



MINUTES OF THE PROCEEDINGS OF A MEETING OF THE POLICY AND GOVERNANCE COMMITTEE HELD IN ANTRIM CIVIC CENTRE ON TUESDAY 7 MARCH 2017 AT 6.30PM

- In the Chair:** Councillor B Duffin
- Members Present:** Aldermen – W DeCourcy, P Barr, F Agnew
Councillors -P Brett, P Hamill, D Hollis, M Goodman, A Logue,
M Maguire, P Michael and N McClelland
- Non-Committee Members Present:** Councillor Beatty
- Officers Present:** Director of Organisation Development – A McCooke
Director of Finance and Governance – C Archer
Legal Advisor – P Casey
Business Change Manager – H Hall
Michael Laverty – Head of Waste Management
ICT Officer – C Bell
Senior Admin Officer – S McAree
Governance Support Officer – D Conlan

CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the March Meeting of the Policy and Governance Committee and reminded all present of recording requirements.

1 APOLOGIES

Councillors Bingham, Kells and Webb

2 DECLARATIONS OF INTEREST

3 NONE

3.1 CE/OA/25 CORPORATE IMPROVEMENT PLAN 2017/18 (WORKING DRAFT)

A presentation was provided for Members on the Corporate Improvement Plan 2017/18 (Working Draft) by the Business Change Manager.

Councillors Goodman and Logue arrived during the presentation.

The Business Change Manager responded to Members questions and comments and Members thanked her for the presentation.

The Waste Management Manager responded to Members questions and comments on various issues.

Councillor Maguire requested that an eighth objective be included regarding employment agency payments and the Business Change Manager undertook to include his comments in the consultation.

ACTION BY: Helen Hall, Business Change Manager

3.2 F1/ICT/4 DIGITAL STRATEGY

A presentation was provided for Members on the Digital Strategy by the Director of Finance, Governance and Performance. A copy of the strategy was circulated.

The Director responded to Members questions and comments and Members thanked her for the presentation.

3.3 F1/ICT/4 DIGITAL STRATEGY

Members were reminded that the Council endorsed an ICT Digitisation Strategy in January 2016. Officers have since reviewed and updated this Strategy and a copy of the revised Digital Strategy was circulated for Members' attention.

The following draft digital vision was proposed:

"To be the most digitally advanced Council in Northern Ireland."

The Digital Strategy sets out the Council's approach to underpin the fulfilment of this vision in which the Council will:

- Provide transactional services and information online in a user-friendly and inclusive way.
- Use technology to change the way traditional face-to-face services are delivered, enabling the Council to deliver effective and efficient services for our residents.
- Support our customers to use digital technology and enable access to technology for those that do not have it.

- Support our businesses to compete in the digital economy. .
- Create a digital workforce which is agile, mobile and using the most appropriate technologies to support service delivery.

Officers had identified four key priorities, Digital Customer Service; Digital Prosperity; Digital Infrastructure and Digital Workforce.

The Strategy had been screened for equality and there was no implications to the equality of opportunity or good relations of the Section 75 equality categories. A copy of the Screening Form, was attached for Members' consideration.

Proposed by Councillor Brett

Seconded by Councillor Hamill and agreed that

- 1. The draft digital vision "To be the most digitally advanced Council in Northern Ireland" was approved**
- 2. The four key Digital priorities were approved**
- 3. The Digital Strategy and Equality Screening Form was approved.**

ACTION BY: Colette Archer, Director of Finance & Governance

3.4 CCS/EDP/10 CCS/EDP/11 DRAFT DISABILITY ACTION PLAN

Members were reminded that the Council is required to submit a Disability Action Plan (DAP) to the Equality Commission and the current DAP extended from April 2015 to March 2016.

A draft DAP for the period April 2016 to March 2020 was circulated for Members consideration. Since April 2016, a number of actions listed in the draft DAP have been already actioned and/or are ongoing.

If approved, the draft DAP will be subject to a 12 week consultation period, and a further report will be made to Members following this exercise.

Proposed by Councillor Brett

Seconded by Councillor Hamill and agreed that

the draft Disability Action Plan for April 2016 to March 2020 be approved and issued for a 12 week consultation period.

ACTION BY: Lisa Hall, Customer Services Manager

3.5 CCS/REG/13 APPLICATION FOR TEMPORARY APPROVAL OF PREMISES FOR CIVIL MARRIAGE

Under the terms of the Marriage (NI) Order 2003 and the Civil Partnership Act (2004), the Council has the responsibility to approve appropriate applications for Place Approvals for Civil Marriages and Civil Partnerships.

An application had been received from the owner of Abbeydene House B&B for a temporary approval of an area at the specified premises for a civil marriage ceremony on 4th May 2017.

Abbeydene Manor B&B
(i) Drawing Room

Part of the process requires that a Notice of Interest is displayed for a three week period in a prominent place at the complex to allow for public objection.

No objections had been received to any of the notifications to apply for Place Approval and the premises had been formally inspected and no problems had been found with regard to the application.

Proposed by Councillor Logue
Seconded by Councillor Brett and agreed that

Abbeydene Manor B&B Drawing Room is temporarily approved to hold a Civil Marriage on 4th May 2017 under the terms of the Marriage (NI) Order 2003.

ACTION BY: Emma Thompson, Registrar

3.6 G/MSMO/1 GUIDANCE ON COUNCILLOR ALLOWANCES

The enclosed addendum was issued by Local Government Policy Division on 15 February 2017.

Consolidation Councillor Allowances Circular LG 03/2017

This Local Government Circular provides a consolidated record of current councillor allowances and supersedes Local Government Circular 14/2016. To note is an increase in Dependants' Carers' Allowance and motor cycle rates applicable from 1 April 2017.

Dependants' Carer Allowances – valid from 1 April 2017

The following table states the maximum rates for dependants' carers' allowance.

Dependants' Carers' Allowance	Hourly Rate	Maximum Monthly Amount
Standard	£7.50 [^]	£390
Specialist	£15.00	£780

[^](Based on national living wage for age 25+)

Travel Allowances – valid from 1 April 2017

The following table states the maximum rates for travel allowances.

Type of Vehicle	Rate per Mile
A pedal cycle	20.0p
A motor cycle (all engine capacities)	24.0p
A motor car of cylinder capacity not exceeding 450cc	22.0p
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p *13.7p
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p *14.4p
A motor car of cylinder capacity exceeding 1,199cc	65.0p *16.4p
An electric car	45.0p **25.0p
Passenger rate (per passenger)	5.0p

***For mileage above 8,500 miles**

****For mileage above 10,000 miles**

Members were reminded that at the Policy and Governance Committee on 10 January 2017, it was agreed that the Scheme of Allowances Payable to Councillors be updated to reflect the changes in LG Circular LG 14/2016 and LG 23/2016 except for that relating to consumables, which Members agreed was for guidance only.

Proposed by Councillor Brett
Seconded by Alderman Barr and agreed that

the Scheme of Allowances Payable to Councillors be updated to reflect the changes in Circular LG 03/2017.

ACTION BY: Alastair Mawhinney, Management Accountant

3.7 CE/GEN/4 TRANSPORT NI - PROPOSED DISABLED PARKING BAYS – MAIN STREET, CRUMLIN – NO ■, NO ■ AND NO ■

Correspondence had been received from Transport NI outlining details of their proposal to reserve on-street disabled parking spaces to the front of numbers ■, ■ and ■ Main Street, Crumlin (a copy letter and maps had been circulated).

Confirmation of the Council's agreement with this proposal was requested.

Proposed by Councillor Logue
Seconded by Alderman Barr and agreed that

the Council supports this proposal.

ACTION BY: Member Services

3.8 CE/OA/12 PARTNERSHIP PANEL

An Outcome Note of the Meeting of the Local Government Tier of the Partnership Panel held on Tuesday 31 January 2017 in Craigavon Civic Centre had been received from NILGA, copy of which was circulated.

Proposed by Councillor Hamill
Seconded by Councillor Goodman and agreed that

the Outcome Note be noted.

NO ACTION

3.9 FI/FIN/4 BUDGET REPORT – APRIL 2016 TO JANUARY 2017

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

For the period the Council's variance on Net Cost of Services was £71.5k 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 results in an increase in the Council's General Fund of £84k.

Proposed by Councillor Brett
Seconded by Alderman Barr and agreed that

the report be noted.

NO ACTION

3.10 FC/G/25 PAYMENTS REPORT

The schedule of payments for Antrim and Newtownabbey Borough Council dated 17th January 2017 to 17th February 2017 and schedule of manual payments for January 2017 were circulated with any payments over £5,000 having been analysed in more detail and were circulated.

Proposed by Councillor Goodman
Seconded by Councillor Hamill and agreed that

the report be noted.

NO ACTION

3.11 CE/GEN/40 CORPORATE IMPROVEMENT PROJECTS – PROGRESS REPORT

Members were reminded that Part 12 of the Local Government Act (Northern Ireland) 2014 puts in place a new framework to support the continuous improvement of Council services. The Council's Corporate Improvement Plan 2016/17 was approved in June 2016 and eight project teams were established to ensure the delivery of the agreed outcomes were achieved.

A progress report was circulated for Members attention. A final fourth quarter performance report will be presented to both the Audit and P&G Committee in June 2017.

Proposed by Councillor Hamill

Seconded by Councillor Goodman and agreed that

the Corporate Improvement Plan progress report is noted.

NO ACTION

3.12 G-LEG-38-32 INSURANCE COVER FOR LEGAL EXPENCES RELATING TO THE NORTHERN IRELAND LOCAL GOVERNMENT CODE OF CONDUCT FOR COUNCILLORS

This report informed Members of what is in place under the Council's insurance policy in respect of legal expenses relating to the Councillors' Code of Conduct.

The Council's insurance policy covers the following:

1. Legal Costs will be provided in respect of any investigation against a Member under the Councillors' Code of Conduct.
2. If a Member is found to be in breach of the Code of Conduct the Member will have to repay any legal costs.
3. Members will be required to use a panel of approved solicitors firms, however if a Member wishes to use a particular solicitors' firm the Insurers will consider this.

Members who wish to avail of the above insurance cover should contact the Council's Legal Advisor, Paul Casey.

The Council's Legal Advisor acts for Council as a body corporate and is therefore unable to provide individual advice to Members who are the subject of an investigation under the Councillors' Code of Conduct.

The Director of Finance and Governance also outlined the position in relation to insurance for Councillors who travel on Council business. She noted that though business travel is ordinarily covered, cover would not be provided if any individual was travelling against medical advice from their GP.

Proposed by Councillor Maguire
 Seconded by Councillor Logue and agreed that

the report be noted.

Councillor Maguire requested that a copy of the report be sent to Joe Boyle, Secretary of National Association of Councillors.

ACTION BY: Colette Archer, Director of Finance and Governance

3.13 HR/GEN/19 REPORT ON ATTENDANCE Quarter 3

1.0 BACKGROUND

Members were reminded that a presentation on employee attendance and wellbeing was made at the February Council meeting. The presentation provided an update for the period 1 April 2016 – 31 January 2017.

The purpose of this report was to provide the **quarterly report** for sickness **for the period 1 April 2016 to 31 December 2016** and included for comparative purposes information relating to the same period for 2014/15 and 2015/16.

2.0 ABSENCE UPDATE

There was a decrease in short term absence by 395.83 days and an increase in long term absence of 1324.73 days resulting in a net increase of 928.9 days. The reduction of long term absence remains a priority.

At 31 December 70% of employees had 100% attendance compared to 64% for the same period last year.

	2014/2015	2015/2016	2016/2017	
Month	1 Apr to 31 Dec 2014	1 Apr to 31 Dec 2015	1 Apr to 31 Dec 2016	Variance from period last year
No. FTE *	704.97	700.40	657.05	-43.35
No. of days lost to sickness	6013.39	5970.05	6898.95	+928.9
Days lost to Long Term Absence	4316.40	4363.18	5687.91	+1324.73

Day lost to Short Term Absence	1 696.99	1 606.86	1 211.03	-395.83
Average Days Lost per Employee	8.53	8.52	10.50	+1.98

*** Number of full time equivalent staff employed by the Council based on the total days available for work in the period under review.**

The top three reasons for absence were consistent within both the public and private sectors and the table below noted the current action being taken to address these areas, across the Council.

Reason	Action
Stress, depression, mental health and Fatigue	<ul style="list-style-type: none"> • Carecall, confidential counselling to all staff. • Cognitive behavioural Therapy (CBT) sessions for staff in appropriate cases. • Immediate letter sent to advise of Carecall, • Immediate Meeting with employee and line manager or alternative person if issue is with the Line Manager in WRS cases. • Referrals to Nurse Led Clinic and/or OH doctor • Regular Welfare Review Meetings to agreed action plans • Wellness Recovery Action Plan, helping staff to recognise stress earlier and the interventions that can be put in place to help • Harassment advisors available in all departments and various locations
Other Category E.g: Cancer Related Illness, Surgery and Post Op Debility etc	<ul style="list-style-type: none"> • Well being Action plans for individual cases. • Phased returns variety of reduced hours, alternative work and/or adjusted duties. • Use of leisure facilities to help with returns from surgery in suitable cases. Eg Pool
Musculo-Skeletal problems	<ul style="list-style-type: none"> • Manual Handling Training • Referrals to Nurse Led Clinic and/or OH doctor, • Regular Welfare Review Meetings to agreed action plans, • Access to Physiotherapy subject to OH recommendation. • Wellbeing action plans. • Phased returns variety of reduced hours, alternative work and/or adjusted duties. • Work station/ergonomical assessments • Taster sessions of pilates • Investigation of workplace accidents and implementation of any appropriate recommendations

3.0 SUMMARY ANALYSIS OF REASONS FOR ABSENCE UP TO 31 DECEMBER 2016

	1 April 2015 to 31 Dec 2015		1 April 2016 to 31 Dec 2016	
	Number Of cases	Number of days	Number Of cases	Number of days
Cancer	2	81.72 days	5	307.36 days
Surgery	13	601.03 days	33	862.34 days
* Depression/Anxiety/Stress	27	806.73 days	39	1599.49 days
* Work Related Stress	15	739.59 days	19	814.02 days
Heart Attack	0		2	217.6 days

4.0 FORMAL CAUTIONS ISSUED FOR ABSENCE (from 1 April-31 Dec 2016)

Number of Cases	
First Caution	11
Second Caution	1
Third Caution	4
Formal Case Reviews	6 (3 dismissals)
Formal Case Reviews Pending	4

5.0 LONG TERM ABSENCE CASES AT 31 DECEMBER 2016

At 31 December 2016 there were 24 long term absence cases (see below) and these cases continue to be closely monitored.

Community Planning and Regeneration	Finance and Governance	Chief Executive	Organisation Development	Operations
4	2	0	0	18

A further report will be made in due course and will consider the areas requested by Members at the February Council meeting.

Proposed by Alderman Barr
 Seconded by Councillor Hamill and agreed that

the report be noted.

NO ACTION

3.14 ST/HS/207 AGENCY STAFF 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 has helped to fill posts on a temporary basis whilst new structures are being designed and approved for filling on a permanent basis. There is salary provision for posts filled and grants for the posts that secure extended funding. An approval system via the CLT is in place for all agency resources and a procedure for hiring agency workers.

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

Reason for Agency Worker	Number of Agency Workers	Position Covered
Additional Resource	20	4 x Seasonal Grounds Maintenance 4 x Operatives, Bruslee & O'Neill Road Sites IT Systems Assistant Cleaner, Sentry Hill Economic Development Project Officer Graphic Designer 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	5	Customer Services Assistant Information Governance Assistant

		Environmental Health Officer Household Recycling Attendant Arts Development Officer
Covering vacancies until structures filled	10	2 x Enforcement Officer Clerical (Building Control) 3 x Environmental Health Officer Receptionist (Clotworthy) Leisure Attendant Fleet Management Officer Payroll Manager
Covering career breaks/secondments	4	Heritage Assistant IT System Support Assistant Neighbourhood Renewal Coordinator Conferencing and Cultural Events Manager
TOTAL	45	

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 Alderman Barr
Seconded by Councillor Logue and agreed that

the report be noted.

NO ACTION

The supplementary report Item 3.19 was considered at this point.

3.19 SUPPLEMENTARY REPORT HR/LD/10 DEVELOPMENT PROGRAMME FOR YOUNG PEOPLE

Members were advised that the Council's Corporate Workshop and Community Plan set out its ambition for citizens to achieve their full potential and to benefit from economic prosperity. To this end, it was proposed to pilot a development programme for young people with 3 strands targeting young people from different educational backgrounds.

Strand 1: Youth Justice Volunteer Programme

Working with the Youth Justice Agency the Council will agree work placements for a small number of young people currently within the Youth Justice system, potentially at one of the Council Leisure Facilities (i.e. Antrim Forum).

Strand 2: Entry to Management Programme

This programme was offered by Southern Regional College to those who have graduated with an HND, Foundation Degree or Degree. The aim of

the programme is to shape the new leadership talent by enabling graduates to develop key skills in the workplace such as project management, communication, critical thinking and teamwork.

Strand 3: Pilot Youth Placement Programme

This pilot programme will be offered to 6 young people aged 16-17 who currently attend Abbey Community College and are studying a CCEA module at Monkstown Community Centre. The programme will provide an opportunity to develop work ready skills in parks and obtain a basic entry level qualification, possibly linked to horticulture.

Benefits to the Council

The Development Programme for Young People will:-

- demonstrate the Council's commitment to investing in areas with high unemployment within the Borough,
- provide an opportunity for young people to develop in a management role while delivering on specific business improvement projects that will benefit the Council,
- evidence the Councils' continuous drive to deliver the Council Community Plan,
- provide young people with skills and knowledge to equip them to enter future employment within Parks and Leisure.

A pilot for all three strands will cost approximately £26k, for which there is provision within the Economic Development Budget. An evaluation report will be completed for each Programme and a further report will be made to Members in due course.

Proposed by Councillor Michael

Seconded by Councillor Goodman and agreed that

the report be noted and the Director of Organisation Development undertook to consider comments from Members in relation to this initiative.

ACTION BY: Andrea McCooke, Director of Organisation Development

PROPOSAL TO PROCEED 'IN CONFIDENCE'

Proposed by Councillor Michael

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.

ITEMS IN CONFIDENCE

**3.15 IN CONFIDENCE ST/1/2/VOL 2 LOCAL GOVERNMENT STAFF
COMMISSION – DISSOLUTION FUNDING AND CONTINUING OPERATIONS
2017/18**

Members were reminded that following a recent report to Policy and Governance Committee, Officers undertook to bring a further update report in relation to dissolution funding for the Local Government Staff Commission dissolution funding.

Recent correspondence received from the LGSC advised that the Department for Communities had confirmed that it will take responsibility for the required funding of £1,996.01 and that it was not necessary to request this funding from Councils and the Northern Ireland Housing Executive.

Due to the difficulties at central government level, the necessary Dissolution Order will not be in place by 31 March 2017. On this basis, the Department for Communities will be reconstituting the Commission with effect from 1 April 2017 and the resultant Commission Members will be appointed with effect from 1 April 2017 (up to the final Dissolution date).



In line with the 2017/18 Management and Dissolution Plan, the Commission had estimated its total financial requirement and the apportionment arrangements for Antrim and Newtownabbey Borough Council, and Officers were currently seeking clarity in relation to this. A further report on this matter will be made in due course.

Proposed by Councillor Brett
Seconded by Councillor Hamill and agreed that

the report be noted.

NO ACTION

3.16 IN CONFIDENCE TQ/748 EXTENSION OF CORPORATE UNIFORM CONTRACT

Members were advised that the current corporate uniform contract with Tailored Image expires on 31 March 2017. The new uniform tender is currently underway, which will apply for a 4 year period, and must be published in the European Journal due to financial threshold levels.

The new contract is projected to commence week commencing 12 June 2017.

To place an order for any ad hoc uniform items, from 1 April 2017 until the new contract is in place in June 2017, it was proposed to extend the current contract with Tailored Image.

Proposed by Councillor Maguire
Seconded by Alderman Barr and agreed that

the current corporate uniform contract with Tailored Image be extended until the new uniform contract is established in June 2017.

ACTION BY: Lisa Hall, Custom Services Manager

3.17 IN CONFIDENCE FI/PRO/TEN/60 TENDER FOR THE PRODUCTION AND INSTALLATION OF CORPORATE SIGNAGE

Introduction

Members were advised that a number of projects relating to the approved branding implementation programme had been delivered, and that the remaining projects are underway.

A tendering exercise for the production and installation of corporate signage was undertaken to complete the branding exercise for signage related to Parks, Cemeteries, Borough Boundary and General Signage.

Six tenders were opened via e-SourcingNI on 8 February 2017 and referred to the evaluation panel for assessment. The tenders were evaluated on a two stage basis as follows:

STAGE 1 – SELECTION STAGE

The tenders were evaluated using criteria such as tenderers' professional conduct, economic and financial standing, management systems and practices, previous relevant experience, declarations and form of tender. One of the tenders did not meet all the requirements of Stage 1 of the assessment and therefore did not proceed to Stage 2. The five remaining tenders met all the requirements of Stage 1 of the assessment and therefore proceeded to Stage 2 – Award Stage. The tenders were evaluated as follows:

STAGE 2 – AWARD STAGE

Stage 1 – Technical Assessment

The five remaining tenderers complied with all the elements of the specifications and confirmed that the deadlines stated for production and installation of the lots tendered could be met.

Stage 2 Quality /Commercial Assessment

The tenders were evaluated on the basis of service delivery proposals (30%) and cost (70%) per Lot. Details are as follows:

Lot 1 Parks Signage

Tenderer	Total Cost Per Lot 1 (£) (excl. VAT)	Total Score %
Liberty Visual Limited	2957.25	100
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Proposed by Councillor Brett
 Seconded by Councillor Maguire and agreed that

having achieved the highest score of 100%, Liberty Visual Ltd be appointed for the production and installation of lot 1 parks signage for the period 3 April 2017 to 31 March 2019, with an option by the Council to extend for a further two years on a year by year basis at the tendered rates.

ACTION BY: Sharon Logue, Procurement Manager

Lot 2 Boundary Signage

Tenderer	Total Cost Per Lot 2 (£) (excl. VAT)	Total Score %
Liberty Visual Limited	4301.50	100
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Proposed by Councillor Brett
 Seconded by Councillor Maguire and agreed that

having achieved the highest score of 100%, Liberty Visual Ltd be appointed for the production and installation of lot 2 boundary signage for the period 3 April 2017 to 31 March 2019, with an option by the Council to extend for a further two years on a year by year basis at the tendered rates.

ACTION BY: Sharon Logue, Procurement Manager

Lot 3 Cemetery Signage

Tenderer	Total Cost Per Lot 3 (£) (excl. VAT)	Total Score %
Signtime	3620.00	100
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Proposed by Councillor Brett
 Seconded by Councillor Maguire and agreed that

having achieved the highest score of 100%, Signtime be appointed for the production and installation of lot 3 cemetery signage for the period 3 April 2017 to 28 February 2019, with an option by the Council to extend for a further two years on a year by year basis at the tendered rates.

ACTION BY: Sharon Logue, Procurement Manager

Lot 4 Other Signage

Tenderer	Total Cost Per Lot 4 (£) (excl. VAT)	Total Score %
Liberty Visual Ltd	3054.10	100
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Proposed by Councillor Brett
 Seconded by Councillor Maguire and agreed that

having achieved the highest score of 100%, Liberty Visual Ltd be appointed for the production and installation of lot 4 other signage for the period 3 April 2017 to 31 March 2019, with an option by the Council to extend for a further two years on a year by year basis at the tendered rates.

ACTION BY: Sharon Logue, Procurement Manager

3.18 IN CONFIDENCE G-LEG-137 WORLD OF OWLS

Background

In 2004 Antrim Borough Council entered into a 20 year lease with the Department of Agriculture and Rural Development through its Forest Service for lands in Randalstown Forest. These lands were subsequently sub-leased to World of Owls, a Charity, also in 2004 for 20 years, so that it could operate as a local visitor attraction for the Borough.

World of Owls subsequently submitted a planning application for the change of use of its classrooms and a storage building to provide staff living accommodation, including new decking at the front of the adjacent storage building. On 20 June 2016 the Planning Committee approved the application on the following grounds:

- Planning permission be granted for the proposed development subject to the application of standard planning conditions and a specific condition restricting the occupation of the living accommodation to persons employed or carrying out work on behalf of World of Owls; this is in accordance with policy requirements of policy CTY7 of PPS21.
- The reasons for the decision were that Members considered that the proposal offered benefits for tourism in the area, education for children and the enhancement of security of the site.

The approval was contrary to the Planning Officer's recommendation.

Under the terms of the Council's lease with the Department, the Council requires approval from the Department regarding the change of use of the site. Also, under the terms of the sub-lease between the Council and the World of Owls, the World of Owls requires the approval of the Council for this matter.

In relation to the lease, on 25 July 2016 the Council approved the change of use of the site under the terms of the grant of planning permission, and asked officers to contact the Department to seek approval accordingly.

Update

Officers wrote to the Department about this matter and subsequently met with Department officials on 25 January 2017 to seek their views regarding the World of Owls request.

In summary the discussions were in relation to the following matters:

[REDACTED]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Officers assessment

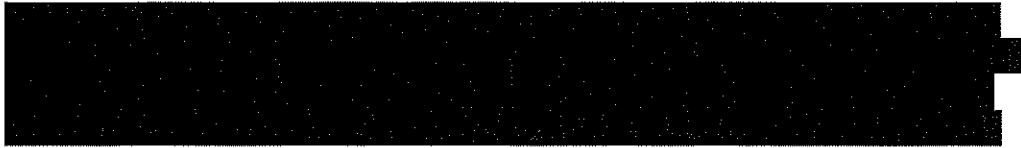
[Redacted]

[Redacted]

[Redacted]

[Redacted]

5.



Proposed by Councillor Brett
Seconded by Councillor Michael and agreed that

1. **The status quo remains the same under the terms of the lease the Department has with the Council and also in relation to the terms of the lease the Council has with World of Owls.**
2. **The Council seeks proposals from World of Owls in relation to clause 26 of the lease regarding overnight stays on the site, and thereafter the Council seeks the Departments views in relation to the same.**
3. **Officers consider the possible long term plans for the site and bring a further report to the Council in due course.**

ACTION BY: Paul Casey, Legal Advisor

PROPOSAL TO MOVE OUT OF 'IN CONFIDENCE'

Proposed by Councillor Brett
Seconded by Councillor Hamill 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 7.50pm.

MAYOR

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

