

Mid and East Antrim Borough Council uses Livescribe Echo Smartpen technology in order to support minute taking of meetings. This meeting will therefore be audio recorded, but following ratification of the minutes, the recording will be destroyed.

September 8th, 2020

To Each Member of Committee

NOTICE OF MEETING

You are requested to attend a

Mid and East Antrim Policy and Resources Committee Meeting

to be held on Monday, 14th September 2020 at 6:30 pm in Council Chamber, The Braid, 1-29 Bridge Street, Ballymena and Remote Access.

Yours sincerely



Anne Donaghy,
Chief Executive, Mid and East Antrim Borough Council.

Agenda

1 NOTICE OF MEETING

2 APOLOGIES

3 DECLARATIONS OF INTEREST

Members and Officers are invited to declare any pecuniary and non-pecuniary interests, including gifts and hospitality, they may have in respect of items on this Agenda.

Reserved Matters - In accordance with Council policy, representatives of the Press will not be in attendance for this section of the Meeting.

4 RATE SETTING PROCESS 2021 - 2022

5 ITEMS FOR CONSIDERATION AND DECISION

5.1 Policy and Resources Terms of Reference - Circulated

 *Policy and Resources Committee Terms of Reference - August 2020.pdf* *Not included*

5.2 Review of Working Groups Terms of Reference

a Chamber Design Working Group - Circulated

 *Draft Chamber Design Working Group Terms of Reference.docx.pdf* *Not included*

b Elected Member Development Charter - Circulated

 *Draft EMDC Steering Group Terms of Reference.docx.pdf* *Not included*

c Knockagh Joint Committee - Circulated

 *Draft Knockagh Joint Committee TOR.docx.pdf* *Not included*

d Standing Orders Working Group - Circulated

 *Draft Standing Orders Working Group Terms of Reference.docx.pdf* *Not included*

e Friends Goodwill Music Festival Steering Group

 *Draft Friends Goodwill MF Steering Group ToR.docx.pdf* *Not included*

5.3 Policy Briefing - Circulated

📄 *Policy Briefing - Sep 2020.pdf* *Not included*

📄 *Appendix 1 - Consultation Summary - September 2020.pdf* *Not included*

5.4 Access to Information Policy Review - Circulated

📄 *MEABC Access to Information Policy Cover Report.docx.pdf* *Not included*

📄 *Appendix 1 - MEABC Access to Information Policy.pdf* *Not included*

5.5 Health and Safety Policies - Circulated

📄 *2a. Health and Safety Policies.pdf* *Not included*

a Smoke Free Workplace Policy - Circulated

📄 *2b. Appx 1 Draft Smoke Free Workplace Policy.docx.pdf* *Not included*

b Personal Safety at Work Policy - Circulated

📄 *2c. Appx 2 Draft Personal Safety at Work Policy.pdf* *Not included*

c Corporate Health and Safety Policy - Circulated

📄 *2d. Appx 3 Draft Corporate Health and Safety Policy.docx.pdf* *Not included*

5.6 HR Policies

📄 *3a. Human Resources Policies.docx.pdf* *Not included*

a Agile Working Policy - Circulated

📄 *3b. Appx 1 Agile Working Policy and Procedure.docx.pdf* *Not included*

b Learning and Development Policy - Circulated

📄 *3c. Appx 2 Draft Learning and Development Policy.docx.pdf* *Not included*

6 UPDATES FOR MEMBERS

6.1 Communications Activity - Circulated

📄 *Communications Activity June - August 2020.pdf* *Not included*

6.2 Update on National Pay Award - Circulated

- | | |
|--|---------------------|
| 1a. Update on National Pay Award.pdf | <i>Not included</i> |
| 1b Appx 1 LGS Pay 2020-21.pdf | <i>Not included</i> |
| 1c. Appx 2 Chf Exec Pay 2020-21 24Aug20.pdf | <i>Not included</i> |
| 1d. Appx 3 Chf Officer Pay 2020-21 24Aug20.pdf | <i>Not included</i> |

6.3 Grants approved through the Operational Management Team Decisions Panel - Circulated

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|--|---------------------|
| Grants Summary Report - Sep 2020.pdf | <i>Not included</i> |
| Appendix 1 - OMT Grants for Noting 4 & 18 Aug 2020.pdf | <i>Not included</i> |

7 TABLED QUESTIONS

There are no tabled questions.

8 ITEMS FOR INFORMATION AND NOTING - See Appendix

- | | |
|---|---------------------|
| Appendix.pdf | <i>Not included</i> |
| P&R 10 August 2020 .pdf | <i>Not included</i> |

Reserved Matters - In accordance with Council policy, representatives of the Press will not be in attendance for this section of the Meeting.

9 ITEMS FOR CONSIDERATION AND DECISION

9.1 Larne Visitor Information Centre - Conclusion of Sale - Circulated

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|---|---------------------|
| Larne Visitor Information Centre - Conclusion of Sale.pdf | <i>Not included</i> |
| Appendix 1 - Location Map of visitors Information Centre, Larne.pdf | <i>Not included</i> |

9.2 Sale of land at Glenburn Road - Circulated

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|---|---------------------|
| Sale of land at Glenburn Road, Glynn, Larne.pdf | <i>Not included</i> |
| Appendix 1 - Map of Glenburn Road.pdf | <i>Not included</i> |
| Appendix 2 - Land at Glenburn Road Glynn.pdf | <i>Not included</i> |

9.3 Marketing of Carnlough Industrial Units - Circulated

- [!\[\]\(3da2b303d29c1ea489bbe26a3f5ac664_img.jpg\) *Marketing of Carnlough Industrial Units.pdf*](#) *Not included*
- [!\[\]\(9421cea5a5b5319f79b58962509475ab_img.jpg\) *Appendix 1 - Map of Carnlough Industrial Units.pdf*](#) *Not included*
- [!\[\]\(17cce402a0380c36f25e02ecf91578f5_img.jpg\) *Appendix 2 - Photolocation .pdf*](#) *Not included*

9.4 Bracknamuckley Wood - Circulated

- [!\[\]\(86b7331e04fe40a56bcff2e9c065738b_img.jpg\) *Bracknamuckley Wood walking Trail Report.pdf*](#) *Not included*
- [!\[\]\(92f87f30b7499b35d0173f4346c498d6_img.jpg\) *Appendix 1 lease map.pdf*](#) *Not included*
- [!\[\]\(497b6684f704c0aa6fbea9f0fd4d56c7_img.jpg\) *Appendix 2 Bracknamuckley trail Map.jpg*](#) *Not included*
- [!\[\]\(4320279ad715106747262028f44bd102_img.jpg\) *Appendix 3 P&R Cttee Report 12.08.2019 Bracknamuckley.pdf*](#) *Not included*
- [!\[\]\(25e9c4c673069177325c65bf4771169e_img.jpg\) *Appendix 4 Map of wider Portglenone showing location of Bracknamuckley Wo.pdf*](#) *Not included*

9.5 Consultation on the Code of Conduct for Local Government Employees - Circulated

- [!\[\]\(8c4dca64662d21542001ca0ed7eeb688_img.jpg\) *4a. Consultation on the Draft Code of Conduct for Local Government Employees.pdf*](#) *Not included*
- [!\[\]\(3de35c640e7147a3fb61ee393128d2ae_img.jpg\) *4b. Appx 1 Draft Code of Conduct.pdf*](#) *Not included*
- [!\[\]\(d1438aeefda19c86ae7477bf1fb30796_img.jpg\) *4c. Appx 2 Schedule of Amendments.pdf*](#) *Not included*
- [!\[\]\(dc4d2c544087998b6f093f485f5119d7_img.jpg\) *4d. Appx 3 Consultation Questionnaire.pdf*](#) *Not included*

10 UPDATES FOR MEMBERS

10.1 Procurement Update

- [!\[\]\(b7e1c8bc060ab2af8bc42ce81bfcf3c4_img.jpg\) *Procurement Update July - Sept.pdf*](#) *Not included*