

Corporate Policy & Resources Committee Tuesday 16th February 2016

Table of Key Recommendations

No	Item	<i>Recommendation</i>
3.	Minutes of meeting held 19 th January 2016	<i>Confirmed</i>
4.	Presentation – Zomba Action Project	<i>Noted</i>
5.	Civic Regalia – Council Robes	<p><i>Accept the recommendation with the following conditions:</i></p> <p><i>(1) seek clarification on how many robes out of the 15 are required</i></p> <p><i>(2) use fake fur from existing blue robes and attach to black robes with red trim</i></p>
6.	Elected Members' Draft Conference Attendance Policy	<p><i>Approve policy with the amendments</i></p> <p><i>(i) 4.1 - each Elected Member is allocated £200 for attendance at conferences/seminars,</i></p> <p><i>(ii) 4.2 - Remove 1st paragraph and;</i></p> <p><i>(iii) 2. - Remove 2nd paragraph.</i></p>
7.	Proposed Schedule of Meetings June to December 2016	<p><i>Approve the schedule of meetings June 2016 – December 2016 as detailed and that the date of the Planning Committee meetings are reconsidered.</i></p>
8.	Draft Guidance for Local Government Performance Improvement for 2016 onwards	<p><i>Approve the response to the consultation on the Draft Guidance for Local Government Performance Improvement 2016</i></p>
9.	Loan Application Approvals	<p><i>Approve</i></p> <p><i>1 Council chamber refit - £97,000 from Council reserves</i></p> <p><i>And application for the loans as follows:</i></p> <p><i>2 Local Government Review voluntary severance scheme Ballymoney 2014/15 provision- £581,400 over 5 years</i></p>

		<i>3 Local Government Review voluntary severance scheme - £3,500,000 over 5 years</i>
10.	Gas & Electricity Contracts – Request for Delegate Authority	<i>Approve</i>
11.	Corporate Health & Well Being Policy	<i>Approve</i>
12.	Community Planning Update	<i>10 Elected Members be represented at meetings of the Community Planning Strategic Partnership, nominated using d'hondt.</i>
13.	Public Relations/Civic and Ceremonial Activity	<i>Noted</i>
14.	Correspondence 14.1 'Friends of the Somme' Yearly Subscription 2015 – The Somme Association 14.2 AgendaNI – Public Procurement: Navigating the Changing Procurement Landscape	<i>Approve the request from The Somme Association for the yearly subscription of £780.0 incl. VAT.</i> <i>Noted</i>
15.	Matters for Reporting to Partnership Panel	<i>Council writes to the Partnership Panel to regarding the delay in the designation of statutory partners in Community Planning Strategy Partnership and regarding the prioritisation of obtaining Legal Titles for transferring car parks.</i>
16.	Continued Access Licence Agreement	<i>Approve</i>
17.	Land Transfer Dunluce Road, Portrush	<i>Approve</i>
18.	Land Sale Ballyreagh Road, Portstewart Land and Property Sub Committee	<i>Council request that the septic tank is removed from Council land, access in walls on both sides of the property are closed and if viable, Council reinstates its own boundary by installing a fence.</i> <i>Set up a Land and Property Sub-Committee to report directly to Council.</i>
19.	Sale of Land Long Commons Car Park	<i>Approve</i>

20.	Filling of Posts in the New Council Structures	<i>Noted</i>
21.	Review of the Structure for the Public Relations Department and a Subsequent Severance Request	<i>Approve structure and voluntary severance request</i>
22.	Any Other Relevant Business 21.1 Staff Appraisals (Directors, HoS)	<i>For information</i>

Corporate Policy & Resources Committee

Minutes of the Meeting of the Corporate Policy & Resources Committee, held in the Council Chamber, Civic Headquarters, Coleraine on Tuesday 16th February 2016 at 7.00pm.

In the Chair: Alderman Hillis

Members present: Alderman Campbell, Hickey, S McKillop; Councillors Beattie, Callan, Chivers, Duddy, Knight-McQuillan, McCandless, McCorkell, Quigley, Wilson

In attendance: M Quinn, Director of Performance
D Wright, Chief Finance Officer
E Beattie, Head of Policy and Community Planning
E Johnston, Head of Democratic and Customer Services
A Finney, Committee and Member Services Officer

Also in attendance: Zomba Action Project (ZAP):
Mr P Snelling, Secretary, Management Board,
Rev. T McMullan, Chair

Press (2 no.)

1. Apologies

Apologies were recorded from Councillors Blair, McGuigan and C McShane.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting held on 19th January 2016

The minutes of the meeting held on 19th January 2016 and ratified by Council on 26th January 2016, were confirmed as a correct record.

4. Presentation

4.1 Zomba Action Project (ZAP)

The Chair invited Zomba Action Project representatives to present to the meeting. Rev. McMullan and Mr Snelling presented an overview of ZAP, the connection with Zomba Council and those of other local organisations with their counterparts in Zomba and the project's role in reaching out to communities here and in Zomba. The presentation

concluded by seeking Council to continue the support provided by legacy Coleraine Borough Council.

The Chair thanked the Zomba Action Project representatives for the presentation who then responded to Elected Members' questions relating to donations and connections between hospitals and universities.

- * Councillor Chivers joined the meeting at 7.24pm during the questions.
- * Rev. T McMullan and Mr P Snelling left the meeting at 7.34pm

5. Civic Regalia – Council Robes

The Head of Democratic and Customer Services presented the report as undernoted:

The purpose of this report is to outline the options available to Council for the supply of Civic Robes. In the interests of uniformity at civic and ceremonial engagements it is suggested that Council consider options to provide robes for all members.

Robes have been inherited from 3 of the 4 legacy Councils as follows:

<i>Legacy Council</i>	<i>Mayor</i>	<i>Deputy Mayor</i>	<i>Alderman</i>	<i>Councillors</i>	<i>Total</i>
<i>Coleraine</i>	<i>1 Red</i>	<i>-</i>	<i>5 black with fur</i>	<i>13 Black with red trim</i>	<i>19</i>
<i>Ballymoney</i>	<i>1 Red</i>	<i>1 Red</i>	<i>3 Blue with fur</i>	<i>12 Blue</i>	<i>17</i>
<i>Limavady</i>	<i>1 Red</i>	<i>1 Red</i>	<i>3 Blue with fur</i>	<i>10 Blue</i>	<i>15</i>
<i>Moyle</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	

The Ballymoney and Limavady robes are differing shades of blue with a black trim and the Coleraine robes are black with a red trim.

Options

For the purpose of this report it is assumed that the Mayor and Deputy Mayor robes belonging to the former Ballymoney and Limavady Councils remain fit for purpose and that robes would only be required for the remaining 10 Aldermen and 28 Councillors.

Purchase of New Robes

A supplier of civic robes has been identified in Bristol and costings are outlined below:

	Super Fine	Wool Panama	Polyester Panama (similar to existing material)	Wool Mix	Gros Grain
Trimmed Black Velvet Only	£967	£750	£650	£730	£735
Trimmed Black Velvet & Fake Fur	£1180	£970	£792	£897	£953
Trimmed Black Velvet & Musquash	£1430	£1183	£1034	£1144	£1200

If, for example, Council was to proceed with the purchase of 38 of the polyester panama robes (10 with fake fur) the cost would be in the region of £26,000.

If Council is of a mind to purchase robes a further two quotations will be obtained to ensure best value for money.

Avail of Existing Stock and Commission Additional Robes

If Council wishes to avail of existing stock it is envisaged that that the black robes with the red trim would be the easiest to replicate.

Given that there are 5 black Alderman robes and 13 black Councillor robes currently in stock, quotations from local tailors/seamstresses in the Borough have been sought to make 20 matching black robes (5 with fake fur).

This would provide black robes with a red trim for all elected members as follows:

Mayor's Robe (Red)	Deputy Mayor's Robe (Red)	Former CBC Black Robes (fur)	Former CBC Black Robes (no fur)	New Black Robes (fur)	New Black Robes (no fur)	Total
1	1	5	13	5	15	40

A summary of the quotations received is outlined below:

	Quote	T&C
Quotation 1	£9,250 <i>(5 x £500 fur)</i> <i>(15 x £450 no fur)</i>	40% deposit
Quotation 2	£3,725 <i>(5 x £205 fur)</i> <i>(15 x £180 no fur)</i>	20% deposit
Quotation 3	£8,025 <i>(5 x £435 fur)</i> <i>(15 x £390 no fur)</i>	30% deposit
Quotation 4	£4,875 <i>(15 x £325)</i>	20% deposit

It may also be possible to purchase 20 new polyester panama robes (5 with fake fur) from the supplier in Bristol to match the existing stock which, based on the prices quoted in para 2.1 would cost in the region of £13,700.

Again, if Council is of a mind to purchase robes a further two quotations will be obtained to ensure best value for money.

It is recommended that Council avail of the existing stock of black robes and have an additional 20 black robes commissioned.

In doing so, it is further recommended that the lowest quotation (Quotation 2 above) in the sum of £3,725 is accepted.

Concern was raised by some members whether it is necessary to have forty robes as some Elected Members choose not to wear a robe and as there are a number of Remembrance Day services across the Borough whether it caused an issue that the robes were different colours and the cost involved given the times of austerity.

It was proposed by Councillor Beattie seconded by Councillor Quigley: **to recommend to leave as is for this year and to review next year.**

It was suggested by Alderman Hickey to establish how many robes are required for this term before a decision is made on the matter. Councillor Wilson concurred.

Councillor Beattie, with the agreement of her seconder, withdrew her proposal.

It was proposed by Councillor Knight-McQuillan seconded by Councillor Wilson and AGREED: **to recommend to accept the recommendation with the following conditions:**

- (1) seek clarification on how many robes out of the 15 are required**
- (2) use fake fur from existing blue robes and attach to black robes with red trim**

6. Elected Members' Draft Conference Attendance Policy

The Director of Performance presented the report as summarised and undernoted:

The proposed policy will provide a framework for the attendance of Elected Members at conferences and related events, including costs and expenditure reimbursement requirements.

There will be occasions when attendance at conferences, which is relevant and appropriate to Council business, will be beneficial to Elected Members.

A copy of the draft Elected Members' Conference Attendance Policy was previously circulated.

Financial Implications

The cost of any fees for Member attendance at conferences/seminars will be met from the budget set by Council. The budget for 2016/17 is £8,000.

Attendance at conferences/seminars approved under the policy is an 'approved duty' for the purpose of the Members' Allowances Scheme, so any travel and subsistence costs relating to such attendances are met from provision in that budget.

It is recommended that the draft Elected Members' Conference Attendance Policy is approved.

Councillor Duddy suggested the following amendments to the draft policy:

- (i) 4.1 - each Elected Member is allocated £200 for attendance at conferences/seminars
- (ii) 4.2 - Remove 1st paragraph
- (iii) 2. - Remove 2nd paragraph

It was questioned whether an Elected Member would be permitted to share their conference budget allowance with another member.

The Director of Performance agreed to bring a report of budget spent to date on attendance at conferences and who had attended.

It was clarified that the Elected Members' Conference Attendance Policy would commence on 1st April 2016.

It was proposed by Councillor Duddy seconded by Alderman Campbell: **to recommend that the draft Elected Members' Conference Attendance Policy is approved with the amendments (i) 4.1 - each Elected Member is allocated £200 for attendance at conferences/seminars, (ii) 4.2 - Remove 1st paragraph and (iii) 2. - Remove 2nd paragraph.**

The Chair put the motion to the vote, 9 members voted for, no members voted against. The Chair declared the motion carried.

7. Proposed Schedule of Meetings June to December 2016

The Director of Performance presented the report as undernoted:

The day and frequency of Council and Committee meetings has been previously agreed by Council.

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

The last schedule of meetings approved during the Shadow Council year listed meetings to the end of May 2016.

Proposed schedule of meetings

A draft schedule of meetings is attached at Appendix 1 (previously circulated). The proposal takes account of previous suggestions by Council to avoid key holiday periods (Easter Week and the Christmas / New Year period) whilst creating a recess from Committee business in July.

The schedule details meetings from June 2016 – December 2016.

A further schedule of meetings from January 2017 – December 2017 will be presented to Council for approval later in the year.

It is recommended that Council approves the schedule of meetings June 2016 – December 2016 as detailed.

Alderman S McKillop raised the points that the papers for the Corporate Policy and Resources Committee meeting arrive a short time before the Council meeting and that the Planning Committee meeting occurs the day following the full Council meeting.

Following further discussion, it was proposed by Alderman S McKillop seconded by Councillor Duddy; **to recommend that Council approves the schedule of meetings June 2016 – December 2016 as detailed and that the date of the Planning Committee meetings are reconsidered.**

* Councillor Chivers left the meeting at 8.05pm.

8. Draft Guidance for Local Government Performance Improvement for 2016 onwards

The Director of Performance presented the report as undernoted:

The Department of the Environment (DoE) is seeking views from consultees on draft Guidance for Councils' Performance Improvement from April 2016 onwards. The aim is to provide statutory guidance to assist councils to comply with the performance improvement duty under the Local Government Act (NI) 2014 (the Act).

Part 12 of the Act put in place a new framework to support continuous improvement in the delivery of council services, in the context of strategic objectives and issues that are important to those who receive the services. Councils are required to gather information to assess improvements in their services and to report annually on their performance against indicators which they have either set themselves or that have been set by Central Government.

Local Government Circular LG26/2015 (Guidance for Local Government Performance Improvement) provided the statutory guidance for the first year of operation for general duty for performance improvement. Guidance is therefore required for 2016 onwards. The Department of the Environment has now issued a draft guidance document which was previously circulated. The guidance is subject to a 12 week consultation period with responses to be submitted no later than 25th February 2016.

Responses are invited to the following question:

Do you think that the proposed guidance will enable councils to comply with the duty to make arrangements to secure continuous improvement in the exercise of their functions?

Proposed Response

The 11 Councils have been working collaboratively through the Local Government Performance Improvement Sub-Group, to provide support to Councils in dealing with the issues relating to the new Performance Duty contained within the Act. The group has completed work on the consultation relating to the draft Guidance for Councils' Performance Improvement from April 2016 onwards. The issues raised by the Sub Group were previously circulated.

The draft response previously circulated to Members contains a wide range of issues that require attention by the DoE post consultation.

It is recommended that the Causeway Coast and Glens Borough Council approves the response to the consultation on the Draft Guidance for Local Government Performance Improvement 2016 onwards.

It was AGREED: to recommend that Council approves the response to the consultation on the Draft Guidance for Local Government Performance Improvement 2016 onwards.

9. Loan Application Approvals

The Chief Finance Officer presented the report as undernoted:

Department of the Environment regulation requires that Council approve any loan application prior to drawdown of that loan from Government Accounts Branch or other source of finance. Council has set an affordable borrowing limit by way of the prudential indicators approved in conjunction with the striking of the rate, these loans are within that limit and therefore the loans can be sought.

Council has instigated a number of projects and approval is now required to allow officers to put in place loan finance for the purposes listed below together with the amount of loan finance required and the term:

- 1 Council chamber refit - £97,000 over 25 years*
- 2 Local Government Review voluntary severance scheme Ballymoney 2014/15 provision- £581,400 over 5 years*
- 3 Local Government Review voluntary severance scheme - £3,500,000 over 5 years*

With regards the second and third items this is not the final amount required but since Council has paid out considerable sums during the past year or so I am seeking to put the majority of the financing in place as to date Council has financed this out of its working capital and cash reserves, a final application will be made to a subsequent committee once figures are available after all relevant staff are accounted for and the sums paid, especially those relating to the pension scheme, have been confirmed.

It is recommended that the Causeway Coast and Glens Borough Council approve application for the loans as detailed.

The Chief Finance Officer responded to Members' questions relating to the payment of the Council chamber refit, the reason for the separate loan for the LGR voluntary severance scheme Ballymoney 2014/15 provision, savings made through the voluntary severance scheme to date and interest rates of loans.

It was proposed by Councillor Duddy, seconded by Councillor McCorkell: to recommend that Council approves:

- 1 Council chamber refit - £97,000 from Council reserves

and application for the loans as follows:

- 2 Local Government Review voluntary severance scheme Ballymoney 2014/15 provision- £581,400 over 5 years
- 3 Local Government Review voluntary severance scheme - £3,500,000 over 5 years

10. Gas & Electricity Contracts – Request for Delegated Authority

The Chief Finance Officer presented the report as undernoted:

Council established contracts for the supply of gas and electricity to all premises in Spring 2015. These contracts were tendered collaboratively in conjunction with Derry and Strabane District Council (DSDC) and Armagh City, Banbridge & Craigavon Borough Council. The current contract was let for a one year period and will expire on 31st March 2016. To ensure continuity of supply and help drive best value in energy procurement, it is proposed that the contracts for gas and electricity are tendered in a similar manner in 2016.

Causeway Coast & Glens Borough Council have a wide range of properties within their estates portfolio ranging from small sites with limited energy consumption to much larger, energy intensive sites such as leisure centres. Tendering for supply of gas and electricity to all of these sites, using a single contract for each type of energy, helps maximise savings in a number of ways.

Firstly, aggregating demand results in a substantial total consumption figure which energy companies are keen to bid for. As the market is competitive, a lower unit cost of energy can be achieved using this approach. Using separate contracts for gas and electricity helps promote competition as a larger pool of suppliers can bid for each stand-alone contract. If a combined gas and electricity tender were ran, fewer suppliers could meet the requirements.

Secondly, using a single supplier for gas or electricity gives Council access to the most comprehensive information possible with regard to energy consumption. This information can help inform the estates strategy and drive further savings by effectively targeting high usage buildings or high peak loads.

Finally, collaborating with other Councils to tender for gas and electricity further increases the total scope of the contract, helping drive a better value unit rate. Furthermore, energy consumption data for similar facilities in other Council areas can be shared between Councils. This can help support energy benchmarking activities and identify best practice across local government.

For information, the contracts set up in Spring 2015 have performed well with no significant problems. Some small issues were experienced in the first few weeks of the contract as new sites transferred onto the contract and legacy energy

arrangements were brought to an end. Since award, the contracts for gas and electricity have achieved a collective saving of approximately 10%. This benchmark is based on properties captured within Coleraine legacy council area only as total spend for the other legacy councils was not readily available. It should be noted that a portion of this saving is a direct result of falling oil and gas prices in the global market.

Delegated Authority Required

In light of the above, work is underway within Council to prepare the documents and energy usage data to facilitate a new tender exercise for 2016. DSDC will take the lead role in this procurement activity, running the tender process and making recommendations to award based on the lowest prices received from bidders. Due to the volatile nature of the energy market, DSDC require a response from us within a few working days to either confirm or reject the offer received. This report seeks approval of delegated authority to award a contract for gas and a contract for electricity within the tight timelines required. In summary, delegated authority is required due to the short timescales involved in the energy procurement process.

The contracts for both gas and electricity will be for a two year period. This approach has been taken to help lock in savings arising from the present low cost of energy. Once the tender process is complete, the award recommendations for gas and electricity suppliers will be communicated to members for information. The outcome of the tender process will be reported to a subsequent committee.

It is recommended that authority be delegated to the officers involved in the procurement process to award the contract in line with the outcome of the tender evaluation.

It was proposed by Alderman Hickey seconded by Councillor Quigg and AGREED; to recommend that authority be delegated to the officers involved in the procurement process to award the contract in line with the outcome of the tender evaluation.

11. Corporate Health & Well Being Policy

The Director of Performance presented the report as undernoted:

The aim of the policy (previously circulated) is to proactively promote and develop a health and well-being culture within the workplace, to reflect the operational needs of the organisation, employees and Corporate Plan. It demonstrates Council commitment to their staff.

The policy is a framework which provides staff and managers with information on how to manage health and wellbeing in the workplace, as well as signposting

people to the various support services available and to the work of the internal Health & Well-being (HWB) Working Group.

The policy identifies shared roles and responsibilities and seeks to implement the Work Well Model based on better:

- ***Physical and psychological health***
- ***Work***
- ***Relationships***
- ***Specialist support***

The HWB Working Group will proactively promote and develop staff participation in local health and wellbeing initiatives. The initiatives will also reflect health issues associated with the work activity, absenteeism and promote greater awareness among staff to eliminate or reduce the risk to health. Where it is reasonably practical Council will adopt best practice.

It is recommended that Causeway Coast and Glens Borough Council approve the Health and Wellbeing Policy.

It was proposed by Councillor Duddy seconded by Alderman S McKillop; **to recommend that Causeway Coast and Glens Borough Council approve the Health and Wellbeing Policy.**

The Director of Performance agreed to bring information on the current sickness level to the Council meeting. It was clarified that the legacy Council arrangements of Occupational Health and additional services are in place for employees and that the policy applies to employees as a duty of care by employer.

12. Community Planning Update

The Head of Policy and Community Planning presented the report as undernoted:

As previously indicated, the Community Plan will be a long term plan (for 10 to 15 years), based on sound, robust evidence with a focus on improving social, economic and environmental well-being and contributing to sustainable development.

The Community Plan will be a strategic planning tool and it will be the key over-arching framework for partnerships and initiatives in the Council area and at local and neighbourhood levels. It is not seen as an additional or parallel process to structures already in place.

Developing and implementing the Community Plan will be a major undertaking and will involve partnership working at many different levels in this area. The aim will be to try and integrate wide ranging streams of public life, weaving

these together and producing a statement outlining the future direction for the new Council area and how it will be achieved.

Community Planning Councillor Workshop

As part of the process a workshop was held for Councillors on 23rd January 2016 at which elected members were invited to give their views on a vision for the Causeway Coast and Glens area and to identify the key priorities that should be addressed within the area.

Mark Conway from Venturei gave a presentation which profiled the area on the basis of a wide ranging statistical analysis following which discussion took place on scoping a vision for the area and identifying key priorities.

On the basis of the feedback provided by elected members, the Councillors vision for the Causeway Coast and Glens area can be summarised as follows:

An area which:

- Makes full use of its many natural assets whilst cherishing them and allowing for development through locally appropriate planning controls.***
- Is in the “Premiership of Tourism” in Northern Ireland with tourism being a vibrant part of a strong and mixed economy.***
- Trains and educates its people well, has a healthy population and is an older person-friendly place.***
- Enjoys a good infrastructure.***

The Councillor’s strategic priorities for the Causeway Coast and Glens area can be summarised as follows:

- Infrastructural improvements in the areas of major roads, broadband, transport, urban regeneration and social housing.***
- Rolling out community health and well-being programmes and opportunities.***
- Growing and developing tourism in multi-layered ways.***
- Growing and developing the area’s small and medium-sized businesses.***
- Improving the skills base in the area.***

Community Planning Strategic Partnership

The statutory community planning partners will be legally required to develop the community plan, deliver assigned tasks identified in the plan, monitor and review the plan and seek community participation in the community planning process.

Although the legislation formally designating the statutory partners in community planning has not yet gone through the Assembly, a number of organisations were previously identified as potential statutory partners.

These organisations were:

<i>Police Service for NI</i>
<i>Tourism NI</i>
<i>NI Housing Executive</i>
<i>Education Authority for NI</i>
<i>Northern Health and Social Care Trust</i>
<i>Western Health and Social Care Trust</i>
<i>Health and Social Care Board</i>
<i>Public Health Agency</i>
<i>Fire and Rescue Service</i>
<i>Invest NI</i>
<i>Sport NI</i>
<i>Libraries NI</i>
<i>Council for Catholic Maintained Schools (CCMS)</i>

In order to begin the process of trying to form a Community Planning Strategic Partnership representatives from these organisations have now been invited to participate in two Partnership meetings.

The first meeting held in November 2015 was an introductory session which gave those present an overview of community planning and the role of the Council and enabled consideration of a project plan for the development of the Community Plan.

The second meeting on 2nd February 2016 incorporated a workshop session similar in format to the Councillor workshop. Those present were invited to give their views on a vision for the area and the key priorities/themes for the Community Plan.

The Strategic Partnership workshop participants wanted to see a Causeway Coast and Glens area which:

- Made fuller use of its many assets to attract and retain high-value tourists***
- Used the University to help drive forward a higher-value and better-balanced economy***
- Protected (but doesn't fossilize) its natural assets***
- Was underpinned by strong and content communities, where older people are well-supported***
- Had a network of 'strong' towns.***

The strategic priorities identified for the Causeway Coast and Glens area included:

- Improving accessibility, both by bringing more services to people and by improving transport options for them***

- **Better sharing of information and joint-planning between statutory organisations**
- **Full use being made of the voluntary sector and volunteers**
- **Using the University as an engine to drive the area and help stimulate the growth of higher-paid jobs.**

Discussion also took place at the meeting on:

- **Governance structures for the Strategic Partnership**
- **Extending membership of the Partnership to include organisations such as the Ulster University, local Colleges, representatives from local businesses, community and voluntary groups, etc.**
- **Potential tools and techniques that could be used to engage effectively with the community.**
- **Establishing a routine for meetings of the Partnership (which was agreed as monthly on the first Wednesday of every month).**

Councillor Involvement and Governance Issues

Development and delivery of the community plan will be a shared task between the statutory partners and Council and it is expected that Councillors will be represented on the Community Planning Strategic Partnership.

Councillors will have to decide how they want to be represented on the Partnership. Feedback from the Councillor workshop suggested that elected members were keen to be involved but ideas differed as to how this could be implemented. For example, one of the suggestions given was that the Chairs of Council's Committees could be involved.

Guidance would be welcomed by officers on how this Councillor involvement could be facilitated in order to enable Councillor representation at future meetings of the Strategic Partnership.

It is recommended that the Corporate Policy and Resources Committee make recommendations to Council on how elected members could be represented at meetings of the Community Planning Strategic Partnership.

Following discussion on the membership and attendance of the Community Planning Strategic Partnership it was proposed by Councillor Callan seconded by Councillor Duddy; **to recommend 10 Elected Members be represented at meetings of the Community Planning Strategic Partnership, nominated using d'hondt.**

Details on the make-up of political parties to be represented on the Strategic Partnership is to be provided before the Council meeting.

13. Public Relations/Civic and Ceremonial Activity

The Head of Democratic and Customer Services presented the report as undernoted:

TABLE: 1
Update on PR/Communications Activity
9 month period April – December 2015

	April– June	July-Sept	Oct–Dec
Number of media stories in relation to area	1067	1207	1269
Number of media stories relating to Council	971	1460	1262
Number of positive stories relating to Council	720	1130	1220
Number of negative stories relating to Council	177	77	49
Number of media queries received	40	84	63
Number of public notices for design and publication	29	22	32
Number of Social Media queries and responses	24	19	10
Number of requests for filming in the Borough	6	3	3

TABLE 2:
Proactive Promotions on Service Delivery / Key Events
9 month period April – December 2015 and 2016 focus

✓ Design and implement social media campaigns to raise engagement
✓ Proactively sourcing opportunities for positive stories and media coverage
✓ Planned filming opportunities for future promotion
✓ Key Events supported: <ul style="list-style-type: none"> • 2015 Sports Awards – design, organisation and promotion of event • Cornfield project competition – promotion and raising awareness of Council support in community for project. Confirmation of winning £135K • NW200 2015 – promotional programme of Council's investment and promotion of the borough • Stendhal Festival 2015 – achieved additional promotion and opportunities for event and Limavady town, raising awareness of Council's support and investment.
✓ Key Events focus 2016 <ul style="list-style-type: none"> • Belfast Telegraph Sports Awards – nomination put forward (from Coleraine) shortlisted • Cornfield project – support for project delivery and promotion • Decade of Centenaries programme of events 2016 • North West 200 marketing support (event launch 23rd March 2016) • Stendhal Festival 2016 – support promotional strategy • Coleraine Goes Country Music Event – Town Centre • Event to mark Queen Elizabeth II 90th birthday – initial ideas discussed with Mayor and working group established to discuss and take forward. • Celebration event for NI Football Team – engagement ongoing with IFA and local football networks re. public event in March 2016

- ✓ **Design and delivery of Marketing/Communication Campaigns 2016 on**
 - a) **Dog Order and Anti Dog Fouling**
 - b) **Anti-Litter and Waste Recycling**
 - c) **Food Hygiene**
 - d) **Local Action Group - Strategic and operational promotional support to deliver £9M of funding to borough over five years.**

TABLE 3:

**Other Communications Support/Activity
9 month period April – December 2015**

✓ Review of legacy Council’s social media sites and websites complete. The default position for both Social Media and Websites is closure unless a case to retain is clearly justified and proper arrangements are in place for editing.
✓ A social media protocol developed to set out the Council’s approach to social media and the role and responsibilities of officers.
✓ Roll out of internal communication on new brand. Templates for corporate stationery developed and work in progress on development of implementation programme
✓ Brand guidelines developed to ensure consistent application of the brand.
✓ Working group established to support development of communications/engagement strategy
✓ Review of protocols for film requests, photography and sponsorship
✓ Development of outline concepts for Armorial Bearings for Council. Engagement with College of Arms in connection therewith and progress Borough Charter

The Head of Democratic and Customer Services responded to Members’ questions relating to the public relations budget, plans to mark Queen Elizabeth II 90th birthday, the progress with the Borough Charter and Armorial Bearings for Council and Council’s involvement with Coleraine Goes Country Music Event.

Members noted the report.

14. Correspondence

The Director of Performance presented the report as undernoted:

14.1 ‘Friends of the Somme’ Yearly Subscription 2015 – The Somme Association

A letter has been received from The Somme Association regarding the Council’s yearly subscription to the association. The fee is £780.00 incl. VAT.

Committee is asked to consider the request from The Somme Association and make a recommendation to Council.

It was proposed by Councillor Duddy seconded by Councillor McCorkell and AGREED: **to recommend that Council approves the request from The Somme Association for the yearly subscription of £780.0 incl. VAT.**

Information was given on the work of The Somme Association.

14.2 AgendaNI – Public Procurement: Navigating the Changing Procurement Landscape

An invitation has been received from agendaNI inviting Elected Members to the Public Procurement: Navigating the Changing Procurement Landscape conference, to be held in Baby Grand, Belfast on Thursday 3rd March 2016. (Cost of which is £175 plus VAT).

The conference will examine the key issues of:

- navigating the EU Public Procurement Directives
- the changing legal framework for public procurement
- collaborative procurement across the public sector
- socially responsible public procurement
- smart procurement to support economic growth
- optimising technology-enabled procurement reform
- procurement across health and education organisations
- improving access for SMEs and small businesses
- Best practice in procurement: case studies from outside Northern Ireland

Committee is asked to note the invitation from agendaNI.

Members noted the report.

14. Matters for Reporting to Partnership Panel

It was AGREED: **to recommend that Council writes to the Partnership Panel regarding the delay in the designation of statutory partners to the Community Planning Strategy Partnership and regarding the prioritisation of obtaining Legal Titles for transferring car parks.**

It was proposed by Councillor Callan seconded by Councillor Knight-McQuillan and AGREED: **that Committee continue the meeting 'In Committee'.**

15. Continued Access Licence Agreement

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

Transport NI car parks were transferred to Council 1st April 2015. The Department of Regional Development (DRD) had an agreement with a business to allow a pedestrian access over the Church Street car park, Ballymoney which in essence is an emergency exit from the rear of the premises. This agreement was originally for 5 years and is scheduled to terminate in March 2016.

Council has been asked for another licence to allow this facility to continue for another 5 years. A new licence will indemnify Council and ensure the car parking facility is unaffected.

It is recommended the Corporate Policy and Resources Committee recommends approval of a new licence to allow continued pedestrian access.

It was proposed by Alderman Campbell seconded by Councillor Wilson and AGREED: to recommend that Council approves a new licence to allow continued pedestrian access.

16. Land Transfer Dunluce Road, Portrush

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

Council has been requested by a property owner to regularise a transfer of a portion of land which lies within the boundaries of the owner's property.

The transfer of the portion of land would allow Council's boundary at this area to be regularised.

It is recommended that the Council agrees to transfer the portion of land in question subject to satisfactory contractual, asset disposal and legal considerations.

It was proposed by Councillor Duddy seconded by Councillor Knight-McQuillan and AGREED: to recommend that Council agrees to transfer the portion of land in question subject to satisfactory contractual, asset disposal and legal considerations.

17. Land Sale Ballyreagh Road, Portstewart

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

Interest has been expressed by a property owner at Ballyreagh Road, Portstewart in acquiring a portion of ground that exists adjacent to the interested party's property.

It is recommended that the Council agrees in principle to sell the portion of land in question subject to satisfactory valuation, contractual, asset disposal and legal considerations.

The Director of Performance responded to Members' queries relating to the background of the issue and maps of the site.

Following discussion, it was proposed by Councillor Duddy seconded by Alderman Campbell: **to recommend that Council request that the septic tank is removed from Council land, access in walls on both sides of the property are closed and if viable, Council reinstates its own boundary by installing a fence.**

The Chair put the motion to the vote, 7 members voted for, no members voted against and there were 4 abstentions. The Chair declared the motion carried.

It was proposed by Alderman Hickey seconded by Councillor Duddy and **AGREED: to recommend that a Land and Property Sub-Committee is set up and that the sub-committee reports directly to Council.**

18. Sale of Land Long Commons Car Park, Coleraine

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

Northern Ireland Electricity (NIE), had a previous agreement with Department of Regional Development (DRD), Road Service, to purchase land at Long Commons Car Park, Coleraine for the relocation of an NIE Sub Station. Road Service, now TransportNI, were unable to complete legal formalities of the sale of the land before the end of March 2015. Subsequently, ownership of this car park transferred to Causeway Coast and Glens Borough Council on 1st April 2015. NIE has requested that Council sells a portion of the land to allow the relocation of the Sub Station.

Building work on a Fold Housing development is due to commence in April 2016. This substation will be servicing the supply of electricity to this development. Fold Housing will be subject to fines if the commencement date is not met.

A current valuation will be obtained. At the time of previous negotiations with DRD a sum had been put forward.

It is recommended that the Council agrees in principle to sell the portion of land in question subject to satisfactory valuation, contractual, asset disposal and legal consideration.

It was proposed by Councillor Quigley, seconded by Councillor Duddy and AGREED: to recommend that Council agrees in principle to sell the portion of land in question subject to satisfactory valuation, contractual, asset disposal and legal consideration.

19. Filling of Posts in the New Council Structures

The Director of Performance presented the report summarised as undernoted:

Posts within Council are filled in accordance with regional guidance issued by the Local Government Reform Joint Forum, namely, Circular LGRJF/08, July 2014, 'Procedure for Filling Posts in the New Council Structures and Related Guidance' and local guidance agreed by the Causeway Coast and Glens Local Consultation and Negotiation Forum.

A previously circulated list is the latest update to the posts which have been filled – namely Tier 4 posts in Leisure and Development Services and Performance Directorates.

Members noted the report.

20. Relevant of the Structure for the Public Relations Department and a Subsequent Severance Request

Review of the structure for the Public Relations Department and a subsequent request to proceed with an application for Severance from an Officer within the Causeway Coast and Glens Borough Council under section 123 of the Local Government Act (Northern Ireland) 2014.

The structure for the PR department prior to 1st April 2015 consisted of

***Head of Communication
PR Officer
PR Assistant***

It is proposed that the new structure will be

***PR Manager
PR Officer***

In implementing this new structure, there will be a savings to Council. There is a reduction in the number of posts in the new structure, and Council has received a request for Voluntary Severance under the Voluntary Severance Scheme.

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.

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.

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’.

It is recommended that Council gives approval to proceed with the implementation of this new structure and with the approval for request for voluntary severance.

The Head of Democratic and Customer Services responded to Members’ questions relating to proposed PR structure.

Discussion followed on whether names for staff who request to leave under the Voluntary Severance Scheme could be provided in order that best wishes could be extended to them. It was felt this would be a choice for the staff member.

It was proposed by Councillor Quigley seconded by Councillor Duddy and **AGREED: to recommend that Council give approval to proceed with the implementation of this new structure and with the approval for request for voluntary severance.**

It was proposed by Councillor Callan seconded by Alderman S McKillop and **AGREED: that Committee continue the meeting ‘Out of Committee’.**

21. Any Other Relevant Business

22.1 Staff Appraisals (Directors, HoS)

In response to Councillor Duddy, the Director of Performance advised that a draft template for the staff appraisals was in place and appraisals for Directors are scheduled to take place in March. Appraisals for Heads of Service and other staff would follow.

The Director agreed to establish who would be sitting on the appraisal board and whether there is any Councillor representation.

This being all the business the meeting closed at 9.55pm