



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE
COMMITTEE HELD IN THE ROUND CHAMBER, ANTRIM CIVIC CENTRE ON
TUESDAY 5 DECEMBER 2023 AT 6.30 PM**

- In the Chair** : Alderman L Clarke
- Members Present
(In person)** : Aldermen – L Boyle and P Michael
Councillors –H Cushinan, N Kelly, H Magill and M Stewart
- Members Present:
(Remote)** : Alderman Bradley
Councillors - M Brady, S Flanagan, E McLaughlin,
L O'Hagan, A O'Lone and B Webb
- Non Committee
Members:
(In person)** : Councillor J Burbank
- Officers Present** : Chief Executive – R Baker
Director of Finance & Governance – S Cole
Director of Organisation Development – J Close
Deputy Director of Finance – J Balmer
Deputy Director of Governance – L Johnston
Head of Finance – R Murray
Head of Organisation Development – L Millar
Borough Lawyer and Head of Legal – P Casey
Information Governance Manager – H McBride
ICT Helpdesk Officer – D Mason
Member Services Officer –E Skillen

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the December Meeting of the Policy and Governance Committee, extending a warm welcome to the new Chief Executive, Mr Richard Baker. She reminded all present of recording requirements.

1. APOLOGIES

Councillor S Cosgrove

2. DECLARATIONS OF INTEREST

None

Alderman Boyle and Councillor Burbank entered the meeting during the presentation.

3 PRESENTATION

3.1 INFORMATION GOVERNANCE PRESENTATION

The Chair introduced both the Deputy Director of Governance and the Information Governance Manager. They provided a presentation on the responsibilities of the Information Governance team and highlighted Members' responsibilities in relation to access to information legislation.

The Information Governance Manager responded to a Members query.

The Chair thanked both officers for their presentation and the Information Governance Manager left the meeting.

Proposed by Councillor Kelly
Seconded by Councillor Brady and agreed that

the presentation be noted.

NO ACTION

Councillor Burbank left the chamber at Item 4.1.

4 ITEMS FOR DECISION

4.1 FI/FIN/050 DEPARTMENT OF FINANCE CONSULTATION DOMESTIC AND NON DOMESTIC RATING

The purpose of this report was to obtain Members instructions in relation to the public consultation on Domestic and Non-Domestic Rating.

Members were advised that correspondence (circulated) at Appendix 1 had been received from the Department of Finance in relation to the launch of the public consultation on Domestic and Non-Domestic Rating. This followed

a letter to all Permanent Secretaries from the Secretary of State directing them to consult on measures to support budget sustainability by raising additional revenue (circulated) at Appendix 2.

The following areas were being consulted on:

Domestic Rating (circulated) at Appendix 3: – The removal of domestic rating support schemes including:

- The early payment discount
- The maximum capital value cap
- The landlords allowance

Non-domestic rating (circulated) at Appendix 4: – The removal of non-domestic rating support schemes including:

- Non-domestic vacant property relief
- Industrial derating
- Freight transport relief
- Exemption for student halls of residence

The consultation will close on the 13 February 2024 and details of the consultation including the consultation response form could be accessed via the website link below:

[Consultation on non-domestic and domestic rating measures | Department of Finance](#)

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

Proposed by Councillor Webb

Seconded by Councillor Kelly and agreed that

The Council liaise with NILGA and respond on a corporate basis

ACTION BY: Denise Lynn, PA to Director of Finance and Governance

Councillor Burbank returned to the Chamber.

4.2 G/MSMO/008 VOL 3 PUBLIC CONSULTATION: REFORMING THE NORTHERN IRELAND CLINICAL EXCELLENCE AWARDS SCHEME (CEA)

The purpose of this report was to obtain Members instructions in relation to the public consultation on Reforming the Northern Ireland Clinical Excellence Awards Scheme (CEA).

Correspondence (circulated) had been received from the Department of Health advising that a public consultation had been launched on reforming the Northern Ireland Clinical Excellence Awards Scheme (CEA).

The Consultation documentation, including information on how to respond, could be accessed on the Department's website at:
<https://www.health-ni.gov.uk/consultations>

The consultation opened on the 21 November 2023 and will close at 5pm on 13 February 2024.

Any queries in relation to the consultation should be directed by email to:

ceaconsultation@health-ni.gov.uk

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

Proposed by Councillor Kelly
Seconded by Councillor Webb and agreed that

the Council respond on an individual or party political basis.

ACTION BY: Laura Campbell, PA to Director of Organisation Development

Councillor Burbank left the Chamber at Item 4.3.

4.3 FC/G/2 BANKING ARRANGEMENTS

The purpose of this report was to obtain approval for Mr Richard Baker to transact financial business on Council's behalf.

Members were advised that Mr Richard Baker had recently been appointed as the Chief Executive for Antrim and Newtownabbey Borough Council.

It was a requirement of the financial institutions used by Council to formally minute the authorisation given by Council to named officers to transact financial business on the Council's behalf.

Proposed by Councillor Brady
Seconded by Councillor Webb and agreed that

Mr Richard Baker, Chief Executive be authorised:

- a) as a signatory to the Council's bank accounts;**
- b) to submit and approve internet banking transactions;**
- c) to submit and approve Bankers' Automated Clearing Services (BACS) transactions;**
- d) transact business with Council approved counterparty institutions**

ACTION BY: Richard Murray, Head of Finance
Councillor Burbank returned to the Chamber during Item 4.3.

5 ITEMS FOR NOTING

5.1 FI/FIN/4 BUDGET REPORT – QUARTER 2 APRIL TO SEPTEMBER 2023

The purpose of this report was to provide financial performance information at quarter two (April –September 2023) for Finance and Governance, Organisation Development and Council.

A quarterly budget report was noted at the relevant Committee or Working Group with responsibility for each Council department. All financial reports were available to all Members.

Reports on financial performance were noted at the following committees:

| Committee | Department |
|--|---|
| Operations | Parks and Leisure Sustainability |
| Policy & Governance | Finance and Governance Organisation Development Council summary |
| Community Planning Our Prosperity Outcome Delivery Group | Community Planning Economic Development and Planning |

The overall financial position of the Council was presented to the Policy & Governance Committee.

Budget reports for Finance and Governance (appendix 1), Organisational Development (appendix 2), and the Overall Council Financial Performance for Quarter 2 (appendix 3) were circulated for Members' information.

The overall position of the Council at the end of the second quarter was an unfavourable variance on the net cost of services of £125k. Taking into account the credit balance application used in striking the rates (pro-rata) resulted in an overall decrease to the general fund of £1,091k.

Proposed by Alderman Boyle
Seconded by Councillor Webb and agreed that

the report be noted.

NO ACTION

5.2 PT/CI/049 CORPORATE PERFORMANCE AND IMPROVEMENT PLAN 2023/24: QUARTER 2 PERFORMANCE UPDATE (APRIL-SEPTEMBER 2023)

The purpose of this report was to provide a Quarter 2 update on corporate performance against the Council's Corporate Performance and Improvement Plan 2023/24.

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 put in place a framework to support the continuous improvement of Council services.

The Corporate Performance and Improvement Plan 2023/24 was approved in June 2023. The Plan set out a range of robust performance targets, along with six identified improvement objectives alongside a number of statutory performance targets. In August 2023 it was agreed that quarterly performance updates would be reported to the relevant committee or working group.

The Quarter 2 corporate performance updates for 2023/24 were circulated as follows: - Council (Appendix 1), Finance & Governance (Appendix 2) and Organisation Development (Appendix 3).

Proposed by Councillor Kelly
Seconded by Councillor Brady and agreed that

the report be noted.

NO ACTION

5.3 FC/FA/8 ANNUAL REVIEW OF PRUDENTIAL INDICATORS & TREASURY MANAGEMENT 2022/2023

The purpose of this report was to provide the 2022/23 annual report for Council's borrowing and investment activities for noting.

Members were reminded that the Council approved the Prudential Indicators for 2022/23 to 2024/2025 and the Treasury Management Strategies for 2022/23 in February 2022.

Under the Prudential Code and the Code of Practice on Treasury Management in the Public Services the Council were required to monitor and review its prudential indicators. The key objective of which was to ensure that, within a clear framework, the capital investment plans of the Council were affordable, prudent and sustainable and that treasury management decisions were taken in accordance with good professional practice.

The Council's Treasury Management Policy required mid-year and annual reports on treasury management activities.

This report compared the approved Prudential Indicators with the outturn position for 2022/23 and the annual report on the Council's borrowing and investment activities for 2022/23.

A copy of the annual report was circulated for Members' information.

Proposed by Councillor Kelly
Seconded by Councillor Brady and agreed

that the report be noted.

ACTION BY: Richard Murray, Head of Finance

5.4 HR/HR/019 AGENCY WORKERS UPDATE

The purpose of this report was to provide a monthly update on the engagement of agency workers across the Council.

Agency workers were engaged to provide temporary cover for absence such as:

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts
- Seasonal events

The engagement of agency workers were subject to a rigorous approval process and requires the approval of the Corporate Leadership Team. There was budgetary provision for the majority of posts filled through departmental salary budgets, salary contingency and grant funding.

Current Agency Workers

The utilisation of agency workers in October 2023 compared to October 2022 was circulated at Appendix 1. This excluded limited ad-hoc agency cover which was necessary to provide operational cover at short notice.

In reviewing the number of agency workers it should be noted that there were 18 seasonal Parks Operatives (GMO driver and non-drivers). This would reduce further during October 2023 and would end in November 2023.

Agency Expenditure

The expenditure on agency workers in October 2023 was circulated at Appendix 2. The cost remained unchanged at 7% (of all staffing costs) for the period April 2023 to October 2023 compared to April 2022 to October 2022.

Current Recruitment:

Following recent recruitment exercises, 14 agency workers had been offered Parks Operative roles. 10 commenced in October 2023 (ended with the Agency in September 2023) and the remaining 4 would commence in November 2023.

Recruitment exercises were ongoing to fill vacant positions which would reduce our reliance on agency workers. There were 5 vacant positions currently being covered by agency workers that we anticipated would be recruited for directly on a permanent basis.

We were committed to reducing our dependency on agency workers and would continue to recruit directly for vacant positions. However, we may still require agency workers for ad-hoc, seasonal or temporary assignments.

Proposed by Councillor Kelly

Seconded by Councillor Brady and agreed that

that the report be noted.

NO ACTION

5.5 HR/GEN/019 MANAGING ATTENDANCE UPDATE APRIL 2023 – OCTOBER 2023

The purpose of this report was to provide an update on the management of attendance for the period April 2023 to October 2023 (summary circulated).

Absence at the end of October 2023 was above target by 1.12 days, with 8.32 average days lost per employee against a target of 7.2 days. Covid absence was not included in the reported figure because a significant number of these employees work from home during the isolation period.

There continued to be a positive return to work of short-term absence cases. There were 14 long-term absence cases ending in October 2023, 4 of which had now left the Council's employment.

Further analysis of absence figures for October 2023 indicated the following:

100% Attendance

The 100% attendance rate continued to be above target. 72% of our workforce achieved full attendance to the end of October 2023 against a target of 60%.

If employees with 100% attendance were excluded from the average day's calculation, the actual absence incurred by those employees with absence episodes would be:

| Period | % of workforce with absence | Long term average days | Short term average days | Overall average days |
|-------------------------------|-----------------------------|------------------------|-------------------------|----------------------|
| October 2023 | 28% | 24.64 | 3.9 | 28.54 |
| Same period last year 2022/23 | 27% | 29.23 | 3.76 | 32.99 |

The above figures showed a reduction in the average length of long-term absence when compared to the same period last year. This demonstrated our active commitment to reducing days lost to long-term sickness absence.

Formal Case Reviews from April 2023 to October 2023

Formal Case reviews (FCRs) were initiated when all possible steps had been taken but had failed to secure an employee's return to work within a maximum of 9 months.

- **Concluded Cases – 10**, with employees at FCR stage either returned to work, obtained ill health retirement or left the organisation.
- **In Progress – 2**
- **Approaching – 0**

Long-term Absence – 87% of the overall absence figures

Long-term absence was defined as continuous absence greater than 20 days. Although there was a slight decrease in long-term absence from 88% to 87% compared to the previous month, 14 long-term absence cases had ended and it was expected that this figure would decrease in the coming year. This was due to our continued efforts to address complex long term absence cases, conduct regular wellbeing meetings with employees, utilising Occupational Health services, promotion of the Staywell App, and holding timely absence review meetings.

- **% of Challenging long term cases – 45%**, this included absence related to road traffic accidents, disability related illness and general injuries.
- **Returned to work – 10 cases** had successfully returned to work with a further **4** leaving the Council's employment.

Short Term Absence – 13% of the overall absence figures

Short term absence was defined as absence less than 20 working days. Whilst it is understood that short term absences were inevitable, it was crucial for Managers/Supervisors, Human Resources and employees to work together to minimise the impact of these absences on service delivery.

Main Reasons:

- Cold/flu, stomach bug, infection (accounting for 44% of short term absence)
- Stress Depression, Mental Health
- Chest and respiratory issues

Overall Absence

Stress-related absence (including work related stress) accounted for 47% of total absence. Proactive work was ongoing to address this as follows:

- Encouraging open communication to address stress and mental health concerns in wellbeing meetings.
- Providing mental health awareness training for employees.
- Providing access to mental health support services, through Inspire Counselling service, the Council's Occupational Health service, Northern Recovery College and additional information available through STAYWELL.
- Implementing flexible working arrangements, supporting phased returns and reasonable adjustments where possible in the workplace.
- Encouraging physical activity through the promotion of the Council's employee subsidised Gym Membership Scheme.
- Encouraging participation in our wellness programme with regular wellbeing activities and health advice promoted weekly through the STAY MORE CONNECTED kudoboard.
- HSENI Managing Work Related Stress training "A Line Manager's Approach" held in October 2023 with 45 line managers across departments attending.
- Line Managers had been invited to attend the HSENI training on "Burn Out and Fatigue" on 15 November 2023.

- Partnering with legal advisors and Employers for Disability NI to arrange awareness sessions on mental health illnesses, to provide training to managers on managing stress and how to encourage open communication to reduce stress-related absence and to promote a healthy work environment.

To improve absence rates and encourage earlier returns to work, the following actions were being undertaken:-

- The consultation for the alignment of Terms & Conditions of employment had commenced and this included the proposal of one single policy for managing attendance. Subject to the successful outcome of a workplace ballot, it was anticipated that the agreement of a single policy would support staff, line management and HR in the management of absence cases.
- Case management discussions were held with legal advisors to support a targeted approach for complex cases. These help Directors, Heads of Services, and HR to review cases, consider reasonable adjustments, and understand the legal context, enabling specific action plans for individual cases.
- Meetings held with directorates with high or complex absence cases had been increased to analyse cases and agree on next steps, with attendance from relevant Directors, Deputy Directors, and Heads of Service. Formal case reviews were scheduled as needed.
- The HR Business Partnership team was working closely with managers and Occupational Health on an individual case management basis. This ensured prompt action was taken to keep absences within target and provide support to managers in absence review trigger meetings for fair and consistent approach.
- Monthly case management discussion meetings were scheduled as needed to review complex cases with an Occupational Health consultant. Case managers attend these sessions to ensure effective use of the Occupational Health service and support earlier returns to work where possible.
- The Corporate and Human Resources Risks registers had been reviewed to reflect the current absence rate position, with actions and interventions recorded to mitigate risks.
- Managers within Parks and Planning had received training on effectively managing absence caseloads. A number of toolkits had been identified and shared on STAYWELL to further assist managers and employees.
- Targeted training was being planned in areas of high absence provided by Human Resources, legal advisors, and in partnership with employers for disability or other relevant organisations.
- Development continued on an online training module to promote the importance of attending work. This would be rolled out to new staff initially and then across the wider organisation.
- An annual flu jab clinic was held in October with 33 employees receiving the vaccine. A further flu jab clinic was scheduled in November 2023.
- Through staff communications, Breast Cancer awareness had been promoted across the Council during October 2023

- There were a number of health and wellbeing initiatives scheduled in November 2023 as part of the Employee Engagement Framework including: Action Cancer Big Bus and International Men's Day event.
- The use of the Wellbeing Calendar was promoted to continue to support employee wellbeing.
- Our Employee Engagement Working Group would recommence in November 2023 with participation being cross departmental and cross generational.
- Physiotherapy services were being provided for appropriate cases of back and musculoskeletal-related absence.
- HR would review the absence paperwork, including the absence notification and return to work forms.
- A Managing Attendance Action Plan was being developed by the Human Resources Department.

Proposed by Councillor Kelly
 Seconded by Councillor Brady and agreed

that the report be noted.

NO ACTION

5.6 G/MSMO/27 ELECTED MEMBER DEVELOPMENT WORKING GROUP MINUTES

The purpose of this report was to inform Members that a meeting of the Member Development Working Group took place on Monday 13 November 2023.

A copy of the minutes of the meeting were circulated for information.

Proposed by Councillor Kelly
 Seconded by Councillor Brady and agreed

that the minutes of the Elected Member Development Working Group held on Monday 13 November 2023 be noted.

NO ACTION

5.7 G-LEG-325/27 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 – DEVELOPMENT AT FORTHAVEN, BALLYCLARE (STAGES 3 – 5)

The purpose of this report was to inform Members that Correspondence (circulated) had been received from the Department for Infrastructure (DfI) advising that streets at the above development had now been adopted by DfI Roads.

Proposed by Councillor Kelly
 Seconded by Councillor Brady and agreed that

the correspondence be noted.

NO ACTION

5.8 CE/GEN/030 ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE (APSE)

The purpose of this report was to provide Members with an update in relation to the Association for Public Service Excellence (APSE) invitation to present to a future Policy and Governance Committee.

Members were reminded that it was agreed that a representative from the Association for Public Service Excellence (APSE) would be invited to make a presentation to the Policy and Governance Committee on how the organisation promotes excellence and best practice across the sector.

Members were advised that Mo Baines, APSE Chief Executive would attend the Policy and Governance Committee on 6 February 2024 to make an 'in-person' presentation.

Proposed by Councillor Kelly
Seconded by Councillor Brady and agreed that

the report be noted.

NO ACTION

5.9 CCS/CS/006 CUSTOMER CHANNELS REPORT

The purpose of this report was to provide an update on the performance indicators as set out in the Council's Corporate Performance and Improvement Plan 2023/24.

The Plan set out the performance improvement target; '*we will achieve high levels of customer satisfaction*'.

We achieve at least 80% satisfaction with overall Council services:

Each issue of the Borough Life magazine had a specific themed survey and within each one residents were asked to rate their satisfaction with Council services.

In addition, further surveys throughout the year would request feedback on satisfaction with Council services and other areas of interest.

Within quarter 3 to date, results had been received from the Halloween events survey, with 38 responses and further surveys were planned for Feeling Safe in our Borough (Borough Life), Christmas Switch on events and Enchanted Winter Garden (Residents).

| 2021-22 | 2022-23 | Target 2023-24 | Quarter 1 | Quarter 2 | Quarter 3 (October) | 2023-24 Apr to Oct | Status |
|---------|---------|----------------|-----------|-----------|---------------------|--------------------|--------|
|---------|---------|----------------|-----------|-----------|---------------------|--------------------|--------|

| | | | | | | | |
|-------|-------|-----|-------|-------|-------|-------|-----------------|
| 87.5% | 92.9% | 80% | 91.9% | 94.4% | 92.1% | 93.0% | On Track |
|-------|-------|-----|-------|-------|-------|-------|-----------------|

The percentage of abandoned calls will be 6.5% (or less):

A total of 106,529 calls were presented from 1 April to 31 October, a 0.7% increase compared to the same period in 2022-23. The percentage of abandoned calls during 2023-24 to date is 5.3%.

There had been a consistent decline in the percentage of abandoned calls, from 6.0% in quarter 1, 4.8% in quarter 2 and 4.4% in October. We had implemented the following to achieve target:

- Additional daily reports provided to each team
- Customer Service team identified issues and provided support
- Technical issues had been identified and Officers continued to work with the provider to monitor and resolve any issues that arise.

| 2021-22 | 2022-23 | Target 2023-24 | Quarter 1 | Quarter 2 | Quarter 3 (October) | 2023-24 Apr to Oct | Status |
|---------|---------|----------------|-----------|-----------|---------------------|--------------------|-----------------|
| 6.0% | 5.1% | 6.5% | 6.0% | 4.8% | 4.4% | 5.3% | On Track |

We have achieved at least 650,000 online transactions:

Officers continued to promote and monitor the shift of transactions to an online basis, where practical and beneficial. For the purpose of maintaining consistency with previous benchmarks, this indicator focused on the number of online transactions including:

- Caravan bookings
- Online theatre and events bookings
- Leisure bookings
- Dog licensing applications
- Bulky waste bookings

Results were reported on a quarterly basis, and the next set of data would be available in January 2024.

| 2021-22 | 2022-23 | Target 2023-24 | Quarter 1 | Quarter 2 | Quarter 3 | 2023-24 Apr to Oct | Status |
|---------|---------|----------------|-----------|-----------|--------------|--------------------|-----------------|
| 652,593 | 874,10 | 650,000 | 151,743 | 138,264 | January 2024 | 290,007 | On Track |

There are at least 8,000 downloads of the Residents App:

Downloads of the ANBorough App were measured through official app stores (Google and Apple). There were 1,110 downloads during October, 52.4% of downloads being for iOS devices and 47.6% for Android. Total downloads for

the year are 8,959 which is 112% of target. The target of 8,000 downloads for 2023-24 had been achieved.

| 2021-22 | 2022-23 | Target 2023-24 | Quarter 1 | Quarter 2 | Quarter 3 (Oct) | 2023-24 Apr to Oct | Status |
|---------|---------|----------------|-----------|-----------|-----------------|--------------------|----------|
| 14,481 | 13,963 | 8,000 | 3,355 | 4,494 | 1,110 | 8,959 | Achieved |

Progress on the Corporate Performance and Improvement Plan 2023-2024 was reported on a quarterly basis to the Policy and Governance and Audit and Risk Committees, and final, validated figures were contained within the Annual Report on Performance 2023-2024 (Self-Assessment), which would be reviewed by Council and published on the Council's website by 30 September 2024.

Proposed by Councillor Kelly
Seconded by Councillor Brady and agreed

that the report is noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Brady
Seconded by Councillor McLaughlin and agreed

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

6 ITEMS IN CONFIDENCE

6.1 IN CONFIDENCE CD/GEN/005 CAPITAL PROJECTS PROGRESS REPORT TO 31 OCTOBER 2023

The purpose of this report was to update members on the progress of Capital Projects within the built environment.

The report was presented under the following sections:

- Projects completed year to date
- Projects currently under construction
- Projects currently in design stage
- Projects currently in initiation stage / awaiting procurement
- Projects at inception stage

Projects Completed Year to Date

The table below lists the projects completed in the six months to 31st October 2023. The value of these schemes total £10.2m and would be capitalised as part of Councils investment in the Borough in the relevant financial year.

| Project | Expenditure b/fwd £ | 23/24 Spend £ | Total Spend £ |
|---|---------------------------|------------------|------------------|
| Crematorium | ████████ | ████████ | ████████ |
| Crumlin Allotments | ████████ | ████████ | ████████ |
| Car Park Refurb - Portglenone Road, Randalstown | ████████ | - | ████████ |
| Glengormley Shopfront Scheme | ████████ | - | ████████ |
| Ballyclare Cemetery – Path Resurfacing | ████████ | - | ████████ |
| Ulster Bar Corner | ████████ | ████████ | ████████ |
| Hazelbank Park – Phase 1 – Coronation Garden | ████████ | ████████ | ████████ |
| Antrim Forum- Gym refurbishment and essential mechanical and electrical upgrades – Phase 1 | ████████ | ████████ | ████████ |
| Manifestations Projects <ul style="list-style-type: none"> • Monkstown Comm Assoc • Whiteabbey Comm Assoc • Crumlin United | ████████ | ████████ | ████████ |
| Glenwell Road - RH turning lane | - | ████████ | ████████ |
| Total | ████████ | ████████ | ████████ |

Projects Currently Under Construction

Table 2 below lists all projects that were currently on-site or where contractor appointment had been made along with the anticipated completion date. The value of schemes currently under construction totalled £8.6m in value.

| Project | Project Budget £ | External Funding £ | Estimated Cost to Council £ | Expected Completion |
|--|---------------------|-----------------------|--------------------------------|---------------------|
| Antrim Forum- Gym refurbishment and essential mechanical and electrical upgrades – Phase 2 | ████████ | - | ████████ | Jan-24 |
| Development of Office / Workspace, Antrim | ████████ | ████████ | ████████ | Apr-24 |

| | | | | |
|---|--------|--------|--------|---------|
| Riverfront Regeneration Scheme | ██████ | ██████ | ██████ | Nov-23 |
| Manifestations Projects • Lockkeepers Cottage | ██████ | ██████ | ██████ | Dec -23 |
| Antrim Forum Stadium Track Refurbishment | ██████ | - | ██████ | June-24 |
| Sixmile Leisure Centre footbridge, Ballyclare | ██████ | ██████ | ██████ | Mar-24 |
| Total | ██████ | ██████ | ██████ | |

Projects Currently in Design Stage

Table 3 below lists projects that were at 'Design 'stage i.e. schemes where the consultant team was working on the project but the main contractor had still to be appointed.

These schemes would be at various stages of design e.g. scheme design, contractor appointment, statutory approvals being sought, etc. The value of schemes currently at 'Design' stage total £27.1 m.

| Project | Project Budget £ | External Funding £ | Est Cost to Council £ | Expected On-Site | Expected Completion |
|--|-----------------------------|-------------------------------|----------------------------------|-------------------------|----------------------------|
| Glengormley Office Block | ██████ | ██████ | ██████ | Jan-24 | Jun-25 |
| Glengormley Environmental Improvement Scheme | ██████ | ██████ | ██████ | Apr-24 | Feb-26 |
| Illumination Schemes (8no.) | ██████ | - | ██████ | tbc | tbc |
| 3G Training pitch - Monkstown | ██████ | - | ██████ | Dec-23 | Apr-24 |
| Car Park Refurb - Farmley Road, Glengormley | ██████ | - | ██████ | Mar-24 | Jun-24 |
| Glenwell Road, New Road Glengormley | ██████ | ██████ | ██████ | Mar-24 | Jun-24 |
| Carnmoney Cemetery - Columbarium and Welfare Facilities | ██████ | - | ██████ | tbc | tbc |
| Manifestations Projects | ██████ | ██████ | ██████ | Dec-23 | Feb-24 |

| | | | | | |
|---|------------|------------|------------|---------|---------|
| <ul style="list-style-type: none"> Randalstown Viaduct Monkstown Comm Forum | | | | | |
| 3G Pitch Ballyclare, Cloughan Project | ██████████ | - | ██████████ | Mar-24 | Apr-25 |
| 3G Pitch, The Diamond, Rathcoole and Community Hub Building | ██████████ | - | ██████████ | Sept-24 | Dec-25 |
| Mallusk Play Area | ██████████ | ██████████ | ██████████ | Apr-24 | Sept-24 |
| Village Settlements Scheme Templepatrick, Doagh & Burnside | ██████████ | ██████████ | - | Feb-24 | Aug-24 |
| Hazelbank Park – Phase 2 – Pavilion and Visitor Facilities | ██████████ | - | ██████████ | May-24 | Aug-24 |
| Jordanstown Loughshore Park Café extension | ██████████ | - | ██████████ | Sept-24 | Aug-25 |
| Total | ██████████ | ██████████ | ██████████ | | |

Projects Currently in Initiation Stage/ Awaiting Procurement

Table 4 below listed projects where work had started on the project.

| Project | Project Budget £ | Expected On-site | Expected Completion | Notes |
|--|------------------|------------------|---------------------|--|
| Valley LC - Essential upgrading works | ██████████ | tbc | tbc | Framework - awaiting consultant fee proposal |
| Antrim Courthouse Café Refurbishment | ██████████ | Apr-24 | Jun-24 | Framework - awaiting consultant fee proposal |
| Castle Gardens Café Refurbishment | ██████████ | Apr-24 | Jun-24 | Framework - awaiting consultant fee proposal |
| Cranfield Jetty | ██████████ | Feb-24 | Jul-24 | Consultant PQQ reissued |

| | | | | |
|--|--------------|-----|--------|---|
| Steeple House & Gardens Refurbishment | tbc | tbc | tbc | Business case to be developed / HLF funding application submitted |
| Mossley Mill – Heritage Masterplan | ██████████ | tbc | tbc | Concept drawings prepared |
| Queenspark Avenue, Glengormley | █ ██████████ | tbc | tbc | In consultation with NIHE |
| Car Park Improvement Works – Packages 3 & 4 | ██████████ | tbc | Mar-24 | Awaiting design |
| Whiteabbey Public Realm Scheme | tbc | tbc | tbc | Traffic survey complete |
| Mossley Pavilion and Pitches | ██████████ | tbc | tbc | Awaiting design |

Projects at Inception Stage

The table below listed projects awaiting development.

| |
|---|
| Project |
| Play Parks Development – audit to be reviewed by working group |
| Randalstown 3G pitch – site tbc |
| Ballyearl LC - Phase 3 Refurb |
| Threemilewater Park Phase 3 |
| Crumlin Glen Phase 2 |
| Threemilewater Sports Pavilion |
| Neillsbrook Community Centre Improvements – business case to be reviewed |
| Sixmile LC – Changing Area Refurbishment |
| Wet-Side LC – Village Changing Refurbishment |
| Crumlin HRC - site tbc |
| Parks and Cemeteries Improvement Works |
| Rathcoole Allotments – site tbc |
| Peace Plus Community Projects |
| Leisure Centre Improvement Works |
| Antrim Forum – Additional Car Parking |

Proposed by Councillor Webb
 Seconded by Councillor Brady and agreed that

the capital update be approved.

ACTION BY: John Balmer, Deputy Director of Finance

6.2 IN CONFIDENCE G-LEG-44 STANDING ORDERS – LOCAL GOVERNMENT (STANDING ORDERS) REGULATIONS (NORTHERN IRELAND)

The purpose of this report was twofold:

- To inform Members that correspondence had been received from the Department for Communities (DfC) regarding the draft Local Government (Standing Orders) Regulations (Northern Ireland) (copy correspondence and Regulations were circulated).
- To seek Members agreement to form a task and finish Working Group to review the Council's current Standing Orders.

DFC REQUEST

DfC were asking councils for the following information: call-in details; the views of the Council in respect of the operation of the call-in process; and the views of the Council in respect of any other matters in relation to the Standing Orders Regulations.

Officers had provided the Department with the requested call-in details.

Officers had identified the following matters for consideration by Members to send to DfC:

1. As council committee decisions require ratification by full council before being implemented, call-in should not apply to those decisions and should only apply to decisions of the full council.
2. With reference to the Harltons Judicial Review case, call-in should not apply to decisions of the planning committee.
3. The Department should consider providing a definition of the following which was contained in one of the grounds of call-in as per section 41(1)(b) of the Local Government (Northern Ireland) Act 2014: 'disproportionately affect adversely.'
4. As most Councils had the process to rescind a preceding council resolution in their Standing Orders, a decision of a council can be referred to the Northern Ireland Public Services Ombudsman, and a decision of a council can be judicially reviewed, the Department should consider revoking the call-in process.

If Members were satisfied that the above should be submitted to DfC, Officers would also welcome input from Members. If Members wish to do so, please send submissions to the Borough Lawyer by 8 December so that he can forward on to DfC along with the above. DfC had extended the time for a reply to 8 December.

STANDING ORDERS TASK AND FINISH WORKING GROUP

As Council was now in its third term since RPA, a review of Standing Orders was appropriate.

The aim of the Working Group consisting of Members and relevant officers would be to make recommendations to the Policy and Governance Committee in relation to the revision of the Council's Standing Orders to make them relevant to the current modern governance arrangements.

It was suggested that the Working Group membership be the Mayor, Deputy Mayor and Party Group Leaders or their nominees. On a task and finish principle, following the consideration and establishment of Terms of Reference, the Working Group would meet as required to complete the review of Standing Orders.

Proposed by Councillor Webb

Seconded by Councillor Kelly and agreed that

- 1. No response be provided to DFC at this stage.**
- 2. a Working Group (task and finish) be established to review the Council's current Standing Orders, membership being the Mayor, Deputy Mayor and Party Group Leaders or their nominees.**

ACTION BY: Paul Casey, Borough Lawyer & Head of Legal Services.

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Webb

Seconded by Alderman Boyle 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. The meeting concluded at 6.59 pm.

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.