

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 15 MAY 2018**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>3</b>	Minutes of Corporate Policy and Resources Committee meeting held Tuesday 17 April 2018	<b><i>Confirmed</i></b>
<b>4</b>	Notes of Meeting of Centenary End of Great War Working Group held Tuesday 1 May 2018	<b><i>Approve</i></b>
<b>5</b>	Notes of Twinning Sub-Committee held Wednesday 9 May 2018	<b><i>Approve</i></b>
<b>6</b>	Draft Business Plans 6.1 ICT 6.2 ODHR 6.3 Democratic and Central Services 6.4 Policy and Community Planning 6.5 Finance	<b><i>Approve</i></b>
<b>7</b>	Estates Strategy Update	<b><i>Approve</i></b>
<b>8</b>	Request for Civic Items	<b><i>Approve</i></b>
<b>9</b>	Performance Improvement Plan Update	<b><i>Information</i></b>
<b>10</b>	Prompt Payment Statistics	<b><i>Information</i></b>
<b>11</b>	General Data Protection Regulations (GDPR)	<b><i>Information</i></b>
<b>12</b>	Actual Penny Product	<b><i>Information</i></b>
<b>13</b>	Non Domestic Property Evaluation	<b><i>Information</i></b>

<b>14</b>	Consultations	<b>Information</b>
<b>15</b>	Correspondence <ul style="list-style-type: none"> <li>NILGA Leadership Programme – Level 7 Award Developing Strategic Leadership Capability</li> </ul>	<b>Interest declared by:</b>  <b>Alderman S McKillop Councillors Baird, Deighan, Duddy and C McShane</b>
<b>16</b>	Matters for Reporting to Partnership Panel – Local Government Side	<b>Nil</b>
<b>17</b>	Debt Management	<b>Note</b>
<b>18</b>	Environmental Services – Restructuring of Services	<b>Approve</b>
<b>19</b>	Minutes of Meeting of the Land and Property Sub-Committee held Wednesday 2 May 2018	<b>Approve</b>
<b>20</b>	Minutes of the Efficiency Sub-Committee held Wednesday 9 May 2018	<b>Approve</b>
<b>21</b>	Staff – Verbal Report	<b>Information</b>
<b>22</b>	Any Other Relevant Business	<b>None</b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 15 MAY 2018 AT 7:00 PM**

- In the Chair** : Councillor McCandless
- Present** : Aldermen Hillis and S McKillop  
Councillors Baird, Blair, Clarke, Deighan, Duddy,  
Holmes, Knight-McQuillan, Mulholland A, McCorkell,  
McLaughlin, C McShane, Nicholl and Quigley
- Non Committee  
Member Present** : Councillor Callan
- Officers Present** : M Quinn, Director, Corporate Services  
S McMaw, Head of Performance  
J McCarron, Performance Improvement Officer  
D Wright, Chief Finance Officer  
E McCaul, Committee and Member Services Officer
- In Attendance** : Press (1 No.)

## **SUBSTITUTION**

In accordance with Standing Order 22 (4) Councillor Holmes substituted for Councillor Wilson and Councillor A Mulholland for Councillor Beattie.

### **1. APOLOGIES**

Apologies were recorded for Councillors Beattie and Wilson.

### **2. DECLARATIONS OF INTEREST**

Declaration of Interest were recorded as follows:

- Councillor Deighan: Agenda Item 9 - Statutory Waste Performance Indicators (*Interest: work related*)
- Alderman S McKillop: Agenda Item 19 - Land and Property Minutes, point 5.1 - 2 Main Street, Portrush (*Interest: Member of Planning Committee who approved application at the address*)

### **3. MINUTES OF MEETING HELD TUESDAY 17 APRIL 2018**

Summary minute previously circulated.

The Minutes of the above meeting were adopted at the 24 April 2018 Council meeting.

### **4. NOTES OF MEETING OF CENTENARY END OF GREAT WAR WORKING GROUP HELD TUESDAY 1 MAY 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 Tuesday 1 May 2018 and recommendations therein.

In response to Councillor Nicholl, the Director of Corporate Services agreed to forward details of budget allocation for the Centenary End of Great War Working Group to the Committee.

### **5. NOTES OF TWINNING SUB-COMMITTEE MEETING HELD WEDNESDAY 9 MAY 2018**

The Director of Corporate Services presented the notes of Twinning Sub-Committee meeting held Wednesday 9 May 2018 and referred to the draft report at Appendix A and the recommendations regarding funding. She drew Members attention to page 2 of the notes in which it was suggested that consideration be given to an annual Twinning budget of £20,000, an increase of £5,300 on current provision in 2018/2019.

The work of the twinning groups in terms of tourism and working with schools was highlighted. It was suggested that the twinning groups plans tie in with Councils Corporate Objectives.

Proposed by Councillor Holmes

Seconded by Councillor Baird

- That the budget be increased to £20,000, with each of the 4 twinning groups being granted £5,000 per year and that each of the groups present to the Sub-Committee on work being carried out.

The following points were made:

- A process needed to be in place on any funding, rather than granting the groups £5,000 without assessment

- Need to look at twinning groups differently in terms of trade benefits, investment and value to area
- The option for funding was transparent and where possible, Council would seek to secure external funding to support the twinning programme.

Proposed by Councillor C McShane  
Seconded by Councillor Duddy

**Amendment** - That the budget be retained at £14,700.

Councillor Holmes agreed to amend his proposal to

- That the budget be increased to £20,000, with each of the 4 twinning groups being granted up to £5,000 per year **following an assessment process** and that each of the groups present to the Sub-Committee on work being carried out.

Councillor Duddy sought clarity on the assessment process before withdrawing as seconder to the amendment.

Councillor Knight-McQuillan outlined that the funding was a rolling programme, with each application assessed on a project by project basis throughout the year.

Councillor Nicholl seconded Councillor C McShane's amendment.

The Chair put the amendment to the Committee to vote, 3 for and 8 against. The Chair declared the amendment lost.

The Chair put the substantive motion to the Committee to vote, 8 for and 3 against. The Chair declared the substantive motion carried.

**AGREED** - to recommend that Council approve the Twinning Sub-Committee notes of meeting held Wednesday 9 May 2018.

## 6. DRAFT BUSINESS PLANS

The Committee received a report previously circulated to present Business Plans for the Corporate Services Directorate and Finance functions for 2018/19 for approval.

Each service area business plan is structured to:

- Give a clear sense of what the service is for and the challenges it faces.

- Show how it is supporting Council's priorities.
- Show how it is contributing to the efficiency drive and transformation of service delivery.
- Show how it is aligning its resources to meet the challenges ahead.
- Help us to hold ourselves to account and ensure we deliver for Council and its residents.
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand.

Each business plan consists of the content:

- The Vision for the service area
- Strategic Themes / Functions
- Strategic Aims of the Service
- Organisational Structure
- Service Aims and Objectives - Aligned with Council's Strategic Aims and Objectives.

**It is recommended** that Council approves the 2018/19 Business Plans for Corporate Services Directorate and Finance functions.

The Director of Corporate Services responded to queries from Members regarding the ICT, ODHR and DCS Business Plans. She informed Members of the reporting line for legal services. .

**AGREED** – to recommend that Council approves the 2018/19 Business Plans for Corporate Services Directorate and Finance functions.

## **7. ESTATES STRATEGY UPDATE**

The Head of Performance presented a report to provide Elected Members with an update on the Estates Strategy and seek approval on the next phase of the strategy.

The relocation of planning files from County Hall to Cloonavin is now complete. This piece of work needed to be finalised in order to assess the amount of storage space available for other service areas in the basement area in Cloonavin.

As part of the Estates Strategy review undertaken by Senior Management, The Director of Leisure and Development and Chief Finance Officer have suggested reconfiguring their service areas within the Cloonavin Building. This would involve relocating Leisure and Development Staff from the open plan area on the first floor to the top floor and finance staff down from the top floor to the vacated area. The

proposed reconfiguration will involve 50 staff. This suggestion was dependent upon the availability of adequate file storage in Cloonavin basement and this has now been confirmed.

With the new staff structures now in place the reconfiguration will enable Managers to be in close proximity to their staff and service areas to be grouped together spatially. The new floor layouts will enable maximisation of space on both floors.

All Leisure and Development staff based in Cloonavin will be on the top floor area and all finance staff on the first floor. This arrangement will also make it easier for customers to identify staff positioning within the building by service area when they are on site for face to face meetings.

The spatial planning associated with the proposed internal reconfigurations within Cloonavin will provide information regarding the final numbers of staff to be located in Ballycastle. Staff will be aware of their proposed location as part of this process and hopefully this will provide assurance regarding their place of work.

Any minor building adjustments made in seeking to maximise space with this proposed reconfiguration will be carried out internally. A lighting upgrade is required within Cloonavin as the building does not meet current standards.

A report will be brought back to Council regarding final staff numbers for Ballycastle, their service areas and future accommodation options.

**It is recommended** that the Causeway Coast and Glens Borough Council approve the staff reconfiguration suggestion as set out in the report.

**AGREED** – to recommend that Causeway Coast and Glens Borough Council approve the staff reconfiguration suggestion as set out in the report.

## **8. REQUEST FOR THE LOAN OF CIVIC ITEMS FOR DISPLAY**

The trustees of the Limavady Orange Heritage Centre have made a request for the loan of a number of civic items that are currently stored in the Legacy Limavady Council offices. The purpose of the loan request is to have the items displayed within the museum area of the building. The loan period is initially for 6 months and Causeway Coast and Glens Borough Council would retain the right to have the items returned at any time should the need arise.

The items that have been specifically requested for loan are as follows:

- Chairman's Medallion
- Town Mace
- Mayoral Hat
- Mayoral Robe
- Thomas Teevan Stetch
- Limavady Coat of Arms print block
- Old Visitors Book
- Charter for the Borough of Limavady

In terms of security, the Limavady Orange Heritage Centre is fully alarmed with numerous secure and lockable doors throughout the building. The items will be secured within display units as additional protection.

The various items on loan will be covered as part of the contents insurance for the building in addition to the Council's own insurance arrangements. An updated valuation will be requested prior to release of the items and the Council's insurers will be informed.

A member of Council staff has been on site to ensure the suitability of the Limavady Orange Heritage Centre building to exhibit and secure the items.

**It is recommended** that the Causeway Coast and Glens Borough Council approve the loan of the various Civic items as listed for an initial 6 month period.

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Clarke and

**AGREED** – to recommend that Causeway Coast and Glens Borough Council approve the loan of the various Civic items as listed for an initial 6 month period.

## **9. PERFORMANCE IMPROVEMENT PLAN UPDATE**

The Committee received a report previously circulated to provide Elected Members with an update on progress regarding the annual Performance Improvement Plan.

The Corporate Performance Improvement Plan is a requirement within the Local Government Act (NI) 2014. Elected Members agreed that the



annual plan and progress updates are provided periodically. The plan is subject to an annual external audit process.

The following points were made:

- **Leisure Facility Development, Ballycastle:** phase 2 should have been included in the plan
- **To develop Greenways and Walking Trails:** query around funding and if this was another gateway to Dark Hedges

The update on the Performance Improvement Plan was **NOTED**.

## 10. **PROMPT PAYMENT STATISTICS**

The Committee received an information report, previously circulated outlining statistics on payment of supplier invoices paid within 10 working days and invoices paid within 30 calendar days. These figures are published quarterly by the Department for Communities (DfC) to encourage Councils to support businesses for who cash flow is vital to their continued survival.

The report detailed Council's performance since April 2015 and the latest quarters for 2017/18 up to end of March.

The Chief Finance Officer reported that Council was beginning to recover the performance downturn seen in earlier part of the financial year and that this could be attributed to the staff moves now being complete and systems beginning to settle into place. This trend should continue as the year progresses.

The Committee noted the information report.

## 11. **GENERAL DATA PROTECTION REGULATION – A NEW PRIVACY FRAMEWORK**

The Committee received an information report, previously circulated to inform Members of The General Data Protection Regulation – a New Privacy Framework.

The General Data Protection Regulation (GDPR) is an EU Regulation which will apply across the European Union, including the United Kingdom, from 25 May 2018. As an EU Regulation it does not need to be transposed into UK law.

Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act 1998. However, it was recognised that much has changed since 1998 and the GDPR aims to try and address the wide range of new impacts on how your personal data is

gathered, dealt with and protected by public and private sector organisations.

The new legislation creates an obligation for organisations such as the Council to understand the risks that they create for others in relation to their personal data, and to put in place measures to try and mitigate those risks.

The GDPR has expanded the definition of “personal data” to mean:

*Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be **identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.***

The GDPR also specifies “Special Categories” of personal data which includes information on an individual’s Health, Religion, Race, Sexuality, Trade Union membership, and Genetic and Biometric information.

In addition the GDPR also requires personal data relating to children to be given particular protection with regard to areas such as marketing and consent for online services.

The GDPR places greater emphasis on accountability and the documentation that a data controller such as the Council must keep to demonstrate their accountability. Compliance with the GDPR had required require Council to review its approach to governance and how we manage data protection as a corporate issue.

The Council is putting in place a framework that mainstreams privacy considerations throughout all that we do (“Privacy by Design”) and has put in place comprehensive but proportionate governance measures such as:

- reviewing existing data protection policies;
- the undertaking of an Information Audit;
- providing appropriate training for staff;
- providing privacy notices where appropriate;
- putting in place data sharing agreements where appropriate; and
- undertake Data Protection Impact Assessments on any new systems or processes that we introduce.

The Council must be very clear on the lawful grounds it is using in order to gather and process personal data and these include our legal obligations, contract, in the public interest or via 'consent'.

Individuals who provide the Council with personal information will have stronger rights to be informed about how the Council is using their personal information and they'll have the right to request that their personal information be deleted or removed if there's no compelling reason for an organisation to carry on processing it.

The right of an individual to access information held on them by Council remains but there will be a reduction in the time allowed for the Council to process these Subject Access Requests. The requirements for consent to allow the collection of personal information have also been strengthened.

The Council will have to report any major data breaches posing a risk to individual's rights and freedoms, and have a detrimental effect on those individuals, to the Information Commissioners Office (ICO). Data breaches now have to be reported to the ICO within 72 hours. A data breach can result from the loss, destruction or alteration of personal data or through unauthorised disclosure of or access to personal data.

The Principles contained in the GDPR are similar to the Data Protection Act 1998 but there are now six principles with a new principle included relating to demonstrating compliance:

- Personal data processed lawfully, fairly and in a transparent manner
- Accurate and, where necessary, kept up to date, and rectified without delay
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Collected for specific, explicit and legitimate purposes
- Kept in a form which permits identification of data subjects for no longer than is necessary
- Processed in a manner that ensures appropriate security
- The controller shall be responsible for, and be able to demonstrate, compliance

The Committee noted the information report

## **12. ACTUAL PENNY PRODUCT FORECAST**

The Committee received an information report, previously circulated to update Members in year forecasts on the Actual Penny Product and projected outturns with regard the amount of rates actually collected.

LPS has issued to Councils the provisional finalisation forecast for the APP relating to 2017-18. The forecast for Causeway Coast and Glens Borough Council indicates that we are on course to receive a positive finalisation in terms of rates income amounting to approximately £1,056k. The figure is provisional and may be subject to amendment following audit of LPS accounts however unless a significant matter arises during audit the figure should not vary too much from the forecast.

The size of the finalisation is extremely encouraging for our Borough and underlines recent confidence in light of the high levels of planning and subsequently building control activity. It is anticipated in the short term at least the area's rates base will remain buoyant given the level of planning and building control activity however we cannot expect a similar finalisation for 2018/19 since the factors contributing to this amount have for the most part been incorporated into our estimated penny product at the setting of the rate in February.

The Committee noted the information report.

## **13. NON-DOMESTIC PROPERTY REVALUATION**

The Committee received an information report, previously circulated on Non-Domestic Property Revaluation.

In 2015 Land & Property Services (LPS) completed a revaluation of the entire non-domestic property list. This had been the first full revaluation for some time and resulted in significant variances in property valuations and hence the associated rates bills.

LPS are planning to commence the next cycle of non-domestic revaluations which will then come into effect for rates bills after 1 April 2020 hence the name Reval2020. The legislation is already in place to allow this cycle to occur and will bring Northern Ireland into line with the rest of the UK whereby no longer than 5 years occurs between revaluations. This will in turn mean that rates bills are more accurately reflecting the market conditions existing in our towns and villages and by increasing the frequency of the revaluations should eliminate the massive variances in valuations and thereby rates bills which affected a large number of businesses as a result of the last revaluation.

Attached to the report was a letter to Council outlining what Reval2020 was (Appendix A) and a fact sheet (Appendix B) for Councillors to use in supporting local businesses through the process if Members were contacted by rate payers seeking information.

Information would be requested from rate payers to assist with the revaluation and some would be vital to ensure that the valuation placed upon a property is accurate and fair, which in turn would mean the correct level of rates would be billed. Members are asked to encourage constituents to complete the questionnaires as soon as possible providing LPS with the correct information so that they can make an accurate valuation of the property in question. Should members require any further information or assistance with regards the revaluation they can contact the Chief Finance Officer or LPS directly.

The Committee noted the information report.

#### **14. CONSULTATION – LOCAL GOVERNMENT (CONSEQUENTIAL AMENDMENTS) REGULATIONS (NORTHERN IRELAND) 2018**

The Director of Corporate Services advised of the Department for Communities were seeking the views of Council BY 30 June 2018 on the draft Local Government (Consequential Amendments) Regulations (Northern Ireland) 2018.

The draft Regulations are a technical piece of legislation and will provide for the amendment of legislation that has been impacted as a consequence of local government reform legislation. In addition to a number of technical amendments being made on behalf of the Department for Communities, the Department for Infrastructure has asked that the draft Regulations also include amendments in respect of the following on its behalf:

- a change to local government representation in respect of the Drainage Council;
- the updating of various harbour and related orders to refer to new councils, specifically:
  - Mid and East Antrim Borough Council;
  - Causeway Coast and Glens Borough Council;
  - Newry, Mourne and Down District Council;
  - Derry City and Strabane District Council;
  - Ards and North Down Borough Council;
  - Antrim and Newtownabbey Borough Council
  - Belfast City Council; and

- a technical amendment in respect of the Planning Act (Northern Ireland) 2011.

The Committee noted the consultation document.

## 15. CORRESPONDENCE

The Director of Corporate Services advised that correspondence had been received from NILGA offering Causeway Coast and Glens Borough Council, Derry City & Strabane District Council and Fermanagh and Omagh District Council the opportunity to avail of the Institute of Leadership and Management (ILM) Leadership Programme award – Level 7 Award Developing Strategic Leadership Capability. The programme has been designed to make informed decisions and enhance their personal brand.

Cost for an individual participant on the Leadership Programme is approximately £850 per Elected Member.

**It is recommended** – that Council considers nominations to the ILM Leadership Programme at a cost of £850 per Elected Member (subject to NILGA's cohort being reached).

Alderman McKillop, Councillors Baird, McShane C, Duddy and Deehan expressed an Interest in attending the ILM Leadership Programme.

**AGREED** – to recommend to Council that the above Members be nominated to the ILM Leadership Programme at a cost of £850 per Elected Member (subject to NILGA's cohort being reached).

## 16. MATTERS FOR REPORTING TO PARTNERSHIP PANEL – LOCAL GOVERNMENT SIDE

There were no matters for reporting to Partnership Panel.

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

Proposed by Councillor Duddy  
Seconded by Councillor Muholland and

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

- \* **Press left the meeting at 8:40 pm.**

## 17. DEBT MANAGEMENT

The Chief Finance Officer presented a confidential report previously circulated on debt management.

In accordance with Council's debt management policy, the Chief Finance Officer reported on debts under £1,000 and those to be written off in excess of £1,000.

It was pointed out that there were a need to take a closer look at debt over 6 months old.

It was noted that there were no debts under £1,000 or debt to be written off this month.

## 18. ENVIRONMENTAL SERVICES – RESTRUCTURING OF SERVICES

The Committee received a confidential report, previously circulated to seek approval for the amendment of the Environmental Services - Operations Department organisational structure.

The structure for the Operations Department was approved by Council in November 2015 and consisted of 3 Area Managers.

The Head of Operations took a report to the Environmental Services Committee on 6 March 2018, with a recommendation to decrease the number of Area Managers from 3 to 2. The report advised that the same service would be delivered and would result in an estimated saving of £32,500. It is intended that this new structure will be effective from 1 October 2018.

The Environmental Services Committee approved the report.

It is anticipated that reduction in Area Managers will result in a voluntary severance application. This will be brought to Council at a later date.

**It is recommended** that Members agree to new structure for the Operations Department which will reduce the number of Area Managers from 3 to 2.

Proposed by Councillor Duddy  
Seconded by Councillor Holmes and

**AGREED** – to recommend that Council agreed to new structure for the Operations Department which will reduce the number of Area Managers from 3 to 2.

**19. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 2 MAY 2018**

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

Councillor Baird objected to the recommendation on page 4 – Item 5.1 Request to Purchase/Lease Council land given previous decision made by the Sub-Committee and proposed that Council revert back to original decision. There was no seconder for the proposal.

The Chair advised that the recommendation was that a report would be brought back to the Sub-Committee following valuations on leasing the land and disposing of the land.

It was stated that the proposed development at Main Street, Portrush would be beneficial to the area as the hedge on the land in question was full of debris. It was also stated that the proprietor of a nearby café had chairs on footpath, signage pointing to the café and the works van drive over grass area owned by Council but these issues were being ignored.

It was requested through the Chair that action be carried out on the issues raised.

**AGREED** – to recommend that Council approve the Minutes of the Meeting of the Land and Property Sub Committee held Wednesday 2 May 2018 and recommendations therein.

**20. MINUTES OF THE EFFICIENCY SUB-COMMITTEE MEETING HELD WEDNESDAY 9 MAY 2018**

The Minutes of the Efficiency Sub-Committee Meeting held Wednesday 9 May 2018 were circulated.

Councillor Nicholl voiced his opposition to the recommendation on page 2 – *that the £750k capital programme be suspended for financial year 2019/2020.*

Councillor C McShane seconded this view not to accept that funding be put on hold for the year as this undermined democratic process and was contradictory to the Pitches Strategy presentation in terms of equality and needs.



Councillor Deighan agreed with the comments made and stated that the proposal was not acceptable.

The recommendation was defended by Councillor Clarke who said the decision was made on facts.

Members debated the proposal in terms of need, demand, resources, grant allocation, participation numbers and access to funding.

The Chair voiced his disappointment at some of the comments made during the heated debate.

Proposed by Councillor Nicholl  
Seconded by Councillor C McShane

Not to accept that the £750k capital programme be suspended for financial year 2019/2020.

The Chair put the proposal to committee to vote, 4 for and 9 against. The Chair declared the proposal lost.

**AGREED** – to recommend that Council approve the Minutes of the Efficiency Sub-Committee Meeting held Wednesday 9 May 2018 and recommendation therein.

## 21. STAFFING MATTER

The Committee were verbally updated with regard to a confidential staffing matter.

The verbal update was noted.

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

Proposed by Councillor Duddy  
Seconded by Councillor Knight-McQuillan and

**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 10:03 pm.

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Chair