



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE COUNCIL HELD  
AT MOSSLEY MILL ON TUESDAY 29 AUGUST 2023 AT 6.30 PM**

- In the Chair** : Mayor (Councillor M Cooper)
- Members Present (In Person)** : Aldermen – L Boyle, L Clarke, M Cosgrove, M Magill and P Michael
- Councillors – J Archibald-Brown, A Bennington, J Burbank, S Cosgrove, H Cushinan, P Dunlop, S Flanagan, J Gilmour, M Goodman, R Kinnear, H Magill, B Mallon, A McAuley, T McGrann, E McLaughlin, M Ní Chonghaile, L O'Hagan, S Ward, and B Webb
- Members Present (Remote)** Aldermen – P Bradley, T Campbell, S Ross, and J Smyth,
- Councillors – M Brady, R Foster, N Kelly, A Logue, R Lynch, V McWilliam, A O'Lone, L Smyth and M Stewart
- Officers Present** : Chief Executive - J Dixon  
Director of Economic Development and Planning - M McAlister  
Director of Operations – G Girvan  
Director of Finance and Governance – S Cole  
Director of Community Planning - U Fay  
Director of Parks and Leisure Operations – M McDowell  
Deputy Director of Governance – L Johnston  
Director of Sustainability – M Lavery  
Borough Lawyer and Head of Legal Services – P Casey  
Head of Corporate Affairs – J McIntyre  
ICT Systems Support Officer – C Bell  
ICT Helpdesk Officer – J Wilson  
Member Services Manager – A Duffy  
Member Services Officer – E Skillen
- Officers Present (Remote)** Director of Organisation Development – J Close  
Human Resources Manager – Pauline Greer

## **1 BIBLE READING, PRAYER AND WELCOME**

The Mayor welcomed all present to the meeting, and advised Members of the audio recording procedures.

The meeting opened with a Bible reading and prayer by Pastor George McKim who expressed his sincere condolences to Councillor McWilliam and family on the passing of her husband Ray McWilliam.

Alderman Boyle and Councillors Burbank, Cushinan, Goodman, Logue, Kelly, Kinnear, McLaughlin, McGrann, Ní Chonghaile, O'Hagan and O'Lone joined the meeting.

## **2 APOLOGIES**

Alderman J McGrath  
Councillor S Wilson

## **3 DECLARATIONS OF INTEREST**

Item 6.3 – The Mayor, Councillor Cooper  
Item 8.8– Alderman Magill and Councillors Goodman, Kinnear and Magill  
Item 8.9 – Councillor Mallon  
Item 8.12 – The Chief Executive, J Dixon

## **4 MINUTES OF THE ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL MEETING**

Moved by Alderman Cosgrove  
Seconded by Councillor Brady and

**RESOLVED - that the Minutes of the proceedings of the Antrim and Newtownabbey Borough Council Meeting of Monday 31 July 2023 be taken as read and signed as correct.**

### **5(a) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 1**

Moved by Councillor Foster  
Seconded by Alderman Cosgrove and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 14 August 2023 Part 1 be taken as read and signed as correct.**

### **5(b) MINUTES OF THE PLANNING COMMITTEE MEETING, PART 2**

Moved by Councillor Foster  
Seconded by Alderman Cosgrove and

**RESOLVED - that the Minutes of the proceedings of the Planning Committee Meeting of Monday 14 August 2023 Part 2 be approved and adopted.**

## 6 ITEMS FOR DECISION

### 6.1 CP/CD/443 COMMUNITY SUPPORT PROGRAMME 2023/2024

Members were advised that correspondence circulated had been received from the Department for Communities (DfC) offering financial assistance totalling £423,216.37 for the delivery of the Councils Community Support Programme for the financial year 1 April 2023 – 31 March 2024.

The total amount awarded included £123,826.08 for Community Support in general, such as: staff salaries, the Community Development Grant Aid Programme and Community Capacity Building Initiatives. £177,412.97 for advice services and £121,977.32 towards a Social Supermarket.

Moved by Councillor Foster  
Seconded by Councillor Flanagan and

**RESOLVED - that the acceptance of the offer of £423,216.37 of funding from the Department for Communities for delivery of the Community Support Programme in 2023/2024 be approved.**

*ACTION BY: Jonathan Henderson, Community Services Co-ordinator*

### 6.2 CP/CP/217 AN AWARD WINNING BOTANICAL BOROUGH PUBLIC WALL ART

Members were reminded that the development and delivery of 'An Award Winning Botanical Borough' concept and delivery of an Action Plan of related initiatives for each DEA was approved by the Council at the December 2022 meeting. The action plan included proposals to develop botanical symbols for each DEA and to deliver street art in each DEA to reflect the 'Botanical Borough' concept.

The botanical symbols for each DEA were discussed at the DEA Member Engagement meetings in February and reported to the Council meeting in April as follows:

- |                     |                |
|---------------------|----------------|
| • Airport           | Rose           |
| • Antrim            | Bluebell       |
| • Ballyclare        | Flax Flower    |
| • Dunsilly          | Flax Flower    |
| • Glengormley Urban | Forget Me Not  |
| • Macedon           | Cherry Blossom |
| • Threemilewater    | Flax Flower    |

Members were reminded that the delivery of street art projects in each DEA had previously been agreed at the DEA Member Engagement Meetings in October 2021 as part of a means to animate towns and villages and it was agreed that street art would be reflective of the local area including potentially history and heritage.

A procurement exercise to appoint an experienced agency to deliver street art across the seven DEA's had been carried out with Daisy Chain Inc appointed to deliver five street art installations in each DEA at an approximate cost of £150,000 which would be funded from the capital programme.

Daisy Chain Inc is a Belfast based agency that works with specialist artists to deliver street art and had previously carried out similar work for both Belfast City Council and Causeway Coast and Glens Borough Council, see circulated images.

It was proposed to deliver 35 pieces of public art between now and October 2024 with one large scale signature art work created in each DEA by October 2023 based upon the DEA's botanical emblem, as well as between 1 and 2 smaller art installations. As part of this project it was proposed to consider reimagining of utility boxes with the botanical symbols in addition to the 35 art pieces.

Officers were working with Daisy Chain Inc to finalise proposals and would consult and seek the approval of the respective DEA Elected Members before commencing art works. Consultation with Elected Members on a DEA basis would be ongoing in relation to the ongoing delivery of street art through the DEA Member Engagement meetings.

Members were reminded that the Council was in the process of developing its co-designed Local Area Action Plan for Peace Plus which would be submitted to SEUPB in December 2023. Re-imaging as well as history and heritage of local areas were coming through from the various consultation exercises as strong themes so there was an opportunity to deliver further street art as part of the Council's PeacePlus Action Plan from 2024 onwards.

Moved by Councillor Logue  
Seconded by Alderman Clarke and

**RESOLVED - that the proposal to deliver street art across the seven DEA's as part of the 'Award Winning Botanical Borough' at an approximate cost of £150,000 be approved.**

*ACTION BY: Simon Goldrick, Head of Arts, Culture, Tourism and Events*

*Having declared an Interest in Item 6.3 The Mayor, Councillor Cooper left the Chamber and the Deputy Mayor, Councillor Kinnear took to the Chair.*

### **6.3 CP/CP/223 DEPARTMENT FOR COMMUNITIES HARDSHIP FUND**

Members were reminded that the Department for Communities (DfC) wrote to the Council in February advising that they would be providing funding for a Hardship Scheme to allow Councils to provide support to the most vulnerable in the 2022/2023 financial year. It was agreed at the February meeting of the Community Planning Committee that the Chief Executive had delegated

authority to approve a Hardship Scheme to disperse this funding by the end March 2023.

It was then reported at the Community Planning Committee in April 2023 that the Council was being awarded £306,432 in funding for the Hardship Scheme which would now be placed in a restricted reserve so it could be used in 2023/24.

The development of a Hardship Scheme had been ongoing with Officers engaging both colleagues in other Councils as well as groups and agencies operating in the Borough and already involved in Community Support including food relief.

This funding was intended to support those experiencing both food and fuel poverty and should be used to support and sustain projects and organisations who offer support with food and fuel to those who are experiencing financial difficulties including food and fuel distress.

A detailed proposal for the delivery of the Hardship Scheme was circulated for Member's information and it was proposed to deliver the funding by two means:

- Direct Awards to established community partners delivering food relief;
- An open funding call to constituted community groups who can contribute to providing additional food relief.

Members were advised that DfC had already set out what constitutes as eligible expenditure as follows:

- Voucher Schemes – including food, fuel and electricity;
- Food Relief Schemes – this included social supermarkets, food banks, community fridges, holiday hunger schemes etc.;
- Capital expenditure items are not eligible, nor were subsidised summer/leisure schemes, training, advice services and similar activities.

The delivery proposal for the Council's Hardship Scheme had been developed with consideration given to what other Councils had experienced including those who had previously operated voucher schemes as well as what the community and voluntary sector had advised in terms of their capacity and how best to meet community needs. An evaluation on the Hardship Scheme would be carried out in the future and brought back to a future meeting of the Community Planning Committee.

DfC had advised that this funding was non recurrent, would not be available in future years and must be committed by 31 March 2024.

Moved by Councillor Logue  
Seconded by Councillor Gilmour and

**RESOLVED - that the proposed delivery model for the Hardship Scheme 2023/2024 be approved.**

*ACTION BY: Ursula Fay, Director of Community Planning*

*The Mayor returned to the Chamber and resumed as Chair.*

#### **6.4 CCS/EDP/7 ANNUAL PROGRESS REPORT, EQUALITY COMMISSION**

Members were reminded that Section 75 of the Northern Ireland Act 1998 required public authorities to have due regard for the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation, men and women generally, persons with a disability and persons without and persons with dependants and persons without.

The Council's Equality Scheme described certain arrangements that as a public authority, the Council had set-up and is obliged to apply and follow as a means of fulfilling the duties imposed on it by Section 75(1) and (2) (i.e. the duties to have regard to the need to promote equality of opportunity, and regard to the desirability of promoting good relations).

This included arrangements for training staff, assessing and consulting on the likely impact of policies adopted or proposed to be adopted by the authority on the promotion of equality of opportunity, and monitoring any adverse impact of those policies that had been adopted.

The Council must provide an Annual Progress Report to the Equality Commission and outline how those arrangements had been applied and to assess how effective they had been in supporting the Council to comply with the Section 75 duties.

The progress report for April 2022 to March 2023 was circulated for Members' information.

Moved by Councillor Goodman  
Seconded by Councillor Kelly and

**RESOLVED - that the report be approved.**

*ACTION BY: Ellen Boyd, Accessibility and Inclusion Officer*

#### **6.5 FI/GEN/023 NI LOCAL GOVERNMENT TRANSFORMATION AND INNOVATION OPPORTUNITIES**

A report on NI Local Government – Transformation and Innovation opportunities (circulated) was presented to SOLACE in June 2023. The report was approved by NILGA Executive on 23 June 2023 and takes account of the NIAO guidance – Good Practice Guide on Innovation and Risk Management.

The NILGA report outlined the key challenges for Councils over the next decade and identifies 4 emerging themes, two of which directly relate to transformation of the sector:

1. Empowered and resourced Councils
2. Empowered and confident councillors

NILGA are planning two workstreams running from now until October 2023 and are being supported by PWC who will assist with the enabling factors for innovation. The workstreams are as follows:

**Workstream 1 - Enablers: Learning & Collaboration / Leadership / Culture & People (August – October 2023)**

**Workstream 2 - Enablers: Management Info / Management of Risk / Capacity & Capability / Culture & People (September – October 2023)**

The work would commence with analysis of Procurement spend to identify potential efficiencies to invest in transformation. Councils are required to confirm participation in the process in August. A round table event at PWC Belfast was being organised in the month of November for Elected Members, Senior Officers and PWC LG experts to share experiences that would inform discussion on the future of Northern Ireland's Local Government transformation journey.

Moved by Alderman Cosgrove  
Seconded by Councillor Bennington and

**RESOLVED -**

1. **that the report be noted**
2. **Antrim and Newtownabbey Borough Council participate in the workstreams**
3. **that the Mayor, Deputy Mayor or their nominees and appropriate Officers attend the event.**

*ACTION BY: Sandra Cole, Director Finance and Governance*

## **6.6 CP/CD/464 KINGS AWARD FOR VOLUNTARY SERVICE 2024**

Members would be aware of the Kings Award for Voluntary Service (formerly the Queens Award for Voluntary Service), which was the highest accolade given to volunteer groups within the UK to recognise the outstanding work being done in their communities. The award was created in 2002 to celebrate the 50<sup>th</sup> anniversary of Her Majesty the Queens Accession to the Throne.

Any organisation that had been in existence for a minimum of three years and was undertaking voluntary work within their local community, whether social, economic or environmental, could be nominated for this award. To be successful groups must be volunteer led, well managed in terms of governance, financial management and safeguarding, be making a considerable difference to the lives of their beneficiaries and have an outstanding reputation locally.

The deadline for nominations for the 2024 award was Friday 15 September 2023 and Officers were proposing that the following organisations be nominated:

- **All About Us – ASD Teens**

A voluntary organisation, established in 2018 and based in Antrim. All About Us – ASD Teens is run by volunteers who are either parents of young people who are diagnosed with autism, or have autism themselves. The group's aim is to promote inclusion, raise awareness and increase skills and coping mechanisms, which aid integration into society. The group provides support, courses and recreational activities for young people and their families on a daily basis.

- **Queenspark Women's Group**

Established in 2010 Queenspark Women's Group is a community based organisation which articulates the needs and aspirations of the residents of Glengormley.

Its committed volunteer team deliver social, economic and environmental based programmes and initiatives, which include the provision of training opportunities to enhance local skills and employability, promoting community and civil respect, peace building, conflict resolution and developing a range of programmes and activities that deal specifically with issues relating to women, young people, and their families.

- **Randalstown Ulster Scots Cultural Society**

Established in 2007 Randalstown Ulster Scots Cultural Society has witnessed a substantial increase in community activity since the refurbishment of the Randalstown Memorial Orange Hall and its development into a fit for purpose community hub. The hall is open to the public most evenings and weekends where a wide and innovative programme of community development activity is delivered by its 8 resident groups, and their 20 volunteers. The group's aim is to increase cultural awareness within the local area and to improve social welfare with leisure time activities, such as dance and music classes, keep fit, and other social gatherings.

- **Monkstown Village Initiatives**

The Care Centre, Monkstown was formed as a charity in 1994, from a group of volunteers from each of the then four churches in Monkstown. It has a faith ethos and has been and continues to be a welcoming presence at the entry to Monkstown Estate. The Care Centre, Monkstown became a company limited by guarantee in 2011, changing its name to **Monkstown Village Initiatives (MVI)**. Over the last 29 years, previously in the 'Green Hut' and primarily through youth work and now from Monkstown Village Centre, MVI provides services and assistance to the Monkstown community through youth work, a full-time cognitive behaviour therapy (CBT) service, a community garden and the provision of meeting space for statutory, business, charity, community and voluntary groups.



The 2024 Awards would be announced on Thursday 14 November 2024, the day of the Kings Birthday. Groups successful in receiving the award would receive a certificate signed by His Majesty the King, a domed glass crystal presented by the Lord Lieutenant at a celebration event organised by the group and two volunteers would be invited to attend a Royal Garden Party at Buckingham Palace.

Award recipients for 2023 would be announced on Tuesday 14 November 2023. Members were reminded that two groups from the Borough were nominated: Mayfield Community Association and Muckamore Parish Development Association. If successful, celebration events to recognise these two groups would be held in early 2024.

Over the past two years the following groups had been successful in receiving the award:

- River Bann and Lough Neagh Association (2022)
- Whiteabbey Community Group (2022)
- Monkstown Community Association (2022)
- A Safe Space to Be Me (2021)
- Rathfern Community Regeneration Group (2021)
- Friends of Antrim Castle Gardens (2021)

Moved by Councillor Webb

Seconded by Councillor Smyth and

**RESOLVED - that the four organisations as proposed and the Breakaway Group in Macedon be nominated for the Kings Award for Voluntary Service in 2024.**

*ACTION BY: Jonathan Henderson, Community Services Co-ordinator*

## **6.7 PK/GEN/030 BRITAIN IN BLOOM AWARDS**

Members were reminded that following Ballynure's success in the 2022 Ulster in Bloom, Council agreed to support their nomination to the 'Small Village' category of the 2023 Royal Horticultural Society, Britain in Bloom Competition.

With judging recently completed, an invitation had been received for the Britain in Bloom Awards in London, on Monday 23 October 2023. Tickets were free and strictly limited to 5 per nomination. Council had traditionally met the cost of travel and accommodation to the awards ceremony.

It was proposed that the Mayor, Chair of Operations or their nominee, a Council Officer and 2 community representatives from the Ballynure Community Group attend.

Moved by Alderman Boyle

Seconded by Alderman Cosgrove and

**RESOLVED - that Council approves the attendance of the Mayor, Chair of Operations or their nominee, a Council Officer and 2 community**

**representatives from the Ballynure Community Group at the Britain in Bloom Awards on 23 October 2023.**

*ACTION BY: Angela Ross, Park Development Advisor*

## **6.8 G/MSMO/140 WORKING GROUPS**

Antrim and Newtownabbey Borough Council conducts its business through a traditional committee system. Committees may consider it necessary to establish Working Groups made up of Elected Members, Officers and Non-Elected Members to consider and make recommendations on a series of non-policy matters and/or to help in the formulation of policy.

All Working Groups established by a Committee officially report to that Committee and do not have power to exercise any function of the Committee nor to make any decision on behalf of the Committee nor to instruct any officer without prior authority of the Committee.

A list of all Working Groups were circulated for Members Information.

It was proposed that Committees, at their September meeting, review the terms of reference for their Working groups.

Moved by Councillor Webb  
Seconded by Alderman Cosgrove and

**RESOLVED - that Members approve the re-establishment of the Working Groups and nominations be made accordingly.**

*ACTION BY: Liz Johnston, Deputy Director of Governance*

## **6.9 FI/FIN/011 RATES ESTIMATES PROCESS, BUDGET AND PERFORMANCE REPORTING**

### 2023/2024 Rates Estimates

At a Special Council meeting on 13<sup>th</sup> February 2023 Council approved a district rates increase of 4.9%. This was one of the lowest rate increases of the Local Councils in Northern Ireland and followed a challenging period of increasing costs in relation to:

- 1.Higher energy costs particularly impacting Leisure and Arts facilities
- 2.Significant inflationary impact on contracts: waste being substantially impacted and
- 3.Higher payroll costs impacting all services as negotiations with TU's concluded.

The finalisation figure for 2023/24 financial year up to the end of June 2023 was currently £105k positive and demonstrated that more rates income was being collected than had been anticipated as well as the strong economic performance of the Borough.

### 2022/2023 Financial Statements

All of the cost pressures outlined above also impacted during the 2022/2023 financial year and meant that the ability to balance the Revenue budget of Council proved challenging.

To ease the pressure Minister Hargey notified Council that any residual COVID19 support money from DFC could be used to bridge the gap in funding and this allowed Council to deliver the planned level of service during the Cost of Living Crisis. The in year financial position was also eased by a rates finalisation figure of £687K. The 2022/23 draft financial position was presented to the June 2023 Council meeting. The financial statements were currently being audited by NIAO and the final financial position would be presented to the Audit Committee in September 2023 for approval.

### 2024/2025 Rates Estimates

The Rates Estimates process for 2024/25 had already commenced with officers preparing historic budgetary and financial information for Directors to review. An estimates timetable was circulated – appendix 1 for approval. The timetable included an additional workshop for Elected Members on the 26<sup>th</sup> October 2023 dealing solely with financial issues. The proposed estimates information being provided to Elected Members had been reviewed and extended to include more detail about expenditure and income at facility level including staffing numbers etc. This was designed to facilitate a more detailed review of services. An extract from the Leisure service was circulated – appendix 2 as an example.

### 2023/2024 Budget and Performance Reporting

An overall Council budget report for the period ended June 2023 was circulated – appendix 4 for Elected Member information. In line with more detailed Estimates Information, in year budget updates provided to Elected Members would also follow a similar process. These reports would be provided on a quarterly basis. They would be accompanied by quarterly reports on performance and would be presented at the relevant committee. This would facilitate a more comprehensive update on the service. An extract from the Leisure Service budget was circulated – appendix 3 as an example.

Reporting in this new format would commence at September 2023. Committees and Directors would provide the information via a short Presentation.

Officers would continue to keep the budget reporting process under review to ensure that Elected Members were fully informed about the financial position of Council during the financial year but also in preparation for Rates Estimates.

Moved by Councillor Goodman  
Seconded by Alderman Cosgrove

**RESOLVED - that**

- i. **Elected Members note the update in relation to the Rates Estimates Process and Budget Reporting.**
- ii. **Elected Members approve the 24/25 Estimates Timetable**

ACTION BY: Sandra Cole, Director of Finance and Governance

#### **6.10 L/LEI/001 UK ACTIVE AWARDS 2023**

Members were reminded that in 2022, Valley Leisure Centre was shortlisted, and subsequently awarded the UK Active Regional Leisure Centre of the Year. UK Active was a leisure industry body with over 4,000 members ranging from public, private and third sectors. The UK Active Annual Awards were the largest and most prestigious accolades in the leisure industry, and were designed to recognise and celebrate excellence and innovation across health, wellbeing and fitness in the UK. To be shortlisted as a finalist, entries must pass a two stage assessment process with the third stage of a mystery shop deciding the overall winner.

For the 2023 Awards, Valley Leisure Centre have again been shortlisted as a finalist, along with Ballyearl Arts and Leisure Centre in the Regional Leisure Centre of the Year category. In addition, Council had also been shortlisted for the Equality, Diversity and Inclusion Award.

The award ceremony is scheduled to take place on 26 October 2023 at the New Dock Royal Armouries, Leeds.

Moved by Councillor Bennington  
Seconded by Councillor Gilmour and

**RESOLVED - that Council approves the attendance of the Mayor, Deputy Mayor, Chair, Vice-Chair of the Operations Committee or their nominees, and relevant Council Officers at the UK Active Awards Ceremony at the New Dock Royal Armouries, Leeds on 26 October 2023.**

ACTION BY: Vicki Kyles, PA to Director of Parks and Leisure Operations

#### **7 ITEMS FOR NOTING**

##### **7.1 G/MSMO/14 MOTION – NEWRY, MOURNE AND DOWN DISTRICT COUNCIL – REDUCTION IN MINIMUM VOTING AGE**

Members were advised that correspondence had been received from Newry, Mourne and Down District Council regarding a Motion adopted by that Council and requesting support.

A copy of the letter was circulated for Members' information.

Moved by Alderman Cosgrove  
Seconded by Councillor Goodman and

**RESOLVED - that the correspondence from Newry, Mourne and Down District Council be noted.**

NO ACTION

9 NOTICE OF MOTION

Proposed by Councillor O'Hagan  
Seconded by Councillor Ní Chonghaile

Establish a Women's Sub-Committee

"That this Council establishes a stand-alone 'Women's sub-committee' made up of female representatives of this council to discuss and promote women's issues, building the skills and confidence of local women and to encourage women to become more involved in local politics"

**RESOLVED - the Motion was declared carried and it was agreed that the Women's Sub-Committee would report into the Diversity Working Group.**

*ACTION BY: Ursula Fay, Director of Community Planning*

The Mayor and Members paid tribute to the Director of Operations, Geraldine Girvan who was retiring from Council this week. They acknowledged her contribution over 23 years of service to public life and wished her well for the future.

**MOTION TO PROCEED 'IN COMMITTEE'**

Moved by Councillor Dunlop  
Seconded by Councillor Goodman

**RESOLVED - that the Council proceeds to conduct the following business 'In Committee'.**

Members were advised that the live stream and audio recording would cease at this point.

*Councillor Ward left the Chamber at Item 8.1.*

8 ITEMS IN COMMITTEE

8.1 **IN CONFIDENCE** G/LAN/14 RENEWAL OF LEASES AT MOSSLEY MILL

Members were reminded that Council approved the formation of a Business Hub in Mossley Mill for the rental of office space back in 2016. Leases were agreed with Canon Medical Systems Ltd (formerly Toshiba Medical Services), McCloy Consulting, ATOS IT Services and Solid Solutions.

The leases for Canon Medical and McCloy Consulting had expired and the companies wished to renew their leases on the following basis;

1. **Canon Medical Systems Ltd** wish to renew their lease for another 5 years, on the following revised terms, negotiated by Osborne King on Council's behalf:

Rental (pa)	£	
Rates	£	
Additional Store	£	
<b>Total</b>	<b>£</b>	(current lease £ pa)

In addition to this, a service charge was made of £ pa, and this would be subject to a 'fair and reasonable provision' regarding electricity given the increase in utilities.

2. **McCloy Consulting** do not wish to enter into another 5-year lease. Instead, they would like to renew their lease on a 12 month rolling notice period on revised terms, as they ultimately wish to purchase their own premises.

Approval was being sought to enter into negotiations via Council's agent for a 12 month rolling lease.

Moved by Alderman Cosgrove  
Seconded by Councillor Webb and

**RESOLVED -**

- a. that Members agree to the renewal of Canon Medical Systems lease on the Lower Ground Floor at Mossley Mill for a further period of 5 years at £ pa plus service charge. Subject to an annual review for inflation.

and

- b. that Members agree to McCloy Consulting's request to renew a lease for a 12 month rolling notice period on terms to be negotiated by Council's agent for future Council approval.

*ACTION BY: Liz Johnston, Deputy Director of Governance*

*Councillor Ward returned to the Chamber.*

**8.2 IN CONFIDENCE ED/ED/221 DUBLIN ROAD/BRIDGE STREET CARPARK ACCESS & IMPROVEMENTS**

Members were reminded of the request received from a developer who wished to build social housing units for the over 55-year age group on land beside the Council owned Dublin Road carpark. This land was previously the location for the Phillips garage in Antrim and was identified as an opportunity site in the new Antrim Town masterplan.

The access for this new development would be via the existing entrance to the Council's Dublin Road carpark however, the Department for Infrastructure Roads Section had indicated that improvement works would be required to the current access to meet the necessary requirements.

It was noted that the improvements outlined would also benefit the Council from the perspective of those using the carpark and the developer had indicated that he would meet the costs of the works, which in effect would become a shared access used by those living in the new properties and those using the carpark.

To satisfy DFI requirements the access would need to be realigned which would involve the loss of approximately 8 disabled spaces, however, these could be accommodated elsewhere within the carpark which does not normally operate at full capacity. As shown, on the map enclosed an area of Council land, was required by the developer to complete the scheme.

In July 2022, the Council agreed that Officers should seek a valuation for this parcel of land and bring back a report in due course with the details of the proposed disposal agreement and any access agreement. Officers had engaged with both LPS and DFI Roads Service on this matter. LPS initially provided a valuation for the land on 6<sup>th</sup> June 2023<sup>2</sup> which indicated a sum of

[REDACTED]

Following discussions with the developer he had submitted an offer of £ [REDACTED] with a supporting rationale as summarised below;

- The site has lay vacant for almost 20 years and was part of the Antrim Masterplan as a key redevelopment site.
- This development and the land requirement was not simply a commercial transfer from one owner to another. The development in question represents a significant number of Category 1 social housing units to go some way in meeting, what had been an issue in Antrim for many years, the need for more appropriate housing for older and disabled people. The provision of such housing would, by its nature, free up a similar number of family homes in the sector as people downsize. You would be aware that a significant number of those considered homeless are in fact those older people with disabilities whose current accommodation was considered unsuitable. The social value arising from this development was significant.
- The development, when complete would generate circa £20,000 per annum in rates income, the cost of infrastructure development represents £ [REDACTED] (breakdown circulated) of investment which would facilitate the council proposal to enhance their property as part of a wider Antrim town

centre improvement and which, if not delivered by this proposal, would fall to council to fund.

- If accepted by council, we offer £[REDACTED] and would complete the £[REDACTED] investment in upgrading the roads network accessing Bridge Street Car Park.

A Member's concern regarding accessibility for pedestrians with disabilities particularly from Bridge Street into the town should planning permission be approved, was noted.

Moved by Councillor Dunlop  
Seconded by Councillor Smyth and

**RESOLVED - that the Council disposes of the land as outlined at a sum of £[REDACTED] subject to the developer securing planning permission, undertaking the required enhancement works to the entrance in line with Council and DFI requirements and the resolution of all legal issues.**

*ACTION BY: Majella McAlister, Director of Economic Development and Planning*

### **8.3 IN CONFIDENCE WM/ARC21/008 RESIDUAL WASTE TREATMENT PROJECT**

In response to Tim Walker's letter to the Chief Executive of 24 July 2023 (circulated) which was presented to Council last month, further clarification was requested on 15 August 2023 (circulated). Officers were waiting for a full response from arc21.

Moved by Councillor Goodman  
Seconded by Councillor McAuley and

**RESOLVED - that the correspondence be noted.**

*NO ACTION*

### **8.4 IN CONFIDENCE FI/PRO/TEN/398 FRAMEWORK FOR THE PROVISION OF A RANGE OF RECRUITMENT SERVICES**

**CONTRACT PERIOD FOR THE PERIOD 12 SEPTEMBER 2023 TO 31 AUGUST 2025 WITH AN OPTION, BY THE COUNCIL, TO EXTEND FOR UP TO 24 MONTHS, SUBJECT TO REVIEW AND PERFORMANCE**

This Framework had 5 Lots and Officers would call-off of the framework as detailed below.

Lot No.	Call-Off Process
Lot 1 Executive Search Services	This lot is not being awarded as there is no anticipated requirement at this time. Officers will undertake a separate procurement process should there be a requirement for the services.



Lot 2 Temporary Recruitment of Seasonal and Ad Hoc Staff	The Principal Provider will be contacted in the first instance The Reserve Provider will be contacted if the Principal Provider cannot meet the full requirements of the service
Lot 3 Temporary Recruitment of Drivers	CVs will be sought from the five Providers named on the framework for Lot 3
Lot 4 Temporary Recruitment of Specialist Roles	CVs will be sought from the five Providers named on the framework for Lot 4
Lot 5 Temporary Recruitment of Other Roles	CVs will be sought from the five Providers named on the framework for Lot 5

This tender opportunity was made available on eSourcingNI on 17 February 2023. Thirteen tender responses were opened via the eSourcingNI Portal on 6 April 2023 and referred to the evaluation panel for assessment.

The tender was evaluated on a two stage basis as follows:

#### **STAGE 1 – SELECTION STAGE**

The tenders were evaluated on a pass/fail basis for mandatory exclusion and financial compliance, economic and financial standing, previous relevant experience, management systems and practices, GDPR, declarations and form of tender. One tender failed to meet the requirements of this stage and did not proceed further. The remaining tenders met the requirements of Stage 1 of the evaluation process and proceeded to Stage 2.

#### **STAGE 2 – AWARD STAGE**

##### **Stage 1 – Technical Assessment**

The tenders were evaluated on a pass/fail basis for confirmation that each of the tenders fully met all the requirements of the specification as detailed in the tender documents. All tenders met the requirements of this stage and proceeded to the next stage of the evaluation.

##### **Stage 2 – Quality/Commercial Assessment (70%/30%)**

##### **LOTS 2-5**

The tenders for Lots 2-5 were evaluated on the basis of methodology (30%), capacity to deliver (20%), contract management (10%), delivery team (10%), social value (10%) and cost (30%). One tender failed to meet the quality threshold and did not proceed further in the evaluation. The recommendation was as follows:

### Lot 2 Temporary Recruitment of Seasonal and Ad Hoc Staff

Rank	Supplier	Quality Assessment (out of 70%)	Cost Assessment (out of 30%)	Total Score (%)	Total Estimated Annual Cost (£) (excl. VAT)
1	Blue Arrow Ltd				
2	Riada Resourcing				
3	Staffline Recruitment (NI) Ltd.				
4	Driverhire Belfast				
5	Apple				
6					

### Lot 3 Temporary Recruitment of HGV Drivers

Rank	Supplier	Quality Assessment (out of 70%)	Cost Assessment (out of 30%)	Total Score (%)	Total Estimated Annual Cost (£) (excl. VAT)
1	Riada Resourcing				
2	Blue Arrow Ltd				
3	Staffline Recruitment (NI) Ltd.				
4	Driverhire Belfast				
5	Apple				
6					

### Lot 4 Temporary Recruitment of Specialist Roles

Rank	Supplier	Quality Assessment (out of 70%)	Cost Assessment (out of 30%)	Total Score (%)	Total Mark Up Cost (£) (excl. VAT)
1	Riada Resourcing				
2	MCS Group				
3	Lincoln Recruitment T/A Vanrath				
4	Staffline Recruitment (NI) Ltd.				
5	Apple				
6					

### Lot 5 Temporary Recruitment of Other Roles

Rank	Supplier	Quality Assessment (out of 70%)	Cost Assessment (out of 30%)	Total Score (%)	Total Mark Up Cost (£) (excl. VAT)
1	Riada Resourcing				
2	Honeycomb Jobs				
3	Blue Arrow Ltd				
4	Lincoln Recruitment T/A Vanrath				
5	Staffline Recruitment (NI) Ltd.				
6	Apple				
7					

In response to a Member's question the Director of Finance and Governance confirmed that the figures included were indicative at this point and that costs would only be incurred with the Agencies when services were used.

Moved by Councillor Goodman  
Seconded by Alderman Cosgrove and

**RESOLVED - that the recruitment firms listed in the table below be awarded the contract for their respective lots at the tendered rates for the period of 12 September 2023 – 31 August 2025, with an option to extend for up to 24 months, subject to performance and review.**

Lot No.	Lot Description	Recommendation
Lot 2	Temporary Recruitment of Seasonal and Ad Hoc Staff	Principal: Blue Arrow Ltd Reserve: Riada Resourcing
Lot 3	Temporary Recruitment of HGV Drivers (5 agencies)	Riada Resourcing Blue Arrow Ltd Staffline Recruitment (NI) Ltd. Driverhire Belfast Apple
Lot 4	Temporary Recruitment of Specialist Roles (5 agencies)	Riada Resourcing MCS Group Lincoln Recruitment T/A Van Rath Staffline Recruitment (NI) Ltd. Apple
Lot 5	Temporary Recruitment of Other Roles (5 agencies)	Riada Resourcing Honeycomb Jobs Blue Arrow Ltd Lincoln Recruitment T/A Van Rath Staffline Recruitment (NI) Ltd.

*ACTION BY: Melissa Kenning, Principal Procurement Officer*

*Councillor McGrann left and returned to the Chamber during Item 8.5.*

*Councillor Flanagan left the meeting during Item 8.5.*

## **8.5 IN CONFIDENCE AC/GEN/106 LOUGHSHORE RESTAURANT LTD RECOVERY OF SERVICES**

Members were reminded that on 6 August 2023, the Council was notified by the owner of Loughshore Restaurant Ltd that they would cease trading at the close of business due to insolvency. The company had been delivering catering services for the Council as follows:

- Operation of the Boathouse Restaurant at the Gateway Visitor Centre Lough Neagh since December 2019 with a ten-year lease agreement in place.
- Operation of the Little Swan Coffee Shop also at the Gateway Visitor Centre since August 2022 with a supplemental agreement to the catering lease for The Boathouse in place for the remainder of the ten years from December 2019.
- Operation of Diana's Tearooms at Antrim Castle Gardens since April 2022 with a contract in place to the end of March 2025.

All of these premises had been closed since this time.

Officers had been guided by legal advice in relation to all matters and immediately after closures had carried out full condition inspections of all premises, taken meter readings, completed and checked equipment inventories and supervised legitimate removal of equipment belonging to the Company.

Given the important role that these facilities play in relation to the resident and visitor experience at two of the Councils' key tourism destinations, the recovery of services had been a priority and Members were advised that officers have progressed with procurement exercises to ensure an appropriate level of governance but also to enable recovery of services to take place at pace.

Given the different type of service offered at The Boathouse in comparison with the two coffee shop outlets a slightly different approach had been taken as follows:

1. The Boathouse Restaurant – the tender opportunity was advertised on 15 August 2023 on eSourcing NI with a two stage process to be used to appoint a suitably skilled and experienced company to deliver a licensed restaurant at The Boathouse with commencement of trading as soon as possible.
2. The Little Swan Coffee Shop and Diana's Tearooms – Unlike The Boathouse, the Council had a number of contracts with experienced operators who deliver a coffee shop offer at various facilities. There have been two full procurement exercises carried out within the last twelve months to appoint suitable contractors at other facilities. Both contractors were asked if interested in delivering the service at The Little Swan and

Diana's Tearooms with commencement of service to take place at the earliest opportunity. Both companies expressed an interest and had been invited to submit quotations for the delivery of a coffee shop service at The Little Swan and Diana's Tearooms on an interim basis for a minimum of 3 months up to a maximum of 12 months, with the requirement to reopen these services as soon as practically possible. A full procurement exercise would be carried out in the next six months to secure services for longer term contracts at both premises.

Given the need to move as quickly as possible within the required governance framework and in order to recover services at each of these venues it was proposed to give delegated authority to the Chief Executive to approve the appointments of caterers to operate The Boathouse, The Little Swan and Diana's Tearooms on an interim basis.

An update report on appointments would be brought to the Community Planning Committee in September.

Moved by Alderman Cosgrove  
Seconded by Councillor Dunlop and

**RESOLVED - that**

**(a) the update on Loughshore Restaurant Ltd be noted**

**(b) delegated authority be granted to the Chief Executive to award catering contracts, once evaluations exercises have been completed, for the Boathouse, The Little Swan and Diana's Tearooms as outlined be approved.**

**(c) an update report on the contract awards to be brought to the Community Planning Committee in September for noting.**

*ACTION BY: Ursula Fay, Director of Community Planning*

**8.6 IN CONFIDENCE CP/PP/011 PEACE PLUS 4C UR FUTURE PARTNERSHIP REQUEST EMPLOYABILITY SKILLS AWARENESS AND DEVELOPMENT PROGRAMME**

Members were advised that 4C UR Future were an industry led social enterprise whose vision is to be an innovative, collaborative provider of choice for delivering, engaging and enhancing careers support in Northern Ireland, which was independent and unbiased inclusive by design and person centric.

They were established in 2019 with a mission to enable each young person to make informed decisions on education and career routes best suited to their unique circumstances.

Members were reminded of PEACE PLUS the new European Union Funding Programme designed to support peace and prosperity across Northern Ireland and the border counties. It was reported to the June Council meeting

that the Special European Union Programmes Body (SEUPB) had officially launched the PEACE PLUS Programme and also opened the call for theme 1 Building Peaceful and Thriving Communities, Investment Area 1.1 through which local authorities would submit their Co-Designed Local Community Action Plans.

The PEACE PLUS Programme had been divided into six themes, which were further sub-divided into specific investment areas. Theme 3 is Empowering and Investing in Our Young People and Investment Area 3.1 Shared Learning Together.

This Investment Area was now open for applications with the deadline for receipt of applications 5pm on 7 September 2023.

4C UR Future had contacted the Council to advise that they have developed a project with the working title of Employability Skills Awareness and Development Programme which they were going to submit to SEUPB for funding under the Shared Learning Together Investment Area.

[REDACTED]

[REDACTED]

[REDACTED]

They have requested that the Council consider agreeing in principle to a partnership in terms of the delivery of this project should it be successful in achieving PEACE PLUS funding and helps engage additional Councils as partners in particular those from the Republic of Ireland. There was no request for a financial contribution from the Council.

Moved by Alderman Cosgrove  
Seconded by Councillor Goodman and

**RESOLVED - that an agreement in principle to partner 4C UR Future in relation to their Employability Skills Awareness and Development Programme funding application to SEUPB Peace Plus Investment Area 3.1 be approved with any partnership agreement to be brought back to a future meeting of the Community Planning Committee for approval.**

*ACTION BY: Ursula Fay, Director of Community Planning*

**8.7 IN CONFIDENCE PK/GEN/176 BALLYCLARE COMRADES – REQUEST FOR ASSISTANCE**

Members were reminded that in May 2023 Council agreed to support the application of Ballyclare Comrades to the Irish Football Association (IFA) Multi-Sport Grassroots Facilities Investment Fund. The application by the Club was for the development of a 3G pitch at Dixon Park, Ballyclare at a cost of £500,000. If successful, the maximum amount of funding available was £400,000 with Council providing the additional £100,000.

The Club had recently contacted Officers to highlight that costs for the development of the pitch have risen to £532,000 due to inflationary increases, and requested that Council consider increasing its contribution to meet the increase in costs. It was understood that the decision on funding from the IFA was imminent and a further report would be brought to Council to update Members when this occurs.

The Director of Parks and Leisure responded to a Member's query regarding 3G Pitches and confirmed that he was aware of the issues regarding micro plastic and anticipates providing an update to a future Committee Meeting.

Moved by Councillor Archibald Brown  
Seconded by Councillor McWilliam and

**RESOLVED - that Council agrees to increase the contribution to Ballyclare Comrades from £100,000 to £132,000 to cover inflationary costs relating to the development of a 3G pitch at Dixon Park, Ballyclare, subject to a successful application to the IFA Multi-Sport Facilities Fund.**

*ACTION BY: Matt McDowell, Director of Parks and Leisure*

*Having declared an Interest in Item 8.8 Alderman Magill and Councillors Goodman, Kinnear and Magill left the Chamber.  
Councillor O'Hagan also left the Chamber at this point.*

**8.8 IN CONFIDENCE G/MSMO/144 ELECTED MEMBER DEVELOPMENT – STUDY APPLICATIONS 2023/24**

Members were reminded that the Elected Member Development Working Group meets bi-monthly and was the platform used for the approval of Members' part time study and continuous professional development requests.

The Elected Member Development Working Group was scheduled for the first meeting of the new term in September 2023 and registrations for the 2023/2024 academic year would have passed.

Members were advised that four study applications had been received for consideration under the Elected Member Development Policy (enclosed).

Members were reminded that the policy entitles each Member to the following:

- Mandatory and core training costs would be met in full.
- Part-Time study would be met in full (anything up to and including degree level)
- Each Elected Member would have an entitlement to an individual development budget of £800 per year (£3,200 per term) to be used on continuous learning and development activities, best practice/innovation/study visits etc. or re-allocated to meet a specific Member development need.
- 75% of costs will be met for approved Continuous Professional Development (CPD) applications (generally above degree level)
- 50% of costs would be met for approved Professional Fees Re-imbursement applications.

The applications noted below had been received for consideration:

- Deputy Mayor, Councillor Rosie Kinnear to be considered for approval: MSc Planning and Development which starts in September 2023, for one-year full time at a cost of £6980.
- Alderman Matthew Magill to be considered for approval: MSc Planning and Development which starts in September 2023, for two years' part time at a cost of £6980.
- Councillor Lucille O'Hagan to be considered for approval: BSc (Honours) Public Health and Wellbeing which starts in October 2023, for four years' part time at a cost of £6624.
- Councillor Michael Goodman to be considered for approval: Postgraduate SCQF Level 11 Exploring Action Research, which starts in September 2023 for 12 weeks at a cost of £615.

An evaluation report would be provided to the Elected Member Development Working Group on the completion of the courses.

Moved by Councillor Cushinan  
Seconded by Councillor Webb and

**RESOLVED - that the cost for the Elected Member study applications are approved for the 23/24 academic year in line with the Elected Member Continuous Professional Development Policy.**

*ACTION BY: Sarah Fenton, Organisation Development Officer*

*Alderman Magill and Councillors Goodman, Kinnear, Magill and O'Hagan returned to the Chamber.*



## 8.9 **IN CONFIDENCE** CP/CD/429 – IMPACT NETWORK NI

Members were advised that Impact Network NI works within communities, challenging the impact of poverty and economic crisis and was committed to addressing the determinants of health and wellbeing, mental health and suicide prevention. Impact Network NI work to tackle social isolation, empower disaffected communities, raise mutual understanding of cultural traditions, engage with marginalised young people and develop the capacity of communities. Based in Randalstown the group deliver services across the Borough. They own premises on Main Street Randalstown and completed a Feasibility Study and Business Case for the development of these premises into a Community Outreach Facility in March 2022 and had been proactively sourcing funding since this time – copy circulated for Member's information.

Members were reminded that it was agreed at the May 2022 Council Meeting that the Council entered into an appropriate partnership arrangement with Impact Network NI and appointed a consultant to progress their bids for funding. The award of a grant of £200,000 from the Community Capital Fund was subsequently approved at the June 2022 Council Meeting for the same project.

The Business Case and Feasibility Study for the Community Outreach Facility had identified a potential 2 phase approach to delivery of this project as follows:

- Phase 1: Refurbishment of the front of the building and creation of an events space, meeting rooms, toilets and kitchen on the ground floor and private offices and meeting rooms on the second floor.
- Phase 2: An extension to the rear of the facility over two floors to create a gym, digital suite, music studio, dedicated youth space, offices and meeting rooms.

The Group submitted an application for the maximum award of £250,000 to the UKLUF Community Ownership Fund and were advised in June 2023 that this application had been successful. A condition of the Community Ownership Fund was that projects must be completed by 30 June 2024.

The costs for completion of the Phase 1 development had been revised and are now estimated as £[REDACTED] – see circulated breakdown. This represented an inflationary increase of £[REDACTED].

Impact Network NI had now a total of £450,000 secured through the Councils Community Capital Grant and this recent Community Ownership Fund Award, which leaves a shortfall of £68,040.00. The £250,000 from the Community Ownership Fund would be lost if not spent by 30 June 2024.

It was proposed to amend the policy and increase the threshold of the Community Capital Grant to £250,000 given inflationary pressures and award £250,000 of Community Capital funding to Impact Network NI.

Moved by Alderman Cosgrove  
Seconded by Councillor Goodman and

**RESOLVED - that**

**(a) the maximum award threshold of the Community Capital fund be increased from £200,000 to £250,000 with immediate effect;**

**(b) the award of an additional £50,000 Community Capital Grant funding to Impact Network NI be approved.**

*ACTION BY: Ursula Fay, Director of Community Planning*

**8.10 IN CONFIDENCE ED/ED/173 OUR PROSPERITY OUTCOME DELIVERY GROUP MINUTES**

The Our Prosperity Outcome Delivery Group met on 22 August 2023 to review progress on strategic economic development and tourism matters and to consider priorities as a result of the pandemic and its economic impact. A copy of the minutes from the meeting held on 22 August 2023 were circulated for Members consideration.

Concerns raised by Councillor Bennington in relation to approval of financial awards via a working group were noted.

Moved by Councillor Goodman  
Seconded by Councillor Webb and

**RESOLVED - that the minutes of the Our Prosperity Outcome Delivery Group of 22 August 2023 be approved.**

*ACTION BY: Majella McAlister, Director of Economic Development and Planning*

**8.11 IN CONFIDENCE HR/HR/027 VOLUNTARY SEVERANCE REQUEST**

Members were reminded that in January 2023 the Council agreed to reintroduce the Voluntary Severance Scheme. Expressions of Interest were sought from across the entire Council and at all grade levels with a view to securing further efficiencies in relation to staffing costs.

The Council's Voluntary Severance and Voluntary Redundancy Procedure circulated at Appendix 1, states the Director of Organisation Development would bring all details on posts above Head of Service level to the Council for approval.

A recommendation to approve Voluntary Severance requests would only be made where the decision meets the criteria and was financially beneficial, with consideration given to on-going service delivery to ensure it was in the interest of the Council. Any structure changes would ensure that the

Corporate Improvement Plan continued to be delivered efficiently and effectively.

Consideration had been given to a Voluntary Severance request from the [REDACTED] and the recommended business case circulated at Appendix 2 outlines the total estimated cost. This request was within the policy's criteria and the 3-year payback period.

Moved by Councillor Goodman  
Seconded by Alderman Cosgrove and

**RESOLVED - that the severance case at Appendix 2 be approved and that a suitable leaving date be agreed with the post holder.**

*ACTION BY: Victoria Stewart, HR & Systems Analytics Manager*

## **8.12 IN CONFIDENCE HR/HR/044 APPOINTMENT OF CHIEF EXECUTIVE**

Members were advised that following the recent rigorous recruitment and selection process for the new Chief Executive role, Mr Richard Baker, currently Corporate Director of Development and Leisure at Causeway Coast and Glens Borough Council had been identified as the successful candidate by a cross party panel. It was anticipated that Mr Baker would take up the position later this year.

### Recruitment & Selection Process

To ensure impartiality, the recruitment and selection process was administered by the Local Government Staff Commission for Northern Ireland (LGSC) with a robust advertising campaign undertaken to generate as wide an applicant pool as possible from 30 June 2023 to 24 July 2023.

All shortlist and interview panel members and their substitute nominees were provided with recruitment and selection training by the LGSC.

- **Stage 1 shortlisting** was carried out on Tuesday 25 July 2023.  
The shortlisting panel comprised: The Mayor, Councillor Mark Cooper BEM, Deputy Mayor, Councillor Rosie Kinnear and Councillor Jeannie Archibald-Brown. In attendance as Commission observers were the LGSC Chairperson, Bumper Graham and Director of Corporate Services, Diana Stewart. Two independent Professional Assessors were also in attendance, John Mundell OBE and Helen Newman. Following consideration, the panel shortlisted six candidates who were invited to attend an assessment centre.
- **Assessment Centre** took place on Tuesday 1 August 2023.  
The Assessment Centre was facilitated by AS Associates and all six candidates attended.
- **Stage 2 shortlisting** was carried out on Monday 7 August 2023.

AS Associates provided detailed analysis on how the candidates performed against the Council's competency framework. The panel agreed to invite three candidates for interview.

- **The interviews** took place on Monday 14 August 2023 and all three candidates attended. The interview panel comprised: The Mayor, Councillor Mark Cooper BEM, Deputy Mayor, Councillor Rosie Kinnear, Councillor Jeannie Archibald-Brown, Alderman Matthew Magill, Councillor Michael Goodman, Alderman Mark Cosgrove, Councillor Julie Gilmour and Alderman Julian McGrath. In attendance were the LGSC Chairperson, Bumper Graham and Director of Corporate Services, Diana Stewart as Commission observers, John Mundell OBE and Helen Newman as independent Professional Assessors.

The LGSC Senior HR Officer, Paula Hamilton and PA Patricia Murray assisted in administering the recruitment exercise.

The interview panel agreed that one candidate, Mr Baker, would be offered the position with no reserve candidate.

Commission observers who attended all shortlisting panel meetings and interview, have confirmed that the Code of Procedures had been properly implemented and the process used was fair and reasonable and in line with relevant employment legislation.

A conditional offer had been extended to Mr Baker, subject to standard checks, and a formal appointment would follow once these checks were concluded as satisfactory.

A further update on the progress of this appointment, along with guidance on the appraisal of the Chief Executive would be provided in due course.

Moved by Alderman Cosgrove  
Seconded by Councillor Gilmour and

**RESOLVED - that the report be noted.**

*NO ACTION*

**MOTION TO PROCEED 'OUT OF COMMITTEE'**

Moved by Alderman Cosgrove  
Seconded by Alderman Magill and

**RESOLVED - that the Council proceeds to conduct any remaining business 'In Public'.**

Members were advised that the audio recording would restart at this point.

The Mayor thanked everyone for attending and the meeting concluded at 8.03 pm.

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**MAYOR**

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