



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD AT MOSSLEY MILL ON WEDNESDAY 5 MAY 2021 AT 6.30 PM

In the Chair: Alderman P Brett

Members Present: Aldermen - F Agnew and P Michael
Councillors – H Cushinan, S Flanagan, L Irwin, N Kelly,
A McAuley, N Ramsay, S Ross, M Stewart and R Wilson

Non Committee Members: Councillors – A Bennington and B Webb

In Attendance: Sarah Simpson - Translink Business Change Manager for Zero Emissions
Brian Elliott – Translink Technical Manager
William McGookin - Translink Head of Ticketing Technology
David Graham – Translink Business Change Manager – Ticketing
Graeme Smyth – Translink Public Affairs and Project Communications Officer

Officers Present: Deputy Chief Executive of Finance & Governance – S Cole
Director of Organisation Development – A McCooke
Head of Internal Audit – P Caulcutt
Head of Corporate Recovery – L Johnston
Head of Waste Management – M Lavery
ICT Helpdesk Officer – J Wilson
Member Services Officer – S Boyd

CHAIRPERSON'S REMARKS

The Chairperson welcomed Members to the May Meeting of the Policy and Governance Committee, and, reminded all present of recording requirements.

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to physically attend the meeting. The public and the press can access those parts of the meeting which they are entitled to attend via live stream (a link to which is on the Council website). The meeting minutes and audio recording would be published on the Council's website.

1. APOLOGIES

Councillor P Hamill

2. DECLARATIONS OF INTEREST

None

3. PRESENTATION

3.1 PRESENTATION BY TRANSLINK

The Chairperson welcomed representatives from Translink to the meeting via Zoom.

Graeme Smyth (Public Affairs and Project Communications Officer), Sarah Simpson (Business Change Manager for Zero Emissions), Brian Elliott (Technical Manager), William McGookin (Head of Ticketing Technology) and David Graham (Business Change Manager – Ticketing) provided Members with an overview of Translink's plan to Decarbonise Public Transport in Northern Ireland, and Future Ticketing, and responded to Members' questions.

Following a question from a Member, Translink's Public Affairs and Project Communications Officer to note and link with Railway to provide further information in relation to the status of Electric trains.

The Chairperson and Members thanked Translink for their presentation and they left the meeting.

4. ITEMS FOR DECISION

4.1 FI/AUD/4 ANTI-FRAUD AND CORRUPTION POLICY

Members were reminded that the Council has an Anti-Bribery Policy which was implemented in April 2015 and updated in March 2019.

In line with the Council's Policy Framework, Officers have undertaken a review of this Policy (circulated) in order to ensure the contents are consistent with current guidance. The revised Policy has been reviewed and approved by the Corporate Leadership Team in March 2020.

A number of minor amendments had been made to the Policy (highlighted in red). This included correct referencing to other recently reviewed Council Policies.

The Council is committed to the prevention of fraud and corruption and the promotion of an anti-fraud culture. The Council operates a zero tolerance attitude to fraud and corruption, whether from internal or external sources and requires staff and individuals / organisations to act with honesty and integrity, to safeguard public resources and to report all suspicions of fraud and corruption.

The Anti-Fraud and Corruption Policy defines the three main offences of fraud, as set out in the Fraud Act 2006. These are:

- Fraud by false representation
- Fraud by failing to disclose information
- Fraud by abuse of position

The Policy also provided details of the anti-fraud and corruption roles and responsibilities of all levels throughout the Council. It provided detailed guidance on fraud prevention, detection and investigation as well as a guideline for reporting suspicions of fraud or corruption.

The Anti-Fraud and Corruption Policy had been screened for the need for an Equality Impact Assessment (EQIA) and it was decided that an EQIA was not recommended.

The Policy had also been screened for the need to carry out a Data Protection Impact Assessment (DPIA) and it was decided that a DPIA was required due to the combining, comparing or matching of personal data from multiple sources during an investigation.

Completion of the DPIA had indicated that all necessary steps had been taken to ensure that the data is held securely and so processing can proceed. The DPIA would be kept under review by the Head of Internal Audit.

Proposed by Councillor Wilson
Seconded by Councillor Kelly and agreed

that the Anti-Fraud and Corruption Policy be approved.

ACTION BY: Paul Caulcutt, Head of Internal Audit

4.2 FI/AUD/4 ANTI-BRIBERY POLICY

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A number of minor amendments had been made to the Policy (highlighted in red). This included correct referencing to other recently reviewed Council Policies.

The Bribery Act 2010 makes bribery a criminal offence. As such, as a Council, we do not, and will not, offer or pay bribes or other improper inducements for any purpose, nor do we or will we, accept bribes or improper inducements such as gifts or hospitality.

The Anti-Bribery Policy sets out the Council's commitment to the prevention, deterrence and detection of bribery. It also provides a framework to enable

employees to understand and implement arrangements enabling compliance with the Policy and to identify and effectively report potential breaches.

The Council will assess the risk of bribery through Anti-Bribery Risk Assessments that will be completed bi-annually as part of the Management Assurance process. Where the risk of bribery is considered to be high, appropriate action will be taken by management to reduce the level of risk.

The Anti-Bribery Policy had been screened for the need for an Equality Impact Assessment (EQIA) and a Data Protection Impact Assessment (DPIA). Both an EQIA and a DPIA were not recommended.

Proposed by Councillor Wilson
Seconded by Councillor Ramsay and agreed

that the Anti-Bribery Policy be approved.

ACTION BY: Paul Caulcutt, Head of Internal Audit

4.3 G-LEG-118/15 DFI LAND DISPOSALS – 131 SHORE ROAD, NEWTOWNABBEY

Members were advised that correspondence had been received from the Department for Infrastructure (Dfi) concerning the proposed disposal of land at 131 Shore Road, Newtownabbey. A copy of the correspondence and map was circulated for Members' information.

The Council has no apparatus within the lands and officers had no objections to the disposal.

Dfi Roads were requesting comments in relation to this proposal and had granted Council an extension until after 13 April to make any comments on this matter.

Proposed by Councillor Wilson
Seconded by Councillor Flanagan and agreed

that the Department be advised that the Council has no apparatus within the lands and no objections to the disposal.

ACTION BY: Deirdre Nelson, Paralegal

4.4 G-LEG-321/13 INISHMOYNE GREEN, ANTRIM - PROPOSED STOPPING-UP ORDER

Members were advised that correspondence had been received from the Department for Infrastructure (Dfi) proposing to carry out a stopping-up of the roadway at Inishmoyne Green, Antrim under Article 68(1) of the Roads (Northern Ireland) Order 1993. A copy of the correspondence and map were circulated for Members' information.

Council has no interest in the lands and officers had no issues with this proposal.

DfI Roads were requesting comments in relation to this proposal and have granted Council an extension after 13 April to make any comments on this matter.

Proposed by Councillor Kelly
Seconded by Councillor Brett and agreed

that a response be sent to DfI Roads advising that Council is in agreement with the proposal.

ACTION BY: Deirdre Nelson, Paralegal

4.5 G/BCEP/009 CLIMATE CHANGE WORKING GROUP MINUTES

The minutes of the fourth Climate Change Working Group, which took place on the 2 March 2021, were circulated.

In summary, Members were updated on:

- Energy Strategy and Plans
- Actions from previous meeting
- Draft Climate Change Action Plan circulated and associated strategic objectives.

The action plan is a dynamic document providing short, medium and long term activity which will evolve over time. The plan focusses on both Organisational Actions and Local Actions and is based around 5 strategic cross cutting objectives to reduce Council emissions and protect the Borough from the effects of Climate Change.

The Strategic Objectives are as follows:

1. Reduce emissions from the Council estate and operations
2. Reduce consumption of resources, increasing recycling and reducing waste and encouraging behavioural change
3. Reducing emissions from transport by promoting sustainable transport, reducing car travel and encouraging behaviour change
4. Reducing energy consumption and emissions from homes and businesses in the Borough and tackling fuel poverty, by promoting energy efficiency measures, sustainable construction, renewable energy sources and behavioural change
5. Enhancing and protecting biodiversity on Council property and seeking to influence good biodiversity practice in all our activities

The Working Group agreed the objectives and the action plan (circulated) and that these be approved by the Policy and Governance Committee.

Members considered to publishing the Climate Change Action Plan as a Corporate Document.

Proposed by Councillor Ross
Seconded by Councillor Wilson and agreed

that

1. **the draft Climate Change Action Plan and the 5 strategic objectives be approved and that this Action Plan be published as a Corporate Document;**
2. **the minutes of the Climate Change Working Group be approved.**

ACTION BY: Liz Johnston, Head of Corporate Recovery

4.6 G-LEG-238 LOCAL GOVERNMENT BOUNDARIES REVIEW

Correspondence had been received from the Local Government Boundaries Commissioner for Northern Ireland (circulated) with a view to offering a virtual information session for members.

The role of the Local Government Boundaries Commissioner is to review and make recommendations in respect of the number, boundaries and names of local government districts and the number, boundaries and names of the wards into which each district is divided.

The Review process may result in recommendations for any change to boundaries and names of the existing 11 Council areas and the number, boundaries and names of the wards within these.

The milestone timetable was as follows:

- | | |
|---|----------------------|
| • Enumeration date | 4 January 2021 |
| • Confirmation from the Commissioner that the statutory process is underway and launch of LGBC website | February 2021 |
| • Preparation of provisional proposals, data analysis, mapping | February – May 2021 |
| • Launch of public consultation on provisional Proposals | June 2021 |
| • Public hearings with Assistant Commissioners | August 2021 |
| • Close of Public consultation on provisional proposals | August 2021 |
| • Analysis of public hearing reports and representations made to the commissioner on Provisional Proposals. | |
| • Preparation of Final proposals | Sept – November 2021 |
| • Launch of public consultation on Final proposals | December 2021 |
| • Close of public consultation on final proposals | February 2022 |

Proposed by Councillor Kelly
Seconded by Councillor Ramsay and agreed

that a virtual information session with the Local Government Boundaries Commissioner be requested.

ACTION BY: Elaine Keenan, Legal Services Officer (Solicitor)

4.7 CCS/REG/16, CCS/REG/15, CCS/REG/6, CCS/REG/17 APPLICATION FOR RENEWAL OF PREMISES FOR CIVIL MARRIAGE / CIVIL PARTNERSHIP CEREMONIES

Under the terms of the Marriage (NI) Order 2003 and the Civil Partnership Act (2004), the Council has the responsibility to approve appropriate applications for Place Approvals for Civil Marriages and Civil Partnerships. Approvals last for 3 years and renewal applications had been received from:

Clotworthy House & Antrim Castle Gardens
Breckenhill, Ballyclare
Shanes Castle, Antrim
Old Courthouse, Antrim

for the re-approval of an area at the specified premises.

Part of the process requires that a Notice of Interest be displayed for a three-week period in a prominent place at the complex to allow for public objection.

No objections had been received to any of the notifications to apply for Place Approval and the premises had been formally inspected and no problems had been found with regard to the application.

Clotworthy House & Antrim Castle Gardens
Oriel Gallery
Massereene Room
Large Parterre

Breckenhill
Stone Barn
Green Barn
Drawing Room
Garden

Shanes Castle
Carriage Room to include patio and lawn

Old Courthouse
Theatre

Proposed by Councillor Irwin
Seconded by Councillor Flanagan and agreed

that the named premises are re-approved to hold Civil Marriages under the terms of the Marriage (NI) Order 2003 and Civil Partnerships under the Civil Partnership Act (2004).

ACTION BY: Emma Thompson, Registrar

5. ITEMS FOR INFORMATION

5.1 G-LEG-325/6, 325/7, 325/8 & 325/9 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 – DEVELOPMENTS AT CORNMILL, ANTRIM; LONGLANDS AVENUE, NEWTOWNABBEY; GLENWELL MEADOWS, GLENGORMLEY AND DUNDROD ROAD, ANTRIM

Correspondence had been received from the Department for Infrastructure (DfI) advising that streets at the above developments had now been adopted by DfI Roads (copy correspondence circulated).

Proposed by Councillor Irwin
Seconded by Councillor Ross and agreed

that the correspondence be noted.

ACTION BY: Deirdre Nelson, Paralegal

5.2 HR/HR/019 AGENCY STAFF UPDATE

Members were 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 provided an update for Members on the use of agency staff as at March 2021 as compared to March 2020. It excluded limited ad-hoc agency cover, which is necessary to provide operational cover, at short notice (Appendix 1 circulated).

Appendix 2 (circulated) set out expenditure on agency workers in March 2021.

The cost of agency staff had decreased for the period of 1 April 2020 to 31 March 2021 at 3.9% of all staffing costs compared to 6% for the same period last year. Agency expenditure had significantly reduced following the release of agency workers in May 2020.

Proposed by Councillor Wilson
Seconded by Alderman Agnew and agreed

that the report be noted.

NO ACTION

5.3 CCS/EDP/023 DEAF FRIENDLY COUNCIL

Members were advised that a motion was approved at the March Council meeting whereby the Council would commit to being a Deaf Friendly Council and undertook to;

- Ensure all council services are accessible to those who are Deaf,
- Commit to providing signing on social media videos to highlight important events and announcements within the Council area,
- Promote the introduction of Sign Courses for staff,
- Appoint a Deaf Champion within the Council,
- Commit to working with neighbouring Councils and Deaf organisations to promote Deaf awareness.

Through the implementation of our current Disability Action Plan we had committed to removing barriers which disabled people face in accessing Council venues, events, and services.

Building upon the success of a number of adjustments we had already established to promote inclusion within the Deaf community, it was proposed that we become a Deaf Friendly Council. This would further communicate our support by formally adopting the Charter for British Sign Language (BSL) and Irish Sign Language (ISL).

The Charter includes the pledges below which we aimed to achieve:

- Consult formally and informally with the local Deaf community on a regular basis to gain an improved understanding of their needs
- Improve access for Deaf people to the Council's information and services by exploring their needs further
- Support Deaf children and families in the Borough to live a more fulfilled life

The table below summarised the activity, timelines and cost related to becoming a Deaf Friendly Council.

<u>Phase 1</u>	<u>Phase 2</u>
<ul style="list-style-type: none"> ▪ Formally signing up to the Charter ▪ Initial audit of services/ provision for the Deaf community ▪ Analysis of potential gaps and opportunities ▪ Co-ordinate workshop with the local Deaf community ▪ Staff workshop to brainstorm on potential improvements 	<ul style="list-style-type: none"> ▪ Achievement of Action Plan ▪ Working Group meetings with staff and local Deaf community ▪ Establishment of a Deaf Forum ▪ BSL/ ISL staff training ▪ Review of Action Plan and progress report ▪ Achievement of Charter

<ul style="list-style-type: none"> ▪ Action Plan development ▪ Sharing of BDA resources and content on social media 	
Monitoring and Ongoing Support (annual contract)	
Total Cost - £8,100	

Proposed by Councillor Wilson
 Seconded by Alderman Agnew and agreed

that the report be noted.

NO ACTION

5.4 CCS/EDP/7 QUARTERLY SCREENING REPORT AND RURAL SCREENING

Members were 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 had been screened between January to March 2021.

POLICY	SCREENING DECISION
Emergency Planning – New Pandemic Plan	1
Risk Management Strategy	1
Provision of Bicycle Stands	1
Review of Waste Collection Policy	1
Centenary of Northern Ireland	1
Policy to Support Direct Investment	1
Policy to Support the Development and Refurbishment of Workspace	1

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

Proposed by Councillor Wilson
 Seconded by Alderman Agnew and agreed

that the quarterly screening report be noted.

NO ACTION

5.5 G-LEG-325/10 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 – DEVELOPMENT AT THE SQUARE, BALLYCLARE

Correspondence had been received from the Department for Infrastructure (Dfi) advising that streets at the above development had now been adopted by Dfi Roads (copy correspondence circulated).

Proposed by Councillor Wilson
Seconded by Alderman Agnew and agreed

that the correspondence be noted.

ACTION BY: Deirdre Nelson, Paralegal

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Irwin
Seconded by Councillor Wilson and agreed

that the following Committee business be taken In Confidence and the livestream and audio recording would cease.

6. ITEMS IN COMMITTEE

6.1 IN CONFIDENCE FI/FIN/047 REMOTE WORKING

Background

In December 2020, the Audit Committee requested a report on the benefits of remote working. This was as a result of improved prompt payments and staff absence information provided to the Audit Committee.

Prompt Payment Performance

The latest prompt payment statistics showed that for 2020/21 to date, on average 90% of invoices had been paid within 30 days and 76% of invoices have been paid within 10 days. This represented an improvement in performance over the 2019/20 average of 86% within 30 days and 69% within 10 days.

Although the improvement in performance was welcomed, there had been a 45% reduction in the volume of invoices that had been received by the Council during the year.

Staff Absence

The latest staff absence figures for the Council (to end of January 2021) showed that on average 6.68 days per employee were lost due to absence. This was a decrease of 31% over the end of January 2020 absence, where 9.69 days were lost.

As with the prompt payment performance, this improvement in staff absence was positive, but must be considered in conjunction with the fact that 56% of the Council's workforce is either on Furlough (42%) or working from home (14%).

This could be further supported with the significant increase in the number of employees who have had 100% attendance in the year, increasing to 84% from 64%. In addition, a significant number of staff had also been self-isolating from time to time.

As part of the Council's recovery strategy, it was proposed that staff will incrementally return to the office as and when it is safe to do so.

This proposal was in keeping with the Northern Ireland Executive's Pathway Out of Restrictions, where Phase 3 of the Work Pathway begins the phased return to on-site and office spaces.

In addition to the compliance with the Northern Ireland Executive's Pathway Out of Restrictions, the following matters had also been considered:

- There is a significant cost associated with operating the Civic Buildings (Mossley Mill: £1m; Antrim Civic Centre: £0.5m). This cost is still borne by the Council regardless of whether the buildings are occupied or not. Civic Buildings also support conference facilities, tenants and catering franchises and it is planned to reinstate these activities in Civic Buildings once it is safe to do so, which will also support economic growth and local jobs.

It would not be appropriate or be of value to the ratepayer to have Civic Buildings that are underutilised.

- The Council's Recovery Plan focuses on the economic recovery of the Borough, through town centre regeneration, stimulating business activity and improving prosperity by supporting retail growth. This economic recovery objective also fits with the Council's Strategic Objective of growing businesses in our Borough.

Bringing staff back to office space, both in Mossley Mill and Antrim Civic Centre, will assist in delivering this objective. This will introduce increased footfall and spend in local areas, through travel to and from work and during lunch breaks, etc.

- The Health and Wellbeing of our staff, both physical and mental, is important. It is accepted that the current restrictions have had a detrimental impact on everyone's Health and Wellbeing. Staff returning to office spaces, facilitated by children returning to schools, will introduce a sense of 'normality' as well as re-establish the social interactions of the working environment that have been missing over the last year.
- The majority of Council staff are deployed within operational services. Working from home is not an option for these staff members and would only be feasible for office based, support staff.

There would be a perceived equality implication if Council introduced working from home arrangements for office based staff only.

Climate Change

During COVID Officers made extensive use of technology to conduct business meetings. As we recover Council services this way of working will continue and will assist to achieve the objectives as set out in the Climate Change Action Plan.

Within the Climate Change Action Plan, there is an action addressing business mileage and the reduction in Greenhouse Gas Emissions

- 1. Reduce Grey Fleet Travel** - Encourage use of zoom/teams for meetings between sites - promotional campaign to be developed

This action is linked to Climate Change objectives 1&3.

Objective 1: Reducing emissions from the Council estate and operations

This objective focuses on the Greenhouse Gas (GHG) emissions from our operations, fleet and estate. The main components being the procurement of electricity, gas and vehicle fuel. It will also include the energy efficiency of our estate and the fuel consumed through business miles.

Objective 3: Reducing emissions from transport by promoting sustainable transport, reducing car travel and encouraging behavioural change.

Transport is likely to be the largest component of our Borough's carbon footprint and continues to present a risk to the success of the national strategies aimed at reducing GHG. This objective will focus on the opportunities for both the Council, businesses and the wider community

Data collected from the Council's management information system to date indicates that the number of business miles has reduced by 51% in the 11 month period from last year 2019/20. This has resulted in a 54% reduction in the cost of mileage and an estimated 51% decrease in Co2 emissions.

Council will continue to use all available technology (including Zoom and Teams) to conduct business meetings going forward to ensure that these reductions achieved can be maintained. An associated saving will also be the time used by officers travelling between sites to attend meetings. A comprehensive report on performance against Climate Change actions will be provided on a regular basis for Elected Members.

Summary

1. The Council has continued to deliver all essential Council services to rate payers during the pandemic.
2. The improvement in prompt payment performance is directly linked to the 45% reduction in volume of invoices received during the year.

3. The improvement in absence figures is directly linked to the large number of staff on Furlough, self-isolating or on other COVID-19 related absence, rather than remote working.
4. The Council anticipates an incremental return to office based work once the Northern Ireland Executive's Pathway Out of Restrictions permits this. This will maximise the utilisation of our Civic Buildings and assist the economic recovery of our Town centres.
5. Council will continue to hold virtual business meetings post COVID to ensure the financial savings and Co2 emissions reductions can be sustained in the longer term in line with Climate Change objectives.

Proposed by Alderman Brett
Seconded by Councillor Flanagan and agreed

that

- 1) staff incrementally return to the office as and when it is safe to do so, in line with the NI Executive's pathway out of restrictions;**
- 2) Business meetings continue to be held virtually if possible to address objectives within the Climate Change Action Plan.**

It was noted that Councillor Wilson abstained.

ACTION BY: Sandra Cole, Deputy Chief Executive of Finance and Governance

6.2 IN CONFIDENCE CD/GEN/003 STRATEGIC ASSET MANAGEMENT, LAND AT CHURCH ROAD, RANDALSTOWN

Members were reminded that at the November 2020 Community Planning Committee following a request from a local resident to purchase Council owned land on Church Road, Randalstown, it was decided that the land be retained pending the publication of the new Local Development Plan.

It was also reported that valuations had been undertaken for a range of potential options as detailed below.

Option 1: [REDACTED]

Option 2: [REDACTED]

Option 3: [REDACTED]

Members were further reminded that the land has a restrictive covenant, which means that it cannot be used for any purpose other than a community recreational area. Legal Services had advised that it may be possible to remove this covenant and would await the decision of Members regarding the

options for land prior to taking this forward. The land at present is leased on a yearly basis for grazing.

Since this initial request and subsequent report to Council in November 2020, Members were advised that a further request (circulated) had been made by another local resident to rent part of the site. The resident's proposal was to set up a community group to provide allotments and polytunnels for local residents. It was not currently known where the funding to establish the facilities would come from but it was apparent that the intended Community Group was yet to become established.

Proposed by Councillor Ramsay
Seconded by Alderman Agnew and agreed that

- i. the correspondence be noted; and**
- ii. the request be revisited following the publication of the Local Development Plan.**

ACTION BY: Neil Luney, Capital Development, Community Planning

6.3 IN CONFIDENCE HR/LD/014 CHIEF EXECUTIVE PERFORMANCE APPRAISAL

Members were reminded that it was agreed that the Group Leaders Forum would conduct the Performance Appraisal of the Chief Executive and that any concerns or issues would be reported to Council.

Objectives for 2019/20 and 2020/21 were considered and the Chief Executive's End of Year Performance Appraisal was completed on 22 April 2021.

Proposed by Councillor Wilson
Seconded by Councillor Flanagan and agreed

that the report be noted.

NO ACTION

The Chairperson took the Supplementary report at this point of the meeting.

6.4 IN CONFIDENCE HR/ER/010 STAFFING MATTERS - RECRUITMENT UPDATE

Members were advised that the recruitment exercise will soon commence to fill the vacant post of Director of Community Planning and Director of Organisational Development. It was expected that the recruitment exercise will conclude in late July, and Members were reminded that interim structures are in place until the roles are filled.

As normal, the recruitment of these roles would be conducted in line with the Local Government Staff Commission's Code of Procedures on Recruitment and Selection, with the recruitment panel comprising of the Mayor, Deputy Mayor, Chief Executive, Director and Professional Assessor.

Proposed by Councillor Kelly
Seconded by Alderman Brett and agreed

that the report be noted.

NO ACTION

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Flanagan
Seconded by Councillor Irwin and agreed

that the remainder of Committee business be taken in Open Session.

The Chairperson advised that audio-recording would recommence at this point.

The Chairperson thanked and paid tribute to the Director of Organisation Development, Andrea McCooke, on behalf of Members, for her dedication, professionalism and service to Council during the past 29 years, and wished her much success in the future, and in her new role.

The Director of Organisation Development thanked current and past Chairpersons, and Vice Chairpersons whom she had worked with over her time with Council and for the opportunities during her time and wished everyone all the best for the future.

As it was his last meeting as Chair, the Chairperson further thanked the Vice Chairperson, Councillor Kelly and Members of the Policy & Governance Committee for their hard work and dedication to the Committee over the past year.

There being no further Committee business, the Chairperson thanked everyone for their attendance and the meeting concluded at 7.40 pm.

MAYOR

Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.