



MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 2 FEBRUARY 2016 AT 6.30PM

- In the Chair** : Councillor D Arthurs
- Members Present** : Aldermen - W Ball, P Barr, and W DeCourcy
Councillors - M Goodman, N Kells, M Maguire,
N McClelland, P Michael and B Webb
- Non-Committee Members Present** : Councillor Hollis
- Officers Present** : Director of Finance & Governance, Mrs C McFarland
Director of Organisation Development, Mrs A McCooke
Legal Advisor, Mr P Casey
ICT Manager, Mr G Smyth
Head of Communications and Customer Services – Mrs T White
Member Services Officer, Mrs D Hynes

CHAIRMAN'S REMARKS

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

1 APOLOGIES

Councillors Brett, Logue and Scott.

2 DECLARATIONS OF INTEREST

None.

3.1 CE/1 AA VETERANS SUPPORT'S ANNUAL BLACK TIE DINNER

It was reported that correspondence had been received from AA Veterans Support inviting Members to their annual black tie dinner to be held in the Ramada Plaza, Shaws Bridge, Belfast on Saturday 28 May 2016 from 7pm.

The cost is £400 per table of 10 (or £40 per person).

AA Veterans' Support was setup to provide support for Armed Forces' Veterans and their families throughout Northern Ireland.

Members were advised that this event was held to raise funds to continue their support to those serving and their families and to help promote the charity and the work they carry out.

*Proposed by Councillor McClelland
Seconded by Councillor Webb*

that any Member wishing to do so attend at their own expense.

*Proposed by Alderman Ball
Seconded by Alderman DeCourcy*

that the Mayor and Guest represent Council at the event.

The Committee voted on Councillor McClelland's proposal and on a vote of 5 in favour, 4 against and no abstentions it was agreed that

Any member wishing to attend do so at their own expense.

ACTION: Member Services.

NOTED: *Councillor McClelland requested that officers to look at drafting a policy in relation to invitations of a similar nature.*

ACTION BY: Tracey White.

3.2 CP/CD/12 SECTION 75 SCREENING CONSULTATION - PROPOSED CHANGE TO NIFRS CREWING ARRANGEMENTS

It was reported that Northern Ireland Fire and Rescue had commenced a 'Section 75' consultation on how best to manage firefighter resources given the changing risk profile of Northern Ireland. The consultation was from 14 December 2015- 7 March 2016.

Members were advised that in order to strengthen the consultation process and maximise the opportunity to answer questions from Councils particularly those

potentially affected, NIFRS had asked Council to consider a presentation on the consultation and answer any questions that might arise.

Proposed by Councillor Michael
Seconded by Councillor Goodman and agreed that

Northern Ireland Fire and Rescue be invited to present to a Meeting, with a pre-Committee briefing involving both the NIFRS and the Unions taking place prior to a Policy & Governance Committee Meeting from 5pm to 6pm (30 minutes each).

ACTION BY: Denise Lynn.

3.3 G/GEN/1 CHANGES TO PARKHALL POST OFFICE, 1 PARKHALL SHOPPING CENTRE, QUEENS ROAD, ANTRIM, BT41 1AJ

It was reported that correspondence had been received from the Post Office advising of modernisation changes proposed for Parkhall Post Office in Antrim.

Council's comments were requested by 11 February 2016 as refurbishment work is planned to commence in March 2016.

Proposed by Alderman W Ball
Seconded by Councillor Webb and agreed that

Members respond on an individual/party political basis.

NO ACTION.

3.4 CS/MK/157 SOCIAL MEDIA POLICY

Members were advised that a Social Media Policy had been developed and agreed with Trade Unions to regulate and manage the use of social media and offered a safeguard to both the Council and its employees. A copy of the Policy was enclosed for Members to consider.

The aim of this policy is to ensure that:

- Employees and third parties are fully aware of their responsibilities to the Council whether using social media in a work related and/or personal capacity.
- Council information remains secure and is not compromised through the use of social media.
- A consistent and corporate approach is adopted and maintained by Council in the use of social media so that the Council's reputation is not damaged or adversely affected.

It was reported that the policy had been screened and did not require an Equality Impact Assessment.

Proposed by Councillor Webb
Seconded by Alderman W Ball and agreed that

the social media policy is approved and adopted with immediate effect and that staff training is progressed.

ACTION BY: *Tracey White.*

3.5 ST/G/188 CONGRESS CHARTER FOR FAIR CONDITIONS AT WORK

Members were advised of correspondence received from the Irish Congress of Trade Unions Northern Ireland Committee that advised of the Congress Charter for Fair Conditions at Work which was launched in late 2015. A copy of the correspondence was enclosed.

This initiative is to help ensure that every person at work in Northern Ireland would be treated fairly and have access to a decent income.

The Charter identifies five key principles:

- a living wage
- fair hours at work
- the right to representation and collective bargaining
- the right to be treated with respect at work
- fair public procurement

It was reported that the Irish Congress of Trade Unions Assistant General Secretary, Peter Bunting had requested an opportunity to address the Council on the key principles outlined above.

Proposed by Councillor Goodman
Seconded by Councillor McClelland and agreed that

The Irish Congress of Trade Unions Assistant General Secretary, Peter Bunting to be invited to make a presentation to a future meeting of Council.

ACTION BY: *Member Services.*

3.6 F1/FIN/10 AMENDMENT TO FINANCIAL REGULATIONS

It was reported that In accordance with the Regulations, approval was being sought to amend section 27.3 in order to maintain consistency across Council policies.

The proposed amendment for section 27.3 is 'Any token gifts or hospitality offered to staff with a value of £20.00 or less e.g. pens, biscuits etc. do not need to be recorded. Any gifts or hospitality with a value in excess of £20.00 should be refused'.

Proposed by Alderman W Ball
Seconded by Councillor McClelland and agreed that

approval of the amendment as outlined above.

ACTION BY: Denise Lynn.

3.7 G/MSMO/8 CONSULTATION ON INTERIM STRUCTURE FOR EDUCATION AUTHORITY EDUCATION LIBRARY SERVICE

It was reported that a Consultation had been received from the Education Authority advising that an interim structure for the Education Authority (EA) Education Library Service was agreed by the EA Education Committee on 14 January 2016, with the agreement that an enduring structure will be developed following appointment of Directors.

The approved Interim Structure Paper may also be accessed at: <http://www.eani.org.uk/about-us/consultations/>

The Authority invites views on the interim structure and will give regard to all consultation responses received in developing an enduring structure.

Members were advised that the closing date for responses was 12 Noon on Friday 18 March 2016 and may be submitted by email to: pat_ward@eani.org.uk or by post to:

Head of Corporate Services
Education Authority Western Region
1 Hospital Road,
Omagh
Co. Tyrone
BT79 0AW

Proposed by Councillor Webb
Seconded by Councillor Goodman and agreed that

Members respond on an individual/party political basis.

NO ACTION.

3.8 FI/FIN/14 AUDIT OF 2015-16

It was reported that correspondence had been received from the Northern Ireland Audit Office advising of a change in the audit arrangements for the

Council. Mr Tomas Wilkinson will be replacing Colette O'Kane as the Director in the Northern Ireland Audit Office with lead responsibility for the audit of the Council's annual accounts.

In addition to this, the Northern Ireland Audit Office advises that they intend to contract out the audit work to a private sector firm and that the procurement of this is currently underway. This will mean that while the Northern Ireland Audit Office will retain overall responsibility for the audit, the detailed day to day work will be completed by a contractor.

Proposed by Councillor Webb
Seconded by Alderman W Ball and agreed that

the Committee notes the correspondence received from the Northern Ireland Audit Office.

ACTION BY: Denise Lynn.

3.9 CS/EQ/52 EQUALITY & DIVERSITY GROUP, STRATEGY AND ACTION PLAN 2015-2017

Members were advised that the Equality & Diversity Group, established under the Local Government Staff Commission, had produced a Strategy and Action Plan for 2015-17, and which was enclosed for Members information.

This Plan sets out the background and membership of the Group, as well as the priorities as it continues to work with stakeholders, and seek to support and assist councils to ensure equality of opportunity and good relations as an Employer, a Service Provider and a Civic Leader.

It was reported that this Plan would inform the work of the Council's Integrating Equality and Diversity Working Group.

Proposed by Alderman DeCourcy
Seconded by Alderman W Ball and agreed that

the Equality and Diversity Group, Strategy and Action Plan for 2015-2017 be noted.

ACTION BY: Andrea McCooke.

3.10 ST/G/156 LOCAL GOVERNMENT PENSION SCHEME

It was reported that the Northern Ireland Local Government Association had forwarded to the Council a copy of correspondence received from Minister Durkan regarding proposals for public sector exit payments. A copy of the letter was enclosed for information.

Members were reminded that an Enterprise Bill was introduced in the House of Lords in September 2015, and which included proposals to cap public sector exit payments at £95,000.

The Minister of Finance and Personnel had agreed in principle to a Legislative Consent Motion to provide that provisions in the Enterprise Bill (including the regulation-making powers for restricting public sector exit payments) extend to Northern Ireland.

In December 2015 the Legislative Consent Motion was considered by the Assembly but was not approved. The provisions of the Enterprise Bill to cap public sector exit payments at £95,000 will therefore not extend to Northern Ireland.

Proposed by Councillor Webb
Seconded by Councillor McClelland and agreed that

the correspondence be noted.

NO ACTION.

3.11 ST/I/2 LOCAL GOVERNMENT STAFF COMMISSION DISSOLUTION

Members were reminded that in June 2014 the Northern Ireland Executive formally agreed that the Local Government Staff Commission should be wound up in March 2017. The Executive agreement was based on a full consultation process, which considered that the remit of the Commission has changed over the past 40 years with much of its role in respect of equality being overtaken by a raft of legislation and oversight bodies.

Members were advised that the attached paper was the Project Initiation Document for the dissolution of the Local Government Staff Commission.

The purpose of this document is to clarify the aims of the Project, to highlight any associated issues and to identify problems that could emerge. The main Project aim is to implement, by March 2017, the Local Government Staff Commission Strategy and associated legislative, recourse management and governance actions required by the Department of the Environment to secure an orderly and effective exit.

Further reports will be made to Members in due course in relation to the dissolution of the Local Government Staff Commission.

Proposed by Alderman W Ball
Seconded by Councillor Webb and agreed that

the report be noted.

NO ACTION.

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 table below provides an update for Members on the use of agency staff as at January 2016. The Council has 36 workers hired through the employment agencies, at various Council locations, in the following positions:

Reason for Agency Worker	Number of Agency Workers	Position Covered
Additional Resource	11	4 x Operatives, Bruslee & O'Neill Road Sites IT System Support Assistant Cleaner, Sentry Hill Community Development Assistant Administrative Assistant, Fleet Administrative Assistant, Cleansing Building Control Surveyor Graphic Designer
Filling Funded Posts	5	Clerical Assistant Affordable Warmth Project Affordable Warmth Project Officer Affordable Warmth Project Office Grange Community Project Officer Grant Aid Processing Assistant
Covering Sickness/Maternity	4	Environmental Health Officer Environmental Health Officer Accounts Administrator Finance Assistant
Covering vacancies until structures filled	10	Clerical Officer, Environment & Leisure Human Resources Officer Enforcement Officer Dog Warden Facilities Officer, Property & Building Property Asset Management Assistant Project Manager, Capital Development Human Resources Assistant Human Resources Assistant Admin Assistant, CCS
Covering career breaks/secondments	6	Heritage Assistant Playzone Assistant Environmental Health Officer Building Control Surveyor Specialist Driver, Parks IT System Support Assistant
TOTAL	36	

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

Members were advised that the weekly cost of using agency staff was approximately £18,961, all of which was provided for within existing budgets.

Proposed by Councillor Maguire
Seconded by Councillor Webb and agreed that

the report be noted, with quarterly reports to Committee being continued. In the event of agency staff costs surpassing £20,000 per week, a report be brought back to Committee with further detail.

NOTED: the Director of Organisation Development to -

- bring back further information to Committee in relation to Filling Funded Posts;
- respond to Councillor Hollis with the number of Dog Wardens employed by Council;
- respond to Alderman DeCourcy with further information in relation to the domestic services at Sentry Hill.

ACTION BY: Andrea McCooke.

3.13 AD5/2/3 ANTRIM ENVIRONMENTAL SERVICES DEPOT - UPDATE ON RENTAL OF PORTION OF 6 ORCHARD WAY, ANTRIM TO ARC 21

Background

Members were reminded that the decision taken at the June Council Meeting to

- a) approve the lease of part of 6 Orchard Way to arc21
- b) grant arc21 a 3 month rent free period to allow time for the works to be carried out to the building to make it operational.

Update

- Separation works have commenced on the premises at 6 Orchard Way and staff from the Council's Capital Projects team are in close liaison with contractors to ensure works meet required specifications and standards
- The contractors have advised that works are due to complete by the end of March 2016
- The separation works will enable consideration to the utilisation of the remaining space within 6 Orchard Way
- The 3 month rent free period will expire mid February facilitating Council to charge rental for the space.

Proposed by Alderman W Ball
Seconded by Councillor Webb and agreed that

the report be noted.

NO ACTION.

3.14 G/IG/6 PUBLICATION SCHEME

It was reported that as a public authority the Council was required under the Freedom of Information Act to adopt and maintain a Publication Scheme setting out the classes of information it holds, the manner in which it published/intended to publish the information and the charges it intended to make for the information.

The Information Commissioner's Office (ICO) has developed a model publication scheme and this has been used to prepare the Council's scheme.

The classes of information to be published are set out under clearly defined headings which reflect the structure and operations of Antrim and Newtownabbey Borough Council:

- Class 1 Who we are and what we do
- Class 2 What we spend and how we spend it
- Class 3 What our priorities are and how we are doing
- Class 4 How we make decisions
- Class 5 Our Policies and Procedures
- Class 6 List and Registers
- Class 7 The Services we offer

While much information will be available free of charge, requests for multiple print-outs, or for archived copies of documents will attract a charge. In compliance with the ICO guidance any such charges will be at cost. The Council has the discretion to waive the charges if appropriate.

The classes of information will be reviewed annually and additions made in light of requests made by the public. The publication scheme will be available on the website. Work is ongoing to ensure that where possible hyperlinks will be provided to information available on the website. Where this is not possible information will be provided on how to make direct contact with the Council to request information. Information provided will be reviewed on an ongoing basis to ensure that it current.

A copy of the scheme was circulated.

Proposed by Councillor Webb
Seconded by Alderman Ball and agreed that

the report be noted.

NO ACTION.

3.15 FI/FIN/4 QUARTERLY BUDGET REPORT- VARIANCE ANALYSIS APRIL TO DECMEBER 2015

It was reported that the Council's Net Cost of Service position for the period was £1,569k favourable – £766k (2.0%) on expenditure and £804k (11.2%) on income.

After taking into account the credit balance applied in striking the rates, £753k on a pro rata basis for the period of £565k, the overall position of the Council is £1,005k favourable.

Expenditure

The majority of service areas are showing favourable variances with Premises Costs and Supplies and Services being £472k and £557k underspent respectively for the period.

During the estimates setting process, estimates were made of the number of staff who would leave the Council during 2015/16 under the staff severance scheme and the resulting staff savings were included in the Salaries & Contingency budget. As these officers leave the Council, savings will be realised within the relevant service area. For the period from April to December there has been a total of £593k incurred on staff severance. The resultant savings are estimated at £228k during the year with annual savings of £503k thereafter.

The Council has also received approval from the Department of the Environment to capitalise the costs of staff severance agreed during 2015/16 and therefore these costs will not impact on the Council's 2015/16 financial performance.

Income

Material favourable income variances for the period have arisen within; Planning Fees – £185k; Building Control Fees – £192k; Waste Management Trade Waste Charges – £78k; Environmental Health Grants – £239k; and Economic Development – £105k.

Income from District Rates, the De-Rating Grant and the Transferred Functions Grant are all currently in line with the budget for the period. The latest forecast out-turn information from LPS indicates that there will be a positive finalisation on Income from District Rates of £675k.

Members were advised that Finance staff were continuing to work with Heads of Service to refine the budget profiling of both expenditure and income and identify areas where efficiencies had been realised.

A copy of the summary was attached.

Proposed by Alderman W DeCourcy
Seconded by Councillor Goodman and agreed that

the report be noted.

ACTION BY: Richard Murray.

3.16 FC/G/25 PAYMENTS REPORT

It was reported that the schedule of payments for Antrim and Newtownabbey Borough Council dated 25 December to 15 January and schedule of manual payments for December were circulated with any payments over £5,000 having been analysed in more detail and were attached.

Proposed by Councillor McClelland
Seconded by Alderman W Ball and agreed that

the report be noted.

NO ACTION.

3.17 FI/FIN/9 PROMPT PAYMENT PERFORMANCE

Members were reminded the Department of Environment (DOE) issued revised guidance (Local Government Circular 17/2013) on prompt payments and the recording of invoice payments in July 2013. This guidance requested councils to record specific performance targets of 10 working days and 30 calendar days and established a cycle of quarterly reporting on prompt payment performance by councils to the DOE and its publication on their website.

The council's prompt payment performance for the period 1 [October](#) 2015 to 31 [December](#) 2015 is set out below:

The default target for paying invoices, where no other terms are agreed, is 30 days.

(N.B. 30 days target is 30 calendar days and 10 days is 10 working days).

During the above period the Council paid 6,022 invoices totalling £8,445,261

The Council paid 3,510 invoices within the 30 day target. (59%)

The Council paid 2,077 invoices within the 10 day target. (35%)

The Council paid 2,512 invoices outside of the 30 day target. (41%)

Due to the on-going staff absences within the finance processing section performance for the third quarter of the year continues to be below target.

The council recognises the importance of paying our suppliers promptly. To improve performance resources within the section have been re-allocated, procedures are being reviewed, new software is to be introduced and staff training within and external to the section is in progress.

It is envisaged that these measures will work through in the following quarters.

The Council has set a target of paying 90% of invoices within 30 days and 80% within 10 days.

The Director highlighted that every effort was being made to improve targets.

Proposed by Councillor Maguire
Seconded by Councillor McClelland and agreed that

the report be noted.

NO ACTION.

Councillor Kells joined the meeting at this point.

3.18 G-LEG-50 CORRESPONDENCE FROM THE OMBUDSMAN

Members were advised that on 15 December 2015 the Audit Committee resolved that the tabled Internal Audit Update Report entitled "Bonfire Management Programme" be submitted to the Northern Ireland Ombudsman for information.

It was reported that the attached letter dated 13 January 2016 was the response received from the Ombudsman's office.

Proposed by Councillor Webb
Seconded by McClelland and agreed that

Members respond on an individual/party political basis.

NO ACTION.

The undernoted supplementary items were considered at this point.

3.25 CE/GEN/4 APPLICATION TO RENEWAL OF ROAD SERVICE LICENCE

Members were advised of correspondence received from the Driver & Vehicle Agency regarding an application to renew a Road Service Licence for Philip Roddy, t/a Touch of Class, 11 Thorburn Park, Newtownards, BT36 7AZ. Note: closing date for representations is 10 February 2016. Copy circulated.

Proposed by Councillor Webb
Seconded by Alderman W Ball and agreed that

that the correspondence be noted.

NO ACTION.

3.26 FC/FA/3 MINIMUM REVENUE PROVISION POLICY 2016/2017

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 2016/2017 was circulated.

Proposed by Councillor Goodman
Seconded by Councillor Maguire and agreed that

that the Minimum Revenue Provision (MRP) Policy 2016/2017 be approved.

ACTION BY: Anne Hamilton.

3.27 FC/FA/4 PRUDENTIAL INDICATORS 2016/2017 TO 2018/2019

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 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.

A report showing the Council's Prudential Indicators 2016/2017 to 2018/2019 was circulated.

Proposed by Councillor Maguire
Seconded by Councillor Webb and agreed that

the Prudential Indicators 2016/2017 to 2018/2019 be approved.

ACTION BY: Anne Hamilton.

3.28 FC/FA/5 MEDIUM TERM FINANCIAL PLAN 2016/2017 TO 2018/2019

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 2016/2017 to 2018/2019, a copy of which was circulated.

Proposed by Councillor Webb
Seconded by Councillor McClelland and agreed that

the Medium Term Financial Plan 2016/2017 to 2018/2019 be noted.

ACTION BY: Anne Hamilton.

3.29 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.

Copies of the above policy and strategies were circulated.

Proposed by Councillor Maguire
Seconded by Councillor Webb 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 2016/2017 be approved;**
- iv) the Annual Investment Strategy 2016/2017 be approved.**

NOTED: *the Director of Finance and Governance to bring back further information in relation to training for Members.*

ACTION BY: Anne Hamilton.

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

Section 4 of the Local Government Finance Act (Northern Ireland) 2011 requires the Council to have regard to a report, a copy of which was circulated 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 Maguire
Seconded by Councillor Goodman 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: Catherine McFarland.

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Kells
Seconded by Councillor Maguire and agreed that

the following Committee business be conducted 'In Confidence'.

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

3.19 TQ/748 TENDER FOR THE MANUFACTURE, SUPPLY AND DELIVERY OF CORPORATE UNIFORM, WORK WEAR AND LEISUREWEAR CLOTHING FOR THE PERIOD 1 APRIL 2014 TO 31 MARCH 2015 (WITH AN OPTION BY THE COUNCIL TO EXTEND FOR A FURTHER TWO PERIODS OF 12 MONTHS, SUBJECT TO REVIEW AND PERFORMANCE)

Members were reminded that at the Council Meeting held on 27 April 2015, the tender for the manufacture, supply and delivery of corporate uniform, work wear and leisurewear clothing submitted by Tailored Image Limited was extended for the period 1 April 2015 to 31 March 2016 (with an option by the Council to extend for a further 12 months subject to review and performance).

Officers reported that they wished to exercise the option to extend the contract for a further period of 12 months to 31 March 2017 at the tendered rates.

Proposed by Councillor Webb
Seconded by Councillor McClelland and agreed that

the contract for the manufacture, supply and delivery of corporate uniform, work wear and leisurewear clothing be extended to 31 March 2017, at the tendered rates.

ACTION BY: Julia Clarke and Lisa Hall.

3.20 FI/PRO/TEN/23 TENDER FOR THE SUPPLY AND DELIVERY OF GROUNDS MAINTENANCE VEHICLES AND MACHINERY FOR ALLEN PARK

Members were reminded that at the Council Meeting on 27 July 2015, the business case for the procurement of grounds maintenance vehicles and machinery for Allen Park was approved.

Tenders were opened via the E-Sourcing NI Portal on 2 November 2015 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated using criteria such as tenderers' professional conduct, declarations and form of tender. All tenders met the requirements of Stage 1 of the assessment and proceeded to Stage 2.

STAGE 2 – AWARD STAGE

Lot 1: Two New Diesel Utility Vehicles

One of the tenderers failed to complete the compliance matrix resulting in the tender for this lot not progressing any further in the evaluation process. Four other tenders were received with one fully adhering to the specification and proceeding to be evaluated on the basis of cost.

Proposed by Councillor Webb
Seconded by Councillor Goodman and agreed that

having achieved a score of 100%, the tender from Johnston Gilpin & Co Ltd, for the supply and delivery of two new diesel utility vehicles in the total sum of £[REDACTED] (excl VAT) be accepted.

Lot 2: One new 3- Gang Self- Propelled Lightweight Tees Mower

Three tenders for this lot were received with two fully adhering to the specification and proceeding to be evaluated on the basis of cost.

Proposed by Councillor Webb
Seconded by Councillor Goodman and agreed that

having achieved the higher score with 100%, the tender from Laird Grass Machinery Limited, for the supply and delivery of one new 3- Gang Self-Propelled Lightweight Tees Mower, in the sum of £ [REDACTED] (excl VAT) be accepted.

Lot 3: One New Hydrostatic Compact Tractor

Two tenders for this lot were received with one fully adhering to the specification and proceeding to be evaluated on the basis of cost.

Proposed by Councillor Webb
Seconded by Councillor Goodman and agreed that

having achieved a score of 100%, the tender from Johnston Gilpin & Co Limited, for the supply and delivery of one new hydrostatic compact tractor, in the sum of £ [REDACTED] (excl VAT) be accepted.

Lot 4: One New Jacobsen Greens King 1V Plus Power Unit

One tender for this lot was received which fully adhered to the specification and proceeded to be evaluated on the basis of cost.

Proposed by Councillor Webb
Seconded by Councillor Goodman and agreed that

having achieved a score of 100%, the tender from Broderick Grass Machinery NI Limited, for the supply and delivery of one new Jacobsen Greens King 1V Plus Power Unit, in the sum of £ [REDACTED] (excl VAT) be accepted.

ACTION BY: Sharon Logue.

3.21 G/LAN/14 OFFICE RENTAL AT MOSSLEY MILL

Background

Members were reminded that the decision to market surplus office accommodation in both Mossley Mill and Antrim Civic Centre. In September Council agreed to lease two rooms within the Antrim Civic Centre to the Enkalon Foundation for a total of 12 months and on 30 November 2015 they took up occupation.

The Ground and Lower Ground West Wing accommodation in Mossley Mill continues to be marketed. Interest has been shown from those wanting to

take small areas within the floors and from those who would seek occupation of both floors. A valuation was obtained both from Osborne King (appointed agent) and Land and Property Services. The higher valuation was from Osborne King at an annual rent of £[REDACTED] exclusive of rates and service charge.

Proposal

A firm offer has been received from Solid Solutions to take occupation of one office on the Lower Ground floor.

Solid Solutions are a Training and support provider for a 3D CAD package used for the design of products and machinery and currently actively use the facilities at Meet at the Mill for the provision of their training business.

The offer is comparable to the rates achieved for Antrim Civic Centre and is as follows:

Rental (pa)	[REDACTED]
Services (pa)	[REDACTED]
Length of Lease:	6 mths lease with a rolling landlord option to break subject to 1 month's written notice (to avoid tenancy rights and ensure the letting of the entire floor is not prejudiced.)
Commencement Date:	1 st March 2016 (subject to agreement on lease)

Osborne King commented that the rental level proposed is a positive result in the context of the current rental levels being achieved for similar offices.

Note: It is Officers and the agent's intention to continue to actively pursue options that provide a better return to Council regarding the occupation of floors rather than small offices during the period of this rental.

Proposed by Councillor Webb
Seconded by Councillor Maguire and agreed that

the office on the Lower Ground Floor in Mossley Mill be leased to Solid Solutions for a total period of 6 months with a rolling landlord option to break subject to 1 month's written notice at a total of £[REDACTED] (£[REDACTED] for rental and £[REDACTED] for services), subject to lease agreement.

ACTION BY: Liz Johnston.

3.22 G/LEG/14/11 LANDS AT STILES WAY/FOUNTAIN HILL

Members were reminded that at the full Council meeting on 28 September 2015 the Council resolved to dispose of the surplus land at Stiles Way / Fountain Hill for the sum of £363,000 to Toscana (part of the Clear Group) subject to all legal and financial matters being resolved and all fees/costs to

be borne by the purchaser. This site contains a cinema, pharmacy and fast food premises.

The sale of the site is progressing. We have been informed that the purchaser, who were originally Toscana, has set up a new company to acquire the property. The new company is Expedia Capital (Property No 2) Limited. The director of Toscana is also a director of this company.

The external solicitor dealing with the purchase on behalf of the Council advises that this is not unusual and is a means of separating liability from the main trading company.

Proposed by Councillor Kells
Seconded by Councillor McClelland and agreed that

the report be noted.

NO ACTION.

3.23 FI/ICT/38 ROLLING ICT REPLACEMENT PROGRAMME

Members were advised that the ICT Replacement programme would help provide robust and reliable computer and network infrastructure hardware.

The replacement program of both legacy Councils was approximately 3 years.

Old computer hardware does not provide the high levels of services and reliability to the ICT users required for the Council to meet customer expectations. The ICT replacement programme will provide robust and reliable computer hardware. Without this rolling replacement program, service levels diminish and business continuity is put at risk.

The life expectancy of new PC hardware is much longer and new equipment will be purchased with a 5 year warranty, extending the life span of a PC by 2 years against the current model. The new hardware will be bought at a higher specification to ensure its effectiveness over the 5 year period.

The capital costs are as follows:

PC / Laptop Replacement - £ [REDACTED]

Network Infrastructure Replacements (e.g. network switches) - £ [REDACTED]

Total capital cost: £ [REDACTED] (included in the capital budget)

Proposed by Alderman W Ball
Seconded by Councillor Maguire and agreed that

the Council authorises the capital expenditure for the rolling ICT replacement program.

ACTION BY: Graham Smyth.

3.24 BUSINESS CASE PROPOSAL FOR ADDITIONAL SYSTEM SUPPORT OFFICER/ICT OFFICIER - FINANCE & ICT SECTION

Background

It was reported that the ICT section provides essential support across the Council to both staff and members. Currently the ICT team was made up of 5 FTE permanent staff:

- 1 X FTE ICT Manager
- 1 X FTE Senior ICT Officer
- 3 X FTE ICT Support Officer

It has been identified that this team requires additional staffing in order to effectively deliver ICT strategy/support across the board and continue to provide a quality, adaptable, flexible and customer focused service. It is therefore proposed to add an additional support officer to the current team on a permanent basis.

Justification

With continued rationalisation of Council systems, the senior ICT team will be required to focus their time on delivery of strategic project e.g. ICT strategy. This new role will provide much needed desk support to the existing team hence improving ICT request turnaround times and maintain departmental integrity.

The ICT team continue to provide essential and collaborative support to the Council through the on-going change process. The expanded geography of the new Council Borough has increased the time required to service the needs of the customer.

This role will help support the ICT department and service 625 users, maintaining business continuity whilst continued assessment and development of new systems is on-going. It will also allow the ICT Manager to focus on top line delivery of ICT KPI's and business plan objectives.

Costing

Members were advised that It was proposed that this role would be advertised as a permanent role at grade SO1 (Scale point 29- Salary £25,440).

Proposed by Alderman W Ball

Seconded by Councillor Webb and agreed that

the proposal is to create and advertise for a permanent ICT system support officer, provision for which is included in next year's estimates.

ACTION BY: John Balmer.

PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'

Proposed by Councillor Webb

Seconded by Councillor Maguire and agreed

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

ANY OTHER RELEVANT BUSINESS

Councillor Hollis confirmed receipt of correspondence from the Post Office in relation to changes to Whiteabbey Post Office, confirming the address specified is incorrect and should state the location as The Spar in the Diamond.

There being no further Committee business the Chair thanked everyone for their attendance and the meeting concluded at 7.35pm.

MAYOR

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