

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 20 MARCH 2018**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>3</b>	Minutes of Meeting held Tuesday 20 February 2018	<b><i>Confirmed</i></b>
<b>4</b>	Performance Dashboard and Efficiency Objective	<b><i>Approve</i></b>
<b>5</b>	Mayor's Parlours and Council Chambers	<b><i>Agree to use Mayor's Parlour and Council Chamber Limavady Office and Riada House as meeting room space</i></b>
<b>6</b>	Performance Improvement Policy	<b><i>Approve</i></b>
<b>7</b>	Meeting of Centenary End of Great War Working Group held Tuesday 6 March 2018	<b><i>Approve notes and contents therein</i></b>
<b>8</b>	Prompt Payments Statistics	<b><i>Information</i></b>
<b>9</b>	New Charging Regime Data Controller Registration with Information Commissioner – Implications for Councillors	<b><i>Information</i></b>
<b>10</b>	Correspondence	
	<b>10.1</b> Reimbursement of Councillors' Data Protection Fees	<b><i>Bring report to next committee meeting</i></b>
	<b>10.2</b> National Association of Councillors Invoice 18014	<b><i>Approve for payment</i></b>
	<b>10.3</b> Motion on Gambling Fermanagh & Omagh District Council	<b><i>Support</i></b>

	<b>10.4</b> NILGA Memo to Mayor on regional Review of Council Chief Executives Pay and Conditions	<b><i>Approve participation; appoint member by D'Hondt, external appointments</i></b>
<b>11</b>	Scheme of Allowances	<b><i>Approve; Bring report to next committee meeting</i></b>
<b>12</b>	Debt Management	<b><i>Information</i></b>
<b>13</b>	Minutes of Meeting of Land and Property Sub-Committee Held 7 March 2018	<b><i>Approve</i></b>
<b>14</b>	Request for Voluntary Severance	<b><i>Approve 2 no. requests</i></b>
<b>15</b>	Correspondence	
	<b>15.1</b> Local Government Staff Commission Dissolution Funding and Continuing Operations 2018/19	<b><i>Approve for payment</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 20 MARCH 2018 AT 7:00 PM**

- In the Chair** : Councillor McCandless
- Present** : Alderman Finlay, Hillis;  
Councillors Baird, Beattie, Blair, Clarke, Knight-  
McQuillan, McCorkell, C McShane, Nicholl, Quigley  
and Wilson
- Non Committee Members Present** : Councillor P McShane
- Officers Present** : M Quinn, Director, Corporate Services  
D Wright, Chief Finance Officer  
S McMaw, Head of Performance  
S Duggan, Committee and Member Services Officer
- In Attendance** : Press (1 No.)

**SUBSTITUTION**

In accordance with Standing Order 22 (4) Alderman Finlay substituted for Councillor Duddy.

**1. APOLOGIES**

Apologies were recorded for Alderman S McKillop; Councillors Deighan, Duddy, McCorkell, McLaughlin.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF MEETING HELD TUESDAY 20 FEBRUARY 2018**

Minutes previously circulated.

The Chair advised the Minutes of the meeting held Tuesday 20<sup>th</sup> February 2018 were adopted at the 27<sup>th</sup> February 2018 Council Meeting.

**4. PERFORMANCE DASHBOARD AND EFFICIENCY OBJECTIVE**

The Head of Performance presented the report, previously circulated.

Committee was presented with the initial draft of the Performance Dashboard to further explore the detail before agreeing the final draft Corporate Performance Improvement objectives for 2018/2019.

The Performance Dashboard is being designed as a tool to track and measure performance of the Council over time. Performance information will be presented to Council on a quarterly basis.

The Council has the option of setting an additional objective relating to efficiency within the Corporate Performance Improvement Plan as discussed at the January Corporate Policy and Resources meeting. It is suggested that the objective could be “Cost reduction through efficiency” should Council wish to do this. The objectives agreed at the January meeting are as follows:

- To Increase the physical activity level of residents
- Assist to diversify the economy
- To improve local area sustainability

**It is recommended** that Causeway Coast and Glens Borough Council approve the Performance Dashboard as a mechanism for reporting performance of the Council over time.

**It is further recommended** that Causeway Coast and Glens Borough Council decide if there is a requirement to have an additional performance objective relating to efficiency within the Corporate Performance Improvement Plan.

Referring to the Draft Performance Dashboard 2018/19 presented, Councillor Wilson suggested that Council consider cost reduction initiatives and within the Quarterly Performance Update report staff levels including agency staff, with associated costings.

Councillor Clarke suggested the addition of a narrative and measure in relation to the traffic light rating and comparative Key Performance Indicators benchmarked against other Councils. The Head of Performance indicated that Elected Members would be presented with statistical information and evidence and the application of the traffic light rating would be decided by Elected Members.

The Head of Performance agreed to incorporate the suggestions put forward.

Proposed by Councillor Clarke  
Seconded by Councillor Wilson and

**AGREED** – to recommend that:  
Causeway Coast and Glens Borough Council approve the Performance Dashboard as a mechanism for reporting performance of the Council over time;

that Causeway Coast and Glens Borough Council approve the requirement to have an additional performance objective relating to efficiency within the Corporate Performance Improvement Plan.

## 5. MAYOR'S PARLOURS AND COUNCIL CHAMBERS

The Head of Performance presented the report, previously circulated.

The report sought final approval from Elected Members for the use of the Mayor's Parlour and Council Chamber in the Limavady Offices and Riada House.

Members had requested information regarding costs associated with redesign of the Council Chambers be brought back to the next Committee meeting before making a final decision.

Enabling the Mayor's Parlour and Council Chamber in the Limavady Offices and Riada House available for use will alleviate the pressures on meeting room space. The rooms will be retained fairly much as they were in their Legacy Council arrangements and no redesign work is planned. All regalia and emblems will either remain in the rooms if they can be secured or removed and locked away. The Head of Performance advised that Councils Armorial Bearing Sub-Committee would make recommendation on the future of items of Civic Memorabilia currently located in these areas.

As a result of this, it is not necessary to invest any financial resources.

In the future, it may be necessary to re-evaluate how these spaces are used depending on Council requirements and should this situation occur a report will be brought back to Council.

**It is recommended** that Causeway Coast and Glens Borough Council agree to the use of the Mayor's Parlour and Council Chamber in the Limavady Office and Riada House as meeting room space on the basis that there is no cost involved.

Councillor Baird requested that the Mayor would have priority in terms of the use of the Mayor's Parlour in Sheskburn House, Riada House and Limavady office. Committee agreed with this request.

Discussion took place on the use of Sheskburn House. The Head of Performance advised of the Estates Strategy process, and that a report would be brought to Committee with options for the future of Sheskburn House.

In response to a comment from Councillor Clarke, the Head of Performance advised that work was underway to find a more appropriate storage option for the Museum Collection, currently stored in the Paint Studio, at Flowerfield. He further advised that a report on the matter would be brought before the Leisure and Development Committee.

**AGREED** – to recommend that Causeway Coast and Glens Borough Council agree to the use of the Mayor’s Parlour and Council Chamber in the Limavady Office and Riada House as meeting room space on the basis that there is no cost involved.

\* **Councillor Baird left the meeting at 7.47PM.**

## **6. PERFORMANCE IMPROVEMENT POLICY**

The Head of Performance presented the report, previously circulated.

The report sought Elected Members to approve a Performance Improvement Policy in line with the recommendation made by the Local Government Auditor as part of the annual Performance Improvement audit assessment.

The Local Government Auditor has recommended that all Councils in Northern Ireland have in place a Performance Improvement Policy to underpin the Performance Duty within the Local Government Act (NI) 2014.

Accordingly such a policy has been developed for Causeway Coast and Glens Borough Council and was circulated.

The proposed Performance Improvement Policy seeks to establish a more formal approach to developing and reporting on the annual Corporate Performance Improvement Plan. It also sets out a process to bring together the various sources of performance information providing an effective means of monitoring the Council’s performance over time. This includes Departmental Business Plans, the annual Performance Improvement Plan, budget reports and the Performance Dashboard.

The Performance Improvement Policy will be subject to review and update as the Council further develops its various performance improvement mechanisms.

The Performance Improvement Policy has been subjected to an Equality Impact Assessment Screening Process and no issues have been identified.

**It is recommended** that Causeway Coast and Glens Borough Council approve the Performance Improvement Policy as detailed within Appendix 1 of this report.

**AGREED** – to recommend that Causeway Coast and Glens Borough Council approve the Performance Improvement Policy as detailed within Appendix 1 of this report.

\* **The Head of Performance left the meeting at 7.50PM.**

## **7. MEETING OF CENTENARY END OF GREAT WAR WORKING GROUP HELD TUESDAY 6 MARCH 2018**

The Director of Corporate Services presented the Minutes, previously circulated.

The Working Group set up by Council to plan and co-ordinate the Borough's participation in commemorating the end of the Great War met on 6<sup>th</sup> March 2018.

**It is recommended that:**

Council adopts the notes of the meeting held on 6<sup>th</sup> March 2018 and the contents contained therein.

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Quigley and

**AGREED** - to recommend that Council adopts the notes of the meeting held on 6<sup>th</sup> March 2018 and the contents contained therein.

**AGREED** – to Change The Order of Business

## **8. PROMPT PAYMENTS STATISTICS**

The Chief Finance Officer presented the 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 2015 the latest data for quarters 1, 2 and 3 of 2017/18 being up to and including December 2017. I am pleased to report that we are beginning to recover the performance downturn seen in the earlier part of this financial year, this could be attributed to the staff moves now being complete and systems beginning to settle into place and therefore this trend should continue as the year progresses.

**MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Wilson and

**AGREED** – to recommend that Council conduct the business ‘In Committee’.

\* **Press left the meeting at 8PM.**

**9. NEW CHARGING REGIME FOR DATA CONTROLLER REGISTRATION WITH INFORMATION COMMISSIONER – IMPLICATIONS FOR COUNCILLORS**

The Director of Corporate Services presented the information report, previously circulated.

Under the Data Protection Act 1998 data controllers have been required to register with the Information Commissioner and pay a fee as part of this registration.

However, on 20/2/2018 The Data Protection (Charges and Information) Regulations 2018 were laid before Parliament. This legislation introduced a new charging regime in relation to registration and is related to the introduction of the new General Data Protection Regulations (GDPR) on 25<sup>th</sup> May 2018.

The ICO has published details of the new charging scheme and a Guide for Data Controllers.

As previously indicated, the Council’s registration as a data controller covers certain aspects of the role of a Councillor. As a member of Council, Councillors would be covered by this registration for any personal information they are provided with in relation to the functions of Council, for example to enable Councillors to fulfil their decision and policy making role within Council.

However, there are other aspects of a Councillor’s role which are not covered by the Council’s data registration. This includes personal information gathered by a Councillor acting as a representative of the residents of their Ward or as a representative of their Political Party.

Members have previously been advised that the Registration Team within the Information Commissioner’s Office (ICO) have been in contact regarding the requirement for individual Councillors to be registered under the Data Protection Act.

At present, it is a criminal offence to fail to register, or fail to keep an entry up to date, under the Data Protection Act 1998 but this will be replaced under the new charging regime and will now be treated as a civil matter. Data controllers who fail to pay the requisite charge will be liable to pay a fine of 150% of the amount due.

The new fees will be:



**Tier 1** – micro organisations (maximum turnover of £632,000 or no more than ten members of staff) **Fee = £40** (or £35 if paid by direct debit)

**Tier 2** – SME's (maximum turnover of £36million or no more than 250 members of staff) **Fee = £60**

**Tier 3** – large organisations **Fee = £2,900**

The new fees will apply from 25<sup>th</sup> May 2018 but will not affect controllers until the expiry of a current notification entry.

Data controllers due to renew their existing notification between now and 25<sup>th</sup> May 2018 must continue to do so. This means that a data controller renewing under the existing notification arrangements on, say, 24<sup>th</sup> May 2018 will not be subject to the new charging regime until 25<sup>th</sup> May 2019.

Councillors processing personal data on behalf of their constituents or political party will be required to pay the **Tier 1 charge**. Therefore it is likely that Councillors who have not already registered should consider doing so. Advice for elected and prospective councillors is available on the ICO website.

There is a modest (one off) incentive to do so. The rate post 25<sup>th</sup> May 2018 will be £40 unless paid by direct debit when the rate will be £35.

## **10. CORRESPONDENCE**

### **10.1 Reimbursement of Councillors' Data Protection Fees (28 Feb 2018)**

The Director of Corporate Services presented the correspondence, previously circulated.

The National Association of Councillors (NAC) Northern Ireland Region has written to Council about the differing policies following by the 11 Councils regarding reimbursement of councillors' data protection fees.

Two councils have agreed to fund councillors who have paid the fees, while other councils do not and expect councillors to pay the fees for what is seen as constituency business rather than council business.

Councillors have disputed this distinction and are of opinion that constituency business is also council business and comes in their role as councillor.

It is normal practice in the rest of the UK for councils to pay all data protection fees and to expect constituency work as authorised council business.

NAC are urging councils that do not reimburse councillors' data protection fees to reconsider their policy and agree to reimbursement in all cases. Comments welcomed on the proposal.

The Director of Corporate Services advised a report would be brought to the next committee meeting.

**AGREED** – to recommend that Council bring a report to the next committee meeting.

## **10.2 National Association of Councillors – Invoice 18014**

The Director of Corporate Services presented the correspondence, previously circulated.

Council is asked to pay an invoice for £3,200 for annual membership of the National Association of Councillors Northern Ireland Regional, April 2018-March 2019.

Proposed by Councillor Nicholl  
Seconded by Alderman Finlay and

**AGREED** – to recommend that Council pay an invoice for £3,200 for annual membership of the National Association of Councillors Northern Ireland Regional, April 2018-March 2019.

## **10.3 Motion on Gambling – Fermanagh & Omagh District Council (19 Feb 2018)**

The Director of Corporate Services presented the correspondence, previously circulated.

At a recent meeting, Fermanagh and Omagh District Council unanimously approved the following motion:

Fermanagh and Omagh District Council notes the damage gambling can do to both individuals and families;

1. Requests that F&ODC writes to all the registered Political Party Leaders in the North and South of Ireland as well as registered Political Party Leaders in England, Scotland and Wales asking for their support and commitment in banning all Gambling adverts from television, print media and social media.
2. Requests that F&ODC invited the other 10 Councils to support this motion by also writing to all the Party Leaders asking that gambling adverts is banned from television, print media and social media. Council is asked to support the motion by taking the action requested as outlined above in point 2.

**AGREED** – to recommend that Council support the Motion.

#### **10.4 NILGA Memo to Mayor – Councillor Joan Baird on Regional Review of Council Chief Executives’ Pay and Conditions (9th March 2018)**

The Director of Corporate Services presented the correspondence, previously circulated.

The Chief Executive and National Pay Local Co-ordinator of NILGA has written to the Mayor to ask if Council is corporately willing to support a regional review of Chief Executives’ pay conditions of service and performance mechanisms.

The review would be consistent, compliant and aligned to recent exercised in neighbouring jurisdictions undertaken by Senior Officers within the LGA’s Workforce team. This would entail:

- Convening a council inclusive group of elected members
- Reviewing 2018 comparative pay and related information
- Developing contemporary and robust set of options for local councils to consider applying when managing performance of chief executives
- Receiving comments from other key stakeholders within local government who can offer knowledge through experience.

In order to move the initiative forward, the Association seeks written agreement to participate and if so, to confirm the elected member nomination by Monday 30 April 2018.

Proposed by Alderman Finlay  
Seconded by Alderman Hillis and

**AGREED** – to recommend that Council approve written agreement to participate and to confirm the elected member nomination by Monday 30 April 2018, by application of d’Hondt, external appointments.

#### **11. SCHEME OF ALLOWANCES**

The Chief Finance Officer presented the report, previously circulated.

Causeway Coast and Glens Borough Council has established a scheme of allowances payable to Members for the current period. The scheme provides for the payment of allowances to Councillors on the basis that:

- 1 – The maximum level of basic allowance as determined by the Department for Communities (DfC) is paid
- 2 – The maximum level of carers allowances as determined by the DfC are paid
- 3 – The maximum level of mileage rates as determined by the DfC are paid
- 4 – Councillors’ payments are made on the third last banking day of each month.

The updated scheme of allowances takes into account a number of factors:

- 1 – basic allowance
- 2 – mileage rates
- 3 – new increased rates for dependant carer's allowance

The three items are in keeping with the normal periodic update of the scheme of allowances and it should be noted that Council has not yet received any notification of what increase will be applied to the basic allowance from 1 April 2018. This normally follows the staff pay award which has not been agreed at a national level yet but current indications are it will be a 2% increase.

The new scheme of allowances will be effective from 1 April 2018 until 31 March 2019 unless previously amended or updated.

**It is recommended** that the new scheme of allowances be approved coming into force from 1 April 2018, it is further recommended that the Chief Finance Officer be authorised to update the scheme in terms of any increase to the basic allowance once Council has been notified by the Department and publish accordingly.

The Chief Finance Officer agreed to bring a report to the next committee meeting detailing the current situation across the Councils as at 1 April 2018.

Committee noted, the workload and time commitment of Elected members appointed to Council's Planning Committee.

Proposed by Alderman Finlay  
Seconded by Councillor Wilson and

**AGREED** – to recommend that the new scheme of allowances be approved coming into force from 1 April 2018, it is further recommended that the Chief Finance Officer be authorised to update the scheme in terms of any increase to the basic allowance once Council has been notified by the Department and publish accordingly.

## **12. DEBT MANAGEMENT**

The Chief Finance Officer presented the 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.

This report set out an update on several debts.

A number of legal actions notices have been issued to the following individuals/organisations with updated status as shown (cases previously reported as complete have been removed from this schedule).

### **13. MINUTES OF MEETING OF LAND AND PROPERTY SUB-COMMITTEE HELD 7 MARCH 2018**

The Director of Corporate Services presented the Minutes, previously circulated.

**AGREED** – to recommend that Council confirm the Minutes of Meeting of Land and Property Sub-Committee held 7 March 2018 and recommendations therein.

### **14. REQUEST FOR VOLUNTARY SEVERANCE**

The Director of Corporate Services presented the confidential report, previously circulated.

Under Section 123 of the Local Government Act (Northern Ireland) 2014, arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following the 1<sup>st</sup> April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum 'RPA Staff Severance Scheme for Local Government' (the severance scheme) sets out the detail of how this compensation should be paid. The 'severance scheme' is underpinned by The Local Government Reorganisation (Compensation for Loss of Employment) Regulations (Northern Ireland) 2015. The 'severance scheme' was adopted at the Shadow Council meeting on Thursday 23<sup>rd</sup> October 2014.

There are 3 requests but only 2 can be granted, the RPA Staff Severance Scheme (LGRJF/11) and relevant criteria will be applied.

It is recommended that council give approval to two requests for voluntary Severance.

**AGREED** – to recommend that Council give approval to two requests for voluntary Severance.

## 15. CORRESPONDENCE

### 15.1 Local Government Staff Commission – Dissolution Funding and Continuing Operations 2018/19 (Letter Dated 22 February 2018)

The Director of Corporate Services presented the report, previously circulated.

In November 2016, the Corporate Policy and Resources Committee was advised that The Local Government Staff Commission was to be dissolved on 31 March 2017. Council was asked to note that it may be necessary to revise the Commission's financial scheme and issue a further request for funding to Council.

Following discussion with the Department for Communities, the Commission has concluded that it is unlikely that the Dissolution Order to wind up the Commission will be in place in the near future. In order to implement its statutory functions, it is necessary for the Commission to determine a financial scheme up to 31 March 2019. It is estimated that a financial requirement for the year ahead to be £453,199, less income from operations, leaving an amount of £419,199 to be raised from District Councils.

Causeway Coast and Glens is required to pay approximately 5.56% of outstanding amount, namely £23,335. This is payable to the Commission by 30 April 2018.

Proposed by Alderman Finlay  
Seconded by Alderman Hillis and

**AGREED** – to recommend that Council pay approximately 5.56% of outstanding amount, namely £23,335.

It was proposed by Councillor Knight McQuillan, seconded by Alderman Hillis that the remainder of the business be conducted out of committee.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.35 PM.

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Chair