



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 24 SEPTEMBER 2024**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
1.	Apologies	<b><i>Councillor McShane</i></b>
2.	Declarations of Interest	<b><i>None</i></b>
3.	Deputation – Northern Health and Social Care Trust - Consultation: Working With You To Transform General Surgery	<b><i>Received</i></b>
4.	Minutes of Corporate Policy and Resources Committee Meeting held Thursday 25 June 2024	<b><i>Confirmed as a correct record</i></b>
5.	Minutes of the Implementation Oversight Panel meeting held Monday 9 <sup>th</sup> September 2024	<b><i>To recommend that the Minutes of the Transformation Implementation Oversight Panel Meeting held Monday 9th September 2024 are adopted and recommendations therein approved.</i></b>
6.	Council Constitution – Annual Review	<b><i>To recommend to Council approval of the proposed amendments to the Council Constitution as outlined in item 2.1.</i></b>
7.	Review of Equality Action Plan	<b><i>To recommend that Council approve the proposed revised Equality Action Plan 2023 – 2027.</i></b>
8.	Update on Causeway Coast and Glens Community Plan	<b><i>Noted</i></b>
9.	Business Plans	

9.1	Policy and Community Planning	<b><i>To recommend that Council adopts the Policy and Community Planning Business Plan.</i></b>
9.2	ODHR	<b><i>To recommend that Council adopts the ODHR Business Plan.</i></b>
9.3	Planning	<b><i>To recommend that Council adopts the Planning Business Plan.</i></b>
9.4	Democratic and Central Services	<b><i>To recommend that Council adopts the Democratic and Central Services Business Plan.</i></b>
9.5	ICT	<b><i>To recommend that Council adopts the ICT Business Plan.</i></b>
10.	Annual Corporate Self-Assessment of Performance	<b><i>To recommend that Council NOTE the report.</i></b>
11.	Conferences	<b><i>Noted</i></b>
12.	Notice of Motion Proposed by Councillor Huggins, Seconded by Alderman Knight-McQuillan (Abbrev. Proposed VE day commemoration)	<b><i>To recommend that Council support the Notice of Motion.</i></b>
13.	Correspondence	
13.1	Bruno Peek, Pageantmaster, Email correspondence dated 23 July 2024	<b><i>To recommend that Council note items 13.1-13.2.</i></b>
13.2	Sinead Sargent, Director of Investigations, NI Public Services Ombudsman's Office, dated 3 September 2024	
13.3	Alison Allen, Chief Executive, NILGA, dated 12 September 2024	<b><i>To recommend to Council that NILGA is invited to present to full Council or, if this is not possible prior to January 2025, NILGA is invited to present at an upcoming meeting of the Corporate Policy and Resources Committee.</i></b>
14.	Matters for Reporting to the Partnership Panel	<b><i>None</i></b>
	<b><i>'In Committee' (Items 15-19 inclusive)</i></b>	

<b>15.</b>	Populating the Organisation Structure	<b><i>To recommend that Council NOTE the report.</i></b>
<b>16.</b>	Car Parking Options for Riada House Staff	<b><i>To recommend that Council defer a decision on Car Parking Options for Riada House Staff for a month until further information is provided.</i></b>
<b>17.</b>	ESRI Enterprise Software ELA Renewal	<b><i>To recommend to Council the renewal of the ESRI Enterprise Solution ELA through Crown Commercial Services.</i></b>
<b>18.</b>	Corporate Services Management Accounts P4	<b><i>To recommend that Council NOTE the report.</i></b>
<b>19.</b>	Minutes of the Land and Property Sub Committee meeting held Wednesday 04 September 2024	<b><i>To recommend that Council adopt the Minutes of the Land and Property Sub Committee meeting held Wednesday 04 September 2024 and recommendations therein approved.</i></b>
<b>20.</b>	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	<b><i>None</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,  
ON TUESDAY 24 SEPTEMBER 2024  
AT 7.07 PM**

- In the Chair:** Alderman Knight-McQuillan (C)
- Present:** Alderman Boyle (C), Coyle (C), Fielding (C), S McKillop (C)  
Councillors C Archibald (C), Huggins (C), Jonathan  
McAuley (C), McCully (C), Nicholl (C), Peacock (R),  
Storey (C), Watson (R), Watton (C), Wilson (R)
- Non-Committee  
Members Present:** Alderman Stewart (R), Councillor Kyle (R)
- Officers Present:** D Jackson, Chief Executive (C)  
M Quinn, Director of Corporate Services (C)  
A McPeake, Director of Environmental Services (C)  
P Donaghy, Democratic and Central Services Manager (R)  
J McCarron, Performance and Transformation Officer (C)  
U Harper, Committee and Member Services Officer (C)
- In Attendance:** J Welsh, Chief Executive, Northern Health and Social Care  
Trust (NHSCT) (C)  
O Harkin, Deputy Chief Executive/Director of Finance,  
NHSCT (C)  
G Traub, Director of Operations, NHSCT (C)  
N Martin, Director of Strategic Planning, Performance and  
ICT, NHSCT (C)  
K McMahon, Director of Surgical and Clinical Services,  
NHSCT (C)
- C Ballantine, ICT Operations Officer (C)  
R Finlay, ICT Operations Officer (C)
- Press 3 no. (R) Public 1 no. (R)
- Key:** (C) Attended in the Chamber  
(R) Attended Remotely

The Chair undertook a roll call of Committee Members present.

**1. APOLOGIES**

Apologies were received from Councillor McShane.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. DEPUTATION – NORTHERN HEALTH AND SOCIAL CARE TRUST - CONSULTATION: WORKING WITH YOU TO TRANSFORM GENERAL SURGERY**

The Chair welcomed the representatives of the Northern Health and Social Care Trust.

Jennifer Welsh, Chief Executive of the Northern Health and Social Care Trust (NHSCT), thanked the Committee for the opportunity to present. She was joined by:

- Owen Harkin, Deputy Chief Executive/Director of Finance
- Gillian Traub, Director of Operations
- Neil Martin, Director of Strategic Planning, Performance and ICT
- Kevin McMahon, Director of Surgical and Clinical Services.

The Chief Executive of NHSCT delivered a presentation, some of the key points of which were:

- NHSCT has launched a public consultation looking at the configuration of general surgery across its two acute hospital sites: Causeway Hospital and Antrim Area Hospital.
- The NHSCT provides emergency general surgery, elective general surgery, major colorectal surgery and high-volume surgery on both of its acute sites. This leads to competition for the same resources and reduces the efficiency of both sites.
- The main driver behind the need for change is the sustainability of the surgical service in the Northern Trust, as sustaining rotas across two sites makes the service vulnerable.
- NHSCT expects that around 25% of its consultant surgeons are likely to retire in the next 3-5 years. There will not be enough doctors completing general surgery training locally to fill all of the consultant vacancies expected to arise in the same 3-5 year period.
- The inability to recruit and retain consultant surgeons is a risk to the sustainability of the general surgery service. NHSCT is mindful of the recent collapse of general surgery emergency services in two other Trusts.
- The Department of Health's Review of General Surgery, published in June 2022, highlights the importance of separating as far as possible scheduled from unscheduled care.
- A more efficient use of resources would be to have one site specialising in emergency and major colorectal surgery and the other focused on high volume procedures.

- The Review of General Surgery sets out 28 standards for the provision of emergency general surgery. In its current configuration, the Trust does not meet four of these standards.
- NHSCT does not have concerns about the safety of its current surgical services, but is concerned that the sustainability issues highlighted could make safe services difficult to maintain in the future.
- NHSCT would prefer to act in a planned way to protect the safety of services and patients, rather than wait and respond to a crisis.
- NHSCT will continue to provide 24/7 emergency departments on both the Antrim Area and Causeway sites. It has considered the bed and operating theatre capacity to ensure that any changes made can be accommodated within its infrastructure.
- NHSCT held over 30 engagement events, involving affected staff from both acute sites, as well as a range of external stakeholders including the Western Trust, and the Northern Ireland Ambulance Service, service users, carers and representative groups.
- The outcome of the options appraisal was that the highest score was afforded to Option 7: centralise emergency general and major colorectal surgery in Antrim Area Hospital and high volume elective activity in Causeway Hospital.
- This is the preferred option because it provides the best configuration of emergency and elective surgery, would maintain safe and effective care for the population and would provide a sustainable model for the future provision of general surgical services in the Northern Trust.
- Causeway Hospital will still be able to assess and diagnose the majority of patients with surgical issues. The surgical assessment unit will extend its opening hours to seven days per week, and senior surgical staff will be available 24/7 to respond to any patients presenting at the emergency department at Causeway Hospital.
- Only those patients who require an overnight stay or an urgent surgical intervention will be transferred to Antrim Area Hospital. A small number of patients will need to go directly to Antrim Area Hospital and a bypass protocol has been agreed with the Northern Ireland Ambulance Service.
- The preferred option will result in the development of a dedicated high volume elective unit on the Causeway site, which would open at the same time as the proposed change to emergency general surgery. This unit will be able to deliver many more high volume procedures than currently provided. This will help to bring down the very long waiting lists.
- In March 2024, NHSCT launched its '*Strategic Vision for Causeway Hospital*'. This gives its full commitment to developing and enhancing services in Causeway Hospital as well as its full commitment to maintaining its 24/7 emergency department.

- NHSCT wants to see Causeway Hospital become an elective and diagnostic hub for the North-West and the installation of an MRI scanner on site in early 2025 will be an important first step in that direction.
- NHSCT plans to enhance its consultant cover in Causeway Hospital emergency department and extend the senior presence into the evenings. It will enhance the ambulatory medical services to offer patients more opportunities to be assessed and treated without having to attend the emergency department.
- The new MRI scanner at Causeway Hospital will greatly reduce demand for ambulance transfers in the Causeway area.
- The public consultation was launched on Friday 23 August and will run for a period of 14 weeks until 29 November.
- NHSCT aims to consult as widely as possible on proposals. There are four public listening events, all at 7.00pm:
  - Mon 30 Sept - Glenavon Hotel, Cookstown
  - Tue 1 Oct - online meeting
  - Mon 7 Oct - Lodge Hotel, Coleraine
  - Wed 9 Oct - Dunsilly Hotel, Antrim
- Prior to the launch of the consultation, NHSCT held briefings for MPs and MLAs from the NT area, as well as the SoS Causeway Group.
- NHSCT is also consulting on an equality impact assessment and a rural needs impact assessment (RNIA).

\* **Councillor Kyle left the meeting at 7.41pm during consideration of this item.**

Councillor Wilson asked what changes there will be to how the emergency department operates, and what impact there will be on other services at Causeway Hospital from the loss of emergency general surgery there. He stated that staff and clinicians at Causeway Hospital have expressed grave concerns.

Councillor Storey asked what services have been brought to the Causeway Hospital and stated his view that services are being moved to Antrim. He expressed concern about the risk of transferring patients from Causeway Hospital to Antrim. He asked what guarantee could be given that the staffing levels will be sustainable with the implementation of the proposal. He expressed concern that it would be difficult to persuade the public that the proposed changes are better than what is currently being provided.

The NHSCT Chief Executive advised that the proposals will bring more elective surgery to Causeway Hospital, and stated that the NHSCT wishes to maintain the ICU at Causeway Hospital. She acknowledged concerns about distance but noted that there is a need to balance all risks. She advised that there had been

commitment from all surgical consultants to bring this model forward, but acknowledged concerns about change. She emphasised that the current situation cannot be maintained and that there is a risk of surgical collapse at both sites. She advised that NHSCT is trying to tailor its services to the actual needs of the population in the Causeway area.

She further advised that, at Causeway Hospital, there are now six substantive consultants in the emergency department, that an acute frailty service has been developed over the last couple of years, that there is a new surgical ambulation unit that is currently running five days per week and that will be extended to seven days per week, there is a new medical ambulation service, and that an MRI will be coming to Causeway Hospital. She noted that there has been a major investment in the installation of solar panels on the roof of Causeway Hospital, which is the largest solar installation on the island of Ireland.

The NHSCT Director of Operations cautioned against a self-fulfilling prophecy in respect of Causeway Hospital, as speculation regarding its closure could increase the recruitment challenges. She emphasised the significant investment made in Causeway Hospital and the increased ambulatory services there.

In response to a question from Alderman S McKillop about whether theatres were working to their full capacity, the Director of Surgical and Clinical Services advised that the proposed reconfiguration could increase the theatre capacity by 10%. He stated that the ambition is to invest in Causeway Hospital to use all five theatres, but this is dependent on further investment.

Councillor McCully stated that it is positive to hear about the NHSCT's commitment to Causeway Hospital. He stated that it is clear that health service reform is needed, and asked whether the proposal is consistent with the Bengoa report, to which all parties signed up.

The NHSCT Chief Executive advised that the proposal is consistent with the Bengoa reforms and the review of general surgery. She advised that the outcomes would be better for all types of surgery, notwithstanding the risk of transfer, and that having one rota will give more safety and stability.

Alderman Coyle asked what is being done to encourage young people to train here.

The NHSCT Director of Surgical and Clinical Services stated that core training is a problem here. He advised that the new proposals should make this area more competitive in respect of recruitment. The NHSCT Director of Operations emphasised that it is important to make the employment model attractive to



staff. The NHSCT Chief Executive stated that the intention is to give staff the opportunity to work at their preferred site.

Councillor Watton stated that the perception on the ground is that Causeway Hospital is being run down, and that the NHSCT faces a challenge in getting people to believe what they are saying.

The NHSCT Director of Operations emphasised the importance of maintaining the confidence of stakeholders, being open about the challenges, being consistent in their message, listening and talking, and the need for positivity. She stated that NHSCT is open to speaking directly to groups during the consultation period. The NHSCT Chief Executive advised that Council help to get the message out to people about the investments made in the Causeway site and the services that have been introduced there.

In response to a query from Councillor Nicholl about the impact of private hospitals on staffing, the NHSCT Director of Surgical and Clinical Services stated that there is a risk that more staff will be lost to the private sector if change is not made.

Councillor Wilson stated that there is a perception that Causeway Hospital is being downgraded and said that the public want a cast-iron guarantee of a fully functioning emergency department at Causeway Hospital. He asked about the impact of this change on other services at Causeway Hospital.

The NHSCT Director of Operations advised that there are no planned changes or diminution to services at Causeway Hospital. She advised that NHSCT has put its commitment to a 24/7 emergency department at Causeway Hospital in writing, and the message on this has been consistent and clear.

The Chair thanked the representatives of the Northern Health and Social Care Trust for their time. She noted that change is always difficult, but that any reduction in waiting lists should be welcomed.

**The Chair declared a comfort break at 8.42pm.**

- \* **The representatives of NHSCT left the meeting at 8.42pm.**
- \* **The Chief Executive left the meeting at 8.42pm.**
- \* **Alderman Stewart left the meeting at 8.51pm.**

**The meeting reconvened at 8.52pm.**

#### **4. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD THURSDAY 25 JUNE 2024**

Copy, previously circulated.

**AGREED** – that the Minutes of the Corporate Policy and Resources Committee meeting held Thursday 25 June 2024 are confirmed as a correct record.

**5. MINUTES OF THE IMPLEMENTATION OVERSIGHT PANEL MEETING HELD MONDAY 9<sup>TH</sup> SEPTEMBER 2024**

Copy, previously circulated, presented by as read the Chair.

The Director of Corporate Services advised Members of two small amendments to the minutes:

1. J Mc Carron job title should be listed as Performance and Transformation Officer.
2. On page 4, under governance, it states “G10 and G13 sat with Democratic Services”. G13 does not sit with Democratic Services, but it has been progressed nonetheless.

Proposed by Alderman Boyle  
Seconded by Councillor Peacock and

**AGREED** – to recommend that the Minutes of the Transformation Implementation Oversight Panel Meeting held Monday 9<sup>th</sup> September 2024 are adopted and recommendations therein approved.

**6. COUNCIL CONSTITUTION – ANNUAL REVIEW**

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.

**Proposed Amendments to Council Constitution**

Following the annual review, please see below proposed amendments to the Council Constitution:

Item	Proposed Amendments
<p>Part 2 - Responsibility for Functions</p> <p>Annex 2 – Responsibility for Council Functions.</p>	<p>Amend Terms of Reference for the <b>Planning Committee</b> to include a review period, ie <i>“The Terms of Reference are to be reviewed on an annual basis, prior to the Annual Meeting each year”</i>.</p> <p>Amend Terms of Reference for the <b>Environmental Services Committee</b> to include the following Working Groups:</p> <ul style="list-style-type: none"> <li>- Asset Realisation Working Group</li> <li>- Trading Working Group</li> <li>- Climate Emergency Forum</li> </ul> <p>Also amended to include a review period, ie <i>“The Terms of Reference are to be reviewed on an annual basis, prior to the Annual Meeting each year”</i>.</p> <p>Amend Terms of Reference for the <b>Leisure and Development Committee</b> to include the following Working Groups:</p> <ul style="list-style-type: none"> <li>- Executive Programme Board</li> <li>- Economy and Tourism</li> <li>- Wellbeing, Community and Funding</li> </ul> <p>Also amended to include a review period, ie <i>“A periodic review of the Terms of Reference will be carried out prior to the Annual Meeting each year”</i>.</p> <p>Amend Terms of Reference for the <b>Corporate Policy and Resources Committee</b> to include the following Working Groups:</p> <ul style="list-style-type: none"> <li>- Coronation Sub Committee</li> <li>- Transformation Programme Implementation Oversight Panel</li> </ul> <p>Also amended to include a review period, ie <i>“A periodic review of the Terms of Reference will be carried out prior to the Annual Meeting each year”</i>.</p> <p>Minor amendments to section on “Scope” of the <b>Finance Committee</b>.</p> <p>Various amendments to the <b>Audit Committee</b> Terms of Reference.</p>
<p>Part 5 – Members’ Allowance Scheme</p>	<p>Update link to Members’ Scheme of Allowances.</p>



A consultation process was put in place to seek input from stakeholders and the public on the revised Equality Action Plan and feedback received has been integrated into the draft document (previously circulated).

Progress on the delivery of the action measures contained in the Equality Action Plan will be monitored on an annual basis to assess progress and ensure the Plan remains effective and relevant to the Council's work and functions. The section 75 annual progress report to the Equality Commission will also incorporate information on progress made in implementing the Equality Action Plan.

Once finalised and approved by Council, the Equality Action Plan will be available on the Council website or by contacting the Equality Unit.

### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee recommends that Council approve the proposed revised Equality Action Plan 2023 – 2027.

Proposed by Alderman Coyle

Seconded by Councillor C Archibald and

**AGREED** – to recommend that Council approve the proposed revised Equality Action Plan 2023 – 2027.

## **8. UPDATE ON CAUSEWAY COAST AND GLENS COMMUNITY PLAN**

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

In response to a question from Alderman S McKillop about linking between the Local Development Plan and the Community Plan and the departments that administer them, the Director of Corporate Services advised that the high-level Community Plan links to all corporate plans and strategic plans in all the different service areas. She noted that there is Planning representation on the Community Plan, and that both fall under the Corporate Services department. Alderman S McKillop asked that the diagram reflects that. Councillor Nicholl agreed that the linkages should be made clear.

Committee noted the report.

## **9. BUSINESS PLANS**

The Director of Corporate Services advised that there were five separate business plans for 2024-25 for approval. She advised that the business plans were due to come to the Committee in June but were delayed due to workload pressures.

### **9.1 Policy and Community Planning**

Report, previously circulated, was presented as read by the Chair.

Proposed by Councillor Storey  
Seconded by Alderman Boyle and

**AGREED** – to recommend that Council adopts the Policy and Community Planning Business Plan.

## 9.2 ODHR

Report, previously circulated, was presented as read by the Chair.

Proposed by Councillor Storey  
Seconded by Alderman Boyle and

**AGREED** – to recommend that Council adopts the ODHR Business Plan.

## 9.3 Planning

Report, previously circulated, was presented as read by the Chair.

Proposed by Councillor Storey  
Seconded by Alderman Boyle and

**AGREED** – to recommend that Council adopts the Planning Business Plan.

## 9.4 Democratic and Central Services

Report, previously circulated, was presented as read by the Chair.

Proposed by Councillor Storey  
Seconded by Alderman Boyle and

**AGREED** – to recommend that Council adopts the Democratic and Central Services Business Plan.

## 9.5 ICT

Report, previously circulated, was presented by the Chair.

Proposed by Councillor Storey  
Seconded by Alderman Boyle and

**AGREED** – to recommend that Council adopts the ICT Business Plan.

## 10. ANNUAL CORPORATE SELF-ASSESSMENT OF PERFORMANCE

Report, previously circulated, was presented as read by the Chair.

### **Purpose of Report**

The purpose of this report is to present to Members, for information, Council's 2023/24 Self-Assessment of Performance Report.

### **Background**

The Local Government Act (NI) 2014, Part 12, sets out the key responsibilities that each Council has in relation to the Performance Duty. One of these key responsibilities is that in September of each year Council must make arrangements for the publication of its assessment of its performance during a financial year. Please find Council's self-assessment of performance for 2023/24 attached at Appendix 1 (previously circulated).

The key outcomes that are listed and assessed within this document relate to Performance Improvement Objectives, Statutory Indicators and Self-Imposed indicators. Furthermore, Council takes this opportunity to assess the mechanisms and systems that it has to ensure compliance with the Performance Duty including national benchmarking outcomes and the arrangements that we have in place to achieve continuous improvement.

### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee notes the content of the 2023/24 Self-Assessment as set out in Appendix 1.

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

- \* **The Performance and Transformation Officer left the meeting at 9.05pm.**

## **11. CONFERENCES**

Report, previously circulated, was 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.

### **Empowering Women for Councillors in Northern Ireland – Leadership Training Course** (copy programme previously circulated)

*NILGA is delighted to announce it has partnered with the Society for technology, innovation and modernisation (Socitm) to pilot its Empowering Women training course with councillors for the first time. The outcomes of this pilot will feed into potential future delivery of the programme to councillors across the UK and Ireland. The pilot is already attracting the attention of the other LGAs before it starts.*

*Attached is the programme for course which will take place on 24 & 25 September in Lisburn, followed by an online session on 30 October and a final*

*presentation by the group will be scheduled in due course. Full attendance is required to complete the course.*

At the time of writing this report 4 Elected Members have enrolled on the course.

The deadline for receipt of interest was Wednesday 11<sup>th</sup> September 2024.

### **Recommendation**

**It is recommended** that Corporate Policy and Resources Committee consider the Conference report.

Alderman S McKillop stated that she had attended the training earlier in the day and highly recommended it, and stated that it was good to see this initiative to empower women.

Alderman Boyle welcomed the training and stated that it would be good to hear back from the attendees at the next meeting of the Women's Committee.

Councillor Peacock stated that she welcomed the course and hoped that there would be another, as the current one unfortunately clashed with the Planning Committee.

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

### **CHANGE TO ORDER OF BUSINESS**

The Chair advised that the Notice of Motion would be heard next, as it relates to an item of correspondence.

## **12. NOTICE OF MOTION PROPOSED BY COUNCILLOR HUGGINS, SECONDED BY ALDERMAN KNIGHT-MCQUILLAN**

*8th May 2025 will be the 80 year anniversary of VE Day where Nazi Germany officially surrendered, and World War 2 came to an end in Europe. I propose that Causeway Coast and Glens Borough Council organise and host a programme of events fitting to commemorate Victory in Europe Day on Thu 8th May 2025 - a programme that should be a spectacular celebration as well as remembering those who gave their all for all of us.*

Councillor Huggins stated:

*The 8th May 2025 will commemorate 80 years since Nazi Germany officially surrendered, and World War Two came to an end in Europe. Since that date the country has celebrated and gathered to remember the lives lost and the efforts made to liberate Europe from oppressive Nazi rule.*



*This tradition began in 1945, with millions taking to the streets to rejoice at the news that the Second World War had ended. With 2025 being the 80th anniversary, it is only fitting that we as a Borough pay a fitting tribute and hold a celebration to acknowledge and honour the freedoms protected by soldiers and civilians alike. Remembering also that it is not just about commemorating and remembering the British soldiers, but also the Irish, French, US, Russian, Polish and many more.*

*So we in this Borough should, like in the past, hang up the bunting, hold a street party and put on a military parade to include a special silence to commemorate our fallen soldiers.*

*The event should be held in an area where a military parade can take place and hold a short fitting remembrance service which should be open to all veterans, veterans' groups, etc, within the Borough and beyond. This should be followed by a fitting celebration including entertainment; for example, children from all nationalities and backgrounds showcasing on stage, choirs, dancing and reenactment acts. Vendors should be invited to attend to show off their wares and food vendors should also be encouraged to attend. Military bands and vehicles should all be invited to attend to take part in the display.*

*On a wider note, the Museum Service should actively reach out to local schools to include them in the celebrations, maybe holding a competition with winners being announced at the event.*

*Also reading from today's news and the correspondence received by Council, it is understood that a request has been issued to Councils by Pageantmaster Bruno Peek CVO OBE OPR to organise a range of activities culminating in simultaneous beacon lighting ceremonies on 8th May. He is encouraging all of the aforementioned ideas, followed by a proclamation and lighting of beacons and lamp lights of peace at 2130 hrs on 8th May 2025.*

The Chair stated:

*I thank my colleague Cllr Huggins for bringing this motion forward; it gives me great pleasure to Second it here tonight.*

*Victory in Europe is one of the most significant anniversaries and 2025 being the 80<sup>th</sup> anniversary is something that should not be allowed to pass by.*

*I appreciate that these events took place before our time but many of us will have had relatives or friends whose relatives took part or were affected by the events of World War Two. And had it not been for these victories we could be living in very different times today. I also appreciate that we in the United Kingdom, and here in Northern Ireland, never had to endure occupation and therefore I think we do not fully appreciate the term 'liberation'.*

*I had the privilege of being present at the Liberation Day Ceremony in The Netherlands in 2015 and I have never experienced anything like it before or since and, as many of you will know, I have participated in many*

*commemorative events locally. The feeling of jubilation on the streets was immense, but at the same time there was reflection and commemoration, reflection of what had been endured and what should not ever happen again, and commemoration of those who gave their lives so that others may live, those who lost everything, their homes, their businesses, and those who suffered the brutality that came with occupation. One of the most memorable moments of that day was the releasing of doves as a symbol of peace at the end of the day and I believe that would be a significant and appropriate act at this event.*

*I fully support this motion and would hope that this Council will action it appropriately, and through this Committee, perhaps with the aid of a Working Group like we have done for previous motions, or by directing it to an already established sub Committee or Working Group by amending the Heads of Terms, alongside engagement with the British Legions and other veteran organisations, like we have for previous anniversary events.*

Councillor Huggins suggested that the matter could be directed to the Coronation sub Committee, and that consideration could be given to renaming that sub Committee to broaden its scope. Alderman Knight-McQuillan agreed that that made sense.

Councillor Wilson stated his wholehearted support for the motion and stated that marking VE day would be relevant to the Causeway Coast and Glens Borough.

Alderman Coyle stated that although he appreciated the victory in Europe, he has a difficulty with the military aspect. He stated that he would not support the motion but would not oppose it.

The Chair stated that she appreciated Alderman Coyle giving his views and noted his abstention.

Proposed by Councillor Huggins  
Seconded by Alderman Knight-McQuillan                      and

**AGREED** – to recommend that Council support the Notice of Motion.

### **13. CORRESPONDENCE**

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

#### **Purpose of Report**

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

The following correspondence has been received:

#### **13.1 Bruno Peek, Pageantmaster, Email correspondence dated 23 July 2024**

## **Full Extract**

### **Re: Ve Day 80 - 'A Shared Moment Of Celebration' - 8th May 2025 & Northern Ireland**

*Your contact details have been kindly provided by Sarah Little, Business Services Officer, NILGA, who I understand has also informed you that I will be contacting you with regard to the above. (I have copied Sarah in on this email too).*

*Following on from the great success of D-Day 80 - 6th June 2024, in which local Councils and communities played a major, important role in, helping to commemorate the 80th Anniversary of the D-Day Landings in Normandy, France, through the lighting of over one thousand Beacons and five hundred Lamp Lights of Peace, as well as all other various activities that day throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories, all of which are still available to be viewed on the D-Day 80 website, - [www.d-day80beacons.co.uk](http://www.d-day80beacons.co.uk) we are now focusing all our efforts on the celebration of the 80th Anniversary of VE Day which marked the end of the war in Europe 80 years ago next May.*

*So with this in mind, we would very much like to encourage your Council and your surrounding communities involvement in this special celebration, using the occasion to pay 'tribute' to the 64,000 brave Irishmen, along with the other millions that sacrificed so much during the dark days of war, helping to secure the starting point of peace, by undertaking the following outlined in the attached Guide To Taking Part, which is also available on the VE Day 80 website - [www.VEday80beacons.co.uk](http://www.VEday80beacons.co.uk).*

#### **Beacons And Lamp Light Of Peace**

*Those with existing Beacons and Lamps are being encouraged to re-light them at 9.30pm on 8th May 2025. We also want ask those of you with much loved pets to consider lighting a Lamp Light of Peace to remember the millions of animals - horses, donkeys, dogs, cats, pigeons and others - that also gave service and sacrifice during WW2.*

#### **Ringling Out In Celebration**

*We would be extremely grateful if you would also encourage as many Churches/Cathedrals within your area to ring their Bells in celebration of 80 years of peace, at 6.30pm that evening too please, asking them to register their involvement should they wish to take part.*

#### **Event Registration - Extremely Important Please**

*To ensure we register your involvement, along with all others taking part correctly, and be able to send you/them further information over the forthcoming months, we would appreciate it if you/they would be kind enough to provide the information requested on page 5 of the Guide as soon as you/they are able please, along with confirming whether or not your/their involvement will be open to the public, or is being organised as part of a PRIVATE occasion.*

**Press Release For Immediate Use Please**

*I attach the first of two VE Day Press Release's, enabling you/them to personalise it before you/they send it to all areas of your local media - radio, tv and newsprint, as soon as possible please, providing them with an early indication of your/their involvement in VE Day 80 - 8th May 2025. We will of course be sending you/them the second updated release nearer the time, but feel it important your local media are given early warning of your/their plans in taking part in VE Day 80 on 8th May 2025.*

**Official Ve Day 80 Logo**

*Those taking part are be encouraged to use the VE - Day 80 logo at the top of this email.*

*We do hope that you will participate in this important 80th Anniversary event, celebrating the end of the war in Europe, and look forward to receiving your decision in due course.*

The Chair noted that this matter was addressed under the Notice of Motion.

**13.2 Sinead Sargent, Director of Investigations, NI Public Services Ombudsman's Office, dated 3 September 2024**

**Full Extract**

*I hope this finds you well. As you are aware, NIPSO's Complaints Standards team recently conducted a Model Complaints Handling Procedure (MCHP) procedural compliance check on your organisation's complaints handling procedure (Parts 1-3). I am pleased to inform you that your current complaints procedure is MCHP compliant in accordance with the Public Services Ombudsman Act (NI) 2016.*

*I would highlight that under section 38(3) any amendments or modifications to your current complaints handling procedure should not be made without the prior consent of NIPSO.*

*The above legislation also requires NIPSO to "monitor practice and identify any trends in practice as respects the way in which listed authorities handle complaints". NIPSO's Complaints Standards team will continue to monitor your organisation's practical MCHP implementation and compliance through the investigation of any complaints received by NIPSO; the complaints information available in published reports; and by any other relevant means.*

*NIPSO's Complaints Standards team is committed to supporting local government to continue to comply with the MCHP through the currently established Best Practice Network. The Network has proved to be a successful platform for local government representatives to discuss best practice in complaints handling and promotes the development of a culture that welcomes and values complaints to ensure continuous improvement and learning across local government.*

**13.3 Alison Allen, Chief Executive, NILGA, dated 12 September 2024**

## **Re: NILGA Leadership Programme for Elected Member Development**

### **Full Extract**

*As you know, NILGA coordinates an all-council Regional Programme of Elected Member Development annually, complementing your Council's local training, designed to provide elected members with a co-ordinated toolkit of learning, suited to today's responsibilities and challenges, and in line with the NILGA Political Skills Framework.*

*This builds on the NILGA-delivered/nationally-accredited Councillor Development Charter and Charter Plus initiatives. The Regional Programme has been co-designed by councils' elected member development groups and councils' member services and human resource officials, working through the NILGA Elected Member Development Network.*

*A key part of this Regional Programme is the CPD-accredited Leadership Programme for Elected Members, offered by NILGA in conjunction with Governance International. The eight 3-hour modules in this Programme aim to develop the practical skills necessary for a strategic understanding of the context within which councillors work (people, place and systems) and the capabilities they need, using relevant models and concepts to help them improve their strategic leadership approach in a local political environment. This will be the fifth running of this highly commended Leadership Programme and will commence in January 2025, with monthly modules.*

*NILGA and Governance International would very much welcome an opportunity to come along to one of your Council Meetings in advance of January 2025, to promote the Leadership Programme to your elected members.*

*Thanking you in anticipation of your continued positive approach and engagement with the NILGA Regional Programme for Councillor Development 2024-25. Please feel free to contact my colleague Fiona Douglas ([f.douglas@nilga.org](mailto:f.douglas@nilga.org)) or myself if you or a senior colleague wish to discuss further.*

### **Recommendation**

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

The Director of Corporate Services suggested that, as there are delegations already scheduled for the next few Council meetings and due to the request that NILGA present in advance of January 2025, NILGA could instead present to the October or November Corporate Policy and Resources Committee meeting.

Alderman S McKillop proposed that officers should first see whether NILGA can present at a full Council meeting and, if this is not possible prior to the deadline, NILGA be invited to present to the Corporate Policy and Resources Committee. This was seconded by Alderman Boyle.

Councillor Peacock suggested that a deputation workshop could be an option if a full Council meeting is not possible.

Proposed by Alderman S McKillop  
Seconded by Alderman Boyle and

**AGREED** – to recommend to Council that NILGA is invited to present to full Council or, if this is not possible prior to January 2025, NILGA is invited to present at an upcoming meeting of the Corporate Policy and Resources Committee.

**AGREED** – to recommend that Council note correspondence Items 13.1 and 13.2.

#### **14. 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 Boyle  
Seconded by Councillor Jonathan McAuley and

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

#### **\* Press was disconnected from the meeting at 9.22pm.**

***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.

#### **15. POPULATING THE ORGANISATION STRUCTURE**

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

Confidential by virtue of paragraphs 2 and 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

### **Purpose of Report**

The purpose of this report is to provide Members with a progress report on the population of the Organisation Structures within the Leisure and Development and Environmental Services Directorates.

### **Recommendation**

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

**AGREED** – to recommend that Council note this report.

## **16. CAR PARKING OPTIONS FOR RIADA HOUSE STAFF**

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

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

### **Purpose of Report**

To provide members with information in relation to the options available for staff car parking at Riada House.

### **Recommendation**

It is recommended that Members assess the options presented and decide on the way forward.

A discussion ensued in which Members discussed different options. Councillor Storey stated that Townhead Street was never designated as an overspill for Riada House, and he proposed that the matter be deferred for a month while more information is provided regarding the pattern of usage for Riada House carpark over the last year, the breakdown of agile working for Riada House staff, the number of car owners, and the usage of the loading bay. The Chair also asked for more detail on the usage of Townhead Street car park and whether there are any times when it is at capacity.

Proposed by Councillor Storey  
Seconded by Councillor Watton and

**AGREED** – to recommend that Council defer a decision on Car Parking Options for Riada House Staff for a month until further information is provided.

\* **The Director of Environmental Services left the meeting at 9.41pm.**

## **17. ESRI ENTERPRISE SOFTWARE ELA RENEWAL**

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

Confidential by virtue of paragraph 7 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

The Director of Corporate Services advised Members that this item was listed incorrectly on the agenda as 'Cyber-Security Firewall Subscriptions Renewal' but that the report referred to the ESRI Enterprise Software ELA Renewal.

**Purpose of Report**

Inform members of the committee of the need to renew an ELA with ESRI software to ensure GIS continuity of Council related services.

**Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee recommends to Council the renewal of the ESRI Enterprise Solution ELA through Crown Commercial Services.

Proposed by Councillor Storey  
Seconded by Alderman Coyle and

**AGREED** – to recommend to Council the renewal of the ESRI Enterprise Solution ELA through Crown Commercial Services.

**18. CORPORATE SERVICES MANAGEMENT ACCOUNTS P4**

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

Confidential by virtue of paragraph 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 4.

**Recommendation**

It is recommended that the Management Accounts for Period 4 - Corporate Services and Planning - and the associated narrative contained with the report are accepted.

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

**19. LAND AND PROPERTY**

**19.1 Minutes of the Land and Property Sub Committee meeting held Wednesday 04 September 2024**

Copy previously circulated, presented as read by the Chair.



Members expressed disappointment about the reporting of confidential Audit Office correspondence and noted that no decision was made on the item in question.

Proposed by Alderman Fielding  
Seconded by Councillor Huggins and

**AGREED** – to recommend that Council adopt the Minutes of the Land and Property Sub Committee meeting held Wednesday 04 September 2024 and recommendations therein approved.

**20. 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 Councillor Huggins  
Seconded by Alderman S McKillop and

**RESOLVED** – that Council move *‘In Public’*

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

The meeting concluded at 10.02pm.

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Chair