

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 18 JUNE 2019**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>3</b>	Terms of Reference	<b>Governance Working Group to review Committees Terms of Reference</b>
<b>4</b>	Minutes of Meeting held Tuesday 19 March 2019	<b>Information</b>
<b>5</b>	Prudential Indicators	<b>Adopt</b>
<b>6</b>	Performance Improvement Plan 2019/2020	<b>Approve</b>
<b>7</b>	Exemption for Councillors Data Registration	<b>Information</b>
<b>8</b>	Proposals for Development of a New Council Strategy/Corporate Plan	<b>Adopt; hold Corporate Strategy Workshop on Saturday 21 September</b>
<b>9</b>	Prompt Payment Statistics	<b>Information</b>
<b>10</b>	Correspondence	<b>Note</b>
	DfI The Planning (Fees) (Amendment) Regulations (NI) 2019	
	<i>'IN COMMITTEE'</i>	
<b>14</b>	Management Accounts	<b>Information</b>
<b>15</b>	Debt Management	<b>Information</b>
<b>16</b>	Procurement Report to Progress Internal Audit Tender	<b>Award to Moore Stephens</b>

<b>17</b>	ODHR Report – Voluntary Severance Request	<b><i>Withdrawn from the Agenda</i></b>
<b>18</b>	Minutes of the Meeting of the Land and Property Sub-Committee for 5 June 2019	
	Matters Arising	
	<b>18.1</b> Requests for use of Council land (Item 9) 09/19 Crescent, Portstewart – Panoramic Viewing wheel	<b><i>Information</i></b>
	<b>18.2</b> Approval of the Minutes	<b><i>Approve and recommendations therein</i></b>
	<b>18.3</b> Ref: 30/19 Icons of Northern Ireland Sand Sculptures, Tourism NI	<b><i>Verbal update</i></b>
<b>19</b>	Minutes of Governance Working Group	<b><i>Withdrawn</i></b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 18 JUNE 2019 AT 7:00 PM**

- In the Chair** : Councillor McShane
- Present** : Alderman Fielding, Hillis, McCorkell  
Councillors Callan, Chivers, Dallat O'Driscoll, Baird,  
Knight-McQuillan, McCaw, McGurk, McLean,  
Peacock, Mulholland, Scott, Wilson
- Officers Present** : M Quinn, Director, Corporate Services  
D Wright, Chief Finance Officer  
J McCarron, Performance and Transformation Officer  
S Duggan, Civic Support & Committee & Member Services Officer
- In Attendance** : Press (1 No.)

**SUBSTITUTIONS**

The Chair advised Councillor Baird was substituting for Alderman McCandless; Councillor Mulholland was substituting for Councillor Quigley.

**1. APOLOGIES**

There were no apologies recorded.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. TERMS OF REFERENCE**

Copy previously circulated.

Councillor Callan advised Committee Terms of Reference were required to be updated to include the Corporate Plan, Community Plan, and the work and remit of the Land and Property Sub Committee.

**AGREED** – to recommend that Council invite the Governance Working Group to consider reviewing Terms of Reference for Committees.

#### **4. MINUTES OF MEETING HELD TUESDAY 19 MARCH 2019**

Summary previously circulated.

The Chair advised the Minutes had been adopted at 16 April 2019 Council Meeting.

#### **5. PRUDENTIAL INDICATORS**

Report previously circulated, presented by the Chief Finance Officer.

The Chief Finance Officer advised in setting the rate, Council should also consider its Prudential Indicators which summarise the cost of servicing its loan finance.

The prudential indicators summary, circulated, was not formally adopted at the rates strike meeting.

**It is recommended** Prudential indicators be formally adopted as tabled in the appendix.

**AGREED** – to recommend that Council adopt the Prudential indicators.

#### **6. PERFORMANCE IMPROVEMENT PLAN 2019/2020**

Report previously circulated, presented by the Performance and Transformation Officer.

The purpose of the report was to seek approval from Elected Members with regard to the Corporate Performance Improvement Plan for 2019/20.

The Corporate Performance Improvement Plan (the Plan) is a requirement within the Local Government Act (NI) 2014 (the Act). Elected Members agree the annual Plan and progress updates are provided periodically to the Corporate Policy and Resources Committee and full Council in line with the Council's performance improvement policy. The Audit Committee has a scrutiny function in the process.

The Plan is subject to an annual external audit process by the Local Government Auditor. There is a guidance document specifically written by Central Government that sets out the process and requirements of the Council when developing the plan and reporting progress.

In terms of performance management within Causeway Coast and Glens Borough Council, the Corporate Performance Improvement Plan forms

one aspect, the others being the Departmental Business Plans and the Performance Dashboard.

The Act specifies that the Annual Corporate Performance Improvement Plan must be agreed each year prior to the end of June.

In line with the requirements of the Act and the Council's Performance Improvement Policy, the Plan was subjected to an extensive consultation exercise, the outcome of which is now detailed within the Plan. Members were presented with the outcomes of the consultation in March 2019.

The Performance Improvement Objectives for 2019/20 were agreed by a meeting of Full Council on 28 May 2019.

**It is recommended** that Elected Members agree the Corporate Performance Improvement Plan for 2019/20 as set out in Appendix 1.

The Performance and Transformation Officer responded to questions surrounding the Corporate Performance Improvement Objectives, the Officer advised he would get back to those Members requiring additional detail.

**AGREED** – to recommend that Council approve the Corporate Performance Improvement Plan for 2019/20 as set out in Appendix 1 (circulated).

## **7. EXEMPTION FOR COUNCILLORS DATA REGISTRATION**

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

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.

Committee was reminded the Information Commissioner's Office had been insisting that Councillors who hold and process personal information also need to register with them and pay a data protection fee

However, new legislation came into force on 1<sup>st</sup> April 2019 called the *Data Protection (Charges and Information) (Amendment) Regulations 2019*.

This legislation now gives an exemption for the "*processing of personal data by*:"

- *members of the House of Lords,*
- *elected representatives,*
- *prospective representatives,*

*where that processing is in connection with the discharge of the functions of the member of the House of Lords/elected representative or in connection with any activity where the (main) purpose is the future election of the prospective representative.”*

This has an impact on a Councillor, falling within the “*elected representatives*” group.

For a Councillor to be exempt from having to register and pay a fee to the Information Commissioner’s Office, any personal information a Councillor holds or process must be in connection with the Councillor role or any activity where the sole or principal purpose is the future election as a Councillor.

If a Councillor holds or processes personal information for any other non-exempt purpose, for example as a business owner, or if you have CCTV at offices for crime prevention purposes, then that processing is **not** exempt and Councillors would have to register and pay the data protection fee in respect of it.

However, if a Councillor is only processing personal information in connection with their role as a Councillor or in connection with any activity where the sole or principal purpose is the future election as a Councillor, then a Councillor does not need to register or renew their registration with the Information Commissioner’s Office and pay the data protection fee.

## **8. PROPOSALS FOR DEVELOPMENT OF A NEW COUNCIL STRATEGY/CORPORATE PLAN**

Report previously circulated.

The first Council Strategy for Causeway Coast and Glens Borough Council 2015 to 2019 was designed to meet the demands and priorities of the Causeway Coast and Glens Borough Council as it moved forward into the new local government era.

As this Council Strategy was envisaged only to run to the end of the previous Council term in May 2019 it would now be appropriate for the new Council to consider the development of their new Council Strategy for the next four year period.

This is an important piece of work as it will set the vision for the new Council and agree the strategic priorities that the Council will focus on during its next strategic planning period. The Strategy will also provide the foundation for the Council's internal business planning process and associated performance management regime.

It is proposed that the timeframe for the new Council Strategy will cover the term of the new Council, ie 2019 to 2023, but the Strategy will be subject to an annual review to ensure that it remains robust and relevant throughout this four year period.

Appendix 1, circulated, contained a draft proposed development process for the new Council Strategy for your consideration

**It is recommended** that the Corporate Policy and Resources Committee recommends to Council the adoption of the proposed development process for the new Council Strategy.

**AGREED** – to recommend that Council adopt the proposed development process for the new Council Strategy.

The Chair advised she was unable to attend on Saturday 14<sup>th</sup> September and proposed changing the date.

**AGREED** – to recommend the Corporate Strategy workshop is held on Saturday 21<sup>st</sup> September 2019.

\* **Councillor Baird arrived at the meeting during consideration of the Item.**

## **9. PROMPT PAYMENT STATISTICS**

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.

The 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 2017 the latest data for the early part of quarter 1 of 2019/20 being up to and including early end of May 2019. Q1 performance has deteriorated from previous figures which is extremely disappointing.

Members had requested that some analysis be carried out with regards the contributing factors to the decline in performance and these factors were listed within the report.

Whilst the recent drop performance in comparison to previous periods is unwelcome 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 figures.

In response to requests for clarification from Councillor McGurk, the Chief Finance Officer responded detailing operational procedures.

\* **Councillor McCaw arrived at the meeting at 7.38PM.**

## **10. CORRESPONDENCE**

Information report previously circulated.

Correspondence has been received from the Department for Infrastructure dated 24 May 2019 to advise that it has made a Statutory Rule entitled "The Planning (Fees) (Amendment) Regulations (Northern Ireland) 2019" (S.R. 2019 No. 112) which comes into operation on 17 June 2019.

The purpose of this Statutory Rule is to amend the Planning (Fees) Regulations (Northern Ireland) 2015 (S.R. 2015 No. 73) to apply an inflationary uplift of approximately 1.99% overall across all planning fee categories.

**AGREED** – to recommend that Council note the correspondence.

## **11. CONSULTATIONS**

There were no consultations documents.

## **12. CONFERENCES**

There were no conferences.

## **13. MATTERS FOR REPORTING TO PARTNERSHIP PANEL**

There were no matters for reporting to the Partnership Panel, Local Government side.

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

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor Wilson and

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

\* **Press left the meeting at 7.41pm.**

## **14. 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.

A management accounts report was previously circulated detailing the financial position as at period 11 of the 2018/19 financial year (up to 28 February 2018) together with a table of variance analysis and explanations. The Chief Finance Officer advised committee that steps were being taken to redress the variances identified.

## **15. DEBT MANAGEMENT**

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.

Aged Debt Analysis As at 28 February 2019, Over 90 Days Analysis and Debt write-off under £1,000 information was reported.

The Chief Finance Officer responded regarding the percentage value of Coleraine BID Invoices outstanding and Council's intermediary role as billing and collection agent.

The Chief Finance Officer further advised of Council's role in processing claims for projects grant funded and funding received retrospectively.

**AGREED** – to recommend that Council invite Coleraine BID representatives to a Leisure and Development Committee meeting with a view to presenting a review update and progress.

## **16. PROCUREMENT REPORT TO PROGRESS INTERNAL AUDIT TENDER**

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

At the Audit Committee meeting held on 29 June 2015, a report was presented to Elected Members highlighting the importance of the internal audit function in bringing a systematic approach to evaluating and improving the effectiveness of risk management, control and governance process. Committee agreed that Council's internal audit function should be procured in line with Council's procurement policy and subsequently a contract was awarded to Moore Stephens.

The current tender for Internal Audit Services has expired and the internal audit function was tendered.

**It is recommended** that the internal audit function be awarded to Moore Stephens.

In response to a query for more detail surrounding the process and the award of the tender, the Chief Finance Officer and the Director of Corporate Services advised members of the number of applicants, the process for assessment of the tenders submitted, and the scoring matrix applied, costs and the overall results.

**AGREED** – to recommend that the tender for the provision of the Internal Audit Co-Sourcing arrangement be awarded to Moore Stephens.

**17. ODHR REPORT – VOLUNTARY SEVERANCE REQUEST (TO FOLLOW) NOT FOR PUBLICATION**

The Director of Corporate Services advised the item was withdrawn from the Agenda.

**18. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE 5 JUNE 2019**

Copy previously circulated.

**Matters Arising**

**18.1 Requests for Use of Council Land (Item 9)**

**09/19 Crescent, Portstewart - Panoramic Viewing Wheel**

Officers were advised to investigate if any Department of Infrastructure works would be ongoing at this time in that area.

**18.2 Approval of the Minutes**

Proposed by Councillor Callan

Seconded by Councillor Knight-McQuillan and

**AGREED** – to recommend that the Minutes of the Land and Property Sub Committee held 5 June 2019 and recommendations therein are approved.

**18.3 Ref: 30/19 Icons of Northern Ireland Sand Sculptures, Tourism NI**

The Director of Corporate Services provided a verbal update, advising that dates and location had been changed from those previously advised to the Land and Property Sub-Committee. The Sand drawing will take place on 3<sup>rd</sup> to 5<sup>th</sup> or 17<sup>th</sup> July at Downhill Strand.

**19. MINUTES OF GOVERNANCE WORKING GROUP**

The Director of Corporate Services advised the item would be presented to the next Committee meeting.

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

There was no Any Other Relevant Business notified.

It was proposed by Councillor Knight McQuillan, seconded by Councillor Callan, and agreed to move out of committee.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.10PM.

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Chair

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