



31 October 2024

Committee Chairperson: Councillor A O'Lone

Committee Vice-Chairperson: Alderman L Boyle

Committee Members: Aldermen – P Bradley, L Clarke and J Smyth

Councillors – A Bennington, J Burbank, M Cooper, S Cosgrove, H Cushinan, H Magill, A McAuley, E McLaughlin, V McWilliam and L O'Hagan

Dear Member

**MEETING OF THE POLICY AND GOVERNANCE COMMITTEE**

A meeting of the Policy and Governance Committee will be held in the **Round Tower Chamber, Antrim Civic Centre on Tuesday 5 November 2024 at 6.30pm.**

You are requested to attend.

Yours sincerely

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

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

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

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

Tel: 028 9448 1301028 9034 0107

[memberservices@antrimandnewtownabbey.gov.uk](mailto:memberservices@antrimandnewtownabbey.gov.uk)

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

### **1 APOLOGIES**

### **2 DECLARATIONS OF INTEREST**

### **3 PRESENTATION**

- 3.1 NILGA Leadership Development Programme for Elected Member Development

### **4 ITEMS FOR DECISION**

- 4.1 Dual Language Street Sign Applications
- 4.2 Review of Data Protection Policy
- 4.3 Local Government Services Pay Agreements 2024/25

### **5 ITEMS FOR NOTING**

- 5.1 Budget Report - Quarter 2 April 2024 to September 2024
- 5.2 Mid-Year Review of Prudential Indicators & Treasury Management
- 5.3 Review of Policy Framework
- 5.4 Quarterly Report to CLT on FOI/EIR/DPA requests

### **6 ITEMS IN CONFIDENCE**

- 6.1 Christmas Eve 2024
- 6.2 Elected Member Development Working Group and Continuous Professional Development Application
- 6.3 Chief Executive's Induction Programme, Performance Management and Appraisal Process
- 6.4 Organisation Development Directorate Arrangements

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

**REPORT ON BUSINESS TO BE CONSIDERED AT THE  
POLICY AND GOVERNANCE COMMITTEE MEETING ON  
TUESDAY 5 NOVEMBER 2024**

**3 PRESENTATION**

**3.1 G/MSMO/142 NILGA LEADERSHIP DEVELOPMENT PROGRAMME FOR ELECTED MEMBER DEVELOPMENT**

**1. Purpose**

**The purpose of this presentation is to provide an opportunity for NILGA and Governance International representatives to promote the NILGA Leadership Development Programme to Elected Members.**

**2. Introduction/Background**

Fiona Douglas, NILGA and Tony Bovaird, Governance International will attend in person to present further details of the CPD-accredited Leadership Programme for Elected Members (presentation enclosed), offered by NILGA in conjunction with Governance International, as part of NILGA's Regional Programme for Elected Member Development.

**3. Recommendation**

**It is recommended that the presentation be noted.**

Prepared by: Member Services

Approved by: Helen Hall, Director of Corporate Strategy

## 4 ITEMS FOR DECISION

### 4.1 CCS/EDP/025 DUAL LANGUAGE STREET SIGN APPLICATIONS

#### 1. Purpose

**The purpose of this report is to recommend that the Dual Language Street Sign applications at stage 1 be noted and approved, that an application at stage 2 be noted; there are no applications at stage 3.**

#### 2. Background

Members are reminded that in accordance with the Dual Language Street Sign Policy, adopted by Council on 30 May 2022 (**enclosed**), the following update outlines the current status of applications received.

#### 3. Application Update

##### STAGE 1: PETITION VERIFICATION

Three applications have been received at stage 1.

- (a) BALLYTROMERY AVENUE, CRUMLIN, BT29 4ZN
- (b) CAMLIN PARK, CRUMLIN, BT29 4HE

Officers are visiting the Electoral Office for Northern Ireland week commencing 28 October 2024 to verify the petitions for the above applications. The verification outcome will be reported to the December Policy and Governance Committee.

- (c) LONGLANDS ROAD, NEWTOWNABBEY, BT36 7LU

The occupiers signing the petition have been evidenced by their listing on the current Electoral Register and meet the one third threshold as required within the approved Policy.

##### STAGE 2: RESIDENTS CANVASS

One application has been received at stage 2.

- (a) OLD MILL DRIVE, NEWTOWNABBEY, BT36 7XP

Canvass letters were issued to residents on 4 October 2024 for return by 1 November 2024. The canvass outcome will be reported to the December Policy and Governance Committee.

##### STAGE 3: STREET SIGN INSTALLATION

There are no applications at stage 3.

#### 4. Recommendation

**It is recommended that the Dual Language Street Sign applications at:**

- (a) Stage 1 Ballytromery Avenue, Crumlin, BT29 4ZN and Camlin Park, Crumlin, BT29 4ZN be noted and Longlands Road, Newtownabbey, BT36 7LU be approved;**
- (b) Stage 2 Old Mill Drive, Newtownabbey, BT36 7XP be noted; and**
- (c) Stage 3 No applications at stage 3 be noted.**

Prepared by: Ellen Boyd, Accessibility and Inclusion Officer

Agreed by: Lesley Millar, Head of Organisation Development

Approved by: Helen Hall, Director of Corporate Strategy

## **4.2 G/IG/7 REVIEW OF DATA PROTECTION POLICY**

### **1. Purpose**

**The purpose of this report is to recommend to Members to approve the review of the Data Protection Policy in accordance with the agreed Policy Framework.**

### **2. Introduction/Background**

The Data Protection Policy has been reviewed in accordance with the agreed Policy Framework and schedule. The policy was last reviewed in September 2022 (two year review cycle).

### **3. Key Issues**

The review has identified a number of minor amendments as being required:

- update regarding changes in job titles
- request forms updated to reflect change in Council structure.

These amendments have been made to the **enclosed** draft of the policy. The reviewed policy has been approved by CLT.

### **4. Recommendation**

**It is recommended that the review of the Data Protection Policy in accordance with the agreed Policy Framework be approved.**

Prepared by: Helen McBride, Information Governance Manager

Agreed by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

#### **4.3 HR/ER/024 LOCAL GOVERNMENT SERVICES PAY AGREEMENTS 2024/25**

##### **1. Purpose**

**The purpose of this report is to recommend to Members to note and apply the Local Government Services Pay Agreements for 2024/25.**

##### **2. Local Government Pay Agreements 2024/25**

Members are advised that the correspondence **enclosed** from NILGA outlines the 2024/25 pay agreements that have been reached for period 1 April 2024 to 31 March 31 2025.

- JNC for Chief Officers: A 2.5% salary increase effective 1 April 2024.
- JNC for Chief Executives: A 2.5% salary increase effective 1 April 2024.
- NJC for Local Government Services (Green Book) Employees: The new pay rates increased by £1,290 per annum. All locally determined pay points above the maximum of the pay spine, but below Deputy Chief Officer, will receive a 2.5% increase in line with Green Book provisions.

##### **3. Financial Position/Implication**

Provision for the pay awards has been provided for within the 2024/25 estimates.

##### **4. Recommendation**

**It is recommended that the Local Government Services Pay Agreements for 2024/25 be noted and applied.**

Prepared and Approved by: Helen Hall, Director of Corporate Strategy

## **5 ITEMS FOR NOTING**

### **5.1 FI/FIN/4 BUDGET REPORT – QUARTER 2 APRIL 2024 TO SEPTEMBER 2024**

#### **1. Purpose**

**The purpose of this report is to provide financial performance information at period 6 (April 2024 – September 2024) for Finance and Governance, Organisation Development and Council.**

#### **2. Introduction/Background**

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

#### **3. Summary**

The overall financial position of the Council is presented to the Policy and Governance Committee.

Budget reports for Finance and Governance, Organisational Development, and the Overall Council Financial Performance for Quarter 2 April 2024 to September 2024 are **enclosed** for Members' information.

At period 6 the Finance and Governance budget is showing a favourable variance of £317k largely attributable to additional interest received from VAT Special Legal Regime, vacant posts and additional grant funding for revenue expenditure.

At period 6 the Organisation Development budget is showing a favourable variance of £29k.

The overall position of the Council at the end of quarter 2 is a favourable variance on the net cost of services of £249k.

#### **4. Recommendation**

**It is recommended that the report be noted.**

Prepared by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance and Governance



## **5.2 FC/FA/8 MID-YEAR REVIEW OF PRUDENTIAL INDICATORS & TREASURY MANAGEMENT**

### **1. Purpose**

**The purpose of this report is to provide a mid-year review of the Council's Prudential Indicators and Treasury Management activities for the 2024/25 financial year for noting.**

### **2. Introduction**

Members are reminded that the Council measures and manages its capital expenditure, borrowings and investment activities with reference to the CIPFA Prudential Code. This report provides an update on these activities that took place during the first six months of the 2024/25 financial year.

### **3. Previous Decisions of Council**

Council approved the Prudential Indicators for 2024/25 to 2026/2027 and the Treasury Management Strategies for 2024/25 in February 2024.

Under the Prudential Code and the Code of Practice on Treasury Management in the Public Services the Council is required to monitor and review its prudential indicators. The key objective of which is to ensure that, within a clear framework, the capital investment plans of the Council are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice.

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

This report compares the approved Prudential Indicators with the mid-year position for 2024/25 and the mid-year report on the Council's borrowing and investment activities for 2024/25.

A copy of the mid-year report is **enclosed** for Members' information.

### **4. Recommendation**

**It is recommended that the report be noted.**

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance and Governance

### 5.3 G/IG/7 REVIEW OF POLICY FRAMEWORK

#### 1. Purpose

**The purpose of this report is to advise Members of the review of the Policy Framework.**

#### 2. Introduction/Background

The Policy Framework, which provides policy authors with guidance and templates to review policies and procedures regularly, has been reviewed.

#### 3. Previous Decision of Council

The Policy Framework was approved by the Policy and Governance Committee in June 2021 and reviewed in September 2023.

#### 4. Key Issues

The Policy Framework included a template for policies, but the term policy had been applied widely in accordance with the Equality Commission definition which also included strategies, however, the template is not appropriate for strategies.

The Policy Framework has been amended to include the following definitions:

A policy sets out agreed guidelines on a given subject in order to provide consistent and informed actions over the long term.

A procedure or process sets out the steps to be performed to deliver a policy.

A strategy is a time-bound plan intended to achieve specific goals or objectives. It should have an accompanying action plan to organise and monitor activities adopted to implement the strategy.

The Framework has also been amended to state that the template provided relates to policies only.

These amendments have been made to the **enclosed** draft of the Policy Framework.

#### 5. Governance

It is essential that the Council has a suite of up-to-date policies/procedures which are reviewed on a regular basis.

#### 6. Recommendation

**It is recommended that the review of the Policy Framework be noted.**

Prepared by: Helen McBride, Information Governance Manager

Agreed by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

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

### 1. Purpose

**The purpose of this report is to inform Members on the Quarter 2 statistics relating to FOI/EIR/DPA Requests.**

### 1. Introduction/Background

A report has been prepared on requests received in the second quarter of the year (1 July to 30 September 2024) under the Freedom of Information Act (FOI), Environmental Information Regulations (EIR) and the Data Protection Act (DPA) (enclosed).

### 3. Summary

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

- The number of requests received was slightly higher than the number in the same period the previous year – an increase of 5%.
- Of the 111 requests received, 76 were under FOI, 28 under EIR and 7 under DPA.
- 91 requests were completed within the quarter.
- 100% of the requests received within the quarter were completed within the legislative deadlines of 20 days for FOI and EIR requests and a calendar month for requests made under DPA.
- The sections that received the most requests in the quarter were Environmental Health (32), Planning (21), Finance (21) and Arts, Culture, Tourism and Events (20).
- Two appeals were received during the quarter; in both of these appeals the Council's original decision was upheld.
- One complaint to the ICO was notified within the quarter; a response was provided to the ICO by the deadline of 10 October and their decision is awaited.

### 4. Recommendation

**It is recommended that the Quarter 2 statistics relating to FOI/EIR/DPA Requests be noted.**

Prepared by: Helen McBride, Information Governance Manager

Agreed by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance