



MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD AT MOSSLEY MILL ON TUESDAY 6 SEPTEMBER 2022 AT 6.30 PM

- In the Chair:** Councillor M Magill
- Members Present:
(In person)** Aldermen – T Burns and M Girvan
Councillors – H Cushinan, N Ramsay, V Robinson, B Webb and R Wilson
- Members Present:
(Remote)** Councillors – R Foster, M Goodman, A McAuley and B Mallon
- Non Committee
Members:
(In person)**
- Non Committee
Members:
(Remote)** Councillor – N McClelland
- Officers Present:** Deputy Chief Executive of Finance & Governance – S Cole
Director of Organisation Development, D Rogers
Deputy Director of Finance – J Balmer
Deputy Director of Governance and Performance (Interim) – L Johnston
Head of Communications and Customer Services – N McCullough
Head of Human Resources – J Close
Information Governance Manager - H McBride
Borough Lawyer & Head of Legal – P Casey
ICT Helpdesk Officer – J Wilson
ICT Helpdesk Officer – D Mason
Member Services Officer – A Duffy
Member Services Officer – E Skillen
PA to Director of Organisation Development – L Campbell

CHAIRPERSON'S REMARKS

The Chairperson welcomed everyone to the September Meeting of the Policy and Governance Committee, and reminded all present of recording requirements.

Although the COVID restrictions had been relaxed, to manage numbers and minimise risk, members of the public and press could continue to access those parts of the Council meetings which they are entitled to attend through the livestream on the Council's website.

1. APOLOGIES

Councillor Flanagan

2. DECLARATIONS OF INTEREST

None

3 PRESENTATION

3.1 INFORMATION GOVERNANCE – ANNUAL REVIEW 2021/22

Members received a presentation on Information Governance – Annual Review 2021/22 at the meeting.

The Information Governance Manager and the Deputy Director of Performance and Governance (Interim) responded to Members' questions.

The Chairperson thanked the Information Governance Manager for her presentation and she left the meeting.

Proposed by Councillor Goodman
Seconded by Councillor Ramsay and agreed that

the presentation be noted.

4 ITEMS FOR DECISION

4.1 A/GEN /13 MOTIONS AND PROPOSED AMENDMENTS TO MOTIONS

The Mayor had requested that Amendments to Motions be provided to Member Services in written form prior to a Council meeting.

Officers had therefore reviewed the current procedures in relation to Motions and Amendments, contained within Section 20 & 21 of the Council's Standing Orders (circulated).

Officers considered the information contained within Section 20 & 21 of the Standing Orders still to be appropriate with the following additions:

1. It was suggested that as Motions were provided in advance, any proposed Amendments to Motions should also be provided in advance. However, as Amendments may not be finalised until closer to the meeting date, it was suggested that all proposed Amendments to motions be provided in writing to Member Services by 12 noon, on the day of the Council meeting. This would not prevent new Amendments to be made at the Council meeting. The normal process for proposing an Amendment to a Motion would be unaffected.

Proposed by Councillor Wilson

Seconded by Councillor Webb and agreed that

Members deferred the incorporation of items listed in point 1 to Section 20 of the Standing Orders for further consideration.

ACTION BY: Liz Johnston, Deputy Director of Performance and Governance (Interim)

4.2 G/IG/7 REVIEW OF INFORMATION GOVERNANCE POLICY

The purpose of the Information Governance Policy is to provide an overview of the Council's approach to Information Governance, a guide to the procedures in use, and details about the Information Governance management structures within the organisation. The policy enables the Council to ensure that all information is dealt with legally, fairly, securely, efficiently and effectively.

A review of the Council's policy was now required under a two-year review cycle.

The review had identified a number of minor amendments as being required:

- update regarding changes in organisational structure (Deputy Chief Executives, Directors and Deputy Directors)
- inclusion of Rural Needs and Data Protection Impact Assessment statements in accordance with the Policy Framework template.
- version control table added.

The amendments to the policy had been approved by CLT. The draft policy with the amendments incorporated was circulated.

Proposed by Councillor Robinson

Seconded by Councillor Webb and agreed that

the revised Information Governance Policy be approved.

ACTION BY: Helen McBride, Information Governance Manager

4.3 G/BCEP/006 REVIEW OF BUSINESS CONTINUITY POLICY

This Policy provided an overview of the roles and responsibilities relating to the Council's Business Continuity Management (BCM) system, and details the process of Business Continuity Plan (BCP) development, implementation and review.

In line with the Policy framework the Policy had been reviewed and updated. The review had identified a number of amendments as being required to reflect the introduction of the new Business Continuity Electronic Management System along with the following changes:

- Changes to specific roles titles to reflect management restructure (pages 2 & 5);
- Inclusion of responsibilities for all council staff (page 3);
- Details for evaluation and review of Business Continuity documentation (page 3);
- Changes to Business Continuity Policy contacts (page 3);
- Abstraction of highlighted text. Replication of information held in Business Continuity Management Plan (pages 4 & 5);
- Emphasis on the need for Business Continuity Plan Owners to hold a hard copy of their plans, as recommended in the Business Continuity Audit findings (page 4);
- Details on exercise plans for Business Continuity (page 5);
- Use of ANBC new Policy Framework template, incorporating date of next review and version controls, as recommended in the Business Continuity Audit findings (Policy Title page & page 6).

The amendments to the policy had been approved by CLT. The draft policy with the amendments incorporated were circulated.

Proposed by Councillor Goodman

Seconded by Councillor McAuley and agreed that

the revised Business Continuity Policy be approved.

ACTION BY: Sara Martin, Corporate Health, Safety and Resilience Officer

4.4 CCS/REG/10 & CCS/REG/4 APPLICATION FOR RENEWAL OF PREMISES FOR CIVIL MARRIAGE / CIVIL PARTNERSHIP CEREMONIES

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. Approvals last for 3 years and renewal applications had been received from:

- Dunadry Hotel
- Barnabys Restaurant

for the re-approval of an area at the specified premises.

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

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

Dunadry Hotel
Conference Room
Event Space
Garden

Barnabys Restaurant
Turrett Function Room
Garden Suite & Gallery (outside)

Proposed by Councillor Foster
Seconded by Councillor Wilson and agreed that

the named premises are re-approved to hold Civil Marriages under the terms of the Marriage (NI) Order 2003 and Civil Partnerships under the Civil Partnership Act (2004).

ACTION BY: Emma Thompson, Registrar

4.5 FC/G/2 BANKING ARRANGEMENTS

Members were advised that Mr Matt McDowell and Mr Michael Lavery had been appointed as Director of Parks & Leisure Operations and Director of Waste Operations respectively with effect from 15 August 2022.

Proposed by Councillor Webb

Seconded by Councillor Wilson and agreed that

with effect from 15 August 2022 Mr Matt McDowell and Mr Michael Lavery are:

a) Authorised signatories to the Council's bank accounts

b) Authorised Corporate Credit Card holders

ACTION BY: Gill Cubitt, Financial Performance Manager

4.6 G/LEG/044 REMOTE COUNCIL MEETINGS & PROCEDURE RULES

Members would be aware that the normal operation of Council decision making had been impacted by Covid-19.

The Local Government (Coronavirus) (Flexibility of District Council meetings) Regulations (Northern Ireland) 2020 provides guidance and direction to Councils in relation to remote Council meetings.

Members agreed an Interim Protocol for Remote Council Meetings in May 2020.

To facilitate hybrid meetings on a permanent basis Officers circulate a draft Protocol for Remote Council Meetings for Members consideration.

Proposed by Councillor Foster

Seconded by Councillor Wilson and agreed that

the Protocol for Remote Council Meetings be approved.

ACTION BY: Paul Casey, Borough Lawyer and Head of Legal Services

4.7 CCS/CPRM/027 TOWN, VILLAGE AND HAMLET BRANDING UPDATE

Members were reminded that an update was provided to the Policy and Governance Committee in March 2022, which referenced the next phase of the Borough signage project. In response to questions from Members, an audit of signage was requested, which was (circulated Appendix 1) for consideration. Whilst preparing this audit, a number of anomalies had been identified, which officers are currently addressing, please see imagery (circulated Appendix 2).

Borough Hamlets

As previously reported, the next stage we were ready to progress was Hamlet signage. An extract from Paper 2 of the Local Area Development Plan (circulated Appendix 3) designates the following as existing hamlets.

| | | |
|-----------|-------------|-------------------|
| Ballycorr | Ballycraigy | Ballyeaston |
| Bruslee | Craigarogan | Creggan/Cranfield |
| Groggan | Hillhead | Killead |
| Kingsmoss | Lowtown | Millbank |
| Milltown | Moneyglass | Roughfort |
| Tildarg | | |

The following table indicates settlements, which the Local Area Development Plan proposes to designate as new hamlets.

| | | |
|-------------|------------|------------------------------|
| Aldergrove | Caddy | Cargin |
| Creavery | Donegore | Gortgill |
| Loanends | Maghereagh | Moneynick |
| Newmill | Rathmore | Tavnaghmore (Tannaghmore) |
| The Diamond | | |

Due to the nature of the roads into the hamlets, for safety reasons these signs would be identical to the town and village signs, but it was proposed that they are smaller in size, to minimise any impact on sightlines and road traffic issues.

Designs & Indicative Budget – Hamlet Signage

A two phase approach was proposed, with Phase One concentrating on the existing sixteen hamlets, and Phase Two to cover the proposed hamlets.

Members opinions were invited on the draft designs (circulated Appendix 4). Officers would carry out site visits to each hamlet, to determine the exact number and location of required signage subject to road conditions.

Officers request approval to develop a phased plan for the installation of hamlet branding, with estimated budgets outlined below for each signage option.

Estimated budgets were based on a provisional total of fifty signs, and were subject to site visits and any associated costs for existing signage removal.

A combination of sign sizes could be considered, with Sign B being the preferred option.

Sign A (620x480mm) **£13,000**

Sign B (1060x820mm) **£18,500**

Sign C (1260x1070mm) **£35,000**

Miscellaneous signs

During Covid an extensive audit was carried out which identified a series of tourism, town centre, heritage interpretive and directional signage all across the Borough. Given the diversity of this phase of the project, a working group would be formed to identify which signs could be removed, replaced or rebranded. Once reviewed a further report would be brought back to Members for consideration.

Proposed by Councillor Foster

Seconded by Councillor Ramsay and agreed that

the hamlet signage is progressed, and approval of option sign B (1060x820mm) be installed in hamlets with the flexibility of sign A (620x480mm) in areas where appropriate.

ACTION BY: Nicola McCullough, Head of Communications and Customers

4.8 G/IG/7 REVIEW OF DATA PROTECTION POLICY

The processing of personal data is regulated by the UK General Data Protection Regulations ("UK GDPR") and the Data Protection Act (UK) 2018. Antrim and Newtownabbey Borough Council was fully committed to complying with the provisions of the UK GDPR and the Data Protection Act (UK) 2018.

A review of the Council's Data Protection Policy was now required under a two-year review cycle.

The review had identified a number of minor amendments as being required:

- update regarding changes in organisational structure
- inclusion of Rural Needs and Data Protection Impact Assessment statements in accordance with the Policy Framework template
- legislation references updated to UK GDPR
- Subject Access Request Form amended to reflect restructuring
- Subject Rights Request Form added as appendix
- version control table added.

The amendments to the policy had been approved by CLT. The draft policy with the amendments incorporated had been circulated.

Proposed by Councillor Goodman
Seconded by Councillor Wilson and agreed that

the revised Data Protection Policy be approved.

ACTION BY: Helen McBride, Information Governance Manager

5 ITEMS FOR NOTING

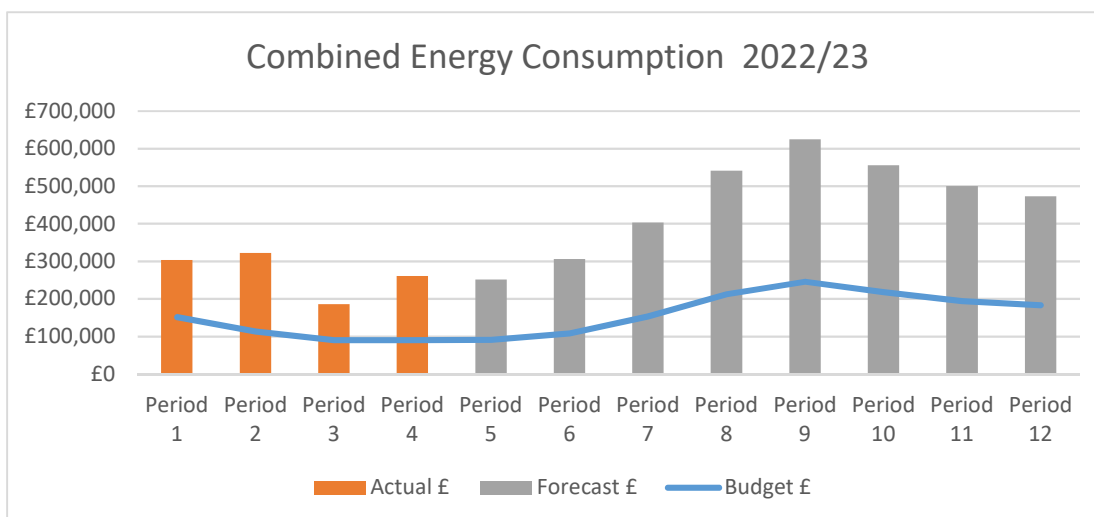
5.1 PBS/PS/001 UPDATE ON ENERGY COSTS AND EFFICIENCY MEASURES

Members were reminded that an Energy Management Action Plan was approved in April 2022 and that the issue of energy use across the Council estate had become increasingly critical in view of the challenges presented by current energy market volatility. Council currently do not have an energy pricing contract since the previous contract expired in March 2022. The report was presented under the following sections:

- Forecast Outlook for 22/23
- Analysis of Main Council Sites
- Energy Efficiency Measures
- Summary

Forecast Outlook for 22/23

Expenditure budgets had been profiled to reflect seasonal fluctuations for the main sources of energy i.e. gas and electricity. The greatest impacts would therefore be felt in the winter months as could be seen in the graph below:



The table below summarises the budget impact if current prices are sustained for 2022/23.

| | Annual Budget | Forecast | Forecast Variance |
|----------------------------|----------------------|------------------|--------------------------|
| | £ | £ | £ |
| Electricity | 1,107,844 | 2,825,282 | 1,717,438 |
| Gas | 634,904 | 1,405,314 | 770,410 |
| Biomass/Heating Oil | 109,850 | 125,566 | 15,716 |
| Total | 1,852,598 | 4,356,162 | 2,503,564 |

The adverse variance was currently being mitigated by budget savings from other cost areas especially staff costs. It was not expected however that this mitigation would be sustained during quarters 3 and 4 of 2022/23 and if prices remain high would impact on budget estimates and rates increases for 2023/24.

Analysis of Main Council Sites

As previously reported, the top 5 consumers of energy and expenditure, in order of consumption, are: - Valley Leisure Centre, Mossley Mill, Antrim Forum, Sixmile Leisure Centre and Antrim Civic Centre. In 2021/2022, these buildings equated to 67.5% of the Council's entire energy consumption and were responsible for 70.4% of the entire CO2 emissions output from our built assets. The actual energy costs (i.e. gas, electricity and biomass) for these 5 buildings since the end of March 2022, had more than doubled in one year. In comparing the months April - July 2021 with April - July 2022, actual costs for the 5 properties had risen from £326,000 to £728,000 as set out below:

| | Actual Cost for April-July 2021 (£) | Actual Cost for April-July 2022 (£) |
|-------------------------|-------------------------------------|-------------------------------------|
| Valley Leisure Centre | £99,178 | £177,214 |
| Antrim Forum | £60,048 | £187,496 |
| Mossley Mill | £69,103 | £143,953 |
| Six Mile Leisure Centre | £59,860 | £141,365 |
| Antrim Civic Centre | £37,397 | £78,218 |
| Total | £325,586 | £728,246 |

The table below highlights the actual changes in consumption within these buildings throughout April-July when comparing a pre-pandemic base year of 2018/19 with April - July 2021/22. Even though energy consumption levels had been reduced in the past four years, primarily due to recent improvements to building management systems, costs had risen significantly this year due to soaring energy prices.

| Site | Apr – Jul 18/19 Consumption (kWh) | Apr – Jul 22/23 Consumption (kWh) | % Difference | Apr – Jul 18/19 Cost | Apr – Jul 22/23 Cost | Difference |
|-------------------------|-----------------------------------|-----------------------------------|---------------|----------------------|----------------------|--------------|
| Antrim Civic Centre | 450,244 | 384,380 | -14.6% | £ 35,914 | £ 78,218 | 117.0% |
| Mossley Mill | 786,211 | 743,369 | -5.4% | £ 68,135 | £ 143,952 | 111.3% |
| Antrim Forum | 1,069,559 | 971,785 | -9.1% | £ 94,519 | £ 187,496 | 98.4% |
| Valley Leisure Centre | 1,342,685 | 1,267,960 | -5.6% | £ 75,029 | £ 177,2145 | 136.2% |
| Six Mile Leisure Centre | 1,302,714 | 934,424 | -28.3% | £ 94,172 | £ 141,365 | 50.1% |
| Total | 4,951,413 | 4,301,918 | -13.1% | £ 367,769 | £ 728,246 | 97.9% |

Energy Efficiency Measures

The Property Services team were continuously exploring ways to mitigate Council's exposure to the increasing energy costs. Focusing on improvements in the top 5 energy using building was the priority and currently a number of feasibility studies and physical improvements were being undertaken/being planned:

Feasibility

- Hydrogeological assessments had been completed for the three wet leisure sites – Valley Leisure Centre, Sixmile Leisure Centre and Antrim Forum – to assess the potential for geothermal energy to be used that could significantly reduce heating costs. Preliminary results were favourable and merit further investigation with test boreholes.
- The potential to use hydroelectric power at Mossley Mill was examined in a feasibility report in 2020. The team was reviewing estimated costs set out in the report in order to be in a position to report to Committee.
- Feasibility studies were in progress to determine the viability of solar energy at the Mossley Mill complex. Although site constraints such as listed building status and NIE connection limitations may impact on the extent of any installation, designs were being progressed to initial costings stage for a rooftop installation together with researching other innovative options on the site.

Minor improvements to improve efficiency

- The replacement of lighting systems in the Theatre at the Mill was progressing through initial costing stages. The current lighting systems had reached the end of their useful life and an energy efficient upgrade would provide for energy and cost savings.
- A comprehensive report on heating controls at Sixmile Leisure Centre had been completed and had identified a number of minor work packages that could be undertaken to improve the efficiency of the Leisure Centre. Discussions had commenced with contractors and Leisure Services on the implementation programme for these improvements.
- Construction work had commenced at the Valley Leisure Centre to make the biomass heating system more efficient. Property Services were working with the leisure centre team and contractors to co-ordinate the necessary upgrades to the heating system.

Other

- Discussions were ongoing with Capital Services in relation to the Combined Heat and Power unit (CHP) at Antrim Forum. The unit had experienced difficulties in harmonising with the existing electrical installations and discussions were ongoing to resolve these issues in order that the CHP could provide the means to reduce energy consumption further.
- Condition reports for all heating installations across the Council's estate had commenced. It was anticipated that the findings would identify the

need to replace a number of systems that were currently operating inefficiently and beyond their life expectancy. Any proposals for upgrade or replacement would be based on return of investment principles and emissions awareness.

- The Property Services team was exploring the ability to develop existing Building Management Systems across a number of key sites. The aim was to provide greater monitoring and control within buildings, improving the 'zoning' capability that allows for focused energy use where needed.
- Property Services were actively benchmarking with others where possible to achieve best practice. Case studies were limited at present in Northern Ireland as organisations await the development of a decarbonisation funding framework from the Northern Ireland Executive. As a result, comparators had been sought from local authorities in England who had enjoyed access to the Public Sector Decarbonisation Scheme for a number of years. Communication with a number of local authorities was ongoing and had resulted in valuable insight from their experiences in retrofitting existing buildings.
- Property Services were in ongoing discussion with the Department of Economy to explore the potential for funding for the installation of renewable technologies. The collation of Council's comprehensive energy consumption database was proving to be of real value as this allows for clear 'before' and 'after' comparison – this had provided assurance to the Department on our readiness to benefit from investment.

The recent approval of a Capital Fund for Energy Efficiency in Council Properties would be utilised to meet the costs of the actions. Although most of the energy efficiency initiatives were minor in nature and would comprise an up-front investment – the resulting reduction in reduced energy consumption, reduced emissions and lower costs would bring benefits which are of greater significance. All investments would take into account the impact of maintenance and operating costs. In using this Return on Investment principle, the focus is on the amount of time required to repay the upfront investment.

Although implementing energy efficiency initiatives would produce savings in the medium to long term, exposure to increasing costs remains. Property Services would continue to ensure financial prudence, risk management, due diligence and compliance with all the relevant legislation and contract rules. However, implementation requires timeframes that challenge the ability to react quickly to increasing energy costs in the short term.

Through the work of the Energy Performance Officer within the Property Services team, Council had realised savings of over £250,000 in energy and water bills by having a constant focus on energy use - in the past twelve months.

To further supplement these initiatives, an energy awareness campaign had been implemented across all sites. In addition to signage, emails had been sent to all staff with reminders to switch off lights and electrical equipment when not required.

The email campaign also provides useful hints and tips that staff may find of benefit in reducing home energy bills. The awareness campaign would be sustained throughout the course of the year in an effort to minimise energy wastage. Borough Life would be used to provide energy saving tips to residents as well.

Summary

In summary, officers continue to closely monitor the energy consumption at Council sites and are prioritising a programme of work to reduce consumption, reduce costs and reduce emissions.

Officers also continue to monitor future energy market prices and the uncertain political environment and would build these factors into both the current financial decision making and rates setting for 22/23.

Further update reports on energy costs and the progress of energy efficiency initiatives would be presented to Committee for review.

Proposed by Councillor Webb

Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.2 G/DPFI/2 QUARTERLY FOI REPORT

A report had been prepared on requests received in the first quarter of the year (1 April to 30 June 2022) under the Freedom of Information Act (FOI), Environmental Information Regulations (EIR) and the Data Protection Act (DPA) and were circulated.

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

- There was an 18% increase in the number of requests on the same period the previous year.
- Of the 92 requests received, 75 were under FOI, 14 under EIR and 3 under DPA.
- 83 requests were completed within the quarter.
- 98% of the requests were completed within the legislative deadlines of 20 days for FOI and EIR requests and a calendar month for requests made under DPA.
- The sections that received the most requests in the quarter were Environmental Health (22), Planning (19), Finance (13), Governance (12) and Arts and Culture(12).
- Two appeals were received during the quarter. In both of the appeals the Council's original decision was upheld and no further information was provided.
- No complaints to the ICO were notified within the quarter.

Proposed by Councillor Goodman

Seconded by Councillor Robinson and agreed that

the report be noted.

NO ACTION

5.3 FINANCE UPDATE – JULY 2022 (PERIOD 4)

The reports below were circulated for Members information;

a. Budget report Period 4 2022/23 – the Councils financial position at the end of July 2022 showing a favourable variance of £324K.

b. Actual Penny Product – 21/22 finalisation – Land and Property Services (LPS) had confirmed that the rates finalisation for 21/22 is £1M. This income had been accrued into the financial statements for 21/22 currently being audited by NIAO and would be received by Council in November 2022.

Actual Penny Product (APP) update Q1 update – an update on the anticipated rate finalised was presented showing a favourable outturn of £299K. Note that this figure would change as property was added to or taken off the property tax base.

c. Estimates timetable – the schedule of work for the budget setting process for 23/24 was outlined.

Proposed by Councillor Robinson

Seconded by Councillor Goodman and agreed that

the reports be noted.

NO ACTION

5.4 FC/FA/8 TREASURY MANAGEMENT AND PRUDENTIAL INDICATORS – ANNUAL REPORT 2021/22

Members were reminded that the Council approved the Prudential Indicators for 2021/2022 to 2023/2024 and the Treasury Management Strategies for 2021/22 in March 2021.

Under the Prudential Code and the Code of Practice on Treasury Management in the Public Services the Council was required to monitor and review its prudential indicators. The key objective of which was to ensure that, within a clear framework, the capital investment plans of the Council were affordable, prudent and sustainable and that treasury management decisions were taken in accordance with good professional practice.

The Council's Treasury Management Policy requires an annual review of treasury management activities.

This report compares the approved Prudential Indicators with the outturn position for 2021/22 and provides the annual report on the Council's borrowing and investment activities for 2021/22. A copy of the report was circulated for Members' information.

Proposed by Councillor Foster
Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.5 FI/FIN/9 PROMPT PAYMENT PERFORMANCE

Members were reminded that the Department for Communities (DfC) issued revised guidance (Local Government Circular 19/2016) on prompt payments and the recording of invoice payments in November 2016. This guidance requested councils to record specific performance targets of 10 working days and 30 calendar days and continue a cycle of quarterly reporting on prompt payment performance by councils to the DfC and its publication on their website.

The Council's prompt payment performance for the period **1 April 2022 to 30 June 2022** was 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 invoices totalling £12,834,430.

The Council paid 3,679 invoices within the 30-day target. (87%)

The Council paid 2,246 invoices within the 10-day target. (53%)

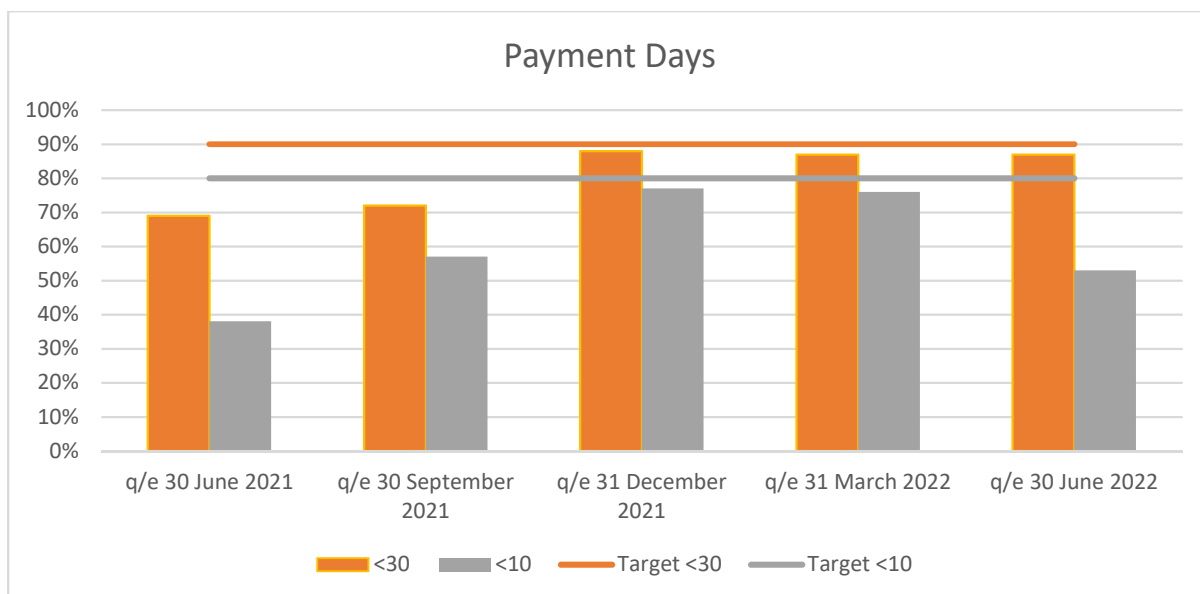
The Council paid 575 invoices outside of the 30-day target. (13%)

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

This compares to quarterly results for 2021/22 as follows:

| Period | Total Number of Invoices Paid | % Paid Within 30 Days | % Paid Within 10 Days |
|-----------------------|-------------------------------|-----------------------|-----------------------|
| Target | | 90% | 80% |
| q/e 30 June 2021 | 3,352 | 69% | 38% |
| q/e 30 September 2021 | 5,867 | 72% | 57% |
| q/e 31 December 2021 | 6,575 | 88% | 77% |
| q/e 31 March 2022 | 5,539 | 87% | 76% |
| q/e 30 June 2022 | 4,254 | 87% | 53% |

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



Members would recall that a new finance system went 'live' on 12 April 2021. This impacted on performance whilst the new system and procedures were embedded.

The table and graph above show the performance improvement over the last year. Performance levels had been maintained in quarter 1 for the 30-day figure and additional resources had been applied to regain ground lost for the 10-day figure. Additional analysis by Council departments would be provided in future prompt payment performance updates.

The prompt payment performance for Councils in Northern Ireland was published quarterly by the Department for Communities (DfC). The prompt payment performance for the quarter ended 30 June 2022 was shown in Circulated **Appendix 1**; the Council's performance for Quarter 1 against the average performance for the other Councils for the same Quarter of 2022/23 was set out in the table below:

| Council | % Paid Within 30 Days | % Paid Within 10 Days |
|--|-----------------------|-----------------------|
| Antrim & Newtownabbey BC (Quarter 1 22/23) | 87% | 53% |
| All Councils (Quarter 1 22/23) | 89% | 70% |

Proposed by Councillor Foster
 Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.6 FI/AUD/112 NATIONAL FRAUD INITIATIVE 2022

Background

The National Fraud Initiative (NFI) is a data matching exercise run by the Audit Commission and was designed to help participating bodies identify possible cases of fraud and detect and correct under or overpayments from the public purse.

NI Position

The Comptroller and Auditor General for Northern Ireland (C&AG), head of the Northern Ireland Audit Office (NIAO), had statutory powers to conduct matching exercises for the purpose of assisting in the prevention and detection of fraud. These powers were contained in the Serious Crime Act 2007, which inserts Articles 4A to 4H to the Audit and Accountability (Northern Ireland) Order 2003.

The Council must participate in this exercise and supply the following information for matching to that of other public sector bodies to identify possible fraud or error:

1. Payroll – total payments made to current employees and members from 1 April 2022 to 30 September 2022; and
2. Trade Creditors payment history and standing data – payment history from 1 October 2019 to 30 September 2022 and the current Creditor information held at the date of date extract (from 7 October 2022).

Where a match was found, it indicates that there was an inconsistency that may require further investigation to establish what had caused the match and any further action that may be deemed necessary. Examples of possible matches were as follows:

- An employee with the Council who had a second employment with another Council or public body;
- An employee who is also a supplier to the Council or has been paid through Creditors;
- Suppliers who are associated with other suppliers, eg. through address.

Results notification and possible action

Data extracted would then be matched with other Public Sector datasets and prioritised into the order of how closely the dataset matches. Matches would be available from Thursday 26 January 2023.

The Council was responsible for investigating these matches. All matches would be considered by the Head Internal Audit, who would determine further action if appropriate including invocation of the Fraud Response Plan.

Data Transfer

Datasets must be provided to the Audit Commission from 7 October 2022.

A secure electronic upload facility was available enabling data for NFI to be submitted directly from local computers. This facility was contained within the existing secure NFI web application and consequently provides the same controlled access environment. It features an Advanced Encryption Standard (AES) 256 Secure Sockets Layer encryption and enables data files to be password protected. No other method of data transfer to the NFI was acceptable.

Access to the NFI website would be restricted to those officers deemed necessary by the Chief Executive.

Participating bodies

Organisations participating in this exercise were those that provide data to the Comptroller and Auditor General, or his agents (such as the Audit Commission), for the purposes of a data matching exercise, which may be on either a mandatory or voluntary basis.

Mandatory bodies are those bodies whose accounts are required to be audited by:

1. the Comptroller and Auditor General, except for bodies audited by the Comptroller and Auditor General by virtue of section 55 of the Northern Ireland Act 1998; or
2. a Local Government Auditor.

Since the Council's accounts are audited by a Local Government Auditor the Council must supply the required information.

Other mandatory participants include Central Government, Education Boards, and Health Trusts throughout the United Kingdom.

Further information is available on the Council's website at:

<http://www.antrimandnewtownabbey.gov.uk/Council/Procurement/National-Fraud-Initiative>

or by contacting Paul Caulcutt, Head of Internal Audit on 028 9446 3113 ext. 31395 or at paul.caulcutt@antrimandnewtownabbey.gov.uk.

Proposed by Councillor Foster
Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

**5.7 G-LEG-325/18 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS
(NORTHERN IRELAND) ORDER 1980 – DEVELOPMENT AT CASTLEWATER, ANTRIM**

Correspondence had been received from the Department for Infrastructure (Dfi) advising that streets at the above development had now been adopted by Dfi Roads (circulated).

Proposed by Councillor Foster
Seconded by Councillor Goodman and agreed that

the correspondence be noted.

NO ACTION

5.8 HR/HR/019 AGENCY UPDATE

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

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts

The use of agency workers was subject to an approval process, which requires approval from the Corporate Leadership Team. There was budgetary provision for the majority of posts via departmental salary budgets, salary contingency and grant funding.

Current Agency Workers

Given the exceptional nature of 2020/21, comparison figures for 2019/20 had been used.

The table circulated at Appendix 1 provides an update on the use of agency workers as at July 2022, compared to July 2019 (pre-Covid). It excludes limited ad-hoc agency cover which was necessary to provide operational cover at short notice.

Members were advised that in reviewing the number of agency workers it should be noted that:

- **the number of agency workers had reduced from 133 in July 2019, to 111 in July 2022,**
- **there were less agency workers covering sickness absence and vacancies on structures,**
- **agency workers were used more to provide ad-hoc cover.**

Cost of Agency

The expenditure on agency workers in July 2022 was circulated at Appendix 2.

The cost of agency workers had increased for the period of 1 April 2022 to 31 July 2022 at 7% of all staffing costs, compared to 6% for the same period in 2019/2020 (pre-Covid). The increased costs were impacted by:

- the 1.75% NJC pay increase that was also applicable to agency workers, and
- the 1.25% increase in National Insurance from 6 April 2022.

In 2022/2023

There were currently 24 seasonal Grounds Maintenance workers in place and this cover was anticipated to finish in October 2022.

Our Summer Schemes resumed in July/August 2022 and 46 Summer Scheme Leaders were recruited in July. The summer schemes ended on 19 August 2022.

It was anticipated that the need for agency workers would remain high with current levels of recruitment. Agency workers would continue to be used to support ad-hoc, seasonal and temporary cover as required.

Proposed by Councillor Foster

Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.9 HR/GEN/019 MANAGING ATTENDANCE

The purpose of this report is to update Members on the management of attendance from April 2022 – July 2022 (summary circulated).

ABSENCE – APRIL 2021 TO JULY 2022

Members were advised that absence at the end of July was above target by 1.18 days with 5.27 average days per employee lost against a target of 4.09 days. Covid absence was not included in the reported figures.

A number of long term absence cases had resulted in employees exhausting their sick pay entitlement and although no additional cost was incurred by the Council during the 'no pay' periods – these days lost are still included in the absence figures.

If days lost to employees who were not in receipt of sick pay were not included in the absence figures, the average days lost per employee at the end of July 2022 would have been 4.39 days.

There had been a small decrease in 100% attendance with 82% of staff achieving this compared to 86% for the same period in 2021/22.

Analysis of this month's absence figures had highlighted the following:

Long term absence

- Accounts for 90% of the absence figures.
- The main reason for long term absence remains within the "other category" of absence. Types of absence include:
 - Absence following family bereavement
 - Stress/Work related stress
 - Surgery
 - Road Traffic Accident
 - Heart related issues
- Since May 2022, 1 Formal Case Review case had been concluded and was at appeal stage. This leaves 8 absence cases at Formal Case Review stage with 2 cases heard with outcomes pending, 1 in progress and 4 to be progressed to Formal Case review.
- Potential for 1 case to progress to Ill Health Retirement
- 7 long term cases have exhausted their sick pay entitlement
- Since May 2022, 11 long term cases returned to work.

Short term absence

- Accounts for 10% of the absence figures.
- The main reasons for absence were:
 - Other - Cold/flu, vomiting
 - Musculoskeletal problems

- o Back and neck problems
 - o Stress Depression, Mental Health
 - o Infection
- Since May 2022, 13 short term cases of absence returned to work.

It was noted that absence related to stress (including work related stress) currently accounts for 43% of the overall absence (both long term and short term).

Wellbeing focus

The Council remains focused on encouraging health and wellbeing in the workplace, and would continue to offer and implement the following initiatives:

- Promotion of an Employee Assistance Programme through Inspire offering 24/7 confidential support
- Health checks
- Breast Screening through Action Cancer
- Occupational Health Referrals and Physio Treatments
- Cycle to work scheme
- Flu vaccination programme
- Mental Health briefings and online courses for employees and managers
- Facilitating access to Council Leisure Facilities through the staff membership scheme
- Covid 19 advice, guidance, the HR Team providing a 24/7 HR Support line to help employees with Covid queries

Continued targeted actions

- The Head of HR and HR Manager hold bi-monthly meetings with relevant Deputy Chief Executives, Deputy Directors/Heads of Service to schedule formal case reviews where appropriate and to agree next steps for any further complex cases
- Monthly case management discussion meetings scheduled to review complex cases with an Occupational Health consultant. Case managers would attend these sessions to ensure effective use of the Occupational Health service and to support earlier returns to work where possible.
- Information was provided to Heads of Service on an in-depth analysis of sickness absence patterns and trends
- HR Officers work directly with their service area managers on absence cases, agreeing action plans to address the cases effectively
- Training commenced for managers on how to effectively manage their absence caseloads, how to have difficult conversations and absence management toolkits under development to help managers
- Wellness meetings are held in person or virtually if required with absent employees along with line managers to maintain regular contact
- Suitable return to work options are identified e.g. alternative duties across the organisation

- Timely referrals to Occupational Health (Consultant or Nurse) and use of Physio provision where appropriate, including reviewing the effectiveness of these services
- For employees who have triggered the absence threshold, Managers and HR ensure absence review meetings are carried out in a timely manner
- Ongoing promotion of the wellbeing resource tool, 'STAYWELL' across the organisation in addition to the ongoing support services from Inspire and the courses available through Northern Trust Recovery College

Work was underway to develop an Absence Improvement Action Plan for 2022-2023 and following consultation this would be shared with Members. It was envisaged that the plan would incorporate the targeted actions noted whilst also including key principles and good practice as set out within the Northern Ireland Audit Office guidance 2020.

Proposed by Councillor Foster

Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.10 CCS/EDP/7 QUARTERLY SCREENING REPORT AND RURAL SCREENING

Members were advised that in line with the Council's Equality Scheme it was agreed to provide quarterly updates on the screening of policies under Section 75. Within the Scheme, the Council gave a commitment to apply screening methodology to all new and revised policies. Where necessary and appropriate, these new policies would be subject to further equality impact assessment.

SECTION 75 AND RURAL SCREENINGS

The policies noted below had been screened between April to June 2022.

| POLICY | SCREENING DECISION |
|--------------------------------------|---------------------------|
| Dual language Street Sign Policy | 1 |
| Clotworthy Coffee Shop Refurbishment | 1 |
| Community Planning Capital Grants | 1 |
| Old Courthouse Café Refurbishment | 1 |
| Heater Lending Scheme | 1 |

- (1) Screened with no mitigation
- (2) Screened with mitigation
- (3) Screened and EQIA required

A separate report on consultations would be provided to Committee in October, detailing the performance, feedback and actions plans for consultations carried out in quarter one and two.

Proposed by Councillor Foster
Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.11 CCS/EDP/7 ANNUAL PROGRESS REPORT, EQUALITY COMMISSION

Members were reminded that Section 75 of the Northern Ireland Act 1998 requires public authorities to have due regard for the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, men and women generally, persons with a disability and persons without and persons with dependants and persons without.

The Council's Equality Scheme describes certain arrangements that as a public authority, the Council had set-up and was obliged to apply and follow as a means of fulfilling the duties imposed on it by Section 75(1) and (2) (i.e. the duties to have regard to the need to promote equality of opportunity, and regard to the desirability of promoting good relations).

This includes arrangements for training staff, assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity, and monitoring any adverse impact of those policies that have been adopted.

The Council must provide an Annual Progress Report to the Equality Commission and outline how these arrangements had been applied and to assess how effective they had been in supporting the Council to comply with the Section 75 duties.

The progress report for March 2021 to April 2022 was circulated for Members' information.

Proposed by Councillor Foster
Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.12 CCS/CS/006 COMMUNICATIONS & CUSTOMERS CHANNEL REPORT

Members were reminded that the Corporate Recovery & Improvement Plan for 2022-23 sets out the following objective, “We will achieve high levels of customer satisfaction”. This report provides an update on Performance Improvement Indicators in the pursuit of this target.

The measurement of success in 2022-23 would be attaining the following:

We achieve at least 80% satisfaction with overall Council services.

| 2022-22 Performance Improvement Indicator (bold) | 2021-22 Cumulative | 2021-22 Quarter Four | Target 2022-23 | 2022-23 Quarter One |
|--|---------------------------|-----------------------------|-----------------------|----------------------------|
| We achieve at least 80% satisfaction with overall Council services. | 87.5% | N/A | 80% | 89% |

Satisfaction with overall Council services was measured in each issue of Borough Life magazine. The July issue featured a survey on the Councils Digital Services, and received 180 responses from residents.

The percentage of abandoned calls would be 6.5% (or less).

| 2022-22 Performance Improvement Indicator (bold) | 2021-22 Cumulative | 2021-22 Quarter Four | Target 2022-23 | 2022-23 Quarter One |
|--|---------------------------|-----------------------------|-----------------------|----------------------------|
| The percentage of abandoned calls will be 6.5% (or less). | 6.1% | 5.7% | 6.5% | 5% |

The number of abandoned calls continued to reduce in quarter one. The customer services team provide regular reports to management on telephone and live chat performance, and are engaging with officers in 2022-23 to review practices and identify areas for training and support.

We had achieved at least 600,000 online transactions.

| 2022-22 Performance Improvement Indicator (bold) | 2021-22 Cumulative | 2021-22 Quarter Four | Target 2022-23 | 2022-23 Quarter One |
|---|---------------------------|-----------------------------|-----------------------|----------------------------|
| We have achieved at least 600,000 online transactions. | 652,593 | 195,309 | 600,000 | 190,766 |

Online transactions continue to be reviewed, with additional areas for self-service transactions being explored.

There were at least 5,062 downloads of the Residents App.

| 2022-22 Performance Improvement Indicator (bold) | 2021-22 Cumulative | 2021-22 Quarter Four | Target 2022-23 | 2022-23 Quarter One |
|---|---------------------------|-----------------------------|-----------------------|----------------------------|
| There are at least 5,062 downloads of the Residents App. | 14,481 | 4,037 | 5,062 | 3,475 |
| Total downloads of Residents App (To date). | 29,938 | 29,938 | 35,000 | 33,413 |

The Residents App was updated in 2021-22, to enable residents to book, and manage, their leisure activities, which prompted a strong growth in downloads. Additional functionality continues to be explored, and promotion of the benefits and usage of the Residents App was ongoing.

The performance of the Corporate Recovery & Improvement Policy 2022-23 would be reported on a quarterly basis to the Policy & Governance and Audit Risk Committees, and within the Annual Report on Performance 2022-23 (Self-Assessment), which would be reviewed by Council and published on the Councils website by 30 September 2023.

Proposed by Councillor Foster

Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

5.13 PT/CI/038 RECOVERY PLAN - PERFORMANCE PROGRESS REPORT QUARTER 4 - 2021-22

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services.

In response to the pandemic, Council produced a Corporate Recovery Plan 2021-23 which was approved in August 2021. This serves to ensure the recovery of our services and meeting the requirements of our statutory duties. Members would know that the Council normally produces an annual Corporate Improvement Plan, however, given the uncertainty in the short term about recovery during 2021-22, we were unable to set targets for improvement.

Members agreed that we would measure and monitor the performance of the corporate indicators as set out in the Recovery Plan 2021-23.

The Quarter Four Performance Progress report was reported to the Audit and Risk Committee on the 21 June for review and noting. A progress report for quarter four was circulated for Members' attention.

Proposed by Councillor Foster
Seconded by Councillor Goodman and agreed that

the 2021-22 Performance Progress Report Quarter four be noted.

ACTION BY: Sandra Cole, Director of Finance and Governance

5.14 HR/HR/14 RECRUITMENT UPDATE

Members were advised that the Human Resources section were currently recruiting c.149.5 full time equivalent (FTE) posts across the Council. In addition, there were 10 campaigns for casual roles which would generate multiple appointments.

With the challenging nature of the current recruitment market there were a number of approaches to expedite this recruitment at pace, and to offer entry and early career opportunities for our communities. A summary of the current activity was as follows:

Recruitment Process

A review of the application process was underway to make it easier for applicants to apply. Guidance notes for applicants are under review to help candidates with clear examples of how to complete the application form correctly.

As part of our agreed restructure process, it had been agreed with Trade Unions that internal trawls are carried out for posts beneath Head of Service level as the first stage of recruitment to provide and promote internal opportunities for all employees. Whilst this process had provided a significant number of internal promotions, it also lengthens the process to fill posts, with each post being advertised at least twice. It was anticipated that once the posts from restructuring are filled that we resume advertising all permanent vacancies externally, subject to consultation with Trade Unions.

The competitive recruitment market had created challenges, in some key areas. To address these challenges we have modified criteria for the roles and advertised in specialist sites. For Leisure Attendant roles the option to train to be a lifeguard had continued to be promoted, with those recruited being provided training on commencement to obtain their National Pool Lifeguard Qualification. To further support the attraction to these roles, the age restriction of 18 was being removed, risk assessments will be in place to ensure young workers are protected in the workplace.

Work would commence in January to introduce the planned new HR system which would include a streamlined recruitment process. This digitisation of the current heavily manual HR process would enable the HR team to focus on further developing and building capacity within the organisation for early careers and employee development.

Media & Social Media

A variety of advertising methods were currently used including Internal Trawls, Advertising in local papers and Belfast Telegraph, Council's job page, Local Government Composite Advert, JobApplyNI and NIJobs.

In addition, Council's social media platforms are used to promote opportunities and paid for advertising used across appropriate channels to promote individual jobs to specific or appropriate audiences.

An internal communication plan would be targeted at employees to share and connect these posts with wider audiences, with staff acting as advocates for the organisation promoting the opportunities available through their own personal channels and networks.

In September, an internal campaign would run to ensure all staff are aware of the opportunities that are available to internally apply for new opportunities and to encourage the sharing of available jobs to their wider networks.

Trainees & Skills Development

Initiatives undertaken to further attract applicants includes the participation in the Job Start Scheme with three of the applicants being successful in getting a post with Council. There are a further two participants working within the parks section.

Council continues to provide skills development opportunities across departments e.g. there are currently 6 Parks employees studying at Greenmount College to complete an NVQ in Horticulture and a further uptake is planned for September 2022. Employees are also supported where required to achieve their driving licence or additional categories of licence to enable them to progress in their roles.

Members were reminded that a number of trainee posts were approved by Council in July as part of a wider restructure update and a programme to deliver and resource these posts was now under development. These new opportunities would provide the successful candidates with the skills and knowledge to be both successful in their roles and developed through a pathway programme as leaders for the future. Trainees would access learning through a combination of internal and external training supported by robust self-development packages. To support the candidates it was proposed that line managers would be developed as Coaches and Mentors ensuring the appropriate learning environment to enable trainees to flourish within the organisation.

Consideration would be given where appropriate to availing of the Government traineeship programme.

There are also specific trainee opportunities to support business projects/initiatives e.g. a trainee fleet officer and a trainee energy officer. Essential qualifications for the various roles would be completed as part of the programme and in conjunction with relevant colleges where applicable. All Trainees would have a mentor, to support their learning and success within the programme.

Open Days & Job Fairs

Members of the HR team had participated in Council job fairs and this had proven successful to recruit casual roles. Throughout the next quarter the team have planned further targeted Officers open recruitment days with the first larger scale exercise planned for the end of September 2022 at the Antrim Forum Leisure Centre. All leisure vacancies would be promoted at these events, with the possibility for pool tests and interviews being held on the day. Work would also be undertaken with Local Schools and Colleges to promote opportunities.

Following this event a rolling programme of open days would recruit operational roles across the Council including other casual roles for parks, waste and community planning.

Officers would collaborate with Economic Development to build awareness of opportunities within Council as part of wider skills development. It was planned that officers would engage with schools across the Borough to work in partnership to promote pathways for pupils to employment and to further local government apprenticeship opportunities when possible.

Proposed by Councillor Foster

Seconded by Councillor Goodman and agreed that

the report be noted and an update be provided at a future meeting.

NO ACTION

7 ANY OTHER BUSINESS

The Director of Organisation Development responded to queries from a Member regarding the accessibility of Councils website particularly the search facility and the online booking of Council events. She advised that this was currently under review and an update would be provided to Members at a future meeting.

ACTION BY: D Rogers, Director of Organisation Development

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Foster
Seconded by Councillor Ramsay and agreed that

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

ITEMS IN CONFIDENCE

6.1 IN CONFIDENCE CD/GEN/005 CAPITAL PROJECTS PROGRESS REPORT TO 31ST JULY 2022

Introduction

The purpose of this report was to update members on the progress of Capital Projects within the built environment.

The report was presented under the following sections:

- Projects completed year to date
- Projects currently under construction
- Projects currently in design stage
- Projects currently in initiation stage
- Projects awaiting procurement
- Projects at inception stage

Projects Completed Year to Date

The table below lists the projects completed in the four months to 31st July 2022. The value of these schemes total £ 1.4 m and would be capitalised (added to Councils balance sheet) this financial year.

| Project | Expenditure b/fwd £ | 22/23 Spend £ | Total Spend £ |
|---|------------------------------------|------------------------------|------------------------------|
| Car Park Improvement Works - Harrier Way, Ballyclare | 247,500 | Dfl tbc | 247,500 |
| Sculpture – Loughshore Park, Antrim | 48,848 | 9,000 | 57,848 |

| | | | |
|---|------------------|----------------|------------------|
| V36 Urban Sports Park | 671,236 | 58,615 | 729,851 |
| Antrim Boardwalk Phase 1 | 44,671 | 221,525 | 266,196 |
| Carrmoney Cemetery – Resurfacing Phase 2 | 92,879 | - | 92,879 |
| Valley LC Pitch Drainage | 1,353 | 51,801 | 53,154 |
| Total | 1,106,487 | 340,941 | 1,447,428 |

Projects Currently Under Construction

Table 2 below lists all projects that were currently on-site or where contractor appointment had been made along with the anticipated completion date. The value of schemes currently under construction total £8.8m in value with a spend to date of £3.1m.

| Project | Project Budget £ | External Funding £ | Estimated Cost to Council £ | Expected Completion |
|---|-----------------------------|-----------------------------------|--|--------------------------------|
| Crematorium | ████████ | - | ████████ | Mar-23 |
| Rathfern Community Centre Extension | ████████ | - | ████████ | Jan-23 |
| CCTV Assets | ████████ | - | ████████ | Aug-22 |
| Muckamore Community Centre - alterations | ████████ | - | ████████ | Aug-22 |
| Riverfront Regeneration Scheme | ████████ | ████████ | ████████ | Dec-22 |
| Ballyclare Greenway Path – Phase 1 | ████████ | ████████ | ████████ | Aug-22 |
| Total | ████████ | ████████ | ████████ | |

Projects Currently in Design Stage

Table 3 below lists projects that were at 'Design' stage i.e. schemes where the consultant team was working on the project but the main contractor has still to be appointed.

These schemes would be at various stages of design e.g. scheme design, contractor appointment, statutory approvals being sought, etc. The value of schemes currently at 'Design' stage total £ 17.7 m.

| Project | Project Budget £ | External Funding £ | Est Cost to Council £ | Expected On-Site | Expected Completion |
|----------------|---------------------------------|-----------------------------------|--------------------------------------|-----------------------------|--------------------------------|
|----------------|---------------------------------|-----------------------------------|--------------------------------------|-----------------------------|--------------------------------|

| | | | | | |
|--|----------|----------|----------|---------------|------------|
| Antrim Forum Stadium Track Refurbishment | ████████ | ████████ | ████████ | tbc | tbc |
| Car Park Refurbishment Programme – Bridge Street | ████████ | - | ████████ | Aug-22 | Oct-22 |
| Crumlin Allotments | ████████ | - | ████████ | Aug-22 | Oct -22 |
| Rathcoole Allotments | ████████ | - | ████████ | tbc | tbc |
| Glengormley Office Block | ████████ | ████████ | ████████ | Jan-23 | Jun-24 |
| Glengormley Shopfront Scheme | ████████ | ████████ | ████████ | Sept-22 | Nov-22 |
| Glengormley Environmental Improvement Scheme | ████████ | ████████ | ████████ | Apr-23 | Jul-25 |
| Glenwell Road, New Road | ████████ | ████████ | ████████ | Jan-23 | Mar-23 |
| Antrim Forum- Gym refurbishment and essential mechanical and electrical upgrades | ████████ | - | ████████ | Sept-22 | Jul-23 |
| Illumination Schemes (8no.) | ████████ | - | ████████ | Dec-22 | Mar-23 |
| Manifestations Projects | ████████ | ████████ | ████████ | tbc | tbc |
| Development of Office / Workspace, Antrim | ████████ | ████████ | ████████ | Nov-22 | May-23 |
| 3G Training pitch - Monkstown | ████████ | - | ████████ | Jan-23 | Jul-23 |
| Car Park Refurb - Farmley Road, Glengormley | ████████ | - | ████████ | Jan-23 | Mar-23 |
| Car Park Refurb – Central Antrim – Ph 2 | ████████ | | ████████ | Aug-22 | Oct-22 |
| Car Park Refurb - Portglenone Road, Randalstown | ████████ | - | ████████ | Sept-22 | Sept-22 |
| Manifestations-Community Projects | ████████ | ████████ | ████████ | Sep-22 tbc | Jan-23 tbc |
| Total | ████████ | ████████ | ████████ | | |

Projects Currently in Initiation Stage

Table 4 below lists projects where work had started on the main contract consultant appointment.

| Project | Project Budget £ | Expected On-site | Expected Completion | Notes |
|---------|---------------------|------------------|---------------------|-------|
|---------|---------------------|------------------|---------------------|-------|

| | | | | |
|---|----------|--------|--------|---|
| Antrim Town Boardwalk – Phase 2 | ████████ | Apr-23 | Oct-23 | Consultant ITT to be issued |
| 3G Pitch, The Diamond, Rathcoole and Community Hub Building | ████████ | Dec-22 | Jun-24 | PM / QS appointed. Design Consultant PQQ issued |
| Valley LC - VR project and upgrading works | ████████ | tbc | tbc | Consultant ITT to be issued |
| Sixmile Leisure Centre footbridge, Ballyclare | ████████ | Jan-23 | Jul-23 | Consultant appointed pending funding resubmission |
| Carmoney Cemetery - Columbarium and Welfare Facilities | ████████ | Apr-23 | Jul-23 | Consultant appointed |
| Ulster Bar Corner | ████████ | Mar-23 | Aug-23 | Consultant appointed |
| Village Settlements Scheme Templepatrick, Doagh & Burnside | ████████ | Jan-23 | Jul-23 | Consultant appointed |
| Antrim Courthouse Café Refurbishment | ████████ | tbc | tbc | Consultant RFQ to be issued |
| Castle Gardens Café Refurbishment | ████████ | tbc | tbc | Consultant RFQ to be issued |

Projects Awaiting Procurement

Table 5 below lists projects where work had started on business cases, concept development or funding application had been made. These would not have started a procurement process.

| Project | Project Budget £ | Expected Completion | Notes |
|--|-------------------------|----------------------------|--|
| Steeple House & Gardens Refurbishment | tbc | tbc | Business case to be developed / Possible HLF funding |
| Cranfield Jetty | ████████ | tbc | Option appraisal being prepared |
| Jordanstown Loughshore Park café extension | ████████ | tbc | Concept drawings prepared |
| Hazelbank Pavilion and Visitor Facilities | ████████ | tbc | Business case to be developed |
| Queenspark Avenue, Glengormley | ████████ | tbc | In consultation with NIHE |
| Car Park Improvement Works – Packages 3 & 4 | ████████ | tbc | Cost estimates prepared for approval |
| Whiteabbey Public Realm Scheme | tbc | tbc | Traffic survey ongoing |

| | | | |
|--------------------------|-----|-----|---------------------------------|
| Mallusk Play Area | tbc | tbc | Concept drawings in preparation |
|--------------------------|-----|-----|---------------------------------|

Projects at Inception Stage

The table below lists projects awaiting development.

| |
|--|
| Project |
| Building C, Mossley Mill |
| Kingspark Primary School - land transfer |
| Play Parks Development |
| Randalstown 3G pitch |
| 3G Pitch Ballyclare |
| Ballyearl LC - Phase 3 Refurb |
| Threemilewater Park Phase 3 |
| Crumlin Glen Phase 2 |
| Threemilewater Sports Pavilion |
| Neillsbrook Community Centre Improvements |
| Sixmile LC – Changing Area Refurbishment |
| Crumlin HRC |
| Parks and Cemeteries Improvement Works |

The Deputy Director of Finance agreed to provide Members with a breakdown of Manifestations Projects currently in design stage.

Proposed by Councillor Foster

Seconded by Councillor Wilson and agreed that.

the report be noted.

NO ACTION

6.2 **IN CONFIDENCE** FI/PRO/GEN/044 PROCUREMENT TENDER REPORTS AND AWARD OF CONTRACTS

Members were reminded that Council agreed in June 2021 that the Council Scheme of Delegation be used for the award of contracts and Members be updated retrospectively.

This process allows service and project delivery to be expedited more efficiently and facilitates timely delivery of actions against the Council's Recovery plan.

A list of contracts approved by the Corporate Leadership Team and awarded in August 2022 were circulated.

Proposed by Councillor Goodman
Seconded by Councillor McAuley and agreed that

the report be noted.

NO ACTION

PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'

Proposed by Councillor Foster
Seconded by Councillor Ramsay and agreed that

the remainder of Committee business be taken in Open Session.

The Chairperson advised that audio-recording would recommence at this point.

There being no further Committee business, the Chairperson thanked everyone for their attendance and the meeting concluded at 7.40 pm.

MAYOR

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