



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN THE ROUND CHAMBER, ANTRIM CIVIC CENTRE ON WEDNESDAY 8 MAY 2024 AT 6.30 PM**

**In the Chair** : Alderman L Clarke

**Members Present** : Aldermen – P Bradley and P Michael  
Councillors – M Brady, S Cosgrove, H Cushinan, N Kelly,  
H Magill, L O'Hagan, N Kelly and M Stewart

**Officers Present** : Director of Finance & Governance – S Cole  
Director of Corporate Strategy – H Hall  
Deputy Director of Governance – L Johnston  
Deputy Director of Finance – J Balmer  
Head of Legal Services & Borough Lawyer – P Casey (remote)  
Head of Finance – R Murray  
ICT Helpdesk Officer – J Wilson  
Member Services Officer – S Boyd

**CHAIRPERSON'S REMARKS**

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

**1. APOLOGIES**

Councillors – S Flanagan, E McLaughlin, A O'Lone and B Webb

**2. DECLARATIONS OF INTEREST**

None

### 3 PRESENTATION

#### 3.1 HR/GEN/019 MANAGING ATTENDANCE BEST PRACTICE

##### 1. Purpose

**The purpose of this presentation was to provide Members with an update on Managing Attendance.**

A presentation from the Director of Corporate Strategy, Helen Hall was provided and Members questions were answered.

Following a question from a Member regarding measuring the best practice of equivalent private sector areas the Director of Corporate Strategy advised that further analysis would be carried out on how that best practice could be applied and that a report would be brought back to a future Committee.

The Chairperson thanked the Director for her presentation, and congratulated all those who had taken part in the Belfast Marathon at the weekend.

Proposed by Councillor Brady  
Seconded by Alderman Bradley and agreed that

**the presentation be noted and that a further analysis report be brought back to a future Committee meeting.**

*ACTION BY: Victoria Stewart, HR Systems & Analytics Manager*

### 4 ITEMS FOR DECISION

#### 4.1 FI/ICT/4 PRINT ACCEPTABLE USAGE POLICY UPDATE

##### 1. Purpose

**This report sought Members approval for the updated Print Acceptable Usage Policy (circulated) following some minor changes.**

##### 2. Introduction

The existing Print Acceptable Usage Policy had been in existence since 2015 following RPA. The proposed changes to the existing policy focused on removing the use of personal desktop printers, with an encouragement for all staff to make use of the Multi-Function Devices (Photocopiers) that were in place throughout Council facilities.

The rationale behind the proposed changes were as follows:

- Multi-function Devices offer a secure, PIN based print, scan and copy solution that prevents users from printing unnecessarily and reduces the possibility of printing and leaving confidential material on a printer.

- The use of Multi-function Devices and the associated secure print software solution, allows for accurate print usage to be monitored. This data improves our decision making capabilities around the performance and capacity of the available print facilities.
- Desktop printing is considerably more expensive and requires a range of toners to be purchased for various models of printers. £10,000 has been removed from the 24/25 ICT budget which had previously been allocated against printing and toner costs.
- The toners associated with desktop printing creates a significant amount of waste, therefore this policy aims to assist Council in meeting its sustainability objectives.

Proposed by Councillor Brady

Seconded by Alderman Bradley and agreed that

**the updated Print Acceptable Usage Policy be approved.**

*ACTION BY: Graham Smyth, Head of ICT*

## **4.2 F1/FIN/10 AMENDMENT TO FINANCIAL REGULATIONS**

### **1. Purpose**

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

### **2. Introduction/Background**

Members were reminded that Council regularly review the Financial Regulations to ensure a high level of governance is in place in relation to financial activity.

Amendments to the financial regulations were last approved in December 2022.

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

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

### **3. Review of the Regulations**

Following review, a number of amendments had been drafted and were summarised below:

<b>Section</b>	<b>Amendment</b>
Section 6	Updates to the Economic Appraisal/Business case process.
Section 7	Updates to purchase order and expenditure monitoring and review.
Section 9	Updates to contract management arrangements.
Section 26	Updates to Internal Audit.
All sections	Updates to job titles, legislative references and Codes of Best Practice as required.

A copy of the proposed updated Financial Regulations was circulated for approval.

Proposed by Councillor Kelly  
 Seconded by Councillor Cosgrove and agreed that

**the updated Financial Regulations be approved.**

*ACTION BY: Richard Murray, Head of Finance*

#### **4.3 G/LEG/044 STANDING ORDERS WORKING GROUP MINUTES**

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

**This report sought Members approval of the minutes as a true and accurate record of the second meeting of the Standing Orders Working Group on 21 March 2024.**

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

Following the decision to conduct a review of the Standing Orders at the December 2023 Policy and Governance Committee, Members agreed to the establishment of a Working Group (task and finish) to review Council's current Standing Orders.

The purpose of the Working Group, consisting of Members and relevant Officers, was to make recommendations, on a task and finish principle, to the Policy and Governance Committee in relation to the revision of the Council's Standing Orders to make them relevant to the current modern governance arrangements.

The second meeting of the group took place on 21 March 2024.

##### **3. Outcome**

A copy of the minutes of the second meeting of the Standing Orders Working Group was circulated for Members' consideration. These minutes were reviewed by the Standing Orders Working Group at the third meeting held on 25 April 2024.

Proposed by Councillor Brady  
Seconded by Alderman Bradley and agreed that

**the minutes of the second meeting of the Standing Orders Working Group on 21 March 2024 be approved as a true and accurate record of the meeting.**

*ACTION BY: Liz Johnston, Deputy Director of Governance*

#### **4.4 CCS/GEN/007 SUMMER SCHEME GRANT FUNDING AND INCLUSIVE SUMMER SCHEME UPDATE**

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

**This report sought approval for the arrangements and costs associated with the Summer Scheme Funding and Inclusive Summer Scheme.**

##### **2. Introduction/Background**

###### Special Educational Needs (SEN) - Summer Scheme Grant Funding

Members are reminded that annually the Council provides grant funding of up to £5000 to each of the 5 Special Schools in the Borough, to support equitable access to Summer Schemes and Programmes across the Borough for children and young people with special needs.

We would propose that this continues and the grant funding is again offered to the Special Schools in the Borough to ensure uptake and sustainability. The Schools will again be required to submit a proposal detailing their plans to utilise the grant funding. The Accessibility and Inclusion Officer will contact the Schools to encourage uptake of this funding.

###### Council Inclusive Summer Scheme

Following the continued success of the Inclusive Summer Scheme in 2023 at the Antrim Forum, Lilian Bland and Crumlin Leisure Centre and evaluation feedback from parents, it is proposed that we provide this scheme for summer 2024 in partnership with the Mae Murray Foundation.

The Scheme provides specialised one to one care for up to 25 children (per day) with complex disabilities/medical conditions and a range of activities tailored to their specific needs such as inclusive wheelchair games, sensory play as well as arts and crafts and guest facilitators.

The Mae Murray Foundation has limited availability for 2024 due to this it is proposed that we run our scheme over two weeks for five days each week. The provisional dates for this are week commencing 1 July 2024 and 5 August 2024. Booking for the scheme will be advertised in advance on 10 May 2024 to allow for personal care assessments to be carried out. The proposed preferred venues based on feedback from the Mae Murray Foundation and parents are Antrim Forum Leisure Centre and the Crumlin Leisure Centre subject to availability.

### 3. Financial Position/Implication

The costs associated with this were as follows and will be met within current budgets:

<b>Item/Duration</b>	<b>Costs</b>
Mae Murray Foundation personal care support and volunteers X 10 Days 11am – 2pm	<b>£16,670</b>
Scheme Activity Providers X 10 Days 11am – 2pm	<b>£4000</b>
<b>Total</b>	<b>£20,670</b>

1. £25,000 for the Special Educational Needs (SEN) Summer Schemes
2. £20,670 for the Council Inclusive Summer Schemes

Both of these schemes have been budgeted within the Accessibility and Inclusion Budget.

Following questions from Members, the Director of Corporate Strategy advised that she would revert regarding provision for the Ballyclare area and she also clarified that young people who had previously attended the Lilian Bland Scheme would be given the opportunity to attend another venue within the Borough.

Proposed by Councillor Cosgrove  
Seconded by Councillor Kelly and agreed that

- a) **Council continues to provide up to £5,000 grant funding to the 5 Special Educational Needs Schools in the Borough to deliver their Inclusive Summer Scheme Programme;**
- b) **the proposed Inclusive Summer Scheme costs of £20,670 be approved.**

*ACTION BY: Ellen Boyd, Accessibility and Inclusion Officer*

## 4.5 HR/ER/001 HR/HR/01 HUMAN RESOURCES POLICIES

### 1. Purpose

**This report was to request approval for four revised HR Policies (1.Career Break, 2.Marriage/Civil Partnership Leave, 3.Dependants Leave, 4.Dignity & Respect at Work) and the introduction of two new HR Policies (5.Menopause, 6.Foster/Kinship), for implementation for all staff with immediate effect.**

### 2. Main Report

In consultation with the Trade Unions, the following policies were now presented to Members for approval and immediate implementation for all staff (circulated Appendices 1-6).

Revised Policies:

1. Career Break Policy
2. Marriage/Civil Partnership Leave Policy
3. Dependants Leave Policy
4. Dignity & Respect at Work Policy

New Policies:

5. Menopause Policy
6. Foster/Kinship Leave Policy

### 3. Governance

All policies had been equality screened, as detailed in Appendix 7 (circulated).

Following a question from a Member regarding a Domestic Violence Policy the Director of Corporate Strategy clarified that Council worked closely with, and provided funding to Onus who provided specialist training on domestic violence and abuse to both staff and the community. The Director further advised that she would be happy to bring this information back to a future Committee.

Proposed by Councillor Kelly

Seconded by Councillor Brady and agreed that

**the four revised HR Policies (1.Career Break, 2.Marriage/Civil Partnership Leave, 3.Dependants Leave, 4.Dignity & Respect at Work) and the introduction of two new HR Policies (5.Menopause, 6.Foster/Kinship) be approved and implemented for all staff with immediate effect; and that a further report on Domestic Violence support provided by Onus be brought back to a future Committee.**

*ACTION BY: Pauline Greer, Lead HR Manager*

## 4.6 G/HSWB/004 UPDATED SMOKE AND VAPE FREE POLICY

### 1. Purpose

**This report sought Members approval for the reviewed and updated Smoke and Vape Free Policy.**

### 2. Introduction/Background

The prohibition of Smoking within Council Buildings was addressed in Council's H&S Policy (2015), but not vaping as vaping is a relatively new practice.

The Smoke and Vape Free Policy was first approved by the Policy & Governance Committee in November 2021. It 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.

### 3. Key Issues

- The policy had been reviewed (circulated) and no changes to the content had been deemed necessary.
- The policy has had minor amendments to accommodate title changes and to match the updated requirements within the Policy Framework, i.e. Version Control table at the rear.

Proposed by Councillor Brady  
 Seconded by Councillor Kelly and agreed that

**the updated Smoke and Vape Free Policy be approved.**

*ACTION BY: Elaine Girvan, Head of Health, Safety and Resilience*

*The Chairperson advised that the following Supplementary Report would be taken at this point.*

#### **4.7 G-LEG-462-6 COUNCIL REMOTE/HYBRID MEETINGS**

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

**The purpose of this report was to provide Members with an update regarding the draft Local Government (Remote Meetings) Regulations (Northern Ireland) 2024.**

##### **2. Introduction/Background**

At the full Council meeting in March 2024 Members resolved to respond to the Department's letter regarding the draft regulations on a Party or individual basis.

The circulated letter and annexes from the Department provided an update regarding the responses received and a final draft of the Regulations for Members consideration.

The final draft Regulations provide the Council with the flexibility as to how they wish to implement the Regulations.

Following a question from a Member regarding providing a corporate response, the Head of Legal Services and Borough Lawyer clarified that the Lawyers Group had met with the Department and provided their input into the proposed draft regulations.

Proposed by Alderman Bradley  
 Seconded by Councillor Brady and agreed that

- a) the report be noted; and**
- b) Members respond to the Department's letter and the draft regulations on a Party or individual basis.**

NO ACTION



## 5 ITEMS FOR NOTING

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

#### 1. Purpose

**The purpose of this report was to update Members on Councils prompt payment performance.**

#### 2. Introduction/Background

Members were 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.

#### 3. Prompt Payment Performance

The Council's prompt payment performance for the period **1<sup>st</sup> January 2024 to 31<sup>st</sup> March 2024** 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 £14,515,434

The Council paid 5,034 invoices within the 30-day target. (87%)

The Council paid 4,333 invoices within the 10-day target. (75%)

The Council paid 742 invoices outside of the 30-day target. (13%)

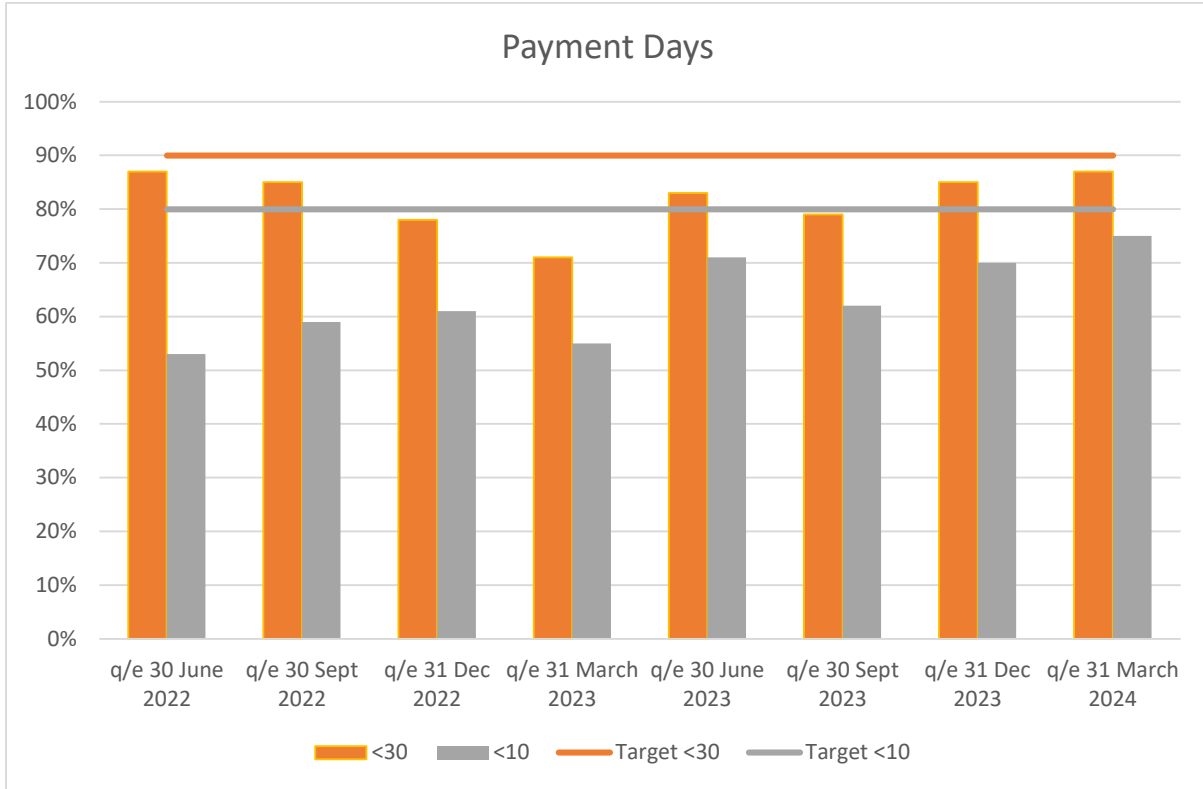
The Council has set a target of paying 90% of invoices within 30 days and 80% within 10 days.

This compares to previous quarterly results as below:

<b>Period</b>	<b>Total Number of Invoices Paid</b>	<b>% Paid Within 30 Days</b>	<b>% Paid Within 10 Days</b>
<b>Target</b>		<b>90%</b>	<b>80%</b>
q/e 30 June 2022	4,254	87%	53%
q/e 30 September 2022	6,090	85%	59%
q/e 31 December 2022	5,780	78%	61%
q/e 31 March 2023	5,558	71%	55%
q/e 30 June 2023	7,050	83%	71%
q/e 30 September 2023	6,498	79%	62%
q/e 31 December 2023	7,074	85%	70%

q/e 31 March 2024	5,776	87%	75%
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The performance presented graphically highlighted the performance metrics for the above.



The table and graph above showed the performance over the last two years. In comparison with the previous quarter, performance levels had improved for both the 30-day figure and 10-day figure.

The RAG weekly status report showed the improvement in Quarter 4 and into Quarter 1:

Period	No of invoices	% Paid Within 10 Days	11-30Cum	30plus cum	% Paid Within 30 Days
31/12/2023 - 04/01/2024	517	76%	16%	8%	92%
07/01/2024 - 13/01/2024	429	72%	19%	10%	90%
14/01/2024 - 17/01/2024	461	69%	13%	18%	82%
21/01/2024 - 27/01/2024	569	73%	11%	15%	85%
28/01/2024 - 03/02/2024	468	84%	5%	11%	89%
04/02/2024 - 10/02/2024	372	77%	8%	15%	85%
11/02/2024 - 17/02/2024	404	65%	11%	24%	76%
18/02/2024 - 24/02/2024	411	77%	12%	11%	89%
25/02/2024 - 02/03/2024	452	64%	21%	15%	85%
03/03/2024 - 09/03/2024	420	85%	7%	9%	91%
10/03/2024 - 16/03/2024	415	84%	7%	9%	91%
17/03/2024 - 23/03/2024	311	71%	22%	6%	94%
24/03/2024 - 29/03/2024	486	74%	9%	16%	84%
01/04/2024 - 06/04/2024	457	77%	13%	9%	91%

There was now a full complement of staff within the Finance section and work was ongoing with all departments to make further improvements. Service improvements included:

- Additional reporting capability to monitor performance
- Staff training/refresher sessions
- Process review for high volume suppliers

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 31 December 2023 was shown in Appendix 1 (circulated); the Council's performance for Quarter 4 against the average performance for the other Councils for Quarter 3 of 2023/24 was set out in the table below:

<b>Council</b>	<b>% Paid Within 30 Days</b>	<b>% Paid Within 10 Days</b>
Antrim & Newtownabbey BC (Quarter 4 23/24)	87%	75%
All Councils (Quarter 3 23/24)	91%	72%

Proposed by Councillor Cosgrove  
 Seconded by Councillor Brady and agreed that

**the report be noted.**

*NO ACTION*

## **5.2 FI/FIN/4 BUDGET REPORT – QUARTER 4 APRIL 2023 TO MARCH 2024**

### **1. Purpose**

**The purpose of this report was to provide financial performance information at quarter four (April 2023 – March 2024) for Finance and Governance, Organisation Development and Council.**

### **2. Introduction**

As agreed at the August Council meeting, quarterly budget reports would be presented to the relevant Committee or Working Group. All financial reports would be available to all Members.

### **3. Summary**

The overall financial position of the Council was presented to the Policy and Governance Committee.

The budget report for Period 12 did not include adjustments required to arrive at the final financial position of the Council for the 2023/24 financial year. These adjustments include final accruals of expenditure incurred and grants

and debts invoiced after 31 March 2024, contributions to or from reserves, and prepayments of expenditure and income.

Budget reports for Finance and Governance, Organisational Development, and the Overall Council Financial Performance for Quarter 4 – April 2023 to March 2024 were circulated for Members' information.

At period 12 the Finance & Governance budget was showing a favourable variance of £28k largely attributable to vacant posts in the Risk & Governance section.

At period 12 the Organisation Development budget was showing an unfavourable variance of £110k, this is mainly due to employee costs.

The overall position of the Council at the end of the fourth quarter was an unfavourable variance on the net cost of services of £2.86m. Taking into account the credit balance application used in striking the rates resulted in an overall decrease to the general fund of £4.79m.

Proposed by Councillor Kelly  
Seconded by Councillor Cosgrove and agreed that

**the report be noted.**

*NO ACTION*

### **5.3 HR/HR/019 AGENCY UPDATE**

#### **1. Purpose**

**This report provided an update on the engagement of agency workers across the Council for March 2024.**

#### **2. Background**

Agency workers are engaged to provide temporary cover for absence such as:

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts
- Seasonal events

Recruitment exercises were ongoing to fill a number of vacant positions, which would further reduce our reliance on agency workers. While the Council was committed to minimising the dependency on agency cover, it may on occasions be the most appropriate and prudent method of recruitment.

#### **3. Use of Agency Workers**

The engagement of agency workers was subject to a rigorous approval process, which included the approval of the Corporate Leadership Team.

The use of agency workers in March 2024 compared to March 2023 was circulated at Appendix 1. It was noted that there was a significant decrease in the number of agency workers in March 2024 (20) compared to March 2023 (54).

#### 4. Finance

The expenditure on agency workers in March 2024 was circulated at Appendix 2, which represented 6% (of all staff costs) for the period April 2023 to March 2024.

Proposed by Councillor Kelly  
Seconded by Alderman Bradley and agreed that

**the update on the engagement of agency workers across the Council for March 2024 be noted.**

*NO ACTION*

#### 5.4 **OD/OD/002 ELECTED MEMBER LEARNING AND DEVELOPMENT STRATEGY 2023-2027 - LAUNCH EVENT**

##### 1. Purpose

**The purpose of this report was to advise Members that the launch of the Elected Member Learning & Development Strategy 2023-2027 would be held on Tuesday 11 June 2024, at the Theatre at the Mill.**

##### 2. Background

The Elected Member Learning & Development Strategy 2023-2027 (circulated at Appendix 1) was approved in February 2024. The Elected Member Development Working Group proposed that a launch event be arranged and a copy of the draft Agenda was circulated at Appendix 2 for information. Diary invites would be issued in due course.

##### 3. Financial Implication

The launch event would be met within existing budgets.

Proposed by Councillor Cosgrove  
Seconded by Councillor Kelly and agreed that

**the launch of the Elected Member Learning & Development Strategy 2023-2027 on Tuesday 11 June 2024 at Theatre at the Mill be noted.**

*NO ACTION*

## **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Brady  
Seconded by Councillor Cosgrove and agreed that

**the following Committee business be taken In Confidence and the livestream and audio recording would cease at this point.**

### **6 ITEM IN CONFIDENCE**

#### **6.1 IN CONFIDENCE CD/GEN/005 CAPITAL PROJECTS PROGRESS REPORT TO 29 FEBRUARY 2024**

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

**This report updated Members on the entirety of the Capital Programme and progress of specific Capital Projects.**

##### **2. Phases of Capital Project Management**

The report was presented under the following sections or stages:

- Stage 0 - Preliminary work to establish the justification for the Capital Investment or Strategic Outline Case to identify preferred way forward.
- Stage 1 – The completion of an Outline Business Case to evidence the viability, sustainability, scope / scale and affordability of the project. At Stage 1, a preferred option emerges and design costs to appoint an Integrated Consultancy Team are approved.
- Stage 2 – With a focus upon the preferred option, detailed design to allow the CAPEX and whole life Revenue costs to be estimated. Note that during this stage, all costs are 'Pre-tender Estimates'. The completion of the Full Business Case allows Planning Approval to be sought and a procurement exercise for a contractor or supplier to be completed. The completion of Phase 2 provides:
  - A Full Business Case.
  - Detailed Design.
  - Planning approval.
  - A tender report for the supplier or contractor.
  - A report to Council to make the Investment Decision to proceed to approve / appoint winning tenderer, sign contract and manage construction.The Council approval at the conclusion of this stage is the Investment Decision, allowing the appointment of the winning tenderer, contract management and construction.
- Stage 3 - Construction Contract Management normally via NEC 4 contract.
- Stage 4 – Benefit Realisation. Approve handover of asset into service and manage operations.

A Council decision was required to progress a project through each and every stage.

The aforementioned stages were presented in reverse order i.e. starting with those projects which have been completed year to date.

### 3. Stage 4 – Benefit Realisation. Projects Completed Year to Date

The table below lists the projects completed in the 11 months to 29 February 2024. The value of these schemes total £12.9m and would be capitalised as part of Council's investment in the Borough in the relevant financial year.

<b>Project</b>	<b>Expenditure b/fwd £</b>	<b>23/24 Spend £</b>	<b>Total Spend £</b>
Crematorium	██████████	██████████	██████████
Crumlin Allotments	██████████	██████████	██████████
Car Park Refurb - Portglenone Road, Randalstown	██████████	-	██████████
Glengormley Shopfront Scheme	██████████	██████████	██████████
Ballyclare Cemetery – Path Resurfacing	██████████	██████████	██████████
Ulster Bar Corner	██████████	██████████	██████████
Hazelbank Park – Phase 1 – Coronation Garden	██████████	██████████	██████████
Antrim Forum- Gym refurbishment and essential mechanical and electrical upgrades – Phase 1	██████████	██████████	██████████
Manifestations Projects <ul style="list-style-type: none"> <li>• Monkstown Comm Assoc</li> <li>• Whiteabbey Comm Assoc</li> <li>• Crumlin United FC</li> <li>• Lockkeepers Cottage</li> <li>• Monkstown Comm Forum - fencing</li> </ul>	██████████	██████████	██████████
Glenwell Road - RH turning lane	██████████	██████████	██████████
Rathenraw CC – roof replacement	-	██████████	██████████
Riverfront Regeneration Scheme	██████████	██████████	██████████
<b>Total</b>	<b>8,402,397</b>	<b>4,493,670</b>	<b>12,896,067</b>

#### 4. Stage 3 - Contract Management - Projects Currently Under Construction

Table 2 below lists all projects that are currently 'on-site' or where a contractor appointment had been made, following the Council's Investment Decision.

The value of schemes currently under construction total £17.8m in value.

Project	Project Budget £	External Funding £	Estimated Cost to Council £	Expected Completion
Antrim Forum- Gym refurbishment and essential mechanical and electrical upgrades – Phase 2	██████████	-	██████████	May-24
Development of Office / Workspace, Antrim	██████████	██████████	██████████	May-24
Antrim Forum Stadium Track Refurbishment	██████████	-	██████████	June-24
Sixmile Leisure Centre footbridge, Ballyclare	██████████	██████████	██████████	Apr-24
3G Training pitch - Monkstown	██████████	-	██████████	Jul-24
Glengormley Office Block	██████████	██████████	██████████	Nov-25
Manifestations Projects <ul style="list-style-type: none"> <li>• Randalstown Viaduct</li> </ul>	██████████	-	██████████	May-24
Village Settlements Scheme Templepatrick, Doagh & Burnside	██████████	██████████	██████████	Nov-24
Antrim Courthouse Café Refurbishment	██████████	-	██████████	June-24
<b>Total</b>	<b>17,828,974</b>	<b>5,414,126</b>	<b>12,414,848</b>	

#### 5. Stage 2 - Projects Currently at Final Business Case, Planning & Procurement

Table 3 below lists the projects that were at the 'Final Business Case stage. The completion of the Full Business Case allows Planning Approval to be sought and a procurement exercise for a contractor or supplier to be completed.



The Council approval at the conclusion of this stage is the Investment Decision, allowing the appointment of the winning tenderer, thereafter contract management and construction.

The value of schemes currently at this stage total £20.7m.

Project	Project Budget £	External Funding £	Est Cost to Council £	Expected On-Site	Expected Completion
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
<b>Total</b>	<b>20,680,911</b>	<b>2,549,732</b>	<b>18,131,179</b>		

6. Stage 1 – The completion of an Outline Business.

The completion of an Outline Business Case provides evidence for the viability, sustainability, scope/scale and affordability of the project. At the completion of Stage 1, a preferred option emerges.

Table 4 below listed projects where scoping and feasibility work has started on the project.

Project	Project Budget £	Expected On-site	Expected Completion	Notes
[REDACTED]	[REDACTED]	tbc	tbc	Awaiting scope / design
[REDACTED]	[REDACTED]	tbc	tbc	Awaiting scope / design
[REDACTED]	tbc	tbc	tbc	HLF funding for feasibility development received
[REDACTED]	[REDACTED]	tbc	tbc	Concept drawings prepared
[REDACTED]	[REDACTED]	tbc	tbc	In consultation with NIHE. Business case to be developed
[REDACTED]	[REDACTED]	tbc	tbc	Awaiting design
[REDACTED]	tbc	tbc	tbc	Business case to be developed. Traffic survey complete

7. Stage 0 – Projects at the Earliest Stage of the Project Management Process

Preliminary work to establish the justification for the Capital Investment and associated operational responsibilities.

Project
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	
[REDACTED]	

8. Review of the Capital Programme and Capital Project Management Processes

Members noted that based upon the constraints of affordability and requirement for prioritisation, a review of the Capital Programme and Capital Project Management Processes had commenced for Members consideration.

Proposed by Councillor Brady  
 Seconded by Alderman Michael and agreed that

**the Capital update be approved, and that due consideration be given to communication with constituents regarding the stages involved in project development along with proposed timescales.**

*ACTION BY: John Balmer, Deputy Director of Finance*

**PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Alderman Michael  
 Seconded by Councillor Brady and agreed that

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

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

There being no further Committee business the Chairperson thanked the Vice Chairperson and Committee for their support and attendance during her term as Chairperson of the Policy and Governance Committee, and the meeting concluded at 7.18 pm.

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**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.***

