



30 May 2019

Committee Chair: Alderman T Hogg

Committee Vice-Chair: Alderman D Kinahan

Committee Members: Alderman – F Agnew
Councillors – H Cushinan, P Dunlop, S Flanagan, N Kelly,
M Goodman, P Hamill, V McAuley, N McClelland, M Magill,
P Michael, B Webb and R Wilson

Dear Member

MEETING OF THE POLICY & GOVERNANCE COMMITTEE

A meeting of the Policy & Governance Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Tuesday, 4 June 2019 at 6.30pm.**

You are requested to attend.

Yours sincerely

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

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

For any queries please contact Member Services:

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3. ITEMS FOR DECISION

3.1 G/LEG/291-7 SOCIETY LOTTERY RENEWAL APPLICATION

An application from Mid Antrim Animal Sanctuary to hold a Society Lottery at their premises on the 14 December 2019 has been received. The proceeds of the lottery will go to animal welfare, education and rehoming.

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

RECOMMENDATION: that the Committee approves issuing a licence for the lottery subject to the PSNI having no objection.

Prepared by: Deirdre Nelson, Paralegal

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

3.2 FI/FIN/039 PROPOSED CHANGES TO THE FEES FOR REGIONAL PROPERTY CERTIFICATES

As part of local government reorganisation the Northern Ireland Property Certificate Unit (NIPCU) transferred to Councils along with planning functions. This service is delivered as a shared service on behalf of Councils by Fermanagh and Omagh District Council. The fee income was a non-business activity in central government and therefore not subject to VAT.

This element of the conveyancing process collates information from various government bodies e.g. Road Service, Northern Ireland Water and the Environment Agency in respect of a property. This was considered to be a non-business activity in central government and therefore not subject to VAT. This status was assumed to continue on the transfer of the function to local government.

HM Revenue and Customs (HMRC) have now undertaken a review of the VAT status of this income and concluded that it is a business activity and liable to VAT. They have not however, applied this ruling retrospectively instead conceding to apply from 1 July 2019 thereby allowing time for any necessary change in administration changes to be made.

This change has provide an opportunity to update the pricing structure of the Regional Property Certificate which has remained unchanged since 1 April 2014. The proposed revised fee structure is as follows:

| | Previous | Revised |
|----------------------------------|----------|------------------------|
| 1 April 2014 | 42.50 | |
| 1 July 2019 | | 50.00 |
| VAT @ 20% | | 10.00 |
| Total Proposed fee | 42.50 | 60.00 |
| Plus per property for multi-site | 5.00 | 7.00 (including VAT) |
| Maximum fee | 200.00 | 265.00 (including VAT) |

This aligns the VAT inclusive fee to that charged by Building Control departments of local councils for a district Property Certificate enquiry.

Once the fees have been agreed by the 11 Councils it will be necessary to update and agree the Service Level Agreements between the Regional Property Certificate Unit administered by Fermanagh and Omagh District Council and all 11 councils which also needs to take account of return of income to Councils on a monthly basis rather than on a six-monthly basis to allow each Council to properly account for VAT to HMRC on their fee income.

RECOMMENDATION: that the Committee approves the revised fee structure from 1 July 2019

Prepared by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

3.3 HR/HR/024 INSPIRE WORKPLACE AWARDS

Excellence in Local Government Workplace Wellbeing Award 2019

Members are advised that our entry for the 'Inspire Excellence in Local Government Workplace Wellbeing' has been nominated for an award in this year's 'Inspire' Workplace Wellbeing Awards.

The entry recognises the Council for its Employee Engagement and Wellbeing Strategy and that it is leading the way when it comes to investing in the wellbeing of our staff.

Category winners will be announced at the Awards Dinner which will take place on Thursday 20 June 2019 at Crowne Plaza Hotel, Shaws Bridge, Belfast.

Award nominees may reserve a table at a special rate of £700 or £140 for two seats.

It is proposed that the following nominees attend: -

The Mayor, Chair and Vice Chair of the Policy and Governance Committee, or their nominees, attend the event as an approved duty together with 2 Officers.

RECOMMENDATION: that the Mayor, Chair and Vice Chair of the Policy and Governance Committee, or their nominees, attend the event as an approved duty, together with the 2 officers.

Prepared by: Fiona Gunning, Organisation Development Officer

Approved by: Andrea McCooke, Director of Organisation Development

3.4 HR/ER/2 LOCAL GOVERNMENT STAFF COMMISSION- DISSOLUTION FUNDING & CONTINUING OPERATIONS UPDATE

Members are advised that the enclosed correspondence has been received from the Local Government Staff Commission regarding the Dissolution Funding and continuing Operations for 2019/20.

In accordance with the 2019/20 Management and Dissolution Plan, the Commission has estimated its total financial requirement to be £416,759 for the year ahead. By virtue of the apportionment arrangements Antrim and Newtownabbey Borough Council is required to pay £22,142 and payment is required by 30 April 2019.

RECOMMENDATION: that a payment of £22,142 be made to the Local Government Staff Commission

Prepared by: Joan Cowan, Head of Human Resources

Approved by: Andrea McCooke, Director of Organisation Development

3.5 G/HSWB/4 HEALTH AND SAFETY POLICY

It is a legal requirement under Health and Safety at Work Act (HSWA) 1974 to have a written Health & Safety Policy if you employ five or more people. In addition to having a written policy, the Act places certain obligations on employers to their employees whilst at work.

The previous policy, developed in 2015, reflected the joining of the legacy Council areas, covering a broad range of topics within the policy. With the introduction of the new Health and Safety management framework, the new Health and Safety Policy is the over-arching principle document outlining the arrangements for the councils approach to managing Health and Safety.

This new Policy will be supported by a range of detailed subject specific Health and Safety related Procedures, which will give more detail on the management approach for that particular subject.

The new updated Health and Safety Policy (**enclosed**) is a high level document which is based on the requirements outlined for an effective Health and Safety policy within HSE document "Managing for Health and Safety" (HSG65).

The associated Health and Safety Policy Statement (**enclosed**) is a statement of intent, listing what the Council and its employees will do to keep a safe and healthy environment for our employees and others affected by our activities. This is a requirement of the Health and Safety at Work Act, it will be signed by the most senior person in the council to, the Chief Executive, and will be on display in every Council premises.

The updated Health and Safety Policy has been consulted with the Union Safety Representatives from NIPSA, GMB and UNITE in January 2019, and with the Health Safety and Wellbeing Committee as outlined in their Terms of Reference. The policy has been screened with guidance from Accessibility Officer, and will be communicated to all employees.

RECOMMENDATION: that the Committee approves the new Health and Safety Policy.

Prepared by: Elaine Girvan, Health and Safety Manager

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

3.6 G/MSMO/027 MEMBER DEVELOPMENT CHARTER PLUS UPDATE

On the 4 April 2019, the Council undertook assessment for the externally accredited Charter Plus Standard having previously been awarded Charter Status in December 2015.

Charter and Charter Plus Standards recognise the development and learning Members undergo and how this learning supports or contributes to increased Council performance.

During the assessment process, the Council described its processes for Member Development and used a case study to demonstrate member development through collaborative working with officers and key stakeholders.

The assessment also included reference to the Elected Member Development Policy (**enclosed**), which demonstrates the Council's commitment to providing continuous training and development for Elected Members. Under this policy each Member has a development budget of £1500 per Council term which can be utilised on training and development activities that directly relate to their role and responsibilities.

The **enclosed** training plan outlines a collective programme of development, available to Elected members, as appropriate.

Members are advised that the assessment for Charter Plus is expected mid June 2019.

Members are reminded that historically a Member Development Working Group has progressed and supported Members' Learning and Development.

The Group comprised of one nominee from each Party. Nominees at the end of the last Council term was as follows:

| | |
|--------------------------------|------|
| Councillor R Lynch (Chair) | SDLP |
| Councillor S Ross (Vice Chair) | DUP |
| Councillor V McWilliam | UUP |
| Councillor M Goodman | SF |
| Councillor J McGrath | ALL |
| Councillor D Hollis | TUV |

It is proposed that the working group is retained.

RECOMMENDATION: the Committee's instructions are requested.

Prepared by: Joe Simpson, HR Manager

Approved by: Andrea McCooke, Director of Organisation Development

4. ITEMS FOR NOTING

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

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

The policies noted below have been screened between January and March 2019.

| POLICY | SCREENING DECISION |
|---|--------------------|
| Whistleblowing Policy | 1 |
| Risk Management Strategy | 1 |
| Draft Corporate Plan 2019-2020 | 1 |
| Draft Corporate Improvement Plan 2019-2020 | 1 |
| Schedule of Charges and Pricing Policy (Leisure) 2019-2020 | 1 |
| Leisure Grants Policy and Procedure Review 2019 | 1 |
| Borough Play Park Incorporating, Accessibility and Inclusive Play Equipment Audit | 1 |
| Queens Royal Gun Salute 3 rd June 2019 Antrim Castle Gardens | 1 |
| The Development and Improvement to Sixmilewater Park, Ballyclare | 1 |
| Property Energy Strategy and Associated Management Action Plan | 1 |
| Good Relations Action Plan 2019-2020 | 1 |
| Royal Scottish Pipe Band Association NI (RSPBNI) Regional Championships at Antrim Castle Gardens 22 nd June 2019 | 1 |
| Mid Antrim Heritage Partnership Action Plan 2019-2020 | 1 |
| Arts and Culture Temporary Exhibition Policy | 1 |
| Installation of New Entrance Doors to the Old Courthouse Theatre, Antrim | 1 |
| Erection of Additional 2 War Memorials (Korean War and UDR Association) | 1 |
| Seawall and Pathway, Hazelbank Loughshore | 1 |
| Monkstown Jubilee Centre Outdoor Activity Area | 1 |
| Rathcoole Environmental Improvement Scheme Development of Unused Auditorium | 1 |
| Mrs Joan Christie Lord Lieutenants Bursary Scheme | 1 |

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

RECOMMENDATION: that the report be noted.

Prepared by: Ellen Boyd, Customer Accessibility Officer

Approved by: Andrea McCooke, Director of Organisational Development

4.2 FI/FIN/9 PROMPT PAYMENT PERFORMANCE

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

The Council's prompt payment performance for the period **1 January 2019 to 31 March 2019** 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 7,413 invoices totalling £13,468,004

The Council paid 6,151 invoices within the 30 day target. (83%)

The Council paid 4,905 invoices within the 10 day target. (66%)

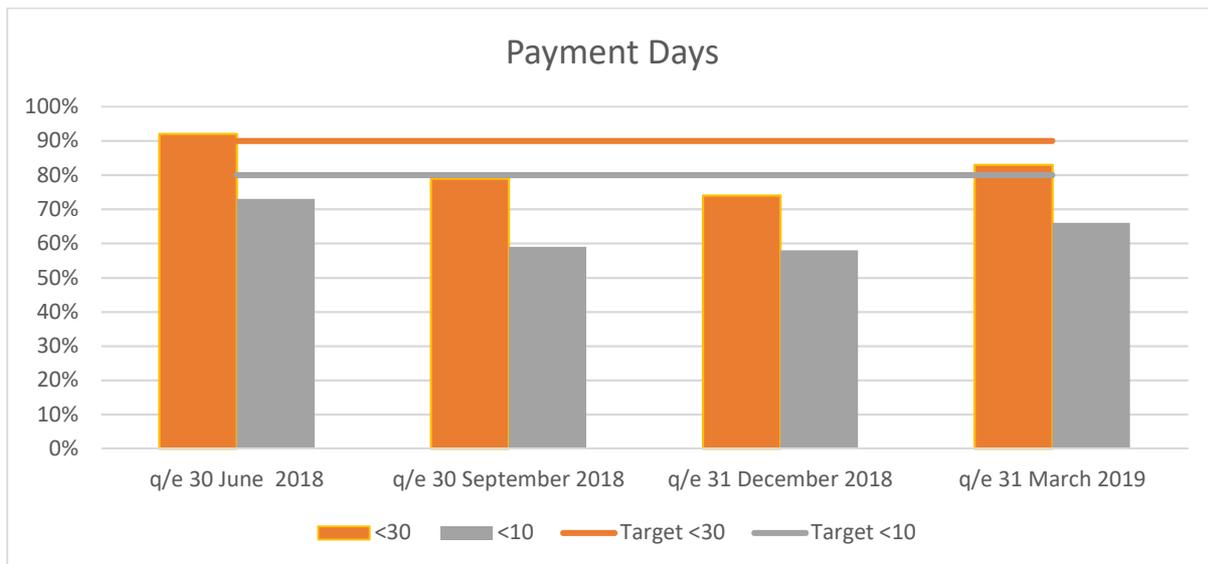
The Council 1,262 paid invoices outside of the 30 day target. (17%)

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

The results for the 4 quarters of 2018/19 financial year are as follows:

| Period | Total Number of Invoices Paid | % Paid Within 30 Days | % Paid Within 10 Days |
|-------------------|--------------------------------------|------------------------------|------------------------------|
| Target | | 90% | 80% |
| q/e 30 June 2018 | 6,143 | 92% | 73% |
| q/e 30 Sept 2018 | 5,526 | 79% | 59% |
| q/e 31 Dec 2018 | 7,641 | 74% | 58% |
| q/e 31 March 2019 | 7,413 | 83% | 66% |

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



Performance for 2018/19

During the first quarter of 2018/19 the target of paying 90% of invoices within 30 days was met with performance for the 10 day target also improving.

During the second and third quarters of 2018/19 performance was down for both the 30 day and 10 day targets. This was mainly due to;

- prolonged staff absences within the Accounts processing section and problems with the financial system software during the quarter caused delays with the processing of purchase orders and the indexing of invoices.
- inexperience of temporary staff recruited at the end of September 18 which caused delays in the processing of invoices.

Following the system outages a full software system audit was completed. This contained several recommendations to mitigate against future outages and these were implemented in April 2019. No further data corruption issues were experienced.

During the fourth quarter there was an improvement in performance relative to quarters 2 and 3 for both the 30 day and 10 day targets, staff absences within the Accounts Processing Section had improved and there were no further system software problems.

We will continue to strive to achieve the 30 day target and further improve the 10 day performance whilst maintaining a high level of good governance and internal control in relation to supplier payments.

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 March 2019 is shown in [Appendix 1](#); the Council's performance ranked against the other Councils for the 4 quarters to 31 March 2019 is set out in the table below.

| Period | % Paid Within 30 Days - Ranking | % Paid Within 10 Days - Ranking |
|-----------------------|--|--|
| q/e 30 June 2018 | Joint 2nd | 3rd |
| q/e 30 September 2018 | Joint 6th | 5th |
| q/e 31 December 2018 | 9th | 6th |
| q/e 31 March 2019 | Joint 6th | Joint 4th |

RECOMMENDATION: that the report be noted.

Prepared by: Ann Hamilton, Financial Controller

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance & Governance

4.3 PT/CI/021 CORPORATE IMPROVEMENT PLAN 2019-20 SELF-IMPOSED INDICATORS

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a new framework to support the continuous improvement of Council services, in the context of strategic objectives and issues.

Section 85 of the Act requires a Council, for each financial year, to set itself improvement objectives for improving the exercise of its functions and to have in place arrangements to achieve those objectives. These objectives must be framed so that each improvement objective bring about improvement in at least one of the specified aspects of improvement as defined in Section 86:

Strategic Effectiveness; Service Quality; Service Availability; Fairness; Sustainability; Efficiency; Innovation.

A Corporate Improvement Plan (Draft for Consultation) 2019-20 was brought for Members' consideration in January 2019 and following a 12 week public consultation a final draft of the Corporate Improvement Plan 2019-20 will be brought to Council in June 2019.

The Corporate Improvement Plan 2019-20 includes:

- Improvement objectives and measures of success;
- Corporate improvement Indicators for all Council services;
- Statutory Indicators and measures of success;
- Governance arrangements.

Copies of the Corporate Improvement indicators for the Finance and Governance Directorate (Appendix 1), and the Organisation Development Directorate (Appendix 2) services under the scrutiny of the Policy & Governance Committee are **enclosed** for Members' attention.

RECOMMENDATION: that the report be noted.

Prepared by: James Porter, Performance Improvement Officer

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance/
Andrea McCooke, Director of Organisation Development

4.4 PT/CI/021 CORPORATE IMPROVEMENT PLAN 2019-20 CONSULTATION REPORT

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a new framework to support the continuous improvement of Council services, in the context of strategic objectives and issues.

Section 85 of the Act requires a Council, for each financial year, to set itself improvement objectives for improving the exercise of its functions and to have in place arrangements to achieve those objectives. These objectives must be framed so that each improvement objective bring about improvement in at least one of the specified aspects of improvement as defined in Section 86:

Strategic Effectiveness; Service Quality; Service Availability; Fairness; Sustainability; Efficiency; Innovation.

Guidance from the Department of the Environment, indicates that Councils should *'develop an on-going dialogue with our communities and areas that it serves, so that the setting of improvement objectives is a jointly owned process centred on a balanced assessment of the needs of the community as a whole, rather than any particular organisation or interest group within it.'*

A Corporate Improvement Plan (Draft for Consultation) 2019-20 was brought for Members' consideration in January 2019 and it was agreed to conduct a twelve-week consultation exercise to encourage feedback from our stakeholders.

On 31 January 2019 officers initiated a 12-week public consultation to derive feedback from Elected Members; Residents and Stakeholders; Local Businesses; Statutory and other community planning partners; and other bodies with which collaborative working is taking place or is being planned.

An online questionnaire on the Council's corporate website / consultation hub enabled the Council to seek opinions on the range of corporate improvements as set out in the draft Plan. An article was included in the Council's magazine 'Borough Life', and was advertised on social media (Facebook and Twitter) and the Council's employee app 'iConnect'. In addition, officers emailed a copy of the Plan to all their key stakeholders for their comment and feedback.

The public consultation closed on 25 April 2019 and 44 responses were received. A summary of the consultation responses is **enclosed** for Members' information.

Following the consultation, the Corporate Improvement Plan 2019-20 will be amended to reflect feedback about continuing to use a variety of communication mechanisms to promote recycling, the cleanliness of the Borough and promoting the benefits of exercise for physical and mental health. The Plan will also be amended to respond to the feedback in relation to improving the physical environment to promote prosperity in the Borough. Other comments and feedback will be incorporated into the implementation plans derived out of the final Corporate Improvement Plan 2019-20. A final draft Plan will be brought to the June Council meeting for approval.

RECOMMENDATION: that the report be noted.

Prepared by: James Porter, Performance Improvement Officer

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance

4.5 PT/CI/022 CORPORATE PLAN 2019-2030 CONSULTATION REPORT

Members are reminded that the Council's Corporate Plan was developed for the period 2015-2030 and provides the vision and direction for the Council. Members reviewed the document as part of the corporate improvement process at the Corporate Workshop in October 2018 to ensure that the key objectives and measures are still relevant and appropriate.

It was concluded that the Corporate Plan is a strategic, robust and progressive document with challenging objectives and no major adjustments were necessary.

However, to reflect the comments and feedback from Members, the Vision has been updated for Members' approval.

Current Vision

"A prosperous place. Inspired by our people. Driven by ambition."

Draft updated vision

"A progressive, smart and prosperous Borough. Inspired by our People. Driven by ambition."

Members had also agreed that the document would be refreshed to reflect the Community Plan and the aspirations of the Local Development Plan and also re-prioritise some of the objectives and review the associated measures.

A Corporate Plan (Draft for Consultation) 2019-2030 was brought for Members' consideration in January 2019 and it was agreed to conduct a twelve-week consultation exercise to encourage feedback from our stakeholders.

On 31 January 2019 officers initiated a 12-week public consultation to derive feedback from Elected Members; Residents and Stakeholders; Local Businesses; Statutory and other community planning partners; and other bodies with which collaborative working is taking place or is being planned.

An online questionnaire on the Council's corporate website / consultation hub enabled the Council to seek opinions on the range of corporate improvements as set out in the draft Plan. An article was included in the Council's magazine 'Borough Life', and was advertised on social media (Facebook and Twitter) and the Council's employee app 'iConnect'. In addition, officers emailed a copy of the Plan to all their key stakeholders for their comment and feedback.

The public consultation closed on 25 April 2019 and 7 responses were received. A summary of the consultation responses is **enclosed** for Members' information.

Feedback from the consultation, in relation to promoting Prosperity across the Borough, will be incorporated into the final draft, which will be brought to the June 2019 Council meeting for approval.

RECOMMENDATION: that the report be noted.

Prepared by: James Porter, Performance Improvement Officer

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance

4.6 PT/CI/025 CORPORATE PLANNING WORKSHOP 2019

Members are reminded that the Strategic Performance Framework was detailed in draft as part of the Corporate Improvement Plan 2019-20.

In line with the agreed schedule, it is proposed that the Corporate Planning Workshop is held on Friday 8 November 2019.

RECOMMENDATION: that the Corporate Planning Workshop is held on Friday 8 November 2019.

Prepared by: Helen Hall, Head of Performance and Transformation

Agreed by: Sandra Cole, Director of Finance and Governance

Approved by: Jacqui Dixon, Chief Executive

4.7 EMPLOYMENT & WELLBEING STRATEGY UPDATE

HR/ER/003 EMPLOYEE ENGAGEMENT STRATEGY 2016-2020 UPDATE

Members are reminded that in September 2016, Members approved an Employee Engagement and Wellbeing Strategy 2016 – 2020 ([Appendix 1](#)).

The Strategy design was based on the Steps to Wellbeing developed by the New Economic Foundation based on evidence it gathered in relation to mental health and supported by the Chartered Institute of Personnel and Development in “Growing the Health and Wellbeing agenda.”

The Strategy comprises the four themes of Keep Connected, Keep Health Focused, Value Others and Keep Learning. The Strategy has evolved every year and the [enclosed](#) ([Appendix 2](#)) details the many successful interventions that have been developed and delivered since the Strategy's approval.

The Keep Connected theme details several examples of how as a Council we communicate and engage our stakeholders through the Employee App, Monthly Corporate Team briefs, Formal and Informal Trade Union / Management Forums and Corporate Update Planning Events.

The Keep Health focused theme details the extensive Employee Assistance Programme the Council provides to support employee mental and physical wellbeing by providing free counselling, Action Cancer Bus, Wellness Van Health checks, free flu jabs, phased returns, restricted duties, physio referrals, mindfulness, and emotional resilience training. This extensive Employee Assistance Programme was externally recognised at the Inspire Wellbeing Awards, winning the category “Local Government Workforce Wellbeing” and being “Highly Commended” at the Chartered Institute of Personnel and Development Awards in May 2019.

The Value Others theme details the Council's many recognition initiatives from the Annual Mayors Thank You Lunch, to local recognition stories through the Employee App, to free iPad draws for staff with 100% Attendance (18/19 year 57% of employees had 100% attendance).

The Keep Learning theme details the several development initiatives to support our staff, Members and the youth in our Borough. External accreditation of the Strategy was recognised with the Council's iLead Leadership Programmes being shortlisted at the Chartered Institute of Personnel and Development Awards 2018 and 2019.

In early 2019, 51% of staff completed a staff satisfaction survey and the Council achieved an 85% employee satisfaction score compared to the 2015 score of 40% (Leisure Services is currently completing Employee Satisfaction Surveys and the results are expected in June 2019). The substantial 45% increase in Employee Satisfaction was delivered via the engagement strategy during a period of significant change.

RECOMMENDATION: that the report be noted.

Prepared by: Joe Simpson, HR Manager

Approved by: Andrea McCooke, Director of Organisation Development

4.8 CCS/EDP/17 DISABILITY ACTION PLAN (DAP) 2016–2020 AND EQUALITY ACTION PLAN (EAP) 2017-2021 UPDATE

Members are reminded that under Section 75 of the Northern Ireland Act 1998 the Council is required, to have due regard to the need to promote equality of opportunity between the nine categories of persons noted within the legislative framework. The Council must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Additionally, the Disability Discrimination Act 1995 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.

The Equality Action Plan and Disability Action Plan 2016–2020 ([enclosed](#) Appendix 1 and 2) provide an update on progress for Members' information.

The following key areas have been progressed across the Council service areas:

- Achievement of JAM (Just a minute) card friendly Council
- Achievement of Autism Impact Award (Autism Friendly Council)
- Inclusive signage installed in Council venues to support the awareness of hidden disabilities
- Further Inclusive play park equipment upgrades
- Reserved space at events for disabled people and the provision of Sign Language
- Provision of Changing Places facilities underway
- Dementia Awareness Training completed
- Deaf Awareness Training completed
- Mental Health Awareness Training completed
- Language Line and Browse aloud services to improve communication for those which English is not their first language
- Extensive range of inclusive sporting activities delivered ([Appendix 3](#))

A number of positive developments have been planned over the Summer months, to support inclusive Summer Scheme provision within the Borough.

- Inclusive Communities Diversity Day at Mossley Mill, organised in partnership with Mae Murray Foundation and the Northern Health and Social Care Trust which will include (Sensory Play, Bio-Diversity Craft, All-ability games and sports, Hand Massage, Sign Language Taster Workshops)
- 4 Special Schools have confirmed that they wish to access the funding from Council to hold a summer scheme at their school for a period during the summer months.
- Inclusive Summer Scheme – A fully inclusive scheme at Allen Park, delivered in partnership with the Mae Murray Foundation.

RECOMMENDATION: that the report be noted.

Prepared by: Ellen Boyd, Customer Accessibility Officer

Approved by: Andrea McCooke, Director of Organisation Development

4.9 CCS/EDP/10 AUTISM IMPACT AWARD ACCREDITATION (DISABILITY ACTION PLAN 2016-2020)

Members are reminded that at the Policy and Governance Committee meeting in March 2019 an update was provided on the progress of the achievement of the Autism Impact Award accreditation.

The Autism Impact Award provides businesses with knowledge in the fundamentals of Autism through a tailored workshop. It equips businesses to better support and understand any staff and customers they engage with who have Autism. It will enhance general awareness of Autism by providing practical strategies for organisations on how to engage effectively with the Autism community.

Autism NI assessed the following Council venues on the 29 March 2019:

- Antrim Civic Centre
- Mossley Mill
- Antrim Forum
- Ballyearl Arts & Leisure Centre
- Castle Gardens and Clotworthy House
- Crumlin Leisure Centre
- Sixmile Leisure Centre
- Valley Leisure Centre
- Courtyard Theatre
- Theatre at the Mill

The Council has now been awarded the Accreditation of Autism Impact Award Champion Council (Autism Friendly Council).

Autism NI has furnished the Council with formal plaques to display at our reception areas within the venues. There is also an excellent opportunity to promote our achievement within our Equality and Accessibility Promotion Plan and through Autism NI's social media and website. The accreditation is reviewed and updated every 3 years where updated training and new Autism Champions will be chosen, if required.

RECOMMENDATION: that the report be noted.

Prepared by: Ellen Boyd, Customer Accessibility Officer

Approved by: Andrea McCooke, Director of Organisation Development

4.10 CCS/EDP/10 ACCESSIBILITY PROMOTION PLAN 2018-2019

The Council has an extensive range of inclusive initiatives and activities and a Promotion Plan has been developed to drive an awareness raising campaign for Internal and External audiences to create a greater understanding of the Council's current provision for those with a disability ([Appendix 1](#)).

The plan is updated on an ongoing basis throughout the year to take account of new/seasonal initiatives and projects.

Some of these highlights include a dedicated page in each edition of Borough Life (six per year), dedicated section of the website, ongoing social media activity, launches, testimonials and videos.

RECOMMENDATION: that the report be noted.

Prepared by: Joanne Heasley, Media and Marketing Officer

Agreed by: Nicola McCullough, Media and Marketing Manager

Approved by: Andrea McCooke, Director of Organisation Development

4.11 HR/HR/019 AGENCY STAFF UPDATE

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

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts

The use of agency staff is subject to a rigorous approval process, which requires the approval of the Corporate Leadership Team.

There is budgetary provision for the majority of posts filled via departmental salary budgets, salary contingency and grant funding.

The table below provides an update for Members on the use of agency staff as at April 2019 as compared to April 2018.

| Reason for Agency Worker | April 2019 | Position Covered | April 2018 | Comments |
|---|------------|--|---|--|
| Additional Resource | 3 | 3 x On Call Recreation Assistant/Leisure Attendant, Sixmile | 4 | |
| Seasonal Cover | 24 | 2 x Caravan Park Attendant 15 x Grounds Maintenance Operative (Non Driver) 7 x Grounds Maintenance Operative Driver | 22 | |
| Filling Funded Posts | 1 | Affordable Warmth Project Officer | 3 | Reduction in cover for funded posts |
| Covering Sickness/ Maternity Leave/ Shared Parental Leave | 8 | Graphic Designer 3 x Household Recycling Attendant Specialist Driver Waste Management Operative Heritage Gardener Facilities Officer | 3 | Increase in cover due to current sickness |
| Covering vacancies until structures filled | 25 | Receptionist, Clotworthy Clerical Officer, Waste Good Relations Officer Accounts Assistant 2 x Conferencing Administrator 2 x Recreation Assistant Relief Attendant Community Centre Coordinator | <u>Recruitment status</u> Completed by mid July 19 Completed by mid July 19 21 June to mid Sept 19 21 June to mid Sept 19 | 27 Reduction in requirement within this category. Ongoing cover due to categorisation |

| | | | | | |
|--|-----------|---|--|-----------|--|
| | | HRC Attendant Driver Site Operative, HRC Central Services Supervisor Waste Management Operative, CSD 3 x Waste Management Operatives, ESD 6 x Waste Management Op/Driver, ESD 2 x Driver Site Operatives, Recycling | 7 June to early Sept 19 21 June to mid Sept 19 21 June to mid Sept 19 7 June to early Sept 19 in consultation – Aug/Sept 19 in consultation – Aug/Sept 19 | | |
| Covering career breaks/ secondments | 6 | 2 x Grounds Maintenance Operative Admin Assistant, Planning Admin Assistant, Marketing Media and Marketing Officer Tourism, Town Centre and Regeneration Officer | | 6 | |
| TOTAL | 67 | | | 65 | |

The table above excludes limited ad-hoc agency cover, which is necessary to provide operational cover, at short notice.

Appendix 1 sets out expenditure on agency workers in April 2019.

The cost of agency staff has increased for the period of 1 April 2019 to 30 April 2019 at 4.94% of all staffing costs compared to 4.13% for the same period last year. This increase can be explained with the earlier starting date of parks seasonal staff this year and the 2% pay increase awarded in April 2019. Employers pension contributions also increased by 1% this month.

The use of agency staff when covering career breaks, secondments, maternity leave and funded posts has been reviewed and these posts will be recruited on a temporary basis rather than using agency cover (unless in exceptional circumstances).

RECOMMENDATION: that the report be noted.

Prepared by: Victoria Stewart, HR Administrator

Agreed by: Jennifer Close, HR Manager

Approved by: Andrea McCooke, Director of Organisation Development