



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE  
COMMITTEE HELD IN THE ROUND TOWER CHAMBER, ANTRIM CIVIC CENTRE  
ON TUESDAY 4 NOVEMBER 2025 AT 6.30 PM**

<b>In the Chair</b>	:	Councillor B Webb
<b>Members Present (In person)</b>	:	Alderman L Clarke Councillors – H Cushinan, P Dunlop, N Kelly and H Magill
<b>Members Present (Remote)</b>	:	Alderman P Bradley Councillors – J Burbank, M Goodman, A McAuley, : T McGrann, V McWilliam, and A O’Lone
<b>Non-Committee Members: (Remote)</b>	:	Councillors – R Lynch and L O’Hagan :
<b>Officers Present (In person)</b>	:	Director of Finance and Governance – S Cole Director of Organisation Development (Interim) – H Hall Deputy Director of Finance – J Balmer Head of Finance – R Murray Organisation Development and Employee Engagement Manager – K Young Organisation Development Officer – S Fenton ICT Helpdesk Officer – J Wilson ICT Support Assistant – D Graham Member Services Officer – S Fisher
<b>Officers Present (Remote)</b>	:	Borough Lawyer – P Casey Head of ICT – G Smyth

**CHAIRPERSON’S REMARKS**

The Chairperson welcomed everyone to the November Meeting of the Policy and Governance Committee and reminded all present of recording requirements. He extended best wishes and speedy recovery to Alderman Cosgrove.

## **1 APOLOGIES**

Alderman M Cosgrove  
Councillor S Cosgrove

## **2 DECLARATIONS OF INTEREST**

Item 4.2 – Councillor T McGrann

## **3 PRESENTATION**

### **3.1 ORGANISATION DEVELOPMENT PRESENTATION**

#### **1. Purpose**

**The purpose of this presentation was to provide Members with an overview of the work of the Organisation Development Team.**

#### **2. Introduction**

Katherine Young, Organisation Development and Employee Engagement Manager and Sarah Fenton, Organisation Development Officer delivered a presentation on the Organisation Development Work Plan. This focussed on strengthening Council's Culture, Capability and Leadership and the activities and initiatives being undertaken to underpin these objectives.

Proposed by Councillor Kelly  
Seconded by Councillor Dunlop agreed that

**that the presentation be noted.**

*NO ACTION*

## **4 ITEMS FOR DECISION**

### **4.1 FI/GEN/031 CONSULTATION BY THE LOCAL GOVERNMENT AUDITOR ON THE DRAFT CODE OF AUDIT PRACTICE 2026**

#### **1. Purpose**

**The purpose of this report was to seek Members' approval for the Corporate response to the consultation by the Local Government Auditor on the Draft Code of Audit Practice 2026**

#### **2. Introduction/Background**

The Code of Audit Practice set out how the Local Government Auditor conducted and reported on audit work, in line with statutory duties under the Local Government (Northern Ireland) Order 2005 (the Order) and the Local Government Act (Northern Ireland) 2014 (the Act).

Legislation required the Code to be revised every five years and therefore the Draft Code of Audit Practice 2026, had been received for consultation, and would replace the current 2021 Code on 1 April 2026.

### 3. Key Issues

Officers had reviewed the Draft Code and consultation documents, which were circulated. A consultation response had been completed, as circulated, and there were only a few minor changes from the previous Code of Audit Practice.

Proposed by Councillor Kelly  
Seconded by Councillor McAuley and agreed that

**Members approve the corporate response to the Local Government Auditor Consultation on the Draft Code of Audit Practice.**

*ACTION BY: Sandra Cole, Director of Finance and Governance*

## 4.2 CCS/EDP/025 DUAL LANGUAGE STREET SIGN APPLICATIONS

### 1. Purpose

The purpose of this report was to approve and note the Dual Language Street Sign applications as follows:

#### Stage 1

No applications be noted

#### Stage 2

- Arthur Crescent, Newtownabbey, BT36 7AL be noted

#### Stage 3

- Arthur Road, Newtownabbey, BT36 7EH be approved
- Arthur Park, Newtownabbey, BT36 7EL be approved
- Gallagher Road, Toome, BT41 3PD be approved

### 2. Background

Members were reminded that in accordance with the Dual Language Street Sign Policy, adopted by Council on 30 May 2022, circulated, the following update outlined the status of applications received.

### 3. Application Update

STAGE 1: PETITION VERIFICATION - there were no applications at Stage 1.

STAGE 2: RESIDENTS CANVASS - there was one application at Stage 2.

1. ARTHUR CRESCENT, BT36 7AL

Canvass letters would be issued to residents of the above street and the outcome would be reported to Members.

### STAGE 3: STREET SIGN INSTALLATION

Three applications had been progressed to Stage 3.

1. ARTHUR ROAD, NEWTOWNABBEY, BT36 7EH
2. ARTHUR PARK, NEWTOWNABBEY, BT36 7EL
3. GALLAGH ROAD, TOOME, BT41 3PD

The occupiers of the above streets had been canvassed and the threshold of two thirds or more in favour of the erection of a second language street sign had been met as required within the approved Policy.

Maps and costs were circulated for information.

Proposed by Councillor McAuley

Seconded by Councillor Webb and agreed that

**the Dual Language Street Sign applications at:**

#### Stage 1

- No applications be noted.

#### Stage 2

- Arthur Crescent, Newtownabbey, BT36 7AL be noted

#### Stage 3

- Arthur Road, Newtownabbey, BT36 7EH be approved
- Arthur Park, Newtownabbey, BT36 7EL be approved
- Gallagher Road, Toome, BT41 3PD be approved

*ACTION BY: Claire Webb, Accessibility and Inclusion Officer*

### 4.3 G/MSMO/1 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2025-26

#### 1. Purpose

The purpose of this report was to update the Scheme of Allowances Payable to Councillors 2025-26 for approval.

#### 2. Introduction/Background

Members were reminded that Council was required under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 to make a scheme for the payment of allowances to Councillors and Committee Members in respect of each year. The scheme may be amended at any time.

### 3. Issues

The Scheme of Allowances (circulated) for 2025/26 was approved by Council in April 2025.

CIRCULAR LG 17/2025 - CONSOLIDATED COUNCILLOR ALLOWANCES  
CIRCULAR (Updated October 2025) (circulated) had been received from the Department for Communities.

This consolidated circular reflected an increase of 3.20% in maximum rates for Basic and Special Responsibility Allowance from 1 April 2025.

The Council's Scheme of Allowances for 2025/26 had been amended to reflect this increase.

Any future notifications from the DfC in relation to changes to the allowances payable for the 2025-26 financial year would be reported to Members for their approval.

Proposed by Councillor Kelly  
Seconded by Councillor McAuley and agreed that

**the updated Scheme of Allowances Payable to Councillors for 2025-26 be approved.**

*ACTION BY: Richard Murray, Head of Finance*

## 2 ITEMS FOR NOTING

### 5.1 FI/FIN/4 BUDGET REPORT – PERIOD 6 (APRIL 2025 TO SEPTEMBER 2025)

#### 1. Purpose

The purpose of this report was to provide an update on the financial performance for the Directorates which report to the Policy and Governance Committee and for the whole Council for Period 6 April 2025 to September 2025.

#### 2. Introduction/Background

As agreed, quarterly budget reports would be presented to the relevant Committee. All financial reports would be available to all Members.

#### 3. Summary

As at period 6:

The Finance and Governance Directorate had a favourable variance of £198k, or 6.0%, against the budgeted financial performance for the period.

The Organisation Development Directorate had a favourable variance of £159k, or 12%, against the budgeted financial performance for the period.

Overall, the Council had a favourable variance of £990k or 2.7% against the budgeted financial performance for the period.

A report on the financial performance, employee costs, highest areas of expenditure and income, and the financial performance by Head of Service was circulated for Members' information.

Proposed by Councillor McWilliam  
Seconded by Councillor Kelly and agreed that

**the report be noted.**

*Councillor Burbank left the meeting during Item 5.2*

**NO ACTION**

## **5.2 FC/FA/8 REVIEW OF PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT**

### **1. Purpose**

**The purpose of this report was to provide a review of the Council's Prudential Indicators and Treasury Management activities for Quarter 2 of the 2025/26 financial year for noting.**

### **2. Introduction**

Members were reminded that the Council measured and managed its capital expenditure, borrowings and investment activities with reference to the CIPFA Prudential Code. This report provided an update on these activities that took place during April to September 2025.

### **3. Previous Decisions of Council**

Council had approved the Prudential Indicators for 2025/26 to 2027/2028 and the Treasury Management Strategies for 2025/26 in February 2025.

Under the Prudential Code and the Code of Practice on Treasury Management in the Public Services the Council was 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 quarterly and annual reports on treasury management activities.

This report compared the approved Prudential Indicators for 2025/26 with the quarterly position and the quarterly report on the Council's borrowing and investment activities for 2025/26.

A copy of the Quarter 2 report was circulated for Members' information.

Proposed by Councillor Kelly  
Seconded by Alderman Bradley and agreed that

the report be noted.

*NO ACTION*

### 5.3 FI/FIN/9 PROMPT PAYMENTS PERFORMANCE QUARTER 2 2025/26

#### 1. Purpose

The purpose of this report was to update Members on Council's prompt payment performance for the quarter ended 30<sup>th</sup> September 2025.

#### 2. Introduction/Background

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 record specific performance targets of 10 working days and 30 calendar days and continued a cycle of quarterly reporting on prompt payment performance by Councils to the DfC and its publication on their website.

#### 3. Prompt Payment Performance

Council's prompt payment performance for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2025 was set out below:

During the above period, the Council paid invoices totalling £13,865,205.

Council paid 4,562 invoices within the 30 calendar days target (91%).

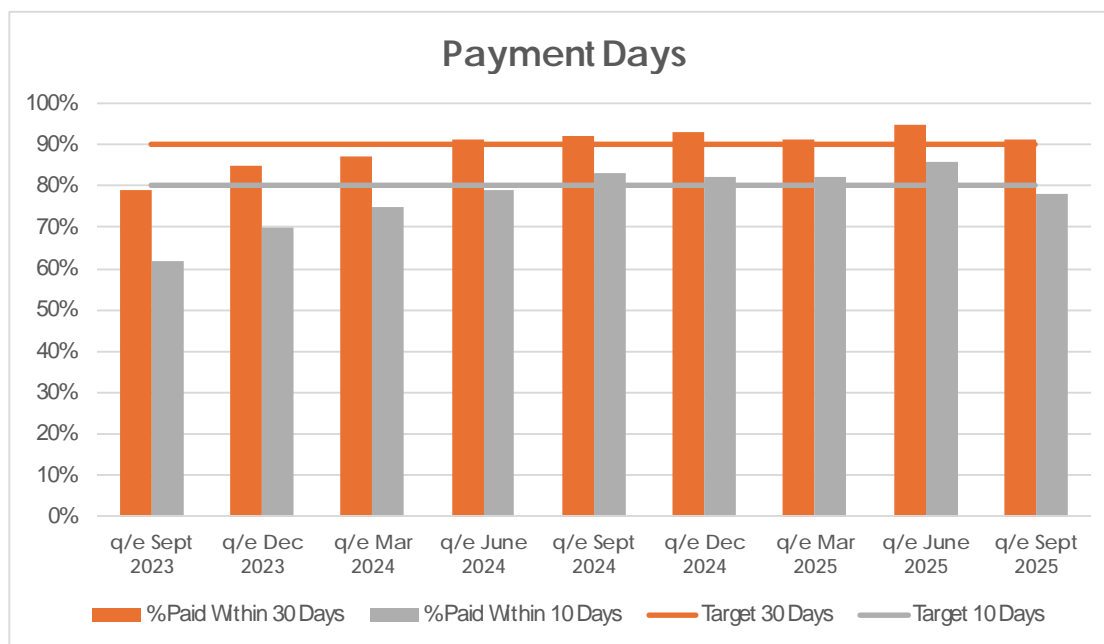
Council paid 3,888 invoices within the 10 working days target (78%).

Council paid 430 invoices outside of the 30 days target (9%).

This compares to previous quarterly results as below:

Period	Total Number of Invoices Paid	% Paid Within 30 Days	% Paid Within 10 Days
Target		90%	80%
q/e 30 September 2023	6,498	79%	62%

q/e 31 December 2023	7,074	85%	70%
q/e 31 March 2024	5,776	87%	75%
q/e 30 June 2024	5,533	91%	79%
q/e 30 September 2024	4,871	92%	83%
q/e 31 December 2024	4,849	93%	82%
q/e 31 March 2025	6,787	91%	82%
q/e 30 June 2025	4,891	95%	86%
q/e 30 September 2025	4,992	91%	78%



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

The table and graph above showed the performance over the last two years.

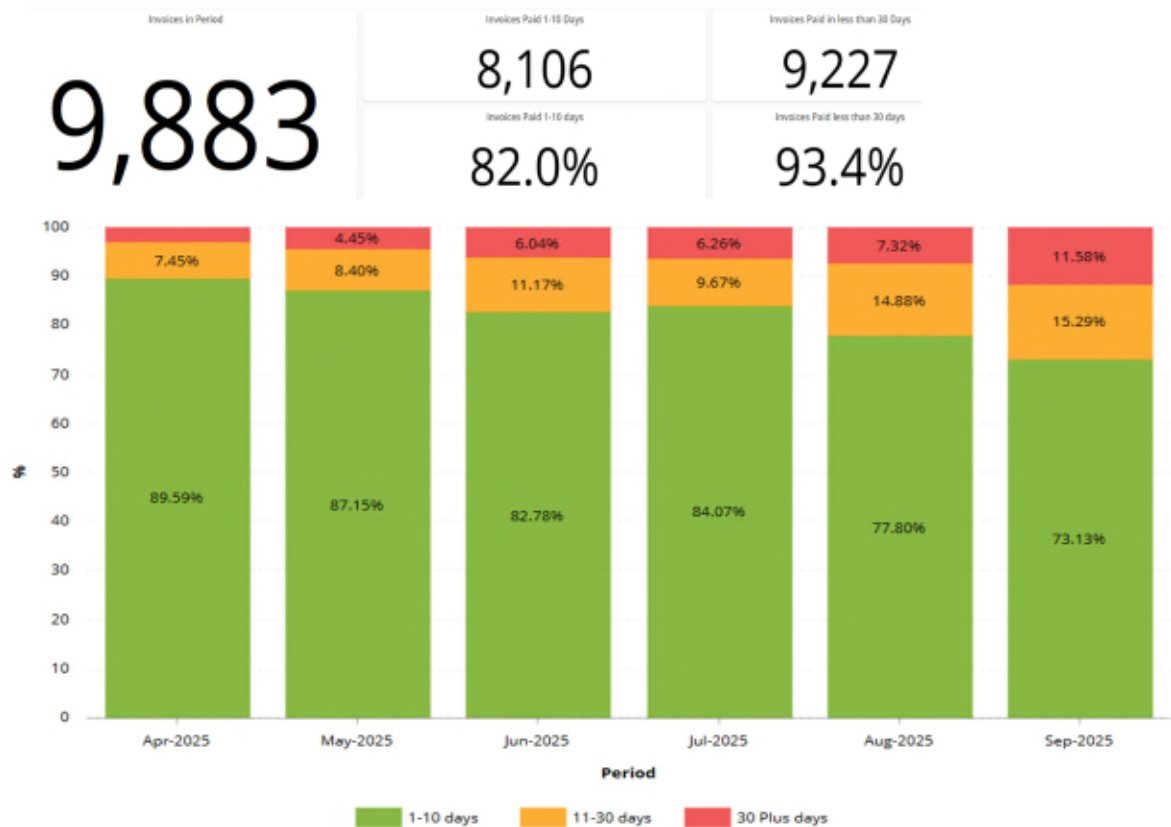
After four consecutive quarters meeting both targets, the percentage paid within 10 days was just below target at 78%. Some additional functionality was added to the financial software during the quarter which caused a slight drop in performance as staff, both in Finance and across Council, started to use the new process.

This new process allowed invoices to be automatically returned to suppliers and staff should there be any queries and removed some manual intervention by Finance staff.

Overall, both targets have been achieved for the whole financial year to the end of September with 82% of invoices paid within 10 days and 93.4% within 30 days.

The monthly performance for the financial year to date i.e. April to September was as shown below:





Staff within the Finance section continued to work with all departments across the Council and with the software provider to ensure that the targets continued to be met and improved as much as possible.

Service improvements had included:

- Additional reporting capability to monitor performance
- Staff training/refresher sessions
- Process review for high volume suppliers
- Introduction of a new process to scan invoices and send to Council Officers for action or to return invoices to the supplier for more information.

The prompt payment performance for Councils in Northern Ireland was published quarterly by the Department for Communities (DfC). The prompt payment performance for the quarter ended June 2025 was shown in Appendix 1 (circulated); the Council's performance for Quarter 1 of 2025/26 against the average performance for the other Councils for the same quarter was set out in the table below:

Council	% Paid Within 30 Days	% Paid Within 10 Days
Antrim & Newtownabbey BC (Quarter 2 25/26)	91%	78%
All Councils (Quarter 1 25/26)	93%	73%

#### 4. Supplier Balances

	September 2025	June 2025
	£	£
Creditors Control Account	1,021,590	128,247
% of quarterly spend	7.37%	0.71%

The outstanding amount due to suppliers would fluctuate markedly depending on the timing of payment, invoice value and timelines of verification. The value at 30 September 2025 included some invoices which were not due for payment until October.

Prepared by Councillor Kelly  
Seconded by Councillor McWilliam and agreed that

**the Council's quarterly prompt payment performance report be noted.**

**NO ACTION**

#### 5.4 **FI/PRO/GEN/030 PROCUREMENT PIPELINE REPORT 2025/26**

##### 1. Purpose

**The purpose of this report was to provide Elected Members with an update on the Procurement Exercises that have been completed in the financial year to date and those that are expected to be undertaken in the next few months.**

##### 2. Introduction/Background

Members were aware that the primary objective of the Council's Procurement Procedures was to ensure that the Council obtained best value for the money spent on goods and services, having due regard to the needs of the organisation/service.

The value of the anticipated spend determined whether quotations or a full tender was required.

If the anticipated spend was over £50,000 then a formal tendering process must be followed.

##### 3. Summary

The Procurement team, within the Finance department, had completed 32 procurement exercises from April 2025 to date, with a further 24 anticipated to be completed prior to the end of the financial year in March 2026.

There were also four other tenders which were anticipated to be awarded for contracts starting on 1 April 2026.

The record of the Procurements completed, in progress, or planned (referred to as the Procurement Pipeline was circulated and this was regularly updated

and enabled staff to ensure that they can schedule work demands as efficiently and effectively as possible.

Proposed by Councillor Kelly

Seconded by Councillor Cushinan and agreed that

the report be noted.

*NO ACTION*

## **5.5 G/DPFI/2 QUARTERLY REPORT ON FOI/EIR/DPA REQUESTS – QUARTER 2**

### **1. Purpose**

The purpose of this report was to inform Members on the Quarter 2 statistics relating to FOI/EIR/DPA Requests.

### **2. Introduction/Background**

A report had been prepared on requests received and completed in the second quarter of the year (1 July to 30 September 2025) under the Freedom of Information Act (FOI), Environmental Information Regulations (EIR) and the Data Protection Act (DPA) and this was circulated.

### **3. Summary**

A summary of the quarter's statistics was as follows:

The number of requests received was higher than the number in the same period the previous year – an increase of 47%.

Of the one hundred and sixty-three (163) requests received, one hundred and nineteen (119) were under FOI, 31 under EIR and 13 under DPA.

One hundred and sixty-six (166) requests were completed within the quarter.

100% of the requests received within the quarter were completed within the legislative deadlines of 20 days for FOI and EIR requests and a calendar month for requests made under DPA.

The sections that received the most requests in the quarter were Environmental Health (35), Finance (33), Planning (31), Waste (29) and Governance (24).

Ten appeals were received during the quarter. The Council's original decision had been upheld on 6 occasions and additional information had been provided on 3 occasions. One appeal had been underway at the end of the quarter.

One complaint to the ICO had been notified within the quarter.

ICO reference - IC-415965-G6LO:

On 13 September 2025 the ICO notified the Council that they had received a complaint re FOI 2025/07/062 – application of section 43 exemption to withhold commercially sensitive information. The request asked for copies of Council minutes to be unredacted regarding the harmonisation of waste collection services in the Borough. Council stood over the decision to apply the section 43 exemption. Once the case had been allocated to a case officer they would proceed to a decision notice or request further information from the Council.

Proposed by Councillor Kelly  
Seconded by Councillor McAuley and agreed that

**Members note the Quarter 2 statistics relating to FOI/EIR/DPA Requests.**

***NO ACTION***

## **5.6 ICT/GEN/2025/10 COUNCIL-WIDE CYBER DESKTOP EXERCISE**

### **1. Purpose**

**The purpose of this report was to update Members on the completion of the recent cyber desktop exercise undertaken across Council services, focusing on key systems and customer-facing functions.**

### **2. Background**

In line with the Council's ongoing commitment to cyber resilience and business continuity, a desktop exercise was facilitated by ICT and Health, Safety and Resilience section during September and October 2025. The exercise was designed to assess Council-wide preparedness in responding to potential cyber incidents and to test existing continuity arrangements for critical systems and public-facing services.

The simulation replicated a range of plausible cyber events, including system compromise, data unavailability, and ransomware-style disruption. Each participating service area was required to respond using its existing business continuity plans (BCPs) and to evaluate operational resilience under pressure.

A total of eight service areas participated in the exercise: the Corporate Leadership Team (CLT), Finance, Leisure, Arts and Culture, Planning, Organisational Development, Building Control, and Waste and Sustainability. Each service contributed valuable insight into how cyber disruption could impact daily operations and service delivery, particularly where digital systems underpin customer engagement or statutory functions.

### **Understanding a Cyber Attack**

A cyber attack typically involves an attempt by a malicious actor to compromise or disable systems, steal sensitive information, or disrupt essential operations. Attacks can take many forms, including phishing emails designed to obtain user credentials, ransomware that encrypts data until payment is made, or denial-of-service attacks that overwhelm systems and prevent

normal use. The impact of such attacks could extend beyond immediate system downtime, potentially damaging public confidence, service continuity, and data integrity.

The timing of this exercise was particularly relevant given the recent high-profile cyber incidents affecting the NHS and Marks & Spencer, both of which highlighted the significant operational, reputational, and financial risks posed by increasingly sophisticated cyber threats.

### Current Cyber Resilience and Defences

As reported to the Audit and Risk Committee in September 2025, Cybersecurity remained a priority for the ICT Department, with a significant proportion of the ICT budget allocated to protecting the Council's data and digital assets.

The Council continued to maintain a comprehensive suite of security technologies, including advanced firewalls, cloud-based email protection, intrusion detection and prevention systems, and Microsoft 365 threat intelligence services. These controls work continuously to detect, block, and report suspicious or malicious activity across the Council's network and cloud environments.

The following statistics, covering Quarter 1 (2025–26), provided an overview of cyber activity compared with the same period in the previous financial year.

	Q1 25-26	Q1 24-25
<b>Firewall</b>		
Intrusions blocked by Intrusion Protection System	36	157
*Malware Detections	56	N/A
<b>Trend Cloud Email &amp; Collaboration Protection</b>		
Services: Exchange Online, OneDrive, Teams		
*Files/Chats/Records scanned	53,143	N/A
Total number of emails scanned	1,237,750	995,741
Ransomware detected and blocked	0	1
High Risk Malicious Files blocked	11	23
Web Reputation – Malicious URLs blocked	39	45
Phishing emails blocked	203	113
*Spam	47,469	N/A
*BEC (Business Email Compromise)	351	N/A
<b>Microsoft 365 Advanced Threat Detection</b>		
Phishing Email Protection	1,029	429
Anti-Spam Engine	28,661	25,451
Anti-malware engine	2	194

\*These security services had been enhanced or added during the last 12 months.

### 3. Next Steps

The exercise outcomes had informed a programme of follow-up actions to strengthen the Council's overall cyber resilience. These included:

(a) **Supplier Assurance:**

All key system suppliers were contacted to confirm their current level of cyber readiness and operational resilience. This included verification of data backup processes, incident response capability and recovery times.

(b) **Staff Training:**

A dedicated Cybersecurity Awareness module would be added to the Council's mandatory staff training portfolio. This would ensure all employees understood their responsibilities in detecting, reporting, and responding to cyber threats.

(c) **Business Continuity Plan Updates:**

Each service area would review and update its BCP to ensure that cyber risks and recovery procedures were fully integrated. ICT would provide updated templates and guidance to support this process.

(d) **Future Exercises:**

Further cyber resilience exercises would be delivered during 2026 to build on the outcomes of this exercise and strengthen Council-wide preparedness.

(e) **Appointment of an Independent Body:**

An independent body would be appointed to review Council Cyber resilience and identify any gaps for future action.

Following questions from Members, the Director of Finance and Governance and Head of ICT advised that the procurement process had not yet started and that, as part of the 11-Council working group, resource sharing opportunities would be sought where appropriate.

Proposed by Alderman Bradley

Seconded by Councillor Dunlop and agreed that

**the completion of the Council-wide cyber desktop exercise and the Next Steps outlined above be noted.**

*NO ACTION*

### 5 **ANY OTHER RELEVANT BUSINESS (AORB)**

There was no AORB raised.

## PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Cushinan  
Seconded by Councillor Webb and agreed

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

### 6 ITEMS IN CONFIDENCE

#### 7.1 **IN CONFIDENCE** FI/PRO/GEN/53 PROCUREMENT ACT 2023 – CONFLICTS OF INTEREST

##### 1. Purpose

The purpose of this report was to update Members on their obligations regarding declarations of interest for procurements following the implementation of the Procurement Act 2023.

##### 2. Background

In February 2025, the rules and regulations set out in the Procurement Act 2023 and supporting legislation came into force. The Act required contracting authorities to have regard to a number of objectives, including the effective management of conflicts of interest and expands the scope of who must be checked for actual or perceived conflicts. This obligation was set out to ensure that the public could trust that procurements were carried out responsibly and impartially and encouraged suppliers to participate in procurements, providing confidence that they would be treated fairly and that there would be genuine competition.

Where conflicts of interest were not identified and effectively mitigated, it could lead to accusations of fraud, bribery, corruption, legal challenges and the undermining of public confidence in the integrity of public institutions.

Therefore, the Act required contracting authorities to identify, mitigate and keep under review actual and potential conflicts of interest and publicly confirm at the time of tender that they have and would continue to do this.

##### 3. Key Changes

In order to ensure compliance with the requirements of the Act, the Procurement team had introduced a formal conflicts assessment to track conflicts from the initiation of each relevant procurement and ensure the Council could identify, mitigate and review conflicts throughout the procurement process and contract period.

In accordance with the Act, the assessment included details of the following:

- The people involved directly in the procurement process such as officers writing the specification or evaluating the tender responses.

- The people in a position to influence a decision made by the Council such as the Corporate Leadership Team and Elected Members
- Whether the required conflicts of interest information or declarations had been received
- Whether any actual, potential, or perceived conflicts had been identified and the relevant details
- the mitigation steps and outcomes
- the review dates

As Members were in a position to influence the decision made regarding a procurement, the Act required them to formally declare any actual or potential personal, professional, or financial interests, direct or indirect, in the procurement, leave the meeting (including any committee or sub-committee) and not take part in any vote.

This requirement aligns with the rules already set out in The Northern Ireland Local Government Code of Conduct relating to the disclosure and declaration of interests detailed and wording would be added to each procurement report to reflect the responsibilities and obligations in relation to conflicts of interest.

In accordance with the Standing Orders, any declaration of interest would be recorded in the minutes along with the withdrawal of the Member from the meeting. This would also be recorded on the conflicts assessment to ensure any future queries which could arise relating to a specific procurement could be addressed.

Proposed by Alderman Bradley

Seconded by Councillor Kelly and agreed that

**the changes to the conflict-of-interest process and the expanded obligations of Elected Members and Council staff relating to the declaration and mitigation of conflicts of interest, as required by the Procurement Act 2023, be noted.**

*NO ACTION*

## **7.2 IN CONFIDENCE** HR/GEN/004 CHRISTMAS EVE 2025

### **1. Purpose**

**The purpose of this report was to recommend to Members to approve a half day for Christmas Eve 2025 for all Council staff.**

### **2. Background**

Members were reminded that, historically, legacy Newtownabbey Borough Council staff were awarded a half day for Christmas Eve. When Christmas Eve fell 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.

### 3. Previous Decision of the Council

Since 2015, Members had approved the half day Christmas Eve arrangement for all Council staff.

Members could consider granting the same arrangement this year, to be taken where service allows, on Wednesday 24 December 2025.

Proposed by Alderman Bradley

Seconded by Councillor McAuley and agreed that

**a half day for Christmas Eve 2025 for all Council staff, be approved.**

*ACTION BY: Victoria Stewart, HR Systems and Analytical Manager*

## 7.3 **IN CONFIDENCE** CD/GEN/005 CAPITAL PROJECTS PROGRESS REPORT TO 30 SEPTEMBER 2025

### 1. Purpose

The purpose of this report was to update members on the entirety of the Capital Programme and the progress of specific capital projects.

### 2. Phases of Capital Project Management

The report was presented under the following sections or stages:

- Stage 0 - Preliminary work which established the justification for the Capital Investment or Strategic Outline Case to identify preferred way forward.
- Stage 1 – The completion of an Outline Business Case to evidence the viability, sustainability, scope / scale and affordability of the project. At Stage 1, a preferred option would emerge and design costs to appoint an Integrated Consultancy Team would be approved.
- Stage 2 – With a focus upon the preferred option, detailed design would allow the CAPEX and whole life Revenue costs to be estimated. Note that during this stage, all costs are 'Pre-tender Estimates'. The completion of the Full Business Case allowed for Planning Approval to be sought and a procurement exercise for a contractor or supplier to be completed. The completion of Phase 2 provided:

- A Full Business Case.
- Detailed Design.
- Planning approval.
- A tender report for the supplier or contractor.
- A report to Council to make the Investment Decision to proceed to approve/appoint winning tenderer, sign contract and manage construction.

The Council approval at the conclusion of this stage would be the Investment Decision, allowing the appointment of the winning tenderer, contract management and construction.

- Stage 3 - Construction Contract Management normally via NEC 4 contract.
- Stage 4 – Benefit Realisation. Approve handover of asset into service and manage operations.

A Council decision would be required to progress a project through each and every stage.

The aforementioned stages were presented in reverse order i.e. starting with those projects which have been completed year to date.

#### Stage 4 – Benefit Realisation. Projects Completed Year to Date

The table below listed the projects completed in the 6 months to 30th September 2025. The value of these schemes total £219k and would be capitalised as part of Council's investment in the Borough in the relevant financial year.

Project	Expenditure b/fwd £	25/26 Spend (est) £	Total Spend £	External Funding £	Net Cost £
Mallusk Play Area					
<b>Total</b>					

#### Stage 3 - Contract Management - Projects Currently Under Construction

Table 2 below lists all projects that were currently 'on-site' or where a contractor appointment had been made, following the Council's Investment Decision.

The value of schemes which were currently under construction total £13.4 m in value.

Project	Project Budget £	External Funding £	Estimated Cost to Council £	Expected Completion
Glengormley Office Block	██████	██████	██████	Jan-26
Farmley, Glenwell Road Glengormley	██████	██████	██████	Oct-25
Craigmore HRC – site remodelling (Estate Lifecycle Projects priority)	██████	-	██████	Nov-25
3G Pitch Ballyclare, Cloughan Project	██████	██████	██████	Jul-26
Kings Park Play Area	██████	-	██████	Oct-25
Rathcoole Play Area	██████	-	██████	Nov-25
Allen Park – Road Realignment / Resurfacing	██████	-	██████	Nov-25
Stiles Community Centre – Car Park Resurfacing	██████	-	██████	Feb-26
<b>Total</b>	<b>13,440,946</b>	<b>5,471,661</b>	<b>7,969,285</b>	

## Stage 2 - Projects Currently at Final Business Case, Planning and Procurement

Table 3 below listed the projects that were at the 'Final Business Case stage. The completion of the Full Business Case allowed planning approval to be sought and a procurement exercise for a contractor or supplier to be completed.

The Council approval at the conclusion of this stage would be the Investment Decision, allowing the appointment of the winning tenderer, thereafter contract management and construction.

The value of schemes which were currently at this stage total £7.8m.

Project	Project Budget £	External Funding £	Est Cost to Council £	Expected On-Site	Expected Completion
Glengormley Environmental Improvement Scheme	██████	██████	██████	Jul-26	May-28
Car Park Resurfacing Programme	██████	-	██████	May-26	July-26
Ballyearl Drainage Scheme (Estate Lifecycle Projects priority)	██████	-	██████	May-26	July-26
Mossley Pitches Drainage Scheme (Estate Lifecycle Projects priority)	██████	-	██████	May-26	July-26
Threemilewater / Abbey College Sports Pavilion	██████	-	██████	Nov-25	Mar-26
Solar PV Mossley Mill	██████	-	██████	Jan-26	Jan-26
Carmoney Cemetery - Path Resurfacing	██████	-	██████	Feb-26	Mar-26
<b>Total</b>	<b>7,819,914</b>	<b>3,031,085</b>	<b>4,788,829</b>		

#### Stage 1 – The completion of an Outline Business Case.

The completion of an Outline Business Case provided evidence for the viability, sustainability, scope / scale and affordability of the project. At the completion of Stage 1, a preferred option would emerge.

Table 4 below lists projects where scoping and feasibility work had started on the project.

Project	Project Budget £	Expected On-site	Expected Completion	Notes
Valley LC - Essential upgrading works	████████	tbc	tbc	Awaiting scope / design
Castle Gardens Café Refurbishment	████████	tbc	tbc	Awaiting scope / design
Steeple House & Gardens Refurbishment	tbc	tbc	tbc	HLF funding for feasibility development received, OBC to be developed
Whiteabbey Public Realm Scheme	tbc	tbc	tbc	Business case to be developed. Traffic survey complete
Crumlin Public Realm Scheme	tbc	tbc	tbc	Business case to be developed. Traffic survey complete
Valley Park New Cemetery	tbc	tbc	tbc	Business case to be developed.
Sustainability Projects	tbc	tbc	tbc	PIDs to be developed
3G Pitch, The Diamond, Rathcoole and Community Hub Building	████████	tbc	tbc	tbc – subject to business case review
Hazelbank Park – Phase 2 – Pavilion and Visitor Facilities	████████	tbc	tbc	tbc – subject to business case review
Play Parks Development	tbc	tbc	tbc	Schemes to be developed from play park audit
Jordanstown Loughshore Park Café extension	████████	tbc	tbc	tbc – subject to business case review
Mossley Mill Plant Room	████████	tbc	tbc	tbc – subject to business case review
AF 2G pitch – floodlight replacement	████████	tbc	tbc	tbc – subject to business case review

Cranfield Jetty	██████	tbc	tbc	tbc – subject to business case review
Mossley Pavilion and Pitches	██████	tbc	tbc	tbc – subject to business case review
Mossley 3G training pitch	██████	tbc	tbc	tbc – subject to business case review
Mossley Mill – Heritage Masterplan	██████	tbc	tbc	tbc – subject to business case review
Peace Plus Projects	██████	tbc	tbc	tbc – subject to business case
Belmont/Sixmile Cemetery – Memorial Garden	██████	tbc	tbc	tbc – subject to business case review
Theatre at the Mill Lighting	██████	tbc	tbc	Business case to be developed.
Antrim Castle Gardens Shop Conversion	██████	tbc	tbc	Business case to be developed.

#### Stage 0 – Projects at the Earliest Stage of the Project Management Process

Preliminary work to establish the justification for the Capital Investment and associated operational responsibilities.

Project
Randalstown 3G pitch – site tbc
Ballyearl LC - Phase 3 Refurb
Threemilewater Park Phase 3
Crumlin Glen Phase 2
Small Areas Revitalisation Schemes
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
Leisure Centre Improvement Works
Antrim Forum – Additional Car Parking

Ballyearl Creche
LED Floodlight Upgrade Programme
Valley Park Trail Extension

Further detailed information on the full capital programme and the prioritisation of projects would be provided at the Capital Workshop in November 2025.

Proposed by Councillor McAuley  
Seconded by Councillor Kelly and agreed that

**that the capital project update be noted and a report be brought back with an update on the Glengormley Office block including the revised completion date.**

*ACTION BY: John Balmer, Deputy Director of Finance*

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

Proposed by Alderman Clarke  
Seconded by Councillor McAuley 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 7.09pm.

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**MAYOR**

*Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.*