



Title of Report:	Council Memorial Advisory Group
Committee Report Submitted To:	Leisure & Development Committee
Date of Meeting:	15 October 2024
For Decision or For Information	For Decision
To be discussed In Committee	NO

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership Healthy and Engaged Communities
Outcome	Council has agreed policies and procedures and decision making is consistent with them. The Borough comprises cohesive and stable communities which work collaboratively with a range of stakeholders to address issues and deliver on opportunities
Lead Officer	Head of Service for Community & Culture

Budgetary Considerations	
Cost of Proposal	n/a
Included in Current Year Estimates	YES/NO
Capital/Revenue	n/a
Code	n/a
Staffing Costs	No direct costs

Legal Considerations	
Input of Legal Services Required	YES/NO
Legal Opinion Obtained	YES/NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date: August 2023
	EQIA Required and Completed:	Yes/No	Date: July 2024
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date: August 2023
	RNA Required and Completed:	Yes/No	Date: July 2024
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of the report

The purpose of this report is to request that a Memorial Advisory Group is established as a result of Council's ratification of the Memorial Policy and that the draft Terms of Reference contained within the report is recommended to full Council for approval.

2.0 Project Background

Council was presented with a draft memorial policy in October 2023. Approval was subsequently granted to carry out an Equality Impact Assessment (EQIA) on the policy and that following the outcome of the Equality Impact Assessment, the final draft be brought back to council for consideration and approval. The full EQIA was completed at the end of June and presented to Leisure and Development Committee in September and approved by Council in October of 2024, on the basis that:

‘Council accept the findings of the Equality Impact Assessment report, including the mitigation that the policy and associated application be made accessible for those who may not communicate in written English or may have literacy problems more generally, extending to those of different ethnicity, age or disability status and subsequently approves the draft Council Memorials Policy on this basis.’

3.0 Proposal

All applications for assistance relating to both public memorials and commemorative name changes will be scored against the agreed criteria contained within the policy.

- (a) Support **to fund** the erection of a public memorial **on Council property** by a third party,
- (b) Support to third parties to **utilise council land** to erect/site a public memorial.
- (c) **Support to fund a public memorial** in the Causeway Coast and Glens Borough Council area on land not in Council's ownership.
- (d) Request for Council to **lead on and fund** a public memorial.
- (e) Request for a **public commemorative name (change)** on a property owned by council.

In terms of implementing the Policy, it is necessary to establish a Council Memorial Advisory Group. The Policy states that Council will form a group which will consist of cross-party Elected Members & senior management which will follow the process as set out within **Annex A**.

The role of the Advisory Group will be to assess reports prepared by appropriate lead officer(s) against the agreed criteria and make recommendations which will be subject to approval by the Council through the relevant committee. The Group will ensure that the process used to assess applications is fair, objective and equitable, aligned to the Council's wider strategic and corporate objectives.

A draft Terms of Reference for the advisory group are attached in **Annex B** for consideration.

4.0 Recommendations

It is recommended that:

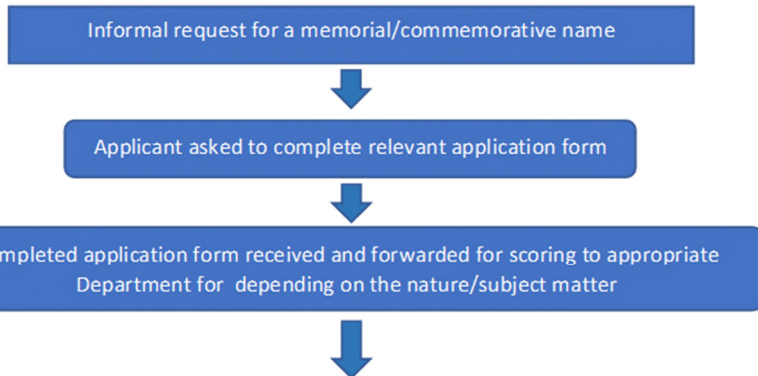
- a) A Council Memorial Advisory Group Panel is established, based upon the principles outlined in this report and as such members are therefore requested to nominate one representative per party to participate in Council's Memorial Advisory Group.
- b) The draft Terms of Reference is recommended for council approval.

Annex A

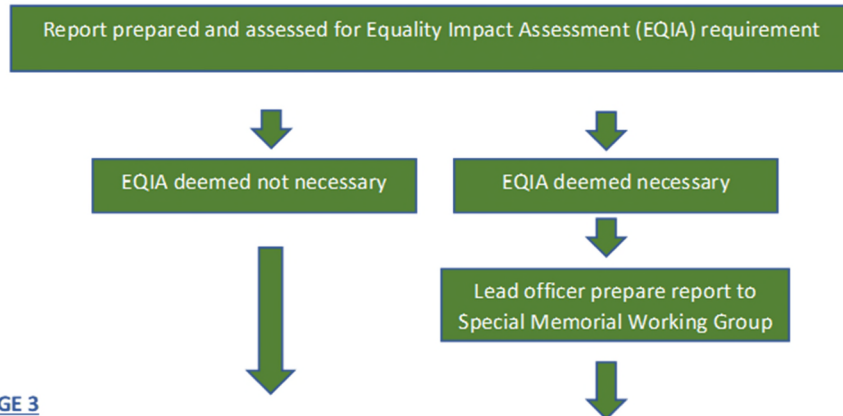
Application process

Framework for Dealing with Public Memorial/Commemorative Naming Requests

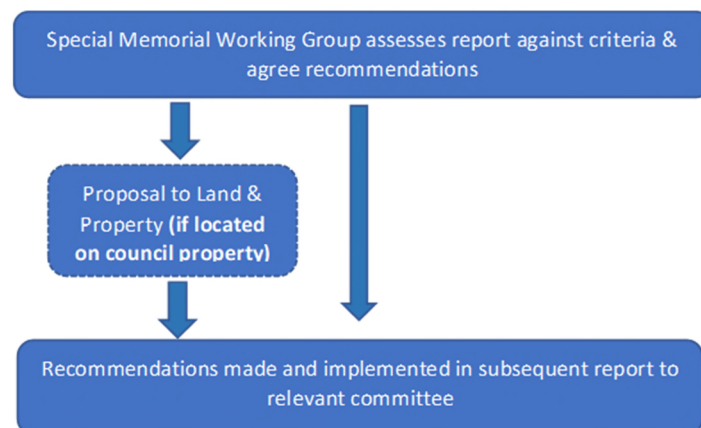
STAGE 1



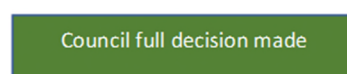
STAGE 2



STAGE 3



STAGE 4



Annex B

DRAFT Terms of Reference

Council's Memorial Advisory Group

1. Role of Council's Memorial Advisory Group

To assess applications for assistance against the agreed criteria and make recommendations to the suitable committee for consideration in relation to the following:

- (f) Support **to fund** the erection of a public memorial **on Council property** by a third party,
- (g) Support to third parties to **utilise council land** to erect/site a public memorial
- (h) **Support to fund a public memorial** in the Causeway Coast and Glens Borough Council area on land not in Council's ownership
- (i) Request for Council to **lead on and fund** a public memorial,
- (j) Request for a **public commemorative name (change)** on a property owned by council.

For the group to be most effective it will retain a degree of objectivity and distance from individual applications, while at the same time being able to demonstrate that it has adequately considered the quality of the assessments. Members will declare all conflicts or perceived conflicts of interest prior to considering applications presented for consideration.

The Advisory Group will ensure that the process used to assess applications is fair, objective and equitable, aligned to the Council's wider strategic and corporate objectives.

2. Membership

- i. Membership is comprised of the following:
 - One Elected member from each of the political parties represented within Council
 - Senior officers of the council to provide guidance and support to Elected members who sit on the group
- ii. The quorum of the Advisory Working Group shall be 4 Elected Members.
- iii. The Chair of the Working Group will be appointed from the Elected Members present at the first meeting.

3. Powers

The working group cannot make decisions on behalf of the Council. Any recommendations made by the group will be subject to approval by the Council through the relevant committee.

4. Meetings

Meetings will held on an ad hoc basis, subject to applications received relevant to Council's Memorial Policy.

5. Communication & Reporting

Reports for decision, for information and associated minutes of this working group will be submitted to Council's relevant committee and will become part of the minutes of that meeting.