



PARADES COMMISSION FOR NORTHERN IRELAND

BUSINESS PLAN 2017-18

Background

The Parades Commission for Northern Ireland was established on a statutory basis by section 1(1) of the Public Processions (Northern Ireland) Act 1998. The functions of the Commission are set out in section 2 of that Act.

This Business Plan sets out the major work to be undertaken by the Commission and its staff to discharge these functions, and those common to all public sector organisations of good governance and effective use of resources, during the year to 31 March 2018. It does not deal with much of the routine, but essential, work of the Commission and its staff. This is addressed in project plans and the forward job plans of those involved.

The Plan sets out the objectives in relation to each function and, where practicable, the date by which it is to be achieved, the stages or milestones along the way, the indicators by which performance will be assessed and the identity of the individual with lead responsibility for achieving the objective.

The Commission and its Accounting Officer will monitor performance against the Plan on a regular basis and will, where appropriate, adjust it or re-allocate resources to take account of changes in the surrounding environment.

Objective 1**To consider particular proposed parades and to issue determinations as deemed necessary**

Target	Lead responsibility	Performance indicators	Progress against target
To hold formal Commission meetings throughout the year as required for full consideration of 200 approx. sensitive parades/parade related protests.	Chair/ Commissioners	Number of formal Commission meetings held at 31 March 2018	
To utilise, to its fullest extent, the Commission's information database to inform decision making.	Commissioners/ Secretariat	Archive build of pink folder information to be completed by 31 March 2018	
To issue determinations as deemed necessary in a timely manner.	Chair/ Commissioners	(i) Number of determinations issued at 31 March 2018 (ii) 95% of determinations to be issued within 1 day of Commission's decision	

Objective 2**To promote greater understanding by the general public of parading issues**

Target	Lead responsibility	Performance indicators	Progress against target
To provide context to Commission determinations.	Commissioners	Context provided wherever necessary in Commission determinations	
To hold a minimum of six outreach type meetings at locations across Northern Ireland.	Secretary/ Commissioners	Number of meetings held at 31 March 2018	

Objective 3

To keep itself generally informed on the conduct of public processions and protest meetings

Target	Lead Responsibility	Performance indicators	Progress against target
To engage proactively with parade and protest organisers, elected and community representatives and other stakeholders.	Commissioners/ Secretariat	60% of Commission meetings with representation in person, orally or in writing.	
To obtain observer reports on the conduct of identified parades.	Commissioners/ Secretary	100% of parades identified for monitoring by the Commission are observed and reported on to the Commission.	
To attend conferences, workshops & other events relevant to parading in Northern Ireland.	Commissioners	Number of events attended.	
To establish a detailed archive of Commission information from 1998 for future retention for public record.	Secretariat	By 31 March 2018, 50% off site storage information has been reviewed and actioned in accordance with the Information Retention and Disposal Schedule.	
To keep under review the operation of the relevant legislation and Commission's Procedural Rules.	Commissioners/ Secretariat	Legislation/Procedural Rules considered formally in year.	

Objective 4**To promote and facilitate mediation as a means of resolving disputes concerning public processions**

Target	Lead responsibility	Performance indicators	Progress against target
Throughout the year, to explore mediation in areas where local agreement has not been reached, to ensure that the parties are made aware of the benefits of dialogue and to enable mediation where the parties agree to it.	Commissioners/ Secretariat	Evidence that dialogue is promoted to parties by the Commission at every opportunity. Facilitate mediation where parties agree.	

Objective 5**To maintain high standards of governance & ensure value for money is achieved**

Target	Lead Responsibility	Performance indicators	Progress against target
To promote the highest standards of corporate governance by defining and strengthening the key relationships amongst the accounting officer, the Audit Committee, the Commission and the sponsoring department.	Secretary	Three financial/governance meetings with Sponsor Body; Minimum of three audit committee meetings; Timely completion of Annual Report and Accounts; and Production of unqualified Accounts.	
By 31 March 2018, to have a more user friendly website in line with Commission requirements.	Secretary	Responsive search facility, data cleansing exercise completed on charities/other 11/1s.	

To maintain an administrative support service to the Commission which is efficient, effective and economical within budget allocation.	Secretary	Spend within budget and in year efficiencies identified.	
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Approved by the Commission at its Meeting 1st March 2017