



MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 4 APRIL 2017 AT 6.30PM

- In the Chair:** Councillor B Duffin
- Members Present:** Aldermen – W DeCourcy, P Barr, F Agnew
Councillors – J Bingham, P Brett, P Hamill, D Hollis, M Goodman, N Kells, M Maguire, P Michael, W Webb and N McClelland
- Non-Committee Members Present:** Councillor D Arthurs
- Officers Present:** Director of Organisation Development – A McCooke
Director of Finance and Governance – C Archer
Head of Finance – John Balmer
Legal Advisor – P Casey
ICT Officer – C Bell
Senior Admin Officer – S McAree
Member Services Officer – V Lisk

CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the April Meeting of the Policy and Governance Committee, reminded all present of recording requirements and wished Alderman DeCourcy a happy birthday.

1 APOLOGIES

NONE

2 DECLARATIONS OF INTEREST

NONE

3 REPORT ON BUSINESS TO BE CONSIDERED

3.1 G/BCEP/1 EMERGENCY PLANNING – FUTURE EMERGENCY PLANNING GROUP MODEL

Correspondence had been received in relation to a proposed change to the number of Emergency Preparedness Groups (EPGs) across Northern Ireland (circulated).

The purpose of each EPG is to ensure that there is an appropriate level of preparedness to enable an effective multi-agency response to emergencies which have a significant impact on the local community. Currently five Sub-regional EPGs exist across Northern Ireland.

The PSNI, through the Civil Contingencies Group (NI), have now proposed that sub-regional preparedness is discharged by three EPGs. These EPGs will align with the Police Northern, Southern and Belfast Co-ordination Areas. They do not compromise Council boundaries and Council areas covered would be as follows:

Northern EPG - Derry and Strabane; Causeway Coast and Glens; Mid and East Antrim; and **Antrim and Newtownabbey**.

Southern EPG — Fermanagh and Omagh; Mid Ulster; Armagh, Banbridge and Craigavon; Newry, Mourne and Down; Lisburn and Castlereagh; and Ards and North Down.

Belfast EPG — Belfast.

Within the EPGs, six operational delivery units (ODUs) are proposed. These units will not have a planning/development focus (which will remain at the parent EPG level) but rather are the basis for implementation, exercising and response.

The Northern EPG ODU's would be:

- ODU 1 Derry & Strabane plus Causeway Coast & Glens
- ODU 2 Mid & East Antrim plus Antrim & Newtownabbey

ODU functions would be limited to:

- localising plans produced by their parent EPG to facilitate effective delivery in that ODU area;
- training and exercising as a team to facilitate effective response within the ODU area; and
- responding as a team to emergencies impacting on their ODU area.

This proposal was primarily to align the structures in order to ensure a joined-up approach when responding to emergencies. Solace had previously considered and agreed, in principle, the recommendation made by PSNI. If approved, the recruitment of a Regional Officer - Civil Contingencies would proceed and the officer, once appointed, would undertake a review of how the new structures will be resourced and managed moving forward.

Proposed by Councillor Webb

Seconded by Councillor Michael and agreed that

the proposal to reduce the number of Emergency Planning Groups (EPG) from five to three, in order to align with PSNI operational areas be endorsed.

ACTION BY: Liz Johnston, Head of Governance

3.2 G/IG/10 POLICY AND GOVERNANCE COMMITTEE TERMS OF REFERENCE

Antrim and Newtownabbey Borough Council conducts its business through a traditional committee system, where business is initially considered by one of its Committees forming a key component of Antrim and Newtownabbey Borough Council's corporate governance framework.

In line with good governance arrangements, Terms of Reference (TOR) are required for each Committee. These TOR build on the previously agreed Committee remits and outline each Committee's core functions and define authority limits using a standardised format. It was proposed that each Committee's TOR will be taken to the associated Committee for approval prior to publication on the Council website. A copy of the new draft Policy and Governance Committee Terms of Reference was circulated for consideration by Members.

Proposed by Councillor Maguire
Seconded by Councillor Hamill and agreed that

the Policy and Governance Committee Terms of Reference be approved.

ACTION BY: Liz Johnston, Head of Governance

3.3 FI/FIN/4 BUDGET REPORT – APRIL 2016 TO FEBRUARY 2017

A budget report for the period April 2016 to February 2017 was circulated for Members' information.

For the period the Council's variance on Net Cost of Services was £779k favourable. After accounting for income from District Rates and the De-Rating grant, and applying the credit balance of £757k used in calculating the District Rates on a pro-rata basis, this resulted in an increase in the Council's General Fund of £85k.

Proposed by Councillor Maguire
Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

3.4 CE/GEN/60 BUSINESS PLANS – UPDATE

Members were reminded that departmental Business Plans were approved in June 2016.

Progress updates as at quarter three for Audit, Change Management, Communications and Customer Services, Corporate Objectives, Finance, Governance, Human Resources and ICT were circulated for Members' attention.

Proposed by Councillor Maguire
Seconded by Councillor McClelland and agreed that

the updated Business Plans for Audit, Change Management, Communications and Customer Services, Corporate Objectives, Finance, Governance, Human Resources and ICT be noted.

NO ACTION

3.5 FI/PRO/TEN/92 COLLABORATIVE PROCUREMENT OF INSURANCE

Members were reminded that at the Policy and Governance Committee on 6 December 2016 approval was given to appoint Willis Risk Services (Ireland) Ltd, as Council's Insurance broker from 1 April 2017 up to 31 March 2019, with the possible extension of 1 year plus 1 year subject to satisfactory performance. The tender was a joint venture progressed on a sub-regional cluster basis where Antrim and Newtownabbey Borough Council formed part of the South Eastern Region cluster including Mid and East Antrim and Lisburn & Castlereagh City Council.

The tender was for insurance brokerage services with the provision of indicative insurance premium costs. Once appointed the broker was then obliged to run a formal EU journal tender for each Council separately.

The appointed broker had completed the formal EU journal tender for Council's insurance cover for the year 1 April 2017 to 31 March 2018. Overall cost savings of over 9% had been achieved on last year's terms even with the addition of new insurance covers and increased insurance premium tax.

Proposed by Councillor Maguire
Seconded by Councillor Webb and agreed that

the update be noted.

NO ACTION

3.6 FC/G/25 PAYMENTS REPORT

The schedule of payments for Antrim and Newtownabbey Borough Council dated 21 February 2017 to 16 March 2017 and schedule of manual payments for February 2017 were circulated with any payments over £5,000 having been analysed in more detail.

A proposal by Councillor Maguire, to commence a monthly review/check/approval of the Payments Report, did not receive a seconder.

Proposed by Councillor Kells
Seconded by Councillor McClelland and agreed that

the report be noted.

NO ACTION

3.7 FI/AUD/11 REPORT ON ACCOUNTS RECEIVABLE

A progress report on the recovery of outstanding debt was requested by Committee on 10 January 2017. The circulated report presented an update to Members on the accounts receivable activity in the period 1 April 2016 to 27 February 2017.

Proposed by Councillor Kells
Seconded by Councillor Brett and agreed that

the report be noted

NO ACTION

3.8 ST/HS/207 AGENCY UPDATE

Members were reminded that agency staff are used across the Council to provide temporary cover for absence such as maternity leave, secondments and temporary and permanent vacancies due to restructuring.

The use of agency workers had helped to fill posts on a temporary basis whilst new structures are being designed and approved for filling on a permanent basis. There was salary provision for posts filled and grants for the posts that secure extended funding. An approval system via the CLT was in place for all agency resources and a procedure for hiring agency workers.

The table below provides an update for Members on the use of agency staff as at February 2017.

Reason for Agency Worker	Number of	Position Covered
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	Agency Workers	
Additional Resource	18	4 x Seasonal Grounds Maintenance 4 x Operatives, Bruslee & O'Neill Road Sites IT Systems Assistant Cleaner, Sentry Hill Accounts Assistant HR Officer Clerical Assistant (Fleet) Clerical Officer, Environment & Leisure Clerical Officer, Business Support Cleaner (TATM) Caretaker (Community Centres) Admin Assistant
Filling Funded Posts	6	Clerical Assistant Affordable Warmth Project 4 x Affordable Warmth Project Officer Grange Community Project Officer
Covering Sickness/Maternity	8	Customer Services Assistant Information Governance Assistant Environmental Health Officer Household Recycling Attendant Arts Development Officer 2 x Recreation Attendant Handyman
Covering vacancies until structures filled	12	2 x Enforcement Officer Clerical (Building Control) 3 x Environmental Health Officer Receptionist (Clotworthy) Leisure Attendant Fleet Management Officer Payroll Manager Activity Coach – Disability Economic Development Project Officer
Covering career breaks/secondments	5	Heritage Assistant IT System Support Assistant Neighbourhood Renewal Coordinator Conferencing and Cultural Events Manager E Communications Officer
TOTAL	49	

The table above excludes limited ad-hoc agency cover which is necessary to provide operational cover, at short notice.

A report setting out expenditure on agency workers in the period under review was circulated.

Proposed by Councillor Webb

Seconded by Councillor McClelland and agreed that

the report be noted.

NO ACTION

3.9 HR/GEN/19 HEALTH CASH PLANS

Health cash plans are a type of health insurance that can help employees/members budget for everyday health needs and provide cover for unexpected medical care. Depending on the Health Cash Plan opted for, employees/Members can claim cashback on dental, optical, physiotherapy treatments and for medical scans, surgery, diagnosis and tests.

Cost options start from £6.08 – £8.71 a month, depending on the Health Cash Plan provider and the level of health insurance opted for.

Linked to the implementation of wellbeing initiatives, information had been sought from some Health Cash Plan providers who had provided currently available schemes, and this information, which would include clarification on medical and age exemptions, would be circulated to employees and Members for information. If requested, contributions to a Health Cash Plan scheme could be processed through the payroll department, or paid directly to the provider.

Proposed by Councillor Webb
Seconded by Councillor Maguire and agreed that

the report be noted.

NO ACTION

3.10 CCS/COR/4 CONSULTATION PLAN 2017- 2018

The Council engages in a number of consultations, including public consultations, to actively seek participation from a wider audience. The consultations held are done so to ensure that we consider a full range of opinions, and to ensure that the decisions made are informed by an appreciation of the views sought.

To this end, an annual Consultation Plan had been prepared so that the various types of consultation exercises and surveys are conducted with residents and customers, as well as provide an overview of all consultations planned for the coming year. Feedback from consultation exercises would inform decision making and positively provide the basis for improvement action plans, across all service areas within the Council.

Members were advised that the circulated Plan (Appendix 1) detailed the consultations and survey work scheduled in 2017/18, with indicative dates shown and directly related to key strategic plans e.g. Preferred Options Paper,

Community Plan, Corporate Improvement Plan (Working Document) and the Annual Business Plan.

Members commended Officers for their work in relation to the Consultation Plan 2017-2018.

Proposed by Councillor Goodman
Seconded by Councillor Michael and agreed that

the report be noted.

NO ACTION

The undernoted supplementary items were considered at this point.

3.12 CE/GEN/72 CHARTERED INSTITUTE OF PERSONNEL DEVELOPMENT (NI) AWARDS 2017

Members were advised that the Council has made a submission for the Best Change Management Initiative category in the Chartered Institute of Personnel Development (CIPD) NI Awards 2017.

CIPD are the professional body for Human Resource Management and should the Council be shortlisted, an award would be a significant acknowledgement of merit.

The Council will know if they are shortlisted on 27 April 2017 and category winners will be announced at the Gala Awards Dinner which will take place on Thursday 18 May 2017 at Titanic Belfast.

The cost to attend the Awards Dinner is £70 plus VAT per person, or £650 for a table of ten. Subject to their availability, Members considered nominating the Mayor, the Deputy Mayor, the Chair and Vice Chair of the Policy and Governance Committee, or nominees, together with the appropriate officers from the Council.

Proposed by Councillor McClelland
Seconded by Councillor Michael and agreed that

should the Council be shortlisted for a CIPD Award:

- (i) the Council purchases a table for ten at the Gala dinner**
- (ii) the following be invited to attend: the Mayor, the Deputy Mayor, the Chair and Vice Chair of the Policy and Governance Committee, or nominees, together with their partners, and the appropriate officers; with a caveat that officers be invited to ensure the full complement of ten is availed of.**

ACTION BY: Helen Hall, Business Change Manager

3.13 CE/GEN/6 FOUNDATIONS FOR INNOVATION TOWARDS DIGITAL LOCAL GOVERNMENT CONFERENCE

Members were advised that NILGA had issued an invitation to the "Foundations for Innovation" Towards Digital Local Government Conference. The objective of this conference is to explore the transformation challenges for the eleven Councils and how to maximise the opportunities of digital technology, innovation and collaboration to deliver better services for the ratepayers.

The event will take place on Tuesday 25 April, from 9.30am – 3.30pm in Craigavon Civic Centre.

A copy of the conference details were circulated for Members' attention.

Six free places were available per Council, although should more Members wish to attend, NILGA would try to accommodate all enquiries.

Proposed by Councillor Brett

Seconded by Councillor Goodman and agreed that

any Member interested in attending, do so as an approved duty and contact Helen Hall on 028 90 340083 or helen.hall@antrimandnewtownabbey.gov.uk by 12 April 2017.

ACTION BY: Helen Hall, Business Change Manager

3.14 FI/FIN/24 RATES SUPPORT GRANT, DE-RATING GRANT AND TRANSFERRED FUNCTIONS GRANT 2017/2018

Correspondence had been received from the Department for Communities, copy circulated for information, confirming that grant monies would continue to be paid to Council from the department under powers assigned to the Permanent Secretary. Once a budget was agreed and legislated for by the Executive normal funding protocol will resume.

Proposed by Councillor Brett

Seconded by Councillor Goodman and agreed that

the report be noted.

NO ACTION

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Hamill
Seconded by Councillor Maguire and agreed that

the following Committee business be conducted 'In Confidence'.

The Chairman advised that audio-recording would cease at this point.

ITEM IN CONFIDENCE

3.11 IN CONFIDENCE FI/PRO/TEN/15 TENDER FOR THE SUPPLY AND DELIVERY OF CLEANING PRODUCTS CONTRACT PERIOD: 1 MAY 2016 TO 30 APRIL 2017 (WITH AN OPTION BY THE COUNCIL TO EXTEND FOR A FURTHER TWO PERIODS OF 12 MONTHS)

Members were advised that the above contracts with:

Northern Cryogenics Ltd
William Clements (Chemicals) Ltd
Cleancare
Oak CWE Ltd
Source Ltd
Bunzl McLaughlin
Hypro

are due to expire on 30 April 2017 (with an option by the Council to extend for a further two periods of 12 months).

Proposed by Councillor Brett
Seconded by Councillor Bingham and agreed that

the above contracts be extended for a further period of 12 months to 30 April 2018.

ACTION BY: Julia Clarke, Senior Procurement Officer

PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'

Proposed by Councillor Maguire
Seconded by Alderman Barr and agreed that

any remaining Committee business be conducted in 'Open Session'.

The Chairman advised that audio-recording would re-commence at this point.

There being no further business the meeting ended at 7.08pm

Council Minutes have been redacted in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and legal advice.

