



PARADES COMMISSION FOR NORTHERN IRELAND

BUSINESS PLAN 2018 - 19

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 2019.

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 those 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 approx. 200 sensitive parades/parade related protests.	Chair/ Commissioners	100% of all sensitive parades/protest meeting considered by the Commission at meetings throughout the year	
To utilise, to its fullest extent, the Commission's information database to inform decision making.	Commissioners/ Secretariat	Decisions take full account of all relevant factors relating to a parade/protest meeting	
To issue determinations as deemed necessary in a timely manner.	Chair/ Commissioners	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 as appropriate in Commission determinations	
To hold a minimum of six outreach type meetings at locations across Northern Ireland.	Secretary/ Commissioners	Number of meetings held by 31 March 2019	

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	Notice of Commission consideration of a decision to be communicated to 100% of all those who have requested to be notified	
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 monitor media reports and statements relating to processions and protest meetings and attend relevant events.	Commissioners/ Secretary	Decisions take into account most up to date developments.	
To establish a detailed archive of Commission information from 1998, consistent with the Information Retention and Disposal Schedule	Secretariat	By 31 March 2019, all hard copy 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 regularly 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	Parties to disputes have been made aware of the benefits of mediation. Mediation facilitated 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.	
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.	

To maintain high standards of information and data management in line with legislative requirements	Secretary	All staff trained in information security. No data breaches.	
---	-----------	--	--

Approved by the Commission at its Meeting (insert date)