



28 August 2025

Committee Chairperson: Councillor B Webb

Committee Vice-Chairperson: Councillor H Magill

Committee Members: Aldermen – P Bradley and M Cosgrove

Councillors – J Burbank, S Cosgrove, H Cushinan,
P Dunlop, M Goodman, N Kelly, A McAuley,
T McGrann V McWilliam and A O'Lone

Dear Members

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 2 September 2025 at 6.30pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink, appearing to be "Richard Baker".

Richard Baker, GM MSc
Chief Executive, Antrim & Newtownabbey Borough Council

PLEASE NOTE: Refreshments will be available in the Café from 5.20pm

For any queries please contact Member Services:

Tel: 028 9448 1301/028 9034 0107

memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

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**REPORT ON BUSINESS TO BE CONSIDERED AT THE
POLICY AND GOVERNANCE COMMITTEE MEETING ON
TUESDAY 2 SEPTEMBER 2025**

3 PRESENTATION

3.1 SMART WORKING PILOT

1. Purpose

An update on the roll out of the Smart Working Pilot within the Organisation will be presented at the meeting.

2. Recommendation

It is recommended that the presentation be noted.

Prepared by: Graham Symth, Head of ICT

Agreed by: Sandra Cole, Director of Finance and Governance

4 ITEMS FOR DECISION

4.1 G-LEG-14-832 LAND & PROPERTY POLICY

1. Purpose

The purpose of this report is to update Members regarding a Land & Property Policy for the Council.

2. Introduction/Background

The Northern Ireland Audit Office (NIAO) and the Strategic Investment Board (SIB) collaborated and provided a guidance document in relation to the public sector use of assets in Northern Ireland.

Since October 2024 Officers have engaged with the SIB to assist Officers with drafting a new Land & Property Policy for the Council.

Officers have now completed a draft Land & Property Policy (**enclosed**) for Members consideration.

The Policy is in line with the guidance from the NIAO and SIB.

This Policy has been equality screened, a copy of which is **enclosed** for information.

3. The Draft Policy

The following is a summary of the key features of the Policy.

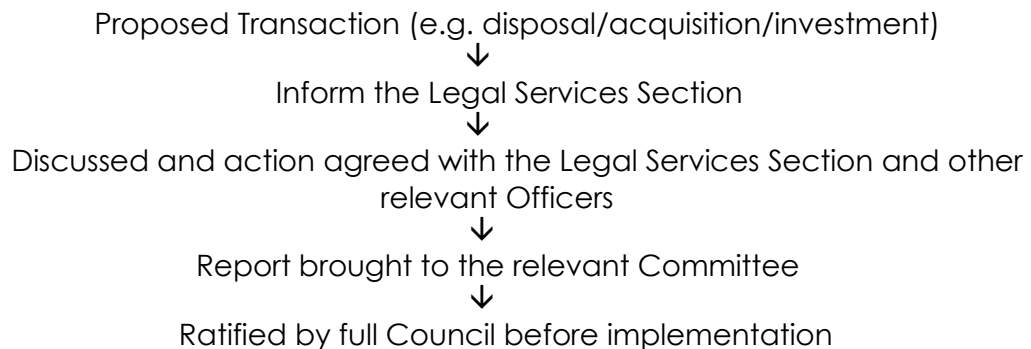
Purpose:

- a) guidance and legal compliance in relation to applying best practice and good governance in the utilisation of Council-owned and leased land and property assets to support service delivery and wider civic outcomes.
- b) effective decision making in the Council, related to land and property use.
- c) a consistent approach for the acquisition and disposal of land and property.
- d) a consistent approach for the management of Council leases, service level agreements, licences etc., where Council is either the landlord or the tenant.
- e) guidance on how to request the use of Council's land.

Context, roles and responsibilities:

- a) The relevant Directorate will report to the Committee it is aligned to which will have the overall responsibility for making recommendations to Council on land and property matters as contained in this policy.

- b) The implementation and effectiveness of this Policy will be overseen by the Chief Executive of the Council and by Officers so designated by the Chief Executive.
- c) In general, the below diagram illustrates how any of the transactions in this document should flow through the Council – through the use of the in-house teams and external expert advisers. The Due Diligence Team will effectively be Officers from the Legal Services Section, who will then also seek views from other internal Officers as relevant to each particular transaction.



4. Recommendation

It is recommended that the draft Land & Property Policy be approved.

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

Approved by: Richard Baker, Chief Executive

4.2 PT/CI/060 2024/25 ANNUAL SELF-ASSESSMENT REPORT ON PERFORMANCE

1. Purpose

The purpose of this report is to recommend to Members that the 2024/25 Annual Report Self-Assessment on Performance (Final Draft) is approved.

2. Background

Members are reminded that under Part 12 of the Local Government Act (Northern Ireland) 2014, Section 92(2)(b)(i) & (ii) of the Act requires the Council to publish an assessment of its performance for 2024/25.

3. Previous Decision of Council

The Council's Corporate Performance and Improvement Plan 2024/25 was approved in June 2024. This set out a range of robust performance targets, along with identified improvement objectives and several Statutory Performance Targets.

4. Annual Performance Report, Self-Assessment

This report provides an assessment of the Council's performance for 2024/25 in relation to its statutory performance and self-imposed corporate performance indicators and self-imposed performance indicators. In line with the legislation, it includes a comparison of performance against previous financial years and where possible, benchmarked against other Councils. The Annual Self-Assessment Report on Performance for 2024/25 is **enclosed** for Members Information.

5. Governance

The Annual Self-Assessment Report on Performance for 2024/25 is reported to relevant Committees.

6. Recommendation

It is recommended that the 2024/25 Annual Self-Assessment Report on Performance for 2024/25 (Final Draft) be approved.

Prepared by: Allen Templeton, Performance Improvement Officer

Approved by: Helen Hall, Director of Organisation Development (Interim)

4.3 PT/CI/066 CORPORATE PERFORMANCE AND IMPROVEMENT PLAN 2025/26, PERFORMANCE PROGRESS REPORT QUARTER 1

1. Purpose

The purpose of this report is to recommend to Members to approve the Corporate Performance and Improvement Plan 2025/26, Quarter 1 Performance Progress Report.

2. Background

Members are reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a framework to support the continuous improvement of Council services.

3. Previous Decision of Council

The Council's Corporate Performance and Improvement Plan 2025/26 was approved in June 2025. This set out a range of robust performance targets, along with identified improvement objectives and several Statutory Performance Targets.

4. Performance Progress Reports

First Quarter Performance Progress Report is **enclosed** for Members information.

5. Governance

Quarterly performance progress reports are reported to relevant Committees.

6. Recommendation

It is recommended that the Quarter 1 Performance Progress Report 2025/26 be approved.

Prepared by: Allen Templeton, Performance Improvement Officer

Approved by: Helen Hall, Director of Organisation Development (Interim)

4.4 HR/SG/001 CHILD AND ADULT SAFEGUARDING POLICY AND PROCEDURES

1. Purpose

The purpose of this report is to recommend to Members to approve an updated safeguarding policy and associated procedures and progress to a 12-week public consultation.

2. Background

Members are advised that the current safeguarding policy was developed in 2016. The policy and procedures (**enclosed**) have been updated in line with legislation, regulation and best practice. In accordance with Council policy guidance, the updated safeguarding policy and procedures will be subject to a 12-week public consultation.

3. Governance

This policy has been equality screened, a copy of which is **enclosed** for information.

4. Recommendation

It is recommended that the updated safeguarding policy and procedure be approved and progressed to a 12-week public consultation.

Prepared and approved by: Helen Hall, Director of Organisation Development (Interim)

4.5 HR/ER/002 LOCAL GOVERNMENT STAFF COMMISSION, CONSULTATION ON DRAFT LGSC CODE OF PROCEDURES ON RECRUITMENT AND SELECTION

1. Purpose

The purpose of this report is to recommend to Members to approve the draft consultation response on the revised Local Government Staff Commission (LGSC) Code of Procedures on Recruitment and Selection.

2. Introduction/Background

The Local Government Staff Commission (LGSC) has issued a revised Code of Procedures on Recruitment and Selection (the Code) for consultation.

This Code is a Statutory Code based on Section 40 (4) (b) of the Local Government Act 1972. The Commission recommends this Code for adoption and implementation in the district Councils in Northern Ireland in line with its statutory responsibilities to establish:

"... a Code of procedure for securing fair and equal consideration of applications to Councils by persons seeking to be employed by them as officers, and fair and equal treatment of persons who are so employed". *Extract from paragraph 40 (4) (b) of the Local Government Act (NI) 1972.*

The Commission has engaged with Councils, the NIHE and other key stakeholders on the structure and provisions of a revised Code and now seek feedback on these changes through an 11-week consultation period running from Friday 11 July 2025 until Friday 26 September.

A draft copy of the revised LGSC Code of Procedures on Recruitment and Selection is **enclosed** for information.

3. Consultation Response

The revised Code provides a more concise guide, and a draft consultation response is **enclosed** for approval.

4. Recommendation

It is recommended that the draft consultation response on the revised LGSC Code of Procedures on Recruitment and Selection be approved.

Prepared by: Gary Gardner, HR Manager

Agreed by: Jane Clarke, Head of Human Resources

Approved by: Helen Hall, Director of Organisation Development (Interim)

5 ITEMS FOR NOTING

5.1 FC/FA/8 ANNUAL REVIEW OF PRUDENTIAL INDICATORS & TREASURY MANAGEMENT – 2025/26 QUARTER 1 UPDATE

1. Purpose

The purpose of this report is to provide a review of the Council's Prudential Indicators and Treasury Management activities for Quarter 1 of the 2025/26 financial year for noting.

2. Introduction

Members are reminded that the Council measures and manages its capital expenditure, borrowings and investment activities with reference to the CIPFA Prudential Code. This report provides an update on these activities that took place during April to June 2025.

3. Previous Decisions of Council

Council approved the Prudential Indicators for 2025/26 to 2027/2028 and the Treasury Management Strategies for 2025/26 in February 2025.

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 key objective of which is to ensure that, within a clear framework, the capital investment plans of the Council are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice.

The Council's Treasury Management Policy requires quarterly and annual reports on treasury management activities.

This report compares the approved Prudential Indicators for 2025/26 with the quarterly position and the quarterly report on the Council's borrowing and investment activities for 2025/26.

A copy of the annual report is **enclosed** for Members' information.

4. Recommendation

It is recommended that the report be noted.

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance and Governance

5.2 FI/FIN/9 PROMPT PAYMENT PERFORMANCE 2025/26 QUARTER 1 UPDATE

1. Purpose

The purpose of this report is to recommend to Members to note the Council's quarterly prompt payment performance.

2. Introduction/Background

Members are reminded that the Department for Communities (DfC) issued revised guidance (Local Government Circular 19/2016) on prompt payments and the recording of invoice payments. This guidance requested Councils to record specific performance targets of 10 working days and 30 calendar days and continue a cycle of quarterly reporting on prompt payment performance by Councils to the DfC and its publication on their website.

3. Prompt Payment Performance

Council's prompt payment performance for the period **1st April to 30th June 2025** is set out below:

During the above period, the Council paid invoices totalling £18,141,474.

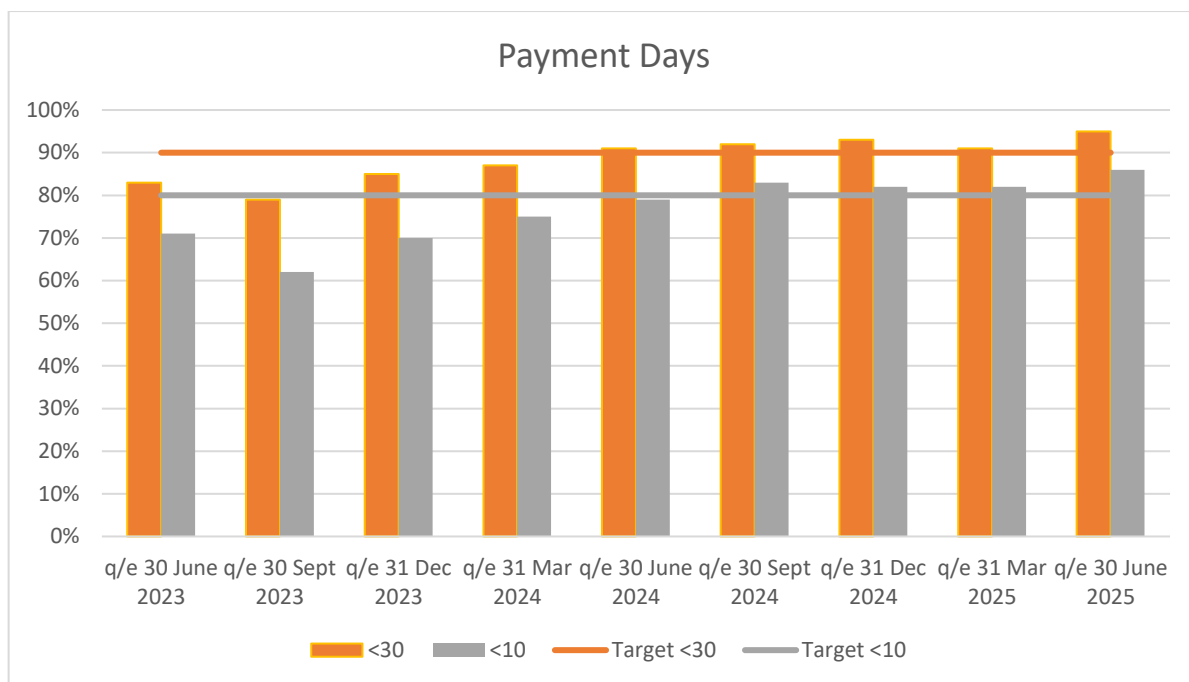
Council paid 4,665 invoices within the 30 calendar days target (95%).

Council paid 4,218 invoices within the 10 working days target (86%).

Council paid 226 invoices outside of the 30 days target (5%).

This compares to previous quarterly results as below:

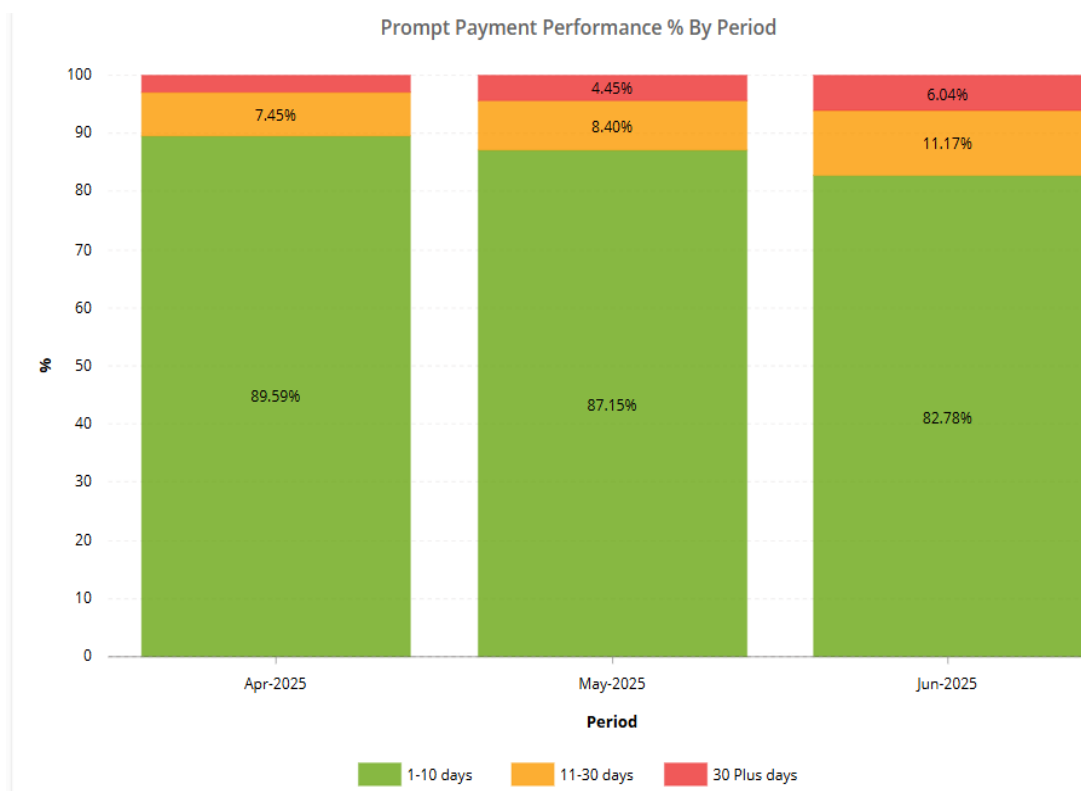
Period	Total Number of Invoices Paid	% Paid Within 30 Days	% Paid Within 10 Days
Target		90%	80%
q/e 30 June 2023	7,050	83%	71%
q/e 30 September 2023	6,498	79%	62%
q/e 31 December 2023	7,074	85%	70%
q/e 31 March 2024	5,776	87%	75%
q/e 30 June 2024	5,533	91%	79%
q/e 30 September 2024	4,871	92%	83%
q/e 31 December 2024	4,849	93%	82%
q/e 31 March 2025	6,787	91%	82%
q/e 30 June 2025	4,891	95%	86%



The performance presented graphically highlights the performance metrics for the above.

The table and graph above show the performance over the last two years. Both targets have now been met for the previous four quarters.

The monthly performance for the financial year to date i.e. April to June is as shown below:



Staff within the Finance section continue to work with all departments across the Council and with the software provider to ensure that the targets continue to be met and improved as much as possible.

Service improvements have included:

- Additional reporting capability to monitor performance
- Staff training/refresher sessions
- Process review for high volume suppliers
- Introduction of a new process to scan invoices and send to Council officers for action or to return invoices to the supplier for more information.

The prompt payment performance for Councils in Northern Ireland is published quarterly by the Department for Communities (DfC). The prompt payment performance for the quarter ended June 2025 is shown in Appendix 1 (**enclosed**); the Council's performance for Quarter 1 of 2025/26 against the average performance for the other Councils for the same quarter is set out in the table below:

Council	% Paid Within 30 Days	% Paid Within 10 Days
Antrim & Newtownabbey BC (Quarter 1 25/26)	95%	86%
All Councils (Quarter 1 25/26)	93%	73%

4. Supplier Balances

	June 2025	March 2025
	£	£
Creditors Control Account	128,247	243,596
% of quarterly spend	0.71%	1.5%

The outstanding amount due to suppliers will fluctuate markedly depending on the timing of payment, invoice value and timelines of verification. The low value of the outstanding amount is consistent with the payment performance for the quarter.

4. Recommendation

It is recommended that the Council's quarterly prompt payment performance report be noted.

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance and Governance

5.3 FI/FIN/011 ESTIMATES TIMETABLE 2026/27

1. Purpose

The purpose of this report is to provide Members with the 2026/27 Estimates Timetable for noting.

2. Introduction/Background

Members are reminded that under the Local Government Finance Act Northern Ireland 2011, District Councils are obliged to set the estimates of rates before 15 February each year. District Councils are also obliged under the Rates Regulations (Northern Ireland) 2007 to set both domestic and non-domestic district rates no later than this date.

A timetable outlining key stages in the process is **enclosed**. This includes the work that will be completed by budget holders as well as Corporate Workshops and presentations to Committees and Council. CLT approved the timetable on 28th July 2025.

3. Recommendation

That the Estimates Timetable be noted.

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

Approved by: Sandra Cole, Director of Finance and Governance

5.4 G/DPFI/2 QUARTERLY REPORT ON FOI/EIR/DPA REQUESTS

1. Purpose

The purpose of this report is to inform Members on the Quarter 1 statistics relating to FOI/EIR/DPA Requests.

2. Introduction/Background

A report has been prepared on requests received and completed in the first quarter of the year (1 April to 30 June 2025) under the Freedom of Information Act (FOI), Environmental Information Regulations (EIR) and the Data Protection Act (DPA) and this is **enclosed**.

3. Summary

A summary of the quarter's statistics is as follows:

- The number of requests received was higher than the number in the same period the previous year – an increase of 27%.
- Of the 126* requests received, 92 were under FOI, 24 under EIR and 11 under DPA.

** One request was a combined FOI/SAR*

- 119 requests were completed within the quarter.
- 100% of the requests received within the quarter were completed within the legislative deadlines of 20 days for FOI and EIR requests and a calendar month for requests made under DPA.
- The sections that received the most requests in the quarter were Environmental Health (35), Finance (29), Governance (19) and Estate Services (16).
- Five appeals were received during the quarter. The Council's original decision was upheld on 2 occasions and additional information was provided on 3 occasions.
- 2 complaints to the ICO were notified within the quarter.

Complaint Number 1:

ICO reference - IC-363284-F0Q2

On 14 February 2025 the ICO notified the Council that they had received a complaint re SAR 2024/11/016 – application of Section 42 exemption – Legal Professional Privilege. The SAR related to a compensation claim made by the subject. On 19 June 2025 the ICO requested further information from the

Council to be provided by 3 July. The Council's legal adviser responded to the ICO.

The ICO has now advised that the case has been closed under their informal resolution process and no further action is required of the Council.

Complaint Number 2:

ICO reference - IC-387945-V8Q1

On 10 June 2025 the ICO notified the Council that they had received a complaint re EIR 2025/03/036 – Council's brown bin waste guidelines- regarding whether the Council had disclosed all information that it held within the scope of the request. Once the case has been allocated to a case officer the ICO will proceed to a decision notice or request further information from the Council.

4. Cost of FOI requests

Members had asked for information to be provided on the cost of processing FOIs. An accurate costing would be extremely difficult to provide. FOI responses are co-ordinated by the 5 members of the Information Governance Team who have other deliverables. Input is also required from the various sections compiling the information in response to requests. This would vary with the nature of the request and the number and grades of staff required to have input in responding to requests.

The FOI Fees Regulations allow for a flat rate of £25 per hour to be used in estimating the cost of responding to FOIs. We have based the estimated cost on using this flat rate. It has also been estimated that the average time to process and respond to requests for information would be 3 hours per request.

Based on 126 FOI requests received by Council this quarter.

126 x 3 hours per request = 378 hours

378 hours x £25 per hour = overall estimated cost of £9,450 for this quarter.

The Council is obliged to comply with the FOI legislation irrespective of costs. However, if it is anticipated that a request will take more than 18 hours work a public authority may refuse to provide the information or may provide assistance to the requester to refine their request and bring it under the 18 hour limit.

5. Recommendation

It is recommended the Quarter 1 statistics relating to FOI/EIR/DPA Requests be noted.

Prepared by: Helen McBride, Information Governance Manager

Agreed by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

5.5 G/MSMO/41 MEMBERS' ATTENDANCE AT MEETINGS – DECEMBER 2024 TO MAY 2025

1. Purpose

The purpose of this report is to provide a summary of Members' attendance for each of the Council meetings and Committee Member attendance for each of the Committee meetings, from December 2024 to May 2025, prior to publication on the Council's website.

2. Introduction/Background

Members are advised that in February 2017 at the Policy and Governance Committee meeting it was agreed that monthly attendance records for each of the Council and Committee meetings would be summarised on a six-monthly basis and published on the Council's website.

At the Policy and Governance Committee meeting in September 2024 it was further agreed that the summary attendance sheet would be updated to record in person and remote attendance at meetings.

A summary sheet has been prepared showing the total attendance for each of the Council and Committee meetings for the period 1 December 2024 to 31 May 2025 (**enclosed**).

3. Recommendation

It is recommended 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 1 December 2024 to 31 May 2025 be noted and published on Council's website.

Prepared by: Member Services

Agreed by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

5.6 FI/FIN/4 BUDGET REPORT – PERIOD 4 APRIL 2025 TO JULY 2025

1. Purpose

The purpose of this report is to provide an update on the financial performance for the Directorates reporting to the Policy and Governance Committee and for the whole Council for Period 4 April 2025 to July 2025.

2. Introduction/Background

As agreed, quarterly budget reports will be presented to the relevant Committee. All financial reports will be available to all Members.

3. Summary

As at period 4:

The Finance and Governance Directorate has a favourable variance of £113k, or 5.1%, against the budgeted financial performance for the period.

The Organisation Development Directorate has a favourable variance of £149k, or 16%, against the budgeted financial performance for the period. Overall, the Council has a favourable variance of £973k or 4.8% against the budgeted financial performance for the period.

A report on the financial performance, employee costs, highest areas of expenditure and income, and the financial performance by Head of Service is **enclosed** for Members' information.

This report also includes the overall financial performance of the Council, including a summary of the financial performance of each Directorate.

4. Recommendation

It is recommended that the report be noted.

Prepared by: Richard Murray, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

5.7 CCS/CS/011 CUSTOMER SERVICES QUARTERLY REPORT

1. Purpose

The purpose of this report is to recommend to Members to note the Quarter 1 Customer Service report for the period April to June 2025.

2. Introduction/Background

The Corporate Performance and Improvement Plan 2025-26 sets out the performance improvement objective; *'We will provide best-in-class services for our residents and make them feel valued and engaged. By fostering trust, engagement and increased satisfaction, we are committed to elevating the customer service experience.'*

Four indicators are set as measures of success and the Customer Services Report for Quarter 1 2025-26 (**enclosed**) provides an update on performance.

In addition, there is an update on key consultations to serve the Plan, and the performance of the Complaints Handling Procedure, during the period April to June 2025.

3. Recommendation

It is recommended that the Quarter 1 Customer Service report for the period April to June 2025 be noted.

Prepared by: James Porter, Customer Services Manager

Approved by: Helen Hall, Director of Organisation Development (Interim)

5.8 OD/OD/002 ELECTED MEMBER DEVELOPMENT WORKING GROUP MINUTES

1. Purpose

The purpose of this report is to recommend to Members to note the minutes of the Elected Member Development Working Group meeting held on 16 June 2025.

2. Minutes

A copy of the minutes of the meeting are **enclosed** for information.

3. Recommendation

It is recommended that the minutes of the Elected Member Development Working Group meeting held on 16 June 2025 be noted.

Prepared by: Sarah Fenton, Organisation Development Officer

Approved by: Helen Hall, Director of Organisation Development (Interim)

5.9 HR/LD/004 LOCAL GOVERNMENT TRAINING GROUP CONTRIBUTION 2025-26

1. Purpose

The purpose of this report is to recommend to Members to note the Council's contribution to the Local Government Training Group for 2025/26.

2. Introduction

Members are reminded that the functions of the Local Government Training Group (LGTG) are still being administered by Lisburn and Castlereagh City Council and will continue until 1 April 2029.

Annually a request for contribution from the participating Councils is sought. This is based on the Council's percentage rateable value in relation to all rate payers across Northern Ireland and applied to the total amount agreed to run the LGTG.

3. Local Government Training Group (LGTG)

Council currently benefits most from the below elements provided by the Local Government Training Group:

- **LGTG e-learning platform:** relaunched as the iLearn Portal
- **LGTG Call Off Framework**
- **Funding towards NILGA Elected Member Learning and Development**

Enclosed for Members' information is the agreed Governance, Accountability and Audits Arrangements Paper and the Service Level Agreement.

4. Financial Position/Implication

Council's contribution for 2025/26 is £18,985 and will be met in line with current budget allocations.

5. Recommendation

It is recommended that the Council's contribution to the Local Government Training Group for 2025/26 be noted.

Prepared by: Katherine Young, Organisation Development and Employee Engagement Manager

Approved by: Helen Hall, Director of Organisation Development (Interim)

5.10 CCS/EDP/7 QUARTERLY SCREENING REPORT SECTION 75 AND RURAL SCREENING

1. Purpose

The purpose of this report is to update Members on the quarterly section 75 and rural screenings which have taken place within the period of March and July 2025.

2. Background

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 made 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.

3. Section 75 and Rural Screenings

The policies noted below have been screened between March – July 2025.

POLICY	SCREENING DECISION
Car Loan Scheme	1
Cycle2Work Scheme	1
Health and Safety Policy	1
Corporate Performance and Improvement Plan 2025/26	1
School Uniform Re-use Scheme	1
Social Supermarket and Family Support Programme	1
Hardship Scheme	1
Holocaust Programme	1
Christmas Toy Scheme	1
Community Planning Partnership – Draft Love Living Here Delivery Plan 2030	1
Ending Violence Against Woman and Girls (EVAWG)	1
Area's at Risk Funding	1
Development of Walking Tours	1
Review of Waste Collection Policy 2025	1
Review of Environmental Policy	1
PeacePlus Programme	1
Facility closures and opening hours- Leisure Services	1
Schedule of Charges and Pricing Policies, Parks and Leisure 2024/25	1
Schedule of Charges and Pricing Policies, Parks and Leisure 2025/26	1
Updated Cemeteries Rules and Regulations	1
Proposed Changes to Bereavement Services Charges 2025/26	1
Leisure Grant Aid Programme	1

Ballyearl Car Parking Resurfacing	1
Discount to 3G Pitch Training Rate	1
Valley Leisure Centre & Crumlin Leisure Centre – Replacement of Fitness Equipment	1
Ballyearl Leisure Centre – Driving Range Drainage Works	1
Proposed Changes to Leisure Services Charges 2025/26	1
Ballyclare Rugby Club – The Cloughan Project	1
Take a Seat Initiative	1
Van Booking System at Household Recycling Centres	1
Work Smart Initiative	1
Pay Protection Policy	1
Pensions Discretions Policy Statement Options Paper	1
Voluntary Severance	1
Voluntary Redundancy Policy	1
The Sovereign Complex – Land Lease Renewal	1

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

4. Recommendation

It is recommended that the quarterly screening report for March - July 2025 be noted.

Prepared by: Ellen Boyd, Accessibility and Inclusion Officer

Approved by: Helen Hall, Interim Director of Organisation Development

5.11 HR/GEN/019 MANAGING ATTENDANCE QUARTER 1 APRIL – JUNE 2025

1. Purpose

The purpose of this report is to recommend to Members to note the Quarter 1 Managing Attendance Update for the period April 2025 to June 2025 and associated Action Plan for 2025/26.

2. Managing Attendance Update Summary

The Councils 2025/26 annual target for absence is 14 days lost per employee.

Absence at the end of Quarter 1 2025/26 was below the set target of 3.51 days per employee for quarter 1, sitting at 3.06 days per employee.

A comprehensive action plan is in place to manage absence, with further details provided in the **enclosed** Managing Absence Report and updated Attendance Management Action Plan.

3. Recommendation

It is recommended that the Quarter 1 Managing Attendance Update for the period April 2025 to June 2025, and associated Action Plan for 2025/26, be noted.

Prepared by: Gary Gardner, HR Manager & Victoria Stewart, HR Systems & Analytical Manager

Agreed by: Jane Clarke, Head of Human Resources

Approved by: Helen Hall, Director of Organisation Development (Interim)

6 ANY OTHER RELEVANT BUSINESS

Any Other Relevant Business (AORB) may be taken at this point.