



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
THURSDAY 20 APRIL 2023**

No	Item	Summary of Key Recommendations
1.	Apologies	Alderman McLean and Councillor Nicholl
2.	Declarations of Interest	None
3.	Minutes of Corporate Policy and Resources Committee Meeting held 28 March 2023	Confirmed as a correct record
4.	Civic Building Charges	To recommend that Council approve an increase of 10% on all room hire charges for Civic Buildings
5.	Performance Improvement Update	Information
6.	Review of Council Constitution	To recommend that Council approve the proposed amendments to the Council Constitution as outlined
7.	Planning Review Steering Group meeting held 30 March 2023	To recommend to Council that the notes of the Planning Review Steering Group Meeting held 30 March 2023 are adopted and the recommendations therein approved
8.	Conferences	None

9.	Consultations	None
10.	Correspondence	None
11.	Matters for Reporting to the Partnership Panel	None
12.	Employee Assistance Programme	To recommend that Council approve the renewal of the EAP contract for a further period of 12 months
	In Committee (Items 13-14 inclusive)	
13.	Corporate Services Management Accounts Period 11 2022/23	Information
14.	Minutes of the Land and Property Sub Committee meeting held Thursday 6 April 2023	To recommend that the Minutes of the Land and Property sub Committee meeting held 6 April 2023 are adopted and recommendations therein approved
15.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	None
	In Committee (Item 16)	
16.	Leases and Licences - North West 200 – Temporary Transfer of Council Lands to Coleraine and District Motor Club	To recommend that Council agree the proposed temporary transfer of Council lands to the Coleraine and District Motor Club for the 2023 'North West 200' event, subject to the conditions detailed in this report and Ministerial approval from DfC under Local Government Circular 21/2020 – Guidance to Councils – Disposal

		<i>of Land at Less than Best Price</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
THURSDAY 20 APRIL 2023 AT 7.00PM**

- In the Chair:** Councillor C McShane (C)
- Present:** Alderman Fielding (C), Hillis (C), Knight-McQuillan (C), S
McKillop (C)
- Councillor Beattie (R), Chivers (R), Dallat O'Driscoll (R),
McCaw (R), Nicholl (R) Scott (C)
- Officers Present:** M Quinn, Director of Corporate Services (C) (Items 1-13)
A McPeake, Director of Environmental Services (C) (Item
14-16)
P Thompson, Head of Tourism and Recreation (R)
J McCarron, Performance Manager (R)
I Owens, Committee and Member Services Officer (C)
- In Attendance:** A Lennox, Mobile Operations Officer (C)
C Thompson, ICT Officer (C)
- Press (1 No) (R)
- Key:** (C) Attended in the Chamber
(R) Attended Remotely
- Substitutions:** Councillor Scott substituted for Alderman Duddy

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

The Director of Corporate Services undertook a roll call of committee members present and determined that the meeting was now quorate.

The Chair advised of a change to the order of business:-
Performance Improvement Update after Civic Buildings Charges
Employee Assistance Programme after Matters for Reporting to Partnership
Panel
Corporate Services Management Accounts Period 11 2022/23 after Employee
Assistance Programme (in committee)

1. APOLOGIES

Apologies were recorded for Alderman McLean and Councillor Nicholl.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 28 MARCH 2023

Copy previously circulated.

Proposed by Alderman Fielding
Seconded by Councillor Scott

AGREED - The Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 28 March 2023, as amended, were confirmed as a correct record.

4. CIVIC BUILDINGS CHARGES

Report was previously presented.

Purpose of Report

The purpose of this report is to seek Elected Member approval to increase the charges in relation to the Civic Buildings

Background

The cost of operating the Civic Buildings has increased substantially particularly in relation to Staffing and Energy. Inflation remains high and therefore it is necessary that Elected Members consider an increase to the room hire charges that apply to customers.

Elected Members are asked to consider a 10% increase in charge across all room hire prices.

The current charging structure is detailed within Appendix 1, previously circulated, which shows the 2022/2023 charges and the impact of the proposed increase.

Recommendation

It is recommended that the Council approve an increase of 10% on all room hire charges for Civic Buildings.

The Chair advised that the Head of Performance was not in attendance.

Proposed by Alderman Fielding
Seconded by Councillor Scott and

AGREED – to recommend that Council approve an increase of 10% on all room hire charges for Civic Buildings.

***Alderman Hillis joined the meeting in the Chamber at 7.10 pm**

5. PERFORMANCE IMPROVEMENT UPDATE

Report, previously circulated, was presented by the Performance Manager.

Purpose of Report

The purpose of this report is to present to Elected Members for information an Update on the progress of Council's work to meet its annual Performance Duty.

Background

Council has committed to regular updates through Council Committees with regards to the ongoing work across the organisation to ensure that Council meets its Annual Performance Duty.

Content

The Performance Improvement Team are currently engaged in the following work areas:

Performance Improvement Plan and Objectives 2022/23

The Period covered by the 2022/23 Performance Improvement Plan ended on 31 March 2023. Outcomes against the planned targets and indicators are now being assessed and a full report will be brought to Council before summer recess.

Consultation and development of the Performance Improvement Plan 2023/24

Work is ongoing with the development of the Performance Improvement Plan for 2023/24. Engagement is taking places across the Services as well as with our Community Planning Partners and the ratepayers. The online consultation survey went live on 29th March 2023 and has already received a good level of early responses. Consultees have the opportunity to suggest areas for Improvement as well as commenting on the Objectives rolling forward from previous years which are:

1. Further embed Council's Performance Improvement and Business Planning processes
2. Wider engagement with citizens at the Service Level
3. Improving participation rates, membership numbers and income generation at Leisure facilities
4. Licence renewal processes improved an updated
5. Build on engagement with young people
6. Staffing structures – filling more roles with permanent staff

Review of Corporate Strategy

Work is ongoing to collate data and monitor current performance against the outcomes set out in our Corporate Strategy. The aim is to have a completed update report available for the new Council in June.

Plans for PERFORM software utilisation in 2023/24

PERFROM software modules have been utilised for the Improvement Plans and Benchmarking reports, and have been tested on live data for the Services Business Plans. The aim for 2023/23 is for each Service to have their own home PERFORM page that focuses on 5 or 6 key indicators their Service, which will act as a snapshot for their ongoing performance monitoring.

APSE benchmarking completed for 2021/22

The benchmarking outcomes for Council for 2021/22 have been completed, and Services have been allocated their analysis reports. Services will now be able to report on and utilise this data to suit their specific needs. The focus for Benchmarking now shifts to the business year 2022/23, the data for which must be collated and submitted by July 2023.

Recommendation

It is recommended that Elected Members note the updates as set out in this report.

Committee NOTED the report.

***Alderman Hillis joined the meeting at 7.10 pm.**

6. REVIEW OF COUNCIL CONSTITUTION

Report, previously circulated, was 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.

Proposed Amendments to Council Constitution

Please see below proposed amendments to the Council Constitution:

Item	Proposed Amendment
Part 2 - Responsibility for Functions	Amend the Terms of Reference for the Audit Committee to the new Terms of Reference for this Committee.

Part 4 - Codes and Protocols	Revise item 4.2 on the Code of Conduct for Local Government Employees to include reference to a link to the Protocol on Member/Officer Relations. Remove item 4.3 – Protocol on Member/Officer Relations as this is now included in the Code of Conduct for Local Government Employees.
Part 5 - Members' Allowance Scheme	Replace link to Scheme of Allowances with link to revised Scheme of Allowances.

Recommendation

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

Proposed by Alderman Hillis
Seconded by Councillor Scott and

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

***Alderman Knight-McQuillan joined the meeting at 7.12 pm.**

7. PLANNING REVIEW STEERING GROUP MEETING HELD 30 MARCH 2023

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

Proposed by Alderman Hillis
Seconded by Councillor Dallat O'Driscoll and

AGREED – to recommend to Council that the notes of the Planning Review Steering Group Meeting held 30 March 2023 are adopted and the recommendations therein approved.

8. CONFERENCES

There were no Conferences

9. CONSULTATIONS

There were no Consultations

10. CORRESPONDENCE

There was no Correspondence

11. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to Partnership Panel.

12. EMPLOYEE ASSISTANCE PROGRAMME

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

Purpose of Report

To inform members of the committee of an extension of 12 months to the current Employee Assistance Program.

Background

The current supplier for employee services Inspire has been supplying services to council for a number of years.

This contract is renewed on a yearly basis, our current contract expired on 31st March 2023, however inspire are still providing the services whilst we take this report to committee.

Inspire provide wellbeing and therapeutic services to both employees and elected members (615 Employees / 40 Elected Members).

Inspire are the market leader in the sector in Northern Ireland and provide a trusted and much valued service to council officers and members.

Listed below are the number of individual contacts supplied by inspire to provide a view of the services accessed.

Employee Assistance Programme	Figures between 1.4.22 – 31.3.23
New Referrals	17
Sessions billable (as part of block annual fee)	87
Sessions attended	81
Calls over 20 minutes to Helpline	1

High Intensity (step three) services	Figures between 1.4.22 – 31.3.23
New Referrals	13
Sessions billable (excl. within block EAP fee)	152
Sessions attended	140

Financials

The previous EAP Program cost was £ 11,262.25, renewal of contract represents an overall 5% increase in cost.

Options

N/A

Recommendation

It is recommended that Council approve the renewal of the EAP contract for a further period of 12 months.

Proposed by Alderman Knight-McQuillan
Seconded by Alderman Fielding and

AGREED – to recommend that Council approve the renewal of the EAP contract for a further period of 12 months.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Scott
Seconded by Alderman Knight-McQuillan and

AGREED – to recommend that Corporate Policy and Resources Committee move ‘*In Committee*’.

***Members of the press were disconnected from the meeting at 7.15 pm**

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.

13. CORPORATE SERVICES MANAGEMENT ACCOUNTS PERIOD 11 2022/23

For information, confidential report, previously circulated, was presented by the Director of Corporate Services.

Purpose of Report

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 11.

Background

Council has approved the annual budget for Corporate Services and delegated authority to officers to utilise this budget in the provision of services to the rate payers. Corporate Services budget for 2022/23 is £5,304,916.

Committee NOTED the report.

- * **Alderman Fielding left the meeting in the Chamber at 7.20 pm**
- * **The Director of Corporate Services left the meeting at 7.20 pm.**
- * **The Director of Environmental Services presided for the remainder of the meeting**

14. MINUTES OF LAND AND PROPERTY SUB COMMITTEE MEETING HELD THURSDAY 6 APRIL 2023

Copy minutes previously circulated.

Proposed by Alderman Knight-McQuillan
Seconded by Alderman S McKillop and

AGREED – to recommend that the Minutes of the Land and Property sub Committee meeting held 6 April 2023 are adopted and recommendations therein approved.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Scott

RESOLVED – that Council move *‘In Public’*

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

The Chair advised that due to pre-election period of heightened political sensitivity submissions were not being considered at this meeting.

The Director of Environmental Services advised that there was an Addendum to be taken in committee which was being presented by the Head of Tourism and Recreation.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Scott

AGREED – to recommend that Corporate Policy and Resources Committee move *‘In Committee’*.

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.

***Alderman Fielding re-joined the meeting in the Chamber at 7.25 pm.**

16. LEASES AND LICENCES – NORTH WEST 200 – TEMPORARY TRANSFER OF COUNCIL LANDS TO COLERAINE AND DISTRICT MOTOR CLUB

Confidential report, previously circulated, was presented by the Head of Tourism and Recreation.

Purpose of Report

The purpose of this report is to seek approval from Members for the temporary transfer of Council land to the Coleraine and District Motor Club Limited for the NW200 in May 2023 (Sunday 7 – 14 May 2023).

Background

To facilitate the successful delivery of the 'North West 200' event in May 2023, Causeway Coast and Glens Borough Council has supported the event through a financial funding package and further additional support.

One of the key elements of this further support has been the completion of a licence agreement between the Council and Coleraine and District Motor Club Limited to temporarily transfer Council Land to the Motor Club for the duration of the event.

Event Evaluation

In 2017 Council commissioned Sheffield Hallam University to undertake an event evaluation of the NW200. The report concluded that the event provided a direct economic impact of £9.8m to the local economy.

Proposals

Council is currently in receipt of an application from the Coleraine and District Motor Club to enter into a similar relationship for the 2022 event, with areas of Council owned lands being temporarily transferred to facilitate trading activities, motorbike and car parking, the erection of scaffolding and grandstands and other racing team and temporary building infrastructure, necessary for the successful delivery of the event. For 2023, in addition to previous assistance the Council has agreed to take on responsibility for a significant part of the course build, including installation of safety related hardware along the 8.9 mile route. It is currently being managed by the Council's Tourism Events Team.

The schedule attached is at Appendix A, previously circulated, provides a breakdown of the location of the lands, the duration of the transfer, the authorised purpose of the lands and the permitted trading dates and times for the authorised purpose. Appendix B, previously circulated, provides spatial mapping of the proposed transfer of lands. It is intended that this will form the substantive schedule to any agreement between Council and the Coleraine and District Motor Club.

Consultation

On receipt of the request from Coleraine and District Motor Club Ltd to use Council lands, the Land and Property team consulted with relevant Officers in departments across Council. Responses and requests from Officers include the following:

- Infrastructure carparking has sought clarification on notice to ask traders to quit Westbay carpark during transfer periods.
- The Planning team has asked that the organiser is reminded that the 28- day general permitted development for structures and changes of use, should be adhered to.
- At the North West 200 Internal Planning Meeting held on 06/04/2023 it was agreed to include within the Licence Agreement, the requirement for Coleraine and District Motor Club Ltd to purchase trade sacks to be distributed to vendors at a surcharge of £20 for 10 sacks (cost recouped from traders). This is to reduce fly tipping and lower Council's clean-up costs.

Next Steps

Subject to Council approval Officers from Tourism and Recreation will liaise with the Land and Property team and revert to Coleraine and District Motor Club with a licence agreement detailing approvals. The licence agreement is subject to satisfactory evidence of relevant documentation, including Event Management Plan, Event Safety Plan with risk assessments and details of relevant public liability and third party insurances.

Any approval granted will be subject to Department for Communities (DfC) Ministerial approval under Local Government Circular 21/2020 – Guidance to Councils – Disposal of Land at Less than Best Price. DfC is content to assume that as this transfer has some value and as it is being transferred for Nil consideration, it is a disposal at less than best value. This assumption means that DfC is content to accept this particular request for approval without a formal valuation

Recommendation

It is recommended that Council agree the proposed temporary transfer of Council lands to the Coleraine and District Motor Club for the 2023 'North West 200' event, subject to the conditions detailed in this report and Ministerial approval from DfC under Local Government Circular 21/2020 – Guidance to Councils – Disposal of Land at Less than Best Price.

At the request of Alderman Hillis the Head of Tourism and Recreation confirmed that traders who had tendered annually would be permitted to trade for the duration of the NW200.

Proposed by Alderman Knight-McQuillan
Seconded by Alderman McKillop and

AGREED – to recommend that Council agree the proposed temporary transfer of Council lands to the Coleraine and District Motor Club for the 2023 'North West 200' event, subject to the conditions detailed in this report and Ministerial

approval from DfC under Local Government Circular 21/2020 – Guidance to Councils – Disposal of Land at Less than Best Price.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Scott

RESOLVED – that Council move *‘In Public’*

There being no further business the Chair thanked everyone for their attendance and for the co-operation of Councillors and Officers during the past year. Alderman Knight-McQuillan, Hillis and Councillor McCaw concurred with the remarks made by the Chair.

The meeting concluded at 7.30 pm.

Chair