



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 4 DECEMBER 2018 AT 6.30PM**

**In the Chair:** Alderman P Barr

**Members Present:** Alderman – F Agnew, W DeCourcy  
Councillors – J Bingham, P Dunlop, T Girvan, P Hamill, D Hollis, N McClelland, M Maguire, V McWilliam and B Webb

**Officers Present:** Director of Finance & Governance – S Cole  
Director of Organisation Development – A McCooke  
Head of Governance - L Johnston  
Head of Finance – J Balmer  
Management Accountant – R Murray  
Borough Lawyer – P Casey  
ICT Officer – C Bell  
Community Services and Tackling Deprivation Manager - Elaine Manson  
Member Services Manager – V Lisk  
Member Services Officer - S Boyd  
Member Services Officer – S Fisher

**CHAIRPERSON'S REMARKS**

The Chairperson welcomed everyone to the December Meeting of the Policy and Governance Committee, and reminded all present of recording requirements.

**1. APOLOGIES**

Councillors – Lynch and Magill

**2. DECLARATIONS OF INTEREST**

None

### 3. ITEMS FOR DECISION

#### 3.1 **G/LEG/319 LAND ABANDONED BY THE DEPARTMENT – LAND BESIDE PLOTS 21, 22, 23 FERRARD MEADOW, ANTRIM – PROPOSED ABANDONMENT**

Correspondence had been received from DfI Roads concerning a proposed abandonment of a roadway beside Plots 21, 22 and 23 Ferrard Meadow, Antrim under Article 68(1) of the Roads (Northern Ireland) Order 1993.

The Council had no interest in this land and the circulated letter and map outlined the proposal and highlighted the area considered for abandonment in red.

DfI Roads were requesting any comments the Council may have in relation to this proposal by 27<sup>th</sup> November. However, they granted the Council an extension to 5<sup>th</sup> December to make any comments on this matter.

Proposed by Councillor Webb

Seconded by Councillor Bingham and agreed that

**Council note the proposed abandonment.**

ACTION BY: Deirdre Nelson, Paralegal

#### 3.2 **G-LEG-14/357 REQUEST FROM NIE NETWORKS TO CARRY OUT WORKS ON COUNCIL LAND**

Officers received a request from NIE Networks to carry out works on Council land at Cogry, Burnside.

The circulated maps highlighted the works to be carried out and the location.

NIE Networks proposed to alter the existing 11kv overhead line and instead run the overhead lines from point 121C, marked on the maps, to a new pole erected at the riverbank, marked 1/121C. This work will cross Council lands marked 2 on the maps.

Officers will liaise with NIE Networks to oversee the works and all works are to be carried out by NIE Networks or the appointed contractor for NIE Networks. The works will have a minimal impact to Council land.

Proposed by Councillor Girvan

Seconded by Councillor Hamill and agreed that

**the request from NIE Networks for access to Council land to carry out works at Cogry, Burnside, subject to NIE agreement to the following:**

- 1. Reinstate Council land to its current condition.**
- 2. Compensate the Council for any financial loss caused due to the works being carried out on Council land.**
- 3. Indemnify the Council for any liabilities associated with the works.**
- 4. A Wayleave Agreement is agreed between the parties.**

ACTION BY: Deirdre Nelson, Paralegal

### **3.3 L/LEI/4 SUMMER SCHEME REVIEW**

#### **1.0 Background**

Members were reminded that the Council provides a variety of Summer Schemes and programmes for the Borough. They are organised across a range of services in the Council. A review of Summer Schemes has been carried out covering customers, charges, uptake and costs.

Summer Schemes provide opportunity for engagement with young people, impact positively on health and contribute to the economic and social well-being of families. It allows parents to continue working during the summer and it gives children safety, security and new horizons outside of their normal environment.

Summer Schemes originated from programmes organised by Education and Library Boards in the 1970's/80's. When Education Boards ceased their provision, many Councils made the decision to adopt them. There is no statutory obligation to provide Summer Schemes.

In terms of the Community Plan, the schemes achieve many of the outcomes including the provision of accessible recreational and leisure opportunities for all our citizens and meeting the needs of the most vulnerable in our community.

The Council's schemes also contribute to the objectives in the Leisure Strategy.

#### **2.0 Current Provision**

In 2018, the Council offered a wide variety of programmes and activities to the local community as part of the Summer Scheme provision. An overview of the main Council led provision and costs was circulated (Appendix 1).

As part of the PCSP programme, a number of evening Summer Intervention Programmes were delivered:

- Youth Zone (Valley Leisure Centre and Crumlin Leisure Centre)
- BEAT: Bawnmore, Rathcoole, Glengormley and Rathenraw

This year there was a significant increase in the number of children with disabilities and medical needs accommodated in the schemes and the Council also allocated £25,000 to allow special schools to run Summer Schemes to cater for those children with more complex medical needs and disabilities (3 special schools took up this offer - £15,000).

Noting that 43% of primary age pupils receive Free School Meals in the Macedon area, the Neighbourhood Renewal team successfully delivered a breakfast club in partnership with Tesco this year. The range of those entitled to Free School Meals varies across the Borough from 15% (Airport) to 43% (Macedon).

In addition, other bodies provide their own summer schemes without funding from the Council.

### 3.0 Key Statistics

The schemes allow a broad range of ages to be accommodated for children from age 4 to 14. During 2018, 2,699 attended Council run Summer scheme programmes. Participation was high with overall average uptake of 72% with some schemes over-subscribed. A survey to measure customer satisfaction with the Schemes was published on 26 October 2018 with a closing date of 9 November 2018.

The net cost in providing the schemes in 2018 was £56,832 including grant funding provided by the Council to local communities to run their own schemes.

The net cost per participant for Council led schemes is as follows:

<b>Council Led Schemes</b>	<b>2017</b>	<b>2018</b>	<b>Net Cost per Participant</b>
Number of participants	2,941	2,699	£3.70

Across the Council Summer Schemes offer excellent value for money when compared with local like for like benchmarks.

<b>Scheme</b>	<b>Charge per Hour</b>	<b>Benchmark</b>
<u>Leisure Centres</u>		
Antrim Forum	£2.08	£1.48 to £2.71
Ballyearl	£1.26	as above
Sixmile Leisure Centre	£1.26	as above
Valley leisure Centre	£1.26	as above
<u>Sport &amp; Play Development</u>		
Glengormley	£0.72	£1.62
Rural Schemes	£0.96	£1.40
<u>Community Planning</u>		
Community Development	£1.00	£1.40

### 4.0 Customer Feedback

A Summer Scheme Survey was launched on Friday 26 October 2018 for 2 weeks and closed on Monday 12 November 2018. A total of 98 responses were received and children reported an overall satisfaction rate of 87%. In terms of value for money for the schemes, a 92% satisfaction rate was recorded. Overall respondents were happy with the booking process. The

feedback from respondents highlighted some areas where improvements could be made, and these will be considered by officers and an action plan will be developed for Elected Members' consideration.

It was recommended that -

1. Current rates be evaluated and benchmarked against other provision. Proposals to be brought back for approval and consultation;
2. an action plan be developed identifying improvements to delivery for Elected Members' consideration in due course.

Proposed by Councillor Girvan

Seconded by Councillor McWilliam and agreed that

**the recommendations as outlined be approved.**

ACTION BY: Caroline Douglas, Transformation Manager

#### **4 ITEMS FOR INFORMATION**

##### **4.1 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2019/20**

Members were reminded that the Estimates Timetable as agreed by Council in July 2018 outlined that draft revenue estimates would be presented to the relevant committees in December 2018.

A draft rates calculation, estimated summary by service and a detailed report on the 2019/20 Estimates for the Chief Executive, Finance & Governance, Organisational Development and Capital Financing were circulated for Members' information.

The Director of Finance and Governance answered a number of queries from Elected Members in relation to the estimates information circulated.

Proposed by Councillor Webb

Seconded by Councillor Dunlop and agreed that

**the report be noted.**

NO ACTION

##### **4.2 G/MSMO/41 MEMBERS' ATTENDANCE AT MEETINGS**

In February 2017 at the Policy and Governance Committee meeting it was agreed that six monthly attendance reports for Committee Members be published on the Council's website.

Attendance has been recorded for each of the Committees and the Council meetings for the six month period from 1 June 2018 to 30 November 2018. A summary sheet has been prepared showing the total attendance for these periods and was circulated for Members' information, prior to publication on the Council's website.

Proposed by Councillor Maguire  
 Seconded by Councillor Bingham and agreed that

**the summary sheet recording Members' attendance for each of the Council meetings; and Committee Member attendance for each of the Committee meetings for the six month period from 1 June 2018 to 30 November 2018 be noted.**

ACTION BY: Member Services

#### 4.3 HR/HR/019 AGENCY STAFF UPDATE

Members were 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.

There is budgetary provision for the majority of posts filled via departmental salary budgets, salary contingency and grant funding.

The table below provides an update for Members on the use of agency staff as at October 2018 as compared to October 2017.

<b>Reason for Agency Worker</b>	<b>Oct 2018</b>	<b>Position Covered</b>	<b>Oct 2017</b>	<b>Comments</b>
Additional Resource	5	2 x Waste Management Operatives 2 x On Call Recreation Assistant/Leisure Attendant, Sixmile Receptionist, VLC	11	Reduction in additional resource requirement
Seasonal Work	34	34 x Seasonal Grounds Maintenance Operative	31	
Filling Funded Posts	3	2 x Affordable Warmth Project Officer Project Implementation Officer	5	Reduction in cover for funded posts
Covering Sickness/Leave/ Maternity Leave/ Shared Parental Leave	6	Graphic Designer 2 x Accounts Assistant Waste Management Assistant Household Recycling Attendant Heritage Gardener	5	

Covering vacancies until structures filled	30	Receptionist, Clotworthy Community Planning & Development Officer 2 x Team Leader Parks, CSD Cleaner, Sentry Hill 2 x Grounds Maintenance Operative, CSD Greenkeeper, Parks Central Services Supervisor Waste Management Operative, CSD Waste Management Operatives, ESD 3 x Waste Management Op/Driver, ESD 2 x Driver Site Operatives, Recycling HGV Refuse Collection Driver Good Relations Officer HR Assistant 2 x Conferencing Administrator Parks Ranger Leisure Attendant, Crumlin 2 x Grounds Maintenance Operative 3 x Governance Support Officer Community Centre Coordinator Clerical Officer, Waste	33	Small reduction in requirement within this category. Ongoing cover due to categorisation
Covering career breaks/secondments	10	Driver Site Operative, Recycling 2 x Grounds Maintenance Operative Capital Projects Officer Admin Assistant, Planning 2 x PCSP Administration Officer 2 x Tackling Deprivation Officer (Job share) Tourism, Town Centre and Regeneration Officer	7	Increase of 3 due to current secondment arrangements
<b>TOTAL</b>	<b>88</b>		<b>92</b>	

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

Appendix 1 circulated set out expenditure on agency workers in October 2018. The cost of agency staff has reduced for the period of 1 April 2018 to 31 October 2018 at 5.85% of all staffing costs compared to 8% for the same period last year.

The Director of Organisation Development reported a consistent reduction in agency costs and advised that a summary of the reduction of percentage costs, on a month on month basis, would be included in next month's report.

Proposed by Councillor McWilliam  
Seconded by Councillor Hamill and agreed that

**that the report be noted.**

ACTION BY: Andrea McCooke, Director of Organisation Development

#### **4.4 G/MSMO/27 MEMBER DEVELOPMENT WORKING GROUP – MINUTES OF MEETING ON MONDAY 5<sup>TH</sup> NOVEMBER 2018**

Members were advised that a meeting of the Member Development Working Group took place on Monday 5 November 2018.

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

Proposed by Councillor Webb  
Seconded by Councillor McWilliam and agreed that

**the Minutes of the Member Development Working Group Meeting held on Monday 5 November be noted, and that the full range of Member training and development be included for Charter Plus assessment.**

NO ACTION

#### **PROPOSAL TO PROCEED 'IN CONFIDENCE'**

Proposed by Councillor Girvan  
Seconded by Councillor Hamill and agreed that

**the following Committee business be taken In Confidence.**

#### **5. ITEMS IN CONFIDENCE**

##### **5.1 IN CONFIDENCE FI/PRO/TEN/236 TENDER FOR THE SUPPLY, DELIVERY AND MAINTENANCE OF MOBILE PLANT AND MACHINERY**

Council had previously approved a Capital Fleet Replacement programme and a procurement exercise was initiated for the purchase of a range of replacement plant and machinery for several departments within the Council. The tender was prepared to enable operational prioritisation and it was split into twelve lots to ensure best value for money.

Eight tenders for the supply, delivery, and maintenance of mobile plant and machinery were opened via eTenders NI on 2 November 2018 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 on a pass/fail basis for tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience and declarations and form of tender. All tenders met the requirements of Stage 1 and proceeded to Stage 2. The tenders were evaluated as follows:

## **STAGE 2 – AWARD STAGE**

### **Sub-Stage 1 – Technical Assessment**

For each lot, the tenderers' bids were evaluated on a pass/fail basis for compliance with all aspects of the specification. No viable bids were received for Lot 10 and Lot 12. Lot 11 requires further consideration of operational needs and therefore is not being considered in the evaluation.

LOT 1	Three bids were received for this lot. All bids met the requirements of this stage and proceeded to the next stage of evaluation.
LOT 2	Two bids were received for this lot. Both bids met the requirements of this stage and proceeded to the next stage of evaluation.
LOT 3	Three bids were received for this lot. All bids met the requirements of this stage and proceeded to the next stage of evaluation.
LOT 4	Three bids were received for this lot. All bids met the requirements of this stage and proceeded to the next stage of evaluation.
LOT 5	Three bids were received for this lot. One bid failed to meet the requirements of this stage and did not proceed further in the evaluation. The remaining bids met the requirements of this stage and proceeded to the next stage of evaluation.
LOT 6	Four bids were received for this lot. Three bids failed to meet the requirements of this stage and did not proceed further in the evaluation. The remaining bid met the requirements of this stage and proceeded to the next stage of evaluation.
LOT 7	Five bids were received for this lot. Two bids failed to meet the requirements of this stage and one bid was withdrawn. These three bids did not proceed further in the evaluation. The remaining bids met the requirements of this stage and proceeded to the next stage of evaluation.
LOT 8	One bid was received for this lot. The bid met the requirements of this stage and proceeded to the next stage of evaluation.
LOT 9	Three bids were received for this lot. One bid failed to meet the requirements of this stage and did not proceed further in the evaluation. The remaining bids met the requirements of this stage and proceeded to the next stage of evaluation.

## Sub-Stage 2 – Commercial Assessment

The tenders were evaluated on the basis of Lowest Estimated Total Overall Cost (100%) and the recommendation is as follows:

Lot	Recommendation	Total Cost of Vehicle(s) and Optional Extras (£) (excl. VAT)	Estimated Total Cost of Maintenance in the Warranty Period (£) (excl. VAT)
<b>Lot 1: 2 x 19 HP Tractor with Mid Mounted Mower and Hi Lift Tip</b>	Laird Grass Machinery Ltd	£22,100.00	£ [REDACTED]
<b>Lot 2: 2 x Ride On Triple Cylinder Mower</b>	Broderick Grass Machinery (NI) Ltd	£44,040.00	£ [REDACTED]
<b>Lot 3: 4 x 33HP Tractor with Mid Mounted Rotary Cutting Deck</b>	Johnston Gilpin & Co Ltd	£85,904.00	£ [REDACTED]
<b>Lot 4: 2 x 35HP Tractor</b>	Johnston Gilpin & Co Ltd	£42,542.00	£ [REDACTED]
<b>Lot 5: 1 x Fairway Mower</b>	Cyril Johnston & Co Ltd	£32,500.00	£ [REDACTED]
<b>Lot 6: 1 x 50 HP Tractor</b>	Laird Grass Machinery Ltd	£22,555.00	£ [REDACTED]
<b>Lot 7: 1 x 57HP Tractor</b>	Laird Grass Machinery Ltd	£26,555.00	£ [REDACTED]
<b>Lot 8: 2 x 135HP Tractor</b>	Laird Grass Machinery Ltd	£115,610.00	£ [REDACTED]
<b>Lot 9: 1 x Utility Vehicle with Sprayer</b>	Johnston Gilpin & Co Ltd	£43,299.00	£ [REDACTED]

Proposed by Councillor Maguire

Seconded by Councillor Dunlop and agreed that

**awards are made to the tenderers noted above who submitted the lowest estimated total overall cost for each lot.**

ACTION BY: Melissa Kenning, Procurement

**The undernoted supplementary item was taken at this point.**

**5.2 IN CONFIDENCE G/BCEP/5 DAERA EPIZOOTIC DISEASE MEMORANDUM OF UNDERSTANDING**

In July 2012 both Antrim and Newtownabbey legacy Councils entered into a Memorandum of Understanding (MOU) with DAERA in relation to Epizootic Disease. The protocol had been revised to reflect local and central government reform and the new emergency planning structures for adoption by the new Councils.

The aim of the MOU is to enable councils to provide support to DAERA if an emergency is declared as the result of an epizootic disease outbreak (e.g. Foot and Mouth, Avian Influenza, Rabies etc.).

Working in conjunction with the Operational Heads of Service, available resource estimates i.e. staff, vehicles etc. have been identified in Annex A of the DAERA Protocol. Subject to availability at the time, Councils may agree to provide DAERA with personnel, plant and equipment to assist them in undertaking key tasks to manage the outbreak/incident.

All costs for staff and ancillary costs incurred by the Councils will be reimbursed by DAERA. Role related training would be provided by DAERA for those Council employees who are likely to enact the protocol or be required to respond to requests.

Proposed by Councillor Agnew  
Seconded by Councillor McWilliam and agreed that

**the adoption and signing of the proposed protocol be approved.**

ACTION BY: Laura O'Boyle, Corporate Risk Officer

**PROPOSAL TO PROCEED OUT OF 'IN CONFIDENCE'**

Proposed by Councillor Maguire  
Seconded by Councillor Dunlop and agreed that

**the remainder of Committee business be taken in Open Session.**

The Chairperson advised that audio-recording would recommence at this point.

**6. ANY OTHER RELEVANT BUSINESS**

Councillor McClelland requested that Antrim and Newtownabbey Borough Council consider working towards becoming a Dementia friendly Borough.

ACTION BY: Andrea McCooke, Director of Organisation Development

Alderman Agnew requested that Officers ensure meetings are scheduled to avoid overlapping meeting dates for Members.

There being no further business the Chairperson thanked Members for attending, wished them a very Merry Christmas and Happy New Year, and the meeting ended at 7.05 pm.

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MAYOR

***Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 2018, the General Data Protection Regulation, and legal advice.***