

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 18<sup>th</sup> SEPTEMBER 2018**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>4</b>	Performance Dashboard	<b><i>Note content</i></b>
<b>5</b>	Annual Performance Improvement Self-Assessment	<b><i>Approve 2017/18 Performance Improvement Plan</i></b>
<b>6</b>	Notes of Centenary End of Great War Working Group held Tuesday 4 <sup>th</sup> September 2018	<b><i>Approve and recommendations therein, subject to removal of word 'Ballytober'</i></b>
<b>7</b>	Public Consultation Feedback - Performance Improvement Objectives	<b><i>Note content</i></b>
<b>8</b>	Prompt Payment Statistics	<b><i>Information</i></b>
<b>9</b>	Consultations <b>9.1</b> Update on NILGA – Devolution within Northern Ireland – Consultation for Member Councils 31 July 2018 – 30 September 2018	<b><i>Verbal update supplied</i></b>
<b>10</b>	Correspondence	
	<b>10.1</b> NISMP	<b><i>Appoint 1 Member by External D'Hondt</i></b>
	<b>10.2</b> RBL, Belfast	<b><i>Donate £1,200 for a full page advert</i></b>
<b>11</b>	Notice of Motion Proposed by Alderman Robinson, seconded by Councillor Knight-McQuillan referred from 24 <sup>th</sup> July 2018 Council Meeting	<b><i>Support the Notice of Motion</i></b>
	<i>IN COMMITTEE</i>	

<b>12</b>	Performance Dashboard	<b>Information</b>
<b>13</b>	Debt Management	<b>Note</b>
<b>14</b>	Minutes of the Meeting of the Land and Property Sub-Committee held Wednesday 5 <sup>th</sup> September 2018	<b>Approve and recommendations therein</b>
	Matters Arising	
	<b>14.1</b> Requests for Use of Council Land (Minute Item 4)	<b>Application Withdrawn</b>
	<b>14.2</b> Limavady Blackburn Path – Education Authority Request Update (Minute Item 3.1)	<b>Information</b>
	<b>14.3</b> Correspondence (Minute Item 8)	<b>Bring Legal Opinion to Council Meeting</b>
	<b>14.4</b> Approval of the Minutes	<b>Approve and recommendations therein</b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 18 SEPTEMBER 2018 AT 7:00 PM**

- In the Chair** : Councillor Quigley
- Present** : Alderman Hillis and Robinson  
Councillors Baird, Beattie, Blair, Callan, Chivers,  
Deighan, Fielding, Knight-McQuillan, McCandless,  
Nicholl and Wilson
- Officers Present** : M Quinn, Director, Corporate Services  
D Wright, Chief Finance Officer  
J McCarron, Performance & Transformation Officer  
S Duggan, Civic Support & Committee & Member  
Services Officer
- Non Committee  
Members Present:** Councillor P McShane
- In Attendance** : Press (1 No.)

**SUBSTITUTIONS**

Councillor Chivers substituted for Councillor C McShane; Alderman Robinson substituted for Councillor McCorkell.

**1. APOLOGIES**

Apologies were recorded for Alderman S McKillop, Councillor K Mulholland.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest recorded.

**3. MINUTES OF MEETING HELD TUESDAY 21<sup>ST</sup> AUGUST 2018**

The Minutes of the Meeting held Tuesday 21<sup>st</sup> August 2018 were confirmed as a correct record.

#### 4. PERFORMANCE DASHBOARD

Report circulated, presented by Performance and Transformation Officer on the first quarterly Council Performance Dashboard covering April – June 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. A copy of the first Performance Dashboard is attached was Appendix 1 (circulated).

Members were advised a Performance Dashboard will be presented to Council's Corporate Policy and Resources Committee on a quarterly basis moving forward and additional measures can be added at the request of Members.

Financial management accounts and accruals have not yet been completed for June 2018 and as such the financial figures may be subject to slight adjustment.

The first 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 queried the rate of 26.7 anti-social incidents per population, how the figures were achieved and what the figures meant for the Borough? The Performance and Transformation Officer explained the statistics were obtained from NISRA, the rates were per 1,000 of the population and to set in context were above the national average. Councillor Baird queried what the PSNI were doing and what actions they were putting in place to reduce anti-social behaviour, Councillor Baird commented the figure was very high and she was disappointed for the Borough.

Councillor Baird queried the Agency Staff Costs from April - June of £682,000 for 275 Agency staff.

The Chair advised the matter would be discussed 'In Committee' at the end of the meeting.

Councillor Deighan referred to Page 7, Income and Expenditure and projected spend and whether the figure was pre or post the 0% Rate. The Chief Finance Officer advised Management Accounts Period 2 Q1 would not have had accruals and therefore the detail was not presented. The Chief Finance Officer advised a true picture at Period 4 with

accruals etc at the end of the month. Councillor Deighan expressed concern at the validity of the numbers, showing a Variance of £2m, however, Committee did not actually know Council's position. The Officer advised it was to give a flavour of how the dashboard would look.

Councillor Knight-McQuillan referred to information supplied regarding grass cutting, the information on Page 6 and FOI's and stated the information required a comparator per Quarter and relatively.

Alderman Hillis referred to the Variance and Council's position regarding an overspend or underspend and requested detailed information, 'In Committee', at the end of the meeting. The Chair agreed.

The Chief Finance Officer advised members would be receiving Management Accounts imminently for Period 1-4.

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Blair and

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

## **5. ANNUAL PERFORMANCE IMPROVEMENT SELF-ASSESSMENT**

Report circulated presented by the Performance and Transformation officer, with a self- assessment overview in relation to the projects identified within the annual Performance Improvement Plan 2017/18.

Section 94 of the Local Government Act (NI) 2014 includes the requirement for a retrospective performance assessment by the Local Government Auditor in relation to the annual Performance Improvement Plan. The Auditor is required to track improvement over time and to assess the Council's discharge of its legislative duties.

The 2017/18 draft self-assessment report is attached at Appendix 1

**It is recommended** that the Causeway Coast and Glens Borough Council approve the 2017/2018 Performance Improvement Plan self-assessment report attached.

Councillor Knight-McQuillan referred to Page 6, Part 3, in terms of customer service, that it was a very welcome change to how things are done and to the change in Planning enquiries processing.

Councillor Wilson queried whether Council had an appraisal system in place, how far did it cascade down the organisation and suggested a time in motion study.

The Performance and Transformation Officer advised he would obtain the information from Human Resources.

The Director of Corporate Services advised of a draft Leadership and Development Framework for Senior Management Team, that would be rolled out to all staff, consistently applied across the organisation, when agreed.

Councillor McCandless referred to Smart Objectives, Six Sigma Methodology being discussed in 2014/15, a management tool to obtain efficiencies and save money.

Councillor Callan welcomed this progress and noted how it affected all employees within the organisation.

Councillor Callan observed Planning performance was still struggling especially with Major Applications, that Derry City and Strabane Council had appointed someone sensitive to commercial applications and Mid and East Antrim were processing major applications within 6-8 weeks.

The Performance and Transformation Officer advised he would obtain a response from the Planning Department.

Councillor Nicholl replied advising Planning were aware, that the Planning Committee reviewed regularly and were presented with monthly statistics and had recently held a Protocol Workshop.

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Nicholl and

**AGREED** – to recommend that Council approve the 2017/2018 Performance Improvement Plan self-assessment report, circulated.

## **6. NOTES OF CENTENARY END OF GREAT WAR WORKING GROUP HELD TUESDAY 4<sup>TH</sup> SEPTEMBER 2018**

The Director drew Members attention to the recommendation within the Minute to rotate the purchasing of Remembrance Sunday Wreaths.

Councillor Knight McQuillan advised of a correction to the Minute, to remove the word, 'Ballytober' as it was incorrect. Councillor Knight-McQuillan paid tribute to the commitment of the Royal British Legion representatives giving their advice and contribution to the Group.

Councillor Beattie observed a lot of work and organising had taken place within the Group and requested a report on the budget and financial spend to date. The Director of Corporate Services advised a report on the budget had been agreed earlier in the Year and that she would bring a further report back on expenditure.

**AGREED** – to recommend that Council approve the Notes of Centenary End of Great War working Group, held Tuesday 4<sup>th</sup> September 2018 and recommendations therein; subject to the removal of the word ‘Ballytober’.

## **7. PUBLIC CONSULTATION FEEDBACK - PERFORMANCE IMPROVEMENT OBJECTIVES**

Report circulated, presented by the Performance and Transformation officer presenting the findings of the public consultation exercise conducted by the Performance Team as part of the Corporate Performance Improvement Planning process.

The draft Performance Improvement Objectives were subjected to a nine week consultation period from 22 March 2018 until 25 May 2018 during which views were sought via an online survey, social media, face to face meetings, staff newsletter, Council website and local press.

This year the Performance Team sought to actively engage with the public and as a result received a significantly increased total of 120 responses, of which 54 were written responses gathered in a public forum and 66 were online survey responses. Responses ranged from members of the public and voluntary / community organisations to local businesses and visitors to the Borough.

Consultees were asked to agree or disagree with the Council’s proposed Performance Improvement Objectives and opportunity was provided for respondents to give comments to support their decisions.

Opportunity was also provided for respondents to make any suggestions of further Performance Objectives as well as general comments regarding the performance of the Council.

The feedback was attached to this report in the following annexes: Main Themes per Performance Objectives; Feedback on Performance Objectives – Raw Data; Additional Comments Feedback – Raw Data.

The Performance Team will share this detailed feedback with Directors, Heads of Service and operational managers to help identify areas for improvement.

Furthermore, the Performance Team will look to use this feedback to formulate further Performance Objectives either in year or for 2019/20.

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

Council is presented with the detailed findings of a public consultation exercise conducted by the Performance Team from 22 March 2018 until 25 May 2018.

**It is recommended** that Causeway Coast and Glens Borough Council notes the content of the attached Public Consultation exercise.

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Deighan and

**AGREED** – to recommend that Council note the content of the attached Public Consultation exercise.

## **8. PROMPT PAYMENT STATISTICS**

Report 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 2 of 2018/19 being up to and including early August 2018. Q2 performance has dropped slightly from Q1 but with the majority of this being the July holiday period this is to be expected, the performance is still comfortably ahead of the previous 2 years for the same period.

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 and extensive programming,



implementation, roll-out and training before it will become fully operational. The electronic system will produce significant improvements in the payment figure

In response to a query from Councillor Baird regarding clarification of the figures against an earlier report, the Chief Finance Officer advised of a Quarter 2 incomplete Period.

## **9. CONSULTATIONS**

### **9.1 Update on NILGA – Devolution within Northern Ireland – Consultation for Member Councils 31 July 2018 – 30 September 2018**

The Director of Corporate Services advised that following a decision of Council that responses be collated, no comments had been made.

\* **Councillor P McShane left the meeting.**

## **10. CORRESPONDENCE**

### **10.1 Northern Ireland Strategic Migration Partnership, (NISMP) (correspondence dated 24<sup>th</sup> July 2018)**

**It is recommended** that Corporate Policy & Resources Committee consider the request to nominate one Elected Member; that Corporate Policy & Resources Committee consider the nomination by External d'Hondt Pick.

**AGREED** – to recommend that Council nominate one Elected Member; by External d'Hondt Pick.

### **10.2 The Royal British Legion, (correspondence dated 5<sup>th</sup> September 2018)**

Councillor Wilson stated this was a significant milestone in the WW1 Centenary and Royal British Legion and wished to purchase a full page ad.

Councillor Knight-McQuillan outlined a very worthwhile piece of advertising, that in excess of 2,000 people would attend the premier event annually, presenting Council with the perfect opportunity to avail of advertising.

Councillor Deighan disagreed with the comments, stating he was unsure it was money well spent.

Proposed by Councillor Wilson  
Seconded by Councillor Knight-McQuillan and

**AGREED** – to recommend that Council donate £1,200 for a full page outside back cover advert in the A4 event programme.

**11. NOTICE OF MOTION PROPOSED BY ALDERMAN ROBINSON,  
SECONDED BY COUNCILLOR KNIGHT-MCQUILLAN REFERRED  
FROM 24<sup>TH</sup> JULY 2018 COUNCIL MEETING**

Alderman Robinson read from a prepared statement:

*'Madam Chair, thank you for allowing me to bring forward this motion tonight. This is a very sensitive topic and I trust that all members will also be sensitive in what they say during this debate.*

*This motion comes to this council at a point where the issue of abortion is at the forefront of many debates in Northern Ireland with varying and sometimes hostile opinions. What I want to do tonight is simply to highlight and to call for what some see as an alternative and also to highlight the importance of effective perinatal hospice care following a diagnosis of expecting a baby with a life limiting illness.*

*It is my belief that each and every human being has an intrinsic dignity as a consequence of their humanity. As a matter of biological fact, the beginning of the stories of every person here tonight started at the point of conception. We may have been smaller than a full stop, but from miniscule beginnings we grow and develop.*

*My wife and I who have been together for 27 years have been blessed with a healthy and a very happy little girl. I can remember clearly that night 4 years ago in Belfast when my Wife had her 3D scan. Seeing our child for the first time was a truly beautiful thing. Her little body, her hands, her ears, her facial features and her feet, were all visible. Her humanity was undeniable to me. But sadly these joyous occasions during pregnancy are not the case for so many other parents-to-be who are hit with a devastating mind numbing diagnosis that their baby has a life limiting condition and it resonated with me when it was once said that in this modern era, the ability to diagnose has raced ahead of the ability to offer the fullest care for these families and their babies.*

*For me, unborn babies are members of our human family. They have a right to life. We know that the law and policy that has been adopted in Northern Ireland has literally saved lives. Research conducted by the*

*campaign group Both Lives Matter has indicated that an estimated 100,000 individuals in Northern Ireland are alive today who would otherwise not be if we had introduced the 1967 Act in this society. We could fill our national football stadium five times over with the number of people who have been saved by the choice made to uphold life-affirming law and policy here.*

*Of course, if we want to value the unborn, we must also equally value the life of mothers and make available the very best support throughout pregnancy.*

*This is especially so in those cases where a child is found to have a severe disability which will prove life-limiting. As we all know, these cases are truly tragic and as a society we should be seeking the best care and support for mothers and fathers faced by these diagnoses.*

*This is why this motion calls for the founding of a perinatal hospice care facility or service in Northern Ireland to be established for those faced with a diagnosis of a severe life limiting condition. I have been told by some who have faced this situation that we can do better as a society in this area and our council tonight can play a small part in calling for this change.*

*I want to put on record tonight my total and absolute admiration for those dedicated and hard working members of staff who work in such a delicate field of healthcare. My motion is simply to ensure that they have the most modern tools at their disposal to fulfil all aspects of their job.*

*I hope that the value of life from its very beginning to its end can be supported because Both Lives truly do matter.*

*Council, I hope you agree and support the motion’.*

#### Motion

Proposed by Alderman Robinson

Seconded by Councillor Knight McQuillan

*‘That this Council believes that in a pregnancy both lives matter, the mother and the unborn child. This commitment to the lives of both must be reflected in the support provided to mothers, the unborn children and their families throughout their pregnancy. This Council calls for a Perinatal Hospice Care or service in Northern Ireland to be established to provide the best medical and emotional support for those who are faced with the diagnoses of a severe life-limiting condition’.*

Councillor Knight-McQuillan and Councillor Wilson concurred to support the Notice of Motion.

#### Amendment

Proposed by Councillor Nicholl

Seconded by Councillor Chivers

- that this Council believes in circumstances where a pregnancy is given a fatal foetal diagnosis or a severe life limiting condition, that support should be provided to women who choose to continue with the pregnancy and to their families, and that this Council calls for the immediate implementation of a Perinatal Care Pathway Service and, the provision of a Perinatal Hospice Care Facility to ensure the best medical, emotional and social support for those who are faced with the diagnosis of a fatal foetal abnormality or severe life limiting condition.

Councillor Chivers outlined her personal support for the amendment.

Councillor Beattie stated her support for the Motion.

Councillor Baird stated her support for NI Hospice, whilst not undermining the sentiments already.

The Chair put the Amendment to the Council to vote, 2 Members voted For, 7 Members voted against, 3 Members abstained.

The Chair declared the Amendment fallen.

The Chair put the Motion to the Council to vote, 11 Members voted For, 0 Members Voted Against, 2 Members Abstained.

The Chair declared the motion carried.

\* **Councillor Fielding arrived at the meeting at 7.50PM during consideration of the matter.**

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

Proposed by Councillor Callan

Seconded by Councillor Chivers and

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

## 12. Performance Dashboard

Councillor Baird commented on the number of Agency Staff and having been in their role for a number of years, that it was not good for morale and sought further information.

The Director of Corporate Services advised monthly reports were supplied to each Directorate, that 90% staff derived within Operations and Leisure and Development and detailed the varying posts. The Director agreed to bring a report back.

Councillor Callan also referred to the recent Audit report on Agency Staff and expressed concern at the associated cost and delay in finalising the organisation structure. Councillor Knight-McQuillan concurred with the remarks and requested further information regarding roles covered by Agency Staff.

Alderman Hillis, regarding financial figures, queried the £1M variance in the accounts.

The Chief Finance Officer outlined an approximate overspend of £700,000 across the Council as at July and upon further questioning, outlined reasons for this.

Councillor Deighan felt the Accounts left more questions than answers and stressed the accounts need to be in tandem and aligned with month and processes complete before circulation.

## 13. DEBT MANAGEMENT

Confidential 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.

This report set out an update on several debts.

Legal Proceedings - A number of legal actions notices have been issued to individuals/organisations with updated status as shown (circulated).

Debt write-off under £1,000 - 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 Officer has the authority to write-off. There is one such debt this month listed.

Debt Write-off over £1,000 - 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 such debts for recommendation this month.

**AGREED** – to recommend that Council Note the report.

\* **J McCarron left the meeting at 8.30PM.**

#### **14. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 5<sup>TH</sup> SEPTEMBER 2018**

##### **Matters Arising**

##### **14.1 Requests for Use of Council land (Minute Item 4)**

The Director of Corporate Services advised the application for a Halloween funfair extravaganza at The Market Yard, Coleraine, had been withdrawn.

##### **14.2 Limavady Backburn Path – Education Authority Request Update**

Councillor Callan queried whether the deferring of the second part of the request have any impact on the Schools? The Director of Corporate Services clarified Part 1 of the recommendation had been agreed, and that this would allow progression of the shared entrance.

Members sought another site visit date with the Countryside Officer.

\* **Councillor Chivers left the meeting at 8.35PM**

\* **Councillor Baird declared an interest as a Member of the Planning Committee and left the meeting at 8.38PM**

\* **Councillor Wilson had left the meeting at this point.**

##### **14.3 Correspondence (Minute Item 8)**

Councillor Fielding advised he would declare an interest and withdraw from the Planning Committee meeting, should a relevant Application be presented to it.

The Director of Corporate Services advised the decision had been deferred to Committee. An image was circulated.

Proposed by Councillor Fielding  
Seconded by Councillor Knight-McQuillan

- that Council approve the request to restore the text on the sea wall, the Crescent, Portstewart at the applicant's expense.

Councillor Deighan explored the idea of setting a precedent for other Council facilities.

Alderman Hillis recalled the request had not historically been presented to him whilst at Coleraine Borough Council. Alderman Hillis, whilst not disagreeing with the concept nor wording, raised concern, that it was a Policy decision, that any future requests, if any, would have to be treated the same.

Councillor McCandless stated he had nothing against spiritual truth, however, it may open the floodgates to all manner of things.

Councillor Knight-McQuillan stated her support for the sub-committee to receive planning advice and welcomed the input from Planning at all Land and Property Sub Committee meetings and this should continue to allow effective decision making. The Director of Corporate Services stated she would liaise with the Planning Department.

Councillor Blair concurred with Alderman Hillis and Councillor McCandless, that it would open the flood gates to everybody and anybody. Councillor Blair stated he did not agree with it being labelled advertising.

The Chair put the proposal to the Committee to vote; 4 Members voted For, 3 Members voted Against, 3 Members Abstained.

The Chair advised she was applying a vote, Against.

Councillor Callan stated the Chair could not vote after the vote had been declared, that the decision be deferred to the Council meeting.

Councillor Fielding agreed with Councillor Callan and referred to a Point of Order, Standing Order 19.1 and that the Chair stated she had wished to vote, Against, after.

Councillor Knight-McQuillan requested a Legal Opinion. The Director of Corporate Services agreed to bring an Opinion to the Council meeting.

#### **14.4 Approval of the Minutes**

**AGREED** – to recommend that Council approve the Minutes of the Land and Property Sub Committee meeting held Wednesday 5<sup>th</sup> September and recommendations therein, as circulated.

#### **MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Callan  
Seconded by Councillor Nicholl 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 9.12PM.

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Chair