



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 20 AUGUST 2019**

| <b>No</b> | <b>Item</b>   | <b>Summary of key Recommendations</b>  |
|-----------|---|--|
| <b>3</b>  | Minutes of Meeting held Tuesday 18 June 2019          | <b>Confirmed</b>   |
| <b>4</b>  | Committee Meeting Dates                               | <b>Adopt Option C – move Council Meeting to the first Tuesday of following month</b>                         |
| <b>5</b>  | Performance Improvement Policy                        | <b>Defer</b>   |
| <b>6</b>  | Essential Car User Policy                             | <b>Defer</b>   |
| <b>7</b>  | Coleraine Bid Levy Administration Fee                 | <b>Approve</b>   |
| <b>8</b>  | Transactional Banking Services Tender                 | <b>Approve</b>   |
| <b>9</b>  | Actual Penny Product Forecast                         | <b>Committee receive a Monthly Financial Report to include details on the movement in Council's reserves</b> |
| <b>10</b> | Prompt Payment Statistics                             | <b>Information</b>   |
| <b>11</b> | Performance Dashboard                                 | <b>Information</b>   |
| <b>12</b> | Section 75 Annual Progress Report to Equality 2018/19 | <b>Information</b>   |

|           |   |  |
|-----------|---|--|
| <b>13</b> | Correspondence  |  |
|           | <ul style="list-style-type: none"> <li>NILGA – Outcome of August 2019 Executive Meeting – 2<sup>nd</sup> All Council Meeting of New Electoral Term</li> </ul>   | <b>Note</b>  |
| <b>14</b> | Consultations   | <b>None</b>  |
| <b>15</b> | Conferences   |  |
|           | <ul style="list-style-type: none"> <li>The National Association of Councillors – Community Hubs &amp; Community Engagement Local Government Conference 13 to 15 September 2019, Hallmark Hotel, Carlisle</li> </ul> | <b>Note</b>  |
| <b>16</b> | Matters for Reporting to Partnership Panel  | <b>None</b>  |
| <b>17</b> | <p>Notice of Motion proposed by Councillor Peacock, seconded by Councillor McShane (referred from Council Meeting 25 June 2019, reconvened 6 August 2019)</p> <p><i>“Supporting People Programme”</i></p>           | <b>Support</b>   |
|           | <b>‘IN COMMITTEE’</b>   |  |
| <b>18</b> | Debt Management   | <b>Approve</b><br><b>All debts to be written off to be notified to Committee first</b>   |
| <b>19</b> | Minutes of the Meeting of the Land and Property Sub-Committee 7 August 2019   |  |
|           | <b>19.1 Causeway Street Apartments, Portrush</b>  | <b>Concerns and/or allegations regarding actions of Officers following Councils decision to grant the easement to be referred to the Northern Ireland Public Services Ombudsman.</b> |

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|           |  | <b><i>Council asserts its ownership immediately in relation to installation of the gate.</i></b> |
|           | <b>19.2</b> Focus on Family (Cornfield Project) – request for Additional Land  | <b><i>Update</i></b>   |
|           | <b>19.3</b> Castle Erin Road, Portrush   | <b><i>For inclusion on L&amp;P Sub-committee agenda for September under Legal Issues</i></b>     |
|           | <b>19.4</b> Approval of the Minutes  | <b><i>Approve and recommendations therein</i></b>  |
|           |  |  |
| <b>20</b> | Minutes of Governance Working Group held 13 June 2019                          | <b><i>Note</i></b>   |
|           |  |  |
| <b>21</b> | Minutes of Governance Working Group held 1 August 2019                         | <b><i>Note</i></b>   |
|           |  |  |
| <b>22</b> | OD/HR – Severance Request Report 1   | <b><i>Information</i></b>  |
|           |  |  |
| <b>23</b> | OD/HR – Severance Request Report 2   | <b><i>Approve</i></b>  |
|           |  |  |
| <b>24</b> | Any Other Relevant Business (notified in accordance with Standing Order 12(o)) | <b><i>None</i></b>   |
|           |  |  |

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 20 AUGUST 2019 AT 7:00 PM**

- In the Chair** : Councillor McShane
- Present** : Aldermen: Duddy, Fielding, Hillis, McCandless and McCorkell  
Councillors: Chivers, Dallat O'Driscoll, Holmes, Knight-McQuillan, McAuley, McGurk, Peacock, Quigley and Scott
- Officers Present** : M Quinn, Director of Corporate Services  
S McQuillan, Payroll/Pension Manager  
L Clyde, Financial Accountant  
J McCarron, Performance and Transformation Officer  
D Allen, Committee & Member Services Officer
- In Attendance** : Press (1 No.)

## **SUBSTITUTIONS**

The Chair advised Alderman Duddy would be substituting for Councillor Callan; Councillor McAuley for Councillor McLean and Councillor Holmes for Councillor Wilson.

### **1. APOLOGIES**

Apologies were recorded for Councillors Callan, McCaw, McLean and Wilson.

### **2. DECLARATIONS OF INTEREST**

Declarations of Interest were recorded for:

Alderman Duddy in Agenda Item 19 – Minutes of the Land and Property Sub Committee 7 August 2019 - 10.2 Focus on Family (Cornfield Project) Request for Additional Land – Alderman Duddy sits of Working Group of the Cornfield Project Board. Alderman Duddy remained in the chamber.

### 3. MINUTES OF MEETING HELD TUESDAY 18 JUNE 2019

The Chair advised the Minutes of the Meeting held Tuesday 18 June 2019 had been adopted at the Council Meeting on 25 June 2019. Committee confirmed the summary presented.

### 4. COMMITTEE MEETING DATES

Report previously circulated, presented by the Director of Corporate Services.

The present monthly cycle of Committee meeting was agreed at the Annual Meeting of the Council in June 2015. Following feedback from Elected Members about the burden of lengthy Planning Committee meetings on the day immediately after the monthly Council Meeting, it was proposed that other options be considered.

Different options for monthly committee meetings are tabled below:

| Option   | Action   | Monthly Committee Pattern   | Remarks  |
|----------|--|---|--|
| <b>A</b> | Do nothing   | 1 <sup>st</sup> Tuesday ES<br>2 <sup>nd</sup> Tuesday L&D<br>3 <sup>rd</sup> Tuesday CPR<br>4 <sup>th</sup> Tuesday Full Council<br>4 <sup>th</sup> Wednesday Planning  | No change<br><br>Note: Audit Committee 3 <sup>rd</sup> Wednesday every 3 <sup>rd</sup> month |
| <b>B</b> | Move Planning  | 1 <sup>st</sup> Tuesday ES<br>2 <sup>nd</sup> Tuesday L&D<br>3 <sup>rd</sup> Tuesday CPR<br>4 <sup>th</sup> Tuesday Full Council<br>4 <sup>th</sup> Thursday Planning   | Creates a one day gap after Full Council   |
| <b>C</b> | Move the Council meeting to the 1 <sup>st</sup> Tuesday of the following month | 1 <sup>st</sup> Tuesday Full Council<br>2 <sup>nd</sup> Tuesday ES<br>3 <sup>rd</sup> Tuesday L&D<br>4 <sup>th</sup> Tuesday CP&R<br>4 <sup>th</sup> Wednesday Planning   | Some CPR Members may still be impacted.  |
| <b>D</b> | Move Planning and schedule a 2 <sup>nd</sup> Planning meeting                  | 1 <sup>st</sup> Tuesday Full Council<br>2 <sup>nd</sup> Tuesday ES<br>3 <sup>rd</sup> Tuesday L&D<br>4 <sup>th</sup> Tuesday CP&R<br>4 <sup>th</sup> Thursday 1 <sup>st</sup> Planning<br>On the next Monday 2 <sup>nd</sup> Planning | Schedule a second Planning committee.  |

|          |  |  |   |
|----------|--|--|---|
| <b>E</b> | Move Planning and schedule a 2nd Planning meeting. Swap ES and CPR. Replace CPR with Audit Committee every 3rd month | 1st Tuesday CPR<br>2nd Tuesday L&D<br>3rd Tuesday ES<br>4th Tuesday Full Council<br>4th Thursday Planning<br>On the next Monday 2 <sup>nd</sup> Planning | Audit Committee to replace CPR every 3rd month on the Tuesday |
|----------|--|--|---|

**It is recommended** that Members review the options and consider their preference. From a staffing perspective, Option E appears to be a sound working compromise. Suggested implementation would be October 2019.

In response to a query from Alderman Duddy in relation as to why Council had decided to change what had already been working well for 4 years the Director of Corporate Services informed Members that the proposal originated from the Governance Working Group.

Some Members expressed concerns that should the Tuesday Council meeting run late Members who sit on the Planning Committee are required to attend site visits early the next morning.

Proposed by Councillor Dallat O'Driscoll  
Seconded by Alderman McCandless

- to recommend Council adopt **Option B**, to move Planning to the Thursday after the Council Meeting.

**Amendment**

Proposed by Councillor McGurk  
Seconded by Alderman Duddy

- to recommend Council adopt **Option C**, to move the Council Meeting to the first Tuesday of the following month.

The Chair put the amendment to the Committee to vote. 10 Members voted for, 5 Members voted against and 0 Members abstained.

The Chair declared the motion **CARRIED**.

## 5. PERFORMANCE IMPROVEMENT POLICY

Report previously circulated, presented by the Performance and Transformation Officer.

The purpose of this report is to seek approval from Elected Members on the updated version of the Council's Performance Improvement Policy.

The Local Government Auditor has recommended that all Council's in Northern Ireland have in place a Performance Improvement Policy to underpin the Performance Duty within the Local Government Act (NI) 2014. As such, Causeway Coast and Glens agreed its first Performance Improvement Policy in March 2018.

As the Council's arrangements for meeting its responsibilities under the Performance Duty have matured it has been deemed necessary to update the Performance Improvement Policy. Accordingly such a policy has been developed for Causeway Coast and Glens Borough Council and is attached as Appendix 1.

The main area of the Policy that has been updated is Section 5.0 Policy Execution, and has been amended in line with good practise and on the recommendation of the NI Audit Office.

The Performance Improvement Policy will be subject to review and update as the Council further develops its various performance improvement mechanisms.

The Performance Improvement Policy has been subjected to an Equality Impact Assessment Screening Process and no issues have been identified.

**It is recommended** that Causeway Coast and Glens Borough Council approve the Performance Improvement Policy (Version 2, August 2019), as detailed within Appendix 1 of the report.

In response to Members questions/queries the Performance and Transformation Officer responded as follows:

- The Performance Team recognises that the culture of the organisation needs to change.

- Most Directorates/Services have targets once a year but the Performance Team recommend this be done on a more regular basis.
- In House Audit carried out by Moore Stephens in relation to Performance duty complete in draft form and will be brought to next Audit Committee Meeting.
- 2014 Act states Council has a duty to consult with the public annually. There should be a minimum of an 8-12 week consultation period.

Issues raised by Members included:

- Ownership of targets should be taken by Senior Management and Reports should be presented to the relevant Committee on a monthly basis.
- Item 3.2 and 3.3 refers to the Local Government Circular 21/2016 – this should have been included in the attached document for Elected Members to view.
- There are no targets set to measure performance against. Measurement is weak and needs realistic goals from Senior Management.
- More narrative is needed to explain the figures.
- Performance that is monitored on a day to day basis should then be reported on a monthly basis to the relevant Committee.
- Performance Dashboard should be for discussion/decision and not for information, reports should be presented on a monthly basis.
- In House Auditors Report should be presented every quarter, not every 6 months.
- Each Committee should set specific targets and monitor performance.

Proposed by Alderman Duddy

Seconded by Councillor Holmes and

**AGREED** – to recommend that the Performance Improvement Policy (Version 2, August 2019), as detailed within Appendix 1 of the report is deferred for further consideration and brought back to a future meeting.

**AGREED** – to recommend that Performance Progress Reports be presented to the relevant committee on a monthly basis and that the In House Audit Reports be compiled every 3 months.



The Performance and Transformation Officer confirmed that he would redraft the Performance Improvement Policy taking into account the comments made by Members.

## 6. ESSENTIAL CAR USER POLICY

Report previously circulated, presented by the Payroll/Pension Manager.

Causeway Coast and Glens Borough Council has to establish a framework of governance under which its services and functions can operate.

Causeway Coast and Glens Borough Council operates in accordance with the Green Book as agreed at National Joint Council level with Unions in terms of the basis of staff terms and conditions. Within those terms and conditions provision is made for staff who, in the course of their duties, make use of their private vehicle for business purposes and they are then recompensed accordingly using the agreed mileage and expense rates set by the National Joint Council. Part of those provisions allows the employer to award a status of "Essential User" to employees whose role requires regular and repeated use of a vehicle in their day to day role, again the Green Book sets out the additional benefits that can be received as a result of this. Causeway Coast and Glens Borough Council does not have an agreed Council wide policy for the award of Essential User status to employees, each of the 4 legacy Councils had differing rules and procedures for dealing with this. In addition none of the legacy arrangements had any review process to ascertain the appropriateness of the continued award of Essential User status.

The purpose of this policy is to provide a single, uniform and fair set of guidelines for the assessment of applications to be granted Essential User Status and also to provide a single equitable method of review to ensure the granting of Essential User status is correct for all employees within Council. The rules and processes are clearly set out within the policy and these have been presented to the Unions at local level and have been agreed with Unions. The policy will apply to all staff with the first review being carried out after 12 months operation.

**It is recommended** that the Causeway Coast and Glens Borough Council adopt the new Essential User Policy as tabled.

The Payroll/Pensions Manager estimated that currently 100-150 people were awarded the Essential Car User allowance and that the payment for essential users was 50.5p per mile and for casual users 65p per mile.

Members were informed that the mileage rate payable and rate per mile was included in the Terms and Conditions as set out by the National Joint Council (NJC) and this was outside Council's remit.

Members made the following comments:

- The number of employees that currently qualify is excessive and that the business mileage rate eligibility criteria (as per section 4 of the draft Policy) should be increased.
- Employees should look at car sharing when attending meetings/training/courses.

In response to Members queries the Payroll/Pensions Manager clarified the following points:

- Should an employees' vehicle be off the road for repair then employees should seek the cheapest form of travel as an alternative.
- Employee insurance is checked via the Drivers Audit once a year to ensure that each employee is insured to use their car for Council Business.
- There was currently no dedicated Policy for Car Sharing.

The Payroll/Pensions Manager informed Members that she would pose the following questions to the Head of Finance and this information would be brought back to the Committee.

- The number of company vans cars in the organisation for staff to use for travelling to meetings/training/courses.
- The figures of the cost to Council for Essential Car User Allowance Scheme for the last 2 years and the proposed costs going forward
- A dedicated Policy for Car Sharing.
- Car Leasing figures for each directive.
- Management of attendance by officers at events.

After discussion it was:

**AGREED** – to recommend that Council defers the new Essential Car User Policy.

## 7. COLERAINE BID LEVY ADMINISTRATION FEE

Report previously circulated, presented by the Financial Accountant.

Business Improvement Districts (BIDS) are business led partnerships which are created through a ballot process to deliver additional services to local businesses.

They can be a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities to work together to improve the local trading environment.

In December 2017 a BID project manager was appointed in Coleraine and since then a full-time office has opened in the town from where businesses and public agencies have been consulted leading to the creation of a draft plan for the creation of a BID in Coleraine. The draft plan sets out a 5 year strategy for the area in various matters including public transport, energy, waste, communications and promotion of the area to name just a few. Finance for this plan will be raised by imposing a small levy on each of the businesses within the designated BID area over the 5 year life of the plan.

A BID is created following a ballot of the businesses which reside within the designated BID area, the ballot for the Coleraine BID commenced on Friday 3<sup>rd</sup> August 2018 closing 6 weeks later on Thursday 13<sup>th</sup> September 2018. Following a successful ballot the creation of Coleraine Business Improvement District came about.

**It is recommended** that Council approve an annual administration charge of £7,500 for each of the remaining four years of the current BID programme.

Alderman McCandless raised concern in relation to the number of BID invoices that remained unpaid which currently stands at 230. He commented that Council should work with all stakeholders/businesses to increase investment and growth.

Proposed by Alderman McCandless  
Seconded by Councillor Holmes

- to recommend that Council invite the BID Directorate to Council Chamber to review the current situation.

Alderman Duddy reminded Members of Standing Order No 16.1 in relation to amending a proposal.

He reminded Members that the issue being presented for consideration was the recovery of finances and not the actual BID itself as the BID process had already been well debated and agreed previously in the Council Chamber.

Councillor Holmes suggested that there be a discount for those businesses who paid their invoices within a specified timeline.

The Financial Accountant clarified that under legislation the Council issues proceedings with the BID logo on the documentation and further clarified that statements/invoices were sent out by both email and post.

In response to Members queries the Financial Accountant agreed to provide Members with the following information:

- The number of statements/invoices sent out by post and by email.
- The sum of money Council contributes and any match funding required.

Proposed by Alderman Duddy  
Seconded by Councillor Scott

- to recommend that Council approve an annual administration charge of £7,500 for each of the remaining four years of the current BID programme.

The Chair put the motion to the Committee to vote. 12 Members voted for, 3 Members voted against and 0 Members abstained.

The Chair declared the motion **CARRIED**.

\* **Alderman McCorkell left the meeting at 8.30pm.**

## **8. TRANSACTIONAL BANKING SERVICES TENDER**

Report previously circulated, presented by the Financial Accountant.

Causeway Coast and Glens Borough Council currently operates within a five year agreement for day to day banking services with Bank of Ireland.

The current arrangement was setup in 2014 for an initial three year period with the potential for a further two year extension. The extension option has been exercised but the current agreement will expire on 31 March 2020. Council therefore needs to tender for a new banking arrangement to be in place from 1 April 2020. Given the practicalities of changing banks it would be preferable to again seek an arrangement similar to the current one in terms of timeframe.

**It is recommended** that council approve advertising a tender for a transactional banking service for a five year period.

Proposed by Alderman Hillis  
Seconded by Councillor Peacock and

**AGREED** – to recommend that that Council approve advertising a tender for a transactional banking service for a five year period.

## 9. ACTUAL PENNY PRODUCT FORECAST

Information report previously circulated, presented by the Financial Accountant.

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils issue in year forecasts on the Actual Penny Product (APP) and projected outturns with regards the amount of rates actually collected.

LPS has issued to Councils the first in year forecast for the APP based on figures at 30 June 2019. The forecast for Causeway Coast and Glens Borough Council indicates that Council will receive a negative finalisation in terms of rates income amounting to approximately £46k. The figure has been calculated on the basis of a number of assumptions which are detailed below:

- Gross Rate Income (GRI) calculated to 30<sup>th</sup> June 2019 from the rating system without any further adjustments.
- Rates foregone from vacant property in the non-domestic sector for the initial 3-month exemption period have been calculated based on the monetary value of losses used in the EPP, at 31<sup>st</sup> March 2019 or 30<sup>th</sup> June 2019 whichever is the higher. In the case of Causeway Coast and Glens Borough Council the forecast has calculated these based on the losses at 31<sup>st</sup> March 2019. Losses in the “50%” and “Exempt” categories were calculated on the monetary value at 30<sup>th</sup> June 2019 plus a 5% cushion. In this regard

losses built into the forecast exceed actual losses in the LPS accounting system at 30<sup>th</sup> June 2019 by £182K inclusive of district and regional rates. Accordingly unless losses in those categories increase by that amount between now and year end then there is the potential for improvement in the forecast. We will look at this in more detail in the second quarter.

- Rates foregone (exclusions including developer exclusions) from REH have been calculated based on the monetary value of losses used in the EPP, at 31<sup>st</sup> March 2019 or 30<sup>th</sup> June 2019 whichever is the higher.
- Discount by way of landlord allowances has been calculated based on the monetary value of losses used in the EPP, the position at 31<sup>st</sup> March 2019 or the position at 30<sup>th</sup> June 2019, whichever is the higher loss.
- Write-offs based on losses of £15.897 million (split across the 11 Councils) based on the outturn position for the 2018-19 rating year.
- Cost of Collection estimated at £18.2 million for the rating year apportioned across the 11 Councils on the basis of statutory formula. Rateable Values used were the average of those in the Valuation Lists at 31<sup>st</sup> March 2019 and 30<sup>th</sup> June 2019.
- The CAP based on losses in the system at 30<sup>th</sup> June 2019.

Proposed by Councillor Holmes  
Seconded by Alderman Hillis and

**AGREED** – to recommend that the Committee receive a Monthly Financial Report to include details on the movement in Council's reserves.

Members noted the information report.

## **10. PROMPT PAYMENT STATISTICS**

Information report previously circulated, presented by the Financial Accountant.

Department for Communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2017 the latest data for the early part of Quarter 1 of 2019/20 being up to and including early end of May 2019.

Alderman McCandless expressed concern on the statistics within the report feeling they had seriously regressed during the time that they had been monitored.

The Financial Accountant confirmed that one of the main problems was the manual issuing of invoices and confirmed that electronic Purchase Orders should be rolled out in the couple of months and that the estimated deadline for the electronic system to be up and running was 3 months.

The Financial Accountant also confirmed that there was a range of reasons on why invoices were not being paid promptly and that there was not a recurring theme.

Members noted the information report.

## **11. PERFORMANCE DASHBOARD**

Information report previously circulated, presented by the Performance and Transformation Officer.

The purpose of this report is to present to Elected Members the fourth quarterly Council Performance Dashboard covering the period up to the end of March 2019.

The first Performance Dashboard was presented to Council's Corporate Policy and Resources Committee in September 2018, covering the period April – June 2018.

The Performance Dashboard will continue to build on the data that it has already collated over the past year, enabling more opportunities for

quarterly and annual comparisons of Council's performance and key activity indicators.

As set out in the Council's Performance Improvement Plan 2019/20, the Dashboard will also be used as a tool to help track and report on the Council's Self-Imposed Indicators for 2019/20.

A copy of the fourth Performance Dashboard is attached as Appendix 1. These will continue to be presented to Council on a quarterly basis moving forward and additional measures can be added at the request of Members.

The fourth Performance Dashboard is presented as a tool to track and measure performance of the Council over time. Performance information will be presented to Council on a quarterly basis.

Councillor Holmes suggested that the Performance Dashboard Report should be rolled out to each Committee and that Directors take responsibility to drive this forward.

Members raised the following points:

- Targets need be set against narratives.
- 3-5 Key Performance Indicator (KPI's) should be set for every Department within organisation.
- How productivity is measured should be shown.
- Information should be fed directly into Directors Business Plans and Directors to take ownership.
- Directors should be informed that information should automatically be sent to the Performance and Transformation Officer.
- Sickness Reports should detail nature of sickness i.e. if work related stress, sickness or injury detailing number of days and separated into each department.
- All Performance information should be presented by each Committee on a monthly basis.

Members noted the information report.

## **12. SECTION 75 ANNUAL PROGRESS REPORT TO EQUALITY 2018/19**

Information report previously circulated, presented by the Chief Finance Officer.



Under Section 75 of the Northern Ireland Act 1998 (and included as a commitment in the Council's Equality Scheme) is a requirement that the Council provide an annual report to the Equality Commission for NI on progress in meeting our obligations under the equality and good relations duties.

The report also requires the Council to report on how it is fulfilling its statutory duties under Section 49A of the Disability Discrimination Act 1995 by reporting on progress made on the commitments included in the Council's Disability Action Plan.

A copy of the Draft Annual Progress Report for 2018/19 is attached for your information.

The format of the report is based on a template provided by the Equality Commission and the report always covers the previous financial year. The period of time this report deals with therefore is from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

Part A of the report relates to the Section 75 Equality and Good Relations duties and covers outcomes, impacts and good practice in relation to these areas of work, along with progress on the Council's Equality Action Plan, consultations undertaken, screening and Equality Impact Assessments undertaken, monitoring arrangements, training and complaints made in relation to equality and good relations issues.

Part B outlines actions achieved, partially achieved or not achieved in relation to the Council's Disability Action Plan.

Members noted the information report.

### **13. CORRESPONDENCE**

Information report previously circulated, presented by the Director of Corporate Services

Correspondence has been received from NILGA on the Outcome of the August 2019 Executive Meeting – 2<sup>nd</sup> All Council Meeting of New Electoral Term held in Guildhall, Derry City & Strabane Council.

**It is recommended** that the Corporate Policy and Resources Committee note the correspondence.

**AGREED** – to recommend that Council note the correspondence.

#### 14. CONSULTATIONS

There were no consultations documents.

#### 15. CONFERENCES

Correspondence has been received from The National Association of Councillors inviting Members to the Community Hubs & Community Engagement Local Government Conference which takes place on 13 September 2019 to 15 September 2019 at the Hallmark Hotel in Carlisle. The cost is £350pp plus VAT and accommodation is available for delegates at the Conference Hotel at the delegate rate of £60 plus VAT per night.

Discussion will take place on how the Community Hubs can be set up and how they improve the outcomes for the public and local/national services. Speakers from Government and the private sector who have experience in delivery hubs and community engagement have been invited to attend.

Alderman Duddy requested that a breakdown of the allocated budget of £8,000 per year (£200 per Councillor) used over the last 2 years be provided to Members.

**It is recommended** that Council consider the request.

**AGREED** – to recommend that Council consider the request.

#### 16. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel, Local Government side.

#### 17. NOTICE OF MOTION PROPOSED BY COUNCILLOR PEACOCK, SECONDED BY COUNCILLOR MCSHANE (REFERRED FROM COUNCIL MEETING 25 JUNE 2019, RECONVENED 6 AUGUST 2019)

*“Supporting People Programme*

*That this Council recognises the specialist work being carried out by frontline workers through the Supporting People Programme and backs the workers’ Trade Union, UNISON, in their call for an independent review into the Supporting People Programme.*

*Any such review must have the direct involvement of UNISON, with a*

*specific focus of highlighting the experiences and work completed by frontline workers”.*

Councillor Peacock read out a prepared statement in support of the Motion:

*The Supporting People programme provides some 882 housing related support services across the north. It enables vulnerable people to live independently and helps prevent problems that can result in hospitalisation, institutional care or homelessness.*

*Introduced in 2003 Supporting People funds housing related support services that a landlord (such as a housing association for example) or other provider such as a voluntary organisation can provide. Support means advice and help to make it easier for vulnerable people to maintain their independence in their home or to develop the skills to do so.*

*This programme has dramatically improved the services available to a range of groups including older people, people with learning disabilities, those with mental health or addiction issues, those at risk of domestic violence and homeless people.*

*Research has demonstrated that it is an ‘invest to save’ programme delivering net financial benefits by reducing demand on health, criminal justice and other public services.*

*However, funding for Supporting People schemes has now been frozen for seven years, a ‘real terms’ cut of over 20%. There is growing inequality and hardships being experienced by the frontline workers who provide invaluable specialist support to those vulnerable, challenging and at risk individuals in society. These dedicated and committed workers provide specialist support and yet many only receive minimum wage, statutory sick and maternity pay and inadequate sleepover pay for this challenging and demanding work. There is a serious disparity within many of these organisation who operate under the supporting people programme in terms of pay and workers terms and conditions and the disparity between frontline workers take home pay and that of senior management is alarming. There is little to no oversight from the Department for Communities or the housing executive who allocate this funding on how this money is spent, the outcomes of the project or the treatment of frontline staff. This is money direct from the public purse going to private providers and yet the lack of oversight is startling.*

*The quality of life for thousands of vulnerable people is heavily dependent on Supporting People. Without strong measures in place to*

*protect services, there is a distinct danger that those in most need may lose out.*

*For every £1 spent on the Supporting people programme it saves the public purse £1.92 according to the latest research. We cannot afford to risk the future of a programme that makes such a significant social and financial impact nor can we neglect the plight of those who work tirelessly in their roles to provide this invaluable support. Supporting People must be properly resourced to remain effective to continue delivering strongly for those most vulnerable in our society Inflationary uplifts are vital in the short-term. Frontline workers believe that only an Independent review into the Supporting People Programme would deliver any realistic opportunity of addressing the growing inequality and hardships being experienced by these specialist staff and the health and safety issues being posed to vulnerable service users and I am happy to support them in their campaign to have this review come about. I trust that members will hear and take on board the challenges facing those working within this sector and that they will in turn support this important motion.*

**AGREED** – to recommend that Council support the Notice of Motion.

\* **Press left the meeting.**

#### **MOTION TO PROCEED ‘IN COMMITTEE’**

Proposed by Councillor Knight-McQuillan

Seconded by Councillor Quigley and

**AGREED** – that the Committee proceed to conduct the following business ‘In Committee’

#### **18. DEBT MANAGEMENT**

Confidential report previously circulated, presented by the Financial Accountant.

Council implemented a revised Debt Management Policy in February 2017.

Since the implementation of the new debt management policy finance staff have applied the workings of that policy to Council’s debt. As a result there are three outcomes:

- 1 Debt is recovered
- 2 Legal proceedings commenced
- 3 Debt written off.

**It is recommended** that Council approve the creation of a provision in the 2018/19 annual accounts for those debts detailed.

Members raised concerns in relation to the number of debts outstanding, discussion ensued on possible steps that could be taken to reduce this number including an early payment discount.

**AGREED** – to recommend that Council approve the creation of a provision in the 2018/19 annual accounts for those debts detailed, and prior to the write-off of the debt, the information is presented to Committee.

## **19. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB COMMITTEE 7 AUGUST 2019**

The minutes were previously circulated and presented for Committee's consideration.

### **Matters Arising**

#### **19.1 Causeway Street Apartments, Portrush (Agenda Item 4 – L&P SC/Item 3 L&P SC Minutes)**

Councillor Quigley declared an interest in this item due to a family relationship with an individual involved with the marketing of this property. Councillor Quigley remained in the Chamber.

Councillor Quigley stated that she did not agree with the content of the Land & Property Sub-Committee Minutes held on 7 August 2019. She clarified that her concerns related to the processes and actions of Officers following Council's decision to grant the easement 'in principle' in 2015.

She also advised Members that a gate had been installed at the location adjacent to Council's car park.

In response, the Director of Corporate Services provided Committee with a chronology of events and actions following the decision to grant the easement (November 2015) to present. The Director of Corporate Services invited Members of the Land and

Property Sub-Committee present to contribute their understanding of the Land and Property Sub-Committee discussion.

Following further discussion:

Proposed by Alderman Duddy  
Seconded by Councillor McAuley and

**AGREED** - that any concerns and/or allegations regarding the actions of Officers following Councils decision to grant the easement in relation to Causeway Street, Portrush Right of Way valuation be referred to the Northern Ireland Public Services Ombudsman.

It was further **AGREED** to recommend that Council asserts its ownership immediately in relation to installation of the gate.

### **19.2 Focus on Family (Cornfield Project) – Request for Additional Land (Agenda Item 9 – L&P SC/Item 10.2 L&P SC Minutes)**

Members sought clarification on the process in terms of asset disposals. The Director of Corporate Services updated Members on the process in relation to this project.

### **19.3 Legal Issues Castle Erin Road, Portrush (Agenda Item 8 – L&P SC/Item 9 L&P SC Minutes)**

Alderman Hillis requested that this item be included on the agenda for a future meeting of the Land and Property Sub-Committee. The Director of Corporate Services confirmed that it would be included on the agenda under Legal Issues for the September meeting of the Sub-Committee.

### **19.4 Approval of the Minutes**

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor McGurk and

**AGREED** – to recommend that the Minutes of the Land and Property Sub Committee held 7 August 2019 and recommendations therein are approved.

**20. MINUTES OF THE GOVERNANCE WORKING GROUP HELD 13 JUNE 2019**

The minutes of the meeting were presented, copy previously circulated.

Proposed by Councillor Peacock  
Seconded by Alderman Hillis and

**AGREED** – to recommend that the Minutes of Governance Working Group held 13 June 2019 be noted.

**21. MINUTES OF THE GOVERNANCE WORKING GROUP HELD 1 AUGUST 2019**

The minutes of the meeting were presented, copy previously circulated.

In response to Members' queries the Director of Corporate Services clarified that the Governance Working Group was not a decision making group but a forum for discussion which could make suggestions which would be presented to Committee in a further report.

She further clarified that should the Committee note the minutes the actions would be presented to the relevant Committee to be debated.

Proposed by Councillor Peacock  
Seconded by Councillor Scott and

**AGREED** – to recommend that the Minutes of Governance Working Group held 1 August 2019 be noted.

**22. OD/HR REPORT – VOLUNTARY SEVERANCE REQUEST REPORT 1**

Confidential information report previously circulated, presented by the Director of Corporate Services.

Under Section 123 of the Local Government Act (Northern Ireland) 2014, arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following the 1<sup>st</sup> April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum 'RPA Staff Severance Scheme for Local Government' (the severance scheme) sets out the detail of how this compensation should be paid. The 'severance scheme' is underpinned by The Local Government Reorganisation (Compensation for Loss of Employment) Regulations (Northern Ireland)

2015. The 'severance scheme' was adopted at the Shadow Council meeting on Thursday 23<sup>rd</sup> October 2014.

On 11<sup>th</sup> June 2019, the Leisure and Development Committee approved the restructuring of the Prosperity and Place department and also the voluntary severance application.

The Voluntary Severance within Prosperity and will now proceed. The population of the new structure for Prosperity and Place will now proceed.

Members noted the information report.

### **23. OD/HR REPORT – VOLUNTARY SEVERANCE REQUEST REPORT 2**

Confidential report previously circulated, presented by the Director of Corporate Services.

Under Section 123 of the Local Government Act (Northern Ireland) 2014, arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following the 1<sup>st</sup> April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum 'RPA Staff Severance Scheme for Local Government' (the severance scheme) sets out the detail of how this compensation should be paid. The 'severance scheme' is underpinned by The Local Government Reorganisation (Compensation for Loss of Employment) Regulations (Northern Ireland) 2015. The 'severance scheme' was adopted at the Shadow Council meeting on Thursday 23<sup>rd</sup> October 2014.

One application for Voluntary Severance has been received from the Causeway Coast and Glens Borough Council from Cultural Services.

**It is recommended** that Members:

1. Agree to the Voluntary Severance request from Culture Services Manager post.
2. Agree to proceed with the restructuring of Cultural Services accordingly.

Proposed by Alderman Duddy  
Seconded by Alderman McCorkell and



**AGREED** - to recommend that Council:

1. Agree to the Voluntary Severance request from Culture Services Managers post.
2. Agree to proceed with the restructuring of Cultural Services accordingly.

**MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Quigley and

**AGREED** - that the Committee proceed to conduct the following business 'In Public'

**24. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12(O))**

There was no any other relevant business.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **10.17pm**.

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Chair