



# Causeway Coast & Glens Borough Council

## CORPORATE POLICY AND RESOURCES COMMITTEE MEETING

TUESDAY 27 APRIL 2021

No	Item	Summary of Key Recommendations
1.	Apologies	<b>Alderman Duddy</b>
2.	Declarations of Interest	<b>Councillor Knight McQuillan</b>
3.	Minutes of Meeting held Tuesday 23 March 2021	<b>Confirmed</b>
4.	Notice of Motion proposed by Councillor MA McKillop, seconded by Councillor Scheening, referred from 30 March 2021 Council Meeting (abbrev. Mark Ashton)	<b>Support the Notion of Motion</b>
5.	Notice of Motion proposed by Councillor McCaw, seconded by Alderman Boyle, referred from 30 March 2021 Council Meeting (abbrev. Mark Ashton)	<b>Withdrawn</b>
6.	Draft Business Plans	
	6.1 Performance Business Plan	<b>Approve</b> <b>Bring report to the August Committee meeting showing financial advantages and</b>

		<b><i>disadvantages and also the effect on staff wellbeing</i></b>
	<b>6.2</b> Finance Business Plan	<b><i>Approve</i></b>
	<b>6.3</b> ODHR Business Plan	<b><i>Approve</i></b>
	<b>6.4</b> Democratic and Central Services	<b><i>Approve</i></b>
<b>7.</b>	Prompt Payment Statistics	<b><i>Noted</i></b>
<b>8.</b>	Data Sharing Agreement	<b><i>Approve the signing of the data sharing agreement with Civil Service Pensions</i></b>
<b>9.</b>	Landfill Performance Deed	<b><i>Approve the attached Performance Deed be updated as detailed and proceed to full council for sealing replacing the document dated 3rd December 2019.</i></b>
<b>10.</b>	Corporate Policies	
	<b>10.1</b> Managing Use of Agency workers	<b><i>Approve That Council explore the possibility of legalities of agency workers being offered a permanent post</i></b>

		<i>after a certain time period.</i>
	<b>10.2</b> Revised Code of Conduct	<b>Approve</b>
<b>11.</b>	Publication of Councillors' Registration of Interests	<b>Approve</b>
<b>12.</b>	Conferences	<b>Nil</b>
<b>13.</b>	Correspondence	<b>Nil</b>
<b>14.</b>	Consultations	<b>Nil</b>
<b>15.</b>	Matters for Reporting to the Partnership Panel	<b>Raise the matter of Legislation for remote meetings will expire on 7 May 2021</b>
<b>16.</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	
	<b>16.1</b> Dunluce Centre and Metropole Park, (Councillor Wilson)	<b>Information received</b>
	<b>'In Committee' (Items 17-19 inclusive)</b>	
<b>17.</b>	Debt Management	<b>Noted</b>
<b>18.</b>	Business case for Data Protection Officer	<b>Agree to recruit a Data Protection Officer.</b>

19.	Data Breach Report	<p><b><i>Accept the conclusions and recommendations of the Independent Investigation Report into Potential Data Breaches, and to take action as appropriate in accordance with the Council's policies and procedures and associated Council and wider Local Government Codes of Conduct</i></b></p>

UNCONFIRMED

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,  
AND VIA VIDEO-CONFERENCE ON  
TUESDAY 27 APRIL AT 7.00 PM**

**In the Chair:** Alderman Hillis (C)

**Present:** Alderman Baird (R); Fielding (C); McCorkell (R); S  
McKillop (R);  
Councillors: Chivers (R); Dallat O'Driscoll (R); Knight-  
McQuillan (C); McCaw (R); McGlinchey (R); McGurk (R);  
McLean (C); C McShane (R); Wilson (R); Schenning (R);

**Non Committee  
Members Present:** Councillors MA McKillop (R); Callan (R); Holmes (R)

**Officers Present:** M Quinn, Director of Corporate Services (C)  
M Smyth, Interim Finance Director (R)  
P Donaghy, Democratic & Central Services Manager (R)  
D Wright, Chief Finance Officer (R)  
J McCarron, Performance Manager (R)  
J Mills, Land and Property Solicitor (R)  
S McMaw, Head of Performance (R)  
  
I Owens, Committee and Member Services Officer (R)  
J Keen, Corporate Support Assistant (C)

**In Attendance:** A Lennox, Mobile Operations Officer (C)  
Chrissy Thompson, ICT Officer (C)  
  
Press (5 No.) (R)  
Public (2 No.) (R)

**Key:** (C) Attended in the Chamber (R) Attended Remotely

**SUBSTITUTION**

Councillor Schenning substituted for Councillor Beattie.

The Chair read the remote meetings protocol at the beginning of the meeting:

*Welcome to the Corporate Policy and Resources Committee Meeting.*

*I extend a welcome to members of the press and public in attendance. You will be required to leave the meeting when Council goes into committee. You will be readmitted by Democratic Services Officers as soon as the meeting comes out of committee. I would also remind you that the taking of photographs of proceedings or the recording of proceedings for others to see or hear is prohibited.*

*If you are having technical difficulties try dialling in to the meeting on the telephone numbers stated on the chat and then Insert the Conference ID code.*

*If you continue to have difficulties please contact the number provided on the chat at the beginning of the meeting for Democratic Services staff and ICT staff depending on your query:*

*The meeting will pause to try to reconnect you.*

*Once you are connected*

- *Mute your microphone when not speaking.*
- *Use the chat facility to indicate to that you wish to speak. The chat should not be used to propose or second.*
- *Please also use the chat to indicate when you are leaving the meeting if you are leaving before the meeting ends.*
- *Unmute your microphone and turn your camera on when you are invited to speak.*
- *Only speak when invited to do so.*
- *Members are reminded that you must be heard and where possible be seen to all others in attendance to be considered present and voting or your vote cannot be counted.*

The Director of Corporate Services undertook a roll call of committee members present.

### **Order of Business**

The Chair confirmed he would take Agenda Item 15, Notice of Motion, as Item 4 and that Agenda Item 20, Any Other Relevant Business, would be taken as Item 16.

The Director of Corporate Services advised that Agenda Item 10, Audio Recording Council and Committee Meetings was withdrawn from the Agenda.

## **1. APOLOGIES**

Apologies were recorded for Alderman Duddy.

## **2. DECLARATIONS OF INTEREST**

Councillor Knight McQuillan declared an interest in Item 8.1 Managing the Use of Agency Workers.

Councillor Knight-McQuillan left the meeting during consideration of the Item.

## **3. MINUTES OF MEETING HELD TUESDAY 23 MARCH 2021**

The Minutes of the Corporate Policy and Resources Committee meeting held on Tuesday 23 March 2021 were confirmed as a correct record.

## **4. NOTICE OF MOTION PROPOSED BY COUNCILLOR MA MCKILLOP SECONDED BY COUNCILLOR SCHENNING, REFERRED FROM COUNCIL MEETING 30 MARCH 2021**

*This Council notes Portrush resident Mark Ashton's work and commitment as an activist for the advancement of LGBTQ+ rights and worker's rights, especially coal miners during the Coal Miner's strike of 1984/1985, recognises the importance of commemorating all those from our Council area who have fought for the rights of others, and calls for the immediate allocation of funds and identification of a suitable site, to take place in consultation with family and LGBTQ+ groups, for a suitable memorial to Mark Ashton within the Council area.*

The Chair invited Councillor MA McKillop to present her motion, Councillor MA McKillop read from a prepared statement:

*"This motion brought before council this evening is a opportunity for us to pay tribute to Mark Ashton and to acknowledge the work he has done for LGBTQ+ community across the UK.*

*We know Mark was raised in Portrush and that he worked in London as a gay socialist.*

*Supporting miners and trade unions alike.*

*As co-founder of Lesbians and Gays support the miners, Mark and his colleagues raised tens of thousands of pounds.*

*The witnessing of oppression made Mark a man who strived to unite those around him against the common injustice that was faced by miners and LGBT + people.*

*He was a man dedicated to the service of others working alongside various groups against political issues like nuclear disarmament and working on the switch board in London supporting young gay people struggling with their identity.*

*Mark sadly passed away at the young age of 26 where he battled with HIV and sadly passed away 12 days later to pneumonia.*

*For such a short life Mark had a Hugh impact on various communities in which he lived.*

*Mark has a memorial plaque in London and in Paris he has a garden in his name, but in the North of Ireland he has nothing and that is why we are here today.*

*This evening I asked that this council recognises Mark for all his work to support LGBT community.*

*Currently a petition calling for a memorial has 28,413 signatures.*

*A local group with the support of Here NI have now raised £4,500 towards a memorial we hope this motion will allow for permission from the council to put up a plaque on council property in Mark memory.*

*This would have no financial implications for council, all that I would ask is council lease with the family and the local group”.*

*Councillor Schenning spoke in support of the Notice of Motion.*

*Alderman Fielding read from a prepared statement:*

*“If you are going to have memorial to someone there has to be a criteria in order assess the suitability for such a memorial. Mark Ashton sadly had an untimely death at the age of 26 and yes, he did spend a short period in the NI Catering College in Portrush. Addressing both motions Mr Chairman, regards the second motion of a memorial bench, I have asked about a plague on a bench for two popular and well-known individuals in Portstewart 105 years between them in Portstewart but I am told it is against the Council policy.*

*I was 21 years old when the Miners’ Strike occurred and saw from the TV*



*screens every night the police and confrontation of miners. Mark Ashton was not a proud Socialist as someone said and everyone has the right to hold to their Democratic views be they Socialist, Liberal or Conservative or otherwise, but Mark Ashton was a member of the Communist Party of Great Britain and the National Union of Mineworkers was funded by the Communist Soviet Union and Libya. Communism does not espouse the democratic values that we enjoy in this country and that the fact that we can debate as different parties and disagree is testament to our democracy, which would not be afforded to us if Communism was in control.*

*The miners' strike where no national ballot was held was an illegal strike and was ruled as such in September 1984 and did not have the support of the main opposition Party The Labour Party at the time. There was huge intimidation of miners and their families who went back to work during the strike and which led to the break-up of the Miners Union and the formation of the breakaway Union of Democratic Mineworkers. The Nation Union of Mineworkers also refused to support the Trade Union movement in Poland who were seeking to bring democratic reform to the Communist run country.*

*Mark Ashton was also general secretary of Young Communist League. The Communist publication Red Lives which speaks about its members reporting on Mark Ashton support for the print unions in 1987 said "Mark was present at most of the [Saturday night](#) demonstrations and quite a few of the mid-week ones too. We regularly had the Young Communist League banner and we upset the trots with our re-write of "I do like to be beside the seaside" - referencing the Brighton Bomb at the Tory Party conference in 1984."*

*Let's not forget that 5 people were killed and 31 were injured in the Brighton Bomb.*

*It is difficult to comprehend how one can claim to defend people's rights and then gloat about actions (the Brighton Bombing) which removed the basic human right, the right to life. Given this and what communism stands for, and current Council policy regarding memorial benches Our Party could not support these motions".*

Councillor Wilson spoke in support of the Motion. Councillor Wilson stated that having political freedoms in the UK was important, that Northern Ireland was becoming a more progressive society. The work of Mark Ashton should be noted.

Councillor C McShane spoke to support the motion stating that it demonstrated the diverse area we live in, she stated that coming from different backgrounds is what gives a rich heritage.

Councillor McCaw spoke in support of the motion stating the work of Mark Ashton deserved to be recognised and family should be consulted regarding a fitting memorial.

Alderman Fielding requested a recorded vote.

The Chair put the motion to the Committee to vote.

10 Members voted For; 5 Members voted Against; 0 Members Abstained.

The Chair declared the Notice of Motion carried.

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

#### Recorded Vote Table

For (10)	Alderman Hillis, Baird
	Councillor Chivers, McCaw, McGlinchey, McGurk, C McShane, Dallat O'Driscoll, Wilson, Schenning
Against (5)	Alderman Fielding, McCorkell, S McKillop
	Councillor Knight McQuillan, McLean

#### **5. NOTICE OF MOTION PROPOSED BY COUNCILLOR MCCAW, SECONDED BY ALDERMAN BOYLE, REFERRED FROM 30 MARCH 2021 COUNCIL MEETING**

*This Council recognises the contribution made by former Portrush resident, the late Mark Ashton, to LGBTQ equality. In recognition of this contribution, Council will erect a memorial bench at Portrush Town Hall to serve as a permanent memorial to Mark Ashton in his hometown.*

Councillor McCaw stated he wished the Notice of Motion to be withdrawn.

#### **6. DRAFT BUSINESS PLANS**

The purpose of this report is to present Draft Business Plans for the Corporate Services Directorate, Performance and Finance functions for 2021/22 to Committee for approval.

##### Purpose of Business Plan

Each service area business plan is structured to:

- Give a clear sense of what the service is for and the challenges it faces.
- Show how it is supporting Council's priorities.
- Show how it is contributing to the efficiency drive and transformation of service delivery.
- Show how it is aligning its resources to meet the challenges ahead.
- Help us to hold ourselves to account and ensure we deliver for Council and its residents.

- Bring key information together in one place about the service, which Members, staff and stakeholders can understand.

### Structure of the Business Plan

Each business plan consists of the content:

- The Vision for the service area
- Strategic Themes / Functions
- Strategic Aims of the Service
- Organisational Structure
- Service Aims and Objectives - Aligned with Council's Strategic Aims and Objectives.

Draft business plans for the following service areas are attached to the report.

- Performance Business Plan
- Finance Business Plan
- ODHR Business Plan and
- Democratic and Central Services Business Plan

**It is recommended** that Council approves the Draft 2021/22 Business Plans for Corporate Services Directorate, Performance and Finance functions.

### **6.1 Performance Business Plan**

Report, previously circulated, was presented by the Head of Performance.

In response to questions the Head of Performance advised that managers continue to manage staff working from home taking into consideration financial advantages and disadvantages and staff wellbeing. Mechanisms are being put in place to formally monitor staff performance through the Personal Contribution and Support Process. It was acknowledged that flexibility is required to suit the needs of staff in terms of being based at home or in the workplace. The business plan presented is fluid document and can be added to throughout the year, insurance will be added to include risks and excess on policies. Motions can be recorded in the business plans going forward.

Regarding the stained-glass window in Coleraine Town Hall it was advised by the Head of Performance that plans are in the early stages, there has been no decisions made or money spent. Progress has been made regarding the ownership of the Town Hall. The Director of Corporate Services advised that the legal matters will be discussed in the next Land and Property meeting and it is near completion.

The work in complying the business plan was commended and congratulations offered.

Proposed by Councillor Wilson  
Seconded by Councillor Schenning

- to recommend that Council approve the Draft 2021/22 Business Plan for Performance
- to recommend that a report is brought back to the August Committee meeting showing the financial advantages and disadvantages and also the effects on the wellbeing of staff.

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

## **6.2 Finance Business Plan**

Report, previously circulated, was presented by the Interim Finance Director.

An overview of the business plan was presented.

Proposed by Councillor McLean  
Seconded by Councillor Knight McQuillan

- to recommend that Council approve the Draft 2021/22 Business Plan for Finance.

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

## **6.3 ODHR Business Plan**

## **6.4 Democratic Central Services Business Plan**

The ODHR and Democratic and Central Services Business Plans were presented together by the Director of Corporate Services.

The Director advised that there will be a midyear update in September/October.

In response to questions the Director of Corporate Services advised that the business plans were based on the structures that are currently in place. The structural review was not considered at this point.

An elected member observed the increase in the employee relations culture. The Director of Corporate Services advised that staff can avail of the policies and procedures surrounding grievance and disciplinary matters which can be demanding on OD/HR.

Proposed by Councillor Knight McQuillan  
Seconded by Councillor McLean

- to recommend that Council approve the Draft 2021/22 Business Plans for ODHR and Democratic and Central Services.

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

## 7. PROMPT PAYMENT STATISTICS

Report, previously circulated, was presented by the Chief Finance Officer.

### **Background**

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.

### Detail

(Tables circulated) 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 being for quarter 4 of 20/21 year being up to and including end of March 2021.

This is a significant improvement on prior years with 69.37% of invoices being paid within 10 working days and 87.16% of invoices being paid within 30 calendar days, there is a number of factors impacting on this as follows. Due to the current Covid-19 pandemic Council are currently processing a significantly lower number of invoices. Many staff are working from home, we have introduced where possible email approval for those invoices that don't require a purchase order, which has improved turnaround times. The Accounts Payable team have changed some of their working practices and staff have been allocated specific suppliers to look after and therefore when supplier invoices are out for approval for more than 10 days the staff member responsible is chasing the budget holder to approve these.

### **Improvement Actions**

Prior to the Covid-19 pandemic Council had introduced electronic purchase order processing (POPs) in January 2020, staff were trained and this was working well. For staff to access the system they need access to the Council

network which means entering council buildings or having VPN access. Most staff required to raise or approve purchase orders now have access to VPN and therefore now have the capability to do so whilst working from home, this should improve the workflow and improve our prompt payment statistics further.

It was **AGREED**: to recommend that Council note the contents of this report.

## 8. DATA SHARING AGREEMENT

Report, previously circulated, was presented by the Chief Finance Officer.

### Purpose of Report

Staff who have transferred into Council at 1 April 2015 continue to have their pensions administered by Civil Service Pensions (CSP).

### Detail

Under Data Protection legislation the necessary sharing of information between Council needs to be done in a controlled manner and to this end the attached proposed data sharing agreement has been put forward by CSP. This agreement sets out the parameters on which data will be shared, how it is to be shared, who is responsible for the data, how the data can be used, how the data is to be stored and how it is to be disposed of or returned upon termination of the agreement.

**It is recommended** that Council approve the signing of the data sharing agreement with Civil Service Pensions.

Proposed by Councillor Schenning  
Seconded by Alderman S McKillop

- to recommend that Council approve the signing of the data sharing agreement with Civil Service Pensions

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

## 9. LANDFILL PERFORMANCE DEED

Report, previously circulated, was presented by the Chief Finance Officer.

### Purpose of Report

Northern Ireland Environment Agency (NIEA) requires Council under the Pollution Prevention & Control (Industrial Emissions) Regulations (Northern Ireland) 2013 SR 160 (as amended) ("the PPC Regulations") to make and

maintain adequate financial provision in relation to and/or arising from its duties and obligations under the Permit which was issued to Council in accordance with the PPC Regulations.

### Detail

In order to fulfil Council's obligations under the PPC Regulations Council are required to provide a deed of performance in relation to its operational landfill site at Craighulliar. This deed sets out a financial obligation which council is bound to as a result of the operation of the landfill site. There is a calculation model agreed with both NIEA and Northern Ireland Audit Office (NIAO) which determines the level of the financial obligation, this calculation being based upon factors such as remaining capacity and quantity of material being landfilled. As is normal with such a document this requires sealing at a Council meeting prior to submission to NIEA.

### Annual Updating

In this case the sealed document requires an annual update to take into account additional usage and consumption of the landfill site thereby affecting the level of financial obligation required. With that in mind this document is before committee in the first instance this being the second update of the document. The Performance Deed attached at Appendix 1 dated 1<sup>st</sup> June 2021 will supersede the document dated 3<sup>rd</sup> December 2019 and sealed at Council in December 2019. Subsequent updates will occur annually thereafter following conclusion of the audit of annual accounts, the figure to be included in the performance deed being agreed as part of the audit process.

**It is recommended** that council approve the attached Performance Deed be updated as detailed and proceed to full council for sealing replacing the document dated 3<sup>rd</sup> December 2019.

Proposed by Alderman Baird  
Seconded by Councillor Knight McQuillan

- to recommend that council approve the attached Performance Deed be updated as detailed and proceed to full council for sealing replacing the document dated 3<sup>rd</sup> December 2019.

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

\* **Councillor Knight McQuillan, having declared an interest, left the meeting at 8:07pm**

## 10. CORPORATE POLICES

### 10.1 MANAGING USE OF AGENCY WORKERS

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

The purpose of this report is to present Council with a Policy to Manage the Use of Agency Workers.

#### Background

In the latter part of 2020, an internal audit was conducted by Moore NI into the Council's use and management of agency workers was conducted and concluded that improvements were required in terms of governance, risk management and a control framework to strengthen the existing arrangements and better serve the resourcing demands of the wider organisation.

The audit report made 4 key recommendations and as a result, Managing the Use of Agency Worker's Policy was developed to support the process.

The Policy outlines the Councils framework for managers to enable them to use and manage agency workers effectively. The Council is committed to implementing fair and effective practices for the engagement of agency workers to ensure optimum utilisation of the Council's financial resources.

The use of agency workers should be tightly controlled and limited by all budget managers and requires approval as per the Council's Agency Workers Request Form procedure. Agency cover should only be used for a defined period and not as a means for longer term cover of substantive roles.

The draft policy has been considered at the Senior Leadership Team and also the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened and the result is that they were screened "out".

**It is recommended** that the Managing the use of Agency Workers Policy is recommended to Council for approval.

In response to questions the Director of Corporate Services advised that 90% of agency workers were in two Directorates, Leisure and Development and Environmental Services. Historically in the Sport and Wellbeing Department agency workers covered a range of roles including coach led activities, instructors, group classes, cover etc ranging in duration from one hour per week /part-time and full-time. In Environmental Services, Agency workers continue to cover a range of vacant posts within Operations and Estates, as the



population of Tier 6&7 progresses. Within both Directorates, Job Descriptions for vacant posts have been agreed and consultation is on-going with Trade Unions to agree Terms and Conditions. She advised it was expected to see a reduction in the use of agency in one year's time.

Concerns were raised regarding the position agency workers find themselves in, especially in recent times with facilities not being open to COVID restrictions and agency staff not having work. Also, with regards to long serving agency staff who have not had opportunity of job security.

The Director of Corporate Services advised there was a system in place where agency are able to apply for vacancies advertised internally through the layered system in place.

It was highlighted that comments and concerns from Trade Unions had not been represented when drafting the Managing the use of Agency Workers Policy.

The Director of Corporate Services advised the Trade Union feedback could be provided.

Proposed by Councillor Wilson  
Seconded by Councillor McLean

- to recommend to Council that the Managing the use of Agency Workers Policy is approved;
- to recommend to Council to explore the possibility of legalities of agency staff being offered a permanent post after a certain time period.

The Chair put the proposal to the Committee to vote  
14 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

\* **Councillor Knight McQuillan re-joined the meeting.**

## **10.2 REVISED CODE OF CONDUCT**

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

The purpose of this report is to present Council with the Revised Code of Conduct for Local Government Employees.

### Background

Under Section 40(4)(cc) of the Local Government Act (NI) 1972, the functions of the Local Government Staff Commission include:

*“establishing and issuing a code of recommended practice as regards conduct of officers of councils”.*

The attached Code has been drafted by a working group comprising officers from local government, the Department for Communities, the Local Government Staff Commission and the Trade Unions. It has been agreed by the Local Government Staff Commission and is promulgated under the authority of the Local Government Staff Commission under Section 40(4) (f) of the Local Government Act (NI) 1972.

It was therefore issued by the Local Government Staff Commission as a statutory recommendation for adoption by all councils and the Commission.

Also attached is a schedule of the main amendments, for your information and ease of reference.

The draft code has been considered at the Senior Leadership Team and also the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened and the result is that they were screened “out”.

**It is recommended** that the Revised Code of Conduct for Local Government Employees is recommended to Full Council for approval.

Proposed by Alderman Fielding  
Seconded by Councillor Schenning

- to recommend to Council that the Revised Code of Conduct for Local Government Employees is approved.

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

## **11. PUBLICATION OF COUCILLORS' REGISTRATION OF INTERESTS**

Report, previously circulated, was presented by the Democratic and Central Services Manager.

The purpose of the report is that Council considers approving the Councillors' Registration of Interests to be published on the Causeway Coast and Glens Borough Council website after its Annual Meeting, in June 2021 and each year, thereafter.

## Background

There are seven out of the eleven Local Councils in N Ireland that publish their Councillors' Registration of Interests on their respective websites (Appendix1).

The remaining four Councils, including Causeway Coast and Glens Borough Council have a Register open for inspection at a Council building, for example at its administrative headquarters, upon request. Of which, one Council has informed it is their '*intention*' to make the Register available on their website (Armagh City, Banbridge and Craigavon Borough Council).

The Local Government Act (Northern Ireland) 2014, Disclosure and registration of councillors' interests, etc, 62 (3) states, '*A council must ensure that copies of the register maintained under this section are available at an office of the council for inspection by members of the public at all reasonable hours*'.

Pre-coronavirus, Democratic Services facilitated requests from Members of the Public to inspect the hard copy Councillors' Registration of Interests, at a pre-arranged date and time, during office opening hours, at one of its administrative buildings. Often, when this information has been communicated to members of the public, the opportunity to view the Register has not been taken up.

## Proposals

It is proposed that Council publish its Councillors' Registration of Interests on its website [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk), in addition to the current arrangement of providing members of the public the opportunity to inspect the hard copy Register, Health Protection Regulations permitting.

The published Registration of Interests will take the form of a transcribed Microsoft Word document into 'PDF', the information obtained from the original signed copy submitted to Democratic Services by the Elected Member, along with the date of receipt of the Registration of Interest (example at Appendix 2).

In-year, updated Registration of Interests will remain published for the Annual period, with a view to a new Register being published each year after Council's Annual Meeting.

Sensitive information will be dealt with in line with the [Northern Ireland Local Government Code of Conduct](#), Part 5, Rules Relating to the Registration of Interests:

*5.4 Where you consider that the information relating to any of your personal interests is sensitive information, and your Chief Executive agrees, you need not include that sensitive information when registering that interest or, as the case may be, a change to the interest.*

5.5 *In the Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.*

Benefits surrounding the accessibility of the Councillors' Registration of Interests include reaching a wider group of its citizens, for example those with impaired vision using the website 'Browsealoud', and 'Languages' facility for translation.

Benefits also include Council demonstrating openness and transparency.

**It is recommended** that Corporate Policy and Resources Committee approve the Councillors' Registration of Interests to be published on the Causeway Coast and Glens Borough Council website after its Annual Meeting, in June 2021, followed by in-year updated Councillors' Registration of Interests, as necessary and each year, thereafter.

Proposed by Councillor McLean

Seconded by Councillor McCaw

- to recommend that Council approve the Councillors' Registration of Interests to be published on the Causeway Coast and Glens Borough Council website after its Annual Meeting, in June 2021, followed by in-year updated Councillors' Registration of Interests, as necessary and each year, thereafter.

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

## 12. CONFERENCES

There were no conferences to report

## 13. CORRESPONDENCE

There was no correspondence to report

## 14. CONSULTATIONS

There were no consultations.

## 15. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

It was advised by the Director of Corporate Services that the legalisation for remote meetings was due to expire on 7 May 2021.

The Council are considering options of facilitating Council and Committee meetings. Consideration of the legal options of remote meetings when the legalisation expires have been deferred to the legal team.

## 16. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (o))

### 16.1 Dunluce Centre and Metropole Park, (Councillor Wilson)

In accordance with Standing Orders, Councillor Wilson submitted the following Item:-

- 1. My understanding is that Land and Property issues come under the remit of the CPR committee. If this is the case why has there been no discussion of the possible disposal of the lands adjoining the Dunluce Centre at Metropole Park?*
- 2. Has this committee at any time agreed/recommended the disposal of the lands adjoining the Dunluce Centre?*

The Director of Corporate Services advised Members of the background to this and of the procedures regarding the disposal of assets within Council's Land and Property Policy.

Alderman Baird requested that it be recorded that questions needed to be asked regarding the disposal of land, that Members were entitled to ask questions. There was a long history of land disposal. She expressed that it was good practice to sell some land around a building to allow for access and maintenance work. The four acres being discussed seemed to be a considerable amount of land going forward for sale, substantial ground in a prominent part of Portrush.

Alderman McKillop asked that it be recorded the land for sale was a valuable asset, prime land in Portrush. She was astonished to hear it was 4 acres being considered for sale; however, thankful the quantity of land to be sold had not been agreed.

The Director of Corporate Services advised that the sale of the facility and additional or adjacent lands is subject to the agreement of Council, and that no decision has been taken in relation to this.

The Land and Property Solicitor advised the bidder requested to buy the four acres of land. Council had not offered this land for sale and may decide whether or not to accept the offer.

**MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Knight McQuillan  
Seconded by Alderman Fielding

**AGREED** – to recommend that Committee move *'In Committee'*.

**Members of the Press / Public left the meeting at 9.12 pm**

- \* **The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.**

**17. DEBT MANAGEMENT**

Confidential report, previously circulated, was presented by the Chief Financial Officer.

This report informs members of the current position surrounding debt owed to the Council by its customers.

It was **AGREED**: to recommend that Council note the contents of this report.

**18. BUSINESS CASE FOR DATA PROTECTION OFFICER**

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

The Director of Corporate Services provided the case to appoint a Data Protection Officer. This is to support the staff already in place. The need for this position was supported by the elected members.

**It is recommended** that the Corporate Policy and Resources Committee agree to recruit a Data Protection Officer.

Proposed by Councillor C McShane  
Seconded by Councillor Schenning

- to recommend that Council approve to recruit a Data Protection Officer.

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried

## 19. DATA BREACH REPORT

The purpose of this report is to seek Member's approval to accept the accept the conclusions and recommendations of the Independent Investigation Report into Potential Data Breaches and to take action as appropriate in accordance with the Council's policies and procedures and associated Council and wider Local Government Codes of Conduct.

**It is recommended** that the Corporate Policy and Resources Committee accept the conclusions and recommendations of the Independent Investigation Report into Potential Data Breaches, and to take action as appropriate in accordance with the Council's policies and procedures and associated Council and wider Local Government Codes of Conduct

It was acknowledged that it is regrettable that the data breach happened and it is important to work towards ensuring it does not happen again.

In response to questions the Director of Corporate Services advised a report regarding the cost of the investigation could be provided.

Proposed by Councillor Wilson  
Seconded by Councillor Knight McQuillan

- to recommend that Council accept the conclusions and recommendations of the Independent Investigation Report into Potential Data Breaches, and to take action as appropriate in accordance with the Council's policies and procedures and associated Council and wider Local Government Codes of Conduct

The Chair put the motion to the Committee to vote  
15 Members voted for; 0 Members voted Against; 0 Members Abstained  
The Chair declared the Motion carried.

### **MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor Wilson  
Seconded by Councillor Knight McQuillan

**AGREED** – to recommend that Committee move '*In Public*'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9:40pm

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Chair

UNCONFIRMED