



31 May 2018

**To: All Elected Members**

**(Membership to be confirmed at Annual Meeting)**

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, 5 June 2018 at 6.30pm.**

You are requested to attend.

An officer from the Finance Team will be available from 4.00 pm on the day of the Policy and Governance Committee meeting to meet with any Member who wishes to review the payments made over the previous month. If you wish to avail of this opportunity, please report to reception at Antrim Civic Centre who will contact Finance accordingly.

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:**

Tel: 028 9034 0048 / 028 9448 1301 [memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

## **A G E N D A**

- 1 Apologies.
- 2 Declarations of Interest.
- 3 Report on Business to be considered:

### **ITEMS FOR DECISION**

- 3.1 Supply and Delivery of Cleaning Products
- 3.2 Consultation on the draft Local Government (Consequential Amendments) Regulations (Northern Ireland) 2018
- 3.3 Emergency Preparedness Group (EPG) Recovery Plan
- 3.4 Multi-Agency Protocols
- 3.5 Council Branding Update: Proposed Town Signage

### **ITEMS FOR INFORMATION**

- 3.6 Member Development Working Group – Evaluation of Courses
- 3.7 Members' Attendance at Meetings
- 3.8 Agency Update
- 3.9 Quarterly Screening Update
- 3.10 Management Development Programme - Update

### **ITEMS IN CONFIDENCE**

- 3.11 Chief Executive's Performance Appraisal
- 4 Any Other Relevant Business.

## **ITEMS FOR DECISION**

### **3.1 FI/PRO/TEN/15 SUPPLY & DELIVERY OF CLEANING PRODUCTS**

Members will recall that the tender 'FI/PRO/TEN/15 Supply and Delivery of Cleaning Products' was granted a one month extension to facilitate a report on the environmental impact of the contract.

A review has been instigated to ensure that Cleaning Products are as environmentally friendly as possible. Current suppliers have been engaged to establish if more environmentally friendly and effective products are available.

Both the packaging and content will be reviewed. For example product packaging information will be gathered ie.

- Biodegradable/Compostable or
- Made from Recycled Products or
- Virgin Material

Due consideration will be given to Health and Safety legislative requirements around the storage and movement of chemicals. Other considerations will include where feasible the Carbon Footprint of the products being used. A Product Carbon Footprint (PCF) is a means for measuring, managing and communicating greenhouse gas (GHG) emissions related to goods and services. This focuses on product life cycle and considers points such as the source of product versus point of delivery, type of packaging, how it is disposed of and the associated level of toxins.

Suppliers have also been requested to offer alternative products that will fulfil operational needs.

The information being gathered will be used to inform a new cleaning products tender specification which reduces the environmental impact of the products and their associated packaging.

A three month extension is therefore requested in order to complete the research and supplier engagement and report accordingly.

In parallel with the review of specification officers will undertake a review of Councils 'Environmental Management System (EMS)' with regard to the use and disposal of cleaning products and packaging to ensure that best practice in this area is being adhered to.

Officers have also been asked to review Council's use of plastics - the Director of Operations is finalising this for consideration over the summer.

**RECOMMENDATION: that the contract above be extended for a further period of 3 months until 31 August 2018.**

Prepared by: Alistair Management, Management Accountant

Approved by: John Balmer, Head of Finance

## 3.2 G-LEG- CONSULTATION ON THE DRAFT LOCAL GOVERNMENT (CONSEQUENTIAL AMENDMENTS) REGULATIONS (NORTHERN IRELAND) 2018

### Background

This report wishes to inform Members of the suggested amendments the Department for Communities intends to make to legislation. Members will note that the majority of the suggested amendments are to correct minor and consequential anomalies. Officers have suggested two submissions to the Department for Members to consider in respect of the proposed amendments.

The Department for Communities is seeking the views of councils on the draft Local Government (Consequential Amendments) Regulations (Northern Ireland) 2018 (the draft Regulations).

In the **enclosed** consultation document the Department for Communities say the following.

The local government reform programme, which took full effect in April 2015, reduced the number of district councils and gave them the power to carry out additional functions. The key pieces of legislation that provided for this reform were:

1. the Local Government Act (Northern Ireland) 2014 (the 2014 Act), which provided for the repeal and replacement of significant parts of the Local Government Act (Northern Ireland) 1972 (the 1972 Act) and in so doing placed a range of new requirements upon district councils, particularly in relation to their administrative and governance regimes;
2. the Planning Act (Northern Ireland) 2011, which reformed the planning system and gave district councils responsibility for determining most planning applications; and
3. the Local Government (Boundaries) Act (Northern Ireland) 2008, which reduced the number of local government districts (and as a consequence the number of councils).

As a result of changes brought into effect by these three Acts, there has been an impact upon some legislation already on the statute book, and a number of minor and consequential anomalies have emerged.

The draft Regulations are a technical piece of legislation and will provide for the amendment of legislation that has been impacted as a consequence of local government reform legislation. A number of minor and consequential anomalies have emerged which require amending.

Department for Communities, the Department for Infrastructure has asked that the draft Regulations also include amendments in respect of the following on its behalf:

- a change to local government representation in respect of the Drainage Council;

- the updating of various harbour and related orders to refer to new councils, specifically:
  - Mid and East Antrim Borough Council;
  - Causeway Coast and Glens Borough Council;
  - Newry, Mourne and Down District Council;
  - Derry City and Strabane District Council;
  - Ards and North Down Borough Council;
  - Antrim and Newtownabbey Borough Council
  - Belfast City Council; and
  
- a technical amendment in respect of the Planning Act (Northern Ireland) 2011.

The Department say that the Local Government (Northern Ireland) 2014 Act includes an enabling power to make consequential amendments in connection with its own provisions and those of the other two Acts listed above. The Department proposes to use this power to make Regulations to rectify the minor and consequential anomalies (including the references to former council names and districts) in other legislation. The Department considers the draft Regulations to be technical in nature. In making the draft Regulations the Department does not propose to introduce any new policies or give effect to any policy changes.

### **Proposed amendments**

1. **Amendment of the Drainage (Northern Ireland) Order 1973:** Increases the membership of council members on the Drainage Council from 10 to 11.
  
2. **Amendment of the Local Government Order (Northern Ireland) 2005:** The 2005 Order provides for immediate reports (definition below) which are interim reports which the Local Government Auditor can produce in relation to a matter before they complete a final report. If section 24 of the Local Government Act (Northern Ireland) 1972 was still in place then such reports could be excluded from being disclosed to the media (i.e. being in the public domain). Section 24 was repealed by the Local Government Act (Northern Ireland) 2014. However the 2005 Act still refers to the 1972 Act and the suggested amendment wishes to omit this reference and replace it with references to the 2014 Act.

Regulation 3(4) of the 2018 Regulations proposes that such an immediate report should not be excluded from disclosure under section 43(2) of the 2014 Act. Section 43(2) of the 2014 Act provides the clerk of a council the power to exclude certain reports from council agendas if the clerk is of the opinion that the meeting is not likely to be open to the public. Therefore the amendment would provide an exemption to this of the Auditors immediate reports.

### **Immediate and other reports in the public interest (2005 Order)**

9. In auditing accounts of a local government body in accordance with this Part, a local government auditor shall consider—
  - a) whether, in the public interest, he should make a report on any matter coming to his notice in the course of the audit, in order for it

to be considered by the body concerned or brought to the attention of the public, and

- b) whether the public interest requires any such matter to be made the subject of an immediate report rather than of a report to be made at the conclusion of the audit.

**Suggested response:** The Council submits that if an immediate report refers to any matters involving ongoing legal proceedings, investigations, data protection issues, commercially sensitive issues, matters which would prevent them from being disclosed under any legislation or for legal reasons, that the report should not be disclosed in the public domain. Alternatively, a council be provided the opportunity to make submissions to the Local Government Auditor before any such report is disclosed in the public domain.

3. **Amendment of the Local Government (Miscellaneous Provisions) Act (Northern Ireland) 2010:** Relates to the exercise of waste management functions by councils and their power to appoint joint committees by two or more councils to discharge the functions of councils. This updates the current function to reflect the 2014 Act instead of the 1972 Act.
4. **Amendment of the Local Government Finance Act (Northern Ireland) 2011:** Updates the Local Government Finance Act (Northern Ireland) 2011 which refers to a joint committee as that which is referred to in the Local Government (Northern Ireland) 1972 Act, to mean as in the Local Government Act (Northern Ireland) 2014.
5. **Amendment of the Planning Act (Northern Ireland) 2011:** The proposed amendments will be brought to the Planning Committee.
6. **Amendment of the Local Government Act (Northern Ireland) 2014:**

As councils carry out functions on behalf of a number of Departments, councils may wish to establish a joint committee in respect of functions that fall outside the responsibility of the Department of Communities, therefore the amendment is to change it from the Department of Communities to any Department.

Section 122, and Schedule 8, of the 2014 Act provide that a department may make a scheme for the transfer of staff from one local government body to another. Section 123 of the 2014 Act provides for compensation in respect of loss suffered by a person as a consequence of such a transfer. Loss is defined as a loss of employment or loss or diminution or emoluments (i.e. a reduction in salary because of a staff transfer). Currently the 2014 Act means that any such loss can only be paid in accordance with regulations under Article 19 of the Superannuation (Northern Ireland) Order 1972. It further provides that no local government body can pay any such compensation under any other statutory provision, by virtue of any provision in a contract or otherwise. The amendment would be to compensate for a reduction in a staff members salary to be paid under any applicable transfer scheme developed under section 122 of the 2014 Act, removing the requirement for the payment to be made in accordance with the Superannuation (Northern Ireland) Order 1972.

Previously there had been a chief local government auditor assisted by a number of local government auditors. The structure of the Local Government Audit Office was changed so that a member of staff of the Northern Ireland Audit Office (NIAO) is designated as the local government auditor (no longer referred to as the chief local government auditor) with arrangements put in place for members of staff in the NIAO to assist in the performance of the local government auditor's functions. Regulation 7(9) of the draft Regulations proposes amendment to Schedule 7 to the 2014 Act with the effect of amending Articles 19 and 20 of the 2005 Order to reflect this structural change.

Regulations 7(4), 7(5), 7(7), 7(8) and 7(10) suggest amendments to correct cross-references to sections in the 2014 Act.

7. **Amendment of the Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2015:** This relates to the modification of charters. The suggested amendment is to rectify a typographical error in the 2015 Regulations where they refer to 'paragraph' instead of 'regulation.'
8. **Amendment of Certain Harbour Orders, Harbour Area Orders and other related Orders:** The amendments relate to the old Councils being referred to by their new names.
9. **Revocation of the Local Government (Employment of Group Building Control Staff) Order (Northern Ireland) 1994, the Local Government (Employment of Group Environmental Health Staff) Order (Northern Ireland) 1994 and the Local Government (Statutory Transition Committees) Regulations (Northern Ireland) 2013:** These all relate to the old Councils and are therefore no longer relevant.

#### **Officers additional suggested response**

Section 101 of the Local Government Act (Northern Ireland) 2014 provides the Department with powers to modify statutory provisions and confer new powers in certain circumstances. Therefore Officers would suggest asking the Department to confirm the authority they have to make new Regulations to implement the suggested amendments in the absence of an Assembly.

**Suggested response:** Please confirm the authority of the Department to make Regulations in order to implement the suggested amendments in the absence of an Assembly.

**RECOMMENDATION:** that Members approve the draft responses to the Department in relation to the proposed amendment of the Local Government Order (Northern Ireland) 2005, and in relation to the Departments authority to implement the proposed amendments.

Prepared by: Paul Casey, Borough Lawyer

Agreed by: Liz Johnston, Head of Governance

Approved by: Andrea McCooke, Director of Organisation Development

### 3.3 G/BCEP/003 EMERGENCY PREPAREDNESS GROUP (EPG) - RECOVERY PLAN

#### **Background**

In the event of a major incident or emergency, Councils will take the **lead role on Recovery co-ordination**. When the lead co-ordinating agency for the response phase is ready to stand-down, a formal hand-over will occur and the local Council(s) will then continue to co-ordinate the progress of the recovery process.

Depending on the nature and scale of the incident, a Recovery Co-ordinating Group may be formed by the local affected Council(s) including relevant external agencies, to manage and provide advice in relation to recovery issues.

The Recovery Plan (enclosed), was developed by Belfast Emergency Preparedness Group and has now been endorsed by both the Northern Emergency Preparedness Group and the Sub-Regional Civil Emergency Preparedness (SCEP) Group, following a consultation phase.

The document provides a useful guidance framework for councils to co-ordinate the process of restoring and rebuilding the community with other Agencies in the aftermath of an emergency/major incident.

The lead role identified for councils recognises their civic leadership role, their ability to link with Councillors, link with local communities, and their local business contacts.

In addition to the overall coordination role, Councils will also have the capacity to provide:

- Council buildings for Community assistance centres.
- Officers to inspect homes/premises and administer severe inconvenience payments.
- Cleansing/waste collection services and assistance.
- Building control surveys for damaged and dangerous premises.
- EHOs e.g. Food Safety, Health & Safety, Pollution, Housing, Public Health etc.
- Additional equipment and support staff.

#### **Key Points**

The Local Government Civil Contingencies Group would note that while a District Council may chair and co-ordinate the Recovery Co-ordinating Group, they remain reliant on all the key responding agencies continuing to participate and support the recovery process.

For clarity, the Local Government Civil Contingencies Group would also highlight that undertaking recovery co-ordination does not infer that a District Council is financially responsible for all the aspects of recovery. This is in line with references in the Civil Contingencies Group (NI) Protocol for multi-agency co-ordination of local level response and recovery – “The convening of a multi-agency response / recovery group in no way overrides or affects the policy and operational responsibilities of the constituent organisations.”

Recent incidents in GB and worldwide have highlighted good practice and new lessons learned in relation to recovery in practical terms. It has therefore been proposed that a regional Recovery Working Group should be formed to consider these lessons and the application of the Recovery Plan in practice to identify any further work required. This would include how the voluntary, faith and community sectors can provide support in recovery, and the development of an appropriate data sharing protocol.

**RECOMMENDATION: that Members approve the adoption of the Emergency Preparedness Group Recovery Plan and note the reassurance that multi-agency partners have considered the steps required to co-ordinate an effective recovery from an emergency.**

Prepared by: Laura O'Boyle, Corporate Risk Officer

Agreed by: Liz Johnston, Head of Governance

Approved by: Andrea McCooke, Director of Organisation Development

### 3.4 G/BCEP/5 MULTI-AGENCY PROTOCOLS

#### **Purpose of Report**

To seek approval from Members to sign revised Multi-Agency protocols which may help enhance Council's response to a civil emergency.

#### **The District Council Mutual Aid Protocol (Appendix 1 – to follow)**

This protocol was developed in 2009. It provides a statement of intent, rather than a binding protocol to enable councils to provide mutual aid to each other during an emergency or business continuity disruption that goes beyond the resources of an individual council.

Activation of the protocol will be via formal request by the Chief Executive or nominated representative of the affected council to seek the assistance of another council, in terms of staff, equipment or other resources.

The Chief Executive of the Council receiving the request will respond and if available at the time, provide mutual aid including goods, services and staff on a cost recovery basis.

The Council requesting aid will co-ordinate the support provided and take all reasonable steps to ensure the welfare, health and safety of the staff provided. They will also ensure the staff provided are appropriately authorised to work in the affected Council's jurisdiction.

#### **Joint Protocol 'Emergency Call-Off Contracts' between Northern Ireland Housing Executive and Northern Ireland District Councils (Appendix 2 – to follow)**

The Northern Ireland Housing Executive (NIHE) has a number of measured term contracts in place to facilitate response maintenance to its properties. The contacts are on a district council basis and have been utilised over the years by NIHE and district councils in the aftermath of emergencies, for example flooding, to provide practical assistance to communities and households that have been affected. This protocol permits district councils to access these contracts at pre-agreed rates when an emergency has occurred.

#### **Key Points**

Both legacy councils signed up to these Protocols. The protocols now take account of Council consultation responses, local and central government reform, the new emergency planning structures and have been agreed by SOLACE. Council Insurers have confirmed that agreeing to the protocols will not attract any additional insurance premiums. Operational managers within Council have been consulted with by Emergency Planning staff. Both documents have been approved by SOLACE and Sub -Regional Civil Emergency Preparedness (SCEP) which oversees the work of the Emergency Preparedness Groups, co-chaired by PSNI and Councils.

**RECOMMENDATION: that Members approve the signing of both protocol documents, subject to Operational arrangements being confirmed by the Housing Executive.**

Prepared by: Laura O'Boyle, Corporate Risk Officer

Agreed by: Liz Johnston, Head of Governance

Approved by: Andrea McCooke, Director of Organisation Development

### 3.5 CE/STC/SC/101 COUNCIL BRANDING UPDATE: PROPOSED TOWN SIGNAGE

Members are reminded that the rebranding programme remains underway, with the recent completion of community centres, leisure centres, recycling centres, cemeteries, arts and culture facilities, headquarter buildings and most park areas now completed.

Boundary signage and the second phase of parks and play areas will be completed by August/September 2018.

Town centre signage is now underway for Antrim, Ballyclare, Crumlin, Glengormley and Randalstown and the purpose of this report is to seek the Committee's approval for the proposed design for:

- a) Town signage – standard signage (appendix 1 – enclosed)
- b) Town signage - for conservation areas (appendix 2 - enclosed)

The town teams have been consulted on the design of town signage and their feedback has been incorporated.

**RECOMMENDATION: that the proposed signage designs be approved.**

Prepared by: Tracey White, Head of Communications & Customer Services

Approved by: Andrea McCooke, Director of Organisation Development

## **ITEMS FOR INFORMATION**

### **3.6 G/MSMO/27 MEMBER DEVELOPMENT WORKING GROUP – EVALUATION OF COURSES**

In line with the Member Development Policy, an evaluation report is **enclosed** for a course recently approved under the Member Development Continuous Professional Development Scheme.

**RECOMMENDATION: that the report be noted**

Prepared by: Laura Campbell, PA to the Director of Organisation Development

Approved by: Andrea McCooke, Director of Organisation Development

### 3.7 G/MSMO/41 MEMBERS' ATTENDANCE AT MEETINGS

In February 2017 at the Policy and Governance Committee meeting it was agreed that six monthly attendance reports for Committee Members be published on the Council's website.

Attendance has been recorded for each of the Committees and the Council meetings for the six month period from 1 December 2017 to 31 May 2018. A summary sheet has been prepared showing the total attendance for these periods and is enclosed for Members' information, prior to publication on the Council's website.

**RECOMMENDATION: 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 six month period from 1 December 2017 to 31 May 2018 be noted.**

Prepared by: Member Services

Agreed by: Liz Johnston, Head of Governance

Approved by: Andrea McCooke, Director of Organisation Development

### **3.8 AGENCY UPDATE**

Members are advised that this report is to follow.

### 3.9 CCS/EDP/7 QUARTERLY SCREENING REPORT

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 have been screened.

POLICY	SCREENING DECISION
Antrim Public Realm's Scheme	1
Good Relations Programme and Action Plan	1
Community Facilities Terms and Conditions of Hire	1
Community Facilities Pricing Schedule	1
Enhanced Accessible Changing	1
Peace IV Programme	1
Street Signage Policy	1
Graffiti Removal Policy	1
Museum Accreditation	1
Arts and Culture Pricing Policy	1
V36 Urban Sports Park	1

1 Screened with no mitigation  
2 Screened with mitigation  
3 Screened and EQIA required

**RECOMMENDATION: that the quarterly screening report be noted.**

Prepared by: Ellen Boyd, Customer Accessibility Officer

Agreed by: Tracey White, Head of Communications and Customer Services

Approved by: Andrea McCooke, Director of Organisation Development

### 3.10 HR/LD/015 MANAGEMENT DEVELOPMENT PROGRESS UPDATE

#### Background

Members are reminded that two bespoke development programmes, linked to the Council's Employee Engagement Strategy, were launched as pilot initiatives in June 2017.

The programmes were designed and largely delivered in house by the Council's Human Resources Team and funding of approximately £7.5k was successfully secured from the Local Government Training Group (LGTG).

The programmes have been branded as iManage and iSupervise with each having around 15 participants employed as front line supervisors (iSupervisor programme) and senior Line Managers (iManage programme).

These pilot programmes have now concluded and this was marked by participants attending a graduation ceremony, where they presented to the Corporate Leadership Team, their key learnings which included:

- Better Self Awareness
- Owning actions/deliverables,
- Better managing Attendance, Disciplinary / Grievance cases,
- Engaging Teams (emotional intelligence and teams),
- Better managing conflict/difficult conversations

The feedback from participants has been very positive and a further cohort of Supervisors and Managers will have access to the 2018/19 programmes, which have been further tailored based on evaluation feedback from the participants.

A third iLead programme will be launched this year, for Heads of Service, and this consists of Personality Profiling (Insights), six coaching sessions and around three 1-2 hour in house masterclasses i.e. Conflict, People Engagement and Teamwork.

All programme costs will be met within existing training budgets.

**RECOMMENDATION: that the report be noted.**

Prepared by: Joe Simpson, HR Manager

Agreed by: Joan Cowan, Head of HR

Approved by: Andrea McCooke, Director of Organisation Development