

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

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
4.	NI Planning IT System – Funding Model	<b>Agree to estimated funding and signing of MOU; subject to all eleven Councils buying in</b>
5.	Amended NI Local Elections	<b>Note</b>
6.	April Meetings	<b>Retain scheduled meetings in April</b>
7.	Scheme of Allowances	<b>Approve</b>
8.	Procurement Policy	<b>Adopt</b>
9.	Vehicle Tender	<b>Approve award of contract £466,500 Manvik Plant &amp; Hire Ltd and £126,322.63 SP Plant</b>
10.	JAM Card Initiative	<b>Information</b>
11.	Prompt Payment statistics	<b>Information</b>
12.	Performance Improvement Consultation Feedback	<b>Information</b>
13.	Correspondence	
	13.1 Ribbon of Poppies UK & Commonwealth 2019 Campaign	<b>Note; approve payment for NILGA</b>

	<b>13.2</b> NILGA Subscription & Work Plan 2019/2020	<b>Investment &amp; Work Plan 2019/2020 as £43,610</b>
<b>14.</b>	Notice of Motion proposed by Councillor McGurk, seconded by Councillor K Mulholland ( <i>abrv...#NotSorryMums campaign</i> )	<b>Support</b>
<b>15.</b>	Notice of Motion proposed by Councillor McLean, seconded by Alderman Finlay ( <i>That Council review the policy around the 'Citizen's Newsletter' with a view to making the publication more cost effective</i> )	<b>Motion lost</b>
	<b>IN COMMITTEE</b>	
<b>16.</b>	Management Accounts	<b>Information</b>
<b>17.</b>	Debt Management	<b>Information</b>
<b>18.</b>	ODHR Reports	
	<b>18.1</b> Implementation of New NJC Pay Scales	<b>Proposals c &amp; d withdrawn from the Agenda</b>  <b>Approve proposals a and b of page 9 of the report;</b>
	<b>18.2</b> Standby and Callout Policy	<b>Withdrawn from the Agenda</b>
<b>19.</b>	Minutes of the Meeting of the Land and Property Sub-Committee held Wednesday 6 March 2019	
	<b>Matters Arising</b>	
	<b>19.1</b> Leases/Licenses Ref 22/18/P Shop unit South Pier, Portrush – Amendment to Lease (Item 4.5)	<b>(a) Agree to sub-committee recommendation;</b> <b>(b) Grant permission to install fast retractable canopy/awning;</b>

		<p><b>(c) Formalise current use of external seating area; do not increase;</b></p> <p><b>(d) Do not give permission to install/use temporary moveable barriers around external seating area;</b></p> <p><b>(e) do not grant permission to install temporary unit;</b></p> <p><b>(f) (g) (h) (i) agree to sub-committee recommendations</b></p>
	<b>19.2</b> Legal Issues – Development at Causeway Street Portrush, request for access to east Strand Car Park (Minute Item 5.1)	<b>Valuation report not yet available</b>
	<b>19.3</b> Legal Issues – Portstewart Town Hall (minute Item 5.2)	<b>Information</b>
	<b>19.4</b> Approval of the Minutes	<b>Approve and recommendations therein; including the recommendations at Item 19.1 above</b>

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

- In the Chair** : Councillor Quigley
- Present** : Alderman Blair and Hillis  
Councillors Baird, Beattie, Callan, Deighan, Douglas,  
Knight-McQuillan, McCandless, McLean, McCorkell,  
McGurk, Nicholl and Wilson
- Officers Present** : M Quinn, Director, Corporate Services  
D Wright, Chief Finance Officer  
D Dickson, Head of Planning (Item 4)  
J McCarron, Performance & Transformation Officer (Item 12)  
S Duggan, Civic Support & Committee & Member Services Officer
- Non Committee Members present:** Councillor P McShane
- In Attendance** : Press (1 No.)

**SUBSTITUTIONS**

Councillor McGurk substituted for Councillor K Mulholland, Councillor McLean substituted for Councillor Fielding for the transaction of business for the evening.

**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 19 FEBRUARY 2019**

The Minutes of the Meeting held Tuesday 19 February were confirmed as a correct record.

**4. NI PLANNING IT SYSTEM – FUNDING MODEL**

Report previously circulated, presented by the Head of Planning to seek agreement from Members to fund this Councils contribution towards the new IT system to replace the Northern Ireland Planning Portal.

The Northern Ireland Planning Portal (NIPP) is used by the Department for Infrastructure, the 11 Councils and the Regional Property Certificate Unit to process planning applications and consents, enforcement cases, property certificates, tree preservation orders etc. The system is used by the public, Departmental and Council staff, planning agents, solicitors and consultees. There are approximately 9,500 registered users in Public Access.

The NIPP was developed over 10 years ago when the Department was the single planning authority. While the system is still operational it is reaching the end of its operational life and no longer meets all of the needs of users. The contract for the maintenance and support of the system ends in March 2019 but negotiation on a modification to the new contract has been developed to ensure that the NIPP is supported beyond March 2019 (and potentially to December 2020) but procurement of a new IT system is urgently required.

There is a risk that any new IT system will not be fully operational by December 2020 and the Department is currently exploring potential mitigation measures to ensure there is no break in service. These mitigation measures are dependent on securing agreement on the way forward for a new IT system so that the procurement can be progressed as soon as possible.

The Department and local government colleagues have been working together to identify a way forward for the new planning IT system. The scope and functionality of a new IT system has been agreed through a Discovery exercise and PA Consulting has independently developed the business case. The Outline Business Case (OBC) identified the preferred solution as a single Regional IT system shared between 11 Councils and the Department for Infrastructure.

#### Funding

The estimated cost of the preferred option is £26.728m over the 11 years of the project commencing from 2019/20. The cost consists of £15.06m capital and £11.67m resource. It is important to note that these costs and timescales remain estimates at this stage and the actual costs and timescales will be determined through a competitive procurement process. This will enable the business case to be revised to reflect actual costs and timescales and a Final Business Case produced which will be further considered and signed off by the Department and Local Government prior to the award of a contract.

Since the NIPP went live, the Department has funded the NIPP at a level of some £1m resource per year to maintain and support the system. In accordance with RPA principles the Department proposes, therefore, to continue to contribute £1m per year for the maintenance and support of the new IT system, once it becomes operational.

It is recognised that the Department has incurred capital expenditure to upgrade the NIPP at different stages. This expenditure was linked to the

specific challenges of delivering the NIPP system together with the changes required for the transfer of planning to councils. Again, in accordance with RPA Principles, it is proposed that the Department will contribute £2m to the capital costs of the new IT system over the period, based on historic costs.

In addition, the Department will contribute £1m over the period covering the cost of the Department's project team. In summary this represents a contribution of £12m.

- £1m (resource) per year for 8 years (system operational from 2022 to 2030)
- £3m over the period representing a contribution to the capital cost of the system.
- £1m over the period to cover the cost of the Department's project team.

Table 1 circulated the total costs split between DfI and the 11 Councils with DfI contributing toward 44.9% of the cost compared to 55.1% between the 11 Councils. The cost to local government therefore would be £14.728m.

The Department proposes that this is split on an equal basis equating to £1.34m per Council over the 11 years (or £121.7k per annum on average). The costs will commence in the next business year 2019/20 and were estimated as detailed in Table 2, circulated.

As is detailed in Table 2, circulated the greatest percentage of the costs relate to the development costs over the first 4 years of the project. The remaining years the costs are solely operating costs at £42k annually. Full details were provided at Appendix 1, circulated.

#### Memorandum of Understanding

In order to bring the project forward a Memorandum of Understanding (Appendix 2 circulated) has been developed for each Council to sign up to agreeing the principles for the joint working. These principles are:

- To promote and support the preferred option and agree the outline business case
- To support the agreed governance arrangements for the delivery of the project
- To provide staff, finance and other resources to the project on an equitable basis
- To share the benefits from the project on an equitable basis
- To co-operate with others in the progression of the project.

It is recommended that Council agrees to the estimated funding as set out in Table 1 above and to the signing of the Memorandum of Understanding for the new IT system to replace the Northern Ireland Planning Portal.

The Head of Planning clarified the new IT system would meet legislative requirements on a common ground basis across the eleven Councils,

that work had been undertaken over two years to develop a specification. The Head of Planning advised the Outline Business Case and Memorandum of Understanding funding model would be reviewed at key stages and if other Councils pull out a report brought back.

Committee expressed concern regarding how quickly a new IT system could be put in place, observing the maximum extension of the current tender to December 2020.

The Head of Planning clarified the estimated cost was based on a consulting firm commissioned to carry out and research an Outline Business Case and different systems, costs and delivery of a quality system going forward, an estimate of £26M may change, dependant on award of contract.

Committee expressed concern regarding historic Government IT systems that had received adverse publicity.

The Chief Finance Officer advised costs were projected, to be considered at a future rates setting process, development of an IT system would be budgeted as Capital. The Head of Planning agreed it was unacceptable the costs had not been factored into Transferring Functions.

The Head of Planning cited correspondence from the Chief Executive, Belfast City Council who had considered a stand-alone system, however, concluded the risks of going alone were too great, there were technical and cost advantages of a regional approach and upfront capital costs would be greater.

Proposed by Councillor Nicholl  
Seconded by Councillor McGurk

- to recommend that Council agrees to the estimated funding as set out in Table 1 above and to the signing of the Memorandum of Understanding for the new IT system to replace the Northern Ireland Planning Portal.

The Head of Planning clarified she did not have an update on other Councils' positions.

#### Amendment

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Callan

- to recommend that Council agrees to the estimated funding as set out in Table 1 above and to the signing of the Memorandum of Understanding for the new IT system to replace the Northern Ireland Planning Portal; subject to the strength of all eleven Council's buying in; otherwise the Item be brought back.

The Chair put the Amendment to the Committee to vote. Committee voted unanimously in favour. The motion was carried.

The Head of Planning agreed to bring to the Planning Portal Governance Board an invitation from Committee to present.

## **5. AMENDED NI LOCAL ELECTIONS**

Report previously circulated, presented by the Director of Corporate Services, to advise Members of the projected costs for the forthcoming Local Government Elections and the financing of such, and provide details on the postage costs to be incurred by Council for the distribution of candidate literature.

Council has set aside finance for the Local Government (LG) election for the last 4 years. The current election reserve sits at £200,000

The costs associated with the LG Election include the following:

- Recharge by the EONI for the management of polling stations, stationery, postage of polling cards, transportation costs for equipment/ballot boxes etc.  
This equates to a potential £189,621 (66% of Councils prescribed maximum spend on Administration and Staffing costs).
- Council costs including staffing, advertising, security and set up of Count Centre, stationery inc. ballot papers, hire of count centre and Royal Mail costs for candidate literature.
- Local Council expenditure on delivering Council elections is covered under the provision of the Electoral Law Act (Northern Ireland) 1962 and constrained by a scale of expenditure set by the Secretary of State for Northern Ireland.

This scale sets a maximum spend by Causeway Coast and Glens Borough Council for administration and staffing (excluding the DRO fee and candidate mailing costs) of £287,314.

The total cost of the Election including administration and staffing costs, the DRO fee and mailing costs for candidate literature is however projected at £353,000, which is £153,000 in excess of the available election reserve (currently £200,000)

Candidates are entitled to send an item of campaign material to every registered elector within their respective DEA. The contract for the



postage of candidate mailing literature has been procured by the Cabinet Office and Royal Mail has been awarded the contract. All Councils are therefore obliged to use this centrally procured supplier. The contract requires each Council to pay an administration charge and for each item of candidate literature, a charge of 28.1p is applied.

Council can adhere to the maximum spend threshold for administration and staffing costs prescribed by the Secretary of State.

The excess projected spend of £153,000 will be funded from reserves.

The Royal Mail contract for the postage of candidate literature is a Universal Services Provider contract and the Chief Electoral Officer has confirmed that due diligence was applied in the award of the contract.

Members were asked to note the projected costs for the Local Government Elections 2019 and the arrangements for financing the projected excess spend.

## 6. APRIL MEETINGS

Report previously circulated, presented by the Director of Corporate Services, to consider revision of the Schedule of Council and Committee Meetings for April 2019 in the pre-election period.

In October 2018 Council agreed a schedule of meetings for January – April 2019 and a further schedule post-Election.

The meetings, previously agreed by Council, to take place in April 2019 were detailed.

The Local Government Elections will be held on Thursday 2<sup>nd</sup> May 2019. The Chief Executive has received requests from Elected Members in relation to the consideration of the cancellation of meetings in April 2019, with the exception of the Planning Committee. The Council Meeting scheduled to take place on Tuesday 16<sup>th</sup> April can be convened if there is urgent business to transact.

**It is recommended** that Committee considers and makes recommendation on the meetings to be held in April 2019 in the run up to the Local Government Elections on 2<sup>nd</sup> May 2019.

Councillor Nicholl advised there was business to be done on behalf of the ratepayer and the meetings remain scheduled.

Councillor Deighan expressed concern, the Audit Committee meeting the previous week had been inquorate and attendance would require all Party buy-in.

Proposed by Councillor Nicholl  
Seconded by Councillor Wilson

- to recommend that Council does convene its meetings to be held in April 2019 in the run up to the Local Government Elections on 2<sup>nd</sup> May 2019.

## 7. SCHEME OF ALLOWANCES

Report previously circulated, presented by the Chief Finance Officer.

Causeway Coast and Glens Borough Council has established a scheme of allowances payable to Members for the current period. The scheme provides for the payment of allowances to Councillors on the basis that:

- 1 – The maximum level of basic allowance as determined by the Department for Communities (DfC) is paid
- 2 – The maximum level of carers allowances as determined by the DfC are paid
- 3 – The maximum level of mileage rates as determined by the DfC are paid
- 4 – Councillors' payments are made on the third last banking day of each month

The updated scheme of allowances, a copy of which has been included with this report, takes into account a number of factors:

- 1 – basic allowance
- 2 – mileage rates
- 3 – new increased rates for dependant carer's allowance

The three items are in keeping with the normal periodic update of the scheme of.

The new scheme of allowances will be effective from 1 April 2019 until 31 March 2020 unless previously amended or updated.

**It is recommended** that the new scheme of allowances be approved coming into force from 1 April 2019.

Proposed by Councillor McCorkell  
Seconded by Councillor Callan

- to recommend that Council approve the new scheme of allowances, coming into force from 1 April 2019.

## **8. PROCUREMENT POLICY**

Report previously circulated, presented by the Chief Finance Officer.

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

### **Requirement for Procurement Policy**

Causeway Coast and Glens Borough Council requires a wide range of goods, services and capital works to meet the organisation's goals and objectives while ultimately delivering the services and facilities expected by the ratepayer. The sourcing of items within any of these categories by Causeway Coast and Glens Borough Council can be classed as "public procurement". Northern Ireland Public Procurement Policy – Procurement Policy Principles defines public procurement as "the process of the acquisition, usually by means of a contractual arrangement after public competition, of goods, services and works and other supplies by the public service".

### **Procurement Policy**

To ensure that such goods, services and capital works are sourced in the most cost effective manner possible and deliver best value for money for Council and the ratepayer, it is essential to utilise good procurement practice at all times which strikes an appropriate balance between sourcing goods, services and capital works of the required quality in a timely fashion, while also ensuring compliance with procurement legislation. The current policy was adopted in August 2014 and therefore requires updating and a revised policy was circulated.

It is recognised that low value purchases can generate a significant amount of additional indirect cost incurred as a result of following a highly detailed and prescriptive procurement process. This procurement policy strives to promote a proportional approach to the procurement process. Such an approach enables low value purchases to be processed in a straightforward manner that minimises unnecessary administration while ensuring that larger value procurement projects receive the necessary attention to achieve both best value for Council and compliance with European procurement rules.

Council have an important role to fulfil within the social and economic development of the council area and beyond. To this end, Council will strive to include relevant and permissible social and economic objectives within procurement competitions when there is opportunity to do so.

Purchasing departments have been consulted on this policy and their recommendations included.

The main areas of amendment/update were listed below:

- Authorisation levels revised and aligned with management structure
- Updating of good practice and guidance links to Central Procurement Directorate advice
- Inclusion of Single Tender action guidance
- Social Inclusion clauses

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

Proposed by Councillor Baird  
Seconded by Councillor Callan

- to recommend that Council adopt the new Procurement Policy as tabled.

\* **Councillor Wilson left the meeting at 8.10PM.**

## **9. VEHICLE TENDER**

Report previously circulated, presented by the Chief Finance Officer.

The Chief Officer advised the Item would normally have been considered by Environmental Services Committee however was time bound and as the Committee had responsibility for procurement the report had been brought for consideration.

Council have a duty to maintain its fleet to a suitable standard to meet the needs of the residents throughout the Borough. To this end, Officers received approval to proceed with a tender for the supply of three new Refuse Collection Vehicles and a sweeper to support the current fleet. Budgetary provision has been made for these vehicles within Council's current capital programme.

An open tender was ran in accordance with the Public Contracts Regulations 2015 for the purchase of the refuse vehicles as the total value of this procurement was in excess of the EU goods and services threshold. The sweeper tender was ran through a standard open tender competition as the tender value was below that of the EU threshold. Both tender opportunities were publically advertised.

Following the completion of this procurement process several bids were received and evaluated against a number of selection criteria and price. The documentation was drafted to state that the most competitive bid that fully satisfied the selection criteria and offered the best price would be successful.

For the three Refuse Collection Vehicles bids were received as follows:

1. Manvik Plant & Hire Ltd. Total value: £466,500
2. Castlereagh Motors. Total value: £500,325
3. CP Davidson. Total value: £507,852.72

A fourth bid was also received from Walker Vehicle Rental however, their bid failed to include all the items listed within the specification and therefore the bid was excluded.

For the sweeper, bids were received as follows:

1. SP Plant. £126,322.63
2. McCreath Taylor. £129,710

To this end, Officers are minded to award the business to the following bidders:

1. Supply and Delivery of Three 26 Tonne (GVW) Refuse Collection Vehicles - Manvik Plant & Hire Ltd. **Total value: £466,500**
2. Supply & Delivery of One 15 Tonne GVW. Mechanical Road Sweeper - SP Plant. **Total value: £126,322.63**

**It is recommended** that the Council approve the award of a contract for the supply of three RCV's, total value £466,500 to Manvik Plant & Hire Ltd and the award of a contract for the supply of one mechanical road sweeper, total value £126,322.63 to SP Plant.

Proposed by Councillor Douglas  
Seconded by Councillor McCorkell

- to recommend that Council approve the award of a contract for the supply of three RCV's, total value £466,500 to Manvik Plant & Hire Ltd and the award of a contract for the supply of one mechanical road sweeper, total value £126,322.63 to SP Plant.

## **10. JAM CARD INITIATIVE**

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

The "JAM Card" (JAM stands for "Just a Minute") is an initiative designed to help people with learning difficulties or communication barriers such as dementia, brain injury, speech impediments, etc., access services from a wide range of providers.

People with some form of communication barrier are often reluctant or unable to tell others about their condition. The JAM Card allows this to happen in a simple, effective non-verbal manner; it provides a discreet way for them to ask for a minute of patience when carrying out every day activities that others take for granted. The JAM Card is used across the

world and is available as a plastic card or as a phone app (image circulated).

Businesses and organisations have been encouraged to become JAM Card Friendly and Alderman Robinson, seconded by Councillor Fielding, recently brought forward a Notice of Motion requesting that Council become a JAM Friendly organisation. This was agreed by members and the initiative is now being taken forward by Council Officers.

### **Becoming a JAM Card Friendly Organisation**

The JAM Card initiative is co-ordinated by NOW, which is a Northern Ireland based social enterprise organisation, and a meeting took place with representatives from NOW to discuss how the Council could take the initiative forward.

Council Officers were advised that there are currently 20,000 JAM Cards in operation with the card and the app provided free to users.

Following the discussion Council Officers recognised that there would be three strands to the Council's involvement in the initiative:

- (a) Implement the JAM Card internally within Council.
- (b) Encourage those who could benefit to obtain a JAM Card or the phone app.
- (c) Encourage local businesses to sign up to the initiative.

### **Implementing the JAM Card Initiative within Council**

The primary focus for internal implementation of the JAM Card initiative will relate to awareness raising and training of staff. NOW offer a range of training initiatives on the JAM Card, from e-learning packages to face to face training to Train the Trainer packages.

Council staff are currently determining the staff who would need training and the type of training which would be appropriate for them. At this point is envisaged that this training would be initially aimed at customer facing staff in our facilities, for example receptionists and staff in TIC's, leisure attendants, etc., and it has been agreed that the training will be provided by NOW.

JAM Card training will then be programmed into the Council's Training Plan for the year ahead for appropriate staff.

Various marketing materials will also be purchased from NOW to help promote the Council as a JAM Friendly organisation once the training is complete, for example A3 posters, window stickers, till stickers.

## **Encouraging People to Use the JAM Card**

It was recognised that the Council could assist NOW in promoting the JAM Card initiative and it was agreed NOW would provide a short information piece which could be circulated via Council databases, for example to local community and voluntary groups.

The Council could also assist by enabling NOW to take a stand at upcoming Council events to promote the JAM Card.

People who wish to obtain a JAM Card can contact NOW (details below) or their local library as Libraries NI have agreed to have a supply of the cards available in local libraries.

To get a JAM Card go to <https://jamcard.org/jam-card> and complete the request form or tel: 02890 436400 or e-mail [admin@nowgroup.org](mailto:admin@nowgroup.org).

## **Encouraging Local Businesses to Participate**

It was agreed that Council Officers would consider the purchase of the e-learning package from NOW for 1-10 people (at a cost of £99) to assess whether this could usefully be rolled out at events for staff in local businesses across the area. The possibility of a holding a pilot event was also discussed.

It was also agreed that consideration could be given to the purchase of a range of marketing materials available from NOW which could be provided free of charge to local businesses (dependent on budgets).

The Council's Business Support Team can also publicise the JAM Card within their e-zine and on social media, to extend the reach to local businesses.

Councillor Knight-McQuillan expressed her delight and thanked the officers.

## **11. 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 4 of 2018/19 being up to and including early March 2019. Q4 performance has deteriorated from previous figures and is no doubt largely due to a vacancy existing within the service area since November. A recruitment exercise has now been completed and we look forward to this team being back to full strength very soon. Since the last report in February the payment performance has improved to 87.6% of invoices being paid within 30 days for that month, the quarter to date figures being dragged down by the lower performance in the early part of the period. At February committee members asked for some analysis, this will come in a report to a subsequent committee.

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

## **12. PERFORMANCE IMPROVEMENT CONSULTATION FEEDBACK**

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

The purpose of this report is to present to Elected Members the outcomes of the 2019/20 Corporate Performance Improvement Plan public consultation exercise, and to inform members on the next steps in the process.

In deciding how to discharge its Performance Duty under the Local Government Act (NI) 2014, Council must consult with ratepayers, residents, visitors and those with an interest in the area.

Council has managed a consultation process with four distinct strands as set out below:

- (i) Public consultation ran from 1 Dec 2018 until 28 February 2019, during which time views were sought via an online survey, social media, local press, staff newsletter and the Council web site. Council received 60 responses including over 400 separate comments.
- (ii) An Elected Members workshop was held on 10 January 2019 and was attended by 15 Members. These 15 Members provided verbal



and written feedback on their key areas for improvement in terms of the services that Council provides.

- (iii) The Performance Team presented to Council Heads of Service and Directors on 26 November 2018. These senior officers have all provided written responses with Service specific areas for improvement.
- (iv) The Performance Team presented to the Community Planning Stakeholders on 16 January 2019. These stakeholders offered their views at that session as well as providing written feedback on proposed areas for improvement.

The main themes from each of these consultation strands were at Annex 1, circulated, to the report.

The top ten aggregated themes from the four strands of the consultation were listed in the table circulated.

The outcomes of the consultation exercise is the primary data source in terms of formulating Performance Improvement objectives. This will be supplemented by Council performance data, service level performance information and themes emerging from the Council's Performance Dashboard.

The Performance Team will share all the feedback from the consultation and work directly with Directors, Heads of Service and operational managers to help identify Performance Improvement Objectives and improvement projects for the year 2019/20.

The Performance Team will come back to Committee in April 2019 seeking approval for a set of Performance Improvement Objectives for 2019/20.

Council must agree a 2019/20 Corporate Performance Improvement Plan by June 2019.

Elected Members are encouraged to continue to provide comments and feedback to the Performance Team to help identify Improvement Priorities for the Council.

Council is presented with the findings of a public consultation exercise conducted by the Performance Team from December 2018 until February 2019 and is informed on the next steps in the process.

## 13. CORRESPONDENCE

### 13.1 Ribbon of Poppies UK and Commonwealth 2019 Campaign

The Director of Corporate Services advised Council will engage its PR Department in the initiative.

### 13.2 NILGA Subscription and Workplan 2019/2020

The Director of Corporate Services drew Committees attention to the subscription for the Investment & Work Plan in 2019/2020 as £43,610.

**AGREED** - to recommend that Council note the Correspondence schedule, and approve payment for the Investment & Work Plan in 2019/2020 as £43,610.

## 14. NOTICE OF MOTION PROPOSED BY COUNCILLOR McGURK, SECONDED BY COUNCILLOR K MULHOLLAND

### \* Councillor Wilson re-joined the meeting at 8.15PM

The Notice of Motion was referred from 26<sup>th</sup> February Council Meeting.

*This council recognises the positive benefits that breastfeeding can have for both the mother and baby. Calls on the council to supports the #NotSorryMums campaign run by the Public Health Agency and the Department of Health. Further calls on the council to ensure that all councils facilities are a part of the 'Breastfeeding welcome here scheme.*

Councillor McGurk read from a prepared statement:

“Breastfeeding has been recognised by many health and social care professionals as the best way to feed babies and in particular babies up to 6 months of age.

There are many health benefits associated with breastfeeding. It reduces a baby’s risk of serious stomach and chest infections and reduces mum’s risk of breast and ovarian cancer.

However here in the North, we have some of the lowest breastfeeding figures in Europe and indeed the rest of the industrialised world. Rates for exclusive breastfeeding at six weeks is only 13% here.

As a society we need to help new mothers feel comfortable in feeding their babies wherever and whenever they need to. Everyone has a role in removing any concerns or negative perceptions - from parents to wider family members, from health professionals to businesses and workplaces, all can provide more supportive environments for breastfeeding.

As a mum who breastfed myself, I have first hand experience of how our public spaces and society in general can impact on your ability to breastfeed. The side looks from staff or customers in a café, the lack of facilities in shopping centres, or an unkind comment from a member of the public – these can all have a devastating effect on a new mum who is simply trying to feed her baby while out and about. Mums shouldn't have to choose between isolating themselves to breastfeed or bottle feeding to maintain a degree of social life.

So the #NotSorryMums campaign, developed by the Public Health Agency, aims to encourage women to breastfeed and highlights how mothers should never have to apologise for feeding their baby in public.

Workplaces, businesses and other public buildings can display a 'Breastfeeding welcome here' sticker in their window.

As members of the Breastfeeding welcome here scheme, they agree:

- breastfeeding is acceptable in all areas of their premises that are open to the public
- they won't ask a mother breastfeeding in a public area to stop or move
- all staff members will be aware of scheme membership and support breastfeeding mothers on their premises
- to display the 'Breastfeeding welcome here' window sticker and scheme membership certificate

I would ask the committee tonight to support this motion and ensure that our council buildings become a breastfeeding friendly zone and actively try to promote and support breastfeeding mums who might be visiting our facilities”.

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

\* **Councillor Wilson re-joined the meeting at 8.15PM during consideration of the Item.**

**15. NOTICE OF MOTION PROPOSED BY COUNCILLOR McLEAN, SECONDED BY ALDERMAN FINLAY**

\* **Councillor Nicholl left the meeting at 8.20PM.**

The Notice of Motion was referred from 26<sup>th</sup> February Council Meeting.

***That Council review the policy around the 'Citizen's Newsletter' with a view to making the publication more cost effective.***

*After receiving a number of complaints from local people regarding Council's "Citizens' Newsletter", I have been prompted to investigate its' usefulness.*

*The cost associated with design and distribution of the magazine across the Borough equates to approximately £18,348 per edition. Over 60% of this cost relates to distribution. In the 21<sup>st</sup> century, there are more cost effective ways of communicating with citizens, by perhaps utilising our website and social media more effectively. A significant reduced print run could be distributed in a targeted manner across Council's public buildings, as well as in libraries, doctors' surgeries, schools and churches.*

*Councillors who are engaged with their community also provide a means of communicating with the local population.*

*Bearing in mind these factors it seems only sensible Council reviews this expensive means of communicating with Citizens of the Borough'.*

Councillor McLean further clarified that due to the rates setting process, savings had to be made, the Citizens Newsletter issued 3 times per year at a cost of £55,000 and equated to 50p per person. Councillor McLean felt that in the 21<sup>st</sup> Century most people use social media platforms, that paper format was not as popular and whilst fully appreciating broadband availability, members of the public could acquire copies in, for example, public buildings.

Councillor Baird expressed her dissatisfaction with the Notice of Motion, she felt the Citizens Newsletter was valuable work, it was important the public knew what Council were doing, that Council use the Newsletter to consult and to make people feel inclusive. Councillor Baird stated the Newsletter cost was miniscule at 25p per household, issued twice per year.

Councillor Deighan stated his support for Citizens Newsletter, that he would like to see it retained and reviewed.

Councillors Wilson, McCandless and McGurk stated their support for retaining the Citizens Newsletter.

The Director of Corporate Services clarified the actual cost was £35,000 for two editions per year.

The Chair put the Notice of Motion to the Committee to vote.  
4 Members voted For, 9 Members voted Against, 0 Members Abstained.  
The Chair declared the motion fallen.

- \* **Councillor Nicholl re-joined the meeting at 8.35PM.**
- \* **Councillor Nicholl left the meeting at 8.37PM**

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

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor McGurk and

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

## **16. MANAGEMENT ACCOUNTS**

### **\* Councillor Knight-McQuillan left the meeting at 8.40PM.**

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

Causeway Coast and Glens Borough Council has approved annual budgets and delegated authority to officers to utilize these budgets in the provision of services to our rate payers.

Circulated was a management accounts report detailing the financial position as at period 9 of the 2018/19 financial year (up to 31 December 2018) together with a table of variance analysis and explanations. Further detail was circulated.

## **17. 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 January 2019 and as at 28 February 2019 was circulated, along with 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. These were detailed in the report, circulated.

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 were no debts for recommendation this month.

## 18. ODHR REPORTS

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

\* **Councillor Nicholl left the meeting at 8.41PM.**

### 18.1 Implementation of New NJC Pay Scales

The 2018 / 2019 pay agreement issued by the National Joint Council for Local Government Services (NJC) resulted in a new pay spine for implementation on 1<sup>st</sup> April 2019. The new pay spines are required to address the impact of the National Living Wage.

Details of the new pay spine were circulated.

The proposals for the implementation of the new NJC pay spine were included in Appendix 1, circulated. The Trade Unions currently being consulted on the proposals.

Whilst the NJC produced technical advice on how to assimilate the current staff onto the new pay scales, they did not provide any guidance on how the scale points are grouped into grades. The new pay scales have been grouped into grades based on Council's current scale points and grades. Also shown was how the current scale points assimilate to the new scale points.

**It is recommended** that Council approve the proposals on the implementation of the new NJC Pay Spine.

The Director of Corporate Services drew members' attention to Page 9 of the report, recommendations C and D had now been withdrawn from the Agenda and would not be considered.

**AGREED** - to recommend that Council approve the proposals on the implementation of the new NJC Pay Spine;

- a) the new pay spine as set out in the report be approved with effect from 1<sup>st</sup> April 2019 and
- b) Approach B be approved for the purpose of assimilation.

## **18.2 Standby and Callout Policy**

The Director of Corporate Services advised the Item had been withdrawn from the Agenda and would not be considered.

## **19. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 6 MARCH 2019**

### **\* Councillor Nicholl re-joined the meeting at 8.45PM.**

Minutes previously circulated. The Director advised of recommendations to defer consideration to the Corporate Policy and Resources Committee.

### **Matters Arising**

#### **19.1 Leases/Licences - Ref 22/18/P - Shop Unit at South Pier, Portrush – Amendments to Lease (Minute Item 4.5)**

The Director of Corporate Services presented via PowerPoint presentation the request received in respect of the Shop Unit at South Pier, Portrush.

At its meeting on 6<sup>th</sup> March 2019 the Land and Property Sub Committee made the following recommendations:

- a) Grant approval to commence the application process through the Petty Sessions Court to obtain a Liquor Licence to permit the sale of alcohol. Councillor Fielding recorded his disagreement to the recommendation.
- b) Defer a decision on the permission to install a café canopy/awning to allow for an external seating area until site meeting has been completed.
- c) Defer the formalisation of the current use of the external seating area until completion of site meeting.
- d) Defer decision for permission to install/use temporary moveable barriers around the external seating area until completion of site meeting.
- e) Defer decision for permission to install a temporary unit at the point of the building. The temporary unit to be used to enhance storage facilities during the busy season and to use as a point of sales (P.o.S) for beach paraphernalia (excluding

the sale of inflatables or other items deemed contentious by RNL) until completion of site meeting.

- f) Grant permission to repaint to repaint the exterior of the building (existing colour scheme) subject to funding being granted for the paint/repaint areas under the “Revitalise” scheme.
- g) Grant permission to paint the small railed section at the point of the building subject to funding being granted for the paint/repaint areas under the “Revitalise” scheme.
- h) Grant permission to paint the shutters subject to funding being granted for the paint/repaint areas under the “Revitalise” scheme.
- i) Should funding for the paint/repaint at areas f) to h) be denied under the “Revitalise” scheme, Council as landlord, will assess the request.

The Chair advised of Members present who were also in attendance at the Site Visit held on Monday 11 March as Councillors Baird, Knight-McQuillan and herself.

Committee considered each of the Sub Committee recommendations.

Proposed by Councillor Douglas  
Seconded by Councillor Baird and

**a) AGREED** - to recommend that Council agree to the sub-committee recommendation

\* **Councillor McCorkell left the meeting at 8.50PM.**

\* **Councillor Knight-McQuillan re-joined the meeting at 9PM.**

Proposed by Councillor Baird  
Seconded by Alderman Hillis

**b)** to recommend that Council grant permission to install a fast, retractable café canopy/awning to allow for an external seating area.



The Chair put the motion to the Committee to vote.  
5 Members voted For, 4 Members voted Against, 5 Members abstained.  
The motion was passed.

Proposed by Alderman Hillis  
Seconded by Councillor Knight-McQuillan and

- c) **AGREED** - to recommend that Council formalise of the current use of the external seating area; based on the current seating area and does not increase.

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor McLean and

- d) **AGREED** - to recommend that Council does not give permission to install/use temporary moveable barriers around the external seating area.
- e) **It was AGREED** - to recommend that Council does not grant permission to install a temporary unit at the point of the building. The temporary unit to be used to enhance storage facilities during the busy season and to use as a point of sales (P.o.S) for beach paraphernalia (excluding the sale of inflatables or other items deemed contentious by RNLI).

(f), (g) (h) and (i) **It was AGREED** to recommend that Council approve the sub-committee recommendations.

### **19.2 Legal Issues - Development at Causeway Street Portrush, request for access to East Strand Car Park (Minute Item 5.1)**

The Director of Corporate Services advised a further valuation was not yet completed and would be presented to the next Land and Property Sub-Committee meeting.

### **19.3 Legal Issues - Portstewart Town Hall (Minute Item 5.2)**

The Director of Corporate Services advised that the legal advice provided at the Sub-Committee had been circulated to all Members following the meeting.

Councillor Callan queried Council's survey of its buildings. The Director of Corporate Services stated she envisaged a report would be brought to the September Land and Property Sub Committee.

Councillor Callan stated his concern, he felt Coleraine Town Hall's windows had fallen into disrepair.

The Director of Corporate Services advised Council's Estates Team had structural oversight.

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

Proposed by Councillor Callan

Seconded by Councillor Knight-McQuillan and

**AGREED** – to recommend that Council approve the Minutes of the Land and Property Sub Committee held Wednesday 6<sup>th</sup> March 2019, to include the recommendations as set out at Item 19.1 above)

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

Proposed by Councillor Callan

Seconded by Councillor Knight-McQuillan and

**AGREED** – that Council move, 'In Public'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9.30PM.

---

Chair