



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD  
AT MOSSLEY MILL ON MONDAY 26 JUNE 2023 AT 6.30 PM**

- In the Chair** : Mayor (Councillor M Cooper)
- Members Present (In Person)** : Aldermen – L Boyle, T Campbell, L Clarke, M Cosgrove, M Magill, P Michael, S Ross and J Smyth
- Councillors – J Archibald-Brown, A Bennington, M Brady, J Burbank, S Cosgrove, H Cushinan, P Dunlop, S Flanagan, R Foster, J Gilmour, M Goodman, N Kelly, R Kinnear, A Logue, R Lynch, H Magill, B Mallon, A McAuley, E McLaughlin, V McWilliam, M Ní Chonghaile, L O'Hagan, A O'Lone, S Ward, B Webb and S Wilson
- Members Present (Remote)** : Alderman – P Bradley
- Councillors – T McGrann, L Smyth and M Stewart
- In Attendance (In person\*)** : Diana Stewart, Director of Corporate Services from LGSC
- Officers Present** : Chief Executive - J Dixon  
Director of Economic Development and Planning - M McAlister  
Director of Operations – G Girvan  
Director of Finance and Governance – S Cole  
Director of Community Planning - U Fay  
Director of Parks and Leisure Operations – M McDowell  
Director of Sustainability – M Lavery  
Director of Corporate Strategy – H Hall  
Deputy Director of Governance – L Johnston  
Head of HR – J Close  
Head of Corporate Affairs – J McIntyre  
Performance and Transformation Manager – L Millar  
Borough Lawyer and Head of Legal Services – P Casey  
Council Lawyer – A McDowell  
ICT Systems Support Officer – C Bell  
ICT Helpdesk Officer – J Wilson  
Member Services Manager – A Duffy  
Member Services Officer – E Skillen

## **1 BIBLE READING, PRAYER AND WELCOME**

The Mayor welcomed all present to the meeting, and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by Pastor George McKim. Pastor McKim thanked the Mayor for the privilege of attending monthly Council meetings and supporting the Mayor throughout his year.

Alderman Boyle and Councillors Burbank, Cushinan, Goodman, Kelly, Kinnear, Logue, McGrann, McLaughlin, Ní Chonghaile, O'Hagan and O'Lone joined the meeting.

## **2 APOLOGIES**

Alderman J McGrath

## **3 DECLARATIONS OF INTEREST**

Item 7.21 and 7.22 – Councillor Mallon

Item 7.5 – Councillors Foster and Wilson

Item 7.11 Councillor Dunlop

Item 9.5 – The Mayor, Councillor Cooper

Item 9.8 and 9.9 The Chief Executive, J Dixon

## **4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Alderman Cosgrove

Seconded by Alderman Magill and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Tuesday 30 May 2023 be taken as read and signed as correct.**

## **5 MINUTES OF THE ANNUAL MEETING OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL**

Moved by Alderman Cosgrove

Seconded by Councillor Webb and

**RESOLVED - that the Minutes of the proceedings of the Annual Meeting of Antrim and Newtownabbey Borough Council Meeting of Tuesday 30 May 2023 be taken as read and signed as correct.**

## **6(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1**

Moved by Councillor Foster

Seconded by Councillor Cushinan and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 19 June 2023 Part 1 be taken as read and signed as correct.**

## **8(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2**

Moved by Councillor Foster  
Seconded by Councillor Cushman and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 19 June 2023 Part 2 be approved and adopted.**

## **7 ITEMS FOR DECISION**

### **7.1 PK/GEN/130 MOSSLEY DAM – MOSSLEY MILL AND THREEMILEWATER ANGLING ASSOCIATION**

At the April 2023 Operations Committee Members were reminded that the Threemilewater Conservation and Angling Association had been operating at Mossley Dam since 2012, originally on the basis of an annual renewal. In June 2019, Council approval was given to the group for a 12-year licence which was further amended in January 2022 to retain 12 years on the licence allowing the group to make funding applications. Council Officers were formally notified following their Annual General Meeting in February 2023 that the group had now been dissolved resulting in the licence being terminated.

Thereafter Officers were contacted by previous members of the dissolved group, who had been reconstituted as Mossley Mill and Threemilewater Angling Association. Following an initial meeting with Council Officers, the group had requested that Council consider agreeing to a similar licence arrangement that was previously in place.

Members recommended that Officers enter into negotiations with the reconstituted Mossley Mill and Threemilewater Angling Association in order to agree a licence for the use of Mossley Dam.

Officers consulted with the Association and agreed the circulated Licence. The Association were asking that the licence be increased from 12 years, which it was in the past, to 15 years. The Association said that the reason for the increased licence period was for funding purposes.

Moved by Alderman Ross  
Seconded by Alderman Campbell and

**RESOLVED - that the Council enter into a licence agreement with the Mossley Mill and Threemilewater Angling Association for a period of 15 years as per the terms and conditions of the enclosed Licence Agreement.**

*ACTION BY: Paul Casey, Borough Lawyer & Head of Legal Services*

### **7.2 WM/WM/032 SUSTAIN EXCHANGE SUMMIT REQUEST AT THEATRE AT THE MILL**

Correspondence had been received (circulated) from Sustain Exchange offering Council the opportunity to host their annual conference in the Theatre at the Mill. The conference gathers together speakers from across the globe with the aim of encouraging local businesses move towards net zero carbon emissions more quickly. The Annual Sustain Exchange Summit was

proposed for October 2023 with the Theatre at the Mill considered to be an excellent location for the planned hybrid format.

Council would be lead partner for the event and our logo would be prominent on all "at event" branding as well as pre and post press activity, with a Council representative also invited to speak at the event. The event organisers believe there would be 150 conference attendees, so it would be an opportunity for Council to promote its sustainability achievements while showcasing the Theatre at the Mill as a high quality hybrid conference venue.

The event organisers requested that the event was held on either the week commencing 16<sup>th</sup> October 2023 or week commencing 23<sup>rd</sup> October 2023. The only dates available are Monday 16<sup>th</sup> October, Tuesday 17<sup>th</sup> October and Tuesday 24<sup>th</sup> October.

In order to partner the event, Council would be required to financially contribute £4,950.

Moved by Councillor Foster  
Seconded by Alderman Cosgrove and

**RESOLVED - that Council provides partner funding of £4,950 to host the Sustain Exchange Annual Conference at Theatre at the Mill in October 2023.**

*ACTION BY: Gillian McGrath, PA to Director of Sustainability*

### **7.3 L/LEI/002/VOL3 LEISURE GRANT AID PROGRAMME**

Members were advised that during the first call for the Leisure Grant Aid Programme 2023/24 (April - May), a total of 44 applications were submitted. All 44 applications had been scored with a table setting out details and recommendations circulated.

Members were reminded that to allow for more flexibility for applicants and a quicker turnaround for applications, the Programme does not close at the end of each financial year and rolls forward, with the result being £30,180 of approved grants carried forward from the previous financial year.

Should approval be given for the grants listed, the balances remaining in each funding category are set out below:

Category	No. of apps.	Budget	Approved spend to date 23/24	No. of apps.	Grants proposed	Funding Balance remaining (subject to approval of application)
					(£)	
Capital Grants	0	£40,000	£0	1	£0	£40,000
Grants to Clubs	0	£50,000	£0	4	£625	£46,375

Grants to Athletes	0	£30,000	£0	18	£18,948	£11,052
Grants to Coaches and Officials	0	£5,000	£0	5	£723	£4,277
Sports Event Grant	0	£40,000	£0	7	£13,320	£26,680
Defibrillator Grant	0	£5,000	£0	7	£7,153	£847
<b>Allocation total</b>	<b>0</b>	<b>£170,000</b>	<b>£30,180</b>	<b>44</b>	<b>£40,769</b>	<b>£99,051</b>
Fitness suite Gold Card	<b>0</b>	20 Applications	0	2	2 eligible	18 applications
Total spend to date including this call, if approved £70,949						

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the Leisure Grant Aid Programme funding set out in the enclosure be approved.**

*ACTION BY: Anna Boyle, Sport & Physical Activity Programmes Manager & Conor McCallion, Leisure Development Manager*

#### **7.4 EL/190 APPLICATION FOR THE GRANT OF AN ENTERTAINMENTS LICENCE BREAKER BREAKER TRUCK SHOW, NUTTS CORNER, 48A MOIRA ROAD, CRUMLIN, BT29 4JS**

An application had been received for the grant of an Entertainments Licence for the following area.

<b>Licensee</b>	<b>Location of Premises</b>	<b>Where entertainment will be held</b>	<b>Type(s)and hours of entertainment</b>
<b>Leanne Lyons</b>	Outdoor Event Space, Breaker Breaker Truck Show, Nuts Corner, 48a Moira Road, Crumlin, BT29 4JS	Outdoors	<p>Theatrical Performance &amp; Singing, Music, Dancing or Entertainment of a like kind</p> <p>Licence for not more than 14 particular days within 12 month period following grant of the licence</p> <p>Saturday 1 July 2023 10am – 4pm</p> <p>Occupancy 2000 persons</p>

In line with the Council's Entertainments Licensing Policy, the application must be considered at a full meeting of the Council.

The Council could decide the following:

- i. Grant the licence
- ii. Grant the licence with specific additional terms, conditions and restrictions
- iii. Refuse the licence
- iv. Defer an application for further consideration or to obtain further information.

If the Council makes a decision against an Officer's recommendation, then members must state their reasons for doing so. In such circumstances a recorded vote would be taken.

Moved by Councillor Lynch  
Seconded by Alderman Cosgrove and

**RESOLVED - that an Entertainments Licence be granted to the applicant, Leanne Lyons, Breaker Breaker Truck Show, Nutts Corner, 48a Moira Road, Crumlin, BT29 4JS with the following conditions;**

- **That all relevant licensing requirements are met**

#### **OPERATING HOURS**

Saturday 1 July 2023  
10am – 4pm

*ACTION BY: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)*  
*Having declared an Interest in Item 7.5 Councillors Foster and Wilson left the Chamber.*

#### **7.5 EL/210 APPLICATION FOR GRANT OF AN ENTERTAINMENTS LICENCE CRUMLIN MASONIC AND SOCIAL CLUB, 57 MAIN STREET, CRUMLIN, BT29 4UR**

An application had been received for the grant of an Entertainments Licence for the following area.

<b>Licensee</b>	<b>Location of Premises</b>	<b>Where entertainment will be held</b>	<b>Type(s) and duration of entertainment</b>
<b>Arthur McNaul</b>	57 Main Street, Crumlin, BT29 4UR	Indoor	Singing, Music, Dancing or Entertainment of a like kind  Annual Licence

			Monday to Sunday 12 noon – 1am  Number of persons No greater than 100
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In line with the Council Protocol for the hearing of Entertainments Licence applications, approved in December 2016, the application must be considered at a full meeting of the council.

The Council could decide the following:

- i. Grant the licence
- ii. Grant the licence with specific additional terms, conditions and restrictions
- iii. Refuse the licence
- iv. Defer an application for further consideration or to obtain further information.

If the Council makes a decision against an Officer's recommendation, then members must state their reasons for doing so. In such circumstances a recorded vote would be taken.

Moved by Alderman Cosgrove  
Seconded by Councillor Lynch and

**RESOLVED - that an Entertainments Licence be granted to the applicant, Arthur McNaul, 57 Main Street, Crumlin, BT29 4UR with the following conditions;**

- **That all relevant licensing requirements are met**
  - **That statutory consultees have no objections to approval**
- OPERATING HOURS**

Monday to Sunday 12 noon – 1am

*ACTION BY: Clifford Todd, Deputy Director of Operations (Environmental Health, Property and Building Services)*

*Councillors Foster and Wilson returned to the Chamber.*

## **7.6 WM/WM/040 CONSULTATION ON CLIMATE CHANGE REPORTING BY SPECIFIED PUBLIC BODIES – DEVELOPING NEW REGULATIONS**

The Department for Agriculture, Environment and Rural Affairs (DAERA) is seeking views to development of new regulations that would place climate change reporting duties on specified public bodies. These regulations were required to be made under section 42 of the Climate Change Act (Northern Ireland) 2022. These specified public bodies were likely to include all local authorities and Government Departments although the selection criteria were also being consulted on.

The consultation sets out what the future regulations should look like although lacks significant detail in some areas. It also includes question of the level of support that may be required by the specified public bodies to help them meet their climate change reporting duties once the regulations are made.

It was envisaged that the public reporting would encourage action in the wider community, demonstrate government leadership in this area, target resources in order to meet society's climate change goals. Under Climate Change legislation, Council was required to develop and publish separate Climate Adaptation and Mitigation Plans. The Adaptation Plan would include actions on how Council would cope with the results of climate change, with Mitigation Plans concentrating on actions to reduce the causes of the environmental changes.

The draft response recommended the following:

- Specified public bodies should report on their Climate Adaptation Plans every 5 years;
- The first Adaptation Report to be provided by March 2025;
- Mitigation reports should be provided every two years with the first by October 2025;
- Specified public bodies would be chosen through a "criteria-based proportionality approach" based on the organisation's estate size, number of staff, impact on the environment, influence on society, level of expenditure, and whether they are key service or infrastructure providers. Examples include Central and Local Government, Invest NI, Strategic Investment Board, Education Authorities, Health & Social Care Trusts and NIHE.

The proposed response had been developed in collaboration from other Councils in order to ensure consistency in reporting requirements. The response also takes account of the advice from the UK's independent Climate Change Committee (CCC), which was established to advise the UK and devolved governments on their delivery of climate change. It had also been identified that there should be further guidance on time lines and reporting requirements including the development of templates required to ensure all public bodies were reporting on similar baselines.

The consultation document is available on the following link, <https://www.daera-ni.gov.uk/consultations/consultation-climate-change-reporting-by-specified-public-bodies-developing-new-regulations> with the closing date for submission 30 June 2023 and the draft response was circulated.

Moved by Councillor Lynch  
Seconded by Councillor Burbank and

**RESOLVED - that the draft consultation response be approved for submission to the Department for Agriculture, Environment and Rural Affairs (DAERA).**

*ACTION BY: Lynsey Daly, Head of Waste Strategy and Contracts*



## **7.7 AC/EV/025 BALLYCLARE MAY FAIR**

Members were advised that the Ballyclare May Fair Working Group resumed in October 2022 to commence planning for the May Fair which was delivered from 20 to 27 May 2023. The Minutes of the meeting held on 10 May 2023 were circulated for Members' information.

Moved by Councillor Archibald-Brown  
Seconded by Councillor McWilliam and

**RESOLVED - that the minutes of the May Fair Working Group meeting of the 10 May 2023 be approved.**

*ACTION BY: Simon Goldrick, Head of Arts, Culture, Tourism & Events*

## **7.8 MB/G/023 BALLYCLARE TOWN HALL RENEWAL OF LEASE**

Members were reminded that approximately 50% of the ground floor at Ballyclare Town Hall, an area of 114.6 square metres, has been leased as office accommodation for a number of years and a plan of the space was circulated for Members' information. The current tenant is AGE NI, who had been renting this space since May 2011. At the Community Planning Committee in November 2020 approval was given to extend this lease to May 2023 at a rent of £8,400 per annum, with AGE NI covering all of their own running costs.

In line with good practice, Land and Property Services (LPS) conducted a lease value reassessment in May 2023, and had advised that the rental value is £8,600 per annum.

In its current condition the Council had no identified need for the space and AGE NI would like to remain as tenants. It was proposed to renew the lease for a further three-year period to 01 July 2026 at a rent of £8,600 per annum as recommended by LPS.

Moved by Alderman Cosgrove  
Seconded by Councillor Archibald-Brown and

**RESOLVED - that the lease of office space in Ballyclare Town Hall to AGE NI for a further three-year period to 1 July 2026, at a rent of £8,600 per annum be approved.**

*ACTION BY: Jenna Collier, Theatre Bookings, Conference and Events Manager*

## **7.9 AC/GEN/010 BOROUGH ARTS AND CULTURAL ADVISORY PANEL**

Members were advised that the continuation of the Borough Arts and Cultural Advisory Panel, including the nomination of Elected Members (one per party) and the recruitment of up to twelve voluntary members was approved by the Community Planning Committee in February 2019.

Members are also advised that at the Community Planning Committee in March 2023 the continued service of existing voluntary members of the Panel and the recruitment of additional voluntary members was agreed. At this meeting the updated constitution of the Borough Arts and Cultural Advisory Panel was also approved (copy circulated).

The Panel met on 9 May 2023 for the last time of the previous Council term and the minutes of this meeting were circulated along with the summer and autumn programmes for the three theatres.

The recruitment exercise to select additional voluntary members of the Panel had commenced with the opportunity being publicly advertised. The closing date for the receipt of applications is Monday 17 July 2023.

As the Council commences a new term Group Leaders had nominated the following Elected Members to serve on the Panel, for the Council term:

DUP	Alderman Paula Bradley
SINN FÉIN	Councillor Michael Goodman
ALLIANCE	Councillor Billy Webb MBE JP
UUP	Councillor Stephen Cosgrove

The Panel would oversee the recruitment and induction of the voluntary Panel members and was scheduled to have its first quarterly meeting in September 2023.

Moved by Alderman Campbell  
Seconded by Alderman Cosgrove and

**RESOLVED - that**

- (a) the minutes of the Borough Arts and Cultural Advisory Panel of 9 May 2023, including summer and autumn programmes for the three theatres be approved.**
- (b) the establishment of the Borough Arts and Cultural Advisory Panel for the Council term be approved.**

*ACTION BY: Ursula Fay Director of Community Planning*

**7.10 AC/GEN/037 ARTS AND CULTURE GRANT AID**

Members were reminded that a revised Arts and Heritage Grant Aid Programme was approved by the Community Planning Committee in April 2022.

To be successful applicants must score a minimum of 50% in their application and all proposed awards were subject to the receipt of all relevant supporting documentation or the offer of funding would be withdrawn.

The grants were delivered on a rolling funding programme linked to the financial year or until the funding for the year was exhausted. Three applications had been assessed by officers under the appropriate funding

category and maximum award available. A summary of the applications was set out below along with the proposed award:

Individual	Funding Category	Funding Purpose	Date of Event	Score	Amount Awarded
Applicant Under 18	Participation in an arts event either by invitation or qualification	To attend the World Hip Hop Championship in Arizona	29/7/2023	65%	£1000
Applicant Under 18	Participation in specialist training or study	To attend the Ulster Orchestra Summer School at the Ulster Hall, Belfast	3/8/2023	70%	£371.25
Applicant Under 18	Participation in specialist training or study	To attend the Ulster Orchestra Summer School at the Ulster Hall, Belfast	3/8/2023	70%	£371.25

Moved by Alderman Smyth  
Seconded by Councillor Webb and

**RESOLVED -that the Arts and Heritage Grant Awards be approved.**

*ACTION BY: Ursula Fay Director of Community Planning*

*Having declared an Interest in Item 7.11, Councillor Dunlop left the Chamber.*

## **7.11 CP/F/CD/1282 COMMUNITY PLANNING CAPITAL GRANTS**

Members were reminded that the Community Planning Capital Grant programme was approved by the Council in May 2022.

These grants were available to local Community and Voluntary Organisations for funding for the development of new facilities or the enhancement of existing facilities that meet evidenced based need.

Members were advised that one application had been received and assessed by a panel of officers, the score awarded was circulated for Members' information.

Moved by Councillor Smyth  
Seconded by Councillor Lynch and

**RESOLVED - that the Community Planning capital grant up to a maximum of £200,000 to The Bridge Association be approved.**

*ACTION BY: Stefanie Buchanan, Community Development Manager*

*Councillor Dunlop returned to the Chamber.*

## **7.12 AC/GEN/008 FREE USE OF BALLYCLARE TOWN HALL**

Members were advised that a request for free use of Ballyclare Town Hall had been granted to the Royal National Institute for Deaf People (RNID) to deliver a Near You – Hearing Aid User Support Service session on Thursday 29 June 2023.

In addition, they had requested free use for a series of service sessions on Thursday 27 July, Thursday 31 August, Thursday 28 September, Thursday 26 October, Thursday 30 November and Thursday 28 December 2023. The RNID have pre-existing close ties with Council, as they had organised and delivered similar programmes in the past. The support services offered were aimed at and benefit many residents of the Borough.

Moved by Councillor Smyth  
Seconded by Councillor McWilliam and

**RESOLVED - that the request for free use of Ballyclare Town Hall by the Royal National Institute for Deaf People for the dates as outlined be approved.**

*ACTION BY: Jenna Collier, Theatre Bookings, Conference and Events Manager*

## **7.13 AC/GEN/085 COMMUNITY FESTIVALS FUND GRANT AID RECOMMENDATIONS - 2023 – 2026**

Members were reminded that a presentation on the Community Development Grant Aid Programme was made by Officers to the Community Planning Committee in September 2022 and the proposed changes to the Community Development Grant Aid programme approved. A key change to Community Festivals Funding was that Groups can now seek funding for up to three years for established festivals. The benefits of this were that groups could plan ahead with the security of three years funding (subject to satisfactory post event evaluation), need to complete an application only once and officers were released from administration of funding to support groups to develop their capacity to deliver events.

Members were reminded that a pass threshold of 50% applies to applications to the Community Festivals Fund. Members should also note that proposed awards were subject to the receipt of all relevant supporting documentation, or the offer of funding would be withdrawn.

Members were also reminded that following a Council decision in October 2021 the award threshold for Community Festivals Grants was increased from £5,000 to £10,000, effective from 1 April 2022, for festivals attracting in excess of 5,000 attendees.

Members were reminded that two funding rounds were established for the 2023/24 Community Festivals Fund, and that 13 applications totalling £95,625 were approved by the Community Planning Committee for the first round of funding in February 2023. The second round of funding opened on 3 April 2023 and closed on 19 May 2023. Nine applications were received and assessed by a panel of Officers. The total amount requested from all nine applications

for 2023/24 was £43,650. All applicants applied for three-year funding, and all achieved the required 50% pass threshold. A full list of all the applications received was circulated for Members' information.

Members were advised that the 2023/24 budget for the Community Festival Fund is £80,000, which includes an expected contribution of £27,400 from the Department for Communities' (DfC) Community Festival Programme. At present, however, DfC cannot confirm this amount, nor are they in a position to advise when a funding decision would be made.

If the Council funds all second round applicants at a total cost of £43,650, then the Community Festivals Fund would be over-subscribed by at least £59,275 with the anticipated DfC contribution still at risk. Following a request from a Member, Officers agreed to provide more information on grant applications in the future.

Moved by Councillor Lynch  
Seconded by Councillor Goodman and

**RESOLVED - that the grants be approved and that the additional cost be funded through anticipated revenue savings and additional income**

*ACTION BY: Ursula Fay, Director of Community Planning*

**7.14 CP/CD/390 THE MRS JOAN CHRISTIE CVO, OBE LEGACY BURSARY SCHEME 2023**

Members were reminded that the delivery of the Mrs Joan Christie CVO, OBE Legacy Bursary Scheme 2023 was approved at the April Community Planning Committee when it was agreed to change the name to The Mrs Joan Christie CVO, OBE Legacy Bursary Scheme, and to amend the Scheme's Terms of Reference to allow a representative from each political party to take part in the assessment of applicants. A revised Terms of Reference was circulated for Members' information.

Moved by Councillor Gilmour  
Seconded by Alderman Michael and

**RESOLVED - that the revised Terms of Reference for The Mrs Joan Christie CVO, OBE Legacy Bursary Scheme be approved.**

*ACTION BY: Simon Goldrick, Head of Arts, Culture, Tourism and Events*

**7.15 AC/GEN/018 LIGHT UP WORKING GROUP**

Members were advised that in July 2019 the Council agreed to form an all-party working group to develop a policy in relation to the lighting of the main Council Civic Buildings to show support for or promote a particular charitable cause, public awareness campaign, or making of a significant occasion. A Light Up Civic Buildings Policy developed by the Group was approved by Council in October 2020 and reviewed by the Group in June 2021 and 2022. A copy was circulated for Member's information. The Policy contains an

annual programme of light-ups which the Council had agreed reflect the diversity of the Borough and this programme includes Holocaust Memorial Day, Chinese New Year, St Patrick's Day and Battle of the Somme as examples.

A full list of all light ups carried out from April 2022 to March 2023 was circulated for Member's information.

As the Council commences a new term there was a requirement to re-establish the Working Group. Party Group Leaders had nominated the following Elected Members to serve on the Light Up Working Group for the term of the Council:

DUP:	Alderman Stephen Ross
SINN FÉIN:	Councillor Rosie Kinnear
ALLIANCE:	Alderman Lewis Boyle
UUP:	Councillor Leah Smyth

It was proposed to meet with the Working Group to review the current policy with a report to be brought to the Community Planning Committee in September 2023.

Moved by Alderman Cosgrove  
Seconded by Councillor Brady and

**RESOLVED - that:**

- (a) the establishment of the Light Up Working Group for the Council term be approved;**
- (b) a review of the Policy be carried out by the Working Group with a report brought back to the Community Planning Committee in September 2023.**

*ACTION BY: Ursula Fay, Director of Community Planning*

#### **7.16 CP/CC/012 RATHENRAW COMMUNITY CENTRE – FREE USE REQUEST**

Members were advised that a request had been received by Rathenraw Youth Scheme for the free use of Rathenraw Community Centre for a two-week Summer Scheme from Monday 17 July to Friday 28 July 2023.

The group had been granted free use of the facilities in the past and proposed to provide youth engagement activity over this two-week period for a summer scheme.

Moved by Councillor Logue  
Seconded by Councillor Smyth and

**RESOLVED - that free use of Rathenraw Community Centre as outlined be approved.**

*ACTION BY: Paul Townsend, Community Facilities Coordinator*

#### **7.17 CP/GR/173 THE EXECUTIVE OFFICE – DRAFT EQUALITY SCHEME 2023/28**

Members were advised that The Executive Office (TEO) was consulting on its draft Equality Scheme 2023-2028.

The Equality Scheme illustrates how TEO proposes to fulfil its Section 75 statutory duties across all of its functions. Section 75 of the Northern Ireland Act 1998 (the Act) requires public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity and regard to the desirability of promoting good relations across a range of categories outlined in the Act.

The Department was committed to seeking the views of those who are affected by The Executive Office Draft Equality Scheme, and were keen to hear from individuals and organisations about their views on the equality implications of the scheme and about any improvements or amendments that the Department could make.

Copies of the Consultation Document, including a link to a comprehensive Response Template are available from the following link:

[www.executiveoffice-ni.gov.uk/consultations/consultation-executive-office-draft-equality-scheme](http://www.executiveoffice-ni.gov.uk/consultations/consultation-executive-office-draft-equality-scheme)

The deadline for responses is 11 August 2023.

Further information, hard copies and alternative formats can be obtained by contacting The Executive Office Equality and Human Rights Branch at

[EqualityandHumanRights@executiveoffice-ni.gov.uk](mailto:EqualityandHumanRights@executiveoffice-ni.gov.uk)

Members may wish to respond on a corporate, individual, or party political basis.

Following a request from a Member the Chief Executive agreed to write to the Executive Office to request copies of the consultation.

Moved by Councillor Goodman

Seconded by Alderman Cosgrove and agreed that

**Members respond on individual or party political basis.**

*ACTION BY: Member Services*

## **7.18 CP/CP/213 CORONATION OF HIS MAJESTY KING CHARLES III SUB COMMITTEE**

Members were reminded that at the Council meeting in October it was agreed to establish a Sub Committee, to commemorate Her Majesty Queen Elizabeth II and to plan for the Coronation of King Charles III. The sixth meeting of the Sub Committee was held on Tuesday 25 April 2023.

The minutes of this meeting were circulated for Members' information.

Following a query from a Member the Director of Community Planning confirmed that the King Charles III Sub Committee had one final meeting planned to discuss legacy issues arising out of the Coronation programme.

Moved by Councillor Flanagan  
Seconded by Alderman Clarke and

**RESOLVED - that the minutes of King Charles III Coronation Sub Committee meeting of 25 April 2023 be approved.**

*ACTION BY: Ursula Fay, Director of Community Planning*

*Councillor Flanagan left the Chamber at Item 7.19.*

#### **7.19 PBS/BC/003 VOL 2 STREET NAMING – DUBLIN ROAD, ANTRIM**

A development naming application was received from Chris McAvoy on behalf of Hall Black Douglas Architects regarding the naming of a residential development off Dublin Road, Antrim. The development consists of 34 dwellings, these being a mixture of detached, semi-detached and apartments.

The development names refer to the site's location within the Deerpark townland, formerly part of the Massereene Demense owned by the Massereene family which included Antrim Castle Gardens and the 'deer park' that was formed by the stone walls around the estate. The site was also formerly occupied by the Deerpark Hotel. The developer's options had been submitted as outlined below, with the application, location map and site plan circulated.

1. Deerpark Demense – The name makes reference to both the long and short term historical context of the site.
2. Deerpark Wood – This option references the historical context of the site and its location within a woodland setting.
3. Deerpark Lodge – The name takes into consideration the historical context of the Skeffington Hunting Lodge that previously occupied the site before the Deerpark Hotel.

Should Council not wish to select one of the above names, the matter would be referred back to the developer via the Building Control section for further consideration.

Moved by Councillor Kelly  
Seconded by and Alderman Michael

**RESOLVED - that Council approves the name Deerpark Lodge for the above development**

*ACTION BY: Liam McFadden, Principal Building Control Surveyor*

*Councillor Flanagan returned to the Chamber.*



## **7.20 PBS/BC/003 VOL 2 STREET NAMING – ANTRIM ROAD, NEWTOWNABBEY**

A development naming application was received from Paul Doherty on behalf of Doherty Architectural Services regarding the naming of a residential development off Antrim Road, Newtownabbey. The development consists of 14 dwellings, these being a mixture of detached and semi – detached.

The developer's rationale states that the site was located adjacent to parkland at City of Belfast Playing Fields, Mallusk close to Park Road - a small development of 14 houses on a lane off the Antrim Road. The development names had been submitted as outlined below, with the developer's application, location map and site plan circulated.

1. Park Lane
2. Park Mews
3. Park Place

Should the Council not wish to select one of the above names, the matter would be referred back to the developer via the Building Control section for further consideration.

Moved by Alderman Magill  
Seconded by and Councillor Logue

**RESOLVED - that the matter be referred back to the developer for further consideration.**

*ACTION BY: Liam McFadden, Principal Building Control Surveyor*

## **7.21 PBS/BC/003 VOL 2 STREET NAMING – JUBILEE ROAD, BALLYCLARE**

A development naming application was received from Darren Farnan on behalf of Braidwater Ltd, Longfield Road, Eglinton regarding the naming of a residential development off Jubilee Road, Ballyclare. Phase 1 of the development consists of 65 dwellings, these being a mixture of detached and semi – detached dwellings. The development names and developer's rationale had been submitted as outlined below, with the developer's application, location map and site plan circulated.

1. Cloughan Park – the site overlooks the grounds of Ballyclare Rugby Football Club, called "The Cloughan". There is a direct correlation between the proposed name and the local area
2. Cloughan View – as above
3. Cloughan Hill – as above

In view of the names Cloughlin Lane and Cloughlin Manor already existing at the end of Jubilee Road where it connects to Rashee Road, very close to this proposed development, officers contacted the developer. Although there was a very slight difference in the spelling of the names, locally, both names

were pronounced the same. Members should also be aware that the developers were currently advertising this development as Cloughan Manor on a billboard at the site and on their own website.

In order to avoid confusion, the developer, had agreed to amend his proposed options to utilise the recognised spelling, Claughlin, with the same suffixes;

- Park
- View
- Hill

Should the Council not wish to select one of the above names, the matter would be referred back to the developer via the Building Control section for further consideration, however, in this case Officers were proposing that it was referred back to the developer.

Moved by Councillor McWilliam  
Seconded by Alderman Boyle and

**RESOLVED - that Council approves the name Cloughan View for the above development.**

*ACTION BY: William Richmond, Principal Building Control Surveyor*

## **7.22 PBS/BC/003 VOL 2 STREET NAMING – BALLYCLARE ROAD, NEWTOWNABBEY**

A development naming application was received from Conor Darcy on behalf of Lotus Homes regarding the naming of a residential development off Ballyclare Road, Newtownabbey. The development consists of 12 apartments. The development names and developer's rationale had been submitted as outlined below, with the developer's application, location map and site plan circulated.

1. Hillview Apartments – The name takes into account the proximity of Hillview Drive and Hillview Park. It leverages the geographical feature of hills, establishes a sense of community, aids in navigation and enhances the marketing appeal of the apartments on Ballyclare Road.
2. Oakview Apartments – Oakview Apartments combines the concepts of strength, natural beauty, elegance, and a distinctive identity. It creates a sense of reliability, tranquillity and timeless appeal for the residents of the apartment block.
3. Oakview Manor – The same rationale as above applied to this suggestion.

Should the Council not wish to select one of the above names, the matter would be referred back to the developer via the Building Control section for further consideration.

Moved by Councillor Bennington  
Seconded by Alderman Bradley and

**RESOLVED - that Council approves a name Hillview Apartments for the above development**

*ACTION BY: Liam McFadden, Principal Building Control Surveyor*

**7.23 P/FP/LDP/97 DEPARTMENT FOR INFRASTRUCTURE'S TRANSPORT PLANNING AND POLICY DIVISION – BRIEFING SESSION**

Members were advised that a request had been received from the Department for Infrastructure (copy circulated) requesting the opportunity to provide a briefing during June/July on the Belfast Metropolitan Transport Plan (BMTP) 2035.

Moved by Councillor Lynch  
Seconded by Alderman Magill and

**RESOLVED - that Department for Infrastructure Representatives be invited to brief Members at a future meeting of the Community Planning Committee on the Belfast Metropolitan Transport Plan (BMTP) 2035.**

*ACTION BY: Sharon Mossman, Deputy Director of Planning*

**7.24 PK/GEN/035/VOL4 PARKS AND OPEN SPACES SUB GROUP MEMBERSHIP**

Members were advised that in 2015 Council agreed to establish a Grass Management Sub Group for the purpose of planning and managing the challenges of new traffic regulations, roundabout maintenance improvements and impact of DfI budget cuts on urban grass cutting.

Over time, the Group widened its scope into other areas of Parks and Open Spaces and had proven very effective in achieving improvements in these areas, as well as acting as a mechanism for guiding Officers in a wider range of operational matters. In 2021, the Group was renamed the Parks and Open Spaces Sub Group to reflect its wider scope.

Membership to date had been determined by those with an interest in Parks and Open Spaces, and was chaired by the Chair of Operations or their nominee. Meetings were scheduled up to six times per annum with the minutes of the meeting and any recommendations considered at the following month's Operations Committee.

It was proposed that the next meeting of the Group would be scheduled following nomination of members, as a range of business was awaiting consideration including judging of Council's annual Best Kept Garden Awards.

Moved by Councillor Logue  
Seconded by Councillor McWilliam and

**RESOLVED - Members were invited to volunteer to participate in the Parks and Open Spaces Sub Group for the Council term by contacting the relevant Director.**

*ACTION BY: Vicki Kyles, Personal Assistant to Director of Parks and Leisure Operations*

## **7.25 HR/HR/045 STUDENT PLACEMENTS**

The Council plays a vital role in local communities, and works in partnership with the Ulster University and local colleges to offer student placement opportunities which could provide benefits to both parties.

The Council had previously offered placements in various fields such as Environmental Health and ICT. By extending these opportunities to other areas of study, we could support the development of the next generation of professionals and build valuable connections with universities and colleges.

The primary objective of this partnership was to provide students with practical experience that enhances their academic learning and employability. This could be achieved by offering placements that were relevant to the students' field of study, providing opportunities to apply theoretical knowledge to real-world situations, and building industry networks. Additionally, Council could benefit from having access to a pool of talented and motivated students who could contribute to Council projects and bring fresh perspectives to the work.

Members were advised that a number of local Councils had recently offered student placements opportunities in the following areas: Environmental Health, Communications and Marketing, ICT and HR. Durations could vary from 6 months up to one year.

It was proposed that the Council works in partnership with the Universities to offer five student placement opportunities, two in the field of Leisure Management, two in Digital Innovation within Organisation Development and one in Environmental Health. Consideration may be given to other opportunities across other fields of study as noted above in due course.

Key Benefits to this partnership working was as following:

- Enhanced employability for students: by providing students with practical experience, Council could enhance their employability and prepare them for their future careers.
- Access to talented and motivated students: Council could benefit from having access to a pool of talented and motivated students who could contribute to Council projects and demonstrates our commitment to supporting the next generation of professionals in the leisure management industry.
- Strengthened relationships with universities: by working in partnership with the Universities and Local Colleges, Council could build valuable connections with academic institutions and strengthen relationships with them and providing access to other expertise.

- Improved services for the community: by providing practical experience to students, Council could improve the quality of services provided to the local community.

Human Resources would be involved in the selection process and students would be paid the Real Living Wage.

Moved by Councillor Lynch  
Seconded by Councillor Logue and

**RESOLVED - that approval be given to progress five Student placements.**

*ACTION BY: Jennifer Close, Head of Human Resources*

## **7.26 HR/ER/001 HR POLIICES UPDATE**

Members were advised that in consultation with the Trade Unions, the following policies had been reviewed and updated (circulated at appendix 1)

We recommend that these policies be approved and adopted by the Council for immediate implementation.

These policies had previously been equality screened.

Voluntary Severance & Redundancy Procedure
Pay Tapering Policy
Dignity & Respect at Work Policy

Moved by Alderman Cosgrove  
Seconded by Councillor Bennington and

**RESOLVED - that the above policies be approved. It was further agreed that Members would be provided with a copy of the track changes to the HR policies update in future.**

*ACTION BY: Pauline Greer, HR Manager*

## **7.27 CE/CS/004 APSE ANNUAL SEMINAR AND AWARDS 2023**

Members were advised that the APSE Annual Seminar would take place on 13-14 September 2023 in the Assembly Buildings, Belfast, and the APSE Service Awards Charity Dinner would take place in Titanic Museum, Belfast on 14<sup>th</sup> September.

The Association for Public Service Excellence (APSE) was a best practice organisation dedicated to promoting excellence in the delivery of frontline services to local communities around the UK.

The APSE Annual Seminar offers frontline service providers the chance to learn from each other, network with sector experts and develop strategies for vital local services. Delegates would get the opportunity to hear from industry-leading experts for across UK local government.

The cost of attending the full seminar attendance including evening functions was £439 plus VAT.

As members of APSE the Council were entitled to two complimentary places (one Elected Member and one Officer) to attend the following:

- Pre-event reception on Tuesday 12 September
- Seminar Attendance on Wednesday 13 September
- Attendance at the AGM and reception supper on Wednesday evening
- Seminar Attendance on Thursday 14 September
- Dinner place at the Service Awards Dinner on Thursday evening

The Council had entered a number of submissions for the APSE Awards. The shortlist for these awards would be announced mid-July and Members would be updated of progress in relation to this.

Members were reminded that as part of the Elected Member Continuous Professional Development Policy, an individual development budget of £800 per year (£3,200 per term) was available. The Policy was circulated for Members' information.

Moved by Alderman Cosgrove  
Seconded by Councillor Foster and

**RESOLVED - that:**

- 1. The Mayor (or nominated representative) and appropriate Officers attend the APSE Annual Seminar and Awards as an approved duty.**
- 2. Attendance at the APSE Annual Seminar and Awards is available to all Members as part of their individual development budget. Anyone wishing to attend should contact Sarah Fenton – [sarah.fenton@antrimandnewtownabbey.gov.uk](mailto:sarah.fenton@antrimandnewtownabbey.gov.uk)**

*ACTION BY: Lesley Millar, Performance and Transformation Manager*

*Councillor Logue left and returned to the Chamber during Item 7.28.*

**7.28 CP/CP/214 ARMED FORCES DAY 2024**

Members were reminded that it was agreed at the Council Meeting in October 2022 to submit a bid to host Armed Forces Day 2024 in Hazelbank Park and Jordanstown Loughshore Park.

Members were advised that confirmation had been received from the Reserve Forces and Cadets Association for Northern Ireland (RFCA NI) that the Council's bid had been accepted and it was proposed to host Armed Forces Day 2024 on Saturday 22 June 2024 with provision of £80,000 to be made in the 2024/2025 estimates.

The Council hosted Armed Forces Day in 2016 in Antrim with Antrim Castle Gardens and Antrim Stadium used to host the event. The event in 2016 attracted large numbers of visitors from across Northern Ireland and it was a significant regional event which would bring economic benefits to the area and enhance the profile of the Council.

It was proposed to establish a Working Group of 8 Elected Members, to be nominated by D'hondt, representatives of the various forces as well as RFCA NI and appropriate Officers to plan for the delivery of the event, with meetings to commence at the earliest opportunity.

Moved by Alderman Cosgrove  
Seconded by Councillor Foster and

**RESOLVED -:** that

- (a) the delivery of Armed Forces Day 2024 on Saturday 22 June at a cost of £80,000 be approved;**
- (b) the establishment of a Working Group of the Mayor, Deputy Mayor, Veterans Champion and 6 Elected Members, nominated by D'hondt, as well as representatives of the various armed forces, RFCA NI and appropriate Officers be approved.**

*ACTION BY: Ursula Fay, Director of Community Planning*

*Councillor Kelly left the Chamber at Item 7.29.*

## **7.29 HR/LD/029 ELECTED MEMBER DEVELOPMENT WORKING GROUP MINUTES**

Members were advised that meetings of the Elected Member Development Working Group took place on Monday 13<sup>th</sup> February 2023 and Wednesday 12 April 2023.

A copy of the minutes were circulated for Members' information.

Moved by Councillor Lynch  
Seconded by Councillor McWilliam and

**RESOLVED - that the minutes of the Elected Member Development Working Group meetings held on Monday 13<sup>th</sup> February 2023 and Wednesday 12 April 2023 be approved.**

*ACTION BY: June Foster, Executive Officer*

*Councillor Mallon left the Chamber at Item 7.30.*

## **7.30 G/MSMO/017 LINEN HALL LIBRARY ANNUAL MEMBERSHIP**

Members were advised that correspondence had been received in relation to Council's subscription to Linen Hall Library, a copy of which was circulated.

Corporate Membership of this historical library permits staff and Members to access the library and its facilities and to borrow up to 8 books for up to a month upon presentation of the corporate library ticket. Any member wishing to use the Linen Hall library could obtain the corporate library ticket from Mayor and Member Services.

The Library had advised that the annual membership rate is £360.00

Moved by Councillor Foster

Seconded by Councillor Lynch and

**RESOLVED - that the annual subscription be approved for the term of Council.**

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

**7.31 G/MSMO/23 THE SOMME ASSOCIATION ANNUAL SUBSCRIPTION**

Members were advised that an invoice had been received from The Somme Association as circulated for £1000 (plus VAT) in respect of the "Friends of the Somme" yearly subscription for the period 2023/24.

The Somme Association was a registered charity formed in 1990 to co-ordinate research into Ireland's part in the First World War and was created to ensure that the sacrifices of all those from Ireland who served in the War - and those of their families - would continue to be honoured and remembered.

The Somme Association had responsibility for the Somme Museum, formerly the Somme Heritage Centre at Conlig in County Down, the Ulster Memorial Tower on the site of the Battle of the Somme near Thiepval in France, and Thiepval Wood.

Moved by Councillor Bennington

Seconded by Councillor Brady and

**RESOLVED - that the Council subscribes to the Somme Association at a cost of £1000 (plus VAT) for the term of Council.**

*ACTION BY: Denise Lynn, PA to the Director of Finance and Governance*

*Aldermen Clarke and Magill left the Chamber at Item 7.32.*

**7.32 G/MSMO/008 VOL 3 PUBLIC CONSULTATION: NI CONCESSIONARY FARES SCHEME**

Correspondence (circulated) had been received from the Department for Infrastructure advising that a public consultation had been launched on changes to the NI Concessionary Fares Scheme

Full details of the consultation were available at <https://www.infrastructure-ni.gov.uk/consultations/consultation-changes-concessionary-fares-scheme>

Organisational responses to the consultation could be done so by using the Citizen space survey at:



[Consultation on free and discounted fares on public transport \(concessionary fares\) - NI Direct - Citizen Space](#)

The consultation opens from 1 June 2023 and closes at 5pm on 24 August 2023.

Any queries in relation to the consultation should be directed by email to [niconcessionaryfaresconsultation@infrastructure-ni.gov.uk](mailto:niconcessionaryfaresconsultation@infrastructure-ni.gov.uk).

Members may wish to respond on a corporate, individual or party political basis.

Moved by Councillor Goodman  
Seconded by Alderman Ross and agreed that

**Council responds to the consultation on a Corporate basis.**

*ACTION BY: Ursula Fay, Director of Community Planning*

*Councillor Kelly returned to the Chamber.*

**7.33 CP/PCSP/127 NORTHERN IRELAND POLICING BOARD (NIPB) ENGAGEMENT STRATEGY 2023-25 CONSULTATION**

Members were advised correspondence circulated had been received from the Northern Ireland Policing Board (NIPB) regarding the NIPB Engagement Strategy 2023-25 Consultation.

In March 2023, the NIPB agreed a new two-year Corporate Plan 2023–2025 which was to coincide with the remaining term of the 2020-2025 NI Policing Plan. The Engagement Strategy was intended to complement both these key documents and to ensure compliance with its statutory functions within the Police (NI) Act 2000.

The NIPBs Engagement Strategy was directly linked and aligned to the outcomes outlined in the Boards 2023 – 2025 Corporate Plan. Part of the Boards statutory remit was to develop, in partnership with the PSNI, the NI Policing Plan which highlights three Outcomes for policing.

- Outcome 1 – We have a safe community
- Outcome 2 – We have confidence in policing
- Outcome 3 – We have engaged and supportive communities

The Boards Engagement Strategy and the associated Programme of Engagement would assist the Board in assessing the delivery and implementation of Outcome 3 of the NI Policing Plan 2020-2023 namely, "We had engaged and supportive communities", by aiming to deliver strategic and purposeful engagement with key stakeholders and the wider community to make a significant contribution to the delivery of these outcomes.

The NIPB Engagement Strategy would be delivered through an Annual Programme of Work that would provide further detail on the specific activities

and initiatives which the NIPB would undertake in order to achieve their engagement aims.

The NIPB welcome feedback on the proposed 'Aims' and also the three 'Strands of Engagement' as outlined below:

1. Engagement with the Community through Partnership & Collaboration
2. Engagement with Stakeholders (Inc. Statutory Stakeholders)
3. Consultation, Research & Reports

Further information on the draft engagement strategy were available on the NI Policing Board website;

<https://www.nipolicingboard.org.uk/publication/draft-engagement-strategy-2023-2025>

The consultation would run for 12 weeks, the deadline for responses is 12 noon on Tuesday 5 September 2023.

Members may wish to respond on a corporate, individual or party political basis.

Moved by Alderman Cosgrove

Seconded by Councillor Goodman and agreed that

**Members respond to the consultation on an individual or party political basis.**

*ACTION BY: Lynda Kennedy, Community Programmes Manager*

*Alderman Clarke and Councillor Mallon returned to the Chamber.*

*Councillor Ward left the Chamber at Item 8.1.*

## **8 ITEMS FOR NOTING**

### **8.1 FI/AUD/02 REVIEW OF THE EFFECTIVENESS OF THE AUDIT AND RISK COMMITTEE AND AUDIT AND RISK COMMITTEE ANNUAL REPORT 2022/23**

Members were advised that Chartered Institute of Public Finance and Accountancy's (CIPFA) Audit Committee – Practical Guidance for Local Authorities and Police 2018, places a requirement on Audit Committees to "Report regularly on their work, and at least annually report an assessment of their performance".

In February 2023, Members of the Audit and Risk Committee completed a review of the Committee's performance throughout the year and agreed the 'Self-Assessment of Good Practice' checklist and the 'Evaluating the Effectiveness of the Audit Committee' checklist. The results (circulated) of this review were agreed by the Audit and Risk Committee at their meeting in March 2023.

The Audit and Risk Committee had also prepared an Annual Report (circulated) which was agreed by Members. This report outlines the Audit

and Risk Committee's activities during 2022/23 and how the Committee had discharged its roles and responsibilities as set out in the Audit and Risk Committee Terms of Reference.

Moved by Councillor Bennington  
Seconded by Alderman Cosgrove and

**RESOLVED - that the report be noted.**

*NO ACTION*

## **8.2 CP/CD/443 DEPARTMENT FOR COMMUNITIES FUNDING POSITION UPDATE**

Members were reminded that it was agreed at the April Community Planning Committee that an update on the Department for Communities (DfC) current budget position be communicated to those groups and organisations anticipating funding from the Department in 2023/24.

The Permanent Secretary for the DfC had indicated that temporary 3-month funding support would be put in place up to 30<sup>th</sup> June 2023 based on 2022/2023 funding levels.

Members were advised that further correspondence had been received from DfC as circulated outlining their current budget position and the outlook for 2023/2024 in the continued absence of a budget settlement.

The Permanent Secretary for DfC had indicated that further temporary 3-month funding support would be put in place from 30 June 2023 to 30 September 2023 based on 2022/2023 opening budget allocations.

Members were advised this funding covers all DfC programmes operating in our area such as Areas at Risk, Neighbourhood Renewal and Grant Funding.

Members were reminded that a report on Areas at Risk Funding 2023/24 was taken to the May Council Meeting. It was agreed that the Councils response to the Departments EQIA be reported to a future meeting. The response was circulated for Members' information.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED -**

**a) that the updated position of the Department for Communities budget be noted**

**b) the response to the Departments EQIA be noted**

*NO ACTION*

## **8.3 G/LEG/325/21 DEPARTMENT FOR INFRASTRUCTURE – THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 – DEVELOPMENTS AT LAUREL MANOR, ANTRIM AND READERS PARK, BALLYCLARE**

Correspondence had been received from the Department for Infrastructure (DfI) advising that streets at the above development had now been adopted by DfI Roads (copy correspondence circulated).

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the correspondence be noted.**

NO ACTION

#### **8.4 FO/GEN/037 SOCIAL VALUE IN COUNCIL CONTRACTS**

Members would recall that the Finance Minister announced in July 2021 a new policy to introduce mandatory scoring of social value within public procurement contracts.

Reports on the broad requirements and operation of Social Value within Council contracts was provided to members at the September 2021 and March 2022 Policy and Governance committees and July 2022 Council meeting.

The purpose of this report was to update members on the progress of implementing this policy.

The report was broken down by section as follows;

- Background
- Approaches to Scoring Social Value
- Future Developments
- RESOLVED -

#### **BACKGROUND**

'Social Value' within procurement contracts refers to the wider impacts on the well-being of individuals, communities and the environment that the contract may have. Unlike mainland UK, no specific legislation exists for Northern Ireland that requires public bodies to consider 'Social Value' in the commissioning of public contracts.

From 1<sup>st</sup> June 2022 NI public bodies must explicitly score social value as an award criterion together with cost and quality with a minimum of 10% of the total award attributed to social value. The 10% minimum applies to:

- Services contracts greater than £177,898
- Construction contracts greater than £4,447,448

Other mandatory social value measures, especially regarding compliance with relevant employment, equality and human rights standards and fair work practices had been introduced.

#### **APPROACHES TO SCORING SOCIAL VALUE**

Council currently operates two mechanisms for scoring Social Value and a table of current contracts that had included a scored Social Value element by category are listed in Table 1.

## POINTS BASED APPROACH

For over threshold and other larger contracts, bidders were asked to complete a points matrix of their social value commitments from a basket of measures under the general themes of:

- Employment and Skills
- Sourcing Strategies
- 'Zero' carbon delivery
- Well-Being promotion

For each Council contract a minimum points value must be committed to by the bidder. Council had the flexibility to influence bidders focus on particular aspects of the above themes by offering more points for those aspects.

It was the bidders' delivery plan that was then scored i.e. how they would deliver their social value commitment. This delivery plan requires to be monitored during the contract period to ensure social value has been delivered as per the tender.

The supplier must deliver a minimum of 100 Social Value points per £1 million of contract value.

**Table 1**

<b>Above threshold - Points Based Approach</b>	<b>Minimum SV Points</b>
<b>Services Contracts</b>	
Provision of Security Services	250
Provision of Fleet Maintenance	250
Waste Collection Services Across the Borough	Lot 1 – 700 Lot 2 – 700 Lot 3 - 300
Provision of Cleaning Services	350
Provision of Recruitment Services(5 Lots)	120 per lot
Lighting at Enchanted Winter Gardens	100
<b>Works Contracts</b>	
Contractor for Glengormley Office Block	600
Consultant for Dunanney Centre Refurbishment	31

For example – the standard points matrix awards 90 points for a bidder providing 52 weeks of 'Paid Employment for people from the Client's priority group'

Within the project - 'Contractor for Glengormley Office Block, Council prioritised the following Social Value groups:

- Unemployed
- Socially disadvantaged
- Gender or age inequality grouping
- Those with disability

The points matrix was modified to offer bidders higher points for these categories and bidders information included contact details of key stakeholders in the Glengormley area in relation to the priority groups. e.g. the standard points matrix award for 'Paid Employment for people from the Client's priority group' was increased from 90 to 135 points for each 52 weeks of paid employment.

## ALTERNATIVE APPROACH

For service contracts below £1m over the contract term, Council stipulates one or more measures applicable to the contract and that is in line with Councils priorities – bidders then propose how they could add social value against this measure and their response was scored up to the maximum 10%. The following contracts had been issued that contain a scored social value element:

**Table 2**

Alternative Approach
Supply of Amusements at Enchanted Winter Garden
Provision of Catering Services at Mossley Mill
PCSP Community Safety Wardens
Framework for Printing Services

For example, 'Provision of Catering Services at Mossley Mill' included a scored question on how the contract could deliver additional environmental benefits through;

- Use of energy efficient equipment
- Use of sustainable products
- Reducing water consumption
- Adoption of circular economy principles
- Packaging reduction and recycling
- Working towards net zero greenhouse emissions e.g. using local suppliers

## MONITORING AND REPORTING

For each contract with 'Social Value' scoring, Council collaborates with the Strategic Investment Board (SIB) to establish the contract on their central database to facilitate monitoring of the social aspect of Council contract and for NI public sector generally. As these contracts were recently awarded, no reports were currently available from SIB.

Within the 'Waste Collection Services' contract one successful bidder was currently working with Council in enhancing community green space in the Ballyduff area as part of their well-being social value commitment.

Officers would regularly review, evaluate and report back to Members.

## **FUTURE DEVELOPMENTS**

It was the intention of the Finance Minister that the 10% social value award criteria for the public sector was to be reviewed with the potential that the criteria level increased to 20% from June 2023.

In the absence of an Assembly no additional guidance had been received. It should also be noted that it was very early to establish the impact that social value mandatory criteria had had generally.

Council could however voluntarily apply additional Social Value criteria. This could be done in a number of ways;

**Option 1 -** Apply a higher % criteria level across all relevant contracts

**Option 2 -** Apply a higher % criteria level across all relevant contracts where the cost criteria were less than 50% of the award score. (If cost is greater than 50% then the minimum 10% applies)

**Option 3 -** Reduce the threshold value for service and construction contracts so that more contracts would be included

**Option 4 -** Introduce a hybrid scoring mechanism that scores the delivery plan but also rewards bids that commit to more than the minimum points requirement.

## **Planning Related Developer Contributions**

Members would also be aware that there were a number of other policy/legislative levers available to the Council to support development across the borough including Planning Related Developer Contributions and Section 76 Agreements. These agreements were normally required to secure approval for a planning proposal.

In addition, Non-Planning related voluntary contributions may also be made by developers (and others).

The Council agreed to include a Planning Related Developer Contributions Policy in its Draft Plan Strategy (page 67/68) which was currently going through the process of adoption. It was also indicated that the Council would bring forward Supplementary Planning Guidance to explain in greater detail how Planning Developer Contributions would be implemented through the planning process and the scale of contributions likely to be required.

Initial options for Members' consideration were being developed with a further report to be provided in September 2023.

Moved by Councillor Webb

Seconded by Councillor Goodman and

**RESOLVED -**

- (a) The report be noted and Officers continue to evaluate progress to date on Social Value clauses relating to the procurements outlined and report back to Policy & Governance Committee in September.**
- (b) An options paper in relation to Developer Contributions be reported in September 2023.**

NO ACTION

## **8.5 FI/FIN/SOA/08 FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

The Local Government Accounts and Audit Regulations (Northern Ireland) 2015 requires the Financial Statements be formally considered and approved no later than 30 September following the end of the financial year to which the accounts relate.

A summary position was provided of Council's financial performance of the year ended 31 March 2023 as set out in the Comprehensive Income and Expenditure Statement and financial position set out in the Balance Sheet as at 31 March 2023 (copies circulated).

Independent audit of the draft Financial Statements would proceed after submission to the Department for Communities by 30 June 2023 and the audited final Financial Statements would be provided to the Audit and Risk Committee for approval in September 2023.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the report be noted.**

NO ACTION

## **8.6 EH/PHWB/003 AFFORDABLE WARMTH SCHEME – CORRESPONDENCE**

Members were reminded that the Affordable Warmth Scheme had been delivered by Environmental Health, on behalf of the Department for Communities (DfC), for approximately 12 years).

The Department was responsible for developing policy and implementing programmes to mitigate the effects of fuel poverty and improving the thermal comfort of low income households in Northern Ireland and Affordable Warmth is DfC's primary scheme for tackling fuel poverty. Currently, it operates as a partnership between the 11 councils and the Northern Ireland Housing Executive (NIHE).

Correspondence had been received from DfC, as circulated, giving 3 months' notice that delivery arrangements would change. From 1 September 2023 delivery of the Affordable Warmth Scheme would be taken over by the NIHE as a single scheme operator. Targeting and referrals through local councils would end at that point.



The Department had indicated that due to budgetary pressures, reducing the cost of delivery was the only way to ensure that the scheme could continue to help those people living in fuel poverty at a time of high energy prices.

Delivery of the current allocation of 20 referrals per month would continue over the notice period ending 31 August 2023. The Deputy Head of Environmental Health (Health and Well Being), Alison Briggs was liaising with Departmental Officials in relation to handover arrangements and processing those applicants currently in the system.

In the meantime, the Health and Wellbeing team continues to operate the Heater Lending Scheme to all residents in need of a heat source in cases of no heat and would signpost residents to any available support services.

It was agreed to notify the NIHE of concerns regarding the decision for the change of management transferring.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the report be noted.**

*ACTION BY: Alison Briggs, Deputy Head of Environmental Health (Health and Wellbeing)*

#### **8.7 PK/BIO/044 IDENTIFICATION OF BATHING WATERS, REQUEST FOR NOMINATIONS - UPDATE**

Members were reminded that in October 2021, Council agreed to nominate Antrim and Jordanstown Lough Shore Parks (including Hazelbank) as formally identified bathing waters as part of the review of Bathing Waters 2022/2023 being carried out by Department of Agriculture Environment and Rural Affairs (DAERA).

Correspondence, circulated, had been received advising that the Department had completed its evaluation and survey of candidate sites and preliminary criteria for identification had been met at Antrim Loughshore (Rea's Wood Antrim).

Council previously confirmed to the Department that it would act as a Bathing Water Operator for the nominated sites if successful in meeting the criteria. It was now the Department's intention to publish the report of the review in the coming weeks including Antrim Loughshore as a new site, which would then be taken forward for formal identification through the Regulations.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the report be noted.**

NO ACTION

**8.8 PT/CI/038 CORPORATE RECOVERY AND IMPROVEMENT PLAN 2022-23, PERFORMANCE PROGRESS REPORT QUARTER 4**

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services.

The Council's Corporate Recovery and Improvement Plan 2022-23 was approved in June 2022. This set out a range of challenging performance targets, along with four identified improvement objectives and a number of Statutory Performance Targets.

The Quarter 4 progress report (Jan – March 2023) was circulated for Members' approval.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the Corporate Recovery and Improvement Plan 2022-23 Quarter 4 progress report be noted.**

NO ACTION

**8.9 PT/CI/049 CORPORATE PERFORMANCE AND IMPROVEMENT PLAN 2023-24**

Members were reminded that in January 2023, the draft Corporate Improvement Plan was approved subject to consultation.

A public consultation exercise was carried out from 6 February 2023 to 5 May 2023. This consultation sought to obtain feedback from Elected Members, residents, stakeholders, local businesses, statutory and other community planning partners and other bodies with which collaborative working was underway or was 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 Borough Life magazine, and on the Council's social media channels (Facebook and Twitter) as well as the Council's employee app iConnect. In addition, officers circulated a copy of the draft Plan to all their key stakeholders for comment and feedback.

There were 21 responses received (20 completed questionnaires and 1 independent response). A summary of the consultation responses were circulated for Members' information.

Following consultation, the draft Corporate Performance and Improvement Plan 2023-24 was revised to reflect the consultation feedback which included reference to the Council's support for residents through the cost of living crisis;

protection and improvement of the environment; supporting the Borough to become a sustainable, green, climate-adapted Borough; promoting the benefits of exercise for physical and mental health; achieving high levels of customer satisfaction; improve service levels through maintaining staff attendance and supporting local business. Other feedback received would be incorporated into the Implementation Plans derived out of the final Corporate Performance and Improvement Plan 2023-24.

A copy of the revised draft Corporate Performance and Improvement Plan 2023-24 and Executive Summary was circulated. Members were reminded that this Plan had been equality screened, including rural proofing. Quarterly reports on performance would be brought to the relevant Committees.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the report be noted.**

*NO ACTION*

#### **8.10 CP/CP/074 MULTI AGENCY SUPPORT HUB**

Members were reminded of the ongoing work of the Multi-Agency Support Hub (MASH) that was established within the Borough in July 2017. The Support Hub aims to provide vulnerable individuals with the right support at the right time via the most appropriate organisation.

The Antrim and Newtownabbey MASH was led by the Council and includes representation from statutory organisations including, Policing & Community Safety Partnership, Police Service of Northern Ireland, Northern Ireland Fire & Rescue Service, Northern Ireland Housing Executive, Youth Justice Agency, Northern Health & Social Care Trust, Northern Ireland Ambulance Service and Northern Ireland Probation Board.

Following the launch of the Support Hub, the Department for Justice provided an annual financial contribution of up to a maximum of £3,600 per annum, towards administration costs of the Hub, this was initially for 3 years until 2021, which had been extended at the same funding rate in the ensuing periods.

Members were updated that communication had been received from the Department of Justice, circulated confirming the provision of funding of up to £3,600 for the 2023-2024 financial year.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the report be noted.**

*NO ACTION*

#### **8.11 CP/PP/010 PEACEPLUS LOCAL COMMUNITY ACTION PLAN – CALL LAUNCHED**

Members would be aware that the Council had been awaiting further communication from SEUPB on the official launch of the PEACEPLUS Programme and the opening of the call for Theme 1.1, through which local authorities across Northern Ireland and the border counties would submit applications to secure funding to deliver against the actions identified in each Local Community Action Plan.

Correspondence had been received from SEUPB advising that the call opened on Thursday 15<sup>th</sup> June and that the closing date for receipt of completed Local Community Action Plans from each of the 17 PEACEPLUS Partnerships is Thursday 14 December 2023.

The first meeting of the new PEACEPLUS Partnership was scheduled for Tuesday 27 June 2023.

Officers were progressing with Phase 2 of the local community engagement on a targeted, thematic basis, to inform the development of the Local Community Action Plan.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the report be noted.**

NO ACTION

#### **8.12 ED/LMP/002 LABOUR MARKET PARTNERSHIP (LMP) FUNDING 2023/24**

On 21<sup>st</sup> June, correspondence was received from the Department, a copy of which was circulated, advising that the full funding as originally offered for 2023/24 would now be made available. This correspondence was shared with the LMP which met on the evening of the 21<sup>st</sup> June. Plans would now be progressed to deliver the Action Plan as agreed for 2023/24.

Moved by Councillor Webb  
Seconded by Councillor Goodman and

**RESOLVED - that the report be noted.**

NO ACTION

*Alderman Magill and Councillor Ward returned to the Chamber.*

*Councillors Archibald-Brown and Burbank left and returned to the Chamber at this point.*

#### **MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Alderman Michael  
Seconded by Councillor Foster

**RESOLVED - that the Council proceeds to conduct the following business 'In Committee'.**

Members were advised that the live stream and audio recording would cease at this point.

**9 ITEMS IN CONFIDENCE**

**9.1 IN CONFIDENCE WM/ARC21/008 RESIDUAL WASTE TREATMENT PROJECT**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Moved by Alderman Cosgrove  
Seconded by Alderman Magill and

**RESOLVED -** [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

*ACTION BY: Michael Laverty, Director of Sustainability and Paul Casey, Borough Lawyer & Head of Legal Services*

**9.2 IN CONFIDENCE PK/GEN/176 CRUSADERS FOOTBALL CLUB - LICENCE AGREEMENT: THREEMILEWATER PARK**

Members were advised that a licence agreement with Crusaders Football Club for a 3G pitch at Threemilewater Park had been in place since 2016 and had been extended annually. The Club had again requested to extend the agreement for a further 12 months to June 2024.

Members were also advised that discussions were ongoing with the Education Authority regarding the potential relocation of Abbey Community College to Threemilewater Playing Fields (proposed plans enclosed), which would see development of a new campus within the area currently under licence to the Club. The plans include the provision of a 3G pitch which was proposed to be accessible for community use outside the hours that it was used by the school.

It was anticipated that with final approvals required from Council and the Department of Education, as well as planning permission to be considered before works commence, there would be no impact on the proposed licence agreement extension.

Moved by Councillor Flanagan  
Seconded by Councillor Brady and

**RESOLVED - that the licence agreement with Crusaders Football Club at Threemilewater Park be extended by a further 12 months to June 2024.**

*ACTION BY: Paul Mawhinney, Head of Parks Operations*

**9.3 IN CONFIDENCE ED/ED/080/VOL4 CORPORATE EVENTS SPONSORSHIP REQUEST - FARMFLIX**

Members were reminded that the updated Council Events Plan was approved at the Community Planning Committee meeting in April 2023, with further updates to be brought to the Council when required.

Members were advised that at the Council Meeting in January 2020 it was agreed to provide corporate event sponsorship of between £15,000 and £37,500 to a number of large events being held in the Borough: The May Day Steam Rally, ISPS Handa Golf and Statsports SuperCupNI for a three year period.

The Council's Tourism Action Plan recognises that events play a significant part in the tourism offer and the Corporate Event Sponsorship Policy provides funding to support event organisers deliver large scale tourism events in the Borough.

An application for funding had been received from Booya Ltd for their FarmFLiX #onThePull23 event taking place at 75 Niblock Road, Antrim, on 5th August 2023. The event would involve 100 competitor tractors pulling purpose-built trailers along a hill climb course at Gally Hill. 5,000 tickets for this event had already been sold, including 1,800 sold to visitors from outside Northern Ireland. The organisers anticipate 914 bed nights being generated by this event. The estimated direct economic impact of the event from visitors, participants and bed nights is £134,501 (estimated using Tourism Northern Ireland indicators). The event organisers had applied for £15,000, which represents 17.5% of the overall event cost.

The application was assessed by a panel of officers against the agreed criteria, and achieved a score of 70%. Applications that score between 60% and 75% are recommended to receive 75% of their request; it was therefore recommended to award £11,250 in funding to FarmFLiX #onThePull23.

Moved by Councillor Lynch  
Seconded by Councillor Logue and

**RESOLVED - that the proposal to award FarmFLiX #onThePull23 £11,250 from the Corporate Event Sponsorship Programme be approved.**

*ACTION BY: Marie-Clare McGeachy, Tourism Officer*

**9.4 IN CONFIDENCE CP/CF/006 NORTHERN IRELAND CENTENARY COMMUNITY CENTRE BALLYDUFF – HOME START EAST ANTRIM TENANCY REQUEST**



Members were advised that a request had been received from Home Start East Antrim for tenancy, including key holder option, of a vacant office in the Northern Ireland Centenary Community Centre Ballyduff.

Home-Start East Antrim was a family support charity, supporting families who had at least one child under 5, living in the areas of Newtownabbey, Carrickfergus or Larne. The charity was formed in 2000 as Home-Start Carrickfergus, changing its name to Home Start East Antrim in early 2022 to reflect the expanding areas covered.

The group had identified Ballyduff as a key area to create an initial base to build from due to a high level of demand from the area.

The group are currently running a 5-week baby group at the Community Centre as a taster group for families they currently support, with some places also available for new families.

Leasing the vacant office would enable the group to extend their services to families both in Ballyduff and the wider Newtownabbey area. The group would use the office as their Newtownabbey base, with both a Family Support Co-ordinator and scheme support staff providing services from the centre weekly and using it as a support base for services to families and as a Newtownabbey volunteering hub. The services which would be offered include:

- Weekly family support group for local families experiencing isolation and challenging family circumstances
- Additional baby group support group in block terms offering baby yoga, baby massage for new mums who are facing isolation
- One to one family support sessions – family needs identified and support plan put in place
- Support sessions for parent carers who have a child with a disability or health need
- Wellbeing support for parents experiencing mental health challenges
- Delivery of training and support sessions for volunteers

Members were reminded that the rentable offices in, Northern Ireland Centenary Centre Ballyduff, the Dunanney Centre, Stiles Community Centre and Mossley Pavilion were charged at a rate of £■■■■ per square metre per annum, approved at the Council meeting on 26 February 2018 and it is proposed to offer the same rental rate for Home Start East Antrim and agree a tenancy on the following basis:

<b>Organisation</b>	<b>Room Requested for Rental Renewal</b>	<b>Tenancy Start Date and Term</b>	<b>Rental Income £104/sqm (per annum)</b>
Home Start	Office 3	From 1 August 2023 for 1 year	£■■■■

Moved by Councillor Logue  
Seconded by Councillor Gilmour and

**RESOLVED - that the tenancy including key holder option for Home-Start East Antrim for 1 year from 1 August 2023 at a cost of £[REDACTED] be approved.**

*ACTION BY: Paul Townsend, Community Facilities Coordinator*

*Having declared an Interest in Item 9.5 the Mayor left the Chamber and the Deputy Mayor took to the Chair.*

**9.5 IN CONFIDENCE CP/CD/278 MONKSTOWN JUBILEE CENTRE – ANNUAL GRANT INCREASE**

Members were reminded that the Monkstown Jubilee Centre was operated by Monkstown Community Association and there was a three-year Service Management Agreement (SMA) with the Group in place until March 2025.

The Group, along with Rathfern Community Regeneration Group Ltd, which operates The Sovereign Complex, receive an annual grant from the Council.

At the April 2023 Community Planning Committee it was agreed to increase the total grant allowance to Rathfern Community Regeneration Group Ltd from £30,000 per annum to £45,000 per annum and that Officers reach out to Monkstown Jubilee Centre to revise their SMA due to increasing running costs.

The Monkstown Jubilee Centre opens 7 days per week and increased activity, programming and use of the centre as well as increased utility and other supply costs had led to increased operating costs.

It was proposed to increase the total grant allowance to Monkstown Community Association from £30,000 per annum to £45,000 per annum to provide for the additional costs incurred by the centre as a result of increased activity and programming.

This increase would enable the group to continue to provide vital services to the community at a significantly lower cost to the Council when compared with Councils other community facilities.

Moved by Councillor Foster  
Seconded by Councillor Brady and

**RESOLVED - that an increase of the annual grant paid to Monkstown Community Association for the operation of Monkstown Jubilee Centre on behalf of the Council be approved.**

*ACTION BY: Paul Townsend, Community Facilities Coordinator*

*The Mayor returned to the Chamber and resumed as Chair.*

*Alderman Cosgrove left the Chamber during Item 9.6.*

**9.6 IN CONFIDENCE CP/CD/452 RENEWAL OF LEASE WITH CLASP – LAND AT LONGLANDS ROAD NEWTOWNABBEY**

Members were reminded that it was reported to the November 2022 Community Planning committee the lease with CLASP, for the land where their portacabin was situated was up for renewal. The land is owned by the Northern Ireland Housing Executive (NIHE) and situated at Longlands Road, Newtownabbey. It was agreed to renew the existing lease with NIHE at, £■■■■ per annum, with restricted open space and community use. It was also agreed to lease this land to CLASP for a further ten years.

The existing portacabin which was owned by the group was opened in 2017 and provides a base for the group to deliver its wide and innovative programme of social, educational and recreational activities.

Over recent months Officers had been in contact with the NIHE regarding the renewal of the lease and correspondence had recently been received, copy circulated, advising that the land at Longlands, Newtownabbey was subject to a Land and Property Services (LPS) valuation as part of this process. The NIHE had advised that following the LPS valuation the new cost per annum will be £■■■■, an increase of £■■■■  
Moved by Councillor Goodman

Seconded by Councillor Webb and

**RESOLVED - that the renewal of the lease with NIHE, at the increased cost of £■■■■ per annum, be approved for a ten-year term. It was further agreed that when the lease is being finalised that the Housing Executive be advised of the boundary for which they are responsible for maintenance.**

*ACTION BY: Stefanie Buchanan, Community Development Manager*

*Councillor Webb left the Chamber at Item 9.7.*

#### **9.7 IN CONFIDENCE ED/ED/173 OUR PROSPERITY OUTCOME DELIVERY GROUP MINUTES**

The Our Prosperity Outcome Delivery Group met on 22 June 2023 to review progress on strategic economic development and tourism matters and to consider priorities as a result of the pandemic and its economic impact. A copy of the minutes from the meeting held on 22 June 2023 were circulated for Members consideration.

Moved by Alderman Magill  
Seconded by Councillor Goodman and

**RESOLVED - that the minutes of the Our Prosperity Outcome Delivery Group of 22 June 2023 be approved.**

*ACTION BY: Majella McAlister, Director of Economic Development and Planning*

*Alderman Cosgrove and Councillor Webb returned to the Chamber.*

*Having declared an Interest in Items 9.8 and 9.9 the Chief Executive left the Chamber. All Officers also left the Chamber at this point.*

*Diana Stewart, Director of Corporate Services from LGSC was welcomed to the Meeting.*

**9.8 IN CONFIDENCE HR/LD/014 CHIEF EXECUTIVE'S ANNUAL PERFORMANCE APPRAISAL**

Members were reminded that it was agreed that the Group Leaders Forum would conduct the Performance Appraisal of the Chief Executive and that any concerns or issues would be reported to Council.

Performance objectives for 2022/23 were considered at the Chief Executive's annual Performance Appraisal which was completed on 20 April 2023.

Moved by Councillor Webb  
Seconded by Alderman Cosgrove and

**RESOLVED - that the report be noted.**

NO ACTION

*The Mayor advised that there would be a short recess and the meeting recommenced at 8.15 pm.*

*Alderman Campbell left and returned to the Chamber during Item 9.9.*

**9.9 IN CONFIDENCE HR/HR/044 APPOINTMENT OF NEW CHIEF EXECUTIVE 2023**

Members were advised that the Chief Executive had formally notified the Mayor of her intention to retire on 31 October 2023. The purpose of this report is to inform Members of the process for appointment to the post of Chief Executive.

Recruitment Process

The process for appointment to Chief Executive would be through a public recruitment exercise commencing 30 June 2023.

To ensure impartiality, the recruitment and selection process would be administered by the Local Government Staff Commission (LGSC) in accordance with the Local Government Code of Procedures on Recruitment and Selection, a copy of which was circulated at Appendix 1.

Diana Stewart, Director of Corporate Services, from the LGSC would be in attendance at the meeting to outline the proposed recruitment timeline, schedule of recruitment and selection activities and composition of the panel. A copy of the draft Recruitment Schedule was circulated at Appendix 2.

Composition of the Selection Panel (Shortlisting Panel and Interview Panel)

The Council were required to nominate the Elected Members who would sit

on both the shortlisting and interview panels. Members were reminded that the composition of the selection panels must ensure balanced representation from both genders and both main communities.

- Interview Panel

The Interview panel must consist of the Mayor (as Chairperson of the Council) and not less than four, and not more than seven, Members of the Council.

- Shortlisting Panel

The shortlisting panel must consist of the Mayor and only two of the nominated Members from the interview panel. The Shortlisting panel would be chaired by Bumper Graham as Chairperson of the LGSC and Diana Stewart, Director of Corporate Services would also be a panel member.

Additionally, the Council was asked to nominate reserve panel members who would participate should a panel member becomes unavailable.

All panel members, including substitute panel members, would be required to attend specific training on non-discriminatory Recruitment and Selection techniques, provided by the Local Government Staff Commission on Tuesday 27 June 2023 (time to be confirmed).

The Council would give full delegated authority to the interview panel to make an appointment (subject to the satisfactory completion of all relevant pre-employment checks) without any further necessity to obtain Council approval.

Only the Mayor and the Elected Members of the Council in the interviewing panel would have voting rights.

In accordance with the Commission's Code of Procedures on Recruitment and Selection, two Professional Assessors would also be available to advise selection panel members.

#### Applicant Pack and Job Description

The selection panel would be required to support the review and finalisation of the job advertisement and application pack, including the Job Description and Person Specification.

In 2014 the Council took a decision that the role of Chief Financial Officer would remain within the remit of the Chief Executive. It was appropriate for the Council to review this again at this time and determine the Council's wishes in this regard so that information could be provided within the Job Description. A copy of the CIPFA publication, The Role of the Chief Financial Officer in Local Government, was circulated at Appendix 3.

#### Key Recruitment Dates

As outlined within the draft Recruitment Schedule, the key proposed dates in the process were as follows:

Tuesday 27 June 2023, 2.00pm to 4.00pm	Recruitment and Selection training for Panel and Reserve Panel Members –
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	Location: Yarn suite, Mossley Mill
Friday 30 June 2023	Advertisement
Monday 24 July 2023	Closing Date
Tuesday 25 July 2023 10.00am (duration dependent on applicant numbers – 2 hours minimum)	First Shortlist  Location: Yarn Suite, Mossley Mill
Tuesday 1 & Wednesday 2 August 2023	Assessment Centre (in person)  Location offsite – venue to be confirmed
Monday 7 August 2023 10.00am (duration dependent on numbers – 2 hours minimum)	Second Shortlist  Yarn Suite, Mossley Mill
Monday 14 August 2023 9.00am (all day with potential requirement for an additional day on 15 August 2023, dependent on numbers)	Final interviews  Location offsite – venue to be confirmed

Members were advised that AS Associates had been appointed following a quotation exercise to undertake the Assessment Centre element of this recruitment process.

Moved by Alderman Cosgrove  
Seconded by Councillor Webb and

**RESOLVED – that:**

- a) the draft LGSC Recruitment Schedule be approved**
- b) the Council nominates panel members to the Interview Panel using d'hondt calculations made up of 8 Members to include the Mayor as a party nomination. This would therefore be made up of 3 x DUP, 2 x SF, 2 x ALL and 1x UUP Members.**
- c) the Council nominates panel members to the Shortlisting Panel**
- d) the Council nominates reserve panel members to the Interview and Shortlisting Panels.**
- e) the Council delegates full appointment authority to the selection panel**
- f) the Council confirms the decision on the role of Chief Financial Officer to enable this to be reflected in the Job Description.**

***It was further agreed that delegated authority be granted to officers for any other matters which may arise.***

*ACTION BY: Jennifer Close, Head of Human Resources*

**MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Councillor McWilliam

Seconded by Councillor Brady and

**RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.**

Members were advised that the audio recording would restart at this point.

The Mayor thanked everyone for attending and the meeting concluded at 8.30 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.***