

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 17 APRIL 2018**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>4</b>	Minutes of the Efficiency Sub-Committee held Wednesday 11 April 2018	<b><i>Approve</i></b>
<b>5</b>	Notes of Meeting of Centenary End of Great War Working Group held Wednesday 11 April 2018	<b><i>Approve</i></b>
<b>6</b>	Leaving Legacy for Her Majesty's Lord-Lieutenant	<b><i>Note progress: Allocate Mayor and his/her Partner and 18 Community Members from North Antrim</i></b>
<b>7</b>	Officer Authorisation	<b><i>Approve Senior Finance Officers and Senior Payroll officers</i></b>
<b>8</b>	Banking Services	<b><i>Approve extension for a further 2 years</i></b>
<b>9</b>	Annual Tenders	<b><i>Approve bidders; bring report to Leisure &amp; Development on progress on 'Meet the Buyer' event</i></b>
<b>10</b>	Prompt Payment Statistics	<b><i>Information</i></b>
<b>11</b>	Conferences - NILGA & Marcomm, Chairing Skills, Cookstown	<b><i>Approve</i></b>

<b>12</b>	Correspondence – Debate in Council Chamber	<b><i>Approve the request from West Bann Community</i></b>
	<b>IN COMMITTEE</b>	
<b>13</b>	Minutes of the Efficiency Sub-Committee held Wednesday 11 <sup>th</sup> April 2018	<b><i>Information</i></b>
<b>14</b>	Postal VAT Claim	<b><i>Approve Chief Finance Officer to Withdraw</i></b>
<b>15</b>	Data Controller Registration and NAC Correspondence	<b><i>Reimburse Councillors' data protection fees</i></b>
<b>16</b>	Scheme of Allowances	<b><i>Do not amend current Scheme; revisit at the commencement of the next mandate</i></b>
<b>17</b>	Debt Management	<b><i>1 debt reported</i></b>
<b>18</b>	Minutes of the Meeting of the Land and Property Sub-Committee held Thursday 12 April 2018	<b><i>Approve</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 17 APRIL 2018 AT 7:00 PM**

- In the Chair** : Councillor McCandless
- Present** : Alderman Hillis;  
Councillors Baird, Beattie, Callan, Deighan, Duddy,  
Fielding, McCorkell, McLaughlin, C McShane, Nicholl  
and Wilson
- Officers Present** : M Quinn, Director, Corporate Services  
D Wright, Chief Finance Officer  
S Duggan, Committee and Member Services Officer
- In Attendance** : Press (1 No.)  
(Gallery) Councillor Watton

**SUBSTITUTION**

In accordance with Standing Order 22 (4) Councillors Fielding and Callan substituted for Councillors Clarke and Knight-McQuillan.

**1. APOLOGIES**

Apologies were recorded for Councillors Clarke and Knight-McQuillan.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF MEETING HELD WEDNESDAY 20 MARCH 2018**

Summary minute previously circulated.

The Minutes of the above meeting were adopted at the 27<sup>th</sup> March 2018 Council meeting.

**4. MINUTES OF THE EFFICIENCY SUB-COMMITTEE HELD  
WEDNESDAY 11 APRIL 2018**

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

Discussion took place on a lack of detailed information within the minute presented. Members commented on requirements that reflected good governance. It was stated that whilst the minute presented was not inaccurate, there was good discussion at the meeting that was not reflected within the minute. It was noted there was no member of support staff assigned to the sub-committee, to enable it to be suitably administered; and that more detail was required in future.

The Chair advised any further discussion on the Efficiency sub-committee would be held In Committee at a later point in the meeting.

**AGREED** – to recommend that Council note the Minutes of the Efficiency Sub-Committee meeting held Wednesday 11<sup>th</sup> April 2018.

## **5. NOTES OF MEETING OF CENTENARY END OF GREAT WAR WORKING GROUP HELD WEDNESDAY 11 APRIL 2018**

The Director of Corporate Services presented the minutes, previously circulated.

**AGREED** – to recommend that Council approve the Notes of the Meeting of the Centenary End of Great War Working Group held Wednesday 11<sup>th</sup> April 2018, as circulated and recommendations therein.

## **6. LEAVING LEGACY FOR HER MAJESTY'S LORD-LIEUTENANT**

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

The purpose of the report was to provide an overview of arrangements made to mark the legacy of Mrs Joan Christie CVO, OBE as she stands down as Her Majesty's Lord-Lieutenant for the County of Antrim in 2019.

The report was prepared by the Chief Executive of Mid and East Antrim Borough Council in order to update each of the partner Councils on progress.

### **Background**

In June 2017, Councils within County Antrim were approached and agreed to make plans to mark the retirement of Mrs Joan Christie as Lord-Lieutenant in 2019.

The following Councils all agreed to participate in the leaving legacy arrangements:

- Antrim and Newtownabbey Borough Council

- Causeway Coast and Glens Borough Council
- Lisburn and Castlereagh City Council
- Mid and East Antrim Borough Council

A Steering Group was established, chaired by the then High Sherriff Mrs Miranda Gordon DL (nee Tisdale), containing a number of Deputy Lieutenants and Officers from the above Councils.

### **Key Issues/Points**

#### Gala Dinner

The Steering Group discussed a number of ideas to mark the occasion. The main event is a gala black-tie dinner event to be held on Friday 22 March 2019, in Tullyglass House Hotel, Ballymena.

The gala dinner will be a formal event where Mayors from each of the County Antrim councils would have the opportunity to participate. It will also be an opportunity for people and organisations across the County to mark the contribution of Mrs Christie as Lord-Lieutenant.

It was previously agreed that each Council would make a financial contribution to the event of £3,500. This would include the cost of two tables of 10 people, plus costs for invited guests and entertainment. It is recommended that each Council agree their allocation of 20 names and provide them to the Steering Group.

All remaining tickets for the dinner and entertainment will cost £50 per guest, or £500 for a table of ten.

Correspondence from the Steering Group will shortly be distributed to a range of organisations across the County, to inform them of the event and seek an indication of intention to purchase tickets.

#### Administration and Governance

In terms of Procurement and Governance, the administration for the purchase of tickets would be coordinated by Mid and East Antrim Borough Council.

Officers from all the County Antrim Councils are playing an active role in arranging and facilitating arrangements for the event.

### **Implications for Council**

Each Council previously agreed a contribution of £3,500, which would include two tables of ten guests, and cover some of the entertainment

costs. The remainder of the costs will be met from ticket sales.

**It is recommended** that Council:

- (i) Note the progress being made to arrange the leaving legacy for HM Lord Lieutenant.
- (ii) Agree the allocation of 20 places at the gala dinner.

Proposed by Councillor Wilson  
Seconded by Councillor Beattie

to recommend that Council

- (i) Note the progress being made to arrange the leaving legacy for HM Lord Lieutenant.
- (i) Agree the allocation of 20 places at the gala dinner as the Mayor, the Deputy Mayor and 18 Members of the Community within North Antrim pertaining to the person being honoured at the Dinner.

Councillor McLaughlin advised Sinn Féin's position would be to decline invitations to 'Dinner's'.

With the agreement of the proposer and seconder it was

**AGREED** - to recommend that Council

- (ii) Note the progress being made to arrange the leaving legacy for HM Lord Lieutenant.
- (iii) Agree the allocation of 20 places at the gala dinner as the Mayor and his/her Partner and 18 Members of the Community within North Antrim pertaining to the person being honoured at the Dinner.

## **7. OFFICER AUTHORISATION**

The Chief Finance officer presented the report, previously circulated.

Causeway Coast and Glens Borough Council has delegated authority to a number of officers to transact business on its behalf through our banking provider. As the organization structure continues to be populated it is requested that additional delegation be granted.

The posts of Senior Finance Officers and Senior Payroll Officers (5 No.) will supervise the processing of payments, receipts and payroll using direct debit and direct credit facilities. In order to enable this to happen each of these posts requires the ability to make or receive payments on behalf of council via the Banking Automated Clearing System (BACS) therefore they need to be issued with BACS smartcards for the operation of these payments.

**It is recommended** that the Senior Finance Officers and Senior Payroll Officers be authorized BACS card holders on behalf of Council.

Proposed by Councillor Duddy  
Seconded by Councillor McCorkell and

**AGREED** – to recommend that Council approve Senior Finance Officers and Senior Payroll Officers be authorized BACS card holders on behalf of Council.

## **8. BANKING SERVICES**

The Chief Finance Officer presented the report, previously circulated.

In 2015 Causeway Coast and Glens entered into a contract with Bank of Ireland to provide banking services for all council's facilities and business for a period of three years with the option to extend for a further 2 years.

The initial three year period has come to an end and Bank of Ireland have offered terms to extend for the two additional years, these terms of extension being a 50% discount on all transactional fees excluding BACS charges which will be waived for the extended period. Over the past three years the level of service provided by our current bankers has been very satisfactory therefore given the competitive terms being offered to extend coupled with the knowledge of how demanding a change of banker can be it is felt that the option to extend is the most advantageous to Council at this time.

**It is recommended** that the Council approves the extension of the Banking Services contract with Bank of Ireland for a further 2 years.

The Chief Finance Officer responded to queries.

Proposed by Councillor Duddy  
Seconded by Councillor Baird and

**AGREED** – to recommend that Council approves the extension of the Banking Services contract with Bank of Ireland for a further 2 years.

## **9. ANNUAL TENDERS**

The Chief Finance Officer presented the report, previously circulated.

The current suite of annual tenders were revised and expanded in preparation of Causeway Coast & Glens Borough Council coming into effect on 1<sup>st</sup> April 2015. These new contracts ensured that suppliers were able to meet the requirements of the new Council area, each contract was awarded for an initial one year period but with an option to extend for two further periods of one year each. The extension options available for the

contracts, until 31<sup>st</sup> March 2018, have now been exercised fully and Council has issued a new tender to the market.

The new contract will run from 1<sup>st</sup> May 2018 to 31<sup>st</sup> March 2019 with the option for two extensions of one year each bringing the contract end dates to 31<sup>st</sup> March 2020 and 31<sup>st</sup> March 2021 respectively.

The bid submissions received from this tender process have been evaluated and the following recommendations are made to award each of the lots as noted below. For some lots there were no bids received that met the selection criteria, these include:

Lot 2 - Plumbing Supplies, Lot 7 - Electrical Supplies, Lot 15 - Supply of Protective Clothing, Lot 21 - Supply & Delivery of Chemicals.

Additionally, there were two lots for which incomplete bids were received and therefore no award could be made. These were Lot 12 - Supply of Concrete Products, Lot 25 - Horticultural Products.

For the remaining lots, the following recommendations are made to award business as follows:

- Lot 1 – Builders’ Hardware - JP Corry
- Lot 3 – Supply of Timber - JP Corry
- Lot 4 – Supply of Windows - DCM Building Services
- Lot 5 – Supply & Delivery of Ready Mix Concrete - Northstone NI
- Lot 6 – Supply & Laying of Bituminous Macadam/Asphalt Surfacing & Edging - Northstone NI
- Lot 8 – Cleaning Materials – Cleancare
- Lot 9 – Hire of Large Plant with Option for Operators and Labourers - Irwin Groundworks
- Lot 10 - Hire of Vehicles - Corrigan Vehicle Hire
- Lot 11 – Hire of General Plant & Equipment - Balloo Hire Centres
- Lot 13 – Supply of Quarry Materials - Ardstraw Quarries
- Lot 14 – Supply & Installation of Glass - DCM Building Services
- Lot 16 – Sports Pitch Maintenance:
  - PART A – WM Contracts
  - PART B – Irwin Groundworks



- Lot 17 – Electrical Maintenance & Repair Work - Gelvin Electrics
- Lot 18 – Plumbing Maintenance & Repair Work - Active Maintenance Solutions.
- Lot 19 – Provision of Trade Service to Include Joiners, Plasterers & Labourers for Maintenance Work - DCM Building Services
- Lot 20 – Painting Services - DCM Building Services
- Lot 22 – Lubricants - Lubricant Distribution
- Lot 23 – Refuse Sacks - Bunzl McLaughlin
- Lot 24 – Window Cleaning - Amber Support Solutions

**It is recommended** that the bidders noted above are awarded preferred supplier status for the respective lots they have bid for.

Discussion ensued on supporting local businesses with the opportunities to tender for Council business and exploring social clauses within Procurement contracts along with the advantages and detriments of social clauses.

The Chief Finance Officer advised discussions were ongoing with the Economic Development Unit regarding a, 'Meet the Buyer' event.

Proposed by Councillor Duddy  
Seconded by Councillors Baird and

**AGREED** – to recommend that Council approve the bidders noted above and are awarded preferred supplier status for the respective lots they have bid for;  
that a report is brought to Leisure and Development on the progress on a 'Meet the Buyer' event.

The Chief Finance Officer agreed to bring information on the value of the 2017/18 contracts to the Council meeting.

- \* **Councillor Nicholl arrived at the meeting at 7.30PM during consideration of the above item.**

## **10. PROMPT PAYMENT STATISTICS**

The Chief Finance Officer presented the information report, previously 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 below detail Council's performance since April 2015 the latest data for quarters 1, 2, 3 and 4 of 2017/18 being up to and including March 2018. The Chief Finance Officer advised he was pleased to report that Council are beginning to recover the performance downturn seen in the earlier part of this financial year, this could be attributed to the staff moves now being complete and systems beginning to settle into place and therefore this trend should continue as the year progresses.

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. It is anticipated that a pilot implementation of this will take place in the summer, the timescale may seem long however it must be remembered that only one of the four legacy councils used the electronic system that is the basis for what is required therefore this requires an extensive programming, implementation, roll-out and training before it will become fully operational. The electronic system will produce significant improvements in the payment figures

## **11. CONFERENCES**

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

- NILGA and Marcomm Communications, supported by Local Government Training Group are holding a Chairing Skills Masterclass to be held on 3rd May 2018 at 12.30-3pm at the Glenavon Hotel, Cookstown, at no cost.

Members wishing to attend the above conferences should contact Democratic Services.

## **12. CORRESPONDENCE - DEBATE IN COUNCIL CHAMBER**

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

Council has received a request from West Bann Community for use of Council Chamber for a debate between St John's and Killowen Primary School with regard to school uniforms.

The dates requested are Wednesday 30 or Thursday 31 May 2018 at around 10am, with estimated attendance by 53 pupils and 7 adults.

Coaimhe Archibald and Claire Sugden, MLA's will be invited who are past pupils of the school.

Recommendation – Council is asked to consider the request

Proposed by Councillor Duddy  
Seconded by Councillor Wilson and

**AGREED** – to recommend that Council approve the request from West Bann Community for the use of Council Chamber for a debate between St John's and Killowen Primary School with regard to school uniforms; and to allow Photography in the Chamber for the debate.

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

Proposed by Councillor Duddy  
Seconded by Councillor Wilson and

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

\* **Press left the meeting at 8PM.**

#### **13. MINUTES OF THE EFFICIENCY SUB-COMMITTEE HELD WEDNESDAY 11 APRIL 2018 IN COMMITTEE**

The Chair invited matters arising.

Councillor Beattie advised discussion at the sub-committee included ideas, that there were no actual recommendations for Committee to agree. Councillor Duddy clarified ideas of the sub-committee are taken to Senior Management and Parties thereafter. Councillor Duddy informed committee discussion took place on car parking, leisure centres, disposal of assets, grass cutting and contracts which may be deemed commercially sensitive.

Councillors requested a concise, accurate minute is written. Councillor Callan referred to the update on the Dunluce Centre and queried whether there was a paper put forward and whether the Performance

Dashboard could be re-circulated. Councillor C McShane referred to treating all Councillors equally with the dissemination of information.

#### **14. POSTAL VAT CLAIM**

The Chief Finance Officer presented the confidential report, previously circulated.

**It is recommended** that the Chief Finance Officer be authorised to withdraw from the postal VAT claim at an appropriate time.

The Chief Finance Officer responded to further enquiries from Elected members surrounding the timeline of events presented.

Councillor Callan requested additional information in relation to whether Council had been given initial written advice; that Council should seek recourse via reimbursement of fees paid to date; that the Officer progress discussion with Council's Legal Team surrounding the issue.

Proposed by Alderman Hillis  
Seconded by Councillor Duddy and

**AGREED** – to recommend that Council approves the Chief Finance Officer be authorised to withdraw from the postal VAT claim at an appropriate time.

#### **15. DATA CONTROLLER REGISTRATION AND NAC CORRESPONDENCE**

The Director of Corporate Services presented the report previously circulated.

##### **Data Protection Registration – Charging Regime**

At present, it is a criminal offence to fail to register, or fail to keep an entry up to date, under the Data Protection Act 1998 but this will be replaced under the new charging regime and will now be treated as a civil matter. Data controllers who fail to pay the requisite charge will be liable to pay a fine of 150% of the amount due.

Data controllers due to renew their existing notification between now and 25<sup>th</sup> May 2018 must continue to do so. This means that a data controller renewing under the existing notification arrangements on, say, 24<sup>th</sup> May 2018 will not be subject to the new charging regime until 25<sup>th</sup> May 2019.

Councillors processing personal data on behalf of their constituents or political party will be required to pay the **Tier 1 charge**, ie **£40** per year.

Therefore it is likely that Councillors who have not already registered should consider doing so. There is a modest (one off) incentive to do so. The rate post 25<sup>th</sup> May 2018 will be £40 unless paid by direct debit when the rate will be £35.

### **NAC Correspondence presented at the March Committee Meeting**

As indicated in the survey conducted by the National Association of Councillors, only two Council's in Northern Ireland are currently known to cover any expenses associated with the payment of these fees by their Councillors. These Councils are Belfast City Council and Lisburn & Castlereagh City Council. A copy of the results of the National Association of Councillors survey was circulated.

NAC are urging councils that do not reimburse councillors' data protection fees to reconsider their policy and agree to reimbursement in all cases.

**It is recommended** that Council notes the ICO's new charging regime for Data Protection Registration and considers reimbursement of Councillors' data protection fees.

#### Motion

Proposed by Councillor Wilson

Seconded by Councillor Baird

to recommend that Council notes the ICO's new charging regime for Data Protection Registration and reimburses Councillors' data protection fees.

#### Amendment

Proposed by Councillor Duddy

Seconded by Councillor McCorkell

to recommend that Council notes the ICO's new charging regime for Data Protection Registration and does not reimburse Councillors' data protection fees.

The Chair put the Amendment to the Committee to vote, 4 Members voted For, 4 Members voted Against, the Chair applied a Casting vote against the Amendment. The Chair declared the Amendment lost.

The Chair put the Motion to the Committee to vote, 5 Members voted For, 4 Members voted Against.

The Chair declared the Motion carried:

**AGREED** - to recommend that Council notes the ICO's new charging regime for Data Protection Registration and reimburses Councillors' data protection fees.

\* **Councillor Watton joined the Gallery at 8.50PM.**

## **16. SCHEME OF ALLOWANCES**

The Chief Finance Officer presented the confidential report, previously circulated.

**It is recommended** that the new scheme of allowances be considered by committee given the information provided.

Committee debated the matter and discussed issues including encouraging young people into Politics, the workload of the Planning Committee Members; exploration of the requirement of the Mayor to have a part-time driver and Legislative issues regarding Allowances.

**AGREED** – to recommend that Council notes the information provided; that Council does not amend the current Scheme of Allowances, with a view to revisiting the Scheme at the start of the next mandate.

\* **Councillor Wilson left the meeting at 9.20PM during consideration of the matter.**

## **17. DEBT MANAGEMENT**

The Chief Finance Officer presented the confidential report, previously 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.

A number of legal actions notices have been issued to individuals/organisations with updated status as shown.

In accordance with Councils debt management policy, the Chief Finance Officer reported one debt under £1,000 and nil debts in excess of £1,000.

**18. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD THURSDAY 12 APRIL 2018**

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

Alderman Hillis requested clarification of the resource requirement for administration of Licenses and Leases and stated his concerns regarding the issue. Councillor C McShane advised the Presentation by the Digital Services Manager was very beneficial.

In response to Alderman Hillis, the Director of Corporate Services advised a report would be brought to the June committee meeting.

**AGREED** – to recommend that Council approve the Minutes of the Meeting of the Land and Property Sub Committee held Thursday 12<sup>th</sup> April 2018, as circulated and recommendations therein.

**MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Baird  
Seconded by Councillor Duddy and

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

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9.40 PM.

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Chair