



MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON WEDNESDAY 2 MARCH 2016 AT 6.30PM

- In the Chair** : Councillor D Arthurs
- Members Present** : Aldermen - F Agnew, W Ball, P Barr, and W DeCourcy
Councillors - J Bingham, P Brett, N Kells, A Logue,
M Maguire, N McClelland, P Michael and B Webb
- Non-Committee Members Present** : None
- Officers Present** : Director of Finance & Governance, Mrs C McFarland
Director of Organisation Development, Mrs A McCooke
Legal Advisor, Mr P Casey
ICT Officer, Mr J Higginson
Senior Mayor and Member Services Officer, Mrs K Smyth
- In Attendance** : Royal National Institute of Blind People (NI) Representatives

CHAIRMAN'S REMARKS

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

1 APOLOGIES

Councillors Goodman and Scott.

2 DECLARATIONS OF INTEREST

None.

3.1 ROYAL NATIONAL INSTITUTE OF BLIND PEOPLE NORTHERN IRELAND (RNIB)

Members were reminded that it was agreed at the December 2015 Operations Committee to invite the RNIB to make a presentation to members regarding their Manifesto.

The Chairman welcomed the following representatives from RNIB who were in attendance to elaborate on

- Dr Jacqueline Witherow, Campaign & Research Manager
- Mr Shaun Canny, Campaigners Active Network Officer

Copies of the 'RNIB NI Manifesto – Campaigning for People with Sight Loss in Northern Ireland' and 'Key Facts on Sight Loss in Northern Ireland' were tabled.

Following Members' questions the Chairman thanked them for their presentation and they withdrew from the meeting.

NO ACTION.

The Director of Finance & Governance withdrew from the Meeting during the presentation. The Chairman and Members present extended best wishes for a speedy recovery to the Director.

3.2 CE/GEN/38- DATA SHARING AGREEMENT BETWEEN NORTHERN HEALTH & SOCIAL CARE TRUST AND DATA CONTROLLERS OF INFORMATION ON VULNERABLE PEOPLE FOR USE DURING AN EMERGENCY RESPONSE.

Correspondence had been received in connection to the Northern Health & Social Care Trust (NHSCT) Data sharing Agreement which aims to establish principles for information sharing to ensure that the people within the NHSCT receive a level of protection in the context of an emergency response. (correspondence was circulated)

The agreement had been developed under the obligation of the Data Protection Act 1998 and the good practice recommendations of the Information Commissioners Data Sharing Code of Practice.

Council are now invited to commit to the Data Sharing Agreement.

Proposed by Councillor Webb
Seconded by Councillor Bingham and agreed that

the Council commits to the Data Sharing Agreement between Northern Health & Social Care and Data Controllers of Information on vulnerable people for use during an emergency response.

ACTION BY: Denise Lynn

3.3 G/MSMO/21 NATIONAL ASSOCIATION OF COUNCILLORS

Correspondence had been received from the National Association of Councillors in relation to the provision of equipment for members.

A copy of the correspondence was attached for discussion, along with draft response letter to the National Association of Councillors.

Proposed by Councillor Webb
Seconded by Councillor Brett and agreed that

the draft response be approved and forwarded to NAC.

NOTED: Councillor Maguire's request to be recorded as not in agreement with the recommendation.

ACTION BY: Denise Lynn

3.4 CP/CD/12 SECTION 75 SCREENING CONSULTATION: PROPOSED CHANGE TO NIFRS CREWING ARRANGEMENTS.

Further to the Northern Ireland Fire and Rescue presentation regarding the 'Section 75' consultation documents were circulated.

Members may respond on an individual/party political basis or formulate a corporate response on behalf of Council.

Councillor McClelland asked that consideration be given to a corporate response. Councillor Michael confirmed he had drafted a response.

Proposed by Councillor Michael
Seconded by Councillor Brett and agreed that

Members respond on an individual or party basis.

NOTED: (1) Councillor Michael undertook to circulate his draft response to Party Leaders; (2) copies of the two powerpoint presentations from Northern Ireland Fire and Rescue and Fire Brigade Unions on Wednesday 3 March 2016 to be forwarded to all Elected Members.

ACTION BY: Denise Lynn

3.5 CS/MK/93 CIVIC RECEPTION FOR OVERSEAS STUDENTS

Members were reminded that the Council held a reception to welcome a cohort of international students studying at the University of Ulster, Jordanstown Campus on 23 April 2015 at Mossley Mill.

The occasion is a highlight in the calendar of events organised for the students and it provides an opportunity to put the local area on the international map.

The University of Ulster has asked if the Council intends to host a civic reception for the international students who have commenced their studies this academic year at Jordanstown. If approved the civic reception would be scheduled for Thursday 28 April 2016 at Mossley Mill.

The estimated cost of the reception is £4500 for which there is provision within the civic events budget.

If approved it was recommended to invite the following, plus one guest:

- Mayor and Deputy Mayor
- Chairman and Vice Chairman of the Community Planning Committee
- Members representing the Threemilewater District Electoral Area.

Proposed by Alderman Ball

Seconded by Councillor Webb and agreed that

(a) A Civic Reception be held for the International Students, University of Ulster Jordanstown Campus on Thursday 28 April 2016, at Mossley Mill.

(b) Invites are extended to the Mayor, Deputy Mayor, Chairman and Vice Chairman of the Community Planning Committee and Members representing the both the Threemilewater and Macedon District Electoral Areas. All to include one guest each.

NOTED: request for all future similar items to automatically incorporate the Macedon District Electoral Area.

ACTION BY: Andrea McCooke

3.6 L/CEM/6 BABY BURIAL GARDEN, BELMONT CEMETERY

Correspondence had been received from the Northern Health and Social Care Trust wishing to erect four memorial plaques on closed plots at the Tiny Babies Burial Garden they maintain at Belmont Cemetery.

Members were reminded that 82 grave plots in 'O' section were reserved for purchase in 2003 by legacy Antrim Borough Council to Antrim Area Hospital, for the burial of foetal remains at an agreed price of £95 per plot.

Of the 82 plots reserved, 29 plots have been purchased by the Trust and 8 memorial plaques were erected in 2014, when legacy Antrim Borough Council waived the normal £60 application memorial fee.

The Trust is now requesting the £60 fee be waived again for the erection of a further 4 memorial plaques.

The Trust are also requesting that any future memorial erection fees over the next 3 to 5 years be waived.

The Trust again conveyed their appreciation to the Council for the support provided to them.

Proposed by Councillor Michael
Seconded by Councillor Bingham and agreed that

Council waive the £60 fee for the erection of 4 memorial plaques as requested and all future fees associated with the erection of memorial plaques for the Baby Burial Garden, Belmont Cemetery for the term of this Council.

ACTION BY: Lisa Hall

3.7 G/HSWB/1 BIKE TO WORK SCHEME

Members were reminded that the Bike to Work Scheme was adopted and implemented for Antrim and Newtownabbey Borough Council from 1 April 2015 to be reviewed in one year.

Since the Scheme was introduced in 2012, 77 Staff and Members have received a bike through the scheme. Having reviewed the Bike to Work Scheme from the implementation for Antrim and Newtownabbey Borough Council, 31 bikes were received by Staff and Members, indicating a continuing positive uptake. Reviewing the Scheme on annual basis will provide annual figures on the uptake and monitor any difficulties in the scheme.

With the Bike to Work Scheme open all year round and providing Staff and Members with the opportunity to choose a bike from three suppliers, this has helped to attract uptake to the Scheme. The bikes are purchased by the Council and hired to the individual using the salary sacrifice scheme over an 18 month period. At the end of the period the Council offer the individual the option to purchase the bike at a reduced rate in accordance with Her Majesty's Revenue and Customs recommendations.

To further promote the Bike to Work Scheme it is proposed that information sessions should be held across the Council sites before the summer period.

Proposed by Councillor Logue
Seconded by Councillor Kells and agreed that

the current Bike to Work Scheme for Antrim and Newtownabbey Borough Council is continued and reviewed on annual basis. Information sessions to

promote the Bike to Work Scheme should be held across the Council sites before the summer period.

ACTION BY: Jennifer Buckley

3.8 OA/G/136 LOCAL GOVERNMENT TRAINING GROUP (LGTG) - BUDGET FOR THE FINANCIAL YEAR 2016/2017

Members were advised that correspondence, a copy of which was circulated, had been received from the Local Government Training Group confirming that a budget of £300,000 had been agreed for the financial year 2016/2017. This amount will constitute the net expenditure of the Local Government Training Fund and will be apportioned on the basis of the net rateable value of each district council area.

Antrim and Newtownabbey Borough Council has a net rateable value of £1,834,960 which represents 7.6772% of the Northern Ireland total and will therefore contribute £23,032 to the Training Fund.

Proposed by Councillor Brett
Seconded by Alderman Agnew and agreed that

based on the apportionment arrangements for Antrim and Newtownabbey Borough Council, for the services of the Local Government Training Group, approval be given for the payment of £23,032 by 30 April 2016.

NOTED: the Director of Organisation Development to respond to Councillor Maguire with the detail of the LGTG payment reflected on the payments report.

ACTION BY: Laura Campbell

3.9 CE/OA/7 THE ELECTORAL OFFICE FOR NORTHERN IRELAND - REFORM PROPOSALS

Members were advised of correspondence, copies of which were circulated, received from The Electoral Office for Northern Ireland advising of proposals for reform which include the introduction of new technology, particularly on-line registration, and the streamlining of Area Electoral Offices.

Work on reform options were at an early stage and consultation would be carried out once planning was further advanced.

Proposed by Councillor Bingham
Seconded by Councillor Webb and agreed that

the correspondence be noted.

NO ACTION.

3.10 FI/FIN/4 BUDGET REPORT - APRIL 2015 TO JANUARY 2016

A budget report for the period April 2015 to January 2016 was circulated for Members information.

Proposed by Councillor Brett

Seconded by Councillor Maguire and agreed that

the report be noted.

NOTED: request from Councillor Maguire for additional information, the detail of which was passed to the Director of Finance and Governance; this information to be copied to all Committee Members.

ACTION BY: Catherine McFarland

3.11 FC/G/25 PAYMENTS REPORT

The schedule of payments for Antrim and Newtownabbey Borough Council dated 22nd January to 5th February and schedule of manual payments for December were circulated with any payments over £5,000 having been analysed in more detail and were circulated.

Proposed by Councillor Maguire

Seconded by Councillor Brett and agreed that

the report be noted.

NOTED: Councillor Maguire requested that the Agency Costs outlined in the report exceeding the limit previously agreed for Committee Presentation be reviewed by the Director of Organisation Development.

ACTION BY: Andrea McCooke

3.12 MEMBER DEVELOPMENT WORKING GROUP - MINUTES OF MEETING OF 1 FEBRUARY 2016

Members were advised that a meeting of the Member Development Working Group took place on Monday 1 February 2016.

A copy of the Minutes of the meeting were attached for Members' information.

Proposed by Alderman W Ball

Seconded by Councillor Kells and agreed that

the Minutes of the Member Development Working Group Meeting held on Monday 1 February 2016 be noted.

NO ACTION.

3.13 FI/PRO/GEN/8/CCS FRAMEWORK FOR THE SUPPLY AND FIT OF TYRES RM955

As part of the ongoing rationalisation of legacy council procurement contracts, discussions have been ongoing seeking clarity around an existing Crown Commercial Services (CCS) Framework RM955 for the supply and fit of Tyres. Officers are satisfied that the framework meets the needs of the Council fleet.

The CCS agreement runs until July 2016 and allows access to the framework with no commitment to levels of use. The use of the framework in the medium term will allow officers an opportunity to finalise a council specification for a future tender process.

Proposed by Councillor Bingham
Seconded by Councillor Webb and agreed that

the report be noted.

ACTION BY: Alistair Mawhinney, Management Accountant

SUPPLEMENTARY ITEMS

3.16 G/CCM/1 NORTHERN IRELAND HOUSING COUNCIL

Members were advised of correspondence received from Northern Ireland Housing Council indicating that Councillor Brett had been appointed to the Board of the Northern Ireland Housing Executive on the basis of a 4 year term on the Housing Council.

Members were reminded that under the D'hondt system the DUP had chosen the Housing Council for years 1, 3 and 4. Sinn Fein had chosen the Housing Council in year 2.

Proposed by Alderman Agnew
Seconded by Councillor Kells that

**Councillor Brett be appointed to the Housing Council for a 4 year term.
(Amended by Council on 21.3.16)**

AMENDMENT

Proposed by Councillor Webb
Seconded by Councillor McClelland that

a report be requested from the Chief Executive on how this impacts on the running of D'hondt which took place at the Annual Meeting.

Voting on the amendment resulted as follows:
In Favour - 3

Against - 9
Abstention - 1

The Chairman declared the amendment lost.

Voting on the original proposal resulted as follows:

In Favour – 9
Against – 3
Abstention - 1

The Chairman declared Alderman Agnew's proposal carried.

ACTION BY: Member Services

3.17 G/LEG/44 SIGNS AND PLACARDS AT COUNCIL MEETINGS

It was reported that Council and Committee meetings were open to the public with certain exceptions, for example, members of the public were excluded if Members were dealing with matters considered to be confidential.

Given that the Council Chamber is seen to be a place of objective decision making, it is preferable that placards, signs, or other paraphernalia which express a view on a matter before Members should not be allowed in the Council Chamber.

The following extract from Standing Orders would allow for the removal of items and/or members of the public who bring such items into the Council Chamber:

- Standing Order 8(3) states: The admission of the public is upon the understanding that they must continue at all times to be seated, and that no expression of opinion or noise of any kind be allowed from them.

It was further reported that it was reasonable to interpret this as meaning that signs, placards, etc. could represent an expression of opinion and therefore Council had the right to exclude these items from the Chamber.

Proposed by Councillor Webb
Seconded by Alderman W Ball and agreed that

placards, signs, or other paraphernalia which express a view on a matter before Members should not be allowed within the Council premises.

ACTION BY: Catherine McFarland / Andrea McCooke

3.18 CE/GEN/4 APPLICATION TO RENEWAL OF ROAD SERVICE LICENCE

Members were advised of correspondence received from the Driver & Vehicle Agency regarding an application to renew a Road Service Licence for Car Park Services Ltd, t/a Cosmo Car Park, 181 Airport Road, Belfast International Airport, Antrim, BT29 4DW. Note: closing date for representations is 11 March 2016.

Proposed by Councillor Bingham
Seconded by Councillor Kells and agreed that

the correspondence be noted.

NO ACTION.

3.19 G/MSMO/7 COLLECTIVE WORSHIP IN SCHOOL ASSEMBLIES

Members were advised of correspondence received from Scott Moore requesting the opportunity to give a presentation to Council in respect of his campaign for incremental change to abolish compulsory collective worship in school assemblies.

Proposed by Councillor Brett
Seconded by Councillor Kells and agreed that

the correspondence be noted.

ACTION BY: Member Services

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Kells
Seconded by Councillor Maguire and agreed that

the following Committee business be conducted 'In Confidence'.

The Chairman advised that audio-recording would cease at this point.

3.15 IN CONFIDENCE TENDER FOR THE SUPPLY AND DELIVERY OF A 3500KG (APPROX) GVW WASTE MANAGEMENT HIGHWAY MAINTENANCE VEHICLE(FI/PRO/TEN/49) (WITH AN OPTION TO PURCHASE A SECOND VEHICLE WITHIN THE FINANCIAL YEAR 2016/2017 AT THE TENDERED PRICE)

Introduction

Members were advised that at the Council meeting on 27 July 2015, the business case for the procurement of a 3500kg (approx.) GVW waste management highway maintenance vehicle (with the option to purchase a

second vehicle within the financial year 2016/2017 at the tendered price) was approved.

Two tenders were opened via E-sourcingNI on 15 February 2016 and referred to the evaluation panel for assessment.

Tender Evaluation

The tenders were evaluated on a two-stage basis as follows:

Stage 1 (Selection Stage) comprised of selection criteria which included questions on Mandatory Exclusion and Declarations and Form of Tender. The tenders met the requirements of the Selection Stage and proceeded to Award stage.

Stage 2 (Award Stage)

Both tenders adhered fully to the tender specification and proceeded to be evaluated on the basis of cost (100%). Details are as follows:

Tenderer	Cost for 1 3500kg GVW Waste Management Highway Maintenance Vehicle to include RFL and First Reg Fee (£) (excl. VAT)	Cost Score %
TrustFord Mallusk	██████████	100%
██████████	██████████	██████████

Proposed by Councillor Brett
 Seconded by Councillor Maguire and agreed that

having achieved the higher score of 100%, the tender submitted by Trustford Mallusk for the supply and delivery of a 3500kg (approx.) GVW waste management highway maintenance vehicle in the sum of £██████████ (excl VAT) including road fund licence and first registration (with an option to purchase a second vehicle within the Financial year 2016/2017 at the tendered price) be accepted.

ACTION BY: Sharon Logue

PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'

Proposed by Councillor Michael
 Seconded by Councillor Maguire and agreed

that any remaining Committee business be conducted in 'Open Session'.

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

MAYOR

Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and legal advice.