



28 March 2019

Committee Chair: Councillor P Brett

Committee Vice-Chair: Councillor N McClelland

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

Dear Member

**MEETING OF THE POLICY & GOVERNANCE COMMITTEE**

A meeting of the Policy & Governance Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Tuesday, 2 April 2019 at 6.30pm.**

You are requested to attend.

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

Yours sincerely

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

Jacqui Dixon, BSc MBA

**Chief Executive, Antrim & Newtownabbey Borough Council**

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

Tel: 028 9034 0048 / 028 9448 1301 [memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

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

- 1 Apologies
- 2 Declarations of Interest
3. **ITEMS FOR DECISION**
  - 3.1 DFI – Disabled Parking Bays – Donore Crescent, Antrim and Andraid Close Antrim
  - 3.2 Revised Anti-Bribery Policy
  - 3.3 Revised Anti-Fraud and Corruption Policy and Fraud Response Plan
  - 3.4 Scheme of Allowances Payable to Councillors 2019-20
  - 3.5 Linen Hall Library
  - 3.6 Chartered Institute of Personnel and Development Awards
  - 3.7 Application for Temporary Approval of Premises for Civil Marriages
  - 3.8 Cemetery Charges
- 4 **ITEMS FOR NOTING**
  - 4.1 Agency Staff Update
5. **ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
POLICY AND GOVERNANCE COMMITTEE MEETING ON  
TUESDAY 2 APRIL 2019**

**3. ITEMS FOR DECISION**

**3.1 G-LEG-308/3 & 308/4 DfI ROADS - DISABLED PARKING BAYS – DONORE  
CRESCENT, ANTRIM & ANDRAID CLOSE ANTRIM**

Correspondence has been received from DfI Roads outlining details regarding their proposals to reserve two on-street disabled parking spaces at Donore Crescent, Antrim and at Andraid Close, Antrim (enclosed).

DfI Roads are requesting letters of confirmation that the Council are in agreement with these proposals.

**RECOMMENDATION: that the Committee agrees with the proposals from DfI Roads.**

Prepared by: Deirdre Nelson, Paralegal

Approved by: Paul Casey, Borough Lawyer and Head of Legal Services

### 3.2 FI/AUD/04 REVISED ANTI-BRIBERY POLICY

Members are reminded that the Council has an Anti-Bribery Policy, which was implemented in April 2015. Officers have undertaken a review of this Policy (**enclosed**) in order to bring it up to date.

The Bribery Act 2010 makes bribery a criminal offence. As such, as a Council, we do not, and will not, offer or pay bribes or other improper inducements for any purpose, nor do we or will we, accept bribes or improper inducements such as gifts or hospitality.

The Anti-Bribery Policy sets out the Council's commitment to the prevention, deterrence and detection of bribery. It also provides a framework to enable employees to understand and implement arrangements enabling compliance with the Policy and to identify and effectively report potential breaches.

The Council will assess the risk of bribery through Anti-Bribery Risk Assessments that will be completed bi-annually as part of the Management Assurance process. Where the risk of bribery is considered to be high, appropriate action will be taken by management to reduce the level of risk.

The Anti-Bribery Policy has been screened for the need for an Equality Impact Assessment (EQIA) and a Data Protection Impact Assessment (DPIA). Both an EQIA and a DPIA are not recommended.

**RECOMMENDATION: that the Committee approves the Anti-Bribery Policy.**

Prepared by: Paul Caulcutt, Head of Internal Audit

Approved by: Sandra Cole, Director of Finance and Governance

### **3.3 FI/AUD/04 REVISED ANTI-FRAUD AND CORRUPTION POLICY AND FRAUD RESPONSE PLAN**

Members are reminded that the Council has an Anti-Fraud and Corruption Policy which was implemented in April 2015. Officers have undertaken a review of this Policy (**enclosed**) in order to bring it up to date.

The Council is committed to the prevention of fraud and corruption and the promotion of an anti-fraud culture. The Council operates a zero tolerance attitude to fraud and corruption, whether from internal or external sources and requires staff and individuals / organisations to act with honesty and integrity, to safeguard public resources and to report all suspicions of fraud and corruption.

The Anti-Fraud and Corruption Policy defines the three main offences of fraud, as set out in the Fraud Act 2006. These are:

- Fraud by false representation
- Fraud by failing to disclose information
- Fraud by abuse of position

The Policy also provides details of the anti-fraud and corruption roles and responsibilities of all levels throughout the Council. It provides detailed guidance on fraud prevention, detection and investigation as well as a guideline for reporting suspicions of fraud or corruption.

The Anti-Fraud and Corruption Policy has been screened for the need for an Equality Impact Assessment (EQIA) and a Data Protection Impact Assessment (DPIA). Both an EQIA and a DPIA are not recommended.

In addition to the Anti-Fraud and Corruption Policy, Officers have also reviewed and updated the Fraud Response Plan which accompanies the Policy (**enclosed**). The Plan enables Council to ensure that where instances of fraud are suspected, they are appropriately and adequately investigated, in a consistent manner, in line with the relevant legislation and best practice. The Fraud Response Plan defines the authority levels and responsibilities for action and the reporting lines to be followed in the event of suspected fraud, theft or other irregularity. It also provides detailed guidance for planning and undertaking a formal investigation.

The objectives of the Fraud Response Plan are to ensure:

- Each instance of suspected fraud or corruption is treated in a consistent manner with appropriate action taken against those who are suspected of fraud;
- Management of the Council deal with suspicions of fraud and corruption firmly and quickly in compliance with applicable legislation;
- Losses are minimised or recovered and / or further loss to the Council is prevented; and

- Investigations are carried out appropriately to enable the evidence to be used (where considered appropriate) for the purposes of:
  - disciplinary action;
  - criminal action via referral to the Police Services of Northern Ireland (PSNI); and/or
  - legal action taken against a third party.

**RECOMMENDATION: that the Committee approves the Anti-Fraud and Corruption Policy and Fraud Response Plan.**

Prepared by: Paul Caulcutt, Head of Internal Audit

Approved by: Sandra Cole, Director of Finance and Governance

### 3.4 G/MSMO/1 SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS 2019-20

Members are reminded that the Council agreed a Scheme of Allowances Payable to Councillors for 2019-20 in March 2019. The Scheme was based on Circular LG 12/2018 which was the latest Circular issued by the Department for Communities at the time of preparation of the Scheme for 2019-20.

Circular LG 07/2019 (**enclosed**), has subsequently been issued by the Department for Communities, providing a consolidated record of all councillor allowances and reflects an increase in maximum rates for Dependants' Carers' Allowance from 1 April 2019.

All other allowances remain unchanged.

**RECOMMENDATION: that the Scheme of Allowances Payable to Councillors for 2019-20 be amended to reflect the increase in the maximum rates for Dependants' Carers' Allowances.**

Prepared by: Richard Murray, Management Accountant

Agreed By: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

### 3.5 G/MSMO/17 LINEN HALL LIBRARY

Members are advised of receipt of correspondence from the Linen Hall Library, a copy of which is **enclosed**, advising that the Council's Corporate Membership subscription is due for renewal.

Corporate Membership of this historical library permits staff and Members to access the library and its facilities and to borrow up to 8 books for up to a month upon presentation of the corporate library ticket. Any member wishing to use the Linen Hall library can obtain the corporate library ticket from Mayor and Member Services.

The Library, having reviewed the membership fees for the first time since 2011, have advised the annual membership rate will be £325.

**RECOMMENDATION: that payment of the annual subscription of £325 for the Corporate Membership of the Linen Hall Library be approved.**

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance



### 3.6 ST/T/268 CHARTERED INSTITUTE OF PERSONNEL & DEVELOPMENT AWARDS

#### CIPD NI Awards 2019

Members are advised that all three entries that the Council submitted this year in the Chartered Institute of Personnel Development (CIPD) NI Awards 2019 have been shortlisted.

The three entries are for the categories,

- **Team of the Year – HR**
- **Learning and Development Initiative**
- **Health and Wellbeing Initiative**

CIPD are the professional body for Human Resource Management and we should be extremely proud that our three entries are shortlisted again this year and look forward to representing Council at the Awards Ceremony.

Category winners will be announced at the Awards Dinner that will take place on Thursday 16<sup>th</sup> May 2019 in Titanic Belfast.

Members may wish to consider the following options:-

- (a) a table of ten at the CIPD Awards Ceremony at a cost of £750 plus VAT
- (b) a half table of four places at a cost of £400 plus VAT
- (c) For the following Nominees - the Mayor, the Deputy Mayor, the Chair and Vice Chair of the Policy and Governance Committee, or their nominees, attend the event as an approved duty, together with the appropriate officers.

**RECOMMENDATION: the Committee's instruction is sought on acceptance or otherwise of the invitation to attend and the options above.**

Prepared by: Fiona Gunning, Organisation Development Officer

Agreed by: Joe Simpson, HR Manager

Approved by: Andrea McCooke, Director of Organisation Development

### **3.7 CCS/REG/021 APPLICATION FOR TEMPORARY APPROVAL OF PREMISES FOR CIVIL MARRIAGE**

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 has been received from the owner of Ash Farm, 121 Ahoghill Road, Randalstown for a temporary approval of an area at the specified premises for a civil marriage ceremony on 15<sup>th</sup> June 2019

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

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

**RECOMMENDATION: that Ash Farm, Randalstown is temporarily approved to hold a Civil Marriage on 15<sup>th</sup> June 2019 under the terms of the Marriage (NI) Order 2003.**

- a) **Ash Farm, Randalstown**
  - i) **Garden**

Prepared by: Emma Thompson, Registrar of Births, Deaths, Marriages and Civil Partnerships

Approved by: Andrea McCooke, Director of Organisation Development

### **3.8 CCS/REG/022 CEMETERY CHARGES**

Members are reminded that ongoing reports have been made in relation to the review of Cemetery Rules and Regulations and burial charges. Following the implementation of these, and based on the practical application of a few related matters, it is proposed that Members give consideration to the following:

#### **Resident Status**

Members are reminded that, common across UK Councils, different charges are applied to Residents and Non Residents (i.e. a higher charge is applied to Non Residents). Under our current policy, proof of residency must be provided to claim resident status and this can be granted if a person can prove residency in the Borough in the preceding 7 years of any transaction.

In practical terms it has come to light that some former residents, who have often lived in the Borough for a long period/most of their life, have had no choice but to relocate outside the Borough for reasons beyond their control relating to their healthcare.

In these circumstances, it is proposed that resident status is granted following receipt of confirmation that the former resident had no choice but to relocate outside the Borough. It is envisaged that confirmation would be received from a suitable professional from the relevant Health Trust.

#### **Duplicate Burial Lease**

Currently a charge of £50 is applied to residents and non residents for a duplicate burial lease and it is proposed to remove this fee so as to encourage individuals and families to seek a duplicate lease where the original one can no longer be found. The administrative costs of processing a duplicate is negligible, and it is in the interests of all to have a copy of the burial lease because it greatly assists the family and the Council during the process of arranging burials.

#### **Transfer of Burial Lease**

Once a burial lease is purchased, only the registered owner can authorise the opening of the grave for burial. Only one person can be registered as the owner of the burial lease.

Burial leases can be transferred by a resident or a non resident of the Borough and the effective fees at the time of purchase will apply (currently free for residents that are the spouse/child/sibling of the owner and a £60 charge is applied where residents do not fall into any of these categories. A charge of £670 is applied for non residents).

It is proposed to remove the charge of £60 so as to actively encourage all residents to consider if a burial lease transfer is required.

In the absence of a Will, and at the time of arranging a burial, those concerned often experience a lengthy and stressful process before a burial lease transfer can be properly confirmed in order to open the grave they wish to use.

Again, the administrative cost of processing a burial lease transfer is negligible and it is in the interests of families to consider if a burial lease transfer is needed because often the burial lease owner has deceased and not bequeathed, in a Will, the lease to a specific person.

It is envisaged that all residents would be encouraged to consider and action (where applicable) the transfer of burial leases if it was free of charge, along with active promotion via the Council's Registration Team.

**RECOMMENDATION: that**

**a) for the purposes of applying burial charges, resident status be granted to former residents who had no choice but to relocate outside the borough for reasons beyond their control, related to their healthcare, following receipt of confirmation from a suitable Health Trust professional that this is the case.**

**b) to remove the £50 fee for duplicate burial leases.**

**c) to remove the burial lease transfer fee of £60 applied to residents (who are not the spouse/child/sibling of a burial lease owner).**

Prepared & Approved by: Andrea McCooke, Director of Organisational Development



		2 x Driver Site Operatives, Recycling		
Covering career breaks/secondments	7	2 x Grounds Maintenance Operative Admin Assistant, Planning Admin Assistant, Marketing Media and Marketing Officer Senior Leisure Attendant Tourism, Town Centre and Regeneration Officer	6	
<b>TOTAL</b>	<b>47</b>		<b>54</b>	

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

Appendix 1 sets out expenditure on agency workers in February 2019.

The cost of agency staff has reduced for the period of 1 April 2018 to 28 February 2019 at 6.09% of all staffing costs compared to 6.81% for the same period last year. The table below shows the continued percentage reduction in agency costs over the past financial year:

Month	2017/18	2018/19
April	6.66%	3.51%
May	6.94%	3.74%
June	7.09%	4.61%
July	6.12%	4.71%
August	6.96%	4.66%
September	7.76%	6.06%
October	8.00%	5.85%
November	7.63%	6.51%
December	7.30%	6.49%
January	7.28%	6.16%
February	6.81%	6.09%

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

Prepared by: Victoria Stewart, HR Administrator

Agreed by: Joe Close, HR Manager

Approved by: Andrea McCooke, Director of Organisation Development