



1 February 2024

Committee Chair: Alderman L Clarke

Committee Vice-Chair: Councillor M Stewart

Committee Members: Aldermen – L Boyle, P Bradley and P Michael

Councillors – M Brady, S Cosgrove, H Cushinan,
S Flanagan, N Kelly, H Magill, E McLaughlin, L O'Hagan,
A O'Lone and B Webb.

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 6 February 2024 at 6.30 pm.**

You are requested to attend.

Yours sincerely

A handwritten signature in black ink, appearing to be "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 1301/028 9034 0107

Email: memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

1 APOLOGIES

2 DECLARATIONS OF INTEREST

3 PRESENTATION

- 3.1 Association for Public Service Excellence (APSE) Presentation

4 ITEMS FOR DECISION

- 4.1 Elected Member Learning & Development Strategy 2023 - 2027
- 4.2 Local Government Finance Act (Northern Ireland) 2011
- 4.3 Council Reserves Policy

5 ITEMS FOR NOTING

- 5.1 Use of Sixmile Leisure Centre as a New Polling Station
- 5.2 Agency Workers Update
- 5.3 Managing Attendance Update April-December 2023
- 5.4 Customer Channels Report
- 5.5 Budget Report – Quarter 3 April to December 2023
- 5.6 Prompt Payment Performance
- 5.7 Land Abandoned by the Department for Infrastructure – Rathenraw Industrial Estate

6 ITEMS IN CONFIDENCE

- 6.1 Council Facilities – Facility Closures 2024 - 2025

7 ANY OTHER RELEVANT BUSINESS

REPORT ON BUSINESS TO BE CONSIDERED AT THE POLICY AND GOVERNANCE COMMITTEE MEETING ON TUESDAY 6 FEBRUARY 2024

3 PRESENTATION

3.1 CE/GEN/030 ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE (APSE) PRESENTATION

The purpose of this presentation is to provide Members with an update in relation to the Association for Public Service Excellence (APSE) and on how the organisation promotes excellence and best practice across the sector.

Members are reminded that it had been agreed on 5 December 2023 that Mo Baines, APSE Chief Executive, would attend to provide an 'in-person' presentation to the Policy and Governance Committee to enable Members to more fully understand the benefits of APSE membership.

RECOMMENDATION: that the presentation be noted.

4 ITEMS FOR DECISION

4.1 G/MSMO/027 ELECTED MEMBER LEARNING AND DEVELOPMENT STRATEGY 2023-2027

The purpose of this report is to obtain approval for the draft Elected Member Learning and Development Strategy 2023-27 following consultation.

The Elected Member Learning and Development Strategy 2023-27 sets out our strategic approach and framework to Elected Member Learning and Development, which aims to ensure effective Councillor Development is embedded into Council practice.

The draft Strategy was reviewed by the Elected Member Development Working Group on 13 November 2023, following which a consultation exercise was carried out from 8 December 2023 to 22 December 2023. The draft Strategy was circulated by email to all Elected Members and was available on the Elected Member iConnect platform.

Before the consultation took place an Elected Member provided feedback, leading to the inclusion of an Executive Summary. Throughout the consultation period informal feedback was received, all of which was positive.

A copy of the Strategy following consultation is **enclosed** at Appendix 1 for approval.

The Strategy has been screened for equality and there are no implications to the equality of opportunity or good relations of the Section 75 equality categories. A copy of the screening form is **enclosed** at Appendix 2 for information.

RECOMMENDATION: that the Elected Member Learning and Development Strategy 2023-2027 be approved.

Prepared by: Katherine Young, Organisation Development & Employee Engagement Manager

Approved by: Lesley Millar, Head of Organisation Development

4.2 FI/FA/5 FI/FA/6 FI/FA/7 FI/FA/8 FI/FA/9 LOCAL GOVERNMENT FINANCE ACT (NORTHERN IRELAND) 2011

The purpose of this report is to provide updates and obtain approvals on the Council's future financial planning and treasury management activities as required by the Local Government Finance Act (Northern Ireland) 2011.

LOCAL GOVERNMENT FINANCE ACT (NORTHERN IRELAND) 2011

Members are reminded that under the requirements of the Local Government Finance Act (Northern Ireland) 2011 and the Prudential Code, the Council is required to have regard to a number of reports and to approve a range of indicators and strategies prior to the prescribed date for striking the rates, 15 February 2024.

(a) FI/FA/6 Minimum Revenue Provision Policy 2024/25

Under Regulation 6 of the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011, councils have a statutory requirement to charge to their general fund an amount of Minimum Revenue Provision (MRP) which it considers to be 'prudent' in respect of the financing of capital expenditure.

A copy of the Council's MRP Policy 2024/25 is **enclosed**.

RECOMMENDATION: that the MRP Policy 2024/25 be approved.

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance & Governance

(b) FI/FA/7 Medium Term Financial Plan 2024/25 to 2026/27

The Prudential Code requires the council to develop three-year revenue forecasts and three-year capital expenditure plans. These are shown in the Medium Term Financial Plan 2024/25 to 2026/27, a copy of which is **enclosed**.

RECOMMENDATION: that the Medium Term Financial Plan 2024/25 to 2026/27 be noted.

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance & Governance

(c) FI/FA/8 Treasury Management Strategy

The Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011 requires the council, in carrying out its capital finance functions, to have regard to the current editions of the CIPFA Treasury

Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes and the Prudential Code.

The Council is therefore required to set out its Treasury Management Policy and Strategy and to prepare an Annual Investment Strategy which sets out the council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

Copies of the above policy and strategies are **enclosed**.

RECOMMENDATION: that

- i) the Treasury Management Policy be approved**
- ii) the Treasury Management Strategy 2024/25 be approved**
- iii) the Annual Investment Strategy 2025/26 be approved**

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance & Governance

(d) FI/FA/9 Report by the Chief Financial Officer on the Robustness of the Estimates and Adequacy of Reserves

Section 4 and 6 of the Local Government Finance Act (Northern Ireland) 2011 requires the Council to have regard to a report, a copy of which is **enclosed**, from the Chief Financial Officer on the robustness of the estimates and adequacy of reserves when considering the estimates for the next financial year.

RECOMMENDATION: that the Report by the Chief Financial Officer on the Robustness of the Estimates and Adequacy of the Reserves be noted.

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance & Governance

(e) FI/FA/5 Capital Strategy

The Prudential Code requires the Council to develop a Capital Strategy which provides a high-level overview of the long-term context of capital expenditure and investment decisions and their associated risks and rewards along with an overview of how risk is managed for future financial sustainability.

A copy of the Capital strategy is **enclosed**.

RECOMMENDATION: that the Capital Strategy 2024/25 be approved.

Prepared by: Richard Murray, Head of Finance

Agreed by: John Balmer, Deputy Director of Finance

Approved by: Sandra Cole, Director of Finance & Governance

4.3 FIN/GEN/2 COUNCIL RESERVES POLICY

The purpose of this report is to review Council's Reserves Policy (**enclosed**).

Council maintains a number of reserves that are categorized as 'usable' and 'non-usable'. Non-usable reserves are maintained for statutory purposes and proper accounting practice. Usable reserves comprise General Reserves and various other reserves that have a specific purpose. It is important that General Reserves are maintained at an appropriate level to provide:

- a working balance;
- a contingency for unexpected events; and
- a means of building up funds to meet an expected requirement.

A listing of the current value, adequacy and use of all Councils reserves are described in the policy.

RECOMMENDATION: that the Council Reserves Policy be approved.

Prepared by: John Balmer, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

5 ITEMS FOR NOTING

5.1 F/FIN/048 USE OF SIXMILE LEISURE CENTRE AS A NEW POLLING STATION

The purpose of this report is for Members to note the Electoral Office's proposal to use the Sixmile Leisure Centre as a new polling place in Ballyclare.

Correspondence has been received from the Electoral Office requesting the hire of the Sixmile Leisure Centre main hall for the 2024 Parliamentary Elections. It is anticipated this will be held in the Autumn, but the Electoral Office have no definite timeframe.

Officers will liaise with the Electoral Office in line with normal Leisure Centre hire protocol to facilitate use of the centre throughout polling day.

RECOMMENDATION: that the report be noted.

Prepared by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance

5.2 HR/HR/019 AGENCY WORKERS UPDATE

The purpose of this report is to provide a monthly update on the engagement of agency workers across the Council.

Agency workers are engaged to provide temporary cover for absence such as:

- Maternity leave
- Secondments
- Sickness absence
- Vacant posts
- Seasonal events

The engagement of agency workers is subject to a rigorous approval process and requires the approval of the Corporate Leadership Team. There is budgetary provision for the majority of posts filled through departmental salary budgets, salary contingency and grant funding.

Current Agency Workers

The utilisation of agency workers in December 2023 compared to December 2022 is **enclosed** at Appendix 1. This excludes limited ad-hoc agency cover which is necessary to provide operational cover at short notice.

In reviewing the number of agency workers it should be noted that 16 seasonal workers recruited to help support Enchanted Winter Gardens in 2023 ended on 19 December 2023.

Of the original seasonal Parks Operatives 1 has been retained to cover a period of sickness.

Agency Expenditure

The expenditure on agency workers in December 2023 is **enclosed** at Appendix 2. The cost has increased to 7% (of all staff costs) for the period from April 2023 to December 2023 compared to April 2022 to December 2022 which was 6%.

The increased costs have been impacted by:

- The NJC pay increase for the 2023/2024 financial year where backdated payments were made to agency workers in December 2023.

Current Recruitment:

Recruitment exercises are ongoing to fill a number of vacant positions, which will further reduce our reliance on agency workers. Within Finance and Governance there are 2 vacant positions currently being covered by agency workers that we anticipate will be recruited directly on a permanent basis in January 2024. There are also 3 further vacancies within Capital Development currently covered by agency workers that we anticipate filling permanently within the next 2 months.

We are committed to reducing our dependency on agency workers and will continue to recruit directly for vacant positions. However, we may still require agency workers for ad-hoc, seasonal or temporary assignments.

RECOMMENDATION: that the report be noted.

Prepared by: Pamela Boyd, Human Resources Officer

Approved by: Pauline Greer, Lead Human Resources Manager (Interim)

5.3 HR/GEN/019 MANAGING ATTENDANCE UPDATE APRIL – DECEMBER 2023

The purpose of this report is to provide an update on the management of attendance for the period April 2023 to December 2023 (summary **enclosed**).

Absence at the end of December was above target by 1.09 days with 10.31 average days lost per employee against a target of 9.22 days. Covid absence is not included in the reported figure as a significant number of these cases work from home during the isolation period.

There continues to be a positive return to work of short term cases along with 2 long term cases ending in December 2023.

Further analysis of Absence Figures for December 2023 indicates the following:

100% attendance

The 100% attendance rate continues to be above target with 65% of our workforce achieving this to the end of December 2023 against a target of 60%.

If employees with 100% attendance were excluded from the average day's calculation, the actual absence incurred by those employees with absence episodes would be:

Period	% of workforce with absence	Long term average days	Short term average days	Overall average days
December 2023	35%	24.60	4.39	28.99
Same period last year 2022/23	34%	28.87	4.12	32.99

The above figures show a reduction in the average length of long term absence when compared to the same period last year. This demonstrates our active commitment to reducing days lost to long term sickness absence.

Formal Case Reviews from April 2023 to date

Formal Case reviews (FCRs) are normally held where all possible steps have been taken and have failed to secure the employee's return to work within a maximum of 9 months.

Cases Concluded	11 , with employees at Formal Case review stage either returned to work, obtained ill health retirement or left the organisation.
Cases In Progress	2
Cases Approaching	0

Long Term Absence – 85% of the overall absence figures

Long term absence is defined as continuous absence greater than 20 days. There has been no change to the percentage of absence falling under the long term category when compared to the previous month, however, 2 long term absence cases have ended and it is expected that the number of cases attributing to long term sickness absence will decrease in the coming year. This is due to our continued efforts to address complex long term absence cases, conduct regular wellbeing meetings with employees, utilising Occupational Health services, promotion of the Staywell App, and holding timely absence review meetings.

- **% of Challenging long term cases – 79%**, this includes absence related to road traffic accidents, disability related illness and general injuries.
- **Returned to work – 2 cases** have successfully returned to work.

Short Term Absence – 15% of the overall absence figures

Short term absence is defined as absence less than 20 working days. Whilst it is understood that short term absences are inevitable, it is crucial for Managers/Supervisors, Human Resources and employees to work together to minimise the impact of these absences on service delivery.

- Main Reasons:
 - Cold/flu, stomach bug, infection (accounting for 50% of short term absence)
 - Stress Depression, Mental Health
 - Chest and respiratory issues

Overall Absence

Stress-related absence (including work related stress) accounted for 44% of total absence. Proactive work is ongoing to address this by:

- Encouraging open communication to address stress and mental health concerns in wellbeing meetings.
- Providing mental health awareness training for employees.
- Providing access to mental health support services, through Inspire Counselling service, the Council's Occupational Health service, Northern Recovery College and additional information available through STAYWELL.
- Implementing flexible working arrangements, supporting phased returns and reasonable adjustments where possible in the workplace.
- Encouraging physical activity through the promotion of the Council's employee subsidised Gym Membership Scheme.
- Encouraging participation in our wellness programme with regular wellbeing activities and health advice promoted weekly through the STAY MORE CONNECTED kudoboard.

- HSENI Managing Work Related Stress training “A Line Manager’s Approach” held in October 2023 with 45 line managers across departments attending out of 74 invited.
- Partnering with legal advisors and Employers for Disability NI to arrange awareness sessions on mental health illnesses, to provide training to managers on managing stress and how to encourage open communication to reduce stress-related absence and to promote a healthy work environment.

To improve absence rates and encourage earlier returns to work, the following actions are being undertaken.

- The consultation for the alignment of Terms & Conditions of employment has commenced in September 2023 and this includes the proposal of one single policy for managing attendance. Subject to the successful outcome of a workplace ballot, it is anticipated that the agreement of a single policy will support staff, line management and HR in the management of absence cases.
- Case management discussions are held with legal advisors to support a targeted approach for complex cases. These help Directors, Heads of Services, and HR to review cases, consider reasonable adjustments, and understand the legal context, enabling specific action plans for individual cases.
- Meetings held with directorates with high or complex absence cases have been increased to analyse cases and agree on next steps, with attendance from relevant Directors, Deputy Directors, and Heads of Service. Formal case reviews are scheduled as needed.
- The HR Business Partnership team is working closely with managers and Occupational Health on an individual case management basis. This ensures prompt action is taken to keep absences within target and provides support to managers in absence review trigger meetings for fair and consistent approach.
- Monthly case management discussion meetings are scheduled as needed to review complex cases with an Occupational Health consultant. Case managers attend these sessions to ensure effective use of the Occupational Health service and support earlier returns to work where possible.
- The Corporate and Human Resources Risks registers have been reviewed to reflect the current absence rate position, with actions and interventions recorded to mitigate risks.
- Managers within Parks and Planning have received training on effectively managing absence caseloads. A number of toolkits have been identified and shared on STAYWELL to further assist managers and employees.

- Targeted training is being planned in areas of high absence provided by Human Resources, legal advisors, and in partnership with employers for disability or other relevant organisations.
- Development continues on an online training module to promote the importance of attending work. This will be rolled out to new staff initially and then across the wider organisation.
- Annual flu jab clinics have been held in October and November 2023 with 88 employees receiving the vaccine.
- A number of health and wellbeing initiatives have recently taken place as part of the Employee Engagement Framework including:
 - Action Cancer Big Bus where 21 employees attended Breast Screening appointments and 11 employees availed of an MOT Health check.
 - The International Men's Day event was held on 27 November 2023 where Dr Michael McKillop MBE talked to staff about resilience. The event was also attended by Inspire and Men's Advisory Project NI (MAPNI) to support men's mental health and domestic violence.
- The use of the Wellbeing Calendar is promoted to continue to support employee wellbeing.
- Our Employee Engagement Working Group recommenced in November 2023 with participation being cross departmental and cross generational.
- Physiotherapy services are being provided for appropriate cases of back and musculoskeletal-related absence.
- HR review the absence paperwork, including the absence notification and return to work forms.
- A Managing Attendance Action Plan is being developed by the Human Resources Department.

RECOMMENDATION: that the report be noted.

Prepared by: Victoria Stewart, HR Systems and Analytics Manager

Agreed and Approved by: Pauline Greer, Lead HR Manager (Interim)

5.4 CCS/CS/006 CUSTOMER CHANNELS REPORT

The purpose of this report is to provide an update on the Customer Service performance indicators as set out in the Council's Corporate Performance and Improvement Plan 2023/24.

The Plan sets out the performance improvement target; *'we will achieve high levels of customer satisfaction'*.

We achieve at least 80% satisfaction with overall Council services:

Each issue of the Borough Life magazine has a specific themed survey and within each one residents are asked to rate their satisfaction with Council services. In addition, further surveys throughout the year will request feedback on satisfaction with Council services and other areas of interest.

During quarter 3, results have been received from surveys for Halloween (38 responses), Christmas Switch On events (47 responses), Feeling Safe in Borough (196 responses) and Enchanted Winter Garden Residents (309 responses).

During quarter 4, further responses will be included from the Cleanliness of our Borough survey in the January 2024 issue of Borough Life.

A total of 953 responses have been received in 2023/24. Customer Satisfaction for the year to date is 91.8% and is on track against the target of 80%.

2021-22	2022-23	Target 2023-24	Quarter 1	Quarter 2	Quarter 3	2023-24 (April to December)	Status
87.5%	92.9%	80%	91.9%	94.4%	91.0%	91.8%	On Track

The percentage of abandoned calls will be 6.5% (or less):

A total of 132,804 calls were presented from 1 April to 31 December 2023/24, which is a 1.1% decrease compared to the same nine month period in 2022/23. The percentage of abandoned calls during 2023/24 to date is 5.1%.

The percentage of abandoned calls target is not only on track, but there has been a consistent decline in the percentage of abandoned calls throughout the year, from 6.0% in quarter 1, 4.8% in quarter 2 and 4.4% in quarter 3.

To achieve target, the following actions have been implemented:

- Additional daily telecoms performance reports provided to each team,
- The Customer Service team have identified and monitored performance and technical issues, providing support as required.

2021-22	2022-23	Target 2023-24	Quarter 1	Quarter 2	Quarter 3	2023-24 (April to December)	Status
6.0%	5.1%	6.5%	6.0%	4.8%	4.4%	5.1%	On Track

We have achieved at least 650,000 online transactions:

Officers continue to promote and monitor the shift of transactions to an online basis, where practical and beneficial. For the purpose of maintaining consistency with previous benchmarks, this indicator focuses on the number of online transactions including:

- Caravan bookings
- Online theatre and events bookings
- Leisure bookings
- Dog licensing applications
- Bulky waste bookings

Results are reported on a quarterly basis and are on track to achieve the 2023/24 target of 650,000 transactions.

2021-22	2022-23	Target 2023-24	Quarter 1	Quarter 2	Quarter 3	2023-24 (April to December)	Status
652,593	874,10	650,000	151,743	138,264	218,913	508,920	On Track

There are at least 8,000 downloads of the Residents App:

Downloads of the ANBorough App are measured through official app stores (Google and Apple). Total downloads for 1 April to 31 December 2023-24 are 10,812 which is 135.15% of target.

2021-22	2022-23	Target 2023-24	Quarter 1	Quarter 2	Quarter 3	2023-24 (April to December)	Status
14,481	13,963	8,000	3,355	4,494	2,963	10,812	Achieved

Progress on the Corporate Performance and Improvement Plan 2023/24 is reported on a quarterly basis to the Policy and Governance and Audit and Risk Committees, and final, validated figures are contained within the Annual Report on Performance 2023-2024 (Self-Assessment), which will be reviewed by Council and published on the Council's website by 30 September 2024.

RECOMMENDATION: that the report be noted.

Prepared by: James Porter, Customer Services Manager

Approved by: Lesley Millar, Head of Organisation Development

5.5 FI/FIN/4 BUDGET REPORT – QUARTER 3 APRIL TO DECEMBER 2023

The purpose of this report is to provide financial performance information at quarter three (April – December 2023) for Finance and Governance, Organisation Development and Council.

Reports on financial performance are presented as follows:

Committee	Department
Operations	Parks and Leisure Sustainability
Policy & Governance	Finance and Governance Organisational Development
Community Planning Our Prosperity Outcome Delivery Group	Community Planning Economic Development and Planning

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 3 – April to December 2023 are **enclosed** for Members' information.

The overall position of the Council at the end of the third quarter is an unfavourable variance on the net cost of services of £2.01m. Taking into account the credit balance application used in striking the rates (pro-rata) results in an overall decrease to the general fund of £3.46m.

RECOMMENDATION: 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 & Governance

5.6 FI/FIN/9 PROMPT PAYMENT PERFORMANCE

The purpose of this report is to provide an update on Council's prompt payment performance for the period 1 October 2023 to 31 December 2023.

Members are reminded that the Department for Communities (DfC) issued revised guidance (Local Government Circular 19/2016) on prompt payments and the recording of invoice payments in November 2016. This guidance requested Councils to record specific performance targets of 10 working days and 30 calendar days and continue a cycle of quarterly reporting on prompt payment performance by Councils to the DfC and its publication on their website.

The Council's prompt payment performance for the period **1 October 2023 to 31 December 2023** is set out below:

The default target for paying invoices, where no other terms are agreed, is 30 days.

(N.B. 30 days target is 30 calendar days and 10 days is 10 working days).

During the above period, the Council paid invoices totalling £9,102,549

The Council paid 6,050 invoices within the 30-day target. (85%)

The Council paid 4,934 invoices within the 10-day target. (70%)

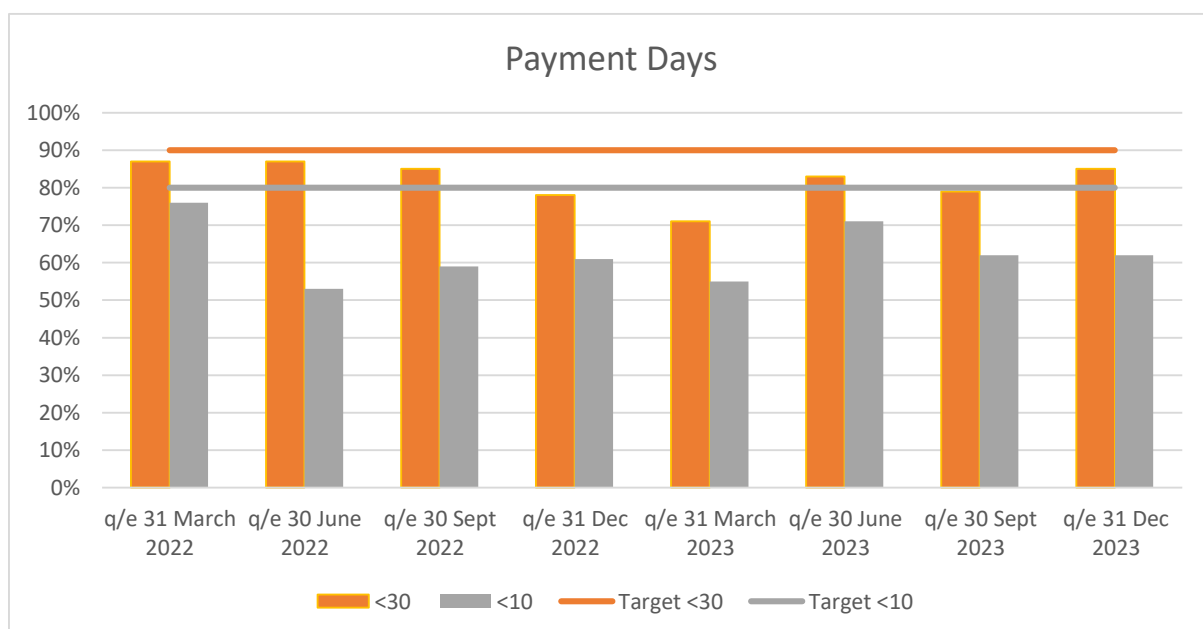
The Council paid 1,024 invoices outside of the 30-day target. (15%)

The Council has set a target of paying 90% of invoices within 30 days and 80% within 10 days.

This compares to previous quarterly results as below:

Period	Total Number of Invoices Paid	% Paid Within 30 Days	% Paid Within 10 Days
Target		90%	80%
q/e 31 March 2022	5,539	87%	76%
q/e 30 June 2022	4,254	87%	53%
q/e 30 September 2022	6,090	85%	59%
q/e 31 December 2022	5,780	78%	61%
q/e 31 March 2023	5,558	71%	55%
q/e 30 June 2023	7,050	83%	71%
q/e 30 September 2023	6,498	79%	62%
q/e 31 December 2023	7,074	85%	70%

The performance presented graphically highlights the performance metrics for the above.



The table and graph above show the performance over the last two years. In comparison with the previous quarter, performance levels have improved for both the 30-day figure and 10-day figure.

The RAG weekly status report shows the improvement in Quarter 3 and into Quarter 4:

Period	No of Invoices Paid	% Paid Within 10 Days	% Paid Within 30 Days
01/10/2023 - 07/10/2023	588	66%	78%
08/10/2023 - 14/10/2023	548	73%	84%
15/10/2023 - 21/10/2023	550	75%	90%
22/10/2023 - 28/10/2023	590	64%	87%
29/10/2023 - 04/11/2023	584	61%	85%
05/11/2023 - 11/11/2023	550	61%	83%
12/11/2023 - 18/11/2023	771	65%	85%
19/11/2023 - 25/11/2023	539	81%	90%
26/11/2023 - 02/12/2023	479	75%	87%
03/12/2023 - 09/12/2023	677	70%	80%
10/12/2023 - 16/12/2023	633	77%	88%
17/12/2023 - 23/12/2023	547	76%	90%
31/12/2023 - 04/01/2024	517	76%	92%
07/01/2024 - 13/01/2024	429	72%	90%
14/01/2024 - 17/01/2024	204	75%	94%

There is now a full complement of staff within the Finance section and work is ongoing with all departments to make further improvements.

Service improvements have included:

- Additional reporting capability to monitor performance
- Staff training/refresher sessions
- Process review for high volume suppliers

The prompt payment performance for Councils in Northern Ireland is published

quarterly by the Department for Communities (DfC). The prompt payment performance for the quarter ended 30 September 2023 is **enclosed** the Council's performance for Quarter 3 against the average performance for the other Councils for Quarter 2 of 2023/24 is set out in the table below:

Council	% Paid Within 30 Days	% Paid Within 10 Days
Antrim & Newtownabbey BC (Quarter 3 23/24)	85%	70%
All Councils (Quarter 2 23/24)	90%	70%

RECOMMENDATION: 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

5.7 G-LEG-319/11 LAND ABANDONED BY THE DEPARTMENT FOR INFRASTRUCTURE – RATHENRAW INDUSTRIAL ESTATE

The purpose of this report is to inform Members of the proposed abandonment by the Department for Infrastructure (DfI) of a piece of land at Rathenraw Industrial Estate.

Members are advised that correspondence has been received from the Department for Infrastructure (DfI) concerning the proposed abandonment of roadway at Rathenraw Industrial Estate, Antrim under Article 68(1) of the Roads (Northern Ireland) Order 1993.

The Council has no infrastructure or maintenance obligations on this site and therefore has no interest in the land.

Copies of the correspondence and map are **enclosed** for Members' information.

RECOMMENDATION: that the report be noted.

Prepared by: Liz Johnston, Deputy Director of Governance

Approved by: Sandra Cole, Director of Finance and Governance