



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD AT MOSSLEY MILL ON TUESDAY 2 NOVEMBER 2021 AT 6.30 PM

In the Chair:	Alderman P Michael
Members Present:	Councillors – H Cushinan, R Foster, S Flanagan, N Kelly, A McAuley, T McGrann, M Magill, B Mallon, N Ramsay, V Robinson, M Stewart and R Wilson
Non Committee Members:	Councillors – J Gilmour, V McWilliam and B Webb
Officers Present:	Deputy Chief Executive of Finance & Governance – S Cole Director of Organisation Development – D Rogers Deputy Director of Finance (Interim) – J Balmer Deputy Director of Operations (Waste & Fleet) (Interim) - M Lavery Head of Internal Audit – P Caulcutt Head of ICT – G Smyth Head of Governance – L Johnston Head of Human Resources (Interim) – J Close ICT Change Officer – A Cole Member Services Officer – S Boyd

CHAIRPERSON'S REMARKS

The Chairperson welcomed Members to the November Meeting of the Policy and Governance Committee, and reminded all present of recording requirements.

The Chairperson further welcomed Councillor Mallon as a new Member of the Policy & Governance Committee, and also the new Director of Organisation Development, Debbie Rogers.

In order to protect public health during the current COVID-19 emergency it was not possible to allow the public or the press to physically attend the meeting. The public and the press can access those parts of the meeting which they are entitled to attend via livestream (a link to which is on the Council website). The meeting minutes and audio recording would be published on the Council's website.

1. APOLOGIES

Councillors Cooper and Finlay

2. DECLARATIONS OF INTEREST

Item 4.7 - Councillor Magill

3. PRESENTATION

3.1 PRESENTATION – INTERNAL AUDIT

A presentation on how Internal Audit contributes to the Corporate Recovery Plan was provided by the Head of Internal Audit, Paul Caulcutt.

The Chairperson thanked the Head of Internal Audit for his presentation and he left the meeting.

4. ITEMS FOR DECISION

4.1 FI/PRO/GEN/042 SOCIAL CLAUSES IN COUNCIL CONTRACTS

Members were advised that correspondence has been received from the Department for Communities in relation to Social Clauses in Council Contracts.

Legislation is in place, Article 19 of the Local Government (Miscellaneous Provisions) (NI) Order 1992, that precludes Council from considering certain non-commercial matters in its procurements.

Whilst some amendment to this legislation was made through the Local Government (Exclusion of Non-commercial Considerations) Order (NI) 2015 which came into operation on 30 June 2015, it only partially amended Article 19 of the 1992 Order.

The questionnaire seeks Council view on additional amendment or removal of Article 19 of the 1992 Order.

The questionnaire also seeks Council's view on whether specific social value legislation should be introduced similar to that prescribed for authorities in England and Wales.

The draft response proposed that Article 19 be removed and that similar legislation should be introduced. The draft response was circulated for consideration.

Proposed by Councillor Foster
Seconded by Councillor Magill and agreed

that Members approve the draft response to the questionnaire.

ACTION BY: John Balmer, Deputy Director of Finance

4.2 PT/CI/038 RECOVERY PLAN - PERFORMANCE PROGRESS REPORT QUARTER ONE

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.

In response to the pandemic, Council produced a Corporate Recovery Plan 2021-23 which was approved in August 2021. This serves to ensure the recovery of our services and meeting the requirements of our statutory duties.

Members were aware that the Council normally produces an annual Corporate Improvement Plan, however, given the uncertainty in the short term about recovery, we are unable to set targets for improvement. Members had agreed that we will measure and monitor the performance of the corporate indicators as set out in the Recovery Plan 2021-23.

A progress report for Quarter One was circulated for Members' attention. Members were advised that the Quarter One report was reviewed by the Audit Committee on 21 September 2021.

Proposed by Councillor Robinson
Seconded by Councillor McAuley and agreed

that the Quarter One Performance Progress Report (2021-22) be approved.

ACTION BY: James Porter, Performance and Transformation Officer

4.3 HR/LD/027 HEALTH AND WELLBEING PROGRAMME 2021/2022 BACKGROUND

The following report provided an update on initiatives to promote Health and Wellbeing throughout the Council from September 2021 – March 2022. These initiatives will provide a holistic and targeted approach for our staff at this time, whilst being aligned to the Corporate objectives on absence, wellbeing and engagement. This approach allows the best opportunity for an on-going successful programme that supports staff while achieving Council objectives. The initiatives noted within the circulated programme at Appendix 1 will be incorporated under the 'Keep Health Focused' theme of the Employee Engagement Strategy.

PROPOSAL

Due to budget constricts this year's programme would be mainly internally driven with little to no cost, however there are important elements of the programme that require funding as detailed below:

Keeping Well Van, Health checks over 2days	£960.00+ VAT
Action Cancer Bus	£2032.00 + VAT
Mental Health First Aid Training	£500.00 + VAT
2x Mindful Moments Series	£950.00 +VAT
Total projected cost:	£4442.00 +VAT

Proposed by Councillor Kelly
Seconded by Councillor McGrann and agreed

that approval be given to support the Health and Wellbeing programme and funding be made available to support the essential elements as noted above.

ACTION BY: Sarah Fenton, Organisation Development Officer

4.4 G/MSMO/008 (Vol 3) BOUNDARY COMMISSION FOR NORTHERN IRELAND – THE 2023 REVIEW OF PARLIAMENTARY CONSTITUENCIES

The Boundary Commission for Northern Ireland has published its initial proposals for Parliamentary Constituency Boundaries, as part of the 2023 Review. The Commission is inviting written representations with respect to the proposals. Proposals and accompanying maps, can be found at

<https://www.boundarycommission.org.uk/2023-review-parliamentary-constituencies>

The initial consultation process lasts for 8 weeks, ending on **15 December 2021**, following which all representations will be published. Responses to the consultation can be made using the Citizen Space online portal via the link above, or via email or post.

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that Members respond on an individual or party political basis.

NO ACTION

4.5 G/HSWB/4 SMOKE AND VAPE POLICY

The Smoke and Vape Free Policy is a new policy that seeks to ensure the Council complies with legal obligations (The Smoking (Northern Ireland) Order 2006) relating to smoking in public buildings and substantially enclosed spaces and to protect staff, elected members, contractors and members of the public that visit or work in Council premises from second hand smoke and the unknown dangers from the vapour release from Vapes.

Smoking is one of the biggest causes of death and illness in the UK. Every year around 78,000 people in the UK die from smoking, with many more living with debilitating smoking-related illnesses. Smoking increases your risk of developing more than 50 serious health conditions.

The previous Health and Safety Policy addressed the prohibition of Smoking within Council Buildings but not vaping as vaping is a relatively new practice. The Smoke and Vape Free Policy sets out the requirements by law in regards

to smoking and the prohibition of vaping along with Council arrangements for the provision of designated smoking areas.

The Smoke and Vape Policy (circulated) had been consulted with the Union Safety Representatives from NIPSA, GMB and UNITE in October 2020.

The policy had been screened with guidance from Accessibility Officer, and would be communicated to all employees.

Proposed by Councillor McAuley
Seconded by Councillor Ramsay and agreed

- i. **that the new Smoke and Vape Policy be approved, and;**
- ii. **that the distance from entrances be added to the new policy 5.1 Buildings and Enclosed Spaces.**

ACTION BY: Kim Morrow, Corporate Health and Safety Officer

Amended by Council 29 November 2021.

4.6 G/MSMO/21 THE NATIONAL ASSOCIATION OF COUNCILLORS UK CONFERENCE 2021

Members were advised that correspondence (circulated) had been received from the National Association of Councillors UK advising that the Environment/Climate Change Emergency Conference and the National Annual General Meeting will take place from Friday, 26- Sunday 28 November 2021 at the Dalmeny Hotel, Lytham St Annes.

The delegate fee for the Conference is £350 plus VAT and accommodation is available at the conference hotel at £70 plus VAT per night.

Proposed by Councillor Wilson
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

The Chairperson took the Supplementary report at this point of the meeting.

4.7 FI/GEN/015 DEPARTMENT OF JUSTICE CONSULTATION ON EXTENDING THE PROVISIONS WITHIN SCHEDULE 27 OF THE CORONAVIRUS ACT 2020

Members were advised that correspondence has been received from the Department of Justice (circulated) in relation to a Consultation letter on the extension of the provisions made in Schedule 27 of the Coronavirus Act 2020 for facilitating remote hearings for all courts and statutory tribunals.

The Department, at this time, was proposing to utilise the power provided at section 90 (2) of the Coronavirus Act to extend the expiry date of the Act's

provisions, to support the recovery of court and tribunal business from the impact of Covid-19.

The specific legislative proposal to extend the Coronavirus Act 2020 is critical to supporting the Covid recovery of the justice system. To assist with progression of this matter the Department would ask that the Question and Answer section within the consultation document is completed and returned by consultation deadline.

The consultation would run from 1 November to the 26 November 2021.

Members were advised that they may wish to respond on a corporate, individual or party political basis.

Proposed by Councillor Kelly
Seconded by Councillor McAuley and agreed

that Members' respond on an individual or party political basis.

NO ACTION

5 ITEMS FOR INFORMATION

5.1 FC/FA/8 MID-YEAR REVIEW OF PRUDENTIAL INDICATORS & TREASURY MANAGEMENT 2021/22

Members were reminded that the Council approved the Prudential Indicators for 2021/2022 to 2023/2024 and the Treasury Management Strategies for 2021/22 in March 2021.

Under the Prudential Code and the Code of Practice on Treasury Management in the Public Services the Council is required to monitor and review its 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 Council's Treasury Management Policy requires a mid-year review of treasury management activities.

This report provides an update on the Prudential Indicators and a mid-year review of the Council's borrowing and investment activities. A copy of the report was circulated for Members' information.

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

5.2 FI/FIN/044 FINANCE AND PAYROLL SOFTWARE IMPLEMENTATION PROJECT - UPDATE

Members recalled that approval was given for the implementation of the new Finance and Payroll finance system at February 2020 Policy & Governance meeting.

It was agreed that Members would be kept updated on the progress and a project update report was circulated for Members' information.

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

5.3 FI/FIN/9 PROMPT PAYMENT PERFORMANCE

Members were reminded that the Department for Communities (DfC) issued revised guidance (Local Government Circular 19/2016) on prompt payments and the recording of invoice payments in November 2016. This guidance requested councils to record specific performance targets of 10 working days and 30 calendar days and continue a cycle of quarterly reporting on prompt payment performance by Councils to the DfC and its publication on their website.

The Council's prompt payment performance for the period **1 July 2021 to 30 September 2021** is set out below:

The default target for paying invoices, where no other terms are agreed, is 30 days.

(N.B. 30 days' target is 30 calendar days and 10 days is 10 working days).

During the above period, the Council paid invoices totalling £14,113,156.

The Council paid 4,214 invoices within the 30-day target. (72%)

The Council paid 3,348 invoices within the 10-day target. (57%)

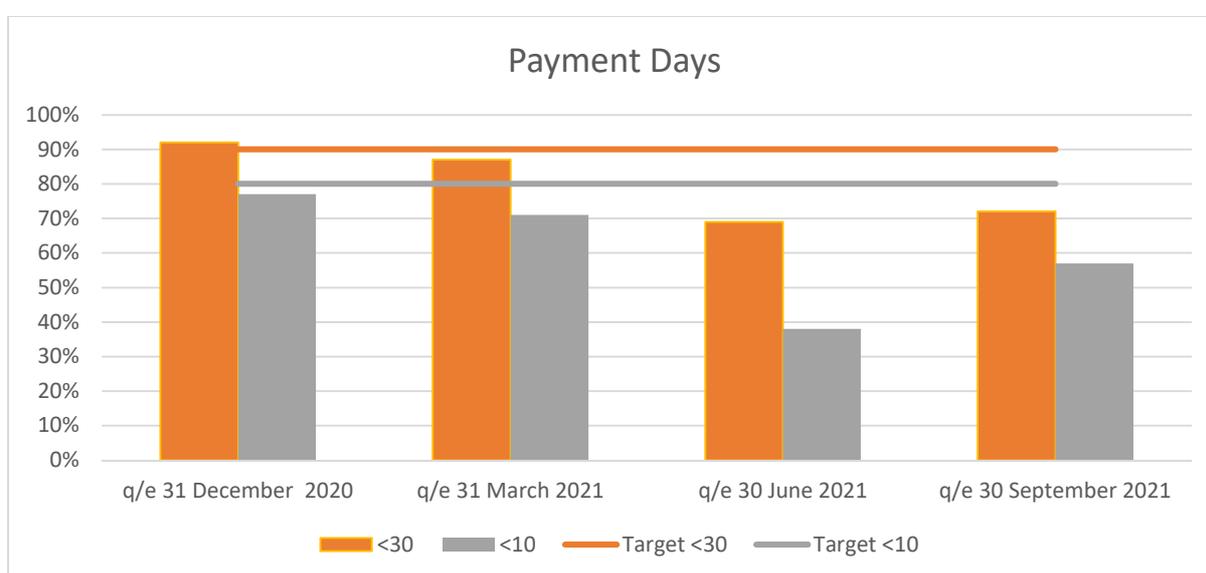
The Council paid 1,653 invoices outside of the 30-day target. (28%)

The Council has set a target of paying 90% of invoices within 30 days and 80% within 10 days.

The quarterly results from q/e December 2020 to date are as follows:

Period	Total Number of Invoices Paid	% Paid Within 30 Days	% Paid Within 10 Days
Target		90%	80%
q/e 31 December 2020	4,659	92%	77%
q/e 31 March 2021	4,611	87%	71%
q/e 30 June 2021	3,352	69%	38%
q/e 30 September 2021	5,867	72%	57%

The performance presented graphically highlights the performance metrics for the above.



Performance for quarter 4 of 2020/21 was down for both the 30 day and 10 day targets. This was mainly due to staff absences within the accounts processing section and staff in the section preparing for the implementation of the new finance system, Ci Anywhere.

During quarter 1 the 'old' finance system was made unavailable for transaction processing on 31st March 2021 and the new system went 'live' on 12th April. In the intervening period data was migrated from 'old' to 'new'. Inevitably, the down-time created a significant backlog of supplier invoices to process, having a negative impact on the performance for both targets.

The supplier invoice payment process is now substantially embedded and performance steadily improved during Quarter 2. This has been sustained into Quarter 3 as shown in the table below.

Period	Total Number of Invoices Paid	% Paid Within 30 Days	% Paid Within 10 Days
Quarter 1			
Apr	470	83%	49%
May	1,068	66%	28%
June	1,814	64%	33%
Quarter 2			
July	1,895	58%	42%
Aug	1,911	60%	58%
Sept	2,061	85%	69%
1st – 16thOct 21	1,523	86%	72%

The prompt payment performance for Councils in Northern Ireland is published quarterly by the Department for Communities (DfC). The prompt payment performance for the quarter ended 30 September 2021 was shown in **Appendix 1**; the Council's performance for Quarter 2 against the average performance for the other Councils for the same Quarter of 2021/22 was set out in the table below:

Council	% Paid Within 30 Days	% Paid Within 10 Days
Antrim & Newtownabbey BC (2nd Quarter 2021/22)	72%	57%
All Councils (2nd Quarter 2021/22)	84%	64%

Proposed by Councillor Foster
 Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

5.4 FI/FIN/4 BUDGET REPORT – SEPTEMBER 2021 – PERIOD 6

A budget report for September 2021 – Period 6 was circulated for Members' information.

The Council's financial position at the end of September 2021 showed a favourable variance of £1.0m before exceptional costs.

Including exceptional severance costs of £225k, Covid-19 costs of £291k and government grant income of £359k, the Council's overall position is £848k favourable.

A Covid Losses Reserve was established at March 2021 to offset future operational losses. This would be applied as required during the course of the 2021/22 financial year.

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

5.5 G/MSMO/2 CHANGES IN NOMINATION, MEMBERSHIP OF COMMITTEES WORKING GROUPS AND EXTERNAL BODIES BY THE DUP

Following the very sad passing of Councillor Paul Hamill, the Electoral Office had confirmed that Ben Mallon had been returned to the Macedon DEA vacancy for the DUP, from 18 October 2021.

Following this confirmation, the Nominating Officer had advised of the following changes in Memberships to Committees, External Bodies and Working Groups with immediate effect:

Standing Committees	
Policy and Governance Committee	Councillor Ben Mallon
Audit Committee	Councillor Ben Mallon
External Bodies and Working Groups	
NI Local Government Association	Councillor Ben Mallon
National Association of Councillors	Councillor Ben Mallon
Rathcoole Renewal Partnership	Councillor Ben Mallon

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

5.6 CE/OA/012 LOCAL GOVERNMENT PARTNERSHIP PANEL MEETING

The Local Government Partnership Panel provides a structured, political relationship between central and local government to discuss strategic policy and operational matters of mutual interest and concern.

The last Partnership Panel meeting was held on 20 October 2021 with a meeting of the local government side of the Panel having taken place prior on 29 September 2021. Support material in relation to the meeting on 29 September was circulated for Members' information. Minutes of both meetings would be provided to Members when received.

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

5.7 CCS/EDP/7 QUARTERLY SCREENING REPORT AND RURAL SCREENING

Members were advised that in line with the Council's Equality Scheme it was agreed to provide quarterly updates on the screening of policies under Section 75. Within the Scheme, the Council gave a commitment to apply screening methodology to all new and revised policies. Where necessary and appropriate, these new policies would be subject to further equality impact assessment.

The policies noted below have been screened between July to September 2021.

POLICY	SCREENING DECISION
HRH Duke of Edinburgh Statue Project	1

- (1) Screened with no mitigation
- (2) Screened with mitigation
- (3) Screened and EQIA required

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

5.8 CCS/CPRM/014 SPONSORSHIP AND ADVERTISING OPPORTUNITIES

The Council had been offering a number of sponsorship opportunities to businesses across the Borough and further afield for the past few years. These included Roundabout sponsorship, Borough Life adverts, and event sponsorship.

Roundabouts

We had had great success with our roundabout sponsorship – Bangor Fuels had secured 6 of our roundabouts for the next year, and currently we had only 2 roundabout spaces available (1 exit at Sandyknowes and 1 mini roundabout at Longlands) which we hope to secure very soon. The roundabout sponsorship had an income of around £17K per year,

Borough Life

Borough Life magazine had been very popular for local businesses reaching 67K households across Antrim and Newtownabbey. O2, Extra Care, Fusco Vehicles and Bangor Fuels were just a few of the companies who had availed of this service.

Events

In 2019 we received sponsorship from Power NI for Enchanted Winter Garden to the value of £15K and more recently we received sponsorship of £10K from LCC Group for One Giant Weekend.

This year we had secured sponsorship for Enchanted Winter Garden from Belfast International Airport.

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

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

The table appended provided an update for Members on the use of agency staff as at September 2021 as compared to September 2020. It excludes limited ad-hoc agency cover, which is necessary to provide operational cover, at short notice (Appendix 1).

Appendix 2 (circulated) set out expenditure on agency workers in September 2021.

The cost of agency staff has increased for the period of 1 April 2021 to 30 September 2021 at 7.48% of all staffing costs compared to 4.18% for the same period last year. It should be noted that agency expenditure was significantly reduced last year following the release of agency workers in May 2020. This year's costs have also increased due to the late application of the April 2020 pay award and the respective back charges incurred.

Proposed by Councillor Foster
Seconded by Councillor Kelly and agreed

that the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Robinson
Seconded by Councillor Magill and agreed

that the following Committee business be taken In Confidence and the livestream and audio recording would cease at this point.

6 ITEMS IN CONFIDENCE

6.1 IN CONFIDENCE FI/PRO/GEN/044 PROCUREMENT TENDER REPORTS AND AWARD OF CONTRACTS

Members were reminded that Council agreed in June 2021 that the Council Scheme of Delegation be used for the award of contracts and Members be updated retrospectively.

This process allows service and project delivery to be expedited more efficiently and facilitates timely delivery of actions against the Council's Recovery plan.

A list of contracts approved by the Corporate Leadership Team in October 2021 was circulated.

Proposed by Councillor Robinson
Seconded by Councillor Magill and agreed

that the report be noted.

NO ACTION

6.2 IN CONFIDENCE HR/GEN/004 CHRISTMAS EVE 2021

Members were reminded that in line with the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE), employees from the former Antrim and Newtownabbey Borough Councils and the former Northern Ireland Civil Service Planning Department, transferred to the new Council on 1 April 2015.

Members were advised that the purpose of TUPE was to protect employees if the organisation in which they were employed changes hands. Its effect was to transfer employees and any liabilities associated with them, from the old employer to the new employer by operation of law.

To this end, all employees from the former Antrim and Newtownabbey Borough Councils and the former Northern Ireland Civil Service Planning Department, had transferred to the new Council in accordance with their existing terms and conditions, in line with our legal obligations.

Historically, legacy Newtownabbey Borough Council had a half day for Christmas Eve. When Christmas Eve was on a Saturday or Sunday, the half

day was taken on the preceding Friday. Where it was not possible to close the service early, a half day leave in lieu was awarded, to be taken by agreement at a later date.

Since 2015, Members approved the half day Christmas Eve for all staff as a goodwill gesture and Members may wish to consider granting a half day Christmas Eve this year as a further goodwill gesture for the continued staff achievements.

Proposed by Councillor Foster
Seconded by Councillor McAuley and agreed

that Council approves a half day leave for all staff on Christmas Eve.

ACTION BY: Jennifer Close, Head of HR (Interim)

6.3 IN CONFIDENCE FI/ICT/011 ICT POLICY REVIEW

Members were aware that the existing ICT Policy Framework was developed and agreed in 2015 as part of the Shadow Council arrangements.

In accordance with the Policy Framework there was the need to update and amend some of the key policies in order that they reflect the current ICT landscape and advances in technology.

The amended policies had been circulated and the table below provided an overview of the changes.

Policy Name	Changes
ICT Acceptable Usage Policy	Significantly amended
Printing Policy	New Policy
Incident Management Policy	Minor changes (highlighted)
Mobile Phone Policy	Minor changes (highlighted)
Password Policy	Minor changes (highlighted)
Remote Access Policy	Minor changes (highlighted)
Tablet & Smartphone Policy	Minor changes (highlighted)
Wi-Fi Policy	Minor changes (highlighted)

Proposed by Councillor McAuley
Seconded by Councillor Magill and agreed

that amendments and additions to the ICT Policies be approved.

ACTION BY: Graham Smyth, Head of ICT

6.4 IN CONFIDENCE G/MSMO/005 MAYORAL CAR REPLACEMENT

The current lease for the Mayoral Car was due to expire in March 2022 and a review had been conducted for a replacement of the current vehicle.

In line with Council's Fleet Management Strategy 2022-2027 which aimed to manage and operate the fleet in a sustainable manner by reducing carbon emissions, the assessment of options for replacement of the Mayoral Car included a full electric, hybrid model and diesel powered cars. The review was carried out on similar terms for a period of 36 months with a mileage allowance of 75,000 miles from the Crown Commercial Services Framework Fleet Portal for Vehicle Leasing.

The contract life costs for lease and fuel are as follows:

Crown Commercial Services (Supplier - VW Financial Services)	Option 1 Electric	Option 2 Hybrid	Option 3 Diesel
Total Lease Cost over 36 months	£41,160	£42,487	£42,149
Estimated Fuel Cost over 36 months	£3,000	£5,500	£6,000
Total Estimated Vehicle Cost over 36 months	£44,160	£47,987	£48,149
Overall Cost Ranking	1	2	3

(correct of the time of writing 14-10-2021)

The environmental performance of the different options was also reviewed with the electric vehicle potentially resulting in a saving of 18 tonnes of carbon dioxide (CO2) compared to a diesel vehicle over the period of the lease.

	Option 1 Electric	Option 2 Hybrid	Option 3 Diesel
CO2 Emissions Over Contract Period	0	6.2 Tonnes	18 Tonnes

The lease of the electric car may require further charging infrastructure at Mossley Mill, Antrim Civic Centre, and the overnight garage facilities at Ballyearl. These would be installed as part of Council's improvement of charging infrastructure.

The mileage range of the full electric vehicle had been assessed against the Mayoral travel requirements over recent years and it was envisaged that the electric charge will be sufficient without any adverse impacts on the Mayors in carrying out their duties. In the rare circumstance that a long journey over 200 miles is required to be completed, the use of fast chargers along any route could be planned in. An alternative vehicle could be considered if necessary.

The model of car to be supplied is the Audi etron Sportback 300KW 55 S Line full electric powered car details of which were circulated.

Proposed by Councillor Kelly

Seconded by Councillor Wilson that a comparison report to include alternative makes and models of cars be brought to November's Council meeting

A further proposal was then put to the meeting

Proposed by Councillor Foster

Seconded by Councillor Magill that approval be given to lease a fully electric powered car, Option, 1, Audi etron Sportback 300KW 55 S Line, from Crown Commercial Services Framework for a period of three years as set out above.

Following a vote on Councillor Kelly's proposal 7 Members voted in favour, 6 against and 0 abstentions, and it was agreed

that a comparison report to include alternative makes and models of cars be brought to November's Council meeting.

ACTION BY: Lynda Gregg, Transport & Contracts Manager

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Foster

Seconded by Councillor Magill and agreed

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

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

There being no further Committee business, the Chairperson thanked everyone for their attendance and the meeting concluded at 7.20pm.

MAYOR