

Mid Ulster District Council

Screened Policies January-March 2017

Policy Title	Date Screened	Policy/Strategy Aim	Purpose	Screening Outcomes
Street Naming and Dual Language Signage	1/2/17	The aim of the policy is to ensure the naming of New Streets and Housing Developments, and requests for the erection of dual language signage are delivered in in a fair, equitable and consistent manner.	The purpose of this policy is to process requests for the erection of nameplates expressing the name of the street in a language other than English. The statutory basis for this policy is contained within Article 11 of the 1995 Order.	Screened out
Memorial Benches and Trees Policy	8/3/17	The aim of the meeting is to ensure an opportunity is available to remember individuals who have passed away and that Mid Ulster District Council deals with these requests in a fair and consistent manner.	The purpose of this policy is to provide members of the public with a means of paying tribute to deceased persons through the purchase of a memorial bench or tree (subject to conditions) to be installed or planted at a suitable Council venue.	Screened out
Community Plan	22/2/17	The aim of the Community Plan is to agree and set out a shared vision for Mid Ulster and then identify what is needed to deliver that vision.	The purpose of the community plan about working together, taking the long-term view and tackling difficult issues such as balanced growth and development; community cohesion and safety, disadvantage, poverty; regeneration; sustainability; and well-being.	Screened out

Mid Ulster District Council

Equality Screened Policies April-June 2017

Policy Title	Date Screened	Policy/Strategy Aim	Purpose	Screening Outcomes
ICT Security Policy	12/4/2017	The aim of the policy is to preserve the confidentiality, integrity and availability of Council's information.	The purpose of this policy is to safeguard the organisation's information resources from theft, abuse, misuse and any form of damage, as well as safeguarding its confidentiality, integrity and availability.	Screened out
Room Hire Policy	11/5/2017	This policy aims to set out the permission, circumstances and criteria in which rooms may be hired for use.	The purpose of this policy is to provide a mechanism that enables Council to designate facilities for hire and availability for meeting reservation, outline the process on how to access the facilities set the criteria for room hire.	Screened out
Conflicts of Interest Policy	22/5/2017	The aim of the policy is to affirm the Councils commitment to ethical decision making	The purpose of the policy is to ensure Council makes decisions which are within the public interest and that Council prevent maladministration or corrupt conduct and impropriety within Council business processes.	Screened out
Social Media Policy	30/5/2017	The policy aims to establish procedures and guidance on the use of social media by Council employees.	The purpose of the policy is to identify key areas of risk, including to the Council's reputation, to the retention of confidential and proprietary information and to compliance with legal obligations, as well as highlighting the implications for lost productivity and the appropriate use of the Council's ICT resources and systems.	Screened Out

Mid Ulster District Council

Equality Screened Policies July-Sept 2017

Policy Title	Date Screened	Policy/Strategy Aim	Purpose	Screening Outcomes
Conference and Seminar Attendance Policy	3/8/2017	<p>The policy aims to:</p> <ul style="list-style-type: none"> • Detail the process for dealing with invitations received for conferences and seminars through Council • Confirm the maximum representation from Council at individual conferences and seminars • Confirm entitlements, financial thresholds and requirements • Set the arrangements for record keeping • To manage financial resources set aside for conferences and seminars 	<p>This policy has been developed to set out principles and process to facilitate the attendance of members and officers at conferences and seminars relevant to the functions of Mid Ulster District Council.</p>	Screened out
Non Smoking and Non Vaping Policy	8/8/2017	<p>This policy aims to:</p> <ul style="list-style-type: none"> • Establish a clear policy on non-smoking and non-vaping in Council facilities 	<p>The purpose of this policy is to establish guidance on the provision of non-smoking and non-vaping environment in Mid Ulster District Council facilities.</p>	Screened out

		<ul style="list-style-type: none"> • Provide guidance for managers and premises supervisors 		
Elected Member Learning & Development	9/8/2017	<p>This policy aims to:</p> <ul style="list-style-type: none"> • Determine Council's approach and commitment to the development and learning of Elected Members 	The purpose of this policy is to enable Council to deliver Elected Member training and development and that the levels of training is evaluated.	Screened out
Equal Opportunities	9/8/2017	<p>This policy aims to:</p> <ul style="list-style-type: none"> • Make clear Council's commitment to equality of opportunity • Define responsibility within the Council for ensuring equality of opportunity policy 	The purpose of this policy is to Council can opposed all forms of unlawful or unfair discrimination. All employees irrespective of the nature of their employment contract and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.	Screened Out
CCTV Policy	29/8/2017	<p>The policy aims through the use and deployment of CCTV to:</p> <ul style="list-style-type: none"> •To prevent, detect, investigate and report crime and to assist with the apprehension and prosecution of offenders; •To discourage anti-social behaviour including dog fouling and littering; 	The purpose of the policy is to ensure Council manages our CCTV systems in accordance with all relevant regulations and Council policies. The conditions apply to the use of the systems, including the storage, disposal and access to images and the storage of information.	Screened Out

		<ul style="list-style-type: none"> •To assist with investigation and processing of insurance claims, investigations and the overall management and supervision of Council buildings, premises and events; •To assist with the preparation for and conduct of disciplinary investigations and hearings including those involving alleged or suspected criminal activity and/or breaches of Council policies in relation to the health, safety or wellbeing of employees, subcontractors and the public generally; •To enhance the safety and well-being of staff and the public using Council premises, services and town centres. 		
Learning & Development Policy	10/8/2017	<p>This policy aims to:</p> <ul style="list-style-type: none"> • Make clear Council's commitment to ensuring all employees are equipped with the necessary skills, knowledge & behaviour required to undertake their job competently 	The purpose of the Learning & Development Policy is to enhance the skills, knowledge and attitudes of staff in order to improve the efficiency and effectiveness of employees and Mid Ulster District Council as a corporate organisation.	Screened Out

		thereby maintaining & strengthening the professionalism & effectiveness of Mid Ulster District Council.		
Flexible Working Arrangements Policy	10/8/2017	<p>This policy aims to:</p> <ul style="list-style-type: none"> • Recognise that flexibility can increase retention & staff morale & can reduce absenteeism & allows employees to improve their work-life balance. • Endeavour where possible to facilitate flexibility where consistent with service delivery and where employees meet the set criteria. 	The purpose of this policy is to allow Council to endeavour where possible to facilitate flexibility where consistent with service delivery and where employees meet the set criteria.	Screened Out
Recognition of Retirement Policy	1/9/2017	The aim of this policy is to have procedures in place in order to recognise the retirement of staff members.	The purpose of this policy is to recognise staff's retirement from Council.	Screened out
Disciplinary Policy	1/9/2017	The aim of the policy is to ensure appropriate procedures are in place to deal with employees who have been advised of any allegation of unsatisfactory behaviour and for them to be given every reasonable assistance by way of advice,	The purpose of this policy is to give every employee an opportunity to improve their behaviour or conduct.	Screened out

		information, guidance or training to achieve the desired standards.		
Adoption of Rural Roads	5/9/2017	The aim of the policy is to provide a structured approach to dealing with requests for the maintenance and repair of un-adopted roads.	The purpose of the policy is to ensure that Council maintains a consistent approach when exercising its General Power of Competence with respect to processing requests for the maintenance and repair of un-adopted roads	Screened out
Grievance Procedure Policy	4/9/2017	The aim of the policy is to put in place guidance for grievance procedures for an employee or group of employees employed by Council.	The purpose of this policy is to provide a fair, equitable and consistent framework for handling work related grievances raised by Council employees without unreasonable delay.	Screened out
Attendance Management	4/9/2017	The aim of the policy is to affirm that Council understands the importance of the health, safety and wellbeing of all its employees, and commits itself to promoting good health and wellbeing throughout the organisation.	The purpose of the policy is to demonstrate that Council has a responsibility for the health, safety and wellbeing of all its employees and commits itself to promoting good employee health throughout the organisation.	Screened out
Counter Fraud Policy	11/9/2017	The aim of the policy is to affirm that Council expects all employees, Elected Members, contractors, consultants, suppliers and	The purpose of this policy is to make sure that the opportunity for fraud and corruption is reduced to the lowest possible risk.	Screened out

		service users to be fair and honest, and to give any help, information and support needed to deal with fraud, corruption and financial impropriety		
Whistle blowing Policy	11/9/2017	<p>This policy aims to:</p> <ul style="list-style-type: none"> • Encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice; • Provide avenues for you to raise concerns and receive feedback on any action taken; • Allow you to take the matter further if you are dissatisfied with the Council's response; and • Reassure you that you will be protected from possible reprisals or victimisation for whistleblowing in good faith. 	<p>This whistleblowing policy is intended to cover concerns that fall outside the scope of other procedures. A whistleblowing concern is about a risk, malpractice or wrongdoing that affects others. The concern may be about something that: Is unlawful; Makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Council subscribes to; Is against the Council's rules or policies (e.g. Health & Safety Policy); Has caused damage to the environment; Falls below established standards or practice; or Amounts to improper conduct.</p>	Screened out
Fleet Safety Policy	21/9/2017	<p>The aim of the policy is to:</p> <ul style="list-style-type: none"> •To promote and demonstrate Mid Ulster District Council's commitment 	<p>The purpose of establishing a Fleet Safety Policy is to advocate an integration of safe vehicles, safe driving behaviours, and safe</p>	

		<p>in ensuring the Council and its employees at all times:</p> <p>1)Comply with relevant Road Traffic, Road Vehicle, Operators Licencing and Health and Safety legislation</p> <p>2)Assess the risks arising from the use of vehicles, plant, equipment and machinery on MUDC business; and</p> <p>3) Put in place measures to mitigate those risks.</p> <p>4)Adhere to applicable HR policies</p> <ul style="list-style-type: none"> •To increase awareness and understanding among staff of safe driving practices. •To develop staff driving behaviours that are conducive to road safety. •To obtain commitment from all staff to use vehicles safely. •To maximise the acceptance that all vehicle users are expected to have a personal responsibility to drive and operate vehicles, machinery, equipment and plant with due 	<p>management practices as stipulated by the Operator's licence requirements</p>	
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		<p>care and attention; and to cooperate in adhering to the Fleet Safety Policy</p> <ul style="list-style-type: none">•To prevent employees who use vehicles, plant, equipment and machinery on MUDC business and all others who are affected by our actions, from suffering accidents, injuries or ill health whilst at work, so far as reasonably practicable.		
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Mid Ulster District Council

Equality Screened Policies Oct-December 2017

Policy Title	Date Screened	Policy/Strategy Aim	Purpose	Screening Outcomes
Air Quality Action Plan	15/11/2017	This Action Plan aims to provide an improved level of air quality	This policy has been developed to demonstrate Council's commitment to reducing the exposure of people in the Council area to poor air quality and improve health and wellbeing.	Screened out-minor with mitigation
Customer Services Policy	18/12/2017	The Customer Service Policy aims to create an organisational culture which: <ul style="list-style-type: none"> •focuses on the needs of customers in the design and delivery of services, whether internal or external •seeks, listens and acts on the views of its customers •values customer views and complaints as important sources of information for putting things right and as opportunities to improve service delivery. 	The purpose of the corporate Customer Services Policy is to establish the principles to which the Council is committed, together with the procedures and standards for staff, through which the Council expects to demonstrate excellence in customer service.	Screened out