



28 November 2024

Committee Chairperson: Councillor A O'Lone

Committee Vice-Chairperson: Alderman L Boyle

Committee Members: Aldermen – P Bradley, L Clarke and J Smyth

Councillors – A Bennington, J Burbank, M Cooper,  
S Cosgrove, H Cushinan, H Magill, A McAuley,  
E McLaughlin, V McWilliam and L O'Hagan

Dear Member

**MEETING OF THE POLICY AND GOVERNANCE COMMITTEE**

A meeting of the Policy and Governance Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Tuesday 3 December 2024 at 6.30pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink, appearing to be "Richard Baker".

Richard Baker, GM MSc  
**Chief Executive, Antrim & Newtownabbey Borough Council**

**PLEASE NOTE: Refreshments will be available in the Café from 5.20pm**

**For any queries, please contact Member Services:**

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## **A G E N D A**

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 ITEMS FOR DECISION**

- 3.1 Amendment to Financial Regulations
- 3.2 Parental Bereavement Leave Policy
- 3.3 Performance and Improvement Plan 2024/25 – Performance Progress Report Quarter 2
- 3.4 Dual Language Street Sign Applications
- 3.5 Code of Governance (October 2024)

### **4 ITEMS FOR NOTING**

- 4.1 Council Severe Weather Procedure
- 4.2 Quarter 2 Customer Services Update
- 4.3 Quarterly Section 75 and Rural Screening Update
- 4.4 Quarter 2 Managing Attendance Update
- 4.5 Business Plan 2024/25, Performance Progress Update Report
- 4.6 Changes in Nominations by Sinn Féin to the National Association of Councillors and the Labour Market Partnership

### **5 ITEM IN CONFIDENCE**

- 5.1 Proposal for the Introduction of Agile Working Arrangements, Consultation Exercise

### **6 ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
POLICY AND GOVERNANCE COMMITTEE MEETING ON  
TUESDAY 3 DECEMBER 2024**

**3 ITEMS FOR DECISION**

**3.1 F1/FIN/10 AMENDMENT TO FINANCIAL REGULATIONS**

**1. Purpose**

**The purpose of this report is to recommend the approval of the updated financial regulations.**

**2. Introduction/Background**

Members are reminded that Council regularly review the Financial Regulations to ensure a high level of governance is in place in relation to financial activity. Amendments to the financial regulations were last approved at the Policy and Governance Committee in May 2024.

The Financial Regulations form part of the financial framework of Council which provides the necessary control on financial matters, whilst encouraging best practice and promoting local accountability.

The Financial Regulations provide a framework through which the Chief Executive can be satisfied that proper financial administration is in place. The aim of these Regulations is to help ensure that high standards of propriety and best value are achieved. All Elected Members and employees have a duty to promote these aims, not just by following Financial Regulations but in their general approach.

**3. Review of the Regulations**

Following review, a number of amendments have been drafted and are summarised below:

<b>Section</b>	<b>Amendment</b>
Section 7	Clarification on direct award of works, suppliers or services
Section 8	Additional emphasis on the importance of timely electronic receipting of goods to ensure suppliers are paid promptly
All sections	Minor amendments to wording and related policy titles and dates

A copy of the proposed updated Financial Regulations is **enclosed** for approval.

**4. Recommendation**

**It is recommended that the updated Financial Regulations be approved.**

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance and Governance

### **3.2 HR/ER/001 PARENTAL BEREAVEMENT LEAVE POLICY**

#### **1. Purpose**

**The purpose of this report is to recommend to Members to approve the new Parental Bereavement Leave Policy.**

#### **2. Main Report**

In consultation with the Trade Unions, a new Parental Bereavement Leave policy, **enclosed** at Appendix 1, is presented to Members for approval and immediate implementation for all staff.

#### **3. Governance**

This policy has been equality screened, a copy of which is **enclosed** at Appendix 2 for information.

#### **4. Recommendation**

**It is recommended that the Parental Bereavement Leave Policy be approved.**

Prepared by: Pauline Greer, Lead HR Manager

Approved by: Helen Hall, Director of Organisation Development (Interim)

### 3.3 PT/CI/060 PERFORMANCE AND IMPROVEMENT PLAN 2024/25 - PERFORMANCE PROGRESS REPORT QUARTER 2

#### 1. Purpose

**The purpose of this report is to recommend to Members to approve the Corporate Performance and Improvement Plan 2024/25, Quarter 2 Performance Progress Reports for Finance and Governance, Organisation Development and overall Council.**

#### 2. Background

Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services.

The Council's Corporate Performance and Improvement Plan 2024/25 was approved in June 2024. This set out a range of robust performance targets, along with identified improvement objectives and a number of Statutory Performance Targets.

#### 3. Previous Decision of Council

As agreed at the August 2023 Council meeting, quarterly performance reports will be presented to the relevant Committee.

#### 4. Key Points

Quarter 2 Performance Progress Reports for Finance and Governance (**enclosed** Appendix 1), Organisation Development (**enclosed** Appendix 2) and the overall Council Corporate Performance and Improvement 2024/25 are circulated (**enclosed** Appendix 3).

#### 5. Recommendation

**It is recommended that the Corporate Performance and Improvement Plan 2024/25, Quarter 2 Performance Progress Reports for Finance and Governance, Organisation Development and overall Council be approved.**

Prepared by: Allen Templeton Performance Improvement Officer

Agreed by: Lesley Millar, Head of Organisation Development

Approved by: Helen Hall, Director of Organisation Development (Interim)

### 3.4 CCS/EDP/025 DUAL LANGUAGE STREET SIGN APPLICATIONS

#### 1. Purpose

**The purpose of this report is to recommend to Members to approve the Dual Language Street Sign applications as follows:**

**Stage 1 Glebecoole Park, Newtownabbey, BT36 6HX be noted.**

**Ballytromery Avenue, Crumlin, BT29 4ZN and Camlin Park, Crumlin, BT29 4HE be approved.**

**Stage 2 Longlands Road, Newtownabbey, BT36 7LU be noted.**

**Stage 3 Old Mill Drive, Newtownabbey, BT36 7XP be approved.**

#### 2. Background

Members are reminded that in accordance with the Dual Language Street Sign Policy, adopted by Council on 30 May 2022 (**enclosed** at Appendix 1), the following update outlines the current status of applications received.

#### 3. Application Update

##### STAGE 1: PETITION VERIFICATION

Three applications have been received at Stage 1.

##### 1. GLEBECOOLE PARK, NEWTOWNABBAY, BT36 6HX

Officers will verify the petition associated with the above application at the Electoral Office for Northern Ireland.

##### 2. BALLYTROMERY AVENUE, CRUMLIN, BT29 4ZN

##### 3. CAMLIN PARK, CRUMLIN, BT29 4HE

The occupiers signing the petition for streets 2 and 3 above, have been verified against the current Electoral Register and satisfy the one-third threshold.

##### STAGE 2: RESIDENTS CANVASS

One application has progressed to Stage 2.

##### 1. LONGLANDS ROAD, NEWTOWNABBAY, BT36 7LU

Canvass letters will be issued to residents of the above street and the outcome will be reported to Members.

##### STAGE 3: STREET SIGN INSTALLATION

One application has progressed to Stage 3:

##### 1. OLD MILL DRIVE, NEWTOWNABBAY, BT36 7XP

The occupiers of the above street have been canvassed and the threshold of two thirds or more in favour of the erection of a second language street sign has been met. A map and outline costings are enclosed at Appendix 2

#### **4. Recommendation**

**It is recommended that the Dual Language Street Sign applications at:**

**Stage 1 Glebecoole Park, Newtownabbey, BT36 6HX be noted.**

**Ballytromery Avenue, Crumlin, BT29 4ZN and Camlin Park, Crumlin, BT29 4HE be approved.**

**Stage 2 Longlands Road, Newtownabbey, BT36 7LU be noted.**

**Stage 3 Old Mill Drive, Newtownabbey, BT36 7XP be approved.**

Prepared and Agreed by: Lesley Millar, Head of Organisation Development

Approved by: Helen Hall, Director of Organisation Development (Interim)



### **3.5 G/GEN/019 CODE OF GOVERNANCE (OCTOBER 2024)**

#### **1. Purpose**

**The purpose of this report is to seek Members' approval of the Code of Governance (October 2024).**

#### **2. Introduction**

Antrim and Newtownabbey Borough Council is committed to the principles of good governance and has a Code of Governance to reflect this.

The document consolidates the key governance practices within the Council, demonstrating the Council's governance structures are consistent with the core and supporting principles contained in the Delivering Good Governance in Local Government Framework (April 2016).

#### **3. Key Points**

The Code of Governance (**enclosed**), once approved, will be uploaded to the Council website to provide details of Council's existing processes and documentation to demonstrate compliance with the framework.

#### **4. Recommendation**

**It is recommended that the Code of Governance (October 2024) be approved.**

Prepared by: Liz Johnston, Deputy Director Governance

Approved by: Sandra Cole, Director Finance and Governance

## **4 ITEMS FOR NOTING**

### **4.1 G/BCEP/3 COUNCIL SEVERE WEATHER PROCEDURE**

#### **1. Purpose**

**The purpose of this report is to inform Members of the updated Severe Weather Procedure.**

#### **2. Background**

The Severe Weather procedure has been put in place to ensure sufficient warning and information is delivered to allow the management of an effective Council response to ensure minimal disruption to Council facilities and provide warning and service updates to Elected Members, key staff and members of the public. The procedure includes Tasks Lists providing clear direction to Officers when responding to events involving rain, thunder, lightning, ice, snow, wind and extreme heat.

The procedure is reviewed at least annually and also when there are learnings to be taken from recent weather events, to ensure it remains fit for purpose.

#### **3. Key Issues**

Recent named storms (Isha, Jocelyn and Ashley) all resulted in damage and clean-up across the Borough. In October, the impacts from Storm Ashley across the country resulted in delayed flights, cancelled sporting matches, closed parks and widespread traffic disruption.

#### **4. Implication**

As approved by CLT on 14 October 2024, to protect staff, contractors and members of the public from injury during an extreme weather event involving wind, where wind speeds are forecast to be 60 mph+ in the Borough, identified wind hotspots will be closed; these are noted at Section 4.4 on page 10 of the Procedure (**enclosed**).

#### **5. Recommendation**

**It is recommended that the updated Council Severe Weather Procedure be noted.**

Prepared by: Elaine Girvan, Head of Health Safety and Resilience

Agreed by: Liz Johnston, Deputy Director Governance

Approved by: Sandra Cole, Director Finance and Governance

## 4.2 CCS/CS/010 QUARTER 2 CUSTOMER SERVICES UPDATE

### 1. Purpose

**The purpose of this report is to recommend to Members to note the Quarter 2 Customer Service report for the period July to September 2024.**

### 2. Introduction/Background

The Corporate Performance and Improvement Plan 2024-25 sets out the performance improvement target; 'we will achieve high levels of customer satisfaction', with four indicators set as measures of success.

The Customer Services Report for Quarter 2 2024-25 (**enclosed**) provides an update on performance.

In addition, there is an update on key consultations during 2024-25 to serve the Plan and the performance of the Complaints Handling Procedure during July to September 2024.

### 3. Recommendation

**It is recommended that the Quarter 2 Customer Service report for the period July to September 2024 be noted.**

Prepared by: James Porter, Customer Services Manager

Agreed by: Lesley Millar, Head of Organisation Development

Approved by: Helen Hall, Director of Organisation Development (Interim)

#### **4.3 CCS/EDP/7 QUARTERLY SECTION 75 AND RURAL SCREENING UPDATE**

##### **1. Purpose**

**The purpose of this report is to recommend to Members to note the quarterly Section 75 and Rural Screenings for the period July 2024 to October 2024.**

##### **2. Background**

As part of the Council's 2023-2026 Equality Scheme and Action Plan, quarterly updates on policy screenings under Section 75 of the Northern Ireland Act 1998 are conducted for all new and revised policies.

When necessary and appropriate, these policies may also be subject to additional equality impact assessment.

##### **3. Section 75 and Rural Screenings**

There were no policies screened between July 2024 and October 2024.

##### **4. Recommendation**

**It is recommended that the quarterly Section 75 and Rural Screenings for the period July 2024 to October 2024 be noted.**

Prepared by: Ellen Boyd, Accessibility and Inclusion Officer

Agreed by: Lesley Millar, Head of Organisation Development

Approved by: Helen Hall, Director of Organisation Development (Interim)

#### **4.4 HR/GEN/019 QUARTER 2 MANAGING ATTENDANCE UPDATE**

##### **1. Purpose**

**The purpose of this report is to recommend to Members to note the Quarter 2 Managing Attendance update for the period April 2024 to September 2024.**

##### **2. Managing Attendance Update Summary**

Absence at the end of Quarter 2 2024/25 was above target by 0.63 of a day with 5.71 average days lost per employee against a target of 5.08 days. Members are advised that the Council's 2024/25 annual target for absence is 12 average days lost per employee.

The Quarter 2 Managing Attendance Performance summary is **enclosed** for information.

##### **3. Recommendation**

**It is recommended that the Quarter 2 Managing Attendance update for the period April 2024 to September 2024 be noted.**

Prepared by: Victoria Stewart, HR Systems and Analytics Manager

Approved by: Helen Hall, Director of Organisation Development (Interim)

## 4.5 PT/CI/065 BUSINESS PLAN 2024/25, PERFORMANCE PROGRESS UPDATE REPORT

### 1. Purpose

**The purpose of this report is to recommend to Members to note the performance progress against the 2024/25 Business Plans for Finance and Governance and Organisation Development.**

### 2. Background

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services.

Specifically, the duties in the Act relate to Section 84(1), 85(2) and 85(9) whereby the Council has a statutory duty to make arrangements to:

- Secure continuous improvement;
- Secure achievement of its improvement objectives; and
- Exercise its functions so that any Departmental specified standards are met.

### 3. Previous Decision of Council

The 2024/25 Business Plans for Organisation Development and Finance and Governance were approved in March 2024, with a subsequent agreement to provide performance updates against the Business Plans every six months.

### 4. Key Points

A six-month performance update on the 2024/25 Business Plans for Finance and Governance and Organisation Development, as of September 2024, are **enclosed** at Appendix 1 and Appendix 2, respectively.

### 5. Recommendation

**It is recommended that the performance progress update against the 2024/25 Business Plans for Finance and Governance and Organisation Development be noted.**

Prepared by: Allen Templeton Performance Improvement Officer

Agreed by: Lesley Millar, Head of Organisation Development

Approved by: Helen Hall, Director of Organisation Development (Interim)

#### **4.6 G/MSMO/2 & ED/LMP/002 CHANGES IN NOMINATIONS BY SINN FÉIN TO THE NATIONAL ASSOCIATION OF COUNCILLORS AND THE LABOUR MARKET PARTNERSHIP**

##### **1. Purpose**

**The purpose of this report is for Members to note the change in nominations by Sinn Féin to the National Association of Councillors and Labour Market Partnership.**

##### **2. Introduction**

Appointments were made at the Annual Meeting in May 2023, for the term of Council, to the National Association of Councillors and the Labour Market Partnership. Councillor Goodman has written to the Chief Executive to advise of changes in nominations for his party to these bodies.

##### **3. New Nominations**

Councillor Goodman has advised of the undernoted changes in nominations:

<b>Body</b>	<b>Nomination made in May 2023</b>	<b>New Nomination</b>
National Association of Councillors	Councillor Eamonn McLaughlin	Councillor Michael Goodman
Labour Market Partnership	Councillor Lucille O'Hagan	Councillor Michael Goodman

##### **4. Recommendation**

**It is recommended that the changes in nominations to the National Association of Councillors and the Labour Market Partnership by Sinn Féin be noted.**

Prepared by: Member Services

Approved by: Sandra Cole, Director of Finance and Governance