

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 20 NOVEMBER 2018**

No	Item	Summary of key Recommendations
4	Performance Dashboard	Note
5	Safeguarding Policies	Approve
6	Treasury Management Facilities	Delegate authority to Chief Executive, Chief Finance Officer and Deputy
7	Prompt Payment statistics	Information
8	Correspondence	
	- HSC Public Health Agency Guidelines on memorials and Public Gatherings	Note
	- ABF The Soliders' Charity	
9	Consultations	
	- Equality Commission for NI	Note
10	Conferences	
	- NILGA Global Action	Note
11	<p>Notice of Motion Proposed by Councillor Callan, Seconded by Councillor Clarke referred from 23 October 2018 Council meeting</p> <p><i>'That this Council establish a working group, consisting of 6 members by d'Hondt, to explore a programme of events and activities to celebrate the 100th anniversary of Northern Ireland in 2021.'</i></p>	Notice of Motion carried

12	<p>Notice of Motion Proposed by Councillor Stevenson, Seconded by Councillor Blair referred from 23 October Council meeting</p> <p><i>‘That this council carry out a review of all council bylaws, with the intent of removing any no longer required and updating those requiring it, and with the aim for them to be applied across the entire Causeway council area or as Council decides’</i></p>	Notice of Motion fallen
13	Rates Estimates	Information
14	Debt Management	Information
15	Minutes of the Efficiency Sub Committee held Wednesday 17 October 2018	Note
16	Minutes of the Governance Working Group held Thursday 8 November 2018	
	Matters Arising	
	16.1 Standing Order AORB (Item 3.3)	Amendment carried
	16.2 Standing Order (19.5) recorded Vote (Item 3.4)	Information
	16.3 Scheme of Delegation (Item 6)	Information
	16.4 Approval of the Minutes	Approve, including Amendment as set out at Item 16.1 above
17	Minutes of the Meeting of the Land and Property Sub-Committee held Wednesday 7 November 2018	
	Matters Arising	
	17.1 Ref 197/16 2 Main St Portrush (Item 5.1)	Amendment lost
	17.2 Ref 13/18/P Portstewart Library, renewal of lease (Item 7.1)	Clarify service of notice
	17.3 Approval of the Minutes	Approve
18	Legal Opinion Report Notice of Motion submitted 9th July 2018	Information

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 20 NOVEMBER 2018 AT 7:00 PM**

- In the Chair** : Councillor Quigley
- Present** : Alderman Hillis;
Councillors Baird, Beattie, Blair, Callan, Deighan,
Fielding, Knight-McQuillan, McCandless, McCorkell,
C McShane, Nicholl, Wilson
- Officers Present** : D Jackson, Chief Executive
D Wright, Chief Finance Officer
B Lofthouse, Head of OD/HR
J McCarron, Performance & Transformation Officer
S Duggan, Civic Support & Committee & Member Services Officer
- Non Committee Members Present:** Councillor I Stevenson
- In Attendance** : Press (1 No.)

The Chair advised Agenda Item Re-Engagement of Former Employees who left on Voluntary Severance, had been withdrawn from the Agenda, pending Legal advice, and to be brought in January 2019.

1. APOLOGIES

Apologies were recorded for Councillor K Mulholland.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF MEETING HELD TUESDAY 16TH OCTOBER

The Chair advised the Minutes of the above meeting were adopted at 23 October 2018 Council Meeting.

4. PERFORMANCE DASHBOARD

Report, previously circulated, presented by the Performance and Transformation Officer on the second quarterly Council Performance Dashboard covering the period July - Sep 2018.

At the Corporate Policy and Resources Committee meeting in March 2018, and subsequently at the Council Strategy Day in May 2018, Elected Members were informed that the Performance Dashboard was being developed as a tool to present performance information to Council over time.

The first Performance Dashboard was presented to Council's Corporate Policy and Resources Committee in September 2018, covering the period April – June 2018.

A copy of the second Performance Dashboard was attached as Appendix 1. These will continue to be presented to Committee on a quarterly basis moving forward and additional measures can be added at the request of Members.

A wider Dashboard including financial and budgetary information will be emailed directly to Members in due course.

The second Performance Dashboard is presented as a tool to track and measure performance of the Council over time. Performance information will be presented to Council on a quarterly basis.

It is recommended that Causeway Coast and Glens Borough Council notes the content of the attached Performance Dashboard.

Councillor Baird referred to the high levels of agency staff and questioned what steps were being taken to finalise the staffing structure, being aware of the pressures on management, potential loss of skills and low morale.

The Chief Executive advised that in light of the direction from Council, service areas had been directed to apply a 20% reduction in agency staff levels by Christmas, with the caveat for the use of seasonal employees, based on employment advice. The Chief Executive outlined strides in making appointments in Environmental Services and would expect a significant improvement in levels in the next quarter.

Councillor Baird proposed Council adopt a Policy of offering a contract to any Agency worker who passed a 2-year threshold, going forward.

The Head of OD/HR advised Council was governed by the Local Government Staff Commission, Council had agreed the Vacancy Control Process in the interim and this would be against legislation in place. The Head of OD/HR outlined the Vacancy Control process and advised of service reviews currently being undertaken in Leisure and Development and Environmental Services which were required to be completed.

Councillor Baird withdrew her proposal and requested that a report is brought back in January.

Councillor Deighan requested clarification of the financial figures absent from the Dashboard, the Performance and Transformation Officer advised the completed information would be emailed to Elected Members.

The Performance and Transformation Officer clarified the Planning figures were not published as they had not yet been verified by the Department.

Councillor Callan requested a copy of the staff training brochure.

AGREED – to recommend that Causeway Coast and Glens Borough Council notes the content of the attached Performance Dashboard.

5. SAFEGUARDING POLICIES

Report, previously circulated, presented by Head of OD/HR, Safeguarding Children & Young People Policy and Procedures & Safeguarding Adults Policy and Procedures.

The Safeguarding Children & Young People Policy and Procedures (Appendix 1) & Safeguarding Adults Policy and Procedures (Appendix 2) have been developed to reflect the practices within Causeway Coast and Glens Borough Council. The 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".

The purpose of these policies and their respective associated procedures is to help protect the children, young people and adults at risk who use our services and to ensure that Causeway Coast and Glens Borough Council employees, agency workers, volunteers and elected members are aware of issues that can cause children & young people and adults at risk harm, and take effective action to protect them. By complying fully with these policies and procedures, Causeway Coast and

Glens Borough Council seeks to ensure that employees, agency workers, volunteers and elected members are also protected whilst carrying out their duties.

Causeway Coast & Glens Borough Council is currently working with four Legacy Child Protection Policies and an absence of a Safeguarding Adult Policy which is problematic. These new Safeguarding policies and procedures will provide a one stop shop and enable all facilities and services to adopt the appropriate designated policies. These policies and procedures will also include a training package with 3 identified levels within the organisation, Level 1 Introductory awareness training for all employees, Level 2 training for operational staff within a Leisure Environment and Level 3 Designated Officers Training for Reporting Officers.

It is recommended that Council approves the Safeguarding Children & Young People Policy and Procedures and Safeguarding Adults Policy and Procedures

Proposed by Councillor Knight-McQuillan
Seconded by Councillor Callan and

AGREED – to recommend that Council approves the Safeguarding Children & Young People Policy and Procedures and Safeguarding Adults Policy and Procedures.

6. TREASURY MANAGEMENT FACILITIES

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

Council approved a revised Treasury Management Policy in August 2018 which extended the possible portfolio of investment products Council can utilise.

Council is now in a position to make investments in alternative approved products in conjunction with the advice of our Treasury Advisers however this will require facilities to be opened with a number of providers so that these investments can be made and managed. Any subsequent additional investment decision which includes a provider not before used would therefore require subsequent reports to Council seeking approval in order that facilities or accounts could be setup and the investments made. Many opportunities to invest in higher return products may not allow time to seek Council approvals therefore it would be beneficial if the authority to do so was delegated to Council staff. No facilities will be setup without the appropriate advice having been sought from Council's treasury

management advisors indicating that any investment is in keeping with Council's Treasury Management Policy.

It is recommended that authority be delegated to the Chief Finance Officer for the setting up and management of facilities and/or accounts for the purposes of Treasury Management investment decisions.

Councillor McCandless recommended that in order to protect the Chief Finance Officer, other Senior Officers be delegated authority, in addition.

Proposed by Councillor McCandless
Seconded by Councillor Baird and

AGREED – to recommend that authority be delegated to the Chief Executive, Chief Finance Officer and Deputy, for the setting up and management of facilities and/or accounts for the purposes of Treasury Management investment decisions.

The Chief Finance Officer responded to questions surrounding Council's Treasury Management Advisors and Financial Instruments.

7. PROMPT PAYMENT STATISTICS

Information 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. Q3 performance has improved from Q2 and year to date is still ahead of the previous 2 years.

Whilst the improved performance in comparison to previous periods is welcome 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. A dedicated staffing resource will soon be allocated to this project with the aim to accelerate the implementation needed to provide the improvement Council seeks from these figures.

The Chief Finance Officer responded to questions surrounding disputed invoices.

* **Councillor Nicholl left the meeting at 7.50PM.**

8. CORRESPONDENCE

Report, previously circulated.

- HSC Public Health Agency - Guidelines on Memorials and Public Gatherings, Mrs Valerie Watts, dated 15 October 2018

- ABF The Soldiers' Charity, correspondence dated 6 November 2018

Committee NOTED the information Items 8 - 10 inclusive.

9. CONSULTATIONS

Report, previously circulated.

- Equality Commission for NI Corporate Plan 2019-2022 Have Your Say 4 January 2019.

10. CONFERENCES

Report, previously circulated.

- NILGA Full Members Meeting Themed Event, Global Action – Local Goals Friday 23rd November 2018, Coffee Cure at the Museum, Town Hall Bangor BT20 4BT.

Alderman McKeown is Council Partnership Panel nominee and has been invited to attend.

**11. NOTICE OF MOTION PROPOSED BY COUNCILLOR CALLAN,
SECONDED BY COUNCILLOR CLARKE REFERRED FROM 23
OCTOBER 2018 COUNCIL MEETING**

Proposed by Councillor Callan
Seconded by Councillor Knight-McQuillan

- 'That this Council establish a working group, consisting of 6 members by d'Hondt, to explore a programme of events and activities to celebrate the 100th anniversary of Northern Ireland in 2021.'

Speaking in support of his motion, Councillor Callan outlined that, in the last number of years Council has marked key milestones such as the 1718 Migration to America, End of the Great War and proposed that Council should mark the 100th anniversary of N Ireland, a motion being brought forward to facilitate planning.

Councillor Callan stated it would be an opportunity to celebrate the rich and cultural heritage, every aspect of life, business, sport, the arts and literacy world. Councillor Callan advised N Ireland boasts a great number of superstars to include the Booker Prize Winner, Rory Best, Liam Neeson, Seamus Heaney, golfers, the Nobel Prize winner who donated her money to support female students. There would be an opportunity in 2021 to look forward to see the potential in N Ireland, viewed as a great place to work and visit with attractions such as the Bushmills Distillery, Carrick-a-Rede and Roe Valley. Councillor Callan further advised, that a number of groups hosted a number of events such as the Giro d'italia and highlighted the Year of Food and Drink 2016; 2021 would be an opportunity to mark the occasion of the 100th Anniversary.

Councillor Callan stated the start date is 3rd May 2021, at which point the Government NI Act came into force, a Monday May Day Bank Holiday and that Council should feed into wider events. Councillor Callan reflected, it has been billed as Expo 1971 when the 50th Anniversary of N Ireland was celebrated and is an opportunity today to celebrate the passion for N Ireland, an opportunity to entice family and friends back from living abroad, Councillor Callan stated that N Ireland has its difficulties however, it would be opportunity to celebrate.

Councillor Callan outlined a perspective, the Republic of Ireland spent £50M commemorating the Easter Rising and Theresa May plans to spend £120M in 2022 on a festival to celebrate Brexit, that Causeway Coast and Glens has an important role to play in planning to bring on

board local schools, the University, sports groups and the community to celebrate and be proud of the momentous occasion.

Councillor Knight-McQuillan stated her support and pride, especially in the amount of talent, in sports, the arts and music. Councillor Knight-McQuillan advised Estonia and Latvia celebrated a 100 year anniversary, they are proud nations and Council should take the opportunity to do the same.

Councillor Nicholl, on behalf of Sinn Féin stated his opposition to the motion stating there was nothing to celebrate on this Island, an economic disaster and denial of rights.

Members stated their support for and objection to the Notice of Motion.

The Chair put the motion to the committee to vote.

9 members voted For, 5 members voted Against, 0 members Abstained.

The Chair declared the motion carried.

- * **Councillor Nicholl re-joined the meeting during consideration of the above Item.**
- * **Councillor Stevenson joined the meeting at 8.15PM.**

12. NOTICE OF MOTION PROPOSED BY COUNCILLOR STEVENSON, SECONDED BY COUNCILLOR BLAIR REFERRED FROM 23 OCTOBER COUNCIL MEETING

Councillor C McShane raise a Point of Order under Standing Order 15.c) and 15.1 (2), that the Council was referred to as 'Causeway Council', the Notice of Motion should have been rejected and questioned whether it was legally competent and that it undermined the democratic decision of Council.

The Chief Executive advised a legal opinion would be sought on the Point of Order raised.

The Chair invited Councillor Stevenson to refer to the proper title.

Councillor Stevenson withdrew the word 'Causeway' from the Notice of Motion.

The Chair accepted the amendment to the wording of the Notice of Motion.

Proposed by Councillor Stevenson
Seconded by Councillor Blair

- 'That this council carry out a review of all council bylaws, with the intent of removing any no longer required and updating those requiring it, and with the aim for them to be applied across the entire council area or as Council decides'

Councillor Stevenson read from a prepared statement:

"Not so long ago an issue came to my mind regarding council byelaws. It transpired from this that Causeway council had a bye law relating to an issue which I as a councillor did not know. I corresponded with the Chief Executive in regards to my query.

It was concerning this byelaw:

A person shall not in a designated pleasure ground without the consent of the council:

(i) deliver, or read, any public speech, lecture, prayer, sermon or address of any kind, or sing any song, whether sacred or secular, or enter into public discussion, or hold, or cause, or take part in public assemblage;

(ii) play or make sounds on any musical instrument or operate or cause to be operated any wireless set, gramophone, amplifier or similar instrument or make or cause to be made any noise which is so loud and so continuous or repeated as to give reasonable cause for annoyance to other persons.

I then wrote and asked if this issue could be brought to the appropriate committee for review, and potentially all bylaws. However I am not currently aware that this issue has been addressed by any committee in council. It was confirmed to me that the above bye law applied. And this has brought me to the notice of motion tonight.

Further to the above it did raise some questions for me, in relation to this byelaw and byelaws in general.

1. It was obviously an old byelaw and perhaps could do with being updated, in my opinion.

2. It referred to a designated pleasure ground and I wondered, what is the definition of a pleasure ground and what are the parameters of it.

3. Does it, in the new larger Causeway council apply to beaches or Megaw Park or the Riverside Park in Ballymoney ie. has the bye law been carried forward to the new council to apply to all pleasure grounds.
4. Are pleasure grounds identified by signage?
5. Are old byelaws still compliant with modern law?
6. I believed, rightly or wrongly, that decisions made by former councils no longer applied, yet it seems these do and I wondered why this was.

I also thought that if anyone gathers in a group in a designated pleasure ground eg. the public at the Lammas fair or sings a song or engages in a chat with someone or reads a book, do they need council permission, or will they get penalised if they do and what is that penalty?

And all this leads me to the notice of motion tonight?

I remember in the happier days of Ballymoney council that I was approached to see if the police could be furnished with all the byelaws of Ballymoney council and this was done. But when I read them, if I recall correctly, there were byelaws in relation to abattoirs and others which I thought strange or did not apply any more. I wonder are our local police aware of our council byelaws.

This is why I put the motion tonight, to get this councils byelaws updated, ensure they are compliant with modern law, to identify where they apply (ie. one area or the entire council) and to allow members to go through them to see if they agree with them and to get approval of this council for each of them. It would be a good thing if people were aware of them where they apply and any potential disciplinary measure for breach of them. I believe it is certainly beneficial for in the new council for these issues to be clarified, Perhaps a working group/sub committee could be established. The opinion of the officer and this committee and council would certainly be welcome in regards to the motion raised tonight and a way forward determined”.

The Chair put the motion to the committee to vote.

1 member voted For, 5 members voted Against, 7 members Abstained.

The Chair declared the motion fallen.

* **Press left the meeting at 8.20PM during consideration.**

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Nicholl

Seconded by Councillor Knight-McQuillan and

AGREED – that Council conduct the remainder of the business 'In Committee'.

- * **Councillor Beattie left the meeting at 8.22PM.**
- * **Councillor McCandless left the meeting at 8.22PM.**

13. RATES ESTIMATES

A verbal update was delivered by the Chief Finance Officer advising of Council's inflationary pressures, whilst having not taken into account income streams, to date and responded to Elected Member questions.

Councillor Callan requested an update on the report outlining new revenue opportunities. The Chief Executive agreed to bring an update to the next meeting.

- * **Councillor McCandless re-joined the meeting at 8.26PM.**
- * **Councillor Beattie re-joined the meeting at 8.26PM.**
- * **Councillor Nicholl left the meeting at 8.30PM.**

14. 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 30 September 2018 was circulated along with tables detailing the status of debt 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 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 are no debts for recommendation this month.

Councillor McCandless sought an explanation regarding a specific service area that regularly appeared. The Chief Finance Officer agreed to bring a response to the next meeting.

**15. MINUTES OF THE EFFICIENCY SUB COMMITTEE HELD
WEDNESDAY 17 OCTOBER 2018**

A copy of the minutes was previously circulated.

The Chief Executive additionally referred Committee to the report on the Budget Setting Process.

AGREED – to recommend that Council Note the Minutes of the Efficiency Sub Committee held Wednesday 17 October 2018.

**16. MINUTES OF THE GOVERNANCE WORKING GROUP HELD
THURSDAY 8 NOVEMBER 2018**

A copy of the minutes was previously circulated.

Matters Arising

16.1 Consider Standing Orders (Item 3) Standing Order (12o) Any other relevant business (Item 3.3)

Councillor Fielding felt the previous position regarding Any Other Relevant Business allowed the opportunity for unforeseen eventualities to be addressed at a Committee meeting; if the Officer did not have a response, it could be brought to the Council meeting.

Amendment

Proposed by Councillor Fielding

Seconded by Councillor Knight-McQuillan

- Any other relevant business noted to the Chair, Chief Executive and, relevant chief officer, by 12 noon on the Monday of the committee week.

Councillor C McShane supported the Working Group recommendation and proposed it accordingly.

The Chair put the Amendment to the committee to vote.

6 members voted For, 4 members voted Against, 2 members Abstained.

The Chair declared the Amendment carried.

16.2 Standing Order (19.5) Recorded Vote (Item 3.4)

Councillor Callan was provided with an explanation of 'surcharge'. The Chief Executive clarified concern had been expressed, the legal opinion was not set down in legislation and Council could decide to remove it.

Councillor Callan explored electronic voting and was invited to suggest a form of words to the Working Group for consideration surrounding Recorded Vote.

Councillor Baird urged caution surrounding the issue of recorded voting and the Planning Committee and advised the Planning Committee had a strong view.

16.3 Scheme of Delegation (Item 6)

The Chief Executive clarified the Scheme of Delegation and procurement would be looked at together and workshop would be held, and advised that a draft would be issued to members.

16.4 Approval of the Minutes

AGREED – to recommend that Council approve the Minutes of the Governance Working Group held Thursday 8 November and recommendations therein, including the Amendment as set out above at Item 16.1 above.

The Chief Executive clarified the next meeting would be held in December.

* **Councillor Nicholl re-joined the meeting at 8.55PM**

17. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 7 NOVEMBER 2018

A copy of the minutes was circulated.

Matters Arising

17.1 Ref 197/16 – 2 Main Street Portrush (Minute Item 5.1)

Councillor Fielding stated the applicant required space to store bins and supporting it would not be compromising any principles; that Council could ask for more than the valuation and would generate additional rates.

Amendment

Proposed by Councillor Fielding

Seconded by Councillor Knight-McQuillan

- to recommend that Council does dispose of the land to the rear of the property at 2 Main Street, Portrush.

Alderman Hillis provided background information in relation to an historic application for the same address and strongly resisted the request.

Councillor Baird outlined her concerns surrounding any proposed outlook onto the family friendly area, a focus point of Portrush.

Councillor C McShane referred to the valuation report and stated her disagreement with the request, in the wider public interest.

Councillor McCorkell supported Councillor Fielding.

The Chair put the Amendment to the committee to vote.

4 members voted For, 8 members voted Against, 1 member Abstained.

The Chair declared the Amendment fallen.

17.2 Ref 13/18/P Portstewart Library, Portstewart Town Hall – renewal of Lease

Councillor Fielding referred to the report and the timescale of the notice to be served in relation to any tenancy. The Chief Executive advised that officers would request an extension to the service of notice period.

17.3 Approval of the Minutes

AGREED – to recommend that the Minutes of the Land and Property Sub Committee held Wednesday 7 November 2018 are approved and recommendations therein.

18. LEGAL OPINION REPORT NOTICE OF MOTION SUBMITTED 9TH JULY 2018

Confidential report, previously circulated.

At the Council meeting on 28th August 2018 a notice of motion was submitted in the following terms:

“That this Council determine that the top ten capital projects decided by members under each department head be completed by the end of the next Council term and that a workshop is held and a scheme agreed by March 2019, to bring the Riverside Park in Ballymoney up to a high standard, with work to be completed by 2021 and the necessary provision made for its upkeep going into the future. That Standing Orders are waived regarding this decision so that it cannot be rescinded by any new motion brought at any time, except by agreement of 80% of its members.” This was proposed by Councillor Stevenson and seconded by Alderman Campbell.

The Chief Executive advised, the first two parts of the Notice of motion may be considered by committee, excluding, *That Standing Orders are waived regarding this decision so that it cannot be rescinded by any new motion brought at any time, except by agreement of 80% of its members.*

No proposals were considered.

MOTION TO PROCEED ‘IN PUBLIC’

AGREED – that Council conduct the remainder of the business ‘In Public’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9.14PM.

Chair

Unconfirmed