



MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 5 APRIL 2016 AT 6.30PM

- In the Chair** : Councillor D Arthurs
- Members Present** : Aldermen - F Agnew, W Ball, P Barr, and W DeCourcy
Councillors - J Bingham, M Goodman, A Logue, M Maguire, N McClelland and J Scott
- Non-Committee Members Present** : Councillor D Hollis
- Officers Present** : Director of Finance & Governance, Mrs C McFarland
Director of Organisation Development, Mrs A McCooke
Head of Governance, Mrs L Johnston
Emergency Planning Officers:
Mr P Donaldson
Mrs L O'Boyle
ICT Manager, Mr G Smyth
IT Systems Support, Mr C Bell
Senior Mayor and Member Services Officer, Mrs K Smyth

CHAIRMAN'S REMARKS

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

1 APOLOGIES

Councillors Brett, Kells, Michael and Webb.

2 DECLARATIONS OF INTEREST

None.

3.1 G/MSMO/7 PRESENTATION - EMERGENCY SUPPORT CENTRES (ESCs)

Members were reminded that it was agreed that officers would make a presentation on the Emergency Support Centre Working Group (Helping the Community in times of Emergency).

The Director of Finance and Governance introduced her team and detailed relevant background information.

Laura O'Boyle (Corporate Risk Officer) spoke to her powerpoint presentation which defined ESCs, outlined Council's protocol content, partnership working, the statutory bodies involved, roles and responsibilities and risk assessments. She elaborated on ESC locations, the history and types ESC events to date.

Laura responded to a number of enquiries from Members on the undernoted issues.

- Additional transportation for residents where needs exist.
- Facilities for pets (PSNI to be informed of this provision).
- Other needs (i.e. hairdryers / toothbrushes).
- Follow-up from a holistic approach in terms of impact following events.

Members welcomed the presentation.

The Chairman thanked Laura O'Boyle for her presentation and both she, Mr Donaldson and Mrs Johnston withdrew from the meeting at this point.

NOTED: officers undertook to keep the protocol under review and noted the points raised by Members.

ACTION BY: Laura O'Boyle / Perry Donaldson / Liz Johnston

3.2 G/GEN/8 FLEET MANAGEMENT - FLEET REPLACEMENT POLICY AND DISPOSAL OF SURPLUS VEHICLES AND ITEMS OF MOBILE PLANT GUIDELINES

Antrim and Newtownabbey Borough Council had a clear interest in ensuring that its' fleet of vehicles makes the maximum contribution to the delivery of important public services for the citizens of the Borough. It was therefore important that fleet assets were replaced and disposed of in a way which enhanced operational effectiveness and also provided value for money for the Council and its rate-payers.

A draft policy and guidelines had been developed to address these key issues and was circulated highlighting factors to be considered in the replacement and disposal of vehicles and mobile plant including:

- The indicative life-span of a particular vehicle class;
- The actual age, condition and mileage of individual assets;
- The potential for obtaining additional, cost-effective use from assets;

- A continuing business need for the asset;
- The environmental impact of operating older assets;
- The likelihood of parts becoming obsolete and/or increased incidence of break-downs;
- The cost profile of individual assets;
- The impact of technological change / advancements;
- Reputational damage in terms of operating older assets.

Proposed by Councillor Bingham
 Seconded by Councillor Scott and agreed that

Council approves the Fleet Replacement Policy and guidelines for disposal of surplus vehicles and items of mobile plant.

ACTION BY: Liz Johnston, Head of Governance

3.3 G/MSMO/23 COUNTY ANTRIM BATTLE OF THE SOMME REMEMBRANCE SERVICE

Correspondence had been received from Mid & East Antrim Borough Council, a copy of which was circulated, regarding the service to mark the 100th Anniversary of the Somme. The event is being organised exclusively for Co. Antrim this year, will have full military representation and the parade will be accompanied by the Irish Guards Military Band.

The service would be held on Sunday 26 June at 10.30am at the Knockagh War Memorial. Official invitations would be issued in due course.

Following the service a civic reception would be held in Carrickfergus.

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

any member wishing to attend do so attend as an approved duty.

NOTED: officers to check if a meeting of the above group had been convened to agree arrangements prior to receipt of correspondence.

ACTION BY: Sharon McAree, Senior Administrative Officer

3.4 G/MSMO/17 LINEN HALL LIBRARY

Members were advised of receipt of correspondence from the Linen Hall Library, a copy of which was circulated, advising that the Council's corporate membership subscription was due for renewal.

The subscription remained at £300.

Any member wishing to use the Linen Hall library can obtain the corporate library ticket from Mayor and Member Services.

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

payment of the annual subscription of £300 for the Corporate Membership of the Linen Hall Library be approved.

NOTED: the availability of corporate membership facility for Linen Hall Library to be highlighted to all Elected Members.

ACTION BY: Sharon McAree, Senior Administrative Assistant

3.5 CE/OA/5 NEW BURDENS DOCTRINE - SUPPORTING PRACTICAL APPLICATION IN NORTHERN IRELAND

As members were made aware, April 2015 saw the completion of the Local Government Reform Programme including the transfer of some new powers from central government to local government. It is expected that more powers will follow.

NILGA believes that it was of vital importance that a workable framework was put in place to ensure that local Councils in Northern Ireland were adequately resourced and protected to undertake further new functions.

Drawing on best practice from other jurisdictions NILGA had developed a proposed new Burdens Doctrine template for consideration by member Councils in Northern Ireland.

NILGA were seeking feedback on the document and the development of the proposed approach, copies of which were circulated.

Proposed by Councillor Scott
Seconded by Councillor Goodman and agreed that

Committee accepts the proposed approach by NILGA in principle, however, individual parties to review and provide any feedback to Council.

ACTION BY: Catherine McFarland, Director of Finance & Governance

3.6 G/MSMO/8 CONSULTATION ON REGULATIONS TO TACKLE DRINK DRIVING IN NORTHERN IRELAND

Correspondence had been received, a copy of which was circulated, advising of a public consultation on regulations to tackle drink driving in Northern Ireland.

Copies of the consultation papers are available on the DOE's website at <http://www.doeni.gov.uk>.

The closing date for responses is Friday 27 May 2016.

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

Members respond on an individual or party political basis.

ACTION BY: Sharon McAree, Senior Administrative Assistant

3.7 FI/ICT/9 LICENSE FOR DISASTER RECOVERY AGREEMENT

Texthelp, a local software company, had approached Council to investigate the possibility of hosting disaster recovery infrastructure in the Comms Room located in the basement of Antrim Civic Centre.

Texthelp would provide and manage all of the required infrastructure and all network connectivity would be completely separate to existing Council systems, therefore there was no security risk to Council.

A protocol would be put in place to ensure secure access can be granted to Texthelp staff while on site.

Council would provide electricity and air conditioning for which the following charges have been drawn up.

Annual Charges

	Cost to TextHelp	Cost to Council
Electricity Costs for operating required equipment	£1500	£500
Space Rental including Cooling	£500	£0
Total cost to TextHelp	£2000	-
Total cost to Council	-	£500

Under this arrangement, Council would make a profit of **£1500** per year. Management within Texthelp were happy to sign the rolling 12 month license awn up by Council Legal Services. The license agreement will be periodically reviewed by both parties to ensure it continues to meet the needs of both parties.

Proposed by Councillor Maguire
Seconded by Alderman Agnew and agreed that

the Council authorise Texthelp to host Disaster Recovery infrastructure within Antrim Civic Centre.

ACTION BY: Graham Smyth, ICT Manager

3.8 ST/1/2/VOL 2 LOCAL GOVERNMENT STAFF COMMISSION FINANCIAL SCHEME 2015-16

Members were advised of receipt of correspondence, a copy of which was circulated, from the Local Government Staff Commission (LGSC) to confirm that in accordance with Schedule 3, paragraph 7, of the Local Government Act (NI) 1972, the budget for the operation of the LGSC was to be apportioned between all District Councils and the Northern Ireland Housing Executive (NIHE).

The correspondence noted the estimated total financial requirement for the 2016/2017 year and the apportionment arrangements for Antrim and Newtownabbey Borough Council, which required it to pay £43,396.

Members were advised that the sum due reflected the operating costs for the Commission for the forthcoming financial year which should be remitted to the Commission by 30 April 2016.

Proposed by Councillor Maguire
Seconded by Councillor Scott and agreed that

based on the apportionment arrangements for Antrim and Newtownabbey Borough Council, for the services of the LGSC, approval be given for the payment of £43,396 for one year by 30 April 2016.

ACTION BY: Andrea McCooke, Director of Organisation Development

3.9 G/MSMO/1 GUIDANCE ON COUNCILLOR ALLOWANCES

Appendices issued by local Government Policy Division on 16th March 2016 were circulated.

1. Consolidated Councillor Allowances Circular LG 10/2016

This provides a consolidated record of all current councillor allowances. The only change in rate is that for Dependents Carers Allowances (DCA) which will be based on the rate for the new national living wage from 1st April 2016. All other allowances continue at the rate applicable from 1st April 2015. The effect of the change as a result of the introduction of the national living wage is that the Dependant Carers Allowances will increase:

Current hourly rate for non specialist care	£6.50	New
Rate	£7.20	
Current hourly rate for specialist care	£13.00	New
Rate	£14.40	

2. Addenda to Guidance on Councillor Allowances

This is notification of amendments and clarification to the Guidance on Councillor Allowances issued on 24th February. It reflects the change in the basis for DCA calculations above, advice to Councils to retain member's bank detail instructions and examples to clarify the 50% councillor special responsibility allowance (SRA) limit.

The other amendments to the scheme require Councils to keep a record of the information received from members in relation to the bank account into which their allowances should be paid – the other addendum is giving examples of how the 50% rule works in relation to the number of members that can receive a SRA.

3. Scheme of Allowances Payable to Councillors 2016-2017

The Local Government (Payment to Councillors) Regulations (Northern Ireland) 2012 require a Scheme of Allowances Payable to Councillors to be agreed annually. The Scheme of Allowances for 2015-16 has been updated to reflect the changes in Dependent Carers Allowance detailed in Circular LG 10/2016.

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

the Scheme of Allowances Payable to Councillors be updated to reflect the changes in Circular LG 10/2016 and that the updated Scheme of Allowances Payable to Councillors for 2016-2017 be agreed.

ACTION BY: Alistair Mawhinney, Management Accountant

3.10 ST/1/2/VOL 2 LOCAL GOVERNMENT STAFF COMMISSION (LGSC) - CONSULTATION ON THE REVIEW OF THE CODE OF PROCEDURES ON RECRUITMENT AND SELECTION

Members were advised that correspondence was received from the LGSC in relation to a review of the Code of Procedures on Recruitment and Selection (Code).

Based on a recommendation from the Minister of the Environment, the NI Executive formally agreed that the LGSC would be wound up in March 2017. As a result of this decision the existing Code of Procedures would not be applicable and it is the Commission's view that it would be useful to put in place a Code which they could recommend to Councils prior to its dissolution, which could be owned and managed by Councils from 1 April 2017.

On this basis the Commission was consulting with Councils and the consultation document was circulated for Members' information.

Information Seminars had also been arranged, on the following dates, which Members and/or Senior Officers may attend:

- 1.30 pm – 3.30 pm - Thursday 14 April - Lagan Valley Island, Lisburn
- 10.00 am – 12.00 noon - Thursday 21 April - Ranfurly House Arts & Visitor Centre, Dungannon
- 2.00 pm – 4.00 pm - Tuesday 26 April - Roe Valley Arts & Cultural Centre, Limavady

It was proposed that Officers draft a consultation response for Members to consider, prior to the consultation deadline of 27 May 2016.

Proposed by Councillor Scott

Seconded by Councillor Maguire and agreed that

(a) Officers draft a consultation response, for Members to consider, prior to the consultation deadline of 27 May 2016.

(b) Any Member wishing to attend a Seminar, contact Fiona Gunning.

ACTION BY: Andrea McCooke, Director of Organisation Development

3.11 HR/GEN/7 NEGOTIATING MACHINERY

Historically there were 3 main negotiating bodies operating at central level in Local Government in Northern Ireland.

Two of these bodies were the Northern Ireland Joint Council for Local Government Services (NIJC) and the Joint Negotiating Committee for Chief Executives in Northern Ireland (JNC). These bodies provided the regional link to their corresponding negotiating bodies at national level (i.e. the National Joint Council for Local Government Services Committee and the Joint Negotiating Committee (JNC) Chief Executives) and in particular in relation to pay agreements, which were reported to the legacy Councils for consideration, and which were consistently adopted and implemented.

The third body was the Local Government Reform Joint Forum (LGRJF) which was established to facilitate consultation and negotiation for the Reform of Local Government in Northern Ireland.

In March 2015 the Minister of the Environment requested that the Local Government Staff Commission (LGSC) dissolve the LGRJF, as it was then constituted, and take the lead responsibility for new negotiating machinery.

In April 2015 interim arrangements were established to ensure continuing implementation of LGRJF Agreements and ongoing consultation between employers and trade unions.

Also, discussions between employer and trade union side representatives on proposals for new negotiating arrangements have been facilitated by the Labour Relations Agency (LRA). This exercise was ongoing for some time and senior Officers have been consulted on a number of possible areas that a new negotiating body might centrally progress.

So far Officers have given a preliminary indication that none of the proposed work areas would, in their view and in light of practical experience, be usefully progressed by a central negotiating body.

In due course, a further report will be made to Members in relation to any formal consultation about the options for any negotiating machinery for Local Government Services in Northern Ireland.

As an interim measure it was proposed that the Council adopts any national pay agreements, recommended for implementation by the National Joint Council for Local Government Services Committee and the Joint Negotiating Committee (JNC) Chief Executives.

Proposed by Alderman W Ball

Seconded by Councillor Scott and agreed that

- (a) the Council adopts any national pay agreements, recommended for implementation by the National Joint Council for Local Government Services Committee and the Joint Negotiating Committee JNC) Chief Executives.**
- (b) a further report be made to Members in relation to any formal consultation about the options for new negotiating machinery for Local Government Services in Northern Ireland.**

ACTION BY: Andrea McCooke, Director of Organisation Development

3.12 FI/ICT/10 ENHANCED COUNCIL WIFI SUPPORTS THE ITEACH TECHNOLOGY CONFERENCES

Members were made aware that a new WiFi solution had been rolled out across Council facilities. The new solution is fully cloud managed and allows a greater level of control and flexibility around the wireless internet access options that can be provided.

During 22nd Feb to 26th Feb 2016 iTeach staged a series of education technology seminars utilising conference spaces in both Theatre at the Mill and Meet at The Mill. Due to the large number of delegates attending; each connecting their iPads and other mobile devices to our wireless infrastructure, this was to prove a significant test of the new solution.

During the 3 day conference **1892** distinct clients connected to the wireless network with downloads and uploads amounting to **585.04** Gigabytes of data. To put that in context, the same period from a previous week saw **473**

distinct clients connect with a data usage of **75.36** Gigabytes – this represents an increase of over 7 times the normal usage.

A dedicated wireless network called iTeach had been setup to allow delegates to connect while they attended the conferences. Traffic from this network equates to 76.5% of the total data usage during this period.

The results demonstrated the flexibility and effectiveness of the new wireless infrastructure installed and managed by the IT Department.

Proposed by Councillor Scott
Seconded by Councillor McClelland and agreed that

the report be noted.

NO ACTION.

3.13 CONSULTATION - REVIEW OF RATE LIABILITY IN THE DOMESTIC RENTAL SECTOR

Members were advised that correspondence had been received from the Department of Finance and Personnel, copies of which were circulated, in relation to the consultation into the review of rate liability in the domestic rental sector.

The Department intends use the consultation to establish the case for change in policy area with the aim of ensuring that arrangements:

- Are fair, not simply to those in the sectors concerned but to the wider body ratepayers
- Are workable and affordable (and that any allowances that are provided are no more and no less than they need to be)
- Support the effective and efficient collection of rates
- Ensure clarity of responsibilities for rate liability for both landlords and tenants
- Are consistent, so that one type of landlord is not placed at a disadvantage compared to another type of landlord.

The consultation would run for an 8 week period closing on the 3rd June, and a draft response would be brought back to Committee.

Proposed by Councillor Bingham
Seconded by Councillor Logue and agreed that

the correspondence be noted.

NO ACTION.

3.14 FC/G/25 PAYMENTS REPORT

The schedule of payments for Antrim and Newtownabbey Borough Council dated 12 February to 11 March 2016 and schedule of manual payments for January and February 2016 were circulated with any payments over £5,000 having been analysed in more detail.

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

the report be noted.

NOTED: the Directors of Finance & Governance and Organisation Development to respond to Councillor Maguire regarding the queries raised prior to the meeting, some of which related to agency costs.

ACTION BY: Catherine McFarland / Andrea McCooke

3.15 CE/OA/5 REPRESENTATION ON NILGA

Members were advised that following Alderman Blair's resignation from NILGA Councillor Webb would replace him as the Alliance representative.

Proposed by Councillor McClelland
Seconded by Alderman DeCourcy and agreed that

the report be noted.

ACTION BY: Sharon McAree, Senior Administrative Officer

3.16 BUSINESS PLANS – 4TH QUARTER REVIEW 2015-2016 UPDATED BUSINESS PLANS – HUMAN RESOURCES / COMMUNICATION AND CUSTOMER SERVICES, GOVERNANCE, FINANCE AND ICT

Members were reminded that 4th Quarter Reviews of all 2015 – 2016 Business Plans were due.

The updated Business Plans for Human Resources, Communication and Customer Services, Governance, Finance and ICT were circulated for Members attention.

Further updates on performance against the Business Plans would be brought to the Committee in May 2016.

Proposed by Councillor Scott
Seconded by Councillor Logue and agreed that

that the updated Business Plans for Human Resources, Communication and Customer Services, Governance, Finance and ICT be noted.

ACTION BY: Helen Hall, Business Change Manager.

3.17 CE/OA/6 THE DISABLED PERSONS (BADGES FOR MOTOR VEHICLES) (AMENDMENT NO 2) REGULATIONS (NI) 2016

Members were advised of correspondence received from the Department for Regional Development advising that the Department has made the following legislation:

The Regulations amend the Disabled Persons (Badges for Motor Vehicles) Regulations (Northern Ireland) 1993 by changing the date for the introduction of the new form of the Blue Badge from '1st April 2016' to '1st April 2017'.

The Order would come into operation on 31st March 2016.

A link to the Order on The National Archives website can be found below:

<http://www.legislation.gov.uk/nisr/2016/173/contents/made>

Proposed by Councillor Bingham
Seconded by Councillor Maguire and agreed that

that the correspondence be noted.

NO ACTION.

3.18 CE/OA/7 ELECTORAL OFFICE CHANGE PROGRAMME

Correspondence had been received from the Northern Ireland Office, copies of which were circulated, in relation to the Electoral Office Change Programme.

The Northern Ireland Office had been working with the Chief Electoral Officer to consider a range of options, which would be subject of public consultation, for reforming the Electoral Office for Northern Ireland.

The three main drivers for this change include:

- A wish to capitalise on new technology
- The potential to introduce more resilience and efficiency into the delivery of elections
- The requirement to put the Electoral Office for Northern Ireland onto a sustainable financial footing for future years.

It was the intention that further discussions with local Council Chief Executives, SOLACE and NILGA would be held during the next few months, with a view to being able to discuss more developed options with the NI Executive after the

Assembly, after which it was expected to put those more developed proposals to public consultation.

Proposed by Councillor Scott
Seconded by Councillor Logue and agreed that

the report be noted.

NO ACTION.

3.19 FI/FIN/4 BUDGET REPORT – APRIL 2015 TO FEBRUARY 2016

A budget report for the period April 2015 to February 2016 was circulated for Members information.

Proposed by Councillor Maguire
Seconded by Councillor Scott and agreed that

the report be noted.

NOTED: Councillor Maguire confirmed amendments had been made as requested with one minor change proposed and complimented officers on ongoing budget management control.

NO ACTION.

3.20 ST/G/215 REPORT ON ATTENDANCE

BACKGROUND

Members were advised that the table below outlined the sickness absence for Antrim and Newtownabbey Borough Council. The purpose of this report is to provide an **update on absence for the period from 1 October 2015 to 31 December 2015**. For comparison purposes the same period for 2013-2014 and 2014-15 have been included.

ABSENCE UPDATE

There was a decrease in short term absence by 90.13 days and an increase in long term absence of 46.78 days. Both will continue to be managed. Reducing the long term absence remained a priority and this is reflected in the revised Occupational Health specification and newly awarded contract. At this stage in the year approximately 64% of employees had 100% attendance and we will recognise those employees with full attendance during the 1 April 2015 – 31 March 2016 period.

	2013/2014	2014/2015	2015/2016	
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Month	1 Apr to 31 Dec 2013	1 Apr to 31 Dec 2014	1 Apr to 31 Dec 2015	Variance from period last year
No. FTE *	689.67	704.97	700.40	-4.57
No. of days lost to sickness	6310.72	6013.39	5970.05	-43.34
Days lost to Long Term Absence	4620.94	4316.40	4363.18	+46.78
Day lost to Short Term Absence	1689.80	1696.99	1606.86	-90.13
Average Days Lost per Employee	9.15	8.53	8.52	-0.01

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

The **top three reasons for absence** for the period to date were noted below with current action being taken to address the reasons.

Reason	Action
Stress, depression, mental health and Fatigue	<input type="checkbox"/> Staffcare, confidential counselling to all staff. <input type="checkbox"/> Cognitive behavioural Therapy (CBT) sessions for staff in appropriate cases. <input type="checkbox"/> Immediate letter sent to advise of Staffcare, <input type="checkbox"/> Immediate Meeting with employee and line manager alternative person if issue is with the Line Manager in WRS cases. <input type="checkbox"/> Referrals to Nurse Led Clinic and/or OH doctor <input type="checkbox"/> Regular Welfare Review Meetings to agreed action plans, Use of the Leisure Facilities, <input type="checkbox"/> Piloting of the Wellness Recovery Action Plan, helping staff to recognise stress earlier and the interventions that can be put in place to help <input type="checkbox"/> Harassment advisors available in all departments and various locations
Other Category E.g: Cancer Related Illness, Surgery and Post Op Debility etc	<input type="checkbox"/> Well being Action plans for individual cases. <input type="checkbox"/> Phased returns variety of reduced hours, alternative work and/or adjusted duties. <input type="checkbox"/> Use of leisure facilities to help with returns from surgery in suitable cases. Eg Pool
Musculo-Skeletal problems	<input type="checkbox"/> Manual Handling Training <input type="checkbox"/> Referrals to Nurse Led Clinic and/or OH doctor,

	<ul style="list-style-type: none"> <input type="checkbox"/> Regular Welfare Review Meetings to agreed action plans, <input type="checkbox"/> Access to Physiotherapy subject to OH recommendation. <input type="checkbox"/> Wellbeing action plans. <input type="checkbox"/> Phased returns variety of reduced hours, alternative work and/or adjusted duties. <input type="checkbox"/> Work station/ergonomical assessments <input type="checkbox"/> Taster sessions of pilates <input type="checkbox"/> Investigation of workplace accidents and implementation of any appropriate recommendations
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LONG TERM ABSENCE CASES AT 31 DECEMBER 2015

At December 2015 there were 21 long term absence cases, as summarised below.

Department	No of cases
Community Planning and Regeneration	4
Finance and Governance	3
Chief Exec.	-
Organisation Development	2
Operations	12

GENERAL UPDATE

Stress cases relating to the ongoing employee relations issues in the Central Services Depot, Newtownabbey account for 309 absence days for the period under review. In addition to this there were an additional 309.5 days related to other Employment relations issues including Discipline & Grievance.

The HR team continued to manage absence closely and have continued to provide a monthly update to all Heads of Service.

Long term cases were being closely monitored and a number of staff have recently returned from these absences. Referrals to Occupational Health were made as appropriate and formal case reviews are being actioned where all possible steps have been taken and have failed to secure regular and sustained attendance.

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

the report be noted.

NO ACTION.

3.21 ST/HS/207 AGENCY STAFF UPDATE

Members were advised that for a number of operational reasons the use of agency cover can be an effective resourcing mechanism. For example:

- temporary cover, at short notice, without which front line service delivery would be adversely affected.
- cover for established permanent posts which are temporarily vacant e.g maternity leave, sickness absence, career breaks.
- cover for permanent posts from legacy Councils which were filled temporarily subject to structural reviews related to RPA, and the subsequent filling of new approved structures.
- cover for posts/duties which are over and above the permanent establishment listing, when there is temporary additional workload.

In some cases legacy Councils used agency cover as an alternative to filling posts on a permanent basis until the staffing needs for the new Council were clear.

The contract for the supply of agency workers was due to be reviewed by July 2016 and a report would be made to Members in due course. The current contracted provider is Premiere People with Brook Street, Grafton Recruitment and Servisource as alternative backup service providers.

If and when the Council's needs cannot be satisfied by any of these four providers, other agencies were approached and in these circumstances it may be because the Council is seeking to cover a post within a technical or specialist area e.g. IT/HR.

Agency staff can only be used after approval has been given through the internal vacancy control procedure, which must clearly state the reason for the required cover and the duration that it is required for.

The number of agency workers fluctuates and would be at its highest during the summer season, when the council needs temporary and additional summer scheme and parks maintenance workers. Currently, there are 41 agency workers, the majority of which temporarily provide cover for permanent vacant posts. A summary of agency cover is as follows:

Reason for Using Employment Agencies.	Total
Covering legacy permanent posts until new structures are filled.	10
Covering permanent posts due to maternity, sickness, secondment, Career break.	13
Covering temporary funded posts.	5

**Temporary resource needed
due to additional workload.**

13

GRAND TOTAL

41

The current weekly cost of using agency cover is approximately £23,228 which was provided for within existing salary budgets.

Members were advised that by August 2016 a number of structures would be filled and the related agency cover would therefore reduce.

A framework for managing the use of employment agency services had been drafted and would be imminently considered by the Corporate Leadership Team. The Framework sets out corporate guidance on the protocols for managing and monitoring the use of employment agencies within the Council.

To ensure probity and value for money in the use of employment agencies the HR section would maintain and update the Framework, and shall procure and manage the employment agency contract. It would also monitor departmental compliance and provide quarterly updates to Committee, reporting monthly when the costs have surpassed £20K per week.

Proposed by Councillor Maguire

Seconded by Alderman DeCourcy and agreed that

the report be noted.

NOTED: the Directors of Finance & Governance and Organisation Development to respond to Councillor Maguire regarding the queries raised prior to the meeting, some of which related to agency costs.

ACTION BY: Catherine McFarland / Andrea McCooke

3.22 G/LEG/50 REDACTING OF PERSONAL INFORMATION IN COUNCIL DOCUMENTS

The Councils Legal Advisor spoke to a member of staff from the Information Commissioners Office (ICO) about the redaction of the names of Councillors and Officers from Council documents.

The ICO member of staff was informed that in certain circumstances a Council document may withhold the name of Councillors and Officers as it is consider not to be appropriate to have those details disclosed in the public domain.

The ICO member of staff said that in some circumstances it may be in the public interest to publish someone's name in a document but that would be taken on a case by case basis and it would have to comply with the Data Protection Act 1998.

Under the Data Protection Act personal information, such as the name of someone, should not be disclosed in the public domain unless there are legal reasons for doing so. The Council would also have to consider if it is in the public interest to disclose such information.

The Act recognises that it is sometimes appropriate to disclose personal data for certain purposes to do with criminal justice or the taxation system.

Therefore decisions to disclose the names of Councillors or Officers in Council documents should be considered in accordance with the Data Protection Act and on a case by case basis.

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

RECOMMENDATION: that the report be noted.

NO ACTION.

3.23 PROPOSED CHANGES TO ANTRIM CIVIC CENTRE - CIVIC SUITE - ACCOMMODATION FOR THE MAYOR

Background

The current layout of Civic offices at Antrim Civic Centre provides for a Members Room and a small Mayors Parlour.

In the first year of operation for the new Council the Office of the Mayor has been extremely busy and in ensuring that both Civic Centres can accommodate these requirements, it was proposed that some changes are made to the office accommodation in Antrim Civic Centre.

Proposal

It was proposed that the former office of the legacy Antrim Borough Council Chief Executive would become the Mayor's Parlour and the current office of the Chief Executive would become an office for the Mayor.

It was also proposed that the current décor for the Member's room was refreshed in terms of general décor and chairs/minor furnishing. The current office for Member Services would remain as is.

Proposed by Councillor Maguire
Seconded by Councillor Bingham that

the report be noted.

AMENDMENT

Proposed by Councillor Logue

Seconded by Councillor Goodman that

a business case outlining associated costs be brought back for consideration.

Voting on the amendment resulted as follows:

In Favour - 4

Against - 7

Abstentions - 0

The Chairman declared the amendment defeated.

Voting on the substantive motion resulted as follows:

In Favour - 7

Against - 4

Abstentions - 0

The Chairman declared the substantive motion carried.

NOTED: request from Councillor Logue for details of costs associated with the above.

ACTION BY: Catherine McFarland, Director of Finance & Governance

SUPPLEMENTARY ITEMS

3.25 CE/OA/ NORTHERN IRELAND CIVIL SERVICE RESTRUCTURING

Correspondence was received from the Department of Regional Development, a copy of which was circulated, inviting Members to a stakeholder event in the greater Belfast area on 14 April 2016 to provide information on the creation of Department for Infrastructure.

Proposed by Councillor Scott

Seconded by Councillor Goodman and agreed that

that any member wishing to attend inform Tom Irvine on 028 9054 0473.

NO ACTION.

3.26 CE/OA NORTHERN IRELAND PUBLIC SERVICES OMBUDSMAN (NIPSO)

Correspondence had been received from Marie Anderson, NIPSO, a copy of which was circulated, advising that she had taken up post in this new office on 1 April 2016.

The existing statutory offices of the Assembly Ombudsman for Northern Ireland and the Northern Ireland Commissioner for Complaints would cease and would be replaced by NIPSO.

The major changes brought about by the modernisation of the legislation are in the annex to the correspondence, which was also circulated.

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

that the report be noted.

NO ACTION.

3.27 CE/OA DRIVER AND VEHICLE AGENCY - APPLICATIONS TO RENEW BUS OPERATOR'S LICENCE

Correspondence was received from the Driver and Vehicle Agency, a copy of which was circulated, advising of applications to renew the Bus Operator's Licence from the following operators:

Alexander Cairns, Travelwise Coaches, Larne
Budget Bus Ltd, Dungannon

Any representations regarding these applications were requested by the Driver and Vehicle Agency by 15 April 2016.

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

the correspondence be noted.

NO ACTION.

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Scott
Seconded by Councillor Bingham and agreed that

the following Committee business be conducted 'In Confidence'.

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

3.24 IN CONFIDENCE HR/GEN/9 PUBLIC SERVICE COMMISSION

Members were reminded that The Public Service Commission (PSC) was established to make recommendations to Government on the guiding principles and steps necessary to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of

Government decisions on the review of public administration, taking into account statutory obligations, including those arising from section 75 of the Northern Ireland Act 1998.

Correspondence (circulated), recently received from the Department of Finance and Personnel, confirms that the NI Executive agreed that the PSC has fulfilled its terms of reference and that its work is now complete. In light of this it has been decided that the PSC would close effective from 31 March 2016.

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

the report be noted.

NO ACTION.

PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'

Proposed by Alderman Agnew
Seconded by Councillor Scott and agreed

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

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

ANY OTHER RELEVANT BUSINESS

There were no issues forthcoming from Members present.

There being no further Committee business the Chairman thanked everyone for their attendance and the meeting concluded at 7.10pm.

MAYOR