

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 22 OCTOBER 2019**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>1</b>	Apologies	<b>Councillor McGurk</b>
<b>2</b>	Declarations of Interest	<b>Councillor Holmes Agenda Item 7 Northern Ireland Economic Conference 2019</b>
<b>3</b>	Minutes of Meeting held Tuesday 17 September 2019	<b>Confirmed</b>
<b>4</b>	Performance Improvement Plan	<b>Information</b>
<b>5</b>	Correspondence	
	<b>5.1</b> Northern Ireland Local Government Officers' Superannuation Committee – NILGOSC's Funding Strategy Statement	<b>Note</b>
<b>6</b>	Consultations	<b>None</b>
<b>7</b>	Conferences	
	<b>7.1</b> Northern Ireland Local Government Association (NILGA) – Scrutiny and Challenge Masterclass	<b>Agreed - Councillor Peacock to attend</b>
	<b>7.2</b> Northern Ireland Economic Conference 2019 – Hosted by Agenda NI	<b>Agreed - Councillor Holmes to attend</b>
<b>8</b>	Matters for Reporting to Partnership Panel	<b>None</b>
	<b>IN COMMITTEE (Item 9 – Item 12)</b>	
<b>9</b>	Request for Voluntary Severance - Finance	<b>Approve</b>
<b>10</b>	ODHR Severance Request Report	<b>Approve</b>

<b>11</b>	Probationary Policy	<b><i>Approve - to include Service Specific Performance Measures</i></b>
<b>12</b>	Minutes of the Meeting of the Land and Property Sub-Committee 2 October 2019	<b><i>Approve</i></b>
<b>13</b>	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	
	<p><b>13.1 Councillor Wilson</b></p> <p>To ask the Director/relevant staff to:</p> <ul style="list-style-type: none"> <li>(i) Outline the position facing agency staff when the job they are doing becomes a full time post.</li> <li>(ii) Outline the Policy relating to the above and detail if options are available to Council to change Policy.</li> </ul>	<b><i>Withdrawn</i></b>
	<p><b>13.2 Councillor Holmes</b></p> <p>As the present Committee structure requires all decisions to be approved at Full Council before being actioned, a problem could arise with the time delay in situations where urgent action is required. Whilst an Emergency Meeting of Council can be called if required, it may be a better solution to grant full powers to committees in an emergency situation. For the purposes of this arrangement I would propose that an emergency situation be agreed by a majority of the Group Leader's Forum (DUP, SF, UUP, SDLP).</p>	<b><i>Proposal Lost</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 22 OCTOBER 2019 AT 7:00 PM**

- In the Chair** : Councillor C McShane
- Present** : Aldermen: Fielding, McCandless and McCorkell  
Councillors: Callan, Chivers, Dallat O'Driscoll,  
Holmes, Knight-McQuillan, McCaw, McLean,  
Peacock, Quigley and Scott and Wilson
- Officers Present** : M Quinn, Director of Corporate Services  
D Wright, Chief Financial Officer  
J McCarron, Performance and Transformation Officer  
P Bulpitt, Corporate Support Officer
- In Attendance** : Press (1 No.)

## **SUBSTITUTIONS**

The Chair advised Members that Councillor Holmes would be substituting for Alderman Hillis.

### **1. APOLOGIES**

Apologies were recorded for Councillor McGurk.

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

Declarations of Interest were recorded for:

Councillor Holmes Agenda Item 7 – Northern Ireland Economic Conference 2019.

### **3. MINUTES OF MEETING HELD TUESDAY 17 SEPTEMBER 2019**

The Chair advised the Minutes of the Meeting held Tuesday 17 September 2019 had been adopted at the Council Meeting on 1 October 2019. Committee confirmed the summary presented.

#### 4. PERFORMANCE IMPROVEMENT PLAN

Information report previously circulated, presented by the Performance and Transformation Officer.

The purpose of this report is to present to Elected Members an update on the Performance Improvement Objectives listed within the Council's 2019/20 Performance Improvement Plan, covering the period April-June 2019.

The Council's Performance Improvement Plan for 2019/20 was approved by Council in June 2019. The Plan contained improvement projects which will help to meet the Council's Performance Improvement Objectives for 2019/20.

The Corporate Policy and Resources Committee has a scrutiny role in relation to the annual Performance Improvement Plan as set out within the Council's performance improvement policy. Members were invited to review the attached progress report at Appendix 1 (previously circulated) and take the opportunity to seek any further information necessary with regard to the various Objectives that are detailed.

\* **Councillor Knight-McQuillan and Councillor Callan arrived at the meeting at 7.05pm.**

Councillor Peacock enquired about the 3-5 Key Performance Indicators per directorate. Members were advised that this would be discussed at the Finance Committee Meeting.

In response to a query from Councillor Holmes the Performance and Transformation Officer confirmed that Leisure Membership during the initial period of April, May and June 2019 was good. He also clarified that Performance Improvement Objectives within the Performance Improvement Plan would be allocated to a member of the Senior Leadership Team.

In response to clarification from Alderman McCandless the Performance and Transformation Officer confirmed that Causeway Coast and Glens Borough Council had reached the 50% milestone for quarterly recycling rates in the 1<sup>st</sup> quarter of the year for the first time. He confirmed that it had not been broken down into geographical areas but was across the Causeway Coast and Glens Borough area as a whole.

The information report was **NOTED**.

## 5. CORRESPONDENCE

Information report previously circulated, presented by the Director of Corporate Services

### 5.1 Northern Ireland Local Government Officers' Superannuation Committee

Correspondence has been received from NILGOSC in respect to the consultation on NILGOSC's Funding Strategy Statement. The consultation period has now ended and the Funding Strategy Statement has been finalised. Circular 08/2019 – Funding Strategy Statement previously circulated.

**It is recommended** that the Corporate Policy and Resources Committee note the correspondence.

**AGREED** – to recommend that Council note the correspondence.

## 6. CONSULTATIONS

There were no consultation documents.

## 7. CONFERENCES

### 7.1 Northern Ireland Local Government Association (NILGA)

Correspondence has been received from NILGA in relation to the upcoming Scrutiny and Challenge Masterclass as detailed below. The Masterclass will be facilitated by APSE rep Andrew Uprichard who delivered an excellent and worthwhile session as part of the pilot of the NILGA Regional Programme.

**Date:** Friday 1 November 2019

**Hotel:** Antrim Civic Centre

**Cost:** NIL

It was **AGREED** that Councillor Peacock would attend.

### 7.2 Northern Ireland Economic Conference 2019 – Hosted by Agenda NI

The Northern Ireland Economic Conference, now in its 24th year, is Northern Ireland's premier economic analysis event and is unique in being the only forum that takes a high level look at the

performance of, and prospects for the local economy. It is firmly established as the annual autumn 'summit' for Northern Ireland's economic community, including policy makers and business leaders. Taking place at a time of unprecedented political chaos, this is a not to be missed event for all the latest information on the local economy as well as an excellent opportunity for networking and discussion with key players in the economy, across all sectors, <https://www.nieconomic.agendani.com/>.

**Date:** Thursday 7 November 2019  
**Hotel:** Slieve Donard Hotel, Newcastle, Co Down  
**Cost:** £165 + VAT  
Accommodation – Slieve Donard B&B £110

It was **AGREED** that Councillor Holmes would attend.

## **8. MATTERS FOR REPORTING TO PARTNERSHIP PANEL**

There were no matters for reporting to the Partnership Panel, Local Government side.

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

Proposed by Councillor Callan  
Seconded by Councillor Holmes and

**AGREED** – that the Committee proceed to conduct the following business '*In Committee*'.

\* **Press left the meeting.**

## **9. REQUEST FOR VOLUNTARY SEVERANCE - FINANCE**

Confidential information report previously circulated, presented by the Chief Finance Officer.

Under Section 123 of the Local Government Act (Northern Ireland) 2014 arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following 1<sup>st</sup> April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum "RPA Staff Severance Scheme for Local Government" (the severance scheme) sets out the detail of how this compensation should be paid. The "severance scheme" was adopted at the Shadow Council meeting on Thursday 23<sup>rd</sup> October 2014.

**It is recommended** that the Corporate, Policy and Resources Committee recommends to Council:

1. The agreement of the Voluntary Severance request for a Senior Payroll Officer post.
2. The agreement to restructure the payroll team within the Finance department accordingly.

In response to a Members query the Chief Finance Officer clarified costs associated with the severance package and the number of employees availing of Voluntary Severance and explained the reasons why.

Discussion ensued in relation to assessment of the needs of the post, structure and workload and lieu of notice. The Chief Finance Officer confirmed that the Voluntary Severance Scheme would cease 31 December 2019.

Proposed by Councillor Scott  
Seconded by Councillor Callan and

**AGREED** - that that the Corporate, Policy and Resources Committee recommends to Council:

1. The agreement of the Voluntary Severance request for a Senior Payroll Officer post.
2. The agreement to restructure the payroll team within the Finance department accordingly.

## **10. OD/HR SEVERANCE REQUEST REPORT**

Confidential report previously circulated, presented by the Director of Corporate Services.

Under Section 123 of the Local Government Act (Northern Ireland) 2014, arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following the 1<sup>st</sup> April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum 'RPA Staff Severance Scheme for Local Government' (the severance scheme) sets out the detail of how this compensation should be paid. The 'severance scheme' is underpinned by The Local Government Reorganisation

(Compensation for Loss of Employment) Regulations (Northern Ireland) 2015. The 'severance scheme' was adopted at the Shadow Council meeting on Thursday 23<sup>rd</sup> October 2014.

**It is recommended** that Members:

1. Agree the Voluntary Severance request for the following posts:
  - 1 Business Support Assistant – Sports and Wellbeing
  - 1 Senior Payroll Officer – Finance
2. Agree to proceed with the restructuring of Payroll team within Finance accordingly.

Proposed by Councillor Peacock  
Seconded by Councillor Chivers and

**AGREED** – to recommend that Members:

1. Agree the Voluntary Severance request for the following posts:
  - 1 Business Support Assistant – Sports and Wellbeing
  - 1 Senior Payroll Officer – Finance
2. Agree to proceed with the restructuring of Payroll team within Finance accordingly.

## **11. PROBATIONARY POLICY**

Confidential report previously circulated, presented by the Director of Corporate Services.

The Probationary draft policy has been developed/amended to reflect the practices within Causeway Coast and Glens Borough Council. The draft policy has been approved both by the Senior Management Team and the Trade Unions through the Joint Consultative and Negotiating Committee (JCNC).

In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened and the result is that they were screened "out".

Copy of the policy previously circulated.



The fundamental aim of the procedure is set out the process for managing the probationary period of new employees. All new employees to the Council are subject to a six month probation period before their appointment is confirmed unless otherwise stated.

**It is recommended** that Council approves the Probationary Policy as listed.

In response to a Members query the Director of Corporate Services clarified that Performance Reports and Policies were currently in draft form along with a Personal Review Programme.

Discussion ensued in relation to Managers dealing with difficult issues and service specific performance measures.

**AGREED** - that Council approves the Probationary Policy as listed and the policy to also include service specific performance measures.

## **12. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE WEDNESDAY 2 OCTOBER 2019**

The minutes were previously circulated and presented for Committee's consideration.

### **Matters Arising**

#### **Item 6.2 – Declarations of Interest**

It was confirmed that at the Land and Property Sub-Committee Meeting held on Wednesday 2 October 2019 that Alderman Fielding and Councillor Holmes declared an interest in Item 6.2 as members of the Local Action Group (LAG); they did not leave the meeting or contribute to the discussion of the item.

#### **Item 6.1 Portballintrae Village Hall**

Councillor Quigley wished it to be recorded that she did not support the agreed Motion.

Councillor McCaw queried the update in relation to the rental payments.

The Director of Corporate Services provided an update and responded to other queries in relation to Business Tenancy and payment arrangements.

Proposed by Councillor McLean

Seconded by Councillor Callan and

**AGREED** – to recommend that the Minutes of the Land and Property Sub Committee held 2 October 2019 and recommendations therein are approved.

**13. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12(O))**

**13.1 Councillor Wilson**

To ask the Director/relevant staff to:

- (i) Outline the position facing agency staff when the job they are doing becomes a full time post.
- (ii) Outline the Policy relating to the above and detail if options are available to Council to change Policy.

Councillor Wilson withdrew his request.

**13.2 Councillor Holmes**

*“As the present Committee structure requires all decisions to be approved at Full Council before being actioned, a problem could arise with the time delay in situations where urgent action is required. Whilst an Emergency Meeting of Council can be called if required, it may be a better solution to grant full powers to committees in an emergency situation. For the purposes of this arrangement I would propose that an emergency situation be agreed by a majority of the Group Leader’s Forum (DUP, SF, UUP, SDLP).”*

Councillor Scott voiced concerns in relation to the proposal and stated that at present in the event of an emergency where a decision is to be made Group Leaders have no powers to reach a solution. He suggested that a Special Council Meeting should be convened and Council would make the decision.

- \* **Councillor Chivers left the meeting at 7.35pm and rejoined the meeting at 7.37pm.**

Councillor Peacock and Councillor McCaw concurred with Councillor Scott’s concerns in relation to the proposal.

Councillor Holmes agreed that the Committee did not have full powers as per Councils Standing Orders but he provided an example where the Committee was given power to make an emergency decision in relation to the Joey Dunlop Leisure Centre.

Standing Orders Paragraph 3 (1) states '*The Mayor can call a meeting of the Council at any time*'. All Members would be invited to attend the meeting and each Member would then be able to participate in the decision making process.

The Director of Corporate Services informed Members that the Group Leader Forum would not be the suitable Forum in this situation.

Proposed by Councillor Holmes  
Seconded by Councillor Wilson

- that in the event of an emergency situation this be agreed by a majority of the Group Leader's Forum (DUP, SF, UUP, SDLP).

The Chair put the proposal to the Committee to vote.

3 Members voted for, 12 Members voted against and 0 Members abstained.

The Chair declared the proposal **LOST**.

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

Proposed by Councillor Callan  
Seconded by Councillor Knight-McQuillan 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 **7.39pm**.

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Chair