

CORPORATE POLICY AND RESOURCES COMMITTEE MEETING

TUESDAY 22 SEPTEMBER 2020

No	Item	Summary of key Recommendations
3.	Minutes of Meeting held Tuesday 25 August 2020	Confirm
4.	Notice of Motion proposed by Councillor Alderman McCandless, seconded by Councillor Wilson (<i>Dementia Friendly Communities by hosting a 'Dementia Friendly workshop'</i>)	Support The Notice of Motion
5.	Notice of Motion proposed by Councillor McKillop, seconded by Councillor Mulholland (<i>Council notes the significant Housing waiting lists affecting Communities across the district; further notes the need to urgently invest in waste water infrastructure to ensure we can continue building new homes to meet the needs of the people we represent; agrees to write to the Finance Minister to urge him to provide additional resource to the Department for Infrastructure and the Department for Communities to deliver a radical programme of housing new builds</i>)	Write to the Finance Minister; Support The Notice of Motion
	'In Committee' (Items 6-9 inclusive)	
6.	Investigation Report Into a Complaint	Adopt Agreement
7.	Debt Management	Noted
8.	Structure Review	Recommend approval including

		<i>further recommendation</i>
9.	Land and Property Sub-Committee Minutes	<i>Recommend approval</i>
10.	2019/20 Performance Self-Assessment	<i>Noted</i>
11.	Annual Remembrance Services Report	<i>Recommend approval including further recommendation</i>
12	Section 75 Annual Progress Report to Equality Commission for NI	<i>Noted</i>
13.	Review of Council Equality Scheme	<i>Noted</i>
14.	Rural Needs Act (NI) 2016 - Annual Monitoring Report on Rural Needs Assessments	<i>Noted</i>
15.	Timetable of Council and Committee Meetings Schedule January - December 2021	<i>Recommend approval</i>
16.	Business Plans 2020-21 (Draft) 16.1 Democratic and Central Services 16.2 ODHR 16.3 Policy and Community Planning	<i>Recommend approval</i>
17.	Prompt Payment Statistics	<i>Noted</i>
18.	Conferences	<i>Recommend attendance</i>
19.	Correspondence	<i>Noted</i>
20.	Matters for Reporting to Partnership Panel	<i>None</i>

21.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	<i>Noted</i>
22.	Draft Business Plans 2020 – 2021 Finance	<i>Recommend approval</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,
VIA VIDEO-CONFERENCE ON
TUESDAY 22 SEPTEMBER AT 7.00 PM**

- In the Chair:** Alderman Hillis (C)
- Present:** Alderman Baird (C), Fielding (C), S McKillop (C); Duddy (R)
- Councillors :** Beattie (C), Chivers (Vice-Chair) (R), Dallat O’Driscoll (C), Knight-McQuillan (C), McCaw (C), McGurk (R), McAuley (C), C McShane(R) Wilson (C) and McCorkell (R)
- Members in**
- Attendance:** Alderman McCandless (R), Councillor McKillop (R)
- Officers Present :** M Quinn, Director of Corporate Services (C)
A McPeake, Director, Environmental Services (C)
A Ruddy, Audit, Risk and Governance Officer (R)
I Owens, Committee and Member Services Officer (Temp) (R)
- In Attendance:** Mr Niall McMullan, Worthington Solicitors (C) (Item 6)
- C Thompson, ICT Operations Officer
A Lennox, Mobile Operations Officer
- Press (4 No.) (R)

Key: (C) Attended in the Chamber

(R) Attended Remotely

1. APOLOGIES

Apologies were recorded for Councillor McGlinchey. Substitution Councillor J Mc Auley for Councillor A McLean.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF MEETING HELD TUESDAY 25 AUGUST 2020

The Minutes of the Corporate Policy and Resources Committee meeting held on Tuesday 25 August 2020 were confirmed as a correct record.

AGREED – To Change The Order of Business and take Items 16 and 17, followed by 'In Committee Items (18 - 20 inclusive)

4. NOTICE OF MOTION PROPOSED BY ALDERMAN MCCANDLESS, SECONDED BY COUNCILLOR WILSON (REFERRED FROM 7 APRIL 2020 COUNCIL MEETING)

" This Council notes that according to the London School of Economics there are currently over 22,000 people living with dementia in Northern Ireland, this figure is projected to nearly double to 42,800 by 2040 and the cost to the economy of dementia in 2040 will be over £1 billion.

This Council calls on the Minister for Health to ensure a universal and comprehensive approach across all Health Trusts in Northern Ireland for people following a dementia diagnosis and urges his Department to #FixDementiaCare by reforming Adult Social Care funding to address the costs faced by the growing number of people with dementia and their families.

This Council will build on Alzheimer's Society work of creating Dementia Friendly Communities by hosting a 'Dementia Friendly workshop' which will increase the awareness and confidence of our staff to better relate to, support and communicate with people with dementia to help tackle stigma, establish best practice and reduce barriers for our ageing population."

Alderman McCandless spoke in support of his Notice of Motion and read from a prepared statement:

'I fully appreciate that the Health Ministers focus is on Covid-19, nevertheless Dementia is a ticking time bomb for the NHS and this cruel disease has been on the increase for years. Whilst much of the focus of

research and discussion centres on the challenge of finding cures for the different forms of dementia we appreciate this is a medium to long term project. We must place equal emphasis on the care which is provided to people with dementia and the support which is available to the families and carers. Dementia is an important issue at the end of life for a growing number of people in Northern Ireland. As dementia progresses sufferers will have increasing Health & Social care requirements, they will need greater help. With personal care along with specific Healthcare and Hospital based services related to their dementia. The bottom line is we will not be able to meet the needs of the growing number of people with dementia, by continuing to provide care and support in the manner we do today. We must recognise that dementia is a terminal condition and sufferers have different needs and experiences to those with other terminal conditions. Our challenge is to ensure that sufferers are supported to live their lives as they wish for as long as they can. Northern Ireland's unpaid carers are saving the economy £B's per year and they are in serious need of respite care. They can be up for many hours during the night and they just have to cope with it and do their best. We are aware that we have a rapidly ageing population, the fastest rate of increase in the U.K. and a growing number of older carers. People with dementia are most happy when they live in their own homes for as long as possible. It is incumbent on us to lobby Stormont MLA's to provide the necessary support for families to enable them to do this.'

Councillor Wilson concurred with the comments made by Alderman McCandless and felt there was a need to be pro-active in providing support.

The Mayor said that having had personal experience of caring for someone with the condition, one did not fully understand the condition till affected by it in some way personally.

Councillor Beattie stressed that it was a cruel illness and most people know someone affected by it.

Alderman McCandless was invited to comment on the Notice of Motion. Alderman McCandless felt that those caring for those suffering were Northern Ireland's unpaid carers and saved the economy a lot of money and felt that there was a need to provide respite for those trying to cope and do their best in difficult circumstances.

Alderman McCandless encouraged members to lobby MLA's to provide support.

It was **AGREED**: to recommend that Council support the Notice of Motion.

5. **NOTICE OF MOTION PROPOSED BY COUNCILLOR MA MCKILLOP, SECONDED BY COUNCILLOR MULHOLLAND (REFERRED FROM 7 APRIL 2020 COUNCIL MEETING)**

“That this Council notes the significant Housing waiting lists affecting Communities across the district; further notes the need to urgently invest in waste water infrastructure to ensure we can continue building new homes to meet the needs of the people we represent; agrees to write to the Finance Minister to urge him to provide additional resource to the Department for Infrastructure and the Department for Communities to deliver a radical programme of housing new builds.”

Councillor McKillop spoke in support of her Notice of Motion and read from a prepared statement:

‘We are all aware there is a housing crisis across The North but in particular in our own area of CCAG .Under investment over recent years has left us with a vital shortfall in these vital public service. Without urgent and substantial investment in waste water infrastructure we cannot build more homes and people will suffer. The department of infrastructure has been chronically under funded over recent years. We cannot let this continue. We need to move now more than ever to address the housing crisis across our borough. Updated figures show a shocking rise of waiting lists and those who find themselves homeless or in housing crisis. I am aware of several towns and villages across the borough who are at full capacity and can’t connect to main connection like Armoy Ballintoy and Kilrea to name a few. I am lobbied day and daily about the lack of housing across my own DEA and is heartbreaking to watch families having to move from their place of birth and where other family members still live because their is a sheer lack of investment to provide the homes that are needed. Some having to move 16 miles to nearest towns which it is fortunate to have some investment. This is leading to rural areas suffering. Lack of provision results in the demise of our local rural communities resulting in business suffering and schools closing.

We must never forget the right to have a roof over your head is a basic human right that no one should be denied.’

Councillor Mulholland concurred with the comments made by Councillor McKillop and agreed that more infrastructure was needed in rural areas and that urgent investment was required.

It was **AGREED**: to recommend that Council support the Notice of Motion, and Council writes to the Finance Minister seeking additional resources for Department of Infrastructure and Department of Communities to embark on a radical programme of new builds.

- * **Director of Corporate Services left the meeting during consideration of this Item.**
- * **Director of Environmental Services joined the meeting for consideration of this Item.**
- * **Press / Public disconnected from the meeting.**

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Wilson

Seconded by Alderman McKillop and

AGREED – to recommend that Committee move *'In Committee'*.

6. INVESTIGATION REPORT INTO COMPLAINT

PART OF THE CONTENT IS RESTRICTED UNDER SCHEDULE 6 OF NI LOCAL GOVERNMENT ACT 2014 PART 2

Legal advice was provided to Members in relation to the investigation into a complaint.

The solicitor in attendance responded to Members' queries. Following which

- * The Chair declared a recess at 21.08pm.
- * The meeting reconvened at 21.22pm.

Proposed by Councillor Wilson

Seconded by Alderman Duddy

To recommend that: Council adopts the Agreement on Discipline, Capability and Redundancy, Joint Negotiating Committee for [REDACTED] to Local Authorities in NI (formally concluded on 17th December 1996); and further recommended that Council's Comments, Compliments and Complaints Policy is reviewed with legal input to the review.

The Chair put the motion to the vote.

15 voted For, 0 Against and 0 Abstained

The Chair declared the motion carried.

- * Director of Corporate Services re-joined the meeting after discussion of this item at 21.30.
- * Director of Environmental Services left the meeting after discussion of this Item, at 21.30

- * The solicitor left the meeting during recess.

7. DEBT MANAGEMENT

Report, previously circulated was presented by the Director of Corporate Services.

The report informed members of the current position surrounding debt owed to the Council by its customers. Council implemented a revised Debt Management Policy in February 2017.

The tables circulated detailed the status of any debt which was over 90 days in excess of £10 at the previous report but which has now been cleared and any debt which was over 90 days in excess of £10 currently.

In accordance with Council's debt management policy, there were no debts under £1,000 this month which the Chief Finance Officer has the authority to write-off.

In accordance with Council's debt management policy, there were no debts in excess of £1,000 for approval.

AGREED: to recommend that Council note the report.

8. STRUCTURE REVIEW

Report, previously circulated, was presented by the Director of Corporate Services.

The aim is to appoint consultants to review the Council structure to Tier 3 (service areas).

Background

As part of the Finance Recovery Plan, the Finance Committee recommended the appointment of suitably qualified consultants to provide a review of the Council organisation design to tier 3 of its management structure. The aim of this work is to provide independent guidance to Councillors about the current organisation structure after the 5 year period since the Council was formed in April 2015. This work will help to ensure that the Council service delivery is optimised for its local citizens and can adapt and transform to the changing environment within which it

operates. As part of this work, a deeper look at the Council's finance function was requested by the Finance Committee.

Submission of Quotations

The selection of the external organisation to conduct the prescribed work is in accordance with Council's procurement policy. Submissions to undertake the prescribed work were requested from six suitable suppliers and three organisations made submissions that fully detailed the applicants proposed approach to provide the review and included full costs.

Evaluation Criteria

Quotations were evaluated against the following criteria:

Approach and expertise in local government organisation design (50%);

Price (50%).

Assessment of Submissions

The three submissions were assessed by a panel and scores out of 100 were awarded as follows:

Organisation	Approach	Price	Total
Grant Thornton	24	50	74
BDO	23	44	67
PwC	32.5	47	79.5

Recommendation

It is recommended that the Corporate Policy and Resources Committee considers the report and recommends the appointment of PricewaterhouseCoopers to carry out a review of the Council's organisation structure at a cost of £29,300

Councillor McGurk raised issues regarding consultation process with Senior Management during compilation of this report and the fact the usual method of procurement ratio was not being followed on this occasion. The Director of Corporate Services advised given the queries being raised by Committee in relation to the report that the matter could be referred to the Finance Committee.

Alderman Duddy sought a timeframe for completion on the filling of posts at other tiers within the Organisation, which are currently being filled by long term agency

cover. The Director of Corporate Services assured him that ODHR were progressing posts as soon as they were advised to fill vacancy.

Alderman Duddy made reference to Members not being provided with hard copies of papers for meetings and asked when this service would resume. The Director of Corporate Services explained that due the current requirements for Staff to work from home this particular element of the service had been impacted. She also made reference to reduced staffing levels within the Democratic Services team due to a number of vacant posts, and this was also having an impact on the delivery of the service.

Following further discussion, during which Members raised the following issues:- savings impacted on service delivery, clarity on the process leading to the presentation of the report, and trade union engagement.

Proposed by Alderman Baird
Seconded by Alderman McCorkell

To recommend that: Council appoints PricewaterhouseCoopers to carry out a review of the Council's organisation structure at a cost of £29,300 and further recommend that a report is brought to Corporate Policy Resources with full details of the filling of vacant posts in the Organisation Structure at all tiers.

12 Voted For, 3 Voted Against and 0 Abstained

The Chair declared the **MOTION** carried.

9. LAND AND PROPERTY SUB-COMMITTEE MINUTES

Minutes of Land and Property Sub-Committee meeting held on 2nd September 2020, previously circulated, were presented by the Director of Corporate Services.

9.1 Requests to Use Council Land

Councillor C Mc Shane raised an issue in relation to an event taking place on Council land at Benone Strand. She felt that in light of the impact of COVID 19 on events, and in terms of the financial impact of those organising them, that Council could consider not implementing the provisions of its Land and Property Policy during the pandemic.

Members expressed concern about setting aside the Policy which Council had adopted in February 2020. Members also sought clarification on the restrictions in relation to events as a result of COVID 19. Members were provided with the updated information from the PHA website, and advised of a revised valuation due to the duration of the event being reduced from 2 days to 1 day, and in light of further information received.

Proposed by Alderman Baird
Seconded by Alderman Duddy and

AGREED: to recommend that the Minutes of the Land and Property Sub Committee held 2 September 2020 and recommendations therein are approved.

At this point in the meeting, Members agreed to move out of committee.

10. 2019/20 PERFORMANCE SELF ASSESSMENT

Report, previously circulated, was presented by the Director of Corporate Services.

The purpose of this report is to present to Elected Members for information Council's self-assessment of performance against the indicators set out in the 2019/20 Performance Improvement Plan.

Background

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 performance improvement cycle for the year 2020/21 is very different from standard years as Councils react and adapt to the implications of Covid-19 and the associated restrictions placed on society. Dept for Communities has confirmed that there is no requirement in 2020/21 for a Council Performance Improvement Plan and indeed provided a further update regards the proposed plans for Performance Improvement on 17 August 2020. Please find letter attached.

All Local Authorities will still be required to publish their performance improvement assessment report covering 2019/20, with a publication date of 30 September 2020, and Council supports this approach. Please find below at Appendix 1 Council's self-assessment of performance in the three main areas of the 2019/20 Performance Improvement Plan:

A – Performance Improvement Objectives

B – Statutory Performance Indicators

C – Self Imposed Indicators

Corporate Policy and Resources Committee will receive a further update on Councils 2019/20 Performance self-assessment at the October 2020 Committee meeting.

Conclusion

The Council's Corporate Policy and Resources Committee assumes a scrutiny role in relation to the Performance Improvement Plan and receives update reports to enable this function. Members are invited to review the attached report at Appendix 1 and take the opportunity to seek any further information necessary with regard to the various outcomes that are detailed.

AGREED : to recommend that Council note the report.

11. ANNUAL REMEMBRANCE SERVICES REPORT

Background

The purpose of this report, presented by The Director of Corporate Services, is to consider and agree Council representation at the annual Remembrance Sunday services across the Causeway Coast and Glens Borough Council area, report previously circulated.

At its meeting on 27th October 2015 Council agreed that attendance at Remembrance Services across the Borough would be that:

The Mayor and Deputy Mayor decide which event they wish to attend on Remembrance Sunday and that the other Elected Members be nominated to represent Council by Party Leads using d'Hondt."

This process was followed and other Members attended services in the area of their choice. The Chief Executive nominated a Senior Officer to attend each of the services with the nominated Elected Member.

While final confirmation regarding the format for Remembrance Services this year has not yet been received, it is recommended that Council proceed as normal with Party Leads nominating members to attend each of the services using d'Hondt as per schedule previously circulated.

Proposed by Alderman Duddy
Seconded by Councillor McAuley and

AGREED: to recommend that Council proceed as normal with Party Leads nominating members to attend each of the services using d'Hondt as per schedule previously circulated, and further recommend that Council's Town Halls are open to facilitate those in attendance.

12. SECTION 75 ANNUAL PROGRESS REPORT TO EQUALITY COMMISSION FOR NI

Report, previously circulated was presented by The Director of Corporate Services.

Introduction

Under Section 75 of the Northern Ireland Act 1998 (and included as a commitment in the Council's Equality Scheme) is a requirement that the Council provide an annual report to the Equality Commission for NI on progress in meeting our obligations under the equality and good relations duties.

The report also requires the Council to report on how it is fulfilling its statutory duties under Section 49A of the Disability Discrimination Act 1995 by reporting on progress made on the commitments included in the Council's Disability Action Plan.

Annual Progress Report 2019/20

A copy of the Annual Progress Report for 2019/20 is attached for your information.

The format of the report is based on a template provided by the Equality Commission and the report always covers the previous financial year. The period of time this report deals with therefore is from 1st April 2019 to 31st March 2020.

Part A of the report relates to the Section 75 Equality and Good Relations duties and covers outcomes, impacts and good practice in relation to these areas of work, along with progress on the Council's Equality Action Plan, consultations undertaken, screening and Equality Impact Assessments undertaken, monitoring arrangements, training and complaints made in relation to equality and good relations issues.

Part B outlines actions achieved, partially achieved or not achieved in relation to the Council's Disability Action Plan.

AGREED: to recommend that Council note the report.

13. REVIEW OF COUNCIL EQUALITY SCHEME

Report, previously circulated, was presented by the Director of Corporate Services.

Introduction

Under Section 75 of the Northern Ireland Act 1998 is a requirement that the Council have in place an Equality Scheme which sets out how the Council will meet its obligations under the equality and good relations duties.

An Equality Scheme for Causeway Coast and Glens Borough Council was drawn up in 2015 in accordance with Section 75 and Schedule 9 of the Northern Ireland Act 1998. This Equality Scheme was approved by the Equality Commission on 25th March 2015

Review of the Council's Equality Scheme

Schedule 9 (3) of the Northern Ireland Act 1998 requires the Council to conduct a thorough review of the Equality Scheme within five years of submission of the original Equality Scheme to the Equality Commission.

A full and thorough review has now been undertaken of the Council's Equality Scheme and no major amendments have been made to the Scheme. A number of minor amendments, however, have been required, previously circulated.

AGREED: to recommend that Council note the report.

14. RURAL NEEDS ACT (NI) 2016 – ANNUAL MONITORING REPORT ON RURAL NEEDS ASSESSMENTS

Report, previously circulated was presented by The Director of Corporate Services.

Introduction

Section 3(1) of the Rural Needs (NI) Act 2016 includes a requirement that the Council provide a monitoring report to the Department for Agriculture, Environment and Rural Needs (DAERA) on progress in meeting our obligations under the Rural Needs Act.

The information included in this monitoring report demonstrates how the Council has exercised the due regard duty under Section 1(1) of the Rural Needs Act 2016.

Annual Monitoring Report 2019/20

A copy of the Annual Monitoring Report by Council for 2019/20 is attached for your information.

The format of the report is based on a template provided by the Department for Agriculture, Environment and Rural Affairs (DAERA) and the report always covers the previous financial year. The period of time this report deals with therefore is from 1st April 2019 to 31st March 2020.

AGREED: to recommend that Council note the report.

15. TIMETABLE OF COUNCIL AND COMMITTEE MEETINGS SCHEDULE JANUARY – DECEMBER 2020

Purpose of Report

The purpose of the report is to present the Schedule of Council and Committee Meetings, January 2021 -December 2021 for Council decision.

Background

The day and frequency of Council and Committee meetings each month previously agreed, is presented as follows:

- Council Meeting – 1st Tuesday at 7pm;
- Environmental Service Committee – 2nd Tuesday at 7pm;
- Audit Committee - Quarterly on 2nd Wednesday at 7pm;
- Finance Committee – 2nd Thursday at 7pm;
- Leisure and Development Committee – 3rd Tuesday at 7pm;
- Corporate Policy and Resources Committee – 4th Tuesday at 7pm;
- Planning Committee (with full Council powers) – 4th Wednesday at 2pm.

Proposals

Rate Strike Meeting 2021

Councils are legally required to strike the rate no later than the 15th February each year.

It is proposed that Council shall hold its Rate Strike Meeting on Thursday 4th February 2021 at 7PM. It is further proposed that Council shall hold Wednesday 10th February 2021 at 7pm and Thursday 11th February 2021 at 7PM, in the event of allowing time for any potential adjournment (if required) and enable Council to strike within the appointed timeframe.

The Annual Meeting 2021

In accordance with Council's Standing Orders, '*In every year that is not a local election year the Council shall hold an Annual Meeting in the month of June*'.

It is proposed that Council shall hold its Annual Meeting on the first Monday of June, Monday 7th June 2021 at 7PM.

Proposed Schedule of Council and Committee Meetings January - December 2021

In accordance with Council's Standing Orders, Protocol for The Operation of the Planning Committee, Annex D, 4.1, "*No meeting will take place in the month of July*".

The proposed Timetable of Meetings Schedule 2021 has been presented taking into account a proposed July recess and key public holiday periods.

Rescheduled meeting dates have been presented for Council decision, where appropriate.

Recommendation

It is recommended that Council hold its Annual Meeting on Monday 7th June 2021 at 7PM;

that Council hold its Rate Strike meeting on Thursday 4th February 2021 at 7PM; and hold Wednesday 10th February 2021 at 7PM and Thursday 11th February 2021 at 7PM;

that Council consider the Timetable of Meetings Schedule, January 2021-December 2021 inclusive, attached as Appendix i.

AGREED : to recommend

that Council hold its Annual Meeting on Monday 7th June 2021 at 7PM;

that Council hold its Rate Strike meeting on Thursday 4th February 2021 at 7PM; and hold Wednesday 10th February 2021 at 7PM and Thursday 11th February 2021 at 7PM;

that Council consider the Timetable of Meetings Schedule, January 2021-December 2021 inclusive, attached as Appendix i.

16. BUSINESS PLANS 2020 – 2021 (DRAFT)

AGREED – To Change The Order of Business and take Item 16.4 and discuss Finance Business Plan at end of the meeting 'In Committee'

16.1 Democratic and Central Services

16.2 ODHR

16.3 Policy and Community Planning

Reports previously circulated, were presented by the Director of Corporate Services.

AGREED – to recommend that Council approves the Business Plans for:

16.1 Democratic and Central Services

16.2 ODHR

16.3 Policy and Community Planning

17. PROMPT PAYMENT STATISTICS

Report, previously circulated, was presented by The Director of Corporate Services.

Background

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.

Detail

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 2017 the latest data being for July and August 2020 (quarter not yet complete). Q2 performance continues to improve with 72.68% of invoices paid within 10 working days and 91.33% paid within 30 calendar days. Due to the current Covid-19 pandemic Council are currently processing a significantly lower number of invoices. In addition, due to many

staff working from home we have introduced where possible email approval for those invoices that don't require a purchase order, which has improved turnaround times.

Improvement Actions

Prior to the Covid-19 pandemic Council had introduced electronic purchase order processing (POPs) in January 2020, staff were trained and this was working well. For staff to access the system they need access to the Council network which has caused issues for some staff working from home without vpn connection. Many staff enter the council buildings at designated times to raise and approve orders but it is anticipated that as more staff return to the workplace this will improve.

AGREED : to recommend that Council note the report.

18. CONFERENCES

The Director of Corporate Services advised Committee of a request from a Member to attend an Online PFfNI Conference on the Future of the Health and Social Care Services in Northern Ireland. The Director also advised any Member wishing to attend should contact Democratic Services.

AGREED: to recommend attendance at the PFfNI Conference on the Future of the Health and Social Care Services in Northern Ireland.

19. CORRESPONDENCE

There was no correspondence.

20. CONSULTATIONS

The Director of Corporate Services presented the Consultation, previously circulated:

Policy screening document for the 'Public service pension schemes: proposed changes to the transitional arrangements to the 2015 for submission by 18th November 2020.

AGREED: to recommend that Council note the Consultation schedule circulated.

21. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to Partnership panel.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Wilson

Seconded by Councillor Knight-McQuillan and

AGREED – to recommend that Committee move *'In Committee'*.

* **Members of the Press / Public left the meeting.**

22. DRAFT BUSINESS PLANS 2020 – 2021 Finance

Councillor McGurk queried the Organisation Structure on Page 3, in terms of Job titles and Roles. She sought clarity on the role of the Chief Finance Officer, and requested an update on the current position. The Director of Corporate Services confirmed that Council were currently following two Policies in relation to the issues raised.

AGREED: to recommend that Council approves the Business Plan for Finance

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Knight McQuillan,

Seconded by Councillor Dallat O Driscoll and

AGREED: to recommend that Committee move *'In Public'*.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 22.36 pm.

Chair

