



**MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON WEDNESDAY 11 MAY 2016 AT 6.30PM**

- In the Chair** : Councillor B Duffin
- Members Present** : Aldermen - F Agnew, W Ball and W DeCourcy  
Councillors - J Bingham, M Goodman, A M Logue, M Maguire and W Webb
- Non-Committee Members Present** : Councillors - B Duffin and D Hollis
- Officers Present** : Director of Finance & Governance, Mrs C McFarland  
Director of Organisation Development, Mrs A McCooke  
Head of Communications & Customer Service, Mrs T White  
IT Systems Support, Mr C Bell  
Senior Administrative Officer - Mrs S McAree

**ELECTION OF CHAIRMAN**

As apologies had been received from the Chairman and Vice Chairman, a Chairman was elected.

Proposed by Alderman Agnew  
Seconded by Councillor Maguire and agreed that

**Councillor Duffin be elected as Chairman.**

**COUNCILLOR DUFFIN IN THE CHAIR**

## **CHAIRMAN'S REMARKS**

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

The Chair asked the Director of Finance and Governance to read out a statement from Councillor Arthurs in which he apologised for not attending the final meeting of his Chairmanship of the Committee due to a long term engagement.

In this correspondence Councillor Arthurs thanked the Members and staff for their support and stated that it had been a privilege to be Chairman and to be part of a Committee that had taken decisions to benefit the ratepayers.

### **1 APOLOGIES**

Alderman P Barr  
Councillors - D Arthurs, P Brett, N McClelland and D Ritchie

### **2 DECLARATIONS OF INTEREST**

None.

### **3.1 G/LEG/2 SOCIETY LOTTERY RENEWAL APPLICATION**

An application from Mid Antrim Animal Sanctuary to hold a Society Lottery at their premises on 10 December 2016 had been received, promoter Mrs Janet Hume.

The application had met all statutory legislative requirements and PSNI had no objections.

Proposed by Councillor Bingham  
Seconded by Alderman Agnew and agreed that

**the application for retention of a society lottery from Mid Antrim Animal Sanctuary be approved.**

*ACTION BY: Rachel Shaw, Legal & Land Administration Assistant*

### **3.2 G/HS/1 SAND BAG CONTAINER AT BRIDGE STREET CAR PARK, ANTRIM**

Members recalled the ongoing Community Engagement Project regarding flood risk in the Abbeyview / Raceview and Masserene Street / Riverside areas.

Further to community consultation led by the Red Cross, Rivers Agency are now seeking agreement to site a large sand bag container at the Council car park at Bridge Street, Antrim. This container would hold 800 sandbags. Rivers Agency would retain responsibility for maintenance, stocking and agreeing access arrangements.

This would be a valuable asset to the community at risk of flooding in this area.

A photograph of the store and details of the proposed location were circulated. Rivers Agency could deploy as soon as Council confirm they are agreeable.

NB. Additional locations are being explored for a smaller store at Riverside, and a similar large store at Abbeyview. These are unlikely to be located on Council land.

Proposed by Alderman Agnew  
Seconded by Councillor Bingham and agreed that

**the siting of this container at Bridge Street Car Park, Antrim be approved.**

*ACTION BY: Perry Donaldson, Risk Management*

### **3.3 G/LEG/28 (13) TOTALMOBILE LTD SUPPORT AND MAINTENANCE AGREEMENT**

As members were aware, prior to 1<sup>st</sup> April 2015 Council merged the legacy finance systems. In order to maintain the service standards for the new system, a new support and maintenance agreement had been drafted.

The agreement set out the scope of support for the Council's core financial systems, the expected response times in the event of system problems and the respective responsibilities of Council and software provider for example in respect of confidentiality or contract termination.

The agreement continues perpetually unless and until terminated by either party following a notice period of not less than six months.

Proposed by Councillor Maguire  
Seconded by Alderman DeCourcy and agreed that

**the support and maintenance agreement from Totalmobile Ltd in respect of Council's core financial systems for an annual cost of £37,583.55 effective from 1 April 2015 be accepted.**

ACTION BY: John Balmer, Head of Finance

### 3.4 G/MSMO/1 GUIDANCE ON COUNCILLOR ALLOWANCES

The circulated appendices and addenda were issued by local Government Policy Division on 28<sup>th</sup> April 2016.

#### **Consolidation Councillor Allowances Circular LG 12/2016**

This Local Government Circular provided a consolidated record of current Councillor allowances and supersedes Local Government Circular 10/2016. To note is the introduction of a Rate per Mile for electric cars back dated with effect from 1<sup>st</sup> April 2015.

Type of Vehicle	Rate per Mile
An electric car	45.0p **25.0p

**\*For mileage above 8,500 miles**

**\*\*For mileage above 10,000 miles**

#### **Addenda to Guidance on Councillor Allowances LG 04/2015**

Paragraph 4 (iv) related to the Basic Allowance payable to Councillors and for clarity an amendment was made to change wording of "the full time commitment" to "all the time commitment".

Paragraph 4 (v) related to the incidental costs included within the Basic Allowance payable to Councillors and for clarity added the wording "/broadband provision/mobile data charge" after "mobile phone calls".

The implication for Councillors was the removal of the broadband allowance, which may currently be claimed up to £20 per month and the addition of mobile data charges over their allowance.

Proposed by Councillor Maguire

Seconded by Councillor Logue and agreed that

**the matter be deferred to the next Council meeting**

ACTION BY: Alistair Mawhinney, Management Accountant

### 3.5 FI/FIN/15 NILGOSC FUNDING STRATEGY STATEMENT

Correspondence had been received from the Northern Ireland Local Government Officers Superannuation Committee (NILGOSC) with regard to their Funding Strategy Statement (circulated).

Under the Local Government Pension Scheme Regulations (Northern Ireland) 2014, NILGOSC is required to prepare, maintain and publish a Funding Strategy Statement (FSS) which sets out the framework for the funding of all pension liabilities. The regulations also required that the FSS and any subsequent changes to it must be agreed following consultation with relevant stakeholders.

The current FSS was published in March 2015 and is currently due for review as part of the 2016 triennial valuation process. NILGOSC had taken advice from the Scheme Actuary on its funding strategy and had identified a number of proposed changes on which it is seeking the Council's view. The key changes are in relation to:

- Employer Covenant Assessment
- Trajectory Period and Recovery Period
- Funding Strategy - Employer Contribution Rates
- Bulk Transfer Policy

The deadline for submission of comments is 22 June 2016.

Proposed by Councillor Bingham  
Seconded by Councillor Goodman and agreed that

**the Council officers review the detail of the changes and prepare a draft response.**

*ACTION BY: Denise Lynn / Catherine McFarland*

### **3.6 CCS/REG/01 APPLICATION FOR RENEWAL OF PLACE APPROVAL**

Members were reminded that under the terms of the Marriage (NI) Order 2003 and the Civil Partnership Act (2004), the Council has the responsibility to approve appropriate applications for Place Approvals for Civil Marriages and Civil Partnerships.

An application had been received from the owner of Ballylagan Organic Farm, Straid, Ballyclare, for a temporary approval of an area at the specified premises for a civil marriage ceremony on 2 September 2016.

Part of the process required that a Notice of Interest was 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.

The premises had also been formally inspected and no issues had been found with regard to the application.

Proposed by Councillor Bingham  
Seconded by Alderman DeCourcy and agreed that

**Ballylagan Organic Farm is temporarily approved to hold a Civil Marriage on 2 September 2016 under the terms of the Marriage (NI) Order 2003.**

*ACTION BY: Emma Thompson, Registrar*

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

In June 2014, based on a recommendation from the Minister of the Environment, the NI Executive formally agreed that the Local Government Staff Commission (the Commission) would be wound up in March 2017. As a consequence of this decision, the existing Code of Procedures on Recruitment and Selection, based on the involvement of the Staff Commission throughout the recruitment process would no longer apply.

Members were advised that correspondence was received from the Local Government Staff Commission relating to consultation around a **draft revised Code of Procedures on Recruitment and Selection** that Councils would implement on 1 April 2017.

The fundamental points of the new Code of Procedures was to remove references to the Local Government Staff Commission from the new procedure.

The draft consultation response from relevant stakeholders was circulated for Members to consider and approve.

Proposed by Alderman Agnew  
Seconded by Councillor Goodman and agreed that

**the draft consultation response be approved.**

*ACTION BY: Stuart Wilson, Human Resources Manager*

**3.8 ST/T/176 CHARTER PLUS ACTION PLAN**

Members were reminded that following a detailed and arduous assessment the Council successfully attained the prestigious Elected Member Development Charter Award on Thursday 10 December 2015, this accreditation being valid for a period of three years.

This national standard of excellence award represented clear recognition of the Council's sustained commitment to developing and supporting Councillor learning, community engagement, member partnership, corporate / constituent level work, public service skills, effective communication and plans for continuous improvement of member learning and development as it plans for and invests in the community.

With a view to achieving Charter Plus status, an Action Plan was drafted and approved by the Member Development Working Group at their meeting on Monday 4 April 2016 (copy circulated).

Proposed by Alderman Agnew  
 Seconded by Councillor Goodman and agreed that

**the Charter Plus Action Plan be approved.**

*ACTION BY: Fiona Gunning, Organisation Development Officer*

### 3.9 ST/HS/207 AGENCY WORKERS UPDATE

Members were reminded that agency staff are used across the Council to provide temporary cover for absence such as maternity leave, secondments and temporary and permanent vacancies due to restructuring.

The table below provided an update for Members on the use of agency staff as at the end of April 2016. The Council has 68 workers hired through the employment agencies (including 28 seasonal grounds maintenance staff), at various Council locations, in the following positions:

<b>Reason for Agency Worker</b>	<b>Number of Agency Workers</b>	<b>Position Covered</b>
Additional Resource	40	28 x Seasonal Grounds Maintenance employees 2 x Operatives, Bruslee & O'Neill Road Sites IT System Support Officer Cleaner, Sentry Hill Community Development Assistant x2 Administrative Assistant, Cleansing Building Control Surveyor Graphic Designer Pavilion Attendant Financial Accounting Officer Environmental Health Officer
Filling Funded Posts	5	Clerical Assistant Affordable Warmth Project Affordable Warmth Project Officer x2 Affordable Warmth Project Officer Grange Community Project Officer
Covering Sickness/Maternity	7	Environmental Health Officer Environmental Health Officer Accounts Administrator Finance Assistant Receptionist/Administrator IT Systems Assistant Customer Services Assistant
Covering vacancies until structures filled	10	Clerical Officer, Environment & Leisure Human Resources Officer Enforcement Officer Dog Warden Facilities Officer, Property & Building Property Asset Management Assistant

		Project Manager, Capital Development Human Resources Assistant Human Resources Assistant Conferencing Administrator
Covering career breaks/ secondments	6	Heritage Assistant Playzone Assistant Environmental Health Officer Technical Officer (Building Control) Specialist Driver, Parks IT System Support Assistant
<b>TOTAL</b>	<b>68</b>	

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

The agency workers included in this report are as at the last week in April. The costs to the Council for agency workers included in the reports previously provided were based on a standard working week. However, the use of agency workers and the hours worked fluctuate from week to week and so the actual cost may be more or less than the estimates provided. Finance has now confirmed an average weekly actual cost of £27,031 for the 2015/16 year.

It was proposed to report agency costs on a monthly basis in arrears from the actual figures paid to agencies which would more accurately reflect the cost to Council.

Proposed by Councillor Logue

Seconded by Councillor Maguire and agreed that

- a) a monthly report on agency staff costs in arrears be made to Committee;**
- b) more detailed analysis be provided based on agency reports and in the format requested by Councillor Maguire.**

*ACTION BY: Joan Cowan / John Balmer*

### **3.10 3.10 BRANDING UPDATE CE/STC/SC/101 ANTRIM AND NEWTOWNABBEY BRANDING IMPLEMENTATION PROGRAMME**

#### **1.0 BACKGROUND**

Members were reminded that the Council's new corporate logo was developed in-house prior to the 1 April 2015. The Civic Offices at Mossley Mill and Antrim were rebranded with new signage and the branding implementation programme has been underway across a range of Council assets, facilities and vehicles.

The purpose of the rebranding programme was to create a strong, positive and distinctive presence in our Borough and beyond. The programme would



inform our external marketing and communication plan and it will help to reposition Antrim and Newtownabbey Borough Council to its key target audiences.

This report provided an update in relation to the Branding Programme, across a number of key areas.

Proposed by Councillor Goodman  
Seconded by Councillor Maguire and agreed that

**the update be noted.**

Alderman W Ball arrived during consideration of this item.

## **2.0 FACILITIES**

Members were advised that the rebranding of facilities is progressing in stages and is summarised, for noting, as follows:

### Stage 1 (completed)

- Antrim Castle Gardens
- Antrim Civic Centre
- Craigmore Recycling Centre
- Crumlin Leisure Centre
- Crumlin Recycling Centre
- Lilian Bland Park
- Mossley Mill
- Newpark Recycling Centre
- O'Neill Road Recycling Centre
- Pogues Entry
- Sixmile Leisure Centre
- The Whitehouse
- Valley Leisure Centre
- V36

### Stage 2 (in progress)

- Antrim Forum
- Antrim Loughshore
- Antrim Stadium (to be completed for Armed Forces Day)
- Ballyearl Leisure Centre
- Ballyclare Town Hall
- Bruslee Recycling Centre
- Old Courthouse
- Sentry Hill

### Stage 3 (to be procured)

- Allen Park (to be completed as part of ongoing capital scheme)
- Boundary (Audit completed)
- Cemetery signage (Audit in progress)

- Community Centre signage (Audit in progress)
- Crumlin Glen
- Environmental Services Depot, Antrim/ Central Services Depot, Newtownabbey (Audit completed).
- Hazelbank/Jordanstown Loughshore Park (Audit completed. **This is being progressed earlier as a pilot for parks signage.**)
- Parks signage (Audit in progress)
- Play areas signage (Audit in progress)
- Towns and village signage (Audit almost completed)

Members were advised that some visual images, of rebranded signage, are outlined in Appendix 1.

It was agreed that

**the update in relation to the rebranding of Council facilities be noted.**

*NOTED: the Property Services Team be asked to investigate issues with missing or dilapidated road signs and also that parks signage include opening and closing times.*

*ACTION BY: Tracey White / Bronagh Doonan*

### **3.0 VEHICLES**

Progress has been made to rebrand the Council's fleet of 122 vehicles with 44 white fleet vehicles now displaying the new branding. There are 78 vehicles still to be considered for rebranding and a vehicle audit has been completed which has identified the age and condition of the remaining vehicles, visible across the Borough.

A vehicle replacement policy has also been developed and recommends a seven year replacement cycle (subject to a vehicle condition check).

In considering the replacement policy/plan and the vehicle audit for the purposes of rebranding the remaining 78 vehicles, the Council may consider the following options:

- 1) Respray all remaining 78 vehicles white and apply the new branding graphic. The estimated cost is £122,200
- 2) Respray all vehicles except those due to be replaced/removed from service within the next year. This would leave 73 remaining vehicles for respray and for a new branding graphic in white colour only. The estimated cost is £113,800.
- 3) Respray 31 newer purple vehicles (former Newtownabbey) white (as recommended in the vehicle audit) and apply the new branding graphic. and

Remove the branding from the remaining older 47 vehicles, 42 of which are purple vehicles and 5 of which are blue and apply the new branding graphic in white colour only. The estimated cost is £49,700.

- 4) Remove the branding from all remaining 78 purple and blue vehicles and apply the new branding graphic in white colour only. The estimated cost is £7,800.

Visual images of the rebranding graphic when applied to white and coloured fleet vehicles are attached in Appendix 2.

Proposed by Councillor Webb  
Seconded by Councillor Bingham and agreed that

**Option 3 be approved:**

**respray 31 newer purple vehicles (former Newtownabbey) white (as recommended in the vehicle audit) and apply the new branding graphic. And remove the branding from the remaining older 47 vehicles, 42 of which are purple vehicles and 5 of which are blue and apply the new branding graphic in white colour only. The estimated cost is £49,700.**

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

#### **4.0 BOUNDARY SIGNAGE**

Members were advised that Legacy Antrim Borough Council used extensive signage for Towns and Villages with no use of boundary signage. Legacy Newtownabbey Borough Council made limited use of Towns and Villages signage and also used boundary signage.

Prior to the 1 April 2015 the relevant legacy Newtownabbey Borough Council boundary signage, located within the new Council area, was removed and 8 boundary signs remained in place.

An audit has been completed to assess the condition of the 8 remaining boundary signs within the Newtownabbey area. It also reviewed the current location of existing signs and proposes new boundary signage and locations, in accordance with Transport NI guidance. The Boundary Signage audit is attached in Appendix 3.

The audit concluded that the refurbishment of the 8 existing boundary signs would not be cost effective. It is therefore proposed to replace the 8 existing legacy signs, along with erecting new signs at 18 identified boundary locations, on the Class A and B road network.

In considering boundary signage for the new Council area, the options are as follows:

- Option 1 Replace the 8 former Newtownabbey boundary signs at the existing locations and erect new boundary signs, at the newly proposed 18 locations. The estimated cost is approximately £10K.
- Option 2 Remove the 8 former Newtownabbey boundary signs and have no boundary signage for the Borough.

Members were advised that a report will be made in due course in relation to Town Centres and Villages signage.

Proposed by Councillor Bingham  
Seconded by Alderman Agnew and agreed that

**Option 1 be approved:**

**replace the 8 former Newtownabbey boundary signs at the existing locations and erect new boundary signs, at the newly proposed 18 locations. The estimated cost is approximately £10K.**

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

## **5.0 BELFAST INTERNATIONAL AIRPORT**

Members were reminded that Belfast International Airport made space available to the Council for promotional purposes. The space is located beyond passport control towards customs in the arrivals area. It is intended to use the space to promote our tourism brand and product. Visuals are being prepared and a report will be made to Members prior to installation for use at the airport.

Members will be invited to a launch of the Council's new Tourism Guide and Tourism Brand in due course.

Proposed by Alderman Agnew  
Seconded by Councillor Bingham and agreed that

**that the update be noted.**

*NOTED: the incorporation of town twinning into future boundary signs is to be reported.*

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

## **3.11 FC/G/25 PAYMENTS REPORT**

The schedule of payments for Antrim and Newtownabbey Borough Council dated 18<sup>th</sup> March to 15<sup>th</sup> April 2016 and schedule of manual payments for March 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.**

*NO ACTION*

### **3.12 FI/FIN/9 PROMPT PAYMENT PERFORMANCE**

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

The Council's prompt payment performance for the period 1 January 2016 to 31 March 2016 is set out below:

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

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

During the above period the Council paid 7,099 invoices totalling £15,580,752

The Council paid 6,277 invoices within the 30 day target. (88%)

The Council paid 4,348 invoices within the 10 day target. (61%)

The Council paid 822 invoices outside of the 30 day target. (12%)

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

The Council recognised the importance of paying our suppliers promptly. As previously reported to improve performance; resources within the section have been re-allocated, procedures are being reviewed, new software is being introduced and staff training within and external to the section is on-going. A key issue is that staff absence within the finance processing section has also reduced during the quarter.

This has resulted in an improvement in performance for the final quarter of the year. We will continue to keep our procedures and performance under review.

Proposed by Councillor Webb  
Seconded by Councillor Goodman and agreed that

**the report be noted.**

*NO ACTION*

### **3.13 FI/FIN/4 BUDGET REPORT - APRIL 2015 TO MARCH 2016**

A budget report for the period April 2015 to March 2016 was circulated for Members information. This report showed the financial position of the Council at 31 March 2016; however final accruals, prepayments and other financial adjustments are still to be made to arrive at the final position for the year.

Proposed by Councillor Maguire  
Seconded by Alderman DeCourcy and agreed that

**the report be noted and the staff involved be commended on the performance to date.**

*ACTION BY: Richard Murray, Management Accountant*

### **3.14 FI/PRO/2 MOTION REGARDING TAX COMPLIANCE**

Members were reminded the Council passed a motion requiring all bidders to Council contracts, above European Union thresholds, self-certify that they are fully tax compliant.

Council had incorporated the requirement to self-certify tax compliance in all over European threshold procurements through procurement processes and implemented the requirement in relevant contracts accordingly.

Proposed by Councillor Webb  
Seconded by Councillor Bingham and agreed that

**the report be noted.**

*ACTION BY: Alistair Mawhinney, Management Accountant*

### **3.15 FI/FIN/20 TOTALVIEW APP**

#### **Introduction**

The creation of the purchase order in advance of performance / delivery was a requirement of financial regulations and makes a crucial contribution to prompt payment effectiveness. To facilitate this process for an increasingly mobile workforce, an app has been developed by Councils financial software supplier.

This project is in-line with Councils "Digital Transformation Strategy" in providing systems and processes for fully automated, end to end transactions between the Council and its businesses.

### **Advantages**

The app (TotalView) mirrors the functionality found on an officers desktop application with the ability to raise, authorise and deliver orders from a mobile device. This allows purchase orders to be processed promptly and is not dependent on an Officer being at their desk.

### **Progress to date**

The app has undergone Council based testing to ensure functionality is complete and has been rolled out to a number of Facilities officers to use in a live working environment. Currently 15 of the 30 licences purchased are being actively used.

### **Future Plans**

Future plans will be to identify those officers and functional areas which will benefit from the next tranche of licence roll out. Finance will target both transient and high quantity users and liaise with Heads of Service to identify those areas and officers most likely to benefit from this functionality. Future licence requirements will reviewed as necessary. Once identified, officers will be trained on the use of the system. Usage will be monitored to evaluate utilisation.

Proposed by Alderman W Ball

Seconded by Councillor Webb and agreed that

**the report be noted.**

*ACTION BY: Alistair Mawhinney, Management Accountant*

## **3.16 FI/FIN/21 PERFORMANCE DASHBOARDS**

### **Introduction**

As members were aware, Council are constantly striving to improve service delivery. Performance dashboards have been developed that give a data visualisation of key organisational information to allow officers to monitor performance quickly and easily. They will supplement current monitoring information e.g. budget reports or NILAS returns.

### **Advantages**

Dashboard graphs, metrics and tables facilitate the visual presentation of performance measures and so promote more informed decision making.

### **Progress to date**

A number of trial dashboards have been developed which officers have found useful and easy to understand. In practical terms these dashboards graphically summarise budget performance for individual depts. and sections.

It has become apparent that it is dependent on readily available, accessible and up to date source information.

The dashboards have been developed in-house using recently released Microsoft software at no extra expense. Limited future expense may be required for the creation of a small number of core users at a cost of approx. £90 per annum each.

### **Future Plans**

The next steps will be to develop:

- Financial monitoring for the senior management team
- Specific dashboards for high risk areas e.g. energy, overtime and waste
- Other dashboard 'tiles' can be developed in agreement with relevant officers.

It was envisaged that period 12 15/16 financial report would be available to the Senior Management Team, a draft report for Heads of Service was to be available in parallel with period 1 2016-17 management accounts.

Proposed by Councillor Webb

Seconded by Councillor Maguire and agreed that

**the report be noted.**

*ACTION BY: Alistair Mawhinney, Management Accountant*

### **3.17 G/BCEP/3 LETTER FROM LPS - PENNY PRODUCT FINALISATION**

Notification of the provisional district rates out-turn for 2015/16 had been received from Land and Property Services indicating, subject to audit, that the Council would receive a positive settlement of £718k.

Formal notification would be issued confirming the out-turn in the middle of May, however LPS had advised that there shouldn't be any significant changes to the figure.

Proposed by Councillor Logue

Seconded by Councillor Webb and agreed that

**the report be noted.**

*ACTION BY: Richard Murray, Management Accountant*



### **3.18 D/PCSP/163 POLICING AND COMMUNITY SAFETY PARTNERSHIP, INDEPENDENT MEMBER RECRUITMENT**

Correspondence had been received from the Northern Ireland Policing Board (NIPB) which related to Council Human Resources (HR) support for the recruitment of Independent Members to the Policing and Community Safety Partnership (PCSP).

The NIPB carried out a recruitment competition in 2015 for the appointment of Independent Members to the 11 new PCSPs. The process was conducted according to the Code of Practice issued by the Department of Justice in March 2015.

Following the recruitment exercise, the NIPB appointed an impartial assessor to review each stage of the 2015 recruitment process and a copy of the report was circulated.

The report recommended that

- (a) responsibility for the overall process should remain with the Northern Ireland Policy Board.
- (b) stage 2 of the process should remain the responsibility of District Councils and the NIPB have advised they will be seeking the support of Council for the next 2018/19 recruitment competition.

Proposed by Alderman W Ball

Seconded by Councillor Goodman and agreed that

**the correspondence be noted.**

*NO ACTION*

### **3.19 CCS/CPRM/5 EXTERNAL COMMUNICATION & MARKETING UPDATE BOROUGH LIFE**

Members were reminded that the Council centralised its Marketing and PR services into a single team. The team aims to deliver an integrated approach to external communications, including marketing, and to protect and enhance the reputation of the Council.

At the Policy & Governance Committee in December 2015, Members agreed to issue 6 editions of Borough Life, to incorporate a section for Active Life.

Members were advised that the revised Borough Life is now planned for issue 6 times per year and edition 3 will be distributed to businesses and households on 16 May 2016. Along with every edition of Borough Life, an electronic version will be available with an interactive video and web links. This will be uploaded before the distribution date. A copy of Borough Life was circulated for information.

The planning schedule would be kept under review to meet the needs of the business, however at present it is planned to issue Borough Life on the following months:

May 2016  
August 2016  
October 2016  
November 2016  
January 2017  
March 2017

Proposed by Councillor Webb  
Seconded by Councillor Maguire and agreed that

**the report be noted.**

*ACTION BY: Nicola McCullough, Media & Marketing Manager*

### **3.20 CCS/GEN/6 EUROPEAN CHARTER FOR REGIONAL OR MINORITY LANGUAGES**

Correspondence had been received from the Department of Culture, Arts and Leisure (DCAL) which related to supplementary guidance on the European Charter for Regional or Minority Language. A copy of the correspondence was circulated for member's information.

Member were advised that following the reorganisation of Executive departments, the lead department for Charter implementation would be the Department for Communities.

Proposed by Councillor Goodman  
Seconded by Councillor Maguire and agreed that

**the report be noted.**

*NOTED: that a report be progressed in relation to an update on the Charter.*

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

### **3.21 MEMBER DEVELOPMENT WORKING GROUP - MINUTES OF MEETING HELD ON 4 APRIL 2016**

Members were advised that a meeting of the Member Development Working Group took place on Monday 4 April 2016.

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

Proposed by Councillor Maguire

Seconded by Councillor Goodman and agreed that

**the Minutes of the Member Development Working Group Meeting held on Monday 4 April 2016 be noted.**

*ACTION BY: Fiona Gunning / Andrea McCooke*

**3.22 ST/T/268 CHARTERED INSTITUTE OF PERSONNEL & DEVELOPMENT, NATIONAL AWARDS 2016**

Members were advised that the Council had entered the CIPD **National Awards 2016** with a submission on the Best Learning & Development Initiative. This follows the shortlisting of an entry to the CIPD Northern Ireland Awards 2016.

The submission summarised the Council's experience from 1 April 2015 as it emerged as a new organisation and the Learning and Development Strategy was a key driver for cultural change, capacity building and performance improvement within the Council. The development of staff and Councillors was a key component of the organisational development strategy to achieve the corporate vision for the Council.

The winners of the CIPD National Awards 2016 would be announced at a black-tie Awards Dinner on Tuesday 27 September 2016, at Grosvenor House, Park Lane, London. The Awards Dinner will provide networking opportunities as well as celebrating excellence in the industry.

A further report will provided to members in due course.

Proposed by Councillor Webb  
Seconded by Alderman Agnew and agreed that

**the report be noted.**

*ACTION BY: Fiona Gunning, Organisation Development Officer*

**3.23 CE/PER/12 NILGA: NOTE OF PARTNERSHIP PANEL LOCAL GOVERNMENT MEETING - 21 APRIL 2016**

The note of the Partnership Panel Local Government meeting held on 21 April 2016 was circulated for information.

Proposed by Alderman DeCourcy  
Seconded by Councillor Maguire and agreed that

**the correspondence be noted.**

*NO ACTION*

### **3.24 CE/PER/32 NI PUBLIC SECTOR SHARED SERVICES**

Correspondence had been received through SOLACE from the Department of Finance and Personnel 2016 (circulated) advising of initial work for the NI Public Sector Shared Services Programme Board.

Proposed by Councillor Maguire  
Seconded by Councillor Webb and agreed that

**the correspondence be noted.**

*NO ACTION*

### **3.25 ANNUAL REPORT ON PUBLIC BODIES AND PUBLIC APPOINTMENTS 2014/15**

The Office of the First Minister and deputy First Minister had published the Annual Report on Public Bodies and Public Appointments for the year ending 31 March 2015.

The Annual Report is available on the OFMDFM website at:  
<https://www.ofmdfmi.gov.uk/publications/public-bodies-and-public-appointments-annual-report-201415>

Proposed by Councillor Maguire  
Seconded by Councillor Goodman and agreed that

**the correspondence be noted.**

*NO ACTION*

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

Correspondence was received from the Driver and Vehicle Agency (circulated) advising of applications to renew the Bus Operator's Licence from the following operators:

- Rooney Coach Hire Ltd, 4 Dana Place, Hilltown, Co Down, BT34 5UE
- Michael Doona, T/a Burro Cabs, 19 Burrow Road, Aghyoule, Derrylin, Co Fermanagh, BT92 9EP
- John Smith, T/A Call-a-Coach, 15 Cumbria Lodge, Crumlin Co Antrim, BT29 4GE

Any representations regarding these applications were requested by the Driver and Vehicle Agency by 12 May 2016.

Proposed by Councillor Logue  
Seconded by Councillor Maguire and agreed that

**the correspondence be noted.**

*NO ACTION*

**3.27 CE/OA/17 DRIVER AND VEHICLE AGENCY - APPLICATIONS TO RENEW BUS OPERATOR'S LICENCE**

Correspondence was received from the Driver and Vehicle Agency (circulated) advising of applications to renew the Bus Operator's Licence from the following operators:

- Michael Joseph Sloan, T/A TM Transport and Coach Hire, Rosevale Industrial Estate, 71 Moira Road, Lisburn, BT28 1RW
- Brian Creen, T/A LA Hummer Hire, 28 British Road, Aldergrove, BT29 4DH

Any representations regarding these applications were requested by the Driver and Vehicle Agency by 17 May 2016.

Proposed by Alderman DeCourcy  
Seconded by Councillor Webb and agreed that

**the correspondence be noted.**

*NO ACTION*

**PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Maguire  
Seconded by Councillor Webb and agreed that

**the following Committee business be conducted 'In Confidence'.**

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

**IN CONFIDENCE**

**3.28 IN CONFIDENCE (FI/PRO/TEN/59) TENDER FOR SELF-DRIVE VEHICLE HIRE SERVICES**

**Contract Period 1 May 2016 to 31 March 2017 (with an option by the Council to extend for a further period of 12 months, in 3 month increments, subject to review and performance)**

## Introduction

Nine tenders for the self-drive vehicle hire contract were opened via E-sourcingNI on 15 March 2016 and referred to the evaluation panel for assessment.

## Tender Evaluation

The tenders were evaluated on a two-stage basis as follows:

**Stage 1 (Selection Stage)** comprised of selection criteria which included questions on mandatory exclusion, insurances, management systems and practices, previous experience, and declarations and form of tender. All tenders met the requirements of the Selection Stage and proceeded to the Award Stage.

### **Stage 2 (Award Stage)**

The tenders proceeded to be evaluated on the basis of service delivery proposals (20%) and cost per lot (80%). Costs were determined using a model wherein the daily, weekly, monthly and 3 monthly costs provided by the tenderer were totalled for an overall total cost.

The three highest scoring bidders in each lot to be appointed. The supplier ranked 1<sup>st</sup> to be offered the orders. The 2<sup>nd</sup> and 3<sup>rd</sup> ranking suppliers to be offered the orders in the event that the Council is of the opinion that the 1<sup>st</sup> ranked supplier has insufficient capacity to deliver the necessary vehicle.

The scores of all suppliers were listed in **annex 1** and was circulated. The three highest scoring bidders in each lot are detailed as follows :

<b>Lot</b>	<b>1<sup>st</sup> Ranked Supplier</b>	<b>2<sup>nd</sup> Ranked Supplier</b>	<b>3<sup>rd</sup> Ranked Supplier</b>
Lot 1 SWB LR Van	Gus Commercials Ltd	Europcar Group Ltd	Corrigans Vehicle Hire Ltd
Lot 2 SWB HR Van	Europcar Group Ltd	Corrigans Vehicle Hire Ltd	Gus Commercials Ltd
Lot 3 LWB LR Van	Corrigans Vehicle Hire Ltd	Europcar Group Ltd	Gus Commercials Ltd
Lot 4 LWB HR Van	Corrigans Vehicle Hire Ltd	Europcar Group Ltd	Gus Commercials Ltd
Lot 5 Crew Cab Tipper	Corrigans Vehicle Hire Ltd	Europcar Group Ltd	NI Trucks Ltd
Lot 6 7.5T Box Van Tail Lift	Corrigans Vehicle Hire Ltd	Kidd Commercials	GUS Commercials Ltd
Lot 7 7.5T RCV without Bin Lift	Stewart Commercials	-	-
Lot 8 7.5T RCV with Bin Lift	Stewart Commercials	-	-

Lot 9 Small Sweeper	McCreath Taylor NI Ltd	RD Mechanical Services Ltd	
Lot 10 Medium Sweeper	McCreath Taylor	-	-
Lot 11 Large Sweeper	McCreath Taylor NI Ltd	RD Mechanical Services Ltd	
Lot 12 15T RCV without Bin Lift	Stewart Commercials	-	-
Lot 13 15T RCV with Bin Lift	Kidd Commercials	Stewart Commercials	-
Lot 14 26T RCV 6*4 without Bin Lift	Stewart Commercials	Kidd Commercials	RD Mechanical Services Ltd
Lot 15 26T RCV 6*4 with Bin Lift	Kidd Commercials	Stewart Commercials	RD Mechanical Services Ltd
Lot 16 32T RCV 8*4 Hook Lift Vehicle	Kidd Commercials	McCreath Taylor NI Ltd	-

Proposed by Councillor Bingham  
 Seconded by Councillor Maguire and agreed that

**the tenders for self drive vehicle hire services, detailed above, be approved in ranked order for the contract period.**

*ACTION BY: Sharon Logue, Procurement Manager*

### **3.29 IN CONFIDENCE FI/PRO/TEN/2 TENDER FOR THE PROVISION OF INTERNAL AUDIT SUPPORT SERVICES**

Members were reminded that at the Council Meeting held on 29 June 2015, the tender for the provision of internal audit support services submitted by PriceWaterhouse Coopers was accepted for the period 1 July 2015 to 30 June 2016 (with an option by the Council to extend for a further period of up to 12 months).

Officers reported satisfactory performance and that they wish to exercise the option to extend the contract for a further period of 12 months.

Proposed by Councillor Webb  
 Seconded by Councillor Goodman and agreed that

**the contract for the provision of internal audit support services, as detailed above, be extended for a further period of 12 months at the tendered rates.**

*ACTION BY: Julia Clarke, Procurement Officer*

*NOTED: the Internal Audit Service to be reviewed prior to the end of the contract extension period.*

*ACTION BY: Catherine McFarland, Director of Finance and Governance*

**3.30 IN CONFIDENCE G-LEG-14(60) RAILWAY STREET/CASTLEWAY CAR PARKS - PROPOSED WORKS TO BE CARRIED OUT BY NORTHERN IRELAND WATER**

Northern Ireland Water were required to provide storm and foul sewers to a new housing development on Station Road, Antrim. The proposed Storm Sewer would discharge into the culverted watercourse in the Council owned Railway Street / Castleway Car Parks.

The proposed works start date is September 2016 and will take approximately 1 week in the car park and 2/3days in the adjacent grassed area.

The NI Water appointed contractor will reinstate the car park to its current condition and standard along with repainting any affected white lines.

There will be a requirement for the working area to be fenced off to prevent cars and pedestrians from entering the working area during the works.

Compensation for the affected area will be agreed with NI Water and the Councils Legal Advisor.

Proposed by Councillor Webb

Seconded by Councillor Bingham and agreed that

**the Council consent to NI Water carrying out the works on Council land on the condition that NI Water agree to the following -**

- **Reinstate Council land to its current condition;**
- **Compensate the Council for any financial loss caused due to the works being carried out on Council land.**

*NOTED: Officers to check if permission was sought from NI Water to carry out the works on Council land.*

*ACTION BY: Paul Casey, Legal Advisor*

Alderman DeDourcy left following consideration of this item.

**3.32 IN CONFIDENCE G/GEN/8 TEMPORARY STRUCTURE FOR FLEET MANAGEMENT**

As members were aware the effective management of fleet is key to the efficient delivery of Council Services. Following completion of a review of the arrangements for Fleet Management key risks had been identified and a temporary structure (circulated) for the management of fleet is now required



to ensure all new procedures and processes developed can be effectively resourced to allow full implementation across all Council fleet.

The introduction of this temporary structure within the Governance section, for one year, would afford time to improve the overall management of fleet within the Council and actively review existing facilities, contract arrangements and working practices to provide an efficient and effective fleet management unit.

Proposed by Councillor Bingham  
Seconded by Councillor Webb and agreed that

**the implementation of the new temporary structure for Fleet Management with review in one year be approved.**

*ACTION BY: Liz Johnston, Head of Governance*

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

Proposed by Councillor Logue  
Seconded by Councillor Maguire and agreed

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

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

### **OPEN SESSION**

#### **3.31 G-LEG-14(59) BALLYFORE RATH - PIPELINE INSTALLATION**

Farrans Construction intend to replace water mains adjacent to the Rath situated at Knockview Road, Newtownabbey. This is Council owned land and the Rath is a scheduled monument. This work is part of the Northern Ireland Water Rehabilitation Project.

No work will be carried out on Council land but as the intended works are to be carried out beside the Rath, Farrans contacted the Northern Ireland Environment Agency and they provided them with a consent form for the Council to sign to allow Farrans to undertake the work.

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

**the Council sign the Northern Ireland Environment Agency Consent Form for the replacement pipeline work to be carried out by Farrans Construction, on the understanding that Farrans Construction agrees to the following -**

- **As the works are being carried out beside the Rath extra care is to be taken when excavating pits and manoeuvring plant and equipment;**
- **Ensure no materials or machinery are stored within Council owned land at the site of the Rath;**
- **Farrans will compensate the Council for any damage caused to Council land during this works process.**

*NOTED: Officers to periodically review the progress of work to ensure the protection of the Council's land.*

*ACTION BY: Paul Casey, Legal Advisor*

### **3.34 G-LEG-192 PUBLIC RIGHTS OF WAY**

It was reported that notice had been received from the Northern Ireland Housing Executive that it has applied for an Order for the Extinguishment of two Public Rights-of-Way cited as 59.92M<sup>2</sup> of the footpath at the gables of Nos 1 and 2 Orkney Street, Antrim and portions of footway adjacent to 5 Derrycoole Park, Rathcoole.

There was no effect on Council land from the extinguishment orders. Maps were attached.

Proposed by Councillor Goodman  
Seconded by Alderman Agnew and agreed that

**the report be noted.**

*ACTION BY: Liz Johnston, Head of Governance*

### **3.35 G/LAN/2- CONSULTATION - REVIEW OF RATE LIABILITY IN THE DOMESTIC RENTAL SECTOR**

Members were advised that that the Department of Finance and Personnel had formally commenced a Public Consultation on a review of rate liability in the domestic rental sector.

A copy of the draft response was circulated for consideration.

Proposed by Councillor Goodman  
Seconded by Councillor Webb and agreed that

**the consultation document and draft response be included on the Council Agenda.**

*ACTION BY: Denise Lynn, PA to the Director of Finance and Governance*

### **3.36 CE/GEN/42 A GUIDE TO DEPARTMENT FOR INFRASTRUCTURE (DFI)**

Further to correspondence previously circulated highlighting the reorganisation of the Northern Ireland Civil Service Departments and the reduction of Departments from 12 to 9, a brief guide had now been received for the new Department for Infrastructure and its functions.

It had been advised that a more detailed Departmental Guide would be developed once a new Minister has been appointed.

Assurance has been given that the restructuring should have no immediate effect on the delivery of services.

Proposed by Councillor Goodman  
Seconded by Councillor Bingham and agreed that

**the correspondence be noted.**

*NOTED: request for officers to liaise with the new Deputy Secretary (Roads and Rivers), Dr Andrew Murray, seeking prioritisation of the poor condition of the roads within the Borough, including street lighting provision.*

*ACTION BY: Denise Waddell, Administration Assistant*

### **ANY OTHER RELEVANT BUSINESS**

#### **Freedom of Information requests**

Following discussion regarding the cost to the Council to process Freedom of Information requests, officers to investigate the possibility of making representation to the appropriate body in relation to the cost to the ratepayer.

*ACTION BY: Liz Johnston / Helen McBride*

#### **Land and Property Services**

Land and Property Services be asked to review how they portray the rates information on the rates bills, particularly in relation to the pie chart.

*ACTION BY: Catherine McFarland, Director of Finance & Governance*

All officers in attendance left the meeting at the point.

**IN CONFIDENCE**

**3.33 CE/STC/SC/45 CHIEF EXECUTIVE PERFORMANCE APPRAISAL**

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

Members were advised that the Chief Executive's Performance Appraisal was completed on 21 April 2016.

Discussion took place with a vote being taken on the current process of conducting the performance appraisal, resulting in 6 in favour and 2 against.

It was agreed that

**the report be noted.**

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

There being no further Committee business the Chairman thanked everyone for their attendance and the meeting concluded at 7.45pm.

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**MAYOR**

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