



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD IN
MOSSLEY MILL ON MONDAY 19 DECEMBER 2016 AT 6:30 PM**

- In the Chair** : The Mayor (Councillor J Scott)
- Members Present** : Aldermen – F Agnew, W Ball, M Cosgrove, W DeCourcy, M Girvan, J Smyth and R Swann
- Councillors – D Arthurs, A Ball, T Beatty, J Bingham, J Blair, P Brett, L Clarke, H Cushinan, B Duffin, T Girvan, M Goodman, P Hamill, T Hogg, D Hollis, N Kells, B Kelso, N Kelly, A M Logue, R Lynch, M Magill, M Maguire, J Montgomery, N McClelland, V McWilliam, P Michael, M Rea, S Ross and W Webb
- In Attendance** : Chief Electoral Officer – Graham Shields
- Officers Present** : Chief Executive - J Dixon
Director of Organisation Development - A McCooke
Director of Operations - G Girvan
Director of Community Planning and Regeneration – M McAlister
Director of Finance and Governance – C Archer
Media and Marketing Manager – N McCullough
Systems Support Officer Officer – A Cole
Legal Services Manager – P Casey
Head of Environmental Health – C Todd
PA to Mayor and Deputy Mayor – K Hood
Senior Administrative Officer - S McAree

1 BIBLE READING, PRAYER AND WELCOME

The meeting opened with a Bible reading and prayer by Rev Campbell Dixon MBE.

Councillors Cushinan, Goodman, Kelly, Logue, Magill and Montgomery joined the meeting.

2 APOLOGIES

Aldermen Campbell, Barr and Burns and Councillor Ritchie

3 DECLARATIONS OF INTEREST

Item 10.14 – Councillor Duffin

MAYOR'S REMARKS

The Mayor welcomed everyone to the meeting and offered best wishes for a speedy recovery to Alderman Barr's mother.

The Mayor congratulated the Director of Operations, the Media and Marketing Manager and all staff involved in the excellent event arranged to recognise Jonathan Rea's sporting achievements.

4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING

Moved by Councillor Beatty
Seconded by Alderman Girvan and

RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting held on Monday 28 November 2016 be taken as read and signed as correct.

NO ACTION

5 MINUTES OF THE OPERATIONS COMMITTEE

Moved by Councillor Montgomery
Seconded by Alderman Girvan and

RESOLVED – that the Minutes of the proceedings of the Operations Committee Meeting of Monday 5 December 2016 be approved and adopted.

NO ACTION

6 MINUTES OF THE POLICY AND GOVERNANCE COMMITTEE

Moved by Councillor Duffin

Seconded by Alderman DeCourcy and

RESOLVED – that the Minutes of the Policy and Governance Committee Meeting of Tuesday 6 December 2016 be approved and adopted.

NO ACTION

7 MINUTES OF THE COMMUNITY PLANNING AND REGENERATION COMMITTEE

Moved by Councillor Brett
Seconded by Councillor Logue and

RESOLVED – that the Minutes of the proceedings of the Community Planning and Regeneration Committee Meeting held on Monday 12 December 2016 be approved and adopted.

8 MINUTES OF THE AUDIT COMMITTEE

Moved by Councillor Rea
Seconded by Councillor Girvan and

RESOLVED – that the Minutes of the proceedings of the Audit Committee Meeting held on Tuesday 13 December 2016 be approved and adopted.

Members welcomed Colette Archer, Director of Finance and Governance to her first meeting of the Council.

9(a) MINUTES OF THE PLANNING COMMITTEE, PART 1

Moved by Alderman Agnew
Seconded by Councillor Webb and

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting held on Wednesday 14 December 2016, Part 1 be taken as read and signed as correct.

NO ACTION

9(b) MINUTES OF THE PLANNING COMMITTEE, PART 2

Moved by Alderman Agnew
Seconded by Councillor Webb

RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting held on Wednesday 14 December, Part 2 be approved and adopted.

NO ACTION

10.1 ATTENDANCE BY CHIEF ELECTORAL OFFICER - GRAHAM SHIELDS

Members were reminded of the presentation to the Council in September from NIPSA regarding proposals to close regional electoral offices.

Following this presentation it was agreed to invite the Chief Electoral Officer, Graham Shields to make a presentation when the consultation on the future of the Electoral Office was published.

Mr Shields was in attendance and made a verbal presentation to the Council.

Mr Shields thanked the Council for inviting him to make the presentation. He informed members that he was in the final days of his tenure as he was due to leave his post on 31 January 2017. His successor had been selected and would be announced by the end of this week.

He outlined the details for modernisation and restructuring of the Electoral office and outlined the role that it was proposed that the Council would have.

Mr Shields answered members' questions, regarding costs and resources and assured members that further discussions would be held regarding costs, capacity and compatibility, following which he left the meeting.

10.2 TO APPROVE THE SEALING OF DOCUMENTS

Members were advised that there are no items for signing and sealing this month.

10.3 G/MSMO/8 & CE/GEN/56 - DRAFT RESPONSE TO THE FUTURE DELIVERY OF ELECTORAL SERVICES IN NORTHERN IRELAND CONSULTATION PAPER

Members considered the undernoted proposed draft response to the Consultation on the Future Delivery of Electoral Services in Northern Ireland.

Introduction

The Council welcomes the opportunity to respond to this consultation exercise and the potential to modernise, reform and improve electoral services in Northern Ireland. The Council recognises that Councils in other parts of the UK play a more significant role in terms of the delivery of elections than those in Northern Ireland and understands the context of the proposals in terms of the financial constraints the Electoral Office is facing.

However, the Council is extremely concerned that there is no business case available to allow proper consideration of the proposals contained within the consultation document. The Council is committed to providing the highest quality of services to its ratepayers and is assuming that significant resources would be required by the Council to deliver the services referred to. However, there is little reference in the document to the resources that will be provided to Councils to take on these new responsibilities. The Council therefore cannot provide a meaningful response to the consultation without being able to consider a full business case which would clearly demonstrate that these proposals would have no financial impact on our ratepayers.

Q.1 Do you see benefit in having all district councils providing advice and support to local residents on electoral matters, particularly those who do not wish to use online registration?

The Council believes that there would be benefit in providing the level and type of advice described in the document to local residents. The consultation document suggests that training would be provided for Council staff and this would be welcomed. However, the Council is extremely concerned that there is no business case available to allow proper consideration of this proposal. The Council would need details of the potential demand from the public for these services to ensure that the Council can provide the high quality of service expected by our ratepayers. The Council therefore cannot provide a meaningful response to the consultation without being able to consider a full business case which would clearly demonstrate that this proposal would have no financial impact on our ratepayers.

Q.2 Are there other electoral services that you would like to see district councils

No.

Q.3 With EONI's routine work more focussed on maintaining the accuracy and comprehensiveness of the electoral register, and district councils providing advice to the public at local level, would you see a role for regional electoral offices?

It is difficult to comment on this question as it is assuming that Councils will provide the services detailed in Section 2.3 which we clearly have reservations about as per our responses to Questions 1 and 2. It is also difficult to comment on the proposal to retain 3 regional electoral offices without knowing exactly where the current offices are located and where the 3 regional offices are proposed to be located. The Council would also ask for clarification as to whether TUPE would apply to staff should some regional offices close and services/staff be transferred to the Councils?

Q.4 Should district councils have a role in delivering all elections and referendums in Northern Ireland, including Parliamentary and NI Assembly elections and referendums?

As highlighted in the Consultation document, Councils play an important role in the delivery of Council elections in NI. Council Chief Executives are appointed as Deputy Returning Officers and manage the nomination and count processes. Councils have performed exceptionally well in this role, however, this is a particularly resource intensive exercise for the Council as it not only involves the Chief Executive but also other senior staff in the Council for a prolonged period. In terms of planning for the Count, a team of dedicated senior staff are involved in this for a significant period prior to the election.

The Council is content to dedicate these resources for Council elections but would be concerned if such a resource was required to be dedicated to all elections and referendums. The Council has a very ambitious Corporate Plan and performance regime in place and would be concerned that this and our normal service delivery (some of which is statutory in nature) would be jeopardised if senior staff were diverted from their day to day duties on a more regular basis to perform duties related to other elections and referendums and in particular for the management of counts for such elections and referendums.

The document suggests that "Councils are well placed to manage the variable workload by assigning staff to election duties during busy times and to other important responsibilities at other times". We are extremely concerned about this comment and are unsure about what this is based on. What evidence does the author(s) have to support this statement? The Council is surprised at this assumption because since the reform of Local Government and the amalgamation of Antrim Borough Council and Newtownabbey Borough Council on 1 April 2015, a restructuring and severance scheme has been implemented by the Council. At this stage we anticipate that over 60 employees have left / will leave the Council under the severance scheme, many of whom are management/ administrative staff (including directors and assistant directors) with election experience. Therefore, the cumulative effect of these changes is the loss of experienced staff with the necessary skills and experience in the delivery of elections. In addition, existing senior staff and in particular the Chief Executive and Directors have a significant additional workload relating to the delivery of the Council's Corporate Plan and transformation agenda.

The Council therefore disagrees with the assumption that Councils are well placed to manage the variable workload by assigning staff to election duties during busy times and to other important responsibilities at other times.

Council elections take place every 4 years and a huge amount of planning and resource are dedicated to this. The Council is content to dedicate such a resource as a one off every 4 years but would be reluctant to divert this level of resource on a more regular basis to manage all elections and referendums as this would impact negatively on the delivery of our own services (some of which are statutory in nature), corporate plan and performance for our ratepayers.

The document suggests that funding would be provided, however, the Council would be concerned about diverting its senior team, who would be the only staff in the council with the necessary experience required, to perform election duties on a prolonged and regular basis. As stated earlier, the Council would be concerned that this would impact negatively on the delivery of our own services (some of which are statutory in nature), corporate plan and performance for our ratepayers.

In addition, the Council would need to be assured that sufficient funding would be required to ensure that these proposals would have no financial impact on our ratepayers.

The Council is particularly concerned about the suggestion that the Chief Electoral Officer may decide to use its power of direction over Chief Executives in respect of undertaking electoral functions for other elections and referendums. The Council is also concerned about the proposal to extend this power to all Council employees and the impact that this would have on the delivery of our own services (some of which are statutory in nature), corporate plan and performance for our ratepayers during the election period.

In addition, we are unclear from the consultation paper who the Deputy Returning Officer would be for other elections and referendums given that the boundaries in relation to Westminster and the Local Assembly differ from Local Councils. It is unclear as to how a Deputy Returning Officer employed by one Council would engage with Chief Executives and staff from other Councils to organise counts etc when electoral boundaries impact on more than one Council area. Clarity on this point would assist the Council in making a more meaningful response to these proposals.

Q.5 Should councils take on the functions set out in paragraph 2.5.3 (and Annex C) at all elections and referendums?

See response to Question 4

Q.6 Are the safeguards set out in paragraph 2.5.5 & 2.5.6 sufficient to protect council employees undertaking electoral functions from the risk of political interference?

See response to Question 4

Moved by Councillor Brett
Seconded by Councillor Blair and

RESOLVED: that the draft response be approved for submission before the closing date of 9 January 2017

ACTION BY: Jacqui Dixon, Chief Executive

10.4 G-LEG-17/57 COUNCIL PROTOCOL FOR THE HEARING OF ENTERTAINMENT LICENCE APPLICATIONS

It was reported that the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985 requires Council to licence specific forms of entertainment provided by premises within the Borough. In both legacy Councils these applications had been dealt with through both delegated powers and reports to committee. The Order also afforded any person wishing to make representation regarding a specific application to address the Council.

Members were referred to the draft Council Protocol for the Hearing of Entertainment Licence Applications.

This Protocol has been developed to streamline the process and to regulate the practices and procedures in respect of Entertainment Licence ("licence") applications which come before the Council for decision.

The Protocol has been developed to ensure the Council complies with the necessary legislative requirements.

It was proposed that all new Entertainment Licence applications would be brought to the full Council for decision to allow all Members to consider any written and or oral representations. The number of new licences per annum was relatively small and this would therefore not be onerous on Council business.

Renewal and transfer of licences will be dealt with by officers under the Councils Scheme of Delegation, except where there has been a request to make oral representations or there are objections to the application, in that case the application will be brought to full Council for decision.

The full Council can 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

Members were advised that If the full Council made a decision against an Officers recommendation then Members must state their reasons for doing so. In such circumstances a recorded vote would be taken.

Moved by Councillor Kells

Seconded by Councillor Duffin and

RESOLVED - That Members approve the draft Protocol for Decision Making by the Council in Licensing Matters.

ACTION BY: Clifford Todd, Head of Environmental Health

10.5 CE/GEN/4 TRANSPORT NI - SPEED LIMIT REDUCTION BARNISH ROAD, RANDALSTOWN

It was reported that correspondence had been received from Traffic Management, transportni advising of proposals to reduce the speed limit on the Barnish Road, Randalstown from the national speed limit to 40mph. The proposed new speed limit will start from the existing 30mph limit at Randalstown and finish near the junction of Whitehill Drive.

A letter confirming that the Council is in agreement with this proposal is requested.

Moved by Councillor Lynch
Seconded by Councillor Beatty and

RESOLVED – that a letter is issued to Transport NI confirming that the Council is in agreement with this proposal

ACTION BY: Member Services

10.6 WM/GEN/07 RETHINK WASTE FUND

As previously reported at the October Operations meeting, Council Officers were exploring potential funding opportunities for the expansion of the triple stack scheme.

Over the last few years Council has made several applications through the Central Government's Rethink Waste fund to assist with the expansion of the triple stack recycling service. Department for Agriculture, Environment, and Rural Affairs (DAERA) recently released a call for suitable waste projects for the Rethink Waste scheme with the condition that the monies had to be spent by March 2017.

Officers submitted a bid for triple stack recycling units, 180l bins and canvassing to expand the triple stack service within the legacy Newtownabbey area. DAERA has confirmed that the Council has been successful in securing £192,500 of funding from Rethink Waste.

Council has previously approved the expansion of the triple stack recycling units and smaller bins to the remainder of the legacy Newtownabbey area and these funds will contribute to this process.

it was recommended that Council accepts the offer and with the funds to be allocated by 31 March 2017.

Moved by Councillor Blair
Seconded by Councillor Bingham and

RESOLVED - that Council accepts the Rethink Waste funding of £192,500 for the expansion of the Triple Stack system and staff be congratulated on the success of the rollout of the system.

ACTION BY: Michael Lavery, Head of Waste Management

10.7 G/GEN/1 CHANGES TO TEMPLEPATRICK POST OFFICE

Members were advised that correspondence had been received from the Post Office advising of modernisation changes proposed for Templepatrick Post Office, Unit 6, 954 Antrim Road, Templepatrick, Ballyclare BT39 0AT as part of the ongoing programme of investment and transformation taking place across the Post Office network.

Council's views on the proposals were invited.

Moved by Councillor Michael
Seconded by Councillor Kelly and

RESOLVED – that the Council supports the proposal.

ACTION BY: Member Services

10.8 CP/CP/29 CHAIRMEN OF DEA PLACE SHAPING FORA

Members were reminded of the DEA Place Shaping Fora which were agreed in October and for which an initial meeting was held in November. Members were also reminded that it was proposed that each forum be chaired by an elected member for the relevant DEA. As such, there were a number of options available to members in identifying a Chairman for each forum:

Option 1

DEAs are allocated by party with Group Leaders agreeing which Member(s) of their party should Chair and aligning same with the allocation of DEAs as follows:
2 DUP; 2 UUP; 1 SDLP; 1 Alliance; 1 Sinn Fein

Option 2

The Member with the greater number of first preference votes in each DEA is nominated as Chairman first and their reserve (not Vice Chairs) is the Member with the subsequent greater number of votes.

- Airport - Councillor A Logue or Alderman T Burns.
- Antrim – Councillor N Kells or Councillor J Smyth
- Ballyclare – Councillor M Girvan or Councillor J Bingham

- Dunsilly – Councillor R Swann or Councillor B Duffin.
- Glengormley Urban – Alderman M Cosgrove or Councillor A Ball
- Macedon – Councillor W Webb or Councillor W DeCourcy.
- Threemilewater – Alderman F Agnew or Alderman W Ball

Option 3

Members for each DEA collectively nominate a Chairman for each DEA.

Option 4

The Chairman for each forum is drawn from current committee Chairmen and Vice Chairs. As such options include the following:

- Airport – Councillor A Logue; Councillor M Magill; Councillor M Rea
- Antrim Town – Councillor J Montgomery
- Ballyclare – Councillor T Girvan
- Dunsilly – Councillor B Duffin
- Glengormley Urban – Councillor N McClelland; Councillor P Brett
- Macedon – Councillor J Scott; Councillor W Webb; Alderman W DeCourcy
- Threemilewater - Alderman F Agnew

Moved by Alderman Cosgrove
Seconded by Councillor Brett and

RESOLVED – that Option 1 be approved as follow:

- a) **The Ulster Unionist Party nominated Alderman Agnew to be Chairman of Threemilewater DEA forum and Councillor Bingham to be Chairman of Ballyclare DEA forum**
- b) **The Democratic Unionist Party selected Airport DEA and Dunsilly DEA fora and will nominate a Chairman to each**
- c) **The SDLP nominated Councillor Lynch to be Chairman of the Antrim DEA forum**
- d) **Sinn Féin nominated Councillor Goodman to be Chairman of the Glengormley DEA forum**
- e) **The Alliance Party nominated Councillor Webb to be Chairman of Macedon DEA forum.**

ACTION BY: Alison Keenan, Community Planning Manager

10.9 CP/GR/45

GOOD RELATIONS GRANT AID COMMUNITY RELATIONS FORUM

Members were reminded that the annual Good Relations Action Plan submitted to The Executive Office includes a budget of £25,000 for the implementation of a Good Relations Grant Aid Programme to support community and race relations locally. This was a rolling programme with final applications for the programme being accepted up until November 2016. The programme would open again in February 2017 for grant applications for

activities between April 2017 and March 2018.

A summary of the Good Relations applications received in November and an overview of the assessment and funding details is provided for information. Members will be aware that a pass threshold of 50% for Good Relations Grant Aid applications was agreed at the Community Planning and Regeneration Committee in November 2014. One application was received requesting a total amount of £2,500 leaving a current remaining budget of £3,408.

	Group Name/ Project Promoter	Project Description/Title	Scored (%)	Amount Awarded
1	Community Relations Forum	To run a good relations training residential for 12-14 people from across various organisations and bodies in the Antrim and Newtownabbey area around anti-sectarianism and the practical skills required to challenge the issue. The sessions will include an examination of sectarianism at individual and societal level and practical tools for implementing a community development approach for the resolution of these issues. A targeted recruitment process will take place with engagement from the following sectors: 2 church organisation representatives 2-4 Council representatives 2 business representatives 5-6 community representatives	68%	£2,500
		TOTAL AMOUNT AWARDED		£2,500.00

Moved by Councillor Bingham
Seconded by Councillor Webb and

RESOLVED – that

- a) **the proposed funding award be approved**
- b) **the remaining budget of £3,408 be reallocated to Good Relations events to support events under the Leading Ladies and Holocaust Memorial Day Programmes**
- c) **A quarterly report be submitted to members providing details of budgets and outcomes for all grant Aid Programme.**

ACTION BY: Louise Moore, Head of Community Planning

10.10 CE/STC/SC/14 GOVERNANCE ARRANGEMENTS FOR PERFORMANCE IMPROVEMENT RESPONSIBILITIES

Members were advised that the Council had received the Northern Ireland Audit Office Improvement Audit and Assessment Report, which advised that the Council had successfully discharged its performance improvement duties.

In the report, the Local Government Auditor makes a proposal for improvement that the Terms of Reference for both the Policy and Governance Committee and the Audit Committee should both be updated to reflect their respective performance improvement responsibilities. The Auditor states that a clearly defined separation between the role of the Policy and Governance Committee in managing and scrutinising Council performance and the role of the Audit Committee in providing assurance that Council's arrangements are operating effectively.

An amended version of the Council's Remit of the Audit Committee and the Policy and Governance Committee was enclosed for Members' attention. There is also a separate detailed Terms of Reference for the Audit Committee, (last updated June 2006). The following addition is proposed to the Audit Committee Terms of Reference:

Performance Improvement

- To review the statutory arrangements in place to secure continuous improvement of Council functions, providing assurance that such arrangements are operating effectively.
- To consider the quarterly Corporate Improvement Plan update reports, which will provide a progress update on the achievement of the Corporate Improvement Objectives.
- To consider the external auditor's report on issues arising from the annual Improvement Audit and Assessment engagement.

Moved by Councillor Maguire
Seconded by Councillor Girvan and

RESOLVED: that the amended remit of the Audit Committee and the Policy and Governance Committee is approved and the proposed addition to the Terms of Reference for the Audit Committee is approved.

The Chief Executive confirmed that the presentation made at the recent Audit Committee would be provided at the next meeting of the Policy and Governance Committee.

ACTION BY: Helen Hall, Business Change Manager

10.11 CE/OA/5 NILGA'S RESPONSE TO PROGRAMME FOR GOVERNMENT CONSULTATION

Members were advised that Council had received NILGA's draft Policy Guidance Paper in regard to the Programme for Government Consultation.

Members noted that this paper was provided in draft prior to NILGA's Executive meeting on 9 December.

Moved by Councillor Brett
Seconded by Councillor Lynch and

RESOLVED – that the correspondence be noted.

NO ACTION

10.12 CE/OA/5 NILGA - CONGRATULATIONS RE ANTRIM CASTLE GARDENS

Members were advised that The Mayor had received a letter from NILGA congratulating the Council on its success in winning the title of Best Park in Northern Ireland for Antrim Castle Gardens and also being shortlisted as one of the UK's Best Parks.

NILGA referred to this tremendous achievement for everyone involved which further demonstrates the Council's commitment and best practice approach to horticulture and green spaces.

Moved by Councillor Montgomery
Seconded by Councillor Kells and

RESOLVED: that the correspondence be noted.

Members congratulated officers on the huge success of the Enchanted Winter Garden at Antrim Castle Gardens and how it had surpassed all expectations with 44,000 people attending the event. Members requested that officers come forward with their ideas to create an even bigger and better event next year.

ACTION BY: Ursula Fay, Head of Arts and Culture

10.13 CE/OA/9 DEPARTMENT FOR INFRASTRUCTURE – THE WATER METERS REGULATIONS (NORTHERN IRELAND) 2016

Members were advised of correspondence received from the Department for Infrastructure in relation to the consultation on draft Water Meters Regulations to remove the requirement on Northern Ireland Water to install water meters at domestic properties connecting to the public water supply for the first time.

The draft Regulations were approved by the Assembly on 5 December 2016 and came into operation on 7 December 2016.

Moved by Councillor Beatty
Seconded by Councillor Webb and

RESOLVED: that the correspondence be noted.

NO ACTION

10.14 CP/CD/124 IPB INSURANCE PRIDE OF PLACE 2016 IN ASSOCIATION WITH CO-OPERATION IRELAND

Members were reminded of the IPB Insurance, Co-operation Ireland Pride of Place Competition the purpose of which is to acknowledge the work carried out by communities throughout the entire island of Ireland and pay recognition to the efforts being made to create viable, vibrant and visible communities which impact and make a difference in peoples' lives.

In May 2016 the Council nominated three groups under the following categories:

- Population 2,000 – 5,000 – Mallusk Community Action Group
- Community Enterprise Initiative – TIDAL, Toomebridge
- Islands & Coastal Communities – Rams Island Heritage Project

On Monday 15 August 2016 judges representing Pride of Place visited the Borough for 2 days and attended presentations, question and answer sessions and a tour of each of the 3 areas nominated.

The Pride of Place Competition Gala Dinner and Awards Ceremony took place on Saturday 26 November 2016 in the Waterfront Hall, Belfast. The Mayor, one Council Officer and two representatives from Mallusk Community Action Group, Rams Island Heritage Project and four from TIDAL attended the event.

Both TIDAL and Rams Island Heritage Project were awarded Runner Up in their category and received an award and €500 each.

Moved by Councillor Kells
Seconded by Councillor Logue and

RESOLVED: that the report be noted and that TIDAL and Rams Island be congratulated on being awarded runner up in their category

ACTION BY: Louise Moore, Head of Community Planning

10.15 CHARTER PEER ASSESSOR WORK

Members were advised that correspondence had been received from NILGA regarding Charter Peer Assessor Work.

NILGA is co-ordinating the delivery of the nationally accredited Charter for Member Development.

Part of this process involves a peer review to assess the suitability for the Charter award of a given NI local authority.

NILGA wishes to put on record the valuable role played by Fiona Gunning in assessing the successful bid by Newry, Mourne and Down District Council. NILGA looks forward to progressing the Council's Charter Plus award but wanted Fiona's work to be recognised as contributing to developing the sector at regional level.

Moved by Councillor Bingham
Seconded by Councillor Hamill and

RESOLVED: that the report be noted.

NO ACTION

10.16 ACCESS TO ANTRIM CIVIC CENTRE

Members were aware that Antrim Civic Centre had a main entrance and side entrance to the building. The side entrance was currently for staff use only and was accessed using a security pass system.

Following a review and feedback from customers, access to the building through the side door will be made available to customers and staff without the need for a security pass or request to reception.

The main entrance and side entrance give access to public spaces only. Access to office spaces using the current security pass system will remain in place and signs will be on display, indicating the location of rooms and departments.

Moved by Councillor Beatty
Seconded by Councillor Lynch and

RESOLVED: that the report be noted

ACTION BY: Andrea McCooke, Director of Organisation Development

10.17 CCS/CPRM/5 EXTERNAL COMMUNICATIONS AND MARKETING UPDATE

Members were advised that to compliment the Council's External Communication and Digital Transformation Strategies, Officers continued to develop the use of digital platforms and technology. A number of initiatives were ongoing including progression in two key areas:

Corporate Facebook

The use of mobile media has increased and most of the Council's customers now use a smart phone or tablet to access information through either social

media or our website. The use of a Corporate Facebook page would greatly improve how we engage with and respond to our residents, customers, business/voluntary groups and partners.

This platform will be used as core communication and promotional tool, and it will most importantly allow the Council to share urgent service information e.g. service alert updates/available support during adverse weather. By focusing on the creation of good content we will have the opportunity to share useful information from community groups, residents etc. and it has the added benefit of supporting and encouraging citizenship.

Facebook will provide a low cost communications channel with insightful analytics on our audience such as the number of users, age profile, gender and interests of people on Facebook, in the areas that we serve.

We can use this data for targeted marketing activity. E.g. We can target specific audiences within a 10 mile radius of a leisure centre for a new course/class. It could also be used to test different marketing material and messages to monitor effectiveness and interaction.

It is envisaged that the Council's Corporate Facebook will be operational imminently (early January), and Members will be notified in advance prior to it going live.

Drone Technology

The purchase of Drone technology will primarily enable officers to secure quality aerial data and filming and create innovative video content.

Drone technology will be used by the Communications & Marketing Team to capture promotional video footage and images of key Council facilities and events such as the Winter Enchanted Gardens, V36 and Allen Park Sports Hub. In addition, drone images and video can be used as rich content on core social media platforms and website to promote customer engagement and awareness.

In addition, the technology may also be utilised by Officers for areas of work such as structural premises inspections and local area mapping.

Training for staff will be required and suitable candidates will be selected to undertake the relevant training.

The cost of purchasing the Drone is approximately £2k, which will be met within current budgets.

Moved by Councillor Kelly
Seconded by Councillor Webb and

RESOLVED BY: that the report be noted.

NO ACTION

11 MOTION

Moved by Alderman Cosgrove
Seconded by Councillor Lynch and Councillor Webb

Antrim and Newtownabbey Borough Council deeply regrets the decision of the Minister for Communities to refuse to devolve regeneration powers to local government. With planning responsibility, community planning and the power of competence already devolved, regeneration powers are the final element of a truly joined up and effective suite of powers designed to enhance and drive forward social, economic, environmental and community development to the benefit of the people of Antrim and Newtownabbey. Failure to devolve this power will severely limit the potential rewards arising from the reform of Local Government. This Council calls upon the Minister to urgently reconsider his position and mandates the Chief Executive to write to the minister seeking a meeting with a cross party delegation to ensure our message is delivered directly and without ambiguity.

AMENDMENT

Proposed by Councillor Brett
Seconded by Councillor Kells

Antrim and Newtownabbey Borough Council notes the decision by the Executive to postpone the transfer of Regeneration Powers, reaffirms this Council's ambition to have such powers devolved, acknowledges the strong working relationship between the Council and the Department for Communities and recommits to working together to deliver for all the people of Antrim and Newtownabbey.

On the Amendment being put to the meeting 14 members voted for the Amendment and 20 voted against with no abstentions.

The Amendment was accordingly declared lost.

Councillor Magill left the meeting at this point.

On the Motion being put to the meeting 20 members voted for the Motion, 13 against and 2 members abstained.

The Motion was accordingly declared carried.

ACTION BY: Jacqui Dixon, Chief Executive

MOTION TO PROCEED 'IN COMMITTEE'

Moved by Councillor Arthurs
Seconded by Councillor Kells and

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

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

ITEMS IN COMMITTEE

IN CONFIDENCE

10.18 (FI/PRO/TEN/97) TENDER FOR THE PROVISION OF FREE PUBLIC WIFI IN ANTRIM TOWN

It was reported that the Department for Communities had offered the Council grant aid of up to 90% towards a free public Wi-Fi service in Antrim town centre through the Linkages Scheme. The grant aid was to cover purchase and installation of equipment and infrastructure only with the Council expected to pay separately for annual service and maintenance charges.

Three tenders for the provision of Wi-Fi in Antrim town were opened via e-SourcingNI on 2 December 2016 and referred to the evaluation panel for assessment. The Tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated using criteria such as tenderers' professional conduct, insurances, previous relevant experience and declarations and form of tender. The tenders met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2 – Award Stage. The tenders were evaluated as follows.

STAGE 2 – AWARD STAGE

Technical Assessment

One tender did not meet the specification in full as detailed in the terms of reference and therefore did not proceed further in the evaluation process. The remaining tenders did meet the specification in full and therefore were evaluated on the basis of service delivery proposals (30%) and cost (70%) as follows:

Quality/ Cost Assessment

Tenderer	Total Cost (£) (excl. VAT) over Three Years*	Total Score %
Atlas Communications NI Ltd	33,363.00 (a)*	100%
		84.56%

*The costs over three years covers:

a) Atlas Communications NI Ltd

Initial Equipment and Installation costs: £9,801 (excl. VAT)
Licences, maintenance charges and other costs over 3 years: £23,562 (excl VAT)

Initial Equipment and Installation costs: [REDACTED]

Licences, maintenance charges and other costs over 3 years : [REDACTED]

Moved by Councillor Kells
Seconded by Councillor Webb and

RESOLVED: that having achieved the higher score of 100%, the tender submitted by Atlas Communications NI Ltd, at a total cost over 3 years of £33,363.00 (excl VAT), for the provision of free public Wi-Fi in Antrim town, be accepted.

ACTION BY: Sharon Logue, Procurement Manager

Councillor Webb requested that a report be submitted in due course on locations of the free public WiFi.

Councillor Magill left the meeting at this point.

10.19 IN COMMITTEE CE/STC/88 ORGANISATION STRUCTURE

A report relating to organisational structure was tabled at the meeting.

Moved by Councillor Kelly
Seconded by Councillor McClelland and

RESOLVED – that

a) The final structure be approved for:

- **Parks**

b) Approval be given in principle, subject to consultation with staff and trade unions for:

- **Crumlin Leisure Centre**
- **Sixmile Leisure Centre**
- **Property and Building Services**
- **Fleet**
- **Administration – Waste Management**

ACTION BY: Andrea McCooke, Director of Organisation Development

MOTION TO PROCEED 'OUT OF COMMITTEE'

Moved by Councillor Beatty
Seconded by Councillor Arthurs 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 the members for their support over the first half of his term of office and invited everyone present to the parlour for refreshments.

There being no further business the meeting ended at 8.35pm.

MAYOR

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

