

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 19 JUNE 2018**

No	Item	Summary of key Recommendations
4	Draft ICT Policies and Procedures	<i>Approve as set out</i>
5	Community Fellows at Ulster University	<i>Approve support as outlined</i>
6	OD/HR Regional Negotiating Machinery	<i>Approve</i>
7	Annual Remembrance Services	<i>Approve; Include Beacon Lighting Ceremony locations</i>
8	2018/19 Corporate Performance Improvement Plan	<i>Approve as set out</i>
9	Notes of Meeting of Centenary End of Great War Working Group held Tuesday 5 June 2018	<i>Agreed</i>
10	Community Planning Draft Delivery Plan	<i>Information</i>
11	Prompt Payment Statistics	<i>Information</i>
	<i>IN COMMITTEE</i>	
12	Debt Management	<i>Approve creation of a provision in the 2017/2018 annual accounts for those debts detailed</i>
13	Legal Services	<i>Engage in formal discussions with a view to transferring 2 Solicitors</i>

<p>14</p>	<p>Minutes of the Meeting of the Land and Property Sub-Committee held Wednesday 6 June 2018</p> <p>14.1 Requests for use of Council Land (Item 3) Ref 112/18 Request to use Council land at East Strand for Car parking during marathon 11 August 2018</p>	<p><i>Approve the Minutes; that Council grant the request in principle to use land at East Strand car park, subject to confirmation from the RSPBNI the Lansdowne Car Park proposal was acceptable</i></p>
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Unconfirmed

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 19 JUNE 2018 AT 7:00 PM**

In the Chair : Councillor Quigley

Present : Alderman Hillis
Councillors Baird, Beattie, Blair, Callan, Deighan,
Fielding, Knight-McQuillan, McCandless, K
Mulholland, C McShane, Nicholl

Officers Present : M Quinn, Director, Corporate Services
J McCarron, Performance & Transformation Officer
D Wright, Chief Finance Officer
S Duggan, Committee & Member Services Officer

In Attendance : Press (1 No.)

1. APOLOGIES

Apologies were recorded for Alderman McKillop and Councillor McCorkell.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF MEETING HELD TUESDAY 15 MAY 2018

The Chair advised the Minutes of the above meeting were adopted at the reconvened Council Meeting of 22nd May 2018, held 30th May 2018.

4. DRAFT ICT POLICIES AND PROCEDURES

Report previously circulated.

The General Data Protection Regulation (GDPR) has been enforced from 25th May 2018 and organisations in non-compliance face heavy fines. Appendix 1 (circulated) lays out draft ICT policies and procedures that reflect adherence to this legislation.

GDPR is designed to harmonize data privacy laws across Europe, to protect and empower the data privacy of all EU citizens and to

reshape the way organizations across the region approach data privacy. The United Kingdom is scheduled to depart the European Union (EU) on Friday 29 March, 2019. Irrespective of the specific detail on the final agreement on the UK's withdrawal from the EU, it is widely anticipated that, in the new environment, that we are likely to be governed by similar legislation to GDPR.

GDPR's impact across our use of technology in Causeway Coast and Glens Borough Council (Council) impacts across a plethora of areas, and specifically in 3 particular areas:

- 1 How we physically secure our ICT hardware (servers, PCs, laptops, smartphones, etc);
- 2 What data is stored on those devices and can we justify the storage of said information;
- 3 Adherence to relevant policies and procedures in relation to the use of this data;

Area 1 is being currently addressed by the ICT Service to ensure that we have the relevant security technology on place. Area 2 is being considered by our Heads of Services in conjunction with our Information Governance Team and our ICT Section. Area 3 is being addressed by us prioritising the adoption of a significant portion of the more substantive policies and procedures that are likely to be under most scrutiny from relevant authorities upon implementation of GDPR.

The particular Policies and Procedures under scrutiny are:

- Encryption;
- Attempted Intrusion Detection and Monitoring;
- Bring Your Own Device;
- Email Communications;
- Account Privilege;
- Removable Media;
- Patch Management.

It is recommended that the Corporate Policy and Resources Committee recommend to Council the approval of the draft Policies and Procedures as set out in Appendix 1 (circulated).

Proposed by Councillor K Mulholland
Seconded by Councillor Knight-McQuillan and

AGREED – to recommend that Council approve the draft Policies and Procedures as set out in Appendix 1 (circulated).

5. **COMMUNITY FELLOWS AT ULSTER UNIVERSITY**

Report previously circulated.

Ulster University are launching a Community Fellowship programme which will be open to any person working in the third sector (community, voluntary and social enterprise sectors).

One Community Fellow will be appointed in each Council area and this person will link into the nearest Ulster University campus. The project will be co-ordinated by the University's Centre for Flexible Education.

The focus of the project is to ensure a needs based curriculum approach for under-represented communities, families and individuals within the University through having a clear voice from each Council area feeding back into the University.

Appointments to the Community Fellow posts will be made on the basis of an application and interview process.

The Role of the Community Fellow

Community Fellowship posts have never existed before within the University and the aim is that they will help build cohesive community networks with Ulster University as part of its 5/50 plan

The Community Fellow posts will be an honorary type position for one year (a pilot year) where these individuals will work with the University for around 10 to 12 days per year. They will receive an annual stipend of £500 plus associated expenses and mileage costs in line with current University policy.

They will be provided with support from an experienced University colleague who will act as their point of contact in providing advice, support, supervision, guidance and feedback as appropriate.

The Community Fellows will be expected to commit to:

- Public engagements
- Attendance at graduation ceremonies
- Providing reports to University
- Contributing to workshops and events
- Attendance at community engagement meetings

Support from Council

Ulster University is seeking support from the Council for this Community Fellow initiative and this support would include the following:

- Help the University raise awareness of the initiative, eg through community databases, social media, etc.
- Provide a room for interviews for the position of Community Fellow.
- Host a session for all 11 Community Fellows in year 2 of the project.
- Provide a point of contact for the Community Fellow with the Community Planning Team for the Causeway Coast and Glens area.
- Liaise with officers at Ulster University for reports and updates.

No financial assistance has been requested.

The University also wish to identify the Council as a named partner in the initiative and wish to use the Council logo on the advertisements for the position of Community Fellow, as well as on pop up stands, information leaflets, etc., relating to this initiative

It is recommended that the Corporate Policy and Resources Committee recommend to Council approval of the support sought from Council by Ulster University as outlined in section 3 of this report.

Proposed by Councillor K Mulholland
Seconded by Councillor Callan and

AGREED – to recommend that Council approve the support sought from Council by Ulster University as outlined in section 3 of the report (circulated).

6. OD/HR REGIONAL NEGOTIATING MACHINERY

Report previously circulated.

Following the creation of 11 new Councils in 2015 discussions have been held involving a number of Councils (including Causeway Coast and Glens Borough Council), the Local Government Staff Commission, the Labour Relations Agency and the 4 main unions in Local Government to explore the possibility to agreeing a negotiating framework to deal with a number of key priority issues on a collective basis.

The remit of the Interim Negotiating and Consultation Forum is outlined below:-

- Consider agreed issues listed in the attached draft document with a view to exploring the possibility of reaching joint agreements which

may apply across the Councils which are involved in the Interim Negotiating and Consultation Forum;

- Consider HR policies on a collective basis with a view to reaching agreement.
- Consider any other issues which may be jointly agreed as the work of the Forum develops.

The forum have developed a draft document outlining the Agreed Operating Framework for the Forum. Council are being asked to consider that document and give approval for its adoption.

It is recommended that Council approve the Agreed Operating Framework for the Interim Negotiation and Consultation Forum.

The Director of Corporate Services responded to questions.

AGREED – to recommend that Council approve the Agreed Operating Framework for the Interim Negotiation and Consultation Forum.

7. ANNUAL REMEMBRANCE SERVICES

Report previously circulated.

The purpose of this report is to consider and agree Council representation at the annual Remembrance Sunday services across the Causeway Coast and Glens Borough Council area (circulated).

At its meeting on 27th October 2015 Council agreed that attendance at Remembrance Services across the Borough would be that:

“The Mayor and Deputy Mayor decide which event they wish to attend on Remembrance Sunday and that the other Elected Members be nominated to represent Council by Party Leads using d’Hondt.”

This process was followed and other Members attended services in the area of their choice.

The Chief Executive nominated a Senior Officer to attend each of the services with the nominated Elected Member.

As per the decision at the Council Meeting on 27th October 2015, **it is recommended** that the Mayor and Deputy Mayor decide

which event they wish to attend on Remembrance Sunday and that the other Elected Members be nominated by Party Leads using d'Hondt.

Lead Officers to accompany the Elected Members will be nominated by the Chief Executive.

Information in relation to collection of wreaths and robing will be circulated to members in due course.

Specific details in relation to the Ceremonies and Churches will be circulated as soon as it becomes available.

For members' information, Appendix 2 (circulated) detailed the Draft Programme of events unveiled to mark Great War centenary across the Causeway Coast and Glens, culminating in a series of co-ordinated beacon lighting ceremonies to mark the events of Armistice Day. This programme will be finalised in due course and website updated accordingly. The Programme link was circulated.

Councillor Knight-McQuillan requested the 4 Beacon Lighting ceremonies (Ballycastle, Ballymoney, Coleraine, Limavady) were also added onto the bottom of the list at Appendix 1, circulated.

Proposed by Councillor Knight-McQuillan
Seconded by Councillor Baird and

AGREED – to recommend that the Mayor and Deputy Mayor decide which event they wish to attend on Remembrance Sunday and that the other Elected Members be nominated by Party Leads using d'Hondt; to include the Beacon Lighting ceremony locations.

8. 2018/19 CORPORATE PERFORMANCE IMPROVEMENT PLAN

Report previously circulated.

The purpose of this report is to seek approval from Elected Members with regard to the Annual Corporate Performance Improvement Plan.

The Corporate Performance Improvement Plan (the Plan) is a requirement within the Local Government Act (NI) 2014 (the Act). Elected Members agree the annual Plan and progress updates are provided periodically to the Corporate Policy and Resources Committee

and full Council in line with the Council's performance improvement policy. The Audit Committee has a scrutiny function in the process.

The Plan is subject to an annual external audit process by the Local Government Auditor. There is a guidance document specifically written by Central Government that sets out the process and requirements of the Council when developing the plan and reporting progress.

In terms of performance management within Causeway Coast and Glens Borough Council, the Corporate Performance Improvement Plan forms one aspect, the others being the Departmental Business Plans and the recently agreed Performance Dashboard.

The Act specifies that the Annual Corporate Performance Improvement Plan must be agreed each year prior to the end of June.

In January 2018, the Corporate Policy and Resources Committee agreed the content of the draft Corporate Performance Improvement Plan subject to the inclusion of Efficiency as an additional key objective. The updated Plan is attached as Appendix 1 (circulated).

In line with the requirements of the Act and the Council's performance improvement policy, the Plan was subjected to a public consultation exercise, the outcome of which is now detailed within the plan. Elected Members will review and consider the feedback as this may impact on the Plan in-year.

The Council received a total of 120 responses to the consultation of which 54 were gathered through public forums and 66 from an online survey. The main results are set out in the table below. In summary the responses provide a clear indication of support for the objectives that have been agreed by Elected Members.

Of those respondents who selected agree or disagree the final outcome was:		
Proposed Improvement Objective	Agree	Disagree
Increase Operational Efficiency	87%	13%
Increase Physical Activity levels of residents	91%	9%
Assist to diversify the local economy	93%	7%

Improve local area sustainability	94%	6%
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It is recommended that Elected Members agree the Corporate Performance Improvement Plan for 2018/2019 as set out in Appendix 1 (circulated).

Councillor Beattie and Councillor Baird each raised issues in relation to poor transport within their respective rural areas in Limavady and Ballycastle and requested that Council lobby in relation to the matter.

Councillor Baird was concerned the Ballymoney to Ballycastle Greenway was not referred to. The Performance and Transformation Officer, whilst aware the specific case was unsuccessful agreed to obtain a more detailed response for Councillor Baird.

Councillor K Mulholland stated Phase 1 of the Leisure facility development, Ballycastle was mentioned however was concerned Phase 2, which required community buy in, was an integral in the Corporate Improvement Plan.

Councillor Callan commended the work done and stated he hoped transformation would be driven in the next Term of Council. Councillor Callan stated concern surrounding the timescale determining Major Planning Applications. Councillor Callan advised people want to be consulted more, that it was at the heart of Council; that more could be done enabling digital technology.

Proposed by Councillor Baird
Seconded by Councillor K Mulholland and

AGREED – to recommend that Council agree the Corporate Performance Improvement Plan for 2018/2019 as set out in Appendix 1 (circulated).

* **Councillor C McShane arrived at the meeting at 7.25PM.**

9. NOTES OF MEETING OF CENTENARY END OF GREAT WAR WORKING GROUP HELD TUESDAY 5 JUNE 2018

Report previously circulated.

AGREED – to recommend that Council note the Minutes of the Centenary End of Great War Working Group held Tuesday 5 June 2018.

10. COMMUNITY PLANNING DRAFT DELIVERY PLAN

Information report previously circulated.

The Community Plan is a long term plan (from 2017 to 2030) based on sound, robust evidence with a focus on improving social, economic and environmental well-being and contributing to sustainable development.

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

Phase 1 of the process was the development of a Strategic Framework for the Community Plan. This document was finalised in April 2017 and officially launched in June 2017. It outlines the high level outcomes identified for the Causeway Coast and Glens area based on an extensive public consultation process and a statistical analysis of the area

Development of a Delivery Plan

Phase 2 of the community planning process was the development of a comprehensive Delivery Plan which would put in place practical actions and activities to achieve the outcomes identified in the Strategic Framework.

Four Delivery Design Groups took this work forward with each Group linked to specific high level outcomes within the Strategic Framework document as follows:

- Economic, Education and Tourism
- Environment and Infrastructure
- Health and Well-being
- Community Safety and Community

Each Group met on a number of occasions and subsequently provided the following information for inclusion in a draft Delivery Plan:

- Actions aligned to the outcomes and indicators of the Community Plan;
- Implementation milestones and target dates;
- Relevant linkages cross-cutting the Community Plan;
- Action Lead/Organisation for each action;
- Key partners to work in collaboration on the delivery actions;
- Performance measures for each of the actions.

The draft Delivery Plan was completed in November 2017 and was presented to the Community Planning Strategic Partnership and action leads at a workshop held on 6th December 2017. This facilitated workshop session gave the strategic partners and action leads the

opportunity to discuss the positive aspects of the draft plan and identify any gaps or missing partners for the various projects.

Finalising the Delivery Plan

The Strategic Partnership agreed that an eight week process of community engagement and feedback would be undertaken on the draft Delivery Plan before it was given final endorsement by the Strategic Partnership.

This community engagement and feedback process ran from March 2018 to May 2018 and it included a series of roadshows around the Causeway Coast and Glens area. Feedback from the community on the draft Delivery Plan was very positive with any points raised with regard to proposed actions forwarded to the relevant Action Lead for consideration. No major changes were subsequently identified with regard to the Delivery Plan.

The Strategic Partnership endorsed the Delivery Plan at its meeting on 6th June 2018 and the Plan will now be launched and published in hard copy and on the Council website.

Monitoring and Reporting

Phase 3 of the community planning process puts in place mechanisms to monitoring and report on progress. The Department for Communities have set up a Working Group to develop guidance on monitoring and reporting mechanisms and draft guidance has been prepared but has yet to be finalised. It is hoped that this guidance will be available by the end of the summer.

In the meantime it was agreed that an interim monitoring and reporting mechanism would be developed and implemented in relation to the 44 actions within the Causeway Coast and Glens Delivery Plan. This took the form of a one page report card which Action Leads were asked to complete in order to provide a progress update to the Strategic Partnership at its meeting on 6th June.

An Action Steering Group has also been established and its role will be to regularly assess progress on the 44 actions within the Delivery Plan and to oversee the process. This Action Steering Group comprises the Chair and Vice Chair of the Community Planning Strategic Partnership and the Leads of the former Delivery Design Groups, supported by the Community Planning Team. The Steering Group will report directly to the Community Planning Strategic Partnership.

The Strategic Partnership previously met on a monthly basis but with the implementation of the Delivery Plan the number of meetings have now been reduced to one per quarter. The focus of the Partnership meetings from now on will be monitoring progress of the Delivery Plan.

11. PROMPT PAYMENT STATISTICS

Information report previously circulated.

Department for communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2016 the latest data for quarter 1 of 2018/19 being up to and including Early June 2018. I am pleased to report that we have made an excellent start to this financial year, especially when compared to the same quarter last year.

Whilst the improved performance in comparison to previous periods is welcome council officers continue to seek improvements to overcome these difficulties and ultimately improve the performance. As previously reported finance staff are continuing with the setting up of electronic systems which will remove the need to have invoices transported around all of our offices for verification and authorisation. It is anticipated that a pilot implementation of this will take place in the summer, the timescale may seem long however it must be remembered that only one of the four legacy councils used the electronic system that is the basis for what is required therefore this requires an extensive programming, implementation, roll-out and training before it will become fully operational. The electronic system will produce significant improvements in the payment figures

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Baird

Seconded by Councillor Knight-McQuillan and

AGREED – that Council conduct the remainder of the business 'In Committee'.

12. DEBT MANAGEMENT

Confidential report previously circulated.

Council implemented a revised Debt Management Policy in February 2017.

Since the implementation of the new debt management policy finance staff have applied the workings of that policy to Council's debt. As a result there are three outcomes:

- 1 Debt is recovered
- 2 Legal proceedings commenced
- 3 Debt written off

The report contained no update on debts due to year end work but did contain information relative to the year end accounts.

In accordance with our debt management policy the Chief Finance Officer is required to report to Council any debts under £1,000 which the Chief Finance Officer has the authority to write-off. A list of these was detailed totalling £163.67:

In accordance with Council's debt management policy the Chief Finance Officer is required to seek Council approval in order to write off any debts in excess of £1,000. There are no such debts for recommendation this month however in preparation of the year end accounts Council is required to look at certain debts and assess the likelihood of recoverability and if there is a significant risk against recovery we need to make a provision in the accounts for that eventuality. It should be noted at this stage the debts are not written off but merely some provision being made for that event therefore it is prudent that Council approve the creation of such a provision in line with our Debt Management Policy. The debts involved were detailed totalling £11027.83:

It is recommended that Council approve the creation of a provision in the 2017/2018 annual accounts for those debts detailed at 1.4.

The Chief Finance Officer advised of an update since the issuing of the report, the removal of the last entry within Table 4.

Proposed by Councillor K Mulholland
Seconded by Councillor Deighan and

AGREED – to recommend that Council approve the creation of a provision in the 2017/2018 annual accounts for those debts detailed at 1.4 (excluding the last entry).

13. LEGAL SERVICES

Confidential report previously circulated.

The report reviewed the provision for the Causeway Coast and Glens Borough Council Legal Services team.

IT IS RECOMMENDED that this Council engages in formal discussions with Derry City and Strabane District Council with a view to transferring the two solicitors into the full employment of the Causeway Coast and Glens Borough. A further report will be brought to advise on the precise detail of such arrangements, including the timing and payroll costs.

Councillor Nicholl welcomed the report stating it was a prudent measure.

Alderman Hillis advised the report was logical.

The Director of Corporate services responded to questions from Councillor Callan surrounding the SLA, costs and workload. Councillor Callan advised he was not against the recommendation however was querying where the direction of travel was taking Council.

The Director of Corporate Services agreed to provide Councillor Knight-McQuillan with details surrounding the TUPE process.

Councillor Baird supported the recommendation and additionally seconded the proposal.

Proposed by Councillor Nicholl

Seconded by Alderman Hillis and

AGREED – to recommend that Council engages in formal discussions with Derry City and Strabane District Council with a view to transferring the two solicitors into the full employment of the Causeway Coast and Glens Borough. A further report will be brought to advise on the precise detail of such arrangements, including the timing and payroll costs.

14. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 6 JUNE 2018

Minutes previously circulated.

The Director of Corporate Services advised the matter had been deferred to Committee for consideration.

Matters Arising

14.1 Requests for Use of Council Land (Item 3) Ref: 112/18 – Request to use Council Land at East Strand for Car Parking during marathon event on 11 August 2018

The Director of Corporate Services provided an update in relation to the proposed venue for the Pipe Band Championship, ie Lansdowne Car Park. This followed a meeting with the event organisers, where this venue was discussed. This proposal would be presented to the Royal Scottish Pipe Band NI Association (RSPBNI) on Wednesday 20th June.

Alderman Hillis proposed that Council grant the request in principle to use land at East Strand for car parking, subject to confirmation from the RSPBNI that the Lansdowne Car Park proposal was acceptable.

- * **Councillor Nicholl left the meeting at 7.56PM.**
- * **Councillor McCandless left the meeting at 7.56PM.**

Proposed by Alderman Hillis
Seconded by Councillor Knight-McQuillan and

AGREED – to recommend that Council approve the Minutes of the Land and Property Sub Committee held Wednesday 6th June 2018, and recommendations therein, as circulated; that Council grant the request in principle to use land at East Strand for car parking, subject to confirmation from the RSPBNI the Lansdowne Car Park proposal was acceptable.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor Beattie
Seconded by Councillor Nicholl and

AGREED – that Council conduct the remainder of the business ‘In Public’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.08PM.

Chair