

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 25 OCTOBER 2022**

No	Item	Summary of Key Recommendations
1.	Apologies	<i>Alderman McLean, Councillor McGlinchey</i>
2.	Declarations of Interest	<i>Nil</i>
3.	Minutes of Corporate Policy and Resources Committee Meeting held Tuesday 27 September 2022	<i>Signed as a correct record</i>
4.	Model Complaints Handling Procedure	<i>Noted</i>
5.	Performance Improvement Objectives 2022/23	<i>Noted</i>
6.	Final Draft Report on Equality Impact Assessment (EQIA) – Notice of Motion re Flying of the Union Flag	<i>To recommend to Council that the Union flag is flown 365 days a year at the following locations Coleraine Town Hall, Cloonavin Council Headquarters, Limavady Office (Connell St), Roe Valley Arts and Cultural Centre, Ballymoney Town Hall, Riada House and Portrush Town Hall</i>
7.	Conferences	<i>Information</i>
8.	Consultations	<i>Nil</i>
9.	Correspondence	<i>To recommend that Council pay the Northern Ireland Local Government Partnership on</i>

		<i>Traveller Issues Invoice £500 Annual Membership 2022/23</i>
10.	Matters for Reporting to the Partnership Panel	<i>Nil</i>
	'IN COMMITTEE' (Items 11 – 12 inclusive)	
11.	Corporate Services Management Accounts Period 5 2022/23	<i>Information</i>
12.	Minutes of the Land and Property Sub Committee meeting held 5 October 2022	<i>To recommend that Council approve the Minutes of the Land and Property Sub Committee meeting held 5 October 2022 and recommendations therein</i>
13.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	<i>Nil</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,
AND VIA VIDEO-CONFERENCE ON
TUESDAY 25 OCTOBER 2022 AT 7.00 PM**

- In the Chair:** Councillor C McShane (C)
- Present:** Alderman Baird (R), Duddy (C), Fielding (C), Hillis (C),
Knight McQuillan (R/C), S McKillop (C)
Councillors Beattie (R), Chivers (R), Dallat O'Driscoll (R),
Holmes (R), McAuley (C), McCaw (R), McGurk (R), Storey (C)
- Officers Present:** M Quinn, Director of Corporate Services (C) (Items 1-11)
A McPeake, Director of Environmental Services (R) (Item 12)
P Donaghy, Democratic and Central Services Manager (R)
E Beattie, Head of Policy and Community Planning (C)
J McCarron, Performance Officer (R)
E McConaghie, Policy Officer (C)
J Keen, Committee and Member Services Officer (C)
- In Attendance:** S Gilmartin, Gilmartin Consulting (Item 6) (C)
J Kremer, Gilmartin Consulting Associate (Item 6) (C)
- A Lennox, Mobile Operations Officer (C)
C Thompson, ICT Officer (C)
J Winfield, ICT Manager (R)
- Press (2 No.) (R)
- Key:** (C) Attended in the Chamber
(R) Attended Remotely

SUBSTITUTIONS

Councillor Holmes substituted for Councillor Wilson.
Councillor McAuley substituted for Alderman McLean.

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded, and with the remote meetings protocol.

The Director of Corporate Services undertook a roll call of committee members present.

1. APOLOGIES

Apologies were recorded for Alderman McLean and Councillor McGlinchey.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 27 SEPTEMBER 2022

Copy, previously circulated.

AGREED – to recommend that the minutes of the meeting of 27 September 2022 were taken as read and signed as correct.

4. MODEL COMPLAINTS HANDLING PROCEDURE

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

Introduction

NIPSO ran a public consultation on complaints handling from 10 June 2022 to 30 September 2022. As part of the consultation, comments were sought on NIPSO's proposal on a staged approach to implementation across the public sector, to take account of the unique set of circumstances in each sector and to build capacity and support for the new approach.

The first sector NIPSO will work with in developing a Model Complaints Handling Procedure (MCHP) will be the Local Government sector. NIPSO will also commence scoping work with the Health and Social Care sector.

Next Steps

NIPSO has put in place an appropriate framework and processes for the development of the MCHP. For this purpose, two networks have been established: a strategic network and an operational network.

The strategic network is made up of senior leaders within the Local Government sector e.g. Local Government Chief Executive Officers (CEOs), representatives from NILGA, Advice NI and NICVA as well as the Ombudsman and Acting Deputy Ombudsman. NIPSO will oversee the development of the MCHP. It is envisaged that the strategic network will meet three times during the development process of the MCHP:

1. At the beginning of the process, to agree Terms of Reference;
2. Mid-way through the process to ensure appropriate progression; and
3. At the end of the process to sign-off and approve the MCHP.

The operational network will be made up of senior staff at director/head of service level from each Local Government organisation. The person should have a depth of knowledge and sufficient seniority to make decisions and influence change with regard to complaints handling within your organisation. The nominated officer for Causeway Coast and Glens Borough Council is the Democratic and Central Services Manager. The operational network will be the

main network for the development process and will meet regularly. The first meeting was held on 7 September 2022.

The role of the Operational Network will be to work collaboratively with other network members, including NIPSO's Complaints Standards Team (CST), to develop any Model Complaints Handling Procedure (MCHP) to be published by NIPSO for implementation by the Local Government public bodies in Northern Ireland (NI). The LG operational network sets out to:

- Develop a simplified and standardised complaints procedure to be used across the NI Local Government sector
- Work collaboratively with other Operational Network members and NIPSO's CST to develop a MCHP and supporting documentation
- Commit to and implement any MCHP published by NIPSO under Part 3 of the Public Services Ombudsman Act (Northern Ireland) 2016.

The Operational Network will operate from 7 September 2022 until the date a MCHP has been: developed and agreed by the Local Government Operational Network; agreed and signed-off by the Local Government Strategic Network; and published by NIPSO. The target date for publication of the MCHP is Spring 2023.

Recommendation

It is recommended that Council notes the content of the report regarding the progress of the development of a Model Complaints Handling Procedure for the Local Government Sector.

AGREED – to recommend that Council note the report.

5. PERFORMANCE IMPROVEMENT OBJECTIVES 2022/23

Report, previously circulated, presented by the Performance Officer.

Purpose of Report

The purpose of this report is to present to Elected Members for information a mid-year update on progress against Council's 2022/23 Performance Improvement Objectives.

Background

These 5 Improvement Objectives for 2022/23 were agreed by Council in June 2022 and form part of Council's Performance Improvement Plan for 2022/23.

Council is committed to regular reporting on Objectives such as these, and furthermore a year-end report will be provided for Council in June 2023.

Recommendation

It is recommended that Elected Members note the updates as set out in Appendix 1 attached (circulated).

- * **Alderman Knight McQuillan attended the meeting in the Chamber at 7:09pm; previously being attendance remotely.**

During discussion consideration was given to the cost of living crisis and the negative impact on the Causeway Coast and Glens population. Further consideration was given to using health and wellbeing settings to promote positive health and wellbeing and combat social isolation with the possibility of using leisure centres as warm safe spaces.

The Chair requested that the Performance Officer feed this back to the Leisure and Development Directorate.

AGREED – to recommend that Council note the report.

6. FINAL DRAFT REPORT ON EQUALITY IMPACT ASSESSMENT (EQIA) – NOTICE OF MOTION RE FLYING OF THE UNION FLAG

Powerpoint presentation, presented by S Gilmartin, Gilmartin Consulting.

Introduction

A Notice of Motion proposing a revised policy and procedure to fly the Union Flag on various Council buildings 365 days a year was adopted by Council on 5th October 2021.

The Notice of Motion had originally been ratified by Council on 1 June 2021 but a Call In was submitted which resulted in reconsideration of the Motion by Council. The motion was adopted on 5 October 2021 with a vote of 20 for and 11 against.

The Notice of Motion proposed that the following Council buildings would fly the Union Flag every day (365 days) with the list of buildings to be reviewed on an on-going basis:

Coleraine Town Hall
Cloonavin (Council Headquarters)
Limavady Office (Connell Street)
Roe Valley Arts and Cultural Centre
Ballymoney Town Hall
Riada House
Portrush Town Hall
Portstewart Town Hall*

(*Portstewart Town Hall is no longer part of the Council estate and has been removed from the proposed list.)

Outlined below is the current position with regard to the flying of the Union Flag and the proposed policy change:

Building	Current Position	Proposed Policy
Coleraine Town Hall	365 days per year	365 days per year

Cloonavin Council Headquarters	365 days per year	365 days per year
Limavady Office (Connell Street)	No flag flown	365 days per year
Roe Valley Arts and Cultural Centre	No flag flown	365 days per year
Ballymoney Town Hall	Designated Days	365 days per year
Riada House	Designated Days	365 days per year
Portrush Town Hall	July & August	365 days per year

The decision of Council was screened in accordance with the S75 Equality and Good Relations guidance and the outcome of this screening exercise was a recommendation that an Equality Impact Assessment (EQIA) be undertaken.

Gilmartin Consulting was appointed to undertake the EQIA and work commenced on the process at the beginning of January 2022.

The Equality Impact Assessment (EQIA) Process

An EQIA is a thorough and systematic analysis of a policy to determine the extent of differential impacts on the groups within the nine S75 categories and to consider whether there are any adverse impacts. If adverse impacts are identified, then the Council is required to consider measures which may mitigate these adverse impacts and consider alternative ways of delivering the aims of the policy which would have a less adverse impact.

The methodology for undertaking an EQIA has been established by the Equality Commission and is subject to statutory guidance. It follows a seven-step process as outlined below:

Step 1	Defining the aims of the policy
Step 2	Consideration of available data and research
Step 3	Assessment of Impacts
Step 4	Consideration of: measures which might mitigate any adverse impact alternative policies which might better achieve the promotion of equality of opportunity
Step 5	Consultation
Step 6	Decision by Council and publication of results of the EQIA
Step 7	Monitoring for adverse impact in the future and publication of the results of such monitoring

Following completion of steps 1 to 4 of this process a 12-week consultation period took place between 21 February 2022 and 13 May 2022. An extension to this consultation period took place between 16 June 2022 and 1 July 2022 to facilitate the Easter holiday period and the election period.

The consultation invited comments on the proposed policy and this was widely publicised using press advertisements in local and regional papers, the use of social media and the Council website. Council staff were also consulted.

An on-line survey was also available for completion via the Council website. Comments could also be submitted in writing.

Draft Final Report

At the end of the consultation period the initial draft EQIA report was revised to reflect the comments made by consultees. This final draft report is now placed before the Corporate Policy and Resources Committee for consideration – copy attached – and will be brought before Council for final decision in October.

The Council's decision will be incorporated into a final summary document and the results of the EQIA will be published via the Council's website and in the Council's annual report to the Equality Commission.

During discussion Councillor McGurk considered how decisive this is for Council considering the split is nearly 50/50, that it is regrettable that tensions could increase and referred to the added pressures for staff. She stated that it is the preference of herself and her Sinn Fein colleagues that the original policy remains in place.

Proposed by Councillor McGurk
Seconded by Councillor Chivers

- To recommend that Council maintain the current Policy and make no change to it.

Councillor McGurk stated the EQIA report went some way to support the proposal.

Alderman Duddy expressed concern how the report mainly presented negative comments regarding the flying of the Union flag.

In response to questions from Alderman Duddy, Ms Gilmartin stated the negative impact on staff was measured through completing a questionnaire.

Mr Kremer advised there was a legitimate expression of identity and the report tried to offer a balance in responses.

- * **The Chair declared a recess at 7:35pm for technical issues to be resolved.**
- * **The meeting resumed at 7:45pm.**

The Chair invited Alderman Duddy to repeat his questions for the representatives.

Alderman Duddy repeated his questions regarding the terminology used within the report and in relation to staff responses.

In response to Alderman Duddy's questions Ms Gilmartin advised of the number of staff who responded and provided clarity around the questionnaire used to gain responses from staff. Ms Gilmartin advised that leisure centres were mentioned in the report in response to a comment from the Equality Commission; that they felt it was disproportionate if a Council decided to put flags on all Council buildings, including leisure centres. She clarified that it had been recognised within the report the Notice of Motion was not recommending the flying of the Union flag at every building and leisure centres across the Borough; that the buildings mentioned in the report were more than the Equality Commission would recommend.

Mr Kremer advised the quote used was a direct lift from the guidance document from the Equality Commission, in promoting a good and harmonious working environment; it was the only guidance for Council's in relation to flying the Union flag, which includes the flying of the flag at leisure centres as a location facility. Mr Kremer confirmed the Equality Commission would recommend it was appropriate for the flag to be flown at Civic Headquarters.

In response to Alderman Duddy, the Chair confirmed the current Council policy as it stands; confirmed that the proposal on the floor was to recommend that the policy remain as is and advised the Committee can make a recommendation for Full Council to make a decision.

Amendment

Proposed by Alderman Duddy

Seconded by Alderman Knight McQuillan

- To recommend that the Union flag is flown 365 days a year at the following locations Coleraine Town Hall, Cloonavin Council Headquarters, Limavady Office (Connell St), Roe Valley Arts and Cultural Centre, Ballymoney Town Hall, Riada House and Portrush Town Hall

Councillor Dallat O'Driscoll stated she could not support the Amendment, that real politics should be about living standards, social and economic development and creating a sense of belonging for everyone. She advised that Council's Civic buildings should be welcoming places for everyone, including the staff who work there.

Mr Kremer responded to Alderman Baird's concern regarding gender imbalance within the report stating that the profile seen would not be untypical of these types of surveys, where there would be a higher response rate amongst men, than women; that this was a healthier profile than what he has seen in the past. It was highlighted by Mr Kremer the responses from staff were more balanced.

Alderman Baird wished to record her disappointment in the gender imbalance; that 52% of the population are women and they have not had their views recorded.

Councillor Chivers stated the survey could not be ignored and considered there may be repercussions if the Amendment were to be carried. She advised that Council was for everyone equally; that everyone had the right to work and live, without intimidation.

Alderman Duddy requested a Recorded vote

The Chair put the Amendment to the vote.
9 Members voted For; 6 Members voted Against; 0 Members Abstained
The Chair declared the Amendment carried.

Recorded Vote Table

For (9)	Alderman Baird, Duddy, Fielding, Hillis, Knight McQuillan, S McKillop
	Councillors McAuley, Storey, Holmes
Against (6)	Councillors Beattie, Chivers, Dallat O'Driscoll, McCaw, McGurk, C McShane

- * **Ms Gilmartin, Mr Kremer, the Head of Policy and Community Planning and the Policy Officer left the meeting at 8:04pm.**

7. CONFERENCES

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

Purpose of report

The purpose of the report is to inform Elected Members of conferences and courses they may wish to attend.

The following were listed:

Elected Members should contact Democratic Services to register interest.

- (i) **National Association of Councillors (NI Annual General Meeting)** (dated 10 October 2022)

The 2022 Annual General Meeting of the National Association of Councillors NI Region (NAC) is taking place on Friday 21 October in the Glenavon House Hotel, Cookstown. The event will run from 10.30am to 1pm, followed by lunch.

The NAC AGM is free to attend and provides the opportunity for all NI Councillors to find out about the work of the NAC over the past year and to meet members from across all Councils along with the NAC Executive

Committee Members. There will also be representatives from the Department for Communities, NAC UK, AILG, NILGA and LAMA in attendance.

A Zoom link will be available for this meeting for those who are unable to attend in-person and this will be provided in due course.

NAC have advised that two Elected Members from Causeway Coast and Glens Borough Council will be in attendance to receive NI Long Serving Councillors Awards – Alderman Norman Hillis (NAC Member) and Alderman Tom McKeown (non NAC Member).

(ii) National Association of Councillors UK Conference and AGM (dated 12 October 2022) (Agenda and booking form attached)

National Association of Councillors, National Conference and AGM.
The Station Hotel, Carlisle
25th-27th November 2022

This Conference is open to all members of the NAC

Due to the financial crisis many community facilities are under great financial pressures. These facilities are very important to the structure and wellbeing of our communities. This Conference will examine ways in which we as members of local authorities can help these important community groups. We will have speakers from all parts of the United Kingdom and delegates will be given time to ask questions.

The AGM will take place at 9.45am on Saturday 26th November 2022.

RECOMMENDATION

It is recommended that Corporate Policy & Resources Committee consider the Conferences/Courses listed.

8. CONSULTATIONS

There were no consultations to report.

9. CORRESPONDENCE

Purpose of Report

The purpose of the report is to present correspondence for Members' consideration.

The following correspondence has been received:

(i) Northern Ireland Local Government Partnership on Traveller Issues (NILGPTI) (dated 11 October 2022) (copy Invoice available on request)

Renewal of Annual Membership 2022/23

Correspondence has been received from Councillor Robert Irvine Secretary and Treasurer, NILGPTI, requesting Renewal Subscription for April 2022-March 2023 period of £500.00 (VAT not applicable).

It is recommended that Corporate Policy and Resources Committee consider the request from Northern Ireland Local Government Partnership on Traveller Issues to pay Invoice £500 Annual Membership 2022/23.

In response the questions from Alderman Duddy, the Director of Corporate Services advised a report could be brought the Corporate Policy and Resources Committee providing further detail of the work completed by the Northern Ireland Local Government Partnership on Traveller Issues.

Proposed by Alderman Hillis
Seconded by Alderman Duddy and

AGREED – to recommend that Council pay the Northern Ireland Local Government Partnership on Traveller Issues Invoice £500 Annual Membership 2022/23.

10. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters to report to the Partnership Panel.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Alderman Knight McQuillan
Seconded by Alderman Hillis and

AGREED – to recommend that Council move ‘*In Committee*’.

*** Members of the Press left the meeting at 8:07pm.**

The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

11. CORPORATE SERVICES MANAGEMENT ACCOUNTS PERIOD 5 2022/23

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

Purpose of Report

The purpose of this report to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 5.

Recommendation

That Council note the information presented

Alderman Duddy stated it was good to see the Department is within budget and congratulated staff.

- * **The Director of Corporate Services left the meeting at 8:09pm.**
- * **The Director of Environmental Services assumed the top table, remotely.**

12. MINUTES OF THE LAND AND PROPERTY SUB COMMITTEE MEETING HELD 5 OCTOBER 2022

Minutes, previously circulated.

Proposed by Alderman Knight McQuillan
Seconded by Alderman Fielding and

AGREED – to recommend that Council approve the Minutes of the Land and Property Sub Committee meeting held 5 October 2022 and recommendations therein.

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

There were no items of Any Other Relevant Business

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Alderman Duddy
Seconded by Alderman Knight McQuillan and

AGREED – to recommend that Council move ‘*In Public*’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8:11pm.

Chair