

CRAIGAVON BOROUGH COUNCIL

MINUTES OF THE MEETING OF THE DEVELOPMENT COMMITTEE HELD IN COMMITTEE ROOM 2, CIVIC CENTRE, LAKEVIEW ROAD, CRAIGAVON ON MONDAY 12 JANUARY 2015 AT 6.34 PM

PRESENT:	Councillor M T R Baxter (Chairman) Councillor P Duffy (Vice-Chairman) Aldermen: Mrs M E Crozier, G A Hatch, Mrs C Lockhart BA (Hons) and Mrs G McCullough Councillors: D J Causby, L Mackle BA Hons, P W J Moutray BSc, N McGeown, J J Nelson MSc, K Savage (12)
APOLOGIES:	The Worshipful The Mayor, Councillor C C McCusker (ex officio) The Deputy Mayor, Councillor Ms C Seeley Councillor Mrs O'Dowd
IN ATTENDANCE:	Director of Development (Ms O Murtagh) Head of Economic Development (Mrs N Wilson) Head of Community Development (Mrs L Moore) Development Manager (Mr R Griffin) Member Services Officer (Mrs H Doyle)

D1/2015 MINUTES

The meeting of the Development Committee Meeting held on 8 December 2014, adopted by Council at its meeting on 5 January 2015, with the exception of:

- D366/2014 Mullahead & District Ploughing Society Request for Financial Assistance
- D367/2014 DSD Funding Offer for Historical Signage Project for Portadown Town Centre
- D371/2014 Bleary Creative Community Centre, NIE Connection Charge
- D372/2014 Craigavon Jobs Fair 2015

which were adopted by Council at its meeting held on 15 December 2014, were noted.

DIRECTOR OF DEVELOPMENT'S REPORT

D2/2015 PORTADOWN RIVERSIDES (D358/2014)

Members would recall the appointment of Ove ARUP to prepare outline designs and cost estimates for the Portadown Riversides project. The project would identify a series of physical interventions to improve the quality of Council-owned lands adjacent to the River Bann on the edge of Portadown Town Centre.

The consultant team had undertaken an analysis of the study area and had developed some high level concepts which began to identify the potential function and use of parcels of land within the scheme. Analysis information and high level concepts were circulated previously.

The team had also begun targeted consultation with key stakeholders including statutory agencies, utilities, adjacent landowners, businesses, the Chamber of

Commerce, and key user groups such as Portadown Boat Club. If Members had any views, comments or feedback these may be directed to the Development Manager. The team would be progressing with more detailed design work in the New Year with a view to presenting outline designs, indicative costs and the final feasibility study by February 2015.

The brief for the consultant team also required them to consider the potential re-use of the Pump House building located between the Bann Bridge and Haldane Fisher's premises, in the context of a programme of improvements to the wider riverfront area. The building was owned by Craigavon Borough Council and had listed status. In this context, it was a Council asset which would continue to deteriorate if repair work was not undertaken. Planning approval was obtained by Council a number of years ago to construct a modest extension and to use the building as a small office space.

Given the level of investment already secured through nearby projects including Old Town Quay and the Greenway project which abut the site, in addition to the Portadown Linkages project which it was hoped would secure funding for environmental improvements to adjacent streets and spaces, there was an opportunity to carry out a programme of works to repair and refurbish the existing building using the CIDF Capital Budget. The rationale was two-fold in that the building will continue to deteriorate if no action was taken, and additionally there were a number of projects already committed which would upgrade the surrounding area, thus promoting access to and activity within the area, and inevitably increasing footfall and pedestrian traffic that strengthen the case for re-use.

While the 'Riversides' project was intended to identify a number of use options, the work proposed at this stage is the minimum required to maintain the building in good condition, and therefore retain the possibility of re-use. Depending on the ultimate preferred use, it was likely that the building would have to be extended to accommodate uses such as, for example, a coffee shop which would require toilet facilities.

The upper cost limit suggested was informed by a condition survey undertaken in May 2014 which noted that the 'building was in some distress structurally...' and recommended works to ceilings, electrics, internal and external walls, windows and doors, floors and roof at a total cost of £26,203.58. Extract from condition survey was previously circulated.

Officers had discussed the matter with colleagues in Leisure Services, who would be engaged prior to and during any works.

Delegated authority was requested for the Director of Development to enable the swift appointment of a contractor and commencement of works by February.

Following a visual briefing of the project by the Development Manager, Councillor Causby asked if there had been any consultation with anglers in Portadown to ensure their needs were being accommodated.

The Development Manager advised that a targeted consultation had taken place in October and the meeting was attended by key user groups including representatives from the boat club, anglers and some Members. The Development Manager said that the project was just at the outline design stage.

D2/2015

PORTADOWN RIVERSIDES (D358/2014) continued

Alderman Lockhart thanked the Development Manager for his presentation. She expressed the view that further work would be required to be carried out with the anglers to ensure the work was best suited to their fishing needs as some projects completed in previous years had not served them well.

The Development Manager advised that he had met with the consultants last week and stressed the importance of liaising with key user groups. He said that some projects in earlier years had been carried out in isolation and would convey the concerns of the anglers to the consultants.

In response to a query from Councillor Duffy regarding the mention of stairs in the schedule of works in the Pump House, the Development Manager advised that it could relate to a category regarding floors but was not aware of stairs being a feature.

Alderman Hatch queried the purpose of the works and what the Pump House would be used for. The Development Manager advised that essential repairs were being carried out to avoid water ingress and further deterioration of the building and options on how the Pump House could be utilised were currently being considered.

The Development Manager also advised that the Pump House was not in fact a listed building.

It was proposed by Alderman Hatch, seconded by Alderman Mrs McCullough, and

RECOMMENDED:

- (1) That the procurement of a suitably qualified contractor to carry out repair and refurbishment works to the Pump House building adjacent to the Bann Bridge at a cost of up to £30,000 be carried out; and
- (2) That delegated authority granted for the Director of Development to proceed with the appointment of a contractor for the Pump House works to enable the swift delivery of the project.

D3/2015

BUSINESS PLAN 2014-2015 – PROGRESS REPORT

It had been agreed that the Standing Committees/Council would receive regular reports of progress against objectives contained in the Organisational Business Plan.

A progress report for the period ending December 2014 was circulated previously.

There had been a significant number of projects delivered over the previous nine months which had assisted our business and community sectors.

It was

RECOMMENDED:

That the content of the report was noted.

ARMAGH BANBRIDGE CRAIGAVON DISTRICT COUNCIL'S NEW FINANCIAL ASSISTANCE POLICY – IMPLEMENTATION TRAINING

Members would be aware that a new Financial Assistance Policy had been developed for the ABC Council and would run as a pilot for a six-month period and reviewed in June 2015. It was anticipated that the scheme, which would have six new funding streams would be advertised in late January 2015, with a view to successful applicants receiving financial assistance in April 2015.

The new policy brought a number of changes, one of which would be a focus on measuring “outcomes” rather than “inputs”. In order for this to be effectively implemented by ABC Officers and understood by the various sector bodies, such as community/voluntary/sports/arts/festivals/tourism/events, it was proposed to have an “Implementation Training Phase”. This would include training for Officers across the three Council areas as well as the various communities of interest to ensure that this Policy could be fully actualised.

It was proposed that the training be delivered by Williamson Consulting, David Williamson, through a Single Tender Action.

David Williamson had developed the Financial Assistance Policy, Guidance Manual, Application Form, Criteria and Scoring Matrices for the six new funding programmes. This was unique to Williamson Consulting.

Included in the tender was the proposal that David Williamson sat on the Assessment Panel in an advisory capacity to resolve issues/moderate scoring and make any revisions should they be required to the Guidance Manual.

It was estimated that the cost would be in the region of £6,500, which would be met by the three Councils, circa £2,166 per Council.

An overview of the proposed Implementation Training Phase had been circulated previously to Members.

Alderman Mrs Lockhart asked if each Council would be carrying out their own element of training and said it would be important for community groups and organisations to become familiar with the new process. Alderman Lockhart also expressed concern as to how groups would seek funding during the interim period of the new Armagh Banbridge Craigavon Council commencing.

The Director advised that under the new policy, organisers could apply under various financial streams. She said she was aware that events took place annually which had been funded by Craigavon Borough Council and advised that a report would be coming back to the Services Committee with an Action Plan drawn up.

Councillor Nelson articulated his concern that the new policy did not provide groups with support with their running costs as had been the case with the Craigavon Borough Council policy. He felt that many organisations depended on this funding and it would be a major shock to them to discover this would be withdrawn.

The Head of Community Development advised that the policy was a work in progress at the pilot stage and she would feedback the comments to David Williamson. She said that an Officer meeting was due to take place over the coming days across the three Councils regarding the new policy and the concerns would be raised.

D4/2015

ARMAGH BANBRIDGE CRAIGAVON DISTRICT COUNCIL'S NEW FINANCIAL ASSISTANCE POLICY – IMPLEMENTATION TRAINING (continued)

Councillor Nelson made the point that he was concerned the training was being rolled out on a policy that Members had not agreed to.

Councillor Causby said that a consultant had been brought in to create the policy but felt that many Officers had much experience of scoring and assessing projects and Council already had adequate skills and resources.

The Head of Community Development advised that the policy was very much a new piece of work and the volume of information from the three Councils required to be combined.

Councillor Nelson said that he was not comfortable with the situation and expressed apprehension that David Williamson, in his capacity as a consultant, would be sitting on the advisory committee and scoring submitted applications.

Alderman Hatch concurred with Councillor Nelson's remarks and felt that a consultant should not be involved in assessments.

The Chair, Councillor Baxter stated that the other two Councils had agreed to the process and the concerns could be raised at the planned workshop.

The Director advised that the matter would also be brought to the February meeting of the Armagh, Banbridge and Craigavon Council Services Committee.

It was proposed by Alderman Mrs Lockhart, seconded by Councillor Causby, and

RECOMMENDED:

That approval be granted to Williamson Consulting to progress the Training Phase of the Financial Assistance Policy at a cost of £2,166 per Council.

D5/2015

SAFEGUARDING VULNERABLE ADULTS POLICY

Council had not previously had a policy for the protection of Vulnerable Adults and while acknowledging that Craigavon Borough Council would cease to exist on 31 March 2015, Officers would suggest that Committee and subsequently Council would approve this policy as an interim safeguarding measure until a new policy was produced for the new Armagh Banbridge Craigavon District Council. A copy of the draft Policy was circulated previously for information.

In addition, as the definition of a vulnerable adult was both wide-ranging and fluid by nature, Council staff would have contact with vulnerable adults on a frequent basis in the provision of services and facilities. Sometimes contact with a vulnerable adult would be obvious but it could also be less obvious given the definition.

With Committee's approval, Designated Officers would arrange for staff training as appropriate as well as communicating the policy on the Council's website and intranet.

D5/2015 SAFEGUARDING VULNERABLE ADULTS POLICY (continued)

It was proposed by Councillor Causby, seconded by Councillor Moutray, and

RECOMMENDED:

- (1) That approval be given to the 'Safeguarding Vulnerable Adults Policy' draft; and
- (2) That approval be given for training for relevant staff on the new Policy.

D6/2015 CHILD PROTECTION POLICY

Council's current Child Protection Policy had been in place since 2006. Over time child protection issues had developed and the Council's designated Child Protection Officers had taken account of these changes and had reflected these in an updated policy for Council.

A copy of the revised policy was previously circulated.

The main changes include:

- A move from the term 'child protection' to 'safeguarding children and young people'.
- Incorporating recommendations from internal and external audits e.g. our policy now stipulated how often training should be reviewed and Council having clear lines of accountability for safeguarding issues including who had ultimate accountability.
- Recommendation that HR section kept records of staffs safeguarding, Leisurewatch and other relevant training.
- Detailing adult/child supervision ratios.
- Inclusion of cyber bullying as a form of abuse.
- Inclusion of details of the Leisurewatch Scheme of which Council was a Member.
- Updated procedures on recruitment checks - vetting and barring scheme.
- Details of the HR working group which dealt with vetting issues.
- Details of frequency of safeguarding training for staff.
- Details of how to make a Leisurewatch referral.
- Details of Council's Photographic Policy and procedures.

As a result of Local Government Reform a new Safeguarding Policy would need to be produced for the new ABC Council. It was therefore proposed that the update to the current policy would be available on Council's website as well as the intranet. Officers did not intend to incur costs of a reprint of the policy.

With Members' approval Officers would arrange staff training as appropriate.

It was proposed by Councillor Causby, seconded by Councillor Moutray, and

RECOMMENDED:

- (1) That the updating of the policy be noted; and
- (2) That approval be given for training for relevant staff on the new Policy.

D7/2015 GOOD RELATIONS ACTION PLAN 2014-2015 – ADDITIONAL ALLOCATION OF FUNDING

The Office of the First Minister and Deputy First Minister (OFMDFM) requested that a Good Relations Action Plan was submitted annually in order to secure funds to effectively implement the District Council Good Relations Programme. OFMDFM funded 75% of the overall programme, with Council contributing the remaining 25%.

Following the submission of the Good Relations Action Plan in February 2014; a Letter of Offer was received from the Department on 29 August 2014, detailing that Craigavon Borough Council, Good Relations, would receive an overall grant of £99,000 (75%) to deliver the Action plan, with an additional matching contribution of £33,000 (25%) from Council. This was a reduction of 21%, equating to a £27,030 shortfall in the request amount.

At the recent GRO conference in November 2014, an announcement was made that Ministers had allocated additional funding to this year's District Council Good Relations Programme. As a result of this an additional allocation of £16,000 to Craigavon Borough Council had been made.

This would take the overall award from OFMDFM for 2014/2015 to £115,000. In relation to the additional £16,000, Council would be required to provide additional match funding of £5,333.33, this amount was already included in the Council's estimates. Therefore no additional cost to Council would be incurred.

It was proposed by Alderman Mrs Lockhart, seconded by Councillor Causby, and

RECOMMENDED:

That approval be given for an additional £16,000 allocation of funding from OFMDFM to deliver the Good Relations Action Plan 2014-2015.

D8/2015 PUBLIC ART FOR PUBLIC REALM – TENDER EVALUATION (C748/2013)

Members would be aware the Public Art has been installed in Lurgan and Portadown. As a Legacy project and to meet funder requirements and required public acknowledgment, a video tracking the development and installation of the pieces was produced. The video could be viewed by clicking on the link <https://www.youtube.com/watch?v=nV8LuggxslU&feature=youtu.be>.

It was envisaged the video would be utilized to promote the regeneration of Lurgan and Portadown Town Centre.

In addition, Park Hood, Landscape Architects for the Council submitted project details and photographs of the public art to 'Prospective', The Journal of the Royal Society of Ulster Architects which was published bimonthly in Northern Ireland and distributed freely to all architects in Northern Ireland.

D8/2015 PUBLIC ART FOR PUBLIC REALM – TENDER EVALUATION (continued)

It was proposed by Alderman Mrs Lockhart, seconded by Councillor Moutray, and

RECOMMENDED:

- (1) That the link to view the visual briefing Lurgan and Portadown Art video be noted; and
- (2) That coverage generated for the Public Art in 'Perspective', Journal of the Royal Society of Ulster Architects be noted.

D9/2015 MULLAHEAD & DISTRICT CENTENARY CELEBRATION & 100TH MATCH LAUNCH EVENT (D366/2014)

Members would be aware that the 100th year celebrations of the Society's event would take place in February 2015. Members may also be aware the organizing Committee of this very successful Ploughing event was planning to host a Centenary Celebration & 100th Match Launch to be held in the Mayes Hall, Craigavon Civic and Conference Centre on Friday 23 January 2015.

Alderman Mrs Lockhart indicated that some Members had already purchased tickets and made arrangements to attend the dinner.

Alderman Mrs Crozier was of the opinion that Council should take a table particularly when this was a special year for Mullahead & District Ploughing Society celebrating 100 years.

Alderman Mrs Lockhart suggested that an 'expression of interest' email should be circulated to Party Group Leaders to establish the level of interest from Members, who had not already purchased tickets. She said that a decision could be reached depending on the response as to how many would be attending.

It was proposed by Alderman Hatch, seconded by Alderman Mrs Lockhart, and

RECOMMENDED:

- (1) That Members review the invitation from Mullahead & District Ploughing Society requesting that Members consider booking a table for ten people at a cost of £250 for the Centenary Celebration & 100th Match Launch Event to be held on Friday 23 January 2015 in the WJ Mayes Hall, Craigavon Civic and Conference Centre; and
- (2) That an 'expression of interest' email be circulated to Party Leaders to establish if Members were interested in taking a seat at the proposed Council table of ten at the Centenary celebration event at a cost of £250; and
- (3) That the matter be referred to the Mid Monthly meeting of Council to be held on 19 January 2015 for adoption.

D10/2015 TOWN CENTRE REGENERATION – UPDATE (D368/2014)

Members would be aware that an exciting programme of Christmas events took place in Lurgan and Portadown town centres on 6, 13 and 20 December 2014. Highlights included free parking across both town centres on Small Business Saturday, Cool FM Radio Road Shows and Lurgan's 'Santa at Home' event which welcomed 580 children into Santa's custom built log cabin on Lurgan plaza.

The Discover Craigavon facebook digital campaign, A Christmas Tale, operated between 1 and 20 December and generated an additional 640 page likes taking the total number of Discover Craigavon fans to 9,240. There were over 1,300 entries with the winner, a lady from Fivemiletown picking up the top prize.

Members would also be aware that Lurgan and Portadown town centres had a strong and vibrant health, hair & beauty offering. Plans were underway for a campaign to profile this and was likely to have both digital and event based aspects across both town centres. It was expected to roll out late January/early February 2015.

At the Council meeting on 5 January 2015 a query was raised in relation to whether additional funding would be available from DSD to support Town Centre revitalisation projects. A meeting was scheduled with DSD officials and further updates would be provided. Press and photographic coverage had been circulated previously.

It was proposed by Alderman Mrs Lockhart, seconded by Councillor Causby and

RECOMMENDED:

- (1) That correspondence received from Portadown Chamber of Commerce commending Council activity for Small Business Saturday be noted;
- (2) That press and photographic coverage previously circulated be noted; and
- (3) That plans underway to roll out a digital/event based campaign working with health, hair and beauty businesses in Lurgan and Portadown town centres late January/early February be noted.

D11/2015 CREATIVE MOMENTUM APPLICATION (D255/2014)

Craigavon led the Northern Ireland partnership for a 4-Council group that also included Armagh, Banbridge and Newry & Mourne. Craigavon had participated in Creative Edge between June 2012 and December 2013 and it won the 'Best EU Funded Project' award from NILGA in February 2014.

The Northern Periphery and Arctic Programme was the first direct funding mechanism available to Councils to open in the 2014-2020 period and the results of the first applications were forecasted for March 2015.

Creative Momentum (with 6 partners in 5 countries) would provide enterprise development and market expansion spaces, services and supports to entrepreneurs in the creative industries across the Northern Periphery and Arctic region, as part of the Northern Periphery and Arctic 2014-2020 Programme (NPA) and funding would be at a rate of 65%. The project was included in the Economic Development Action

Plan and growing the Creative Sector would play a key part of the 'Place' strategy in the new Armagh Banbridge Craigavon Corporate Plan.

The aim of the Creative Momentum project would be to provide opportunities for creative start-ups and existing micro-enterprises and SMEs in the NPA area to avail of spaces, services and supports related to successful exporting that would allow for:

- Professional Growth via training, mentoring and transnational learning.
- Business Growth via product, service and organisational innovation.
- Network Growth via shared spaces and gatherings to meet regional and transnational collaborators/partners.
- Market Place Growth via trade events, the tourist market and online platforms.
- Creative Economy Growth via intelligence gathering and policy influence.

Activity	Number
Number receiving mentoring to improve international trading	35
Number receiving international collaboration support	17
Number benefitting from networking events	120
Number introducing new products	4
Number receiving Trade Fair Vouchers	4
Number receiving Video Pitching Toolkits	4
Number of Creative Trails Implemented	2

In response to a query from Alderman Hatch, the Director advised that following the successful delivery of the application, the matter would be brought forward to the new Council.

It was confirmed, after a question from Alderman Mrs Crozier, that the Council's Arts Department would be involved.

In response to a query from Councillor Causby, the Head of Economic Development advised that the project would automatically incorporate the Armagh and Banbridge areas at no additional cost.

It was proposed by Alderman Mrs Lockhart, seconded by Councillor Moutray; and

RECOMMENDED:

- (1) That approval be given for Craigavon's participation in the proposed Creative Momentum project at a cost over a 3 year period (equivalent to £14,034 per year at a 65% funding rate and 85% sterling exchange rate; and
- (2) That a further report would be brought forward to Members when the final budget was known.

D12/2015 EU FUNDING APPLICATION – AGRI-FOOD SECTOR

Officers had been developing a potential EU project to assist micro and SME's working in the Agri-Food sector and to continue the development of Craigavon's premier position for the sector which was a key part of the 'Place' strategy in the new Armagh Banbridge Craigavon Corporate Plan.

The Northern Periphery and Arctic Programme were the first direct funding mechanism available to Councils to open in the 2014-2020 period. Indications were that 'preparatory project funding' for amounts up to €40K were likely to open early in 2015.

Armagh Banbridge Craigavon would lead a work package, for the SEED Group and the other partners currently committed were Sligo Institute of Technology and AFBI (Agri Food and Bioscience Institute).

The project would focus on creating and developing a platform for the sustainable growth of the Agri-food Industry (AFI), primarily through supply chain development, cluster development and introduction of innovation in relation to working in the wider regional Agri-food ecosystem.

The aim would be to design and develop a practical initiative to sustainably grow SME's based on identifying export growth of goods and services into the supply chain of the European Agri Food sector. This would therefore increase levels of interaction with the Agri Food sector into the wider regional economies.

It was proposed by Councillor Savage, seconded by Councillor Causby, and

RECOMMENDED:

- (1) That approval be given to Craigavon's participation in principle for an Agri-Food support project through the Northern Periphery and Arctic Programme up a maximum amount of £2550; and
- (2) That a further report would be brought forward to Members when the final budget was known.

D13/2015 COSME ERASMUS FOR YOUNG ENTREPRENEURS – POTENTIAL EU FUNDING APPLICATION

Officers had been approached by the EU desk in Brussels to investigate potential cooperation with the COSME Erasmus for Young Entrepreneurs potential EU Funding Application because no organisation in Northern Ireland currently participated. Officers from Craigavon would lead the project for the SEED Group.

Key aspects of the Erasmus for Young Entrepreneurs funding:

- Funding was via the Director General Enterprise in Brussels.
- A typical project would be approx €500K (equivalent to £425K) over 18 month funded at a 90% rate.
- 4 or 5 EU partners would be involved.

D13/2015 COSME ERASMUS FOR YOUNG ENTREPRENEURS – POTENTIAL EU FUNDING APPLICATION (continued)

- The project brought together 2 key aspects for our local and regional economy, the Knowledge Transfer from Young Entrepreneurs with specific knowledge into our local companies and Training-Experience provision for Young Entrepreneurs within other EU partner country companies.

This project would assist delivery of the 'Place' strategy in the new Armagh Banbridge Craigavon Corporate Plan.

It was proposed by Councillor Savage, seconded by Councillor Causby, and

RECOMMENDED:

- (1) That approval be given to Craigavon's participation in principle in the Young Entrepreneurs EU Funding application; and
- (2) That a further report would be brought forward to Members when the final budget was known.

D14/2015 ABSENCE MANAGEMENT (D381/2014)

Details had been circulated previously of absence statistics for the Development Directorate for the 2014/15 financial year, month of November 2014. 85.7% of employees had recorded no absence in November 2014.

Council's target for 2014/15 was 4%.

The absence figure for November 2014 relating to the year to date was 6.42%.

It was

RECOMMENDED:

That Members noted the content of the report.

ITEMS FOR INFORMATION

D15/2015 SOUTH LAKE MASTERPLAN (D330/2014)

Members would recall that a masterplan was to be prepared for lands adjacent to the South Lake.

Following a competitive tender process, GM Design Associates had been appointed to prepare a masterplan for the South Lake area of Central Craigavon at a cost of £17,000. The team would commence work in January 2015, which would include targeted stakeholder engagement. Members would be contacted in due course regarding engagement with the consultant team.

The commission would consider how best to release the collective regenerative benefit of complementary emerging projects (SRC/Leisure/Private Sector) within the area, which in addition to attracting significant numbers of visitors/shoppers/students to the area, had the potential to re-shape the town centre physically and broaden the

D15/2015 SOUTH LAKE MASTERPLAN (continued)

offer of the area as a whole. The masterplan would explore potential for further development opportunities within Council-owned land, as well as improvements to local infrastructure including public transport, and would also seek to address severance issues associated with local roads infrastructure in particular, each of which requires fresh consideration in the context of SRC's campus plans and the CBC leisure proposal.

D16/2015 CIDF REVIEW & REFRESH (D332/2014)

Members would recall the decision to 'review and refresh' the CIDF. This process did not constitute an entirely new masterplan, instead the emphasis was on identifying those aspects of the original action plan which had perhaps not been delivered but remained valid and warrant fresh consideration. The consultant team would also incorporate those projects and initiatives which had emerged since 2010, and most importantly would identify new themes, opportunities and actions to be added to the agenda and taken forward post-Local Government Reform. The impact of changes in legislation and new policy directions including those within public finance and planning would also need to be factored into the refreshed plan. This project was to be delivered alongside Armagh City & District Council who was carrying out a similar review of the Armagh City Masterplan which was published in 2009.

Following a competitive tender process, The Paul Hogarth Company had been appointed to deliver a review and refresh of both the CIDF and the Armagh City Masterplan. The total cost of the commission is £39,700, with the Craigavon component costing £20,762.

D17/2015 PORTADOWN LINKAGES EXTENSION (D299/2014)

Members would recall the Portadown Linkages project. The outline designs had been prepared along with a public realm strategy, and the Economic Appraisal had been completed.

The already appointed consultant team, RPS, had been instructed to commence work on the second stage of their appointment. Due to the uncertainty regarding funding, a number of 'breaks in appointment' were incorporated into the contract to enable Council to take the project forward in phases, as funding became available.

The second phase of work would involve the completion of detailed designs, statutory approvals, and the preparation of the works information that would form the key component of a contractor procurement process. The work would develop the project to the extent that it would effectively be 'shovel ready', leaving Council in a position to progress delivery swiftly if funding became available for all or part of the scheme.

Council had committed £24,900 to be funded from Council underspend.

In response to a query from Councillor Causby, the Development Manager advised that discussions were ongoing with DSD and they had indicated that the project may have potential for delivery, in a phased stage, in the 2015/16 financial year.

D18/2015 EVALUATION OF CHRISTMAS NETWORKING EVENT (D336/2014)

As previously reported the Development Department's annual Christmas Networking event took place on Friday 12 December 2014 from 9.30am -1.30pm at Lough

D18/2015 EVALUATION OF CHRISTMAS NETWORKING EVENT (continued)

Neagh Discovery Centre. The event included an update on Local Government reform from the Chief Executive and a briefing on Community Planning from Nicola Creagh of the DOE Local Government Policy Division. The event also provided an opportunity for the Community Development Team to promote the Pride of Craigavon Awards Scheme which closed on 19 December 2014.

Former BBC Apprentice Finalist and Groupon Vice President of Britain and Ireland, Jim Eastwood was the guest speaker, providing an account of his time in the Apprentice as well as covering themes of Partnership working, communication and handling change which complemented the previous speakers' presentations.

During the course of the morning local community representatives who had attained qualifications in Community Development under the Citizen 21 Programme, were presented with their OCN certificates.

Approximately 80 community representatives attended the event and feedback from the evaluation forms was extremely positive. Comments included it was a "very well run event", "excellent presentations" and calls for a "repeat next year". There was also a request for longer networking opportunities among participants.

Given the positive feedback from the event Officers would hope to explore the potential to offer similar networking opportunities for community groups linking in with Officers within the Armagh and Banbridge Councils.

D19/2015 BROWNLOW COMMUNITY HUB (D390/2014)

The Hub held a number of Christmas events in the month of December including the annual Craft Fair and Santa's Grotto experience. Both events were well attended and a high level of customer satisfaction was achieved. Downs and Proud brought their group into Santa on Saturday 13 December and the children really enjoyed the experience.

There had been numerous community events held in December including the Polish Community Network NI with around 80 family and friends attending their celebration, The Filipino Community Support Network Xmas event with over 100 attending and FADD (Dance Group) end of year Xmas concert/competition with over 200 attending. Income for December 2014 was £7,805.72.

D20/2015 BROWNSTOWN JUBILEE COMMUNITY CENTRE (D388/2014)

All regular bookings were running as normal in the centre Monday to Friday.

A charity event was held for a rare neuro-developmental disorder called Williams Syndrome (WS) on the 6 December 2014.

Life Line Screening also used the centre to carry out health screenings. The aim of the organisation was to help people identify and understand their risks associated with a number of diseases, including Stroke and Coronary Heart Disease.

The Development Department held its 'Christmas at Home' coffee morning in the centre. There had been regular use of the building to host private birthday parties at the weekends.

Income for the month of December 2014 was £1,081.18.

- D20/2015 BROWNSTOWN JUBILEE COMMUNITY CENTRE (continued)
- New entrance signage was to be erected saying 'Brownstown Park Leading to Brownstown Jubilee Community Centre and The Queen Elizabeth Playing Fields' before Christmas. Work would commence in the New Year to improve the acoustics in the main hall.
- D21/2015 KILLICOMAIN JUBILEE COMMUNITY CENTRE (D389/2014)
- Killicomaine Jubilee Community Centre had been very busy in December. The MS Society had started using the centre twice a week, which would increase to three times a week in January.
- The Centre organised a Festive Fun Day at Killicomaine. This was a very successful event and children from the community came along and took part in Christmas activities such as making reindeer food, Christmas cards, decorations, writing their Christmas list and face painting. They then got to meet Santa in his Grotto. Customers made positive comments about the centre, the event and staff planned to develop the event for next year.
- The Jubilee Club, which was our over 50 group had been growing in numbers and they recently went along to Ashgrove Community Centre for a Christmas Party. Everyone had a great night and both centres plan to do further cross-community events in the New Year. Income for December 2014 was £2,241.
- D22/2015 COUNCIL'S PLAYScheme (D391/2014)
- December had been a very busy month in the Playschemes with all our Christmas activities. Arts and craft displays had been put up and Christmas parties had been taking place in all centres. Christmas trips included Scallywags which was a Children's activity centre for junior members and Centrepont for Bowl and Bite with Senior members. Children from Avenue Road would be going to Maloneys.
- The Playscheme had a visit from Magee's dentist who came out to teach the children about dental hygiene with the help of their puppet "Barnaby Brush" and gave the children dental packs to take home and encourage them to have good oral hygiene. Staff would be continuing this in the New Year with all of our Playschemes.
- All Playleaders helped out at the Hub, Killicomaine and the Discovery Centre Grotto events by doing Christmas workshops.
- D23/2015 TOURIST INFORMATION ENQUIRIES AT LURGAN, PORTADOWN AND LOUGH NEAGH DISCOVERY CENTRE TIPs (D392/2014)
- SLA agreements were operational at Lurgan Town Hall, Millennium Court Arts Centre and Lough Neagh Discovery Centre VIPs for the provision of visitor information.

D23/2015 TOURIST INFORMATION ENQUIRIES AT LURGAN, PORTADOWN AND LOUGH NEAGH DISCOVERY CENTRE TIPs (continued)

Monthly enquiry statistics are detailed below.

NOVEMBER 2014			
	COUNTER	TELEPHONE	TOTALS
Lough Neagh Discovery Centre	566	34	600
Millennium Court Arts Centre	333	37	370
Lurgan Town Hall	130	0	130

CONFIDENTIAL BUSINESS

D24/2015 CASTLE LANE, LURGAN

A Confidential report on this item of business can be found at **Appendix 1**.

The meeting finished at 7.21 pm

CHAIRMAN

DATE

ITEMS FOR DECISION

4.1 PORTADOWN RIVERSIDES (D358/2014)

Report by: Richard Griffin, Development Manager

Purpose of Report

To advise Members of progress with the Portadown Riversides project, and to seek approval to carry out a programme of improvements to the 'Pump House' building located adjacent to the Bann Bridge.

Recommendation

- 1 That Members review a visual briefing of the information provided;**
- 2 That approval be granted to procure a suitably qualified contractor to carry out repair and refurbishment works to the listed Pump House building adjacent to the Bann Bridge, at a cost of up to £30,000; and**
- 3 That delegated authority be granted to the Director of Development to proceed with the appointment of a contractor for the Pump House works, to enable swift delivery of the project.**

Background

Members will recall the appointment of Ove ARUP to prepare outline designs and cost estimates for the Portadown Riversides project. The project will identify a series of physical interventions to improve the quality of Council-owned lands adjacent to the River Bann on the edge of Portadown Town Centre.

The consultant team has undertaken an analysis of the study area and has developed some high level concepts which begin to identify the potential function and use of parcels of land within the scheme. Analysis information and high level concepts are attached.

Appendix 1

The team has also begun targeted consultation with key stakeholders including statutory agencies, utilities, adjacent landowners, businesses, the Chamber of Commerce, and key user groups such as Portadown Boat Club. If Members have any views, comments or feedback these may be directed to the Development Manager. The team will be progressing with more detailed design work in the New Year with a view to presenting outline designs, indicative costs and the final feasibility study by February 2015.

The brief for the consultant team also requires them to consider the potential re-use of the Pump House building located between the Bann Bridge and Haldane Fisher's premises, in the context of a programme of improvements to the wider riverfront area. The building is owned by Craigavon Borough Council and has listed status. In this context, it is a Council asset which will continue to deteriorate if repair work is not undertaken. Planning approval was obtained by Council a number of years ago to construct a modest extension and to use the building as a small office space.

4.1 PORTADOWN RIVERSIDES (D358/2014) – Cont.

Given the level of investment already secured through nearby projects including Old Town Quay and the Greenway project which abut the site, in addition to the Portadown Linkages project which it is hoped will secure funding for environmental improvements to adjacent streets and spaces, there is an opportunity to carry out a programme of works to repair and refurbish the existing building using the CIDF Capital Budget. The rationale is two-fold in that the building will continue to deteriorate if no action is taken, and additionally there are a number of projects already committed which will upgrade the surrounding area, thus promoting access to and activity within the area, and inevitably increasing footfall and pedestrian traffic that strengthen the case for re-use.

While the 'Riversides' project is intended to identify a number of use options, the work proposed at this stage is the minimum required to maintain the building in good condition, and therefore retain the possibility of re-use. Depending on the ultimate preferred use, it is likely that the building will have to be extended to accommodate uses such as, for example, a coffee shop which would require toilet facilities.

The upper cost limit suggested is informed by a condition survey undertaken in May 2014 which noted that the 'building is in some distress structurally...' and recommended works to ceilings, electrics, internal and external walls, windows and doors, floors and roof at a total cost of £26,203.58 (Extract from condition survey attached).

Appendix 2

Officers have discussed the matter with colleagues in Leisure Services, who will be engaged prior to and during any works.

Delegated authority is requested for the Director of Development to enable the swift appointment of a contractor and commencement of works by February.

Employee Implications

N/A

Financial Implications

Professional fee cost of £17,000.

Approval sought for contribution of up to £30,000 for works to be funded from the CIDF Capital Budget.

Level of Delegated Authority Sought

Delegated authority is sought for the Director of Development to appoint a contractor at a cost of up to £30,000.

Equality Screening

N/A

4.2 BUSINESS PLAN 2014-2015 – PROGRESS REPORT

Report by: Jillian Leatham, Funding Advice and Information Officer

Purpose of Report

Members should note the progress made by the Development Department against the Organisational Business Plan.

Recommendation

That Members note progress against the 9 month period of the Organisational Business Plan 2014-2015.

Key Issues

It has been agreed that the Standing Committees/Council will receive regular reports of progress against objectives contained in the Organisational Business Plan.

A progress report for the period ending December 2014 is attached. **Appendix 3**

There have been a significant number of projects delivered over the previous nine months which have assisted our business and community sectors.

Employee Implications

N/A

Financial Implication

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.3 ARMAGH BANBRIDGE CRAIGAVON DISTRICT COUNCIL'S NEW FINANCIAL ASSISTANCE POLICY – IMPLEMENTATION TRAINING

Report by: Louise Moore, Head of Community Development

Purpose of Report

To update Members on the proposed Financial Assistance Policy, for the Armagh Banbridge Craigavon District Council (ABC), and to advise Members of training requirements.

Recommendation

That Members approve Williamson Consulting to progress the Training Phase of the Financial Assistance Policy at a cost of £2,166 per Council.

Background

Members will be aware that a new Financial Assistance Policy has been developed for the ABC Council and will run as a pilot for a six-month period and reviewed in June 2015. It is anticipated that the scheme (which will have six new funding streams) be advertised in late January 2015, with a view to successful applicants receiving financial assistance in April 2015.

Key Issues

The new policy brings a number of changes, one of which will be a focus on measuring “outcomes” rather than “inputs”. In order for this to be effectively implemented by ABC Officers and understood by the various sector bodies (ie community/voluntary/sports/arts/festivals/tourism/events etc) it is proposed to have an “Implementation Training Phase”. This will include training for Officers across the three Council areas as well as the various communities of interest to ensure that this Policy can be fully actualised.

It is proposed that the training be delivered by Williamson Consulting (David Williamson) through a Single Tender Action.

David Williamson has developed the Financial Assistance Policy, Guidance Manual, Application Form, Criteria and Scoring Matrices for the six new funding programmes. This is unique to Williamson Consulting.

Included in the tender is the proposal that David Williamson sit on the Assessment Panel in an advisory capacity to resolve issues/moderate scoring and make any revisions should they be required to the Guidance Manual.

It is estimated that the cost will be in the region of £6,500, which will be met by the three Councils, circa £2,166 per Council.

An overview of the proposed Implementation Training Phase is attached. **Appendix 4**

Employee Implications

N/A

4.3 ARMAGH BANBRIDGE CRAIGAVON DISTRICT COUNCIL'S NEW FINANCIAL ASSISTANCE POLICY – IMPLEMENTATION TRAINING – Cont.

Financial Implication

£2,166 is available through the Development Department budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.4 SAFEGUARDING VULNERABLE ADULTS POLICY

Report by: Diane Clarke/Joanne Grattan, Designated Child Protection Officers

Purpose of Report

To advise Members of the draft 'Safeguarding Vulnerable Adults Policy'.

Recommendation

- 1 That Members endorse the draft 'Safeguarding Vulnerable Adults Policy'; and**
- 2 That Members endorse training for relevant staff on the new Policy.**

Background

Council has not previously had a policy for the protection of Vulnerable Adults and while acknowledging that Craigavon Borough Council will cease to exist on 31 March 2015, Officers would suggest that Committee and subsequently Council would approve this policy as an interim safeguarding measure until a new policy is produced for the new Armagh Banbridge Craigavon District Council. A copy of the draft Policy is attached for information. **Appendix 5**

In addition, as the definition of a vulnerable adult is both wide-ranging and fluid by nature, Council staff will have contact with vulnerable adults on a frequent basis in the provision of services and facilities. Sometimes contact with a vulnerable adult will be obvious but it can also be less obvious give the definition.

With Committee's approval Designated Officers will arrange for staff training as appropriate as well as communicating the policy on the Council's website and intranet.

Employee Implications

N/A

Financial Implications

To be covered by Council's Child Protection/Safeguarding budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.5 CHILD PROTECTION POLICY

Report by: Diane Clarke/Joanne Grattan, Designated Child Protection Officers

Purpose of Report

To advise Members on the updating of Council's Child Protection Policy.

Recommendation

- 1 That Members note the updating of the policy; and**
- 2 That Members endorse training for relevant staff on the revised policy.**

Background

Council's current Child Protection Policy has been in place since 2006. Over time child protection issues have developed and the Council's designated Child Protection Officers have taken account of these changes and have reflected these in an updated policy for Council.

A copy of the revised policy is attached.

Appendix 6

The main changes include:

- A move from the term 'child protection' to 'safeguarding children and young people'
- Incorporating recommendations from internal and external audits e.g. our policy now stipulates how often training should be reviewed and Council having clear lines of accountability for safeguarding issues including who has ultimate accountability
- Recommendation that HR section keep records of staffs safeguarding, Leisurewatch and other relevant training
- Detailing adult/child supervision ratios
- Inclusion of cyber bullying as a form of abuse
- Inclusion of details of the Leisurewatch Scheme of which Council is a Member
- Updated procedures on recruitment checks - vetting and barring scheme
- Details of the HR working group which deals with vetting issues
- Details of frequency of safeguarding training for staff
- Details of how to make a Leisurewatch referral
- Details of Council's Photographic Policy and procedures.

Next Steps

As a result of Local Government Reform a new Safeguarding Policy will need to be produced for the new ABC Council. It is therefore proposed that the update to the current policy will be available on Council's website as well as the intranet. Officers do not intend to incur costs of a reprint of the policy.

With Members' approval Officers will arrange staff training as appropriate.

Employee Implications

N/A

4.5 CHILD PROTECTION POLICY – Cont.

Financial Implications

To be covered by Council's child protection budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.6 GOOD RELATIONS ACTION PLAN 2014-2015 – ADDITIONAL ALLOCATION OF FUNDING

Report by: Evia Aigbokhae, Good Relations Support Officer

Purpose of Report

To advise Members of the additional allocation of funding from the Office of the First Minister and Deputy First Minister (OFMDFM) to deliver the Good Relations Action Plan 2014-2015.

Recommendation

That Members approve the additional £16,000 allocation of funding from OFMDFM to deliver the Good Relations Action Plan 2014-2015.

Background

Members will recall that the Office of the First Minister and Deputy First Minister (OFMDFM) request that a Good Relations Action Plan is submitted annually in order to secure funds to effectively implement the District Council Good Relations Programme. Members are reminded that OFMDFM fund 75% of the overall programme, with Council contributing the remaining 25%.

Following the submission of the Good Relations Action Plan in February 2014; a Letter of Offer was received from the Department on 29 August 2014, detailing that Craigavon Borough Council, Good Relations, will receive an overall grant of £99,000 (75%) to deliver the Action plan, with an additional matching contribution of £33,000 (25%) from Council. This was a reduction of 21%, equating to a £27,030 shortfall in the request amount.

Key Issues

At the recent GRO conference in November 2014, an announcement was made that Ministers had allocated additional funding to this year's District Council Good Relations Programme. As a result of this an additional allocation of £16,000 to Craigavon Borough Council has been made.

This would take the overall award from OFMDFM for 2014/2015 to £115,000. In relation to the additional £16,000 Council would be required to provide additional match funding of £5,333.33, this amount is already included in the Council's estimates. Therefore no additional cost to Council will be incurred.

Employee Implications

N/A

Financial Implications

The matching contribution of additional allocation of funding £5,333.33 (25%) from Craigavon Borough Council is included in Council estimates for 2014/2015.

Level of Delegated Authority

N/A

Equality Screening

N/A

4.7 PUBLIC ART FOR PUBLIC REALM - TENDER EVALUATION (C748/2013)

Report by: Sandra Durand, Tourism Development Manager

Purpose of Report

To provide Members with the opportunity to view the Public Art video and with an update on key publicity generated for the Lurgan and Portadown Public Art

Recommendation

- 1 That Members view the visual briefing Lurgan and Portadown Public Art video at the link below**
<https://www.youtube.com/watch?v=nV8LuqqxslU&feature=youtu.be>
- 2 That Members also review coverage generated for the Public Art in 'Perspective', Journal of the Royal Society of Ulster Architects.**

Key Issues

Members will be aware the Public Art has been installed in Lurgan and Portadown. As a Legacy project and to meet funder requirements and required public acknowledgment, a video tracking the development and installation of the pieces was produced. The video can be viewed by clicking on the link <https://www.youtube.com/watch?v=nV8LuqqxslU&feature=youtu.be>. It is envisaged the video will be utilized to promote the regeneration of Lurgan and Portadown Town Centre

In addition, Park Hood, Landscape Architects for the Council submitted project details and photographs of the public art to 'Prospective', The Journal of the Royal Society of Ulster Architects which is published bimonthly in Northern Ireland and distributed freely to all architects in Northern Ireland.

Appendix 7

Employee Implications

N/A

Financial Implications

Funding of £800 to produce the Legacy video was available for the Tourism Development budget.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.8 MULLAHEAD & DISTRICT CENTENARY CELEBRATION & 100TH MATCH LAUNCH EVENT (D366/2014)

Report by: Sandra Durand, Tourism Development Officer

Purpose of Report

To provide Members with an opportunity to review an invitation received from Mullahead & District Ploughing Society requesting that Members consider booking a table of ten at a cost of £250 to attend the Centenary Celebration and 100th Match Launch Event to be held in the Mayes Hall, Civic and Conference Centre on Friday 23 January 2015.

Recommendation

- 1 That Members review the invitation from Mullahead & District Ploughing Society requesting that Members consider booking a table for ten people at a cost of £250 for the Centenary Celebration & 100th Match Launch Event to be held on Friday 23 January 2015 in the Mayes Hall, Civic and Conference Centre; and**
- 2 That due to the timescales involved this matter is referred to the Mid-Monthly meeting of Council.**

Background

Members will be aware that the 100th year celebrations of the Society's event will take place in February 2015. Members may also be aware the organizing Committee of this very successful Ploughing event is planning to host a Centenary Celebration & 100th Match Launch to be held in the Mayes Hall, Craigavon Civic and Conference Centre on Friday 23 January 2015.

Appendix 8

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.9 TOWN CENTRE REGENERATION – UPDATE (D368/2014)

Report by: Lyn McNeill, Town Centre Manager

Purpose of Report

To provide Members with an update on town centre regeneration activity, in particular the Christmas 2014 programme and a copy of correspondence from Portadown Chamber of Commerce commending Council activity around Small Business Saturday (6 December 2014).

Appendix 9

Recommendation

- 1 That Members note correspondence received from Portadown Chamber of Commerce commending Council activity for Small Business Saturday (6 December 2014);**
- 2 That Members review some of the press and photographic coverage attached; and**
- 3 That Members also note that as Lurgan and Portadown town centres have a strong and vibrant health, hair & beauty offering plans are underway to roll out a digital/event based campaign working with businesses specific to this genre late January/early February 2015.**

Key Issues

Members will be aware that an exciting programme of Christmas events took place in Lurgan and Portadown town centres on 6, 13 and 20 December 2014. Highlights included free parking across both town centres on Small Business Saturday, Cool FM Radio Road Shows and Lurgan's 'Santa at Home' event which welcomed 580 children into Santa's custom built log cabin on Lurgan plaza.

The Discover Craigavon facebook digital campaign, A Christmas Tale, operated between 1 and 20 December and generated an additional 640 page likes taking the total number of Discover Craigavon fans to 9,240. There were over 1,300 entries with the winner, a lady from Fivemiletown picking up the top prize.

Members will also be aware that Lurgan and Portadown town centres have a strong and vibrant health, hair & beauty offering. Plans are underway for a campaign to profile this and is likely to have both digital and event based aspects across both town centres. It is expected to roll out late January/early February 2015.

At the Council meeting on 5 January 2015 a query was raised in relation to whether additional funding would be available from DSD to support Town Centre revitalisation projects. A meeting is scheduled with DSD officials and further updates will be provided.

Press and photographic coverage is attached.

Appendix 10

4.9 TOWN CENTRE REGENERATION – UPDATE (D368/2014) – Cont.

Employee Implications

N/A

Financial Implications

The budgets for the projects described are available from the Town Centre Management Budget 2014/15.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.10 CREATIVE MOMENTUM APPLICATION (D255/2014)

Report by: Paul Kavanagh, Economic Development Officer

Purpose of Report

To bring to Members attention a major new EU funding application aimed at assisting businesses in the Creative Sector.

Recommendation

- 1 That Council approves Craigavon's participation in the proposed Creative Momentum project at a cost over a 3 year period (equivalent to £14,034 per year at an 65% funding rate and 85% sterling exchange rate); and**
- 2 That a further report will be brought forward to Members when the final budget is known.**

Background

Craigavon led the Northern Ireland partnership for a 4-Council group that also included Armagh, Banbridge and Newry & Mourne. We participated in Creative Edge between June 2012 and December 2013 and it won the 'Best EU Funded Project' award from NILGA in February 2014.

The Northern Periphery and Arctic Programme is the first direct funding mechanism available to Councils to open in the 2014-2020 period and the results of the first applications are forecasted for March 2015.

Creative Momentum (with 6 partners in 5 countries) will provide enterprise development and market expansion spaces, services and supports to entrepreneurs in the creative industries across the Northern Periphery and Arctic region, as part of the Northern Periphery and Arctic 2014-2020 Programme (NPA) and funding will be at a rate of 65%. The project is included in the Economic Development Action Plan and growing the Creative Sector is a key part of the 'Place' strategy in the new Armagh Banbridge Craigavon Corporate Plan.

Appendix 11

The aim of the Creative Momentum project will be to provide opportunities for creative start-ups and existing micro-enterprises and SMEs in the NPA area to avail of spaces, services and supports related to successful exporting that will allow for:

- Professional Growth via training, mentoring and transnational learning
- Business Growth via product, service and organisational innovation
- Network Growth via shared spaces and gatherings to meet regional and transnational collaborators/partners
- Market Place Growth via trade events, the tourist market and online platforms
- Creative Economy Growth via intelligence gathering and policy influence

Activity	Number
Number receiving mentoring to improve international trading	35
Number receiving international collaboration support	17
Number benefitting from networking events	120
Number introducing new products	4
Number receiving Trade Fair Vouchers	4
Number receiving Video Pitching Toolkits	4
Number of Creative Trails Implemented	2

4.10 CREATIVE MOMENTUM APPLICATION (D255/2014) – Cont.

Armagh Banbridge Craigavon will lead a work package (for the SEED Group) totaling €425,545.00 over a 3-year period from the overall project budget of €1,999,611.15 equivalent to £360,863.25 and £1,699,669.48 respectively.

Employee Implications

A funded post for a Project Officer is part of the application

Financial Implications

The cost of the project for a 3 year period to SEED is €424,545.00 funded at 65% and (beginning FY 2015-16). This equates to €148,590.75 for SEED and €49,539.25 for Armagh Banbridge Craigavon and equivalent to £14,034 per year at an 85% exchange rate.

Officers will submit a further report should the funding application be successful.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.11 EU FUNDING APPLICATION - AGRI-FOOD SECTOR

Report by: Paul Kavanagh, Economic Development Officer

Purpose of Report

To bring to Members attention a major new EU funding application aimed at assisting businesses in the Agri Food Sector.

Recommendation

- 1 That Council approves Craigavon's participation in principle for an Agri-Food support project through the Northern Periphery and Arctic Programme up to a maximum amount of €3,000, equivalent to £2,550; and**
- 2 That a further report will be brought forward to Members when the final budget is known.**

Background

Officers have been developing a potential EU project to assist micro and SME's working in the Agri-Food sector and to continue the development of Craigavon's premier position for the sector which is a key part of the 'Place' strategy in the new Armagh Banbridge Craigavon Corporate Plan.

The Northern Periphery and Arctic Programme is the first direct funding mechanism available to Councils to open in the 2014-2020 period. Indications are that 'preparatory project funding' for amounts up to €40K are likely to open early in 2015.

Armagh Banbridge Craigavon will lead a work package (for the SEED Group) and the other partners currently committed are Sligo Institute of Technology and AFBI (Agri Food and Bioscience Institute).

The project will focus on creating and developing a platform for the sustainable growth of the Agri-food Industry (AFI), primarily through supply chain development, cluster development and introduction of innovation in relation to working in the wider regional Agri-food ecosystem.

The aim will be to design and develop a practical initiative to sustainably grow SME's based on identifying export growth of goods and services into the supply chain of the European Agri Food sector. This will therefore increase levels of interaction with the Agri Food sector into the wider regional economies.

Employee Implications

N/A

Financial Implications

The maximum cost of a project for a 1 year period is €40,000 funded at 65%. This equates to €9K for SEED, €3K (£2,550) for Armagh Banbridge Craigavon with the other 2 partners funding the balance.

Officers will submit a further report should the funding application be successful.

4.11 EU FUNDING APPLICATION - AGRI-FOOD SECTOR – Cont.

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.12 COSME ERASMUS FOR YOUNG ENTREPRENEURS – POTENTIAL EU FUNDING APPLICATION

Report by: Paul Kavanagh, Economic Development Officer

Purpose of Report

To bring to Members attention a new COSME EU funding application under investigation by the SEED Group of Councils.

Recommendation

- 1 That Council approves Craigavon's participation in principle in the Young Entrepreneurs EU funding application; and**
- 2 That a further report will be brought forward to Members when the final budget is known.**

Background

Officers have been approached by the EU desk in Brussels to investigate potential cooperation with the COSME Erasmus for Young Entrepreneurs potential EU Funding Application because no organisation in Northern Ireland currently participates. Officers from Craigavon would lead the project for the SEED Group.

Key aspects of the Erasmus for Young Entrepreneurs funding:

- Funding is via the Director General Enterprise in Brussels
- A typical project would be approx €500K (equivalent to £425K) over 18 month funded at a 90% rate
- 4 or 5 EU partners would be involved
- The project brings together 2 key aspects for our local and regional economy ie Knowledge Transfer from Young Entrepreneurs with specific knowledge into our local companies and Training-Experience provision for Young Entrepreneurs within other EU partner country companies

This project would assist delivery of the 'Place' strategy in the new Armagh Banbridge Craigavon Corporate Plan.

Employee Implications

N/A

Financial Implications

Officers will submit a further report when budget indications are known..

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

4.13 ABSENCE MANAGEMENT (D381/2014)

Report by: Olga Murtagh, Director of Development

Purpose of Report

To update Members on absence within Development Directorate.

Recommendation

That Members note the content of the report.

Background

The tables attached set out absence statistics for the Development Directorate for the 2014/2015 financial year, month of November 2014. Comparison figures are provided for the 3 previous years. 85.7% of employees within Development recorded no absence in November 2014. **Appendix 12**

The Council's target for 2014/2015 is 4%.

The Department figure for the month of November 2014 is 6.42%. The year-to-date figure 6.56%. Officers are actively managing case reviews relating to long-term sick absences within the Department. Absence is being monitored in liaison with the Council's new attendance policy and training in attendance management is being rolled out to all Managers.

Currently there are 4 members of staff off on long-term sick absence in the Department.

Referrals are also being made to the Occupational Health service.

Employee Implications

N/A

Financial Implications

N/A

Level of Delegated Authority Sought

N/A

Equality Screening

N/A

ITEMS FOR INFORMATION

4.14 SOUTH LAKE MASTERPLAN (D330/2014)

Report by: Richard Griffin, Development Manager

Members will recall that a masterplan is to be prepared for lands adjacent to the South Lake.

Following a competitive tender process, GM Design Associates have been appointed to prepare a masterplan for the South Lake area of Central Craigavon at a cost of £17,000. The team will commence work in January 2015, which will include targeted stakeholder engagement. Members will be contacted in due course regarding engagement with the consultant team.

The commission will consider how best to release the collective regenerative benefit of complementary emerging projects (SRC/Leisure/Private Sector) within the area, which in addition to attracting significant numbers of visitors/shoppers/students to the area, have the potential to re-shape the town centre physically and broaden the offer of the area as a whole. The masterplan will explore potential for further development opportunities within Council-owned land, as well as improvements to local infrastructure including public transport, and will also seek to address severance issues associated with local roads infrastructure in particular, each of which requires fresh consideration in the context of SRC's campus plans and the CBC leisure proposal.

4.15 CIDF REVIEW & REFRESH (D332/2014)

Report by: Richard Griffin, Development Manager

Members will recall the decision to 'review and refresh' the CIDF. This process does not constitute an entirely new masterplan, instead the emphasis is on identifying those aspects of the original action plan which have perhaps not been delivered but remain valid and warrant fresh consideration. The consultant team will also incorporate those projects and initiatives which have emerged since 2010, and most importantly will identify new themes, opportunities and actions to be added to the agenda and taken forward post-Local Government Reform. The impact of changes in legislation and new policy directions including those within public finance and planning will also need to be factored into the refreshed plan. This project is to be delivered alongside Armagh City & District Council who is carrying out a similar review of the Armagh City Masterplan which was published in 2009.

Following a competitive tender process, The Paul Hogarth Company has been appointed to deliver a review and refresh of both the CIDF and the Armagh City Masterplan. The total cost of the commission is £39,700, with the Craigavon component costing £20,762.

4.16 PORTADOWN LINKAGES EXTENSION (D299/2014)

Report by: Richard Griffin, Development Manager

Members will recall the Portadown Linkages project. The outline designs have been prepared along with a public realm strategy, and the Economic Appraisal has been completed.

The already appointed consultant team, RPS, have been instructed to commence work on the second stage of their appointment. Due to the uncertainty regarding funding, a number of 'breaks in appointment' were incorporated into the contract to enable Council to take the project forward in phases, as funding becomes available.

The second phase of work will involve the completion of detailed designs, statutory approvals, and the preparation of the works information that would form the key component of a contractor procurement process. The work will develop the project to the extent that it would effectively be 'shovel ready', leaving Council in a position to progress delivery swiftly if funding becomes available for all or part of the scheme.

Council has committed £24,900 to be funded from Council underspend.

4.17 EVALUATION OF CHRISTMAS NETWORKING EVENT (D336/2014)

Report by: Tracey Johnston, Community Development Officer (Brownlow)

As previously reported the Development Department's annual Christmas Networking event took place on Friday 12 December 2014 from 9.30am -1.30pm at Lough Neagh Discovery Centre. The event included an update on Local Government reform from the Chief Executive and a briefing on Community Planning from Nicola Creagh of the DOE Local Government Policy Division. The event also provided an opportunity for the Community Development Team to promote the Pride of Craigavon Awards Scheme which closed on 19 December 2014

Former BBC Apprentice Finalist and Groupon Vice President of Britain and Ireland, Jim Eastwood was the guest speaker, providing an account of his time in the Apprentice as well as covering themes of Partnership working, communication and handling change which complemented the previous speakers' presentations.

During the course of the morning local community representatives who had attained qualifications in Community Development under the Citizen 21 Programme, were presented with their OCN certificates.

The event concluded with a seasonal brunch and networking opportunities.

Approximately 80 community representatives attended the event and feedback from the evaluation forms was extremely positive. Comments included it was a "very well run event", "excellent presentations" and calls for a "repeat next year". There was also a request for longer networking opportunities among participants.

Given the positive feedback from the event Officers would hope to explore the potential to offer similar networking opportunities for community groups linking in with Officers within the Armagh and Banbridge Councils.

4.18 BROWNLOW COMMUNITY HUB (D390/2014)

Report by: Chris Cassidy, Facility Development Manager

Events

The Hub held a number of Christmas events in the month of December including the annual Craft Fair and Santa's Grotto experience. Both events were well attended and a high level of customer satisfaction was achieved. Downs and Proud brought their group into Santa on Saturday 13 December and the children really enjoyed the experience.

There have been numerous community events held in December including the Polish Community Network NI with around 80 family and friends attending their celebration, The Filipino Community Support Network Xmas event with over 100 attending and FADD (Dance Group) end of year Xmas concert/competition with over 200 attending.

Income

December 2014: £7,805.72

4.19 BROWNSTOWN JUBILEE COMMUNITY CENTRE (D388/2014)

Report by: Stephen Black, Centre Manager

Events

All regular bookings are running as normal in the centre Monday – Friday.

A charity event was held for a rare neuro-developmental disorder called Williams Syndrome (WS) on the 6th December 2014.

Life Line Screening also used the centre to carry out health screenings. The aim of the organisation is to help people identify and understand their risks associated with a number of diseases, including Stroke and Coronary Heart Disease.

The Development Department held its 'Christmas at Home' coffee morning in the centre.

There has been regular use of the building to host private birthday parties at the weekends.

Income

For the month of December 2014: £1,081.18

Centre Improvements

New entrance signage is to be erected saying 'Brownstown Park Leading to Brownstown Jubilee Community Centre and The Queen Elizabeth Playing Fields' before Christmas. Work will commence in the New Year to improve the acoustics in the main hall.

4.20 KILLICOMAIN JUBILEE COMMUNITY CENTRE (D389/2014)

Report by: Laura McGrath, Centre Manager

New Bookings

Killicomaine Jubilee Community Centre has been very busy in December. The MS Society has started using the centre twice a week, which will increase to three times a week in January.

The Centre organised a Festive Fun Day at Killicomaine. This was a very successful event and children from the community came along and took part in Christmas activities such as making reindeer food, Christmas cards, decorations, writing their Christmas list and face painting. They then got to meet Santa in his Grotto. Customers made positive comments about the centre, the event and staff plan to develop the event for next year.

The Jubilee Club, which is our over 50 group has been growing in numbers and they recently went along to Ashgrove Community Centre for a Christmas Party. Everyone had a great night and both centres plan to do further cross-community events in the New Year.

Income

Income for December 2014: £2,241

4.21 COUNCIL'S PLAYScheme (D391/2014)

Report by: Joanne Cochrane, Acting Senior Play Leader

December has been a very busy month in the Playschemes with all our Christmas activities. Arts and craft displays have been put up and Christmas parties have been taking place in all centres. Christmas trips included Scallywags which is a Children's activity centre for junior members and Centrepont for Bowl and Bite with Senior members. Children from Avenue Road will be going to Maloneys.

We had our first visit from Magee's dentist who came out to teach the children about dental hygiene with the help of their puppet "Barnaby Brush" and gave the children dental packs to take home and encourage them to have good oral hygiene. We will be continuing this in the New Year with all of our Playschemes.

All Playleaders helped out at the Hub, Killicomaine and the Discovery Centre Grotto events by doing Christmas workshops.

4.22 TOURIST INFORMATION ENQUIRIES AT LURGAN, PORTADOWN AND LOUGH NEAGH DISCOVERY CENTRE TIPs (D392/2014)

Report by: Bronagh Harbinson, Project Officer

SLA agreements are operational at Lurgan Town Hall, Millennium Court Arts Centre and Lough Neagh Discovery Centre VIPs for the provision of visitor information.

Monthly enquiry statistics are detailed below.

NOVEMBER 2014			
	COUNTER	TELEPHONE	TOTALS
Lough Neagh Discovery Centre	566	34	600
Millennium Court Arts Centre	333	37	370
Lurgan Town Hall	130	0	130



- KEY RIVERSIDE ADJACENT BUILDINGS
- PARKING AREAS
- OPEN GREEN SPACE / FARMLAND
- VEGETATION COVER
- RIVER BANN
- PRIMARY PEDESTRIAN / CYCLE MOVEMENT
- SECONDARY PEDESTRIAN MOVEMENT
- PRIMARY VEHICLE CIRCULATION
- RAILWAY LINE
- VISUAL IMPACT / BARRIER
- ACCESS TO WATER'S EDGE
- ACTIVE FRONTAGES
- KEY NODES
- COMMUNITY DESTINATIONS
- OPEN VIEWS
- BUS STOPS

1 CONTEXT ANALYSIS

Old Town Quay New Development (outside red line)

Narrow stretch of the riverside footpath constrained by Haldane Fisher wall boundary to the west. Unattractive views to the east and north

Open hardscaped space with open views over the River Bann. Is a gathering space with an access function but feels empty and isolated from other areas

Open green space (meadow). The adjacent supermarket store and car park have a negative impact on its setting. South and west boundaries are poorly defined. Tree line on riverside offers an attractive filtered boundary. Feels slightly disconnected to the riverside footpath

Acces from Meadow lane is dominated by asphalt and supermarket store fencing. Open views over flood plain to the southeast. Difficult wayfinding due to numerous signs. The interface with the riverside footpath is dominated by car park.

- BUILDING USES**
- RESIDENTIAL
 - CHURCH
 - COMMERCE

Supermarket store fencing detracts riverside footpath's setting. Important views along the north-south alingment

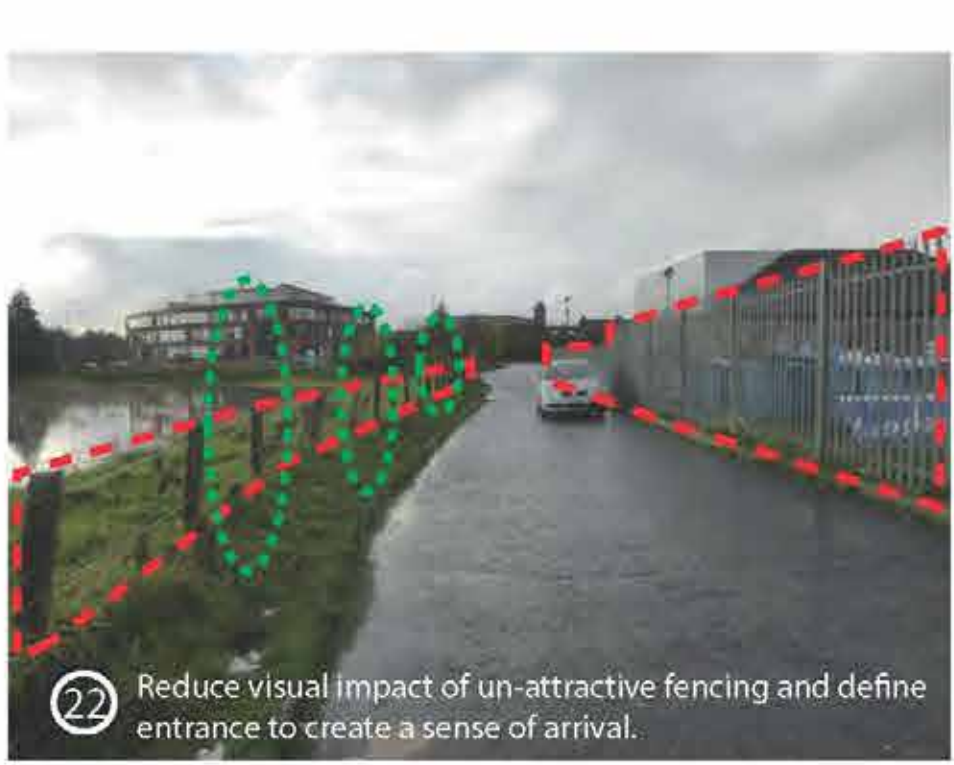
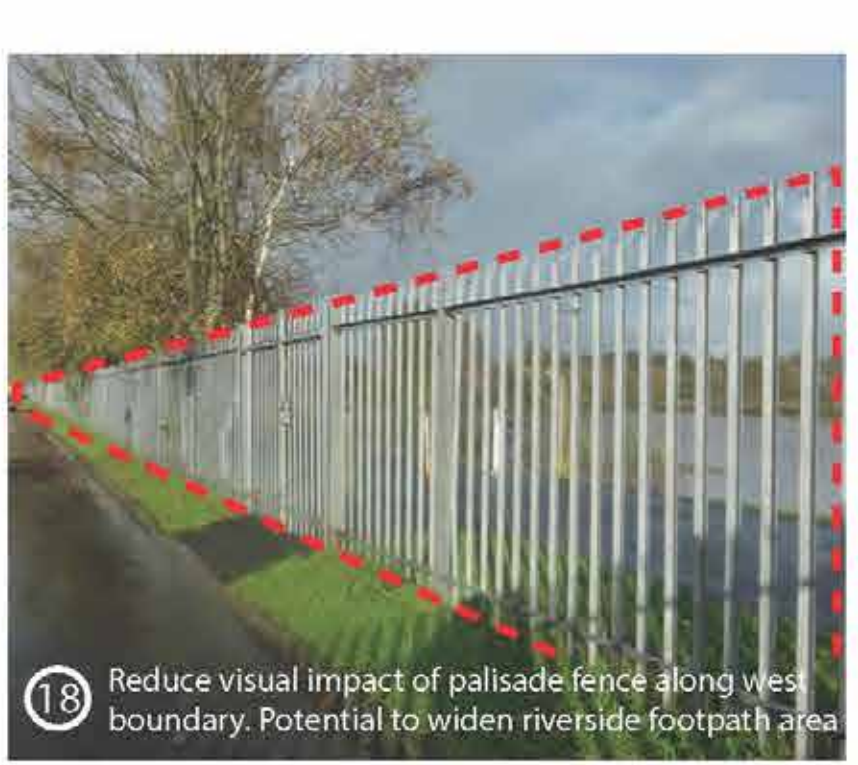
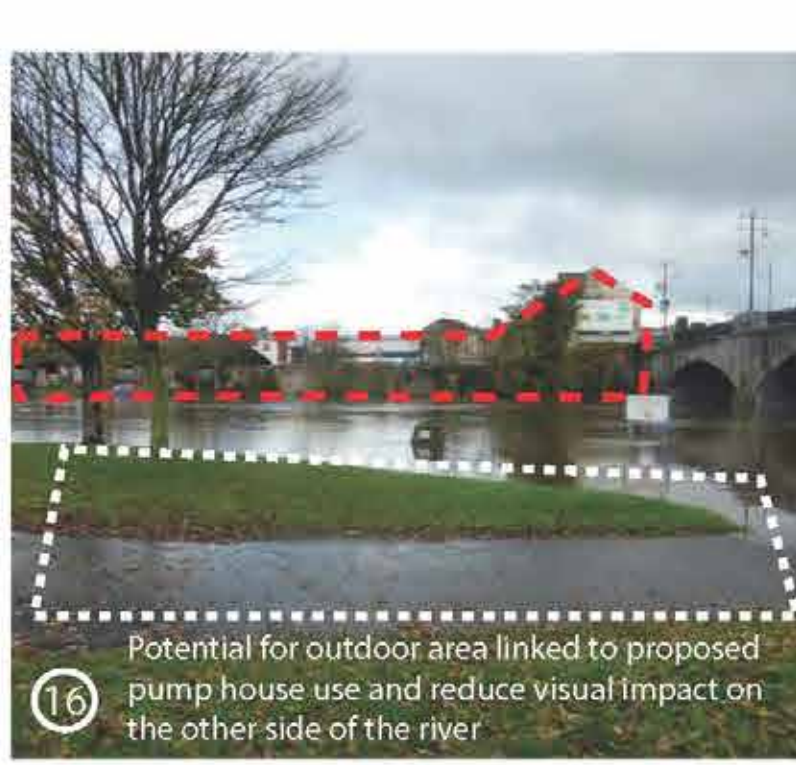
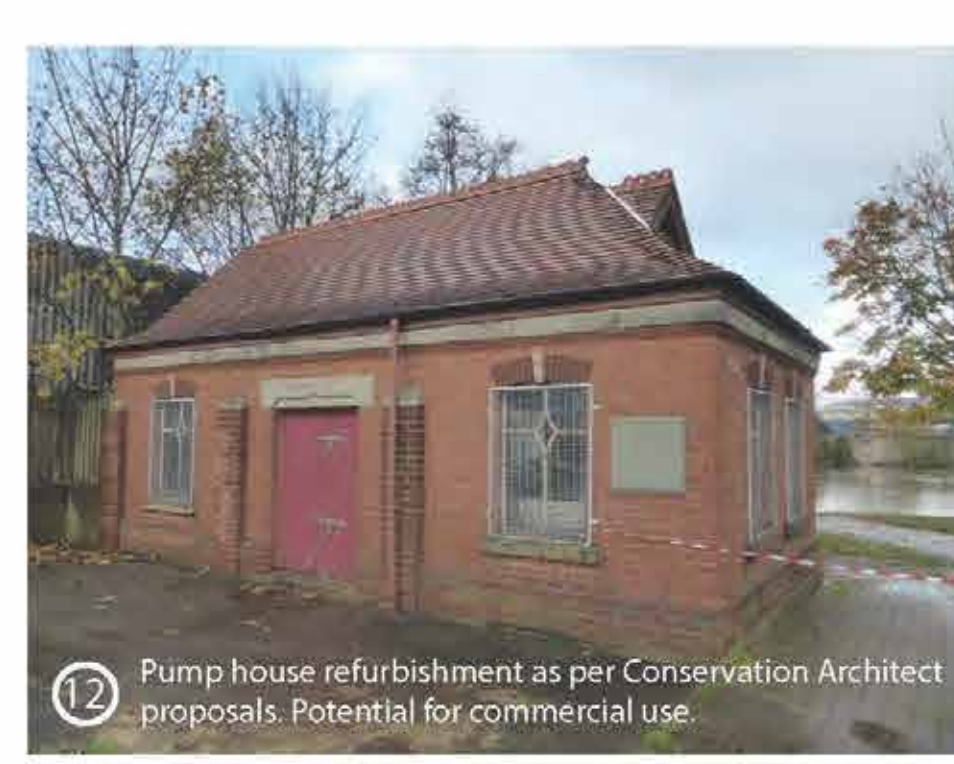
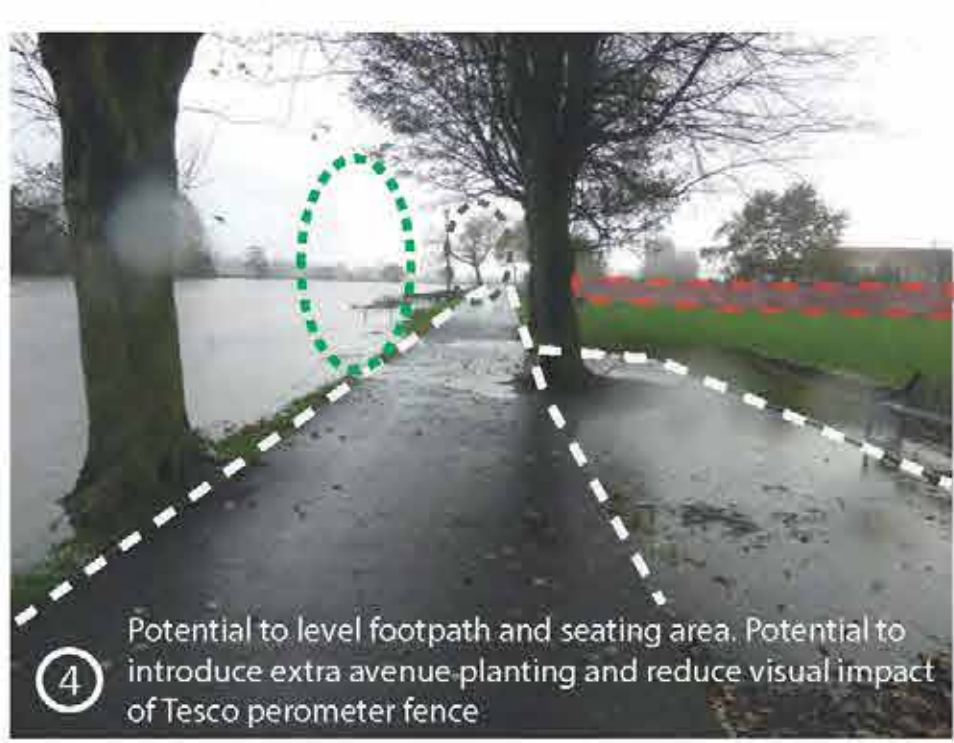
Area dominated by boat club building and river platform. Tranquility and opend views to the east.

Mature tree line provides screen to car park . Open views to the south and east.

Pump House Area. Open views can be afforded in and around the pump house enhancing the bridges architecture. Potential to refurbish the listed building and introduce a commercial use. There is visual impact produced by Haldane Fisher and other in-dutrial buildings to the east.

Landscaped area is enclosed by vegetation. Access is confusing due to footpath arrangement. Fencing dominates the south boundary

Bowling green is enclosed by unattractive fencing and isolated from riverside footpath. The line of mature trees along the riverside footpath provide a pleasant avenue setting overlooking the river and Bann River Bridge

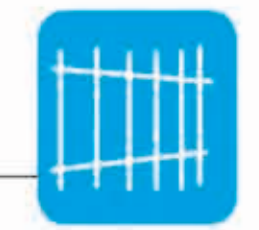
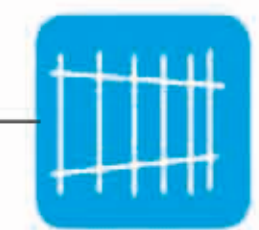


3 PHOTOGRAPHIC ANALYSIS & PROPOSED IMPROVEMENTS

PROJECT THEMES & 4 PROPOSED INTERVENTIONS

-  WAYFINDING
-  HISTORIC INTERPRETATION / HERITAGE
-  GREEN INFRASTRUCTURE / BIODIVERSITY
-  GATHERING / SPACES / RECREATION
-  MATERIALS / ACCESS / MOVEMENT
-  VISUAL CONNECTIONS
-  BOUNDARY TREATMENT / DECLUTTER / VISUAL IMPROVEMENTS
-  STREET FURNITURE
-  LIGHTING

Old Town Quay Proposed Scheme





PUMP HOUSE LISTED BUILDINGS PRELIMINARY LAYOUT OPTIONS

5 PRECEDENTS

Appendix 2

UPRN : C-P27ia

Property Name : Pump House Site

Element	Pre 2015	2015	2016	2017	2018	2019	Post 2019	Total
Ceilings	£0.00	£650.00	£0.00	£0.00	£0.00	£0.00	£0.00	£650.00
Electrical	£0.00	£310.00	£283.84	£0.00	£0.00	£0.00	£0.00	£593.84
External Areas	£0.00	£400.00	£3,500.00	£0.00	£0.00	£0.00	£0.00	£3,900.00
External Walls Windows & Doors	£0.00	£10,754.02	£0.00	£0.00	£0.00	£0.00	£0.00	£10,754.02
Fixed Furniture	£0.00	£1,850.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,850.00
Floors And Stairs	£0.00	£3,431.50	£0.00	£0.00	£0.00	£0.00	£0.00	£3,431.50
Internal Walls & Doors	£0.00	£1,813.36	£0.00	£0.00	£0.00	£0.00	£0.00	£1,813.36
Redecorations	£0.00	£1,617.23	£0.00	£421.20	£0.00	£0.00	£0.00	£2,038.43
Roofs	£0.00	£1,172.43	£0.00	£0.00	£0.00	£0.00	£0.00	£1,172.43
Total	£0.00	£21,998.54	£3,783.84	£421.20	£0.00	£0.00	£0.00	£26,203.58

ORGANISATIONAL PLAN 2014-2015 Progress Report

Development Objectives - December 2014

KEY PERFORMANCE ACTIVITIES

Corporate Objective	Actions	Responsibility	Target Date	Q 1	Q 2	Q 3	Q 4	Comments
CORPORATE THEME: CUSTOMER FOCUS/SERVICE DELIVERY								
Work to develop a customer focus culture within Council	Test the quality and effectiveness of our service areas by completing the biannual Household survey, carry out annual surveys of our service areas and customer consultations for programmed reviews.	DCS/Lead Directors on service reviews	March 2015					
Improve and develop quality of service provision.	Improve the quality of our service provision by annually retaining and progressing Quest for Indoor Leisure, ISO 9001, ISO 14001, RYAA and Green Flag quality accreditation, and Museum accreditation.	Relevant Directors	March 2015			G		Hub working towards ISO Accreditation
Ensure service provision is tailored to meet needs of our customers and delivered to a high cost-effective standard	Deliver the final year of the "Shared Spaces" Portadown People's Park Master Plan.	DD/DLS	June 2015			G		
CORPORATE THEME: GROWING THE ECONOMY								
Focus on creating opportunities to stimulate growth and competitiveness in key growth sectors (Key growth sectors	Deliver and complete funded programmes including:- SEED Programmes: Creative Economy, Product Transfer 2 – Source and Sell, Marketing Food Sector, Business Engagement Programme East Border Region: Life Sciences Supply Chain	DD	March 2015			G		

Corporate Objective	Actions	Responsibility	Target Date	Q 1	Q 2	Q 3	Q 4	Comments
identified as Life Sciences, Creative Industries, Food manufacturing)	Deliver Life Sciences Action Plan Deliver Agri Food Action Plan Deliver Creative Sector Action Plan	DD	March 2015			G		
Focus and drive regeneration efforts within the Borough	Deliver all the events and funding programmes associated with the refreshed Town Centre Regeneration & Revitalisation Action Plan and seek opportunities to maximise funding,	DD	March 2015			G		Action Plan refreshed & delivery of programmes ongoing
	Public Realm Phase 2 Extension and Phase 3 to be completed. Develop Public Realm Phase 4 Plan Portadown Linkages brought to a stage where funding from the new Council would be sought	DD	March 2015			G		Phase 2 completed Phase 3 Commenced Portadown Linkages ongoing
	Identify additional opportunities for public art and source additional funding	DD	March 2015			G		
	Integrated Consultancy Team and Contractor to be appointed and Old Town Quay project to be delivered	DD	March 2015			G		
Take the lead role in enterprise development	Achieve maximum expenditure across the whole programme to meet targets identified in the Rural Development Strategy. Successfully oversee the delivery and administration of the strategic projects, working closely with project promoters and DARD towards completion within the timeframe.	DD	Dec 2015			G		
Encourage our citizens and visitors to utilise and avail of our wide range of facilities and to support local businesses	Design and deliver a full range of promotional material for summer, autumn, Christmas and Spring which brings Craigavon together as a commercial area, as requested by the private sector. Organise a PR campaign for the area using an independent provider as requested by the Chambers of Commerce.	DD	June 2015			G		
	Deliver the Armagh/Banbridge/Craigavon cluster project – Town Centre footfall counters and KPI reporting	DD	Ongoing			G		Town Centre footfall counters in place and KPI reporting ongoing
Develop the visitor potential of Craigavon	Deliver Southern Loughshore Trail Capital Scheme, Southern Loughshore Marketing Programme, Charlestown Environmental Improvement Project, Tourism Town Centre Marketing Programme and	DD	March 2015			G		Loughshore Trail and Marketing Programme Complete

Corporate Objective	Actions	Responsibility	Target Date	Q 1	Q 2	Q 3	Q 4	Comments
	Visitor Servicing							
	Deliver Tourism Development funded projects including Craigavon Welcome Way and application for others.	DD	March 2015			G		
Support for and delivery of high profile events to promote the borough	Work effectively with community groups and organising committees to facilitate events programme in 2014/15.	DD/DLS	2014/2015			G		
CORPORATE THEME: OPEN AND EFFECTIVE LEADERSHIP								
Continue to work towards the mainstreaming of equality of opportunity and good relations	<ul style="list-style-type: none"> Implement the Good Relations Strategy 	DD	March 2015			G		Additional funding offered from OFM/DFM
	<ul style="list-style-type: none"> Deliver Phase 2 Extension of Peace III Priority 1.1 and ensure adequate resources are in place 	DD	Sept 2014			G		Programme successfully completed
CORPORATE THEME: ENHANCING QUALITY OF LIFE								
Deliver on our major flagship projects	<p>Appoint Contractor and commence building phase of SPACE project</p> <p>Deliver community engagement strategy with relevant groups in relation to SPACE project</p>	DD	June 2015			G		
Work with external funding agencies and Partnerships to address areas of deprivation within the Borough	<ul style="list-style-type: none"> Facilitate the three Neighbourhood Renewal Partnerships on behalf of DSD Work with DSD to explore way forward with powers transferring to Council 	DD	March 2015			G		Transfer of DSD powers to Council has been delayed to 2016. Work ongoing on a continuation plan.
Implement Community Development, Good Relations, Community Safety and Rural Development strategies	Deliver grant aid through the Community Development /Advice Services and Neighbourhood Festivals Schemes	DD	March 2015			G		Completed for 2014/15
Implement 9 Village Plans	Implement the Village Renewal Plans and complete enhancement projects	DD	Sept 2014			G		Plans completed & enhancement

Corporate Objective	Actions	Responsibility	Target Date	Q 1	Q 2	Q 3	Q 4	Comments
								projects ongoing.
Facilitate the Policing and Community Safety Partnership	Implement the PCSP plan	DD	March 2015			G		
Work to empower and support new and existing groups to improve their own quality of life	Progress with Advice Services Strategy on tri-Council basis	DD	March 2015			G		DSD consultation re. new strategy closed 14/12/14. Awaiting outcomes.
	Provide programmes, projects and targeted support for community groups aimed at building capacity, including delivery of Citizen 21 programme – Advanced Strand. Source further funding to extend the programme.	DD	March 2015			G		Internal funding approved to extend Citizen 21
Develop initiatives, events and programmes to promote participation in community life	Continue to promote newly refurbished facilities at Brownstown and Killicomaine, ensuring they meet targets identified in options appraisal	DD	Ongoing			G		Promotion ongoing. New regular groups recruited.
	Completion of options appraisal on Community Centres in Lurgan and implementation of recommendations	DD	March 2015			G		
	Develop tri-Council Financial Assistance Policy including Community and Leisure Departments	DD/DLS/DCS	December 2014			G		Completed. New Policy agreed for 2015/16.
CORPORATE THEME: PROTECTING AND ENHANCING THE ENVIRONMENT								
Work with communities/stakeholders to improve the aesthetics of our Borough resulting in creating civic responsibility and ownership	Work with community and statutory agencies to improve local neighbourhoods.	DD/DLS/DES	2014/2015			G		
Organisational Effectiveness and Efficiency								
Attendance management	Continue to implement procedures to achieve target of 4% absence	DCS/Directors	March 2015			A		6.2% @ 08/12/14

Corporate Objective	Actions	Responsibility	Target Date	Q 1	Q 2	Q 3	Q 4	Comments
Efficiency savings	Close monitoring and management of budgets to ensure savings identified during Estimates process are delivered	All Directors	March 2015			G		
Manage risk	Review Departmental risk on regular basis.	All Directors	March 2015			G		

Appendix 4

ABC Financial Assistance Policy – Implementation Training

Training for Officers

- Preparation of training materials (*anticipate 2 days work*)
 - Powerpoint presentation
 - Sample applications
 - Scenarios for consideration
- Delivery of officer training sessions (*anticipate 1 day/session X 3 sessions across ABC*)
 - Principles and overarching process – how this differs from current
 - Application mechanism and variations by programme
 - Assessment of eligibility – anomalies/exceptions
 - Assessment process – panel composition, panel chairing, roles and process
 - Risk assessment
 - Producing a report for Council/Senior Officer approval
 - Practice assessments
 - Moderating the process
 - Address concerns/answer questions

Community/Public Information Sessions

- Preparation of materials/presentation (*anticipate ½ - 1 day work*)
 - Powerpoint presentation
 - Handouts
- Public Information Session (*1/2 day consultancy work per 2-3 hour session X 6 sessions across ABC with the sectors of interest*)
 - Overview of new funding programmes
 - Explain application process, eligibility check and assessment process
 - Highlight sources of support/advice
 - Set out dates/deadlines

- Explain monitoring regime/risk process
- Answer questions

Implementation Support (input as needed)

- Sit on Assessment Panel in an advisory capacity to resolve issues/moderate scoring *(time input by panel times)*
- Revise advice to officers on future panels *(probably ½ day input)*
- Review sample of panel assessments with Senior Officer and make recommendations for future panels *(probably 1 day input)*
- Session with all participating officers to review application process, panel operation, etc., *(1/2 – 1 day input?)*
- Work with senior officers to resolve any difficulties *(ad hoc input)*
- Update guidance manual after initial funding round *(1 – 2 days work probably)*

Appendix 5

CRAIGAVON BOROUGH COUNCILS SAFEGUARDING VULNERABLE ADULTS POLICY

Contents	Page
Chief Executive's Foreword	3
Scope of the Policy	4
Background - Legal Context	4
Aim of the Policy and Awareness of Abuse	5
Guiding Principles and Values	6
Individual Rights	6
Confidentiality	7
Safeguarding Vulnerable Adults Policy Statement	7
Role of the Council's Designated Vulnerable Adults Protection Officer	8
Reporting Procedures	9/10

CHIEF EXECUTIVE'S FOREWORD

Public awareness of the abuse and exploitation of vulnerable adults has become more prominent in recent years. It is important therefore that Craigavon Borough Council has a written Safeguarding Vulnerable Adults Policy, which acknowledges that all adults have the right to live a life free from abuse and exploitation. Our Policy outlines both our commitment to uphold those rights and to Council's zero tolerance of abuse wherever it occurs.

The Council recognises that the Safeguarding Policy must be owned at all levels within the organisation. As Chief Executive of Craigavon Borough Council I will have ultimate responsibility for the Safeguarding of Vulnerable Adults who use Council services and facilities and I have directed that this Policy be developed. I will be responsible for overseeing its approval and ensuring that the Policy is fully implemented and reviewed. The Safeguarding Vulnerable Adults Policy has been developed by the Council's Safeguarding Working Group with the support of expert advice. It applies to all employees and volunteers irrespective of their function, remit or role and combined with the identification of Designated Safeguarding Vulnerable Adult Protection Officers (Safeguarding Officers) will ensure that Craigavon Council embraces best practice in this area.

I commend this Policy to all employees and would ask that you take the time to familiarise yourself with the contents.

Chief Executive

SCOPE OF THE POLICY

The Safeguarding Vulnerable Adults Policy is intended to cover all those functions of the Council where employees may work with vulnerable adults either directly or indirectly through the course of their duties.

For the purposes of this Policy the definition of a vulnerable adult is “ a person aged 18 years or over who is, or may be , in need of community care services or is resident in a continuing care facility by reason of mental or other disability ,age or illness who is ,or maybe ,unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation “

Source Safeguarding Vulnerable Adults (Regional Adult Protection Policy and Procedural Guidance September 2006)

The policy applies to all employees, casual workers work experience placements and volunteers. It is designed to provide a basic foundation under which more specific guidance may be developed to meet the needs of particular functions or circumstances.

External bodies, contractors, clubs and organisations will be made aware of the Council's Safeguarding Vulnerable Adults Policy and in the absence of specific guidance developed by their own organisation, will be obliged to follow Council Policy as a condition of using Council facilities or providing services.

BACKGROUND – LEGAL CONTEXT

Whilst there is no specific legislation or body of common law relating to the abuse of vulnerable adults, there are however pieces of legislation which seek to provide some

protection. These are listed below. Vulnerable adults are protected in the same way as any other person against criminal acts. Where there is reasonable suspicion that a criminal offence has occurred it is the responsibility of the police to investigate and make a decision about any subsequent action.

Legislation relation to the protection of Vulnerable adults includes:-

- Health and Personal Social Services (Northern Ireland) Order 1972
- Mental Health (Northern Ireland) Order 1986
- Police & Criminal Evidence (Northern Ireland) Order 1989
- Human Rights Act 1998
- Public Interest Disclosure (Northern Ireland) Order 1998
- Criminal Evidence (Northern Ireland) Order 1999
- Sexual Offences (Northern Ireland) Order 2008

The Department of Health, Social Services and Public Safety (DHSSPS) in March 2010 issued policy guidance that details the new safeguarding partnership bodies which will be required to be set up within Northern Ireland. From a Council perspective it identifies the need to participate in a Local Adult Safeguarding Partnership (LASP) that will oversee the implementation of guidance and operational policy for adult protection within each locality.

AIM OF THE POLICY

AWARENESS OF ABUSE

Definition of Abuse

Safeguarding Vulnerable Adults Regional Adult Protection Policy September 2006, states that abuse is “the physical, psychological, emotional, financial or sexual maltreatment or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over a period of time. It may take one form or a multiple of forms. The lack of appropriate action can also be a form of abuse. Abuse can occur in a relationship where there is an expectation of trust and can be perpetrated by a person/ persons in breach of that trust, who have influence over the life of the dependent whether they be formal or informal carers, staff or family members or others. It can also occur outside a relationship.”

Forms of Abuse

Forms of abuse can be categorised as follows:

- Physical abuse (including inappropriate restraint or use of medication)

- Sexual abuse and exploitation
- Psychological abuse
- Financial or material abuse
- Neglect and acts of omission
- Institutional abuse
- Discriminatory abuse
- Domestic Violence
- Human Trafficking including economic and sexual exploitation

Any or all types of abuse may be perpetrated as a result of deliberate intent and targeting of vulnerable people, negligence or ignorance.

GUIDING PRINCIPLES AND VALUES

Key principles flow from the respect for the rights of vulnerable people who are entitled to:

- Privacy
- Be treated with respect and dignity
- Lead an independent life and be enabled to do so
- Be able to choose how to lead their lives
- The protection of the law
- Have their rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age and religious or cultural background
- Have the right to fulfil personal aspirations and realise potential in all aspects of daily life. This includes human rights considerations, particularly in relation to article 2 “The Right to Life”; Article 3 “Freedom from Torture” (including humiliation and degrading treatment) and Article 8 “Right to Family Life” (one that sustains the individual).

INDIVIDUAL RIGHTS

These principles assume that vulnerable adults have the right to:

- Be accorded the same respect and dignity as any other adult

- Recognition of their uniqueness and personal needs
- Be given access to knowledge and information which they can understand to help them make informed choices
- Information about, and practical help in keeping themselves safe and protecting themselves from abuse
- Live safely without fear of violence or abuse in any form
- Have their money, goods and possessions treated with respect and to receive equal protection for themselves and their property under the law
- Guidance and assistance in seeking help as a consequence of abuse
- Be supported in making their own decisions about how they wish to proceed in the event of abuse and to know that their wishes will only be over-riden if it is considered necessary for their own safety or the safety of others
- Be supported in bringing a complaint under any existing complaints procedure
- Be supported in reporting the circumstances of any abuse to independent bodies
- Have alleged, suspected or confirmed cases of abuse investigated urgently
- Receive appropriate support, education, counselling, therapy and treatment following abuse
- Seek legal advice or representation on their own behalf
- Seek redress through appropriate agencies
- Have their rights respected and to have their family and informal carers or advocates act on their behalf as appropriate.

CONFIDENTIALITY

Observing the principle of confidentiality would mean that information is only passed on to others with consent of the service user. However it should be recognised that in order to protect vulnerable adults it may be necessary in some circumstances to share information that might normally be regarded as confidential. All vulnerable adults, and where appropriate, their carers or representatives need to be made aware that the operation of multidisciplinary and interagency procedures will, on occasion, require the sharing of information in order to protect a vulnerable adult or others or to investigate an alleged or suspected criminal offence.

SAFEGUARDING VULNERABLE ADULTS POLICY STATEMENT

Staff and volunteers in Craigavon Borough Council are responsible for providing a safe environment and provision of services for vulnerable adults.

Council staff will not tolerate any form of abuse wherever it occurs. We are committed to promoting an atmosphere of transparency and openness and are open to feedback from the people who use our services, from carers, advocates, our staff and our volunteers with a view to continuously improving our services and activities.

As a Council we will endeavour to safeguard vulnerable adults by:

- Adhering to our Safeguarding Vulnerable Adults Policy and ensuring that it is supported by robust procedures.
- Carefully following the procedures laid down for the recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Implementing clear reporting procedures within the organisation and reporting concerns to the relevant statutory agencies while involving carers and vulnerable adults appropriately.
- Ensuring general safety and risk management procedures are adhered to.
- Promoting full participation and having clear procedures for dealing with concerns, complaints and grievances.
- Managing personal information, confidentiality and information sharing.
- Sharing relevant information with vulnerable adults, carers, staff and volunteers.
- Protecting vulnerable adults by implementing a code of behaviour for staff and volunteers.

ROLE OF THE COUNCIL'S DESIGNATED SAFEGUARDING VULNERABLE ADULTS PROTECTION OFFICERS (Safeguarding Officers)

The Council has identified Designated Safeguarding Officers. This is an important role as the expertise and experience of safeguarding vulnerable adults is focused on nominated Officers who in turn will act as a pivotal point for all vulnerable adults' matters. Specifically the role and responsibilities of the Designated Safeguarding Officers include:

1. Referral of Vulnerable Adults Concerns

- Monitoring the implementation of the Council's Safeguarding Vulnerable Adults Policy, procedures and guidelines and specifically to inform Social Services/PSNI within the appropriate Trust area of any concerns about a vulnerable adult.
- Ensuring that any referral made by telephone is confirmed in writing and any documentation related to concerns is passed to Social Services/PSNI.
- Ensuring that an individual case record is maintained of concerns about abuse and the action taken by the organisation, the liaison with other agencies and the outcome and keeping Senior Management of the Council apprised of any developments.

2. Southern Trust/PSNI

Establish contact with the Southern Health and Social Care Trust and Police Liaison Officer in the PSNI responsible for acting as a source of advice on vulnerable adult safeguarding matters.

3. Within the Council

- Chairing the Safeguarding Vulnerable Adults Working Group and taking the lead role in raising and maintaining awareness about vulnerable adults in the Council.
- Acting as a source of advice and assistance on vulnerable adult matters in the Council.
- Assisting functions within the Council to develop additional and supplementary vulnerable adult procedures and the promotion of good practice.
- Advising the Council in conjunction with the Training Officer of any Vulnerable Adult training needs.

REPORTING PROCEDURES

It is fundamentally important that if any employees have concerns about a vulnerable adult that they seek to report these concerns to their line manager who will in turn report the matter to the Designated Officer and follow the steps laid down in this policy. This will help protect employees and the wellbeing of any vulnerable adult concerned. Employees must remember that they are not responsible for deciding whether or not abuse has taken place; rather they are responsible for reporting their concerns to the relevant person.

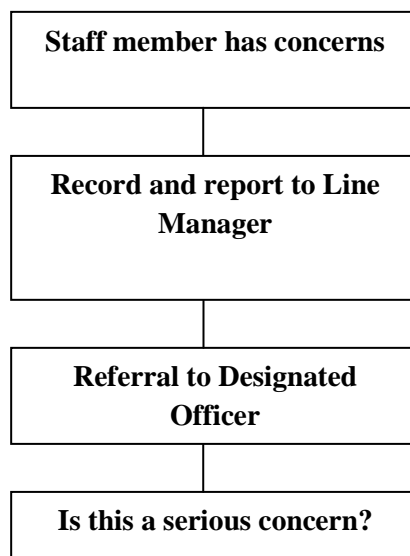
The flow chart outlined below sets out the procedure for the reporting of Safeguarding Vulnerable Adult issues. In the event of a line manager and/or the Designated Safeguarding Officer not being available, the employee should proceed to the next stage of the reporting procedure. The line manager and the Safeguarding Officer should be advised of such actions as soon as practical.

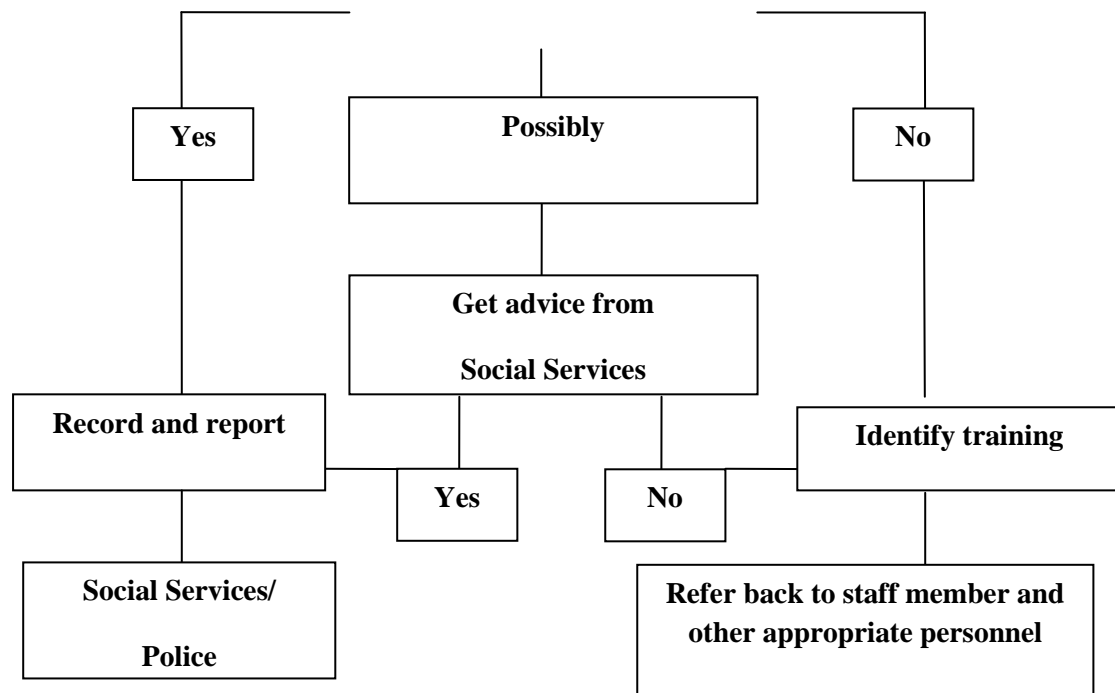
Note: If there is a complaint about a member of staff the incident may be investigated under the Council's disciplinary procedures and in accordance with the safeguarding vulnerable adults procedures. Complaints may be subject to the Council's Whistleblowing Policy.

In conclusion Craigavon Borough Council will review this policy, procedures and practice at regular intervals and at least every three years.

Reporting Procedures

This flow chart shows the procedure for reporting issues:





Safeguarding Children and Young Peoples Policy

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CHIEF EXECUTIVE'S FOREWORD

Public awareness of the abuse and exploitation of children and young people has become more prominent in recent years. It is important therefore that Craigavon Borough Council has a written Safeguarding Children and Young Persons Policy, which acknowledges that all children/young people have the right to live a life free from abuse and exploitation. This policy outlines both our commitment to uphold those rights and to Council's zero tolerance of abuse where ever it occurs.

The Council recognises that the Safeguarding Children and Young Persons Policy must be owned at all levels within the organisation. As Chief Executive of Craigavon Borough Council I have ultimate accountability for safeguarding the children and young people who use Councils services and facilities and I have directed that this Policy be developed. I will be responsible for overseeing its approval and ensuring that the Policy is fully implemented and reviewed. It applies to all employees and volunteers irrespective of their function, remit or role and combined with the identification of a Designated safeguarding Officer(s), will ensure that this Council embraces best practice in this area.

I commend this Policy to all employees and would ask that you take the time to familiarise yourself with the contents.

Chief Executive

Introduction

Organisations have a moral and legal obligation to ensure that when they are given responsibility for children, they should provide them with the highest possible standard of care. Craigavon Borough Council has developed this policy to meet three important objectives:

- Ensuring that children's safety is paramount
- Creating the right atmosphere in its facilities which will allow rewarding and enjoyable activities to take place
- Increasing peace of mind for all concerned.

In producing this policy, Council has drawn upon good practice guidelines issued by a range of government and non government bodies.

Section 1: General Policy

1.1 Scope of the Policy

The Safeguarding Policy for Children and Young People is intended to cover all functions of the Council where employees and volunteers may work with children and young people directly or have contact with children indirectly through the course of their duties.

These include

- Leisure Centres
- Summer Schemes
- Play and Recreation Facilities
- Community Centre/Town Hall Activities
- Sports Activities
- Arts Activities
- Any other Council-organised events that involve children

This policy applies to all employees who work for the Council including full-time, part-time, seasonal and on-call staff, student placements, trainees and volunteers.

The policy also recognises the responsibilities of external bodies, clubs, organisations and individuals which use Council facilities for activities involving children and young people.

Note: The term “child” refers to those under the age of 18, as defined by the Children (NI) Order 1995. The guidelines and standards of good practice outlined in this policy will also apply to working with vulnerable adults. Or up to the age of 21 for those with a disability.

1.2 Equality Statement

Craigavon Borough Council will work to ensure that it does not discriminate against anyone on the grounds of religious belief, political opinion, ethnic origin or nationality, gender, sexual orientation, marital status, age, disability or responsibility for dependants.

Council recognises that some children and young people are particularly vulnerable and may face additional difficulties in seeking help because they have a disability or because English is not their first language. In such cases, Council may seek guidance from external agencies, parents/guardians and the children themselves.

1.3 Our Legal Responsibilities

The Children (NI) Order 1995 significantly affects the moral and legal responsibilities of all those, both in the statutory and voluntary sectors, who work with children and young people up to the age of 18 years.

The Order embodies five key principles:

- Paramountcy – in childcare law and practice, the welfare of the children and young people is the overriding consideration in any decisions about him or her.
- Parental responsibility – parents have responsibilities to their children, rather than rights over them. In some situations, ‘significant adults’ share this responsibility with one or both parents.
- Prevention – the importance of preventing problems such as abuse and family breakdown through proactive and supportive measures.
- Partnership – the most effective way of ensuring that a child’s needs are met is by working in partnership, especially with parents.
- Protection – children and young people should be safe; should be protected by intervention if they are in danger.

In practical terms, this means we have a responsibility to provide a safe environment for children and young people, in which their welfare is of paramount importance. It also means we need to inform and consult parents and carers about any decision affecting their child.

The Children's Order is complemented by other legislation and guidance which provide a comprehensive approach to child protection.

1.4 Policy Statement

Craigavon Borough Council is committed to making sure that children and young people are protected and kept safe from harm while they are engaged in any activity associated with the Council (i.e. organised or provided by the Council or on Council premises). The Council will do this by:

- Providing a clear framework of policies, procedures and accountability within which staff and volunteers will operate.
- Ensuring that staff and volunteers are carefully selected, trained and supervised, and that they are familiar with the safeguarding policy for children.
- Promoting an open and child-centred environment in which everyone feels comfortable and free to share information and concerns.
- Ensuring that those who hire Council services or use Council facilities are familiar with the Council's safeguarding policies and procedures.
- Ensuring that Council staff and volunteers accept and recognise their responsibilities under the terms of the policy.
- Taking appropriate action to respond to issues of child protection which occur on Council premises or involve Council employees or volunteers; and
- Appointing designated officers and ensuring staff are aware of this.

The Council is committed to reviewing its policy and good practice at least every three years.

Aims of the Policy

The aims of the policy are:

- To create a safe and healthy environment for children and young people at all Council facilities.
- Ensure that Craigavon Borough Council meets its legal and moral responsibilities with regard to children and young people using its facilities and services.
- To generally promote the health and welfare of children and young people during all activities.

It will do this by

- Ensuring that staff and volunteers have the tools and training to enable them to promote a safe and healthy environment and to deal appropriately with situations which may cause them concern (page 26).
- Provide clear and effective procedures for recording and responding to accidents, complaints and alleged or suspected incidents of abuse (page 21).
- To ensure that staff and volunteers are fully aware of the various forms of child abuse and are able to recognise signs which could indicate the abuse of a child (page 26).
- Having a photographic policy and procedures (page 30).
- Availing of other safeguarding scheme such as Leisurewatch (page 19).
- Carrying out appropriate pre-employment checks (page 22).
- Ensuring that our external customers have their own safeguarding policy in place or if not require them to adhere to the Councils safeguarding policy (page 23).

1.5 Recruitment of Staff and Volunteers

Craigavon Borough Council's Human Resources section will carry out all necessary checks as required under the Vetting and Barring Scheme

The Vetting and Barring Scheme was launched in October 2009 and will affect all those who work in regulated positions with children/young people. The scheme will apply to both new and existing employees. New employees [new workforce entrants and job movers] will enter the scheme before they take up employment.

Further information on recruitment, selection and checks is given in Appendix 1.

1.6 Training and Support

Craigavon Borough Council is committed to providing effective management for staff through supervision, support and training.

All staff and volunteers relating to this policy too will receive awareness training in safeguarding issue; including familiarity with the Council's safeguarding children and Young People's policy. This will also form part of the induction process for new employees who will be working with children to a significant degree.

Further training will be provided at a range of levels and will be relevant to the roles that people play in our organisation, these will be evaluated every 3 years. The content, duration and who should attend will vary for each level. It is management's responsibility to identify both the individual and common training needs of our staff – Appendix 4.

1.7 Management of Activities **Supervision Levels - Adult/Child Ratios**

Craigavon Borough Council recognises the need for effective supervision of all activities. The Council will follow guidance issued by the Department of Health, Social Services and Public Safety with regard to adult : child supervision ratios and also good practice guidelines issued by relevant sporting bodies for individual sporting activities, taking into account the number and age of those taking part.

On site

0-2years old	1 staff member to 3 children
2-3 years old	1 staff member to 4 children
3-7 years old	1 staff member to 8 children
8 years and older	2: up to 20 children (preferably one male and one female) There should be one additional staff member for an extra 10 children/young people.

Off site

0-3years old	1 staff member to 2 children
3-7 years old	1 staff member to 5 children
8 years and older	1staff member to 10 children children

The ratio of staff/volunteers to children with disabilities will depend upon the needs of the individual child, again taking good practice guidelines into account.

Supervising Children on Journeys, Visits or Trips

Council employees or volunteers organising journeys, visits or trips for children should follow the guidelines given in Appendix 2.

Competency and Qualification of Staff

Council will ensure that qualifications are up to date and verifiable. Staff will only supervise activities that they are competent and/or trained to do.

General Safety

Craigavon Borough Council is committed to pursuing progressive improvements in its health and safety performance in order to fulfill its moral and legal duties of care. It does this through the implementation of its health and safety policies and management systems.

1.8 Use Of Council Facilities By External Organisations

Craigavon Borough Council recognises the need to ensure the safety of all children taking part in activities within its facilities including those provided by private organisations (i.e. external hirers).

Groups and organisations which make regular or block bookings for Council facilities will be asked to provide a copy of their own arrangements for ensuring the care, wellbeing and safety of children taking part. Where an organisation/group does not have its own policy, it will be asked adhere to Council's own Safeguarding Policy and Procedures.

Community organisations seeking funding from Council are required to provide a copy of their own child safeguarding policy/procedures (where applicable) when making their application.

1.9 Communication of Policy

The Council's Safeguarding Children and Young People's Policy will be communicated to all staff and will be covered in depth in the training for those employees/volunteers who work with children.

It is also important that parents/guardians, carers and external bodies, organisations and clubs are also aware of the Council's policy. The policy will be published and made available at all facilities.

1.10 Role and Responsibilities of the Designated Officers

The Council has two designated Officers. These officers have the experience and training to act as a pivotal point for all children and young people's safeguarding issues within the Council.

Responsibility

The Designated Officer is responsible for acting as a source of advice on child/young people's protection matters, for co-ordinating action within the organisation and for liaising with Health and Social Services Trusts and other agencies about suspected or actual cases of child abuse.

Role

The role of the designated person is to:

- Establish contact with the senior member of Social Services' staff/PSNI responsible for safeguarding children/young people's protection in the Council's catchment area;
- Provide information and advice on child protection within the organisation;
- Ensure that the Council's safeguarding children/young people's policy and procedures are followed and particularly to inform Social Services within the appropriate trust of relevant concerns about individual children;
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover;
- Keep relevant people within the Council, particularly the relevant Director and the Chief Executive, informed about any action taken and any further action required;
- Ensure that an individual case record is maintained of the action taken by the Council, the liaison with other agencies and the outcome;
- Advise the Council of child/young people's safeguarding training needs.

1.11 Code of Behaviour for Council Staff and Volunteers

Craigavon Borough Council expects all employees/volunteers to behave in a way that ensures that children are protected and kept safe from harm while they are engaged in any activity associated with the Council (i.e. organised or provided by the Council or on Council premises).

It is not practical to provide definitive instructions that would apply to every situation when staff come into contact with children, and that would guarantee the protection of children and staff. However, the following points cover the minimum standards we expect from our staff, so that they can fulfil their roles in the Council. This code of behaviour should help to protect both children/young people and members of staff/volunteers.

ALWAYS

- Adhere to the Council's Safeguarding Children/Young People's Policy.
- Respect the rights, dignity and worth of every person and treat everyone equally.
- Work with children in an open environment (i.e. do not be alone and unobserved with a child)

NEVER

- Engage in rough, inappropriate games including horseplay with children.
- Allow, or engage in, inappropriate touching of any kind.
The main principles of touching are:
 - it should always be in response to the child's needs
 - it should always be appropriate to the child's age and stage of development
 - it should always be with the child's permission
- Physically restrain a child/young person, unless it is to:
 - prevent physical injury to the child, to other children, to visitors or staff, or to yourself
 - prevent damage to any property
 - prevent or stop the child or young person committing a criminal offence

In all circumstances, physical restraint must be appropriate and reasonable.

- Make sexually suggestive comments to, about, or within earshot of, a child.
- Do things of a personal nature for children that they can do for themselves, or that their parent or the group leader can do for them.

DO NOT, except in emergencies:

- Have children or young people on their own in a vehicle, unless parents have been notified and extreme caution is taken. Wherever possible, another adult should be present or the child should be placed in the back of the vehicle.
- Undertake any personal care unless trained to do so and with parent's permission. Do not take a child to the toilet unless another adult is present, (this may include a parent or group leader).
- Spend time alone with a child on his or her own – if you find yourself in this situation; make sure that you can be clearly seen by others. Parents will always be advised to collect their children promptly at the end of a session, but if a parent fails to collect their child on time, wherever possible, ensure that another adult is present.

Staff who breach any of the above codes of behaviour will be subject to the Council's disciplinary procedure.

1.12 Complaints

Everyone has the right to complain if they are dissatisfied with the service that Council is providing.

Parents and children should use the Council's complaints procedure. Complaints forms are available at all our facilities.

Staff members should raise any issues of concern with their line manager or at team meetings. If a staff member wishes to make a formal complaint, this should be done through the Council's grievance procedure.

Section 2: Dealing with Suspected Abuse

2.1 Awareness of Abuse

The abuse and neglect of children is something that can occur within many different situations including the home, school, community and all forms of societies and clubs.

Anyone may abuse or neglect a child by

- Inflicting harm,
- Knowingly not preventing harm or
- Failing to provide proper care.

Children are much more likely to be abused by someone known to them than by a stranger.

There are different types of abuse, and a child may be abused in more than one way.

Physical abuse

Physical abuse is deliberate physical injury to a child, or the willful or neglectful failure to prevent a child's physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, and drowning or suffocating. 'Munchausen's syndrome by proxy' is an illness whereby a parent or carer feigns the symptoms of, or deliberately causes, ill health in a child, and this too may amount to physical abuse.

For children with disabilities, physical abuse may include confinement to a room or cot, or giving drugs incorrectly to control behaviour.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child, resulting in severe and persistent adverse effects on the child's emotional development. It may involve making children feel they are worthless or unloved, inadequate, or only valued for what they can do for another person. Emotional abuse may also involve causing children frequently to feel frightened or in danger, or exploiting or corrupting them.

For children with disabilities, this type of abuse may include over-protection or, conversely, failing to acknowledge or understand a child's disability and thus having unrealistic expectations.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs and is likely to seriously impair the child's health or development. Neglect may involve a parent or carer failing to provide adequate food, shelter or clothing; failing to protect a child from physical harm or danger; failing to ensure that the child receives appropriate medical care or treatment; lack of stimulation; or lack of supervision. It may also include neglecting a child's basic emotional needs.

Bullying

While bullying is not legally defined as abuse, it is, no doubt, abusive. Bullying can be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. name-calling, racist or sectarian remarks, threats) and emotional (e.g. isolating an individual from the activities and society of his/her peers). The bully may be a parent who pushes their child too far; a coach with a 'win at all costs' attitude; a player who intimidates; or another child or young person. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development, or, at the extreme, causes them significant harm (including self-harm).

Cyber Bullying

Cyber bullying is the use of email, instant messaging, chat rooms, pagers, mobile phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone. Cyber bullying is often done by children, who have increasing access to these technologies. The problem is compounded by the fact that a bully can hide behind an electronic veil, disguising his or her true identity.

Cyber bullying can include such acts as making threats, sending provocative insults or racial or ethnic slurs, derogatory or inappropriate comments on gender or sexual orientation, attempting to infect the victim's computer with a virus, and flooding email inbox with nonsense messages.

These types of abuse apply equally to children, young people with disabilities and vulnerable adults but the abuse may take slightly different forms, for example, lack of supervision or care.

The categories of abuse are not necessarily exhaustive or mutually exclusive. Any of them may result in a failure of the child or adult to thrive and develop. Within this document, the term 'abuse' is intended to cover all these categories.

Indicators and Effects of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. We do not expect our staff to be experts. Under the Children (NI) Order 1995, the Health and Social Services Trust has a statutory duty to ensure the welfare of a child. We play our part by having effective and clear procedures for our staff to report any suspicions to the HSS Trust.

Indications that a child may be suffering abuse include:-

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if they are on a part of the body not normally prone to such injuries.
- Any injury for which the explanation seems inconsistent.
- The child describing what appears to be an abusive act involving himself or herself.
- Someone else – a child or adult – expressing concern about the welfare of the child.

- Unexplained changes in the child's behaviour over time; e.g. becoming very quiet, withdrawn or displaying sudden outburst of temper.
- The child showing inappropriate sexual awareness for their age.
- The child engaging in sexually explicit behaviour in games.
- Distrust of adults, particularly those with whom the child previously had, or would normally be expected to have, a close relationship.
- Difficulty in making friends.
- The child being prevented from mixing with other children.
- Displaying changes in their eating patterns, including overeating or loss of appetite.
- Loss of weight for no apparent reason.
- Increasingly dirty or unkempt appearance.

This list is not meant to be complete, and the presence of one or more of these indicators is not proof that abuse is actually taking place. **It is not the responsibility of employees/volunteers to prove that abuse is taking place - it is their responsibility to act on any concerns by reporting them to the Designated Officer.**

2.2 RESPONDING TO A SITUATION OF SUSPECTED ABUSE

There is not one simple set of rules to follow when you respond to these situations. However, where employees or volunteers suspect a case of child abuse, they must recognise that they have a legal responsibility to report this through the Council procedures.

Employees must remember that they are not responsible for deciding whether abuse has taken place. They are responsible only for reporting their concerns to the relevant person.

Confidentiality and sensitivity to the needs of the child must be paramount in all situations. Information must not be passed to any other person other than those outlined in the Council's procedure.

<u>DOS</u>	<u>DONTS</u>
Stay calm	Don't panic
Listen to what is being said - give the child time to say what they want to say	Don't ask leading questions
Reassure them that they have done the right thing in telling you	Don't promise to keep secrets
Record in writing what was said as soon as possible	Don't make a child repeat the story unnecessarily
Report the matter to the Line Manager and Designated Officer	Don't try to take action yourself

What to do

Listen

- Stay calm, listen carefully and give time to the child to say what they want. Take what the child says seriously and reassure them that it was right to tell.
- Do not make promises of confidentiality, which might not be possible in the light of subsequent developments.
- Keep questions to a minimum necessary to ensure a clear and accurate understanding of what has been said. Do not probe. Do not ask leading questions.

Record your suspicions

- If you suspect that a child is being harmed or is at risk of harm, it is important that you make a record of relevant observations, events and discussions. This should then be reported to one of the designated officer who will complete an incident report form. It is important to record in writing what has happened and what was said as soon as possible after the incident.
- The record should be factual and should not include opinions or personal interpretations of the facts presented. The record must be signed and dated.
- Where a child discloses possible abuse, it is unlikely to be appropriate to include another staff member in the conversation as the initial disclosure will be traumatic enough for the child. Other members of staff should not be involved unless it is considered necessary for them to verify the signs or symptoms. Extreme discretion must be taken when involving other persons as the child involved must not be alarmed. The name of the other staff member must be recorded on the report form.
- Do not investigate the matter yourself or discuss with parents or carers. This could exacerbate an already sensitive situation and might contaminate evidence which could effect subsequent legal proceedings.

Refer to Line Manager

- The reporting procedure is shown overleaf. Refer the matter immediately to your Line Manager, who will in turn report to the Council's Designated Safeguarding Officers. The Designated Officers will be responsible for storing any report in a safe and secure environment.
- The Designated Officers will have received the relevant training and know the appropriate procedures for referring the matter to the appropriate authorities (i.e. Social Services and the police).
- Discussion should not take place with anyone else in the management structure as this affects the confidentiality of the situation and may impede the investigation.

Confidentiality

When dealing with any case/suspicion/allegation relating to child abuse, it is important to be aware that any breaches in confidentiality can be very damaging to the child, family and any investigations which may take place.

It is important that both the rights of the victim and the alleged perpetrator are protected and that only those who need to know are given the relevant information. Copies of incident reports and any other recorded material must be kept securely in accordance with the Data Protection Act 1998.

Informing the parent of a child involved in a situation must be handled in a sensitive way and should only be undertaken in consultation with Social Services.

Depending upon the outcome of initial enquiries, staff and other agencies that have contact with the child or the alleged perpetrator may need to be given brief details of the incident and subsequent action. Social Services will advise the Designated Officer of who should be informed and the level of detail provided.

Allegations against Council Staff

If an allegation is made against a member of Council staff or a volunteer, the Council will investigate the matter in line with its procedure for dealing with allegations against staff. The investigating officer will liaise with one of the Designated Officers for Child Protection, to see if she or he has any relevant records or any other child protection information concerning the staff member under investigation.

Where necessary, the employee's access to children will be restricted during the investigation.

It is important that the rights of the alleged perpetrator are protected, as well as those of the victim, and that strict confidentiality is maintained. It is recognised that a false or mistaken allegation can have serious consequences for the employee in question.

Leisurewatch Scheme

Council has introduced the 'Leisurewatch' scheme into Community and Leisure facilities. This scheme compliments Safeguarding training and it provides a further layer of protection for those children and young people who use our facilities.

The details of the scheme are as follows:

Leisurewatch gives the organisation the confidence to recognise, assess and help manage the risk presented by concerning sexual behaviour on our premises.

Being a member of Leisurewatch offers Council a unique level of public protection from risk presented by sex offenders.

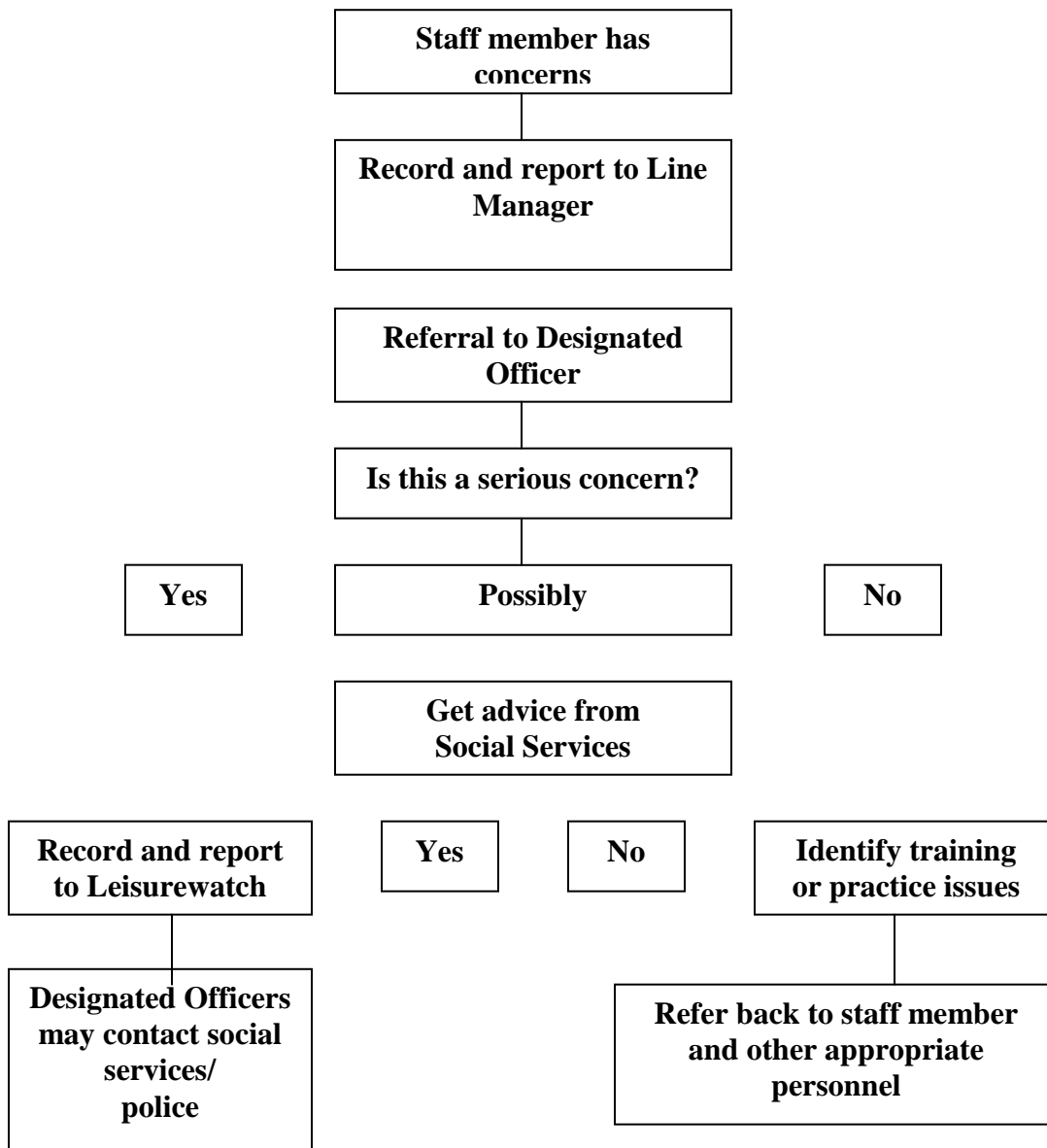
The benefits to Council are:

- Visitors will be assured that staff have undertaken training.
- Staff have the confidence to spot and report incidents.
- Direct link to a designated Police Officer.
- Organisations joining the scheme become part of a scheme which is recognised and valued by the Association of Chief Police Officers, the Ministry of Justice and the Institute of Leisure and Amenity Management.

If an incident or a suspicious behaviour occurs a Leisurewatch incident referral form (Appendix 5) must be completed.

2.3 Reporting Procedures

This flow chart shows the procedure for reporting child protection issues:



APPENDIX 1

Recruitment and Selection Guidelines for Employing Staff in Regulated Positions

1. Craigavon Borough Council's Human Resources section will carry out all necessary checks as required through Access NI.

The Vetting and Barring Scheme (the Scheme) was launched in October 2009 and will affect all those who work in regulated activity with children or vulnerable adults. The scheme will apply to both new and existing employees. New employees [new workforce entrants and job movers] will enter the Scheme before they take up employment.

The definition of regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- (i) Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;
- (ii) Work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly on a day to day basis.

A working group consisting of the Safeguarding Officers and an Officer from the Human Resources department will look at each job being advertised to determine if they fall in to the regulated activity definition and if vetting is required.

APPENDIX 2

CHILD PROTECTION GUIDANCE FOR EXTERNAL ORGANISATIONS USING COUNCIL FACILITIES

We aim to ensure that children are safe while visiting any of our properties. In addition to our responsibilities, we ask that external organisations using Council facilities exercise their own responsibilities.

Groups/organisations making bookings for Council facilities will be asked to provide a copy of their own arrangements for ensuring the care, wellbeing and safety of children or to adopt or, at least, familiarise themselves with the Council's own procedures.

These guidance notes apply to all external organisations using our services and property.

- Make sure you have adequate staff supervision, taking into account the number and age of the children participating and the good practice guidance issued in relation to a particular sport/activity
- Ensure that you supervise the children and young people at all times;
- Ensure adequate insurance cover for the group and leaders; and
- Explain to your group what standards of behaviour you expect from the group while using the Council's facilities.
- Never abuse a child or young person in any way.

You have the primary responsibility for the welfare of the children at all times.

Expected standards of behaviour from groups using Council Facilities

We expect all our visitor and service users to show courtesy and respect for others and for our property at all times.

You should not allow members of your group to:-

- Make any sectarian, sexist, racist or other offensive remarks towards any person in their group or any other group;
- Bully (verbally or physically);
- Use threatening, abusive or violent behaviour, vandalise Council property;
- Leave litter in or around Council property;
- Use foul or abusive language;

- Smoke, drink alcohol or engage in substance abuse.

If any of the above standards are not followed, we have the right to refuse future requests to hire or use our facilities, and we can ask the group to leave.

APPENDIX 3

Organising: Journeys, Trips Or Visits

This guidance is applicable both to Council staff/volunteers and to external organisations

- When you organise journeys or visits, you should plan and prepare a detailed programme of activities for the children who are involved.
- You are responsible for the children's welfare and safety for the whole time they are away from home.
- You should not leave young people to their own devices; for example, in a town for the evening or on shopping expeditions.
- You should ensure that all children are adequately supervised and engaged in suitable activities at all times.
- When your planned activities are disrupted, e.g. because of weather conditions, you should have alternative activities planned.
- You should get written parental consent for any children to join an organised trip.
- You should give parents full information about the trip, including details of the programme of events, the planned activities and the supervision ratios (i.e. how many children to each supervising adult).
- If you are a leader in charge, you must be satisfied that the workers and adults who accompany group parties are fully competent to do so.
- When you decide how many adults you will need for supervision, you should consider; the number of participants in the group; the nature of the site or venue; and the activities to be undertaken. If an activity is hazardous, e.g. mountain climbing, there are specific ratios of adults to children that you must follow. Council Officers will be able to advise you on best practice guidance issued by the governing bodies of various sports/activities with regard to adult/child ratios.
- It is important that each individual supervisor knows his or her responsibilities.
- If a party consists of both girls and boys, you should provide both male and female supervision, unless otherwise agreed.
- You should not count bus drivers as supervisors.
- Dangerous behaviour by children should not be allowed.

Appendix 4

Safeguarding Training

The following levels of safeguarding training will be offered to appropriate Council departments, managers and staff. The aim is to increase awareness of safeguarding issues and procedures set out in the Craigavon Borough Council safeguarding policies.

Introductory Training

For staff who have general contact with children and young people.

Duration	1 Hour
Content	Awareness of safeguarding issues. Signs and symptoms. Dealing with Disclosure. Code of Behaviour. Awareness of the policy and reporting procedure.

Intermediate Training

Anyone who works on regular basis with children and young people.

Duration	3 hours
Content	Awareness of safeguarding issues. Signs and Symptoms. Dealing with Disclosure. Code of Behaviour. Awareness of issues around: Working with children, young people and Vulnerable adults. Dealing with bullying. Awareness of the policy and reporting procedure. Guidance of the vetting and barring scheme.

Advanced Training

Employees who have completed the intermediate training and are a Designated Officer or Manager with responsibility for reporting safeguarding issues.

Duration	3 hours
Content	Awareness of safeguarding issues. Recruitment and selection of staff and volunteers. Supervision, support and training.

	<p>Signs and Symptoms.</p> <p>Dealing with Disclosure.</p> <p>Code of Behaviour.</p> <p>Awareness of issues around: Working with children, young people and Vulnerable adults. Dealing with bullying.</p> <p>Policies and procedures: CBC policies Reporting procedure Dealing with concerns</p> <p>Guidance of the vetting and barring scheme.</p>
--	---

Appendix 5

HOW TO MAKE A LEISUREWATCH REFERRAL IN NORTHERN IRELAND

Is it urgent? Has an actual crime been committed? Yes? – phone the police

Remember – if you witness a crime being committed or a high risk situation, ring the police immediately using either the non-emergency number **101** or the emergency number **999**.

No crime has been committed but behaviour is concerning? – make a Leisurewatch e-referral

Leisurewatch is a public protection scheme for passing on information regarding concerning or risky sexual behaviour to the police to assist them in managing the problems posed by sex offenders and other risky people in the community.

What to do if you want to make a Leisurewatch e-referral

Speak to a manager or duty manager – they will help you make the referral using an e-referral form - **LeisurewatchReferralNI.pdf** - which each site will have filed on their computers – preferably on the desktop or somewhere equally easy to access. This should be done as soon as possible following the observation of concerning behaviour.

Once completed with as much **accurate** information as possible, press the red bar at the bottom of the page marked **PRINT AND SUBMIT**.

The following two things will happen:

1. The information will be sent securely to the police.
2. Your printer will automatically print a copy of the completed e-referral.

YOUR PRINTED COPY OF THE REFERRAL MUST BE SIGNED THEN FILED IN YOUR LEISUREWATCH FILE AND KEPT IN A SECURE LOCATION

FILL IN THE HIGHLIGHTED FIELDS, THEN PRESS SUBMIT. THIS WILL AUTOMATICALLY
SUBMIT THE FORM AND PRINT A COPY FOR YOUR RECORDS *Queries? Call TDI on 0191 2323 977*

VENUE: CONTACT NUMBER:

DATE OF EVENT: TIME OF EVENT:

NAME OF PERSON MAKING REFERRAL:

FORM COMPLETED BY: POSITION:
DATE FORM COMPLETED: TIME FORM COMPLETED

WHAT WERE YOU CONCERNED ABOUT?

IS THE PERSON GIVING CONCERN KNOWN TO YOU? YES: NO:

NAME & CONTACT DETAILS OF PERSON GIVING CONCERN, IF KNOWN:

IF YOU DO **NOT** KNOW THE PERSON, PLEASE GIVE AN ACCURATE
DESCRIPTION BASED ON YOUR OBSERVATIONS BELOW

GENDER: M: F:
ETHNICITY: white: black: asian: chinese: other:
AGE:
HEIGHT:
BUILD:
HAIR COLOUR:
ACCENT:
CLOTHING:
TATTOOS, MARKS, SCARS:
CARRYING ANYTHING:
OTHER DISTINGUISHING FEATURES:
VISIBLE BRAND NAMES:

CHILDREN INVOLVED? YES: NO:

VEHICLE INVOLVED? YES: NO:

DESCRIPTION OF VEHICLE INVOLVED: (registration, make, colour etc)

CCTV? YES: NO:

IMAGES RETAINED? YES: NO:

ADMISSION RECORD? YES: NO:

ANY OTHER INFORMATION YOU THINK MAY BE RELEVANT?

CLICK HERE TO PRINT AND SUBMIT

APPENDIX 6

CRAIGAVON BOROUGH COUNCIL POLICY ON TAKING PHOTOGRAPHIC IMAGES OF CHILDREN

The purpose of this policy is to adopt a proactive approach in preventing the misuse of photographic equipment (cameras, mobile phones or video cameras) in Council premises. It is important to note that advances in technology have heightened the opportunity for inappropriate use of these types of equipment.

As part of the policy Council will :

- Display signs prohibiting the use of such equipment.
- Advise and train staff on this policy.
- Provide public information handouts on the subject.

Cameras may be used on the premises if users can comply with the following:

1. **Seek prior permission to use the device from the Facility Manager/Duty Officer in charge.**

Who will:

- Record details of the photographer on the registration form; (Appendix A)
 - Issue the photographer with a permission slip and identification badge.
 - Retain the original application and file it for reference.
2. The person seeking permission will complete an application form (Appendix A) for use of cameras and be able to give an acceptable reason for the use of such equipment.
 3. When approached by a staff member be able to show the permission slip or identification badge.
 4. To enable photographs to be taken of children by Council for promotional purposes, parental consent must be sought.

- [Return to Agenda](#)
- Parents / guardians must be informed of their intention to take photographs and should return a signed consent form before any photographs are taken. (Appendix B)
 - If parents do not wish their child to be photographed then they should indicate this on the reply slip and every effort must be made to exclude this child from photographs.
 - Children must not be left alone with the photographer.
5. Even though approval to take photos has been granted by the centre management there still remains a requirement on the photographer that if any customer complains then photography must be stopped and the photograph deleted in order to show respect for the rights of others.
6. ***Under no circumstances should any photographic images (including the use of mobile phones) be taken in the following areas:***
- ***Any changing area and toilet area.***
7. Council will monitor and review the photographic policy.
8. Craigavon Borough Council will take appropriate action in circumstances of deliberate breach of the policy.

FORM OF APPROVAL FOR THE USE OF PHOTOGRAPHIC EQUIPMENT

‘Photography and the recording of images of any kind are allowed only with the permission of the management of the premises’.

The procedure for obtaining permission is to complete the form below and forward to the Manager/Duty Manager prior to taking photographs or recording any images.

Date of request: _____

Name: _____

Address: _____

Phone no: _____

Reason for recording images e.g. family album. _____

Names of subjects: -----

Relationship to photographer:-----

Under no circumstances should any photographic images be taken in the following areas:

- All changing areas
- Toilet areas

I declare that the information which I have given is true and factual. I declare that the images will only be used for the reason stated above and no other. I agree to abide by the rules above and respect the wishes of others.

Signed: (Applicants signature) _____

To be completed by Management

(Name) _____ is hereby granted permission to use camera/video equipment for (reason) _____

This permission is in reference to application no _____

Permission is granted for the duration of this day (Date and Time) _____

The applicant has been informed and understands that if any person in the vicinity of the photographer feels that the taking of photographs is inappropriate or that the photography encroaches on their personal right of privacy then photography must be stopped.

Signed (Officer of Council) _____

CRAIGAVON BOROUGH COUNCIL

CONSENT FORM FOR USE OF PHOTOGRAPHIC MATERIAL FOR PROMOTIONAL & PUBLICITY PURPOSES BY CBC STAFF

Date	Setting	Description	Name of subject	Signature of consent	Tel No.	Consent of parent / guardian for persons under 16

PERSPECTIVE

SEPTEMBER - OCTOBER 20



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Journal of the

QUB & UU
END OF YEAR

ÁRAS
CHOLMCILLE

REGINALD
WILSHERE
RETRO

KAFFE O

A GIANT STEP FORWARD



In March 2014, the local press was buzzing with stories about the new sculptures being installed in the market town centres of Lurgan and Portadown; the giant art pieces were having an effect before they were even finished. Perhaps this was the desired result for those who instigated these projects and secured these striking steel artworks back in 2010.

The sculptures were created by Maurice Harron who is from Derry and studied at the Ulster College of Art & Design. His works often demonstrate and tackle issues of belief, ethnicity and political tension and his public works explore themes connected to social, historical and cultural identity. Two of his most notable commissions are the Reconciliation/Hands Across the Divide in Carlisle Square, Derry and the Gaelic Chieftain, in the Curlew Mountains, County Roscommon.

THE TEAM

/ Craigavon Borough Council,
and Arts Council for N Ireland

Project Manager / Park Hood

Landscape Architect / Park Hood

Quantity Surveyor / Clarke Shipway

Structural & Civil / Brian W Murray Ltd

Mech & Elec / AH Design

Lighting Consultant / Chroma Lighting

Construction / John McQuillan (Contracts)

Photography /

Time Photos - Chroma Lighting
Her Photographs - Tom Kaiser



The sculptures were part of a wider regeneration project to improve the economic, social, physical and environmental quality of both towns with Craigavon Borough Council working in partnership with Government agencies, investors and the private sector to realize these initiatives. At the end of these works, these giant sculptures are perhaps the most readily identifiable parts of the public realm schemes but it is the aesthetic setting (their "plinth"), and the broader improvements to the townscape areas that collectively lift the spirit or sense of place and allow these works appropriate physical space to breathe. Public realm projects in town centres are often onerous commissions for Councils and designers and it was not until January 2013 that the funding package for the art installation project was announced. Park Hood were engaged to design »

► the public realm areas and develop the potential landscape and townscape relationships for the public art sites.

In Lurgan, the sculpture location was on the site of an existing YMCA building which sat rather awkwardly in the middle of Market Street. The removal of this building had the instant benefit of opening up a vista across the wide streetscape but also revealed a significant basement void requiring a hefty engineering input to redress. Following the groundworks, the area was repaved in natural stone granite paving (that tied in a recent public realm project in the town centre) and the appropriate setting for the public art achieved. The selected sculpture for this site comprised two semi abstract standing figures holding steel 'linen fabric' between them to reflect the area's linen industry.

In Portadown, the site selected was adjacent to an old railway shed on a town edge location between West Street and the Northway which was not particularly distinctive but widely visible to passing traffic and road users. The key objective was to instigate regeneration in this area with the introduction of the art piece acting as a catalyst. The wider area was designed to be useable parkland including amenity grass and seating areas with the basic design objective to provide a significant betterment of landscape character and visual amenity in



this part of Portadown. The Harron statues erected on this Greenfield area depict the apple industry in the Armagh area and comprises three four metre high steel figures holding segments of a scaled up apple.





Public art today can consist of an array of works including seating, fencing, outdoor lighting, paving and all imaginable street furniture which is all interlinked with the objective of aesthetic betterment. The landscape design in both these instances took the initiative of the fine sculptures and extended "art" across the public

realm of both town centre areas. This artistry extended to include clever consideration of night-time aesthetics when the sculptures are illuminated by colour changing and static white lighting.

Public art is not a substitute for urban renewal or social work, although projects may address or include such functions. It ideally stimulates better places and provides enjoyment, insight, and maybe even hope to its participants, viewers, and users. Sometimes there are unreasonable aspirations in the commissioning of public art and the key to the success of these projects is to ensure these visual landmarks are effectively sited and that the adjacent landscapes are effectively designed to achieve the desired objective of instigating regeneration.

Perhaps the best time to write about public art is not when it is first installed but after it has "settled in." At this stage, they have undoubtedly added character and become visual landmarks within the respective town centres and have already caused a bit of a positive stir and it can only be a matter of time – in that Irish way – that the locals concoct humorous nicknames for them.

Creating Better Environments

Sustainability is about the things you can't see

A Forbo floor is always beautiful and stylish to look at. A floor that's comfortable to live, work and relax on. But looks aren't everything; often it's the things you can't see that really matter.

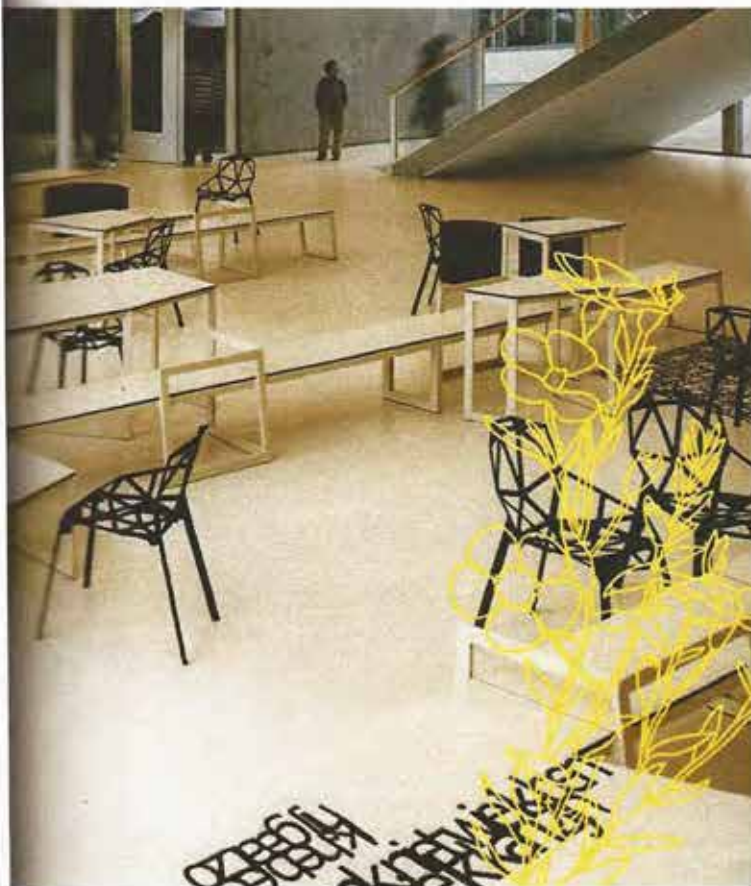
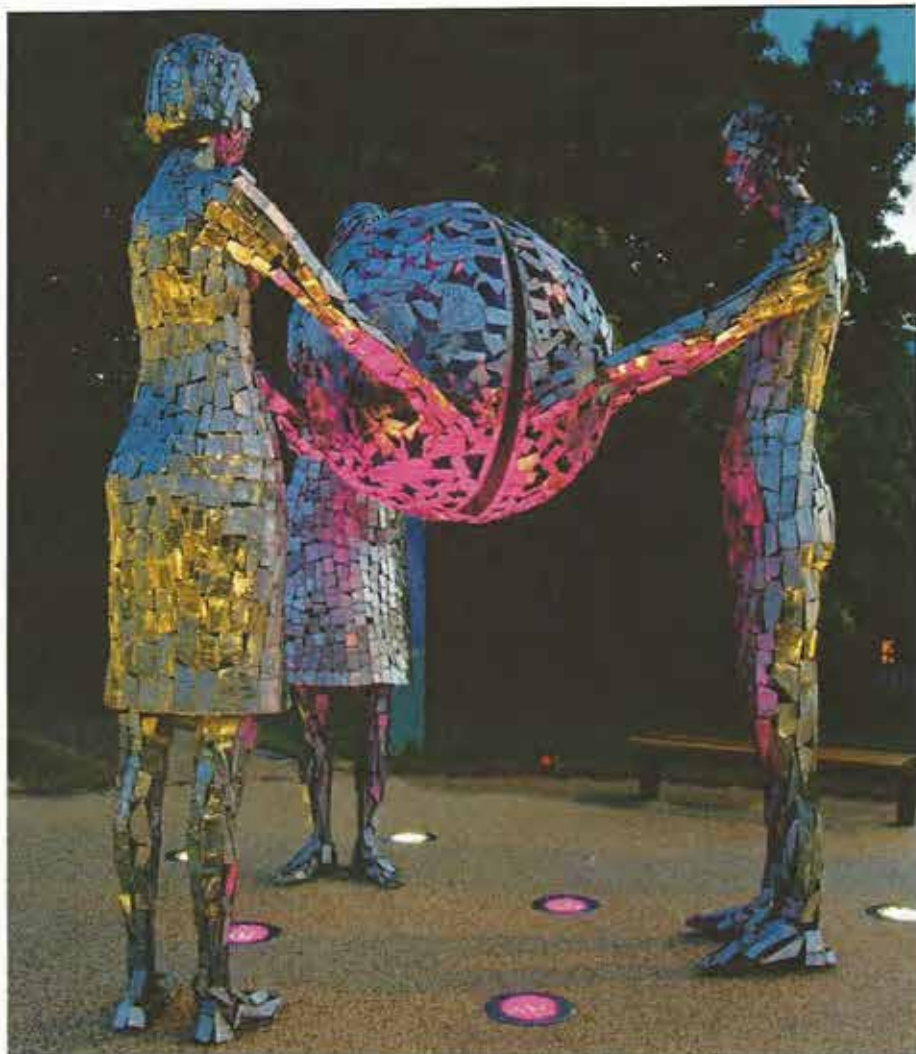
Forbo





► The total package of £177,862.00 was funded by DSD. Craigavon Borough Council contributed £69,150 towards the project, by way of commission phase, fabrication and technical issues. The Arts council for Northern Ireland also contributed £75,000 towards the fabrication of the project. ►

Andrew Bunbury



There's more to Forbo's Marmoleum than just its natural raw materials

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From entrances to exits and everywhere in between, Forbo Flooring can contribute towards sustainable building schemes such as BREEAM, Ska or LEED. To find out how Forbo can help you create a better flooring environment visit:

www.forbo-flooring.ie

Contents of Email from William McCracken, Company Secretary,
Mullahead & District Ploughing Society Ltd.

Hi Sandra,

To celebrate Mullahead & District Ploughing Society Centenary, and launch the 100th ploughing match, a special Centenary Match Launch Evening will take place Friday 23rd January 2015 at Craigavon Civic & Conference Centre at 7.30pm.

This will take the form of -

- 1) Four course banquet meal
- 2) Event press launch and presentation
- 3) Guest Speakers
- 4) Entertainment - William Caulfield - one of Northern Ireland's best loved and busiest comedians.

Mullahead and District Ploughing Society would be delighted if Officials and Councilors from Craigavon Borough Council could join us at this Centenary Celebration Friday 23rd January 2015. Tickets are available to purchase at a cost of £25 each with tables seated for 10.

Please RSVP by 16th January 2015 with full details of those attending for seating plan.

Regards

William McCracken (Jnr)
Company Secretary M&DPS Ltd



P O R T A D O W N
CHAMBER OF COMMERCE

EST 1920

18.12.2014

L Mc Neill
Town Centre Management
Department of Economic Development
Craigavon Borough Council
Civic Centre
Lakeview Road
Craigavon
BT64 1AL

Dear Lyn

Re: Small Business Saturday 2014

At the monthly Chamber meeting on Tuesday last, Council's contribution to a successful Small Business Saturday in the town was noted.

Members instructed me to write to you, on behalf of Council, to record their sincere gratitude for the effort invested by and support of Council.

Yours Sincerely

Tony Fearon
Hon Secretary/Treasuer



Countdown to Christmas

Shoppers come to town to back local business

BY STAFF REPORTER
news@portadownnews.co.uk
@portadownnews

Thousands of shoppers descended on Portadown town centre last weekend to support local small businesses and enjoy the festive offering throughout the town as part of Small Business Saturday.

A nation-wide campaign, Small Business Saturday promotes and supports small businesses and encourages locals to shop locally.

With a plethora of small businesses including retail, hospitality and service sectors Portadown was the per-

fect hub to celebrate this yearly event.

Visiting small businesses throughout the town on Saturday was Mayor of Craigavon, Councillor Colin McCusker who commented, "We have a lot to celebrate when it comes to our local, independently-owned small businesses of which Portadown has many."

"This is a great initiative and encourages locals and visitors to 'spend local' throughout the year and especially in the run-up to Christmas. It was great to see the town buzzing with shoppers and highlights the value small businesses bring to our local and national economy."

There was also free parking throughout the town and the Cool FM promotional team was on hand to give out freebies and raise awareness of the initiative.

For further information on Small Business Saturday visit www.smallbusinesssaturdayuk.com



Top, Salvation Army providing the music. Above, Imogen Edgar meeting the Donkeys



Town Centre Regeneration App 2





Santa sets up grotto in town centre

Santa is back by popular demand on the Plaza this Saturday (December 20). He will once again be taking up residence in his traditional log cabin. Visits to the Grotto are free and each child will receive a chocolate lolly, handcrafted by Lurgan chocolatier Caroline McArdle. A queuing system will be in operation but once again there are plenty of fun-filled festive activities to keep all the family entertained while you wait. From 10am to 12noon, the Downshire Brass Band will be entertaining, the ever popular Frozen car will be rocking up to the Plaza from 10am to 1pm and the South Ulster Community Band will join the celebrations from 1pm to 3pm. And with the Sugar Plum Fairy visiting from 2pm-4pm this is a day out not to miss while Christmas shopping throughout the town. For further information visit www.discovercrnigavon.com or www.facebook.com/discovercrnigavon or call 3831 3617.



Town Centre Regeneration App 2



Creative Momentum - Project Partner overview

(Filled in from Section B) Partner Number	Project partner title	Abbreviation of organisation	Country	Partner total eligible budget	Partner status
1	Western Development Commission	WDC	Ireland	€541,620	Project Lead
2	National University of Ireland, Galway	NUIG	Ireland	€349,958	Full Project Partner
3	Cultural Council of North East Iceland	ME	Iceland	€152,494	Full Project Partner
4	Craigavon Borough Council / SEED Group	CBC	Northern Ireland	€425,545	Full Project Partner
5	Technichus Mid Sweden Ltd	Technichus	Sweden	€150,000	Full Project Partner
6	Lapland University of Applied Sciences	Lapland UAS	Finland	€379,994	Full Project Partner
1.1	Design and Crafts Council of Ireland	DCCol	Ireland	Not applicable	Associated Partner
1.2	Donegal County Council	Not applicable	Ireland	Not applicable	Associated Partner
1.3	Teagasc	Not applicable	Ireland	Not applicable	Associated Partner
2.1	Galway City Council	Not applicable	Ireland	Not applicable	Associated Partner
2.2	The Arts Council	Not applicable	Ireland	Not applicable	Associated Partner
3.1	Akureyri Cultural and Marketing Office	ACM	Iceland	Not applicable	Associated Partner
4.1	Southern Regional College	SRC	Northern Ireland	Not applicable	Associated Partner
6.1	The Regional Organisation of Enterprises in Lapland	Lapland ROE	Finland	Not applicable	Associated Partner

Appendix 12

All Development (YTD = Year to Date LTS = Long Term Sick)												
	2011/12	YTD	LTS	2012/13	YTD	LTS	2013/14	YTD	LTS	2014/15	YTD	LTS
April	5.97	5.97	96.9	1.44	1.44	41.7	2.27	2.27	60.5	6.80	6.80	80.0
May	4.56	5.26	72.3	4.41	2.92	0.00	5.17	3.72	23.1	6.3	6.55	65.0
June	4.61	5.04	81.3	3.93	3.26	84.8	4.77	4.04	80.6	6.63	6.57	66.1
July	1.90	4.26	73.1	2.45	3.06	74.4	7.18	4.84	64.0	6.26	6.49	87.5
August	1.19	3.65	0.00	2.37	2.92	45.5	9.38	5.75	81.6	8.01	6.80	87.2
Sept	2.18	3.40	62.9	3.70	3.05	66.1	5.99	5.79	76.4	5.76	6.63	89.5
Oct	0.99	3.06	33.3	3.12	3.06	17.2	4.30	5.58	78.4	6.28	6.57	72.4
Nov	2.63	3.00	0.00	5.39	3.35	43.3	6.36	5.67	52.5	6.42	6.56	70.2
Dec	0.57	2.73	0.00	7.45	3.81	65.6	6.15	5.73	72.4			
Jan	1.14	2.57	0.00	7.24	4.15	50	4.81	5.63	73.7			
Feb	3.03	2.61	0.00	4.89	4.22	70.4	4.30	5.51	54.5			
March	2.51	2.61	65.9	7.30	4.47	75.7	3.39	5.33	33.3			

Development Absence period 1 st April 2014 to 30 th November 2014	
Division	% loss rate
Administration	2.65
Community Development	9.73
Development	3.53
PCSP	0.59
Economic Development	0.97
Land and Property Services	1.63

--

**Table 4 : Development Absence
Year to Date (YTD%) & Long Term Sick (LTS%)**

	Administration			Community Development			Development			PCSP		
	2014/15	YTD	LTS%	2014/15	YTD	LTS%	2014/15	YTD	LTS%	2014/15	YTD	LTS%
April	0.00	0.00	0.00	11.1	11.1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
May	1.67	0.83	0.00	9.83	10.4	68.47	0.00	0.00	0.00	0.00	0.00	0.00
June	3.97	1.88	0.00	9.97	10.3	71.19	0.00	0.00	0.00	0.00	0.00	0.00
July	1.64	1.82	0.00	8.67	9.89	87.13	11.81	2.95	100	4.76	1.19	0.00
August	0.00	1.46	0.00	11.23	10.16	65.57	13.87	5.14	100	0.00	0.95	0.00
Sept	0.00	1.21	0.00	7.95	9.79	92.39	0.00	4.28	0.00	0.00	0.79	0.00
Oct	5.13	1.77	0.00	9.58	9.76	81.42	0.00	3.66	0.00	0.00	0.68	0.00
Nov	8.82	2.65	0.00	9.47	9.73	80.81	2.59	3.53	0.00	0.00	0.59	0.00
Dec												
Jan												
Feb												
March												
	Land and Property			Economic Development			Development Employees			Council		
	2014/15	YTD	LTS%	2014/15	YTD	LTS%	2014/15	YTD	LTS%	2014/15	YTD	LTS%
April	0.00	0.00	0.00	0.00	0.00	0.00	6.80	6.80	80.0	4.78	4.78	63.9
May	0.00	0.00	0.00	0.87	0.43	0.00	6.30	6.55	65.0	3.84	4.31	60.9
June	0.00	0.00	0.00	0.83	0.56	0.00	6.63	6.57	66.1	4.45	4.35	66.3
July	0.00	0.00	0.00	0.00	0.42	0.00	6.26	6.49	87.5	5.99	4.76	70.6
August	0.00	0.00	0.00	0.68	0.48	0.00	8.01	6.80	87.2	7.58	5.33	87.2
Sept	0.00	0.00	0.00	4.76	1.19	77.25	5.76	6.63	89.5	6.00	5.44	75.4
Oct	13.04	1.86	0.00	0.65	1.11	0.00	6.28	6.57	72.4	6.38	5.57	77.1
Nov	0.00	1.63	0.00	0.00	0.97	0.00	6.42	6.56	70.2	6.98	5.75	75.3
Dec												
Jan												
Feb												
March												

Development Average Days Lost per employee for the Period 1 st April to 30 th November 2014 YTD	
Division	% loss rate
April	1.3
May	2.5
June	3.8
July	4.9
August	6.4

September	7.7
October	9.0
November	10.2
December	
January	
February	
March	

Days Lost Per Department by Month 2013/14

Directorate	Admin (7)	Community Development (53)	Development (6)	PCSP (3)	Economic Development (20)	Land & Property (1)	Total (90)
April	0	115	0	0	0	0	115
May	1	107	4	0	4	0	116
June	11	113	6	0	0	0	130
July	11	88	17	4	0	0	120
August	0	122	19	0	3	0	144
September	0	92	0	0	23	0	115
October	8	115	0	0	3	3	129
November	12	99	3	0	0	0	114
December							
January							
February							
March							

Reasons for Absence

Table 4 below shows the reasons given for absence year to date 2014/15. The category of Neurological accounts for the highest at over 23 %.

Table 4 Reasons for absence YTD at 30th November 2014		
Absence Category	Days Lost	% of Total
Heart, Circulatory & BP	14	1.42
Chest & Respiratory	7	0.71
Back & Neck	144	14.65
Stomach , liver, kidney	71	7.22
Other Musculo-Skeletal	176	17.9
Pregnancy Related	34	3.46
Infections	89	9.05
Stress, Depression, Mental Health	179	18.21
Eye, Ear & Nose	21	2.14
Other	17	1.73
Neurological	231	23.50