



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING**  
**TUESDAY 16 OCTOBER 2018**

No	Item	Summary of key Recommendations
4.	Performance Improvement Plan 2018/19 – Project Update	<b>Information</b>
5.	Notice of Motion Proposed by Alderman Robinson, seconded by Councillor Fielding referred from 25 <sup>th</sup> September 2018 Council Meeting	<b>Support</b>
6.	Set the Rates Strike Meeting	<b>Thurs 7 Feb 2019</b>
7.	Landfill Performance Deed	<b>Approve</b>
8.	Prompt Payment Statistics	<b>Information</b>
9.	Timetable of Meetings Schedule 2019	<b>Note date of Annual Meeting; Approve 2019 Schedules, excluding Planning Committee; defer consideration of scheduling 2019 Planning Committee meetings to the next Planning Committee; do not hold a Council Meeting in July 2019</b>
10.	Notes of Centenary End of Great War Working Group held Tuesday 2 <sup>nd</sup> October 2018	<b>Approve; Purchase 4 Tommy's at a cost of £750 each</b>

<b>11.</b>	New/Amended Policies for Causeway Coast and Glens Borough Council <ul style="list-style-type: none"> <li>• Dignity and Respect at Work Policy and Procedure</li> <li>• Disciplinary Procedure</li> <li>• Flexible Working Scheme Policy</li> <li>• Weekend Enhancement and Bank Holiday Payments for Operations Supervisors</li> </ul>	<b>Approve</b>
<b>12.</b>	Correspondence - Ulster University	<b>Information</b>
	<b>'IN COMMITTEE'</b>	
<b>13.</b>	Re-Engagement of former Employees who left under Voluntary Severance	<b>Deferred</b>
<b>14.</b>	Minutes of the Meeting of the Land and Property Sub-Committee held Wednesday 3 <sup>rd</sup> October 2018	<b>Approve and recommendations therein</b>
<b>15.</b>	Debt Management	<b>Information</b>
<b>16.</b>	Management Accounts	<b>Information</b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 16 OCTOBER 2018 AT 7:00 PM**

**In the Chair** : Councillor Quigley

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

**Substitute** : Alderman King

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

**Non Committee Members Present:** Alderman Robinson

**In Attendance** : Press (1 No.)

**SUBSTITUTIONS**

Alderman King substituted for Alderman Hillis.

**1. APOLOGIES**

Apologies were recorded for Alderman Hillis and Councillor Wilson.

\* **Councillor Nicholl left the meeting at 7PM.**

**2. DECLARATIONS OF INTEREST**

Declaration of Interest was recorded for Councillor McCormell in Agenda Item 14.

**3. MINUTES OF MEETING HELD TUESDAY 18<sup>TH</sup> SEPTEMBER 2018**

The Chair advised the Minutes of the Meeting held Tuesday 18 September 2018 were confirmed at 25 September 2018 Council meeting.

#### **4. PERFORMANCE IMPROVEMENT PLAN 2018/19 – PROJECT UPDATE**

Report previously circulated presented by the Performance and Transformation Officer. The report presented an update on the projects listed within the Council's 2018/19 Performance Improvement Plan.

The Council's Performance Improvement Plan for 2018/19 was approved by Council in June 2018. The Plan contained improvement projects which will help to meet the Council's Performance Improvement Objectives for 2018/19.

This is the first update to Council on the 2018/19 Performance Improvement Plan and was included as Appendix 1, circulated.

The planned dates for all future Performance related reports and updates to Council were included as Appendix 2, circulated.

Councillor Baird referred to Page 2 the Ballycastle Leisure Facility Phase II development being on hold 'pending final investment decision for the Shared Campus' and sought the reason for this. Councillor Baird also referred to the Greenways and what could be done to ameliorate the Portrush Traders concerns regarding the Regeneration and the Open Golf 2019? Councillor Baird stated her disappointment with the Sports Development Programme half yearly figure that had not met target and queried what could be done to make people more aware to achieve the target for the financial year?

Councillor K Mulholland sought more information on the Economusee Project, that he was aware Scullion hurls and Ursa Minor promotion had not finished.

Councillor Callan sought clarification of the statutory indicators surrounding Planning, and the 'average processing time of 357 weeks', whether one withdrawn Application had an effect on the overall average? Councillor Callan referred to the Local Development Planning applications and 'average processing time of 23.7 weeks', and queried whether a plan was in place to focus on that?

The Performance and Transformation Officer stated he would contact the relevant Heads of Service to seek a full response and respond to the Councillors questions.

**AGREED** – to Change the Order of Business, to receive the Notice of Motion next on the Agenda for the transaction of Business.

**5. NOTICE OF MOTION PROPOSED BY ALDERMAN ROBINSON,  
SECONDED BY COUNCILLOR FIELDING REFERRED FROM 25<sup>TH</sup>  
SEPTEMBER 2018 COUNCIL MEETING**

Alderman Robinson read from a statement and proposed accordingly:

*"That this Council becomes a JAM card friendly organisation given the rising numbers of JAM card users across Northern Ireland and in doing so helps those with a learning disability or communications barrier to access our services discreetly and easily'*

*Chair, we pride ourselves on the quality of service that we provide to the public, that is of course due to the dedication and commitment of our staff. Certainly in my experience our staff are exemplary.*

*By adopting the Jam Card we are actually not doing anything new because I believe our staff will always do what is necessary to help those who need it when it comes to using our services.*

*I am very pleased to bring forward this motion to the Committee. Firstly let me explain what a Jam Card – JAM stands for JUST A MINUTE and it allows the user of the card explain that they need a little time and patience when dealing with others.*

*For those with learning difficulties or people with any kind of communication barrier, engaging with others, particularly strangers, it can be a stressful event – they can become very self conscious about their own abilities to communicate effectively. This can become a vicious circle where the stress and worry of being able to communicate actually makes it more difficult to concentrate on what you want to say and to put that into words.*

*This is where the JAM card comes in. As I said it can be used by anyone with a communication barrier, whether that's because of a learning difficulty, disability or indeed any reason that may make it harder for someone to communicate with others; and I know recently Dementia NI have worked with the NOW Group and now advocating its use by dementia sufferers.*

*Those who use the Card know that if they are engaging with a JAM Card friendly organisation, simply by showing their card or by using the app on the phone, the staff they are dealing with will be more than happy to give them whatever time they need, or indeed any assistance they need, in order to help them access their services.*

*The number of businesses and organisations who are Jam Card Friendly is growing all the time. These would include Translink, Belfast City Council, Millennium Forum, The Odyssey Trust, several Borough Councils and the Consumer Council.*

*Several months ago I met with a representative from the Now Group and also a lady from Ballykelly whose Son was soon to become a Jam Card user. It was great to hear first hand how the Jam Card will help the lady and her Son in his day to day life and the confidence it will give him just having that card.*

*Members, the wonderful thing about this card is that it is simple in its operation and It gives confidence and reassurance to a user who sees the Jam Card symbol. Whether they are walking into a building to deal with front line staff or step onto a bus, they know that the person on the other side of the counter or behind a desk isn't going to rush them or pressure them in any way.*

*Chair, I want us tonight to send out the message to those in our community who benefit from this scheme that we as a Council want to help and support them and by being JAM CARD friendly is one way of doing that".*

Councillor Knight-McQuillan outlined her support and seconded the Notice of Motion. Councillor Knight-McQuillan advised, that in becoming a JAM card friendly organisation, a message would be sent out to those in the community who would benefit from the initiative, that we as a Council, can help and support those members of the community.

Alderman McKillop advised Council would be helping the most vulnerable people in society, that being JAM card friendly would help tackle isolation and loneliness issues and outlined her support.

Proposed by Alderman Robinson  
Seconded by Councillor Knight-McQuillan and

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

## **6. SET THE RATES STRIKE MEETING**

Report previously circulated, presented by The Chief Finance Officer.

Department for Communities (DfC) requires Council to specify a meeting at which the rate will be struck and to notify DfC of this date. In addition this report recommends the process which Council will follow during the rates setting.

The District Rate has to be struck by 15<sup>th</sup> February each year, in 2019 this falls on a Friday. The 2 preceding Tuesdays are already taken up with scheduled committee meetings therefore another date is required for the purposes of setting the rate. Thursday 7th February would be a possibility allowing time for any potential adjournment (if required) and enable Council to strike within the appointed timeframe.

In terms of the rates setting process initially the Efficiency Sub-committee, Corporate, Policy and Resources Committee will have all the relevant information tabled and subsequently reported to full council in the normal manner for the period up to December. During January 2019 as the process draws towards its conclusion there may need to be a workshop or workshops timetabled for full council to consider the information prior to the rates estimates being presented to Council at the strike meeting.

**It is recommended** that the Causeway Coast and Glens Borough Council set Thursday 7<sup>th</sup> February 2019 as the Council meeting to strike the rate and that the Corporate, Policy and Resources Committee consider all rates estimates information.

Proposed by Councillor K Mulholland  
Seconded by Councillor Baird and

**AGREED** – to recommend that the Causeway Coast and Glens Borough Council set Thursday 7<sup>th</sup> February 2019 as the Council meeting to strike the rate and that the Corporate, Policy and Resources Committee consider all rates estimates information.

## 7. LANDFILL PERFORMANCE DEED

Northern Ireland Environment Agency (NIEA) requires Council under the Pollution Prevention & Control (Industrial Emissions) Regulations (Northern Ireland) 2013 SR 160 (as amended) (“the PPC Regulations”) to make and maintain adequate financial provision in relation to and/or arising from its duties and obligations under the Permit which was issued to Council in accordance with the PPC Regulations.

In order to fulfil Councils obligations under the PPC Regulations Council are required to provide a deed of performance in relation to its operational landfill site at Craigahulier. This deed sets out a financial obligation which council is bound to as a result of the operation of the landfill site. There is a calculation model agreed with both NIEA and Northern Ireland Audit Office (NIAO) which determines the level of the financial obligation, this calculation being based upon factors such as remaining capacity and quantity of material being landfilled. As is normal with such a document this requires sealing at a Council meeting prior to submission to NIEA.

In this case the sealed document requires an annual update to take into account additional usage and consumption of the landfill site thereby affecting the level of financial obligation required. With that in mind this

document is before committee in the first instance since this is the first update of the document. The performance deed attached at appendix 1, circulated, dated 23rd October 2018 will supersede the document dated 24<sup>th</sup> October 2017 and sealed at Council on that date. Subsequent updates will occur annually thereafter following conclusion of the audit of annual accounts, the figure to be included in the performance deed being agreed as part of the audit process.

**It is recommended** that council approve the attached performance deed be updated as detailed and proceed to full council for sealing replacing the document dated 24<sup>th</sup> October 2017.

Proposed by Alderman McKillop  
Seconded by Alderman King and

**AGREED** - to recommend that council approve the attached performance deed be updated as detailed and proceed to full council for sealing replacing the document dated 24<sup>th</sup> October 2017.

## **8. PROMPT PAYMENT STATISTICS**

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 circulated detailed Council's performance since April 2016 the latest data for the early part of quarter 2 of 2018/19 being up to and including early August 2018. Q2 performance has dropped from Q1 but the performance is still ahead of the previous 2 years for the same period.

Whilst the improved performance in comparison to previous periods is welcome council officers continue to seek improvements to overcome these difficulties and ultimately improve the performance. As previously reported finance staff are continuing with the setting up of electronic systems which will remove the need to have invoices transported around all of our offices for verification and authorisation. The electronic system will produce significant improvements in the payment figure.

The Chief Finance Officer responded to a comment from Councillor Baird surrounding fourth Quarter higher level processing activity.

## **9. TIMETABLE OF MEETINGS SCHEDULE 2019**

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

Appendix 1, Schedule 1 circulated takes into account proposed Council, Committee and sub-committee meetings from January 2019 – April 2019. Schedule 2 circulated takes into account proposed Council, Committee and sub-committee meetings post-Election from May 2019 – December 2019.

The Local Government Elections will be held on Thursday 2<sup>nd</sup> May 2019 and taking into account any purdah period that Council may decide to have, may affect the committee schedule during April 2019.

The date of the Annual Meeting is set at Tuesday 14<sup>th</sup> May 2019 at 7PM.

**It is recommended:**

- that committee note the date of the Annual Meeting;
- that committee approve Schedule 1, Council, Committee and sub-committee meetings January 2019 - April 2019 as detailed;
- that committee further consider Schedule 2, Council, Committee and sub-committee meetings post-Election, May 2019 – December 2019, as detailed and make recommendation to Council.

Councillor Fielding agreed with the detail of Schedule 1 and Schedule 2, however in light of the cost of running a Council meeting and referring to the July 2018 Council Meeting that lasted only 15 minutes, Councillor Fielding felt there should be no Council meeting held during July 2019.

Councillor Baird referred to the Planning Committee meetings schedule and considered they should be held on the Thursday following the Council meeting, with implementation from the new term of office.

Alderman McKillop, in her capacity as Chair of Planning, concurred and advised the issue was being considered in the Protocol for the Operation of the Planning Committee. Alderman McKillop suggested the Thursday scheduling is implemented pre-Election, however she required additional information in relation to any staffing considerations that may also need to be made.

Councillor McCorkell disagreed with the argument not to hold the Planning Committee meeting the day after the Council meeting.

Proposed by Councillor Fielding  
Seconded by Councillor Baird and

**AGREED – to recommend**

- that Council note the date of the Annual Meeting;
- that Council approve Schedule 1, Council, Committee and sub-committee meetings January 2019 - April 2019, excluding Planning Committee meetings;
- that Council approve Schedule 2, Council, Committee and sub-committee meetings post-Election, May 2019 – December 2019, excluding Planning Committee meetings, with no meeting being held in July 2019.

Proposed by Councillor Baird  
Seconded by Councillor McCandless and

**AGREED – to recommend that Council defer consideration of the timetable of Planning Committee Meeting 2019, to the next Planning Committee, with a view they are held on the Thursday following the Council meeting.**

- \* **Councillor Nicholl re-joined the meeting at 7.40PM.**

**10. NOTES OF CENTENARY END OF GREAT WAR WORKING GROUP HELD TUESDAY 2<sup>ND</sup> OCTOBER 2018**

The notes of the final meeting were circulated.

**IT IS RECOMMENDED** that Council notes the contents of the minutes and makes recommendation to Council in relation to the Working Group's suggestion at Item 6 'There But Not There' request.

Councillor Knight-McQuillan proposed Council purchase 4, 6 foot Tommy figures, one for each legacy Council area, that they could be used for various Services of Remembrance and throughout the Borough, an added dimension to the community to use. Councillor Knight-McQuillan outlined the money would be used for veterans and serving military, health and mental health issues.

In response to concern raised surrounding a perceived lack of events being held in Ballycastle, the Chair of the Centenary End of Great War Working group, Councillor Knight-McQuillan outlined the Ballycastle Programme of events held throughout the Year.

Councillor Deighan sought an update on the spend to date. The Director of Corporate Services advised that of the £15,000 budget agreed by Council in February, £13,129 had been spent. There was an additional spend of £1,200 agreed for a Publication. The Director clarified the £750 for each location recommended had not been included.

Councillor K Mulholland advised he was aware a proportion of the community commemorated the Great War and Council facilitated with a Programme of Events. However, Councillor K Mulholland felt that at a time when Council are cutting services, the spend was not necessary when there were memorials in each of the four legacy towns and stated he would be voting against.

Alderman McKillop outlined use could be made in other places for groups at a later date and encouraged all members, in her capacity as Council's RFCA Veterinary Champion to support the worthwhile purchasing of the silhouettes.

Councillor Knight-McQuillan put on record her commendation for non-elected Members attending the Centenary meetings and thanked the work of the staff and members of the Royal British Legions and Elected Members for their attendance during a poignant remembrance period.

Councillor McCorkell congratulated the concept of the Tommy's for the thousands who gave their lives.

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Callan

- to recommend that Council notes the contents of the minutes; that Council purchase 4 Tommy commemorative figures at a cost of £750.00 each.

The Chair put the motion to the Committee to vote; 9 Members voted For, 3 Members voted Against, 2 Members abstained.

The Chair declared the motion carried.

**AGREED** - to recommend that Council notes the contents of the minutes; that Council purchase 4 Tommy commemorative figures at a cost of £750.00 each.

- \* **Alderman Robinson left the meeting at 7.55PM.**
- \* **Councillor Nicholl left the meeting at 7.55PM.**

## **11. NEW/AMENDED POLICIES FOR CAUSEWAY COAST AND GLENS BOROUGH COUNCIL**

Councillor C McShane sought the rationale for not having the Agenda Item 14 heard ‘In Committee’. The Director of Corporate Services responded that Agenda Item 14 may raise issues in relation to staff matters.

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

Copies of each of the policies were circulated.

### **Dignity and Respect At Work Policy and Procedure**

The aim of this policy is to prevent harassment and bullying in the workplace, provide guidance to resolve any problems should they occur and prevent recurrence.

The policy explains the procedure for dealing with any complaints of bullying and harassment which may be received.

The policy outlines Council’s commitment to promoting good and harmonious working environments where employees are treated with dignity and respect and in which no worker feels threatened or intimidated because of his or her sex, marital status, family status, religious belief, political opinion, disability, age, race or ethnic origin, sexual orientation, trade union membership/non-membership or criminal record.

### **Disciplinary Procedure**

The aim of this policy is to help encourage all employees to achieve and maintain appropriate standards of conduct and performance. This policy is designed to be corrective not punitive.

The policy outlines how matters of conduct will be dealt with in a fair and consistent manner. It provides practical guidance to managers, employees and their representatives within Causeway Coast and Glens Borough Council.

### **Flexible Working Scheme Policy**

The aim of the Flexible Working Hours Scheme is to encourage a greater work life balance for employees whilst maintaining cover in service areas

across the Council. The policy enables employees to balance their work and personal lives more effectively, and provide improved services to customers and ratepayers by providing services which are available to the public throughout the day.

### **Weekend Enhancement and Bank Holiday Payments for Operations Supervisors**

The aim of this policy is to provide an enhanced payment to Operations Supervisors who are required to work, as part of their normal working week, on a Saturday and / or Sunday and on a minimum of 6 Bank Holidays throughout the year.

The overriding requirement for Operations Supervisors to be on duty on these days is to ensure the health and safety of the employees and workers.

**It is recommended** that council approves the policies listed above.

**AGREED** – to recommend that council approves the policies listed above.

### **12. CORRESPONDENCE - Ulster University, correspondence dated 1 October 2018**

Correspondence has been received from the University Secretary advising the Honorary Degrees Committee would be meeting in December 2018. The Committee will consider nominations for honorary degrees to be awarded at Congregations and other ceremonies in 2019.

Council's representative to the Court of Ulster University is Councillor McCandless.

#### **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Baird

Seconded by Councillor Knight-McQuillan and

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

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

### **13. RE-ENGAGEMENT OF FORMER EMPLOYEES WHO LEFT UNDER VOLUNTARY SEVERANCE**

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

**It is recommended** that council approves the proposal as detailed above (as contained in the report).

The Director of Corporate Services responded to questions from Elected Members and agreed to bring further information back.

**AGREED** – to recommend that council defers consideration of the proposal as detailed in the report.

#### **14. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 3<sup>RD</sup> OCTOBER 2018**

**AGREED** – to recommend that Council approve the Minutes of the Meeting of the Land and Property Sub-Committee held Wednesday 3<sup>rd</sup> October 2018 and recommendations therein.

#### **15. DEBT MANAGEMENT**

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

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.

Aged debt analysis as at 30 June 2018 and as at 30 September 2018 was circulated and table detailing the status of debt over 90 days in excess of £10.

In accordance with Council's debt management policy, the Chief Finance Officer is required to report to Council any debts under £1,000 which the Chief Finance Officer has the authority to write-off. There are two such debts this month listed totalling £70.

In accordance with Council's debt management policy. The Chief Finance Officer is required to seek Council approval in order to write off any debts in excess of £1,000. There are no such debts for recommendation this month.

Councillor Deighan observed that more robust processes were required surrounding Building Control and escalation of the debt outstanding in a neighbouring Council was required.

## **16. MANAGEMENT ACCOUNTS**

Confidential report previously circulated presented by the Chief Finance Officer.

Causeway Coast and Glens Borough Council has approved annual budgets and delegated authority to officers to utilize these budgets in the provision of services to our rate payers.

Circulated was the management accounts report detailing the financial position as at period 4 of the 2018/19 financial year (up to 31 July 2018) together with a table of variance analysis and explanations.

Councillor Deighan sought information on the infrastructure variance analysis in relation to car park revenue. The Chief Finance Officer outlined the budget had initially been set higher than the charges and would be adjusted for the rates estimate next year.

Councillor Deighan drew attention to street cleansing figures for example, the Chief Finance Officer advised of aligning budgets and codes with staff and resources, that work was currently being undertaken with the Accounting team to line up costs and budgets to detail a full understanding of the management accounts.

### **MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Baird

Seconded by Councillor Knight-McQuillan and

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

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

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Chair