



29 November 2018

Committee Chair: Alderman P Barr

Committee Vice-Chair: Councillor N McClelland

Committee Members: Aldermen – F Agnew, W DeCourcy
Councillors – J Bingham, P Dunlop, T Girvan, M Goodman,
P Hamill, D Hollis, R Lynch, M Magill, M Maguire,
V McWilliam, B Webb

Dear Member

MEETING OF THE POLICY & GOVERNANCE COMMITTEE

A meeting of the Policy & Governance Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Tuesday, 4 December 2018 at 6.30pm.**

You are requested to attend.

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

Yours sincerely

A handwritten signature in black ink that reads 'Jacqui Dixon'.

Jacqui Dixon, BSc MBA
Chief Executive, Antrim & Newtownabbey Borough Council

For any queries please contact Member Services:

Tel: 028 9034 0048 / 028 9448 1301 memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

- 1 Apologies
- 2 Declarations of Interest
- 3 **ITEMS FOR DECISION:**
 - 3.1 Land Abandoned by the Department – Land beside Plots 21, 22, 23 Ferrard Meadow, Antrim – Proposed Abandonment
 - 3.2 Request from NIE Networks to carry out works on Council Land
 - 3.3 Summer Scheme Review
- 4 **ITEMS FOR NOTING:**
 - 4.1 Draft Rates Estimates Update 2019/20
 - 4.2 Members' attendance at meetings
 - 4.3 Agency Staff update
 - 4.4 Member Development Working Group
5. **ITEMS IN CONFIDENCE**
 - 5.1 Tender for the Supply, Delivery and Maintenance of Mobile Plant Machinery
- 6 **ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE
POLICY AND GOVERNANCE COMMITTEE MEETING ON
TUESDAY 4 DECEMBER 2018**

ITEMS FOR DECISION

3.1 G/LEG/319 LAND ABANDONED BY THE DEPARTMENT – LAND BESIDE PLOTS 21, 22, 23 FERRARD MEADOW, ANTRIM – PROPOSED ABANDONMENT

Correspondence has been received from DfI Roads concerning a proposed abandonment of a roadway beside Plots 21, 22 and 23 Ferrard Meadow, Antrim under Article 68(1) of the Roads (Northern Ireland) Order 1993.

The Council has no interest in this land and the **enclosed** letter and map outlines the proposal and highlights the area considered for abandonment in red.

DfI Roads are requesting any comments the Council may have in relation to this proposal by 27th November. However, they have granted the Council an extension to 5th December to make any comments on this matter.

RECOMMENDATION: Members' instructions are requested

Prepared by: Deirdre Nelson, Paralegal

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

3.2 G-LEG-14/357 REQUEST FROM NIE NETWORKS TO CARRY OUT WORKS ON COUNCIL LAND

Officers received a request from NIE Networks to carry out works on Council land at Cogry, Burnside.

The **enclosed** maps highlight the works to be carried out and the location.

NIE Networks propose to alter the existing 11kv overhead line and instead run the overhead lines from point 121C, marked on the maps, to a new pole erected at the riverbank, marked 1/121C. This work will cross Council lands marked 2 on the maps.

Officers will liaise with NIE Networks to oversee the works and all works are to be carried out by NIE Networks or the appointed contractor for NIE Networks. The works will have a minimal impact to Council land.

RECOMMENDATION: Members approve the request from NIE Networks for access to Council land to carry out works at Cogry, Burnside subject to NIE agreeing to the following:

- 1. Reinstate Council land to its current condition.**
- 2. Compensate the Council for any financial loss caused due to the works being carried out on Council land**
- 3. Indemnify the Council for any liabilities associated with the works**
- 4. A Wayleave Agreement is agreed between the parties**

Prepared by: Deirdre Nelson, Paralegal

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

3.3 L/LEI/4 SUMMER SCHEME REVIEW

1.0 Background

Members are reminded that the Council provides a variety of Summer Schemes and programmes for the Borough. They are organised across a range of services in the Council. A review of Summer Schemes has been carried out covering customers, charges, uptake and costs.

Summer Schemes provide opportunity for engagement with young people, impact positively on health and contribute to the economic and social well-being of families. It allows parents to continue working during the summer and it gives children safety, security and new horizons outside of their normal environment.

Summer Schemes originated from programmes organised by Education and Library Boards in the 1970's/80's. When Education Boards ceased their provision, many Councils made the decision to adopt them. There is no statutory obligation to provide Summer Schemes.

In terms of the Community Plan, the schemes achieve many of the outcomes including the provision of accessible recreational and leisure opportunities for all our citizens and meeting the needs of the most vulnerable in our community.

The Council's schemes also contribute to the objectives in the Leisure Strategy.

2.0 Current Provision

In 2018, the Council offered a wide variety of programmes and activities to the local community as part of the Summer Scheme provision. An overview of the main Council led provision and costs (**enclosed**) in Appendix 1.

As part of the PCSP programme, a number of evening Summer Intervention Programmes were delivered:

- Youth Zone (Valley Leisure Centre and Crumlin Leisure Centre)
- BEAT: Bawnmore, Rathcoole, Glengormley and Rathenraw

This year there was a significant increase in the number of children with disabilities and medical needs accommodated in the schemes and the Council also allocated £25,000 to allow special schools to run Summer Schemes to cater for those children with more complex medical needs and disabilities (3 special schools took up this offer - £15,000).

Noting that 43% of primary age pupils receive Free School Meals in the Macedon area, the Neighbourhood Renewal team successfully delivered a breakfast club in partnership with Tesco this year. The range of those entitled to Free School Meals varies across the Borough from 15% (Airport) to 43% (Macedon).

In addition, other bodies provide their own summer schemes without funding from the Council.

3.0 Key Statistics

The schemes allow a broad range of ages to be accommodated for children from age 4 to 14. During 2018, 2,699 attended Council run Summer scheme programmes. Participation was high with overall average uptake of 72% with some schemes over-subscribed. A survey to measure customer satisfaction with the Schemes was published on 26 October 2018 with a closing date of 9 November 2018.

The net cost in providing the schemes in 2018 was £56,832 including grant funding provided by the Council to local communities to run their own schemes.

The net cost per participant for Council led schemes is as follows:

Council Led Schemes	2017	2018	Net Cost per Participant
Number of participants	2,941	2,699	£3.70

Across the Council Summer Schemes offer excellent value for money when compared with local like for like benchmarks.

Scheme	Charge per Hour	Benchmark
<u>Leisure Centres</u>		
Antrim Forum	£2.08	£1.48 to £2.71
Ballyearl	£1.26	as above
Sixmile Leisure Centre	£1.26	as above
Valley leisure Centre	£1.26	as above
<u>Sport & Play Development</u>		
Glengormley	£0.72	£1.62
Rural Schemes	£0.96	£1.40
<u>Community Planning</u>		
Community Development	£1.00	£1.40

4.0 Customer Feedback

A Summer Scheme Survey was launched on Friday 26 October 2018 for 2 weeks and closed on Monday 12 November 2018. A total of 98 responses were received and children reported an overall satisfaction rate of 87%. In terms of value for money for the schemes, a 92% satisfaction rate was recorded. Overall respondents were happy with the booking process. The feedback from respondents highlighted some areas where improvements could be made, and these will be considered by officers and an action plan will be developed for Elected Members' consideration.

It is recommended that -

1. Current rates to be evaluated and benchmarked against other provision. Proposals to be brought back for approval and consultation;
2. Develop an action plan identifying improvements to delivery for Elected Members' consideration in due course.

RECOMMENDATION: that the recommendations as outlined be approved.

Prepared by: Caroline Douglas, Transformation Manager

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance

4 ITEMS FOR INFORMATION

4.1 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2019/20

Members are reminded that the Estimates Timetable as agreed by Council in July 2018 outlined that draft revenue estimates would be presented to the relevant committees in December 2018.

A draft rates calculation, estimates summary by service and a detailed report on the 2019/20 Estimates for the Chief Executive, Finance & Governance, Organisational Development and Capital Financing are **enclosed** for Members' information.

RECOMMENDATION: that the report be noted

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

4.2 G/MSMO/41 MEMBERS' ATTENDANCE AT MEETINGS

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

Attendance has been recorded for each of the Committees and the Council meetings for the six month period from 1 June 2018 to 30 November 2018. A summary sheet has been prepared showing the total attendance for these periods and is enclosed for Members' information, prior to publication on the Council's website.

RECOMMENDATION: that the summary sheet recording Members' attendance for each of the Council meetings; and Committee Member attendance for each of the Committee meetings for the six month period from 1 June 2018 to 30 November 2018 be noted.

Prepared by: Member Services

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

4.3 HR/HR/019 AGENCY STAFF UPDATE

Members are 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 October 2018 as compared to October 2017.

Reason for Agency Worker	Oct 2018	Position Covered	Oct 2017	Comments
Additional Resource	5	2 x Waste Management Operatives 2 x On Call Recreation Assistant/Leisure Attendant, Sixmile Receptionist, VLC	11	Reduction in additional resource requirement
Seasonal Work	34	34 x Seasonal Grounds Maintenance Operative	31	
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	30	Receptionist, Clotworthy Community Planning & Development Officer 2 x Team Leader Parks, CSD Cleaner, Sentry Hill 2 x Grounds Maintenance Operative, CSD Greenkeeper, Parks Central Services Supervisor Waste Management Operative, CSD Waste Management Operatives, ESD 3 x Waste Management Op/Driver, ESD	33	Small reduction in requirement within this category. Ongoing cover due to categorisation

		2 x Driver Site Operatives, Recycling HGV Refuse Collection Driver Good Relations Officer HR Assistant 2 x Conferencing Administrator Parks Ranger Leisure Attendant, Crumlin 2 x Grounds Maintenance Operative 3 x Governance Support Officer Community Centre Coordinator Clerical Officer, Waste		
Covering career breaks/secondments	10	Driver Site Operative, Recycling 2 x Grounds Maintenance Operative Capital Projects Officer Admin Assistant, Planning 2 x PCSP Administration Officer 2 x Tackling Deprivation Officer (Job share) Tourism, Town Centre and Regeneration Officer	7	Increase of 3 due to current secondment arrangements
TOTAL	88		92	

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

Appendix 1 (**enclosed**) sets out expenditure on agency workers in October 2018. The cost of agency staff has reduced for the period of 1 April 2018 to 31 October 2018 at 5.85% of all staffing costs compared to 8% for the same period last year.

RECOMMENDATION: that the report be noted.

Prepared by: Victoria Stewart, Human Resources Assistant

Agreed by: Jennifer Close, Human Resources Manager

Approved by: Andrea McCooke, Director of Organisational Development

4.4 G/MSMO/27 MEMBER DEVELOPMENT WORKING GROUP – MINUTES OF MEETING ON MONDAY 5TH NOVEMBER 2018

Members are advised that a meeting of the Member Development Working Group took place on Monday 5 November 2018.

A copy of the Minutes of the meeting are **enclosed** for Members' information.

RECOMMENDATION: that the Minutes of the Member Development Working Group Meeting held on Monday 5 November be noted.

Prepared by: Fiona Gunning, Organisation Development Officer

Approved by: Andrea McCooke, Director of Organisation Development