

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 25 JANUARY 2022**

No	Item	Summary of Key Recommendations
1.	Apologies	Alderman S McKillop, Councillors Dallat O'Driscoll, C McShane
2.	Declarations of Interest	Nil
3.	Notice of Motion proposed by Alderman Robinson, seconded by Councillor Scott (referred from 7 December 2021 Council Meeting)	Support the Notice of Motion in principle; that Council refer the matter to the Land and Property Sub Committee in terms of ownership and the way forward.
4.	Minutes of Corporate Policy and Resources Committee Meeting held Tuesday 23 November 2021	Confirmed
5.	Community Plan Update	Information
6.	Council Constitution - Review and Amendments	Approve
7.	Notes of the Planning Review Working Group meeting held Monday 29th November 2021	Approve
8.	Notes of the Woman's Working Group meeting held Monday 24 January 2022	Approve
9.	Communications Strategy	Approve
10.	Conferences	Information
11.	Correspondence	Information

i)	Email correspondence from G Scott, Unite the Union to Council Chief Executive, D Jackson 17 January 2022	
ii)	Email correspondence from D Anderson, NILGA to Council Chief Executive, D Jackson 18 January 2022	
iii)	Email letter correspondence from S Havlin, Local Government Boundaries Commissioner to Council Chief Executive, D Jackson dated 18 January 2022	
12.	Consultations	
i)	Department for Communities Call for Evidence on Northern Ireland Councils - Remote/Hybrid Meetings submission date 15 February 2022	To recommend that Council issue a Corporate response to the DfC consultation on the Call for Evidence on Northern Ireland Councils – Remote/Hybrid Meetings.
ii)	Local Government Boundaries Commissioner for Northern Ireland Consultation on the Revised Recommendations of the Local Government Boundaries Commissioner (LGBC) submission date 1 March 2022	Information
13.	Matters for reporting to Partnership Panel	None
	'In Committee' (Items 14 - 18 inclusive)	
14.	Minutes of the Land and Property Sub Committee meeting held 5 January 2022	Approve and recommendations therein
15.	Update and Proposed Amendments to Standing Orders following Hartlands (NI) Ltd Judgment	Approve
16.	Populating the Organisation Structure Update	to recommend that Council receive an update at the next Full Council Meeting and if required, the Directors from the relevant Directorates and Trade Union representatives attend the Corporate Policy and Resources Committee in February.

17.	Corporate Services Management Accounts – Period 8	Information
18.	Corporate Directorate Estimates 2022/23	Information
19.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	Nil

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 JANUARY 2022 AT 7.00 PM**

- In the Chair:** Alderman Knight McQuillan (C)
- Present:** Alderman Baird (R); Duddy (C); Finlay (C); Fielding (C); Hillis (C); Councillors Beattie (R); Chivers (R), McAuley (C), McGurk (R); McLean (C); Schenning (R), Wilson (C)
- Officers Present:** M Quinn, Director of Corporate Services (C)
N Linnegan, Council Solicitor (R)
J Keen, Committee and Member Services Officer (C)
- Non - Committee Members Present:** Alderman Robinson (R)
Councillor Hunter (R), Councillor Scott (R)
- In Attendance:** A Lennox, Mobile Operations Officer(C)
C Thompson, ICT Officer (C)
- Press (3 No.) (R)
- Key:** (C) Attended in the Chamber
(R) Attended Remotely

SUBSTITUTIONS

Councillor McAuley substituted for Alderman S McKillop.
Councillor Schenning substituted for Councillor Dallat O'Driscoll

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

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded; and with the remote meetings protocol.

ORDER OF BUSINESS

The Chair confirmed Agenda Item 13, Notice of Motion, would be considered as Item 3.

1. APOLOGIES

Apologies were recorded for Alderman S McKillop, Councillor Dallat O'Driscoll and Councillor C McShane.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

* **Alderman Finlay joined the meeting at 7:04pm**

3. NOTICE OF MOTION PROPOSED BY ALDERMAN ROBINSON, SECONDED BY COUNCILLOR SCOTT REFERRED FROM 7 DECEMBER 2021 COUNCIL MEETING

That this Council exerts ownership and maintains a path which links the densely populated south eastern quadrant of Limavady Town into our own Backburn Path. The improved linkage would encourage greater pedestrian usage into the town centre and in doing so would enhance the health and well-being of the local population whilst reducing vehicular usage. It would help to reduce anti-social behaviour and further open up the park for the wider community. Minutes previously circulated.

Alderman Robinson presented the Notice of Motion. Alderman Robinson requested a site visit was held, he stated the main concern was the condition of the path and as other local statutory bodies (Western Health and Social Care Trust, Education Authority, Housing Executive) are not claiming ownership, that Council should take responsibility. Alderman Robinson suggested engaging with local voluntary groups regarding maintenance of shrubbery, removal of weeds etc. Council could undertake technical work of levelling the path.

Councillor Scott spoke in support of the Notice of Motion stating that in interests of public safety Council should tidy up the area.

Committee Members stated support for the Notice of Motion and the proposed course of action.

AGREED – to recommend that Council support the Notice of Motion, in principle; that Council refer the matter to the Land and Property Sub Committee in terms of ownership and the way forward.

Alderman Duddy requested that Environmental Services are involved in tidying up the area in the interim while the ownership issue was referred to Land and Property.

* **Councillor Scott left the meeting at 7:19pm**

* **Alderman Robinson left the meeting at 7:19pm**

4. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 23 NOVEMBER 2021

Summary, previously circulated.

AGREED – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 23 November 2021 were confirmed as a correct record.

5. COMMUNITY PLAN UPDATE

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

Introduction

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 is 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 community planning 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.

Phase 2 of the community planning process was the development of a comprehensive Delivery Plan in 2018 which put in place 44 practical actions and activities to achieve the outcomes identified in the Strategic Framework.

Phase 3 of the community planning process put in place mechanisms to monitor and report on performance against the Community Plan objectives/outcomes. An Outcomes Based Accountability (OBA) process is utilised to monitor and report on performance with Action Leads using report cards to provide information on the following areas in relation to each of the actions within the Delivery Plan:

- What did we say we would do?
- How much did we do?
- How well did we do it?
- Who is better off?

The Community Planning Partnership undertook a review of its Delivery Plan in 2020 and this revised Delivery Plan was approved in December 2020. The Delivery Plan now includes 34 actions.

Progress on Delivery Plan – Quarterly Summary of Progress Report (copy circulated)

The monitoring and reporting process used by the Partnership requires quarterly reports to be submitted by Action Leads and these are then reported on by the four thematic leads to the next Partnership meeting. A summary report is circulated to all Partnership members on progress in relation to the 34 actions contained in the Delivery Plan and a copy of this summary report for the period October to December 2021 was circulated for your information.

It was agreed by the Partnership at its last meeting that the four thematic leads would convene meetings of the Delivery Plan action leads to review progress, particularly the impact of the continuing pandemic.

6. COUNCIL CONSTITUTION – REVIEW AND AMENDMENTS

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

Introduction

A Council is required, under section 2 of the Local Government Act (Northern Ireland) 2014, to prepare and keep up-to-date a Constitution.

Causeway Coast and Glens Borough Council agreed their new Constitution in October 2015. This governs how the Council operates, how decisions are made, and the procedures which are to be followed to ensure efficiency, transparency and accountability to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

The Council's Constitution is divided into sixteen Articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate Rules and Protocols at the end of the document.

2.1 Proposed Amendments to Council Constitution

Please see below proposed amendments to the Council Constitution:

Item	Proposed Amendment
Part 3 – Rules of Procedure 3.1 Access to Information Procedure Rule	Include in item 2 the decision of Council to audio record all Council and Committee meetings with the exception of meetings of the Planning Committee.
Part 3 – Rules of Procedure 3.2 Policy and Budgetary Framework Procedure Rules	Change references to Corporate Strategy 2015 -2019 to the new Corporate Strategy 2021 – 2025. Include Council Budget and Budgetary Control document under “Budgetary Framework” heading.

It is recommended that the Corporate Policy and Resources Committee recommend to Council approval of the proposed amendments to the Council Constitution as outlined in item 2.1.

In response to questions the Director of Corporate Services confirmed the Council Constitution had been presented to Corporate Policy and Resources Committee and Finance Committee as a matter of formality. The agreement to Finance Committee and administration through Corporate Policy and Resources Committee.

Proposed by Councillor McLean
Seconded by Councillor McGurk and

AGREED – to recommend that Council approve the proposed amendments to the Council Constitution as outlined in item 2.1.

7. NOTES OF THE PLANNING REVIEW WORKING GROUP MEETING HELD MONDAY 29TH NOVEMBER 2021

The Director of Corporate Services referred Committee Members to the notes of the Planning Review Working Group held on Monday 29 November 2021.

Proposed by Alderman Fielding
Seconded by Councillor McGurk and

AGREED – to recommend that Council approve the notes of the Planning Review Working Group and actions therein.

8. NOTES OF THE WOMAN'S WORKING GROUP MEETING HELD MONDAY 24 JANUARY 2022

The Director of Corporate Services referred Committee Members to the note of the Woman's Working Group held on Monday 24 January 2022 via MS Teams.

Proposed by Councillor McGurk
Seconded by Councillor Schenning and

AGREED – to recommend that Council approve the note of the Woman's Working Group and actions therein.

9. COMMUNICATIONS STRATEGY

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

Purpose of Report

Following presentation of the Communications Strategy and Action Plan to Members in November for consultation, presented now for decision with a recommendation to propose.

Background

Draft Communications Strategy and Action Plan

Council approved a Communications Strategy in 2017 and this policy was due for review. The review has been completed and a draft Strategy and Action Plan have been approved by SLT.

Members were asked to consider the content of the Draft Strategy and associated action plan and provide any comments to the Democratic and Central Services Manager by 31st December 2021. No comments were received.

It is recommended that the Corporate Policy and Resources Committee recommend to Council approval of the Draft Communications Strategy and Action Plan.

In response to questions, the Director of Corporate Services provided further information regarding the Action Plan, associated with the Communication Strategy. She shared the Action plan on screen, and noted that this was previously circulated at November CPR meeting, and confirmed it would be recirculated to members for information.

Proposed by Councillor McLean
Seconded by Alderman Finlay and

AGREED – to recommend that Council approve the Draft Communications Strategy and Action Plan.

10. CONFERENCES

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

The purpose of the report is to inform Elected Members of conferences and courses they may wish to attend.

The following were listed:

- i) National Association of Councillors (NAC UK Conference – Community Empowerment (Agenda enclosed)

The Best Western Hotel, Glasgow
Friday 25 to Sunday 27 February 2022
Delegate Fee: £350 plus VAT

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate of £70 plus VAT per night.

It is recommended that Corporate Policy & Resources Committee approve the Conferences/Courses listed.

11. CORRESPONDENCE

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

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

The following were listed:

- i) **Email correspondence from G Scott, Unite the Union to Council Chief Executive, D Jackson 17 January 2022** (extract below)

“Trade Union and Labour Relations (Northern Ireland) Order 1995: Notice to Employer of an Official Industrial Action Ballot.

Unite intends to hold a ballot for industrial action. We reasonably believe that ballot papers will be dispatched on Tuesday 25 January 2022. The ballot is in

relation to a trade dispute over 2021/2022 pay, including all matters arising out of and in consequence of this dispute. We intend to send ballot papers to all our members employed by your organisation.

These members comprise:

- I. All our members employed by your organisation paying subscriptions by check off from which information, in relation to these employees, you will be able readily to deduce:*
 - a. The total number of employees concerned,*
 - b. The category(ies) of employee to which the employees concerned belong and the number of employees concerned in the category(ies), and*
 - c. The workplace(s) at which the employees concerned work and the number of them who work at the workplace(s)*

And, in addition:

- II. All our members employed by your organisation who do not pay subscriptions by check off who are listed overleaf by:*
 - a. Category(ies) of employees to be balloted*
 - b. Workplace(s) where the employees work*
 - c. Total number of employees concerned*
 - d. The number of employees in the category(ies)*
 - e. The number of employees at the workplace(s)*

The lists and figures described at (II.) above have been arrived at by retrieving information from our membership database as to the category(ies) and workplace(s) of members, the number in the category(ies) and the number at the workplace(s) We updated the database for the purpose of the ballot to ensure accuracy.

The information provided is as accurate as is reasonably practicable in light of the information in the union's possession. If there are any inaccuracies, this will have been caused by factors outside of our control, such as members not informing the union of any changes.

*An independent scrutineer has been appointed
Civica Election Services Limited
Independence House
33 Clarendon Road
London
N8 0NW*

*A sample ballot paper is attached to this notice.
Any communication regarding this notice should be addressed to me*

*Yours sincerely
Gareth Scott
Regional Officer*

Unite the Union”

ii) **Email correspondence from D Anderson, NILGA to Council Chief Executive, D Jackson 18 January 2022** (extract below)

The LGA workforce team have issued the following update on the TU's ballot for industrial action for your information:-

“UNISON has announced the outcome of its recent national ballot for industrial action. The Trade Union Act 2016 requires that for any strike action to be lawful, at least 50 per cent of the members entitled to cast a vote must do so.

The result of the ballot (England and Wales only. Northern Ireland ballot closes on 10 Feb) is as follows:

Voted 'yes' to strike action = 70.2 per cent

Voted 'no' to strike action = 29.8 per cent

Turnout = 14.5%

As the turnout has clearly failed to reach the 50 per cent threshold, UNISON cannot now proceed with industrial action related to the 2021 NJC pay offer. UNISON will be writing to individual employers to inform them of the result in their own organisation. UNISON's national local government committee will be meeting next Tue 18 Jan to discuss next steps.

GMB's national local government committee will be meeting in the next couple of weeks to discuss its next steps in light of the result of its consultative ballot (which is unknown to us) that closed on 13 December.

Unite is currently in the process of issuing strike ballot notices to employers and will begin balloting its members in the next week or so. Unlike UNISON, which conducted an aggregated ballot (meaning it required at least 50 per cent of its national membership to cast a vote), Unite's results will be collated on a disaggregated basis, which means that strike action could be taken at each individual council / school etc where a turn-out of at least 50 per cent is secured (if members vote in favour of strike action). Its ballot also covers employees covered by the JNC for local authority Craftworkers and the JNC for Youth & Community Workers. The ballot will close towards the end of February.

Chief Executives and Chief Officers have been offered a full and final offer of 1.5 per cent (covering the period 1 April 2021 – 31 March 2022), which the Staff Sides of both groups have rejected. We await further announcements from them about next steps.

The National Employers will be meeting on 31 January.

iii) **Email letter correspondence from S Havlin, Local Government Boundaries Commissioner to Council Chief Executive, D Jackson dated 18 January 2022**

Summary

Revised Recommendations published open for public consultation at <https://consultations.nidirect.gov.uk/dfc/consultation-on-lgbc-revised-recommendations/> ,closing date 1st March 2022.

Public hearings on Provisional Recommendations published on 27 July 2021 were held in each of the 11 Local Government Districts in September and October this year, chaired by Assistant Commissioners. The Commissioner is satisfied these Revised Recommendations have taken account of issues raised and with Assistant Commissioners during public engagement.

The team, working alongside colleagues in the Electoral Office NI and with mapping and charting officers from Ordnance Survey NI have endeavoured to achieve as far as possible electoral equality and fairness across Northern Ireland.

Council is encouraged to consider the revised recommendations and share views.

It is recommended that Council consider the correspondence.

12. CONSULTATIONS

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

i) **Department for Communities Call for Evidence on Northern Ireland Councils - Remote/Hybrid Meetings submission date 15 February 2022**

Summary

This call for evidence seeks views on the use of the current arrangements which have provided provision for district councils in Northern Ireland to hold meetings remotely or in a hybrid format during the coronavirus pandemic.

- [Call for Evidence on Northern Ireland Councils - Remote/Hybrid Meetings | Department for Communities \(communities-ni.gov.uk\)](#)

ii) **Local Government Boundaries Commissioner for Northern Ireland Consultation on the Revised Recommendations of the Local Government Boundaries Commissioner (LGBC) submission date 1 March 2022**

Summary

The role of the LGBC is to review and make recommendations in respect of the number, boundaries and names of the 11 local government districts and the number, boundaries and names of the wards into which each district is divided.

- [Consultation on the Revised Recommendations of the Local Government Boundaries Commissioner \(LGBC\) - NI Direct - Citizen Space](#)

AGREED – to recommend that Council note the Correspondence Schedule (Items i-ii).

i) **Department for Communities Call for Evidence on Northern Ireland Councils - Remote/Hybrid Meetings submission date 15 February 2022**

Councillor McGurk stated she would be in favour of a response being issued from Council as a Corporate body.

The Director of Corporate Services confirmed a response could be issued, stated that Members views would be sought, and a draft letter prepared for agreement at the Council meeting on 1 February in order to meet the deadline for the Call for Evidence.

Proposed by Councillor McGurk
Seconded by Alderman Baird and

AGREED – To recommend that Council issue a Corporate response to the DfC consultation on the Call for Evidence on Northern Ireland Councils – Remote/Hybrid Meetings.

13. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters to report to the Partnership Panel.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Wilson
Seconded by Councillor Schenning and

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

*** Members of the Press left the meeting at 7:41pm**

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

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded ‘*In Committee*’.

14. MINUTES OF THE LAND AND PROPERTY SUB COMMITTEE MEETING HELD 5 JANUARY 2022

Minutes previously circulated.

Proposed by Councillor McLean
Seconded by Alderman Fielding and

AGREED – to recommend that Council approve the Minutes of the Land and Property Sub-Committee meeting held Wednesday 5 January 2022 and recommendations therein.

15. UPDATE AND PROPOSED AMENDMENTS TO STANDING ORDERS FOLLOWING HARTLANDS (NI) LTD JUDGMENT

Report, previously circulated, presented by the Council Solicitor.

Purpose of Report

The High Court recently issued Judgment in the application of Hartland's (NI) Ltd against Derry City and Strabane District Council [2021] NIQB 94. The trial Judge made a number of findings, inter alia the applicability of Call-Ins, and the restrictions which may be permitted in respect of same. In the absence of such amendments to the Local Government primary legislation and Regulations by the Department for Communities (hereinafter DfC), Council will need to give consideration to amending its Standing Orders.

Proposals

To amend Council's Standing Orders to reflect the trial Judge's comments in respect of Call-Ins as proposed in Appendix A (circulated).

It is recommended that the Corporate Policy and Resources Committee notes the advice of the Council Solicitor and recommends to Council the proposed amendments to Council's Standing Orders as outlined in the enclosed report and as specifically detailed in Appendix A (circulated).

In response to questions from Elected Members, Council Solicitor clarified detail of the proposed amendments to Council's Standing Orders.

Proposed by Alderman Duddy
Seconded by Councillor McGurk and

AGREED – to recommend that Council notes the advice of the Council Solicitor and recommend to Council the proposed amendments to Council's Standing Orders as outlined in the enclosed report and as specifically detailed in Appendix A (circulated).

16. POPULATING THE ORGANISATION STRUCTURE

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

Purpose of Report

Following on from the Agency Workers and Vacancy Control, Populating the Organisation Structure update report presented to October Committee, the purpose of this report is to provide Members with a Progress report on populating the Organisation Structure from the Directors of Leisure and Development and Environmental Services, and associated timeline of the work completed since December 2020 to date regarding the harmonisation of terms and conditions.

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

Alderman Duddy requested the Directors from the two relevant Directorates are present at the next Corporate Policy and Resources Meeting to provide detailed responses to questions from Elected Members. Councillor McAuley further requested that Trade Union representatives are also in attendance at the next meeting.

In response to questions from Elected Members, the Director of Corporate Services confirmed there was an operational issue unresolved within the Leisure and Development Directorate. The Director of Corporate Services advised that an update could be provided at the Council meeting on 1 February 2022.

AGREED – to recommend that Council receive an update at the next Full Council Meeting and if required, the Directors from the relevant Directorates and Trade Union representatives attend the Corporate Policy and Resources Committee in February.

17. CORPORATE SERVICES MANAGEMENT ACCOUNTS - PERIOD 8

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

The purpose of this report is to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 8.

Recommendation

That Council note the information presented.

* **Councillor Hunter joined the meeting remotely at 8:04pm**

18. CORPORATE SERVICES ESTIMATES 2022/23

Confidential report, previously circulated, presented by the Director of Corporate Services, detailing a high level summary of the Corporate Services Estimates for 2022/23

The Director of Corporate Services advised that a presentation providing further detail would be circulated at a later date and in advance of the Rates workshops and meetings scheduled for Thursday 3rd, Wednesday 9th and Thursday 10th February.

19. ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12(O))

There were no Items of Any Other Relevant Business notified.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Alderman Duddy
Seconded by Councillor Wilson and

AGREED – to recommend that Council move 'In Public'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8:16pm

Chair

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