

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 20 June 2017**

No	Item	Summary of key Recommendations
1	Apologies	<i>Alderman Hillis, Councillor Clarke</i>
2	Declarations of Interest	<i>Nil</i>
3	Minutes of Meeting held Tuesday 16 th May 2017	<i>Information</i>
4	Zomba - Memorandum of Understanding	<i>Approve</i>
5	Armorial Bearings Sub-Committee Notes of Meeting held 6 June 2017	<i>Approve, excluding recommendation within Minute Item 3</i>
6	Supply and Fit of Tyres Tender	<i>Award Kerr's Tyres</i>
7	Prompt Payment Statistics	<i>Information</i>
8	Matters for reporting to Partnership Panel	<i>Nil</i>
9	Correspondence	<i>Note</i>
10	Secure Cash Collection Tender	<i>Advertise tender</i>
11	Debt Management	<i>Information</i>
12	Land and Property Sub-Committee Notes of Meeting held 7 June 2017	<i>Note and approve</i>

13	Retirement of Lord Lieutenant of County Antrim	<i>Proceed in conjunction with working group; contribute £3.5 k; report progress to Council</i>
14	Voluntary Severance Request	<i>Approve</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 20 JUNE 2017 AT 7.00 PM**

- In the Chair** : Councillor McCandless
- Present** : Aldermen Finlay, Hickey
Councillors Baird, Beattie, Duddy, Holmes,
Knight-McQuillan, McCorkell, McLaughlin, C
McShane, Nicholl, Quigley and Wilson
- Officers Present** : M Quinn, Director of Performance
D Wright, Chief Finance Officer
D Hunter, Council Solicitor
D Duggan, Committee and Member Services Officer
- In Attendance** : Press (1 No.)

The Chair advised Alderman Finlay was substituting for Councillor Clarke and Councillor Holmes was substituting for Alderman Hillis for the transaction of business for the evening.

1 APOLOGIES

Apologies were recorded for Alderman Hillis and Councillor Clarke.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3 MINUTES OF MEETING HELD TUESDAY 16 MAY 2017

The Chair advised the minutes of the above meeting were confirmed at the Council Meeting on 23 May 2017.

4 ZOMBA - MEMORANDUM OF UNDERSTANDING

Report circulated.

In determining the level of support Council may wish to give in actively promoting the Zomba connection and the Zomba Action Project's role in

that connection a draft Memorandum of Understanding is tabled for Committee's consideration and recommendation to Council. The former Coleraine Borough Council had a MOU with Zomba City Council signed by both parties in 2002.

The MOU is largely aspirational and does not bind Council in the future. The draft document was circulated.

It is recommended that Council approves the draft Memorandum of Understanding between Council and Zomba City Council.

Proposed by Alderman Hickey
Seconded by Councillor McCorkell

AGREED – to recommend that Council approves the draft Memorandum of Understanding between Council and Zomba City Council.

5 ARMORIAL BEARINGS SUB-COMMITTEE NOTES OF MEETING HELD 6 JUNE 2017

Report circulated.

The Sub-Committee met on Tuesday 6th June, the notes of the meeting were circulated.

Councillor Baird stated the wider issue of Council's estates strategy did not fall within the narrow remit of the Armorial Bearings Sub-Committee and would require more due consideration.

It is recommended that Council approves the recommendations contained in the notes of the Armorial Bearings Sub-Committee meeting held on Tuesday 6th June 2017.

Proposed by Councillor Duddy
Seconded by Councillor McCorkell

AGREED – to recommend that Council approve recommendations contained in the notes of the Armorial Bearings Sub-Committee meeting held on Tuesday 6th June 2017, excluding the recommendation within Minute Item 3.

6 SUPPLY AND FIT OF TYRES TENDER

Report circulated.

Committee was presented with a report providing an overview of the procurement process for the supply and fit of tyres and sought approval for the award of this contract to the preferred bidder.

It is recommended that the contract is awarded to Kerr's Tyres for the period up to 31st March 2018 with options to extend for two further periods of one year each.

AGREED – to recommend that Council award the contract to Kerr's Tyres for the period up to 31st March 2018 with options to extend for two further periods of one year each.

AGREED – to change the Order of Business, to receive Secure Cash Collection Tender item In Committee at the end of the meeting.

7 PROMPT PAYMENT STATISTICS

Information report circulated.

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 circulated detailed Council's performance since April 2015, the latest data for quarter 1 of 2017/18 being up to and including April 2017.

Council is at present falling short of the targets but has shown an overall improvement during the year of just over 2.5%, further review of procedures are being conducted in an effort to meet our performance target.

Councillor Duddy expressed his disappointment and sought an explanation for falling short of the targets. The Chief Finance responded in detail.

* **Councillor McShane arrived at the meeting at 7.15 PM.**

8 MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the local government side of the Partnership Panel.

9 CORRESPONDENCE

Committee noted the correspondence schedule, circulated.

- Land and Property Services - Provisional Actual Penny Product (APP) 2016/17 Rate Year (dated 12 May 2017)
- Department for Communities – Rates Support Grant 2017/2018 (dated 12 May 2017)

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Baird

Seconded by Alderman Hickey and

AGREED - that the Committee proceed to conduct the following business ‘In Committee’.

* **Press left the meeting at 7.16 PM.**

* **Councillor Quigley arrived at the meeting at 7.18 PM.**

10 SECURE CASH COLLECTION TENDER

Report circulated.

At the inception of Causeway Coast and Glens Borough Council given the numerous locations of Council premises and the lack of local banking facilities in some areas a secure cash collection service was implemented in conjunction with Council’s bank.

The current arrangement was detailed and a number of deficiencies set out:

- This arrangement has been setup in conjunction with council’s bank and has not therefore been subject to any competitive tender/quotation process;
- Only a relatively small number of Council sites are covered by the arrangement;
- Internal audit reports dealing with cash handling at a number of facilities have recommended that it be considered extending the collection service to these additional sites;

- There has been identified a potential need for special one-off collections where a particular risk has been identified for which the current arrangement has no provision;
- Additional seasonal sites would benefit from a cash collection service.

It is fairly simple in terms of cost, there will be a cost per collection and the intention would be to make more collections available therefore the cost of this service will increase however the benefit gained from it will be at least two fold in terms of reduced risk to council staff and a reduction in the time council staff spend carrying out lodgement trips to and from banking facilities. Add to this the internal audit recommendations, our compliance with these will result in improved assurance statements, utilisation of a service such as this is primarily a risk management strategy.

Given the nature of what is being done the Chief Finance Officer stated it would be preferable to have consistency and stability in this service; therefore a longer term contract should be considered.

It is recommended that council advertise a tender for a secure cash collection service for a 5 year period.

AGREED – to recommend that council advertise a tender for a secure cash collection service for a 5 year period.

11 DEBT MANAGEMENT

Confidential information report circulated.

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.

The report sets out an update on several debts and their status.

12 LAND AND PROPERTY SUB-COMMITTEE NOTES OF MEETING HELD 7 JUNE 2017

Report circulated.

The Committee was presented with the notes of the meeting of the Land and Property Sub-Committee held on Wednesday 7 June 2017.

AGREED – to recommend that Council notes the Minutes of the Land and Property Sub Committee meeting held 7 June 2017 and approve recommendations therein.

13 RETIREMENT OF LORD LIEUTENANT OF COUNTY ANTRIM

Report circulated.

Relevant Background Information

Mrs Christie was appointed as the Lord Lieutenant of County Antrim on 1st September 2008. She has announced her intention to retire from the post in June 2019.

A Working Group is in place, chaired by Miranda Tisdale DL, High Sheriff of County Antrim. The Working Group met for the first time on 5th April to discuss ideas to mark the occasion of Mrs Christie's retirement. The Working Group includes officer representation from the County Antrim Councils as follows:

- Mid and East Antrim
- Antrim and Newtownabbey
- Causeway Coast and Glens
- Lisburn and Castlereagh

This report will be presented to all the Councils represented on the working group to enable decisions to be made. On receipt of feedback from the Councils, a further report will be brought back for Elected Members consideration.

Key Issues/Points

The Working Group has discussed a number of ideas to mark the occasion. These are set out overleaf along with potential dates and projected costs.

In summary, one large-scale event and a number of smaller events are proposed to take place in and around the spring of 2019. The main event would be a gala dinner with entertainment throughout the evening provided by a range of performers to be confirmed. A flavour of the performers is included below.

Other ideas from the working group include:

- a Church Service
- a tree planting ceremony
- the award of a trophy in Mrs Christie's name which would be awarded to a high achieving pupil or cadet and
- the placing of a permanent structure as a perpetual legacy to mark the duty performed by Mrs Christie over more than a decade as Lord Lieutenant have also been suggested.

Mid and East Antrim as the host Council will hold a central fund for payment and invoicing purposes.

Gala Dinner for approximately 500 guests	
Date:	Friday 22 March 2019
Venue:	Tullyglass House Hotel, Ballymena
Ticket price:	<ul style="list-style-type: none"> • £50 per person • Councils are asked to sponsor tables at this event at approximately £500/600 per table for 10/12 people
Council contribution:	£3.5k from each of the participating Councils to cover the costs of invited guests, toastmaster, printing etc.
Performers (TBC):	<ul style="list-style-type: none"> • Adoro • The Priests • Mountsandel School Choir • Various Military performers

Implications

Financial

This report requests the participating Councils set out above to contribute £3.5k towards the cost of the gala dinner, invited guests, toastmaster, printing costs etc.

HR

There are resourcing implications arising for the participating Councils in terms of officers' time.

It is recommended that Council

- (1) Agree that officers proceed in conjunction with the working group to organise a series of fitting tributes to mark the retirement of Mrs Joan Christie OBE, Lord Lieutenant of County Antrim in the spring of 2019.
- (2) That Council agrees to a contribution of £3.5k to cover costs associated with the planned events. This would include 2 tables for 8/10 guests at the gala dinner.
- (3) That officer's report progress to Council at regular intervals

Following specific queries, The Director of Performance advised committee would be brought detailed information in due course.

Proposed by Councillor Baird
Seconded by Councillor Wilson and

AGREED – to recommend that Council:

- (1) Agree that officers proceed in conjunction with the working group to organise a series of fitting tributes to mark the retirement of Mrs Joan Christie OBE, Lord Lieutenant of County Antrim in the spring of 2019.
- (2) That Council agrees to a contribution of £3.5k to cover costs associated with the planned events. This would include 2 tables for 8/10 guests at the gala dinner.
- (3) That officer's report progress to Council at regular intervals

Councillor Mc Shane and Councillor Nicholl stated they did not support the motion.

The Chair put the motion to the committee to vote, 10 members voted for 3 members voted against, the Chair declared the motion carried.

14 VOLUNTARY SEVERANCE REQUEST – FOR DECISION

Confidential report circulated, request to proceed with applications for Severance from Staff within the Causeway Coast and Glens Borough Council under section 123 of the Local Government Act (Northern Ireland) 2014.

- Employee Reference No 702-2015

It is recommended that council give approval to proceed with this application for Severance received from the officer as outlined above.

AGREED – to recommend that Council give approval to proceed with this application for Severance received from the officer as outlined above.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor Baird

Seconded by Alderman Hickey and

AGREED - that the Committee proceed to conduct the following business ‘In Public’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 7.45 PM.

Chair