

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 26 OCTOBER 2021**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
1.	Apologies	<b>Councillor C McShane</b>
2.	Declarations of Interest	<b>None</b>
3.	Minutes of Meeting held Tuesday 28 September 2021	<b>Confirmed</b>
4.	City Status	<b>Deferred to Council meeting</b>
5.	Update on Community Planning	<b>Noted</b>
6.	Notice of Motion Update	<b>Note the report, with a further progress report presented as at end March 2022 and annually thereafter</b>
7.	Corporate Policies	<b>Approve</b>
7.1	Agile Working Policy	
7.2	Breastfeeding Policy	
7.3	Eye Test Policy	
8.	Conferences	<b>None</b>
9.	Correspondence	
9.1	National Employers for Local Government Services (dated 19 October 2021)	<b>Noted</b>
10.	Consultations	
(i)	Department for Communities – Local Government Pension Scheme	<b>Noted</b>

11.	Matters for Reporting to Partnership Panel	<b>None</b>
	<b>'In Committee' (Items 12 - 14 inclusive)</b>	
12.	Minutes of Land and Property Sub Committee held 6 October 2021	<b>Approve</b>
	<b>Matters Arising</b>	
12.1	Portrush, Metropole Park – Request to Lease Land (Item 6)	<b>Information</b>
13.	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	
13.1	Laurel Park Coleraine (Councillor McCandless)	<b>Information</b>
14.	Request to Use Council Land Ref No 103/21 Council Land at Dunluce Avenue Car Park, Portrush	<b>To recommend that Council approve the request subject to the conditions noted.</b>
15.	Agency Workers and Vacancy Control	<b>Noted</b>

**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 26 OCTOBER AT 7.00 PM**

- In the Chair:** Alderman Knight McQuillan (C)
- Present:** Alderman Baird (R); Duddy (C); Finlay (C); Fielding (C); Hillis (C); S McKillop (C), Councillors Beattie (R); Chivers (R); Dallat O'Driscoll (R); McGurk (R); McLean (C); Wilson (C); Holmes (R)
- Non Committee Members in Attendance:** Alderman Boyle (R); Councillor McCandless (C)
- Officers Present:** D Jackson, Chief Executive (R)  
M Quinn, Director of Corporate Services (C)  
P Donaghy, Democratic and Central Services Manager (R)  
J Richardson, Head of Capital Works, Energy and Infrastructure (R)  
J Keen, Committee and Member Services Officer (C)  
I Owens, Committee and Member Services Officer (R)
- In Attendance:** A Lennox, Mobile Operations Officer(C)  
C Thompson, ICT Officer (C)
- Press (1 No.) (R)

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

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

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded; and with the remote meetings protocol.

**1. APOLOGIES**

Apologies were recorded for Councillor C McShane.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF MEETING HELD TUESDAY 28 SEPTEMBER 2021**

Summary, previously circulated.

The Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 28 September, as amended by Council, were confirmed as a correct record.

#### 4. CITY STATUS

Report, previously circulated, presented by the Chief Executive.

##### Purpose of Report

Following enquiries by some elected members, the purpose of this report is to outline the opportunity for the Council to apply for city status.

##### Background

A competition will be held to grant the prestigious and rare civic honour of 'city status' to a select number of worthy towns and cities in the United Kingdom. As part of this government's commitment to levelling up and increasing opportunity across the United Kingdom, local authorities in England, Scotland, Wales and Northern Ireland can enter the competition and make a case for why its area deserves to be granted one of these honours. For the first time, the city status competition will also be open to applications from the Crown Dependencies and Overseas Territories. Applications may only be made by an elected local authority for its entire area or a distinct area within its boundary.

##### Application process

The competition will close on 8 December 2021 and full entry guidelines and an application form have been published on GOV.UK. All valid entries will receive individual consideration on their merits. The number of awards made across the UK, Overseas Territories and Crown Dependencies will depend on the strength of the applications received. The Government does not want local authorities to incur any undue expense entering the competition; it is the quality of the contents of the application, taken as a whole that will be assessed, rather than the standards of presentation.

An unsuccessful application was previously made for the town of Coleraine. This was based on the size of the conurbation, its history including the Mountsandel fort, and the Ulster University campus connection.

The application is relatively straightforward, encompassing photographs, a map, and the following information requirements:

- The resident population of the area;
- Economic activity;
- Cultural infrastructure, interesting heritage, history and traditions;
- Vibrant and welcoming community;
- Other particularly distinctive features, age, residents or communities who have made widely recognised significant contributions to society and cultural infrastructure;
- Information on public green spaces, sport and leisure facilities, and shopping centres; *and*
- Information on local authority support (of any kind) for the voluntary sector.

**It is recommended** that the Corporate Policy and Resources Committee considers an application by the Council to apply for City Status, with the town of Coleraine being an option.

During discussion it was highlighted that perceptions of cities needs to be considered in connection to status, profile and the honour bestowed and that Council should show positive leadership in this initiative. It was considered that the costs were reasonable and the question of a rise in costs at a later date was considered.

The long term vision for Coleraine was considered by Alderman Duddy if city status was granted. Comparison was made to Portrush which has received considerable central government funding and to Limavady which has benefited from an Environmental Improvement Scheme which was also funded. Coleraine has an iconic town hall and deteriorating leisure centre and made reference to central government playing their part as Coleraine is a main town integral to the North Coast. Alderman Duddy made reference to the Coleraine Master Plan, the town team in relation to the Master Plan and regeneration and acknowledged the work of Coleraine BID who are trying their best.

Discussion occurred regarding timescales. The application for city status needs to be received by 8<sup>th</sup> December, if Council were to consider submitting an application time is required to give it consideration, make a decision and allow for call in period. Members considered it was important to give the application due consideration and options of delaying a decision were considered. Allowing for the decision-making process within Council and to give Members adequate time to consider the proposal, deferring to the next Council meeting was considered as an option.

In response to questions the Chief Executive advised that this initiative came following queries from Elected Members and the Council can proceed if it is the will of Members. The Chief Executive advised that in his opinion City Status would not be detrimental to other towns in the Borough if Coleraine were to apply, this is a civic title which raises the civic profile of the area. The whole Borough could apply for city status rather than a specific town, 8 achieved city status the last time. The Chief Executive further advised that it is difficult to quantify economic benefits.

Proposed by Alderman Finlay  
Seconded by Alderman S McKillop and

**AGREED** – to recommend that Council defer consideration to its Council Meeting.

## **5. UPDATE ON COMMUNITY PLANNING**

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

### Introduction

The Community Plan is a long-term plan (from 2017 to 2030) based on sound, robust evidence with a focus on improving social, economic and environmental well-being and contributing to sustainable development.

The Community Plan is a strategic planning tool for the Causeway Coast and Glens area and it is the key over-arching framework for partnerships and initiatives in the Council area. It is not seen as an additional or parallel process to structures already in place.

Phase 1 of the community planning process was the development of a Strategic Framework for the Community Plan. This document was finalised in April 2017 and officially launched in June 2017. It outlines the high-level outcomes identified for the Causeway Coast and Glens area based on an extensive public consultation process and a statistical analysis of the area.

Phase 2 of the community planning process was the development of a comprehensive Delivery Plan in 2018 which put in place 44 practical actions and activities to achieve the outcomes identified in the Strategic Framework.

Phase 3 of the community planning process put in place mechanisms to monitor and report on performance against the Community Plan objectives/outcomes. An Outcomes Based Accountability (OBA) process is utilised to monitor and report on performance with Action Leads using report cards to provide information on the following areas in relation to each of the actions within the Delivery Plan:

- What did we say we would do?
- How much did we do?
- How well did we do it?
- Who is better off?

The Community Planning Partnership undertook a review of its Delivery Plan in 2020 and this revised Delivery Plan was approved in December 2020. The Delivery Plan now includes 34 actions.

Progress on Delivery Plan - Quarterly Summary of Progress Report (copy circulated)

The monitoring and reporting process used by the Partnership requires quarterly reports to be submitted by Action Leads and these are then reported on by the four thematic leads to the next Partnership meeting. A summary report is circulated to all Partnership members on progress in relation to the 34 actions contained in the Delivery Plan and a copy of this summary report for the period July to September 2021 was circulated for Elected Members' information.

Anti-Poverty Interventions (Delivery Plan Action 4)

A Stakeholder Steering Group has been set up to progress this action in relation to anti-poverty interventions. The Steering Group is led by the Council and meets bi-monthly with a wide range of organisations involved including five Community Planning Partners.

A detailed Action Plan has been developed and put in place by the Steering Group which outlines actions under five objectives and indicates the lead agency whose role will be to lead on the implementation of this action. Alongside this, a range of partners are identified, and where applicable and available, a budget.

Performance measures for each action are included which have been developed using the outcomes-based accountability methodology.

The Action Plan includes specific actions under themes such as:

- Collaboration and Partnership
- Access to Food and Essential Items
- Fuel Poverty
- Financial Inclusion
- Employability and Skills.

#### Community Plan Statement of Progress

The legislation (Local Government Act NI 2014) requires that the Community Planning Partnership must make arrangements to monitor progress against meeting the outcomes of the Community Plan and the effectiveness of actions taken to achieve those outcomes.

The community planning process has in place mechanisms to monitor and report on performance against the Community Plan outcomes using an Outcomes Based Accountability (OBA) approach. This provides information on the following in relation to each of the 34 actions within the current Delivery Plan:

- What did we say we would do?
- How much did we do?
- How well did we do it?
- Who is better off?

The legislation also requires that the Community Planning Partnership reports to the public on progress by way of a published statement, highlighting outcomes achieved and actions taken. This Statement of Progress has to be published once every two years and the first Statement of Progress for Causeway Coast and Glens Community Plan was published in November 2019.

The second Statement of Progress has now been prepared and was considered by the Community Planning Partnership at its meeting on 13<sup>th</sup> October 2021. The proposed contents of the Statement of Progress were approved in principle by the Community Planning Partnership at this meeting.

The document will contain information on current performance against the population indicators identified in the Community Plan, along with a wide range of “Good News Stories” which highlight the valuable partnership work being undertaken across the Causeway Coast and Glens area as a result of community planning. In addition, the document will contain a detailed report card for each of the 34 actions.

The Statement of Progress is now being finalised and will then be signed off by the Community Planning Action Steering Group before being published in November 2021. It is proposed to publish this document via the Community Planning section of the Council’s website and promote it using press releases, social media, etc.

In response to a query from Alderman S Mc Killop, the Director of Corporate Services confirmed that the progress report for the Community Plan could be shared with Members prior to publication.

## 6. NOTICE OF MOTION UPDATE

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

### Background

Members previously requested an update in terms of the status of Notice of Motions (NOM's) previously agreed by Council.

### Notice of Motion Statistics and Progress Report

The register of the Notice of Motion Schedule is accessible within the Members Portal, which provides further detail.

From April 2015 – September 2021, 178 NOM's have been submitted to Council, breakdown per year as follows:-

April 2015 -> March 2016	33
April 2016 -> March 2017	17
April 2017 -> March 2018	21
April 2018 -> March 2019	34
April 2019 -> March 2020	32
April 2020 -> March 2021	40
April 2021 -> September 2021 (6 months year to date)	1

A review has been undertaken in terms of progress with implementing the NOM's agreed by Council, as per reference to relevant committee. The following table provides a summary of the Directorate that the NOM was referred to and the status of the NOM as at 20<sup>th</sup> October 2021.

Directorate	Received	Lost/Withdrawn	Completed	Work in Progress
Environmental Services	27	4	16	7
Leisure & Development	59	9	31	19
Corporate Services	52	10	37	5
Council Meeting/SCM/Other	40	15	20	5
<b>Total</b>	<b>177</b>	<b>38</b>	<b>102</b>	<b>37</b>

**It is recommended** that committee note the report, with a further progress report presented as at end March 2022, and annually thereafter.

Councillor McGurk requested that more detail be provided regarding the status of the Work In Progress section of the Notice of Motions along with Director's commentary.



The Director of Corporate Services confirmed this could be provided in the next report.

Proposed by Alderman Duddy  
Seconded by Councillor Wilson and

**AGREED** – to recommend that Council note the report, with a further progress report presented as at end March 2022, and annually thereafter.

## 7. CORPORATE POLICIES

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

The purpose of this report is to present Council with the following three policies:

Agile Working Policy  
Breastfeeding Policy  
Eye Test Policy and Procedure

### Background

#### Agile Working Policy (Appendix 1) (circulated)

In recognition of the need to develop modern working practices that enable employees to maximise their performance whilst maintaining a good work life balance. The Agile Working Policy will enable the Council in seeking to strike a balance between employees work commitments, and the faster pace of personal and working lives.

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".

#### Breastfeeding Policy (Appendix 2) (circulated)

The Breastfeeding Policy will assist in ensuring all Council staff understand their role and responsibilities in support of expectant and new mothers, whether they are colleagues, visitor or customers.

The Policy will support the Department of Health's recommendation for mothers to exclusively breastfeed for six months and to continue breastfeeding for at least a year.

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".

## Eye Test Policy and Procedure (Appendix 3) (circulated)

The Policy will support Council's commitment to the provision of safe and healthy workplaces. It is the policy of the Council that all staff have a safe and healthy place of work. This also includes work activities involving the use of a desktop computer (PC), laptop, or a tablet, otherwise known as Display Screen Equipment (DSE), as a substantial part of their work.

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 Agile Working Policy, Breastfeeding Policy and Eye Test Policy and Procedure are recommended to Council for approval.

In response to Alderman Duddy the Director of Corporate Services agreed to find out the cost of providing eye tests.

Proposed by Alderman Duddy  
Seconded by Councillor Wilson and

**AGREED** – to recommend that Council approve the Agile Working Policy, Breastfeeding Policy and Eye Test Policy and Procedure.

## 8. CONFERENCES

There were no Conferences to note.

## 9. CORRESPONDENCE

Report, previously circulated, presented as read. The Director of Corporate Services recommended the correspondence be considered 'In Committee'.

### 9.1 National Employers for Local Government Services (dated 19 October 2021)

Update received on the Local Government Pay 2021 negotiations.  
Correspondence circulated.

**It is recommended** that Corporate Policy & Resources Committee note Correspondence.

No discussion took place.

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

## 10. CONSULTATIONS

Report, previously circulated, presented as read.

- (i) Department for Communities – Local Government Pension Scheme

## **11. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL**

There were no matters to report to the Partnership Panel.

### **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Wilson  
Seconded by Alderman McKillop and

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

- \* **Members of the Press / Public left the meeting at 7:57pm**

**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**

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded 'In Committee'.

## **12. LAND AND PROPERTY SUB COMMITTEE MEETING HELD ON 6 OCTOBER 2021**

Minutes previously circulated.

### **Matters Arising**

#### **12.1 Portrush, Metropole Park – Request to Lease Land (Item 6)**

Discussion arose surrounding the request to lease land at Metropole Park.

In response to questions from Elected Member, the Director of Corporate Services clarified Leisure and Development Directorate were the asset owner and a report had been presented to the Land and Property Sub Committee to request use of land at the Metropole Park, discussion had occurred in the Land and Property Sub Committee. The Director provided further details regarding the timeline for D1 disposal process.

In response to comments, Alderman Knight McQuillan, in her capacity as Land and Property Sub-Committee Chair, advised the report had been presented in reverse order, normally requests to use land were temporary, that discussion would occur with the asset owner and subsequently, the request presented to the Land and Property Sub Committee.

Councillor K Mc Gurk advised that during discussion on the application further information was required in terms of potential other groups/organisations, the consultation process, the applicant was required to provide more information regarding operating costs, procedures, maintenance costs, Insurance arrangement etc in terms of liability.

Alderman Fielding was disappointed with the report presented  
Alderman Hillis felt the report was misleading, the facts were wrong, and the report skewed however, Alderman Duddy disagreed with this reference.

Proposed by Councillor McLean  
Seconded by Councillor McGurk and

**AGREED** – to recommend to Council that the Minutes of the Land and Property Sub-Committee held 6 October 2021 and recommendations therein are approved.

\* The Chair advised that the item of AORB would be considered at this point.

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

#### **13.1 Laurel Park Coleraine (Councillor McCandless)**

*I would request permission to raise at meeting on 26/10 what the progress to date and projected timeline is for the land adjacent to Laurel Park Coleraine. I understand that it was agreed at L&P in May, discussed at Corporate, ratified at full Council in June to dispose of the public asset of land adjacent to Laurel Park through the D1 clearing process. An initial notice has been placed in Coleraine Chronicle 2 weeks ago for a proposed access road including access alteration along Laurel Park to service social housing, LA01/2021/1173/F. Would wish to clarify current position.*

Councillor McCandless spoke to present the item of Any Other Relevant Business.

During debate concerns were raised in terms of concerned residents and a private sector validated planning application on the land, in terms of information in the public domain.

The Director of Corporate Services advised that the Asset was currently going through the D1 Disposal process, and that a further report would be presented to Land and Property Sub Committee. The Director of Corporate Services previously outlined the timescales and processes relating to the D1 process.

Alderman Baird provided further information in terms of how the NIHE liaise with other bodies and Housing Associations regarding affordable, social housing need and development. Housing Associations might already be in partnership with private developer regarding schemes, and a process of due diligence would take place prior to development. Entrance to the site would be key to this.

Alderman Mc Killop advised that an applicant can apply for planning permission on land which they do not own.

The Chair, Alderman Knight-McQuillan confirmed Laurel Park Coleraine was in the D1 disposal process, and Council processes were being followed, there was no indication that a data breach had occurred, as had been eluded to.

#### 14. **REQUEST TO USE COUNCIL LAND REF NO 103/21 COUNCIL LAND AT DUNLUCE AVENUE CAR PARK, PORTRUSH**

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

The internal consultation raised the following issues:

- Off Street Car Parking Order - any change of use may require Council to adhere to a process whereby notices giving 21 days' notice of the works and also possibly communicate with nearby residential properties/shops
- Duration – Concerns that approximately 20 bays in a high occupancy car park would be out of use for a period of 25 weeks.
- Health and Safety – workplace transport deliveries occurring in the car park with the potential disruption to users within the carpark.
- Planning - development and planning permission is required.

**It is recommended** that Option 2 is approved that the applicant corresponds with Council Officers to establish any alternative suitable sites, if any, for the builders' compound and welfare facilities and that authority is delegated to the Director of Corporate Services in respect of the use of an alternative Council location and subject to the conditions as laid out in Option 2:

- planning permission for the builders' compound and welfare facilities
- Equality Screening and consultation
- a defects survey if required (paid for by the applicant)
- a bond payment to be paid in advance of occupation (amount to be advised by officers)
- a valuation sought (cost to be borne by the applicant)
- post inspection of the site
- full reinstatement costs
- payment of fee determined by the valuation
- proof of Public Liability Insurance (£10m indemnity)
- Licence to be drawn up

During discussion it was highlighted the Medical Centre provided a vital service to the community and was in all interests to be completed as soon as possible.

The Head of Capital Works, Energy and Infrastructure advised Committee an alternative site has been discussed with the contractor who preferred to use the site proposed. It was further advised that due to the off-street parking order 21 days' notice needed to be provided along with planning permission.

During discussion Councillor McGurk proposed to explore an alternative location with the fallback of granting the current position and did not receive a seconder.

Proposed by Alderman Duddy  
Seconded by Alderman Hillis and

**AGREED** – to recommend that Council approve the request subject to the conditions noted.

The Chair put the motion to the Committee to vote  
6 Members vote For; 2 Members voted Against; 5 Members Abstained  
The Chair declared the motion carried

## 15. AGENCY WORKERS AND VACANCY CONTROL

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

### Purpose of Report

Following on from the Agency Workers and Vacancy Control update report presented to August Committee, and the items of any other relevant business raised at that meeting, the purpose of this report is to provide:

Options in reference to drawing up contracts with agency workers regarding a job being offered and the legalities of being offered a permanent post after a certain period of time.

Progress report on populating the Organisation Structure from the Directors of Leisure and Development and Environmental Services, and associated timeline of the work completed since December 2020 until August 2021 of the work completed in harmonising terms and conditions.

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

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

### **MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Alderman S McKillop  
Seconded by Alderman Baird and

**AGREED** – to recommend that Council move ‘*In Public*’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9:25pm

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Chair