



30 April 2021

Committee Chair: Alderman P Brett

Committee Vice-Chair: Councillor N Kelly

Committee Members: Aldermen - F Agnew, M Cosgrove and P Michael  
Councillors - H Cushinan, S Flanagan, R Foster, P Hamill,  
L Irwin, A McAuley, N Ramsay, S Ross, M Stewart and  
R Wilson

Dear Member

#### **MEETING OF THE POLICY & GOVERNANCE COMMITTEE**

A remote meeting of the Policy & Governance Committee will be held in The **Chamber, Mossley Mill on Wednesday 5 May 2021 at 6.30pm.**

All Members are requested to attend the meeting via "Zoom".

To ensure social distancing Chairperson of the Committee may attend the Council Chamber.

You are requested to attend.

Yours sincerely

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

Jacqui Dixon, BSc MBA  
**Chief Executive, Antrim & Newtownabbey Borough Council**

**PLEASE NOTE: refreshments will not be available.**

**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 PRESENTATION BY TRANSLINK**

### **4 ITEMS FOR DECISION**

- 4.1 Anti-Fraud and Corruption Policy
- 4.2 Anti-Bribery Policy
- 4.3 Dfl Land Disposals – 131 Shore Road, Newtownabbey
- 4.4 Inishmoyne Green, Antrim - Proposed Stopping-up Order
- 4.5 Climate Change Working Group Minutes
- 4.6 Local Government Boundaries Review
- 4.7 Application for Renewal of Premises for Civil Marriages/Civil Partnership Ceremonies

### **5 ITEMS FOR INFORMATION**

- 5.1 Department for Infrastructure - The Private Streets (Northern Ireland) Order 1980 – Developments at Cornmill, Antrim; Longlands Avenue, Newtownabbey; Glenwell Meadows, Glengormley and Dundrod Road, Antrim.
- 5.2 Agency Staff Update
- 5.3 Deaf Friendly Council
- 5.4 Quarterly Screening Report and Rural Screening
- 5.5 Department for Infrastructure - The Private Streets (Northern Ireland) Order 1980 – Development at the Square, Ballyclare

### **6 ITEMS IN CONFIDENCE**

- 6.1 Remote Working
- 6.2 Strategic Asset Management, Land at Church Road Randalstown
- 6.3 Chief Executive Performance Appraisal

### **7 ANY OTHER RELEVANT BUSINESS**

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
POLICY AND GOVERNANCE COMMITTEE MEETING ON  
WEDNESDAY 5 MAY 2021**

**3. PRESENTATION**

**3.1 PRESENTATION BY TRANSLINK**

As was agreed at the Council Meeting in February 2021 representatives from Translink will be in attendance to update Members on the planned roll-out of low and zero emission buses across the network over the coming months.

Representatives from Translink will be in attendance via Zoom.

## **4. ITEMS FOR DECISION**

### **4.1 FI/AUD/4 ANTI-FRAUD AND CORRUPTION POLICY**

Members are reminded that the Council has an Anti-Bribery Policy which was implemented in April 2015 and updated in March 2019.

In line with the Council's Policy Framework, Officers have undertaken a review of this Policy (**enclosed**) in order to ensure the contents are consistent with current guidance. The revised Policy has been reviewed and approved by the Corporate Leadership Team in March 2020.

A number of minor amendments have been made to the Policy (highlighted in red). This includes correct referencing to other recently reviewed Council Policies.

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 it was decided that an EQIA was not recommended.

The Policy has also been screened for the need to carry out a Data Protection Impact Assessment (DPIA) and it was decided that a DPIA was required due to the combining, comparing or matching of personal data from multiple sources during an investigation.

Completion of the DPIA has indicated that all necessary steps have been taken to ensure that the data is held securely and so processing can proceed. The DPIA will be kept under review by the Head of Internal Audit.

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

Prepared by: Paul Caulcutt, Head of Internal Audit

Approved by: Sandra Cole, Director of Finance and Governance

## 4.2 FI/AUD/4 ANTI-BRIBERY POLICY

Members are reminded that the Council has an Anti-Bribery Policy which was implemented in April 2015 and updated in March 2019.

In line with the Council's Policy Framework, Officers have undertaken a review of this Policy (**enclosed**) in order to ensure the contents are consistent with current guidance. The revised Policy has been reviewed and approved by the Corporate Leadership Team in March 2020.

A number of minor amendments have been made to the Policy (highlighted in red). This includes correct referencing to other recently reviewed Council Policies.

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

#### **4.3 G-LEG-118/15 DFI LAND DISPOSALS – 131 SHORE ROAD, NEWTOWNABBEY**

Members are advised that correspondence has been received from the Department for Infrastructure (DfI) concerning the proposed disposal of land at 131 Shore Road, Newtownabbey. A copy of the correspondence and map are **enclosed** for Members' information.

The Council has no apparatus within the lands and officers have no objections to the disposal.

DfI Roads are requesting comments in relation to this proposal and have granted Council an extension until after the 13<sup>th</sup> April to make any comments on this matter.

**RECOMMENDATION: that the Department be advised that the Council has no apparatus within the lands and no objections to the disposal.**

Prepared by: Deirdre Nelson, Paralegal

Agreed by: Paul Casey, Borough Lawyer & Head of Legal Services

Approved by: Majella McAlister, Director of Economic Development and Planning

#### **4.4 G-LEG-321/13 INISHMOYNE GREEN, ANTRIM - PROPOSED STOPPING-UP ORDER**

Members are advised that correspondence has been received from the Department for Infrastructure (DfI) proposing to carry out a stopping-up of the roadway at Inishmoyne Green, Antrim under Article 68(1) of the Roads (Northern Ireland) Order 1993. A copy of the correspondence and map are enclosed for Members' information.

Council has no interest in the lands and officers have no issues with this proposal.

DfI Roads are requesting comments in relation to this proposal and have granted Council an extension after the 13<sup>th</sup> April to make any comments on this matter.

**Members' instructions are requested.**

Prepared by: Deirdre Nelson, Paralegal

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



#### 4.5 G/BCEP/009 CLIMATE CHANGE WORKING GROUP MINUTES

The minutes of the fourth Climate Change Working Group, which took place on the 2 March 2021, are enclosed.

In summary, Members were updated on:

- Energy Strategy and Plans
- Actions from previous meeting
- Draft Climate Change Action Plan enclosed and associated strategic objectives.

The action plan is a dynamic document providing short, medium and long term activity which will evolve over time. The plan focusses on both Organisational Actions and Local Actions and is based around 5 strategic cross cutting objectives to reduce Council emissions and protect the Borough from the effects of Climate Change.

The Strategic Objectives are as follows:

1. Reduce emissions from the Council estate and operations
2. Reduce consumption of resources, increasing recycling and reducing waste and encouraging behavioural change
3. Reducing emissions from transport by promoting sustainable transport, reducing car travel and encouraging behaviour change
4. Reducing energy consumption and emissions from homes and businesses in the Borough and tackling fuel poverty, by promoting energy efficiency measures, sustainable construction, renewable energy sources and behavioural change
5. Enhancing and protecting biodiversity on Council property and seeking to influence good biodiversity practice in all our activities

The Working Group agreed the objectives and the action plan (enclosed) and that these be approved by the Policy and Governance Committee.

Members may also wish to consider publishing the Climate Change Action Plan as a Corporate Document.

#### **RECOMMENDATION: that**

- 1. the draft Climate Change Action Plan and the 5 strategic objectives be approved and that this Action Plan be published as a Corporate Document;**
- 2. the minutes of the Climate Change Working Group be approved.**

Prepared by: Liz Johnston, Head of Corporate Recovery

Approved by: Sandra Cole, Director of Finance and Governance

#### 4.6 G-LEG-238 LOCAL GOVERNMENT BOUNDARIES REVIEW

Correspondence has been received from the Local Government Boundaries Commissioner for Northern Ireland (**enclosed**) with a view to offering a virtual information session for members.

The role of the Local Government Boundaries Commissioner is to review and make recommendations in respect of the number, boundaries and names of local government districts and the number, boundaries and names of the wards into which each district is divided.

The Review process may result in recommendations for any change to boundaries and names of the existing 11 Council areas and the number, boundaries and names of the wards within these.

The milestone timetable is as follows:

- |   |                      |
|---|----------------------|
| • Enumeration date  | 4 January 2021       |
| • Confirmation from the Commissioner that the statutory process is underway and launch of LGBC website      | February 2021        |
| • Preparation of provisional proposals, data analysis, mapping  | February – May 2021  |
| • Launch of public consultation on provisional Proposals  | June 2021            |
| • Public hearings with Assistant Commissioners  | August 2021          |
| • Close of Public consultation on provisional proposals   | August 2021          |
| • Analysis of public hearing reports and representations made to the commissioner on Provisional Proposals. |                      |
| • Preparation of Final proposals  | Sept – November 2021 |
| • Launch of public consultation on Final proposals  | December 2021        |
| • Close of public consultation on final proposals   | February 2022        |

**Members' instructions are requested as to whether a virtual information session should be arranged.**

Prepared by: Elaine Keenan, Legal Services Officer (Solicitor)

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

#### 4.7 **CCS/REG/16, CCS/REG/15, CCS/REG/6, CCS/REG/17 APPLICATION FOR RENEWAL OF PREMISES FOR CIVIL MARRIAGE / CIVIL PARTNERSHIP CEREMONIES**

Under the terms of the Marriage (NI) Order 2003 and the Civil Partnership Act (2004), the Council has the responsibility to approve appropriate applications for Place Approvals for Civil Marriages and Civil Partnerships. Approvals last for 3 years and renewal applications have been received from:

Clotworthy House & Antrim Castle Gardens  
Breckenhill, Ballyclare  
Shanes Castle, Antrim  
Old Courthouse, Antrim

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

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

No objections 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.

Clotworthy House & Antrim Castle Gardens

Oriel Gallery  
Massereene Room  
Large Parterre

Breckenhill

Stone Barn  
Green Barn  
Drawing Room  
Garden

Shanes Castle

Carriage Room to include patio and lawn

Old Courthouse

Theatre

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

Prepared by: Emma Thompson, Registrar

Approved by: Andrea McCooke, Director of Organisation Development

**5. ITEMS FOR INFORMATION**

**5.1 G-LEG-325/6, 325/7, 325/8 & 325/9 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 – DEVELOPMENTS AT CORNMILL, ANTRIM; LONGLANDS AVENUE, NEWTOWNABBEY; GLENWELL MEADOWS, GLENGORMLEY AND DUNDROD ROAD, ANTRIM**

Correspondence has been received from the Department for Infrastructure (DfI) advising that streets at the above developments have now been adopted by DfI Roads (copy correspondence **enclosed**).

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

Prepared by: Deirdre Nelson, Paralegal

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

## 5.2 HR/HR/019 AGENCY STAFF UPDATE

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

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts

The use of agency staff is subject to a rigorous approval process, which requires the approval of the Corporate Leadership Team and there is budgetary provision for the majority of posts filled via departmental salary budgets, salary contingency and grant funding.

The table appended provides an update for Members on the use of agency staff as at March 2021 as compared to March 2020. It excludes limited ad-hoc agency cover, which is necessary to provide operational cover, at short notice (see [Appendix 1](#)).

[Appendix 2](#) sets out expenditure on agency workers in March 2021.

The cost of agency staff has decreased for the period of 1 April 2020 to 31 March 2021 at 3.9% of all staffing costs compared to 6% for the same period last year. Agency expenditure has significantly reduced following the release of agency workers in May 2020.

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

Prepared by: Victoria Stewart, Human Resources Administrator

Agreed by: Pauline Greer, Human Resources Manager (Acting)

Approved by: Andrea McCooke, Director of Organisation Development

### 5.3 CCS/EDP/023 DEAF FRIENDLY COUNCIL

Members are advised that a motion was approved at the March Council meeting whereby the Council would commit to being a Deaf Friendly Council and undertakes to;

- Ensure all council services are accessible to those who are Deaf,
- Commit to providing signing on social media videos to highlight important events and announcements within the Council area,
- Promote the introduction of Sign Courses for staff,
- Appoint a Deaf Champion within the Council,
- Commit to working with neighbouring Councils and Deaf organisations to promote Deaf awareness.

Through the implementation of our current Disability Action Plan we have committed to removing barriers which disabled people face in accessing Council venues, events, and services.

Building upon the success of a number of adjustments we have already established to promote inclusion within the Deaf community, it is proposed that we become a Deaf Friendly Council. This would further communicate our support by formally adopting the Charter for British Sign Language (BSL) and Irish Sign Language (ISL).

The Charter includes the pledges below which we aim to achieve:

- Consult formally and informally with the local Deaf community on a regular basis to gain an improved understanding of their needs
- Improve access for Deaf people to the Council's information and services by exploring their needs further
- Support Deaf children and families in the Borough to live a more fulfilled life

The table below summarises the activity, timelines and cost related to becoming a Deaf Friendly Council.

<b><u>Phase 1</u></b>	<b><u>Phase 2</u></b>
<ul style="list-style-type: none"> <li>▪ Formally signing up to the Charter</li> <li>▪ Initial audit of services/ provision for the Deaf community</li> <li>▪ Analysis of potential gaps and opportunities</li> <li>▪ Co-ordinate workshop with the local Deaf community</li> </ul>	<ul style="list-style-type: none"> <li>▪ Achievement of Action Plan</li> <li>▪ Working Group meetings with staff and local Deaf community</li> <li>▪ Establishment of a Deaf Forum</li> <li>▪ BSL/ ISL staff training</li> <li>▪ Review of Action Plan and progress report</li> </ul>

<ul style="list-style-type: none"> <li>▪ Staff workshop to brainstorm on potential improvements</li> <li>▪ Action Plan development</li> <li>▪ Sharing of BDA resources and content on social media</li> </ul>	<ul style="list-style-type: none"> <li>▪ Achievement of Charter</li> </ul>
Monitoring and Ongoing Support (annual contract) <b>Total Cost - £8,100</b>	

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

Prepared by: Ellen Boyd, Customer Accessibility and Equality Officer

Approved by: Andrea McCooke, Director of Organisation Development

#### 5.4 CCS/EDP/7 QUARTERLY SCREENING REPORT AND RURAL SCREENING

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

The policies noted below have been screened between January to March 2021.

POLICY	SCREENING DECISION
Emergency Planning – New Pandemic Plan	1
Risk Management Strategy	1
Provision of Bicycle Stands	1
Review of Waste Collection Policy	1
Centenary of Northern Ireland	1
Policy to Support Direct Investment	1
Policy to Support the Development and Refurbishment of Workspace	1

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

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

Prepared by: Ellen Boyd, Customer Accessibility and Equality Officer

Approved by: Andrea McCooke, Director of Organisational Development



**5.5 G-LEG-325/10 DEPARTMENT FOR INFRASTRUCTURE - THE PRIVATE STREETS (NORTHERN IRELAND) ORDER 1980 – DEVELOPMENT AT THE SQUARE, BALLYCLARE**

Correspondence has been received from the Department for Infrastructure (DfI) advising that streets at the above development have now been adopted by DfI Roads (copy correspondence **enclosed**).

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

Prepared by: Deirdre Nelson, Paralegal

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