



28 November 2019

Committee Chair: Councillor P Dunlop

Committee Vice-Chair: Alderman D Kinahan

Committee Members: Alderman – F Agnew  
Councillors – H Cushinan, S Flanagan, M Goodman, N Kelly,  
P Hamill, V McAuley, N McClelland, M Magill, P Michael,  
V Robinson, B Webb and R Wilson

Dear Member

**MEETING OF THE POLICY & GOVERNANCE COMMITTEE**

A meeting of the Policy & Governance Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Tuesday 3 December 2019 at 6.30pm.**

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**

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

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

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### **2 DECLARATIONS OF INTEREST**

### **3 PRESENTATION**

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5.5 Early May Bank Holiday 2020

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### **6 ITEMS IN CONFIDENCE**

6.1 Tender for the Provision of Reinstatement Valuation Services of Council Properties

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

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
POLICY AND GOVERNANCE COMMITTEE MEETING ON  
TUESDAY 3 DECEMBER 2019**

**3. PRESENTATION**

**3.1 FI/FIN/11 DRAFT RATES ESTIMATES UPDATE 2020/21**

An update on the 2020/21 Estimates for the Finance and Governance department will be presented at the meeting.

#### 4. ITEMS FOR DECISION

##### 4.1 G/LEG/291 SOCIETY LOTTERY APPLICATIONS

Members are reminded that Society Lottery applications are processed and approved in accordance with the Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985. The legislation stipulates that a society must register their lottery with their local district council. Hence all applications are processed by the Legal Services department within Council, who ensure all applications comply with the stated statutory requirements. The views of the Police Service of Northern Ireland are also sought with each application.

At present, once all due diligence checks are complete, society lottery applications are brought to Council for consideration and approval.

Under the Council's Scheme of Delegation, the Head of Environment Health has delegated authority to make decisions in relation to the Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985. It is therefore proposed that all future applications will continue to be processed by Legal Services, who will carry out all due diligence checks. Once these are complete, all applications will then be forwarded to the Head of Environmental Health, who will make the decision to approve the application.

**RECOMMENDATION: that decisions regarding Society Lottery applications are dealt with by the Head of Environmental Health as delegated under the Council's Scheme of Delegation.**

Prepared by: Deirdre Nelson, Paralegal

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

Approved by: Sandra Cole, Director of Finance and Governance

#### **4.2 G/LEG/291-30 SOCIETY LOTTERY APPLICATION – ST COMGALLS GAC**

An application has been received from St Comgall's GAC, Randalstown to hold a weekly Society Lottery at either Ruby's Bar, Antrim; Madden's Bar, Antrim; or Barney's Bar, Antrim to support the running costs of the club. The location of the weekly lottery draw will alternate each week between the aforementioned venues and will be held every Tuesday for one year.

The application has been sent to the PSNI to seek their views.

**RECOMMENDATION: that, subject to the PSNI having no objection to the Society Lottery, Members approve issuing a licence for the lottery.**

Prepared by: Deirdre Nelson, Paralegal

Agreed by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

### 4.3 ICT/GEN/020 CYBER SECURITY – PASSWORD POLICY

A copy of the revised Password Policy is **enclosed** for consideration.

The policy has been developed based on the guidance of the National Cyber Security Centre and has a number of significant changes to how ICT wish to implement passwords for logging onto the Council's network.

The most significant changes are outlined below:

- Password would change to a phrase rather than a word and number – eg “Mary had a little lamb”
- Passwords would no longer expire every 30 days

Best practice guidance suggests that the use of a passphrase rather than a password, is much more difficult to compromise.

Guidance also suggests that the regular changing of passwords provides no increase in security.

All staff and Members would be affected by this change, however ICT intend to roll the changes out in stages to minimise disruption.

#### **Cyber Security User Awareness**

In addition to the introduction of the revised Password Policy, ICT intend to invest in an online training solution that would provide the Council with the capability of running simulated email phishing campaigns and then delivering end user training. This would allow us to measure the level of cyber security awareness across the organisation and target specific users / groups if required.

The Cyber Security Awareness Training will significantly reduce our staffs overall susceptibility to phishing and other human-centric cyber-attacks. This will significantly reduce the organisation's risk of falling victim to a successful data breach.

The Corporate Leadership Team have review and agreed this approach.

#### **RECOMMENDATION: that**

- 1. The revised Password Policy be approved and**
- 2. The introduction of Cyber Security Awareness Training be noted.**

Prepared by: Graham Smyth, Head of ICT

Approved by: Sandra Cole, Director of Finance and Governance

#### 4.4 CCS/EDP/17 DISABILITY ACTION PLAN (DAP) 2016–2020: PILOT MOBILOO SERVICE LEVEL AGREEMENT

Members are reminded that at the recent Corporate Planning Workshop it was agreed to further promote and use the services of Mobiloo.

Mobiloo makes our events more accessible for those that require adequate toilet and changing facilities to meet their needs.

The main benefits of using the Mobiloo service include:

- supporting independent living
- improving social inclusion
- promoting positive mental health and wellbeing
- providing full inclusion at all council events (small or larger scale)
- providing an additional social media platform for greater awareness raising
- social and economic benefits to businesses and the community

A service level agreement can be agreed with Mobiloo to further use its services to meet the needs of those with complex disability or medical needs.

There are approximately 50 Council events programmed annually and at present Mobiloo have been hired to attend 20 events at a cost of £360 per day, totalling £7200.

To expand the use of this service further, it is proposed to pilot an annual agreement with Mobiloo for all Council events at a total cost of £15k per annum. This will secure a designated Council branded Mobiloo, exclusively for our use.

It will also provide the Council with the opportunity to expand on further use of the Mobiloo as appropriate (e.g offer the use of Mobiloo for birthday party bookings at facilities that do not have equivalent changing/toilet facilities).

Officers will also ensure that more is done to better promote Mobiloo at Council events.

**RECOMMENDATION: that an annual contract is established with Mobiloo at a cost of £15k per annum.**

Prepared by: Ellen Boyd, Customer Accessibility Officer

Approved by: Andrea McCooke, Director of Organisation Development

## 5. ITEMS FOR NOTING

### 5.1 G-LEG-308 DEPARTMENT FOR INFRASTRUCTURE – PROPOSED AMENDMENT TO WAITING RESTRICTIONS AT CHURCH STREET AND FOUNTAIN STREET, ANTRIM

A request was received from the Department for Infrastructure (DfI) in February 2019 relating to a proposed change to waiting restrictions at the above location. Council resolved in February 2019 to write to the Department *recommending retention of existing times and days and requesting that the Loading and Unloading Not Permitted restriction be excluded. In addition, the correspondence to include a request that the parking restriction signs be reinstated.*

Further correspondence has been received from the Department dated 7<sup>th</sup> November 2019. The more recent proposal is substantively the same as the original proposal, save for the additional disabled space is proposed to be situated outside 2 Church Street (instead of 20 Fountain Street). A copy of the letter and plan showing the proposed locations is **enclosed**.

The Department have indicated that a notice to this effect will be published in local papers with a 3 week period for objection following the date of publication. As the Council has already communicated its position to the substantive request, no further action is required by the Council at this time.

**RECOMMENDATION: that Members note the updated correspondence.**

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

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

Approved by: Jacqui Dixon, Chief Executive



## 5.2 G/MSMO/41 MEMBERS' ATTENDANCE AT MEETINGS

Members are advised that, during the previous term of Council, it was agreed that attendance records for each of the Council and Committee meetings be summarised on a six monthly basis (June-November) and published on the Council's website.

The **enclosed** summary sheet shows the total attendance for the period 13 May 2019 to 30 November 2019, extended to seven months to include the meetings in the month of the election.

**RECOMMENDATION: 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 period from 13 May 2019 to 30 November 2019 be noted.**

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance

### **5.3 HR/ER/002 LOCAL GOVERNMENT STAFF COMMISSION, EZINE ISSUE 1**

Members are advised that The Local Government Staff Commission has published the first Issue of its Ezine Newsletter, a copy of which is enclosed for information.

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

Prepared and 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 July and September 2019.

<b>POLICY</b>	<b>SCREENING DECISION</b>
Essential & Casual Car User Policy	1
Welfare and Public Health Funeral Policy	1
Economic Development Strategy	1

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

**RECOMMENDATION: that the report be noted**

Prepared by: Ellen Boyd, Customer Accessibility Officer

Approved by: Andrea McCooke, Director of Organisational Development

## 5.5 HR/GEN/004 EARLY MAY BANK HOLIDAY 2020: VE DAY 75<sup>th</sup> ANNIVERSARY

Correspondence from the National Joint Council for Local Government Services has been forwarded by NILGA (enclosed Appendix 1) informing us that the Government has decided to move the early May bank holiday in 2020 from Monday 4 May to Friday 8 May 2020 in order to mark the 75<sup>th</sup> Anniversary of Victory in Europe Day.

Staff and customers will be notified in relation to the date change for this holiday.

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

Prepared by: Joan Cowan, Head of Human Resources

Approved by: Andrea McCooke, Director of Organisation Development

## 5.6 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 **enclosed** Appendix 1 provides an update for Members on the use of agency staff as at October 2019 as compared to October 2018. It excludes limited ad-hoc agency cover, which is necessary to provide operational cover, at short notice.

Expenditure on agency workers in October 2019 is **enclosed** Appendix 2.

The cost of agency staff has increased for the period of 1 April 2019 to 31 October 2019 at 7% of all staffing costs compared to 5.85% for the same period last year. This increase substantively relates to the pay increase and increase in Employers pension contributions effective from April 2019, and the earlier starting date required for parks seasonal staff this year.

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

Prepared by: Victoria Stewart, Human Resources Administrator

Reviewed by: Jennifer Close, Human Resources Manager

Approved by: A McCooke, Director of Organisation Development

## 5.7 HR/LD/005 MENTAL HEALTH CHAMPIONS – ENGAGEMENT AND WELLBEING STRATEGY 2016-2020

A comprehensive health and wellbeing programme is underway for action between September 2019 and March 2020 (enclosed Appendix 1).

Some of the initiatives, for which there has been a good response to date for all employees, have been Flu vaccinations, hearing tests and the launch of the Inspire Wellbeing Support Hub (web based information on mental health conditions, common medications and side effects). Information will also be provided specifically for men's health issues and some employees have already taken on the 'Movember Challenge' to raise money for charity.

In February 2020 the Action Cancer Big Bus will be in attendance with various appointments for all employees.

Members are reminded that the Council's Employee Engagement and Wellbeing Strategy has been designed to improve the wellbeing of employees which also supports the management of attendance across the Council.

Sickness absence is currently on track to achieve the corporate objective for 2019/20.

Absence statistics are categorised by reason and the top three reasons for sickness absence within the Council are:

- Stress, depression, mental health and fatigue (mainly not related to work)
- Other (flu, cold symptoms, stomach bug etc.)
- Muscular-skeletal problems

Mental health problems are by far the highest absence reason, accounting for approximately 40% of all absence and so initiatives in this area have been prioritised.

In October a campaign was launched to ask all staff and Elected Members if they were interested in becoming a Mental Health Champion.

Thirty-three people, including five Elected Members, volunteered and a one day training course for the Level 2 Award in First Aid for Mental Health was delivered during November in Mossley Mill and December in Antrim Civic Centre. Any staff or Elected Members interested in achieving the Level 3 Award will be supported and there will be an ongoing campaign to increase the network of Mental Health Champions across the Council.

The Mental Health Champions will be provided with the knowledge and tools to provide support to staff and assist with highlighting all the health and wellbeing initiatives that are delivered throughout the year. They will also hopefully be equipped to signpost individuals to professional services where appropriate. The aim is to reach as many staff as possible and raise awareness of the benefits

available to improve health and wellbeing throughout the Council and Community.

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

Prepared by: Fiona Gunning, Organisation Development Officer

Agreed by: Joan Cowan, Head of Human Resources

Approved by: Andrea McCooke, Director of Organisation Development

## 5.8 CE/STC/SC/101 COUNCIL SIGNAGE UPDATE

Members are reminded that an extensive re-branding programme has been implemented on a phased basis, including revised signage for all community centres, leisure and recycling centres, cemeteries, arts and culture facilities, headquarter buildings and park areas.

Village signage has been reviewed as part of the final phase of the re-branding programme and a designed sample is enclosed at Appendix 1.

Work will commence early in the New Year to erect the revised signage in the Villages within the Borough, as noted in the table below. To conclude the re-branding of signage, a review will now take place for Hamlet signage and a further report will be made in due course.

### Village Signage Programme for re-branding

- Ballyrobert
- Ballynure
- Burnside
- Doagh
- Dunadry
- Parkgate
- Straid
- Templepatrick
- Toome
- Ballyeaston
- Whiteabbey

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

Prepared and Approved by: Andrea McCooke, Director of Organisation Development



## 5.9 G/MSMO/011 DRAINAGE COUNCIL FOR NORTHERN IRELAND

Correspondence has been received from the Department of Infrastructure in relation to the Drainage Council and this is enclosed for Members' convenience.

Members should note the Secretary of State's decision to extend Councillor Webb's term of appointment to 31 May 2020 on the Drainage Board and the Department's planned future appointment of new Councillors to the Board.

Council will be asked to consider further the nominees for the Drainage Council in the New Year.

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

Prepared by: Liz Johnston, Head of Governance

Approved by: Sandra Cole, Director of Finance and Governance