



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 8 JANUARY 2019 AT 6.30PM**

**In the Chair:** Alderman P Barr

**Members Present:** Alderman –W DeCourcy  
Councillors – J Bingham, P Dunlop, T Girvan, M Goodman,  
P Hamill, D Hollis, M Magill, M Maguire,  
N McClelland, B Webb and R Wilson

**Non-Committee Members Present:** Alderman J Smyth  
Councillor R Lynch

**In Attendance:** Kathryn Pyper, Digital Website Consultant

**Officers Present:** Director of Finance & Governance – S Cole  
Director of Organisation Development – A McCooke  
Head of Governance - L Johnston  
Management Accountant – R Murray  
Head of Legal Services and Borough Lawyer – P Casey  
Head of ICT – G Smyth  
Media and Marketing Manager - N McCullough  
ICT Officer – Colin Bell  
Member Services Officer - S Boyd  
Member Services Officer – S Fisher

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed everyone to the January Meeting of the Policy and Governance Committee, and reminded all present of recording requirements. The Chair welcomed Councillor Wilson and thanked Councillor Lynch for her contribution to this Committee.

**1. APOLOGIES**

Alderman Agnew, Councillor McWilliam

**2. DECLARATIONS OF INTEREST**

None

### **3. ITEMS FOR DECISION**

#### **PRESENTATION**

##### **3.1 PRESENTATION – New Website and System**

Members were given a presentation on the new Citizen Application and Website.

Greater prominence on the site has been given to areas most widely searched. The Head of IT took the opportunity to explain and demonstrate the new Citizen App and explain how this would complement the Website - areas in common would be seamless across both platforms.

The existing website has more than 50,000 hits per month and it is hoped that the new development will drive further traffic to the site by providing information residents and businesses require in a more user-friendly manner.

Members were advised on the timeframe for launch of the new website and that a demonstration of the new Citizen App would be given to the P&G Committee on 5 March 2019.

#### **ITEMS FOR DECISION**

##### **4.1 FC/FA/1 LOCAL GOVERNMENT FINANCE ACT (NORTHERN IRELAND) 2011**

Members were reminded that under the requirements of the Local Government Finance Act (Northern Ireland) 2011 and the Prudential Code, the Council is required to have regard to a number of reports and to approve a range of indicators and strategies prior to the prescribed date for striking the rates, 15 February 2019.

##### **(a) FI/FA/6 Minimum Revenue Provision Policy 2019/2020**

Under Regulation 6 of the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011, councils have a statutory requirement to charge to their general fund an amount of Minimum Revenue Provision (MRP) which it considers to be 'prudent' in respect of the financing of capital expenditure.

A copy of the Council's MRP Policy 2019/2020 was circulated.

Proposed by Councillor Webb  
Seconded by Councillor Girvan and agreed that

**the MRP Policy 2019/2020 be approved.**

ACTION BY: Richard Murray, Management Accountant

**(b) FI/FA/7 Medium Term Financial Plan 2019/2020 to 2021/2022**

The Prudential Code requires the council to develop three-year revenue forecasts and three-year capital expenditure plans. These are shown in the Medium Term Financial Plan 2019/2020 to 2021/2022, a copy of which was circulated.

Proposed by Councillor Hamill  
Seconded by Councillor Webb and agreed that

**the Medium Term Financial Plan 2019/2020 to 2021/2022 be noted.**

ACTION BY: Richard Murray, Management Accountant

**(c) FI/FA/8 Treasury Management Strategy**

The Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011 requires the council, in carrying out its capital finance functions, to have regard to the current editions of the CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes and the Prudential Code.

The council is therefore required to set out its Treasury Management Policy and Strategy and to prepare an Annual Investment Strategy which sets out the council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

Copies of the above policy and strategies were circulated.

The Director of Finance and Governance responded to Councillor Goodman's query regarding one of the alternative methods of funding capital expenditure.

Proposed by Councillor Webb  
Seconded by Councillor Hamill and agreed that

- i) the Treasury Management Policy be approved**
- ii) the Treasury Management Strategy 2019/2020 be approved**
- iii) the Annual Investment Strategy 2019/2020 be approved**

ACTION BY: Ann Hamilton, Financial Controller. Finance and Governance

**(d) FI/FA/9 Report by the Chief Financial Officer on the Robustness of the Estimates and Adequacy of Reserves**

Section 4 and 6 of the Local Government Finance Act (Northern Ireland) 2011 requires the Council to have regard to a report, a copy of which was circulated, from the Chief Financial Officer on the robustness of the estimates and adequacy of reserves when considering the estimates for the next financial year.

Councillor Maguire raised a question regarding reserve figures and requested that the Director provide clarification.

Proposed by Councillor Maguire  
Seconded by and Councillor Wilson agreed that

**the Report by the Chief Financial Officer on the Robustness of the Estimates and Adequacy of the Reserves be noted.**

ACTION BY: Sandra Cole, Director of Finance and Governance  
John Balmer, Head of Finance

#### **(e) FI/FA/5 Capital Strategy**

The Council is required by regulation to have regard to the current edition of the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities when carrying out its duties under Part 1 of the Local Government Finance Act (Northern Ireland) 2011. In doing so, the Council is required to set and monitor a series of Prudential Indicators, the key objective of which is to ensure that, within a clear framework, the capital investment plans of the Council are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice.

The Prudential Code requires the Council to develop a Capital Strategy which provides a high-level overview of the long-term context of capital expenditure and investment decisions and their associated risks and rewards along with an overview of how risk is managed for future financial sustainability. A copy of the Capital strategy were circulated.

Councillor Goodman requested additional information on the approval process for new capital works.

Proposed by Councillor Bingham  
Seconded by Councillor Maguire and agreed that

**the Capital Strategy 2019/20 and Prudential Indicators 2019/20 to 2021/22 contained therein be approved.**

ACTION BY: Sandra Cole, Director of Finance and Governance  
Ann Hamilton, Financial Controller, Finance and Governance

#### **4.2 HR/GEN/010 - CONSULTATION AND EQIA ON INTRODUCTION OF PROPOSED CLINICAL RESPONSE MODEL**

Members were advised that correspondence had been received from the Northern Ireland Ambulance Service Health & Social Care Trust inviting the Council to take part in a consultation on the proposed introduction of a new model for clinical response.

A copy of the letter and accompanying document "Consultation and EQIA on Introduction of Proposed Clinical Response Model" was circulated for information.

In terms of background, Northern Ireland Ambulance Service (NIAS) has experienced significant growth in demand for emergency 999 response calls over recent years. As part of a wider transformation agenda, NIAS are proposing the introduction of a revised Clinical Response Model (CRM), similar to those introduced elsewhere in the UK. This approach aims to provide a more clinically appropriate ambulance response than the current model, which was introduced in 1974. The new model will better target the right resources (clinical skills and vehicle type) to the right patients.

The current NIAS Clinical Response Model is based solely on meeting time-based response targets. However, the NIAS consultation document states that current research indicates a lack of evidence that time-based targets lead to the most effective clinical outcomes. Additionally, the document states that the current model does not effectively identify the sickest patients who require the most speedy response, resulting in sub-optimal deployment of resources.

NIAS research indicated that efforts to meet the time-based standards in the face of rising demand have, in fact, contributed to operational inefficiencies.

In summary, NIAS proposed that the time-based model is unsustainable and does not make the most efficient use of resources to maximise the quality of clinical care for patients.

The new model proposes an enhanced call-taking system which more accurately identifies the sickest patients. The model is designed to ensure right resources are sent to the patient, in the timeframe that is most appropriate for the clinical situation.

A response to the consultation has been prepared and was circulated for Members' approval.

Proposed by Councillor Webb  
Seconded by Councillor Goodman and agreed that

**the consultation response is approved.**

ACTION BY: Andrea Richardson, GIS Officer

Councillor Dunlop left the meeting.

#### **4.3 TIMETABLE FOR THE PRODUCTION OF THE CORPORATE PLAN 2019-2030 AND CORPORATE IMPROVEMENT PLAN 2019-2020**

Elected Members were reminded that two corporate documents will be published during 2019-20. The Council Corporate Plan 2019-2030 and the Corporate Improvement Plan 2019-20.

Officers have developed a timetable for Members' attention.

**CORPORATE PLAN 2019-2030**

CLT – Draft for consultation	18 December 2018
CLT - Updated draft for consultation	9 January 2019
Council Meeting – Draft for consultation	28 January 2019
Consultation (12 weeks)	31 Jan - 25 April 2019
Corporate Plan Design to CLT	6 and 20 February 2019
CLT Report re: Report re: consultation and updated Corporate Plan 2019-2030 (Working Draft)	10 and/or 17 April 2019
Council Meeting - Report re: consultation and updated Corporate Plan 2019-2030 (Working Draft)	29 April 2019
Council Meeting – Corporate Plan 2019-2030 (Final Draft)	24 June 2019

**CORPORATE IMPROVEMENT PLAN 2019-2020**

CLT – Draft for consultation	18 December 2018
CLT - Updated draft for consultation	9 January 2019
Council Meeting – Draft for consultation	28 January 2019
CLT/HOS Consultation	31 January 2019
Consultation (12 weeks)	31 Jan - 25 April 2019
Presentation to Committees re: Improvement Indicators	February 2019
Audit Committee	20 March 2019
CLT Report re: consultation and updated Corporate Improvement Plan 2019-2020 (Working Draft)	10 and/or 17 April 2019

Council Meeting - : Report re: consultation and updated Corporate Improvement Plan 2019-2020 (Working Draft)	29 April 2019
Audit Committee - Corporate Improvement Plan (Final Draft) 2019-2020	18 June 2019
Council Meeting –Corporate Improvement Plan (Final Draft)2019-2020	24 June 2019

Proposed by Councillor Girvan  
 Seconded by Councillor Bingham and agreed that

**the timetable for the production of the Corporate Plan 2019-2030 and the Corporate Improvement Plan 2019-2020 be approved.**

ACTION BY: Helen Hall, Head of Performance and Transformation

## **5 ITEMS FOR INFORMATION**

### **5.1 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2019/20**

Members were reminded that an update on the estimates was reported to the relevant committees in December 2018.

A revised draft rates calculation and estimates summary by service was circulated for Members' information.

Proposed by Councillor Webb  
 Seconded by Councillor Girvan and agreed that

**the report be noted.**

NO ACTION

### **5.2 HR/HR/019 AGENCY STAFF UPDATE**

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

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts

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

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

The table below provides an update for Members on the use of agency staff as at November 2018 as compared to November 2017.

<b>Reason for Agency Worker</b>	<b>Nov 2018</b>	<b>Position Covered</b>	<b>Nov 2017</b>	<b>Comments</b>
Additional Resource	5	Waste Management Operative Community Development Officer HR Assistant 2 x On Call Recreation Assistant/Leisure Attendant, Sixmile	10	Reduction in additional resource requirement
Seasonal Work	21	21 x Seasonal Grounds Maintenance Operative	4	
Filling Funded Posts	3	2 x Affordable Warmth Project Officer Project Implementation Officer	5	Reduction in cover for funded posts
Covering Sickness/Leave/ Maternity Leave/ Shared Parental Leave	6	Graphic Designer 2 x Accounts Assistant Waste Management Assistant Household Recycling Attendant Heritage Gardener	5	
Covering vacancies until structures filled	26	Receptionist, Clotworthy 2 x Grounds Maintenance Operative, CSD Greenkeeper, Parks Central Services Supervisor Waste Management Operative, CSD 2 x Waste Management Operatives, ESD 3 x Waste Management Op/Driver, ESD 2 x Driver Site Operatives, Recycling HGV Refuse Collection Driver Good Relations Officer 2 x Conferencing Administrator Parks Ranger Leisure Attendant, Crumlin 2 x Grounds Maintenance Operative 2 x Governance Support Officer Community Centre Coordinator Driver Site Operative, Recycling Clerical Officer, Waste	32	Small reduction in requirement within this category. Ongoing cover due to categorisation
Covering career breaks/ secondments	6	Grounds Maintenance Operative Admin Assistant, Planning PCSP Administration Officer	6	

		2 x Tackling Deprivation Officer (Job share) Tourism, Town Centre and Regeneration Officer		
<b>TOTAL</b>	<b>67</b>		<b>62</b>	

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

Appendix 1 set out expenditure on agency workers in November 2018.

The cost of agency staff had reduced for the period of 1 April 2018 to 30 November 2018 at 6.51% of all staffing costs compared to 7.63% for the same period last year. The table below showed the continued percentage reduction in agency costs over the past financial year:

<b>Month</b>	<b>2017/18</b>	<b>2018/19</b>
April	6.66%	3.51%
May	6.94%	3.74%
June	7.09%	4.61%
July	6.12%	4.71%
August	6.96%	4.66%
September	7.76%	6.06%
October	8.00%	5.85%
November	7.63%	6.51%

Proposed by Councillor Maguire

Seconded by Councillor Goodman and agreed that

**the report be noted. Following discussion, it was agreed that the Director of Organisation Development would provide a report outlining the approach to recruitment and selection to include the use of Agency staff and the filling of vacancies.**

ACTION BY: Andrea McCooke, Director of Organisation Development

### **5.3 CCS/EDP/10 EQUALITY AND ACCESSIBILITY PROMOTION PLAN 2018-2019**

Members were reminded that the Council's Disability Action Plan 2016-2020 (DAP) is a statement of the Council's commitment to the promotion of equality of opportunity for disabled people and complements its Equality Scheme under Section 75 of the Northern Ireland Act 1998.

The plan is designed to ensure that the Council fulfils its statutory obligations in compliance with Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006) through to 2016.

The Disability Discrimination Act places duties on public authorities, when carrying out their functions, to have due regard to the need to:

- promote positive attitudes towards disabled people; and
- encourage participation by disabled people in public life.

These are collectively referred to as 'the disability duties'.

One of the actions listed in the plan states 'Design an awareness raising campaign for Internal and External audiences to create a greater understanding of the Council's current provision for persons with a disability.'

A formal Equality and Accessibility Promotional Plan 2018-2019 (circulated) had been drawn up in order to increase awareness with Members, customers and staff about the positive developments which practically supports those with disability requirements. The plan will be updated as new events and Council services are adapted to include those with additional needs.

Proposed by Councillor Bingham  
Seconded by Councillor Magill and agreed that

**the Equality and Accessibility Promotion Plan 2018-2019 be noted. Councillor Webb requested that accessible allotments for those with additional needs be considered.**

ACTION BY: Andrea McCooke, Director of Organisation Development

#### **5.4 CCS/GEN/007 SPECIAL SCHOOLS SUMMER SCHEME FUNDING FEEDBACK**

Members were reminded that at the April Council meeting it was agreed to support equitable access to Summer Schemes and Programmes across the Borough for children and young people with special needs via a contribution of up to a maximum of £5k to each Special School in the Borough to deliver a Summer Scheme/Programme.

Of the five special schools three applied for the funding – Hill Croft School, Jordanstown Special School and Riverside School, each of whom received the maximum amount available. Rostulla Special School and Thornfield House School do not provide a Summer Scheme Programme for pupils and therefore did not apply. The majority of their pupils board during school term due to the travel time from their family home.

Written feedback obtained from Hill Croft School and Jordanstown Special School was circulated. A summary of the feedback was detailed below:

- Schools were able to provide activities both at and outside the school premises e.g. Ulster Wildlife, Word of Owls, Replay Theatre Company, Monkeynastic, We are Vertigo.

- A wider programme of activities including, bowling, football coaching, circus skills, face painting, drums, pony rides, boat rides in Belfast Lough, ice-cream vans coming to school, BBQs and meals out.
- Riverside School was able to take pupils further afield, by hiring buses and specially adapted wheelchair taxi buses that hold up to 10 wheelchairs.
- Jordanstown Special School was able to increase the number of places from 20 to 30.
- One parent from Jordanstown Special School stated "My child enjoyed every day and was excited to go!"
- 33% of those parents at Hill Croft School who completed a summer scheme school evaluation form noted there were no other locally available schemes that were suitable for their child, whilst 71% stated their children were able to enjoy activities with their peers. 50% said it provided respite for family members.
- Jordanstown Special School staff commented "The staff and pupils really enjoyed the summer scheme. Some new experiences for adults and kids."

All three schools thanked the Council for the funding opportunity and expressed an interest in funding for their Summer Scheme Programmes in 2019.

Proposed by Councillor Goodman  
 Seconded by Councillor Webb and agreed that

**the report be noted.**

NO ACTION

The supplementary item was taken at this point:

#### **5.5 G/MSMO/2 CHANGES TO MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND PARTNERSHIPS BY THE SDLP**

Following recent membership changes within the SDLP, the Nominating Officer has advised of the following changes:

<b>Name</b>		<b>Effective Date</b>
Councillor Ryan Wilson	Policy & Governance Committee <i>(replacing Councillor Lynch)</i>	4 January 2019
Councillor Ryan Wilson	GROW South Antrim	4 January 2019
Councillor Ryan Wilson	Dunsilly Place Shaping Forum	20 December 2018
Councillor Ryan Wilson	Randalstown Town Team	20 December 2018



[REDACTED]

Proposed by Councillor Maguire  
Seconded by Councillor Goodman and agreed that

**Members approve the rental of the remaining portion of 6 Orchard Way to NWP, on the terms negotiated by Osborne King as outlined.**

ACTION BY: Liz Johnston, Head of Governance

**6.2 IN CONFIDENCE WM/FM/3 CORPORATE CAPITAL REPLACEMENT OVERVIEW (VEHICLE & MOBILE PLANT)**

Antrim and Newtownabbey Borough Council operate a fleet of **97 vehicles** and **150 vehicular wheeled mobile plant** items. These vehicles and mobile plant items are employed in a diverse range of statutory and essential services for the residents of the Borough including waste and recycling, burials, parks maintenance, enforcement and winter gritting.

The total anticipated 3 year spend to the end of this financial year on vehicles and mobile plant is £[REDACTED]. 12 new vehicles have already been delivered, with a further 8 to be delivered by then end of March 19. 31 new vehicular wheeled mobile plant items have already been delivered and a further 19 anticipated to be delivered by March 19.

Members will recall, at the Corporate Workshop, the estimated Capital Programme for fleet and mobile plant over the next three years was reported as:

2019/20	£ [REDACTED]
2020/21	£ [REDACTED]
2021/22	£ [REDACTED]
<b>3 Year Total</b>	<b>£ [REDACTED]</b>

Under the agreed vehicle replacement policy the indicative useful life is used only as a basic guide as to when a vehicle is likely to reach the end of its life,

and not as a schedule for disposing of vehicles or mobile plant items. However extending the life of vehicles beyond their anticipated lifespan increases vehicle maintenance costs and impinges upon operational continuity of service when vehicles present running repairs which requires them to be out of operational service. The programme developed for the next three years recognises business critical needs. Details of estimated future spend by year was provided in the circulated spreadsheet. The projected capital replacement programme for the next three years is summarised below.

## 19/20 CAPITAL PROGRAMME

### Vehicles (29 new vehicles)

Waste Management	20 vehicles	£ [REDACTED]
Parks & Cemeteries	9 vehicles	£ [REDACTED]
<b>Total Estimated Vehicles Cost</b>		<b>£ [REDACTED]</b>

### Mobile Plant Items (53 new items)

Waste Management	1 mobile plant item	£ [REDACTED]
Parks & Cemeteries	39 mobile plant items	£ [REDACTED]
Leisure	10 mobile plant items	£ [REDACTED]
Arts & Culture	3 mobile plant items	£ [REDACTED]
<b>Total Estimated Mobile Plant Items</b>		<b>£ [REDACTED]</b>

**TOTAL ESTIMATED REPLACEMENT COSTS 2019/20** £ [REDACTED]

## 2020/21 CAPITAL PROGRAMME

### Vehicles (15 new vehicles)

Waste Management	9 vehicles	£ [REDACTED]
Parks & Cemeteries	3 vehicles	£ [REDACTED]
Environmental Health	1 vehicle	£ [REDACTED]
Governance	2 vehicles	£ [REDACTED]
<b>Total Estimated Vehicles Cost</b>		<b>£ [REDACTED]</b>

### Mobile Plant Items (12 new items)

Waste Management	1 mobile plant item	£ [REDACTED]
Parks & Cemeteries	9 mobile plant items	£ [REDACTED]
Leisure	1 mobile plant items	£ [REDACTED]
Arts & Culture	1 mobile plant items	£ [REDACTED]
<b>Total Estimated Mobile Plant Items</b>		<b>£ [REDACTED]</b>

**TOTAL ESTIMATED REPLACEMENT COSTS 2020/21** £ [REDACTED]

## 2021/22 CAPITAL PROGRAMME

### Vehicles (15 new vehicles)

Waste Management	6 vehicles	£ [REDACTED]
Parks & Cemeteries	7 vehicles	£ [REDACTED]
Environmental Health	1 vehicle	£ [REDACTED]

Property Services and Building Control	1 vehicle	£ [REDACTED]
<b>Total Estimated Vehicles Cost</b>		
£ [REDACTED]		

**Mobile Plant Items (10 new items)**

Waste Management	1 mobile plant item	£ [REDACTED]
Parks & Cemeteries	7 mobile plant items	£ [REDACTED]
Leisure	2 mobile plant items	£ [REDACTED]
<b>Total Estimated Mobile Plant Items</b>		<b>£ [REDACTED]</b>

**TOTAL ESTIMATED REPLACEMENT COSTS 2021/22** **£ [REDACTED]**

It is recognised that needs of services may change particularly for years 2 & 3 of the fleet replacement programme.

Officers will continue to review the planned programme to ensure it supports service delivery and provides value for money to the Council.

Updates on delivery of the rolling programme will be provided to P&G committee during the course of the 2019/20 financial year with a full programme review for 2020/21 estimates process.

Officers answered a number of Elected Member queries on specific fleet items.

Proposed by Councillor Maguire  
Seconded by Councillor Magill and agreed that

**in line with the approval in principle obtained at the Corporate Workshop, approval be given for the projected Capital Fleet Replacement Programme for the next three years (2019/20, 2020/21 and 2021/22) as outlined above at an estimated cost of £ [REDACTED].**

ACTION BY: Lynda Gregg, Transport/Contracts Manager

**7. ANY OTHER RELEVANT BUSINESS**

Councillor Webb sought clarity regarding the legal responsibility in relation to [REDACTED]. The Head of Legal Services updated him on the current situation.

**PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Hamill  
Seconded by Councillor Maguire and agreed that

**the remainder of Committee business be taken in Open Session.**

The Chairperson advised that audio-recording would recommence at this point.

**8. ANY OTHER RELEVANT BUSINESS**

There being no further committee business the Chair thanked everyone for their attendance. The meeting concluded at 8.02 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.***