



20 March 2019

To: Each Member of the Council

Dear Member

MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL

A meeting of the Antrim and Newtownabbey Borough Council will be held in the **Round Tower, Antrim Civic Centre on Monday 25 March 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

PLEASE NOTE:

Fork buffet will be available from 5.30 pm in the cafe.

For any queries please contact Member Services:

Tel: 028 9034 0048/028 9448 1301

memberservices@antrimandnewtownabbey.gov.uk

AGENDA

- 1 Bible Reading and Prayer (In accordance with Standing Orders, Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
- 2 Apologies.
- 3 Declarations of Interest.
- 4 To take as read and confirm the minutes of the proceedings of the Council Meeting of the Antrim and Newtownabbey Borough Council held on Monday, 25 February 2019, a copy of which is **enclosed**.
- 5 To approve the minutes of the proceedings of the Operations Committee Meeting of Monday, 4 March 2019, a copy of which is **enclosed**.
- 6 To approve the minutes of the proceedings of the Policy and Governance Committee Meeting of Tuesday, 5 March 2019, a copy of which is **enclosed**.
- 7 To approve the minutes of the proceedings of the Community Planning and Regeneration Committee Meeting held on Monday, 11 March 2019, a copy of which is **enclosed**.
- 8(a) To take as read and confirm the Part 1 of the minutes of the proceedings of the Planning Committee Meeting held on Tuesday, 19 March 2019, a copy of which is **to follow**.
- (b) To approve Part 2 of the minutes of the proceedings of the Planning Committee Meeting held on Tuesday, 19 March 2019, a copy of which is **to follow**.
- 9 To approve the minutes of the proceedings of the Audit Committee Meeting of Wednesday, 20 March 2019, a copy of which is **to follow**.
10. ITEMS FOR DECISION
 - 10.1 To approve the Sealing of Documents
 - 10.2 Community Development Grant Aid Programme 2019/20 – Small Grants Funding Recommendations
 - 10.3 Gilbert Student Exchange Programme
 - 10.4 Economic Development Partnership and Working Group Minutes
 - 10.5 Economic Development Programmes 2019-20
 - 10.6 Corporate Events Sponsorship

- 10.7 Disposal of Land at Shore Road, Newtownabbey
- 10.8 Maker/Start Up Space, Mossley Mill
- 10.9 Shoreline Festival 2019
- 10.10 Consultation on Amending Allergen Information Provisions
- 10.11 Everybody Active Leisure Grant Aid - Ops
- 10.12 Leisure Grant Aid
- 10.13 Houses in Multiple Occupation
- 10.14 Irish Congress of Trade Unions – Request to Present to Council
- 10.15 Correspondence from Secretary of State
- 10.16 WW1 Flanders and The Somme Pilgrimage 2019
- 10.17 Assimilation to Revised National Joint Council (NJC) Payscales
- 10.18 Belfast High School – Request for Funding

11. ITEMS FOR INFORMATION

- 11.1 Belfast Region City Deal – Heads of Terms
- 11.2 Food Allergens Seminar
- 11.3 Budget Report – February 2019
- 11.4 Northern Ireland Local Government Association – March 2019 Bulletin
- 11.5 Motion – Newry, Mourne and Down District Council
- 11.6 Motion – Mid and East Antrim Borough Council

12. ITEMS IN COMMITTEE

- 12.1 Tender for the Provision of Dog Pound Facilities and Related Services 2019
- 12.2 Steeple Site, Antrim
- 12.3 NI Planning Portal
- 12.4 Local Full Fibre Network/Full Fibre NI Update

- 12.5 Local Development Plan – Draft Plan Strategy Housing Growth and Allocation Options
- 12.6 Local Development Plan – Policy Development
- 12.7 Local Development Plan – Draft Plan Strategy Affordable Housing Policy Thresholds
- 12.8 Lough Neagh Gateway – Appointment of Restaurant Operator
- 12.9 Request for Funding from Croi Eanna
- 12.10 Organisational Structure Report

- 13. Motion in the name of Councillor Matthew Magill, seconded by Alderman Tom Campbell

“The Council acknowledges the great work that healthcare professionals do for the community, often within extremely difficult and pressured environments; particularly within the Borough, at Antrim Area, Whiteabbey, Holywell and Muckamore Abbey Hospitals.

The Council, however, notes the current investigations being carried out into the inadequate care received by some patients at Muckamore Abbey Hospital and the impact this has had on those patients and relatives involved.

Mindful of the need for answers and for lessons to be learnt, this Council calls on the Secretary of State for Northern Ireland to hold a public enquiry into the Muckamore Abbey abuse cases.”

REPORT ON BUSINESS TO BE CONSIDERED AT THE COUNCIL MEETING ON MONDAY 25 MARCH 2019

10. ITEMS FOR DECISION

10.1 TO APPROVE THE SEALING OF DOCUMENTS

Members are advised of the undernoted items for signing and sealing by Council, approval having been previously granted and all necessary legislative requirements being met:-

- Form of Agreement for Rathcoole Play Park Refurbishment Works
- Deed of Conveyance – 9 Glenville Road, Newtownabbey
- Full Fibre Northern Ireland – Consortium Agreement (subject to approval of Item 12.4)

Prepared by: Deirdre Nelson, Paralegal

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

10.2 CP/CD/281 COMMUNITY DEVELOPMENT GRANT AID PROGRAMME 2019/20 – SMALL GRANTS FUNDING RECOMMENDATIONS

Members are reminded of the Small Grants Programme which was agreed by the Council in October 2014 as part of the new Antrim and Newtownabbey Borough Council Community Development Grant Aid Programme.

The purpose of the Small Grants programme is to provide financial assistance to groups within the Borough of up to a maximum of £500 towards seeding costs and/or insurance or a small activity and/or insurance. Members are advised that groups who apply for a small grant are not permitted to apply for any other funding available under the wider Community Development Grant Aid Programme during the course of the 2019/20 financial year.

Groups must score a minimum of 50% in their application assessment and all proposed awards are subject to the receipt of all relevant supporting documentation or the offer of funding will be withdrawn.

During the month of February, one application totalling £500 was received and assessed by Officers as outlined below.

Group Name/Project Promoter	Project Description/Title	Scored Percentage	Amount Requested	Amount Awarded	Notes
Antrim Festival Group	Small Activity Grant towards Insurance	60%	£500	£500	–

The total budget available for Small Grants for the 2019/20 financial year is £14,812.34. The total amount of financial assistance awarded to date, including the above application, is £1,000 leaving a balance of £13,812.34 to fund future applications that may be submitted to the Council during the remainder of the year.

RECOMMENDATION: that the Small Grant award recommendation be approved.

Prepared by: Kerry Brady, Community Support & Governance Officer

Agreed by: Louise Moore, Head of Community Planning

Approved by: Nick Harkness, Director of Community Planning

10.3 ED/ED/137 GILBERT STUDENT EXCHANGE PROGRAMME

Members are reminded that the 2019 Sister Cities Student Exchange Programme was approved by the Council in October 2018. The Sister Cities Student Exchange Programme is a cross-community programme that provides four students, two from Antrim and Newtownabbey Borough Council and two from Gilbert, Arizona with an opportunity to develop an understanding of a different country, its culture and its people through a family living experience. The programme lasts approximately six weeks during the summer with half the time spent in Gilbert and half in Antrim and Newtownabbey.

Members are advised that the application process is now complete and consisted of a written application form, nomination from school teacher or youth leader, and an interview with students and parents/guardians.

Eleven applications were received in total, with two applications being ineligible due to one living outside the Borough and one not meeting the minimum age requirements of the programme. Another candidate withdrew their application prior to interview resulting in eight interviews taking place.

The interview panel consisted of the Mayor's nominated representative, Councillor Stephen McCarthy, Deputy Mayor, Alderman John Smyth and Seonaid Rooney, Economic Development Officer. The two top scoring candidates selected to represent Antrim and Newtownabbey Borough Council during the 2019 Student Exchange Programme are Kelsie Skelly, who attends Abbey Community College, and Cathal Morgan, who attends St. Malachy's College.

Members, the Mayor and past participants will be invited to meet the American students and their host families at a reception during the summer. In order to appraise Members of the experience which young people have as a result of their participation in the Student Exchange, a briefing will be arranged in due course which all Members will be invited to attend. In addition last year's participants will be invited to brief Members on their experience in the near future.

RECOMMENDATION: that the Council approves the two highest scoring candidates, Kelsie Skelly and Cathal Morgan, to participate in the 2019 Student Exchange Programme.

Prepared by: Carly Long, Economic Development Project Officer

Agreed by: Colin McCabrey, Head of Economic Development

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

10.4 ED/MI/250; ED/REG/003; ED/REG/006; ED/TOU/43 ECONOMIC DEVELOPMENT PARTNERSHIP AND WORKING GROUP MINUTES

Members are advised that the Partnership and Working Group Minutes as listed below can be viewed in the new electronic folder called "**Partnership Minutes for Members Information**" on Members iPads.

Economic Development		
File Ref	Date of Meeting	Name of Partnership
ED/MI/250	08/02/2019	GROW Local Action Group Meeting

Tourism, Town Centres		
File Ref	Date of Meeting	Name of Partnership
ED/REG/003	10/01/2019	Glengormley Town Team
ED/REG/006	23/01/2019	Randalstown Town Team

Economic Development		
File Ref	Date of Meeting	Name of Working Group
ED/TOU/43	31/01/2019	Ballyclare May Fair

RECOMMENDATION: that

- a) the GROW Local Action Group Minutes be noted.**
- b) the Town Team Meeting Minutes as listed be approved.**
- c) the Ballyclare May Fair Minutes as listed be approved.**

Prepared by: Kim Murray

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

10.5 ED/GEN/006 ECONOMIC DEVELOPMENT PROGRAMMES 2019-20

Members are reminded that the Economic Development Section provides a range of business support programmes to encourage entrepreneurship, new start ups and to support existing local firms to develop and grow. It is proposed to continue the delivery of 2 existing programmes (LEAN Business Network and ASK Mentoring service) from 1 April 2019, and to bring proposals for new programmes to a future Council meeting. Externally funded programmes, 'Go for It', which supports new start ups to develop a business plan and 'OPTIMAL', which provides one-to-one mentoring for businesses planning to grow and create jobs in the Borough will operate alongside Council funded programmes.

LEAN Business Network

It is proposed to continue delivery of this successful business network, engaging keynote speakers and specialist consultants to deliver topics of interest and relevance to the local business community. In 2018-2019, 9 events took place with over 290 attendees from local businesses. Feedback on the network has been excellent. LEAN members have already submitted topic requests for the next network series and it is proposed to run up to 10 events in 2019-20 at a total cost of £7,000.

ASK Programme

This programme provides up to 10 hours of free one to one mentoring support with a specialist adviser to improve business performance, such as online marketing, business planning or financial management. A further 10 hours support are available, with a 25% contribution paid by the business. Within the 2018-2019 financial year this programme has assisted 65 local businesses and feedback from customers has been excellent.

It is proposed to continue offering the ASK Programme in 2019-20 to provide support to businesses in the Borough that are not eligible for mentoring support through the OPTIMAL programme – for example if they are not indicating early job creation potential. This is typically the case for many of the businesses supported through ASK, which tend to be seeking support to sustain existing jobs, or to increase turnover, but not necessarily to increase employee numbers. ASK and Optimal will complement each other, ensuring mentoring support is available for all small to medium sized businesses in the Borough. The estimated cost for delivery of the ASK Programme in 2019-20 is £18,000.

Provision for the delivery of both programmes have been made within the 2019-20 Economic Development budget.

RECOMMENDATION: that

- a) the Council approves delivery of the LEAN Business Network and Ask Programme during the 2019-20 financial year at a total cost of £25,000, provision for which exists within the Economic Development budget.**

b) Officers report to the Council with new business support programmes for delivery in 2019-20.

Prepared by: Emma Stubbs, Economic & Rural Development Manager

Agreed by: Colin McCabrey, Head of Economic Development

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

10.6 ED/ED/080 VOL 3 CORPORATE EVENTS SPONSORSHIP

Members are reminded that the Council agreed in November 2018 to publish a call for applications for the Corporate Events Sponsorship Programme. A maximum award of sponsorship in the sum of £10,000 per event is available. The sponsorship fund is operating on a rolling basis to reflect the timetabling demands of key events.

The three most recent applications received are from Shane's Castle Vintage Steam Group, Country Lifestyle Exhibitions Ltd and Booya Ltd, a summary of the assessment process carried out by Officers is outlined in the table below.

APPLICANT	EVENT NAME	LOCATION/DATE	SCORE (PASS RATE = 50%)	AMOUNT REQUESTED	AWARD RECOMMENDED
Shane's Castle Vintage Steam Group	Shane's Castle May Day Steam Rally 2019	Shane's Castle 5-6 May	77.5%	£10,000	£10,000
Country Lifestyle Exhibitions Ltd	Irish Game Fair and Fine Food Festival 2019	Shane's Castle 29-30 June	87.5%	£10,000	£10,000
Boya Ltd	On the Pull FarmFlix Tractor Event	Niblock Road, Antrim 29 June	35%	£10,000	£NIL: Did not meet the threshold for funding

RECOMMENDATION: that

1. the Council awards Corporate Events Sponsorship in the sum of
 - i. £10,000 to Shane's Castle Vintage Steam Group for Shane's Castle May Day Steam Rally;
 - ii. £10,000 to Country Lifestyle Exhibitions Ltd for the Irish Game Fair and Fine Food Festival.
2. the application from Boya Ltd be declined, as it did not meet the 50% threshold for sponsorship.

Prepared by: Karen Steele – Tourism, Town Centre & Regeneration Manager

Agreed by: Colin McCabrey, Head of Economic Development

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

10.7 CP/CP/030 DISPOSAL OF LAND AT SHORE ROAD, NEWTOWNABBEY

A parcel of land at 131 Shore Road, Newtownabbey has been declared surplus by the Northern Ireland Housing Executive and a D1 disposal form, a copy of which is enclosed has been issued to relevant public bodies.

Members will be aware that this land lies alongside the water treatment works and may therefore prove difficult to develop. The Council had previously supported the Bawnmore Residents Group to submit a planning application to develop a 3G pitch on this site, which was unsuccessful. Members are advised that the Bawnmore Community Group has expressed an interest in the site and has requested a meeting with Officers to discuss Council support. An update will be provided to Members in due course.

Members are advised that the adjacent carwash operator has expressed an interest in this land to extend his operation and create a lorry wash.

Officers have not identified any use for this land.

RECOMMENDATION: that the Council does not express an interest in this land.

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

10.8 ED/ED/100 MAKER/START UP SPACE, MOSSLEY MILL

Members are aware that during the outward visit to Gilbert, Arizona in 2018, a number of innovation hubs/accelerators and co-working projects were visited by the delegation.

These innovative spaces seek to provide flexibility to entrepreneurs starting up in business, those seeking to grow their enterprises and those who wish to share a working location whilst collaborating on common ideas and objectives.

The exemplar projects visited in the Gilbert/Phoenix areas can be viewed via the following links:

Thrive AZ - <https://www.thriveaz.com/>

Seed Spot - <https://seedspot.org/>

Galvanize - <https://www.galvanize.com/>

Barnone - <http://barnoneaz.com/>

Since returning from the visit, Officers have met with Officials from both Mallusk Enterprise Park & Antrim Enterprise Agency to identify how we can collectively support our entrepreneurs to identify suitable work space and how the Council can enable local SME's to upscale to larger facilities, including those in the Borough's Enterprise Parks.

Officers have also researched how such a facility might be piloted utilising existing Council space and have identified an area within the Museum at Mossley Mill for this purpose. It is proposed that an area to the rear of the Museum and closest to the Theatre entrance will be used for the co-working area.

This space will be an open plan co-working office encompassing 4-6 desks that offer a casual work environment, all the facilities of a traditional office, plus tailored social activities to build a sense of business community and business-to-business collaboration.

The area will be designed to offer a mix of workspaces and the products on offer may include membership to allow casual use of the facilities, dedicated desks for permanent use over an agreed period of time or private office / space hire. Breakout areas with writable whiteboards, shared equipment, printers and a kitchen with tea and coffee making facilities will be provided.

Officers are currently investigating appropriate entry criteria and terms and conditions for occupation of the space. Graduation conditions will also be developed to ensure a consistent throughput of users over time. In the first instance it is suggested that innovative business start ups and social enterprises under two years in existence should be given priority. A branded sense of community, a programme of relevant events and topics and

assigned mentor or pro bono support will be essential to help the businesses grow within the space. Officers are also considering how best the space can be managed, the time-period of the pilot and budgetary considerations.

A further detailed report and business case will be brought to the Council in due course.

RECOMMENDATION: that the Council agrees in principle to convert an area of the Museum at the Mill into an open plan co-working office area for entrepreneurs, start ups etc.

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

10.9 ED/TOU/19 VOL 2 SHORELINE FESTIVAL 2019

Members are reminded that the Shoreline Festival usually takes place over the August bank holiday weekend at Jordanstown Loughshore Park. Members are requested to approve the dates for this year's Shoreline Festival as Saturday 24 and Sunday 25 August 2019.

The programme will feature music concerts on Saturday and Sunday evenings, amusements, inflatables, family fun activities. A budget of £31,000 has been provided in the estimates.

In accordance with the relevant byelaw, the consumption of alcohol is prohibited in the park. It is therefore proposed to suspend the byelaw from 7-10pm for the duration of the evening concerts.

Members will recall at Operations Committee in February that it was agreed to hold the Council's annual triathlon on Sunday 25 August to coincide with the Shoreline Festival. It was also agreed to rename the triathlon 'The Shoreline Triathlon' to be held at Hazelbank Park which will allow for an open water swim in Belfast Lough, cycling along the Shore Road and running along Hazelbank and Jordanstown Shoreline. The Leisure Section has confirmed there will be no road closures with only the cycle section of the triathlon taking place on "open" roads. Officers and race organiser Triathlon Ireland are currently working in partnership with the PSNI and DfI Roads on a Traffic Management Plan.

RECOMMENDATION: that

- i. the Shoreline Festival takes place on 24 and 25 August 2019 at a cost of £31,000, provision for which exists in the Economic Development budget for 2019-20;**
- ii. a notice advising of the suspension of the byelaw on 24 and 25 August 2019 from 7-10pm be placed in the local press.**

Prepared by: Karen Steele, Tourism, Town Centre & Regeneration Manager

Agreed by: Colin McCabrey, Head of Economic Development

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

10.10 EH/EHS/003 CONSULTATION ON AMENDING ALLERGEN INFORMATION PROVISIONS CONTAINED WITHIN DOMESTIC FOOD INFORMATION LEGISLATION FOR FOOD PREPACKED FOR DIRECT SALE

Following a number of recent fatalities and concerns raised by the Coroner in relation to the tragic death of Ms Natasha Ednan-Laperouse, the Department for Environment, Food and Rural Affairs (DEFRA) and the Food Standards Agency (FSA) have launched a consultation on food allergen labelling (**enclosed**). The consultation focuses on food that is prepacked for direct sale (PPDS). These foods include sandwiches, which are made on the premises and then displayed for sale on the same premises.

Under the Food Information Regulations (FIR) 2014 and Regulation (EU) No 1169/2011, Food Business Operators are currently required to label prepacked food such as supermarket ready meals, with a full list of ingredients and allergens. However, for PPDS foods it is acceptable for such information to be provided to customers by any means, including orally, initiated by signage such as *'please speak to our staff about the ingredients in your meal before placing your order'* to prompt customers to request the relevant information.

This consultation focuses on: -

- Strengthening the current legislative regime relating to the provision of allergen information for PPDS foods;
- Addressing concerns that have been raised regarding the different rules applicable to prepacked and PPDS foods; and
- The potential difficulty for consumers to distinguish between the two.

A consumer may not be aware that a prepacked sandwich in a supermarket is subject to a different set of rules than a PPDS sandwich in a shop, with an on-site kitchen, particularly where they are both similarly presented in packaging in a refrigerated cabinet.

The consultation does not affect the position regarding non-prepacked food, such as sandwiches packed on the sale premises **after** customer orders, which is currently subject to the same rules as PPDS food.

The consultation proposes four options for reform of the current regime relating to PPDS foods: -

1. Promoting best practice (i.e. no legislative change) but businesses would be encouraged to renew their knowledge and actions to ensure safer food.
2. Mandating for *"ask the staff"* labels on all PPDS packaging. When asked the staff would have to provide supporting information for consumers provided in writing before the food is purchased.

3. Mandating that a label on the food packaging would be required detailing the name of food and which of the 14 allergenic ingredients specified in law the product intentionally contains.
4. Mandating that a label on the food packaging would be required detailing the name of food and full ingredient list labelling, with allergens emphasised, as is currently required for prepacked foods.

The possibility of combining options or applying different options to different size business in a two-tiered approach has also been proposed.

A draft response to the consultation is **enclosed** and recommends Option 3 as the preferred approach. It is felt that this will provide more transparency for the consumer and make it easier to access the information on any allergens present, both at the point of sale and afterwards off premises. It is less difficult for businesses to implement than full ingredient labelling. It will however require staff training.

The Consultation closes on 29 March 2019.

RECOMMENDATION: that the draft response to the Consultation on Amending Allergen Information Provisions Contained within Domestic Food Information Legislation for Food Prepacked for Direct Sale be approved.

Prepared by: Colin Kelly, Environmental Health Manager (Commercial)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

10.11 L/LEI/004 EVERYBODY ACTIVE LEISURE GRANT AID

Members are reminded that £31,426 has been provided by Sport NI, through the Every Body Active programme (EBA) to support the development of new physical activity projects up to March 2019 within the Borough.

Applicants can apply for funding for activities that meet outcomes of the Community Plan. Priority is given to projects that aim to increase participation among traditionally underrepresented groups that include: women and girls, people with a disability; and, those living in areas of greatest social need (specifically people living within the top 25% of wards designated by NI Multiple Deprivation Measure Index 2010).

A total of 5 EBA grant applications were received for this call. All have been scored and the recommendations are enclosed. The EBA grants continue to be publicised through Council and Sport Northern Ireland staff and websites, and social media channels.

Every Body Active 2020 Small grants	Annual budget	Applications Approved (July 18 – January 2019)		Applications this call		
		Total No. of apps approved	Approved Spend to date	No. of apps	Requests (£)	Funding balance after approvals
	£31,426	17	£18,050	5	£5,070	£8,306

Number of participants benefitting from funding, including this call.

Women and Girls	689
People with a Disability	164
People from areas of High social Need	691

Programme enhancement:

Members may wish to note that Sport NI recommended that Council explored the potential for the remaining grant to be used to enhance projects focussed on the Disability Sports Hubs funded by Disability Sport NI (DSNI) in 2018, (detail of which was reported to Council in September 2017) and Macmillan projects.

In summary, the following proposals have been worked up for delivery across the Borough:

- Disability Golf programme
- Wheelie Active (wheelchair based activity programme)
- Inclusive Play programme
- Macmillan Golf programme
- Macmillan Swimming programme

If approved, these projects will contribute towards Council's commitment to improving accessibility, encouraging and supporting people with a disability and life changing illnesses to take part (and remain involved) in sport and physical recreation.

RECOMMENDATION: that the 5 grant awards as detailed be approved as well as the proposed projects as set out to be funded through the remaining balance of grant aid.

Prepared by: Janine Beazley, Grants and Special Projects Officer

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

10.12 L/LEI/2 LEISURE GRANT AID

A total of 116 leisure grant applications have been received to date for the 2018/2019 financial year, of which 27 applications have been received in this call. Applications received this call have been scored and recommendations are enclosed.

Members will recall a reallocation of funding between categories in August 2018 in order to meet the demand of applications at that time.

It is proposed that there is a further reallocation of £13,025 from 'Capital Grant' and 'Events Grant Local' categories to other categories in order to meet the current need in this call.

Grant	Approved to date 18/19			Applications this call		Proposed reallocated budget (2)
	No. of apps.	Approved reallocated budget (August 2018)	Approved spend to date 18/19	No. of apps.	Reqsts (£)	
Capital Grants for Sports Clubs	1	£20,000	£10,000	1	£8,500 See note (1)	£19,500
Club Minor Works Grants	4	£46,747	£40,050	2	£18,000	£58,050
Grants to Individuals and Clubs	63	£49,257	£43,555	16	£6,708	£50,263
Events Grant (Exceptional/ Regional)	7	£33,996	£27,329	2	£9,000	£36,329
Events Grant (Local)	2	£15,000	£1,875	1	£600	£2,475
Defibrillator Grant	2	Nil	£2,083	1	£1,000	£3,083
Totals	79	£170,000	£124,892	23	£43,808	£170,000
Elite Athlete Training Bursary	10			4		
Total spend to date including this call, if approved: £168,700						

Note (1) as part of the Leisure Grants review process which was reported to January Operations committee, a number of software changes have been required to the Grant Manager system. These changes will come in to effect on April 1 2019.

2018/19 has seen the largest number of applications received for leisure grants which demonstrates the increasing level of awareness of the scheme amongst groups and individuals throughout the Borough.

RECOMMENDATION: that the grant awards as detailed are approved.

Prepared by: Janine Beazley, Grants and Special Projects Officer

Agreed by: Matt McDowell, Head of Leisure

Approved by: Geraldine Girvan, Director of Operations

10.13 EH/EHS/009 HOUSES IN MULTIPLE OCCUPATION

The Houses in Multiple Occupation Act (Northern Ireland) 2016 (the Act) is due to commence on 1 April 2019. This legislation transfers the responsibility for the Houses in Multiple Occupation (HMO) registration scheme from the Northern Ireland Housing Executive to local Councils. It also introduces a new licensing system that requires landlords of such properties to demonstrate that they are a 'fit and proper' person to be a landlord and that a range of acceptable living standards are provided and maintained.

The purpose of this report is to outline the responsibilities of Council in this transferring function and in the decision-making process regarding the licensing of Houses in Multiple Occupation.

An HMO is defined as a building or part of a building if: -

- It is living accommodation; and
- It occupied by three or more persons as their only or main residence; and
- Those persons form more than two households; and
- Rents are payable.

The Act also lists types of buildings that are not HMOs, and these include: -

- Buildings controlled or managed by public sector bodies;
- Buildings occupied by students and managed by educational establishment;
- Buildings occupied by religious communities;
- Buildings occupied by members of the armed forces.

The Act is to be administered by three Lead/Cluster Councils, namely Belfast City Council, Causeway Coast and Glens Borough Council and Derry City and Strabane District Council. These Councils will be responsible for the delivery of the new HMO regime across all eleven Councils in Northern Ireland.

To facilitate the transfer of the function to Councils, an HMO Project Management Board comprising of representatives from the Northern Ireland Housing Executive and Lead/Cluster Councils has developed a number of management documents designed to ensure the effective delivery of the function both regionally and individually for each Council. The documents have been subject to consultation with Council staff and review by SOLACE.

Service Level Agreements

Service level agreements (**enclosed**) have been prepared with respect to: -

1. Legal Services specifically for HMO Licensing matters and to include training of elected members and the provision of legal advice and attendance where necessary at council meetings;

2. The provision of ICT hardware, software and ICT support to ensure the effective delivery of the HMO service; and
3. The roles, responsibilities and obligations of Regional Lead, Sub Regional Leads and cluster Councils in the delivery of the HMO Licensing scheme.

Guidance Documents

In support of this new regime, a number of guidance documents have been prepared. The Standard Licence Conditions for Houses in Multiple Occupation in Northern Ireland (**enclosed**) sets out the living standards to be achieved within HMO properties. Tackling Anti-Social Behaviour in HMO Properties (**enclosed**) provides a guide for owners and agents on tackling anti-social behaviour in HMO properties.

Memorandum of Understanding

A Memorandum of Understanding (MOU) has been developed between the Lead/Cluster Councils and the Department for Communities (Housing Division) (**enclosed**). This MOU is designed to provide clarity and accountability on the respective roles of Councils, a number of performance indicators on effectiveness of service delivery and a reporting template to provide regular statistics on how the regime is being progressed.

Staff Authorisation

The staff currently involved in providing this service on behalf of the Northern Ireland Housing Executive will transfer directly to the Lead Delivery Council (Belfast City Council) and will deliver the function regionally. These staff will be authorised under the provisions of the Council's Scheme of Delegation.

The Role of Antrim and Newtownabbey Borough Council in the Decision-Making Process

Members are aware that Council determines applications in relation to a variety of matters, such as Entertainment Licences and Amusement Permits, where objections have been received.

It is proposed that:

- i. Routine applications for HMO Licences will be dealt with under the Council's Scheme of Delegation.
- ii. Applications will be brought before full Council in the following circumstances: -
 - Where an application is to be refused;
 - Where adverse representations are received (grant, renewal or transfer);
 - Where variation of a licence is required;
 - Where a licence is to be revoked

- In the determination of a fit and proper person.
- iii. The following matters will also be brought before Council: -
- The approval of guidance documents;
 - The setting of licence fees; and
- iv. Where in the public interest, the Head of Environmental Health, in consultation with the Director of Operations and Borough Lawyer, considers that there are particular circumstances, which make it necessary to suspend a licence immediately, this matter will be dealt with under the Council's Scheme of Delegation.

The Act imposes a legislative requirement to process a licence application within a reasonable time. It has been agreed that councils should aim to determine applications before the end of the period of 3 months beginning with the date on which the Council receives a valid application. In certain circumstances, such as where physical changes to the living accommodation are to be made, an additional time period might be required. A Magistrates' Court is the only means to extend the period in the case of a particular application.

A draft working protocol has been developed in respect of the determination of HMO licence applications (**enclosed**). This protocol will be reviewed to reflect the training given to Members.

Training for Elected Members

It is recognised by the HMO Project Management Board that there will be a need for specific training for Elected Members in relation to this new role. Whilst the function is set to transfer on 6 April 2019, it is not envisaged that the Council will be required to adjudicate on any licence applications prior to the local Council elections on 2 May 2019. With this in mind, the Lead Delivery Council Legal Services team, in conjunction with the HMO team, will deliver a training/awareness programme after the local government election. Details of the training exercise will be conveyed to Members once details are available.

Fees and Fixed Penalties

The transfer of the HMO function is designed to be at a neutral cost to councils. The three Lead/Cluster Councils with the aim of setting the necessary licence fee have developed a fee calculator. The Fees and Fixed Penalty Notices document (**enclosed**) outlines the agreed fees and charges calculated to deliver this new regime on a cost-neutral basis.

Members will note that this policy has originated from the NI Housing Executive and therefore Officers do not foresee any equality or rural proofing issues.

RECOMMENDATION: that the following documents be approved:-

- 1. The Service Level Agreement for Legal Services for District Council's Houses in Multiple Occupation Service via the Cluster Lead Councils (Belfast City Council, Causeway Coast and Glens Borough Council and Derry City and Strabane District Council).**
- 2. The Service Level Agreement regarding the provision of ICT Support to Implement, Administer, and Fulfil the HMO Licensing Requirements set out in the Houses in Multiple Occupation Act (Northern Ireland) 2016**
- 3. The Service Level Agreement regarding the Roles, Responsibilities and Obligations of the Signatory Councils to Implement, Administer, and Fulfil the HMO Licensing Requirements set out in the Houses in Multiple Occupation Act (Northern Ireland) 2016**
- 4. HMO Fees and Fixed Penalty Notices.**
- 5. Draft Working Protocol for Hearing HMO Licence Applications.**

The following documents be noted: -

- 1. Standard Licence Conditions for Houses in Multiple Occupation (HMOs) in Northern Ireland.**
- 2. Tackling Anti-Social Behaviour in HMO Properties - A Guide for Owners and Managing Agents.**
- 3. Memorandum of Understanding between Department for Communities and Belfast City Council, Causeway Coast and Glens Borough Council and Derry City and Strabane District Council.**

Prepared by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

10.14 G/MSMO/007 IRISH CONGRESS OF TRADE UNIONS – REQUEST TO PRESENT TO COUNCIL

Members are advised that correspondence has been received from the Irish Congress of Trade Unions (ICTU) (**copy enclosed**) advising of their campaign “**Better Work Better Lives** – *the trade union campaign for a fair share for all*” and requesting an opportunity to make a presentation to Council in order to seek the support/endorsement of the Council.

The Council's instructions are requested.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

10.15 CE/GEN/015 CORRESPONDENCE FROM SECRETARY OF STATE

Members will recall that the undernoted Motion was declared unanimously carried at the Council Meeting in January 2019.

"This Council supports calls, from all education sectors, for urgent measures from the UK Government (in the absence of a Northern Ireland Executive) to tackle the funding crisis facing our schools in 2019. Children and young people in our Borough, and across Northern Ireland, are being negatively affected by the unsustainable and severe budgetary pressures on our schools."

The Chief Executive wrote to the Secretary of State and has now received a response (**copy enclosed**) which suggests that contact be made with the Department for Education.

RECOMMENDATION: that the report be noted and a letter be sent to the Department for Education.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

10.16 G/MSMO/023 WW1 FLANDERS AND THE SOMME PILGRIMAGE 2019

Members will be aware that an update on The Somme Association was provided to this month's Policy and Governance Committee and that this update informed Members that the Association is no longer organising trips to The Somme.

Members are advised that correspondence has now been received from Councillor Terry Andrews, Newry, Mourne and Down District Council, (copy enclosed) providing details of a pilgrimage to Flanders and the Somme that he is organising.

The trip, through GTI-Ireland in Dublin, will run from 30 June – 4 July 2019, (5 days/4 nights) flying from Dublin to Brussels and staying in the Novotel Leper Centrum Hotel in Ypres, which will be the base for the duration of the stay.

The cost per person is €769 including taxes and the trip can be booked directly through the website www.gti-ireland.com or by contacting GTI Ireland.

The Council's instructions are requested.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

10.17 ASSIMILATION TO REVISED NATIONAL JOINT COUNCIL (NJC) PAYSCALES

Upon the introduction of the Government's National Living Wage of £7.20 per hour for all workers aged 25 and over on 1 April 2016, it was apparent that a review of the NJC payscales was necessary in order to meet the further requirement that all workers would receive a minimum hourly rate of £9 by 1 April 2019.

In 2017 a two-year deal was agreed between the National Employers and the NJC Trade Union Side on rates of pay applicable from 1 April 2017 and 1 April 2018. This allowed time for a complete review of the payscales to ensure that the bottom points would meet the Government's National Minimum Wage requirements by 2019 and that the differentials, going up the scales, were not lost. This work was completed and correspondence was received from the NJC attaching revised pay scales and new rates for allowances effective from 1 April 2018 and 1 April 2019 (see attached).

Further NJC correspondence was received providing additional information about the revised pay scales, giving guidance about their application. Where NJC rates are incorporated into employee contracts then the changes should take effect automatically and employees should be assimilated across onto the new payscales at 1 April 2019.

The NJC has suggested two approaches for applying incremental uplifts at 1 April 2019. Employers were required to consider the options and present formal proposals to the recognised trade unions for negotiations with a view to reaching agreement. The two approaches to assimilation onto the new payscales are:

Approach A: Assimilate over to new scales and then increment if due, or
Approach B: Increment on old scales if due and then assimilate over to new scale

There is minimal cost difference between the two approaches (Approach B is £7K higher) and within this Council approach A poses some technical difficulties.

Following consultation and negotiations with the recognised trade unions it is recommended to Adopt Approach B.

An equal pay audit was completed and there are no gender equality issues arising.

During the negotiations, the trade union side requested that consideration be given to removing the first scale point within scale 1B (i.e. SCP 1) in the new pay scales. There are currently no employees at this scale point and the difference in hourly rate between SCP 1 and SCP 2 is 0.18p.

If this scale point was to be removed Scale 1B would have a single pay point and it would most likely be used for a small range of positions within the Council e.g. Summer Scheme Leaders, Student Placements/Apprenticeships.

RECOMMENDATION: that Approach B is adopted in assimilating employees onto the new pay scales with effect from 1 April 2019, and that SCP 1 be removed from the pay scales with effect from 1 April 2019.

Prepared by: Joan Cowan, Head of Human Resources

Approved by: Andrea McCooke, Director of Organisation Development

10.18 BELFAST HIGH SCHOOL – REQUEST FOR FUNDING

Members are advised that a request for funding (**copy enclosed**) has been received from Belfast High School.

The School's first Lego League team represented Northern Ireland at the UK finals in Bristol in February and as a result have now been invited to the World Festival in Detroit USA in April.

First Lego League, the ultimate Science and Technology challenge, is a global robotics based life competition for young people.

Cost for the trip is approximately £1500 per person and the school are requesting assistance for travel and accommodation. The event represents an excellent opportunity for the Borough to be represented in the USA as four of the seven pupils in the team live in the Antrim and Newtownabbey area.

Members are reminded that Council agreed to sponsor 3 students from Ballyclare High School to take part in the 'Big Bang' Fair 2016 in Birmingham following their success in the Northern Ireland Young Engineers Award. The Council supported this venture to tune of £566.60

RECOMMENDATION: that Council contributes £750.00 towards the cost of travel and accommodation for the 4 pupils to attend the World Festival in Detroit.

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

Approved by: Sandra Cole, Director of Finance and Governance

ITEMS FOR INFORMATION

11.1 ED/REG/018/VOL 3 BELFAST REGION CITY DEAL – HEADS OF TERMS

In November 2018 the Council delegated authority to the Mayor and Chief Executive to sign up to the Heads of Terms as required to progress the agreed City Deal proposition.

Members are advised that the 'Heads of Terms' for the Belfast Region City Deal (BRCD) have now been agreed by officials in the UK Government and the Northern Ireland Civil Service, who will now seek the necessary approvals.

The Heads of Terms is a tripartite agreement between the UK Government, the NI Government and the BRCD Partners, that outlines both the broad financial commitments being made by all the partners to the BRCD and the collective commitment to work in partnership to ensure delivery of the BRCD programme. A copy of the document is **enclosed** for Members' information.

This document sets out the commitments of the UK Government and BRCD partners to invest up to £500 million in the BRCD. The projects outlined in this document cut across the responsibilities of local, NI and UK Governments and unlocking their full potential will also require a funding commitment of £350m from the Northern Ireland Government. Relevant extracts from the document are summarised below:

- The Belfast Region is the home of Northern Ireland's capital city and accommodates a population of over 1 million people. The region is comprised of six local authorities: Antrim and Newtownabbey Borough Council; Ards and North Down Borough Council; Belfast City Council; Lisburn and Castlereagh City Council; Mid and East Antrim Borough Council; and Newry, Mourne and Down District Council. It is a young, ambitious and growing region, with more than 550,000 people under the age of 40 and two excellent universities supporting the education of 45,000 students within the Region as well as four Regional Colleges with a combined enrolment of more than 110,000 students.
- Recognising both the opportunities and challenges within the region, the UK Government is committed to working with the BRCD partners and Northern Ireland Government Departments to realise a vision of inclusive economic growth for the Belfast Region "That delivers more and better jobs, a positive impact on the most deprived communities and a balanced spread of benefits across the region".
- The BRCD partners have agreed an investment plan consisting of projects across four key Investment Pillars: Infrastructure, Tourism and Regeneration, Innovation and Digital and Employability and Skills. The Investment Plan will channel investment to support the Belfast Region's priority growth sectors and help to deliver a vision for inclusive growth. It is an integrated programme of investment that cuts across the responsibilities of local, NI and UK Governments with each pillar

building on and supporting the others. The delivery of this deal requires the UK Government and partners from the Belfast Region to invest up to £500m in the BRCD and in due course, the Northern Ireland Executive match funding the UK Government contribution of £350m.

- The Belfast Region City Deal has the potential if implemented in full, to play a key role in delivering high growth ambitions for the Region that could deliver 20,000 jobs, with an annual GVA impact of £470m and create a Belfast Region that is not just self-sufficient but a driver for a rejuvenated NI economy.

Programme Governance

The BRCD partners will work with the UK Government and the NI administration to develop a final BRCD Document, a financial plan, a detailed implementation plan incorporating monitoring and evaluation frameworks and business cases for all projects receiving funding from the UK and/or NI Governments. The BRCD partners will also work with both governments to develop a communication strategy and operating protocol. These documents will set out how communications about the BRCD and its associated activities are taken forward in a way that meets the needs of BRCD partners as well as the UK and NI Governments.

A draft governance structure is being developed, incorporating a Joint Council Forum, an Executive Board and Advisory Boards for each of the Pillars of Investment. The Advisory Boards will play a key role in driving and guiding the development of Outline Business Cases (OBCs) for each of the BRCD Projects. OBCs must be completed to enable the development of a financial plan for the BRCD. The financial plan and approved business cases are essential requirements in releasing the funding committed to the BRCD. The programme office aim to have agreed templates and guidance for the development of OBCs by early March. The establishment of the Advisory Boards and the provision of such guidance will allow partners to commence the development of OBCs for all the City Deal projects. When these boards are established a new SharePoint site will be created.

Plans are also being progressed to put in the place core programme management staffing and resources necessary to support the delivery phase of the BRCD. Two programme manager positions have been advertised and a City Deal Lead Officer will be advertised in the near future. University partners have developed plans for a programme team to support the integrated development of projects in the innovation pillar and proposals are under development to secure specialist support that will enable the development of the Employability and Skills and Digital programmes.

RECOMMENDATION: that the report be noted.

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

11.2 EH/EHS/003 FOOD ALLERGENS SEMINAR

Members are reminded that the Environmental Health Service has been participating in the Northern Ireland Regional Strategy to improve compliance in food businesses with the requirements on allergens.

As part of this ongoing commitment to support local businesses, a seminar has been organised to raise awareness and help meet their legal requirements.

This free event will use case studies on allergens and a video that has been produced by Environmental Health staff to highlight, in a very practical way, the need for adequate controls. Over 300 businesses from across the Borough have been invited to attend the event at Mossley Mill on Tuesday 2 April 2019 between 2pm and 4pm.

Recent coverage in both local and national media has highlighted the devastating effect of a severe allergic reaction to a food ingredient. This seminar will assist local businesses to ensure that they have robust procedures in place to provide allergen-free foods and comprehensive and accurate information to their customers. Members are welcome to attend.

RECOMMENDATION: that the report be noted.

Prepared by: Colin Kelly, Environmental Health Manager (Commercial)

Agreed by: Clifford Todd, Head of Environmental Health

Approved by: Geraldine Girvan, Director of Operations

11.3 FI/FIN/4 BUDGET REPORT – FEBRUARY 2019

A budget report for February 2019 is enclosed for Members' information.

The Council's variance on Net Cost of Services for the period to the end of February is £237k favourable, with income from District Rates and the De-Rating grant being on budget for the period, resulting in an increase to the Council's General Fund of £237k.

This includes a contribution of £684k to the Council's Strategic Projects and Rates Appeal Reserves.

RECOMMENDATION: that the report be noted.

Prepared by: Richard Murray, Management Accountant

Agreed By: John Balmer, Head of Finance

Approved by: Sandra Cole, Director of Finance and Governance

**11.4 CE/OA/005 NORTHERN IRELAND LOCAL GOVERNMENT ASSOCIATION (NILGA)
– MARCH 2019 BULLETIN**

Members are advised that NILGA has circulated the March 2019 Bulletin and a copy is **enclosed** for Members' information.

RECOMMENDATION: that the NILGA March 2019 Bulletin be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.5 G/MSMO/14 MOTION – NEWRY, MOURNE AND DOWN DISTRICT COUNCIL

Members are advised that correspondence has been received from Newry, Mourne and Down District Council regarding a Motion adopted by that Council. The correspondence states that the Council strongly opposes the granting of consent for a Geological Disposal Facility to be located with the District, or indeed within any part of Northern Ireland or the island of Ireland, and urges Councils to support their position on the issue and make representation to the Minister.

A copy of the correspondence and the letter to the Minister is **enclosed** for Members' information.

RECOMMENDATION: that the correspondence from Newry, Mourne and Down District Council be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive

11.6 G/MSMO/14 MOTION – MID AND EAST ANTRIM BOROUGH COUNCIL

Members are advised that correspondence has been received from Mid & East Antrim Borough Council regarding a Motion adopted by that Council.

The wording of the Motion is "That this Council declares that it will not tolerate summer hunger again and resolves to work with the statutory sector including other Northern Ireland councils, agencies and voluntary sectors to bring forth a solution before the school summer holiday of 2019; we further commit to sending this resolution to each of the Northern Ireland councils."

The correspondence also asks for confirmation on whether the Council plans to adopt this motion. A copy of the correspondence is **enclosed** for Members' information.

RECOMMENDATION: that the correspondence from Mid and East Antrim Borough Council be noted.

Prepared by: Member Services

Approved by: Jacqui Dixon, Chief Executive