



3 January 2019

Committee Chair: Alderman P Barr

Committee Vice-Chair: Councillor N McClelland

Committee Members: Aldermen – F Agnew, W DeCourcy  
Councillors – J Bingham, P Dunlop, T Girvan, M Goodman,  
P Hamill, D Hollis, R Lynch, M Magill, M Maguire,  
V McWilliam, B Webb

Dear Member

### **MEETING OF THE POLICY & GOVERNANCE COMMITTEE**

A meeting of the Policy & Governance Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Tuesday, 8 January 2019 at 6.30pm.**

You are requested to attend.

An officer from the Finance Team will be available from 4.00 pm on the day of the Policy and Governance Committee meeting to meet with any Member who wishes to review the payments made over the previous month. If you wish to avail of this opportunity, please report to reception at Antrim Civic Centre who will contact Finance accordingly.

Yours sincerely

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

Jacqui Dixon, BSc MBA  
**Chief Executive, Antrim & Newtownabbey Borough Council**

**For any queries please contact Member Services:**

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## **A G E N D A**

- 1 Apologies
- 2 Declarations of Interest
- 3 Presentation
- 4 **ITEMS FOR DECISION:**
  - 4.1 Local Government Finance Act (NI) 2011
  - 4.2 Consultation and EQIA on Introduction of Proposed Clinical Response Model
  - 4.3 Timetable for the Production of the Corporate Plan 2019 – 2030 and Corporate Improvement Plan 2019-20
- 5 **ITEMS FOR NOTING:**
  - 5.1 Draft Rates Estimates Update 2019/2020
  - 5.2 Agency Workers Update
  - 5.3 Equality and Accessibility Promotion Plan 2018-2019
  - 5.4 Special Schools Summer Scheme Funding Feedback
6. **ITEMS IN CONFIDENCE**
  - 6.1 Environmental Services Depot at Orchard Way
  - 6.2 Corporate Capital Replacement Overview (Vehicle and Mobile Plant)
- 7 **ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
POLICY AND GOVERNANCE COMMITTEE MEETING ON  
TUESDAY 8 JANUARY 2019**

**PRESENTATION**

**3.1 PRESENTATION – NEW WEBSITE AND CITIZEN APP**

Members are advised that a presentation will be given on the new Citizen Application and Website.

## **ITEMS FOR DECISION**

### **4.1 FC/FA/1 LOCAL GOVERNMENT FINANCE ACT (NORTHERN IRELAND) 2011**

Members are reminded that under the requirements of the Local Government Finance Act (Northern Ireland) 2011 and the Prudential Code, the Council is 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 2019.

#### **(a) FI/FA/6 Minimum Revenue Provision Policy 2019/2020**

Under Regulation 6 of the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011, councils have a statutory requirement to charge to their general fund an amount of Minimum Revenue Provision (MRP) which it considers to be 'prudent' in respect of the financing of capital expenditure.

A copy of the Council's MRP Policy 2019/2020 is **enclosed**.

**RECOMMENDATION - that the MRP Policy 2019/2020 be approved.**

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

#### **(b) FI/FA/7 Medium Term Financial Plan 2019/2020 to 2021/2022**

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 2019/2020 to 2021/2022, a copy of which is **enclosed**.

**RECOMMENDATION - that the Medium Term Financial Plan 2019/2020 to 2021/2022 be noted.**

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

#### **(c) FI/FA/8 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 current editions of 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.

Copies of the above policy and strategies are enclosed.

**RECOMMENDATION - that**

- i) the Treasury Management Policy be approved**
- ii) the Treasury Management Strategy 2019/2020 be approved**
- iii) the Annual Investment Strategy 2019/2020 be approved**

Prepared by: Ann Hamilton, Financial Controller

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

**(d) FI/FA/9 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, a copy of which is enclosed, from the Chief Financial Officer on the robustness of the estimates and adequacy of reserves when considering the estimates for the next financial year.

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

Prepared by: John Balmer, Head of Finance

Approved by: Jacqui Dixon, Chief Executive

**(e) FI/FA/5 Capital Strategy**

The Council is required by regulation to have regard to the current edition of 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 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.

The Prudential Code requires the Council to develop a Capital Strategy which provides a high-level overview of the long-term context of capital expenditure and investment decisions and their associated risks and rewards along with an overview of how risk is managed for future financial sustainability. A copy of the Capital strategy is **enclosed**.

**RECOMMENDATION - that the Capital Strategy 2019/20 and Prudential Indicators 2019/20 to 2021/22 contained therein be approved.**

Prepared by: Ann Hamilton, Financial Controller

Agreed by: John Balmer, Head of Finance

Approved by Sandra Cole, Director of Finance and Governance

#### **4.2 HR/GEN/010 CONSULTATION AND EQIA ON INTRODUCTION OF PROPOSED CLINICAL RESPONSE MODEL**

Members are advised that correspondence was received from the Northern Ireland Ambulance Service Health & Social Care Trust inviting the Council to take part in a consultation on the proposed introduction of a new model for clinical response.

A copy of the letter and accompanying document "Consultation and EQIA on Introduction of Proposed Clinical Response Model" are **enclosed** for information.

In terms of background, Northern Ireland Ambulance Service (NIAS) has experienced significant growth in demand for emergency 999 response calls over recent years. As part of a wider transformation agenda, NIAS are proposing the introduction of a revised Clinical Response Model (CRM), similar to those introduced elsewhere in the UK. This approach aims to provide a more clinically appropriate ambulance response than the current model, which was introduced in 1974. The new model will better target the right resources (clinical skills and vehicle type) to the right patients.

The current NIAS Clinical Response Model is based solely on meeting time-based response targets. However, the NIAS consultation document states that current research indicates a lack of evidence that time-based targets lead to the most effective clinical outcomes. Additionally, the document states that the current model does not effectively identify the sickest patients who require the most speedy response, resulting in sub-optimal deployment of resources. NIAS research indicates that efforts to meet the time-based standards in the face of rising demand have, in fact, contributed to operational inefficiencies.

In summary, NIAS proposes that the time-based model is unsustainable and does not make the most efficient use of resources to maximise the quality of clinical care for patients.

The new model proposes an enhanced call-taking system which more accurately identifies the sickest patients. The model is designed to ensure right resources are sent to the patient, in the timeframe that is most appropriate for the clinical situation.

A response to the consultation has been prepared and **enclosed** for Members' approval.

**RECOMMENDATION - that the consultation response is approved.**

Prepared by: Andrea Richardson, GIS Officer

Agreed by: Helen Hall, Head of Performance and Transformation

Approved by: Sandra Cole, Director of Finance and Governance

### 4.3 **PT/CI/022 TIMETABLE FOR THE PRODUCTION OF THE CORPORATE PLAN 2019-2030 AND CORPORATE IMPROVEMENT PLAN 2019-2020**

Elected Members are reminded that two corporate documents will be published during 2019-20. The Council Corporate Plan 2019-2030 and the Corporate Improvement Plan 2019-20.

Officers have developed a timetable for Members' attention.

#### **CORPORATE PLAN 2019-2030**

CLT – Draft for consultation	18 December 2018
CLT - Updated draft for consultation	9 January 2019
Council Meeting – Draft for consultation	28 January 2019
Consultation (12 weeks)	31 Jan - 25 April 2019
Corporate Plan Design to CLT	6 and 20 February 2019
CLT Report re: Report re: consultation and updated Corporate Plan 2019-2030 (Working Draft)	10 and/or 17 April 2019
Council Meeting - Report re: consultation and updated Corporate Plan 2019-2030 (Working Draft)	29 April 2019
Council Meeting – Corporate Plan 2019-2030 (Final Draft)	24 June 2019

#### **CORPORATE IMPROVEMENT PLAN 2019-2020**

CLT – Draft for consultation	18 December 2018
CLT - Updated draft for consultation	9 January 2019
Council Meeting – Draft for consultation	28 January 2019
CLT/HOS Consultation	31 January 2019
Consultation (12 weeks)	31 Jan - 25 April 2019
Presentation to Committees re: Improvement Indicators	February 2019
Audit Committee	20 March 2019
CLT Report re: consultation and updated Corporate Improvement Plan 2019-2020 (Working Draft)	10 and/or 17 April 2019
Council Meeting - : Report re: consultation and updated Corporate Improvement Plan 2019-2020 (Working Draft)	29 April 2019
Audit Committee - Corporate Improvement Plan (Final Draft) 2019-2020	18 June 2019
Council Meeting –Corporate Improvement Plan (Final Draft)2019-2020	24 June 2019

**RECOMMENDATION - that the timetable for the production of the Corporate Plan 2019-2030 and the Corporate Improvement Plan 2019-2020 be approved.**

Prepared by: Helen Hall, Head of Performance and Transformation  
 Approved by: Sandra Cole, Director of Finance and Governance

**5 ITEMS FOR INFORMATION**

**5.1 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2019/20**

Members are reminded that an update on the estimates was reported to the relevant committees in December 2018.

A revised draft rates calculation and estimates summary by service are enclosed for Members' information.

**RECOMMENDATION - that the report be noted**

Prepared by: Richard Murray, Management Accountant

Agreed by: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

## 5.2 HR/HR/019 AGENCY STAFF UPDATE

Members are reminded that agency staff are used across the Council to provide temporary cover for absence such as:

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts

The use of agency staff is subject to a rigorous approval process, which requires the approval of the Corporate Leadership Team.

There is budgetary provision for the majority of posts filled via departmental salary budgets, salary contingency and grant funding.

The table below provides an update for Members on the use of agency staff as at November 2018 as compared to November 2017.

<b>Reason for Agency Worker</b>	<b>Nov 2018</b>	<b>Position Covered</b>	<b>Nov 2017</b>	<b>Comments</b>
Additional Resource	5	Waste Management Operative Community Development Officer HR Assistant 2 x On Call Recreation Assistant/Leisure Attendant, Sixmile	10	Reduction in additional resource requirement
Seasonal Work	21	21 x Seasonal Grounds Maintenance Operative	4	
Filling Funded Posts	3	2 x Affordable Warmth Project Officer Project Implementation Officer	5	Reduction in cover for funded posts
Covering Sickness/Leave/Maternity Leave/ Shared Parental Leave	6	Graphic Designer 2 x Accounts Assistant Waste Management Assistant Household Recycling Attendant Heritage Gardener	5	
Covering vacancies until structures filled	26	Receptionist, Clotworthy 2 x Grounds Maintenance Operative, CSD Greenkeeper, Parks Central Services Supervisor Waste Management Operative, CSD 2 x Waste Management Operatives, ESD 3 x Waste Management Op/Driver, ESD 2 x Driver Site Operatives, Recycling HGV Refuse Collection Driver Good Relations Officer 2 x Conferencing Administrator Parks Ranger Leisure Attendant, Crumlin 2 x Grounds Maintenance Operative 2 x Governance Support Officer	32	Small reduction in requirement within this category. Ongoing cover due to categorisation

		Community Centre Coordinator Driver Site Operative, Recycling Clerical Officer, Waste		
Covering career breaks/secondments	6	Grounds Maintenance Operative Admin Assistant, Planning PCSP Administration Officer 2 x Tackling Deprivation Officer (Job share) Tourism, Town Centre and Regeneration Officer	6	
<b>TOTAL</b>	<b>67</b>		<b>62</b>	

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

Appendix 1 sets out expenditure on agency workers in November 2018.

The cost of agency staff has reduced for the period of 1 April 2018 to 30 November 2018 at 6.51% of all staffing costs compared to 7.63% for the same period last year. The table below shows the continued percentage reduction in agency costs over the past financial year:

<b>Month</b>	<b>2017/18</b>	<b>2018/19</b>
April	6.66%	3.51%
May	6.94%	3.74%
June	7.09%	4.61%
July	6.12%	4.71%
August	6.96%	4.66%
September	7.76%	6.06%
October	8.00%	5.85%
November	7.63%	6.51%

**RECOMMENDATION - that the report be noted.**

Prepared by: Victoria Stewart, HR Assistant, Organisation Development

Agreed by: Jennifer Close, Human Resource Manager, Organisation Development

Approved by: Andrea McCooke, Director of Organisation Development

### 5.3 CCS/EDP/10 EQUALITY AND ACCESSIBILITY PROMOTION PLAN 2018-2019

Members are reminded that the Council's Disability Action Plan 2016-2020 (DAP) is a statement of the Council's commitment to the promotion of equality of opportunity for disabled people and complements its Equality Scheme under Section 75 of the Northern Ireland Act 1998.

The plan is designed to ensure that the Council fulfils its statutory obligations in compliance with Section 49A of the Disability Discrimination Act 1995 (DDA 1995) (as amended by Article 5 of the Disability Discrimination (Northern Ireland) Order 2006) through to 2016.

The Disability Discrimination Act places duties on public authorities, when carrying out their functions, to have due regard to the need to:

- promote positive attitudes towards disabled people; and
- encourage participation by disabled people in public life.

These are collectively referred to as 'the disability duties'.

One of the actions listed in the plan states 'Design an awareness raising campaign for Internal and External audiences to create a greater understanding of the Council's current provision for persons with a disability.'

A formal Equality and Accessibility Promotional Plan 2018-2019 (to follow) has been drawn up in order to increase awareness with Members, customers and staff about the positive developments which practically supports those with disability requirements. The plan will be updated as new events and Council services are adapted to include those with additional needs.

**RECOMMENDATION - it is recommended that the Equality and Accessibility Promotion Plan 2018-2019 be noted.**

Prepared by: Lisa Hall, Customer Services Manager, Organisation Development

Approved by: Andrea McCooke, Director of Organisation Development

## 5.4 CCS/GEN/007 SPECIAL SCHOOLS SUMMER SCHEME FUNDING FEEDBACK

Members are reminded that at the April Council meeting it was agreed to support equitable access to Summer Schemes and Programmes across the Borough for children and young people with special needs via a contribution of up to a maximum of £5k to each Special School in the Borough to deliver a Summer Scheme/Programme.

Of the five special schools three applied for the funding – Hill Croft School, Jordanstown Special School and Riverside School, each of whom received the maximum amount available. Rostulla Special School and Thornfield House School do not provide a Summer Scheme Programme for pupils and therefore did not apply. The majority of their pupils board during school term due to the travel time from their family home.

Written feedback obtained from Hill Croft School and Jordanstown Special School is **enclosed**. A summary of the feedback is listed below:

- Schools were able to provide activities both at and outside the school premises e.g. Ulster Wildlife, Word of Owls, Replay Theatre Company, Monkeynastic, We are Vertigo.
- A wider programme of activities including, bowling, football coaching, circus skills, face painting, drums, pony rides, boat rides in Belfast Lough, ice-cream vans coming to school, BBQs and meals out.
- Riverside School was able to take pupils further afield, by hiring buses and specially adapted wheelchair taxi buses that hold up to 10 wheelchairs.
- Jordanstown Special School was able to increase the number of places from 20 to 30.
- One parent from Jordanstown Special School stated “My child enjoyed every day and was excited to go!”
- 33% of those parents at Hill Croft School who completed a summer scheme school evaluation form noted there were no other locally available schemes that were suitable for their child, whilst 71% stated their children were able to enjoy activities with their peers. 50% said it provided respite for family members.
- Jordanstown Special School staff commented “The staff and pupils really enjoyed the summer scheme. Some new experiences for adults and kids.”

All three schools thanked the Council for the funding opportunity and expressed an interest in funding for their Summer Scheme Programmes in 2019.

**RECOMMENDATION – that the report be noted.**

Prepared by: Lisa Hall, Customer Services Manager, Organisation Development

Approved by: Andrea McCooke, Director of Organisation Development