



1 October 2020

Committee Chair: Alderman P Brett

Committee Vice-Chair: Councillor N Kelly

Committee Members: Aldermen - F Agnew, M Cosgrove and P Michael
Councillors - H Cushinan, S Flanagan, R Foster, P Hamill,
L Irwin, V McAuley, N Ramsay, S Ross, M Stewart and R Wilson

Dear Member

MEETING OF THE POLICY & GOVERNANCE COMMITTEE

A remote meeting of the Policy & Governance Committee will be held in The **Chamber, Mossley Mill on Tuesday 6 October 2020 at 6.30pm.**

All Members are requested to attend the meeting via "Zoom".

To ensure social distancing it is only possible to facilitate 11 Members in the Council Chamber. Priority admission will be given to Committee Members on a first come, first served basis. This does not affect the rights of any Member participating in the meeting.

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

PLEASE NOTE: refreshments will not be available.

For any queries please contact Member Services:

Tel: 028 9034 0048 / 028 9448 1301

memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 ITEMS FOR DECISION

- 3.1 Disability Action Plan 2020-2025
- 3.2 Revised Information Governance Policy
- 3.3 Data Protection Policy
- 3.4 Climate Change Working Group Minutes
- 3.5 Schedule of Meetings Antrim and Newtownabbey Borough Council

4 ITEMS FOR NOTING

- 4.1 Local Government Mental Health and Wellbeing Strategy & Action Plan 2020-2023
- 4.2 Department for Infrastructure - The Private Streets (Northern Ireland) Order 1980 Developments at Temple Hall, Templepatrick and Old Irish Highway, Newtownabbey
- 4.3 Local Government Political Partnership Forum
- 4.4 Agency Update
- 4.5 Elected Member Development Working Group Minutes
- 4.6 Adult Safeguarding Annual Update 2019-2020
- 4.7 NILGA Key Notes Partnership Panel Meeting September 2020

5 ANY OTHER RELEVANT BUSINESS

REPORT ON BUSINESS TO BE CONSIDERED AT THE POLICY AND GOVERNANCE COMMITTEE MEETING ON TUESDAY 6 OCTOBER 2020

3. ITEMS FOR DECISION

3.1 CCS/EDP/10 DISABILITY ACTION PLAN (DAP) 2020–2025

Members are advised that the Council is required to submit a Disability Action Plan (DAP) to the Equality Commission. The DAP is a statement of the Council's commitment to the promotion of equality of opportunity for disabled people and complements its Equality Scheme under Section 75 of the Northern Ireland Act 1998.

The plan is designed to ensure that the Council fulfils its statutory obligations in compliance with Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006) through to 2016.

The Disability Discrimination Act places duties on public authorities, when carrying out their functions, to have due regard to the need to:

- promote positive attitudes towards disabled people; and
- encourage participation by disabled people in public life.

These are collectively referred to as 'the disability duties'.

The draft Disability Action Plan (DAP) 2020–2025 is **enclosed** at appendix 1 for Members information and will be subject to a 12-week consultation period which will commence in November 2020.

The Disability Action Plan (DAP) 2020–2025 has been equality screened and a copy of the screening is **enclosed** at appendix 2.

RECOMMENDATION: that the Disability Action Plan (DAP) 2020–2025 be approved.

Prepared by: Ellen Boyd, Customer Accessibility and Equality Officer

Approved by: Andrea McCooke, Director of Organisational Development

3.2 G/IG/7 INFORMATION GOVERNANCE POLICY

The purpose of the Information Governance Policy is to provide an overview of the Council's approach to Information Governance, a guide to the procedures in use and details about the Information Governance management structures within the organisation. The policy enables the Council to ensure that all information is dealt with legally, fairly, securely, efficiently and effectively. A review of the Council's policy is now required under a two-year review cycle.

The review has identified a small number of minor amendments relating to changes in terminology (eg information sharing protocols now being referred to as Data Sharing Agreements), changes to reporting arrangements and the replacement of the staff intranet by iConnect. The proposed revised policy is enclosed.

RECOMMENDATION: that the revised Information Governance Policy be approved.

Prepared by: Helen McBride, Information Governance Manager

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

3.3 G/IG/7 DATA PROTECTION POLICY

The purpose of the Data Protection Policy is to set out Council procedures to ensure compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). A review of the Council's policy is now required under a two-year review cycle.

The review has identified a small number of minor amendments relating to changes in terminology and changes in organisational structure. The proposed revised policy is **enclosed**.

RECOMMENDATION: that the revised Data Protection Policy be approved.

Prepared by: Helen McBride, Information Governance Manager

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

3.4 G/BCEP/009 CLIMATE CHANGE WORKING GROUP MINUTES

The minutes of the second Climate Change Working Group, which took place on the 8 September 2020, are **enclosed**.

In summary, Members were updated on:

- Climate NI roles and responsibilities
- Council's Climate Change Adaptation Plan
- Actions from previous meeting

RECOMMENDATION: that the minutes of Climate Change Working Group be approved.

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

3.5 A/GEN /13 SCHEDULE OF MEETINGS OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL

The following schedule of dates for Council and Committee meetings are proposed for the period 1 January – 31 December 2021.

Based on COVID restrictions not being relaxed meetings will continue to be held via zoom and in the Council Chamber in Mossley Mill however this is subject to change. All meetings commence at 6:30 pm with the exception of the Planning Committee which will start at 6 pm.

Council / Committee Meetings	Date of Meeting
Operations Committee	Monday 4 January 2021
Policy & Governance Committee	Tuesday 5 January 2021
Community Planning Committee	Monday 11 January 2021
Planning Committee	Monday 18 January 2021
Council Meeting	Monday 25 January 2021
Operations Committee	Monday 1 February 2021
Policy & Governance Committee	Tuesday 2 February 2021
Community Planning Committee	Monday 8 February 2021
Special Council Meeting	Monday 8 February 2021
Planning Committee	Monday 15 February 2021
Council Meeting	Monday 22 February 2021
Operations Committee	Monday 1 March 2021
Policy & Governance Committee	Tuesday 2 March 2021
Community Planning Committee	Monday 8 March 2021
Planning Committee	Monday 15 March 2021
Audit Committee	Monday 22 March 2021
Council Meeting	Monday 29 March 2021
Operations Committee	Monday 12 April 2021*
Policy & Governance Committee	Tuesday 13 April 2021*
Community Planning Committee	Wednesday 14 April 2021
Planning Committee	Monday 19 April 2021
Council Meeting	Monday 26 April 2021
Operations Committee	Tuesday 4 May 2021*
Policy & Governance Committee	Wednesday 5 May 2021*
Community Planning Committee	Monday 10 May 2021
Planning Committee	Monday 17 May 2021
Council Meeting	Monday 24 May 2021*

Council / Committee Meetings	Date of Meeting
Annual Meeting	Tuesday 1 June 2021
Operations Committee	Monday 7 June 2021
Policy & Governance Committee	Tuesday 8 June 2021
Community Planning Committee	Monday 14 June 2021
Planning Committee	Monday 21 June 2021
Audit Committee	Tuesday 22 June 2021
Council Meeting	Monday 28 June 2021
Planning Committee	Monday 19 July 2021
Council Meeting	Monday 26 July 2021
Planning Committee	Monday 16 August 2021
Council Meeting	Monday 23 August 2021*
Operations Committee	Monday 6 September 2021
Policy & Governance Committee	Tuesday 7 September 2021
Community Planning Committee	Monday 13 September 2021
Planning Committee	Monday 20 September 2021
Audit Committee	Tuesday 21 September 2021
Council Meeting	Monday 27 September 2021
Operations Committee	Monday 4 October 2021
Policy & Governance Committee	Tuesday 5 October 2021
Community Planning Committee	Monday 11 October 2021
Planning Committee	Monday 18 October 2021
Council Meeting	Monday 25 October 2021
Operations Committee	Monday 1 November 2021
Policy & Governance Committee	Tuesday 2 November 2021
Community Planning Committee	Monday 8 November 2021
Planning Committee	Monday 15 November 2021
Council Meeting	Monday 29 November 2021
Operations Committee	Monday 6 December 2021
Policy & Governance	Tuesday 7 December 2021
Community Planning Committee	Wednesday 8 December 2021*
Planning Committee	Monday 13 December 2021
Audit Committee	Tuesday 14 December 2021
Council Meeting	Monday 20 December 2021

* Denotes change of date due to bank/public holiday.

RECOMMENDATION: that the 2021 Schedule of Meetings for Antrim and Newtownabbey Borough Council be approved.

Prepared by: Member Services

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

4 ITEMS FOR NOTING

4.1 HR/ER/002 LGSC LOCAL GOVERNMENT MENTAL HEALTH AND WELLBEING STRATEGY AND ACTION PLAN 2020-2023

Members are advised that the Local Government Staff Commission (LGSC) formed the Local Government Health & Wellbeing Group in 2019 with the purpose of sharing best practice.

Partnership working will help us to improve the wellbeing of staff, raise awareness, challenge mental health stigma and contribute to cultures that support attendance and improve understanding.

The membership of the Group was drawn from stakeholder bodies across the local government sector and external stakeholders, and Council Officers contributed to the Strategy development.

The Local Government Health & Wellbeing Strategy and Action Plan 2020-2023 was launched on 10 September 2020 and has been developed to provide a co-ordinated approach to the provision and delivery of mental health and wellbeing initiatives, and to promote positive mental health for all in local government.

A copy of the strategy is enclosed for Members information, and it will complement the Council's own Employee Engagement & Wellbeing Strategy.

Members are reminded that pre Covid we launched an initiative to promote Mental Health First Aid throughout the Council.

As a result, we now have a Mental Health Champion Team comprising of 31 staff and 5 Elected Members.

The workplan for this team will be strengthened to ensure further support during the current uncertain and challenging times when looking after each other and our own mental health is even more important.

To this end, a number of initiatives are planned leading up to World Mental Health Day on 10 October 2020.

RECOMMENDATION: that the report be noted.

Prepared by: Jennifer Close, HR Manager

Approved by: Andrea McCooke, Director of Organisational Development

4.2 G-LEG-325/1 & 325/2 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 DEVELOPMENTS AT TEMPLE HALL, TEMPLEPATRICK AND OLD IRISH HIGHWAY, NEWTOWNABBEY

Correspondence has been received from the Department for Infrastructure advising that streets at the above developments have now been adopted (copy correspondence **enclosed**).

RECOMMENDATION: that the correspondence be noted.

Prepared by: Deirdre Nelson, Paralegal

Approved by: Paul Casey, Borough Lawyer and Head of Legal Services

4.3 G/MSMO/2 LOCAL GOVERNMENT POLITICAL PARTNERSHIP FORUM

Members will recall requesting at the February 2020 Policy and Governance Committee that clarification be provided on the membership of the Partnership Forum along with the potential to nominate a deputy for the current Council representative. Clarification on these matters has now been provided by NILGA.

Local Government Political Partnership Forum Membership

Council	Member	Party
Antrim and Newtownabbey Borough Council	Ald Mark Cosgrove	UUP
Ards and North Down Borough Council	Cllr Robert Adair	DUP
Armagh City, Banbridge and Craigavon Borough Council	Cllr Paul Greenfield	DUP
Belfast City Council	Cllr Geraldine McAteer	SF
Causeway Coast and Glens Borough Council	Ald Tom McKeown	UUP
Derry City and Strabane District Council	Cllr Ruairi McHugh	SF
Fermanagh and Omagh District Council	Cllr Tommy Maguire	SF
Lisburn and Castlereagh City Council	Cllr John Palmer	UUP
Mid and East Antrim Borough Council	Ald Billy Ashe MBE	DUP
Mid Ulster District Council	Cllr Kerri Hughes	SDLP
Newry, Mourne and Down District Council	Cllr Robert Burgess	UUP

In line with the Standing Orders of the Forum;

"Each council may nominate via the Joint Secretariat a Councillor to serve as a member to the Panel, together with a formal alternate to ensure input as far as reasonably possible."

A 'formal alternate' refers to a substitute ie someone on standby to cover if the nominated member cannot attend. This is not an additional position of responsibility and therefore is the responsibility of the relevant Party to decide. As the Council's position is currently held by Alderman Mark Cosgrove, it is the UUP's decision to appoint a formal alternate.

RECOMMENDATION: that the report be noted.

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

4.4 HR/HR/019 AGENCY 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 **enclosed** at appendix 1 provides an update for Members on the use of agency staff as at August 2020, compared to August 2019. It excludes limited ad-hoc agency cover, which is necessary to provide operational cover, at short notice.

The expenditure on agency workers in August 2020 is **enclosed** at appendix 2.

The cost of agency staff has decreased for the period of 1 April 2020 to 31 August 2020 at 4% of all staffing costs compared to 7% for the same period last year. Agency expenditure has significantly reduced following the release of agency workers in May 2020.

RECOMMENDATION: that the report be noted.

Prepared by: Victoria Stewart, Human Resources Administrator

Agreed by: Jennifer Close, Human Resources Manager

Approved by: Andrea McCooke, Director of Organisation Development

4.5 G/MSMO/27 ELECTED MEMBER DEVELOPMENT WORKING GROUP MINUTES

Members are advised that the Elected Member Development Working Group took place on 2 March 2020 and 7 September 2020.

The minutes of the meetings are **enclosed** for Members' information.

RECOMMENDATION: that the report be noted.

Prepared by: Fiona Gunning, Organisation Development Officer

Approved by: Andrea McCooke, Director of Organisation Development

4.6 HR/SG/001 ADULT & CHILD SAFEGUARDING ANNUAL UPDATE REPORT

Context

The purpose of this report is to provide Members' with an update on safeguarding matters for the period April 2019 to March 2020.

Annual Update

The Adult and Child Safeguarding Update Report for April 2019 to March 2020, is enclosed at Appendix 1 for Members' information.

Throughout 2019/20, the Council's Safeguarding Manager attended quarterly meetings of the Local Government Safeguarding Network which provided an opportunity to share best practice across Councils.

To support Adult Safeguarding, the Council's Environmental Health Department (Health and Wellbeing Team) is a key partner in the Antrim and Newtownabbey Multi Agency Support Hub. This Hub, established in 2017, has representatives from a range of statutory agencies who work collaboratively to address complex needs of vulnerable individuals. The Support Hub has a representative from the Northern Health & Social Care Trust (NHSCT) to deal with Adult Safeguarding issues/referrals.

During 2019/20 there have been eight reported adult safeguarding concerns. Two of these cases were referred through the Support Hub for onward help, four were referred to the Northern Trust Adult Gateway Team and two did not require a referral.

The Council has been recognised for its ongoing work in preventing harm and protecting adults at risk through the re-attainment of the Platinum Workplace Charter Award from Onus in relation to Domestic Violence in October 2019.

In partnership with ONUS six staff completed the ONUS Safe Place Awareness online webinar which was an alternative to the classroom sessions and positive feedback has been received.

In 2019-2020, there have been ten reported incidents relating to concerns about children with four reported to the Northern Trust Children's Gateway Team and one incident reported to the PSNI. The remaining five incidents were resolved internally and in liaison with parents.

In the year ahead we will continue to implement the Safeguarding Action Plan enclosed at Appendix 2. In addition, we will work in partnership through the Support Hub and with ONUS to raise awareness to importance of safeguarding matters particularly at this challenging time with the impact of the Coronavirus on relationships in the home.

Adult and Child Safeguarding refresher training for all staff and Elected Members was last provided for in 2017. The following training will be delivered from October 2020 to March 2021:

- Level 1 Adult and Child Safeguarding training for all staff and Elected Members online via the Council's learning portal.
- Level 2/3 will be delivered online by INEQE for Regulated posts and for Designated Safeguarding Officers.
- Further Safeplace Awareness webinars to be attended by staff in Safeplace locations.

RECOMMENDATION: that the report be noted.

Prepared by: Jennifer Close, HR Manager (Safeguarding Manager)

Approved by: Andrea McCooke, Director of Organisational Development

**4.7 CE/OA/005/VOL2 NILGA PARTNERSHIP PANEL MEETING KEY OUTCOMES NOTE,
16 SEPTEMBER 2020**

Members are advised that NILGA has circulated the Key Outcomes Note from the September 2020 Partnership Panel Meeting and a copy is **enclosed** for Members' information.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive