



Causeway Coast & Glens Borough Council

CORPORATE POLICY AND RESOURCES COMMITTEE MEETING

TUESDAY 25 MAY 2021

No	Item	Summary of Key Recommendations
1.	Apologies	<i>Nil</i>
2.	Declarations of Interest	<i>Nil</i>
3.	Notice of Motion proposed by Councillor Callan, seconded by Councillor Holmes and supported by Alderman Robinson, Councillor Watton, Councillor McCandless referred from Council Meeting held 4th May 2021 <i>(Abbrev. That this Council falls in line with the new guidance published by the Department for Digital, Culture, Media and Sport to have the Union flag flown on Council and Civic buildings every day (365 days).</i>	<i>Support The Notice of Motion</i>
4.	Draft Business Plans	
	4.1 Policy and Community Planning	<i>Approve</i>
	4.2 ICT	<i>Approve</i>
5.	Prompt Payment Statistics	<i>Noted</i>
6.	Credit Card Policy	<i>To recommend that Council adopt the new</i>

		Credit Card Policy as tabled.
7.	Audio Recording of Council and Committee Meetings	To recommend that Council approve the draft Guidance for the management of audio recordings, including 'in committee' sessions, of Council and Standing Committees, excluding the Planning Committee
8.	Notes of Women's Working Group Thursday 6 th May 2021 at 7pm	Approve
9.	Remote Council Meeting/Standing Orders Report	To recommend that Council accept the amendments to the Standing Orders as outlined and to review Standing Order 2 (Standing Order 2: Time and Place of Meetings) in September 2021
10.	Land and Property	
	10.1 Local Testing Site	To recommend that Council approve Car Park, between Riada Stadium and Hockey Pitches, Joey Dunlop Leisure Centre to be used for the Local testing centre; to recommend that Council delegate

		authority to the Senior Leadership Team for the approval of sites to be used should requests be received in the future. Any approvals will be reported to Corporate Policy & Resources committee and Land and Property sub- committee at the earliest opportunity thereafter and that all sites be offered at no cost.
11.	Conferences	Nil
12.	Correspondence	Nil
13.	Consultations	Nil
14.	Matters for Reporting to Partnership Panel	Nil
	'In Committee' (Items 15 - 17 inclusive)	
15.	Debt Management	Noted
16.	Land and Property Sub Committee Meeting Minutes held 5 May 2021	
	16.1 Coleraine Market Yard	To recommend that Council run another public tender to lease Market Yard. If no one passes the scoring, the Market Yard to be disposed of

		<i>through the D1 Disposal system.</i>
	Matters Arising Requests to use Council land (Item 4)	
	16.2 Ref: 08/21 A Request from Coleraine Festival Committee to use Council land at Millburn Road and Anderson Park, Coleraine	<i>Addition to the recommendation of “Land they wish to use is required for the purposes of any function exercised by it on that land, it being the Council”.</i>
	16.3 Ref 109/20 Native Seafood use of Council land at The Marina Car Park, Coleraine	<i>Amendment To recommend the decision required for the Native Seafood Pod be deferred and discussed at the Land and Property meeting on 2nd June 2021.</i>
	16.4 Ref 113/20 A request from We Run Wild NI Ltd to use Council land at the Waterfoot car park and Quay Road	<i>Amendment To recommend that the required decisions for the fee for the We Run Wild event be deferred and discussed at the Land and Property meeting on 2nd June 2021.</i>
	16.5 Approval of the Minutes	<i>To recommend that the Minutes of the Land and Property Sub-Committee held on 5th May 2021 and recommendations therein are approved including the addition to the recommendation at Item 16.2 above, and Amendments at 16.3 and 16.4 above.</i>

17.	Correspondence from Fermanagh and Omagh District Council	<i>To recommend that Council accept Option 2 to not assist in the procurement of the specialist consultancy support</i>
18.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	<i>Nil</i>

UNCONFIRMED

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,
AND VIA VIDEO-CONFERENCE ON
TUESDAY 25 MAY AT 7.00 PM**

- In the Chair:** Alderman Hillis (C)
- Present:** Alderman Baird (R); Duddy (C); McCorkell (R); S McKillop (R); Councillors: Beattie (R); Callan (R); Chivers (R); Schenning (R); Knight-McQuillan (C); McCaw (R); McGlinchey (R); McGurk (R); McLean (C); C McShane (R); Wilson (C);
- Non Committee Members Present:** Alderman Boyle
Councillors Holmes, McLaughlin and Scott
- Officers Present:** D Jackson, Chief Executive (R)
M Quinn, Director of Corporate Services (C)
P Donaghy, Democratic & Central Services Manager (R)
D Wright, Chief Finance Officer (R)
P McColgan, Head of ICT (R)
A McPeake, Director of Environmental Services (R)
E Beattie, Head of Policy and Community Planning (R)
J Richardson, Head of Capital Works, Energy and Infrastructure (R)
M Smyth, Interim Finance Director (R)
Denise Dickson, Head of Planning (R)
- J Keen, Corporate Support Assistant (C)
I Owens, Committee and Member Services Officer (R)
- In Attendance:** A Lennox, Mobile Operations Officer (C)
Chrissy Thompson, ICT Officer (C)
- Press (3 No.) (R)

Key: (C) Attended in the Chamber (R) Attended Remotely

The Chair read the remote meetings protocol at the beginning of the meeting:

Welcome to the Corporate Policy and Resources Committee Meeting.

I extend a welcome to members of the press and public in attendance. You will be required to leave the meeting when Council goes into committee. You will be readmitted by Democratic Services Officers as soon as the meeting comes out of committee. I would also remind you that the taking of photographs of proceedings or the recording of proceedings for others to see or hear is prohibited.

If you are having technical difficulties try dialling in to the meeting on the telephone numbers stated and Conference ID on the chat.

If you continue to have difficulties please contact the number provided on the chat at the beginning of the meeting for Democratic Services staff and ICT staff depending on your query:

The meeting will pause to try to reconnect you.

Once you are connected

- Mute your microphone when not speaking.*
- Use the chat facility to indicate to that you wish to speak. The chat should not be used to propose or second.*
- Please also use the chat to indicate when you are leaving the meeting if you are leaving before the meeting ends.*
- Unmute your microphone and turn your camera on when you are invited to speak.*
- Only speak when invited to do so.*
- Members are reminded that you must be heard and where possible be seen to all others in attendance to be considered present and voting or your vote cannot be counted.*

The Director of Corporate Services undertook a roll call of committee members present.

SUBSTITUTIONS

Councillor Schenning substituted for Councillor Dallat O'Driscoll.

Councillor Callan substituted for Alderman Fielding.

ORDER OF BUSINESS

The Chair confirmed he would take Agenda Item 15, Notice of Motion, as Item 3.

The Director of Corporate Services advised that Agenda Item 6, Fire Safety Policy, was withdrawn from the Agenda.

1. APOLOGIES

There were no apologies to record.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. NOTICE OF MOTION PROPOSED BY COUNCILLOR CALLAN, SECONDED BY COUNCILLOR HOLMES AND SUPPORTED BY ALDERMAN ROBINSON, COUNCILLOR WATTON, COUNCILLOR MCCANDLESS REFERRED FROM COUNCIL MEETING HELD 4TH MAY 2021

That this Council falls in line with the new guidance published by the Department for Digital, Culture, Media and Sport to have the Union flag flown on Council and Civic buildings every day (365 days). Therefore the following buildings would fly the flag in accordance with this policy; Coleraine Town Hall, Cloonavin Council Headquarters, Limavady Office (Connell St), Roe Valley Arts and Cultural Centre, Ballymoney Town Hall, Riada House, Portrush Town Hall and Portstewart Town Hall. This list of buildings will be reviewed on an ongoing basis. The Union Flag is the National Flag of the United Kingdom, and it is so called because it embodies the emblems of the constituent nations united under one Sovereign – the Kingdoms of England and Wales, of Scotland and of Northern Ireland.

The Chair invited Councillor Callan to present his motion. Councillor Callan stated that it is right and fitting to fly the National flag in the Council area. He stated that all parties who declare support for the Belfast Agreement and the recent agreement – New Decade, New Approach, would recognise Northern Ireland as part of the United Kingdom as stipulated in the Belfast Agreement. The Union flag represents this position in the United Kingdom and this policy would bring us in line with the rest of the United Kingdom.

The Chair invited the Seconder, Councillor Holmes, to speak in support of the Notice of Motion, Councillor Holmes read from a prepared statement:

“Flags and Northern Ireland are never easy bedfellows given the various identities of our citizens.

The Union Jack unifies the United Kingdom of Northern Ireland, Scotland, Wales and England under one flag with each of the regions recognised in the form of a Cross of their Patron Saint. For me it is a world wide symbol of freedom and tolerance. I know many others see it differently.

I'm pleased to be able to second the motion to bring our flag policy in line with other parts of the United Kingdom where Government and local authority buildings in England, Scotland and Wales are encouraged to fly national flags every day of the year.

One of the many probable's with the BA was lack of flags protocol for councils and we now find ourselves in a messy situation of every council for themselves with some councils not recognising the very country in which they sit in government, others on flag days and variation of this theme.

Across our own council we have a variety of policies and this motion seeks to bring about a single policy common throughout."

Discussion occurred regarding flags being flown from Council and Civic buildings. Concerns were highlighted regarding tensions flags can present. It was highlighted the Union flag represents all citizens in the United Kingdom and that flying the flags would bring Council in line with the rest of the United Kingdom.

In response to a question, the Director of Corporate Services advised that an Equality Impact Assessment would be completed as part of the process of flying flags.

Amendment

Proposed by Councillor C McShane

Seconded by Councillor Beattie

- That Council complete an Equality Impact Assessment and seek legal advice before proceeding with the Notice of Motion.

Councillor Wilson requested a Recorded Vote.

The Chair put the Amendment to the Committee to vote
7 Members voted for; 9 Members voted Against; 0 Members Abstained
The Chair declared the Amendment lost

Recorded Vote Table

For (7)	Councillor Chivers, McCaw, McGlinchey, McGurk, McShane, Schenning, Beattie
Against (9)	Alderman Hillis, Baird, Duddy, McCorkell, McKillop
	Councillor Callan, Knight - McQuillan, McLean, Wilson

The Chair put the Notice of Motion to the committee to vote

9 Members voted for; 7 Members voted Against; 0 Members Abstained
The Chair declared the Notice of Motion carried.

For (9)	Alderman Hillis, Baird, Duddy, McCorkell, McKillop
	Councillor Callan, Knight - McQuillan, McLean, Wilson
Against (7)	Councillor Chivers, McCaw, McGlinchey, McGurk, McShane, Schenning, Beattie

4. DRAFT BUSINESS PLANS

4.1 Policy and Community Planning

The report, previously circulated, was presented by the Head of Policy and Community Planning.

Functions of the Policy and Community Planning Department

1. Corporate Policy

- Development and review of the Council's Council Strategy
- Development and review of the Council Constitution
- Development of Policy Initiatives and provide assistance and support to the policy making processes of Council.

2. Community Planning

- Evidence gathering and analysis of data for an evidence informed community plan
- Facilitate capacity building and culture change re community planning
- Initiate consultation, engagement and communication initiatives with stakeholders

- Develop appropriate delivery mechanisms to achieve the outcomes identified within the Community Plan.
- Develop and establish performance monitoring and reporting mechanisms for the community plan/delivery plan.

3. Information Governance

- Ensure Council complies with access to information legislation such as Freedom of Information Act, Data Protection Act and Environmental Information Regulations.
- Development of a corporate records management strategy and framework with associated policies, procedures and systems.
- Development and implementation of a Disposal and Retention Schedule for Council

4. Equality and Diversity

- Develop and implement strategies, policies and initiatives to promote equality of opportunity and appreciation of diversity within Council
- Ensure Council meets its legal obligations in relation to equality and diversity
- Ensure the Council meets its obligations in relation to the disability duties.

In response to questions, the Head of Policy and Community Planning advised the review will be completed by the Community Planning Partnership next year, who will conduct a full-scale review with the Council engaging in consultation with the public, community organisations and groups.

The Head of Policy and Community Planning advised some stakeholders engage with the community planning process more enthusiastically than others and the SWOT analysis having both strengths and weakness. It was advised the methods of engaging in the community will be considered as there had been a poor uptake in the past. Councillor Schenning suggested engaging with the local community and voluntary sector.

The Head of Policy and Community Planning advised in relation to how information is managed within the Council, policies are continually being reviewed and assured security of information is taken seriously.

The Head of Policy and Community Planning explained sign video is in place in Civic buildings, provided for citizens who have hearing difficulties. The uptake of this had not been to the extent which had been expected and there would be publicity to encourage its uptake. There was a set-up fee and further costs are based on the number of minutes used.

The work of the Policy and Community Planning Department was acknowledged and commended.

Proposed by Alderman Duddy
Seconded by Councillor Schenning and

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

4.2 ICT

The report, previously circulated was presented by the Head of ICT.

Purpose of this plan

To provide a modern and integrated Information & Communications Technology (ICT) environment, which sustains and strengthens the Council's ability to deliver its strategic objectives, facilitating collaboration, and efficient business processes in a challenging budgetary environment. This background will provide staff and Members with appropriate digital services tool to deliver our Corporate Strategy to ratepayers, visitors and the general public.

The work completed by the ICT Team over the past year during the pandemic was commended by the Committee Members.

Proposed by Councillor Wilson
Seconded by Alderman Duddy and

AGREED – to recommend that Council approve the ICT Business Plan.

5. PROMPT PAYMENT STATISTICS

The report, previously circulated, was presented by the Chief Finance Officer.

Background

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.

Detail

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 2018 the latest data being for quarter 1 of 21/22 year being up to and including end of April 2021. This is a significant improvement on prior years with 70.58% of invoices being paid within 10 working days and 91.92% of invoices being paid within 30 calendar days, there are a number of factors impacting on this as follows. Due to the current Covid-19 pandemic Council are currently processing a significantly lower number of invoices. Many staff are working from home, we have introduced where possible email approval for those invoices that don't require a purchase order, which has improved turnaround times. The Accounts Payable team have changed some of their working practices and staff have been allocated specific suppliers to look after and therefore when supplier invoices are out for approval for more than 10 days the staff member responsible is chasing the budget holder to approve these.

Improvement Actions

Prior to the Covid-19 pandemic Council had introduced electronic purchase order processing (POPs) in January 2020, staff were trained and this was working well. For staff to access the system they need access to the Council network which means entering council buildings or having vpn access. Most staff required to raise or approve purchase orders now have access to vpn and therefore now have the capability to do so whilst working from home, this should improve the workflow and improve our prompt payment statistics further.

The contents of this report were noted.

6. CREDIT CARD POLICY

The report, previously circulated, was presented by the Chief Finance Officer.

Causeway Coast and Glens Borough Council has to establish a framework of governance under which its services and functions can operate.

Requirement for Credit Card Policy

Causeway Coast and Glens Borough Council following approval of the issue and use of Corporate Credit Cards requires a policy to be put in place to provide governance regarding the issue, use and security of these facilities. The current policy was approved on 5th March 2015 and following internal audit reviews a number of amendments have been made in line with audit recommendations.

Credit Card Policy

The Credit Card Policy has been attached as an appendix. This policy sets out the procedures and guidelines governing the issue, use and security of these cards. The amendments made to the policy are summarized as follows:

- Section 6.1 at point k has been expanded to give more specific and detailed guidance to card holders for their use
- Section 14.1 has been added with a proforma to be completed by card holders to confirm receipt of card and policy document and agreement with the terms of the policy.
- Section 14.2 has been added with proforma credit card expenditure authorisation to be used for all purchases

It is recommended that the Causeway Coast and Glens Borough Council adopt the new Credit Card Policy as tabled.

The Chief Finance Officer advised that a credit card could not be given to Members travelling without an officer present for the following reasons:

1. The credit cards are in a specific person's name.
2. The Mayor changes annually and the name on the card cannot be changed.
3. There is a process in place for staff and members to claim through monthly expenses.

Proposed by Alderman Duddy
Seconded by Councillor Schenning and

AGREED – to recommend that Council adopt the new Credit Card Policy as tabled.

7. AUDIO RECORDING OF COUNCIL AND COMMITTEE MEETINGS

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

The purpose of this report is to provide Members with draft Guidance for the management of audio recordings, including 'in committee' sessions, of Council and Standing Committees, excluding the Planning Committee.

Background

In accordance with the resolution of Council, guidance has been drafted which applies to all full Council and Standing Committee meetings (including special meetings and excluding the Planning Committee) held in the Council Chamber or remotely. A copy of the draft Guidance is attached at Appendix 1.

As noted in the draft Guidance at 4.2, in February 2021 Council resolved to 'continue to record proceedings of the Council when Council goes into committee. These recordings should not be publicly available but held by

Council for future reference. Many times we have required clarification from a meeting which had gone into committee and not had the information available and many times we have seen call-ins come back to say that the audio was not available and so limited consideration could be given or information on a member's or officer's contributions cannot be sought as the audio recording has stopped. In order to ensure good governance and ease of reference the audio recording should continue, in a manner most suitable, to be held privately by the Council as a record of the meeting.'

The motion was amended to include 'the audio recording including in committee sessions of all committee meetings with the exception of the Planning Committee.'

Legal Considerations

The legislative basis is provided for in the NI Local Government Act 2014 Part 8 and which is laid out in the draft Guidance at 5. Members are asked to pay particular attention to the categories of exempt information which are normally debated in committee and which Council has resolved to audio record.

Those attending meetings of Council and Committee to address Council in public or in committee session will be advised of Council's policy in relation to audio recording and asked to give consent to being recorded.

Council resolved to exclude the Planning Committee from its decision to audio record meetings of Council and Committee. Members are invited to consider the rationale for this exclusion in terms of legal, equality and consistency considerations.

Financial Considerations

Depending on the method of recording (i.e either in the Chamber or by remote means) there will be additional costs associated with the system used. For example, in the use of digital storage devices and in staff time.

Governance arrangements and procedure

The procedures for the management of the audio recordings and associated secure storage and access particularly in relation to confidential recordings are laid out in the draft Guidance at 6. Members are asked to consider the procedures and arrangements detailed in the document.

It is recommended that Council approves the draft Guidance for the management of audio recordings, including 'in committee' sessions, of Council and Standing Committees, excluding the Planning Committee.

The Director of Corporate Services advised the proposed implementation date will be August, subject to Council approval, and a trial and testing period during June.

Proposed by Councillor Wilson
Seconded by Councillor Knight McQuillan and

AGREED – to recommend that Council approve the draft Guidance for the management of audio recordings, including ‘in committee’ sessions, of Council and Standing Committees, excluding the Planning Committee.

8. NOTES FOR WOMEN’S WORKING GROUP THURSDAY 6TH MAY 2021 AT 7PM

The Director of Corporate Services referred Committee Members to the notes of the Women’s Working Group held on Thursday 6th May 2021 via MS Teams.

Proposed by Councillor Knight McQuillan
Seconded by Councillor McGurk and

AGREED - to recommend that Council approve the Notes of the Women’s Working Group held Thursday 6 May 2021 at 7PM.

9. REMOTE COUNCIL MEETING/ STANDING ORDERS REPORT

Report, previously circulated, was presented by the Chief Executive.

Background

Following feedback from Elected Members about Standing Orders the Governance Working Group considered a number of amendments. Standing Order 2 requires consideration due to the impact of Coronavirus pandemic on physical Council meetings, and the subsequent expiry of emergency legislation.

Proposed amendments to Standing Orders

Standing Order 2: Time and Place of Meetings

The Annual Meeting and other meetings of the Council shall normally be held at 7.00 pm in the Council Chamber, or in remote or hybrid format, except where otherwise fixed by statute or by special summons.

Standing Order 15.1 (1): Motions (to be received by email);

Notice of every motion, other than a motion which under Standing Order 15.2 may be moved without notice, shall be submitted in writing (by hard copy or email), signed by the Member or Members of the Council giving the notice and seconded, to the Clerk not later than at least seven clear days before the next Meeting of the Council. This will be date and time stamped. The motion must be clear in meaning otherwise it shall be rejected within 48 hours until such time as it is resubmitted in clear language, and not later than seven clear days before the meeting.

Standing Order 15.1 (6): Numbers of Notice of Motion.

If the subject matter of any motion of which notice has been properly given comes within the remit of any committee it shall, upon being moved and seconded, stand referred without discussion to that committee, or to such other committee as the Council may determine, for consideration and report. The Mayor / Chair presiding may, if he/she considers it urgent and necessary to the dispatch of business, allow the motion to be dealt with at the meeting at which it is brought forward. The proposer and the Mayor must agree this 24 hours prior to the meeting and communicate the intention to all other Members. If not a Member of the relevant committee, the proposer may speak but not vote or allow another member to speak to the motion. Motions to the full Council should be limited to 7, on a rolling first come, first served basis, with 2 Notices of Motion per Committee meeting. Members shall be limited to proposing 2 Notices of Motion per year.

Recommendation

Members are asked to consider the suggested amendments. Suggested implementation would be June 2021.

Standing Order 2: Time and Place of Meetings

The advantages and disadvantages of remote meetings was deliberated. It was considered that members being physically present in the Chamber works better; also being cognisant of personal health issues and supporting the return to the Chamber whilst also requiring review. It was acknowledged that by September most people would have received their first vaccine; September would be an opportunity to review how the remote option is working. Members considered they needed to show leadership to the public.

The advantages of remote working were set out specifically for work-life balance, flexible working, and particularly for young families; in adverse weather conditions and to encourage young people into Politics.

It was acknowledged that staff do not need to be in the Chamber, can work remotely, and allows for better time management, and is cost effective.

Councillor Wilson proposed and Councillor Callan seconded the recommended amendments to the Standing Orders subject to a review of Standing Order 2 in September 2021.

The Chair put each Standing Order to the Committee to vote.

Proposed by Councillor Wilson
Seconded by Councillor Callan

- To recommend that Council approve Standing Order 2: Time and Place of Meetings; subject to a review in September 2021.

The Chair put the motion to the Committee to vote.

11 Members voted for; 3 Members voted Against; 0 Members Abstained.

The Chair declared the Motion carried.

Standing Order 15.1 (1): Motions (to be received by email)

Committee concurred with the recommended amendment to the Standing Order.

It Was Agreed - to recommend that Council approve Standing Order 15.1 (1): Motions (to be received by email).

The Chair put the motion to the Committee to vote.

14 Members voted for; 0 Members voted Against; 0 Members Abstained.

The Chair declared the Motion carried.

Standing Order 15.1 (6): Numbers of Notice of Motion

Committee felt limiting the numbers of Notice of Motions to 2 per member and 7 per Council meeting would help focus debate, it was highlighted that some Notice of Motions were issues Members could not action eg corresponding with Stormont and receiving no response.

It was also suggested that limiting the number of Notice of Motions was seen as silencing voices, and the Chamber was the place for debate.

It Was Agreed - to recommend that Council approve Standing Order 15.1 (6): Numbers of Notice of Motion.

The Chair put the motion to the Committee to vote.

9 Members voted for; 4 Members voted Against; 0 Members Abstained

The Chair declared the Motion carried.

10. LAND AND PROPERTY

10.1 LOCAL TESTING SITE

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

The purpose of this report is to advise members of approaches received from the Department of Health & Social Care (DHSC) and Public Health Agency

(PHA) for the provision of test sites for the detection of Covid-19 cases and to agree a streamlined procedure for approval.

Background

A Local Test Site (LTS) is a small test sites ranging from 0.08-0.2 acre. They are meant to serve potentially more vulnerable people who may only be able to access a test site by walking locally or require a more in-depth and guided approach in taking a test.

The sites will be active for a 6–9-month period with exceptions considered.

LTS comprise of a self-contained unit with power, utilities, and staff welfare accommodation. Marquees of 15m x 30m or 15m x 9m are used. A video of the set up and use is available on the PHA website <https://vimeo.com/481302393>

An LTS site will require a hardstanding/tarmac base with good vehicular access. The site will be fenced off and be provided with 24-hour security.

Due to the medium to long term use for an LTS site a lease will always be sought. The operator will provide public liability insurance and complete all necessary risk assessments in advance of deployment.

Sites will be operational from 0800hrs-2000hrs

A Mobile Testing Unit (MTU): has agile capability that allows temporary testing to be set up quickly serve communities on a rolling basis. An MTU comprises of a customised van which people drive to.

Several MTU's have already been deployed in locations where clusters have been identified to assist in testing of the local community and have remained on site for 2-4 weeks dependent on need.

Proposals

Council has been recently approached by DHSC/PHA to identify a suitable location for a Local test site within Ballymoney.

Two sites have been identified as meeting the necessary requirements:

- (i) Car Park, Market Street Ballymoney (This is a non-charging facility).
- (ii) Car Park, between Riada Stadium and Hockey Pitches, Joey Dunlop Leisure Centre.

It is recommended that the Corporate Policy and Resources committee make a recommendation to Council as to the preferred site from the two indicated above.

It is further recommended that the committee recommends to Council that delegated authority be given to the Senior Leadership team for the approval of sites to be used should requests be received in the future. Any approvals will be reported to Corporate Policy & Resources committee and Land and Property sub- committee at the earliest opportunity thereafter and that all sites be offered at no cost.

The Director of Environmental Services advised using the carpark at Joey Dunlop Leisure Centre did not present any problems, he has liaised with the Centre Manager who has advised there was enough space for the testing Centre and the public car park. He outlined a similar agreement with Coleraine Leisure Centre where staff and public using the testing centre could use the toilets and envisaged the same for Joey Dunlop Leisure Centre.

Proposed by Councillor McLean
Seconded by Alderman Baird and

AGREED -

- to recommend that Council approve Car Park, between Riada Stadium and Hockey Pitches, Joey Dunlop Leisure Centre to be used for the Local testing centre and
- to recommend that Council delegate authority to the Senior Leadership Team for the approval of sites to be used should requests be received in the future. Any approvals will be reported to Corporate Policy & Resources committee and Land and Property sub- committee at the earliest opportunity thereafter and that all sites be offered at no cost.

11. CONFERENCES

There were no conferences to report

12. CORRESPONDENCE

There was no correspondence to report

13. CONSULTATIONS

There were no consultations.

14. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters to report to the partnership panel.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Duddy
Seconded by Councillor Wilson and

AGREED – to recommend that Committee move *'In Committee'*.

Members of the Press / Public left the meeting at 9.38pm

- * **The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.**

15. DEBT MANAGEMENT

Confidential report, previously circulated, presented by the Chief Finance Officer.

This report informs members of the current position surrounding debt owed to the Council by its customers.

It was **AGREED**: to recommend that Council note the contents of this report.

16 LAND AND PROPERTY SUB – COMMITTEE MINUTES 5 MAY 2021

Copy previously circulated.

16.1 Coleraine Market Yard

Confidential report, previously circulated, was presented by the Head of Capital Works, Energy and Infrastructure.

An update on the proposed use of Coleraine Market Yard was provided. Proposals were set out within the report.

It is recommended members consider and decide on options 1, 2, 3 or 4 and instruct officers to proceed on that option.

Note - if Members choose option 4 - a new public tender process would need to be carried out and the resulting tender results would need also to be brought back to members for consideration for final investment decision.

Proposed by Alderman Duddy
Seconded by Councillor Callan and

AGREED - to recommend that Council run another public tender to lease Market Yard. If no one passes the scoring, the Market Yard to be disposed of through the D1 Disposal system.

The Chair put the motion to the Committee to vote
13 Members voted for; 0 Members voted Against; 0 Members Abstained
The Chair declared the Motion carried.

Matters Arising

Requests to use Council land (Item 4)

16.2 Ref: 08/21 A Request from Coleraine Festival Committee to use Council land at Millburn Road and Anderson Park, Coleraine

Alderman Duddy requested that the following line be added to the Sub Committee recommendation:

Land they wish to use is required for the purposes of any function exercised by it on that land, it being the Council.

The Director of Corporate Services confirmed that the Minutes of Land and Property Sub Committee are a public record and published on Council's website.

16.3 Ref 109/20 Native Seafood use of Council land at The Marina Car Park, Coleraine

The Director of Corporate Services provided a verbal update, documentation has now been received by the applicant. Permission has now been requested for an area of 8m x 3m of grassed area in front of the yacht club and alongside the roadway leading to the yacht club to facilitate renovations to the yacht club. Period requested April to July 2021 (current site) but pod has been on Council land since Jan 2021 (car park).

Amendment

It was AGREED – to recommend that the required decisions for the Native Seafood Pod be deferred and can be discussed at the Land and Property meeting on 2nd June 2021.

16.4 Ref 113/20 A request from We Run Wild NI Ltd to use Council land at the Waterfoot car park and Quay Road

The Director of Corporate Services provided a verbal update.

It was agreed that a fee would be charged for this event. The fee was calculated using the methodology for arriving at a fee for a similar event last

year which was determined by valuation. The fee was accepted provisionally as the event had taken place. Such a large fee would make it prohibitive in future. The applicant would hope to organise similar events in the future but would like guidance on fees.

Amendment

It was AGREED – to recommend that the required decisions for the fee for the We Run Wild event be deferred and discussed at the Land and Property meeting on 2nd June 2021.

16.5 Approval of the Minutes

Proposed by Councillor McLean
Seconded by Alderman Duddy and

AGREED – to recommend that the Minutes of the Land and Property Sub-Committee held on 5th May 2021 and recommendations therein are approved including the addition to the recommendation at Item 16.2 above, and Amendments at 16.3 and 16.4 above.

17. FERMANAGH AND OMAGH DISTRICT COUNCIL

Confidential report, previously circulated, was presented by the Head of Planning.

The request was brought to Planning Committee for decision at the meeting held on 28 April 2021. At that meeting, Members resolved that this is a matter wider than planning issues and should go to Corporate Policy & Resources Committee for consideration.

IT IS RECOMMENDED that the Planning Committee agrees to either option 1 or option 2.

Discussion occurred about how to respond to the correspondence. It was highlighted that there was minimal information contained in the correspondence from Fermanagh and Omagh District Council.

Amendment

Proposed by Alderman Baird
Seconded by Councillor Schenning

- to recommend that Council write to Fermanagh and Omagh district Council to request more information.

The Chair put the motion to the Committee to vote

5 Members voted for; 7 Members voted Against; 0 Members Abstained
The Chair declared the Motion lost

Proposed by Councillor Callan
Seconded by Councillor McLean and

AGREED - to recommend that Council accept Option 2.

The Chair put the motion to the Committee to vote
7 Members voted for; 5 Members voted Against; 0 Members Abstained
The Chair declared the Motion carried

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor McLean
Seconded by Alderman Duddy and

AGREED – to recommend that Committee move '*In Public*'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 10:28pm

Chair