

Causeway Coast and Glens Borough Council

Council Meeting Tuesday 30th June 2015

Key Decisions

No	Item	Decision
3.	Declarations of Interest	<i>Alderman Mrs S McKillop</i>
4.	Presentation – Dalriada Hospital & MS Unit	<i>Adopt 3 recommendations and Draft Statement</i>
5.	Minutes of Council Meeting held 26 th May 2015 5.1 <i>Notice of Motion Councillor Fielding –Prayer (CM 150526.5.1)</i> 5.2 Minutes of meeting held 26 th May 2015	<i>Deferred to July Meeting of Council</i> <i>Confirmed</i>
6.	Minutes of Corporate Policy & Resources Committee held on 19 th May 2015 6.1 Corporate Policy & Resources Committee Minutes 6.2 Standing Orders Sub Committee 6.2 Appointment of Diversity Champions – Officer (s) and Elected Member (s)(CPR150519.9)	<i>Report to July Council meeting</i> <i>Report to Committee in August</i> <i>No nominations received</i>
7.	Minutes of the Planning Committee held 27 th May 2015	<i>Confirmed</i>
8.	Minutes of Leisure and Development Committee Meeting held on 12 th May 2015 8.1 Tackling Deprivation beyond 2016 (L&D150609.6) 8.2 Adoption of Minutes 8.3 Tourism Events Grant 8.4 Coleraine Harbour Commissioners	<i>Recorded vote</i> <i>Adopt</i> <i>Adopt subject to report brought back to July Meeting of Council</i> <i>Agreed</i>
9.	Minutes of the Audit Committee held 29 th June 2015	<i>Adopt</i>
10.	10.1 TransportNI – Parking at Bay Road, Portballintrae 10.2 Land at Scally Park 10.3 Northern Ireland Assembly – Committee for Justice Evidence Event 10.4 Royal British Legion – Annual Poppy Ball	<i>Noted</i> <i>Contact NIHE to acquire land</i> <i>No nominations received</i>

No	Item	Decision
		<i>Members to express interest in attending</i>
11.	Seal Documents 11.1 Supplemental Lease - R J Pattison Nutt & Sons Ltd 11.2 Lease Castlerock Caravan Park 11.3 Lease to Glenariff Improvement Group 11.4 Lease Angel of Hope Garden Company Limited 11.5 Licence Store at West Bay Portrush 11.6 Car Loan Employee No 212/2021 11.7 Grave Registry Certificates, Ballymoney Cemetery Nos 1450, 1451, 1452, 1454, 1455 11.8 Grave Registry Certificates, Coleraine, Agherton and Portstewart Cemeteries Nos 4248 – 4256 inc	<i>Seal of Council affixed</i>
12.	Notice of Motion Councillor Clarke	<i>Deferred to August Meeting of Corporate Policy and Resources Committee</i>
13.	Consultations 13.1 NIFRS Health and safety Strategy 13.2 Proposals for the Future of the Youth Council for Northern Ireland 13.3 Proposed Consolidated Water Framework Directive Priority Substances and Classifications Regulations	<i>Noted</i>
14.	Matters for reporting to Partnership Panel	<i>Agreed</i>
15.	Minutes of Environmental Services Committee Meeting held on 5 th May 2015 15.1 Animal Welfare Complaint W/2013/4994 (ES150602.3) 15.2 High Hedge Complaint Ballykelly EH/60/2014 (ES150602.20) 15.3 Adoption of Minutes	<i>Amend recommendation</i> <i>Amend recommendation</i> <i>Adopt, subject to the amendments at 15.1 and 15.2</i>
16.	Items Fast tracked from Corporate Policy and Resources Committee 16.1 Draft Pensions Discretion Policy 16.2 Finance Department Structure	<i>Adopt</i>

No	Item	Decision
	16.3 Request to proceed with application for Voluntary Service	

Council Meeting

Minutes of the Meeting of Causeway Coast and Glens Borough Council held in the Council Chamber, on Tuesday 30th June 2015 at 7.00pm

In the Chair: Councillor Darryl Wilson, Deputy Mayor

Present: Aldermen Cole, Finlay, Hickey, Hillis, McKeown, McKillop S, Mullan, Robinson
Councillors Blair, Callan, Chivers, Clarke, Douglas, Duddy, Fitzpatrick, Harding, King, McCandless, McCorkell, McGlinchey, McGuigan, McLean, McShane C, McShane, P, Mulholland, Nicholl, Quigley, Watton, Wilson

In attendance: Mr D Jackson, Clerk and Chief Executive
Mr A McPeake, Director of Environmental Services
Mrs M Quinn, Director of Performance
Mr S McMaw, Head of Convergence
Mr D Wright, Chief Finance Officer
Mrs P Donaghy, Democratic Services Manager
Mrs C Toner, Member Services Officer

Also in attendance: Mr P Thompson, Head of Tourism and Recreation
Mrs Julie Welsh, Head of People and Culture
Mr Paul Beattie, Head of Prosperity and Place
Mr Bryan Edgar, Head of Health and Built Environment
Mrs Kerrie McGonigle, Tourism Manager
Ms C McKee, Events Officer

Speakers - Colin Strutt Consulting x 3
Press x 3
Public x 3

1. APOLOGIES

Apologies were recorded from Councillors Baird, Beattie, Fielding, Holmes, Hunter, Loftus, McCaul, Knight-McQuillan, McGlinchey, McKillop MA, and Stevenson

2. MAYOR'S BUSINESS

2.1 Opening Remarks

The Deputy Mayor welcomed everyone to the meeting and advised that a statement from the Mayor was available to any Member who wished to read it.

2.2 Condolences

The Deputy Mayor extended his deepest sympathies from all Elected Members and staff to Councillor Joan Baird on the tragic death of her husband, John, and, as a mark of respect, a moment's silence was observed.

3. DECLARATIONS OF INTEREST

*Alderman Mrs Sharon McKillop expressed an interest in Bushmills Traders' Association and Festival Committee.

4. PRESENTATION – DALRIADA HOSPITAL & MS UNIT, BALLYCASTLE

The Chair welcomed the speakers to the meeting. The speaker echoed the Deputy Chair's message of condolence to Councillor Joan Baird on behalf of the consulting group.

Members received a short presentation, circulated, which provided an overview of the work carried out to date to help sustain the hospital from closure and action taken to secure the future of the hospital. Three proposals were considered for recommendation;

1. Call upon the Trust to work in partnership with the Council, the local community, the voluntary and community sector, the Causeway ICP etc. to explore how such approaches could be tailored and deployed in the Northern Ireland context in a pilot project
2. Press for the early extension of the pilot to the rest of the Council area, and
3. Reflect this approach in the Community Plan for the wellbeing of its population, which it will be developing in association with the Trust.

These recommendations were reflected in a Draft Council Statement, previously circulated and tabled for Members' consideration.

On conclusion of the presentation, Members thanked speakers for their interesting and informative presentation. Members expressed concerns regarding the need to look at the Borough as a whole and the need to take a holistic approach going forward. The Chief Executive stated he had met with the Chief Executive of the Northern Trust and advised he felt that the Trust should be given the same opportunity to present to Council at a later date.

It was proposed by Councillor McGuigan, seconded by Councillor P McShane and **AGREED; that Council support the three recommendations as detailed in the report and endorse the Draft Statement.**

*Councillor Douglas joined the meeting at 7.05pm during discussion of item 4
Councillor McKeown joined the meeting at 7.10pm during discussion of item 4
Councillor Harding Joined the meeting at 7.12pm during discussion of item 4*

5. MINUTES OF COUNCIL MEETING 26TH MAY 2015

5.1 Notice of Motion – Councillor Fielding – Prayer (CM 150526.5.1)

It was AGREED: **that the item be deferred to the July Council meeting.**

5.2 Minutes of meeting held 26th May 2015

It was AGREED: **that the minutes of the Council Meeting held 26th May 2015 be confirmed as a correct record.**

6. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD 19TH MAY 2015

Alderman Hills presented the minutes and proposed their adoption.

Matters Arising

6.1 Corporate Policy and Resources Committee Minutes

Members voiced concern regarding the length of time Corporate Policy and Resources Committee minutes take to come to Council Meeting for ratification. The Chief Executive advised that options would be considered and a report brought to the July Council meeting.

6.2 Corporate Strategy

A draft of the Corporate Policy Strategy 2015 – 2019 was presented to members for approval, previously circulated.

It was AGREED: **to adopt the Corporate Strategy as detailed in the report.**

6.3 Appointment of Diversity Champions – Officer (s) and Elected Member (s) (CPR150519.9)

No nominations were received.

6.4 Adoption of Minutes

It was AGREED: **that the minutes of the Corporate Policy and Resources Meeting held 19th May 2015 be adopted and the recommendations contained therein approved.**

7. MINUTES OF THE PLANNING MEETING HELD 27TH MAY 2015

It was AGREED: **that the minutes of the Planning Committee Meeting held on 27th May 2015 be confirmed.**

8. MINUTES OF LEISURE AND DEVELOPMENT COMMITTEE MEETING 12TH MAY 2015

Councillor McLean presented the minutes.

Matters Arising

8.1 Tackling Deprivation beyond 2016 (L&D 150609.6)

Councillor Duddy stated he felt that a 20% increase to the deprivation cut off point for intervention would have a detrimental effect on neighborhoods throughout the Borough.

A discussion ensued on the subject, following which Councillor Duddy proposed, and amendment, seconded by Councillor Watton: **that the intervention point remains at 10%.**

Councillor Duddy requested a recorded vote.

The Deputy Mayor put the amended motion to the vote;

FOR - 13	AGAINST - 16	ABSTAIN - 0
Aldermen Campbell, Cole, Finlay, S McKillop, Councillors Blair, Clarke, Douglas, Duddy, Harding, McCorkell, McLean, Robinson, Watton	Aldermen Hickey, Hillis, King, McCandless, McGuigan, Mullan Councillors Callan, Chivers, Fitzpatrick, McKeown, McShane C, McShane P, Mullholland, Nicholl, Quigley, Wilson	NONE

The Deputy Mayor declared the motion lost.

8.2 Adoption of Minutes

It was proposed by Councillor McLean, seconded by Alderman Finlay and **AGREED: that Minutes of Leisure and Development Committee Meeting held on 12th May 2015 be adopted and the recommendations contained therein approved.**

**Councillor C McShane joined the meeting at 8pm during discussion of item 9.1.*

8.3 Tourism Events Grants

The Tourism Manager presented the report as undernoted and as previously circulated.

The Tourism Manager (Moyle) and Events Manager (Coleraine) liaised to oversee the new Tourism Events Grants Programme for Causeway Coast and Glens Borough Council. The Programme opened on Tuesday 5th May 2015 and closed on Monday 18th May at 4pm. The fund is designed to support events occurring within the Borough between 1 July 2015 and 31 March 2016 that aim to drive visitor numbers and increase spend in the local economy and generate positive PR for the Borough.

At L&D committee in June 2015 Council agreed that due to the timeframe for assessment of the applications, that applications would be presented directly to the full Council meeting in June, bypassing the Leisure and Development Committee.

There are two separate event fund programmes available:

Small Tourism Events Fund - Events with a budget of less than £15,000, that attract visitors to the Borough and take place over 1 full day (7 hours) to 3 days duration and which demonstrate economic benefits for the area. Applicants will be required to prove that their event attracts visitors /overnight stays from outside the Borough.

Large Tourism Events Fund – Events with a budget of more than £15,000, that attract more than 5,000 visitors and take place over at least 2 days with

overnight stays. Applicants will be required to prove that their event has attracted these numbers of people and commercial overnight stays from outside the Borough.

A total of 17 grant applications were received, 8 for the small tourism event grant programme and 9 for the large tourism event grant programme. In addition, two further events that occur in the period 1st April – 30th June that received funds in 14/15 submitted applications for funding after the initial call. These 2 events are detailed in Table A below.

Total grant funding for 2015/16 is based upon a 5% reduction in comparison to 2014/15 which has been applied accordingly.

The completed applications underwent an assessment process as follows:

Applications were permitted to pass Stage 1 in order to proceed to stage 2. Applicants were required to attain a score of at least 65% in stage 2 in order to be eligible for funding as per Councils agreed Grant Funding Policy. A summary of the applications received, the assessment scores and the recommended amounts of funding were previously circulated and at Tables A and B below.

Stage 1 Assessment:

Stage 1 applications were scored against the following Stage 1 Assessment Criteria:

- 1. Main objectives of organisation.**
- 2. Constitution/ governing document in place.**
- 3. Evidence provided of proper and timely accounting records with submission of annual accounts and bank statements for the last quarter:**
- 4. Board or management committee - Officers in place, elected at AGM, range of skills and expertise.**
- 5. Up to date insurance certification.**
- 6. Minutes from the latest Annual General Meeting and submission of Annual Report.**

Stage 2 Assessment:

Stage 2 applications were scored against the following Stage 2 Assessment Criteria:

- 1. Number of participants/spectators attending the event 20%**
- 2. Media impact and marketing activity 20%**
- 3. Number of visitors staying in paid accommodation 10%**
- 4. Number of nights staying in paid accommodation 10%**
- 5. Ability of group to effectively deliver 10%**
- 6. Event management 10%**

7. **Realistic Budget 10%**
8. **Capacity for growth and sustainability 5%**
9. **Ability to extend the current tourist season between the months of September – March 2.5%**
10. **Other economic benefit e.g. benefits to local trade 2.5%**

Recommendation 1: Tourism Events Small Grants of £20,170 are awarded as per table A, below.

Table A Small Event Grants 2015-16

Event	Legacy Council	Total cost of Event	Income	Requested	Score	Award 2015
NI Potato Festival	Moyle	£14,700	£6,560	£7,500.00	96	£7,125
Roe Valley Folk Festival	Limavady	£14,900	£7,500	£7,400.00	85	£7,030
Ulster Military Vehicle Show	Coleraine	£14,700	£14,470	£2,000.00	82.5	£220 Land use
Surf Festival	Coleraine	£8,800	£4,700	£4,100	70.5	£3,895
Ballymoney Drama Festival	Ballymoney	£8,250	£6,650	£1,600.00	62	£ -
Ballymoney Motorcycle Show	Ballymoney	£15,170	£3,550	£7,585.00	61	£ -
NI Darts	Limavady	£5,000	£3,050	£1,950.00	61	£ -
NI Ploughing Festival	Limavady	£2,995	£1,600	£1,395.00	49	£ -
Total		£84,515	£48,080	£33,530.00		£18,270
Transitional Funded Events Q1						
Loughguile Shamrocks	Ballymoney	£7,845	£0	£1,000	N/A	£950
Cuchullians Dunloy GAC	Ballymoney	£5,000	£0	£1,000	N/A	£950
						£1,900.00

Recommendation 2: Tourism Events Large Grants of £143,095 are awarded as per Table B, below.

Table B Large Event Grants 2015-16

Event	Legacy Council	Total cost of Event	Income	Requested	Score	Award 2015
Milk Cup	Coleraine/Limavady/Ballymoney	£467,210	£377,210	£90,000	93.5	£85,500.00
Bushmills Salmon & Whiskey Festival	Moyle	£24,178	£8,900	£15,278	85	£14,515.00

Armo y Road Races	Moyle/Ballymoney	£113,700	£102,350	£15,000	83.5	£10,785.00
Foyle Cup	Limavady	£112,000	£108,000	£4,000	80.5	£3,800.00
Riverfest	Coleraine	£28,360	£17,950	£10,410	80.5	£9,890.00
Giants Causeway Sportive	Moyle	£56,683	£52,100	£5,000	78	£4,355.00
Stendall Festival	Limavady	£165,030	£146,200	£15,000	70.5	£14,250.00
Co Londonderr y Agricultural Show	Limavady	£31,827	£25,900	£8,350	48.5	N/A
Portrush Summer Theatre	Coleraine	£30,360	£26,900	£3,000	FAILED	N/A
		£967,161	£812,710	£154,688		£143,095.00

Unsuccessful applications

The following groups were not successful in the small and large tourism events grant programme as they did not meet the Tourism Events Grant Programme criteria as detailed above. These are:

Small Events Programme.

***Ballymoney Drama Festival, Ballymoney.
Ballymoney Motorcycle Show, Ballymoney.
Charlie Gaile Festival of Darts, Limavady.
NI Ploughing Festival, Limavady.***

Large Events Programme.

***County Londonderry Agricultural Show, Limavady.
Portrush Summer Theatre, Coleraine.***

However, it is recognised in this transitional year that whilst these events do not meet the criteria and are therefore ineligible, the broad aims and objectives of these events are in line with Council's corporate themes.

Recommendation 3: A discretionary payment of £500.00 is paid to each unsuccessful applicant in this transitional year, which will not set a precedent for future years.

Members voiced concerns over the criteria used to identify the awarding of grants, it was felt that problems arose from the application process with some of the smaller events groups falling foul and losing out. Various members stated that Councilors should be involved in the application process.

Following discussion on the subject, the Chief Executive suggested that a review of the unsuccessful groups could be undertaken and a report brought to Council.

It was proposed by Councillor McKeown, seconded by Councillor Robinson: **that Council agree to the recommendations as detailed in the report and review those groups disappointed.**

An amendment was proposed by Councillor McGuigan, seconded by Councillor C McShane: **that Council agree to the recommendations as detailed in the report and assess the legality of awarding £500 to the disappointed groups and award it if no legal issues raised.**

The Deputy Mayor put the amendment was to the vote with 6 Members voting in favour and 21 members voting against.

The amended motion was lost.

The Deputy Mayor put the original motion to the vote.

21 Members voted for and 1 Member voted against.

The Deputy Mayor declared the motion carried: **that Council agree to the recommendations as detailed in the report and review those groups disappointed.**

8.4 Coleraine Harbour Commissioners

The report was presented and previously circulated.

Council was responsible for the appointment of the Coleraine Harbour Commissioners in accordance with the River Bann Navigation Order (Northern Ireland) 2002. The current period of tenure of the current Commissioners concludes on the 30th June 2015. It was an operational imperative that the Commissioner is in place in Coleraine Harbour.

Due to LGR and the demands on Council's Human Resources department, officers had not been in a position to reappoint the Coleraine Harbour Commissioners. The Department for Regional Development have indicated their willingness to assist Council taking forward the new public appointment process.

The Code of Practice for Ministerial Public Appointments allows Council to extend the existing Commissioners in post, a position which is confirmed by the Department of Regional Development.

It was recommended that Council extend the existing Commissioners in post for 6 months up to and including the 31st December 2015, during which time the public appointment process would be facilitated in partnership with DRD.

It was **AGREED**: that Council extend the existing Commissioners in post for 6 months up to and including the 31st December 2015, during which time the public appointment process would be facilitated in partnership with DRD.

9. MINUTES OF THE AUDIT COMMITTEE HELD 29TH JUNE 2015

Councillor C McShane presented the minutes.

It was proposed by Councillor C McShane, seconded by Councillor McKeown and **AGREED**: that **Minutes of the Audit Committee meeting held 29th June 2015 be adopted and the recommendations contained therein approved.**

10. CORRESPONDENCE

10.1 TransportNI

Further to a recent request, TransportNI had considered the density and duration of parking at Bay Head Rd, Portballintrae and now were proposing to implement a waiting restriction 24 hours a day 365 days a year. Members were advised that written comment is sought on the proposal no later than 3rd July 2015, any comments should be directed to the Chief Executive before this date.

10.2 Land and Property Services Disposal of Land at Scally Park, Ballymoney

The Department has sent details of land and property which has been declared surplus by Northern Ireland Housing Executive at the location above. Previously, Ballymoney Borough Council had expressed an interest in this disposal.

It was **AGREED**: that Council continues with previous interest and continues to investigate acquiring the land.

10.3 Northern Ireland Assembly – Committee for Justice Committee for Justice Evidence Event on Proposals by the NI Courts and Tribunals Service for the Rationalisation of the Courts Estate

The Northern Ireland Assembly Committee for Justice was considering the proposals by the NI Courts and Tribunals Service for the rationalisation of the Courts Estates in Northern Ireland which included the closure of a number of courthouses. Given the interest in the proposed court closures the Committee had agreed to hold an evidence event and invite all Councils to attend to discuss the potential court closures and the possible effects on those courthouses that will remain. The event would take place on Thursday 2nd July 2015 at 2pm in Parliament Buildings. A maximum of three representatives were invited to attend.

No nominations were put forward.

10.4 Royal British Legion – Group 10

The Royal British Legion extended an invitation to members who would like to attend their Annual Poppy Ball to be held at the Royal Court Hotel, Portrush on 16th October 2015 at 7.30pm. Tickets priced at £25 per person based on tables of 10.

Members were advised to contact Democratic Services no later than 21st September 2015 if they wish to attend.

11. SEAL DOCUMENTS

It was proposed by Councillor Duddy, seconded by Alderman Finlay and **AGREED**: that the Seal of the Council be affixed to

- 11.1 Supplemental Lease - R J Pattison Nutt & Sons Ltd
- 11.2 Lease Castlerock Caravan Park
- 11.3 Lease to Glenariff Improvement Group
- 11.4 Lease Angel of Hope Garden Company Limited
- 11.5 Licence Store at West Bay Portrush
- 11.6 Car Loan Employee No 212/2021
- 11.7 Grave Registry Certificates, Ballymoney Cemetery Nos 1450, 1451, 1452, 1454, 1455
- 11.8 Grave Registry Certificates, Coleraine, Agherton and Portstewart Cemeteries Nos 4248 – 4256 incl

12. NOTICE OF MOTION RECEIVED FROM COUNCILLOR CLARKE

The following Notice of Motion was received from Councillor Clarke, of which due notice was given:

"This Council calls for the full and immediate implementation of the Armed Forces Covenant in Northern Ireland; and that Causeway Coast and Glens Borough Council takes steps to develop and proceeds to implement an associated Community Covenant."

It was proposed by Councillor Clarke, seconded by Alderman McKillop and **AGREED**: **that the Notice of Motion be deferred to the next meeting of the Corporate Policy and Resources Committee.**

13. CONSULTATIONS

13.1 Consultation on draft NIFRS Health and Safety Strategy 2015-2020, Northern Ireland Fire and Rescue Service - Section 75

The draft NIFRS "Health & Safety Strategy 2015-2020" and the consultation questionnaire was available to download from the 'Consultation' section of the NIFRS website. Closing date for receipt of comments is Friday 17th July 2015.

The consultation was noted.

13.2 Consultation on Proposals for the Future of the Youth Council for Northern Ireland

Consultation on Proposals for the Future of the Youth Council for Northern Ireland has been extended until Friday 3rd July 2015. The Consultation document can be found on the Department's website at www.deni.gov.uk. Closing date for receipt of comments is Friday 3rd July 2015.

The consultation was noted.

13.3 Consultation on Proposed Consolidated Water Framework Directive Priority Substances and Classifications Regulations

The Department was required to transpose the Directive by 14th September 2015 and intended to do this by making a new set of Regulations which incorporate key elements of both the 2008 and 2013 Directives and consolidate the current domestic legislation in respect of priority substances and WFD Classifications. Closing date for receipt of comments is 21st August 2015.

The consultation was noted.

14. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

The report was presented and previously circulated.

It was AGREED: **that Alderman McKeown would raise Council's concern at the Partnership Panel regarding the following issues:**

- Concern raised that the DoE Draft Northern Area Plan 2016 has not yet been adopted.
- Concern raised that there is substantial erosion of the sand dunes at Magilligan Point. Sand has been washed away and farms are losing land. Proposed that a holistic approach is taken to resolving this.
- Responsibility for knot weed along river banks needs to be clarified especially at river passages. NIEA do not currently permit spraying along the river banks therefore red tape situation means the issue is not being dealt with.

It was proposed by Alderman Hillis, seconded by Alderman Finlay and AGREED: **to consider the remaining items of business 'in committee'.**

15. MINUTES OF THE ENVIRONMENTAL SERVICES COMMITTEE MEETING HELD 2ND JUNE 2015

15.1 Animal Welfare Complaint W/2013/4994 (ES150602.3)

Members were advised that in light of additional information since received in relation to this item, the recommendation had been changed to reflect this information;

In light of the additional information supplied; It was **AGREED**: that Council issue a caution against the person responsible for failing to make adequate welfare provision for the dog under section 9 of the said Act and for failing to comply with Improvement Notice under section 10 of the welfare of Animals (Northern Ireland) 2011 and that Council inform its legal team of its view that the dog should not be returned to the owner.

15.2 High Hedge Complaint Ballykelly EH/60/2014 (ES150602.20)

The Head of Environmental Services summarized the complaint and advised that further information had since been received and taken into consideration and in light of this information, the recommendation had changed;

In light of the additional information supplied, it was **AGREED**: that legal proceedings would be initiated.

15.3 Adoption of Minutes

It was proposed by Councillor Duddy, seconded by Alderman Finlay and **AGREED**: that **Minutes of Environmental Services Committee Meeting held on 2nd June 2015 be adopted and the recommendations contained therein approved, subject to the amendments noted at 15.1 and 15.2.**

16. ITEMS FAST TRACKED FROM CORPORATE POLICY & RESOURCES (CONSIDERED BY COMMITTEE ON 16TH JUNE 2015)

The Director of Performance presented the report, previously circulated and as undernoted.

16.1 DRAFT PENSIONS DISCRETIONS POLICY

Causeway Coast and Glens Borough Council is required to have a policy on the exercise of discretionary powers in respect of employee pensions.

This report makes recommendations for Causeway Coast and Glens Borough Council policies on discretions to be exercised:

- i) under the LGPS Regulations (Northern Ireland) 2014 from 1 April 2015 in respect of members of the Career Average Revalued Earnings (CARE) scheme*
- ii) under earlier LGPS Regulations (Northern Ireland) in respect of members of the LGPS who left prior to 1 April 2015, and*
- iii) under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations (Northern Ireland) 2007 and earlier compensation regulations.*

Under these regulations Council is required to formulate, publish and send to the Northern Ireland Local Government Officers' Superannuation Committee by no later than 31 July 2015 a written Statement of Policy on certain discretions under the LGPS which Causeway Coast and Glens

Borough Council has the power to exercise on and from 1 April 2015 in relation to members of the CARE scheme.

The final version of the policy, previously circulated, was presented.

At the Corporate Policy and Resources Committee meeting held on 16th June 2015, it was recommended that: **the final version of the Pensions Discretions Policy be brought to the Council Meeting of 23rd June 2015.**

16.2 FINANCE DEPARTMENT STRUCTURE

This paper sets out a proposed organisational structure for the delivery of Financial Services to the new Causeway Coast and Glens Borough Council from April 2015 and beyond.

Detail

The Local Government Reform (LGR) process and the creation of the Causeway Coast and Glens Borough Council offers the opportunity for the Council to consider how best it wishes to deliver a range of functions and services. Finance has been recognised as being critical to the successful implementation of the LGR transition programme and in longer term transformational change including the drive for efficiency and cost control. Each of the four Cluster councils currently provide financial services in a variety of different ways reflecting their own size and culture. Each Council had a generalist team providing the full range of Finance support to managers including management information, annual accounts, payroll, supplier payments, customer invoicing, treasury management and providing advice and support to local management teams and employees. In addition Finance departments have had responsibility for insurance.

To enable the Finance Department to maintain its focus on financial management, performance and budgetary control non – Finance activities such as insurance have been removed however an additional function, Procurement, will now reside within Finance and this has been reflected in the proposed structures.

The opportunity now exists for the Causeway Coast and Glens Council to develop a structure that will meet the strategic and operational needs and demands of the new council. This paper outlines the initial work undertaken to design this structure. It provides options for consideration and makes a recommendation based on the information gathered using the identified project methodology together with research carried out with relevant directors, managers and officers from across the four legacy councils.

Aims and Objectives and Design Principles

Key to the design process was to incorporate the following design principles:

Support Strategic themes and local democracy	The organisational structure must be fit for purpose. Financial Strategy therefore is a key driver for finance, enabling appropriate management oversight of the Council's key capabilities and strategic initiative's utilising management information provided by the Finance Department
Group themes to create a 'logical fit', eliminate duplication, and increase efficiency	The co-ordination principle emphasises that activities grouped within a single unit generate greater efficiency if similar tasks have shared purpose, common objectives, aligned performance measures and cultural traits
Improve co-ordination across the whole organisation	The ability to co-ordinate between service areas is an internal weakness that must be improved.
Clearly defined roles and responsibilities	High performing teams work best when the roles of departments, teams and individual team members are clearly defined. Without such clarity, friction occurs often leading to sub-optimal performance.
Minimise Hierarchy/optimised span of control	Increasing the span of control means fewer layers of management within the organisation, and a relatively flatter organisational structure. This can lead to faster decision-making; better and more frequent communication; and reduced management costs relative to taller organisation.

Methodology

A standard project methodology was used to develop this report. Design work involved considering the existing structure in the four legacy councils and the future needs of the new Council using the following key building blocks:

- ***Strengths/Achievements***
- ***Customers/Stakeholders/Partners Expectations***
- ***Standards/Performance***
- ***Resources***
- ***Good Practice and***
- ***Opportunities for Improvement***

All members of staff across the Finance teams were consulted during this process and a workshop with staff was organised to facilitate this process.

Current Staff Number

There are currently 32 members of staff in a range of different grades working in roles related to the delivery of Finance across the cluster councils. This includes full time staff and part time staff.

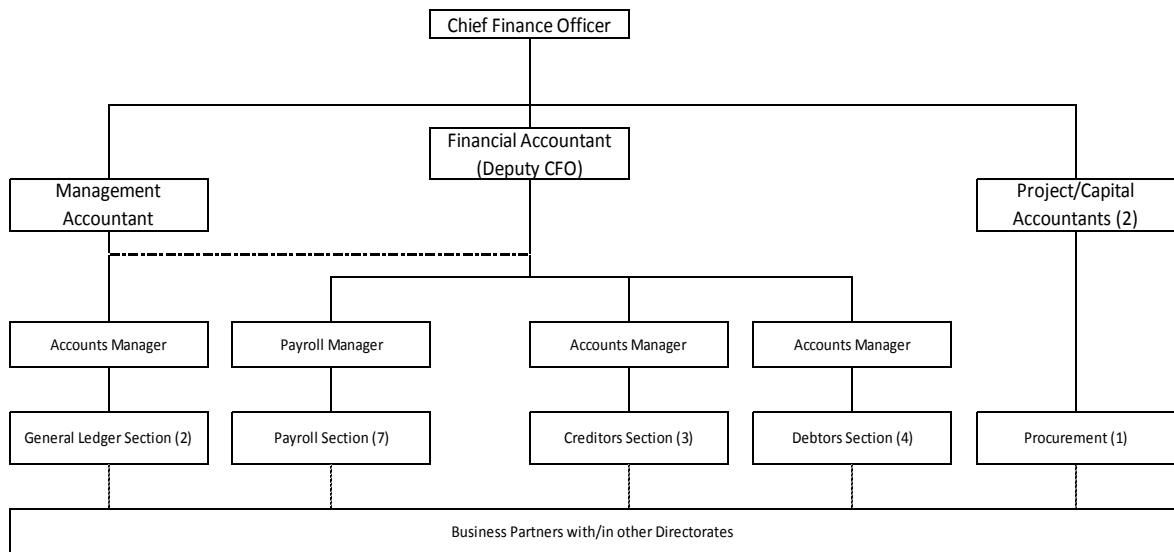
Council		Staff	Gross Salary Costs (incl. employers costs)
Ballymoney Council	Borough	6	243,194

Coleraine Borough Council	10	320,158
Limavady Borough Council	7	220,887
Moyle Borough Council	9	286,326
Total	32	1,010,565

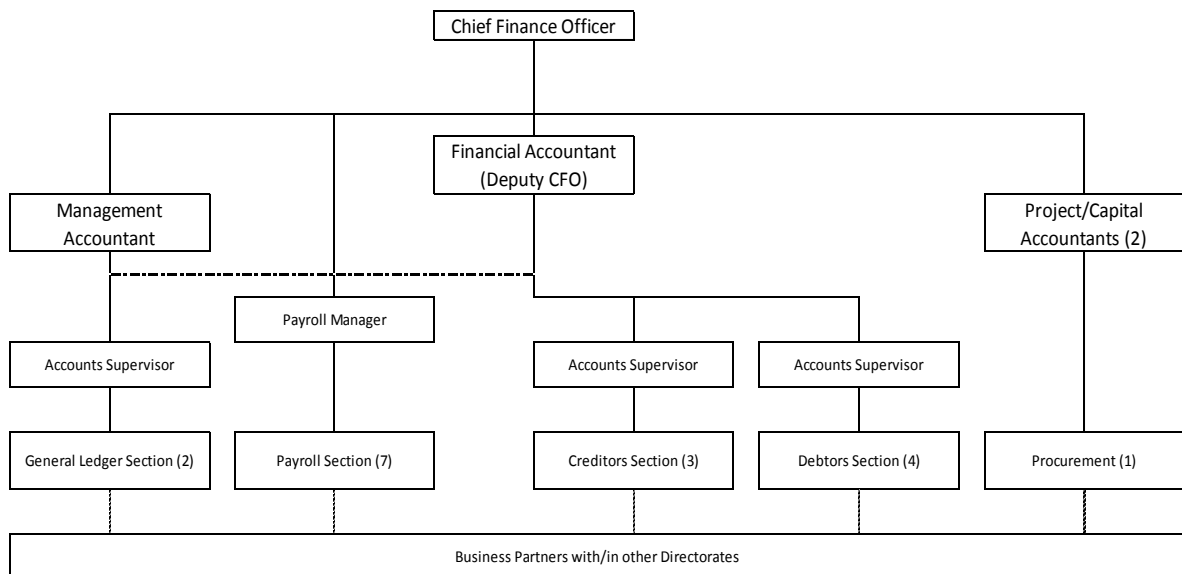
Structural Options for Finance Department

A number of structural options were developed in accordance with current arrangements and the design principles outlined above. Five structural alternatives were considered, of these the top three scoring structures are outlined below.

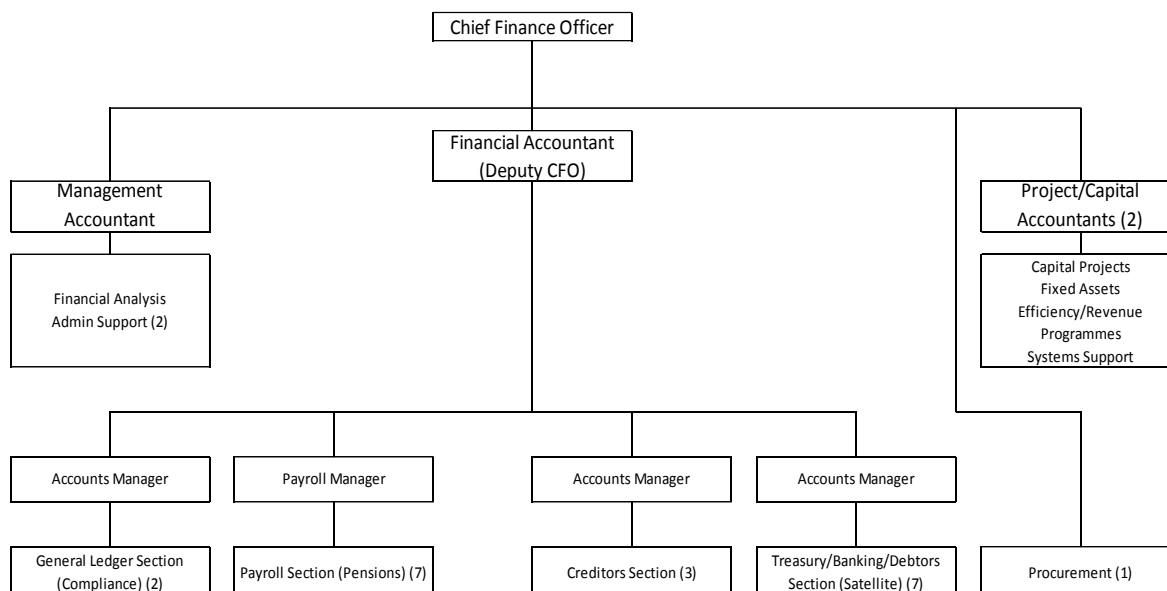
CCAG FINANCE DEPARTMENT (OPTION 1)



CCAG FINANCE DEPARTMENT (OPTION 2)



CCAG FINANCE DEPARTMENT (OPTION 3)



Total Head Count - 31

Scoring

Following evaluation the options scored as follows:

<i>Option 1</i>	<i>336</i>
<i>Option 2</i>	<i>422</i>
<i>Option 3</i>	<i>355</i>

At the Corporate Policy and Resources Committee meeting held on 16th June 2015 it was AGREED: to recommend that Causeway Coast and Glens Borough Council approve the Finance Structure as outlined in Option 2.

16.3 REQUEST TO PROCEED WITH APPLICATIONS FOR VOLUNTARY SEVERANCE

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

Request

In accordance with these arrangements, the following officer has made an application for Severance from the Causeway Coast and Glens Borough Council:

Performance Directorate – Registration

- Deputy Registrar, Limavady Offices

The LGRJF ‘RPA Staff Severance Scheme for Local Government’ states, that in all circumstances a financial case for the payment of severance must be made by the Council. Following a review of the business case the cost to Council to release this officer in accordance with the severance scheme is £52,831 her post will be back filled with an employee who is currently ‘At Risk’ of redundancy – on this basis, the number of years to recover this severance cost is 2.07 years. This is within the guidance contained within the Severance Scheme, ‘all costs associated with the severance package must not exceed the individual’s annual salary cost multiplied by 3.25. This is the period during which the costs are recouped or paid back i.e. Severance package / individuals total annual salary cost = 3.25 or less’.

At the Corporate Policy and Resources Committee meeting held on 16th June 2015 it was **AGREED: to recommend that Council give approval to proceed with the application for Severance received from the officer, as outlined above.**

It was proposed by Councillor Duddy, seconded by Alderman Campbell and **AGREED; to adopt the recommendations contained within items 16.1 Draft Pensions Discretions Policy, 16.2 Finance Department Structure and 6.3 Request to proceed with for applications for Voluntary Severance.**

It was proposed by Councillor Callan, seconded by Councillor Harding and **AGREED: that Council resolve out of ‘Committee’.**

This being all the business the meeting closed at 9.30pm.