

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 19 FEBRUARY 2019**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>4</b>	<p>Notice of Motion proposed by Councillor Quigley, seconded by Councillor MA McKillop</p> <p><i>'This Council notes the concluding Observations of the United Nations Committee on the Convention of the Rights of persons with Disabilities. Council recognises the valuable contribution that those living with disabilities make to our society and will undertake to prepare a review on how the council meets local obligations within the Convention on the Rights of Persons with Disabilities.'</i></p>	<b><i>Support the Notice of Motion</i></b>
<b>5</b>	"Every Customer Counts" Initiative – Inclusive Customer Service Policy	<b><i>Approve</i></b>
<b>6</b>	OD/HR – Policies Update	
	<b>a</b> Employee performance improvement procedure	<b><i>Approve, with Stage One date of 3 months and Stage Two date of 6 months</i></b>
	<b>b</b> Travel and subsistence Policy	<b><i>Approve</i></b>
<b>7</b>	Extension - Annual Tenders	<b><i>Extend for one year</i></b>
<b>8</b>	Extension - Agency Contract	<b><i>Extend for one year</i></b>
<b>9</b>	Update on 2018/19 Performance Improvement Plan	<b><i>Information</i></b>
<b>10</b>	Prompt Payment statistics	<b><i>Information</i></b>
<b>11</b>	<p>Correspondence</p> <p><b>11.1</b> Ards and North Down Borough Council</p>	<b><i>Support the Notice of motion</i></b>

	<b>11.2</b> The Local Government Staff Commission for NI Postponement of Dissolution date	<b><i>Noted</i></b>
	<b>11.3</b> NAC Annual Membership	<b><i>Approve payment of renewal fee</i></b>
	<b>11.4</b> NILGA Correspondence	<b><i>Noted</i></b>
	<b>11.5</b> Lord Lieutenant Leaving Event March 2019	<b><i>Approve additional cost of £375 for 4 pages in Ulster Tatler</i></b>
<b>12</b>	OD/HR – Disciplinary Procedures	<b><i>Mayor, Deputy Mayor and current Chair of Corporate Policy &amp; Resources Committee</i></b>
<b>13</b>	Debt Management	<b><i>Approve write off as detailed</i></b>
<b>14</b>	Lush Classical Event at East Strand, Portrush	<b><i>Option 3</i></b>
<b>15</b>	Minutes of the Meeting of the Land and Property Sub-Committee held Wednesday 6 February 2019	<b><i>Approve and recommendations therein</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 19 FEBRUARY 2019 AT 7:00 PM**

- In the Chair** : Councillor Quigley
- Present** : Alderman Blair and Hillis  
Councillors Beattie, Callan, Douglas, Fielding,  
Holmes, Knight-McQuillan, McCandless,  
K Mulholland, McCorkell, C McShane, Nicholl and  
Wilson
- Officers Present** : M Quinn, Director, Corporate Services  
R Baker, Director, Leisure & Development (Item 14)  
D Wright, Chief Finance Officer  
S Duggan, Civic Support & Committee & Member Services Officer
- Non Committee  
Members present:** Councillor MA McKillop (Item 4)
- In Attendance** : Press (1 No.)

**SUBSTITUTION**

Councillor Holmes substituted for Councillor Baird for the transaction of business at the meeting.

**1. APOLOGIES**

There were no apologies recorded.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES OF MEETING HELD TUESDAY 15 JANUARY 2019**

The minutes of the meeting held Tuesday 15 January 2019 were confirmed as a correct record.

**It was agreed** to change the order of business and discuss the Notice of Motion Item next for the transaction of business.

Councillor Quigley invited Vice-Chair, Alderman Hillis to assume the Chair. Councillor Quigley relinquished the Chair.

\* **Councillors C McShane and Nicholl joined the meeting at 7:04 pm.**

**4. NOTICE OF MOTION PROPOSED BY COUNCILLOR QUIGLEY,  
SECONDED BY COUNCILLOR MA MCKILLOP**

*'This Council notes the concluding Observations of the United Nations Committee on the Convention of the Rights of persons with Disabilities. Council recognises the valuable contribution that those living with disabilities make to our society and will undertake to prepare a review on how the council meets local obligations within the Convention on the Rights of Persons with Disabilities.'*

Councillor Quigley read a statement in support of the Notice of Motion:

*"The United Nations convention of the rights of persons with disabilities is an international human rights treaty, an agreement between governments, which stated that all disabled people, children, young people and adults have certain rights.*

*The purpose of the convention is to promote, protect and ensure the full enjoyment of all human rights and fundamental freedoms by all persons with disabilities.*

*We as a party believe in the dignity, respect and rights of all disabled people.*

*For too long now, disabled people's rights have been systematically eroded as a result of collective societal indifference and in some cases conscious cruelty.*

*We cannot as political parties, colleagues, relatives and friends stand silent and accept the indifference any longer.*

*We believe in the inherent dignity and worth of every disabled person and their valuable contribution to our society, past, present and future.*

*This motion has had unanimous support from 4 of the other 11 councils to date and I would be grateful if members could give their full support to this motion".*

Councillor MA McKillop stated her support for the Notice of Motion.

\* **Councillor MA McKillop left the meeting at 7:09 pm.**

The Vice-Chair put the motion to the committee to vote.

The Notice of Motion was carried unanimously.

Vice-Chair, Alderman Hillis relinquished the Chair and Councillor Quigley assumed the Chair at 7.10PM.

## 5. **“EVERY CUSTOMER COUNTS” INITIATIVE – INCLUSIVE CUSTOMER SERVICE POLICY**

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

In 2016 the Council agreed to participate in an initiative called "Every Customer Counts". This initiative was promoted by the Equality Commission with the aim of supporting Northern Ireland organisations and traders seeking to promote accessible services. The goal was to encourage use of a free self-assessment tool to assess how open their services currently were to disabled people.

Council officers have been working on this initiative and a number of self-assessments have been carried out on Council facilities with more self-assessments planned to take place in the near future.

As a result of these self-assessments actions plans are being developed to address any accessibility issues which have arisen.

One of the early actions identified was the need for Council to adopt an Inclusive Customer Service Policy which would also outline Council's commitment to inclusive service delivery.

The Equality Commission have provided a template for an Inclusive Customer Service Policy and a copy of this template has been adapted for use by Council, copy circulated.

The Inclusive Customer Service Policy outlines the Council's commitment to uphold the spirit and letter of the Disability Discrimination Act, 1995 and to strive to make all possible reasonable adjustments to make our services accessible to disabled people.

It also outlines the responsibilities of managers in the implementation of this Inclusive Customer Service Policy and a range of actions that can be taken.

**It is recommended** that the Corporate Policy and Resources Committee recommend to Council that the Council adopts the Inclusive Customer Service Policy as outlined in Appendix 1, circulated.

**AGREED** – to recommend that Council adopts the Inclusive Customer Service Policy as outlined in Appendix 1, circulated.

## **6. OD/HR – POLICIES UPDATE**

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

The following draft policies have been developed / amended to reflect the practices within Causeway Coast and Glens Borough Council. The draft policies have been approved both by the Senior Management Team and the Trade Unions through the 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".

### **a. Employee Performance Improvement Procedure**

The fundamental aim of this procedure is provide employees with an opportunity to improve their performance, while making it clear that failure to improve their performance could ultimately lead to dismissal from the organisation.

The organisation is committed, and will endeavour at all times, to provide the necessary support to meet its standards of performance.

The policy outlines the process Managers and employees would go through to identify the areas of unsatisfactory performance and then to agree measures / actions which are required to improve the performance.

### **b. Travel and Subsistence Policy**

The aim of this policy is to ensure a consistent approach to the full and prompt reimbursement of costs necessarily incurred by staff of Causeway Coast & Glens Borough Council in the course of their duties.

The key objectives of this Policy are to ensure that there are clear, transparent and unambiguous rules in relation to what costs may be reclaimed by employees that were incurred in the course of their duties and to make clear the roles and responsibilities of officers, authorising officers and payroll staff.

**It is recommended** that council approves the policies listed above. Report, previously circulated, presented by the Director of Corporate Services.

The Director of Corporate Services responded to comments and questions.

Proposed by Councillor Holmes  
Seconded by Councillor McCandless

– to recommend that Council approve the Employee Performance Improvement Procedure, with the Stage One Formal Performance Review Outcome Expiry date of **3** months and Stage Two Formal Performance Review expiry date of **6** months.

Committee was advised of the requirement to bring the Policy back to JCNC and Unions for further consideration before bringing back to Council again.

The Chair put the motion to the Committee to vote.

11 Members voted For, 0 Members voted Against, 0 Members Abstained.

The Chair declared the motion carried.

**AGREED** – to recommend that Council approve the Travel and Subsistence Policy (for staff).

\* **Councillor K Mulholland arrived at the meeting at 7.15pm during consideration of the Item.**

## **7. EXTENSION – ANNUAL TENDERS**

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

Council have a legislative duty to comply with European and UK procurement legislation, in particular the Public Contracts Regulations 2015. A procurement exercise was completed in spring 2018, in accordance with the legislation, to award a suite of annual tenders.

This report considers the following matter the extension of the complete suite of annual tender contracts for a one year period.

The current suite of annual tenders were revised coming into effect on 1<sup>st</sup> April 2018. These new contracts ensured that suppliers were able to meet the requirements of the new Council area, each contract was awarded for an initial one year period but with an option to extend for two further periods of one year each. This extension would be the first one under the original contract award therefore these lots will have the option to be extended for a further year.

In September 2018 all Heads of Service were asked to consider how their contracts had performed to date during this financial year. A specific question was tabled asking for feedback on any contract that had not met the expectations of the Heads of Service. The contracts being considered by the report were circulated.

None of the Heads of Service raised issues with how their contracts have performed thus far.

**It is recommended** that the lots as detailed in 1.2 are extended for a one year period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

**AGREED** - that the lots as detailed in 1.2 are extended for a one year period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

## **8. EXTENSION - AGENCY CONTRACT**

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

Council have a legislative duty to comply with European and UK procurement legislation, in particular the Public Contracts Regulations 2015. A procurement exercise for Employment Agency Services was completed in accordance with the legislation, to award a suitable contract to meet Council's requirements.

This report considers the following matter, the extension this contract for a one year period until 31<sup>st</sup> March 2020.

The current contract for the Provision of Employment Agency Services has been in place since spring 2017 with an initial expiry date of 31<sup>st</sup> March 2018. When set up, the contract facilitated extension options for 2019, 2020, 2021 & 2022 subject to satisfactory performance. Having received no formal indications from Officers that performance has fallen



short of the level expected the contract was extended in accordance with its terms and conditions until 31<sup>st</sup> March 2019.

Council are now approaching the end of that extension period and as no formal indications of sub-standard performance have been raised by Officers there is now an opportunity to maintain the continuity of service provision and extend the contract further until 31<sup>st</sup> March 2020 in accordance with the contract terms and conditions.

None of the Heads of Service raised issues with how this contract has performed thus far.

**It is recommended** that the contract as detailed in 1.2 is extended for a one year period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

**AGREED** – to recommend that the contract as detailed in 1.2 is extended for a one year period from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020.

#### **9. UPDATE ON 2018/19 PERFORMANCE IMPROVEMENT PLAN**

Report, previously circulated.

The purpose of this report was to present to Elected Members an update on the projects listed within the Council's 2018/19 Performance Improvement Plan.

The Council's Performance Improvement Plan for 2018/19 was approved by Council in June 2018. The Plan contained improvement projects which will help to meet the Council's Performance Improvement Objectives for 2018/19.

The Corporate Policy and Resources Committee has a scrutiny role in relation to the annual Performance Improvement Plan as set out within the Council's performance improvement policy. Members were invited to review the attached progress report at Appendix 1, circulated and invited to email the Performance and Transformation Officer with any queries they may have.

#### **10. PROMPT PAYMENT STATISTICS**

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

Department for Communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific

reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2016 the latest data for the early part of quarter 3 of 2018/19 being up to and including early November 2018. Q4 performance has deteriorated significantly from previous figures and is no doubt largely due to a vacancy existing within the service area since November. Attempts thus far have not resulted in successful recruitment.

Whilst the recent drop performance in comparison to previous periods is unwelcome council officers continue to seek improvements to overcome these difficulties and ultimately improve the performance. As previously reported finance staff are continuing with the setting up of electronic systems which will remove the need to have invoices transported around all of our offices for verification and authorisation. The electronic system will produce significant improvements in the payment figures.

The Chief Finance Officer agreed to bring analysis of the delays.

## **11. CORRESPONDENCE**

The Director of Corporate Services presented the correspondence report, previously circulated.

### **11.1 Ards and North Down Borough Council – Notice of Motion Regarding Financial Cuts**

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

### **11.2 The Local Government Staff Commission for Northern Ireland – Postponement of Dissolution Date**

### **11.3 National Association of Councillors – Annual Membership**

**AGREED** – to recommend that Council approve the request for payment of the renewal fee.

#### **11.4 NILGA Correspondence**

**AGREED** – to recommend that Council note correspondence Items 11.2 and 11.4.

#### **11.5 Lord Lieutenant's Leaving Event March 2019**

**AGREED** – to recommend that Council approve the additional cost of £375 for the 4 pages in the Ulster Tatler.

The Chair sought a proposer and seconder to move '*In Committee*'.

Councillor C McShane sought an explanation why the Lush Classical Event at East Strand, Portrush, report be taken '*In Committee*'.

The Director of Leisure and Development provided a response in relation to commercial confidence.

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

Proposed by Councillor McCandless  
Seconded by Councillor Callan

– that Council move, '*In Committee*'.

#### Amendment

Proposed by Councillor C McShane  
Seconded by Councillor K Mulholland

- that Council consider Lush Classical Event at East Strand Portrush '*In Public*'.

The Chair put the Amendment to the Committee to vote, 3 Members voted For, 11 Members voted Against, 0 Members Abstained.

The Chair declared the Amendment lost.

\* **Press left the meeting at 7.43PM.**

#### **12. OD/HR – DISCIPLINARY PROCEDURES**

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

**It is recommended** that Council nominate three Elected Members who will sit with the Chief Executive on the Appeal Panel.

Proposed by Councillor Callan  
Seconded by Councillor McCorkell and

**AGREED** – to recommend that Council nominate three Elected Members who will sit with the Chief Executive on the Appeal Panel; the Mayor, Deputy Mayor and current Chair of Corporate Policy & Resources Committee (Councillor Quigley).

### 13. DEBT MANAGEMENT

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

Council implemented a revised Debt Management Policy in February 2017.

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

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

Aged Debt Analysis as at 31 December 2018 detailed the status of any debt which is over 90 days in excess of £10.

In accordance with Council's debt management policy, the Chief Finance Officer is required to report to Council any debts under £1,000 which the Chief Finance Officer has the authority to write-off. There are no such debts this month.

In accordance with Council's debt management policy the Chief Finance Officer is required to seek Council approval in order to write off any debts in excess of £1,000. There was one debt for recommendation this month.

**It is recommended** that Council approve the write of as detailed in 1.6 above and the Chief Finance Officer make the appropriate adjustments in Council's accounts.

**AGREED** – to recommend that Council approve the write of as detailed in 1.6 above and the Chief Finance Officer make the appropriate adjustments in Council’s accounts.

\* **Chief Finance Officer left the meeting at 7.50PM.**

#### **14. LUSH CLASSICAL EVENT AT EAST STRAND, PORTRUSH**

Confidential report, previously circulated, presented by the Director of Leisure and Development, to establish an agreed charge to the Kelly’s Complex to stage the Lush Classical event at East Strand Portrush from the 9<sup>th</sup> to 11<sup>th</sup> August 2019 inclusive.

##### Options

In the absence of an established position or charging policy, the following options could be considered, to be proposed to the event organiser:

1. Charge for all services/ fees / physical / resources / lost income resulting from the use of the site i.e. full-cost recovery.
2. In addition to full-cost recovery, charge an appropriate commercial rate (sum to be specified).
3. In addition to full cost recovery, charge a pepper corn rate (i.e. £1). The payment, a nominal consideration, is used to satisfy the requirements for the creation of a legal contract.
4. Other.

##### **Recommendation**

Within the bespoke licence agreement drawn-up specifically for the Kelly’s Complex to stage the Lush Classical event at East Strand Portrush from the 9<sup>th</sup> to 11<sup>th</sup> August inclusive, to include either option 1, 2 or 3 above or other charging mechanism as deemed appropriate by Council.

The Director of Leisure and Development responded to questions and comments.

Proposed by Alderman Hillis

Seconded by Councillor Knight-McQuillan

– to recommend that Council approve Option 3, (in addition to full cost recovery, charge a pepper corn rate (i.e. £1). The payment, a nominal consideration, is used to satisfy the requirements for the creation of a legal contract).

The Chair put the motion to the Committee to vote.

13 Members voted For, 0 Members voted Against, 1 Member Abstained.

The Chair declared the motion carried.

**15. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 6 FEBRUARY 2019**

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

**AGREED** – to recommend that Council approve the Minutes of the Meeting of the Land and Property Sub-Committee held Wednesday 6 February 2019 and recommendations therein.

**MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Callan  
Seconded by Councillor Nicholl and

**AGREED** – that Council move, ‘In Public’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.10PM.

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Chair