order to inform the brief and scope of works, a preliminary feasibility programme has commenced. Currently this is circa 47 projects. However, the collective impact on the overall deliverability of this works programme is dependent upon: <ol style="list-style-type: none"> a. Outcome of preliminary feasibility studies across the programme b. MRP provision for those projects reliant on capital investment c. Profile of capital expenditure for committed projects d. Third party funding opportunities e. Capacity of the organisation to deliver both through Project Manager (Capital and Small Works Teams) and Project Sponsor roles (representatives from the Sponsoring Directorate) 5. Within the Council's Investment Plan a number of principles were agreed as outlined below: <ol style="list-style-type: none"> a. Geographically balanced investment b. Value for money in everything we do
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- c. Transparency in our processes
- d. Embracing equality and diversity
- e. Evidence-based decision making
- f. Partnership approach
- g. Outcome and results driven
- h. Customer focus ethos
- i. Programme management approach

It is proposed that the works programme attached is delivered in line with these principles.

2.0

Key Issues

1. In line with the above guiding principles this works programme aims to create a pipeline of projects to support the Council's Corporate strategic themes of Civic Leadership, People, Planet and Prosperity. This programme has been reflected in the draft Annual Delivery Plan for 2024/25 being reported at the G&A Committee in June.
2. The outcome from the workshops has been a relatively balanced programme of project requests as per Appendix 1. The status within each of those requests has been colour coded to reflect an initial assessment of where and how the project could be funded. The sheet is segregated to reflect the ambitions for each of the DEAs as well as those projects which are not aligned to any one specific DEA.
3. The projects have been given an initial category tiering reflecting Member consensus opinion, urgent works as well as quick wins. These categories range from 0 to 5, with 0 being projects contractually committed in one of our established programmes and 5 being projects which will take a long gestation period. In addition, some of the more obvious interdependencies relating to each project has been outlined so as to inform Member consideration.
4. Any works programme does not allow for linear correlation of relative priorities as they will all move at a different pace given the funding, interdependencies and Council governance processes including Member agreement.
5. Included in the works programme are residual projects from previous requests, essential maintenance and emerging opportunities. These include:
 - a. Public Realm Dundonald and linkage with DIIB contracted programme
 - b. Digital DLUHC projects
 - c. Repairs to Council assets eg Bradford Court
 - d. Blue Greenway/Active Travel/Signage/Wayfinding
6. A refreshed Capital Programme position was brought to the April Corporate Services Committee and a further update is planned for the September Committee. In the interim the Home Committees will continue to be presented with the requisite business cases for projects requiring to be progressed.
7. Members need to be aware that projects which they sponsor and do not mature will be treated as a revenue expenditure against the relevant sponsoring directorate's in year budget allocation.

- 8. Feasibility studies in the main are being taken forward using in-house resources so that the scope and brief of the project can be collectively agreed in an expeditious manner. It is proposed that consultation on the specifics of the projects be taken forward in the usual manner and is part of the Planning process.
- 9. As alluded to the draft programme is dynamic, and in order to achieve equilibrium between affordability, capacity, statutory need and Member agreement, it will always be subject to continuous review. Thus, the category status is notional and for guidance only in resource allocation, source funding allocation and determining a forecast expenditure profile.
- 10. Members should be aware that a number of the projects have related land assembly issues. Officers in the Estates team are working in the background on a number of these and they will be brought through the Regeneration and Growth Committee in due course.
- 11. The works programme has been subject to an equality screening at a programme level in the first instance. In addition, each investment decision will be given its own equality screening assessment.

Next Steps

- 12. Next steps require that the Category 1 and 2 feasibility studies be taken forward in the first instance with a view to presenting later in the year the progress on each of these to the Member forum. In the more complex projects, external design teams will be appointed over the summer to undertake selected feasibility studies.
- 13. Following an internal secondment of the substantive project sponsor, both of the project sponsor roles are currently vacant and will be filled using fixed term contracts. Further work on refining the capital programme profile will be undertaken to inform next year's estimates.
- 14. The Portfolio Office is currently assessing further funding opportunities to match against this draft programme so that projects are as oven ready as possible. In addition, the Portfolio team will assist in identifying collective opportunities across our Council priorities.

3.0

Recommendation

It is recommended that Members consider the contents of the report and approve the approach as outlined including:

- 1. The draft works programme as outlined.
- 2. The expenditure associated with the bringing forward of the feasibility studies up to a value of £200K.

3.0

Finance and Resource Implications

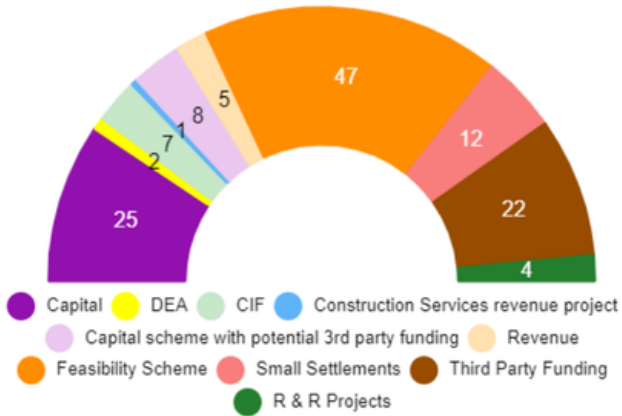
On the basis of the fluidity of capital programmes and their changing nature, for example waste infrastructure uncertainties, it is proposed to fund the feasibility studies, where outsourced, for category 1 and 2 projects from within the approved capital programme

	allowance up to a value of £200K. For clarity the feasibility studies will be delivered through a combination of internal and external resources.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why screening was not carried out.</p> <p>The draft programme has been screened with only minor equality impacts. These impacts are mitigated by subsequent investment decision acquiring an individual equality assessment which will have regard to the programme approach in line with the agreed principles as outlined in the report (see Appendix).</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out.</p> <p>The draft programme is based on the feedback from workshops which were undertaken on a DEA basis therefore by definition having regard for the whole of the Council area including rural needs (see Appendix).</p>	

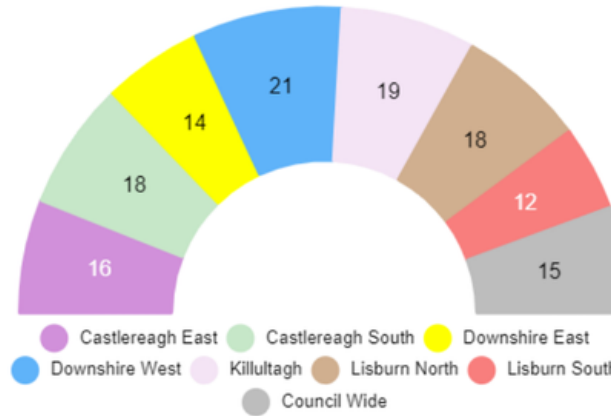
Appendices:	<p>Appendix 1 – Works Programme proposals</p> <p>Appendix 2 – Equality Screening</p> <p>Appendix 3 – Rural Needs Impact Assessment</p>
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Drafts Works Programme Overview

Indicative Funding Source

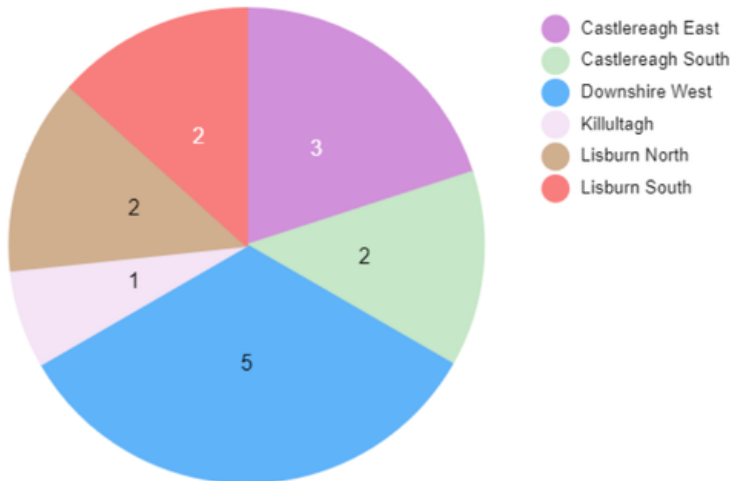


Area of Investment

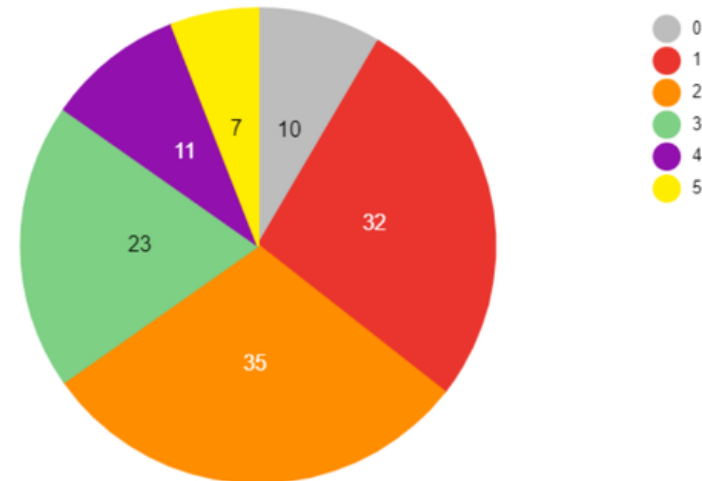


Total Number of Projects Presented
133

Advocacy Projects



Project Category - (0 to 5)



Castlereagh East

Project Category	Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
2	Standalone Recycling Centre, Dundonald, Feasibility Study	Examine options for a Recycling Centre in the Dundonald area.	Castlereagh East	DAERA Waste Consultation	DAERA Waste Consultation
2	Dundonald Public Realm	Environmental improvements linking key sites and greenways within Dundonald village in line with the CUIDF	Castlereagh East	Capital scheme with potential third party funding - indicative £3M funding	DIIB contractual programme. DfC approval of Business Case.
1	3G Pitches Strategy and Masterplan Schematic - Billy Neill	A feasibility study required on the development of pitches within the Billy Neill site to meet future needs and alleviate community feedback on the appropriate siting of the facility enhancements together with the development of a masterplan to inform current and future proposals, including those of sustainability and access arrangements.	Castlereagh East	Capital / Feasibility Scheme	Pitches strategy
4	New Skate Park in Moneyreagh - Feasibility Study	Consider sites and feasibility for options for a potential Skate park in Moneyreagh	Castlereagh East	Feasibility	Planning, Community Engagement and Land Ownership.
0	DIIB Redevelopment	Development of a new Ice Bowl in Dundonald.	Castlereagh East	Capital with third party funding - £12.2M	
1	Hamiltons Shed Replacement	Facility to meet modern work environment with essential welfare facilities	Castlereagh East	Capital	
1	Resurfacing of Moat Park - Phase 1	Essential path upgrade to be undertaken in Moat Park.	Castlereagh East	Capital	
2	Rural Shopfront Scheme in Castlereagh East	Shopfront upgrade in Moneyreagh	Castlereagh East	Small Settlements	
2	Access Signs / Way Finding - Comber Greenway	Wayfinding scheme signage to key amenities and linkages at Comber Greenway	Castlereagh East	DEA	
2	Crossnacreevy Playpark Refurbishment - Feasibility Study	Feasibility study for an upgrade of play park facilities at Crossnacreevy playpark.	Castlereagh East	Feasibility Scheme	
3	Ryan Park Play area Refurbishment - Feasibility Study	Feasibility study for an upgrade of play park facilities at Ryan Park play area.	Castlereagh East	Feasibility Scheme	
3	Studio at School Road - Feasibility Study	Feasibility study for a Community facility at School Road, Crossnacreevy.	Castlereagh East	Feasibility Scheme	
2	Moneyreagh Gateway Signage	Signage to be installed in Moneyreagh	Castlereagh East	Small Settlements	
	Transport Linkages - Advocacy Project	Transport linkages between Comber Road and Newtownards Road	Castlereagh East	Third Party	
	Coopers Mill/ Millmount - Advocacy Project	Spine Road with junction improvements at Coopers Mill/ Millmount	Castlereagh East	Third Party	
	Playground - Advocacy Project	Developer led Playground	Castlereagh East	Third Party	

Castlereagh South

Project Category	Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
2	Lough Moss Leisure Centre - Extension/Refurbishment - Feasibility Study	Examine options for refurbishment and extension to the existing playpark next to Lough Moss to include land adjancies, refurbishment of existing facilities	Castlereagh South	Feasibility	
2	Lough Moss Centre - Trim Trail Lighting proposals.	Provision of lighting around Lough Moss playing fields and pathways.	Castlereagh South	Construction Services revenue project	
0	3G Pitches Strategy Lough Moss	Works have commenced on the Multi code 3G facility at Lough Moss.	Castlereagh South	Capital	
2	Carryduff Playpark Trim Trail Lighting proposals	Provision of lighting at Carryduff Playpark and pathways	Castlereagh South	Capital with 3rd Party	
4	Carryduff Primary School & Killynure Community Association	Men's Shed and 3G pitches in conjunction with local community groups and Education authority	Castlereagh South	Third Party	Community led project. Advocacy and Capacity development. Education input
3	Carryduff (Public Realm and Environmental Improvement Scheme) proposals	Consideration to be given for public realm works in Carryduff which is in line with the Council's commitment to increase further economic investment in the area.	Castlereagh South	Capital (RIFCUS) scheme with potential 3rd party funding	Delays due to Lidl and decision on BRT South

2	Hydebank Masterplan Refresh - Playing fields and Sports Area including Car Park - Feasibility Study	Review of the Hydebank masterplan and benefits from planning permission implemented.	Castlereagh South	Feasibility	Pitches Strategy.
0	Hydebank Pavillion Refurbishment	Refurbishment of existing facilities.	Castlereagh South	Capital	
4	Examine options for public amenity facility in Four Winds, Newtownbreda - Feasibility Study	Engage with community to understand the community need and options for provision of public amenity. Possible location Cairnshill School and Playing Fields.	Castlereagh South	Feasibility	Interdependency with Cairnshill Primary School future. Pitches Strategy.
1	Carryduff Community Facility - GAC	Funding grant application to be considered at Carryduff GAC to build a club house	Castlereagh South	CIF	Subject to CIF Project selection. Community led project.
4	Partnership approach with the Department of Health on Knockbracken Healthcare site - Feasibility Study	Develop a Master Plan for options around the proposal for Knockbracken Healthcare site to include employment, playpark and other public amenities, being mindful of the other demands for and requirements for the area.	Castlereagh South	Feasibility	Subject to Healthcare future uses for this site. Funding to be defined
3	Carryduff Links and Greenway	Revisit greenway and aspirations to support greater linkages between new developments and greenspace.	Castlereagh South	Feasibility	Land ownership, Housing Development progress.
2	Belfast Hills Pathway Partnership Project with BCC - Feasibility Study	Pathway to increase public access to the Belfast Hills to include an aspiration to create a connection from the Belfast Hills to the Castlereagh Hills, potentially via Lagan Valley Regional Park, Minnowburn and Belvoir Park. This includes signage at Cregagh Glen, Lisnabreeny, Belvoir Forest and Lagan Towpath to support active walkways	Castlereagh South	Feasibility	Lagan Valley Regional Park, Land Assembly, Dfl and BCC
2	Resurfacing of Colby Park - Phase 2	Essential path upgrade to be undertaken at Colby Park.	Castlereagh South	Capital	
1	Carryduff Recycling Centre Refurbishment - Feasibility Study	Reconfiguration Recycling facilities to improve access and orientation	Castlereagh South	Feasibility	DAERA Waste Consultation.
1	St Ita's Primary School linkage	Links from Cairnshill Park and Ride to St Ita's Primary School to improve safe walking route	Castlereagh South	Feasibility	NI Water, Dfl, Health Estates, land issues.
	Belfast Rapid Transit - Advocacy Project	Belfast Rapid Transit	Castlereagh South	Third Party Funding	
	Carryduff Park - Advocacy Project	Bridge Linkage with Carryduff Park	Castlereagh South	Third Party Funding	

Downshire East

Project Category	Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
2	Progress Drumbo Village Plan	Environmental improvements in line with Village Plan	Downshire East	Regeneration / Economic Development (Revenue)	
3	Feasibility on Dromara Lagan Park Hall	Extension to existing Lagan Park Hall	Downshire East	Feasibility	Community led project. Advocacy and capacity development only.
1	Hillhall Community Facility	New Cathedral Hub & Community facilities	Downshire East	CIF	Community led project
5	Review options on Ravarnet Community Facility	Assist the the community to explore acquiring the old primary school for a community centre and a piece of NIHE land to develop into community garden/ allotment area as part of youth engagement scheme and upgrade existing play park.	Downshire East	Feasibility	Community led project. Advocacy and capacity development only. NIHE input and Education Authority required
2	Annahilt MUGA - Feasibility Study	Feasibility on the creation of a multi use games area on EA land	Downshire East	Feasibility	Education Authority land
5	Annahilt Walkway options	Explore alternatives of a village walking trail	Downshire East	Regeneration / Economic Development (Revenue)	Dfl co-operation
1	Playpark Drumlough Upgrade	Refurbishment of existing playpark in Drumlough.	Downshire East	Capital	
1	LVI Roof Upgrade	Essential capital upgrade involving roof covering and air conditioning	Downshire East	Capital	
1	Annahilt Regeneration Environmental Improvement Scheme	Environmental improvement scheme in the village including a road crossing at the school	Downshire East	Small Settlements	
2	Trim Trail and Outdoor Play Equipment at Drumbo - Feasibility Study	Feasibility study to be undertaken for a walking trail in Drumbo.	Downshire East	Feasibility Scheme	
2	Drumbeg - Greenway Enhancement	Upgrade in signage and accessibility to Lagan Tow Path and adjacent public amenity	Downshire East	Small Settlements	

1	Rural Shopfront Scheme in Downshire East	Shopfront upgrade for 5 Businesses in Downshire East.	Downshire East	Small Settlements	
3	Barbour Playground / Gardens repurpose	Possible development opportunity	Downshire East	Third party	Links to Church. Third party led.
4	Temple Roundabout public Art	Public art piece at Temple Roundabout as part of the Arts/Tourism offering	Downshire East	Third Party Funding	Dfl permissions - Third Party funder

Downshire West

Project Category	Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
4	Maze Long Kesh - Sports Facility - Feasibility Study	Carry out feasibility/sustainability study on various sporting amenities including pitches, running track	Downshire West	Feasibility	MLK, Pitches Strategy
3	Park Lane property enhancement / Hillsborough - AFBI Building on Park Street - Feasibility Study	Repurpose of a redundant asset to provide public amenity and commercial offering within BRCD. Possible social enterprise offering for training/employment.	Downshire West	Feasibility	BRCD Business Case, Land Assembly from Forestry Service
5	Hillsborough Tree Top Walk - Feasibility Study	Additional tourism offer run by the private sector.	Downshire West	Feasibility	DEARA, Forestry Service
2	Resurfacing of Lisburn New Cemetery (Blaris) - Phase 2	Essential path upgrade to be undertaken at Blaris Cenetry	Downshire West	Capital	
1	Royal Hillsborough - Public Realm Scheme	To improve the access to and connections between key attractions within Royal Hillsborough via a major public realm scheme as part of the BRCD offering including additional parking infrastructure	Downshire West	Capital with third party funding	BRCD Business Case, Dfl, Car Park Strategy
3	Refurbishment of the Fort and Courthouse in Royal Hillsborough	Developing the Fort and Courthouse at Hillsborough Castle, as a venue for year round programme of events supported via LCCC and HRP.	Downshire West	Capital with third party funding	BRCD Business Case, HRP
1	Blaris Road, Cemeteries Programme Phase 1 and 2	Provision of additional burial space to meet future demand	Downshire West	Capital	
1	Rural Shopfront Scheme in Downshire West	Shopfront upgrade for 7 Businesses in Downshire West.	Downshire West	Small Settlements	
4	Moira Public Realm - Feasibility Study	Reconsider options for public amenities space and environmental improvements by undertaking a traffic assessment in the first instance.	Downshire West	Feasibility	Dfl
3	Moira Demense - Feasibility Study	Feasibility study to consider play area upgrade, car parking, possible maze and other options	Downshire West	Feasibility	Open Space Strategy/playground priorities
1	Community Shed Moira Demense	The creation of a community Shed for a local group to assist in the maintenance of parklets and village presentation in Moira Demense	Downshire West	Small Settlements	
1	Shopfront Heritage Scheme in Moira and Royal Hillsborough	Potential 52 x Shop frontages	Downshire West	Small Settlements	
2	Blue Greenway adjacent to Maze/MLK - Feasibility Study	Feasibility study to be undertaken for an extension of cycle path within the MLK site adjacent to the Motorway.	Downshire West	Feasibility	MLK development Corporation and Dfl funding/Open spaces strategy
0	Lisburn Rugby and Football Club	Extension of existing facilities	Downshire West	CIF	Third party led project
	Moira Bypass - Advocacy Project	Moira Bypass - traffic impact to undertake a traffic impact analysis to inform discussion with Dfl amongst others on solutions for traffic congestion in Moira.	Downshire West	Revenue	Dfl and Planning,
	Park & Rail - Advocacy Project	Moira Train Station, Park & Rail	Downshire West	Third Party Funding	
	Knockmore Road - Advocacy Project	Knockmore Link Road	Downshire West	Third Party Funding	
	Maze Long Kesh - Advocacy Project	Maze Long Kesh Redevelopment project	Downshire West	Third Party Funding	
	Traffic Calming in Royal Hillsborough Village - Advocacy Project	Traffic Calming within Royal Hillsborough Village	Downshire West	Third Party Funding	
3	Blue Greenway adjacent to Hillsborough Forest - Feasibility Study	Feasibility study to be undertaken for a pathway adjacent to Hillsborough Forest reducing width of Ballynahinch Road as part of a traffic calming and to link key Royal village Community assets.	Downshire West	Feasibility	Open spaces strategy/Dfl funding
4	Saintfield Road Roundabout Public Art	Public Art piece at Saintfield road roundabout as part of the Arts/Tourism offering	Downshire West	Third Party Funding	Developer/Museum heritage Parks & Amenities consideration.

Killultagh

Project Category	Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
2	Feasibility study of new Playpark at Dundrod	Consider option for the development of a playpark in Dundrod.	Killultagh	Feasibility	Education Authority land.
4	Stoneyford Community Facility	Church hall extension and public amenity in Stoneyford.	Killultagh	Third party	Match funding required - Land issues. Third party led community advocacy and capacity development only
1	Ballinderry War Memorial Hall	Refurbishment of existing facilities at the War Memorial Hall, Ballinderry	Killultagh	CIF	Third party led
5	Glenavy 3G Multi Sports Pitch	Examine options for 3G multi use facility in Glenavy.	Killultagh	Feasibility	Established GAA club plans. Pitches Strategy. Potential linkage with proposed developments at Crewe United/Loch Mor
3	Killultagh Avenue, Glenavy - Feasibility Study	Consider options for long term maintenance involving a community supported maintenance model of Killultagh Ave/Grn green space	Killultagh	Feasibility	Land responsibility rests with house owners
2	Glenavy Main Street Pedestrian Crossing	Examine options to provide a pedestrian crossing in Glenavy Main Street along with traffic calming measures (speed ramps).	Killultagh	Regeneration / Economic Development (Blue /Greenways project)	DfI have reported that this does not meet current criteria for pedestrian crossings.
3	Consider options for Glenavy Blue Greenways linkage with ANBC	Examine options to provide extension to footpaths and cycling linkages be brought in to Glenavy.	Killultagh	Regeneration / Economic Development (Blue /Greenways project) / Feasibility	Blue/Green Strategy, DfI in conjunction with ANBC.
4	Glenavy Regeneration Proposal for derelict buildings - Feasibility Study	Consideration to be given to options for the Council in taking forward an arms length residential property regeneration project.	Killultagh	Feasibility	Prevailing market conditions
1	Rural Shopfront Scheme - Glenavy and Maghaberry	Shopfront upgrade in Glenavy and Maghaberry	Killultagh	Small Settlements	
1	Maghaberry Pedestrian Crossing	Construction of pedestrian crossing in Maghaberry.	Killultagh	Third Party Funding	DfI Contractor
2	Football pitch in Maghaberry - Feasibility Study	Provision of a football pitch in the Maghaberry area.	Killultagh	Feasibility	Pitches strategy and land ownership
3	Maghaberry Community Centre - Small Sided Games Pitch surface replacement	Current surface is predominately used for football but is a Hockey 2G surface. This limits income and usability.	Killultagh	Potential R&R	Pitches strategy - community facilities operation.
2	Nettlehill MUGA - Feasibility Study	Currently a "kick-around" area to be considered for a small sided games area which is floodlit. Research to be undertaken around ownership and development proposals on adjacent land.	Killultagh	Feasibility	Planning, land ownership and pitches strategy.
1	Duncan's Dam Phase 2 Upgrade	Strengthen Dam to meet statutory requirements.	Killultagh	Capital	Budget availability
1	Aghalee - Infrastructure to support Traffic Calming	Traffic Calming involving speed pillows, extended pedestrian footpath linking private residential development with community infrastructure.	Killultagh	Small Settlements	Project out to Tender subject to market bids.
1	Aghalee Changing pavilion	Upgraded changing room facilities	Killultagh	Capital	
2	Conservation of Aghalee and Portmore Cemeteries	Protection of heritage assets to meet our statutory obligations.	Killultagh	R&R	
1	Crewe United Football Club	New pitch development at Crewe United Football Club	Killultagh	CIF	Third party led
	Thaxton Village Link Road - Advocacy Project	Thaxton Village Link Road to Pond Park	Killultagh	Third Party	Land Ownership

Lisburn North

Project Category	Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
2	Seymour Hill Capacity study for community facility	Carry out a feasibility study on options on the replacement of community infrastructure in association with partners in Seymour Hill	Lisburn North	Feasibility	NIHE, Planning, Housing Development, Kilmakee Activity Centre
4	Seycon Changing Pavilion	Upgraded changing room facilities	Lisburn North	Capital	
1	Wallace Park Play Development - Feasibility Study	A Destination Play Park with associated public convenience provision. a Feasibility and design brief to be undertaken.	Lisburn North	Feasibility	
2	Aberdelghy Club House Refurbishment - Feasibility Study	Feasibility study of options on Aberdelghy Club house	Lisburn North	Feasibility	Vitality Membership
2	Aberdelghy Golf Course Groundsman Shed - Extension and addition of lean-to garages - Feasibility Study	Feasibility for welfare facilities and plant equipment protection.	Lisburn North	Feasibility	
5	Sea Cadet Hall - Feasibility Study and options appraisal	An evaluation of future use for the existing hall and the interdependency with the Bridge Community facility to be undertaken.	Lisburn North	Feasibility	
5	Smithfield Lisburn Car Park - Feasibility Study on reconfiguration	Feasibility to create car parking and multi-use amenity area for Markets and City Centre animation.	Lisburn North	Feasibility	DfC, regeneration budget, DfI Roads, community business consultation
1	Feasibility Study on new Skateboard Park, Bells Lane	New Skateboard facility to be considered and linked to BMX track at Bells Lane.	Lisburn North	Feasibility	BMX Club, planning and community consultation.
1	Resurfacing Works to Bells Lane - Phase 1	Resurfacing with future proofing ducting for additional provision	Lisburn North	Capital	
1	Resurfacing works at Antrim Street Car Park - Phase 1	Resurfacing with future proofing ducting for additional provision	Lisburn North	Capital	
3	Resurfacing of Laganbank Road Car Park - Phase 2	Resurfacing with future proofing ducting for additional provision	Lisburn North	Capital	
2	Resurfacing of Queens Road Car Park - Phase 2	Resurfacing with future proofing ducting for additional provision	Lisburn North	Capital	
0	Hilden Former Primary School Refurbishment and repurpose	Consideration to be give for the development of a new community facility in Hilden incorporating Creche facilities together with third parties.	Lisburn North	Capital with third party funding	Lease arrangements with Third Party and Heritage Lottery funding.
3	Linen Museum Upgrade - Feasibility Study	Feasibility on options for the future use and displays for the museum taking into account Council's consolidated footprint and digital technology.	Lisburn North	Feasibility	
1	Glenmore Flood Protection - Feasibility Study	Examine the creation of additional flood protection as well as wider site flood defences.	Lisburn North	Feasibility	Rivers Agency and Planning conditions.
5	Recycling Centre at The Cutts - Feasibility Study	Review of feasibility and use of site and facilities in order to meet future waste infrastructure provision.	Lisburn North	Feasibility	DAERA waste consultation outcome
	Lisburn Train Station - Advocacy Project	Upgrade to the Train Station	Lisburn North	Third Party Funding	
	Forthill Integrated School - Advocacy Project	Forthill new Integrated School	Lisburn North	Third Party Funding	

Lisburn South

Project Category	Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
1	Play Park at Warren Park/Warren Gardens/Beechland Drive/Woodland Park - Feasibility Study	Feasibility to be undertaken in the creation of a play park within Leisureplex grounds.	Lisburn South	Feasibility	
1	LVL P Refurbishment - Feasibility Study	Refurbishment of Leisureplex including slides and associated mechanical electrical and for all and upgrade of "changing village"	Lisburn South	Feasibility	Ice Bowl Development
0	Laurelhill Sports Zone	New 3G pitch facility with floodlighting.	Lisburn South	Capital	Education Authority Licence
1	Resurfacing of Lisburn Cemetery - Phase 1	Path upgrade to meet H&S requirements in Lisburn Cemetery.	Lisburn South	Capital	Contract Award

2	Resurfacing of Benson Street Car Park - Phase 2	Resurfacing works and infrastructure ducting to be undertaken in Benson Street Car Park.	Lisburn South	Capital	Contract Award - current licence with Translink.
3	Stockdam Glen Linear Park Phased Scheme - Feasibility Study	Undertake feasibility of options associated with an Ecology open spaces project to include Article 40 Agreement.	Lisburn South	Feasibility	Community consultation, developer obligations and amenity requirements for the wider area.
2	Lagan Towpath Access to Navigation House	New pathway to towpath to Navigation House.	Lisburn South	Small Settlements	DfI ownership.
1	Canal Boxing Club New Facility	Assist the development of the relocation of Canal Boxing Club on Council land.	Lisburn South	CIF	Third party led
0	Ballymacash Sports academy	New amenity and changing facilities for Ballymacash Sports Academy	Lisburn South	CIF	Third Party led
2	Stanley Park land extension	Explore options for extension of land/lease to Lisburn Rangers	Lisburn South	Feasibility	
	Knockmore Halt - Advocacy Project	Knockmore Train Halt	Lisburn South	Third Party Funding	
	Blaris Pedestrian Crossing - Advocacy Project	A Pedestrian Crossing at Blaris inking Lagan Towpath. This "Boundary" project which falls within 2 DEAs.. Lisburn South and Downshire West..	Lisburn South	Third Party Funding	

Council Wide

Project Category	Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
3	Provision and Refurbishment of Bus Shelters	Examine options for bus shelter placement and refurbishment of some existing bus shelters, throughout the council areas, in particular, around residential homes and similar areas for local residences	Council Wide	DEA	Translink for ongoing maintenance.
2	Enhance Electric Car Charging infrastructure	Develop on street residential charging Scheme as per agreement in Committee. Examine council estate for EV charging opportunities and install EV pay as you go on key sites.	Council Wide	Third party funding	Strategic Partner to deliver EV charging
3	LCCC Estate Footfall Counters	Project Underway - Objective is to understand usage levels	Council Wide	R&R	Open Space Strategy
2	LVI Ground Floor refresh	LVI ground floor work commenced and is being taken forward in a phased approach to maximise commercial opportunities and create efficiencies.	Council Wide	Capital	
2	LVI Space Utilisation Option 4	Consolidation of office space and to create appropriate adjacencies for interdepartmental and service working.	Council Wide	Capital	
0	Planning Portal	The Planning Portal is a Northern Ireland Wide project.	Council Wide	Capital	
0	Fleet Replacement	Consideration to be given on fleet replacement, specific focus on refuse collection vehicles beyond economic life.	Council Wide	Capital	Waste Strategy / Operating Models
0	IT System Phase 2 - Finance	Work commenced, working on a phased approach.	Council Wide	Capital	
3	IT Strategy Refresh & Infrastructure Programme	Phased approach in line with modern digital requirements and cyber security needs. The pace of the project is determined by capacity issues and other essential building blocks including information governance.	Council Wide	Capital	
3	Kerbside Recycling Project	This is a project which involves bin/waste collection across the entire Council area.	Council Wide	Capital with third party funding	DAERA consultation outcome
2	Refurbishment of Council Wide Play Areas	Consideration of a phased approach to refurbish various play areas council wide.	Council Wide	R&R	Health & Safety, objective scoring regime.
2	Flood Alleviation Scheme	Examine possible Council intervention on identified deficiencies in infrastructure and maintenance regimes to alleviate localised flooding in partnership with statutory agencies.	Council Wide	Third party funding	
3	Implementation of Active Travel Map & Strategy	Highlighting of Greenways and wayfinding for cycling and walking	Council Wide	Small Settlements	Open Spaces Strategy and Blue/Greenway
3	Repairs to Council assets - eg: Bradford Court	In order to keep the rental opportunities viable, investment may be required	Council Wide	Feasibility	
3	Digital DLUHC Projects	Examine opportunities for new infrastructure and digital projects.	Council Wide	Third Party Funding	

Advocacy Projects

Advocacy Projects				
Primary	Project Overview	Area of Investment	Funding Source	Interdependencies
Thaxton Village Link Road - Advocacy Project	Thaxton Village Link Road to Pond Park	Killultagh	Third Party	Land Ownership
Moirá Bypass - Advocacy Project	Moirá Bypass - traffic impact to undertake a traffic impact analysis to inform discussion with Dfi amongst others on solutions for traffic congestion in Moira.	Downshire West	Revenue	Dfi and Planning,
Park & Rail - Advocacy Project	Moirá Train Station, Park & Rail	Downshire West	Third Party Funding	
Knockmore Road - Advocacy Project	Knockmore Link Road	Downshire West	Third Party Funding	
Maze Long Kesh - Advocacy Project	Maze Long Kesh Redevelopment project	Downshire West	Third Party Funding	
Traffic Calming in Royal Hillsborough Village - Advocacy Project	Traffic Calming within Royal Hillsborough Village	Downshire West	Third Party Funding	
Transport Linkages - Advocacy Project	Transport linkages between Comber Road and Newtownards Road	Castlereagh East	Third Party	
Coopers Mill/ Millmount - Advocacy Project	Spine Road with junction improvements at Coopers Mill/ Millmount	Castlereagh East	Third Party	
Playground - Advocacy Project	Developer led Playground	Castlereagh East	Third Party	
Belfast Rapid Transit - Advocacy Project	Belfast Rapid Transit	Castlereagh South	Third Party Funding	
Carryduff Park - Advocacy Project	Bridge Linkage with Carryduff Park	Castlereagh South	Third Party Funding	
Knockmore Halt - Advocacy Project	Knockmore Train Halt	Lisburn South	Third Party Funding	
Blaris Pedestrian Crossing - Advocacy Project	A Pedestrian Crossing at Blaris inking Lagan Towpath. This "Boundary" project which falls within 2 DEAs.. Lisburn South and Downshire West..	Lisburn South	Third Party Funding	
Lisburn Train Station - Advocacy Project	Upgrade to the Train Station	Lisburn North	Third Party Funding	
Forthill Integrated School - Advocacy Project	Forthill new Integrated School	Lisburn North	Third Party Funding	

Part 1. Policy scoping

Information about the policy

Name of the Policy

LCCC Draft Works Programme Overview – 2024/25

Is this policy

An existing policy?		A revised policy?		A new policy?	X
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What are the intended aims/outcomes the policy is trying to achieve?

There were a number of DEA Workshops held with the Elected members who came forward with a consensus of the projects that they wished to prioritise in their respective areas. The projects presented were in various degrees of maturity which ranged from concepts through to current projects that were contracted on. There were four tests required for each of the projects not having reached an investment decision:

- Feasibility
- Viability
- Affordability
- Sustainability

Projects follow the principles of the 10 Year Investment Programme, which are as follows:

Investing in our Community

The Council will commit to investing in community support and advice services, making neighbourhoods safer, promoting health and wellbeing, developing an age friendly economy, a compelling community events programme and a comprehensive DEA led community grant scheme.

Investing in Capital & Infrastructure

The Council will commit investment in the Council’s Capital Investment Programme that will include investment in the following initiatives and more; Hillsborough Public Realm & Forest Park Masterplan, Citywide Pitches Strategy, Enhanced connectivity at Knockmore, Tourism Infrastructure, Hotel Development, Dundonald International Ice Bowl, eSERC Entrepreneur & Innovation Centre, Village Renewal and Urban Public Realm schemes, and a MUGA and Playground Development programme.

Investing in our Local Economy

The Council will commit investment to deliver a Local Skills and Employability seed fund, explore the potential to establish enterprise zones, support urban centres via seed funding, promote entrepreneurship, support local rural businesses, deliver an engaging and dynamic

tourism project, support a 'shop local' ethos, act as a role model to the public sector to provide employment, work placements and apprenticeships opportunities, and deliver key economic infrastructure projects.

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

There is nothing inherent in the principles underpinning the plan or proposed projects to indicate the likelihood of an adverse impact on one or more Section 75 grounds.

Instead, there is inherently inclusive, affording an opportunity for the area to be enhanced, enabled and transformed in a way that will benefit all the citizens who live, work and visit Lisburn Castlereagh.

Project teams leading on each identified work package will be required to provide evidence at appropriate checkpoints throughout the design and implementation stages of their projects, that the particular needs of Section 75 groups and categories and rural stakeholders have been considered. At individual project level this will include:

- (i) taking appropriate lawful positive and affirmative actions to remedy any potential adverse impacts on those with particular needs and circumstances, including those with a disability, those with dependants, women and those from minority ethnic communities;
- (ii) considering how opportunities to maximise equality might be incorporated into projects and;
- (iii) engaging and consulting with section 75 groups and rural stakeholders at the earliest stage of project development and at relevant intervals throughout

Since it is not always obvious whether (or to what extent) adverse impact is likely to occur, it is the responsibility of the aforementioned project teams to engage appropriately with Section 75 groups and rural stakeholders on an ongoing basis to avoid the risk of 'designing-in' inequality and to ensure proposals are rural proofed.

Who initiated or wrote the policy?

The development of the plan was overseen the Chief Executive and CMT and supported by the Director of Regeneration & Growth Directorate.

Who owns and who implements the policy?

The plan is owned by Lisburn & Castlereagh City Council.
The policy is implemented by the sponsoring Directorate.

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?	X	Legislative?		Other?	X
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If other, please detail below

It is difficult to predict what may act for or against the plan and the ambitions set out therein. However, some broad financial impact is expected, given the ongoing rate of inflation and cost of living crisis, downward pressure on budgets over the next few years could slow down or otherwise delay the delivery of some of the goals and objectives set out within the plan, particularly capital or big spend items.

A change of government at the next general election could result in significant changes in policy direction, which could impact implementation in a number of ways.

Main stakeholders affected

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

Staff:	Appropriate Staff from across council teams, Regeneration & Growth Directorate and Senior Management
Service Users & Delivery Partners	Users of the affected services are residents, businesses and visitors within the Lisburn and Castlereagh Council area.

	<p>Delivery Agents procured through the various projects' tendering processes.</p> <p>Business Advisors/ mentors facilitating the programmes.</p> <p>Delivery Partners to include for example: Invest NI, SERC, Intertrade Ireland, Inspire, LEO</p>
Other Public Sector Organisations	<p>Libraries NI, Education Authority NI, SEHCT, Tourism NI, BRCD, Housing Executive, PSNI, DfI, DfE, DfC, DoF, DCMS, FFNI</p>
Voluntary/Community/Trade Unions	<p>Business in the Community (BiTC), Social Enterprise NI, L&CCC Churches & Faith Organisations,</p>
Other	<p>Elected Members</p>

If other, please detail below

N/A

Other policies with a bearing on this policy

Name of policy	Who owns or implements policy?
1. LCCC Corporate Plan 2018/2022	<p>LCCC</p> <p>Corporate plan and ambitions 2024/2028 - Lisburn & Castlereagh (lisburncastlereagh.gov.uk)</p>
2. LCCC Community Plan 2017 – 2032	<p>LCCC</p> <p>https://www.lisburncastlereagh.gov.uk/uploads/general/Community_Plan_2017-2032_EMAIL.pdf</p>
3. LCCC Digital & Innovation Strategy & LCCC IT Strategy	<p>LCCC</p> <p>Available on request</p>
4. Programme for Government – NI Executive Office	<p>NICS</p> <p>https://www.executiveoffice-ni.gov.uk/topics/making-government-work/programme</p>

5. Racial Equality Strategy for NI 2015-2025	OFMDFM https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/ofmdfm/racial-equality-strategy-2015-2025.pdf
6. UK Industrial Strategy	UK Government https://www.gov.uk/government/topical-events/the-uk-industrial-strategy
7. Local Development Plan	Lisburn & Castlereagh City Council Local Development Plan - Lisburn & Castlereagh (lisburncastlereagh.gov.uk)
8. Departmental & Service Unit Plans	LCCC Internal documents, available on request.

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.

Most up to date NISRA population data from Census 2021 (published 22/09/22) [Lisburn and Castlereagh Census Data](#)

Sec 75 Category	Details of evidence/information																		
Religious Belief	<table border="1"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>Catholic</td> <td>42.3</td> <td>23.9</td> </tr> <tr> <td>Protestant and Other Christian</td> <td>37.7</td> <td>48.7</td> </tr> <tr> <td>Other</td> <td>17.3</td> <td>1.8</td> </tr> <tr> <td>No Religion</td> <td>17.3</td> <td>24.1</td> </tr> <tr> <td>Not Stated</td> <td>1.6</td> <td>1.4</td> </tr> </tbody> </table>	NI Census 2021	N. Ireland (%)	LCCC (%)	Catholic	42.3	23.9	Protestant and Other Christian	37.7	48.7	Other	17.3	1.8	No Religion	17.3	24.1	Not Stated	1.6	1.4
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Political Opinion	<p>The Local Government Election in May 2023 demonstrated the following weighting in the Borough's political opinion. Note: only 52% of those eligible submitted a vote.</p> <table border="1"> <thead> <tr> <th>DUP (%)</th> <th>Alliance (%)</th> <th>UUP (%)</th> <th>SF (%)</th> <th>SDLP (%)</th> <th>Ind (%)</th> </tr> </thead> <tbody> <tr> <td>35</td> <td>32.5</td> <td>15</td> <td>10</td> <td>5</td> <td>2.5</td> </tr> </tbody> </table>	DUP (%)	Alliance (%)	UUP (%)	SF (%)	SDLP (%)	Ind (%)	35	32.5	15	10	5	2.5						
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Racial Group	<table border="1"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>White</td> <td>96.6</td> <td>96.07</td> </tr> <tr> <td>Irish Traveller</td> <td>0.01</td> <td>0.07</td> </tr> <tr> <td>Other/Not Recorded</td> <td>3.39</td> <td>3.86</td> </tr> </tbody> </table>	NI Census 2021	N. Ireland (%)	LCCC (%)	White	96.6	96.07	Irish Traveller	0.01	0.07	Other/Not Recorded	3.39	3.86						
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<p>Age</p>	<p>All programmes will take cognisance of Age Groups in terms of operational guidelines as prescribed by Section 75 of the Northern Ireland Act 1998.</p> <p>All programmes will promote apprenticeship opportunities in the local area in line with Government regulations. Young people have been identified as an underrepresented Group within the businesses community from Invest NI evaluations and have been targeted for support accordingly.</p> <table border="1" data-bbox="496 573 1401 904"> <thead> <tr> <th>NI Census 2021</th> <th>N. Ireland (%)</th> <th>LCCC (%)</th> </tr> </thead> <tbody> <tr> <td>0-15</td> <td>19%</td> <td>20.2%</td> </tr> <tr> <td>16-39</td> <td>31%</td> <td>28.9%</td> </tr> <tr> <td>40-64</td> <td>32%</td> <td>33.3%</td> </tr> <tr> <td>65+</td> <td>17%</td> <td>17.6%</td> </tr> </tbody> </table> <p>The age profile of our citizens is consistent with the profile across NI as a whole.</p> <p>There has been a slight decline since 2011 in the 0-15 and 16-39 age groups (-3% and -2%).</p> <p>There has been a growth in the 40-64 and 65+ age groups (8.1% and 12.1% respectively). It is predicted that the 65+ age group will continue to grow by 19% by 2030.</p>	NI Census 2021	N. Ireland (%)	LCCC (%)	0-15	19%	20.2%	16-39	31%	28.9%	40-64	32%	33.3%	65+	17%	17.6%						
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Men & Women Generally	<p>2021 Census Information - The population of the LCCC Council Area is 49% male and 51% female.</p>															
Disability	<p>In the 2021 Census, 50,121 disabilities or residents with 1 or more long-term health conditions were reported within the 149,107 residents' population in the Lisburn & Castlereagh City Council area that are over 16.</p> <p>66.84% of the council area reported they experienced no condition. In 2021, 3% of the eligible population in the council area were claiming Disability Living Allowance, 7% were claiming Personal Independent Payments and 3% were claiming Attendance Allowance.</p>															
Dependants	<p>2021 Census Information – Lisburn & Castlereagh City Council is just slightly above the mid – point Northern Ireland in relation to dependent children in household between ages of 0 - 4; 5 – 9; 10 – 14 but is in bottom position in relation to children & young adults aged 15 – 19 years.</p> <p>In 2021, of the 60,143 households in the Lisburn & Castlereagh City council area 14.4% (8,661) had dependent children; 10.98% of the population on average provide unpaid care, with 3.4% providing in excess of 50 hours per week.</p>															

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

Sec 75 Category	Details of needs/experiences/priorities
Religious Belief	There is no evidence to suggest that religious belief has a specific relevance to this plan.
Political Opinion	There is no evidence to suggest that political opinion has a specific relevance.
Racial Group	There is no evidence to suggest that racial grouping has a specific relevance.
Age	<p>In respect of roads and footpath maintenance, there is evidence from the Chartered Institution of Highways and Transportation (CIHT) and The AA to suggest that poor maintenance of pavements poses a particular difficulty to older people's ability to get out and about. There is also substantial anecdotal evidence from Inclusive Mobility and Transport Advisory Committee (IMTAC), whose members typically identify poor maintenance of existing, and poor design of new parks and pedestrian infrastructure to be a major barrier to older people's ability to get around on foot.</p> <p>Departmental business plans outline further developments in these areas where appropriate. Actions already outlined within the corporate plan & departmental business plans will however see improvements implemented to these areas and are likely to have a positive benefit to people of all ages.</p>
Marital Status	None – there is no evidence to suggest that marital status has a specific relevance.
Sexual Orientation	None – there is no evidence to suggest that sexual orientation has a specific relevance.

Men & Women Generally	There is no evidence to suggest that gender has a specific relevance to the provision of the council's core services.
Disability	There is no evidence to suggest that disability has a specific relevance.
Dependants	There is no evidence to suggest that having dependants has a specific relevance.

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)

Sec 75 Category	Details of policy impact	Level of impact (minor/major/none)
Religious Belief	The impact on the services & beneficiaries within the Council area is expected to have a positive impact on people with different religious beliefs.	Minor positive
Political Opinion	The impact on the services & beneficiaries within the Council area is expected to have a positive impact on people with different political opinions.	Minor positive
Racial Group	As noted in the previous section, racial group may have some relevance – particularly in respect of safety and perceptions of safety against racial hate crime in parks & public areas within particular faith and religious communities. The affordability of sustainable transport and access to alternative means of transport, such as cycling, is also a particular issue with asylum seekers and migrant workers who may be more heavily reliant on public and alternative means of transport, as a high proportion of this cohort is reliant on benefits or employed in low-paid jobs. Provision of accessible information and language difficulties is also a barrier to use of public transport for new migrants and asylum seekers.	Minor

<p>Age</p>	<p>As noted in the previous section, there are issues relating to parks roads and footpaths maintenance with poor maintenance of existing, and poor design of new parks, open spaces & pedestrian infrastructure posing particular challenges to older people, especially those with mobility impairments. There are also a range of issues relating to sustainable transport which have a particular relevance to age. Amongst older age groups, these include a greater reliance on public transport to access services and remain independent and affordability issues as a result of typically lower incomes and greater reliance on benefits. Those issues highlighted in the previous section in relation to disability will also apply to older people since a greater proportion of this cohort will have mobility issues. Amongst younger age groups, greater reliance on alternative transport such as walking & cycling, to access educational and training opportunities, is a critical factor. There are also a range of age-related factors of relevance to safety. These include an increased likelihood of involvement in a serious road traffic collision amongst certain age groups (younger drivers and those aged 34-49).</p>	<p>Minor</p>
<p>Marital Status</p>	<p>This programme is not expected to have any significant impact on people with different marital status.</p>	<p>Minor</p>
<p>Sexual Orientation</p>	<p>This programme is not expected to impact on people with different sexual orientation.</p>	<p>None</p>
<p>Men & Women Generally</p>	<p>As noted in the previous section, there are a range of issues relating to sustainable transport, parks & open spaces and public safety which have a particular relevance to gender. These include a potentially greater reliance on public transport networks by women and the resulting economic disadvantage brought on by this additional cost, safety concerns in respect of use of transport including alternative transport networks such as greenways, the use of cycling & walking related to the use of parks, open spaces, and cemeteries. Concerns also exist as a result of gender-based crime, and issues around the access and affordability of service provision in the context of the travel needs and patterns of caregivers</p>	<p>Minor</p>

	<p>(who are more likely to be female). There are also relevant gender-related factors of relevance to the development of public safety, since men are substantially more likely to be involved in a serious road traffic collision & violent incidents overall.</p>	
<p>Disability</p>	<p>As noted in the previous section, there are issues relating to access and footpath maintenance with poor maintenance of existing, and poor design of new open spaces & pedestrian infrastructure posing particular challenges to disabled people and those with mobility impairments which impact upon their ability to both walk and wheel. There are also a range of issues relating to access to transport, including alternative means of transport, which have a particular relevance to those who are disabled. Disabled people make use of public & alternative transport means significantly less than the general population due to a range of barriers including physical accessibility of vehicles and transport facilities, lack of provision of accessible travel information, and inconsistencies in service levels.</p> <p>The affordability of transport and prohibitive cost of alternative forms of private transport (wheel-chair accessible taxis and minibuses) is also a particular concern for this identity. The provision of alternative transport services is therefore of central importance to disabled and mobility-impaired users. In respect of public & community safety more generally, there are a number of issues which impact particularly on those with a disability or mobility difficulty which include the need for provision of adequate access to council facilities, disabled parking for private transport users with mobility difficulties and the negative impact of pavement parking on those with a disability or mobility difficulty.</p>	<p>Minor</p>
<p>Dependants</p>	<p>As noted in the previous section, there are issues relating to access and footpaths maintenance with poor maintenance of existing, and poor design of new open spaces and pedestrian infrastructure posing particular challenges to those who have dependants who rely on pushchairs or wheelchairs. There are also</p>	<p>Minor</p>

	<p>range of issues relating to public & alternative means of transport which have a particular relevance to those with dependants.</p> <p>These include the physical accessibility of council facilities and transport infrastructure (especially for those using pushchairs) and lack of availability of suitable services to suit travel needs and patterns. In respect of community safety, pavement parking is an issue highlighted, which impacts upon a range of Section 75 identities but one which has particular relevance to those with dependants (especially those using pushchairs).</p>	
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LCCC Programmes will be delivered with a view to benefitting all residents, businesses, community associations and voluntary organisations and visitors in Lisburn Castlereagh. If any further opportunities were to arise to continue to promote equality of opportunity then these would be given consideration in due course.

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

Sec 75 Category	IF Yes, provide details	If No, provide details
Religious Belief	LCCC programmes are aimed at benefiting all users.	
Political Opinion		
Racial Group	It aims to sustain/improve council services and local infrastructure within the council area. Improved services and infrastructure, and sustainable transportation services and networks. It will improve connectivity which in turn will have a positive impact on social inclusion, integration, and good relations. Access to parks & open spaces & transport, in particular, has a role to play in removing barriers and creating opportunities for interaction and engagement between communities, including those who fall within each of the S75	
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
Dependants		

	<p>categories. Further equality screenings will result from this plan and these will inform the detail of any opportunities to better promote equality of opportunity for those within Section 75 categories such as toilet provision, play park facilities and the like. Any projects screened within or emanating from this programme will require to be considered within the context of the programme as individual discreet projects may not always have the ability to reach all section 75 groups due to geography, public transport limitations and other unique factors.</p>	
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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	This programme aims to sustain/improve council services, local community infrastructure within the council area. Improved services and infrastructure, and sustainable transportation services & networks will improve connectivity which in turn will have a positive impact on social inclusion, integration, and good relations. Access to parks & open spaces transport, in particular, has a role to play in removing barriers and creating opportunities for interaction and engagement between communities, including those with and without religious and/ or political beliefs, and those from differing racial groups.	None
Political Opinion		None
Racial Group		None

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	This programme is an illustration of how the council can help enhance the lives of all those who live, work, or visit our area through our services. The programme's investment priorities may lead to opportunities for enhanced access to grants, park & open spaces, as well as alternative transport means such as greenways which have a role to play in removing barriers and creating opportunities for interaction for S75 people to mix positively and build relationships beyond their own identity groups. As programmes roll forward individual screening will be carried out as required.	

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.

This programme is not expected, nor can it be anticipated, to adversely impact on people with multiple identities.

Part 3. Screening decision

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

Screen out – no equality impact assessment and no mitigation required.

The programme acknowledges both the macro and local political and budgetary challenges faced by the council and other funders at this time combined with current inflationary pressures and seeks to prioritise the continued provision of essential services.

Nonetheless, it also identifies the additional plans and initiatives which the council will undertake and as outlined within the plan, will contribute to the wider strategic context as aligned to the Council's Corporate Plan.

The council continues to be committed to protecting the environment and promoting the health and well-being of its citizens.

The activities referred to in the council's draft Works Programme Overview provide the manner and means by which the work of the council will be carried out within this timeframe, as aligned to the outcomes set out in other council strategies. There is a context which provides for continued dynamic assessment of needs and the environment.

The programme reflects the agile approach adopted by CMT in allowing flexibility in response to changing priorities and budgets over the lifetime of this Council term.

New policies that are developed (and those which are updated) during the lifetime of this programme will be subject to individual screening by the business areas by the sponsoring directorate but with regard to the wider programme approach.

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.

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.

If any further opportunities were to arise to continue to promote equality of opportunity, then these would be given consideration in due course. There will also be a requirement to screen at a project level investment decisions relating to Council Capital led schemes. Third Party funding programmes also have regard to equality obligations. Many of the project proposals will be dependant on sourcing of match funding and will have inter-governance arrangements.

Timetabling and prioritising

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	N/A

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

If yes, please provide details

N/A

Part 4. Monitoring

See note above.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Shelley Baldrick	Project Officer	17/05/2024
Approved by: Donal Rogan	Director of Regeneration & Growth	

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 I - Rural Needs Impact Assessment (RNIA) Template

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Lisburn & Castlereagh City Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Draft Works Programme Proposals - This policy is concerned with investment throughout each of the seven District Electoral Areas in the form of a number of projects that the Council are committed to deliver.

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

Developing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input checked="" type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

Draft Works Programme Proposals

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

This policy is concerned with the creation of a pipeline of projects to support the Council's Corporate strategic themes of Civic Leadership, People, Planet and Prosperity.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).

Other Definition (Provide details and the rationale below).

A definition of 'rural' is not applicable.

Details of alternative definition of 'rural' used.

N/A

Rationale for using alternative definition of 'rural'.

N/A

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

N/A

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

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

Yes No If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

The programme will focus on local concerns as well as continue to address Covid 19 and pro-actively support communities going forward. The programme will impact equitably in both rural and urban areas within the Council area and specifically within the 7 DEA areas identified below, many of which have a rural/urban mix.

DEA	Population Census 2019	% 2019	Population Census 2021	% 2021
Killultagh	21,450	14.6	22,013	14.8
Downshire West	17,110	11.6	17,190	11.5
Lisburn North	23,050	15.7	23,449	15.7
Lisburn South	23,610	16.0	24,321	16.3
Downshire East	16,720	11.3	16,746	11.2
Castlereagh South	24,010	16.3	23,488	15.8
Castlereagh East	20,860	14.2	21,899	14.7

Source: NISRA/NINIS

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

It is not envisaged that the plan will advertently impact on people in rural areas differently from people in urban areas.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input checked="" type="checkbox"/>
Rural Tourism	<input checked="" type="checkbox"/>
Rural Housing	<input checked="" type="checkbox"/>
Jobs or Employment in Rural Areas	<input checked="" type="checkbox"/>
Education or Training in Rural Areas	<input checked="" type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input checked="" type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input checked="" type="checkbox"/>
Health or Social Care Services in Rural Areas	<input checked="" type="checkbox"/>
Poverty in Rural Areas	<input checked="" type="checkbox"/>
Deprivation in Rural Areas	<input checked="" type="checkbox"/>
Rural Crime or Community Safety	<input checked="" type="checkbox"/>
Rural Development	<input checked="" type="checkbox"/>
Agri-Environment	<input checked="" type="checkbox"/>
Other (Please state)	<input type="text"/>

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

The focus of the programme is to ensure that there is balanced investment throughout the Council area with a specific focus to respond to the needs and demands identified by each of the 7 DEA areas to take in both urban and rural considerations equitably.

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

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

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

LCCC Corporate Plan 2018 – 2022
LCCC Departmental Plans
LCCC Investment Plan
LCCC Equality Scheme
LCCC Community Plan 2017 – 2032

According to the L&CCC Local Rural Development Strategy (2016), just under half of the population (47.2%) in the L&CCC area live in rural areas and the population forecast is set to grow by 8,300 residents between 2018-2032 (0.4% per annum, twice that of the NI equivalent). L&CCC's population growth outlook between 2018-2032 on average will be 1.65% making it the third highest across NI districts and 0.35 points above the NI rate.

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

The Interim Local Rural Development Strategy (2016) has identified the following as key areas.

Rural Businesses
Rural Tourism
Jobs or Employment in Rural Areas
Education or Training in Rural Areas
Poverty in Rural Areas
Deprivation in Rural Areas
Rural Development
Agri-Environment

If the response to Section 3A was **YES** GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

N/A

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

As previously identified in Section 2B, the Programme proposed will have a positive impact on the local rural business community and the Council area as a whole.

According to the Interim Local Area Plan (2019), approximately 85% of the total population of the council area reside in settlements and 15% outside settlements in the rural area.

In 2023, 58% of businesses were based in rural area in Northern Ireland. The business base in the region as a whole is predominantly small to medium enterprises with a dominance of micro business. In terms of businesses located only in rural areas, 94% are defined as micro (having less than 10 employees). Agriculture plays a more important role in the economy of NI than is the case in the rest of the UK, it generates a higher proportion of total GVA (Gross valued added) in the economy and accounts for a higher proportion of our employment. Furthermore 78% of the total NI land area is in agricultural use. Rural businesses located in NI have particular challenges and need specific solutions e.g. the slow uptake of agriculture and rural enterprises in NI with regards to innovation, whilst 14% of tourism expenditure takes place in rural areas (compared with 86% in urban) are further examples of challenges facing the small rural businesses in Northern Ireland.

In 2021 there were 5,170 VAT/PAYE registered businesses in the L&CCC area (NISRA). The close proximity to Belfast puts the L&CCC area in an advantageous position whereby the population density is a way to generate an increase in sales and revenue.

Considering that almost half of the L&CCC district is rural, the regeneration of the LCCC area, is a key priority for the Council and will continue to invest in regeneration initiatives.

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes No If the response is **NO GO TO Section 5C.**

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

The Council's Community Plan 2017-2032 has been given due consideration when developing this Community Investment Fund along with engagement by the council's Senior Management Team with Heads of Service and Elected Members during July and August 2020 with a view to the consideration of measures that would assist recovery from the Covid-19 Pandemic. This also included, importantly, contact with and feedback from local communities, both urban and rural.

The subsequent list of activities/projects that was compiled by urban and rural stakeholders across the DEAs (see table below) ensured that each DEA would benefit from relevant activities/projects and that in the main these should be quick delivery, short-term projects of (relatively) low value. The necessity of this approach it was considered would deal with local concerns as well as continue to address Covid 19 and pro-actively support communities going forward.

Mid-Year Population Estimates 2021 – District Electoral Areas

DEA	Population Census 2019	% 2019	Population Census 2021	% 2021
Killultagh	21,450	14.6	22,013	14.8
Downshire West	17,110	11.6	17,190	11.5
Lisburn North	23,050	15.7	23,449	15.7
Lisburn South	23,610	16.0	24,321	16.3
Downshire East	16,720	11.3	16,746	11.2
Castlereagh South	24,010	16.3	23,488	15.8
Castlereagh East	20,860	14.2	21,899	14.7

Source: NISRA/NINIS

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

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

N/A

SECTION 6 - Documenting and Recording

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

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

Rural Needs Impact Assessment undertaken by:	Shelley Baldrick
Position/Grade:	Project Officer
Division/Branch	Portfolio, IT & Commercialization
Signature:	<i>Shelley Baldrick</i>
Date:	4 th June 2024
Rural Needs Impact Assessment approved by:	Donal Rogan
Position/Grade:	Director of Regeneration & Growth
Division/Branch:	Regeneration & Growth
Signature:	
Date:	



Committee:	Corporate Services Committee
Date:	12 th June 2024
Report from:	Director of Finance & Corporate Services

Item for:	Decision
Subject:	Department for Communities – Minister’s Initial Budget Allocations for 2024-25

1.0	<u>Background and Key Issues</u>
1.1	Council received correspondence from the Department for Communities regarding budget allocations for 2024/25. The Executive’s NI Budget 2024-25 allocations result in the Department facing a significant shortfall in both Resource DEL (£115.8m / 17%) and Capital (£167.3m / 48.5%) against bids submitted for 2024/25. The allocations are further compounded by recent high levels of inflation, adding to the cost of delivering public services, and increased demand for public services (see attached letter).
1.2	Full details can be found via the link below: https://www.communities-ni.gov.uk/news/minister-launch-budget-consultation
1.3	The Minister identifies two main impacts on Councils as follows: <ul style="list-style-type: none"> • The Rates Support Grant initial Budget is set at £3.1m for 2024-25, reflecting a reduction of £1.8m on 2023-24, and • Labour Market Partnership funding to Councils will continue in 2024-25, aligned with business case approvals.
1.4	The Department for Communities will launch the equality consultation on the initial budget allocations on the 11 June 2024 and this will close on the 3 September 2024.
1.5	Whilst parties may formulate their own responses in relation to the consultation, the Council shall submit a response.
2.0	<u>Recommendation</u> Given the timeline for submission, it is recommended that delegated authority is granted to the Chair and Vice-Chair of Corporate Services Committee to approve the response, with a copy to Corporate Services Committee in September 2024 for information.
3.0	<u>Finance and Resource Implications</u> Matters within consultation to be considered in context of financial budgets and estimates.
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>
4.1	Has an equality and good relations screening been carried out? No

4.2	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out</p> <p>The screening will be the responsibility of the Department for Communities.</p>	
4.3	<p>Has a Rural Needs Impact Assessment (RNIA) been completed?</p>	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out.</p> <p>The RNIA will be the responsibility of the Department for Communities.</p>	

Appendices:	DfC correspondence – Minister’s Initial Budget Allocation for 2024/25
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From: Anthony Carleton
Director of Local Government &
Housing Regulation Division

**Local Government and Housing
Regulation Division**
Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG

Telephone: (028) 9082 3346
e-mail: anthony.carleton@communities-ni.gov.uk
Our ref:
Date: 05 June 2024

Dear Chief Executive

MINISTER'S INITIAL BUDGET ALLOCATIONS FOR 2024-25

Communities Minister Gordon Lyons has today announced the Department's initial Budget 2024-25 allocations. An Equality Impact Assessment (EQIA) consultation on the Department's initial Budget 2024-25 allocations will launch on 11 June 2024.

The consultation will be published on the Department's internet site and run until 3 September 2024. The EQIA asks for views on the allocation of funds for the financial year 2024 to 2025.

2024-25 Financial Challenge

The Executive's NI Budget 2024-25 allocations result in the Department facing a significant shortfall in both Resource DEL (£115.8m / 17%) and Capital (£167.3m / 48.5%) against bids submitted for 2024-25. The allocations are further compounded by recent high levels of inflation, adding to the cost of delivering public services, and increased demand for public services.

Difficult decisions have been considered by Minister to shield core public services as far as possible, while living within his Budget for 2024-25. A summary of the Minister's initial Budget 2024-25 decisions is available on the Department's [internet](#) site.



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For Councils, this means –

- The Rates Support Grant initial Budget is set at £3.1m for 2024-25, reflecting a reduction of £1.8m on 2023-24, and
- Labour Market Partnership funding to Councils will continue in 2024-25, aligned with business case approvals.

The Minister welcomes comment on any aspects of his initial Budget 2024-25 decisions. Your Council is encouraged to make responses to the Budget 2024-25 EQIA at the earliest opportunity. Responses received will be used to inform the Minister's final allocation of funds for 2024-25, including any necessary mitigations. Responses will also be used to consider further in-year mitigations, budget reallocations or to direct any additional funding that may emerge over the course of the financial year.

If you have any concerns, please liaise with Jeff Glass who will be is available to discuss jeff.glass@communities-ni.gov.uk, telephone: 9082 3375.

Yours sincerely,

ANTHONY CARLETON

cc Deirdre Ward



Committee:	Corporate Services Committee
Date:	12 June 2024
Report from:	Head of IT, Portfolio & Commercialisation (Acting)

Item for:	Noting
Subject:	Digital Journey- Enabling Efficiency and Customer Access

1.0	<u>Presentation to be provided to Members in support of report</u>
1.1	<p><u>Background</u></p> <p>The Council's digital journey involves leveraging technology to enhance service delivery, improve efficiency, and elevate customer engagement. This report provides an overview of the Council's progress, ongoing initiatives, and future plans regarding digital and IT transformation, and gives an update on the project team supporting this transformation.</p>
1.2	<p><u>Current Position</u></p> <p>To date Council has focused on getting the infrastructure right. IT infrastructure has been upgraded and improved in line with a cloud-based platform. Most notable is the migration to Office 365 and a shift to M365 and Azure (cloud) technologies. These changes have left us in a more secure and safe environment, while ensuring a more efficient way to do business.</p> <p>The Council continues to leverage its digital platform, "PlaceCube" with the transition of legacy applications to this platform. The Freedom of Information (FOI), Customer Care and Assets Inventory systems have so far been transitioned and updated to be more user-friendly. The Environmental Information Regulations (EIR) system is due to move to PlaceCube in the coming days.</p>
1.3	<p><u>Completed Projects 2023/24</u></p> <p>Outlined below are the projects completed in the last year through the IT and Digital Team:</p> <ul style="list-style-type: none"> • Replacement of Obsolete Systems We have upgraded FOI, customer care (complaints), Waste Management, Citizenship, and Asset Management systems to modernise operations and improve service delivery. • Box Office Ticketing System We have re-implemented the "Spektrix" box office ticketing system which has allowed better streamlining of ticketing processes, enhancing accessibility on the website. • Launch of New Corporate Website We have updated the look, feel and content of the Council's website for improved user experience, ensuring citizens can easily find the information they need, and access is equality proofed. • Digitisation of Application Processes We have digitised a number application processes, including Citizenship Ceremony Applications, Applications for Additional Household Landfill Bin Capacity, and assisted

Bin Collection Requests. By digitising applications we have simplified procedures, increasing accessibility to customers and reduced paperwork.

- **Rollout of QR Codes**

We have made use of QR Code capabilities so Members and Staff can share their contact details electronically, improving ease of contact.

- **“Citizen Report It” Solution**

We introduced a platform for citizens to report issues in a live environment or in their own time, fostering quicker community engagement and proactive problem-solving.

- **M365 Rollout to Staff**

We have improved how we work together by Implementing Microsoft 365 across staff members, enhancing collaboration, communication, and productivity. With Members migrating in May & June.

These completed projects represent significant milestones in the Council's journey towards digital transformation and improved service delivery.

1.4

Upcoming Plans

Our digital transformation is a developing journey and now that the infrastructure is in place, this allows for more focused effort on end-user projects.

- **Customer Centric**

Over the next 18/24 months Council want to focus on projects that are digitally aimed at our customers and residents being “digital first and not digital only”

- **Cyber Security**

IT Services continues to work with its partner to improve its secure score. Improvements should be possible with the retirement of the legacy infrastructure and services. IT continues to transition its services to the cloud with a cloud first strategy and has transitioned most of its servers to Azure and the 12Gb of data to SharePoint.

- **BT lines**

IT Services continues to remain focused on cost reduction with the cancellation of BT lines that are no longer required or suitable with the scheduled move from copper in 2025.

1.5

Digital Transformation Working Group

The Digital Transformation working group, made up of a cross-section of the Senior Management Team and the Digital Officer, is promoting innovation and strategically developing, coordinating, and managing Digital transformation activity across the Council. This group makes appropriate recommendations to relevant committees and provides direction and guidance to the Digital, IT and wider teams. The group ensures the projects align with the council/customer needs, transformation goals, Corporate Plan and Financial budgets. This group will be engaged in the development of a revised Digital Strategy for the Council from 2025.

The Digital Transformation working group acts as champions for the projects and their associated aims, promoting the appropriate use of technology, encouraging the adoption of digital solutions, and influencing the digital culture required from Staff, Members and customers.

2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members note the report and presentation relating to the work on the Council's digital journey.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>The budget for Digitisation Projects, currently comprises part of the IT Services and Digital Estimates 2024-2025.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	Yes / No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>This is an update on the current position and future ambition of the Council's digital journey.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes / No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>This is an update on the current position and future ambition of the Council's digital journey.</p>	
<p>Appendices: App 1 Presentation</p>		

Digital Journey

Enabling Efficiency and Customer Access



Infrastructure



What have we achieved?

- New System and Platform – Office 365 and Azure complement
- Microsoft Teams
- SharePoint
- Cloud based technology- more secure data portal
- Cypher training and phishing exercises
- Monthly Pen Tests as part of Eir Evo Contract
- Efficiency savings by closing off BT Lines circa £7k

What have we have planned?

- Members migrated to Office 365
- Deep dive of infrastructure and servers
- Continuous training for staff and members on Office 365 tools
- Shut down old legacy servers
- Continuous efficiency reviews

Digital Progress



What have we achieved?

- Launch of new Corporate Website
- New Digital Platform – Placecube
 - Upgraded Freedom of Information System
 - Customer Care
 - Waste Management
 - Citizenship Applications
 - Asset Management System
- Chatbot- Waste Services
- Digital Advisory Team (DAT)
- Digital Oversight Group

What have we have planned?

- EIR (Environmental Information Regulations)
- Planning Chatbot
- Digital Devices in 2 sites
- Staff Hub
- Digital Strategy
- Ideation for Community Project

Upskilling and Reskilling



Future

- A service that is:
 - Customer Centric
 - Resilient
 - Efficient
 - Effective
- 24/7 Access to Council services
- Continuous engagement with Members, Staff, Residents/Customers
- **Digital first but no-one left behind**

Corporate Plan 24/28 Themes

- **Civic Leadership**

Further use of digital technology to improve efficiency and increase customer access to services

- **People**

A digital connected area which is "digital first", "not digital only"

- **Planet**

We baseline and reduce our environmental footprint

- **Prosperity**

We see a reduction in the number of digitally excluded residents

- **10-year Investment Plan**

Thank you and Questions

Committee:	Corporate Services Committee
Date:	12 th June 2024
Report from:	Head of Human Resources & Organisational Development

Item for:	Decision
Subject:	Equality and Disability Action Plans Progress Report

1.0	<u>Background and Key Issues</u>
1.1	Under Section 75 of the Northern Ireland Act and Section 49A and 49B of the Disability Discrimination Act, as a designated public body, LCCC has to provide the Equality Commission with a report on how it has implemented its equality, good relations and disability duties in the previous year.
1.2	The report follows the Commission's template and summarises key activity across the Council's services during 2023-2024. It is not intended to capture every action but to give a flavour and to highlight where the equality and disability duties have led to changes in how services are delivered and where equality considerations have led to improved outcomes for service users.
1.3	This progress report is considered against the LCCC Disability Action Plan (2021 – 2025) and Equality Action Plan (2021 - 2025).
1.4	Key examples of good practice are detailed in the appended report, but examples include: <ul style="list-style-type: none"> • Sensory room, sign language interpreter, accessibility area all in use for the “Christmas Switch On” • Sensory Shopping Night as part of Lisburn Light Festival • Disability sledging and inclusive ice-skating launched at Dundonald International Ice Bowl • Silent ASD friendly disco hosted at Lagan Valley LesiurePlex • Collaborations with additional needs groups
1.5	It is noted that during 2023/24 a notice of motion was passed in support of the LGBTQ+ community, and our equality action plan for 2024/25 has been updated accordingly.
2.0	<u>Recommendation</u> It is recommended that Members approve the attached report.
3.0	<u>Finance and Resource Implications</u> Not applicable to this paper, any actions would be budgeted and monitored accordingly within the respective Unit.
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>
4.1	Has an equality and good relations screening been carried out? No

4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	This is an update document against equality and disability action plans, this is not required.
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	This is an update document against equality and disability action plans, this is not required.

Appendices:	<ul style="list-style-type: none"> • Draft Annual Progress Report 2023 – 2024 • Equality Action Plan Progress Update • Disability Action Plan Progress Update
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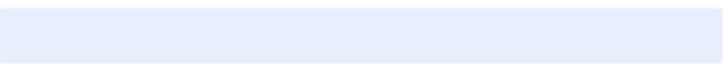
Lisburn & Castlereagh City Council



Public Authority Statutory Equality and Good Relations Duties

Annual Progress Report

Contact details:

<ul style="list-style-type: none"> Section 75 of the NI Act 1998 and Equality Scheme 	Name: Annie Wilson Telephone: 02892 447485 Email: annie.wilson@lisburncastlereagh.gov.uk
<ul style="list-style-type: none"> Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan 	As above <input checked="" type="checkbox"/> Name: Click or tap here to enter text. Telephone: Click or tap here to enter text. Email: Click or tap here to enter text.
Documents published relating to our Equality Scheme can be found at:	Equality screening reports 2023/24 - Lisburn & Castlereagh (lisburncastlereagh.gov.uk)
Signature:	

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

It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.

This report reflects progress made between April 2023 and March 2024

PART A

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

- 1** In 2023-24, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

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

Lisburn and Castlereagh Council (LCCC) has further ensured an inclusive approach in relation to accessibility at events / service delivery. There is a commitment to arranging sign language interpreters at public civic events and to provide quiet spaces for those who need it where possible. Examples include:

- The Christmas Switch on included sensory room Accessoloo, sign language interpreter, large screen projection and accessible area for those with mobility issues.
- The Castle Gardens Light Trail was opened 1 hour early daily to accommodate those who do not like large crowds or loud music.
- Twilight night, with a full evening dedicated to those with sensory needs
- Sensory Shopping Night as part of Lisburn Light Festival, featuring reduced music and lights, as well as accessible sensory play buses. Lagan Valley Hospital inpatient facility (patients / carers / staff) invited to attend Light Festival events.

Development of accessible projects within sport and recreation to encourage and facilitate access and inclusion. Examples include:

- Dundonald international ice bowl launched new disability sledging and inclusive ice-skating sessions. In partnership with the Disability Sledging sessions offer individuals with physical and mobility-related disabilities access to experience ice sports. Inclusive Ice-Skating sessions provide new innovative skating aids and are suitable for those with non-mobility-related disabilities.
- Lagan Valley Leisureplex hosted a silent ASD friendly disco.
- Annual timetable of specialised training courses for local sports clubs and coaches, as part of the Coach Education Programme: Course topics include Mental Health Awareness, Defibrillator and CPR Training and Disability Inclusive Games Training.

Lisburn & Castlereagh Policing and Community Safety Partnership (PCSP) launched a Project Support Programme, themes include those relevant particularly to section 75 groups (increase reporting of Domestic Abuse incidents and provide support to the victims and to reduce the fear of crime, especially amongst vulnerable groups).

PART A

The council continued to deliver a programme of Age Friendly activity and support for older people through the PCSP and Community Safe and Well (CSAW) programme. Feedback has been excellent. Examples included 6 week Over 50's Circuit Training programme at Lough Moss Leisure Centre and Over 50's Nutrition Workshop.

The Council's Youth Forum continued to be a focal point for consulting young people to inform council services. Youth Council members are trained in good relations and work in partnership with key council departments and external statutory partners.

The Labour Market Partnership aims to improve employability conditions across the council district. As per our research, the groups that are most under-represented which will be mainly targeted, are those with a disability, care givers (particularly women with young children working part time) and young people. Programmes developed to accommodate participants based on the needs identified as part of individual action plans. Programme proposals include 'Pathways to Employment', providing support and training for those who have a disability or long-term illness and are currently unemployed / underemployed. Supporting 24 people 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.

Be Inclusive Event – an inclusivity event for local employers of Lisburn and Castlereagh. The purpose of the event was to provide useful tips and training to promote an inclusive workforce, reasonable adjustments that can be made and an overview of the legislative obligations surrounding disability.

LCCC allocated two wooden huts at the Christmas Market to serve as a platform for social enterprises, free of charge. These enterprises, which cater to vulnerable youth and disabled people, showcased products they had crafted. This initiative offered a space to sell their goods but also facilitated valuable work experience through their affiliated organisations.

Ulster Scots Leid Week events held in partnership with Ulster-Scots Agency and Ulster-Scots Community Network Network.

Irish Language Programme for Seachtain na Gaeilge 2024 (Irish Language Week) in partnership with Féile lios na gCearrbhac (Lisburn Féile).

Ensured that city centre bunting for the Kings coronation was colour neutral to remove any potential affiliations to any individual sections of the community.

St Patrick's Day Event featured dancers from various cultural backgrounds to underscore the inclusive nature of the day's activities.

Business Solutions – While programmes are aimed at benefiting all users, Female participation has been identified as a targeted group with initiatives in place to increase % start-ups across some programmes. Youth Unemployment is growing across LCCC, programme development aimed at Young People, collaboration with organisations including Princes Trust. Delivery of programmes is a hybrid of online and face to face engagements with business workshops and mentoring, and inclusion of subtitles on video / webinar content. Continuation of promotion of programmes through a range of mediums.

Official opening Lough Moss Community Hub: multi-games area; sensory garden; durable surface to pathway for improved accessibility.

PART A

Event marketing incorporate print materials, ensuring accessibility to those who may not be active on social media or online platforms. Expansion of outreach efforts to target a younger demographic by utilising TikTok as a platform for promoting events.

International Women's Day event held. The event specifically tailored to women's interests, which fostered a space where the women could feel represented and empowered.

A targeted focus on women's health took place, including Staywell bulletins to staff.

Advertising campaigns inclusive / diverse, promoting equality by reflecting the diversity of our community and challenging stereotypes.

A reusable nappy scheme has been in operation, supporting parents and environmental aims.

Collaboration with additional needs groups such as Stepping Stones Programmes, for example horticulture projects.

Working with Dementia Friendly Partnership to create a more inclusive society for people living with dementia.

Mayor's Carnival Parade and Family fun day – supporting Mayor charities – Atlas Centre and Helping Hand – Royal Hospital Belfast Charity.

In Aghalee, the Footpath was widened to ensure DDA compliance. This will ensure that all pedestrians are able to safely travel through the village.

Development of Digital Grant Aid system to make the grant aid process more accessible for service users. Developed utilising Smart Survey and this will continue to be reviewed and monitored in line with the Digital Strategy.

Continuing to ensure citizens have the opportunity to influence decision making through accessible community conversations.

The new Customer Care System has enhanced the Council's ability to streamline service case management. With the new system being accessibility-friendly and automated, communication processes have led to improved service delivery and faster response times, ultimately boosting overall customer experience. This project serves as a clear demonstration of the council's dedication to delivering efficient and responsive services to its residents.

The council's Building Illumination policy, Mayoral and Civic events programme continued to raise awareness of key equality issues and groups alongside the work of local and regional charities. Equality related events and days marked with building illuminations, promotion on social media and/or council events included: Endometriosis Awareness Month, Global Intergenerational Week, Holocaust Memorial Day, International Day of Disabilities, Pride, NSPCC 'Walk for Children' campaign.

Belfast Agreement on display in Irish Linen Centre and Lisburn Museum

Cancer Fund for Children is the Mayor of Lisburn & Castlereagh City Council's chosen charity. Cancer Fund for Children is the leading charity for children and young people living with cancer. They help to empower, connect and strengthen children, young people and their families so they feel better equipped to deal with the impact of cancer.

PART A

Lisburn & Castlereagh City Council (LCCC) has given the green light to a multi-million-pound redevelopment at Dundonald International Ice Bowl and are committed to ensuring this is a positive experience for everyone, having carefully considered access arrangements. The new facility will include changing place facilities, in accordance with our new policy, and a full range of accessible equipment supporting people to enjoy the gym, ice, and bowling.

A notice of motion regarding LGBTQIA+ matters was agreed through the Corporate Services Committee in September 2024 and actions have commenced. An addendum to the council's Equality Action Plan is included in this regard.

PART A

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- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2023-24 (*or append the plan with progress/examples identified*).

Equality Action Plan 23-24 appended

PART B

- 3 Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2023-24 reporting period? (*tick one box only*)

Yes

No (go to Q.4)

Not applicable (go to Q.4)

Please provide any details and examples:

Equality screening and monitoring is leading to further targeted consultation, as well as consultation processes becoming more accessible and inclusive. Increased awareness on presenting information in different formats as well as promoting these to section 75 groups.

Documentation is presented in an accessible format to support screen readers.

Outcome of more in depth consideration in relation to access to Digital Sculpture Trail in Hillsborough Forest. Wifi to be installed in the Forest to enable more users to download the App.

BSL interpreters made available for consultation events.

PART B

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

Please provide any details and examples:

Evidence of accessibility being considered more widely and in advance, identifying particular needs of certain groups and promoting.

As detailed in our action plans, numerous impacts have been had across Section 75 groups.

In addition, our attendance management policy has been reviewed, with anticipated implementation in 24/25 to better support individuals who may consider themselves to be disabled.

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

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

Due to the additions to screening documents with regard to Section 75 there has been an increased awareness on inclusivity and accessibility. Full examples can be seen within our published documents. Examples include the use of BSL interpreters to improve access and encourage participation, and consideration to ensure that good relations are promoted across communities.

PART B

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

Other *(please specify and give details):*

Click or tap here to enter text.

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

Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

- 4 Were the Section 75 statutory duties integrated within job descriptions during the 2023-24 reporting period? *(tick one box only)*

PART B

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

Please provide any details and examples:

Job descriptions include a commitment to promote equality of opportunity, and this area will remain under review in 2024-25 with the appointment of a new HR manager to identify any areas to strengthen further.

5 Were the Section 75 statutory duties integrated within performance plans during the 2023-24 reporting period? *(tick one box only)*

- Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment

PART B

- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

Consideration to Section 75 duties is a core consideration in the formulation of our Corporate Plan and Performance Improvement Objectives. These set the strategic direction that is then followed at a departmental and unit level to achieve. Ensuring a golden thread of integration throughout the performance planning process.

6 In the 2023-24 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation's corporate plan
- No, the organisation's planning cycle does not coincide with this 2023-24 report

PART B

Not applicable

Please provide any details and examples:

Equality and good relations are a core pillar of the Council's corporate plan and annual Performance Improvement Plans and are mainstreamed across council services. Certain functions/service areas will also have departmental-specific plans to promote inclusion, e.g., Age Friendly, Good Relations, Community Services, CSAW (Community Safe and Well) programme, PCSP, Sports Services, etc.

Equality action plans/measures

7 Within the 2023-24 reporting period, please indicate the **number** of:

Actions completed:

1

Actions ongoing:

12

Actions to commence:

0

Please provide any details and examples (*in addition to question 2*):

PART B

The majority of the actions in the EAP are ongoing / recurring actions which are delivered in each business year. This includes delivering discreet actions in year, whilst the wider overall action remains on-going.

All actions in the plan have been delivered or progressed to some degree. There have been some additional challenges in 2023-24 with vacant positions, however with the appointment of new HR manager and Equality Officer there will be a renewed focus on all areas, especially those highlighted in Section 3.

- 8 Please give details of changes or amendments made to the equality action plan/measures during the 2023-24 reporting period (*points not identified in an appended plan*):

No changes made during the 2023-24 reporting period, this is year 3 of a 5 year plan. Consideration will be given to renewing the plan in 2024-25.

- 9 In reviewing progress on the equality action plan/action measures during the 2023-24 reporting period, the following have been identified: (*tick all that apply*)

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

PART B

- Measures to address a prioritised inequality have been completed

Arrangements for consulting (Model Equality Scheme Chapter 3)

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

All the time

Sometimes

Never

- 11** Please provide any **details and examples of good practice** in consultation during the 2023-24 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:

In the past year there were multiple public consultations including e.g. Corporate Plan, PeacePlus, Performance Improvement Plan.

‘Your team are clearly very busy in the diverse and wide range of roles they undertake, day and night in the local community to maintain local services. It is very clear they are striving to make

PART B

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real and meaningful changes to assist people of all ages and abilities who live within the local community.’ Feedback from consultation focus group Draft Improvement Objectives for 2023/24

During the development of the LMP Action Plan, consultations were carried out with a number of stakeholders in order to gain a thorough understanding of the current labour market and recognise the limitations and weaknesses in order to develop a relevant Action Plan. Targeted consultation included social enterprises (Atlas Women’s Group, Stepping Stones, 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).

As part of the development of the new website consultation exercises included focus groups, one of which was explicitly for Section 75 groups. The feedback helped to enhance the content of the new user friendly, accessible website.

12 In the 2023-24 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information by email with an opportunity to opt in/out of the consultation

PART B

- Internet discussions
- Telephone consultations
- Other (*please specify*): Click or tap here to enter text.

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

Generally, consultation questionnaires/surveys did not ask people to provide details of which Section 75 category they belong. However, some consultations specifically targeted disabled people and representative groups as committed to in our Disability Action Plan.

All consultations resulted in feedback from people who declared a disability or who advocate on behalf of disabled people. Generally, support groups welcome in person engagement. Increased awareness of the fact that affected individuals and representative groups may have different needs. We take appropriate measures to ensure full participation in any meetings that are held. We will consider for example the time of day, accessibility of the venue, how the meeting is to be conducted, use of appropriate language, whether a signer and/or interpreter is necessary, and whether the provision of childcare and support for other carers is required.

PART B

13 Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2023-24 reporting period? *(tick one box only)*

Yes

No

Not applicable

Please provide any details and examples:

Whilst not explicitly targeting awareness raising relating to the equality scheme, LCCC frequently reaches out and engages with various groups, particularly community groups within our area. A Mayor's reception for the deaf community was also recently held, in order to improve our communication/engagement.

14 Was the consultation list reviewed during the 2023-24 reporting period? *(tick one box only)*

Yes

No

Not applicable – no commitment to review

PART B

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

[Equality screening reports 2023/24 - Lisburn & Castlereagh \(lisburncastlereagh.gov.uk\)](https://www.lisburncastlereagh.gov.uk)

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

32

- 16** Please provide the **number of assessments** that were consulted upon during 2023-24:

1 (Kerbside recycling) Policy consultations conducted with **screening** assessment presented.

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

Click or tap here to enter text.Consultations for an **EQIA** alone.

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

Kerbside Recycling: An equality consultation was undertaken from 3rd July 2023 - 25th September 2023. An equality screening exercise conducted in advance of running the consultation and the equality screening document was available for review during the

PART B

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consultation period. The outcome supported the proposed model with no required changes or adjustments. In Autumn 2023 Council decided to pause progression of the harmonised service roll out to await further clarification from a DAERA public consultation; this began as expected in March 2024 and is currently on-going.

Development of Dundonald International Ice Bowl: Representative groups identified under Section 75 categories. To ensure various sections of the community were included, several consultation methods were carried out at different locations which were accessible to all. To ensure stakeholder engagement sessions are delivered to the highest standard, there will be monthly reviews against the engagement plan. Any learning points from sessions will be transferred to future sessions and the plan updated accordingly. Actions will also be reviewed to ensure the project has engaged with 'hard to reach' groups and fulfilled Section 75 responsibilities.

Other consultations include but are not limited to the Corporate Plan, and Performance Improvement Objectives.

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

Yes

No concerns were raised

No

PART B

Not applicable

Please provide any details and examples:

Click or tap here to enter text.

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

19 Following decisions on a policy, were the results of any EQIAs published during the 2023-24 reporting period? *(tick one box only)*

Yes

No

Not applicable

Please provide any details and examples:

Where new policies have been developed a screening document is completed and published. However, a full EQIA of a policy has not been required during the period.

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

20 From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2023-24 reporting period? *(tick one box only)*

PART B

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

Please provide any details:

Click or tap here to enter text.

Ongoing Monitoring of policies, projects and services is the responsibility of service departments as each function has different needs. While departments commit to monitoring for specific services or projects following equality screening, this is an area for development and will require capacity building and corporate focus. It is expected that this area will be subject to corporate consideration within the lifetime of the equality scheme. In the meantime, some departments are taking steps to integrate equality considerations in their service monitoring as part of Performance Improvement objectives.

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

 Yes No

PART B

Not applicable

Please provide any details and examples:

Click or tap here to enter text.

This is a consideration for all policies, one example being the review of our attendance management policy. This is anticipated for implementation in 24/25. Data used included monitoring data from across our workforce, as well as the wider Council area (and further afield) in order to ensure the policy was suitable.

- 22** Please provide any details or examples of where the monitoring of policies, during the 2023-24 reporting period, has shown changes to differential/adverse impacts previously assessed:

Through ongoing monitoring and in response to feedback from a number of visitors regarding a particular sculpture, following advice from the Equality Commission, options were brought to the relevant council committee. The Council agreed to implement one of the options and this work has begun, Council will work with the artists, the digital consultant, Forest Service and stakeholders to ensure maximum inclusion/accessibility without compromising the design and the forest infrastructure.

Monitoring identified under representation of females in golf club membership, this contributed to the delivery of a free 6 week golf course at Aberdelghy Golf Course.

PART B

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

The new Age Friendly strategy and action plan has been informed by the Age Friendly survey; Your Age, Your Community Your Opinion. This survey generated over 400 responses from residents who were aged 50 and over across the LCCC area. The Age Friendly survey provides qualitative and quantitative data. Information sessions in group settings were also held to accompany the Age Friendly survey.

Through feedback survey during events, the Regeneration and Growth team track the age demographics of attendees and enquire about their sources of event discovery. This data proves useful when planning further service delivery.

Staff Training (Model Equality Scheme Chapter 5)

- 24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2023-24, and the extent to which they met the training objectives in the Equality Scheme.

Outlined in 5.1, 5.2, 5.3 of the appended Equality Action Plan

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

PART B

Examples include – Excellent feedback from early stages of E-Learning modules on Equality and Diversity. Further modules are in development which will be designed for staff responsible for policy development.

While Staff satisfaction with all training provided remains very positive with staff rating their knowledge/understanding as significantly increased, training is an area of focus for 2024-25. Newly appointed Equality Officer has undergone training through the Equality Commission, Cara Friend and NICCY as well as Train the Trainer. Further staff training needs have been identified and training is in development and planning stages.

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

- 26** Please list **any examples** of where monitoring during 2023-24, across all functions, has resulted in action and improvement in relation **to access to information and services**:

See section one.

Complaints (Model Equality Scheme Chapter 8)

- 27** How many complaints **in relation to the Equality Scheme** have been received during 2023-24?

Insert number here: None

Please provide any details of each complaint raised and outcome:

PART B

Any complaints which may have an equality impact are highlighted to the Equality Officer and a collaborative approach taken accordingly. None have related to the scheme itself.

Section 3: Looking Forward

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

2023-24 was year 3 of a 5 year scheme, due for review 2025-26

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

To ensure all screening exercises remain meaningful, there will be a renewed focus on training for staff involved in Policy Making on Equality Screening and EQIA's, with particular focus on consultation and monitoring practices, as well as using evidence in policy making.

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

Employment

Goods, facilities and services

PART B

- Legislative changes
- Organisational changes/ new functions
- Nothing specific, more of the same
- Other (please state):

Click or tap here to enter text.

PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans

1. Number of action measures for this reporting period that have been:

0	5	0
Fully achieved	Partially achieved	Not achieved

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

- Policy development and reporting
- Awareness and Understanding

PART B

- Promotion and Engagement
- Communication and Accessibility
- Promoting Employability and Employment for disabled people.

*Many actions are continuing actions and will be reported on for each year of the plan.

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

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

Level	Public Life Action Measures	Outputs ⁱ	Outcomes / Impact ⁱⁱ
National ⁱⁱⁱ	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Regional ^{iv}	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Local ^v	Action 3.1 Identify relevant opportunities and encourage participation of disabled people through targeted promotion	Public consultation plans to include specific targeting of disabled groups and individuals.	Increased accessibility for disabled groups.

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<p>Local^{vi}</p>	<p>3.2 Ensure disabled people and representative groups are targeted proactively in all council consultations and engagement initiatives</p>	<p>Communication methods and channels continue to be made accessible to people with different disabilities – alternative formats provided Smart Survey is the online consultation system and the accessible template is used for all council surveys. Corporate Comms also annually provides speech and language software for all council websites to ensure accessible in a number of formats. Targeted consultations have increased in 2023-24.</p>	<p>Improved participation and engagement with disabled groups.</p>
<p>Local^{vii}</p>	<p>3.3 Continue to work with disabled individuals and their representative groups</p>	<p>Achieved and ongoing. There has been increased focus on supporting needs of deaf community following representation to Mayor.</p>	<p>Improved participation and engagement with disabled groups.</p>

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

	Training Action Measures	Outputs	Outcome / Impact
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Action 2.1	Include Disability Duties in all general awareness training for staff and Elected Members	DDA duties covered in all general awareness (and other relevant) training delivered in 2023-24. Included in training for Elected Members June 2024. Development of online training also includes DDA duties.	Increased awareness of role, and ability to challenge strategically.
Action 2.2	Council’s responsibility in relation to DDA Duties to be referenced in all induction training for new staff and Elected Members	DDA Duties included in Equality training as part of corporate induction.	Improved awareness for staff and elected members.
Action 2.3	Include Disability Duties in equality screening training for relevant staff	DDA duties included in Equality screening training / briefings.	Improved awareness for staff, and ensuring compliance with policy.
Action 2.4	Provide targeted awareness training for staff identified as having potential to deliver on DDA Duties	Equality modules in development for new e-learning system will include targeted awareness training for staff previously identified as having potential to deliver on DDA Duties.	Pending, but anticipated that this will increase accessibility for those covered by DDA.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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

	Communications Action Measures	Outputs	Outcome / Impact
2.5	Share relevant information and promote disability support services to staff	Regular circulations from HR&OD team. Wellbeing HubTo support HR & OD which is responsible for internal comms to staff, Corporate Comms would add all messages	Enhanced access and awareness for staff.

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		to the staff Facebook group to allow those without an email address to access them.	
3.6	Participate in or mark annual Disability Days/events	Achieved and ongoing	Improved awareness, and encouragement of participation.
4.1	Include positive images of individuals with a disability in promotional material and publications	Corporate Communications work with all teams across the council to ensure inclusive, positive images are taken and used across promotional channels and publications.	Enables those with a disability to relate stronger to communications used.
4.2	Ensure features about disability, case studies, promotion of accessibility provision, etc, in council publications	All material is drafted with inclusion and accessibility in mind when relevant to topic e.g. proposed new bin collection model, speeches for elected members, CityWide magazine	Ensures inclusivity for all, and demonstrated by minimising complaints raised regarding equality.
4.3	Review council website and communications to ensure that information about disability duties is well promoted	New website has the information in a more user-friendly format. All documents provided are on the intranet.	Enhanced promotion of duties and accessibility.
4.4	Keep under review the accessibility of the website and communication methods/policies generally	Equality audit of website underway - Reachdeck. Business plan for video relay services. New website meets the Accessibility Regulations for public sector bodies. The cross-departmental web group has been advised of how information needs to be created to meet requirements. A style guide and user-friendly content guide have been drafted for issue to staff in due course. Currently Corporate Communications is editing information as needed to ensure compliance and consistency within new website.	Ensure appropriate accessibility, with continuous improvement also in this regard.

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

	Encourage others Action Measures	Outputs	Outcome / Impact
1	Just a Minute	Pver 2— employees registered on the scheme.	Enhanced provision to customers, and promoted to partner organisations, role modelling the behaviour and encouraging their participation.

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

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
1.1	Ensure disability is included in all equality screening of policies, projects and plans	Disability considered in all screening. Evidence of increased awareness, regular consulting with disabled groups / people. Accessibility considered more widely and promoted.	Consideration fully given at the outset to ensure inclusivity, minimising number of issues raised or complaints received.
1.2	Add Disability Duties to equality screening template	The DDA Duties questions were considered in all equality screening exercises	Ensures appropriate consideration is given, and enhanced understanding of duties.
1.3	Prepare an annual report to the ECNI on implementation of the plan. Progress report publicised on Council website	Annual report submitted to the ECNI on implementation of the plan. Progress report 22-23 to be published.	Compliance and transparency.

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1.4	Include a disability focus in quarterly departmental management team/equality officer meetings	Achieved and ongoing. With appointment of new Equality Officer there will be a renewed focus on this in 2024-25.	Regular updates and discussions and DMTs ensures a focus on progressing actions in both the EAP and DAP and to discuss and share information.
1.5	Report progress on implementation of action plan to staff	Updated annually.	Staff awareness on DDA duties and how they can contribute to the plan continues to improve.
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
5.1	Explore employability programmes with key disability support organisations	Exploration of programmes is underway. Usel and Disability Action supporting employees.	Increased access to work and reduced absence length.	Consideration of further development in 24-25 with appointment of new HR manager
5.2	Work Placement or shadow opportunities identified and offered via programmes managed by organisations such as Cedar Foundation, NIUSE	Opportunities have been explored and identified.	Increased participation and support for individuals once fully implemented,	Consideration of further development in 24-25 with appointment of new HR manager
5.4	Promotion of job opportunities to disabled potential applicants through lawful positive action approved by ECNI, eg, welcoming statements in job adverts, etc	General welcome statement added to job adverts. Positive examples compiled and suggested	Increased engagement from disabled applicants.	Review of processes, further development in 24-25 with appointment of new HR manager

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

	Action Measures not met	Reasons
2.6	Carry out survey of staff and Elected Members to assess knowledge of Disability Duties and to gauge attitudes to disability/disabled people	Exploratory work undertaken with a view to progressing in final years of the plan. Resourcing challenges, particular in respect of sourcing a permanent Equality Officer are now resolved enabling further progress in this area.
3.4	Explore development of a Disability Forum/consultative group – to include representation from relevant council officers and functions	Exploratory work undertaken with a view to progressing in final years of the plan. Resourcing challenges, particular in respect of sourcing a permanent Equality Officer are now resolved enabling further progress in this area.
3.5	Explore setting up an internal Disability Forum for Staff	Exploratory work undertaken with a view to progressing in final years of the plan. Resourcing challenges, particular in respect of sourcing a permanent Equality Officer are now resolved enabling further progress in this area.
4.5	Consider adopting ECNI Every Customer Counts initiative for front line services	Renewed focus in 24-25 following appointment of EO.
5.3	Work with ECNI to explore ring-fencing of some jobs for people with disabilities	Consideration of further development in 23-24 with appointment of new HR manager and EO officer.

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

(a) Qualitative

No new monitoring tools within the period.

(b) Quantitative

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ITrent implemented to improve monitoring of staff. No further new monitoring tools during the period.

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

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

Please select

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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

Our plan will be reviewed in accordance with it’s life span, although the specific changes to take place have not yet been identified at this time.

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- ⁱ **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.
- ⁱⁱ **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.
- ⁱⁱⁱ **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments
- ^{iv} **Regional**: Situations where people can influence policy decision making at a middle impact level
- ^v **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
- ^{vi} **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
- ^{vii} **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.

LCCC Equality Action Plan 2021-2025 – Departmental Progress April 2023 – March 2024

Theme 1: Service Provision				
Potential Inequality or Key Issue	Actions	Responsible Unit/Department	Monitoring and Timescales	Progress 2023-2024
1.1 Not all individuals may be accessing the appropriate level of service they require (Access to waste collection services)	Continue to provide assisted lifts as appropriate and bin upgrade assessment in line with Council policy	Waste Management & Operational Services	No. of assisted lifts and No. of bin upgrades provided Ongoing feedback and annual review	207 new households were supported with assisted lifts 23-24. Total now provided is 2,460 - 3.99% of households. 359 households were provided with bin upgrades in 23-24. Total number of households accommodated is 4517 - 7.32% of all households now have larger/additional landfill bins.
1.2 Some residents may wish streets or Council property/facilities to be named in a language other than/in addition to English	Apply current policy to requests for street naming Review current policy and/or develop new policy as required	Building Control / Environmental Services Directorate Environmental Services (ES) Committee All relevant services	Ongoing monitoring of requests and annual review	No new recent requests for a Policy review have been received in 23-24.
1.3 Cemetery Provision	To make explicit that all faiths, and none, will be accommodated (as far as practicable). Continue through the development of a	Environmental Health/Environmental Services Directorate	Ongoing monitoring of interments, including breakdown by faith, where known. Evidence of consideration given to issues raised	No update for 23/24 in respect of equality considerations, monitoring to continue.

	corporate cemetery strategy.			
<p>1.4 Some children may not be able to access relevant play facilities that they may require</p> <p>(Inclusive Fixed Play Equipment Provision)</p>	<p>Development of Inclusive Fixed Play Equipment Provision Policy (with input from key stakeholders)</p> <p>Active consideration of needs of different abilities in development and refurbishment of facilities</p>	Parks & Amenities	<p>Evidence of consideration and new facilities developed/provided</p> <p>Feedback from users and key stakeholders</p> <p>Annual review</p>	<p>Ongoing review of playparks and maintenance/upkeep of equipment.</p> <p>No new playparks have been installed in 2023/2024.</p> <p>Any new developments will consider needs of Section 75 Groups.</p>

Theme 2: Access to Information				
Potential Inequality or Key Issue	Actions	Responsible Unit/Department	Monitoring and Timescales	Progress 2023-2024
<p>2.1 Some individuals/ groups may be disadvantaged by not having full access to information provided by Council</p> <p>(Ensure information is accessible to all)</p>	<p>To keep under review requests for information in various formats across Council</p> <p>Monitor all electronic/social media avenues to promote accessibility</p>	<p>All Council Departments & Units, including Communications core services such as:</p> <p>Waste Management</p> <p>Environmental Health</p> <p>Parks & Amenities</p> <p>Sports Services</p>	<p>Ongoing monitoring of requests and feedback</p> <p>Annual review</p>	<p>Ongoing consideration by all Council Departments and Units. Business Case for development of Video relay services is in early stages.</p> <p>Live chat software and Reachdeck implemented.</p> <p>Proactive provision of alternative formats enhanced accessible options available.</p> <p>Promotional video launched which outlines accessibility measures at facilities.</p> <p>Promotion of events include accessibility information.</p> <p>Engagement with the deaf community increased, including at a Mayoral reception.</p>

Theme 3: Our Community				
Potential Inequality or Key Issue	Actions	Responsible Unit/Department	Monitoring and Timescales	Progress 2023-2024
<p>3.1 Some individuals, children/young people as well as adults with a range of disabilities, may not have access to appropriate toileting/cleaning facilities locally</p> <p>(Adequate provision and distribution of Changing Places Toilets across Council facilities and area)</p>	<p>Carry out public consultation and develop draft Changing Places Policy and Guidance</p> <p>Active consideration of CP facility in all relevant new projects and refurbishments, according to policy</p> <p>Active promotion of CP provision to Council partners as appropriate</p>	<p>Assets Unit/Service Transformation Directorate</p>	<p>Number of projects where a CP facility is considered</p> <p>No of new facilities provided within the Council area</p> <p>Feedback and annual review</p>	<p>CP Policy in place and consultation feedback considered.</p> <p>CP facility included in designs for DIIB.</p>
<p>3.2 Some individuals/groups may find the location of Council facilities a deterrent to use or may find certain buildings and premises inaccessible.</p>	<p>Audit of existing facilities</p> <p>Political feedback</p> <p>Capital investment schedule</p> <p>Review of capital programme</p> <p>GIS mapping</p> <p>Demographic study</p>	<p>Parks & Amenities</p> <p>Sports Services</p> <p>Communities</p> <p>Assets</p> <p>Waste Management & Operational Services</p>	<p>Ongoing</p> <p>Feedback and annual review</p>	<p>Sports Services - Continue to monitor sites and implement any plan in line with capital programme for improvement schemes.</p> <p>Facilities are accessible.</p> <p>Age Friendly ensures a robust mechanism is in place to ensure activities and events that are carried out on council facilities are disability friendly.</p>

<p>(Location/provision of facilities including indoor and outdoor leisure; council property and public service sites)</p>	<p>Estates strategy to be approved and Estates action plan to be developed</p> <p>Facilities and services, including accessibility measures, promoted accordingly</p>			<p>Approval of new DIIB.</p>
<p>3.3 Some groups may feel that they can't access available grants</p> <p>(Access to grants)</p>	<p>Use all feasible communications media</p> <p>Publicise grant finder</p> <p>Targeted promotion to under-represented groups as appropriate</p>	<p>Sports Services</p> <p>Communities</p> <p>Economic Development</p>	<p>No. of grant applications</p> <p>Feedback and Annual review</p> <p>Monitor applications from different locations within Council and, where feasible, by equality group.</p>	<p>Range of stakeholders including community and voluntary organisations successful in grant applications. to help build better and more inclusive communities.</p> <p>A number of face to face workshops for groups and 1-2-1 sessions were held.</p> <p>As part of the development of the new website consultation exercises included focus groups, one of which was explicitly for Section 75 groups. The feedback helped to enhance the content of the new user friendly, accessible website.</p>
<p>3.4 Digital Inclusion – No one left behind</p>	<p>Three year Strategy developed, with associated action plan.</p> <p>Planning to recognise that not all citizens will be equally able to access digital services and may require adjustments or alternative provision.</p>	<p>Service Transformation Directorate</p>	<p>Customer engagement survey.</p> <p>Digital exclusion mapping.</p> <p>Digital services review.</p>	<p>Provision is made for those who are not digitally engaged, commitment to 'Digital first, not digital only'. Age friendly – digital inclusion, tablets provided for service users.</p> <p>Monthly reports on all the council websites through speech and language software provider will assist with informing digital services review.</p> <p>The council websites are coded with software that translates them into the chosen language of users,</p>

				<p>reads the content to them, allows them to increase font size etc.</p> <p>Operation of the Connecting You scheme.</p> <p>Residents' magazine CityWide is digital it is accessible via the website. It is also available in audio and braille formats on request.</p>
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Theme 4: Health and Wellbeing				
Potential Inequality or Key Issue	Actions	Responsible Unit/Department	Monitoring and Timescales	Progress 2023-2024
<p>4.1 Some individuals/groups may feel that they can't participate in various leisure activity programmes</p> <p>(Access to physical activity programmes)</p>	<p>Engagement to identify those in need</p> <p>Tailoring of 'inclusive' CSAW programmes</p> <p>Proactive promotion to and targeting of under-represented groups</p>	Parks & Amenities	<p>Review of users</p> <p>Ongoing feedback and annual review</p>	<p>Continuing to develop programmes suited for all.</p> <p>Biodiversity, horticulture and CSAW programmes continuing to engage with section 75 groups, for example recent engagement with hearing impairment group to support inclusive activities. These will continue to grow and develop.</p>
<p>4.2 Some families/households may feel excluded from various sports activities</p> <p>(Vitality Household Membership)</p>	<p>Equality screened</p> <p>New concession groups</p> <p>GIS mapping</p> <p>Targeted marketing</p>	Sports Services	<p>Membership numbers</p> <p>User categories/numbers</p> <p>Independent survey/feedback</p> <p>Annual review</p>	<p>Screenings and activity undertaken, including consideration given to these groups as part of the plans for the new DIIB.</p>
<p>4.3 Some individuals/groups may feel they</p>	<p>GIS mapping</p> <p>Non user feedback</p>	<p>Parks & Amenities</p> <p>Sports Services</p>	<p>No. of users including concessions</p>	<p>Membership continues to grow indicating a suitable cost for the services provided.</p>

can't participate in various leisure activities due to costs (Charging policy)	Targeted marketing Comparison with public and private competitors	Communities	Feedback and Annual review	
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Theme 5: Training				
Potential Inequality or Key Issue	Actions	Responsible Unit/Department	Monitoring and Timescales	Progress 2023-2024
5.1 Customer facing staff, and supervisors, may feel that they require (regular) training to deal with the broad range of customers	<p>Identify training needs</p> <p>Deliver annual programme which includes both generic equality awareness training and issue-specific training for identified target groups</p>	<p>Equality Officer and HR & OD</p> <p>Heads of Service</p>	<p>Ongoing</p> <p>Evaluation of training delivered</p> <p>Feedback from staff and evidence of impact</p>	<p>Equality Awareness and Screening workshops delivered under corporate training programme and further training delivered including:</p> <ul style="list-style-type: none"> • Dignity at Work training • Recruitment and Selection training • JAM card training continues • Mental Health First Aid delivered • Equality Modules developed as part of new online training • Equality Commission Training circulated, relevant modules attended by key staff • Briefings and training from Employers for Disability, IMTAC, Diversity Mark • Cara Friend training for key staff • Safeguarding training for key staff • Customer skills excellence training includes a focus on Equality and Diversity • Staff provided with tailored 1-1 support with equality screening and advice • Key resources added to the staff intranet and publicised to staff. • CRIAs & Child Rights Training undertaken by key staff. Feedback provided to Director of Leisure & Community Wellbeing for consideration of further roll out to staff <p>Evaluation undertaken for all training. Complaints and compliments addressed accordingly and used to develop further training.</p>

<p>5.2 Managers and senior staff require “refresher” training in respect of a strategic and/or emerging issues</p>	<p>Identify training needs and provide training on areas such as: Policy development Equality Screening Cultural awareness Disability awareness Rural Needs</p>	<p>Equality Officer and HR&OD Delivery may include external providers (including Equality Commission)</p>	<p>Ongoing as training needs identified Evaluation of training delivered Feedback from participants and evidence of impact</p>	<p>Equality Officer input to equality training in corporate training / online training, this will be developed further in 23-24. Equality Leadership training planned for staff involved in policy development in 2024-25 with input from Equality Commission. Equality modules being developed for new e-learning system for managers / senior staff.</p>
<p>5.3 Given their role as decision makers Elected Members require appropriate training</p>	<p>Identify training needs and provide training as considered necessary</p>	<p>Equality Officer and HR&OD Delivery may include external providers (including the Equality Commission)</p>	<p>Ongoing as training needs identified</p>	<p>Training needs identified and bespoke Equality Training for Elected Members scheduled (June 2024 Dr John Kremer / Annie Wilson).</p>

Theme 6: Policy Development and Business Planning				
Potential Inequality or Key Issue	Actions	Responsible Unit/Department	Monitoring and Timescales	Progress 2023-2024
<p>6.1 All relevant activities/policies may not be screened and hence comply with commitments in the Equality Scheme</p> <p>6.2 Potential inequalities or issues not identified in a timely manner and therefore not addressed fully in policy development and business planning</p>	<p>Policy development and Equality screening to be undertaken as early as possible, supported by targeted consultation and ongoing monitoring as appropriate</p> <p>Review of processes and templates to ensure equality considerations built into business planning</p> <p>Regular review and reporting, including to Committee/Council, as appropriate</p>	<p>Equality Officer, all Council departments and Corporate Management Team</p>	<p>Ongoing, with quarterly Departmental Management Team</p> <p>Updates as well as annual review of activities/policies</p> <p>Review of processes in Year 1 of plan</p> <p>Feedback from service users, consultees, and staff</p>	<p>Evidence of more equality screening documents accompanying Committee papers.</p> <p>Annual review of policies and activities supported by updated screening documents.</p> <p>Advice and support from Equality Officer ongoing.</p> <p>End of year review by EO and progress report prepared for CSC/Council for submission to ECNI.</p>

ADDENDUM

In September 2023, the following motion was approved by the Corporate Services Committee and ratified by Council. This has been added to the Equality Action Plan:

Motion:

We propose that the Lisburn and Castlereagh City Council:

- Strongly condemns all forms of discrimination based on sexual orientation, gender identity, or expression, advocating for policies that safeguard LGBTQ+ rights in housing, education, employment, and healthcare.
- Commits to enhancing awareness and understanding of LGBTQ+ issues among council members, staff, and the wider community through education and sensitivity training.
- Supports initiatives that provide safe spaces, counselling, and support services for LGBTQ+ youth to combat bullying, harassment, and mental health challenges.
- Actively participates in local Pride events to demonstrate the council's visible support for the LGBTQ+ community and identifies areas to display LGBTQ+ pride symbols in appropriate public spaces.
- Seeks collaboration with local LGBTQ+ organizations and community groups to better comprehend their needs and explore joint projects that celebrate diversity and inclusivity.

Disability Action Plan – Progress against actions April 2023- March 2024

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DAP action	Key tasks	Action by	Progress 2023-2024
1 Policy Development and Reporting			
1.1 Ensure disability is included in all equality screening of policies, projects and plans	Screening template requires consideration of disability	All Equality Officer to oversee	Achieved for 23-24. Disability considered in all screening. Evidence of increased awareness, regular consulting with disabled groups / people. Accessibility considered more widely and promoted.
1.2 Add Disability Duties to equality screening template	Add Disability Duties to revised screening template Staff to use Revised Screening template (Sept) - on intranet Staff to consider potential contribution to DAP in all equality screening exercises	Equality Officer All All	Achieved and ongoing.
1.3 Prepare an annual report to the ECNI on implementation of the plan. Progress report publicised on Council website	Heads of Service to collate information for equality progress report – on a quarterly basis – using Progress Report templates	Heads of Service Equality Officer to compile	Achieved and on-going.
1.4 Include a disability focus in quarterly departmental management team/equality officer meetings	Ensure equality features on DMT meeting agenda, at least quarterly Facilitate attendance by Equality Officer at DMTs and service team meetings	Directors Directors Heads of Service	Achieved and ongoing. With appointment of new EO there will be a renewed focus.
1.5 Report progress on implementation of action plan to staff	Annual progress reports on intranet	Equality Officer	Achieved. .

Disability Action Plan – Progress against actions April 2023- March 2024

2 Awareness & Understanding			
2.1 Include Disability Duties in all general awareness training for staff and Elected Members	Training package to include slides on DDA duties	Equality Officer HR & OD Mgr	Achieved and ongoing. DDA duties covered in all training delivered in 2023-24. Included in training for Elected Members June 2024. Development of online training also includes DDA duties.
2.2 Council's responsibility in relation to DDA Duties to be referenced in all induction training for new staff and Elected Members	Induction training presentations to include DDA Duties	Equality Officer HR & OD Mgr	Achieved and ongoing. DDA Duties included in Equality training as part of corporate induction.
2.3 Include Disability Duties in equality screening training for relevant staff	Equality screening presentations and briefings to include DDA Duties	Equality Officer HR & OD Mgr	Achieved and ongoing. DDA duties included in Equality screening training / briefings.
2.4 Provide targeted awareness training for staff identified as having potential to deliver on DDA Duties	identify relevant staff/teams and deliver training as necessary	Equality Officer HR & OD Mgr	Achieved and ongoing. Equality modules in development for new e-learning system will include targeted awareness training for staff previously identified as having potential to deliver on DDA Duties.
2.5 Share relevant information and promote disability support services to staff	Communicate key information on services to staff Add resources to intranet and promote as appropriate	HR & OD – wellbeing team Comms team	Achieved and ongoing. Regular circulations from HR&OD team. Wellbeing Hub. To support HR & OD which is responsible for internal comms to staff, Corporate Comms would add all messages to the staff Facebook group to allow those without an email address to access them.
2.6 Carry out survey of staff and Elected Members to assess knowledge of Disability Duties and to gauge attitudes to disability/disabled people	Develop and administer survey in year 1 of plan. Report findings Survey to be repeated in year 5 of plan	Equality Officer Member Support Services (Comms & Admin) ? HR & OD Training team	Operational pressures have required this be delayed until 2024/25.

Disability Action Plan – Progress against actions April 2023- March 2024

3 Promotion and Engagement			
3.1 Identify relevant opportunities and encourage participation of disabled people through targeted promotion	<p>Identify potential opportunities Provide advice to relevant teams</p> <p>Ensure key messages included in promotional material Ensure positive images included in promotional materials and publications</p>	<p>Equality Officer Comms team – website, intranet, social media, corporate publications Marketing and Promotion staff in relation to specific services</p>	<p>Achieved. Corporate Comms works with all teams across the council to ensure inclusive images are taken and used across its promotional channels.</p>
3.2 Ensure disabled people and representative groups are targeted proactively in all council consultations and engagement initiatives	<p>Public consultation plans to include specific targeting of disabled groups and individuals</p> <p>Communication methods and channels to be accessible to people with different disabilities – alternative formats provided</p>	<p>Consultation leads – all directorates</p> <p>Comms team – re surveys and promotion</p> <p>Equality officer to advise</p>	<p>Achieved and ongoing.</p> <p>Smart Survey is the online consultation system and the accessible template is used for all council surveys. Corporate Comms also annually provides speech and language software for all council websites to ensure accessible in a number of formats.</p>
3.3 Continue to work with disabled individuals and their representative groups	<p>Teams who provide services to the public to develop links and/or liaise with disability groups</p> <p>Mayor’s events</p>	<p>All relevant service delivery teams Communities team</p> <p>Mayor’s office</p>	<p>Achieved and ongoing. There has been increased focus on supporting needs of deaf community following representation to Mayor.</p>
3.4 Explore development of a Disability Forum/consultative group – to include representation from relevant council officers and functions	<p>Scheduled for year 2 of plan</p>	<p>Equality officer to lead (with HR & OD)</p>	<p>Operational pressures have required this be delayed until 2024/25.</p>

Disability Action Plan – Progress against actions April 2023- March 2024

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3.5 Explore setting up an internal Disability Forum for Staff	Scheduled for year 1 of plan	Equality Officer to lead (with HR & OD)	Operational pressures have required this be delayed until 2024/25.
3.6 Participate in or mark annual Disability Days/events	Proactively identify schedule of days/events and respond to other initiatives as appropriate Encourage staff participation	Comms team Mayor's officer HR & OD – Wellbeing and Training & Dev teams HoS/line managers	Achieved and ongoing.
4 Communication and Accessibility			
4.1 Include positive images of individuals with a disability in promotional material and publications	Departments to review any promotional material/publications in 2021-22 Review corporate documents, website and social media Compile examples of positive portrayal	All departments that use promotional materials Comms team Equality Officer	Achieved and ongoing. Corporate Comms remains mindful of using inclusive images where possible at all times.
4.2 Ensure features about disability, case studies, promotion of accessibility provision, etc, in council publications	Ensure key accessibility messages are included in press releases, articles, etc Proactively develop articles for relevant publications Compile examples and advise	Comms team Comms team Equality Officer	Achieved and ongoing. All material is drafted with inclusion and accessibility in mind when relevant to topic e.g. proposed new bin collection model, speeches for elected members, CityWide magazine.
4.3 Review council website and communications to ensure that information about disability duties is well promoted	Make changes to Equality section of website Add information about Disability duties to website and intranet	Equality Officer Comms team	Achieved and ongoing. New website has the information in a more user-friendly format. All documents provided are on the intranet.

Disability Action Plan – Progress against actions April 2023- March 2024

<p>4.4 Keep under review the accessibility of the website and communication methods/policies generally</p>	<p>Further review website accessibility and produce further guidance for staff</p> <p>Review/discuss Comms work generally</p>	<p>Comms team Equality Officer</p>	<p>Achieved and ongoing.</p> <p>Equality audit of website and use of Reachdeck.</p> <p>Business plan for video relay services.</p> <p>New website meets the Accessibility Regulations for public sector bodies. The cross-departmental web group has been advised of how information needs to be created to meet requirements. A style guide and user-friendly content guide have been drafted for issue to staff in due course. Currently Corporate Comms is editing information as needed to ensure compliance and consistency within new website.</p>
<p>4.5 Consider adopting ECNI Every Customer Counts initiative for front line services</p>	<p>Discuss with Equality Commission</p> <p>Promote to heads of service and negotiate pilot service (eg, Arts or Sports service)</p> <p>Pilot in year 1</p>	<p>Equality Officer Equality Officer Relevant HoS/Equality Officer</p>	<p>Operational pressures have required this be delayed until 2024/25.</p>
<p>5 Promoting employability and employment for disabled people (HR)</p>			
<p>5.1 Explore employability programmes with key disability support organisations</p>	<p>Review potential opportunities in year 1</p>	<p>HR & OD Recruitment team</p>	<p>Partially Achieved.</p> <p>Underway Usel and Disability Action supporting employees. Consideration of further development in 24-25 with appointment of new HR manager.</p>
<p>5.2 Work Placement or shadow opportunities identified and offered via programmes managed by organisations such as Cedar Foundation, NIUSE</p>	<p>Identify opportunities and offer placements</p>	<p>HR & OD Recruitment team</p>	<p>Partially achieved. Opportunities have been explored and identified.</p> <p>Consideration of further development in 24-25 with appointment of new HR manager.</p>

Disability Action Plan – Progress against actions April 2023- March 2024

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		All depts to identify suitable posts	
5.3 Work with ECNI to explore ring-fencing of some jobs for people with disabilities	Review current recruitment documentation and processes Ensure processes in place	HR & OD Recruitment team	Achieved and on-going. Consideration of further development in 24-25 as part of move to ITrent for recruitment.
5.4 Promotion of job opportunities to disabled potential applicants through lawful positive action approved by ECNI, eg, welcoming statements in job adverts, etc	Review current processes and suggest Positive action measures Compile examples	HR & OD Recruitment team	Achieved and on-going. General welcome statement added to job adverts. Positive examples compiled and suggested and review of processes.



Committee:	Corporate Services Committee
Date:	12 th June 2024
Report from:	Head of Human Resources & Organisational Development

Item for:	Noting
Subject:	Workforce Reports

1.0	<u>Background and Key Issues</u>	
	<ol style="list-style-type: none"> 1. Workforce Reports are provided on a quarterly basis to this Committee for review and scrutiny as appropriate and include: 2. Report on Attendance Management within the Council for the period up to 31st March 2024 including actions taken by the Council to support attendance and minimise absence levels. 3. Workforce This report details the number of staff employed and agency workers engaged with the Council as at 13th May 2024. 4. Recruitment This report provides detail of the current position of recruitment of posts as at 22nd May 2024, both internally and externally advertised posts. 	
2.0	<u>Recommendation</u>	
	It is recommended that Members note the attached reports.	
3.0	<u>Finance and Resource Implications</u>	
	Captured within current budgets.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	Report for noting only
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	Report for noting only

Appendices:

- **Attendance Management Report: Analysis for Period Ending on 31st March 2024**
- **Recruitment Committee Report - Advert & Selection**
- **Recruitment Committee Report – Appointments**
- **Appendix Workforce Profile 01/05/2024**



**ATTENDANCE MANAGEMENT:
ANALYSIS FOR PERIOD
ENDING
31 MARCH 2024**

1.0 OVERVIEW

This report provides Council with detailed information in relation to sickness absence levels in the organisation. The report also provides a summary of how sickness absence is being monitored and managed.

2.0 ROLLING YEAR APRIL 2023 – MARCH 2024

For information purposes the Council's workforce at the end of March 2024 was 793, with 719 'Full Time Equivalent' (FTE) posts.

Full Council	01.02.23 to 31.01.24	01.03.23 to 28.02.24	01.04.23 to 31.03.24
Total Possible Days	158,235.73	158,375.04	158,686.41
Days Lost Through Short Term Sickness	2,626.38	2,702.38	2,488.88
Days Lost Through Long Term Sickness	10485.74	10690.74	10,858.74
Short Term Lost Time Rate	1.66%	1.71%	1.57%
Long Term Lost Time Rate	6.63%	6.75%	6.84%
Total Lost Time Rate	8.29%	8.46%	8.41%
Days lost per employee	15.82	16.26	16.26

Days lost per employee differs significantly by directorate, in the financial year ending 31st March 2024, as illustrated by the below table:

Directorate	Days lost per employee
Chief Executives Office (Incl Audit)	3.65
Environmental Services	26.12
Finance & Corporate Services	5.68
Leisure & Community Wellbeing	15.40
Organisation Development & Innovation	3.70
Regeneration & Growth	15.73

2.1 ACTUAL MONTHS

JANUARY 2024 – MARCH 2024

Full Council	January 2024	February 2024	March 2024	Qtr 4
Total Possible Days	13,269.99	13,260.90	13,197.22	39,728.11
Days Lost Through Short Term Sickness	296	324	180.5	800.50
Days Lost Through Long Term Sickness	963	907	855	2,725
Short Term Lost Time Rate	2.23%	2.44%	1.37%	2.01%
Long Term Lost Time Rate	7.26%	6.84%	6.48%	6.86%
Total Lost Time Rate	9.49%	9.28%	7.85%	8.87%
Days lost per employee	1.72	1.67	1.42	4.81

2.2 Absence Analysis by Reason Qtr 4 January 2024 – March 2024

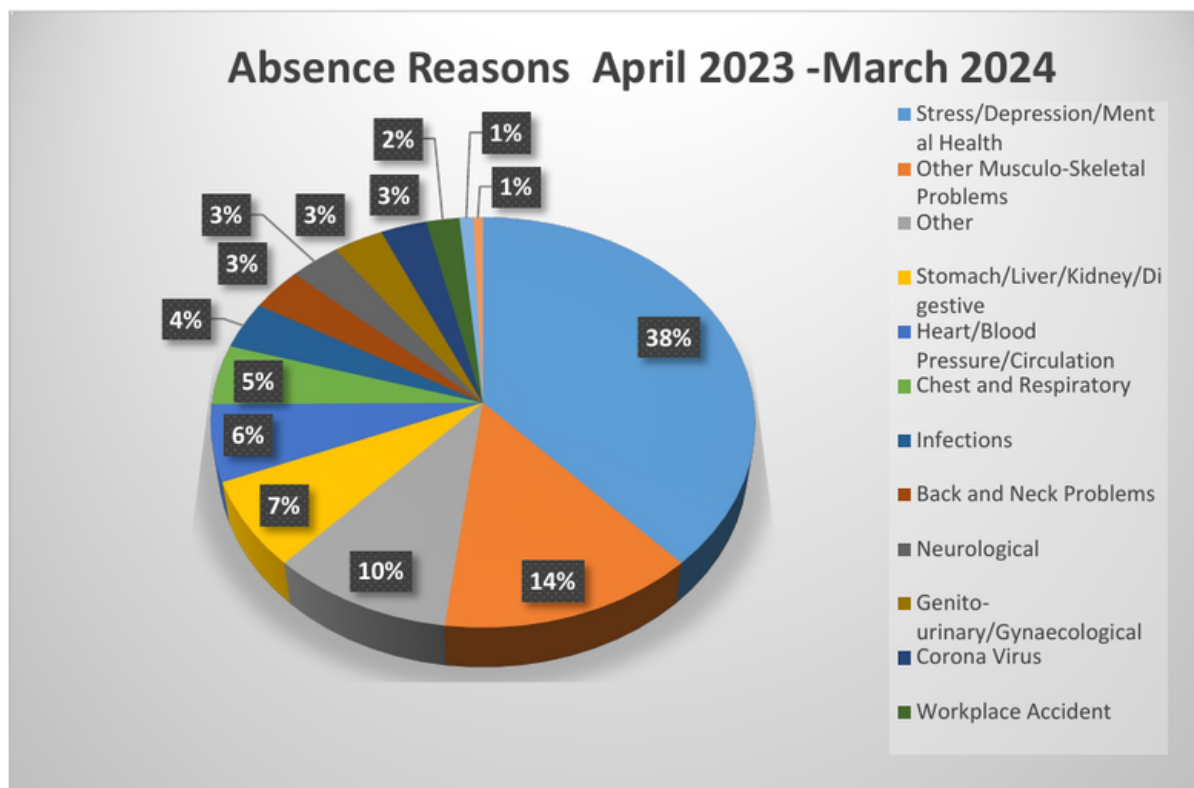
Days Lost Current vs Previous Qtr

Reason	Days Lost Previous Qtr	Days Lost Current Qtr	Variance
Stress/Depression/Mental Health	1,351.00	1,237.50	-113.50
Other Musculo-Skeletal Problems	544.00	400.00	-144.00
Other	423.00	351.00	-72.00
Stomach/Liver/Kidney/Digestive	198.80	307.00	108.20
Back and Neck Problems	68.00	248.00	180.00

Throughout the whole of the financial year 2023/2024, **Stress/Depression/Mental Health** has consistently been the largest cause of sickness absence. This remains to be the main cause of sickness absence in the last quarter of 2023/2024. However, in comparison to the previous quarter, the days lost due to **Stress/Depression/Mental Health** has decreased by **113.5 days**, which is a marked improvement.

In the last quarter of 2023/2024, the second largest cause of sickness absence, as identified in the above table, is **Other/Musculo-Skeletal problems**. This type of sickness absence has consistently been amongst the top three causes of sickness absence throughout the whole of the year 2023/2024. However, the days lost due to **Other/Musculo-Skeletal problems** have also decreased in the last quarter by **144 days**.

The pie chart below provides a visual illustration of the reasons for sickness absence for the financial year 2023/2024. The list of absence reasons are in descending order e.g. the most frequent cause for long term sickness is *Stress/ Depression/ Mental Health absences (38%).



2.3 Number of Employee Absence Current vs Previous Qtr

Org Structure	Emp Absence Count Previous Qtr (FTE)	Emp Absence Count Current Qtr (FTE)	Variance
Full Council	200.31	188.31	-12.00
Total	200.31	188.31	-12.00

The above table demonstrates that in comparison to the previous quarter, (September – December 2023), there has been a decrease of 12 employees absent in the final quarter of 2023/2024.

2.4 Days Lost - All Employees Previous Qtr vs Current Qtr

Org Structure	Days Lost Previous Qtr	Days Lost Current Qtr	Variance
Full Council	3,664.53	3551	-113.53
Total	3,664.53	3551	-113.53

The above table shows that in comparison to the previous quarter (September 2023 – December 2023) there has been a decrease of 113 sickness absence days in the final quarter of 2023/2024.

2.5 Average Days Lost Duration Previous Qtr vs Current Qtr

Org Structure	Ave Days Lost Duration Previous Qtr (FTE)	Ave Days Lost Duration Current Qtr (FTE)	Variance
Chief Executives Office	4.78	4.72	-0.07
Total	4.78	4.72	-0.07

The above table shows the duration of sickness absence based on FTE has decreased by 0.07.

3.0 ACTIONS TAKEN

Reducing sickness absence is and must remain a top priority for the Council. Our policy has been reviewed accordingly and is progressing through our approvals process.

It is imperative that all Line Managers follow the processes which are in place, utilise the support, which is available, and spend the time required to make sure their staff are in work, healthy and productive.

This is important in relation to our duty of care to our workforce, as an employer, but also important in terms of finances and productivity as high absence levels can affect the performance of services provided.

3.1 SHORT TERM SICKNESS

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

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

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

Employees who have reached any stage of the formal procedure more than once within a 24-month period, have a review of their absence history carried out by their Manager, in conjunction with HR, who may escalate to a further stage of the procedure, depending on the circumstances. The Policy for Managing Attendance is currently being reviewed to ensure that the Council is managing sickness absence in the most effective and efficient way possible. As part of this the current trigger points are being reviewed. Consultation with the recognised trade unions and the Absence Working Group in relation to the revised Policy for Managing Attendance is ongoing.

3.2 LONG TERM SICKNESS

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

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

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

3.3 EXTERNAL FACTORS

There are a number of factors which continue to influence the rise in both our short term and long-term sickness absence figures. The effects of the COVID-19 pandemic have placed additional stresses on an already overwhelmed NHS system. As a result of which NHS waiting lists in Northern Ireland are extremely lengthy and this is causing delays for many of our employees who are waiting on medical appointments and treatment.

In addition, the backlogs of NHS Social Care packages and the Education Authority's SEN provisions are also having a detrimental impact on our sickness absence figures as employees are trying to juggle work and caring responsibilities which in turn negatively impacts on our employees' health and wellbeing.

3.4 USEL

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

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

Currently there are 12 employees on both the Workable (NI) Programme and Condition Management Programme, which is nearly at full capacity. Employees must be at work or committed to coming back to the workplace to avail of the programme. All employees have been referred to various programmes and are receiving support and assistance.

4.0 ORGANISATIONAL ACTION IN RELATION TO STAFF ABSENCE

A range of measures are in place across the Council to ensure that effective absence management can be demonstrated in all areas and areas of concern are identified and appropriate actions put in place.

The Chartered Institute of Personnel and Development (CIPD) is the professional body for HR and People development. The CIPD is committed to championing better work and working lives, building HR capabilities, shaping ideologies and setting standards for best practices. They have been setting the benchmark for excellence in HR and Learning and Development for more than 100 years with 140,000 members globally.

The CIPD's most recent Health and Wellbeing at Work survey (September 2023) reports that the most common methods of managing short-term and long-term sickness absence are as follows:

Short term

Rank order of methods	L&CCC
1. Return to Work Interviews	✓
2. Trigger Mechanisms to review attendance	✓
3. Providing leave for family circumstances (e.g., carer/ emergency/ dependent/ bereavement leave) Sickness absence information given to line managers	✓
4. Employee assistance programme	✓
5. Disciplinary and/or capability procedures for unacceptable absence	✓
6. Line Managers take primary responsibility for managing absence	✓

(e.g. receive and act on absence information)	
7. Changes to working patterns or environment (e.g., flexible working)	✓
8. Tailored support for line managers (e.g., case conference with HR)	✓
9. Managers trained in absence handling	✓
10. Case management approach (e.g., involving HR/ OH/ line manager)	✓

Long term

Rank order of methods	L&CCC
1. Return to Work Interviews	✓
2. Employee assistance programme	✓
3. Trigger Mechanisms to review attendance	✓
4. Occupational health involvement	✓
5. Disciplinary and/or capability procedures for unacceptable absence	✓
6. Changes to working patterns or environment (e.g., flexible working)	✓
7. Case management approach (e.g., involving HR/ OH/ line manager)	✓
8. Tailored support for line managers (e.g., case conference with HR)	✓
9. Risk assessment to aid return to work	✓
10. Providing leave for family circumstances (e.g., carer/ emergency/ dependent/ bereavement leave)	✓

As indicated by the above tables all of the managing attendance methods are already utilised by Council.

Attendance Improvement Notices continue to be issued to employees in accordance with the Managing Attendance Policy.

From April 2023, 8 employees have left employment from the Council through either NILGOSC Ill Health Retirement or Ill Health dismissals. At present there are another 5 employees who are currently being considered for Ill Health Retirement or Dismissal.

5.0 OTHER ACTIONS

5.1 BENCHMARKING

As detailed in previous reports we have a temporary HR Officer focusing on improving sickness absence. As part of this work, they have undertaken a benchmarking exercise with 3 other Councils and NICS. Whilst we are unable to identify the organisations in the below table, this provides sickness absence information against comparable organisations. The figures highlighted in blue relate to LCCC.

The table illustrates that in the 5 comparable organisations, LCCC currently has the second lowest levels of sickness absence.

	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	Average
	12.6	12.9	9.8	12.2	12.3	12.0
LCCC	13.4	13.9	11.5	13.6	15.8	13.6
	13.7	13.6	10.8	16.3	17.1	14.3
	(not provided)	17.8	11.4	17.0	(not provided)	15.4
	16.7	18.3	15.7	20.5	19.9	18.2
Average	14.1	15.3	11.8	15.9	16.3	14.7

5.2 REVIEW OF CAUSES OF STRESS/ DEPRESSION/ MENTAL HEALTH

Stress/ Depression/ Mental Health absences consists of several different reported illnesses including anxiety, depression, fatigue, insomnia, manic depression/bipolar, eating disorders, suicidal feelings, self-harm, personal problems, home stress, shock/trauma, PTSD, and stress.

As previously stated this has consistently remained the highest cause of sickness absence in the financial year 2023/ 2024. In total throughout this year there were 99 occasions of Stress/Depression Mental Health absence with 89 employees off sick due to this.

A review was undertaken to determine the causes of this type of absence. The main reasons for these types of sickness absence in the financial year 2023/2024 were due to the following:

- Personal Stress due to caring responsibilities for a family member. This is known as the 'Sandwich Generation'. The name refers to a generation of people that are caring for two different age types simultaneously e.g. a child/children and elderly parent/s.

We find there are more 'Sandwich Carers' than ever before in the Council.

During Absence Interview meetings with employees, we have been advised that the backlog of NHS Social Care Packages and the Education Authority's SEN provision have all had an impact on the length of time that an employee is off causing anxiety and stress.

- Bereavement
- Depression
- Anxiety
- Low Mood
- Work Related Stress

5.3 HEALTH & WELLBEING

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

January	February	March
January – Wellbeing Focus	Healthy Eating for Heart Month	International Women’s Day – Women’s Health
Help remove your Dementia Risk		Benenden Information Sessions & Webinar
NILGOSC Pension Webinars		

A Health & Wellbeing Survey has been created and will be sent to all employees in May 2024. Once the results of the survey are reviewed and analysed the draft Health & Wellbeing Strategy will be finalised. The results of the survey will also be taken into consideration when planning and organising Health & Wellbeing events and initiatives throughout the year.

5.4 MANAGING ATTENDANCE POLICY & TRAINING

As detailed in previous reports we have undertaken to review the Policy for Managing Attendance. After detailed consultations with local trade union representatives, Heads of Service, CMT and the Absence Working group which consisted of line manager representatives, a draft version of the new policy has been presented to the Corporate Committee. The Council plans to implement the new policy and procedure in September 2024, once it has been approved at JCNF.

Over the next quarter we will begin developing a training programme and materials to provide line managers with the support and advice to both understand their duties and responsibilities under the new policy, but also to ensure that they have the necessary skills to effectively manage sickness absence within their areas.

In the meantime, we will be conducting HR clinics for line managers, in the areas which have the highest sickness absence levels to provide them with the necessary support and guidance.

5.5 REPORTING

Heads of Service will continue to be provided with sickness absence statistics on a monthly basis to help them effectively monitor and manage sickness absence levels within their units.

In addition, we are undertaking a review of how non-compliance issues are captured and reported, to ensure that sickness absence is managed as effectively and efficiently as possible.

Recruitment Committee Report - Advert & Selection

Recruitment Committee Report - Advertising & Selection

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3495	00_Pre-Advert	Plant Maintenance Fitter assistant mechanical	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3493	00_Pre-Advert	Procurement and Contracts Support	Regeneration & Growth	Assets	1	Fixed Term - Part Time
JF3497	01_Advert Live	Principal Planning Officer	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time
JF3459	04_Awaiting Interview	Environmental Health Placement Student	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Fixed Term - Full Time
JF3478	04_Awaiting Interview	Environmental Health Officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Full Time
JF3473	04_Awaiting Interview	Director of Environmental services	Environmental Services	Environmental Services	1	Permanent - Full Time
JF3483 (& to go out as agency)	04_Awaiting Interview	Corporate Communications Manager	Finance & Corporate Services	Corporate Communications & Administration	1	Permanent - Full Time Agency
JF3434	04_Awaiting Interview	Community Planning Manager	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3488	04_Awaiting Interview	Events officer	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
JF3490	04_Awaiting Interview	Admin officer	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
JF3476	04_Awaiting Interview	Senior Rec Assistants DIIB (Casual)	Leisure & Community Wellbeing	Sports Services	5	Casual
JF3482	04_Awaiting Interview	Lead HR&OD Advisor	Organisation Development & Innovation	HR & OD	1	Permanent - Full Time
JF3458	04_Awaiting Interview	IT Student	Organisation Development & Innovation	IT & Commercialisation	1	Fixed Term - Full Time
JF3440	10_On Hold	Cleansing Supervisor	Environmental Services	Waste Management & Operations	2	Fixed Term - Full Time
JF3455	10_On Hold	Marketing Officer (full-time)	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Full Time
JF3413	10_On Hold	Regeneration and Growth Programme Manager	Regeneration & Growth	Economic Development	1	Permanent - Full Time

Recruitment Committee Report 2 - Appointments

Recruitment Committee Report Part 2 - Appointment Stages

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3461	06_Pre-Employment in Progress	Building Control Placement Student	Environmental Services	Building Control & Sustainability	1	Fixed Term - Full Time
JF3480	06_Pre-Employment in Progress	Cleansing Operative	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3494	06_Pre-Employment in Progress	Cleansing Operative	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3472	06_Pre-Employment in Progress	Swimming Teachers	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Part Time
JF3452	06_Pre-Employment in Progress	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3452	06_Pre-Employment in Progress	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3452	06_Pre-Employment in Progress	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3452	06_Pre-Employment in Progress	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3479	06_Pre-Employment in Progress	FT Receptionist	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
JF3450	06_Pre-Employment in Progress	Summer Scheme Leaders	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3451	06_Pre-Employment in Progress	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3465	07_Firm Offer Pending	Building Control Officer (Allied Services)	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time
JF3489	07_Firm Offer Pending	Enforcement officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Fixed Term - Full Time
JF3474	07_Firm Offer Pending	Waste Services Officer	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3456	07_Firm Offer Pending	FT x 3 and PT x 2 Health and Fitness Officers	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3452	07_Firm Offer Pending	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3452	07_Firm Offer Pending	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3452	07_Firm Offer Pending	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3477	07_Firm Offer Pending	Capital Transition Project Manager	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
JF3456	07_Firm Offer Pending	FT x 3 and PT x 2 Health and Fitness Officers	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3452	07_Firm Offer Pending	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3449	07_Firm Offer Pending	HR Placement Student	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
JF3441	08_Firm Offer Issued	Cleansing Operative	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3447	08_Firm Offer Issued	Caretaker either one full time (37hrs) or 2 part time (37hrs over 2 weeks)	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3484	08_Firm Offer Issued	Grounds Maintenance Supervisor	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
JF3486	08_Firm Offer Issued	Grounds Maintenance Supervisor	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
JF3422	09_Terms & Conditions Returned	G G G G	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3468	09_Terms & Conditions Returned	HR & OD Manager	Organisation Development & Innovation	HR & OD	1	Permanent - Full Time
JF3443	09_Terms & Conditions Returned	HR & OD Manager	Organisation Development & Innovation	HR & OD	1	Permanent - Full Time
JF3470	09_Terms & Conditions Returned	Economic Development Officer	Regeneration & Growth	Economic Development	1	Permanent - Full Time
JF3481	09_Terms & Conditions Returned	Planning Officer	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time
JF3438	09_Terms & Conditions Returned	Planning Officer	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time

WORKFORCE PROFILE
May Committee Report

Department & Unit	Employees at 1st May 2024						Agency staff as of 13th May 2024					
	FTE			Headcount			Agency FTE			Agency Headcount		
	FT	PT	TOTAL	FT	PT	TOTAL	F/T	P/T	TOTAL	F/T	P/T	TOTAL
Chief Executive's Office												
Chief Executive's Office	2.0	0.4	2.4	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Audit, Risk & Performance	5.0	0	5.0	5.0	0.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
Total CEO	7.0	0.4	7.4	7.0	1.0	8.0	0.0	0.0	0.0	0.0	0.0	0.0
Finance and Corporate Services												
Corporate Communications & Administration	37.0	6.72	43.7	37.0	13.0	50.0	1.0	0.4	1.4	1.0	1.0	2.0
Director - Finance and Corporate Services	2.0	0.41	2.4	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Finance	14.0	0.93	14.9	14.0	1.0	15.0	1.0	0.0	1.0	1.0	0.0	1.0
Total CS	53.0	8.06	61.1	53.0	15.0	68.0	2.0	0.4	2.4	2.0	1.0	3.0
Environmental Services												
Director - Environmental Services	3.0	0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Environmental Health	38.0	4.8	42.8	38.0	8.0	46.0	3.0	0.0	3.0	3.0	0.0	3.0
Waste Management & Operations	154.0	3.48	157.5	154.0	7.0	161.0	50.6	0.5	51.1	51.0	1.0	52.0
Building Control	18.0	0	18.0	18.0	0.0	18.0	0.0	0.0	0.0	0.0	0.0	0.0
Total ES	213.0	8.28	221.3	213.0	15.0	228.0	53.6	0.5	54.1	54.0	1.0	55.0
Leisure and Community Wellbeing												
Communities	51.0	7.01	58.0	51.0	11.0	62.0	6.0	5.3	11.3	6.0	10.0	16.0
Director - Leisure and Community Wellbeing	1.0	0.6	1.6	1.0	1.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
Parks and Amenities	90.0	1.73	91.7	90.0	3.0	93.0	1.0	0.0	1.0	1.0	0.0	1.0
Sports Services	101.0	34.42	135.4	101.0	74.0	175.0	4.0	1.3	5.3	4.0	3.0	7.0
Total LCW	243.0	43.76	286.8	243.0	89.0	332.0	11.0	6.7	17.7	11.0	13.0	24.0
Regeneration Growth												
Director - Service Transformation and Regeneration Growth	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
Economic Development	22.0	3.31	25.3	22.0	6.0	28.0	2.0	0.0	2.0	2.0	0.0	2.0
Planning & Capital Development	32.0	5.41	39.0	32.0	8.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0
Assets	28.0	4.53	32.5	28.0	8.0	36.0	1.0	0.8	1.8	1.0	1.0	2.0
TOTAL STRG	84.0	13.25	98.9	84.0	22.0	106.0	3.0	0.8	3.8	3.0	1.0	4.0
Organisation Development and Innovation												
Director - Organisation Development and Innovation	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
Transformation Portfolio	16.0	0	16.0	16.0	0.0	16.0	2.0	0.0	2.0	2.0	0.0	2.0
Human Resources and Organisation Development	18.0	5.95	24.0	18.0	10.0	28.0	3.0	0.5	3.5	3.0	1.0	4.0
TOTAL ODI	36.0	5.95	42.0	36.0	10.0	46.0	5.0	0.5	5.5	5.0	1.0	6.0
Total Employees (FTE / Headcount)	636.0	79.7	717.3	636.0	152.0	788.0	74.6	8.9	83.5	75.0	17.0	92.0

* These figures include all agency workers who may be placed for the following reasons: to cover vacancies, maternity, long term sick, project or seasonal work

Total Headcount May 2024	Full-time	Part-time	Total
Employees	636	152	788
Agency Workers	75	17	92

Total Headcount February 2024	Full-time	Part-time	Total
Employees	646	157	803
Agency Workers	82	16	98

Other Totals	
Detail	Number
Total fixed term workers	53
Total current secondments/transfers (internal/external)	11
Total students	5



Committee:	Corporate Services
Date:	12 June 2024
Report from:	Head of Assets

Item for:	Decision
Subject:	Electric Vehicle Charging at Lagan Valley Island

1.0 Background

1. Five Electric Vehicle Chargers have been installed at Lagan Valley Island. Four chargers will be available to the public for vehicle charging and one will be for Elected Member use only. The equipment is installed, functional and activated and requires decision in respect of firming up tariffs ahead of the app going live to the public.
2. The chargers are positioned in the following locations:
 - Lighters Café Car Park
 - Staff Car park
 - Island Arts Car Park
 - Main Car Park
 - Members Car Park (Private Use)
3. Line marking is scheduled to take place later in the month with appropriate signage. On agreement of the tariff the facility will be promoted.

2.0 Key Issues

Charges

1. It is designed that patrons will use the facility on a pay as you go basis. Currently the electricity cost is 28 pence per KWh and it is proposed that patrons should be charged at the rate of 40 pence per KWh. In this way we can use the EV chargers as a promotion in value added facility for our conferencing function.
2. The charging platform is provided by Monta; who handle all charging and billing and for this service Monta charge £6.84 per charger per month. This is a standard charge with an annual review period in line with CPI.
3. Comparable charging costs have been assessed as follows.

Location	Cost per KWh
Armagh (Palace Demesne)	49 pence
Belfast - ESB	48 pence
Derry/Londonderry	49 pence
RAC (Average UK Cost)	55.93ence

	<ol style="list-style-type: none"> 4. A Users Guide will be developed and made available to hand out in the rotunda. Currently there are instructions on the front of the chargers on how to use the equipment. Most people with an EV Charger will be familiar with similar systems. 5. In parallel with the promotion of this facility, Estates are planning to issue an expression of interest later in the month for a strategic partner to provide EV charging pillars across our estate as opportunity arises. This model will be based on a land rental agreement/profit share contract which will be for the duration of the period of their Asset's lifespan. 6. The actions arising from the recent Notice of Motion through Council in relation to EV charging have now all been followed through. 7. An interim position charge of 48p is currently in operation for those who choose to use the system. 		
<p>3.0</p>	<p><u>Recommendation</u></p> <p>It is recommended that Members consider the above content and approve activation of the electric charging rates at the five locations at a rate of 40p per KWh and the subsequent planned promotion, including an Expression of Interest for other EV opportunities on our estate.</p>		
<p>3.0</p>	<p><u>Finance and Resource Implications</u></p> <p>There is a standard charge of £6.84 per month. The income against the expenditure will continue to be assessed.</p>		
<p>4.0</p>	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>		
<p>4.1</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Has an equality and good relations screening been carried out?</td> <td style="width: 20%; text-align: center;">N/A</td> </tr> </table>	Has an equality and good relations screening been carried out?	N/A
Has an equality and good relations screening been carried out?	N/A		
<p>4.2</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</td> <td style="width: 20%;"></td> </tr> </table>	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	
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<p>4.3</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Has a Rural Needs Impact Assessment (RNIA) been completed?</td> <td style="width: 20%; text-align: center;">N/A</td> </tr> </table>	Has a Rural Needs Impact Assessment (RNIA) been completed?	N/A
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<p>Appendices:</p>	<p>N/A</p>
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Committee:	Corporate Services Committee
Date:	12 June 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	Armed Forces Day 2027

1.0	<u>Background and Key Issues</u>
1.1	Lisburn hosted a very successful Armed Forces Day in 2019 with excellent community and partner feedback.
1.2	Over 15,000 people attended the event in Lisburn City and Wallace Park which included a fly past by the Red Arrows, a military parade of serving soldiers and veterans through the city and parachute landings.
1.3	The park was the setting for a variety of family activities, with musical entertainment from the Military Wives Choir, Peter Corry and the Red Hot Chilli Pipers throughout the afternoon. Appendix 1 shows the arrangements for the event in 2019.
1.4	Recent engagement with RFCA (Reserve Forces' and Cadets' Association) has indicated a desire for this popular, regional event to take place in various Council areas. Armed Forces Day 2024 will take place in Antrim, in partnership with Antrim & Newtownabbey Borough Council. Bangor is secured for 2025, in collaboration with Ards and North Down District Council and Causeway Coast and Glens have secured a bid for 2026.
1.5	An opportunity exists for Lisburn & Castlereagh City Council to secure the location for Armed Forces Day 2027.
1.6	An event of this nature supports our commitment to the Armed Forces, whilst also offering careers advice to young people on the range of opportunities that exist across all elements of the armed forces.
1.7	By committing to this event now, it provides an opportunity to forward plan any financial resource required and to seek any funding that may be available. It is noted that June 2027 falls into a new Council term.
1.8	The cost of this event in 2019 was £125k. It is estimated an event of a similar scale in 2027 will cost £135k.
2.0	<u>Recommendation</u>
	It is recommended that Members:

	<ul style="list-style-type: none"> Agree to Officers submitting an application for Lisburn to host Armed Forces Day 2027. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Estimated cost: £135k funded from reserves in 2027.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	<p>Has an equality and good relations screening been carried out?</p> <p>Will be screened as part of the annual calendar of events.</p>	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p>	
4.3	<p>Has a Rural Needs Impact Assessment (RNIA) been completed?</p>	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>It is anticipated that there are no rural needs impacts.</p>	

Appendices:

2019 Armed Forces Day Programme



JOIN US AS WE CELEBRATE ARMED FORCES DAY IN LISBURN

SATURDAY 22 JUNE 2019



SCHEDULED EVENTS

11:15 - 11:30	Military Wives Choir Area 1	14:00 - 16:30	Tug-of-War Area 3
11:30 - 11:50	Drumhead Service Area 1	14:10	RLC Silver Stars Parachute Display Area 2
12:00	Artillery Fire Area 2	14:15 - 15:00	Red Hot Chilli Pipers Area 1
12:00 - 13:00	DJ Gareth Area 1	15:00	RAF Red Arrows Fly Past Area 2
12:30	RAF Falcons Parachute Display Area 2	15:15 - 15:45	Peter Corry 'Sentimental Journey' Area 1
13:00 - 13:30	Military Wives Choir Area 1	16:00 - 16:45	Red Hot Chilli Pipers Area 1
13:30 - 13:45	Royal Marines Unarmed Combat Display Area 3	17:00	Artillery Fire Area 2
13:45 - 14:05	Peter Corry 'Sentimental Journey' Area 1	17:15 - 17:45	Beating Retreat with the Band of the Royal Marines Area 1

ALL DAY EVENTS

Paul Clark & BFBS Radio Area 3	Indoor Shooting Range Area 3	Wee Critters NI Area 4
Bouncy Castles Area 3 Area 4	Food & Refreshments Area 3 Area 4	Phil's Farm Area 4
Military Village Area 3	DJ / Heroes & Princesses Area 4	Face Painting Area 4
Climbing Towers Area 3	Community Tribal Drumming Area 4	Crafts Area 4



Find out more online at:
www.lisburncastlereagh.gov.uk/AFD2019

#SaluteOurForces #AFD2019



No Bags Allowed

Committee:	Corporate Services Committee
Date:	12 June 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Noting
Subject:	DDay 80 Programme Update

1.0	<p><u>Background and Key Issues</u></p> <p>The DDay 80 Working Group held its final meeting 2 May 2024. Minutes are attached at appendix 1.</p> <p>Appendix 2 sets out the progress in relation to the various activities. This includes a final update on activities which at the time of Corporate Services Committee will have been delivered.</p>	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members:</p> <ul style="list-style-type: none"> Note the minutes of the DDay 80 Working Group on 2 May 2024. Note the progress update in relation to the planned activities and the additional items. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Programme budget has been agreed and will be funded from reserves.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out</p> <p>The overall programme was screened out with mitigations as reported to CSC in March 2024.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out.</p> <p>No rural impacts assessment required</p>	

Appendices:	Appendix 1 – Minutes of DDay 80 Working Group 02 May 2024 Appendix 2 – Programme Update Tracking Document
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Lisburn & Castlereagh City Council D Day Working Group Meeting 2nd May 2024 Minutes	
<p>In Attendance</p>	<ul style="list-style-type: none"> • Alderman Hazel Legge • Cllr Gary Hynds • Cllr Brian Higginson • Cllr Pat Catney • Civic Events Officer • The Mayor’s Secretary • Administration Manager • Museum Manager • Events Apprentice • Head of CC&A • Communications Assistant • City Centre Development Officer • Parks and Amenities Officer
<p>1.</p>	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting.</p> <hr/> <p>Apologies</p> <ul style="list-style-type: none"> • The Rt. Worshipful The Mayor of Lisburn & Castlereagh City Council, Cllr Andrew Gowan • Cllr Aaron McIntyre • Head of Parks and Amenities
<p>2.</p>	<p>Officer Update</p> <p>The Officers provided updates regarding their progress on the D Day 80 programme.</p> <p>The Comms program for the event has been launched and is underway.</p> <p style="padding-left: 40px;">A website is being drafted with a programme of events included.</p> <p>The flowerbeds are currently being organised and are due to be in place in time for the deadline of the final week in May.</p> <p style="padding-left: 40px;">A planting workshop at Hillsborough cannot proceed due to safety concerns regarding the traffic around the roundabout.</p> <p style="padding-left: 40px;">The Castle Gardens workshop will take place on 23rd May.</p> <p style="padding-left: 40px;">The Moat Park workshop will take place on the 20th May.</p>

	<p>The grant programme has concluded with 52 applications having been received.</p> <p>The relevant PR has been completed, including socials and website updates.</p> <p>The museum has acquired the appropriate licenses from Pathé for the historical footage of D Day, which will be valid for 5 days once screening begins.</p> <p>The display will be entitled “Eyewitness to D Day”</p> <p>The Historical talks at the museum have been organised, with 50 places having been booked already by the time of this meeting.</p> <p>Speakers are: Scott Edgar, 22nd May, and Mark Scott, 29th May.</p> <p>These have already been publicised on the ILCLM platforms. Further comms are required, tying into overall D Day 80 comms.</p> <p>The museum exhibition “D Day 1944: Wartime Lisburn and the Battle for Normandy” is to open on the 31st May.</p> <p>The official opening will be held at 12:30, with all elected members being invited to attend.</p> <p>Enquiries have been made in relation to the Mayor’s veteran’s initiative.</p> <p>The officers updated on the events occurring on the 6th June.</p> <p>It was decided that the Town Crier should read the proclamation from The Irish Linen Centre’s side balcony.</p> <p>It was confirmed that the formal flag raising ceremony was being organised.</p> <p>It was confirmed that the Deputy Lieutenant and Mayor were to be invited.</p> <p>The officers confirmed that the Royal British Legion were organising their wreath laying and would not require further assistance from LCCC for this.</p> <p>The elements to be included in the daytime event hosted by the museum in Castle Gardens were confirmed:</p> <ul style="list-style-type: none"> A Vickers gun in a mock emplacement A vintage fire engine A battledress uniform that belonged to a Royal Ulster Rifles soldier during the war An educational element provided in collaboration with local Cadets The Royal Irish Regiment’s mascot <p>It was raised that The Royal Irish Regiment may be able to provide band members to assist with the event throughout the day.</p> <p>Arrangements for the tea dance are well underway.</p>
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	<p>It was confirmed that attendees were to be given £4 vouchers for local coffee shops.</p> <p>It was suggested that the Royal Irish Regiment may be able to play before or after this event, outside the marquee.</p> <p>Details for the VIP reception at LVI were reviewed:</p> <p>Food is to be a light meal of fish and chips served in cones.</p> <p>Robing is to take place at lighters.</p> <p>The Mayor is to deliver a speech to any veterans/survivors from the Mayor’s letter campaign that were invited to attend.</p> <p>Members and VIPs will then walk to Castle Gardens.</p> <p>At 6.30PM the church bell ringing is due to commence across LCCC.</p> <p>The entertainment acts at Castle Gardens for the evening were confirmed as follows:</p> <p>Beechlawn School</p> <p>Friends School</p> <p>The Leading Ladies</p> <p>Lisburn Young Defenders</p> <p>The Band of the Royal Irish Regiment</p> <p>Rachel Lutton, Violinist</p> <p>A tribute is then to be read by the Mayor</p> <p>The VIP Lineup will proceed to the beacon and it will then be lit.</p>
<p>3.</p>	<p>Members’ Comments</p> <p>The Members made some observations and suggestions in regards to what was discussed.</p> <p>Questions were raised regarding the potential of putting a commemorative flower bed next to the war memorial in Hilden</p> <p>It was noted that there are technical challenges with this request. P&A are to investigate the possibility again and liaise with the member directly.</p> <p>It was suggested that Loughview school should be offered assistance with transport costs to attend the Moat Park workshop, using leftover funds from the Grant Programme underspend.</p>

	<p>It was requested that members be sent a programme of events occurring from the grants for the event.</p> <p style="padding-left: 40px;">It was confirmed that this programme has been compiled and will be sent to members within a week of this meeting.</p> <p>A suggestion was made for a further website to be produced by the Comms Team, allowing attendees to upload photographs and promote the event through sharing</p> <p>The Head of CC&A referenced that she was aware of the intentions of a group from Glenavy who wished to invite Members to the unveiling of a headstone at the grave of a Polish Soldier. Details would be confirmed in due course.</p> <p>As this was the final meeting, the Chair Ald. Legge thanked all members and officers for their contributions to the organisation of the event.</p> <p>The other present members all also offered thanks to the officers and members of the working group.</p>
5.	<p>AOB</p> <p>None.</p>
6.	<p>Next Meeting</p> <p>None required</p>

Appendix 2 D Day 80th Anniversary Programme - June 24 (Updated June 2024)					
EVENT / PROJECT	DATE	BUDGET REQUIRED	LEAD	STATUS	PROGRESS TRACKING COMMENTS
Launch of programme and development of comms campaign to include a dedicated webpage to promote programme of events.	N/A	existing budgets	Communications	Ongoing	Programme launched and website live. Implementation ongoing in line with programme activities.
3 Council flowerbeds incorporating D Day theme (Moat Park/Castle Gardens/Royal Hillsborough)	Before end of May (due to growing season)	£2,500.00	P&A	Ongoing	Local schools from have participated in planting events at Moat Park and Castle Gardens. H&S prevents children doing planting at Hillsborough. Planting in Hillsborough planned for 31 May - All photos to be released 31st May.
DDay 80 Grant Fund Programme	04/03/2024	£35,000	Communities	Ongoing	Grant scheme launched on 4th March and closed on 25th March. Reminder comms issued. Members of the Working Group will be invited to attend various events and follow up PR activities will be planned. 52 applications received. Surplus funding allocated to schools to provide transport to Castle Garden event. Comms to schools issued and booking being taken.
City Centre Screening of Historical Footage - to run for a week in advance of 6 June	From 30/05/24	existing budgets	City Centre/Museum	Ongoing	Museum has sourced footage and arrangements are in place with City Centre Management to run footage for 5 days.
Museum exhibition	Mid to late May - to run through the summer	existing budgets	Museum	Ongoing	DDay Display in Museum has been arranged. Launched on 31 May 2024. Comms issued and promotion ongoing.
Museum talks	30/05/24-07/06/24 tbc	existing budgets	Museum	Ongoing	Talks on two topics are arranged - promotion and booking ongoing.
Community Outreach and Workshops	Mid April	existing budgets	Museum	Ongoing	All arrangements in place with 17 schools currently registering interest in attending.
Period themed tea dance	06/06/2024	£2,000.00	City Centre	Ongoing	Tea dance arranged at 2pm on 6th June. Attendees will be provided with vouchers for local coffee shops.
Social Media Campaign for Local WW2 Stories Mayor's Letters Issued to Families	tbc	existing budgets	Comms/Mayor's Office	Ongoing	Local veterans identified and invited to the civic reception on 6 June.

Beacon Lighting Event	06/06/2024	£16,000-18,000	CCA/P&A	Ongoing	Agreed location is Castle Gardens. Format agreed by Working Group. Traders confirmed Performers confirmed. Agreement that main beacon event would be seated due to duration. All relevant H&S and event documentation completed. Tickets issued.
Church Bells	06/06/2024	£0.00	Civic Events	Ongoing	Civic Officers Guide updated to include request to ring church bells at 1830. Arrangements in place.
Town Crier	06/06/2024	From beacon lighting budget	Mayor's Office	Ongoing	Civic Officers Guide updated to include request for Town Crier to deliver message at 0800. Agreed by working group and being progressed. At ILCLM.
Flag of Peace	06/06/2024	From beacon lighting budget	Mayor's Office	Ongoing	Civic Officers Guide updated to include request to raise flag of peace at 0900. Mayoral permission has been granted. Flag Raising Ceremony arranged.

Committee:	Corporate Services Committee
Date:	12 June 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	Citizenship Ceremonies at Hillsborough Castle

1.0	<u>Background and Key Issues</u>
1.1	Lisburn and Castlereagh City Council has the privilege of being the only Council in Northern Ireland with the responsibility for conducting Citizenship Ceremonies for those people who wish to become British Citizens. We deliver this service on behalf of the UK Home Office.
1.2	Citizenship Ceremonies are very special occasions where groups come together to complete the process and celebrate becoming a British Citizen by receiving their certificate from His Majesty's Lord Lieutenant.
1.3	In an average year, 600 citizens attend around 20 ceremonies and demand is increasing. In 2023/24, we processed 1019 citizens.
1.4	Originally, all Citizenship Ceremonies took place in Hillsborough Castle. As the only royal residence in Northern Ireland, the Castle is an elegant and fitting location for such events.
1.5	Over the last few years, due to refurbishment works at the Castle and the impact of the COVID-19 pandemic, there have been various arrangements in place to ensure that Citizenship Ceremonies could continue uninterrupted. This included virtual ceremonies and ceremonies conducted at Council Headquarters at Lagan Valley Island. As circumstances have changed, we have begun hosting a number of ceremonies at Hillsborough Castle once again.
1.6	There is now a desire to see all Citizenship Ceremonies return to the original location of Hillsborough Castle. Engagement has been ongoing with HRP and with His Majesty's Lord Lieutenants as we have worked through the logistical issues of moving the ceremonies back to Hillsborough Castle.
1.7	A Memorandum of Understanding has been drafted by HRP in collaboration with LCCC. The MOU outlines the terms under which Citizenship Ceremonies will operate at Hillsborough Castle from October 2024, allowing some flexibility to host at LVI where dates cannot be accommodated by Hillsborough Castle. The cost of operating Citizenship Ceremonies is covered by the Home Office.
2.0	<u>Recommendation</u> It is recommended that Members:

	<ul style="list-style-type: none"> Agree the return of Citizenships to Hillsborough Castle from October 2024 with LVI as a back up location. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Estimated cost: Costs are re-couped from the Home Office</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	<p>Has an equality and good relations screening been carried out?</p> <p>This service is delivered on behalf of, and under the direction of, the Home Office</p>	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p>	
4.3	<p>Has a Rural Needs Impact Assessment (RNIA) been completed?</p>	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>This service is delivered on behalf of, and under the direction of, the Home Office</p>	

Appendices:	
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Committee:	Corporate Services
Date:	12 th June 2024
Report from:	Head of Finance

Item for:	Decision
Subject:	NILGA - National Employers and LGA Representation Services

1.0	<u>Background and Key Issues</u>	
1.1	The Council has received correspondence from the Northern Ireland Local Government Association (NILGA) in relation to the 2023/24 fees for Contribution towards the National Employer and related external partnership work.	
1.2	Within the Terms of Reference agreed for the Committees, all subscriptions were presented to the Corporate Services Committee in June 2023 for 4 years of the term. This charge was not included in the original list.	
1.3	Lisburn and Castlereagh City Council's fee for the year 2023/24 is £3,592.48 (plus VAT).	
1.4	Approval is requested that the 2023/24 year and the following year's fees up to 2026/27 be approved on the provision they do not exceed the annual budget agreed during the relevant year's estimates process.	
2.0	<u>Recommendation</u>	
	It is recommended that the 2023/24 payment for NILGA be processed and approval granted for the fees to be paid on an annual basis up to 2026/27 on the provision they do not exceed the budget agreed during the relevant year's estimates process.	
3.0	<u>Finance and Resource Implications</u>	
	To be funded through provision held in balance sheet	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	
	Not Applicable	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	
	Not Applicable	

Appendices:

NILGA - Letter to David Burns

Mr David Burns
Chief Executive
Lisburn and Castlereagh City Council
Lagan Valley Island,
The Island
LISBURN
BT27 4RL

14th May 2024

Dear David,

National Employers and LGA Representation Services – Annual Invoice

As in previous years, NILGA has made payment for the sector's contribution towards the National Employer and related external partnership work for the year 2023/24.

NI's aggregate and Council's one eleventh proportion of the national services provided are detailed below: -

1. Contribution to the National Employers - national pay negotiations, agreements, circulars, bulletins, Green Book adaptations, Chief Executive pay, pension, performance initiatives, workforce training, employer guidance, dispute advice and funded training initiatives – £33,000.
2. Contribution to CEMR – the LGA continues to provide NILGA with a European policy advice service (CEMR and Committee of the Regions – UK Contact Group) - £6,517.26.

The total cost of all services for Northern Ireland is £39,517.26, therefore Lisburn and Castlereagh City Council's contribution is **£3,592.48 (excluding VAT)**, as per the attached invoice.

Thank you as always for your assistance and co-operation.

Yours sincerely



Alison Allen
Chief Executive & NI Employers Secretary