



**MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 6 DECEMBER 2016 AT 6.30PM**

- In the Chair** : Councillor B Duffin
- Members Present** : Aldermen - F Agnew, and W DeCourcy  
Councillors - J Bingham, P Brett, M Goodman, P Hamill,  
N Kells, A Logue, N McClelland, M Maguire and P Michael
- Non-Committee Members Present** : Councillors Arthurs and Montgomery
- Officers Present** : Chief Executive - J Dixon  
Director of Organisation Development - A McCooke  
Head of Finance & ICT - J Balmer  
Management Accountant - R Murray  
Head of Communications and Customer Services – T White  
Legal Advisor - P Casey  
ICT Officers - C Bell and J Wilson  
Senior Admin Officer - S McAree

**CHAIRMAN'S REMARKS**

The Chairman welcomed everyone to the December Meeting of the Policy and Governance Committee and reminded all present of recording requirements.

**1 APOLOGIES**

Alderman Barr and Councillors Hollis, Logue and Webb.

## **2 DECLARATIONS OF INTEREST**

The Chief Executive declared an interest in item 3.18.

### **3.1 ATTENDANCE BY BELFAST INTERNATIONAL AIRPORT**

Members were reminded that it was agreed that Belfast International make a presentation every six months regarding future plans for the airport.

Graham Keddie was in attendance and gave a verbal presentation.

He informed members of the departure of United Airlines from the International Airport and that negotiations were ongoing for a replacement carrier.

The airport would be creating at least 300 jobs next year. However, he explained the difficulty in filling some of these posts with regard to the skills required and the lack of public transport to the airport for shift workers.

It was anticipated that the proposed petrol station would be operational soon and that a second hotel would be provided on site.

Mr Keddie informed members that the shareholders had committed an extra £3 million over the next five years in addition to the £23 million already committed.

The Routes Europe event will be hosted by the International Airport in 2017 which will have an impact on business in the area.

He concluded by informing members that this year had been the Airport's most positive year in many years in some way due to the inbound business following the drop in value of the pound. The biggest negative was the impact of Air Passenger Duty on costs and he hoped that this might be addressed in the Autumn Budget.

In answering various members' questions Mr Keddie stated that an improvement in infrastructure, in particular dualling that would link the M2 to the airport.

He informed members that although the airport was in negotiations for a new carrier to replace United Airlines the costs were huge and the airport was competing with other airports.

An update on the potential benefits of the Routes Europe Event to the Council was requested.

*ACTION BY: Majella McAllister, Director of Community Planning & Regeneration.*

### **3.2 CCS/CPRM/5 EXTERNAL COMMUNICATIONS AND MARKETING: ADVERTISING**

## **Background**

The review of external communication and marketing remains ongoing and Members were reminded that a further report would be made in January 2017 outlining the options to further integrate cultural life into its resident's magazine, Borough Life. This stage will largely complete the rationalisation of internal publications.

There were further ways to realise efficiency savings and create a number of sponsorship and advertising opportunities for businesses and organisations, who wish to raise their profile across Antrim and Newtownabbey Borough.

Borough life, had a high distribution rate as it was delivered to 67,000 homes and businesses in the borough and further copies were placed on display in civic centres, leisure centres, libraries and other Council and public buildings. It provided businesses and organisations with a great opportunity to promote their services, products and events to the people across Antrim and Newtownabbey.

Businesses could also have the opportunity to associate their organisation with some excellent council run events which attract thousands of people from across the borough and beyond.

Roundabout sponsorship currently generated income and had more potential if further developed and promoted.

To this end, it was proposed that Officers draft an Advertisement and Sponsorship Policy for Members to consider in January 2017.

Whilst steps had been taken to rationalise the use of external advertising, a further review had been completed. To update Members the main areas of business that we use external advertising for were noted below, followed by recommendations to further reduce costs.

## **Planning**

The need for press notices for planning applications flows from legislative requirements set out in Article 8 of the Planning (General Development Procedure) Order (NI) 2015 (circulated). It required the Council to 'publish notice of the application in at least one newspaper circulating in the locality in which the land to which the application relates is situated.'

The purpose of publicising a planning application was to inform people living in the locality of the site of the substance of what was proposed and to give them an opportunity of following the matter up and making representations.

There were additional advertising requirements for applications accompanied by an Environmental Statement and again the Council was required by the Environmental Impact Assessment Regulations to insert certain notices in the Press (the same will follow for the Local Development Plan which was also covered in the Council's published Statement of Community Involvement).

Currently the Council advertises the weekly and other specific planning notices on its website and in more than one local newspaper.

### **Public Notices**

This category of advertising included tenders, calls for funding, notification of public meetings/consultations and publication of the annual accounts. Borough Life will now feature, where practicability possible, adverts for public meetings, consultation events, funding advice sessions etc.

### **Recruitment advertising**

Most vacancies that were advertised externally form part of a composite advertisement for local government vacancies, coordinated by Belfast City Council for the region and placed in the Belfast Telegraph. The Council would continue to use this service and make more use of its on line and social media platforms.

### **Tenders**

The Council was using the eSourcing NI portal and newspaper advertising was no longer required. ESourcingNI along with ETendersNI were Electronic Tendering sites which allowed supplying organisations to take part in tender opportunities led by Northern Ireland Public Sector and Regulated Contracting Authorities, through which all procurement was channelled. In the near future the Council would be moving to the eTendersNI portal to advertise all tender opportunities and this change would be properly communicated to brief suppliers.

Proposed by Councillor Brett

Seconded by Councillor Bingham and agreed that

**1) to further realise efficiency savings and create advertising and sponsorship opportunities for businesses and organisations, Officers draft an advertising and sponsorship Policy for Members' consideration in January 2017**

**2) planning notices are properly advertised using the Council's website and be published using local media in accordance with statutory requirements**

**3) the current and future plans relating to the advertisement of vacancies, public notices, tenders be noted**

*ACTION BY: Tracey White, Head of Communications and Customer Service*

### **3.3 CE/GEN/4 TRANSPORT NI – DISABLED PARKING BAY – ██████████ DONEGORE DRIVE, ANTRIM**

Correspondence had been received from Transport NI outlining details regarding their proposal to reserve an on-street disabled parking space to the front of ██████████ Donegore Drive, Antrim (copy letter and map circulated).

Any comments to be forwarded to TransportNI.

Proposed by Councillor Brett  
Seconded by Councillor McClelland and agreed that

**the report be noted.**

NO ACTION

**3.4 CE/GEN/4 TRANSPORT NI – DISABLED PARKING BAY – [REDACTED] ANDRAID CLOSE, ANTRIM**

Correspondence had been received from Transport NI outlining details regarding their proposal to reserve an on-street disabled parking space to the rear of [REDACTED] Andraid Close, Antrim (copy letter and map circulated).

Any comments to be forwarded to TransportNI.

Proposed by Councillor Brett  
Seconded by Councillor McClelland and agreed that

**the report be noted.**

NO ACTION

**3.5 G/MSMO/8/VOL2 NORTHERN IRELAND ASSEMBLY COMMITTEE FOR JUSTICE – COMMITTEE REVIEW OF THE NEED FOR STALKING LEGISLATION IN NORTHERN IRELAND**

Members were advised that correspondence had been received from the Northern Ireland Assembly Committee for Justice which is undertaking a Review of the Need for Stalking Legislation in Northern Ireland (copy circulated). The aim was to assess whether the current legislation in place in Northern Ireland was appropriate and effective, identify any gaps and consider the need for and potential benefits of introducing specific stalking legislation.

The Committee was particularly keen to receive information on victims' experiences and would make appropriate arrangements to accommodate evidence from individual victims and/or their families.

Council was invited to submit evidence to the Committee for Justice by email to [justice.stalkingreview@niassembly.gov.uk](mailto:justice.stalkingreview@niassembly.gov.uk) or by post to the Committee Clerk, Room 242, Parliament Buildings, Ballymiscaw, Stormont, Belfast, BT4 3XX.

The closing date for written submissions is 21 December 2016.

Proposed by Councillor Hamill  
Seconded by Councillor Kells and agreed that

**members respond on an individual or party political basis.**

*NO ACTION*

### **3.6 G-LEG-69/1 OFFICE RENTAL AT ANTRIM CIVIC CENTRE**

At the full Council meeting on 28 September 2015 Members approved that the two offices in the Civic Wing (currently Civic room 1 and Planning Service Office) be leased to the Enkalon Foundation for a total period of 12 months at a total of £8,000 p.a. (£6,000 for rental and £2,000 for services), subject to lease agreement. In addition Enkalon also subsequently agreed to pay £25 per month for the rental of office furniture for the leased offices.

The lease has now expired and Enkalon wish to continue with the lease on the same terms and conditions as previously agreed.

Officers reported that there had been no issues with the lease over the previous 12 months.

Proposed by Councillor Kells

Seconded by Councillor McClelland and agreed that

**members approve that the lease to the Enkalon Foundation be renewed on the same terms and conditions as previously approved for a total period of 12 months at a total of £8,000 p.a. (£6,000 for rental and £2,000 for services), and £25 per month for the rental of office furniture.**

*ACTION BY: Paul Casey, Legal Advisor*

### **3.7 CCS/CEA/8 ERECTION OF COMMONWEALTH WAR GRAVE COMMISSION COMMEMORATIVE MARKER**

Correspondence had been received from the Commonwealth War Grave Commission who had responsibility for ensuring all Commonwealth War casualties from the two World Wars were adequately commemorated. (letter circulated)

The Commission had been informed that Member Lily Hamilton had been afforded war grave status. Until now, Member Lily Hamilton was not recorded by the Commission in its records and her grave in Carnmoney Cemetery was unmarked and not commemorated by name. The Commission was seeking permission to erect a standard war pattern type headstone at the head of the grave (which meets the memorials size requirements). The manufacture, erection and future upkeep of the memorial would be borne by the Commission.

The headstone would be erected on the grave space on the understanding that should at some future point, a member of the family object, it would be removed at the expense of the Commission.

Council records showed the grave was purchased by James Hamilton in 1912 for the burial of Susan Hamilton. James was buried there in 1916 followed by Lily Hamilton in 1918 and there was no record of any family members requesting a grave transfer.

The Commission requested that the erection memorial fee be waived which was normally £150.00.

Proposed by Alderman Agnew  
Seconded by Councillor Kells and agreed that

**the erection memorial fee be waived**

*ACTION BY: Andrea McCooke, Director of Organisation Development*

### **3.8 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2017/18**

Members were reminded that an update on the 2017/18 Estimates was presented to the Policy & Governance meeting in November. This update outlined that detailed reports would be presented to the relevant committees in December.

A draft rates calculation, estimates summary by service and a detailed report on the 2017/18 Estimates for the Chief Executive, Finance & Governance, Organisational Development and Capital Financing were circulated for Members' information.

Hard copies of these reports were available at the meeting, or by calling into Members' Services at either the Antrim Civic Centre or Mossley Mill.

Proposed by Councillor Brett  
Seconded by Councillor McClelland and agreed that

**the report be noted**

*NO ACTION*

### **3.9 FI/FIN/4 BUDGET REPORT – APRIL 2016 TO OCTOBER 2016**

A budget report for the period April 2016 to October 2016 was circulated for Members information.

Proposed by Councillor Brett  
Seconded by Councillor Michael and agreed that

**that the report be noted.**

*NO ACTION*

### 3.10 FC/G/25 PAYMENTS REPORT

The schedule of payments for Antrim and Newtownabbey Borough Council dated 28<sup>th</sup> October 2016 to 15<sup>th</sup> November 2016 and schedule of manual payments for October 2016 were circulated with any payments over £5,000 having been analysed in more detail.

Proposed by Councillor Brett  
 Seconded by Councillor McClelland and agreed that

**that the report be noted.**

Councillor Maguire offered his personal thanks to officers for answering his questions. He commented on the amount paid to Royal Mail to deliver Borough Life and asked if this cost covered other deliveries. He welcomed the two payment runs to suppliers each week.

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

### 3.11 HR/GEN/19 REPORT ON ATTENDANCE

#### 1.0 BACKGROUND

Members were advised that the table below outlined the sickness absence for Antrim and Newtownabbey Borough Council. **The purpose of this report was to provide an update on absence for the period from 1 April 2016 to 30 September 2016.** For comparison purposes the same period for 2015-2016 and 2014-2015 had been included.

#### 2.0 ABSENCE UPDATE

There was a decrease in short term absence by 280.04 days and an increase in long term absence of 1320.76 days resulting in an overall increase of 1040.72 days. The reduction of long term absence remains a priority.

At September 81% of employees had 100% attendance compared to 74% for the same period last year, and 12% of staff had between 1 – 5 day's absence.

	2014/2015	2015/2016	2016/2017	
<b>Month</b>	1 Apr to 30 Sept 2014	1 Apr to 30 Sept 2015	1 Apr to 30 Sept 2016	Variance from period last year
<b>No. FTE *</b>	706.07	710.46	659.69	-50.77
<b>No. of days lost to sickness</b>	3576.29	3318.86	4359.58	+1040.72
<b>Days lost to Long Term Absence</b>	2656.62	2335.82	3656.58	+1320.76



<b>Day lost to Short Term Absence</b>	919.68	983.04	703.0	-280.04
<b>Average Days Lost per Employee</b>	5.07	4.67	6.61	+1.94

**\* Number of full time equivalent staff employed by the Council based on the total days available for work in the period under review.**

The top three reasons for absence were noted below with current action being taken to address these.

The top three reasons pattern was consistent with both Public and Private sectors and specifically the Local Government sector for the year 2015-16. The Chartered Institute of Professional Development Absence Survey 2016 states that stress, depression and mental health issues are the most common causes of absence.

<b>Reason</b>	<b>Action</b>
<b>Stress, depression, mental health and Fatigue</b>	<ul style="list-style-type: none"> <li>• Carecall, confidential counselling to all staff.</li> <li>• Cognitive behavioural Therapy (CBT) sessions for staff in appropriate cases.</li> <li>• Immediate letter sent to advise of Carecall,</li> <li>• Immediate Meeting with employee and line manager or alternative person if issue is with the Line Manager in WRS cases.</li> <li>• Referrals to Nurse Led Clinic and/or OH doctor</li> <li>• Regular Welfare Review Meetings to agreed action plans, Use of the Leisure Facilities,</li> <li>• Piloting of the Wellness Recovery Action Plan, helping staff to recognise stress earlier and the interventions that can be put in place to help</li> <li>• Harassment advisors available in all departments and various locations</li> </ul>
<b>Other Category E.g: Cancer Related Illness, Surgery and Post Op Debility etc</b>	<ul style="list-style-type: none"> <li>• Well being Action plans for individual cases.</li> <li>• Phased returns variety of reduced hours, alternative work and/or adjusted duties.</li> <li>• Use of leisure facilities to help with returns from surgery in suitable cases. Eg Pool</li> </ul>
<b>Musculo-Skeletal problems</b>	<ul style="list-style-type: none"> <li>• Manual Handling Training</li> <li>• Referrals to Nurse Led Clinic and/or OH doctor,</li> <li>• Regular Welfare Review Meetings to agreed action plans,</li> <li>• Access to Physiotherapy subject to OH recommendation.</li> <li>• Wellbeing action plans.</li> <li>• Phased returns variety of reduced hours, alternative work and/or adjusted duties.</li> <li>• Work station/ergonomical assessments</li> <li>• Taster sessions of pilates</li> </ul>

	<ul style="list-style-type: none"> <li>Investigation of workplace accidents and implementation of any appropriate recommendations</li> </ul>
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### 3.0 SUMMARY ANALYSIS OF REASONS FOR ABSENCE UP TO 30 SEPTEMBER 2016

	1 April 2015 to 30 Sept 2015		1 April 2016 to 30 Sept 2016	
	Number Of cases	Number of days	Number Of cases	Number of days
Cancer	1	69.72 days	4	316.61 days
Significant Surgery	8	512.14 days	14	588.2 days
Depression/Anxiety/Stress	23	427.13 days	24	907.63 days
Work Related Stress	9	361.23 days	14	445.96 days
Heart Attack	0		2	152.38 days

Absence days due to stress/depression/anxiety and which related to the Central Services Depot accounts for 50% of the overall increase in absence.

### 4.0 NUMBER OF STAFF ON CAUTION FOR ABSENCE (issued from 1 April 2016 onwards)

Number of Cases	
First Caution	11
Second Caution	1
Third Caution	3
Formal Case Reviews	3 (resulting in 2 contract terminations)
Formal Case Reviews Pending	3

### 5.0 FURTHER IMPROVEMENT ACTIONS

A further review of the absence management procedure had been completed and the following have been actioned:

- To shorten the length of long term absence, a RAG procedure has been implemented to categorise the reason for absence with an alert system linked to target timeframes for specific conditions and related target return dates.
- The absence management process has been reviewed to streamline the process and the exercise will inform a digital absence reporting.

- Key communications have been reviewed relating to those on absence to ensure all fulfil their responsibilities while on sick absence and to ensure that we best promote the Council's Health and Wellbeing support package.
- A performance review of the Council's Occupational Health contract has been completed, to ensure Key Performance Indicators are met. A number of improvements have been identified for action.
- Monthly case review meetings now take place with the Council's employment law advisor to review complex cases going through formal case review stages.
- Meetings have also been held with representatives from health care providers e.g. Benenden and Healthshield to explore healthcare plans.

Proposed by Councillor Goodman

Seconded by Councillor McClelland and agreed that

**the report be noted.**

Councillor Maguire thanked officers for the level of detail that was provided in the report and requested that this level of detail continue. He stated that this level of sickness absence was unacceptable. The Chief Executive responded that she agreed that the figures were unacceptable for a small proportion of staff and that it was important to note that 81% of the staff had 100% attendance which was an improvement from last year's figure of 74%.

Councillor Brett requested that Members' attendance at Council and Committee Meetings also be reported regularly.

*ACTION BY: Andrea McCooke, Director of Organisation Development*

**3.12 ST/HS/207 AGENCY STAFF UPDATE**

Members were reminded that agency staff are 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 had helped to fill posts on a temporary basis whilst new structures were being designed and approved for filling on a permanent basis. There was salary provision for posts filled and grants for the posts that secure extended funding. An approval system via the CLT was in place for all agency resources and a procedure for hiring agency workers.

The number of agency workers had decreased significantly in the current period following the termination of 25 Seasonal Grounds Maintenance workers.

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

<b>Reason for Agency Worker</b>	<b>Number of Agency Workers</b>	<b>Position Covered</b>
Additional Resource	21	3 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)
Filling Funded Posts	4	Clerical Assistant Affordable Warmth Project 2 x Affordable Warmth Project Officer Grange Community Project Officer
Covering Sickness/Maternity	3	Customer Services Assistant Information Governance Assistant Environmental Health 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	3	Heritage Assistant Technical Officer (Building Control) IT System Support Assistant
<b>TOTAL</b>	<b>42</b>	

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

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

Proposed by Councillor Kells  
Seconded by Councillor Maguire and agreed that

**the report be noted.**

*ACTION BY: Andrea McCooke, Director of Organisation Development*

### **3.13 CCS/CPRM /3 WEBSITE STATISTICS**

The Council's website was reviewed to further develop its design and functionality and the development of core digital platforms was also being progressed.

This report was to provide Members with an update on the current use of its website [www.antrimandnewtownabbey.gov.uk](http://www.antrimandnewtownabbey.gov.uk), which had 201,528 unique visitors in the six months April – September 2016, averaging 33,588 per month. (Google Analytics statistics attached). This compared favourably to May 2015 - March 2016 which had 226,201, averaging 20,564 per month.

Notably, 44.7% of visits are accessed via mobile, and we are developing more digital applications that are compatible with mobile devices.

The rankings continue to show the most popular pages as:

Valley  
Antrim Forum  
Antrim Castle Gardens  
Sixmile Leisure Centre  
Events  
Waste and recycling

Proposed by Councillor Brett  
Seconded by Councillor Kells and agreed that

**the report be noted.**

NO ACTION

### **3.14 PD/180 CEMETERIES ALIGNMENT**

Members were reminded that the amalgamation of legacy cemetery systems was fully completed. All Council cemetery records were almost computerised and the remainder of records currently being processed relate to the burials in Mallusk Cemetery.

Once this work was complete the records would be uploaded to the Council website for the public to search and view. It was planned to have the records accessible online in January 2017 to assist the public in conducting searches including family history research.

In addition to providing online access to the records for customers, the new software would transform some of the internal processes used and the use of digital technology would enhance communication between the cemetery administration and operational cemeteries staff working across the Borough.

The completion of this project would mark a further step towards the digitalisation of services for customers.

Proposed by Councillor Brett  
Seconded by Councillor Kells and agreed that

**the report be noted.**

*NO ACTION*

### **3.15 MEMBER DEVELOPMENT WORKING GROUP - MINUTES OF MEETING ON MONDAY 7 NOVEMBER 2016**

Members were advised that a meeting of the Member Development Working Group took place on Monday 7 November 2016.

A copy of the Minutes of the meeting were circulated for Members' information.

Proposed by Councillor Brett  
Seconded by Councillor Kells and agreed that

**the Minutes of the Member Development Working Group Meeting held on Monday 7 November 2016 be noted.**

*NO ACTION*

The supplementary report Item 3.19 was considered at this point.

### **3.19 G-LEG-295(2) EXTINGUISHMENT OF PUBLIC RIGHT OF WAY AT DEVENISH DRIVE MONKSTOWN**

The Council received notification from the Northern Ireland Housing Executive (NIHE) about the extinguishment of a public right of way at Devenish Drive Monkstown. The NIHE made an order on 17 October 2016 that certain Public Rights of Way in this area are to be extinguished. Approval for the extinguishment is currently being sought from the Department for Communities. The letter from the NIHE, Press Notice regarding the making of the Order, together with the Order and map showing the areas affected were enclosed.

The specific areas in question are portions of the footway in front of number 4 Devenish Walk at Devenish Drive Monkstown Newtownabbey.

The NIHE require any objections to be with them by 22<sup>nd</sup> December 2016.

Proposed by Councillor Kells  
Seconded by Councillor Hamill and agreed that

**members respond on an individual or party political basis.**

NO ACTION

**PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Bingham  
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.

**3.16 IN CONFIDENCE G/LEG/1 OFFICE RENTAL AT MOSSLEY MILL BUSINESS HUB – LOWER GROUND FLOOR**

Members were reminded that the Council previously approved the formation of a Business Hub on the lower ground floor at Mossley Mill for the rental of office space. Subsequently the floor was refurbished and two new office spaces created. Currently one of the new office spaces in this area was leased to Toshiba Medical Systems for a period of 5 years from November 2016 at a total of £[REDACTED] and Solid Solutions Management Ltd rent a previously existing small office at £[REDACTED]. Solid Solutions rental was reflected in the size of the office space. [REDACTED] wish to enter into negotiations for a 5 year lease and Officers would bring this matter back to Committee in due course.

Officers had been approached by [REDACTED] to lease the remaining office space for a period of 5 years.

[REDACTED]

The proposed term of the lease was 5 years at £[REDACTED] rent and £[REDACTED] service charges.

At the present time the total rental (including service charge) for the Business Hub is £[REDACTED] and if the lease with [REDACTED] was agreed the total annual income for the Business Hub will be £46,200 p.a.

Proposed by Councillor Kells  
Seconded by Councillor Bingham and agreed that

**members agree to lease the remaining office on the Lower Ground Floor at Mossley Mill to [REDACTED] for a period of 5 years at £[REDACTED] ([REDACTED] rental and £[REDACTED] service charges), subject to lease agreement.**

*ACTION BY: Paul Casey, Legal Advisor*

### **3.17 IN CONFIDENCE FI.PRO.TEN.92 COLLABORATIVE PROCUREMENT OF INSURANCE**

Members recalled in May 2016 approval was given for Officers to proceed jointly with the venture of insurance collaboration to permit appropriate brokerage and insurance cover to be in place for the Council at the expiration of current cover ending March 2017.

The venture was progressed on a sub-regional cluster and Antrim and Newtownabbey Borough Council formed part of the South Eastern Region cluster including

- Mid and East Antrim
- Lisburn and Castlereagh City Council

Where Antrim and Newtownabbey took the administrative lead in terms of the project and Lisburn and Castlereagh the procurement lead for the cluster.

The tender was issued for insurance brokerage services with the provision of indicative insurance premium costs as the appointed broker will be obliged to run a formal accelerated EU journal tender for these insurances once appointed.

Only one tender was received by the closing date Monday, 14 November 2016 and the submission was referred to the evaluation panel for assessment. This was evaluated on a two stage basis as follows:

#### **STAGE 1 – SELECTION STAGE**

The tender was evaluated using criteria such as standards of experience, economic and financial standing, authorised and regulated by relevant authorities. The tender met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2 – Award Stage. The tender was evaluated as follows:

#### **STAGE 2 – AWARD STAGE**

The tender was evaluated on the basis of broker enhancements (10%), insurer enhancements (10%), methodology (25%), Indicative Insurance Costs (40%) and Service Level Fee (15%) Willis Risk Services achieved a score of 89%,

Proposed by Councillor McClelland  
Seconded by Councillor Goodman and agreed that



**Willis Risk Services (Ireland) Ltd, having scored 89%, be appointed to act as Council's Insurance broker from 1 April 2017 up to 31 March 2019, with the possible extension of 1 year plus 1 year subject to satisfactory performance at a total brokerage fee of £5,000 per annum (excl VAT).**

*ACTION BY: Liz Johnston - Head of Governance*

The Chief Executive and all other officers present left the meeting during consideration of the following item.

### **3.18 CE/STC/SC/45 CHIEF EXECUTIVE PERFORMANCE APPRAISAL**

Members were reminded that it was agreed that the Group Leaders Forum would conduct the Performance Appraisal of the Chief Executive and that any concerns or issues would be reported to Council.

Members were advised that the Chief Executive's Performance Appraisal was completed on 24 November 2016.

Proposed by Councillor Brett  
Seconded by Councillor Michael and agreed that

**the report be noted.**

*NO ACTION*

### **PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'**

It was agreed that

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

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

### **ANY OTHER BUSINESS**

Alderman Agnew requested clarification on the matter of members not on the committee remaining present during business being considered in Committee. The Chief Executive responded that she would confirm the position and that her understanding was that all councillors could attend all parts of committee meetings except for part 1 of the planning committee when they were conducting business in committee.

There being no further business the meeting ended at 7.35pm.

*Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and legal advice.*