



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE
COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 3 DECEMBER 2019
AT 6.30 PM**

In the Chair: Councillor P Dunlop

Members Present: Alderman F Agnew
Councillors – S Flanagan, M Goodman, P Hamill, N Kelly,
N McClelland, M Magill, V Robinson, B Webb and R Wilson

**Non Committee
Members:** Councillor A Bennington

Officers Present: Director of Finance & Governance – S Cole
Director of Organisation Development – A McCooke
Legal Services Officer (Solicitor) – E Keenan
Head of Finance – J Balmer
Head of ICT – G Smyth
Management Accountant - R Murray
Systems Support Officer – C Bell
Member Services Officer – S Boyd

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the December Meeting of the Policy and Governance Committee and reminded all present of recording requirements.

1. APOLOGIES

Alderman D Kinahan
Councillors – V McAuley and P Michael

2. DECLARATIONS OF INTEREST

Item 5.9 - Councillor B Webb

3. PRESENTATION

3.1 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2020/21

An update on the 2020/21 Estimates for the Finance and Governance department was presented at the meeting.

Officers responded to a number of Members' queries and agreed to provide clarification where requested.

ACTION BY: Sandra Cole, Director of Finance and Governance

4. ITEMS FOR DECISION

4.1 G/LEG/291 SOCIETY LOTTERY APPLICATIONS

Members were reminded that Society Lottery applications are processed and approved in accordance with the Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985. The legislation stipulates that a society must register their lottery with their local district council. Hence all applications are processed by the Legal Services department within Council, who ensure all applications comply with the stated statutory requirements. The views of the Police Service of Northern Ireland are also sought with each application.

At present, once all due diligence checks are complete, society lottery applications are brought to Council for consideration and approval.

Under the Council's Scheme of Delegation, the Head of Environmental Health has delegated authority to make decisions in relation to the Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985. It was therefore proposed that all future applications will continue to be processed by Legal Services, who will carry out all due diligence checks. Once these are complete, all applications would then be forwarded to the Head of Environmental Health, who would make the decision to approve the application.

Proposed by Councillor Robinson
Seconded by Councillor Kelly and agreed

that decisions regarding Society Lottery applications be dealt with by the Head of Environmental Health as delegated under the Council's Scheme of Delegation.

ACTION BY: Deirdre Nelson, Paralegal

4.2 G/LEG/291-30 SOCIETY LOTTERY APPLICATION – ST COMGALLS GAC

An application had been received from St Comgall's GAC, Antrim to hold a weekly Society Lottery at either Ruby's Bar, Antrim; Madden's Bar, Antrim; or Barney's Bar, Antrim to support the running costs of the club. The location of the weekly lottery draw would alternate each week between the aforementioned venues and would be held every Tuesday for one year.

The application had been sent to the PSNI to seek their views.

Proposed by Councillor Kelly

Seconded by Councillor McClelland and agreed

that, subject to the PSNI having no objection to the Society Lottery, Members approve issuing a licence for the lottery.

ACTION BY: Deirdre Nelson, Paralegal

Alderman Agnew left the meeting.

4.3 ICT/GEN/020 CYBER SECURITY – PASSWORD POLICY

A copy of the revised Password Policy was circulated for consideration.

The policy had been developed based on the guidance of the National Cyber Security Centre and had a number of significant changes to how ICT wish to implement passwords for logging onto the Council's network.

The most significant changes are outlined below:

- Password would change to a phrase rather than a word and number – eg “Mary had a little lamb”
- Passwords would no longer expire every 30 days

Best practice guidance suggested that the use of a passphrase rather than a password, is much more difficult to compromise.

Guidance also suggested that the regular changing of passwords provides no increase in security.

All staff and Members would be affected by this change, however ICT intend to roll the changes out in stages to minimise disruption.

Cyber Security User Awareness

In addition to the introduction of the revised Password Policy, ICT intended to invest in an online training solution that would provide the Council with the capability of running simulated email phishing campaigns and then delivering end user training. This would allow us to measure the level of cyber security awareness across the organisation and target specific users/groups if required.

The Cyber Security Awareness Training would significantly reduce staff's overall susceptibility to phishing and other human-centric cyber-attacks. This would significantly reduce the organisation's risk of falling victim to a successful data breach.

The Corporate Leadership Team had reviewed and agreed this approach.

In response to Councillor Webb's question relating to the length of the passphrase required, the Head of ICT advised that this was based on having taken guidance from the National Cyber Security Centre. He advised that the change would be implemented in stages so that disruption to Members would be minimal.

Proposed by Councillor Flanagan
Seconded by Councillor Goodman and agreed that

- 1. the revised Password Policy be approved; and,**
- 2. the introduction of Cyber Security Awareness Training be noted.**

ACTION BY: Graham Smyth, Head of ICT

4.4 CCS/EDP/17 DISABILITY ACTION PLAN (DAP) 2016–2020: PILOT MOBILOO SERVICE LEVEL AGREEMENT

Members were reminded that at the recent Corporate Planning Workshop it was agreed to further promote and use the services of Mobiloo.

Mobiloo makes our events more accessible for those that require adequate toilet and changing facilities to meet their needs.

The main benefits of using the Mobiloo service include:

- supporting independent living
- improving social inclusion
- promoting positive mental health and wellbeing
- providing full inclusion at all council events (small or larger scale)
- providing an additional social media platform for greater awareness raising
- social and economic benefits to businesses and the community

A service level agreement can be agreed with Mobiloo to further use its services to meet the needs of those with complex disability or medical needs.

There are approximately 50 Council events programmed annually and at present Mobiloo have been hired to attend 20 events at a cost of £360 per day, totalling £7200.

To expand the use of this service further, it was proposed to pilot an annual agreement with Mobiloo for all Council events at a total cost of £15k per annum. This would secure a designated Council branded Mobiloo, exclusively for our use.

It would also provide the Council with the opportunity to expand on further use of the Mobiloo as appropriate (eg offer the use of Mobiloo for birthday party bookings at facilities that do not have equivalent changing/toilet facilities).

Officers would also ensure that more is done to better promote Mobiloo at Council events.

Proposed by Councillor McClelland
Seconded by Councillor Magill and agreed

that an annual contract be established with Mobiloo at a cost of £15k per annum.

ACTION BY: Ellen Boyd, Customer Accessibility Officer

5. ITEMS FOR NOTING

5.1 G-LEG-308 DEPARTMENT FOR INFRASTRUCTURE – PROPOSED AMENDMENT TO WAITING RESTRICTIONS AT CHURCH STREET AND FOUNTAIN STREET, ANTRIM

A request was received from the Department for Infrastructure (DfI) in February 2019 relating to a proposed change to waiting restrictions at the above location. Council resolved in February 2019 to write to the Department *recommending retention of existing times and days and requesting that the Loading and Unloading Not Permitted restriction be excluded. In addition, the correspondence to include a request that the parking restriction signs be reinstated.*

Further correspondence has been received from the Department dated 7th November 2019. The more recent proposal is substantively the same as the original proposal, save for the additional disabled space is proposed to be situated outside 2 Fountain Street (clarified by DfI). A copy of the letter and plan showing the proposed locations was circulated.

The Department indicated that a notice to this effect would be published in local papers with a 3 week period for objection following the date of publication. As the Council has already communicated its position to the substantive request, no further action is required by the Council at this time.

Proposed by Councillor Kelly
Seconded by Councillor Robinson and agreed

that Members note the updated correspondence.

NO ACTION

5.2 G/MSMO/41 MEMBERS' ATTENDANCE AT MEETINGS

Members were advised that, during the previous term of Council, it was agreed that attendance records for each of the Council and Committee meetings be summarised on a six monthly basis (June-November) and published on the Council's website.

The circulated summary sheet showed the total attendance for the period 13 May 2019 to 30 November 2019, extended to seven months to include the

meetings in the month of the election.

Proposed by Councillor Hamill
Seconded by Councillor Magill and agreed

that the summary sheet recording Members' attendance for each of the Council meetings; and Committee Member attendance for each of the Committee meetings for the period from 13 May 2019 to 30 November 2019 be noted.

NO ACTION

5.3 HR/ER/002 LOCAL GOVERNMENT STAFF COMMISSION, EZINE ISSUE 1

Members were advised that The Local Government Staff Commission has published the first Issue of its Ezine Newsletter, a copy of which was circulated for information.

Proposed by Councillor Hamill
Seconded by Councillor Magill 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 July and September 2019.

POLICY	SCREENING DECISION
Essential & Casual Car User Policy	1
Welfare and Public Health Funeral Policy	1
Economic Development Strategy	1

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

Proposed by Councillor Flanagan
Seconded by Councillor Webb and agreed

that the report be noted.

NO ACTION

5.5 HR/GEN/004 EARLY MAY BANK HOLIDAY 2020: VE DAY 75th ANNIVERSARY

Correspondence from the National Joint Council for Local Government Services had been forwarded by NILGA (circulated) informing us that the Government has decided to move the early May bank holiday in 2020 from Monday 4 May to Friday 8 May 2020 in order to mark the 75th Anniversary of Victory in Europe Day.

Staff and customers would be notified in relation to the date change for this holiday.

Proposed by Councillor Kelly
Seconded by Councillor Magill and agreed

that the report be noted.

NO ACTION

5.6 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 circulated (Appendix) 1 provided an update for Members on the use of agency staff as at October 2019 as compared to October 2018. It excluded limited ad-hoc agency cover, which is necessary to provide operational cover, at short notice.

Expenditure on agency workers in October 2019 was circulated (Appendix 2).

The cost of agency staff has increased for the period of 1 April 2019 to 31 October 2019 at 7% of all staffing costs compared to 5.85% for the same period last year. This increase substantively relates to the pay increase and increase in Employers pension contributions effective from April 2019, and the earlier starting date required for parks seasonal staff this year.

The Director of Organisation Development provided clarification in response to Members' queries and agreed to revert to Councillor Wilson regarding the use of Agency staff for maternity related absences.

Proposed by Councillor Flanagan
Seconded by Councillor Wilson and agreed

that the report be noted.

ACTION BY: Andrea McCooke, Director of Organisation Development

5.7 HR/LD/005 MENTAL HEALTH CHAMPIONS – ENGAGEMENT AND WELLBEING STRATEGY 2016-2020

Members were advised that a comprehensive health and wellbeing programme is underway for action between September 2019 and March 2020 (circulated Appendix 1).

Some of the initiatives, for which there has been a good response to date for all employees, have been flu vaccinations, hearing tests and the launch of the Inspire Wellbeing Support Hub (web based information on mental health conditions, common medications and side effects). Information will also be provided specifically for men's health issues and some employees have already taken on the 'Movember Challenge' to raise money for charity.

In February 2020 the Action Cancer Big Bus will be in attendance with various appointments for all employees.

Members were reminded that the Council's Employee Engagement and Wellbeing Strategy had been designed to improve the wellbeing of employees which also supports the management of attendance across the Council.

Sickness absence was on track to achieve the corporate objective for 2019/20.

Absence statistics were categorised by reason and the top three reasons for sickness absence within the Council are:

- Stress, depression, mental health and fatigue (mainly not related to work)
- Other (flu, cold symptoms, stomach bug etc.)
- Muscular-skeletal problems

Mental health problems are by far the highest absence reason, accounting for approximately 40% of all absence and so initiatives in this area have been prioritised.

In October a campaign was launched to ask all staff and Elected Members if they were interested in becoming a Mental Health Champion.

Thirty-three people, including five Elected Members, volunteered and a one day training course for the Level 2 Award in First Aid for Mental Health was delivered during November in Mossley Mill and December in Antrim Civic

Centre. Any staff or Elected Members interested in achieving the Level 3 Award will be supported and there will be an ongoing campaign to increase the network of Mental Health Champions across the Council.

The Mental Health Champions will be provided with the knowledge and tools to provide support to staff and assist with highlighting all the health and wellbeing initiatives that are delivered throughout the year. They will also hopefully be equipped to signpost individuals to professional services where appropriate. The aim is to reach as many staff as possible and raise awareness of the benefits available to improve health and wellbeing throughout the Council and Community.

Proposed by Councillor Webb
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

5.8 CE/STC/SC/101 COUNCIL SIGNAGE UPDATE

Members were reminded that an extensive re-branding programme had been implemented on a phased basis, including revised signage for all community centres, leisure and recycling centres, cemeteries, arts and culture facilities, headquarter buildings and park areas.

Village signage had been reviewed as part of the final phase of the re-branding programme and a designed sample was circulated (Appendix 1).

Work would commence early in the New Year to erect the revised signage in the Villages within the Borough, as noted in the table below. To conclude the re-branding of signage, a review would now take place for Hamlet signage and a further report would be made in due course.

Village Signage Programme for re-branding

- Ballyrobert
- Ballynure
- Burnside
- Doagh
- Dunadry
- Parkgate
- Straid
- Templepatrick
- Toome
- Ballyeaston
- Whiteabbey

The Director of Organisation Development is to check the signage status for Mallusk and the Moira Road.

Proposed by Councillor Goodman
Seconded by Councillor Magill and agreed

that the report be noted.

ACTION BY: Andrea McCooke, Director of Organisation Development

Having declared an interest in Item 5.9 Councillor Webb left the meeting.

5.9 G/MSMO/011 DRAINAGE COUNCIL FOR NORTHERN IRELAND

Correspondence had been received from the Department for Infrastructure in relation to the Drainage Council and this was circulated for Members' convenience.

Members should note the Secretary of State's decision to extend Councillor Webb's term of appointment to 31 May 2020 on the Drainage Board and the Department's planned future appointment of new Councillors to the Board.

Council will be asked to consider further the nominees for the Drainage Council in the New Year.

Proposed by Councillor Kelly
Seconded by Councillor Wilson and agreed

that the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Wilson
Seconded by Councillor Flanagan and agreed that

the following Committee business be taken In Confidence.

6. ITEMS IN CONFIDENCE

6.1 IN CONFIDENCE FI/PRO/TEN/239 TENDER FOR THE PROVISION OF REINSTATEMENT VALUATION SERVICES OF COUNCIL PROPERTIES

CONTRACT PERIOD 02 DECEMBER 2019 TO 30 NOVEMBER 2022 (WITH AN OPTION, BY THE COUNCIL, TO EXTEND FOR A FURTHER PERIOD OF UP TO 24 MONTHS SUBJECT TO REVIEW AND PERFORMANCE)

Antrim and Newtownabbey Borough Council owns over 80 building assets, which include unique and heritage buildings/structures. As a Council we want to protect these assets through property insurance. Due to the specialist nature of many of these assets reinstatement valuations are required from a certified expert. These valuations are different from property market valuations used for accounting purposes and are required to ensure the correct sums insured are

in place for each asset, and consequently Council is paying appropriate premiums.

The tender opportunity was made available on eSourcingNI on Thursday 26 September 2019. Three tenders for the provision of reinstatement valuation services at Council properties was opened via the eSourcingNI Portal on Tuesday 15 October 2019 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, previous relevant experience, health and safety, management systems and practices and declarations and form of tender. One tender did not meet the requirements of the Stage 1 and was not considered any further in the evaluation process. The remaining two tenders proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Quality/Commercial Assessment (30%/70%)

The tenders were evaluated on the basis of implementation plan (15%), methodology to meet the service requirements (15%) and cost (70%) and the recommendation is as follows:

Supplier	Quality Assessment (out of 30%)	Cost Assessment (out of 70%)	Total % Score	Total Cost for 5 years (£) (excl. VAT)
Lambert Smith Hampton	■%	■%	94%	£■■■■■

Proposed by Councillor Wilson
Seconded by Councillor Flanagan and agreed

that having achieved a score of 94%, Lambert Smith Hampton be appointed for the provision of reinstatement valuation services of Council properties for the period 02 December 2019 to 20 November 2022 (with an option, by the Council, to extend for a further period of up to 24 months, subject to review and performance).

ACTION BY: Julia Clarke, Procurement Officer

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Magill
Seconded by Councillor Wilson and agreed that

the remainder of Committee business be taken in Open Session.

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

There being no further committee business the Chairperson thanked everyone for their attendance and wished Members, Officers and Staff a very Merry Christmas and Happy New Year. The meeting concluded at 7.27 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.