



MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 8 NOVEMBER 2016 AT 6.30PM

- In the Chair** : Alderman DeCourcy
- Members Present** : Aldermen - F Agnew and P Barr
Councillors - J Bingham, P Brett, P Hamill,
N Kells and M Maguire
- Non-Committee Members Present** : None
- Officers Present** : Chief Executive - Mrs J Dixon
Director of Organisation Development - Mrs A McCooke
Head of Finance & ICT - Mr J Balmer
Legal Advisor - Mr P Casey
ICT Officer - Mr C Bell
Senior Admin Officer - Mrs S McAree

CHAIRMAN'S REMARKS

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

1 APOLOGIES

Councillors B Duffin, D Hollis, N McClelland and W Webb

2 DECLARATIONS OF INTEREST

None.

3.1 DRAFT LOCAL GOVERNMENT (PAYMENTS TO COUNCILLORS) REGULATIONS (NORTHERN IRELAND) 2016

A consultation document and draft Local Government (Payments to Councillors) Regulations (Northern Ireland) 2016 was enclosed.

As explained in the consultation document the draft regulations would replace the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012 with amendments following revision of councillor's allowances and from local government reform.

It was reported that In part 1, a number of definitions had been updated in light of the Local Government Act (Northern Ireland) 2014; for example, specific exclusions from approved duties of 'site visits' in connection with an application for planning permission has now been removed.

In part 2 the detail of what allowances were paid was unchanged except for the removal of allowance reductions related to Councillors being members of other institutions.

This followed from recent legislation disallowing members from holding a dual mandate.

Members were reminded of previous consultation (Sept'16) on the widening of the definition of 'carer' in respect of 'dependent carers' allowance.

It was reported that the 2016 draft regulations were as yet unchanged in respect of dependents' carers' allowance.

There were no changes regarding 'travel and subsistence allowance'.

Members were further advised that Part 3 which dealt with administration arrangement were largely unchanged; cross referencing to previous legislation had been updated.

Proposed by Councillor Brett
Seconded by Councillor Bingham and agreed that

the Council responds positively to the amendments proposed by the Department for Communities but reiterates the support of the previously suggested widening of the definition of 'carer' with the definition of 'dependents' carers' allowance.

ACTION BY: John Balmer, Head of Finance

3.2 F1/GEN/2 USE OF RESERVES: REVIEW OF CAPITAL FUND RESERVE

Members were advised that in line with Councils reserves policy it was good practice to periodically review specific earmarked reserves taking into account the strategic, operational and financial risks facing the Council.

Usable Reserves

Councils 'usable' reserves at 31/03/16 listed in appendix 1, included a 'Capital Fund' reserve of £1,216,216 comprising monies set aside for major capital schemes.

In reviewing this reserve two options were presented below for utilising this reserve in 16/17. The options were presented in the context of the current economic climate ie

- No legislative or government borrowing restraints for capital schemes
- Historically low interest rates for borrowing
- New borrowings are readily available from central government, other councils and the financial markets.

Option 1 - Apply the reserve against a long-life major capital scheme.

Members were advised that this option had the impact of reducing the scheme borrowing requirement by £1.2 million. Applied to a 40 year scheme in equal instalments, this would reduce the annual minimum revenue provision by £30,405. (Minimum revenue provision (MRP) was the mechanism whereby asset financing was brought into the rates calculation.)

Option 2 - Apply the reserve against the cost of the Councils voluntary severance scheme (VSS).

It was reported that at present council funded the severance scheme directly from its general reserve. VSS cases were aggregated at the end of each financial year and charged to the General Reserve over the subsequent four years through the same MRP process.

The outstanding balances of the severance scheme to date were:

| | 31/03/16 Outstanding Balance | Annual Cost | Years O/S |
|------------------------|-------------------------------------|--------------------|------------------|
| 14/15 VSS | £628,086 | £314,043 | 2 |
| 15/16 VSS | £877,246 | £292,415 | 3 |
| 16/17 VSS (est) | £1,000,000 | £250,000 | 4 |

Application of the capital fund against the 14/15 and 15/16 VSS balances would reduce the annual MRP cost in 16/17 by £510,086.

Balance applied (£)

16/17 MRP Avoided (£)

| | | |
|------------------|------------|----------|
| 14/15 VSS | £628,086 | £314,043 |
| 15/16 VSS | £588,130 | £196,043 |
| Total | £1,216,216 | £510,086 |

Conclusion

In summary, the impacts of the two options were tabled below:

| | Balance Applied | 16/17 MRP Avoided | 17/18 MRP Avoided | 19/20 MRP Avoided | MRP avoided to 55/56 |
|---|------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|
| 1. Applied against 40 year capital scheme. | 1,216,216 | 30,405 | 30,405 | 30,405 | 30,405 |
| 2. Apply against VSS balances. | 1,216,216 | 510,086 | 510,086 | 196,044 | 0 |

Members were advised that Option 1 spreads the impact of releasing the reserves over 40 years with option 2 realising the reduction in minimum revenue provision over a 3 year period. Given the favourable borrowing conditions that prevail there was no immediate requirement to retain a capital fund with option 2 having the greatest favourable revenue impact in the short term.

Proposed by Alderman P Barr
Seconded by Councillor Kells and agreed that

the Council applies its capital fund towards the cost of the voluntary severance scheme in full in 16/17.

ACTION BY: John Balmer, Head of Finance

3.3 FC/G/2 BANKING ARRANGEMENTS

Members were reminded that Mrs Colette Archer had been appointed as Director of Finance & Governance with effect from 12 December 2016.

It was a requirement of the financial institutions used by Council to formally minute the authorisation given by Council to named officers to transact business on Councils behalf.

Proposed by Alderman P Barr
Seconded by Councillor Kells and agreed that

with effect from 12 December 2016 Mrs Colette Archer, Director of Finance & Governance is authorised:

a) As a signatory to the Council's bank accounts;

- b) To submit and approve internet banking transactions;
- c) To submit and approve Bankers' Automated Clearing Services (BACS) transactions;
- d) Transact business with Council approved counterparty institutions.

ACTION BY: John Balmer, Head of Finance

3.4 G/MSMO/7/VOL2 NORTHERN IRELAND ELECTRICITY NETWORKS

It was reported that correspondence had been received from Northern Ireland Electricity Networks advising that their Business Plan detailing what they proposed to deliver for electricity customers between 2017 and 2024 had recently been forwarded to the Utility Regulator for review. As the electricity network is an important infrastructure for the Northern Ireland economy, NIE Network would welcome an opportunity for a member of their senior team to meet with the Council and brief Councillors on its key elements.

Members were advised that NIE Networks were preparing emergency plans for winter and any potential severe weather. All Councillors would soon receive their Elected Representative Hotline card which provided a priority line into the customer service centre for information on power cuts. NIE Network would therefore like to update Council on these winter preparations and would be delighted to host Council at their Distribution Service Centre in Craigavon or visit Council Offices.

Proposed by Councillor Brett
Seconded by Councillor Hamill and agreed that

Any member who wishes can visit the Distribution Centre in Craigavon as an approved duty.

ACTION BY: Member Services

3.5 CE/GEN/4 TRANSPORT NI - DISABLED PARKING BAY - [REDACTED], ANTRIM

It was reported that correspondence had been received from Transport NI outlining details regarding their proposal to reserve an on-street disabled parking space to the rear of [REDACTED], Antrim.

Transport NI request a letter of confirmation that the Council are in agreement with this proposal.

Proposed by Councillor Kells
Seconded by Councillor Hamill and agreed that

The Council agrees with the proposal from Transport NI.

ACTION BY: Member Services

3.6 G/LEG/2; G/LEG/3 SOCIETY LOTTERY APPLICATIONS

Members were advised of receipt of two Society Lottery applications as follows:-

- (1) Hill Croft Parent Teachers Association to hold a Society Lottery at Hill Croft School Newtownabbey to fundraise for additional equipment for the children of the school.
- (2) Newtownabbey Mencap to hold a Society Lottery at their premises on 14 February 2017 has been received to fundraise for people with learning difficulties.

Both applications had been sent to the PSNI to seek their views.

Proposed by Alderman P Barr
Seconded by Councillor Brett and agreed that

subject to the PSNI having no objection to either of the above Society Lottery applications, that Members approve issuing of licence(s) accordingly.

ACTION BY: Paul Casey, Legal Advisor

3.7 CE/GEN/61 CORPORATE WORKSHOP 2016

Members were reminded that the Corporate Workshop was held in Mossley Mill on Thursday 13 October 2016.

The Workshop focused on Performance, Place, Prosperity and People. A report on the Current Financial Position, Budget Estimates and Capital Expenditure was also provided.

Reports on the discussions relating to each DEA under 'PLACE' would be referred to each of the DEA Place Shaping Forums.

Proposed by Councillor Kells
Seconded by Councillor Bingham and agreed that

the report be approved.

ACTION BY: Andrea McCooke, Director of Organisation Development

3.8 F1/FIN/11 DRAFT RATES ESTIMATES UPDATE 2017/18

Member were advised that this was a brief report to update members on progress in the preparation of rates estimates for 17/18. The rates set over the

past two years had resulted in no effective increase in domestic rate for former Newtownabbey ratepayers and decrease for former Antrim ratepayers and a reduction in the non-domestic rate across the Borough.

It was the officers aim to repeat this for 2017/18 through application of efficiency savings arising from the merger whilst continuing to deliver on the commitments of the Corporate Plan.

Officers with budget responsibility had now completed their detailed submissions to reflect their section business plans. Finance staff had correlated the submissions into a financial model for 17/18 There had been a number of factors influencing the rates estimates across all services:

- Wage inflation of 1%
- Reduction in interest rates
- Low inflation levels
- Council voluntary severance scheme
- Implementation of new structures
- Continued alignment of procurement contracts
- Small growth in rateable values

It was reported that these were in parallel with service specific factors e.g. costs of new facilities, or new programmes e.g. Peace 4.

Members were advised that officers were continuing to integrity check the draft figures for 17/18. There would be some specific actions;

- Incorporation of members workshop outcome
- Preparation of detailed cashflow projections
- Review of Council Reserves Policy
- Meeting with Land and Property Services to review penny product estimate.
- Review of Council's prudential indicators
- Review of Minimum Revenue Policy
- Preparation of detailed reports for presentation to relevant committees in December 2016

Proposed by Councillor Kells

Seconded by Alderman P Barr and agreed that

the report be noted.

ACTION BY: John Balmer, Head of Finance

3.9 FI/FIN/4 BUDGET REPORT - APRIL 2016 TO SEPTEMBER 2016

A budget report for the period April 2016 to September 2016 was attached for Members information.

In previous reports, the Transferred Functions Grant – the payment received from Central Government for the functions transferred to Local Government e.g. Planning - was shown separately within the Sources of Funding section of the report. In the attached report, the grant had been shown against the service to which it related to enable the effective cost to Council of these services to be shown more clearly.

Halfway through the financial year the Council's variance on Net Cost of Services was £490k favourable, being £21k adverse on Expenditure and £511k favourable on Income. After accounting for income from District Rates and the De-Rating grant, and applying the credit balance of £757k used in calculating the District Rates on a pro-rata basis, this results in an increase in the Council's General Fund of £111k.

Members were advised that Community Planning and Regeneration was currently showing a favourable variance of £683k, £284k on expenditure and £399k on income. There had been favourable variances in all expenditure categories with Premises costs and Grants payable both showing favourable variances in excess of £100k for the period.

The major favourable income variances had arisen from both Building Control and Planning application fees of £256k and £102k respectively, with income from caravan parks also generating a £66k favourable variance for the period.

It was reported that Finance and Governance was showing an adverse variance of £34k. Additional expenditure had been incurred with the Finance and ICT section on ongoing work to improve the efficiency and usability of the Council's finance and other systems.

The Operations department was currently showing an adverse variance of £50k for the period, being £161k adverse on expenditure and £111k favourable on income.

The main favourable variance on income was within Environmental Health where grant income had been received of £179k for Council to spend on Affordable Warmth programmes and would be utilised before the end of the financial year.

Income within Leisure, however, was below target for the period. Officers were continuing to review their expenditure in order to ensure that overall the department did not show an adverse variance at the end of the financial year.

Income within Waste Management was on target for the period under review, however additional expenditure had been incurred on employee costs due to a number of front-line staff absences requiring immediate cover in order to maintain services and additional resources being required at the Council's recycling centres. Additional expenditure on repairs and maintenance to the fleet has also been incurred following accidents and damage to vehicles. Officers were working to minimise further adverse costs.

The Council had incurred £451k in severance expenses in the period to date and had, similarly to the previous financial year, submitted an application to the Department of Communities to capitalise these costs and spread the cost over future years. On the assumption that this application would be successful, these costs will not impact on the financial performance of the Council in the 2016/17 financial year.

An estimate was also made, of £325k, of the savings which would be generated during the year as staff leave under the voluntary severance scheme. As the officers leave the Council, this budget shall be transferred to the relevant department and matched against the service where the savings are being generated.

Capital Financing costs were on budget for the period.

Income from District Rates and the De-Rating Grant had been received in line with the estimated amounts for the year. The latest quarterly forecast from Land and Property Services indicated that District Rates income would be approx. £97k higher than the estimates used in setting the District Rates. Further forecasts would be made by Land and Property Services over the next two quarters to arrive at the final position at the year end.

Proposed by Councillor Bingham
Seconded by Councillor Maguire and agreed that

the report be noted.

Councillor Maguire thanked the Head of Finance and his team for the additional information provided.

ACTION BY: Richard Murray, Management Accountant

3.10 FI/FIN/9 PROMPT PAYMENT PERFORMANCE

Members were reminded the Department for Communities (DfC) previously 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 July 2016 to 30 September 2016 was set out below:

The default target for paying invoices, where no other terms are agreed, was 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 7,192 invoices totalling £15,909,006

The Council paid 5,620 invoices within the 30 day target. (78%)

The Council paid 1,117 invoices within the 10 day target. (16%)

The Council paid 1,572 invoices outside of the 30 day target. (22%)

Members were advised that The Council had 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 had been re-allocated, procedures were being reviewed, new software was being introduced and staff training within and external to the section was on-going.

Procedures and performance would continue to be kept under review and performance updates would be provided to members.

Proposed by Councillor Brett

Seconded by Councillor Hamill and agreed that

the report be noted.

ACTION BY: Ann Hamilton, Financial Controller

3.11 FC/G/25 PAYMENTS REPORT

The schedule of payments for Antrim and Newtownabbey Borough Council dated 23rd September to 21st October 2016 and schedule of manual payments for September 2016 were circulated with any payments over £5,000 having been analysed in more detail.

Proposed by Councillor Brett

Seconded by Councillor Hamill and agreed that

the report be noted.

ACTION BY: Ann Hamilton, Financial Controller

3.12 G/MSMO/8/VOL2 CONSULTATION ON PROPOSALS FOR IMPLEMENTING USE OF SEAT BELTS BY CHILD PASSENGERS AGED 3 TO 13 YEARS ON LARGE BUSES AND COACHES

It was reported that correspondence had been received from the Department of Infrastructure advising that a report was now available on the responses to the recent consultation on the European Directive 2003/20/EC which required Member States to extend their compulsory seat belt wearing laws to include

the use of seat belts, where fitted, for all passengers aged 3 and over in buses and coaches

Members were advised that the published report could be accessed through the following link: www.infrastructure-ni.gov.uk/publications/synopsis-responses-implementing-seat-belts-child-bus-passengers.

Proposed by Alderman F Agnew
Seconded by Councillor Hamill and agreed that

the correspondence be noted.

NO ACTION

3.13 G/MSMO/8/VOL2 STRATEGIC REVIEW OF NURSERY PROVISION IN SPECIAL SCHOOLS

It was reported that correspondence had been received from the Education Authority advising that they had just commenced engagement on a strategic review of nursery provision for children with special educational needs who required a place in a specialist setting.

The first part of the review process was entirely focused on the views of those who know these children best. This included their parents, teachers, principals and the staff who supported them in school and at home every day.

Over the next few weeks, the Education Authority would be running a wide scale, targeted engagement exercise where they would actively seek involvement from parents, key stakeholders in the education sector, health and other advocacy bodies with an interest in this work. This would inform the development of a draft framework which would shape the strategic direction of special education nursery provision across Northern Ireland.

The draft framework would be subject to public consultation with a view to implementation of a new model of delivery commencing in September 2017 with full implementation by September 2018.

Proposed by Councillor Hamill
Seconded by Councillor Kells and agreed that

the correspondence be noted.

NO ACTION

3.14 FC/FA/8 REVIEW OF PRUDENTIAL INDICATORS & TREASURY MANAGEMENT ANNUAL REVIEW

Council approved the Prudential Indicators for 2015/2016 to 2017/2018 and the Treasury Management Strategy for 2015/16 on 22 January 2015. Under the

Prudential Code and the Code of Practice on Treasury Management in the Public Services the council is required to monitor and review its prudential indicators. The council's Treasury Management Policy required a mid - year review and an annual report of treasury management activities.

The enclosed attachments provide an update on the Prudential Indicators (appendix A) and the annual report (Appendix B) on the council's borrowing and investment activities for 2015/2016.

MID-YEAR REVIEW

Council approved the Prudential Indicators for 2016/2017 to 2018/2019 and the Treasury Management Strategy for 2016/17 on 29 February 2016. Under the Prudential Code and the Code of Practice on Treasury Management in the Public Services the council was required to monitor and review its prudential indicators. The council's Treasury Management Policy required a mid - year review of treasury management activities.

The enclosed attachments provided an update on the Prudential Indicators (Appendix C) and a half-yearly review (Appendix D) of the council's borrowing and investment activities.

Proposed by Councillor Maguire
Seconded by Councillor Brett and agreed that

the report be noted.

Councillor Maguire thanked the Head of Finance and his team for the additional information provided.

ACTION BY: Ann Hamilton, Financial Controller

3.15 ST/HS/207 AGENCY STAFF UPDATE

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

The use of agency workers had helped to fill posts on a temporary basis whilst new structures were being designed and approved for filling on a permanent basis. There was salary provision for the majority of posts filled and grants for the posts that secured extended funding. An approval system through the Corporate Leadership Team was in place for all agency resources and a procedure for the engagement and management of agency workers.

The table below provided an update for Members on the use of agency staff as at September 2016.

| Reason for Agency Worker | Number of Agency Workers | Position Covered |
|--|---------------------------------|--|
| Additional Resource | 41 | 28 x Seasonal Grounds Maintenance 3 x Operatives, Bruslee & O'Neill Road Sites IT System Support Officer IT Systems Assistant Cleaner, Sentry Hill Community Development Assistant Events Assistant Graphic Designer Financial Accounting Officer HR Officer Clerical Assistant (Fleet) Clerical Officer, Environment & Leisure |
| Filling Funded Posts | 6 | Clerical Assistant Affordable Warmth Project 4 x Affordable Warmth Project Officer Grange Community Project Officer |
| Covering Sickness/Maternity | 3 | Customer Services Assistant Environmental Health Officer Household Recycling Attendant |
| Covering vacancies until structures filled | 13 | 2 x Enforcement Officer Facilities Officer, Property & Building Property Asset Management Assistant Conferencing Administrator Clerical (Building Control) 3 x Environmental Health Officer Playzone Assistant Receptionist (Clotworthy) Leisure Attendant CSD Supervisor |
| Covering career breaks/secondments | 4 | Heritage Assistant Technical Officer (Building Control) Specialist Driver, Parks IT System Support Assistant |
| TOTAL | 67 | |

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

A report setting out expenditure on agency workers in the period under review was attached.

Councillor Maguire thanked the staff for the report and indicated that he had discussed the provision of additional information with the Director.

Proposed by Councillor Kells
Seconded by Councillor Maguire and agreed that

the report be noted.

ACTION BY: Andrea McCooke, Director of Organisation Development

3.16 CE/GEN/6 ICT DIGITALISATION STRATEGY - PROGRESS REPORT

Members were reminded that an updated draft ICT Digitisation Strategy was approved in January 2016. This strategy recognised that as the Council faced the challenge of finding efficiencies for our ratepayers, we need to utilise technology in new ways to find out and deliver what our citizens and customers want and need.

The Council had recently completed its initial ICT convergence activities, bringing together the ICT functions from both legacy Councils. In addition to a number of digital transformation projects had been initiated, many of them had been cross cutting, affecting the majority of Council employees and acting as the enabler to doing many tasks in a more digital way. A summary of the projects was attached.

The Council's current application landscape and the Digital Transformation Strategy, had been reviewed recently, before embarking upon the next phase of digital transformation.

The review was undertaken which focused on two primary areas for the Council:

1. Review of current software systems
2. Review of Digital Transformation Strategy

Members were advised that the review concluded that while the Council had already a strategy in place, which was sufficient as it stood to enable the Council to achieve its stated digital ambitions of becoming 'the leading digital Council' and improving citizen experience through a 'My Citizen' portal. The next steps were that the Council extended the analysis conducted to develop a comprehensive Digital Strategy that aligned the digital vision with digital initiatives in a coherent roadmap.

To this end an Officer working group had been established to drive this forward and regular updates would be brought to the Committee.

The Chief Executive indicated that some external assistance may need to be provided to this group to ensure timely progress.

Proposed by Councillor Hamill
Seconded by Councillor Bingham and agreed that

the review be noted.

ACTION BY: Helen Hall, Business Change Manager

3.17 HR/LD/3 LOCAL DEMOCRACY DAY 2016

Members were reminded that Local Democracy Day took place on Tuesday 11 October 2016 at Mossley Mill and was supported by a number of local schools.

The event demonstrated that the Council actively encouraged citizenship and promoted local democracy as well as building links with young people and youth groups to promote the role of the Councillor.

As well as the benefits to the Council and the participants, it also met the Elected Member Development Charter requirement of supporting Councillors in their role as leaders of their local communities.

An opportunity existed to further develop and coordinate our links with Schools, building on the success of last year and creating a highly anticipated event in the Council and School Calendar.

An event summary was attached.

Proposed by Councillor Bingham
Seconded by Councillor Hamill and agreed that

the report be noted and officers congratulated for the success of the event.

NO ACTION

3.18 CE/OA/12 PARTNERSHIP PANEL FOR NORTHERN IRELAND

Members were reminded that the Partnership Panel for Northern Ireland was a vehicle designed to promote and improve joint working co-ordination between the Northern Ireland Executive and Local Councils to help deliver better outcomes for local communities.

Members were reminded that it was last reported that the next partnership meeting was to be held when the new Departments were functional and new Ministers appointed.

The Partnership Panel meeting under the Chairmanship of Minister Paul Givan MLA, Communities Minister, took place on 12 October 2016 and the Northern Ireland Local Government Association key outcomes meeting record was attached for information.

A further update report would be provided following the next Partnership Panel meeting on 31 January 2017.

Proposed by Councillor Brett
Seconded by Councillor Hamill and agreed that

the report be noted.

NOTED: Councillor Brett requested that the Council's Partnership Panel representative nominates a deputy to attend any future meetings in their absence.

ACTION BY: Andrea McCooke, Director of Organisation Development

The Chairman asked members to consider the following supplementary report at this point in the meeting.

3.23 G/MSMO/8 SUPPLEMENTARY REPORT – CONSULTATION - PROVIDING PATHWAYS

It was reported that correspondence had been received from the Education Authority advising of a consultation on a draft Area Plan for School Provision for the period 2017-2020.

The Education Authority had issued an invitation for members to attend one of the sessions below to consider the Providing Pathways document:

| Date | Venue | Time |
|-------------------------------|--|----------------|
| Tuesday 15 November 2016 | City Hotel, Derry Queens Quay, Derry, BT48 7AS | 5 pm – 6.15 pm |
| Wednesday 16 November 2016 | Antrim Board Centre 17 Lough Road, Antrim, BT41 4DH | 5 pm – 6.15 pm |
| Thursday 17 November 2016 | Silver Birch Hotel 5 Gortin Road, Omagh, BT7 7DH | 5 pm – 6.15 pm |
| Tuesday 22 November 2016 | Fortwilliam Centre Fortwilliam Park, Belfast, BT15 4AT | 5 pm – 6.15 pm |
| Wednesday 23 November 2016 | Abbey Grammar School 77a Ashgrove Road, Newry, BT34 1QN | 5 pm – 6.15 pm |

Proposed by Alderman F Agnew
Seconded by Councillor Brett and agreed that

Members may attend one of the sessions as an approved duty.

ACTION BY: Member Services

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Bingham
Seconded by Councillor Hamill and agreed that

the following Committee business be conducted 'In Confidence'.

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

3.19 FI/ICT/43 **IN CONFIDENCE** REPLACEMENT TELEPHONY SOLUTION

Members were advised that the Council was currently utilising both legacy telephony systems, and while this had given the organisation the ability to function at a basic level, it had been identified that in order to improve customer service and internal communications, it was necessary to procure a new telephony system.

A new telephony system will bring numerous advantages including advance call handling capabilities for all users, improve how customer's calls are handled and it will provide sufficient scope should Council need to increase call handling capacity at short notice (e.g. in emergency response situations). In addition, reporting will be greatly improved and will allow for detailed analysis to be carried out by trained officers to establish a consistent standard of customer service across all council facilities.

Budgetary provision has been made in the capital budget for the procurement of a telephony system at an estimated costs of £[REDACTED]

Proposed by Councillor Brett
Seconded by Alderman P Barr and agreed that

the Council authorises the capital expenditure for the replacement Telephony System and that a further report be made following the normal tendering exercise.

ACTION BY: Graham Smyth, ICT Manager

3.20 **IN CONFIDENCE** G-LEG-14/35 65 O'NEILL ROAD, NEWTOWNABBEY

Members were advised that In August 2015 the Council received a letter from a solicitors firm on behalf of their client who owned land at 65 O'Neill Road, Newtownabbey. This land is on the site of the business known as Robert Hart Memorials. Their client and their successors in title have been in exclusive occupation of the lands since 1988.

It had transpired that part of the lands comprised in the above property were registered in the name of Newtownabbey Borough Council. The solicitor stated that the boundary of the land had not been altered in any way and that the owners had been in exclusive occupation of the lands for in excess of twenty years without knowledge of the Councils title.

The solicitor intended to make an application under Section 53 of the Land Registration Act (NI) 1970 for the acquisition of the Councils title by possession. However in order to avoid such an application they had asked if the Council would consent to the transfer of its title to their clients.

Map 1 outlined the Council registered land within the site and was marked in red.

Map 2 showed the area where the site was located. (Maps enclosed)

Officers looked into the possibility of purchasing the site as a potential extension to the nearby Carnmoney Cemetery and following a preliminary review of the site the land was provisionally deemed not to be appropriate for any burials until a more detailed investigation was carried out.

Land and Property Services valued the Council registered land at £ [REDACTED]

At the Policy and Governance Committee meeting on 4 October 2016, Members agreed that the item be deferred to afford Officers the opportunity to consider additional information and to investigate whether the site on map 2 was suitable for the subterranean burial system and to investigate nearby land as a suitable burial site.

Officers were aware that there was a multitude of public utility services running below ground across the land near to the site which might cause problems. A more detailed investigation of the entire site was required to confirm whether it was suitable for any form of burials. Officers would continue to keep this site under review.

In the meantime Officers proposed that the Council agreed to enter into negotiations with the landowner's solicitors to sell the Council registered land for no less than £ [REDACTED] on the grounds that the Council would agree to the rectification of title [REDACTED]

The resolution of the title issues at the present time would not prejudice the Councils position should this site be revisited as a potential burial site in the future.

This would be dealt with in-house by the Councils Legal Advisor.

Proposed by Councillor Hamill
Seconded by Councillor Brett and agreed that

Officers enter into negotiations for the sale of the Council registered land for no less than £[REDACTED] on the grounds that the Council will agree to the rectification of title.

ACTION BY: Paul Casey, Legal Advisor

3.21 IN CONFIDENCE FI/PRO/TEN/91 TENDER REPORT FOR THE DEVELOPMENT OF AN EMPLOYEE ENGAGEMENT APP

Two tenders for the development of an employee engagement app were opened via e-SourcingNI on 28 October 2016 and referred to the evaluation panel for assessment. The Tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated using criteria such as tenderers' professional conduct, insurances, previous relevant experience and declarations and form of tender. The tenders met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2 – Award Stage. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Technical Assessment

One tender did not meet all aspects of the essential features in the specification and therefore did not proceed further in the evaluation process. The remaining tender did meet all aspects of the essential features in the specification and therefore was evaluated on the basis of service delivery proposals (60%) and cost (40%) as follows:

Quality/ Cost Assessment

| Tenderer | Total Cost (£) (excl. VAT) Over Three Years* | Total Score % | |
|-----------------|---|----------------------|------------------------------------|
| The AppBuilder | 49,200 | 100.00% | *The cost over three years covers: |

- a) The Council supplying content to the successful supplier who will populate the app (fully managed build option) in the sum of £15,000 (excl VAT);
- b) Annual support and maintenance costs over a 3 year period (SaaS License Charge) (£34,200 (excl VAT))

Proposed by Councillor Hamill
Seconded by Councillor Brett and agreed that

having achieved the score of 100%, the tender submitted by TheAppBuilder, at a total cost over three years of £49,200 (excl VAT), for the development of an employee engagement app, be accepted.

ACTION BY: Sharon Logue, Procurement Manager

3.22 IN CONFIDENCE ENFORCEMENT FILE

[REDACTED]

Proposed by Councillor Kells
Seconded by Councillor Hamill and agreed that

the report be noted.

NO ACTION

PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'

Proposed by Councillor Brett
Seconded by Alderman P Barr and agreed that

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

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

There being no further business the meeting ended at 6.50pm.

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

