



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 22 FEBRUARY 2022**

No	Item	Summary of Key Recommendations
1.	Apologies	Alderman Finlay, S McKillop
2.	Declarations of Interest	Nil
3.	Minutes of Corporate Policy and Resources Committee Meeting held Tuesday 25 January 2022	Confirmed
	'In Committee' (Items 4 - 7 inclusive)	
4.	Contract for the Provision of Temporary Labour	to recommend that Council award the contracts for the provision of Temporary Labour to Staffline
5.	Minutes of the Land and Property Sub Committee meeting held 2 February 2022	Approve and recommendations therein
6.	Populating the Organisation Structure Update	to recommend that Council approve the Final Agreed Management Proposal, and associated Terms and Conditions within Estates & Operations Service Areas in the Environmental Services Directorate.
7.	Corporate Services Management Accounts – Period 9	Information

8.	Citizen Survey	<i>to recommend that Council notes the contents of this report, outcomes and next steps, as well as the detailed results in the Survey Summary Report attached</i>
9.	Gifts and Hospitality Policy	<i>to recommend that Council approve the Draft Gifts and Hospitality Policy for Elected Members and Employees</i>
10.	Women's Working Group Minutes	<i>Approve</i>
11.	Elected Member Development Working Group Notes December 2021	<i>Approve</i>
12.	NAC Request	<i>to recommend that Council host the National Association of Councillors Members' meeting on Wednesday 22nd July 2022 in The Council Chamber, Civic Headquarters as outlined.</i>

13.	Twinning Association	<p>to recommend that Council approve the option to:</p> <p>Continue “as is” in line with Council decision of 22nd May 2018 ie assist Twinning Associations through the Grant Funding Process. Arrange a meeting of the Twinning Sub-Committee and invite representatives from each Twinning Association to submit plans (if any going forward) gauge current position and level of engagement going forward.</p> <p>Following this meeting, report to CPR with further options for the operation of Twinning arrangements for consideration;</p> <p>Note the correspondence received from Coleraine Twinning Association.</p>
14.	Conferences	Information
15.	Correspondence	Information
i)	Industrial Action Ballot Northern Ireland – Unison	
16.	Consultations	Information
i)	Department of Health The Reform of Adult Social Care - public consultation submission date 18 May 2022	
17.	Matters for reporting to Partnership Panel	None

18.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	None
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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 22 FEBRUARY 2022 AT 7.00 PM**

- In the Chair:** Alderman Knight McQuillan (C)
- Present:** Alderman Baird (R); Duddy (C); Fielding (C); Hillis (C);
Councillors Beattie (R); Chivers (R), Dallat O'Driscoll (R),
McGurk (R); McLean (C); C McShane (R), Wilson (R)
- Officers Present:** M Quinn, Director of Corporate Services (C)
R Baker, Director of Leisure and Development (R)
A McPeake, Director of Environmental Services (R)
P Donaghy, Democratic and Central Services Manager
(R)
K Mailey, Head of Organisational Development & Human
Resources (R)
J McCarron, Performance Officer (C)
J Keen, Committee and Member Services Officer (C)
- Non - Committee
Members Present:** Councillor Holmes (R)
- In Attendance:** C Lorne, Managing Consultant, RSM (R)

A Lennox, Mobile Operations Officer(C)
C Thompson, ICT Officer (C)

Press (2 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 Alderman Finlay and Alderman S McKillop.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 25 JANUARY 2022

Summary, previously circulated.

AGREED – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 25 January 2022 were confirmed as a correct record.

The Chair advised that Item 17 would be considered at the beginning of the meeting and *'In Committee'* to enable the external consultant to leave the meeting early. Alderman Duddy requested that all *'In Committee'* items are considered together.

AGREED – that all *'In Committee'* items are considered together.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Duddy
Seconded by Alderman Fielding and

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

* **Members of the Press left the meeting at 19:06**

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.

4. CONTRACT FOR THE PROVISION OF TEMPORARY LABOUR

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

Purpose of Report

The purpose of this report is to provide Members with an update relating to the Tender for the Provision of Temporary Labour from 1st April 2022, which was presented to CPR Committee on Tuesday 23rd November, and additional information provided to Full Council on Tuesday 7 December.

It is recommended that Council award the contracts for the provision of Temporary Labour to Staffline.

The Managing Consultant, RSM, provided further detail regarding the tender process.

Proposed by Councillor McLean
Seconded by Alderman Fielding and

AGREED – to recommend that Council award the contracts for the provision of Temporary Labour to Staffline.

5. MINUTES OF THE LAND AND PROPERTY SUB COMMITTEE MEETING HELD 2 FEBRUARY 2022

Minutes previously circulated.

AGREED – to recommend that Council approve the Minutes of the Land and Property Sub-Committee meeting held Wednesday 2 February 2022 and recommendations therein.

6. POPULATING THE ORGANISATION STRUCTURE UPDATE

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

Purpose of Report

Following on from the Agency Workers and Vacancy Control, Populating the Organisation Structure update report presented to October Committee, the purpose of this report is to provide Members with a 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 to date regarding the harmonisation of terms and conditions.

It is recommended that the Final Agreed Management Proposal, and associated Terms and Conditions within Estates & Operations Service Areas in the Environmental Services Directorate is approved.

In response to questions the Director of Environmental Services confirmed the progress to date and provided a projected timeline for completion of the assimilation of jobs and to fill vacancies.

In response to questions the Director of Leisure and Development confirmed the progress to date regarding the assimilation of jobs and provided details of the next steps.

Proposed by Alderman Duddy
Seconded by Councillor McLean and

AGREED – to recommend that Council approve the Final Agreed Management Proposal, and associated Terms and Conditions within Estates & Operations Service Areas in the Environmental Services Directorate.

* **Councillor Dallat O’Driscoll joined the meeting remotely at 7:22pm**

7. CORPORATE SERVICES MANAGEMENT ACCOUNTS – PERIOD 9

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

The purpose of this report to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 9.

It is recommended that Council note the information presented.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Alderman Duddy
Seconded by Alderman Hillis and

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

* **Members of the Press were readmitted to the meeting at 19:27**

8. CITIZEN SURVEY

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

Purpose of Report

The purpose of this report is to update Members on the outcomes and planned next steps following the Council’s first ever Citizens Survey

Background

In June 2021, through the 2021/22 Performance Improvement Plan, Council began to work on an Improvement Objective to increase our levels of engagement with citizens. Primarily amongst this was the development, rollout, and completion of CCG’s first Citizen’s Survey.

We set an ambitious target of 2,000 responses as well as committing to report back to Council with results and outcomes before the end of March 2022.

Citizens Survey

The Citizen’s Survey was opened on 24th November 2021 and then closed on 7th January 2022.

An invitation leaflet to take part was delivered to every domestic address in the Borough. A promotional video was developed and issued through Council’s social media channels and local press and media were also utilised.

As this was Council’s first ever Citizen’s Survey, the decision was taken to focus on the key visible areas of refuse collection, street cleansing, parks and open spaces, sport and leisure, births deaths and marriages, and community facilities.

Outcomes and Headline Results

Council have received 2,268 responses in total, with an excellent completion rate of 82%. For a population the size of Causeway Coast and Glens, this is a statistically significant number, which means that we can have a high degree of confidence (95%) that the views expressed will be in line with those of the population as a whole.

A Survey Summary Report is attached at Annex 1 (circulated) to this report.

Citizens were asked to rate Council's overall performance with a maximum score of 5 Stars. Council achieved an overall score of 3.2 which demonstrates that Council is viewed in a positive light. Indeed, over 40% of respondents returned a satisfaction rate of 4 Stars or above.

Refuse Collection was perceived as the most important service for citizens. It was also the Service area that scored most highly on questions around performance.

Some early areas for improvement identified are around the perceived lack of services for young people and the low levels of engagement between Council and young people.

870 respondents took the opportunity to provide further comments on any aspects of the Council's performance. This has provided an additional wealth of information and valuable qualitative data. The areas mentioned the most in the additional comments were Council facilities, recycling, litter, car parking and swimming.

Next Steps

Members will be provided with a detailed breakdown of the results of the survey.

Council Services will also be provided with a detailed breakdown of the results of the survey. Services will be asked to analyse the results and identify potential areas for improvement that could be developed through Service Business Plans and/or the Council's Performance Improvement Plan.

We will publish the findings of our Citizens Survey on the Council's website and social media channels.

It is recommended that the Corporate Policy and Resources Committee notes the contents of this report, outcomes and next steps, as well as the detailed results in the Survey Summary Report attached.

Committee Members welcomed the survey and findings presented in the report. During debate consideration was given to using the information as a benchmark going forward, how the Council can improve on delivering services and the importance of Elected Members presenting positive image of the Council. The high population of older people in the Glens DEA was highlighted and consideration given to how they can be communicated with particularly if they do not have access to the internet.

The low numbers of people who responded from Moyle and Glens DEA, including young people, was noted by Councillor C McShane.

In response to questions the Performance Officer advised when the Council intended to complete a Citizen Survey again, how the Council intended to promote the positive results of the survey and confirmed costs associated with the advertising of the Citizens Survey. The Performance Officer referred to the

report to confirm how residents were contacted and the number of people in the older age groups who responded.

Proposed by Councillor McShane
Seconded by Alderman Baird and

AGREED – to recommend that Council notes the contents of this report, outcomes and next steps, as well as the detailed results in the Survey Summary Report attached.

9. GIFTS AND HOSPITALITY POLICY

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

Purpose of Report

To present a Gifts and Hospitality Policy for Elected Members and Officers for approval.

Background

Draft Gifts and Hospitality Policy

In 2017-2018 the audit of Corporate Governance recommended: Priority Rating 3, that a *Gifts and Hospitality Policy should be put in place or a monetary limit for accepting gifts or hospitality should be defined and communicated to all staff and elected members.*

Consultation

The draft Gifts and Hospitality Policy was presented to Members at the Corporate Policy and Resources Committee Meeting in November 2021 for consideration and consultation. Comments were requested by 31st December 2021. No comments were received.

The draft Policy has been considered by the Senior Leadership Team, and the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC) and no amendments to the draft presented were made.

The policy has been equality screened and no significant detrimental impacts were noted.

It is recommended that the Draft Gifts and Hospitality Policy for Elected Members and Employees is approved

Proposed by Alderman Duddy
Seconded by Councillor McLean and

AGREED – to recommend that Council approve the Draft Gifts and Hospitality Policy for Elected Members and Employees

10. WOMEN'S WORKING GROUP MINUTES

The Director of Corporate Services referred Committee Members to the note of the Woman's Working Group held on Monday 21 February 2022 via MS Teams.

Councillor C McShane reflected on the motivation and drive behind this Working Group and acknowledged the support received from a male Councillor at this meeting.

AGREED – to recommend that Council approve the note of the Woman's Working Group and actions therein.

11. ELECTED MEMBER DEVELOPMENT WORKING GROUP NOTES DECEMBER 2021

The Director of Corporate Services referred Committee Members to the notes of the Elected Member Development Working Group held on Wednesday 15 December 2021.

Proposed by Alderman Fielding
Seconded by Councillor Chivers and

AGREED – to recommend that Council approve the notes of the Elected Member Working Group and actions therein.

12. NAC REQUEST

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

Purpose of Report

The Purpose of the report is to present a request from the National Association of Councillors (NAC) to host their meeting on Wednesday 20 July 2022 in a Council facility.

Background

Correspondence has been received Councillor Joe Boyle Secretary (NAC), advising of the planned dates for the 2022 National Association of Councillors (NAC) NI Members Meetings. The meetings take place bi-monthly and traditionally the location was rotated around each council region but due to Covid-19 this pattern was disturbed over the past two years.

NAC have stated they understand that some Councils are not currently hosting meetings for outside bodies such as the NAC and that future additional restrictions could also affect a Council's ability to host meetings and will liaise with each Council in advance to determine if this is the case and can then arrange meetings at hospitality venues within that Council area as an alternative.

Prior to Covid-19 guidelines, host Council's on a rotational basis, would have provided refreshments on arrival with a light buffet style lunch for the NAC meeting attendees. Whilst the NAC would appreciate if this could continue, they

are equally mindful that this may not be the case at this point in time. The NAC Executive therefore look forward to Council's response concerning this request.

NAC requirements

NAC require the undernoted arrangements in place for their meeting to be held in Causeway Coast and Glens area on Wednesday 22nd July 2022:

- Meeting room for up to 35 in-person attendees with disabled access and available from 9.30am for set-up;
- Capability for audio/visual set-up to enable remote access for virtual attendees by the NAC's Zoom Account;
- Refreshments of tea/coffee/scones available for Attendees arriving from 10am;
- Buffet lunch with selection of hot items and sandwiches with tea/coffee following the meeting to be available between 12.30 and 12.45pm;
- On-site car parking.

Cost to host NAC

Whether Council are minded to approve the request or otherwise, due to the request for a hybrid meeting set-up, Officers would recommend Council consider the use of The Council Chamber for this meeting.

Civic Facilities have advised there is no room charge for the use of The Council Chamber and supply of tea/coffee. IT staffing assistance will be required for the meeting setup from 9.00am-1.00pm and one Democratic Services staff member in attendance to oversee arrangements. Two quotations have been sought for scones and buffet style lunch, one quotation has been submitted at a cost of approximately £237 + VAT for 35 people.

It is recommended that the Corporate Policy & Resources Committee consider the request for Council to host the National Association of Councillors Members' meeting on Wednesday 22nd July 2022 in The Council Chamber, Civic Headquarters as outlined.

AGREED – to recommend that Council host the National Association of Councillors Members' meeting on Wednesday 22nd July 2022 in The Council Chamber, Civic Headquarters as outlined.

13. TWINNING ASSOCIATION

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

Introduction

CCGBC established a Twinning Sub-Committee (CPR), which met on 15th August 2017, 23rd November 2017 and 9th May 2018.

Representations were received from each of the legacy committees during this time.

Council agreed (22nd May 2018) that the budget be increased to £20k, with each of the 4 Twinning Groups being granted up to £5K per year, following an assessment process and that each of the groups present to the Sub-Committee on work being carried out.

“That Option 3 in relation to funding is agreed; specifically that Council continues to provide funding to the 4 legacy Twinning Associations with the funding to be administered through Council’s Funding Unit on a project by project basis, in accordance with set criteria as outlined in the draft report. A maximum grant to any one Twinning Association in a financial year up to £5,000 and where possible, the Council will seek to secure external funding to support the twinning programme, either directly, or by assisting local organisations to apply for funding as part of their project, in liaison with the Council’s external funding officer”.

Subsequently during estimates process (2019/20) the funding total for twinning grants was reduced to £10,000, based on actual payments.

Payments Made Since 2015

The table circulated in the report provided details of payments made to each Twinning Association since 2015. No payments were awarded since year-end 2020 as a result of COVID.

Following the Council decision on 22nd May 2018, Twinning Association funding was administered through the Council’s grant funding programme. The grant programme was put in place for 2019/2020.

Recent correspondence and current position

Correspondence was received from the Coleraine Twinning Association (CTA) (Appendix 1) (circulated)

Coleraine Twinning Association did not apply for a grant in 2020/21 or 2021/22. In February 2019 the application was rejected, due to lack of detail. Grant Funding Unit reopened the grant and Coleraine Twinning Association re-applied in May 2019 –they scored 40% which below the 65% threshold.

Grant Funding Unit re-opened the programme a third time, met with Coleraine Twinning Association to help with the application but they refused to submit an application.

In order to accommodate the Twinning Associations Grant Funding Unit keep this grant programme open all year round.

Options for consideration

Continue “as is” in line with Council decision of 22nd May 2018 ie assist Twinning Associations through the Grant Funding Process. Arrange a meeting of the Twinning Sub-Committee and invite representatives from each Twinning Association to submit plans (if any going forward) gauge current position and level of engagement going forward. Following this meeting, report to CPR with further options for the operation of Twinning arrangements for consideration.

It is recommended that the Corporate Policy & Resources Committee approve the option to

Continue “as is” in line with Council decision of 22nd May 2018 i.e. assist Twinning Associations through the Grant Funding Process. Arrange a meeting of the Twinning Sub-Committee and invite representatives from each Twinning Association to submit plans (if any going forward) gauge current position and level of engagement going forward. Following this meeting, report to CPR with further options for the operation of Twinning arrangements for consideration.

And

Notes the correspondence received from Coleraine Twinning Association.

Alderman Duddy stated that engagement with the Council of La Roche – sur-Yon should occur as soon as possible drawing attention the date of the letter received from Coleraine Twinning Association and that engagement with the remaining three Twinning Associations should continue. Alderman Duddy considered that the fund for the Twinning Associations should not be reduced, rather it remains at the current amount. Alderman Duddy further commented that anyone applying for funding from Council must go through the application process.

The Director of Corporate Services confirmed the situation with Coleraine Twinning Association and stated that this is an opportune time to re-engage with the remaining Twinning Associations. The understanding and agreement of the Coleraine Twinning Charter is something that needs to be considered in the Twinning Sub Committee.

Committee Members reflected on the work of the Twinning Associations and considered it important to continue providing support.

* **Alderman Duddy left the meeting at 8:18pm**

Concerns were raised regarding the wording of the recommendation. The Democratic and Central Services Manager confirmed the intent of the recommendation is for Council to understand what position the Twinning Associations are in and provide a supportive role.

Proposed by Alderman Duddy
Seconded by Alderman Hillis and

AGREED – to recommend that Council approve the option to

Continue “as is” in line with Council decision of 22nd May 2018 i.e. assist Twinning Associations through the Grant Funding Process. Arrange a meeting of the Twinning Sub-Committee and invite representatives from each Twinning Association to submit plans (if any going forward) gauge current position and

level of engagement going forward. Following this meeting, report to CPR with further options for the operation of Twinning arrangements for consideration.

And

Note the correspondence received from Coleraine Twinning Association.

14. CONFERENCES

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

The purpose of the report is to inform Elected Members of conferences and courses they may wish to attend.

The following are listed:

- i) Dundalk & Newry Chambers' Post-Brexit Cross-Border Conference (Invite attached)

Virtual Conference, Zoom
Wednesday 9 March 2022, 9am – 1pm
Delegate Fee: Free

It is recommended that Corporate Policy & Resources Committee approve the Conferences/Courses listed.

15. CORRESPONDENCE

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

The purpose of the report is to present correspondence for Members' consideration.

The following are listed:

- i) **Correspondence from Civica Election Services, Unison** (extract below)

INDUSTRIAL ACTION BALLOT NORTHERN IRELAND – UNISON

The trade dispute concerns the rates of pay for 2021/22 for all workers whose pay is based upon pay awards made by the National Joint Council for Local Government Services or the Joint Negotiating Committee for Youth and Community Workers.

Our independent scrutineers' report of voting, as required in accordance with the Trade Union and Labour Relations NI Order 1995, for the above ballot which closed at 10am on Thursday, 10 February 2022 is as follows:-

Number of votes cast in the ballot 715

Question: Are you prepared to take part in strike action?

Number of spoilt or otherwise invalid voting papers returned 1

Result of Voting Yes 613 85.9%
 No 101 14.1%

We are satisfied:

- a) that there are no reasonable grounds for believing that there was any contravention of a requirement imposed by or under any enactment in relation to the ballot
- b) that the arrangements made with respect to the production, storage, distribution, return or other handling of the voting papers used in the ballot, and the arrangements for the counting of the votes, included all such security arrangements as were reasonably practicable for the purpose of minimizing the risk that any unfairness or malpractice might occur,
- c) that we have been able to carry out the functions conferred on us under section 226B(1) without any interference from the trade union or any of its members, officials or employees.

It is recommended that Council consider the correspondence.

16. CONSULTATIONS

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

i) **Department of Health The Reform of Adult Social Care - public consultation submission date 18 May 2022**

Summary

The Department for Health has launched its public consultation on the Reform of Adult Social Care. The consultation is live and will be open for 16 weeks from 26 January 2022 – 18 May 2022.

Please take this opportunity to have your say: www.HaveyoursayNI.co.uk

AGREED – to recommend that Council note the Correspondence Schedule

17. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters to report to the Partnership Panel.

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

There were no Items of Any Other Relevant Business notified.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8:35pm.

Chair

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