

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 27 FEBRUARY 2024**

No	Item	Summary of Key Recommendations
1.	Apologies	<i>Councillor Nicholl</i>
2.	Declarations of Interest	<i>None</i>
3.	Minutes of Corporate Policy and Resources Committee Meeting held 30 January 2024	<i>Confirmed as a correct record</i>
4.	Minutes of the Implementation Oversight Panel meeting held Monday 12 February 2024	<i>To recommend that the Minutes of the Implementation Oversight Panel Meeting held Monday 12 February 2024 are adopted and recommendations therein approved</i>
5.	Performance Improvement Policy	<i>To recommend that Council approve the Performance Improvement Policy (Version 4, March 2024), as detailed within Appendix 1, previously circulated, of this report</i>
6.	OHDR Policies and Procedures	<i>To recommend that Council approval:</i> <ul style="list-style-type: none"> <i>• Self-Disclosure and Employment of People with Convictions Policy</i> <i>• Alcohol, Drugs and Substance Use Policy</i> <i>• Time and Recording Policy</i>
7.	Council Constitution	<i>To recommend that Council approve the proposed amendments to the Council Constitution as outlined in item 2.1</i>

8.	Scheme of Delegation	<i>To recommend that Council approve of the proposed amendments to the Scheme of Delegation as outlined</i>
9.	Notes of Women's Working Group meeting held Monday 19 February 2024	<i>To recommend that Minutes of the Women's working Group held Monday 19 February 2024 are adopted and actions therein approved.</i>
10.	Conferences	<i>None</i>
11.	Consultations	<i>None</i>
12.	Correspondence	
12.1	Alison Allen, Chief Executive, NILGA - dated 16 th February 2024	<i>To recommend that subject to ratification at Council, correspondence is tabled at Finance Committee for further consideration</i>
12.2	Copy Correspondence from NILGA President (Cllr Matt Garrett SF) and Vice-Presidents' (Cllr Alison Bennington DUP, Cllr Billy Webb All, Ald Hazel Legge UUP and Cllr Brian Tierney SDLP) to Sharon Magee, Chief Executive, Land and Property Services – dated 17 th January 2024 - Re: Financial Context for Revenue Raising Consultations.	
12.3	Copy correspondence from NILGA President (Cllr Matt Garrett SF) and Vice-Presidents' (Cllr Alison Bennington DUP, Cllr Billy Webb All, Ald Hazel Legge UUP and Cllr Brian Tierney SDLP) to Neil Gibson, Permanent Secretary, Department of Finance - dated 29 th January 2024 - Re: Revenue Raising – Rates Measures Consultation	
13.	Matters for Reporting to Partnership Panel	<i>None</i>
	<i>'In Committee' (Items 14-16 inclusive)</i>	
14.	Corporate Services Management Accounts Month 9	<i>To recommend that Council note the information presented</i>
15.	Minutes of Land and Property Sub Committee meeting held Wednesday 7 February 2024	<i>To recommend that Council adopt the Minutes of the Land and Property Sub Committee meeting held Wednesday 7 February 2024 and</i>

		recommendations therein approved.
16.	Transformation Programme – Records Management and Information Management Procedures	<p>To recommend that the Action Plan Update is considered and noted;</p> <ul style="list-style-type: none"> - On consideration of the Business case and to fulfil the requirements of recommendation RK6, Council approve Option 7 - recruit two additional full-time, permanent Information Governance Officers posts; and - Terms of Reference for the Information Governance Working Group are approved
17.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	None

**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 27 FEBRUARY 2024
AT 7.00 PM**

- In the Chair:** Councillor Storey (C)
- Present:** Alderman Boyle (C), Coyle (C), Fielding (C),
Knight-McQuillan (C)
Councillors C Archibald (C), Huggins (C), Jonathan McAuley
(C), McCully (R), McShane (R), Peacock (R), Watson (R),
Wallace (R), Watton (C), Wilson (R)
- Officers Present:** D Jackson, Chief Executive (C)
M Quinn, Director of Corporate Services (C)
J McCarron, Performance Manager (R)
I Owens, Committee and Member Services Officer (C)
- In Attendance:** A Lennox, Mobile Operations Officer (C)

Press 2 no. (R)
- Key:** (C) Attended in the Chamber
(R) Attended Remotely

The Director of Corporate Services undertook a roll call.

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 advised that Agenda Item 6 – Civic Facilities Charges, had been withdrawn from the Agenda and would be presented at a future date.

1. APOLOGIES

Apologies were received from Councillor Nicholl

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest

3. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 30 JANUARY 2024

Proposed by Councillor McAuley
Seconded by Councillor Watton and

AGREED – to recommend that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 30 January 2024 are confirmed as a correct record.

4. MINUTES OF THE IMPLEMENTATION OVERSIGHT PANEL MEETING HELD MONDAY 12 FEBRUARY 2024

Proposed by Councillor Watton
Seconded by Alderman Boyle and

AGREED – to recommend that the Minutes of the Implementation Oversight Panel Meeting held Monday 12 February 2024 are adopted and recommendations therein approved.

5. PERFORMANCE IMPROVEMENT POLICY

Report, previously circulated, was presented by the Performance Manager.

Purpose of Report

The purpose of this report is to seek approval from Elected Members on the updated version of the Council's Performance Improvement Policy.

Background

The Department for Communities and Local Government Auditor has recommended that all Councils in Northern Ireland have in place a Performance Improvement Policy to underpin the Performance Duty within the Local Government Act (NI) 2014. As such, Causeway Coast and Glens agreed its first Performance Improvement Policy in March 2018 and followed this with amendments in August 2019 and March 2023.

As the Council's arrangements for meeting its responsibilities under the Performance Duty have matured it has been deemed necessary to continually update the Performance Improvement Policy. Accordingly, such an updated Policy has been developed for Causeway Coast and Glens Borough Council and is attached as Appendix 1, previously circulated.

The Performance Improvement Policy will be subject to an annual review and will be updated as the Council further develops its various performance improvement mechanisms.

Updates

The main areas of update for the 2024 version of the policy is as follows:

- Section 5.4 update on the role of Audit Committee
- Section 6 updates to include submission dates for key reports
- Section 9 updates on dates for key milestones

Recommendation

It is recommended that Elected Members approve the Performance Improvement Policy (Version 4, March 2024), as detailed within Appendix 1 of this report, previously circulated.

The Performance Manager advised that the purpose of the Performance Improvement Policy update was as a result of informal feedback from the Northern Ireland Audit Office.

Proposed by Alderman Coyle
Seconded by Councillor Archibald and

AGREED – to recommend that Council approve the Performance Improvement Policy (Version 4, March 2024), as detailed within Appendix 1, previously circulated, of this report.

6. ODHR POLICIES AND PROCEDURES

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

Purpose of Report

The purpose of this report is to present Council with 3 policies and procedures for consideration:

- Self-Disclosure and Employment of People with Convictions Policy (Appendix 1, previously circulated)
- Alcohol, Drugs and Substance Use Policy (Appendix 2, previously circulated)
- Time and Recording Policy (Appendix 3, previously circulated)

Background

Self-Disclosure and Employment of People with Convictions Policy

Causeway Coast and Glens Borough Council (CCGBC) are committed to providing equality of opportunity to all applicants for employment, including those with criminal convictions.

Some convictions are protected under the Rehabilitation of Offenders (Northern Ireland) Order 1978. The Rehabilitation of Offenders Order enables certain criminal convictions to become 'spent' after period of time known as the rehabilitation period. When the rehabilitation period has passed, an ex-offender has no legal obligation to declare their conviction when applying for a job.

The Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 details 'exempted' posts. These are occupations and positions where there is a valid requirement to see a person's full criminal record, including 'spent' convictions, in order to assess their suitability for a position. Exempted posts involve work in regulated activity such as working with children or vulnerable adults.

Information about criminal convictions will be taken into account only when the conviction is considered materially relevant to the role; this includes conflict related offences that pre-date the Belfast (Good Friday) Agreement (April 1998).

Any disclosure will be considered in the context of the job description, the nature of the offence and the responsibility for the care of staff, and public users of the Council. This includes Council's responsibility for the protection of children and adults who are at risk of harm.

Alcohol, Drugs and Substance Use Policy

This policy reflects Council's desire to promote and maintain the health, safety and wellbeing of our employees. However, alcohol, drug and substance use and misuse can endanger health and render employees incapable of safe working. This may make affected employees a danger to both themselves and others.

The aims of the policy are to:

- Encourage and support employees who have an alcohol, drug and substance use and misuse problem to seek help voluntarily.
- Provide a consistent framework for the management of alcohol, drug and substance use and misuse.
- Prevent the risk of accidents and injuries by employees suffering from the effects of alcohol, drug and substance use and misuse.
- Raise the awareness to employees of the risks of alcohol, drug and substance use and misuse.
- Set out the terms in which alcohol, drug and substance testing may be carried out.

Time and Recording Policy

This policy provides a framework for consistent and fair application of time and recording procedures. All employees are responsible for recording their time worked using the Council's time and recording system.

Causeway Coast and Glens Borough Council is committed to ensuring compliance with time and recording procedures in order to maintain accurate records for governance purposes.

Causeway Coast and Glens Council have introduced a single electronic time and recording platform for employees. Employees use the system to accurately record their working hours and input all leave via the ESS (employee self-serve).

The Time and Recording Policy covers the procedures for attendance, absence reasons, time recording processes and utilization of the ESS (Employee Self Serve) and TWC (The Web Client) to include the management, monitoring and reporting of attendance and absences.

Consultation

The draft policy has been considered and agreed at the Senior Management Team and also the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

Equality Screening

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".

Recommendation(s)

It is recommended that the Corporate Policy and Resources Committee recommends to Council approval of

- Self-Disclosure and Employment of People with Convictions Policy
- Alcohol, Drugs and Substance Use Policy
- Time and Recording Policy

The Director of Corporate Services advised that the recommendation was in accordance with best practice and to comply with internal audit recommendations.

At the request of Councillor Storey, the Director of Corporate Services advised that subject to ratification, the above policies were communicated to staff via induction programmes, ongoing training and development in relation to policies, as well as being available to view on the staff portal.

Proposed by Alderman Boyle
Seconded by Councillor Archibald and

AGREED – to recommend that Council approve:

- Self-Disclosure and Employment of People with Convictions Policy
- Alcohol, Drugs and Substance Use Policy
- Time and Recording Policy

7. COUNCIL CONSTITUTION

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

Purpose of Report

A Council is required, under section 2 of the Local Government Act (Northern Ireland) 2014, to prepare and keep up to date a Constitution.

Causeway Coast and Glens Borough Council agreed their new Constitution in October 2015. This governs how the Council operates, how decisions are made, and the procedures which are to be followed to ensure efficiency, transparency and accountability to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

The Council's Constitution is divided into sixteen Articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate Rules and Protocols at the end of the document.

Council is currently implementing the recommendations of the Transformation Programme Action Plan, following the recent Independent Reports approved by Council on 30th October 2023.

The Action Plan report in relation to Land and Property was presented to Land and Property Sub-Committee on 10th January 2024. Following recommendation by Corporate Policy and Resources Committee on 30th January 2024, Council ratified the recommendations on 6th February 2024.

The recommendations included revising the Land and Property Terms of Reference, updating the Council Constitution and revising the Scheme of Delegation. These recommendations will be complete when the Council Constitution and Schem of Delegation have been approved.

Proposed Amendments to Council Constitution

Please see below proposed amendments to the Council Constitution:

Item	Proposed Amendment
Part 2 - Responsibility for Functions	Annex 2 – include Land and Property Sub Committee and its Terms of Reference Annex 4 - Link to revised Scheme of Delegation included.
Part 3 – Rules of Procedure	Include as item 3.6 a link to the Council's Risk Management Strategy.

Recommendation

It is recommended that the Corporate Policy and Resources Committee recommends to Council approval of the proposed amendments to the Council Constitution as outlined in item 2.1.

The Director of Corporate Services advised that the recommendations are to ensure compliance with the recommendations from the Transformation Programme Action Plan.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Huggins and

AGREED – to recommend that Council approve the proposed amendments to the Council Constitution as outlined in item 2.1.

Alderman Knight-McQuillan said she would prefer in future to see amendments to these type of documents highlighted in Agenda reports for ease of reference, so that changes were clear.

8. SCHEME OF DELEGATION

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

Purpose of Report

Causeway Coast & Glens Borough Council is committed to setting and securing the highest standards in its decision making and the Scheme of Delegation adopted by Council provides the framework and guidance for the delegation of powers to senior officers within the Council.

The Council's Scheme of Delegation was made pursuant to the Local Government Act (Northern Ireland) 2014 Section 7 and by reference to the Local Government (Northern Ireland) Act 2014 Section 2 and the Local Government Act 2000 Section 14, and all other enabling powers and the proper officer appointments made under the relevant provisions.

The Council's Scheme of Delegation came into effect on 1st December 2020.

Council is currently implementing the recommendations of the Transformation Programme Action Plan, following the recent Independent Reports approved by Council on 30th October 2023.

The Action Plan report in relation to Land and Property was presented to Land and Property Sub-Committee on 10th January 2024. Following recommendation by Corporate Policy and Resources Committee on 30th January 2024, Council ratified the recommendations on 6th February 2024.

The recommendations included revising the Land and Property Terms of Reference, updating the Council Constitution and revising the Scheme of Delegation. These recommendations will be complete when the Council Constitution and Schem of Delegation have been approved.

Proposed Amendments to Scheme of Delegation

Please see below proposed amendments to the Scheme of Delegation:

Item	Proposed Amendment
Section 4 – Delegated Powers to the Director of Corporate Services	Under item 4.6 add: <i>“Reviewing leases, licence agreements, wayleaves and other land and property legal agreements.”</i> Under item 4.10: Delete existing text and replace with <i>“Approve requests for the use of Council land, excluding large scale commercial events.”</i>

Recommendation

It is recommended that the Corporate Policy and Resources Committee recommends to Council approval of the proposed amendments to the Scheme of Delegation as outlined.

The Director of Corporate Services advised that the recommendations are to ensure compliance with the recommendations from the Transformation Programme Action Plan.

Proposed by Alderman Knight-McQuillan
Seconded by Alderman Coyle and

AGREED – to recommend that Council approve the proposed amendments to the Scheme of Delegation as outlined

9 NOTES OF WOMEN'S WORKING GROUP MEETING HELD MONDAY 19 FEBRUARY 2024

Notes of Women's Working Group meeting held on Monday 19 February 2024, were previously circulated.

Proposed by Alderman Knight-McQuillan
Seconded by Alderman Boyle and

AGREED - to recommend that Minutes of the Women's working Group held Monday 19 February 2024 are adopted and actions therein approved.

10. CONFERENCES

There were no Conferences.

11. CONSULTATIONS

There were no Consultations.

12. CORRESPONDENCE

The following correspondence has been received:

12.1 Alison Allen, Chief Executive, NILGA - dated 16th February 2024

Covering letter in respect of Paragraphs 2.2 and 2.3 below - final NILGA responses in relation to consultations on general revenue raising opportunities across the public sector in NI and specific consultation on the revenue raising opportunities from the NI rates system.

12.2 Copy Correspondence from NILGA President (Cllr Matt Garrett SF) and Vice-Presidents' (Cllr Alison Bennington DUP, Cllr Billy Webb All, Ald Hazel Legge UUP and Cllr Brian Tierney SDLP) to Sharon Magee, Chief Executive, Land and Property Services – dated 17th January 2024 - Re: Financial Context for Revenue Raising Consultations.

12.3 Copy correspondence from NILGA President (Cllr Matt Garrett SF) and Vice-Presidents' (Cllr Alison Bennington DUP, Cllr Billy Webb All, Ald Hazel Legge UUP and Cllr Brian Tierney SDLP) to Neil Gibson, Permanent Secretary, Department of Finance - dated 29th January 2024 - Re: Revenue Raising – Rates Measures Consultation

Recommendation

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

Proposed by Councillor Archibald
Seconded by Councillor McAuley and

AGREED – to recommend that subject to ratification at Council, correspondence is tabled at Finance Committee for further consideration.

13. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters for reporting to Partnership Panel.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor McAuley
Seconded by Alderman Coyle and

AGREED – to recommend that the Corporate Policy and Resources Committee move ‘*In Committee*’.

* **Press/Public were disconnected from the meeting at 7.15 pm.**

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.

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

14. CORPORATE SERVICES MANAGEMENT ACCOUNTS MONTH 9

Confidential by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

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 9.

Background

Council has approved the annual budget for Corporate Services and delegated authority to officers to utilise this budget in the provision of services to the rate payers. Corporate Services budget for 2023/24 is £ 5,869,506, and the Planning Budget is £1,468,846.00 .

Detailed Analysis

The Corporate Services position at Month 9 shows a £259,156 positive variance, as a result of £240K under budget in expenditure and £19K over budget in income.

Table 1 Analysis of Expenditure – Corporate Services Months 1-9], previously circulated to include:-

Democratic Services (DS)
Land and Property
Human Resources
ICT
Contributions to other bodies
Internal Audit
Centrally Managed
Policy & Community Planning
Planning

Recommendation

That Council considers the information presented.

The Director of Corporate Services advised that at the request of an Elected Member, figures for Planning are now included within Corporate Services Management Accounts as it sits within this Directorate within reports to Finance Committee. The Director referred to Table 1, Part 3 of the report where there is a separate line for Planning.

AGREED – to recommend that Council note the information presented.

15. MINUTES OF THE LAND AND PROPERTY SUB COMMITTEE MEETING HELD WEDNESDAY 7 FEBRUARY 2024

Confidential by virtue of paragraph(s) 1, 3 and 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Copy minutes previously circulated, presented by the Director of Corporate Services.

At the request of Councillor Watton, the Chair of Land and Property Sub Committee, Alderman Knight-McQuillan confirmed there would be no loss to the space within Anderson Park as part of the NRC Campus development, however slight adjustments within the park may occur in terms of linkage from the NRC campus.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Archibald and

AGREED – to recommend that Council adopt the Minutes of the Land and Property Sub Committee meeting held Wednesday 7 February 2024 and recommendations therein approved.

16. TRANSFORMATION PROGRAMME – RECORDS MANAGEMENT AND INFORMATION MANAGEMENT PROCEDURES

Confidential by virtue of paragraph(s) 3 & 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

Purpose of Report

The purpose of this report is:

- To present an update on the Transformation Action Plan;

- To seek approval to recruit two additional full-time, permanent Information Governance Officers posts;
- To seek approval re revised Terms of Reference for Information Governance Working Group

Background

At its meeting in January 2024 the Corporate Policy and Resources (CPR) Committee recommended approval of the Transformation Programme (TP) Record Keeping and Information Management and was ratified by full Council on Tuesday 6th February.

Members were informed that monthly updates would be provided on progress to ensure the CPR Committee can oversee and monitor the progress of the work to complete the recommendations for which it is responsible.

Action Plan Progress - Record Keeping and Information Management

Details previously circulated.

Recommendation

It is recommended that:

- The Action Plan Update is considered and noted;
- On consideration of the Business case and to fulfil the requirements of recommendation RK6, Council approve Option 7 – recruit two additional full-time, permanent Information Governance Officers posts; and
- Terms of Reference for the Information Governance Working Group are approved.

The Director of Corporate Services provided commentary on the report.

Councillor Storey said that, as a result of those who had initiated the Extraordinary Audit, for which he had predicted excessive costs, this had now resulted in two additional posts and associated cost to the ratepayer.

Alderman Boyle said that the DUP did not accept the recommendations of the Happy Raspberry report which, if implemented, would have resulted in more efficiency and effectiveness for Council.

At the request of Councillor Storey, the Director of Corporate Services advised that costs associated with recommendations through Performance Transformation Plan from Extraordinary Audit would be funded from re-organisation reserves and would not impact on this year's budget. The Director advised that costs would be tabled for consideration at the Transformational Programme Implementation Oversight Panel Sub Committee, scheduled for Monday 4th March 2024.

Proposed by Councillor McShane
Seconded by Councillor Archibald and

AGREED – to recommend to Council:

- The Action Plan Update is considered and noted;
- On consideration of the Business case and to fulfil the requirements of recommendation RK6, Council approve Option 7 – recruit two additional full-time, permanent Information Governance Officers posts; and
- Terms of Reference for the Information Governance Working Group are approved.

Councillor Watton queried why General Operative job descriptions within Council included the ability to drive.

The Director of Corporate Services advised that prior to going out for recruitment and selection, job descriptions are revised and the specification considered, after which they are signed off by the Line Manager. The Director suggested that the ability to drive was included to incorporate a degree of flexibility, should the requirement arise.

17. 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 Knight-McQuillan
Seconded by Councillor McAuley and

RESOLVED – that Council move ‘*In Public*’

There being no further business, the Chair thanked everyone for their attendance.

The meeting concluded at 7.30 pm.

Chair