



28 October 2021

Committee Chair: Alderman P Michael

Committee Vice-Chair: Councillor T McGrann

Committee Members: Councillors – M Cooper, H Cushinan, G Finlay, R Foster, S Flanagan, N Kelly, A McAuley, M Magill, B Mallon, N Ramsay, V Robinson, M Stewart and R Wilson

Dear Member

**MEETING OF THE POLICY & GOVERNANCE COMMITTEE**

A meeting of the Policy & Governance Committee will be held in The **Chamber, Mossley Mill on Tuesday 2 November 2021 at 6.30 pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink that reads "Jacqui Dixon".

Jacqui Dixon, BSc MBA  
**Chief Executive, Antrim & Newtownabbey Borough Council**

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

Tel: 028 9034 0048 / 028 9448 1301 [memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

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

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 PRESENTATION**

3.1 Internal Audit – Supporting Corporate Recovery

### **4 ITEMS FOR DECISION**

4.1 Social Clauses in Council Contracts

4.2 Recovery Plan – Performance Progress Report Quarter One

4.3 Health & Wellbeing Programme 2021/22 Background

4.4 Boundary Commission for Northern Ireland – The 2023 Review of Parliamentary Constituencies

4.5 Smoke and Vape Policy

4.6 National Association of Councillors UK Conference November 2021

### **5 ITEMS FOR INFORMATION**

5.1 Mid-Year Review of Prudential Indicators and Treasury Management 2021/22

5.2 Finance & Payroll Software Implementation Project Update

5.3 Prompt Payments Performance

5.4 Budget Report – September 2021 - Period 6

5.5 Changes in Nomination, Membership of Committees, Working Groups and External Bodies by the DUP

5.6 Local Government Partnership Panel Meeting

5.7 Quarterly Screening Report and Rural Screening

5.8 Sponsorship and Advertising Opportunities

5.9 Agency Staff Update

### **6 ITEMS IN CONFIDENCE**

6.1 Procurement Tender Reports and Award of Contracts

6.2 Christmas Eve 2021

6.3 ICT Policy Review

6.4 Mayor's Car Renewal

**7 ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
POLICY AND GOVERNANCE COMMITTEE MEETING ON  
TUESDAY 2 NOVEMBER 2021**

**3. PRESENTATION**

**3.1 PRESENTATION – INTERNAL AUDIT**

Members are advised that the Head of Internal Audit will make a presentation at the meeting.

#### **4. ITEMS FOR DECISION**

##### **4.1 FI/PRO/GEN/042 SOCIAL CLAUSES IN COUNCIL CONTRACTS**

Members are advised that correspondence has been received from the Department for Communities in relation to Social Clauses in Council Contracts.

Legislation is in place -Article 19 of the Local Government (Miscellaneous Provisions) (NI) Order 1992, that precludes Council from considering certain non-commercial matters in its procurements.

Whilst some amendment to this legislation was made through the Local Government (Exclusion of Non-commercial Considerations) Order (NI) 2015 which came into operation on 30 June 2015, it only partially amended Article 19 of the 1992 Order.

The questionnaire seeks Council view on additional amendment or removal of Article 19 of the 1992 Order.

The questionnaire also seeks Councils view on whether specific social value legislation should be introduced similar to that prescribed for authorities in England and Wales.

The draft response proposes that Article 19 be removed and that similar legislation should be introduced.

The draft response is **enclosed** for consideration.

**RECOMMENDATION: that Members approve the draft response to the questionnaire.**

Prepared by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Deputy Chief Executive of Finance & Governance

#### **4.2 PT/CI/038 RECOVERY PLAN - PERFORMANCE PROGRESS REPORT QUARTER ONE**

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.

In response to the pandemic, Council produced a Corporate Recovery Plan 2021-23 which was approved in August 2021. This serves to ensure the recovery of our services and meeting the requirements of our statutory duties.

Members will know that the Council normally produces an annual Corporate Improvement Plan, however, given the uncertainty in the short term about recovery, we are unable to set targets for improvement. Members have agreed that we will measure and monitor the performance of the corporate indicators as set out in the Recovery Plan 2021-23.

A progress report for Quarter One is **enclosed** for Members' attention. Members are advised that the Quarter One report was reviewed by the Audit Committee on 21 September 2021.

**RECOMMENDATION: that the Quarter One Performance Progress Report (2021-22) be approved.**

Prepared by: James Porter, Performance and Transformation Officer

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Deputy Chief Executive of Finance & Governance

### 4.3 HR/LD/027 HEALTH AND WELLBEING PROGRAMME 2021/2022 BACKGROUND

The following report provides an update on initiatives to promote Health and Wellbeing throughout the Council from September 2021 – March 2022. These initiatives will provide a holistic and targeted approach for our staff at this time, whilst being aligned to the Corporate objectives on absence, wellbeing and engagement. This approach allows the best opportunity for an on-going successful programme that supports staff while achieving Council objectives. The initiatives noted within the enclosed programme at Appendix 1 will be incorporated under the 'Keep Health Focused' theme of the Employee Engagement Strategy.

#### PROPOSAL

Due to budget constricts this year's programme will be mainly internally driven with little to no cost, however there are important elements of the programme that require funding as detailed below:

Keeping Well Van, Health checks over 2days	£960.00+ VAT
Action Cancer Bus	£2032.00 + VAT
Mental Health First Aid Training	£500.00 + VAT
2x Mindful Moments Series	£950.00 +VAT
<b>Total projected cost:</b>	<b>£4442.00 +VAT</b>

**RECOMMENDATION:** that approval be given to support the Health and Wellbeing programme and funding be made available to support the essential elements as noted above.

Prepared by: Sarah Fenton, Organisation Development Officer

Approved by: Jennifer Close, Head of Human Resources (Interim)

#### **4.4 G/MSMO/008 (Vol 3) BOUNDARY COMMISSION FOR NORTHERN IRELAND – THE 2023 REVIEW OF PARLIAMENTARY CONSTITUENCIES**

The Boundary Commission for Northern Ireland has published its initial proposals for Parliamentary Constituency Boundaries, as part of the 2023 Review. The Commission is inviting written representations with respect to the proposals. Proposals and accompanying maps, can be found at

<https://www.boundarycommission.org.uk/2023-review-parliamentary-constituencies>

The initial consultation process lasts for 8 weeks, ending on **15 December 2021**, following which all representations will be published. Responses to the consultation can be made using the Citizen Space online portal via the link above, or via email or post.

Members are advised that they may wish to respond on a corporate, individual or party political basis.

**Members' instructions are requested.**

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Deputy Chief Executive of Finance & Governance



#### 4.5 G/HSWB/4 SMOKE AND VAPE POLICY

The Smoke and Vape Free Policy is a new policy that seeks to ensure the Council complies with legal obligations (The Smoking (Northern Ireland) Order 2006) relating to smoking in public buildings and substantially enclosed spaces and to protect staff, elected members, contractors and members of the public that visit or work in Council premises from second hand smoke and the unknown dangers from the vapour release from Vapes.

Smoking is one of the biggest causes of death and illness in the UK. Every year around 78,000 people in the UK die from smoking, with many more living with debilitating smoking-related illnesses. Smoking increases your risk of developing more than 50 serious health conditions.

The previous Health and Safety Policy addressed the prohibition of Smoking within Council Buildings but not vaping as vaping is a relatively new practice. The Smoke and Vape Free Policy sets out the requirements by law in regards to smoking and the prohibition of vaping along with Council arrangements for the provision of designated smoking areas.

The Smoke and Vape Policy (**enclosed**) has been consulted with the Union Safety Representatives from NIPSA, GMB and UNITE in October 2020.

The policy has been screened with guidance from Accessibility Officer, and will be communicated to all employees.

**RECOMMENDATION: that Members approve the new Smoke and Vape Policy.**

Prepared by: Kim Morrow, Corporate Health and Safety Officer

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Deputy Chief Executive of Finance & Governance

#### **4.6 G/MSMO/21 THE NATIONAL ASSOCIATION OF COUNCILLORS UK CONFERENCE 2021**

Members are advised that correspondence has been received from the National Association of Councillors UK advising that the Environment/Climate Change Emergency Conference and the National Annual General Meeting will take place from Friday, 26- Sunday 28 November 2021 at the Dalmeny Hotel, Lytham St Annes.

The delegate fee for the Conference is £350 plus VAT and accommodation is available at the conference hotel at £70 plus VAT per night.

**Members' instructions are requested.**

Prepared by: Member Services

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Deputy Chief Executive of Finance & Governance

## 5 ITEMS FOR INFORMATION

### 5.1 FC/FA/8 MID-YEAR REVIEW OF PRUDENTIAL INDICATORS & TREASURY MANAGEMENT 2021/22

Members are reminded that the Council approved the Prudential Indicators for 2021/2022 to 2023/2024 and the Treasury Management Strategies for 2021/22 in March 2021.

Under the Prudential Code and the Code of Practice on Treasury Management in the Public Services the Council is required to monitor and review its prudential indicators. The key objective of which is to ensure that, within a clear framework, the capital investment plans of the Council are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice.

The Council's Treasury Management Policy requires a mid - year review of treasury management activities.

This report provides an update on the Prudential Indicators and a mid-year review of the Council's borrowing and investment activities. A copy of the report is **enclosed** for Members' information.

**RECOMMENDATION: that the report be noted.**

Prepared by: Ann Hamilton, Financial Controller

Agreed by: Richard Murray, Head of Finance (Interim)

Approved by: Sandra Cole, Director of Finance & Governance

## 5.2 FI/FIN/044 FINANCE AND PAYROLL SOFTWARE IMPLEMENTATION PROJECT - UPDATE

Members will recall that approval was given for the implementation of the new Finance and Payroll finance system at February 2020 Policy & Governance meeting.

It was agreed that Members would be kept updated on the progress and a project update report is now **enclosed** for Members' information.

**RECOMMENDATION: that the report be noted.**

Prepared by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Deputy Chief Executive of Finance & Governance

### 5.3 FI/FIN/9 PROMPT PAYMENT PERFORMANCE

Members are reminded that the Department for Communities (DfC) issued revised guidance (Local Government Circular 19/2016) on prompt payments and the recording of invoice payments in November 2016. This guidance requested councils to record specific performance targets of 10 working days and 30 calendar days and continue a cycle of quarterly reporting on prompt payment performance by Councils to the DfC and its publication on their website.

The Council's prompt payment performance for the period **1 July 2021 to 30 September 2021** is set out below:

The default target for paying invoices, where no other terms are agreed, is 30 days.

(N.B. 30 days' target is 30 calendar days and 10 days is 10 working days).

During the above period, the Council paid invoices totalling £14,113,156.

The Council paid 4,214 invoices within the 30-day target. (72%)

The Council paid 3,348 invoices within the 10-day target. (57%)

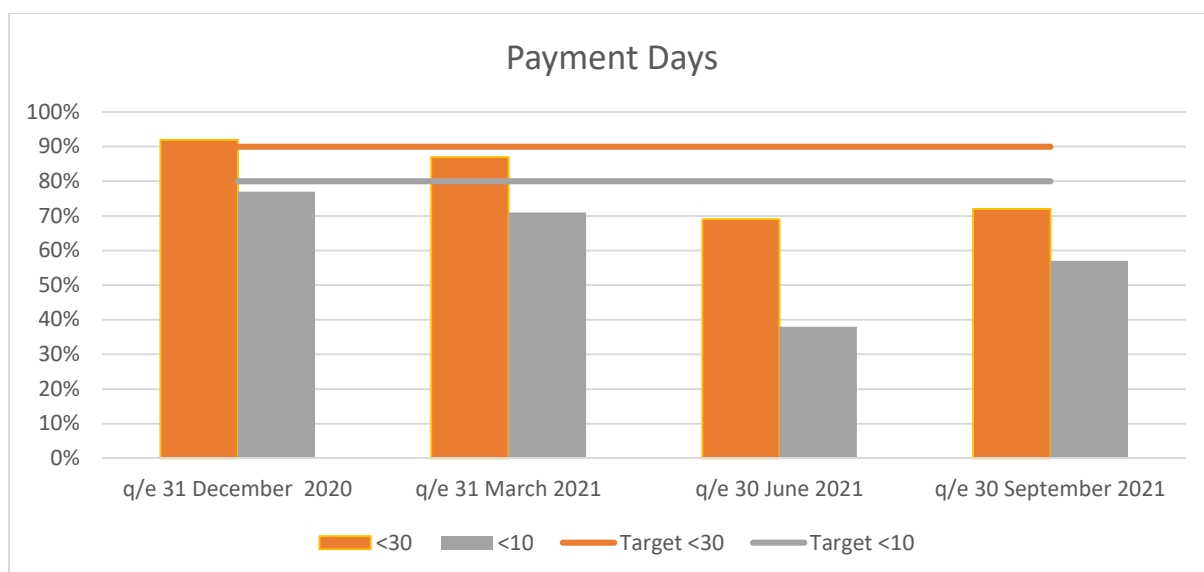
The Council paid 1,653 invoices outside of the 30-day target. (28%)

The Council has set a target of paying 90% of invoices within 30 days and 80% within 10 days.

The quarterly results from q/e December 2020 to date are as follows:

Period	Total Number of Invoices Paid	% Paid Within 30 Days	% Paid Within 10 Days
<b>Target</b>		<b>90%</b>	<b>80%</b>
q/e 31 December 2020	4,659	92%	77%
q/e 31 March 2021	4,611	87%	71%
q/e 30 June 2021	3,352	69%	38%
q/e 30 September 2021	5,867	72%	57%

The performance presented graphically highlights the performance metrics for the above.



Performance for quarter 4 of 2020/21 was down for both the 30 day and 10 day targets. This was mainly due to staff absences within the accounts processing section and staff in the section preparing for the implementation of the new finance system, Ci Anywhere.

During quarter 1 the 'old' finance system was made unavailable for transaction processing on 31<sup>st</sup> March 2021 and the new system went 'live' on 12th April. In the intervening period data was migrated from 'old' to 'new'. Inevitably, the down-time created a significant backlog of supplier invoices to process, having a negative impact on the performance for both targets.

The supplier invoice payment process is now substantially embedded and performance steadily improved during Quarter 2. This has been sustained into Quarter 3 as shown in the table below.

Period	Total Number of Invoices Paid	% Paid Within 30 Days	% Paid Within 10 Days
<b>Quarter 1</b>			
Apr	470	83%	49%
May	1,068	66%	28%
June	1,814	64%	33%
<b>Quarter 2</b>			
July	1,895	58%	42%
Aug	1,911	60%	58%
Sept	2,061	85%	69%
<b>1<sup>st</sup> – 16<sup>th</sup> Oct 21</b>	1,523	86%	72%

The prompt payment performance for Councils in Northern Ireland is published quarterly by the Department for Communities (DfC). The prompt payment performance for the quarter ended 30 September 2021 is shown in **Appendix 1**;

the Council's performance for Quarter 2 against the average performance for the other Councils for the same Quarter of 2021/22 is set out in the table below:

<b>Council</b>	<b>% Paid Within 30 Days</b>	<b>% Paid Within 10 Days</b>
Antrim & Newtownabbey BC (2nd Quarter 2021/22)	72%	57%
All Councils (2nd Quarter 2021/22)	84%	64%

**RECOMMENDATION: that the report be noted.**

Prepared by: Ann Hamilton, Financial Controller

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

#### **5.4 FI/FIN/4 BUDGET REPORT – SEPTEMBER 2021 – PERIOD 6**

A budget report for September 2021 – Period 6 is **enclosed** for Members' information.

The Council's financial position at the end of September 2021 shows a favourable variance of £1.0m before exceptional costs.

Including exceptional severance costs of £225k, Covid-19 costs of £291k and government grant income of £359k, the Council's overall position is £848k favourable.

A Covid Losses Reserve was established at March 2021 to offset future operational losses. This will be applied as required during the course of the 2021/22 financial year.

**RECOMMENDATION: that the report be noted.**

Prepared by: Richard Murray, Head of Finance (Interim)

Approved by: Sandra Cole, Deputy Chief Executive of Finance & Governance



## 5.5 G/MSMO/2 CHANGES IN NOMINATION, MEMBERSHIP OF COMMITTEES WORKING GROUPS AND EXTERNAL BODIES BY THE DUP

Following the very sad passing of Councillor Paul Hamill, the Electoral Office has confirmed that Ben Mallon has been returned to the Macedon DEA vacancy for the DUP, from 18 October 2021.

Following this confirmation, the Nominating Officer has advised of the following changes in Memberships to Committees, External Bodies and Working Groups with immediate effect:

<b>Standing Committees</b>	
Policy and Governance Committee	Councillor Ben Mallon
Audit Committee	Councillor Ben Mallon
<b>External Bodies and Working Groups</b>	
NI Local Government Association	Councillor Ben Mallon
National Association of Councillors	Councillor Ben Mallon
Rathcoole Renewal Partnership	Councillor Ben Mallon

**RECOMMENDATION: that the report be noted.**

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Deputy Chief Executive of Finance and Governance

## 5.6 CE/OA/012 LOCAL GOVERNMENT PARTNERSHIP PANEL MEETING

The Local Government Partnership Panel provides a structured, political relationship between central and local government to discuss strategic policy and operational matters of mutual interest and concern.

The last Partnership Panel meeting was held on 20 October 2021 with a meeting of the local government side of the Panel having taken place prior on 29 September 2021. Support material in relation to the meeting on 29 September is enclosed for Members' information. Minutes of both meetings will be provided to Members when received.

**RECOMMENDATION: that the report be noted.**

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Deputy Chief Executive Finance and Governance

## 5.7 CCS/EDP/7 QUARTERLY SCREENING REPORT AND RURAL SCREENING

Members are advised that in line with the Council's Equality Scheme it was agreed to provide quarterly updates on the screening of policies under Section 75. Within the Scheme, the Council gave a commitment to apply screening methodology to all new and revised policies. Where necessary and appropriate, these new policies would be subject to further equality impact assessment.

The policies noted below have been screened between July to September 2021.

POLICY	SCREENING DECISION
HRH Duke of Edinburgh Statue Project	1

- (1) Screened with no mitigation
- (2) Screened with mitigation
- (3) Screened and EQIA required

**RECOMMENDATION: that the report be noted.**

Prepared by: Ellen Boyd, Accessibility and Customer Services Officer

Agreed by: Nicola McCullough, Communications and Customer Services Manager

Approved by: Simon Hope, Interim Director of Communications and Customer Services

## 5.8 CCS/CPRM/014 SPONSORSHIP AND ADVERTISING OPPORTUNITIES

The Council have been offering a number of sponsorship opportunities to businesses across the Borough and further afield for the past few years. These include Roundabout sponsorship, Borough Life adverts, and event sponsorship.

### **Roundabouts**

We have had great success with our roundabout sponsorship – Bangor Fuels have secured 6 of our roundabouts for the next year, and currently we have only 2 roundabout spaces available (1 exit at Sandyknowes and 1 mini roundabout at long lands) which we hope to secure very soon. The roundabout sponsorship has an income of around £17K per year,

### **Borough Life**

Borough Life magazine has been very popular for local businesses reaching 67K households across Antrim and Newtownabbey. O2, Extra Care, Fusco Vehicles and Bangor Fuels are just a few of the companies who have availed of this service.

### **Events**

In 2019 we received sponsorship from Power NI for Enchanted Winter Garden to the value of £15K and more recently we received sponsorship of £10K from LCC Group for One Giant Weekend.

This year we have secured sponsorship for Enchanted Winter Garden from Belfast International Airport.

**RECOMMENDATION: that the reported be noted.**

Prepared by: Jeanette McIntyre, Lead Media & Marketing Officer

Approved by: Nicola McCullough, Communications & Customer Services Manager

## 5.9 HR/HR/019 AGENCY STAFF UPDATE

Members are reminded that agency staff are used across the Council to provide temporary cover for absence such as:

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts

The use of agency staff is subject to a rigorous approval process, which requires the approval of the Corporate Leadership Team and there is budgetary provision for the majority of posts filled via departmental salary budgets, salary contingency and grant funding.

The table appended provides an update for Members on the use of agency staff as at September 2021 as compared to September 2020. It excludes limited ad-hoc agency cover, which is necessary to provide operational cover, at short notice (Appendix 1 **enclosed**).

Appendix 2 (**enclosed**) sets out expenditure on agency workers in September 2021.

The cost of agency staff has increased for the period of 1 April 2021 to 30 September 2021 at 7.48% of all staffing costs compared to 4.18% for the same period last year. It should be noted that agency expenditure was significantly reduced last year following the release of agency workers in May 2020. This year's costs have also increased due to the late application of the April 2020 pay award and the respective back charges incurred.

**RECOMMENDATION: that the report be noted.**

Prepared by: Victoria Stewart, Human Resources

Agreed by: Pauline Greer, Lead Human Resources Manager (Interim)

Approved by: Jennifer Close, Head of Human Resources (Interim)