



5 April 2018

Committee Chair: Councillor N Kells

Committee Vice-Chair: Councillor D Hollis

Committee Members: Aldermen – F Agnew, W DeCourcy
Councillors – J Bingham, B Duffin, T Girvan, M Goodman,
P Hamill, T Hogg, A Logue, M Maguire, N McClelland,
P Michael, W Webb

Dear Member

MEETING OF THE POLICY AND GOVERNANCE COMMITTEE

A meeting of the Policy and Governance Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Tuesday 10 April 2018 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 0098/028 9448 1301 memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

- 1 Apologies.
- 2 Declarations of Interest.
- 3 Report on Business to be considered:

PRESENTATION

- 3.1 Northern Ireland Fire and Rescue Service Presentation

ITEMS FOR DECISION

- 3.2 Local Government Staff Commission – Dissolution Funding and Continuing Operations 2018/19
- 3.3 Royal British Legion – NI Festival of Remembrance
- 3.4 Chartered Institute of Personnel and Development Northern Ireland Awards 2018
- 3.5 Data Protection Fees
- 3.6 Linen Hall Library
- 3.7 Consultation on Permanent Increase in Car Parking Charges at the Antrim Area and Causeway Hospitals

ITEMS FOR INFORMATION

- 3.8 Agency Staff Update
 - 3.9 NILGA All Council Conference and Local Government Awards 2018
 - 3.10 Member Development Working Group
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- 4 Any Other Relevant Business.

**REPORT ON BUSINESS TO BE CONSIDERED AT THE
POLICY AND GOVERNANCE COMMITTEE MEETING ON
TUESDAY 10 APRIL 2018**

PRESENTATION

3.1 NORTHERN IRELAND FIRE AND RESCUE SERVICE PRESENTATION

As agreed at February's Policy and Governance Committee Meeting, a representative from the Northern Ireland Fire and Rescue Service has been invited to make a presentation on the changes to crewing arrangements at Antrim Fire Station.

Mark Deeney will be in attendance.

ITEMS FOR DECISION

3.2 HR/ER/2 LOCAL GOVERNMENT STAFF COMMISSION – DISSOLUTION FUNDING AND CONTINUING OPERATIONS 2018/19

Members are advised that the enclosed correspondence has been received from the Local Government Staff Commission regarding the Dissolution Funding and Continuing Operations for 2018/19.

In accordance with the 2018/19 Management and Dissolution Plan, the Commission has estimated its total financial requirement to be £453,199 for the year ahead. By virtue of the apportionment arrangements, Antrim and Newtownabbey Borough Council is required to pay £25,746 and payment is required by 30 April 2018, provision for which has been made in the estimates.

RECOMMENDATION: that a payment of £25,746 be made to the Local Government Staff Commission.

Prepared by: Denise Lynn, PA to Director of Finance & Governance

Approved by: Andrea McCooke, Director of Organisation Development

3.3 G/MSMO/051 ROYAL BRITISH LEGION – NI FESTIVAL OF REMEMBRANCE

Members are reminded that at the Council meeting on 25 September 2017 it was agreed to place a half page advertisement in The Royal British Legion 2017 Northern Ireland Festival of Remembrance Official Programme.

Correspondence has been received (copy enclosed) from The Royal British Legion regarding the 2018 Northern Ireland Festival of Remembrance which will take place in the Belfast Waterfront Hall on Saturday 3 November 2018.

The theme of this year's festival will be to say 'Thank-You' to the First World War generation and mark the Centenary of the end of the First World War.

The Royal British Legion have asked for Council support for the event by placing an advertisement in the Official Programme and the suggested donation support rates are as follows:

Full page outside back cover advert	£1200
Full page inside front cover or inside back cover advert	£1000
Half page advert	£600
Quarter page advert	£300

All profits raised by the Festival and the Official Programme will go directly to the Poppy Appeal, which was created by the Royal British Legion to help those returning from the First World War. A Century on from the end of the conflict, the Royal British Legion are still supporting veterans, serving personnel and their families, whether coping with bereavement, living with disability or finding new employment.

The Committee's instructions are requested.

Prepared by: Laura Campbell, PA to the Director of Organisation Development

Approved by: Andrea McCooke, Director of Organisation Development

3.4 ST/T/268 CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT NORTHERN IRELAND AWARDS 2018

Members are advised that the Council has been shortlisted for four awards in the Chartered Institute of Personnel and Development (CIPD) Northern Ireland Awards 2018.

The CIPD NI Awards are the most prestigious and highly regarded awards for the HR profession in Northern Ireland and celebrate the contribution of HR and People Management in business.

The four award categories the Council is shortlisted for are:

1. Best Human Resources/Learning & Development Team of the Year (reducing Sickness Absence and the numbers of current Disciplinary and Grievance cases)
2. Best Learning & Development Initiative (In-house iManage and iSupervise courses)
3. Best Change Management Initiative (Achievement of the Council since the Review of Public Administration)
4. Best Health & Wellbeing Initiative (for ongoing initiatives in this area)

Category winners will be announced at the Awards Dinner on Thursday 10 May 2018 at the Titanic Belfast

The cost options to attend the Awards Dinner are:

- Individual reservations @ £75 + vat
- Table of 10 @ £750 + vat

RECOMMENDATION: that:

- a) a table of 10 be reserved;**
- b) the Mayor, Deputy Mayor, Chair and Vice Chair of Policy & Governance Committee, or their nominees, attend as an approved duty;**
- c) the remaining 6 places be reserved for Officers directly involved in achieving the shortlist for the awards.**

Prepared by: Joan Cowan, Head of Human Resources

Approved by: Andrea McCooke, Director of Organisation Development

3.5 G/DPFI/1 DATA PROTECTION REGISTRATION FEES

Members will recall a report to the December Committee regarding the Information Commissioner's Office (ICO) requirement for Councillors to have individual registration under the Data Protection Act 1998 in relation to work undertaken on behalf of constituents is brought to their attention.

The Committee agreed that:

- All Councillors be informed of the ICO's guidance;
- Each would consider their individual circumstances in relation to the processing of personal information (i.e. when the Councillor is a data controller in his/her own right in their advocacy work when dealing with constituency casework) and directly respond, on an individual basis;
- Councillors who needed to be individually registered would be required to complete a registration form and pay a £35 fee.

Correspondence has been received ([Appendix 1](#)) from the National Association of Councillors requesting consideration be given to the reimbursement of Councillor's data protection fees, as is common practice in the rest of the UK and in some Councils in NI.

The correspondence notes that the registration fee is paid by Councils on the basis that constituency work is required as a direct result of becoming an Elected Member and the cost of registration should therefore form part of Councillors' expenses.

Members are still required by the ICO to determine their individual circumstances, and where they need to individually register and pay a fee it is proposed that the Council reimburse this registration fee.

RECOMMENDATION: that the £35 registration fee be reimbursed to those Councillors who individually registered as a data controller.

Prepared by: Liz Johnston, Head of Governance

Approved by: Andrea McCooke, Director of Organisation Development

3.6 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 has increased from £300 to £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: Andrea McCooke, Director of Organisation Development

3.7 G/MSMO/8 CONSULTATION ON PERMANENT INCREASE IN CAR PARKING CHARGES AT THE ANTRIM AREA AND CAUSEWAY HOSPITALS

Members are advised that correspondence (**copy enclosed**) has been received from the Northern Health and Social Care Trust regarding a consultation on the proposal to make permanent the temporary proposal, approved on 13 October 2017, to increase car park charges at acute hospital sites.

The Trust believes that, given the current financial climate, the increased car parking charges should be made permanent as this will have no direct impact on front line services and will contribute in a small but practical way to help meet increasing non direct care costs.

The consultation document can be found on the Trust's website at <http://www.northerntrust.hscni.net>. A copy of the consultation document is also available by contacting the Trust's Equality Unit on 028 2766 1377 or email equality.unit@northerntrust.hscni.net

The closing date for responses to the consultation is 22 June 2018.

Members may note the correspondence, respond on an individual/party political basis or formulate a corporate response on behalf of the Council.

Council's instructions are requested.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

ITEMS FOR INFORMATION

3.8 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.

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 February 2018 as compared to February 2017.

Reason for Agency Worker	Feb 2018	Position Covered	Feb 2017	Comments
Additional Resource	7	Cleaner, Sentry Hill 6 x Recreation Assistant/Leisure Attendant at Antrim Forum for extended opening	20	Reflects the reduction of additional resources, some of which were related to temporary projects.
Filling Funded Posts	5	3 x Affordable Warmth Project Officer Grange Community Project Officer PCSP Support Officer (PT)	6	
Covering Sickness/ Maternity Leave/ Shared Parental Leave	6	4 x Waste Operative, ESD Good Relations Support Officer Theatre Technician	8	
Covering vacancies until structures filled	30	Conferencing & Cultural Events Manager 2 x Theatre Technician (PT 1 x FTE) Front of House & Sales Assistant, Old Court House Receptionist, Clotworthy System Support Assistant Leisure Attendant, Sixmile Hook-Loader, Bruslee Team Leader Parks, CSD 4 x Grounds Maintenance Operative	11	Increase due to vacant posts to be filled related to the new structures and the completion of the categorisation exercise.

		Greenkeeper, Parks Gravedigger Working Chargehand, Parks Central Services Supervisor 4 x Waste Operatives, CSD 3 x Waste Operatives, ESD Home Safety Officer 3 x Driver Site Operatives, Recycling Conferencing Administrator HGV Refuse Collection Driver		
Covering career breaks/secondments	6	System Support Assistant 2 x Grounds Maintenance Operative Clerical Officer, Leisure Clerical Officer, Environmental Health Clerical Officer, Waste	5	Additional Secondments/Career Breaks
TOTAL	54		50	

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 2018. The cost of agency staff has reduced for the period 1 April 2017 to 28 February 2018 at 6.81% of all staffing costs compared to 7.48% for the same period last year.

RECOMMENDATION: that the report be noted.

Prepared by: Victoria Stewart, Administration Officer

Agreed by: Joan Cowan, Head of Human Resources

Approved by: Andrea McCooke, Director of Organisation Development

3.9 G/MSMO/18 NILGA ALL COUNCIL CONFERENCE AND LOCAL GOVERNMENT AWARDS 2018

Members are advised that the NILGA All Council Conference and Local Government Awards will take place on Thursday, 11 October 2018 in the Armagh City Hotel and NILGA has issued a "save the date" flyer (copy enclosed).

The Conference is entitled Driving Government Locally: "Community Planning – Advancing the Three Pillars". Members will be provided with further details when available.

RECOMMENDATION: that the report be noted.

Prepared by: Member Services

Agreed by: Liz Johnston, Head of Governance

Approved by: Andrea McCooke, Director of Organisation Development

3.10 G/MSMO/27 MEMBER DEVELOPMENT WORKING GROUP

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

A copy of the Minutes of the meeting is **enclosed** for Members' information.

RECOMMENDATION: that the Minutes of the Member Development Working Group Meeting held on Monday 5 March be noted.

Prepared by: Fiona Gunning, Organisation Development Officer

Agreed by: Andrea McCooke, Director of Organisation Development