



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*

*Page 32*

## 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**

|                     |                              |
|---------------------|------------------------------|
| <b>Committee:</b>   | Corporate Services Committee |
| <b>Date:</b>        | 12 June 2024                 |
| <b>Report from:</b> | Chief Executive              |

|                  |  |
|------------------|--|
| <b>Item for:</b> | Decision   |
| <b>Subject:</b>  | Draft Works Programme Proposals including Capital Programme emanating from DEA Workshops |

|     |  |
|-----|--|
| 1.0 | <p><b><u>Background</u></b></p> <ol style="list-style-type: none"> <li>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.</li> <li>The draft programme is presented in <b>Appendix 1</b> 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.</li> <li>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"> <li>Feasibility</li> <li>Viability</li> <li>Affordability</li> <li>Sustainability</li> </ol> </li> <li>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"> <li>Outcome of preliminary feasibility studies across the programme</li> <li>MRP provision for those projects reliant on capital investment</li> <li>Profile of capital expenditure for committed projects</li> <li>Third party funding opportunities</li> <li>Capacity of the organisation to deliver both through Project Manager (Capital and Small Works Teams) and Project Sponsor roles (representatives from the Sponsoring Directorate)</li> </ol> </li> <li>Within the Council's Investment Plan a number of principles were agreed as outlined below: <ol style="list-style-type: none"> <li>Geographically balanced investment</li> <li>Value for money in everything we do</li> </ol> </li> </ol> |
|-----|--|

- 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 soon 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**

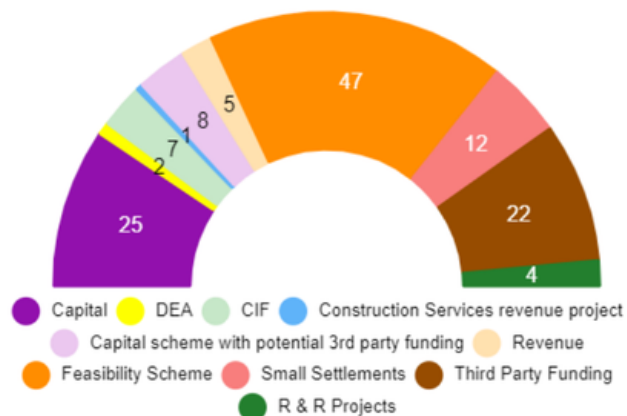
On the basis of the fluidity of capital programmes and their changing nature, for example waste infrastructure uncertainties, it is proposed to fund the feasibility studies, where outsourced, for category 1 and 2 projects from within the approved capital programme

|     |   |     |
|-----|---|-----|
|     | 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 | <b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>  |     |
| 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 <b>or</b> 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 <b>or</b> 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>  |     |

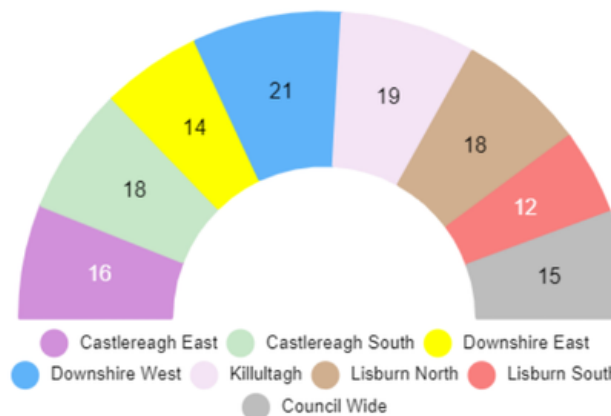
|                    |  |
|--------------------|--|
| <b>Appendices:</b> | <p>Appendix 1 – Works Programme proposals</p> <p>Appendix 2 – Equality Screening</p> <p>Appendix 3 – Rural Needs Impact Assessment</p> |
|--------------------|--|

# Drafts Works Programme Overview

## Indicative Funding Source



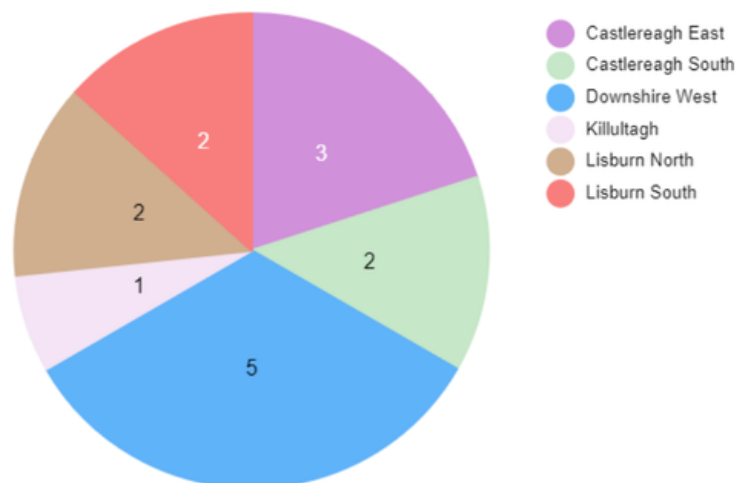
## Area of Investment



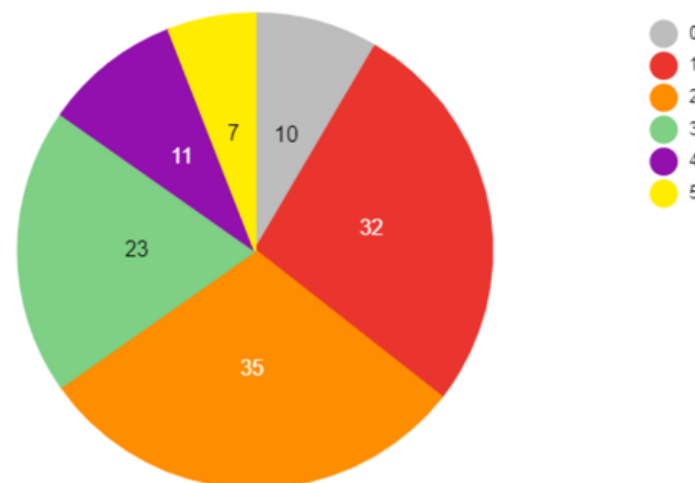
Total Number  
of Projects  
Presented

**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 Stucy            | 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, Belvior 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.                              |
|   | <b>Belfast Rapid Transit - Advocacy Project</b>  | <b>Belfast Rapid Transit</b>   | <b>Castlereagh South</b> | <b>Third Party Funding</b> |  |
|   | <b>Carryduff Park - Advocacy Project</b>   | <b>Bridge Linkage with Carryduff Park</b>  | <b>Castlereagh South</b> | <b>Third Party Funding</b> |  |

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 - AFB1 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 Cenetery  | 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                | Moirra 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                | Moirra 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 Moirra Demense  | The creation of a community Shed for a local group to assist in the maintenance of parklets and village presentation in Moirra Demense  | Downshire West     | Small Settlements                |  |
| 1                | Shopfront Heritage Scheme in Moirra 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  |
|                  | Moirra Bypass - Advocacy Project   | Moirra Bypass - traffic impact to undertake a traffic impact analysis to inform discussion with Dfl amongst others on solutions for traffic congestion in Moirra.                                   | Downshire West     | Revenue                          | Dfl and Planning,  |
|                  | Park & Rail - Advocacy Project   | Moirra 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                | LVLV 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 Navagation House.   | Lisburn South        | Small Settlements          | Dfl 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                |  |
|   | <b>Knockmore Halt - Advocacy Project</b>                    | <b>Knockmore Train Halt</b>   | <b>Lisburn South</b> | <b>Third Party Funding</b> |  |
|   | <b>Blaris Pedestrian Crossing - Advocacy Project</b>        | <b>A Pedestrian Crossing at Blaris inking Lagan Towpath. This "Boundary" project which falls within 2 DEAs.. Lisburn South and Downshire West..</b> | <b>Lisburn South</b> | <b>Third Party Funding</b> |  |

## 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 Moirá. | 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 |
|---------------------|--|-------------------|--|---------------|---|

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 |
|------------|---|--------------|--|--------|---|

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&amp;CCC Churches &amp; 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><a href="#">Corporate plan and ambitions 2024/2028 - Lisburn &amp; Castlereagh (lisburncastlereagh.gov.uk)</a></p>  |
| 2. LCCC Community Plan 2017 – 2032                       | <p>LCCC</p> <p><a href="https://www.lisburncastlereagh.gov.uk/uploads/general/Community_Plan_2017-2032_EMAIL.pdf">https://www.lisburncastlereagh.gov.uk/uploads/general/Community_Plan_2017-2032_EMAIL.pdf</a></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><a href="https://www.executiveoffice-ni.gov.uk/topics/making-government-work/programme">https://www.executiveoffice-ni.gov.uk/topics/making-government-work/programme</a></p>                       |

|  |   |
|--|---|
| 5. Racial Equality Strategy for NI 2015-2025 | OFMDFM<br><a href="https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/ofmdfm/racial-equality-strategy-2015-2025.pdf">https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/ofmdfm/racial-equality-strategy-2015-2025.pdf</a> |
| 6. UK Industrial Strategy                    | UK Government<br><a href="https://www.gov.uk/government/topical-events/the-uk-industrial-strategy">https://www.gov.uk/government/topical-events/the-uk-industrial-strategy</a>  |
| 7. Local Development Plan                    | Lisburn & Castlereagh City Council<br><a href="http://lisburncastlereagh.gov.uk">Local Development Plan - Lisburn &amp; Castlereagh (lisburncastlereagh.gov.uk)</a>   |
| 8. Departmental & Service Unit Plans         | LCCC<br>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><tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr><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></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 |
| 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            |                |          |          |          |         |                                |      |      |                    |      |      |             |      |      |            |     |     |
| 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><tr><th>DUP (%)</th><th>Alliance (%)</th><th>UUP (%)</th><th>SF (%)</th><th>SDLP (%)</th><th>Ind (%)</th></tr><tr><td>35</td><td>32.5</td><td>15</td><td>10</td><td>5</td><td>2.5</td></tr></table> | DUP (%)        | Alliance (%)   | UUP (%)  | SF (%)   | SDLP (%) | Ind (%) | 35                             | 32.5 | 15   | 10                 | 5    | 2.5  |             |      |      |            |     |     |
| DUP (%)                        | Alliance (%)  | UUP (%)        | SF (%)         | SDLP (%) | Ind (%)  |          |         |                                |      |      |                    |      |      |             |      |      |            |     |     |
| 35                             | 32.5  | 15             | 10             | 5        | 2.5      |          |         |                                |      |      |                    |      |      |             |      |      |            |     |     |
| Racial Group                   | <table><tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr><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></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 |             |      |      |            |     |     |
| NI Census 2021                 | N. Ireland (%)  | LCCC (%)       |                |          |          |          |         |                                |      |      |                    |      |      |             |      |      |            |     |     |
| White                          | 96.6  | 96.07          |                |          |          |          |         |                                |      |      |                    |      |      |             |      |      |            |     |     |
| Irish Traveller                | 0.01  | 0.07           |                |          |          |          |         |                                |      |      |                    |      |      |             |      |      |            |     |     |
| Other/Not Recorded             | 3,39  | 3.86           |                |          |          |          |         |                                |      |      |                    |      |      |             |      |      |            |     |     |

| Age                      | <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.</p> <p>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><tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr><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></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% |          |   |     |         |   |     |
|--------------------------|---|----------------|----------------|----------|--------------------------|-------|-------|---------|-----|-------|-------------------|-----|-------|-----------|-----|-------|----------|---|-----|---------|---|-----|
| 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%          |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Marital Status           | <table><tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr><tr><td>Single</td><td>38</td><td>33.07</td></tr><tr><td>Married</td><td>43</td><td>51.4</td></tr><tr><td>Civil Partnership</td><td>0.3</td><td>0.19</td></tr><tr><td>Separated</td><td>4</td><td>3.1</td></tr><tr><td>Divorced</td><td>6</td><td>5.9</td></tr><tr><td>Widowed</td><td>6</td><td>6.2</td></tr></table>   | NI Census 2021 | N. Ireland (%) | LCCC (%) | Single                   | 38    | 33.07 | Married | 43  | 51.4  | Civil Partnership | 0.3 | 0.19  | Separated | 4   | 3.1   | Divorced | 6 | 5.9 | Widowed | 6 | 6.2 |
| NI Census 2021           | N. Ireland (%)  | LCCC (%)       |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Single                   | 38  | 33.07          |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Married                  | 43  | 51.4           |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Civil Partnership        | 0.3   | 0.19           |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Separated                | 4   | 3.1            |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Divorced                 | 6   | 5.9            |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Widowed                  | 6   | 6.2            |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Sexual Orientation       | <table><tr><th>NI Census 2021</th><th>N. Ireland (%)</th><th>LCCC (%)</th></tr><tr><td>Straight or heterosexual</td><td>90.04</td><td>91.36</td></tr></table>   | NI Census 2021 | N. Ireland (%) | LCCC (%) | Straight or heterosexual | 90.04 | 91.36 |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| NI Census 2021           | N. Ireland (%)  | LCCC (%)       |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |
| Straight or heterosexual | 90.04   | 91.36          |                |          |                          |       |       |         |     |       |                   |     |       |           |     |       |          |   |     |         |   |     |

|                       |  |      |      |
|-----------------------|--|------|------|
|                       | Gay or lesbian   | 1.17 | 1.21 |
|                       | Bisexual   | 0.75 | 0.69 |
|                       | Other sexual orientation   | 0.17 | 0.15 |
|                       | Prefer not to Say  | 4.58 | 3,72 |
|                       | Not Stated   | 3.30 | 2.87 |
| Men & Women Generally | 2021 Census Information - The population of the LCCC Council Area is 49% male and 51% female.  |      |      |
| 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 &amp; 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 &amp; 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 &amp; young adults aged 15 – 19 years.</p> <p>In 2021, of the 60,143 households in the Lisburn &amp; 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 &amp; 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                              |

|                       |  |       |
|-----------------------|--|-------|
| Age                   | 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). | Minor |
| Marital Status        | This programme is not expected to have any significant impact on people with different marital status.   | Minor |
| Sexual Orientation    | This programme is not expected to impact on people with different sexual orientation.  | None  |
| Men & Women Generally | 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  | Minor |

|            |  |       |
|------------|--|-------|
|            | (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.   |       |
| Disability | <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 &amp; 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 &amp; 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 &amp; 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> | Minor |
| Dependants | 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  | Minor |

|  |   |  |
|--|---|--|
|  | <p>range of issues relating to public &amp; 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> |  |
|--|---|--|

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.

- 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> |  |
|--|---|--|

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        | <p>This programme aims to sustain/improve council services, local community infrastructure within the council area. Improved services and infrastructure, and sustainable transportation services &amp; networks will improve connectivity which in turn will have a positive impact on social inclusion, integration, and good relations. Access to parks &amp; 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.</p> | 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/<br>Political Opinion/<br>Racial Group | <p>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 &amp; 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.</p> |                        |

## 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.

☒

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

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| <b>Committee:</b>   | Corporate Services Committee             |
| <b>Date:</b>        | 12 <sup>th</sup> June 2024               |
| <b>Report from:</b> | Director of Finance & Corporate Services |

|                  |  |
|------------------|--|
| <b>Item for:</b> | Decision   |
| <b>Subject:</b>  | Department for Communities – Minister’s Initial Budget Allocations for 2024-25 |

|     |   |    |
|-----|---|----|
| 1.0 | <b><u>Background and Key Issues</u></b>   |    |
| 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:<br><br><a href="https://www.communities-ni.gov.uk/news/minister-launch-budget-consultation">https://www.communities-ni.gov.uk/news/minister-launch-budget-consultation</a>  |    |
| 1.3 | The Minister identifies two main impacts on Councils as follows: <ul style="list-style-type: none"><li>• The Rates Support Grant initial Budget is set at £3.1m for 2024-25, reflecting a reduction of £1.8m on 2023-24, and</li><li>• Labour Market Partnership funding to Councils will continue in 2024-25, aligned with business case approvals.</li></ul>  |    |
| 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 | <b><u>Recommendation</u></b><br><br>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 | <b><u>Finance and Resource Implications</u></b><br><br>Matters within consultation to be considered in context of financial budgets and estimates.  |    |
| 4.0 | <b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>  |    |
| 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 <u>or</u> 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 <u>or</u> rationale why the screening was not carried out.</p> <p>The RNIA will be the responsibility of the Department for Communities.</p>     |    |

|                    |   |
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| <b>Appendices:</b> | DfC correspondence – Minister’s Initial Budget Allocation for 2024/25 |
|--------------------|---|



Department for  
**Communities**  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

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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](mailto: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.



Department for

**Communities**

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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](mailto:jeff.glass@communities-ni.gov.uk), telephone: 9082 3375.

Yours sincerely,

**ANTHONY CARLETON**

cc Deirdre Ward



INVESTORS  
IN PEOPLE



|                     |  |
|---------------------|--|
| <b>Committee:</b>   | Corporate Services Committee                       |
| <b>Date:</b>        | 12 June 2024                                       |
| <b>Report from:</b> | Head of IT, Portfolio & Commercialisation (Acting) |

|                  |   |
|------------------|---|
| <b>Item for:</b> | Noting  |
| <b>Subject:</b>  | <b>Digital Journey- Enabling Efficiency and Customer Access</b> |

|     |  |
|-----|--|
| 1.0 | <b><u>Presentation to be provided to Members in support of report</u></b>  |
| 1.1 | <p><b><u>Background</u></b></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><b><u>Current Position</u></b></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><b><u>Completed Projects 2023/24</u></b></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"><li>• <b>Replacement of Obsolete Systems</b><br/>We have upgraded FOI, customer care (complaints), Waste Management, Citizenship, and Asset Management systems to modernise operations and improve service delivery.</li><li>• <b>Box Office Ticketing System</b><br/>We have re-implemented the "Spektrix" box office ticketing system which has allowed better streamlining of ticketing processes, enhancing accessibility on the website.</li><li>• <b>Launch of New Corporate Website</b><br/>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.</li><li>• <b>Digitisation of Application Processes</b><br/>We have digitised a number application processes, including Citizenship Ceremony Applications, Applications for Additional Household Landfill Bin Capacity, and assisted</li></ul> |



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

|                    |                    |
|--------------------|--------------------|
| <b>Appendices:</b> | App 1 Presentation |
|--------------------|--------------------|



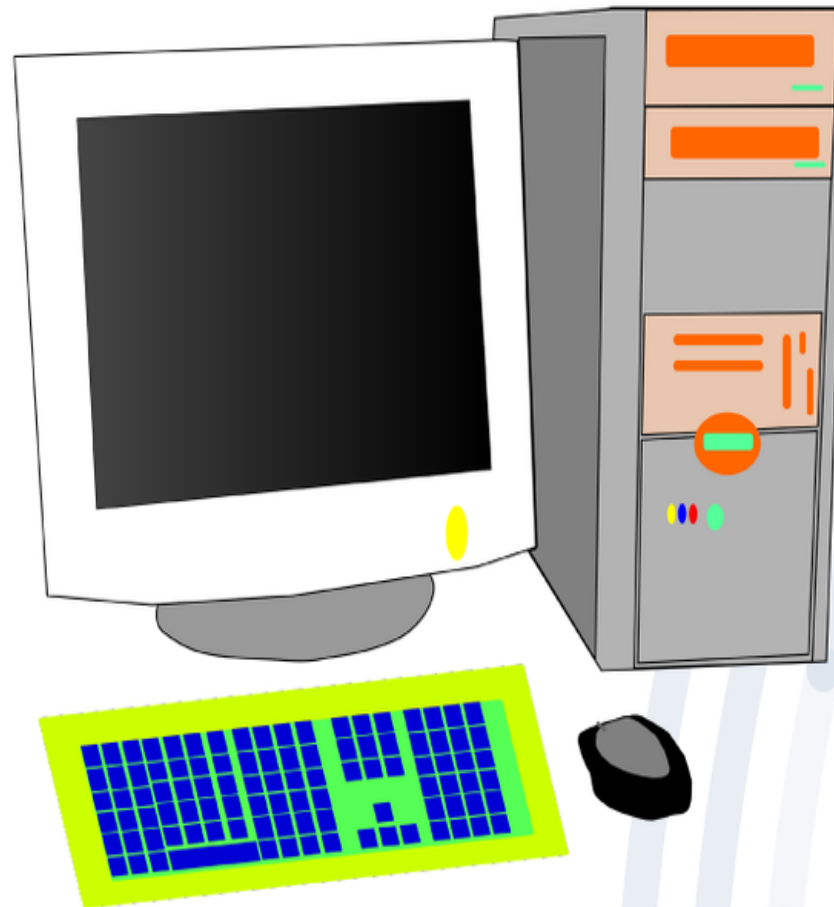
# Digital Journey

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## 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



|                     |  |
|---------------------|--|
| <b>Committee:</b>   | Corporate Services Committee                         |
| <b>Date:</b>        | 12 <sup>th</sup> June 2024                           |
| <b>Report from:</b> | Head of Human Resources & Organisational Development |

|                  |  |
|------------------|--|
| <b>Item for:</b> | Decision   |
| <b>Subject:</b>  | Equality and Disability Action Plans Progress Report |

|     |  |
|-----|--|
| 1.0 | <b><u>Background and Key Issues</u></b>  |
| 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"> <li>• Sensory room, sign language interpreter, accessibility area all in use for the “Christmas Switch On”</li> <li>• Sensory Shopping Night as part of Lisburn Light Festival</li> <li>• Disability sledging and inclusive ice-skating launched at Dundonald International Ice Bowl</li> <li>• Silent ASD friendly disco hosted at Lagan Valley LesiurePlex</li> <li>• Collaborations with additional needs groups</li> </ul> |
| 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 | <b><u>Recommendation</u></b><br><br>It is recommended that Members approve the attached report.  |
| 3.0 | <b><u>Finance and Resource Implications</u></b><br><br>Not applicable to this paper, any actions would be budgeted and monitored accordingly within the respective Unit.   |
| 4.0 | <b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>   |
| 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"><li>• Draft Annual Progress Report 2023 – 2024</li><li>• Equality Action Plan Progress Update</li><li>• Disability Action Plan Progress Update</li></ul> |
|-------------|--|

Lisburn & Castlereagh City Council



Public Authority Statutory Equality and Good Relations Duties  
Annual Progress Report

Contact details:

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

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- 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.

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☐ 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

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☐ 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

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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



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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

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☐ 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.

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- 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

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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 \(liscastlereaigh.gov.uk\)](https://liscastlereaigh.gov.uk/equality-screening-reports-2023-24)

- 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

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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

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☐ 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)*



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☒ 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

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☐ 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.

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- 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:

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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:

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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 <sup>i</sup>  | Outcomes / Impact <sup>ii</sup>              |
|-------------------------|--|---|--|
| National <sup>iii</sup> | Click or tap here to enter text.   | Click or tap here to enter text.  | Click or tap here to enter text.             |
| Regional <sup>iv</sup>  | Click or tap here to enter text.   | Click or tap here to enter text.  | Click or tap here to enter text.             |
| Local <sup>v</sup>      | 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. |

PART B

|                      |   |  |   |
|----------------------|---|--|---|
| Local <sup>vi</sup>  | 3.2 Ensure disabled people and representative groups are targeted proactively in all council consultations and engagement initiatives | 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. | Improved participation and engagement with disabled groups. |
| Local <sup>vii</sup> | 3.3 Continue to work with disabled individuals and their representative groups  | Achieved and ongoing. There has been increased focus on supporting needs of deaf community following representation to Mayor.  | Improved participation and engagement with disabled groups. |

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

|  |                          |         |                  |
|--|--------------------------|---------|------------------|
|  | Training Action Measures | Outputs | Outcome / Impact |
|--|--------------------------|---------|------------------|

## PART B

|            |   |  |  |
|------------|---|--|--|
| 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. |

## PART B

|     |  |   |   |
|-----|--|---|---|
|     |  | 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.  |

## PART B

|     |  |  |   |
|-----|--|--|---|
| 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 |



## PART B

### 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 withing 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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- <sup>i</sup> **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.
  - <sup>ii</sup> **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.
  - <sup>iii</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments
  - <sup>iv</sup> **Regional**: Situations where people can influence policy decision making at a middle impact level
  - <sup>v</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
  - <sup>vi</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.
  - <sup>vii</sup> **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<br><br>(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<br><br>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.<br>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<br><br>Review current policy and/or develop new policy as required                  | Building Control / Environmental Services Directorate<br>Environmental Services (ES) Committee<br><br>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).<br><br>Continue through the development of a | Environmental Health/Environmental Services Directorate   | Ongoing monitoring of interments, including breakdown by faith, where known.<br><br>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 &amp; Units, including Communications core services such as:</p> <p>Waste Management</p> <p>Environmental Health</p> <p>Parks &amp; 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> | Assets Unit/Service Transformation Directorate  | <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 &amp; Amenities</p> <p>Sports Services</p> <p>Communities</p> <p>Assets</p> <p>Waste Management &amp; 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> |



|  |   |   |  |   |
|--|---|---|--|---|
| (Location/provision of facilities including indoor and outdoor leisure; council property and public service sites) | <p>Estates strategy to be approved and Estates action plan to be developed</p> <p>Facilities and services, including accessibility measures, promoted accordingly</p>   |   |  | Approval of new DIIB.   |
| <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> |
| 3.4 Digital Inclusion – No one left behind   | <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> | Service Transformation Directorate                                    | <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>   |

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|  |  |  |  | <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> |
|--|--|--|--|--|

#### 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 &amp; 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<br><br>(Charging policy) | Targeted marketing<br>Comparison with public and private competitors | Communities | Feedback and Annual review |  |
|---|--|-------------|----------------------------|--|

**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 &amp; 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"> <li>• Dignity at Work training</li> <li>• Recruitment and Selection training</li> <li>• JAM card training continues</li> <li>• Mental Health First Aid delivered</li> <li>• Equality Modules developed as part of new online training</li> <li>• Equality Commission Training circulated, relevant modules attended by key staff</li> <li>• Briefings and training from Employers for Disability, IMTAC, Diversity Mark</li> <li>• Cara Friend training for key staff</li> <li>• Safeguarding training for key staff</li> <li>• Customer skills excellence training includes a focus on Equality and Diversity</li> <li>• Staff provided with tailored 1-1 support with equality screening and advice</li> <li>• Key resources added to the staff intranet and publicised to staff.</li> <li>• CRIAs &amp; Child Rights Training undertaken by key staff. Feedback provided to Director of Leisure &amp; Community Wellbeing for consideration of further roll out to staff</li> </ul> <p>Evaluation undertaken for all training. Complaints and compliments addressed accordingly and used to develop further training.</p> |

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

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

**ADDENDUM**

**In September 2023, the following motion was approved by the Corporate Services Committee and ratified by Council. This has been addended 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 councils 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  |
|---|--|---|---|
| <b>1 Policy Development and Reporting</b>   |  |   |   |
| 1.1 Ensure disability is included in all equality screening of policies, projects and plans                           | Screening template requires consideration of disability  | All<br><br>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<br><br>Staff to use <a href="#">Revised Screening template</a> (Sept) - on intranet<br><br>Staff to consider potential contribution to DAP in all equality screening exercises | Equality Officer<br><br>All<br><br>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<br><br>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<br><br>Facilitate attendance by Equality Officer at DMTs and service team meetings  | Directors<br><br>Directors<br>Heads of Service      | Achieved and ongoing.<br>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.<br>.  |

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

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| <b>2 Awareness &amp; Understanding</b>  |  |   |   |
|---|--|---|---|
| 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<br>HR & OD Mgr   | Achieved and ongoing.<br>DDA duties covered in all training delivered in 2023-24.<br>Included in training for Elected Members June 2024.<br>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<br>HR & OD Mgr   | Achieved and ongoing.<br>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<br>HR & OD Mgr   | Achieved and ongoing.<br>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<br>HR & OD Mgr   | Achieved and ongoing.<br>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<br>Add resources to intranet and promote as appropriate           | HR & OD –<br>wellbeing team<br>Comms team   | Achieved and ongoing.<br>Regular circulations from HR&OD team.<br>Wellbeing Hub.<br>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.<br>Report findings<br><br>Survey to be repeated in year 5 of plan | Equality Officer<br>Member Support<br>Services (Comms & Admin) ?<br>HR & OD Training team | Operational pressures have required this be delayed until 2024/25.  |

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

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| <b>3 Promotion and Engagement</b>   |   |   |  |
|---|---|---|--|
| 3.1 Identify relevant opportunities and encourage participation of disabled people through targeted promotion                             | <p>Identify potential opportunities</p> <p>Provide advice to relevant teams</p> <p>Ensure key messages included in promotional material</p> <p>Ensure positive images included in promotional materials and publications</p>      | <p>Equality Officer</p> <p>Comms team – website, intranet, social media, corporate publications</p> <p>Marketing and Promotion staff in relation to specific services</p> | <p>Achieved.</p> <p>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.</p> <p>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</p> <p>Communities team</p> <p>Mayor's office</p>  | <p>Achieved and ongoing.</p> <p>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 | Scheduled for year 2 of plan  | Equality officer to lead (with HR & OD)   | Operational pressures have required this be delayed until 2024/25.   |

## 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<br><br>Encourage staff participation  | Comms team<br>Mayor's officer<br>HR & OD –<br>Wellbeing and<br>Training & Dev<br>teams<br>HoS/line<br>managers | Achieved and ongoing.   |
| <b>4 Communication and Accessibility</b>   |  |  |   |
| 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<br><br>Review corporate documents, website and social media<br><br>Compile examples of positive portrayal | All departments that use promotional materials<br><br>Comms team<br><br>Equality Officer                       | Achieved and ongoing.<br><br>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<br><br>Proactively develop articles for relevant publications<br><br>Compile examples and advise | Comms team<br><br>Comms team<br><br>Equality Officer   | Achieved and ongoing.<br><br>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<br><br>Add information about Disability duties to website and intranet   | Equality Officer<br>Comms team   | Achieved and ongoing.<br><br>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

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|   |   |   |   |
|---|---|---|---|
| 4.4 Keep under review the accessibility of the website and communication methods/policies generally                                       | Further review website accessibility and produce further guidance for staff<br><br>Review/discuss Comms work generally                              | Comms team<br>Equality Officer  | Achieved and ongoing.<br><br>Equality audit of website and use of Reachdeck.<br><br>Business plan for video relay services.<br><br>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. |
| 4.5 Consider adopting ECNI Every Customer Counts initiative for front line services   | Discuss with Equality Commission<br><br>Promote to heads of service and negotiate pilot service (eg, Arts or Sports service)<br><br>Pilot in year 1 | Equality Officer<br><br>Equality Officer<br><br>Relevant HoS/Equality Officer | Operational pressures have required this be delayed until 2024/25.  |
| <b>5 Promoting employability and employment for disabled people (HR)</b>  |   |   |   |
| 5.1 Explore employability programmes with key disability support organisations  | Review potential opportunities in year 1  | HR & OD Recruitment team  | Partially Achieved.<br><br>Underway Usel and Disability Action supporting employees. 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 | Identify opportunities and offer placements   | HR & OD Recruitment team  | Partially achieved. Opportunities have been explored and identified.<br><br>Consideration of further development in 24-25 with appointment of new HR manager.   |

## 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<br>Ensure processes in place | HR & OD Recruitment team             | Achieved and on-going.<br>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<br>Compile examples   | HR & OD Recruitment team             | Achieved and on-going.<br>General welcome statement added to job adverts.<br>Positive examples compiled and suggested and review of processes. |

|                     |  |
|---------------------|--|
| <b>Committee:</b>   | Corporate Services Committee                         |
| <b>Date:</b>        | 12 <sup>th</sup> June 2024                           |
| <b>Report from:</b> | Head of Human Resources & Organisational Development |

|                  |                   |
|------------------|-------------------|
| <b>Item for:</b> | Noting            |
| <b>Subject:</b>  | Workforce Reports |

|     |   |                        |
|-----|---|------------------------|
| 1.0 | <b><u>Background and Key Issues</u></b>   |                        |
|     | <ol style="list-style-type: none"> <li>1. Workforce Reports are provided on a quarterly basis to this Committee for review and scrutiny as appropriate and include:</li> <li>2. <b>Report on Attendance Management</b> within the Council for the period up to 31<sup>st</sup> March 2024 including actions taken by the Council to support attendance and minimise absence levels.</li> <li>3. <b>Workforce</b> This report details the number of staff employed and agency workers engaged with the Council as at 13th May 2024.</li> <li>4. <b>Recruitment</b> This report provides detail of the current position of recruitment of posts as at 22<sup>nd</sup> May 2024, both internally and externally advertised posts.</li> </ol> |                        |
| 2.0 | <b><u>Recommendation</u></b>  |                        |
|     | It is recommended that Members note the attached reports.   |                        |
| 3.0 | <b><u>Finance and Resource Implications</u></b>   |                        |
|     | Captured within current budgets.  |                        |
| 4.0 | <b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>  |                        |
| 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 <b><u>or</u></b> 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 <b><u>or</u></b> rationale why the screening was not carried out.  | Report for noting only |



**Appendices:**

- **Attendance Management Report: Analysis for Period Ending on 31<sup>st</sup> 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<br>to<br>31.01.24 | 01.03.23<br>to<br>28.02.24 | 01.04.23<br>to<br>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%                      |
| <b>Days lost per employee</b>         | <b>15.82</b>               | <b>16.26</b>               | <b>16.26</b>               |

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<br>& 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

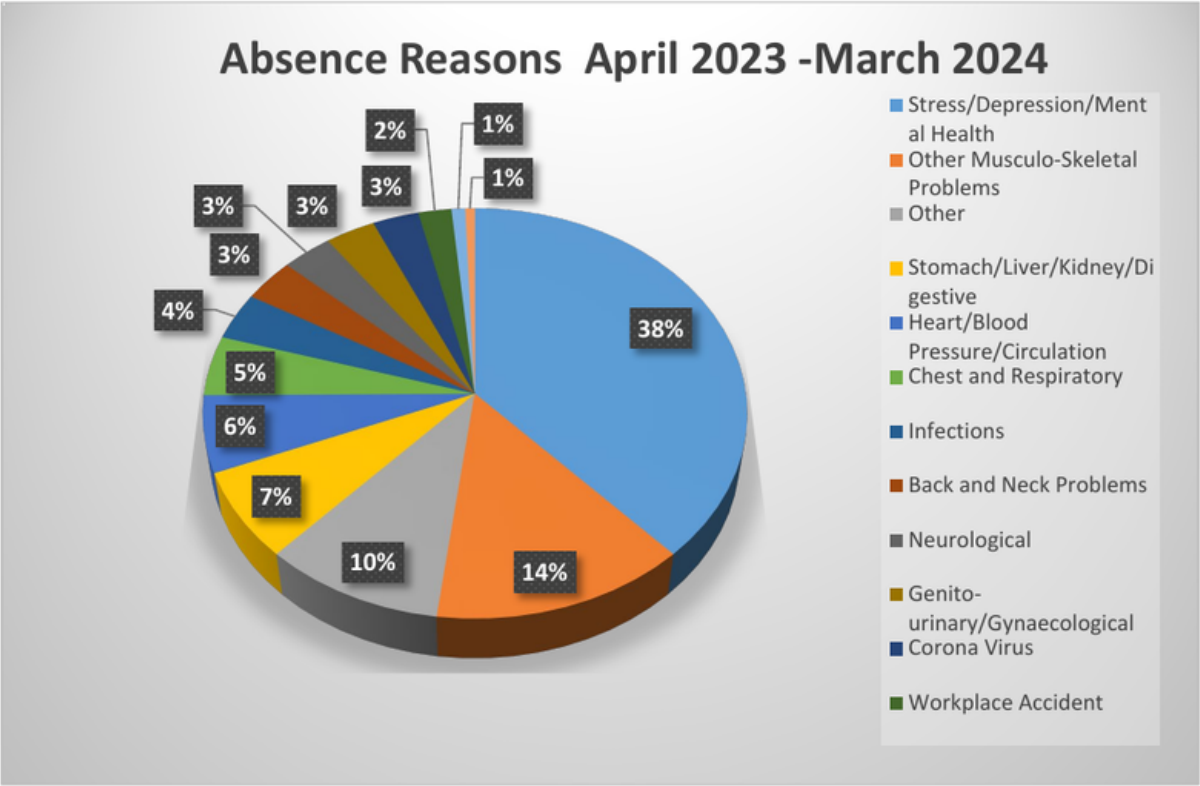
### Days Lost Current vs Previous Qtr

| 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        |
| <b>Total</b>  | <b>3,664.53</b>        | <b>3551</b>           | <b>-113.53</b> |

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        |
| <b>Total</b>            | <b>4.78</b>                               | <b>4.72</b>                              | <b>-0.07</b> |

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)<br>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        |
| <b>LCCC</b>    | 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        |
| <b>Average</b> | <b>14.1</b>    | <b>15.3</b> | <b>11.8</b> | <b>15.9</b> | <b>16.3</b>    | <b>14.7</b> |

## 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<br><br>Help remove your Dementia Risk<br><br>NILGOSC Pension Webinars | Healthy Eating for Heart Month | International Women’s Day – Women’s Health<br><br>Benenden Information Sessions & Webinar |

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                 |
| 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 | GGGG   | 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                     | 3.45  | 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                     | 8.25  | 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      |

|                     |                    |
|---------------------|--------------------|
| <b>Committee:</b>   | Corporate Services |
| <b>Date:</b>        | 12 June 2024       |
| <b>Report from:</b> | Head of Assets     |

|                  |  |
|------------------|--|
| <b>Item for:</b> | Decision   |
| <b>Subject:</b>  | 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    |

|     |   |     |
|-----|---|-----|
|     | <p>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.</p> <p>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.</p> <p>6. The actions arising from the recent Notice of Motion through Council in relation to EV charging have now all been followed through.</p> <p>7. An interim position charge of 48p is currently in operation for those who choose to use the system.</p> |     |
| 3.0 | <p><b><u>Recommendation</u></b></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>   |     |
| 3.0 | <p><b><u>Finance and Resource Implications</u></b></p> <p>There is a standard charge of £6.84 per month. The income against the expenditure will continue to be assessed.</p>   |     |
| 4.0 | <p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></p>   |     |
| 4.1 | Has an equality and good relations screening been carried out?  | N/A |
| 4.2 | Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out  |     |
| 4.3 | Has a Rural Needs Impact Assessment (RNIA) been completed?  | N/A |
| 4.4 | 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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| <b>Appendices:</b> | N/A |
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| <b>Committee:</b>   | Corporate Services Committee                        |
| <b>Date:</b>        | 12 June 2024  |
| <b>Report from:</b> | Head of Corporate Communications and Administration |

|                  |                       |
|------------------|-----------------------|
| <b>Item for:</b> | Decision              |
| <b>Subject:</b>  | Armed Forces Day 2027 |

|     |  |
|-----|--|
| 1.0 | <b><u>Background and Key Issues</u></b>  |
| 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 | <b><u>Recommendation</u></b>   |
|     | It is recommended that Members:  |

|     |   |    |
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|     | <ul style="list-style-type: none"> <li>Agree to Officers submitting an application for Lisburn to host Armed Forces Day 2027.</li> </ul>  |    |
| 3.0 | <b><u>Finance and Resource Implications</u></b><br><br>Estimated cost: £135k funded from reserves in 2027.  |    |
| 4.0 | <b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>  |    |
| 4.1 | Has an equality and good relations screening been carried out?<br><br>Will be screened as part of the annual calendar of events.  | 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  |    |
| 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.<br><br>It is anticipated that there are no rural needs impacts. |    |

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| <b>Appendices:</b> | <b>2019 Armed Forces Day Programme</b> |
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# JOIN US AS WE CELEBRATE ARMED FORCES DAY IN LISBURN

**SATURDAY 22 JUNE 2019**



## SCHEDULED EVENTS

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

## ALL DAY EVENTS

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



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| <b>Committee:</b>   | Corporate Services Committee                        |
| <b>Date:</b>        | 12 June 2024  |
| <b>Report from:</b> | Head of Corporate Communications and Administration |

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|------------------|--------------------------|
| <b>Item for:</b> | Noting                   |
| <b>Subject:</b>  | DDay 80 Programme Update |

|     |  |     |
|-----|--|-----|
| 1.0 | <p><b><u>Background and Key Issues</u></b></p> <p>The DDay 80 Working Group held its final meeting 2 May 2024. Minutes are attached at <b>appendix 1</b>.</p> <p><b>Appendix 2</b> 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><b><u>Recommendation</u></b></p> <p>It is recommended that Members:</p> <ul style="list-style-type: none"> <li>• Note the minutes of the DDay 80 Working Group on 2 May 2024.</li> <li>• Note the progress update in relation to the planned activities and the additional items.</li> </ul>  |     |
| 3.0 | <p><b><u>Finance and Resource Implications</u></b></p> <p>Programme budget has been agreed and will be funded from reserves.</p>   |     |
| 4.0 | <p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></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 <b><u>or</u></b> 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 <b><u>or</u></b> rationale why the screening was not carried out.</p> <p>No rural impacts assessment required</p>  |     |



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| <b>Appendices:</b> | <b>Appendix 1</b> – Minutes of DDay 80 Working Group 02 May 2024<br><b>Appendix 2</b> – Programme Update Tracking Document |
|--------------------|--|

| <b>Lisburn &amp; Castlereagh City Council</b><br><b>D Day Working Group Meeting</b><br><b>2<sup>nd</sup> May 2024</b><br><b>Minutes</b> |   |
|---|---|
| In Attendance   | <ul style="list-style-type: none"> <li>• Alderman Hazel Legge</li> <li>• Cllr Gary Hynds</li> <li>• Cllr Brian Higginson</li> <li>• Cllr Pat Catney</li> <li>• Civic Events Officer</li> <li>• The Mayor's Secretary</li> <li>• Administration Manager</li> <li>• Museum Manager</li> <li>• Events Apprentice</li> <li>• Head of CC&amp;A</li> <li>• Communications Assistant</li> <li>• City Centre Development Officer</li> <li>• Parks and Amenities Officer</li> </ul>  |
| 1.  | <p><b>Welcome</b></p> <p>The Chair welcomed everyone to the meeting.</p> <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• The Rt. Worshipful The Mayor of Lisburn &amp; Castlereagh City Council, Cllr Andrew Gowan</li> <li>• Cllr Aaron McIntyre</li> <li>• Head of Parks and Amenities</li> </ul>  |
| 2.  | <p><b>Officer Update</b></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>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>A planting workshop at Hillsborough cannot proceed due to safety concerns regarding the traffic around the roundabout.</p> <p>The Castle Gardens workshop will take place on 23<sup>rd</sup> May.</p> <p>The Moat Park workshop will take place on the 20<sup>th</sup> May.</p> |

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|  | <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 6<sup>th</sup> 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"> <li>A Vickers gun in a mock emplacement</li> <li>A vintage fire engine</li> <li>A battledress uniform that belonged to a Royal Ulster Rifles soldier during the war</li> <li>An educational element provided in collaboration with local Cadets</li> <li>The Royal Irish Regiment’s mascot</li> </ul> <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> |
| 3. | <p><b>Members' Comments</b></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&amp;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>   |

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|    | <p>It was requested that members be sent a programme of events occurring from the grants for the event.</p> <p>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&amp;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><b>AOB</b></p> <p>None.</p>   |
| 6. | <p><b>Next Meeting</b></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<br>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 releveant 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.  |



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| <b>Committee:</b>   | Corporate Services Committee                        |
| <b>Date:</b>        | 12 June 2024  |
| <b>Report from:</b> | Head of Corporate Communications and Administration |

|                  |   |
|------------------|---|
| <b>Item for:</b> | Decision                                      |
| <b>Subject:</b>  | Citizenship Ceremonies at Hillsborough Castle |

|     |   |
|-----|---|
| 1.0 | <b><u>Background and Key Issues</u></b>   |
| 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 | <b><u>Recommendation</u></b><br><br>It is recommended that Members:   |

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

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| Appendices: |  |
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| <b>Committee:</b>   | Corporate Services         |
| <b>Date:</b>        | 12 <sup>th</sup> June 2024 |
| <b>Report from:</b> | Head of Finance            |

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| <b>Item for:</b> | Decision   |
| <b>Subject:</b>  | NILGA - National Employers and LGA Representation Services |

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|-----|---|----|
| 1.0 | <b><u>Background and Key Issues</u></b>   |    |
| 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 | <b><u>Recommendation</u></b>  |    |
|     | 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 | <b><u>Finance and Resource Implications</u></b>   |    |
|     | To be funded through provision held in balance sheet  |    |
| 4.0 | <b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>  |    |
| 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 <b><u>or</u></b> rationale why the screening was not carried out<br><br>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 <b><u>or</u></b> rationale why the screening was not carried out.<br><br>Not Applicable  |    |

|                    |                               |
|--------------------|-------------------------------|
| <b>Appendices:</b> | NILGA - Letter to David Burns |
|--------------------|-------------------------------|

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

14<sup>th</sup> 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



|                     |                            |
|---------------------|----------------------------|
| <b>Committee:</b>   | Corporate Services         |
| <b>Date:</b>        | 12 <sup>th</sup> June 2024 |
| <b>Report from:</b> | Head of Finance            |

## CONFIDENTIAL REPORT

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| <b>Reason why the report is confidential:</b>        | Information relating to the financial or business affairs of any particular person (including the Council holding that information). |
| <b>When will the report become available:</b>        |  |
| <b>When will a redacted report become available:</b> | After Full Council   |
| <b>The report will never become available:</b>       |  |

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| <b>Item for:</b> | Noting  |
| <b>Subject:</b>  | Draft Management Accounts – Period 12 2023/2024 |

|     |  |
|-----|--|
| 1.0 | <p><b><u>Background and Key Issues</u></b></p> <p><b>Period 12 - Management Accounts</b></p>   |
| 1.1 | Attached is the set of Management Accounts for the period ended 31 March 2024. As the year-end process is ongoing at the time of writing, these accounts are very much subject to change.  |
| 1.2 | This shows a summary of the year-end position for each Directorate.  |
| 1.3 | It is to be noted that the net profiled expenditure for the period is <b>£5,347k below the approved estimates (9.63% underspend)</b> for the financial year 2023/2024. This is the position including costs funded from earmarked reserves, which are listed separately in the appendix. |
| 1.4 | <p>The year-end position of £5,347k is summarised below:</p> <ul style="list-style-type: none"> <li>• Payroll            Underspend - £1,235k</li> <li>• Non-payroll    Underspend - £1,535k</li> <li>• Income           Overachievement - £2,577k</li> </ul>                            |
| 1.5 | The utilisation of underspend will be in line with the approach approved by Corporate Services Committee in February 2024.   |

## ***Analysis of year-end position***

### ***High Level summary***

- 1.6 High level summary of key drivers that resulted in an underspend position for the 2023/2024 financial year:
- Income outturn within Leisure Services significantly overachieved compared to budget (£1.53m). This outturn was reflected in the 2024/2025 estimates within increases in leisure income budgets.
  - Income received from Investments was £1.2m over budget due to higher interest rates. This was not expected at the time of setting the budgets.
  - There were a number of vacant posts within the Council which resulted in the payroll overall underspend. This was reflected as part of the 2024/2025 estimates by reducing salaries by 5% to account for vacant posts through the year.
  - Utilities –the costs were significantly lower than budgeted for, in large due to a reducing in prices and the extension of the Government Energy Scheme. (£1.65m under budget)

### ***More in-depth analysis***

- 1.7 In terms of *payroll* expenditure, there was a significant focus on recruitment in recent months. Agreed pay awards are reflected within the management accounts.

- 1.8 In terms of *non-payroll* there are a number of factors which contribute towards the draft year-end overspend position:

- 1.9 Utility costs - Costs were £1,654k under budget for the year (£2,275,834 actual vs £3,929,390 budget) primarily due to the extension of the Government Energy Scheme.

- 1.10 [REDACTED]

- 1.11 [REDACTED]

- 1.12 In terms of *income*, there are areas which underachieved which have been offset by areas that have overachieved. Some of the key income streams and performance are detailed below:

- Vitality membership tracking income at 36.30% ahead of budget (actual £2,126,394 v budget £1,560,000).
- Golf Course income is performing better than anticipated, (£806,911 actual v £575,810 budget) achieving 40.13% over planned budget.
- Trade Waste collection was below budget (£406,806 actual v budget £424,000).
- MRF (Material Recovery Facilities which deals with sorting waste) income was significantly below budget with income at £52,477 compared to a budget of £168,270. This was due to the downturn in world markets for recycled materials.
- Investment income continued to achieve substantially above budget with income at £1,506,816, compared to a budget of £270,000. This was due to the increase in investment interest rates and the levels of cash the Council has currently to invest.



Finance continues to maximise all cash investments in line with our Treasury Strategy.

- Any income (including interest) received relating to the VAT claim will transfer to the Capital Fund as per agreement of Corporate Services committee.
- Income for building control was 11.3% below budget (£923,097 actual v £1,040,500 budget).
- Planning fees income tracked at 33.1% below budget with actual income of £752,704 compared to a budget of £1,125,000.

[REDACTED]

#### 1.13 *Penny Product*

- The Penny Product is the revenue raised for a District Council by one penny of District rates and is made up of 3 components - District Rates, De Rating Grant and Transferred functions Grant.

[REDACTED]

- Transferred Function Grant – this is set during the estimates process and does not change throughout the year.

#### ***Potential Financial Risks/Opportunities for 2024/2025***

#### 1.14 *Payroll*

- Whilst the Council has appointed a number of new staff, the recruitment market remains challenging. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.
- There is a risk surrounding the 2024/2025 pay award due to the current economic environment and the National Living Wage forecasted increase. Regional Pay consultations for 2024/2025 are underway.

#### 1.15 *Non Payroll*

- Uncertainty remains in relation to inflation levels, given the current political environment.
- Legal costs and the costs of judicial reviews will continue to create pressures.
- An opportunity may arise due to possible reductions in electricity and gas charges.

#### 1.16 *Income*

- It is expected that income from the Leisure facilities will increase in the 2024/2025 financial year due to the change in VAT treatment. As the estimates were agreed

|      |  |    |
|------|--|----|
|      | <p>before the HMRC confirmation was received, there is expected to be an overachievement of income. This will be reflected within the management accounts and will be taken into account when reviewing the budget for 2025/2026 year.</p> <ul style="list-style-type: none"> <li>• Central Government funding remains uncertain. Any potential reductions will be highlighted through the management accounts.</li> <li>• Investment income remains high. It is the intention to continue to maximise the investment returns for the benefit of the capital programme.</li> </ul> |    |
| 1.17 | <p><i>Capital/construction costs</i></p> <ul style="list-style-type: none"> <li>• As with revenue projects, there is a risk of increasing contractors prices in relation to capital projects.</li> <li>• A review of the capital programme will take place in the 2024/2025 year which may have an impact on the Minimum Revenue Provision.</li> </ul> <p><b><i>Moving Forward</i></b></p>   |    |
| 1.18 | <p>Finance continue to have regular budget meetings with each Department and will continue to monitor the current and any future risks or opportunities.</p>   |    |
| 2.0  | <p><b><u>Recommendation</u></b></p> <p>It is recommended that Members note the information contained in this report.</p>   |    |
| 3.0  | <p><b><u>Finance and Resource Implications</u></b></p> <p>As Above</p>   |    |
| 4.0  | <p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></p>  |    |
| 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 <b><u>or</u></b> rationale why the screening was not carried out</p> <p>This is a financial report for noting only.</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 <b><u>or</u></b> rationale why the screening was not carried out.</p> <p>This is a financial report for noting only.</p>   |    |

|                    |   |
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| <b>Appendices:</b> | Draft Management Accounts – Period 12 2023/2024 |
|--------------------|---|

**LISBURN AND CASTLEREAGH CITY COUNCIL**  
**2023/24 Management Accounts**

**Draft Period 12**

| <b>SUMMARY BY DIRECTOR</b>            | <b>Annual Budget</b> | <b>Actual</b>     | <b>Variance</b>    |               |
|---------------------------------------|----------------------|-------------------|--------------------|---------------|
|                                       | <b>£</b>             | <b>£</b>          | <b>£</b>           |               |
| Organisation Development & Innovation | 4,184,297            | 4,090,991         | (93,306)           | -2.23%        |
| Finance & Corporate Services          | 5,501,130            | 4,358,720         | (1,142,410)        | -20.77%       |
| Governance & Audit                    | 423,023              | 402,268           | (20,756)           | -4.91%        |
| Community Health & Wellbeing          | 16,316,970           | 13,300,546        | (3,016,424)        | -18.49%       |
| Environmental Services                | 22,176,000           | 21,229,557        | (946,443)          | -4.27%        |
| Regeneration & Growth                 | 6,913,020            | 6,785,578         | (127,442)          | -1.84%        |
| <b>Total</b>                          | <b>55,514,440</b>    | <b>50,167,659</b> | <b>(5,346,781)</b> | <b>-9.63%</b> |

|  |                   |                    |
|--|-------------------|--------------------|
| Penny Product actual finalisation (negative outturn) | 1,054,390         | 1,054,390          |
| De-rating grant finalisation (negative outturn)      | 2,595             | 2,595              |
| <b>Available surplus</b>                             | <b>51,224,644</b> | <b>(4,289,796)</b> |

**Use of surplus as approved by Corporate Services**

|                              |           |
|------------------------------|-----------|
| Applied balance for 23/24    | 575,000   |
| DEA                          | 600,000   |
| CIF                          | 600,000   |
| Election funds               | 220,000   |
| R&R fund                     | 750,000   |
| Regeneration & Economy       | 430,000   |
| Penny Product reserve top up | 1,054,390 |
| D-Day allocation             | 57,500    |
| Balance to capital fund      | 2,906     |

**Costs excluded from above covered by reserves:**

|   |         |
|---|---------|
|   |         |
|   |         |
| Grove Activity Centre (no budget)           | 186,126 |
| Spend to save - Parks & Amenities equipment | 104,480 |
| Kings Coronation (no budget)                | 56,281  |
| Community grants additional spend           | 96,099  |
| Community Hardship Grants                   | 213,878 |
| CIF Ballymacash SA Funding                  | 156,558 |

## Payroll/non Payroll/ Income Summary per Directorate

| Organisation Development & Innovation                        | Annual Budget    | Actual           | Variance        |               |
|--|------------------|------------------|-----------------|---------------|
|  | £                | £                |                 |               |
| Payroll  | 2,351,827        | 2,334,440        | (17,387)        |               |
| Non-Payroll  | 2,183,970        | 2,000,512        | (183,458)       |               |
| Income   | (351,500)        | (243,962)        | 107,538         |               |
| <b>Total Net - Organisation Development &amp; innovation</b> | <b>4,184,297</b> | <b>4,090,991</b> | <b>(93,306)</b> | <b>-2.23%</b> |

| Finance & Corporate Services       | Annual Budget    | Actual           | Variance           |                |
|------------------------------------|------------------|------------------|--------------------|----------------|
|                                    | £                | £                |                    |                |
| Payroll                            | 3,783,300        | 3,721,413        | (61,887)           |                |
| Non-Payroll                        | 2,731,970        | 3,004,074        | 272,104            |                |
| Income                             | (1,014,140)      | (2,366,766)      | (1,352,626)        |                |
| <b>Total Net - Service Support</b> | <b>5,501,130</b> | <b>4,358,720</b> | <b>(1,142,410)</b> | <b>-20.77%</b> |

| Governance & Audit                      | Annual Budget  | Actual         | Variance        |               |
|---|----------------|----------------|-----------------|---------------|
|   | £              | £              |                 |               |
| Payroll                                 | 352,453        | 347,099        | (5,354)         |               |
| Non-Payroll                             | 70,570         | 57,169         | (13,401)        |               |
| Income                                  | -              | (2,000)        | (2,000)         |               |
| <b>Total Net - Governance and Audit</b> | <b>423,023</b> | <b>402,268</b> | <b>(20,756)</b> | <b>-4.91%</b> |

| <b>Community Health &amp; Wellbeing</b>             | <b>Annual Budget</b> | <b>Actual</b>     | <b>Variance</b>    |                |
|---|----------------------|-------------------|--------------------|----------------|
|   | <b>£</b>             | <b>£</b>          |                    |                |
| Payroll   | 14,353,110           | 13,857,400        | (495,710)          |                |
| Non-Payroll   | 10,380,850           | 9,547,708         | (833,142)          |                |
| Income  | (8,416,990)          | (10,104,562)      | (1,687,572)        |                |
| <b>Total Net - Community Health &amp; Wellbeing</b> | <b>16,316,970</b>    | <b>13,300,546</b> | <b>(3,016,424)</b> | <b>-18.49%</b> |

| <b>Environmental Services</b>             | <b>Annual Budget</b> | <b>Actual</b>     | <b>Variance</b>  |               |
|---|----------------------|-------------------|------------------|---------------|
|   | <b>£</b>             | <b>£</b>          |                  |               |
| Payroll                                   | 12,348,110           | 12,030,197        | (317,913)        |               |
| Non-Payroll                               | 13,631,230           | 12,766,673        | (864,557)        |               |
| Income                                    | (3,803,340)          | (3,567,313)       | 236,027          |               |
|   |                      |                   | -                |               |
| <b>Total Net - Environmental Services</b> | <b>22,176,000</b>    | <b>21,229,557</b> | <b>(946,443)</b> | <b>-4.27%</b> |

| <b>Regeneration &amp; Growth</b>             | <b>Annual Budget</b> | <b>Actual</b>    | <b>Variance</b>  |               |
|--|----------------------|------------------|------------------|---------------|
|  | <b>£</b>             | <b>£</b>         |                  |               |
| Payroll                                      | 5,667,030            | 5,160,434        | (506,596)        |               |
| Non-Payroll                                  | 5,129,277            | 5,362,611        | 233,334          |               |
| Income                                       | (3,883,287)          | (3,737,468)      | 145,819          |               |
|  |                      |                  | -                |               |
| <b>Total Net - Regeneration &amp; Growth</b> | <b>6,913,020</b>     | <b>6,785,578</b> | <b>(127,442)</b> | <b>-1.84%</b> |

|                     |   |
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| <b>Committee:</b>   | Corporate Services Committee                      |
| <b>Date:</b>        | 12 <sup>th</sup> June 2024                        |
| <b>Report from:</b> | Director of Organisation Development & Innovation |

## CONFIDENTIAL REPORT

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| <b>Reason why the report is confidential:</b>        | 4. 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. |
| <b>When will the report become available:</b>        |  |
| <b>When will a redacted report become available:</b> | Following ratification   |
| <b>The report will never become available:</b>       |  |

|                  |  |
|------------------|--|
| <b>Item for:</b> | Decision   |
| <b>Subject:</b>  | Efficiency Review Steering Group (ERSG) meetings |

|     |  |
|-----|--|
| 1.0 | <p><b><u>Background and Key Issues</u></b></p> <p>Meetings of the Efficiency Review Steering Group (ERSG) took place on Tuesday, 7 May and Tuesday, 4 June 2024.</p> <p>[REDACTED]</p> <p>At the meeting in May, Members noted the work of the review to date and the challenges faced in relation to a resource to progress the review. Members agreed that the review proceed on the basis of current resource, noting that this would impact on progress.</p> <p>At the meeting in June, the Head of Sports Services, Supported by the Director of Leisure and Community Wellbeing, presented on the proposed structure for the Wellbeing section of the Sports Services Unit. This proposal results [REDACTED]</p> <p>[REDACTED] Following responses to a number of questions, Members welcomed the proposals and recommended that these progress for approval by this Committee.</p> <p>At this meeting, Members were provided with a draft of the lessons learned from recent tribunal and Assistant Commissioner for standards cases. These will proceed to full Council for all Members to consider.</p> |
| 2.0 | <p><b><u>Recommendation</u></b></p> <p>It is recommended that Members [REDACTED] agree the recommendation of the ERSG to approve the proposed structure for the Wellbeing section of the Sports Services Unit.</p>   |
| 3.0 | <p><b><u>Finance and Resource Implications</u></b></p> <p>There will be a saving of approximately [REDACTED] on this restructure.</p>  |

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|-----|---|-----|
| 4.0 | <b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>  |     |
| 4.1 | Has an equality and good relations screening been carried out?  | Yes |
| 4.2 | Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out<br><br>There are no equality and good relations implications at this time. Should the structures be approved, any recruitment will be in accordance with the LGSC code of Procedures on Recruitment and Selection which has been screened. |     |
| 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.<br>Structure only.  |     |

|                    |  |
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| <b>Appendices:</b> |  |
|--------------------|--|