



23 August 2023

To: Each Member of the Council

Dear Member

MEETING OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL

A meeting of Antrim and Newtownabbey Borough Council will be held in the **Council Chamber, Mossley Mill** on **Tuesday 29 August 2023** at **6.30 pm**.

You are requested to attend.

Yours sincerely

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

Jacqui Dixon, MBE BSc MBA

Chief Executive, Antrim & Newtownabbey Borough Council

For any queries please contact Member Services:

Tel: 028 9448 1301/028 9034 0107

memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies
- 3 Declarations of Interest
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of Antrim and Newtownabbey Borough Council held on Monday 31 July 2023, a copy of which is **enclosed**.
- 5(a) To take as read and confirm the Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Monday 14 August 2023, a copy of which is **enclosed**.
- 5(b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Monday 14 August 2023, a copy of which is **enclosed**.
- 6 ITEMS FOR DECISION
 - 6.1 Community Support Programme 2023 - 2024
 - 6.2 An Award Winning Botanical Borough Public Wall Art
 - 6.3 Department for Communities Hardship Fund
 - 6.4 Annual Progress Report, Equality Commission
 - 6.5 NI Local Government Transformation and Innovation Opportunities
 - 6.6 Kings Award for Voluntary Service 2024
 - 6.7 Britain in Bloom Awards
 - 6.8 Working Groups
 - 6.9 Rates Estimates Process and Budget Performance Reporting
 - 6.10 UK Active Awards 2023
- 7 ITEMS FOR NOTING
 - 7.1 Motion – Newry, Mourne and Down District Council – Reduction in Minimum Voting Age
- 8 ITEMS IN COMMITTEE

- 8.1 Renewal of Leases at Mossley Mill
- 8.2 Dublin Road/Bridge Street Carpark Access & Improvements
- 8.3 Residual Waste Treatment Project
- 8.4 Framework for the Provision of Recruitment Services
- 8.5 Loughshore Restaurant Ltd Recovery of Services
- 8.6 Peace Plus 4C UR Future Partnership Request Employability Skills Awareness and Development Programme
- 8.7 Ballyclare Comrades – Request for Assistance
- 8.8 Elected Member Development – Study Applications
- 8.9 Impact Network NI
- 8.10 Our Prosperity Outcome Delivery Group Minutes
- 8.11 Voluntary Severance Request
- 8.12 Appointment of Chief Executive

9 NOTICE OF MOTION

Proposed by Councillor O'Hagan
Seconded by Councillor Ní Chonghaile

Establish a Women's Sub-Committee

"That this Council establishes a stand-alone 'Women's sub-committee' made up of female representatives of this council to discuss and promote women's issues, building the skills and confidence of local women and to encourage women to become more involved in local politics"

6 ITEMS FOR DECISION

6.1 CP/CD/443 COMMUNITY SUPPORT PROGRAMME 2023/2024

Members are advised that correspondence **enclosed** has been received from the Department for Communities (DfC) offering financial assistance totalling £423,216.37 for the delivery of the Councils Community Support Programme for the financial year 1 April 2023 – 31 March 2024.

The total amount awarded includes £123,826.08 for Community Support in general, such as: staff salaries, the Community Development Grant Aid Programme and Community Capacity Building Initiatives. £177,412.97 for advice services and £121,977.32 towards a Social Supermarket.

RECOMMENDATION: that the acceptance of the offer of £423,216.37 of funding from the Department for Communities for delivery of the Community Support Programme in 2023/2024 be approved.

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by: Ursula Fay, Director of Community Planning

6.2 CP/CP/217 AN AWARD WINNING BOTANICAL BOROUGH PUBLIC WALL ART

Members are reminded that the development and delivery of 'An Award Winning Botanical Borough' concept and delivery of an Action Plan of related initiatives for each DEA was approved by the Council at the December 2022 meeting. The action plan included proposals to develop botanical symbols for each DEA and to deliver street art in each DEA to reflect the 'Botanical Borough' concept.

The botanical symbols for each DEA were discussed at the DEA Member Engagement meetings in February and reported to the Council meeting in April as follows:

- | | |
|---------------------|----------------|
| • Airport | Rose |
| • Antrim | Bluebell |
| • Ballyclare | Flax Flower |
| • Dunsilly | Flax Flower |
| • Glengormley Urban | Forget Me Not |
| • Macedon | Cherry Blossom |
| • Threemilewater | Flax Flower |

Members are reminded that the delivery of street art projects in each DEA had previously been agreed at the DEA Member Engagement Meetings in October 2021 as part of a means to animate towns and villages and it was agreed that street art would be reflective of the local area including potentially history and heritage.

A procurement exercise to appoint an experienced agency to deliver street art across the seven DEA's has been carried out with Daisy Chain Inc appointed to deliver five street art installations in each DEA at an approximate cost of £150,000 which will be funded from the capital programme.

Daisy Chain Inc is a Belfast based agency that works with specialist artists to deliver street art and has previously carried out similar work for both Belfast City Council and Causeway Coast and Glens Borough Council, see **enclosed** images.

It is proposed to deliver 35 pieces of public art between now and October 2024 with one large scale signature art work created in each DEA by October 2023 based upon the DEA's botanical emblem, as well as between 1 and 2 smaller art installations. As part of this project it is proposed to consider reimaging of utility boxes with the botanical symbols in addition to the 35 art pieces.

Officers are working with Daisy Chain Inc to finalise proposals and will consult and seek the approval of the respective DEA Elected Members before commencing art works. Consultation with Elected Members on a DEA basis will be ongoing in relation to the ongoing delivery of street art through the DEA Member Engagement meetings.

Members are reminded that the Council is in the process of developing its co-designed Local Area Action Plan for Peace Plus which will be submitted to

SEUPB in December 2023. Re-imaging as well as history and heritage of local areas are coming through from the various consultation exercises as strong themes so there is an opportunity to deliver further street art as part of the Council's PeacePlus Action Plan from 2024 onwards.

RECOMMENDATION: that the proposal to deliver street art across the seven DEA's as part of the 'Award Winning Botanical Borough' at an approximate cost of £150,000 be approved.

Prepared by: Simon Goldrick, Head of Arts, Culture, Tourism and Events

Agreed and Approved by: Ursula Fay, Director of Community Planning

6.3 CP/CP/223 DEPARTMENT FOR COMMUNITIES HARDSHIP FUND

Members are reminded that the Department for Communities (DfC) wrote to the Council in February advising that they would be providing funding for a Hardship Scheme to allow Councils to provide support to the most vulnerable in the 2022/2023 financial year. It was agreed at the February meeting of the Community Planning Committee that the Chief Executive have delegated authority to approve a Hardship Scheme to disperse this funding by the end March 2023.

It was then reported at the Community Planning Committee in April 2023 that the Council was being awarded £306,432 in funding for the Hardship Scheme which would now would be placed in a restricted reserve so it could be used in 2023/24.

The development of a Hardship Scheme has been ongoing with Officers engaging both colleagues in other Councils as well as groups and agencies operating in the Borough and already involved in Community Support including food relief.

This funding is intended to support those experiencing both food and fuel poverty and should be used to support and sustain projects and organisations who offer support with food and fuel to those who are experiencing financial difficulties including food and fuel distress.

A detailed proposal for the delivery of the Hardship Scheme is **enclosed** for Member's information and it is proposed to deliver the funding by two means:

- Direct Awards to established community partners delivering food relief;
- An open funding call to constituted community groups who can contribute to providing additional food relief.

Members are advised that DfC has already set out what constitutes as eligible expenditure as follows:

- Voucher Schemes – including food, fuel and electricity;
- Food Relief Schemes – this includes social supermarkets, food banks, community fridges, holiday hunger schemes etc.;
- Capital expenditure items are not eligible, nor are subsidised summer/leisure schemes, training, advice services and similar activities.

The delivery proposal for the Council's Hardship Scheme has been developed with consideration given to what other Councils have experienced including those who have previously operated voucher schemes as well as what the community and voluntary sector have advised in terms of their capacity and how best to meet community needs. An evaluation on the Hardship Scheme will be carried out in the future and brought back to a future meeting of the Community Planning Committee.

DfC has advised that this funding is non recurrent, will not be available in future years and must be committed by 31 March 2024.

RECOMMENDATION: that the proposed delivery model for the Hardship Scheme 2023/2024 be approved.

Prepared and Approved by: Ursula Fay, Director of Community Planning

6.4 CCS/EDP/7 ANNUAL PROGRESS REPORT, EQUALITY COMMISSION

Members are reminded that Section 75 of the Northern Ireland Act 1998 requires public authorities to have due regard for the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, men and women generally, persons with a disability and persons without and persons with dependants and persons without.

The Council's Equality Scheme describes certain arrangements that as a public authority, the Council has set-up and is obliged to apply and follow as a means of fulfilling the duties imposed on it by Section 75(1) and (2) (i.e. the duties to have regard to the need to promote equality of opportunity, and regard to the desirability of promoting good relations).

This includes arrangements for training staff, assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity, and monitoring any adverse impact of those policies that have been adopted.

The Council must provide an Annual Progress Report to the Equality Commission and outline how those arrangements have been applied and to assess how effective they have been in supporting the Council to comply with the Section 75 duties.

The progress report for April 2022 to March 2023 is **enclosed** for Members' information.

RECOMMENDATION: that the report be approved.

Prepared by: Ellen Boyd, Accessibility and Inclusion Officer

Agreed by: Lesley Millar, Head of Organisation Development

Approved by: Jennifer Close, Director of Organisation Development

6.5 FI/GEN/023 NI LOCAL GOVERNMENT TRANSFORMATION AND INNOVATION OPPORTUNITIES

A report on NI Local Government – Transformation and Innovation opportunities (enclosed) was presented to SOLACE in June 2023. The report was approved by NILGA Executive on 23 June 2023 and takes account of the NIAO guidance – Good Practice Guide on Innovation and Risk Management.

The NILGA report outlines the key challenges for Councils over the next decade and identifies 4 emerging themes, two of which directly relate to transformation of the sector:

1. Empowered and resourced Councils
2. Empowered and confident councillors

NILGA are planning two workstreams running from now until October 2023 and are being supported by PWC who will assist with the enabling factors for innovation. The workstreams are as follows:

Workstream 1 - Enablers: Learning & Collaboration / Leadership / Culture & People (August – October 2023)

Workstream 2 - Enablers: Management Info / Management of Risk / Capacity & Capability / Culture & People (September – October 2023)

The work will commence with analysis of Procurement spend to identify potential efficiencies to invest in transformation. Councils are required to confirm participation in the process in August. A round table event at PWC Belfast is being organised in the month of November for Elected Members, Senior Officers and PWC LG experts to share experiences that will inform discussion on the future of Northern Ireland's Local Government transformation journey.

RECOMMENDATION:

- 1. that the report be noted**
- 2. Antrim and Newtownabbey Borough Council participate in the workstreams**
- 3. that the Mayor, Deputy Mayor or their nominees and appropriate Officers attend the event.**

Prepared and Agreed by: Sandra Cole, Director Finance and Governance

Approved by: Jacqui Dixon, Chief Executive

6.6 CP/CD/464 KINGS AWARD FOR VOLUNTARY SERVICE 2024

Members will be aware of the Kings Award for Voluntary Service (formerly the Queens Award for Voluntary Service), which is the highest accolade given to volunteer groups within the UK to recognise the outstanding work being done in their communities. The award was created in 2002 to celebrate the 50th anniversary of Her Majesty the Queens Accession to the Throne.

Any organisation that has been in existence for a minimum of three years and is undertaking voluntary work within their local community, whether social, economic or environmental, can be nominated for this award. To be successful groups must be volunteer led, well managed in terms of governance, financial management and safeguarding, be making a considerable difference to the lives of their beneficiaries and have an outstanding reputation locally.

The deadline for nominations for the 2024 award is Friday 15 September 2023 and Officers are proposing that the following organisations be nominated:

- **All About Us – ASD Teens**

A voluntary organisation, established in 2018 and based in Antrim. All About Us – ASD Teens is run by volunteers who are either parents of young people who are diagnosed with autism, or have autism themselves. The group's aim is to promote inclusion, raise awareness and increase skills and coping mechanisms, which aid integration into society. The group provides support, courses and recreational activities for young people and their families on a daily basis.

- **Queenspark Women's Group**

Established in 2010 Queenspark Women's Group is a community based organisation which articulates the needs and aspirations of the residents of Glengormley.

Its committed volunteer team deliver social, economic and environmental based programmes and initiatives, which include the provision of training opportunities to enhance local skills and employability, promoting community and civil respect, peace building, conflict resolution and developing a range of programmes and activities that deal specifically with issues relating to women, young people, and their families.

- **Randalstown Ulster Scots Cultural Society**

Established in 2007 Randalstown Ulster Scots Cultural Society has witnessed a substantial increase in community activity since the refurbishment of the Randalstown Memorial Orange Hall and its development into a fit for purpose community hub. The hall is open to the public most evenings and weekends where a wide and innovative programme of community development activity is delivered by its 8 resident groups, and their 20 volunteers. The groups aim is to increase cultural awareness within the local area and to improve social welfare with leisure time activities, such as dance and music classes, keep fit, and other social gatherings.

- **Monkstown Village Initiatives**

The Care Centre, Monkstown was formed as a charity in 1994, from a group of volunteers from each of the then four churches in Monkstown. It has a faith ethos and has been and continues to be a welcoming presence at the entry to Monkstown Estate. The Care Centre, Monkstown became a company limited by guarantee in 2011, changing its name to **Monkstown Village Initiatives (MVI)**. Over the last 29 years, previously in the 'Green Hut' and primarily through youth work and now from Monkstown Village Centre, MVI provides services and assistance to the Monkstown community through youth work, a full-time cognitive behaviour therapy (CBT) service, a community garden and the provision of meeting space for statutory, business, charity, community and voluntary groups.

The 2024 Awards will be announced on Thursday 14 November 2024, the day of the Kings Birthday. Groups successful in receiving the award will receive a certificate signed by His Majesty the King, a domed glass crystal presented by the Lord Lieutenant at a celebration event organised by the group and two volunteers will be invited to attend a Royal Garden Party at Buckingham Palace.

Award recipients for 2023 will be announced on Tuesday 14 November 2023. Members are reminded that two groups from the Borough were nominated: Mayfield Community Association and Muckamore Parish Development Association. If successful, celebration events to recognise these two groups will be held in early 2024.

Over the past two years the following groups have been successful in receiving the award:

- River Bann and Lough Neagh Association (2022)
- Whiteabbey Community Group (2022)
- Monkstown Community Association (2022)
- A Safe Space to Be Me (2021)
- Rathfern Community Regeneration Group (2021)
- Friends of Antrim Castle Gardens (2021)

RECOMMENDATION: that the four organisations as proposed be nominated for the Kings Award for Voluntary Service in 2024.

Prepared by: Jonathan Henderson, Community Services Co-ordinator

Agreed by: Ronan McKenna, Head of Community Planning

Approved by Ursula Fay, Director of Community Planning

6.7 PK/GEN/030 BRITAIN IN BLOOM AWARDS

Members are reminded that following Ballynure's success in the 2022 Ulster in Bloom, Council agreed to support their nomination to the 'Small Village' category of the 2023 Royal Horticultural Society, Britain in Bloom Competition.

With judging recently completed, an invitation has been received for the Britain in Bloom Awards in London, on Monday 23 October 2023. Tickets are free and strictly limited to 5 per nomination. Council has traditionally met the cost of travel and accommodation to the awards ceremony.

It is proposed that the Mayor, Chair of Operations or their nominee, a Council Officer and 2 community representatives from the Ballynure Community Group attend.

RECOMMENDATION: that Council approves the attendance of the Mayor, Chair of Operations or their nominee, a Council Officer and 2 community representatives from the Ballynure Community Group at the Britain in Bloom Awards on 23 October 2023.

Prepared by: Angela Ross, Park Development Advisor

Agreed by: Paul Mawhinney, Head of Parks Operations

Approved by: Matt McDowell, Director of Parks and Leisure Operations

6.8 G/MSMO/140 WORKING GROUPS

Antrim and Newtownabbey Borough Council conducts its business through a traditional committee system. Committees may consider it necessary to establish Working Groups made up of Elected Members, Officers and Non-Elected Members to consider and make recommendations on a series of non-policy matters and/or to help in the formulation of policy.

All Working Groups established by a Committee officially report to that Committee and do not have power to exercise any function of the Committee nor to make any decision on behalf of the Committee nor to instruct any officer without prior authority of the Committee.

A list of all Working Groups is **enclosed** for Members Information.

It is proposed that Committees, at their September meeting, review the terms of reference for their Working groups.

RECOMMENDATION: that Members approve the re-establishment of the Working Groups and nominations be made accordingly.

Prepared by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

6.9 FI/FIN/011 RATES ESTIMATES PROCESS, BUDGET AND PERFORMANCE REPORTING

2023/2024 Rates Estimates

At a Special Council meeting on 13th February 2023 Council approved a district rates increase of 4.9%. This was one of the lowest rate increases of the Local Councils in Northern Ireland and followed a challenging period of increasing costs in relation to:

- 1.Higher energy costs particularly impacting Leisure and Arts facilities
- 2.Significant inflationary impact on contracts: waste being substantially impacted and
- 3.Higher payroll costs impacting all services as negotiations with TU's concluded.

The finalisation figure for 2023/24 financial year up to the end of June 2023 is currently £105k positive and demonstrates that more rates income is being collected than had been anticipated as well as the strong economic performance of the Borough.

2022/2023 Financial Statements

All of the cost pressures outlined above also impacted during the 2022/2023 financial year and meant that the ability to balance the Revenue budget of Council proved challenging.

To ease the pressure Minister Hargey notified Council that any residual COVID19 support money from DFC could be used to bridge the gap in funding and this allowed Council to deliver the planned level of service during the Cost of Living Crisis. The in year financial position was also eased by a rates finalisation figure of £687K. The 2022/23 draft financial position was presented to the June 2023 Council meeting. The financial statements are currently being audited by NIAO and the final financial position will be presented to the Audit Committee in September 2023 for approval.

2024/2025 Rates Estimates

The Rates Estimates process for 2024/25 has already commenced with officers preparing historic budgetary and financial information for Directors to review. An estimates timetable is **enclosed** – appendix 1 for approval.

The timetable includes an additional workshop for Elected Members on the 26th October 2023 dealing solely with financial issues. The proposed estimates information being provided to Elected Members has been reviewed and extended to include more detail about expenditure and income at facility level including staffing numbers etc. This is designed to facilitate a more detailed review of services. An extract from the Leisure service is **enclosed** – appendix 2 as an example.

2023/2024 Budget and Performance Reporting

An overall Council budget report for the period ended June 2023 is **enclosed** – appendix 4 for Elected Member information.

In line with more detailed Estimates Information, in year budget updates provided to Elected Members will also follow a similar process. These reports will be provided on a quarterly basis. They will be accompanied by quarterly reports on performance and will be presented at the relevant committee. This

will facilitate a more comprehensive update on the service. An extract from the Leisure Service budget is enclosed – appendix 3 as an example. Reporting in this new format will commence at September 2023. Committees and Directors will provide the information via a short Presentation. Officers will continue to keep the budget reporting process under review to ensure that Elected Members are fully informed about the financial position of Council during the financial year but also in preparation for Rates Estimates.

RECOMMENDATION: that

- i. Elected Members note the update in relation to the Rates Estimates Process and Budget Reporting.**
- ii. Elected Members approve the 24/25 Estimates Timetable**

Prepared by: Sandra Cole, Director of Finance and Governance

Agreed by: Jacqui Dixon, Chief Executive

6.10 L/LEI/001 UK ACTIVE AWARDS 2023

Members are reminded that in 2022, Valley Leisure Centre was shortlisted, and subsequently awarded the UK Active Regional Leisure Centre of the Year. UK Active is a leisure industry body with over 4,000 members ranging from public, private and third sectors. The UK Active Annual Awards are the largest and most prestigious accolades in the leisure industry, and are designed to recognise and celebrate excellence and innovation across health, wellbeing and fitness in the UK. To be shortlisted as a finalist, entries must pass a two stage assessment process with the third stage of a mystery shop deciding the overall winner.

For the 2023 Awards, Valley Leisure Centre has again been shortlisted as a finalist, along with Ballyearl Arts and Leisure Centre in the Regional Leisure Centre of the Year category. In addition, Council have also been shortlisted for the Equality, Diversity and Inclusion Award.

The award ceremony is scheduled to take place on 26 October 2023 at the New Dock Royal Armouries, Leeds.

RECOMMENDATION: that Council approves the attendance of the Mayor, Deputy Mayor, Chair, Vice-Chair of the Operations Committee or their nominees, and relevant Council Officers at the UK Active Awards Ceremony at the New Dock Royal Armouries, Leeds on 26 October 2023.

Prepared by: Vicki Kyles, PA to Director of Parks and Leisure Operations

Approved by: Matt McDowell, Director of Parks and Leisure Operations

7 ITEMS FOR NOTING

7.1 G/MSMO/14 MOTION – NEWRY, MOURNE AND DOWN DISTRICT COUNCIL – REDUCTION IN MINIMUM VOTING AGE

Members are advised that correspondence has been received from Newry, Mourne and Down District Council regarding a Motion adopted by that Council and requesting support.

A copy of the letter is **enclosed** for Members' information.

RECOMMENDATION: that the correspondence from Newry, Mourne and Down District Council be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive