



MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON MONDAY 10 JANUARY 2017 AT 6.30PM

- In the Chair** : Councillor B Duffin
- Members Present** : Aldermen - F Agnew, P Barr and W DeCourcy
Councillors - J Bingham, P Brett, M Goodman, P Hamill, D Hollis, N Kells, A Logue, N McClelland, M Maguire, P Michael and W Webb
- Non-Committee Members Present** : Councillors D Arthurs and S Ross
- Officers Present** : Director of Organisation Development - A McCooke
Director of Finance and Governance – C Archer
Head of Finance - J Balmer
Head of Communications and Customer Services – T White
Business Change Manager – H Hall
Legal Advisor - P Casey
ICT Officer - C Bell
Senior Admin Officer - S McAree

CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the January Meeting of the Policy and Governance Committee and reminded all present of recording requirements. The Chairman wished all present a happy new year and welcomed Colette Archer, the Director of Finance and Governance, to her first meeting of the committee.

1 APOLOGIES

None

2 DECLARATIONS OF INTEREST

None

3.1 PRESENTATION

A presentation was provided for Members on the Performance Improvement responsibilities as outlined in Part 12 of the Local Government Act (Northern Ireland) 2014 by the Business Change Manager.

The Business Change Manager undertook to report back to the committee with clarification on various issues raised by Members.

The Chairman thanked the Business Change Manager for the presentation.

ACTION BY: Helen Hall, Business Change Manager

3.2 CCS/REG/11; CCS/REG/12 APPLICATION FOR RENEWAL OF PLACE APPROVAL

It was reported that under the terms of the Marriage (NI) Order 2003 and the Civil Partnership Act (2004), the Council had the responsibility to approve appropriate applications for Place Approvals for Civil Marriages and Civil Partnerships.

Applications had been received from the following for the re-approval of a specific area within the premises to hold Civil Ceremonies.

- Templeton Hotel, Templepatrick
De Courcy Suite
Raffles
- Maldron Hotel, Belfast International Airport
Island Suite
Rathlin Suite

Part of the process requires that a Notice of Interest is displayed for a three week period in a prominent place at the complex to allow for public objection.

No objections have been received to any of the notifications to apply for Place Approval and the premises have been formally inspected and no problems have been found with regard to the application.

Proposed by Councillor McClelland
Seconded by Councillor Webb and agreed that

the Templeton Hotel, Templepatrick (DeCourcy Suite and Raffles) and Maldron Hotel, Belfast International Airport (Island Suite and Rathlin Suite) are re-approved to hold a Civil Ceremonies under the terms of the Marriage (NI) Order 2003 and Civil Partnership Act (2004).

ACTION BY: A McCooke, Director of Organisation Development

3.3 G/LEG/ CONSULTATION OF THE REVIEW OF THE NORTHERN IRELAND LOCAL GOVERNMENT CODE OF CONDUCT FOR COUNCILLORS

Members were advised that correspondence had been received from the Department of Communities in relation to the Consultation of the Review of the Northern Ireland Local Government Code of Conduct for Councillors.

The Consultation will run until the 28 February and Members were advised that a draft response would be brought back to Council.

Proposed by Alderman Barr
Seconded by Councillor Maguire and agreed that

a draft response be prepared incorporating comments from Members.

Councillor Maguire informed Members that the National Association of Councillors had asked Members to draft a response to the document.

ACTION BY: Colette Archer, Director of Finance and Governance

3.4 FI/ICT/13 VIDEO CONFERENCING HARDWARE

Members were advised that the Council would be implementing Skype for Business throughout the organisation during early 2017. In order to improve communication and facilitate multi participant video conferencing, there was a need to furnish a room in both Mossley Mill and Antrim Civic Centre with suitable video conferencing technology.

It was anticipated that video conferencing technology would be used to reduce travel expenditure around internal meetings, while freeing up officers' time and mileage expenses, as travel would not be required.

It was reported that Budgetary costings had been gathered from the market and suitable hardware identified.

Total capital cost: £12,000

Proposed by Councillor Hamill
Seconded by Councillor Maguire and agreed that

the Council authorises the capital expenditure for the purchase of Video Conferencing Technology.

ACTION BY: Graham Smyth, ICT Manager

3.5 G/GEN/13 THE DEPARTMENT FOR TRANSPORT AND DEPARTMENT FOR INFRASTRUCTURE MOTOR INSURANCE CONSULTATION

Members were advised that correspondence had been received from the Department for Transport in relation to a joint consultation document that it had published with the Department for Infrastructure, seeking views on options for amending domestic law on motor insurance in light of the judgment from the Court of Justice of the European Union in the 2014 case of *Damijan Vnuk v Zavarovalnica Triglav d.d.* (case C-162/13) In this case the Court found that compulsory motor insurance had to cover any accident caused in the use of a vehicle that is "consistent with the normal function" of that vehicle.

Therefore the reason for the consultation stems from the following. UK legislation provides victims of motor vehicle accidents with a route to claiming compensation where the driver is at fault, where the accident involves a vehicle which is designed for road use and where the accident occurs on a road or other public place. This is in line with the Motor Insurance Directive. However, that route to compensation is not currently available to victims of accidents which occur on private land; or to victims of accidents which are caused by the negligent use of non-road-going vehicles. The Departments are considering if Government intervention is required to amend domestic legislation to ensure that victims are compensated in these instances, an obligation which was clarified by the European Court of Justice in the case of *Vnuk*.

The European Commission has recognised, the judgment has generated some potentially costly consequences and some quite challenging issues, including ones which Government firmly believe were unintended when the Motor Insurance Directive was drafted. The Commission are reviewing the Directive in light of its interpretation in the *Vnuk* judgment.

The preferred option of the Departments is, subject to the opinions received from this consultation, that domestic motor insurance law is changed in accordance with an amended Directive.

The consultation document notes that this will have to be considered in light of the UK leaving the EU.

The closing date for submission of responses to the consultation is the 31 March 2017.

Members may note the correspondence or respond on an individual/party political basis.

Proposed by Councillor Webb
Seconded by Alderman Barr and agreed that

Members respond on an individual or party political basis.

NO ACTION

3.6 HR/HR/12 SEMINAR FOR DIVERSITY CHAMPIONS – EMPLOYING PEOPLE WITH DISABILITIES

Members were advised of receipt of correspondence from the Local Government Staff Commission (LGSC) highlighting a seminar for Diversity Champions on Thursday 19 January 2017 from 10.00am to 12noon in the Chestnut Suite in the Lagan Valley Island, Lisburn (no lunch provided).

There was no delegate fee for attendance.

Speakers at the seminar will outline the support available to assist Councils to offer inclusive employment to people with disabilities.

Council currently has three Diversity Champions as follows -

- Councillor J Blair
- Alderman M Girvan
- Councillor M Goodman

Proposed by Councillor Kells
Seconded by Councillor Logue and agreed that

the Council's three Diversity Champions, or their nominees, attend the LGSC Seminar as an approved duty together with a relevant officer.

ACTION BY: Member Services

3.7 LOCAL GOVERNMENT FINANCE ACT (NORTHERN IRELAND) 2011

Members were reminded that under the requirements of the Local Government Finance Act (Northern Ireland) 2011 and the Prudential Code, the Council was required to have regard to a number of reports and to approve a range of indicators and strategies prior to the prescribed date for striking the rates, 15 February 2017.

(a) FC/FA/3 Minimum Revenue Provision Policy 2017/2018

Under Regulation 6 of the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011, the Council has a statutory requirement to charge to its General Fund an amount of Minimum

Revenue Provision (MRP) which it considers to be 'prudent' in respect of the financing of capital expenditure.

Proposed by Councillor Webb
Seconded by Councillor Maguire and agreed that

the MRP Policy 2017/2018 be approved.

ACTION BY: Richard Murray, Management Accountant

(b) FC/FA/4 Prudential Indicators 2017/2018 to 2019/2020

The Council is required by Regulation to have regard to the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities when carrying out its duties under Part 1 (Financial Administration) of the Local Government Finance Act (Northern Ireland) 2011. In doing so, the Council is required to set and monitor a series of Prudential Indicators, the key objective of which is to ensure that, within a clear framework, the capital investment plans of the Council are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice.

Proposed by Councillor Webb
Seconded by Councillor Maguire and agreed that

the Prudential Indicators 2017/2018 to 2019/2020 be approved.

ACTION BY: Ann Hamilton, Financial Controller

(c) FC/FA/5 Medium Term Financial Plan 2017/2018 to 2019/2020

The Prudential Code requires the Council to develop three-year revenue forecasts and three-year capital expenditure plans. These are shown in the Medium Term Financial Plan 2017/2018 to 2019/2020.

Proposed by Councillor Webb
Seconded by Councillor Maguire and agreed that

the Medium Term Financial Plan 2017/2018 to 2019/2020 be noted.

ACTION BY: Richard Murray, Management Accountant

(d) FC/FA/2 Treasury Management Strategy

The Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011 requires the Council, in carrying out its capital finance functions, to have regard to the CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes and the Prudential Code.

The Council is therefore required to set out its Treasury Management Policy and Strategy and to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

Proposed by Councillor Webb

Seconded by Councillor Maguire and agreed that

- i) **the Council adopts the CIPFA Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes (2011 Edition);**
- ii) **the Treasury Management Policy be approved;**
- iii) **the Treasury Management Strategy 2017/2018 be approved; and**
- iv) **the Annual Investment Strategy 2017/2018 be approved.**

ACTION BY: Ann Hamilton, Financial Controller

(e) FC/FA/6 REPORT BY THE CHIEF FINANCIAL OFFICER ON THE ROBUSTNESS OF THE ESTIMATES AND ADEQUACY OF RESERVES

Section 4 and 6 of the Local Government Finance Act (Northern Ireland) 2011 requires the Council to have regard to a report from the Chief Financial Officer on the robustness of the estimates and adequacy of reserves when considering the estimates for the next financial year.

Proposed by Councillor Webb

Seconded by Councillor Maguire and agreed that

the Report by the Chief Financial Officer on the Robustness of the Estimates and Adequacy of the Reserves be noted.

ACTION BY: John Balmer, Head of Finance

3.8 G/MSMO/1 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2017-2018

It was reported that the Local Government (Payment to Councillors) Regulations (Northern Ireland) 2012 required a Scheme of Allowances Payable to Councillors to be agreed annually.

The Scheme of Allowances for 2017-18 has been updated to reflect changes in the Basic Allowance, Travel Allowances and Special Responsibility Allowance as detailed in Department of Communities Circular LG 14/2016, 6th July 2016 and changes detailed in Circular LG 23/2016, 14 December 2016.

In addition to the changes to the allowances payable, the scheme of Allowances Payable to Councillors 2017-2018 reflects the following amendments from the 2016-2017 Scheme.

Paragraph 3. Basic Allowance.

Details the inclusion of office consumables in the Basic Allowance.

Paragraph 8.2 Mobile Phones, Broadband, IT Readable Devices and Consumables.

Details that amounts claimed for both mobile phone and broadband expenses should not exceed the expense incurred. Where IT readable devices are provided, Council will not provide hard copies of electronically available documents. Further, Council may provide up to one black ink cartridge per Councillor per year.

Paragraph 9. General.

Details that the amounts stated within the Scheme are the maximum amount available as determined and agreed by the Department of Communities and where appropriate the Northern Ireland Joint Council for Local Government Services.

Paragraph 10.4. Claims and Payments

Now includes the detail that claims submitted outside the three month limit will not be valid.

Proposed by Councillor Webb

Seconded by Councillor Maguire and agreed unanimously that

the Scheme of Allowances Payable to Councillors be updated to reflect the changes in Circular LG 14/2016 and LG 23/216 and that the updated Scheme of Allowances Payable to Councillors for 2017-2018 be agreed except for that relating to consumables, which is for guidance only.

ACTION BY: Alistair Mawhinney, Management Accountant

3.9 G/MSMO/41 MEMBERS' ATTENDANCE AT COUNCIL AND COMMITTEE MEETINGS

It was reported that Members' attendance at Council and Committee meetings from June to December 2016 was detailed in the enclosed document.

The attendance has been recorded for each of the Committees and the Council meetings and a summary sheet has been prepared to show the total attendance for the period.

Committee attendance has been recorded in respect of Committee Members only (other Members can attend these meetings if they wish; however these attendances are not included in the statistics).

Members were asked to consider if this report should be provided, quarterly, six monthly or annually and if it should be published on the website.

Proposed by Councillor Kells

Seconded by Councillor Brett and agreed unanimously that

- a) Members' attendance at Committee and Council meetings be recorded**
- b) the number of committees each Member has been nominated to be recorded**
- c) the report be submitted to the committee and published on the website six monthly**
- d) the information provided be backdated to 1 June 2014.**

ACTION BY: Member Services

3.10 CCS/CCPRM/5 EXTERNAL COMMUNICATIONS AND MARKETING

Background

Members were advised that following the centralisation of the Media and Marketing team, a progressive plan to integrate and rationalise external communications and marketing had been underway. The purpose of this report was to provide a further update.

Update

A number of developments have been progressed to achieve an integrated approach, using a range of online and offline channels, and the following achievements have been realised:-

- increased the production of Borough Life from 2 to 6 editions per year

- rationalised the use of printed publications and reduced the associated cost
- developed digital ezines
- further developed the use of online platforms including a Corporate Facebook
- implemented the Council's new branding programme
- used integrated marketing campaigns to promote key Council Events/Initiatives.

Communication and Consultation Strategy

A Communication and Consultation Strategy, has been developed and provides a framework to ensure that the Council communicates and consults in a co-ordinated, engaging and responsive way. The Strategy has been screened for equality.

Our communication and consultation activities align to support the delivery of the Corporate Plan and it is pertinent that we continue to clearly prioritise, monitor and evaluate these activities against corporate strategic outcomes. The Communication and Consultation Strategy document includes the following core areas:

- Communication and Consultation Standards
- Consultees and Audiences
- External Communications
- Digital Communications
- Integrated Marketing and PR Campaigns
- Advertising
- Branding
- Sponsorship and Advertising (available to businesses, via Council publications etc)

Members were reminded that it was agreed to report an advertising policy for consideration and this had been included within the Strategy.

Further work will be undertaken to develop this area and it includes a draft Advertising Strategy to maximise the use of all advertising and sponsorship opportunities that the Council could develop. If approved, it is planned to progress the placement of external advertising for the March 2017 Borough Life edition.

Cultural Life Publication

Officers undertook to explore and report on how the Cultural Life publication could be further integrated with Borough Life. Over the past year each edition of Borough Life has featured seasonal theatre highlights and signposted to the digital version of Cultural Life, and this will continue.

The courses and classes, referred to as 'Create', are currently featured within Cultural Life. Because 65% of participants in last season's arts classes and courses came from within the Borough it is proposed to promote a

condensed promotional version within Borough Life (highlights of the courses and will also be featured in Cultural Life). An e-zine and digital format will be developed separately for courses and classes to target audiences from outside the Borough.

Since more use of digital marketing is planned, it is proposed to reduce Cultural Life publications from 3 to 2, per annum. The implementation of the new box office booking system will soon launch and it will provide marketing intelligence and increased capability to enable further targeted online marketing. In addition, Officers will continue to look at extending digital marketing and the use of the Corporate Facebook to complement the current online activity.

Design Resources

In the past year, the design team has delivered a number of projects and improvements and this has included Christmas and Halloween campaigns and the following:

- Enchanted Gardens Campaign
- Design of the Council's tourism brand,
- Designed the full rebranding programme for Council facilities, vehicles etc.
- The eye-catching tourism panels at Belfast International Airport,
- Design of the Council's tourism guide,
- 'Go For It' campaign Design
- The community plan branding and publication design (and other key publications such as the Annual report, Corporate Improvement Plan).

Most recently the design of the Cultural Life publication was brought in-house, saving approximately £10,000 per year. The design team also supports the Council's integrated communications by designing for various channels e.g. billboards, ad shells, banners, bin lorry advertising and all design for print and online advertising.

It was therefore proposed to confirm the additional temporary graphic design post as permanent and it was anticipated that the cost would be met within existing budgets.

The Director of Organisation Development made a short presentation.

Proposed by Councillor Maguire

Seconded by Councillor McClelland and agreed that

- (1) The Communication and Consultation Strategy be approved.**
- (2) Cultural Life is further integrated with Borough Life and that it is published twice a year, subject to review following the increased usage of digital and social media marketing.**
- (3) The temporary Graphic Designer post be confirmed as permanent.**

(4) The Director of Organisation Development undertook to address various issues raised by Members.

(5) Members commended staff on this innovative approach.

ACTION BY: Tracey White, Head of Communication and Customer Services

3.11 CE/STC/SC/101 COUNCIL BRANDING - CEMETERY SIGNAGE

Members were reminded that the branding implementation process was ongoing across facilities and planning was ongoing for the cemetery signage. To date the new signage had reflected the design in the context of the specific facilities. In line with this some design options for cemetery signage was provided for Members to consider.

Proposed by Councillor Kells

Seconded by Councillor Webb and agreed that

Option 4, dark blue signage be approved.

ACTION BY: Tracey White, Head of Communications and Customer Services

Following a request from Councillor Webb, the Director of Organisation Development undertook to check if planning permission was required for the new signage at the White House.

ACTION BY: Andrea McCooke, Director of Organisation Development

3.12 CS/MK/93 CIVIC RECEPTION FOR OVERSEAS STUDENTS

Members were advised that the University of Ulster had enquired if the Council intended to host a civic reception for the international students who had commenced their studies this academic year at the University of Ulster, Jordanstown Campus.

The occasion is a highlight in the calendar of events organised for the students and it provides an opportunity to put the local area on the international map.

Members were reminded that Council agreed to host a reception for the students on 28 April 2016. The University subsequently advised this date was no longer suitable due to semester deadlines and therefore the reception did not take place.

The estimated cost of the reception is £4,500 for which there is provision within the civic events budget.

If approved the civic reception would be scheduled for Thursday, 2 March 2017 at Mossley Mill and it was recommended to invite the following, plus one guest:

- Mayor and Deputy Mayor
- Chairman and Vice Chairman of the Community Planning Committee
- Members representing the Threemilewater and Macedon District Electoral Areas.

Proposed by Councillor Hamill

Seconded by Councillor Kells and agreed that

(a) A civic reception be held for the International Students, University of Ulster, Jordanstown Campus on Thursday, 2 March 2017 at Mossley Mill

(b) Invitations are extended to the following, plus one guest:

- Mayor and Deputy Mayor
- Chairman and Vice Chairman of the Community Planning Committee
- Members representing the Threemilewater and Macedon District Electoral Areas.

ACTION BY: Tracey White, Head of Communications and Customer Services

3.13 FC/G/25 PAYMENTS REPORT

The schedule of payments for Antrim and Newtownabbey Borough Council dated 22 November 2016 to 16 December 2016 and schedule of manual payments for November 2016 were circulated, with any payments over £5,000 having been analysed in more detail and were attached.

Proposed by Councillor Maguire

Seconded by Councillor Brett and agreed that

the report be noted.

NO ACTION

Officers undertook to provide Councillor Maguire with further information on two items on the Payments report.

ACTION BY: John Balmer, Head of Finance

3.14 FI/FIN/4 BUDGET REPORT – APRIL 2016 TO NOVEMBER 2016

A budget report for the period April 2016 to November 2016 was attached for Members information.

Proposed by Councillor Kells

Seconded by Councillor Webb and agreed that

the report be noted.

NO ACTION

3.15 G/BCEP/3 NORTHERN EMERGENCY PREPAREDNESS GROUP - COASTAL FLOOD PLAN

It was reported that the multi-agency Northern Emergency Preparedness Group (NEPG) had completed a Coastal Flood Plan for the coastline around the Council areas of Antrim and Newtownabbey, Mid and East Antrim and Causeway Coast and Glens.

Coastal flooding differs from surface water or river related flooding due to the rate of water inundation and subsequent risk to life. Due to this risk to life the PSNI coordinate the multi-agency response. This response is usually large scale due to the areas likely to be affected and involves a significant number of organisations.

Some parts of the NEPG coastline are subject to a coastal flooding risk starting from the shoreline at Newtownabbey through to Larne, the Glens of Antrim, Portrush and Portstewart right up to Benone.

The greatest impact to commercial and residential properties exists in Larne in line with Regional Risk Assessment guidance. The likelihood of coastal flooding in the Northern area is assessed as unlikely (less than 0.5% likelihood of occurring) but the potential impact has been assessed as being moderate leading to an overall assessment of the risk of coastal flooding in the overall area as high.

The most recent incident of coastal flooding occurred in January 2014 when there was significant damage to the shoreline around Northern Ireland and some local areas (Cushendun, Cushendall, Waterfoot and Carnlough) experienced flooding and/or damage to the coastal infrastructure. There were also a number of near misses in December 2013 and 2014 when smaller tidal surges with high winds affected parts of the North Coast.

The NEPG Coastal Flood Response Plan includes:

- Alert and Escalation procedures.
- Identification of areas of impact.
- Sections of concern to facilitate PSNI operations.
- Critical infrastructure impact mitigation.
- Vulnerable people considerations.
- Recovery / Stand down linkages.

It is recognised that the size and nature of certain coastal flood events will necessitate regional co-ordination and potentially escalation to the strategic level. In order to ensure all multi agencies are prepared, the NEPG are exercising the Multi Agency Coastal Flood Response Plan on the 17th January 2017.

Proposed by Councillor Kells

Seconded by Councillor Logue and agreed that

the Committee notes that the NEPG Coastal Flood Plan provides a level of reassurance that all Multi Agencies have considered the risks and are prepared to co-ordinate an effective multi-agency response, should a Coastal flooding event occur.

ACTION BY: Liz Johnston, Head of Governance

3.16 ST/HS/207 AGENCY STAFF UPDATE

Members were reminded that agency staff were used across the Council to provide temporary cover for absence such as maternity leave, secondments and temporary and permanent vacancies due to restructuring.

The use of agency workers has helped to fill posts on a temporary basis whilst new structures are being designed and approved for filling on a permanent basis. There is salary provision for posts filled and grants for the posts that secure extended funding. An approval system via the CLT is in place for all agency resources and a procedure for hiring agency workers.

The table below provides an update for Members on the use of agency staff as at November 2016.

Reason for Agency Worker	Number of Agency Workers	Position Covered
Additional Resource	23	4 x Seasonal Grounds Maintenance 4 x Operatives, Bruslee & O'Neill Road Sites IT System Support Officer IT Systems Assistant Cleaner, Sentry Hill Community Development Assistant Events Assistant Graphic Designer Financial Accounting Officer Accounts Assistant HR Officer Clerical Assistant (Fleet) Clerical Officer, Environment & Leisure Clerical Officer, Business Support Cleaner (TATM) Caretaker (Community Centres) Admin Assistant
Filling Funded Posts	6	Clerical Assistant Affordable Warmth Project 4 x Affordable Warmth Project Officer Grange Community Project Officer
Covering Sickness/Maternity	5	Customer Services Assistant Information Governance Assistant Environmental Health Officer Household Recycling Attendant

		Arts Development Officer
Covering vacancies until structures filled	11	2 x Enforcement Officer Facilities Officer, Property & Building Property Asset Management Assistant Clerical (Building Control) 3 x Environmental Health Officer Receptionist (Clotworthy) Leisure Attendant CSD Supervisor
Covering career breaks/secondments	4	Heritage Assistant Technical Officer (Building Control) IT System Support Assistant Neighbourhood Renewal Coordinator
TOTAL	49	

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

A report setting out expenditure on agency workers in the period under review was enclosed.

Proposed by Councillor Kells
Seconded by Councillor Maguire and agreed that

the report be noted.

ACTION BY: Andrea McCooke, Head of Organisation Development

3.17 CE/GEN/60 BUSINESS PLANS - UPDATE

Members were reminded that departmental Business Plans were approved in June 2016.

Progress updates as at quarter two for Finance & Governance, Organisation Development, Change Management and Corporate Objectives were attached for Members' attention.

Proposed by Councillor Kells
Seconded by Councillor McClelland and agreed that

the updated Business Plans for Finance & Governance, Organisation Development, Change Management and Corporate Objectives be noted.

ACTION BY: Helen Hall, Business Change Manager

3.18 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2017/18

Members were reminded that detailed estimates were reported to the relevant Committees in December 2016.

A revised draft rates calculation, estimates summary by service and a schedule of estimates changes were enclosed for Members' information.

Proposed by Councillor Kells

Seconded by Councillor Bingham and agreed that

the report be noted.

ACTION BY: Richard Murray, Management Accountant

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Hamill

Seconded by Councillor Kells and agreed that

the following Committee business be conducted 'In Confidence'.

The Chairman advised that audio-recording would cease at this point.

ITEMS IN CONFIDENCE

3.19 IN CONFIDENCE FI/GEN/5: BAD DEBT WRITE-OFF

Members were advised that the Council had received notification of a proposed Individual Voluntary Arrangement (IVA) for [REDACTED]. The proposal declared that [REDACTED] was insolvent, but that future incomes be used to repay [REDACTED] creditors. It was envisaged that repayment of 14.4p per pound owed would be made to creditors over a two year period.

[REDACTED] total outstanding debt to Council stands £31,115.08 (including £3,209 VAT) arising from franchise agreement arrears, when [REDACTED] held several franchise agreements with Council.

To comply with VAT legislation and recoup the VAT element of the debt, Council must formally write off the debt within its accounting records. Provision had been made at 31 March 2016 year end for the partial write-off of the debt at £16,000.

Proposed by Councillor Webb

Seconded by Councillor McClelland and agreed that

a) the report be noted

b) an update report be submitted to the Committee when further information has been received

ACTION BY: John Balmer, Head of Finance

The Director of Finance and Governance informed Members that a report would be submitted to the Audit Committee to provide assurances on these matters.

ACTION BY: Colette Archer, Director of Finance and Governance

3.20 IN CONFIDENCE HR/GEN/17 DISSOLUTION OF LOCAL GOVERNMENT STAFF COMMISSION

Members were reminded that following the Ministerial decision to close the Local Government Staff Commission (LGSC) in March 2017, SOLACE commissioned a review, via iESE, a public sector transformation partner, to determine options for Councils to collaborate in the field of Human Resources and Organisational Development.

Following a report in September, the Council agreed in principle to the establishment of a Collaborative HR model, which is owned and led by participating Councils, subject to review after 12 months. Lisburn and Castlereagh City Council has agreed to lead on a collaborative approach to training for the sector. Antrim and Newtownabbey Borough Council has been asked to co-ordinate the procurement of HR independent specialist advice service, through an appropriate service level agreement, for participating Councils.

Based on the iESE report, it was also agreed in principle that the Council would contribute to its proportion of the dissolution costs, subject to receiving details of the costs involved and the proportion of these. The iESE report recommended that Councils contribute 50% of the costs, together with NI Housing Executive, with the remaining 50% to be met by the Department of Communities.

Further reports will be made in due course in relation to any costs to Council in connection with the dissolution funding and proposals relating to the co-ordination of an HR independent specialist advice service, through an appropriate service level agreement.

Members were advised that the Mayor would write to Mr Brian Hanna, Chairman of the LGSC, to express our thanks to all staff for their commitment and support over the years.

Proposed by Councillor Webb
Seconded by Councillor McClelland and agreed that

- a) the report be noted**
- b) a further report be submitted to the Committee to include various issues raised by Members.**

ACTION BY: Andrea McCooke, Director of Organisation Development

PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'

Proposed by Councillor McClelland
Seconded by Councillor Maguire and agreed that

any remaining Committee business be conducted in 'Open Session'.

The Chairman advised that audio-recording would re-commence at this point.

There being no further business the meeting ended at 8.06pm.

