



CORPORATE POLICY AND RESOURCES MEETING TUESDAY 15 NOVEMBER 2016

| No | Item | Summary of key Recommendations |
|----|--|--|
| 1 | Apologies | <i>Councillor C McShane</i> |
| 2 | Declarations of Interests | <i>None</i> |
| 3 | Minutes of Corporate Policy & Resources Meeting held Tuesday 25 October 2016 | <i>Confirmed</i> |
| 4 | Change to Order of Business | <i>AGREED to Change Order of Business and discuss Agenda Item Notice of Motion</i> |
| 5 | Notice of Motion Submitted by Councillor Mulholland, seconded by Councillor Nicholl and Councillor McLaughlin <i>"That, in order to increase our accessibility and accountability to the public, the relevant officers of this Council investigate the cost implications of video recording and online streaming of the Monthly Full Council Meetings and bring options for its implementation back to Council for its Members' consideration".</i> | <i>Options for implementation to be brought to Committee</i> |
| 6 | Council Consultation | <i>Approve</i> |
| 7 | Data Security Breach Guidance and Management | <i>Approve</i> |
| 8 | Revised Complaints Procedure | <i>Report to be brought back</i> |

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| 9 | Development of Armorial Bearings | <i>Submit comments to Armorial Bearings Sub-Committee</i> |
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| 10 | Electoral Office for Northern Ireland Consultation on The Future Delivery of Electoral Services in Northern Ireland | <i>Comments to be submitted to Director of Performance by Friday 9 December 2016</i> |
| | | |
| 11 | Governance Arrangements – Terms of Reference for Existing Standing Committees and Proposed Terms of Reference for Sub-committees | <i>AGREED to set up a Land and Property Sub-Committee to be made up of 8 Members from CPR Committee using d'Hondt Party Groups consider a Councillor led review of performance to take into account efficiencies</i> |
| | | |
| 12 | Domestic Violence and Abuse Working Policy | <i>Approve</i> |
| | | |
| 13 | Estates Strategy | <i>Approve Option 2</i> |
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| 14 | Draft Response to NI Assembly Committee for Finance – Call for Evidence | <i>Approve draft response</i> |
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| 15 | Community Planning Update | <i>For Information</i> |
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| 16 | Programme for Government Consultation | <i>For Information</i> |
| | | |
| 17 | Prompt Payment Statistics | <i>For Information</i> |
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| 18 | Actual Penny Product Forecast | <i>For Information</i> |
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| 19 | Estimated Penny Product Forecast | <i>For Information</i> |
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| 20 | Matters for Reporting to Partnership Panel – 27 January 2017 | <i>Issued Local Government Staff Commission Dissolution Funding 31 March 2017 and the potential liability that Council would be invoiced for £110,355 part payment for dissolution costs would be</i> |

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| | | <i>forwarded to Partnership Panel</i> |
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| 21 | Correspondence 21.1 Dissolution Funding 21.2 Liability for Rates in the Landlord Sector | <i>Note</i> <i>Note</i> |
| | | |
| 22 | Consultations 22.1 NI First Regional Area Plan for Education, Providing Pathway 2017-2020 22.2 The Programme for Government 22.3 Draft Future Delivery of Electoral Services in NI 22.4 Independent Review of the State Pension Age: Interim Report | <i>Note</i> |
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| 23 | Monthly Update – Staffing Numbers | <i>Information</i> |
| | | |
| 24 | Tender for Agency Services | <i>Award contract to Grafton Recruitment</i> |
| | | |
| 25 | Rates Estimates – Opening Position | <i>Note</i> |
| | | |
| 26 | Debt Management | <i>Note</i> |
| | | |
| 27 | Any Other Relevant Business 27.1 To review Standing Order 11 27.2 Agency Workers ability to apply for positions within the new organisation structures | <i>Standing Orders Sub Committee to review Standing Order 11</i> <i>Seek Legal Advice</i> |

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 15 NOVEMBER 2016 AT 7PM**

In the Chair : Councillor Chivers

Present : Aldermen Campbell, Hickey, Hillis and King
Councillors Beattie, Callan, Duddy, McCandless, Callan,
McLaughlin, Quigley and Wilson

Non Committee Members Present : Councillor Mulholland

Officers Present : M Quinn, Director of Performance
A McPeake, Director of Environmental Services
D Wright, Chief Finance Officer
B Lofthouse, Head of OD/HR
S McMaw, Head of Corporate Performance & Compliance
E McCaul, Committee and Member Services Officer

In Attendance : Press x 1

NOMINATIONS

The Chair was advised before the meeting that Alderman King would be in attendance in place of Councillor Baird and Councillor Callan in place of Councillor McCorkell.

1 APOLOGIES

Apologies were recorded for Councillor C McShane.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

**3 MINUTES OF CORPORATE POLICY & RESOURCES MEETING HELD TUESDAY
18 OCTOBER 2016**

The Chair advised that the minutes of the meeting were ratified at the Council meeting on 25 October 2016.

The minutes were confirmed as a correct record.

4. CHANGE TO ORDER OF BUSINESS

It was agreed to change the Order of Business and discuss Agenda Item 22 next.

**5. NOTICE OF MOTION SUBMITTED BY COUNCILLOR MULHOLLAND,
SECONDED BY COUNCILLORS NICHOLL AND McLAUGHLIN**

The Chair invited Councillor Mulholland to speak in support of the following Notice of Motion:

'That, in order to increase our accessibility and accountability to the public, the relevant officers of this Council investigate the cost implications of video recording and online streamlining of the Monthly Full Council Meeting and bring back options for its implementations back to Council for its Members' consideration'

Councillor Mulholland stated that he was aware that there was a perception that Council was not as open and transparent as it could be and therefore Council needed to act to address this view. He said that several other Councils had successfully addressed public views on transparency and with over 100 thousand residents, the ratepayers and public at large, as well as young people, needed to engage with Council through video recording and streaming of Council meetings.

The Mayor Alderman Hickey seconded the proposal and on being put to the meeting, the Chair declared the Notion of Motion carried.

AGREED – report to be brought back to the Committee with options for implementation, including consultation with the public as part of the initiative.

6. COUNCIL CONSTITUTION

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

Causeway Coast and Glens Borough Council agreed to a new Constitution in October 2015. This governs how the Council operates, how decisions are made and

the procedures to be followed to ensure efficiency, transparency and accountability to local people, some required by law and others being a matter for Council to choose.

The Council's Constitution is divided into sixteen Articles which set out rules governing Council's business. More detailed procedures and codes of practice are provided in separate rules and protocols.

On 28 September 2016, the Planning Committee agreed to adopt the review of the Scheme of Delegation for Development Management and the Protocol for the Operation of the Planning Committee and these have been subsequently formally agreed by the Department for Infrastructure. The revised documents took effect from 7 November 2016.

The Committee was advised of the key changes included in the revised documents. The Committee was also advised that Standing Orders would have to change to include the revised Protocol for the Operation of the Planning Committee.

It was recommended – that the Corporate Policy and Resources Committee recommend to Council approval of the amendment to the Council Constitution.

Proposed by Alderman McKillop
Seconded by Alderman Hickey and

AGREED – that the Corporate Policy and Resources Committee recommend to Council approval of the amendment to the Council Constitution.

7. DATA SECURITY BREACH GUIDANCE AND MANAGEMENT

Council is required under the Data Protection Act 1998 to ensure the security and protection of personal information, particularly sensitive personal information. Causeway Coast and Glens Borough Council makes every effort to avoid the unauthorised or unlawful processing of data or the accidental loss, destruction or damage to personal information. It is possible, as has been shown from recent experiences within major organisations, that there could be a data breach for some reason.

The proposed Guidance and Management Advice on Data Breaches document outlines the action required of senior Council Officers in the event of a data breach. It covers the issue of containment of the breach, investigations that need to be undertaken and the assessment of risk both to the Council as well as potential adverse consequences for individuals. The document also outlines the process of evaluating the effectiveness of Council's response to the data security breach and what action needs to be taken to address weaknesses.

It is recommended that the Corporate Policy and Resources Committee recommend to Council approval of the draft document Data Security Breach – Guidance and Management.

Proposed by Alderman Hillis
Seconded by Alderman Hickey and

AGREED – as recommended that the Corporate Policy and Resources Committee recommend to Council approval of the draft document Data Security Breach – Guidance and Management.

8. REVISED COMPLAINTS PROCEDURES

The Corporate Policy and Resources Committee was reminded that the Shadow Council had adopted a Complaints Policy and Procedures in October 2014. The policy outlines Councils commitment to fully and effectively respond to any complaints relating to failures in services or the actions of its workforce. The procedures for dealing with complaints outlines the standards expected of staff and defines a 3 stage process for the handling of complaints.

Following review by Councils Senior Management Team, amendments and additions have been made to the policy. These amendments will ensure that all Council departments deal with complaints in accordance with consistent timescales for reply and in line with the policy that encourages transparency and a sincere desire to rectify any deficiencies in service.

It is recommended that the revisions to the draft Comments, Complaints Policy and Procedures set out in the report are considered by Committee.

In the discussion which following point made included that compliments should not be merged into the policy, compliments given should be added to staff personal record and vexatious complaints should be brought to party chairs for political buy in.

AGREED – that the revised draft policy would be brought back to Committee.

9. DEVELOPMENT OF ARMORIAL BEARINGS

At the 23 August Council Meeting, Council approved the recommendation of the Corporate Policy and Resources Committee to establish a sub-committee to take forward the Charter Project and contribution to the elements to the to be submitted to the College of Arms for consideration in the development of the Armorial Bearings.

The sub-committee held its first meeting on 1 November 2016 at which it considered the features and elements of the four legacy councils' Coat of Arms.

The new Coat of Arms is being designed by the College of Arms who will develop a design which would need to be distinct from all that has gone before. The College welcomes input from Council regarding the design, including ideas of references and elements which the Council considers must be included.

It is recommended that the Committee considers the elements and possible motto for inclusion in the Coat of Arms suggested by the sub-committee and offers further ideas to forward to the College of Arms for consideration in the design.

A discussion followed in which a number of suggestions were made around elements of the design, including Mountsandal, Dalriada, a Lion to represent Robert the Bruce, Causeway stones and keeping fish in the design.

Proposed by Councillor Callan
Seconded by Councillor Duddy

That the elements presented and additional concepts suggested by Committee be progressed to Council for ratification.

Amendment Proposed by Councillor McCandless
Seconded by Councillor Councillor Wilson

That the Armorial Bearings Sub Committee consider the suggestions made by the Corporate Policy and Resources Committee.

The Chair put the amendment to the meeting, with 8 voting for, 4 against.

The Chair declared the amendment carried.

10. ELECTORAL OFFICE FOR NORTHERN IRELAND (EONI) CONSULTATION ON THE FUTURE DELIVERY OF ELECTORAL SERVICES IN NORTHERN IRELAND

The Northern Ireland Office launched the consultation on the Future Delivery of Electoral Services in Northern Ireland in October 2016. The key issues outlined in the consultation involve a greater role for local councils in the delivery of electoral services in terms of digital registration, advice and support to local residents and taking on more responsibility for managing elections.

Digital registration would be introduced alongside paper-based registration

Local Councils would have a role in providing face to face advice for local residents by providing registration and advice on how to complete these, assisting in applications for those who require electoral ID cards and verifying documentation.

EONI will be working with key partners to increase the accuracy of the electoral register completed from a single site. The consultation proposes moving from the reliance on area electoral offices to greater use of local councils and possible streamlining of the current area electoral offices. The consultation outlines plans for either a single Electoral Office for Northern Ireland or to retain up to three regional offices, in addition to the Belfast Headquarters.

Councils would be funded for taking on new additional responsibilities.

It is recommended that Committee considers the issues and questions in the consultation paper and offers comments to enable a draft response to be prepared for Councils approval at its December meeting. All comments to be forwarded to the Director of Performance by Friday 9 December 2016.

In the discussion which followed, concern was expressed at closure of regional offices and guidance given from professional staff. Poor internet connectivity may exclude people, computer literacy, criminal elements associated with online security and additional burden on ratepayer was also highlighted.

AGREED – that comments made would be incorporated into the draft response for approval at December Council meeting.

11. GOVERNANCE ARRANGEMENTS – TERMS OF REFERENCE FOR EXISTING STANDING COMMITTEES AND PROPOSED TERMS OF REFERENCE FOR SUB-COMMITTEES

The Committee was reminded that at the Corporate Policy and Resources Committee meeting held 11 October 2016, members requested that the Terms of Reference for Council's Standing Committees would be brought to the Committee for information (attached as appendices to report). Council agreed the Terms of Reference for the Audit, Corporate Policy and Resources, Environmental Services, Leisure and Development and Planning in April/May 2015.

The Committee was also reminded that it was agreed at a previous Corporate Policy and Resources meeting that a Land and Property Sub-Committee would be set up to report directly to Council but no methodology had been agreed in terms of appointment to the sub group. It was also previously suggested that consideration be given to the establishment of an Efficiency and Improvement Sub-Committee.

The Terms of Reference for the Corporate Policy and Resources Committee allow for the establishment of Sub-Committees and Working Groups.

It was recommended that Council consider

- a) The establishment of an Improvement and Efficiency Sub-Committee
- b) The membership of the sub-committee, along with methodology of appointment
- c) The membership of the Land and Property Sub-Committee, along with methodology of appointment.

AGREED – to recommend that Council approve the establishment of a Land and Property Sub Committee of 8 Members from the Corporate Policy and Resources Committee using d'Hondt.

That Party Groups consider the scope of a Councillor led review of performance, to date, to take into account efficiencies.

12. DOMESTIC VIOLENCE AND ABUSE WORKING POLICY

The Committee were advised that domestic violence and abuse continues to be an ongoing issue throughout Northern Ireland, with the Domestic and Sexual abuse helpline answering over 28,000 calls last year. This equates to the PSNI being called out to an incident of domestic abuse on average of every 19 minutes every day. In the Causeway Coast and Glens area last year, there were 2,158 incidents of domestic abuse reported, which only tip of the iceberg is given that this issue is underreported.

Established in 2007, Onus offers a specialist training and consultancy service on domestic violence and abuse. Onus developed the Workplace Charter on Domestic Violence to enable organisations and communities to be recognised for their support to anyone affected by domestic violence or abuse.

In 2015/16 Causeway Coast and Glens PCSP commissioned Onus to provide training and awareness across communities within the Borough. A domestic policy was produced by PCSP using best practice from other councils and health trust across Northern Ireland and in October 2016, the Deputy Mayor Councillor James McCorkell accepted the ONUS Gold award on behalf of Council at a ceremony in The Baird Arts Centre.

It was recommended – that Council approve the Domestic Abuse Policy which will see the provision of awareness raising and support to staff.

Proposed by Alderman King

Seconded by Councillor Duddy and

AGREED – to recommend that Council approve the Domestic Abuse Policy which will see the provision of awareness raising and support to staff.

13. ESTATES STRATEGY

Prior to presenting the Estates Strategy Report, the Head of Corporate Performance and Compliance highlighted a number of amendments to the report which have been noted in report below.

At the Transferring Functions and Group Committee meeting held on 21 April 2015 Elected Members agreed that Officers could negotiate a contract lease for the County Hall premises up to a maximum period of 3 years. As an initial approach Officers negotiated a two year lease.

At a workshop held on 7 October 2015 Elected Members discussed a number of options regarding the re configuration of Council non front line services. A report was presented to Elected Members on 15 March 2016 detailing the workshop outcomes. With the information available at that time it was estimated that the initial proposal of bringing the Planners to Cloonavin and dividing Environmental Services between Coleraine, Ballymoney and Limavady would cost £8k.

Following the initial report to Corporate Policy and Resources on 15 March 2016 detailed analysis and plans were looked at regarding impact. Four areas were assessed to include staff mileage displacement costs, operational mileage costs, service delivery and potential building re configurations.

The initial two year lease ends on 31 March 2017. At the Corporate Policy and Resources Committee meeting held on 20 September 2016, Elected Members agreed to approve a six month extension of the current lease contract for the County Hall premises. It was agreed that a report would be forthcoming at the November meeting of the Corporate Policy and Resources Committee to provide Elected Members with adequate information to make an informed decision regarding phase 1 of the Estates Strategy.

Following on from the Corporate Policy and Resources Committee held on 20 September, the Department of Finance (DoF) confirmed the lease extension. It was also confirmed that the lease will be re-evaluated for any subsequent extension or renewal. Further to this, having asked for a review of the lease agreement between the then Department of the Environment and Department for Finance and Personnel, it has emerged that furniture items currently in the County Hall building are now the possession of the Causeway Coast and Glens Borough Council. An inventory list is

attached as Appendix 1 – Previously Circulated. The number of items is substantial and will ensure that no additional furniture will be required in relation to the Estates Strategy.

At the Elected Member workshop held on 7 October 2015 a number of strategic issues were discussed which provided Officers with a number of objectives in relation to the Estates Strategy. These are as follows:

- (a) The need to retain a geographical spread of non-front line services across the new Council area
- (b) Create the opportunity to rationalise the number of facilities operated by the Council
- (c) To reduce cost
- (d) To improve operational efficiency and effectiveness of services
- (e) To improve customer service
- (f) To create a culture change by physically integrating the Planners with other Council staff.
- (g) Creating the opportunity to potentially improve the Planning service by aligning the Planning staff with Building Control

With the information provided in this report, it is anticipated that the Council will now be in a position to agree the first phase of the Estates Strategy. To this end Elected Members are asked to consider three options. These options are detailed below. The following principles apply to the calculations.

- (a) The figures relating to displacement mileage costs are based on time in motion studies from historical operational information. Displacement mileage is paid at 25.7 pence per mile
- (b) Operational mileage is paid at normal NJC agreed rates.
- (c) Building costs are based on detailed drawings by the Council's Infrastructure staff.
- (d) Some operational mileage figures are estimated where time in motion calculations were not possible. These costs are on-going.
- (e) Displacement costs apply for a ~~three~~ four year period only.
- (f) Building costs and move costs are a single expense.
- (g) The calculations are set over a 10 year period.
- (h) The re-evaluation of the lease cost on the County Hall premises has not been allowed for. It is likely the cost will increase substantially after September 2017.

Option 1 Do Nothing

The do nothing option would result in no change to the location of non-front line services. This will have a number of impacts:

1. The opportunity for improving the interaction between Building Control and the Planners will not be realised.
2. The Environmental Health section will be split between locations potentially reducing efficiency and effectiveness.
3. The cost of retaining the lease and running costs for County Hall will be 92K per annum. Based on a 10 year lease this would equate to 920k.
4. There will be no staff displacement mileage costs or operational mileage costs.
5. Service continuity and operational disruption are not factors

Existing staff breakdown by location and function

| Section | Riada House | Cloonavin | Limavady | Sheskburn House | County Hall | Other |
|------------------------------|--------------------|------------------|-----------------|------------------------|--------------------|--------------|
| Planning | 0 | 0 | 0 | 0 | 41 | 0 |
| Finance | 2 | 16 | 3 | 5 | 0 | 0 |
| Performance | 4 | 40 | 3 | 1 | 0 | 0 |
| Infrastructure | 0 | 6 | 1 | 1 | 0 | 0 |
| Estates | 3 | 1 | 1 | 0 | 0 | 0 |
| Health and Build Environment | 24 | 35 | 17 | 9 | 0 | 0 |
| Operations | 2 | 2 | 1 | 1 | 0 | 0 |
| Business Support | 8 | 11 | 7 | 0 | 0 | 0 |
| Sport and Wellbeing | 0 | 5 | 3 | 2 | 0 | 4 |
| Prosperity and Place | 0 | 13 | 5 | 2 | 0 | 2 |
| Community and Culture | 0 | 8 | 4 | 3 | 0 | 2 |
| Tourism and Recreation | 0 | 19 | 2 | 4 | 0 | 2 |
| Funding Unit SIB /Admin | 0 | 15 | 0 | 0 | 0 | |
| Total | 43 | 171 | 47 | 28 | 41 | 10 |

Option 2

This involves relocation of the Planning Staff to Cloonavin alongside Building Control with the remainder of Environmental Services displaced between Sheskburn House, Riada House and Limavady. This option also involves the relocation of Leisure and Development Staff to the Liz Johnson Suite and potentially relocation of Rural Development and Peace Staff from Cloonavin. This will depend on the space available when the floors in Cloonavin are reconfigured to accommodate additional desk space and file storage areas. The infrastructure work required with this option is detailed in Appendix 2 – previously circulated.

The table below illustrates the new staff configuration as a result of option 2.

| Section | Riada House | Cloonavin | Limavady | Sheskburn House | County Hall | Other |
|------------------------------|--------------------|------------------|-----------------|------------------------|--------------------|--------------|
| Planning | 0 | 44 | 0 | 0 | 0 | 0 |
| Finance | 0 | 23 | 1 | 2 | 0 | 0 |
| Performance | 4 | 40 | 3 | 1 | 0 | 0 |
| Infrastructure | 8 | 0 | 0 | 0 | 0 | 0 |
| Estates | 3 | 1 | 1 | 0 | 0 | 0 |
| Health and Build Environment | 29 | 20 | 26 | 3 | 0 | 7 |
| Operations | 5 | 0 | 1 | 0 | 0 | 0 |
| Business Support | 16 | 3 | 7 | 0 | 0 | 0 |
| Sport and Wellbeing | 0 | 5 | 3 | 2 | 0 | 4 |
| Prosperity and Place | 0 | 13 | 5 | 2 | 0 | 2 |
| Community and Culture | 2 | 8 | 4 | 3 | 0 | 0 |
| Tourism and Recreation | 0 | 19 | 2 | 4 | 0 | 2 |
| Funding Unit SIB /Admin | 0 | 15 | 0 | 0 | 0 | 0 |
| Total | 67 | 190 | 54 | 17 | 44-0 | 15 |

Calculating the costs involved in Options 2 and 3 some assumptions have been made but in the main the figures reflect work carried out via time in motion calculations. As an illustration, some background figures are contained in Appendix 3 – previously circulated.

| Proposal | Staff Numbers | Building costs | Displacement Mileage costs over 3-4 years | Operational mileage costs over 10 years | Cost reduction over 10 years |
|--|---------------|----------------|---|---|------------------------------|
| Planning staff to Cloonavin | 44 | 22.2k | 15k 20k | 6k | 920k |
| Environmental Services to Riada House | 65 | 19.9k | 60k 80k | 100k | 0 |
| Enforcement Team based off site | 7 | 0 | 0 | 0 | 0 |
| Leisure and Development staff to Liz Johnson Suite | 14 | 2k | 0 | 0 | 0 |
| Physical move of staff | | 5k | | | |
| Totals | 137 | (49k) | (75k) (100k) | (106k) | 920k |

This option estimates a cost reduction over a 10 year period of £690k £665k. It is also proposed to close off a section of Shesburn House due to reduced staff occupancy thereby realising an estimated saving in energy costs of 20k.

Option 3 – Planning Staff and Building Control to Riada House

It is prudent to consider an alternative option not previously considered by Elected Members. This option involves the relocation of Planning Staff and Building Control to Riada House. Environmental Services staff to include Estates and Infrastructure would be based at Cloonavin.

Staff by location in Option 3.

| Section | Riada House | Cloonavin | Limavady | Shesburn House | County Hall | Other |
|------------------------------|-------------|-----------|----------|----------------|-------------|-------|
| Planning | 44 | 0 | 0 | 0 | 0 | |
| Finance | 2 | 16 | 3 | 5 | 0 | |
| Performance | 4 | 40 | 3 | 1 | 0 | |
| Infrastructure | 0 | 8 | 0 | | 0 | |
| Estates | 0 | 3 | 1 | 1 | 0 | |
| Health and Build Environment | 24 | 28 | 17 | 9 | 0 | 7 |

| | | | | | | |
|-------------------------|----|-----|----|----|------|----|
| Operations | 2 | 2 | 1 | 1 | 0 | |
| Business Support | 5 | 14 | 7 | 0 | 0 | |
| Sport and Wellbeing | 0 | 5 | 3 | 2 | 0 | 4 |
| Prosperity and Place | 0 | 13 | 5 | 2 | 0 | 2 |
| Community and Culture | 2 | 8 | 4 | 8 | 0 | 0 |
| Tourism and Recreation | 0 | 19 | 2 | 4 | 0 | 2 |
| Funding Unit SIB /Admin | 0 | 15 | 0 | 0 | 0 | |
| Total | 83 | 169 | 46 | 33 | 44-0 | 15 |

Option 3 Cost Matrix

| Proposal | Staff Numbers | Building costs | Displacement Mileage costs over 3-4 years | Operational mileage costs over 10 years | Cost reduction over 10 years |
|--|---------------|----------------|---|---|------------------------------|
| Planning staff to Riada House | 44 | 65k | 198k 264k | 50k | 920k |
| Building Control to Riada House | 20 | 0 | 36k 48k | 230k | 0 |
| Environmental Services to Cloonavin | 65 | | 75k 100k | 105k | |
| Enforcement Team based off site | 7 | 0 | 0 | 0 | 0 |
| Leisure and Development staff to Liz Johnson Suite | 14 | 2k | 0 | 0 | 0 |
| Physical move of staff | | 5k | | | |
| Totals | 134 | (72k) | (309k) (412k) | (385k) | 920k |

The build costs associated with option 3 include £10k for ICT, £10k for mechanical and electrical work, £18k to convert the Council Chamber and £27k to facilitate additional office space. The total amounts to £65k. The cost reduction in option 3 is estimated at £154k £51k

Option Comparisons

| | Option 1 | Option 2 | Option 3 |
|---|--|---|---|
| Cost over 10 years | (920k) | 0 | 0 |
| Cost reduction over 10 years | 0 | 690k 665k | 154k 51k |
| Integration of Planners with Council | No change | Excellent | Excellent |
| Future rationalisation opportunity | 28 staff to relocate to release Shesburn House | 17 staff to relocate to release Shesburn House | 33 staff to relocate to release Shesburn House |
| Geographical spread of non- front line services | Good | Good | Good |
| Improve operational efficiency | No improvement | Improved integration of Planners and Building Control and rationalisation of Environmental Health staff | Improved integration of Planners and Building Control and rationalisation of Environmental Health staff |
| Improve customer service | No improvement | Service improvement in Building Control and Planning with both services aligned | Service improvement in Building Control and Planning with both services aligned |

Summary and next steps

The information provided in this report clearly identifies Option 2 as the most cost effective direction of travel for phase 1 of the Causeway Coast and Glens Borough Council Estates Strategy. This option can potentially meet all the preferred outcomes identified by Elected Members at the workshop on 7 October 2015 and also realises an estimated cost reduction of £690k £655 k over 10 years.

The statistics contained in the report are based on some assumptions but in the main reflect the information from the time in motion studies that have been carried out.

The Estates Strategy will require reconfiguration of current office space and a number of internal desk moves. Additional space is also required with the use of the Liz Johnson Suite to accommodate Leisure and Development staff.

The furniture currently in County Hall has transferred to the Council and there will be no requirement to purchase any additional furniture as a result of the Estates Strategy.

There will be a reduction of staff in Shesburn House and this will initially enable downsizing of office space thereby reducing energy costs by approximately £20k. Work can begin looking at alternative venues to accommodate staff thus enabling the opportunity to release the premises should the Council decide to do so.

The next stage in the Estates Strategy should Elected Members approve the report will be consultation with the Trade Unions and Staff and to initiate the project plan as detailed in Appendix 4.- previously circulated.

It is recommended that the Causeway Coast and Glens Borough Council approve Option 2 as detailed in this report.

AGREED – to recommend that Council approve Option 2 as detailed in the report.

14. DRAFT RESPONSE TO THE NI ASSEMBLY COMMITTEE FOR FINANCE – CALL FOR EVIDENCE

Causeway Coast and Glens Borough Council has been invited to respond to the Finance Committee call for evidence regarding rating policy. Following October's Corporate Policy and Resources Meeting, it was decided that an extension be sought and local businesses would be consulted. The extension was granted and following consultation with local businesses, a draft response is summarised to the comments received.

It is recommended that the draft response is approved and submitted to Finance Committee.

AGREED – to recommend that the draft response is approved and submitted to Finance Department.

15. COMMUNITY PLANNING UPDATE

The Committee received an information report to update the Committee on development of the Community Plan. A meeting of the Community Planning Strategic Partnership took place on 3 November 2016 in Shesburn House,

Ballycastle at which the Partnership welcomed their new Chair, Councillor George Duddy. The Partnership also appointed Vincent Lusby (Invest NI) as Vice Chair.

The main update points arising were as follows:

- It was noted that all statutory partners, apart from Tourism Ni, Western Health and Social Care Trust and CCMS had now signed and returned the Terms of Reference document for the partnership.
- Updates were received from Chairs of the three Thematic Working Groups.
- Consideration was given to development of vision statement for the Community Plan. Community Planning Team to draft this on basis of finalised overarching Outcome Statements for each theme once endorsed by the Thematic Working Group.
- The Community Plan to include a section on values underpinning the plan and work of the Partnership.
- An exercise took place in which members would be asked to think about values.
- Noted that Community Planning team has organised an art competition for primary school public. The Partnership were asked to judge the 94 entries and the winning entries were 1st: St Patricks Primary School, Glenariff, 2nd: Rasharkin Primary School, and 3rd: Hazlett Primary School, Castlerock.
- Programme for Government team to deliver an information session to the Partnership in December.
- A business case for statistician for the Partnership was being developed.

It was noted that the halfway point for the working group meetings for each of the three themes established as the main pillars of the community plan and dates of next meetings up to end of December 2016. .

The Committee noted the information report.

16. PROGRAMME FOR GOVERNMENT CONSULTATION

The Programme for Government Consultation was launched in late October and this contained 14 strategic outcomes which taken together, set a clear direction of travel to enable continuous improvement on the essential components of social wellbeing. These touch on every aspect of government, including good health, education, economic success and confident and peaceful communities. The outcomes are supported by 48 indicators to show how the Executive is performing in relation to the outcomes and provide a basis to monitor progress and take corrective action.

The Programme for Government team will deliver an information session to Elected Member on Monday 12 December 2016 in Civic Headquarters. The consultation period closes on Friday 23 December 2016.

The Committee noted the information report.

17. PROMPT PAYMENT STATISTICS

The Committee was reminded that the Department for Communities 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 days and those paid within 30 calendar days.

The table below details Councils performance since April 2015 and the latest data is for quarter 3 of 2016/17 being up to and including 31 October 2016. Council is at present falling short of the targets but have committed a review of procedures in an effort to improve performance by the end of the financial year.

| Prompt Payment Statistics 2015/2016 | | | | | |
|-------------------------------------|-------------|--------------|-------------|-------------|--------------|
| | Q1 | Q2 | Q3 | Q4 | Total |
| Total Invoices | 3667 | 6972 | 5378 | 6406 | 22423 |
| Total Paid | £ 6,607,314 | £ 12,411,407 | £ 6,898,749 | £ 9,835,553 | £ 35,753,023 |
| Paid in 10 days | 1870 | 3145 | 2551 | 2653 | 10219 |
| % paid within 10 days | 51.00% | 45.11% | 47.43% | 41.41% | 45.57% |
| Paid within 30 days | 3218 | 5622 | 4439 | 5124 | 18403 |
| % paid within 30 days | 87.76% | 80.64% | 82.54% | 79.99% | 82.07% |
| Paid outside 30 days | 449 | 1350 | 939 | 1282 | 4020 |
| % paid outside 30 days | 12.24% | 19.36% | 17.46% | 20.01% | 17.93% |

| Prompt Payment Statistics 2016/2017 | | | | | |
|-------------------------------------|-------------|--------------|--------|----|--------------|
| | Q1 | Q2 | Q3 | Q4 | Total |
| Total Invoices | 4533 | 6610 | 2296 | | 13439 |
| Total Paid | £ 6,710,360 | £ 11,233,620 | £ | £ | £ 17,943,980 |
| Paid in 10 days | 1910 | 2708 | 1030 | | 5648 |
| % paid within 10 days | 42.14% | 40.97% | 44.86% | | 42.03% |
| Paid within 30 days | 3907 | 5386 | 1994 | | 11287 |
| % paid within 30 days | 86.19% | 81.48% | 86.35% | | 83.99% |
| Paid outside 30 days | 626 | 1224 | 302 | | 2152 |
| % paid outside 30 days | 13.81% | 18.52% | 13.15% | | 16.01% |

The Committee noted the information report.

18. ACTUAL PENNY PRODUCT FORECAST

The Committee received a report detailing the second of the year forecast issued by Land and Property Services (LPS) based on figures at 30 September 2016. The forecast for Causeway Coast and Glens Borough Council indicates that Council is on course to receive a positive finalisation in terms of rates income amounting to £97,289 (first quarter was £232,597). This figure has been calculated on the basis of number of assumptions as follows:

- Gross Rate Income (GRI) as at 30 September – growth in the domestic sector of £146k and contraction in the non-domestic sector of £515k during the quarter. No further adjustment has been made to the GRI to account for expected reductions as a result of valuation activity throughout the rest of the year. Approximately £11 million of NAV is under challenge and there will be reductions as a result of this.

- Rates foregone from vacant property in the non-domestic sector for the initial three month exemption period have been calculated based on the monetary value of losses used in the Estimated Penny Product (EPP) at 31 March 2016 or 30 September 2016 whichever is the higher. In the case of Causeway Coast and Glens Borough Council the forecast has calculated these based on losses as at 31 March 2016. Losses in the “50%” and “Exempt” categories were calculated based on the actual loss at 30th September 2016 plus a 2% uplift. In this regard losses built into the forecast exceed actual losses in the LPS accounting system at 30 September 2016 by £138K inclusive of district and regional rates. Accordingly unless losses in those categories increase by that amount between now and year end then there is the potential for further improvement in the forecast. We will look at this in more detail in the third quarter.
- Rates foregone (exclusions including developer) from Rating of Empty Homes (REH) have been calculated based on the monetary value of losses at 30 September 2016.
- Discount by way of landlord allowances has been calculated based on the monetary value of losses used in the EPP, at 31 March 2016 or 30 September 2016 whichever is the higher.
- Write-offs based on losses of £24.7 million used in the estimates including irrecoverables arising from REH.
- Cost of Collection estimated at £20.3 million for the rating year apportioned across the 11 Councils on the basis of statutory formula. Rateable Values used were the average of those in the Valuation Lists at 31st March 2016 and 30th September 2016.
- The CAP based on losses in the system at 30th September 2016.

The Committee noted the information report.

19. ESTIMATED PENNY PRODUCT FORECAST

Land and Property Services issued to Councils the first in year forecast for Estimated Penny Produce based on figures at 30 September 2016. The forecast for Causeway Coast and Glens Borough Council gives a EPP of £1,673,880 compared to £1,676,470 which was used in calculating the rate for the current year. This represents a decrease of around 0.15% which is a disappointing position for Council to be in at this stage and contrary to the growth currently being experienced in the area.

The Committee noted the information report.

20. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

AGREED - that Local Government Staff Commission Dissolution Funding to 31 March 2017 and the potential liability that Council would be invoiced for £110,355 part payment for dissolution costs would be brought to the attention of the Partnership Panel.

21. CORRESPONDENCE

The following correspondence received was noted by the Committee:

- 21.1 Local Government Staff Commission Dissolution Funding 31 March 2016
- 21.2 Liability for Rates in the Landlord Sector

22. CONSULTATIONS

AGREED - to recommend that Council note the Consultations, circulated:

- Northern Ireland first Regional Area Plan for Education – Providing Pathways 2017-2020
- The Programme for Government – *Reference Item 16*.
- Draft Future Delivery of Electoral Services in Northern Ireland – *Reference Item 10 which outlines comments made*.
- Independent Review of the State Pension Age: Interim Report

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor Callan
Seconded by Alderman Hickey and

AGREED - that the committee proceeds to conduct the following business ‘In Committee’.

23. MONTHLY UPDATE MONTHS 1 – 6 UPDATE, INCLUDING STAFFING NUMBERS

The Committee received a confidential report outlining details of the new staffing structure; number of employees; leavers and new starts; progress in filling posts in the new structure; recruitment in progress and a summary of learning & development during the second quarter of 2016.

The Committee noted the confidential report.

24. TENDER FOR AGENCY SERVICES

The Committee considered a confidential report on tender provision of employment agency services up to 31 March 2018, with option of four one year extension up to 31 March 2022.

It was recommended that Council award the contract for the provision of Employment Agency Service to Grafton Recruitment.

Proposed by Councillor Beattie
Seconded by Alderman Hillis and

AGREED – that Council award the contract for the provision of Employment Agency Service to Grafton Recruitment.

25. RATES ESTIMATES – OPENING POSITION

The Chief Finance Officer provided an overview of a confidential report on rates estimates opening position.

A summary table detailed the starting point for 2017/18 estimates setting and takes account of most payroll related influences, repairs and maintenance issues, insurance increases and landfill tax increases. The summary does not take into account of other inflationary pressures such as fuel or income analysis. These will be examined further in the December workshop and during January before the rate would be set.

The Committee noted the confidential for information report.

26. DEBT MANAGEMENT

The Committee received a confidential report on debt management following Councils Debt Management Policy implemented in April 2016. The outcomes of the policy are debt to be recovered, legal proceeding commenced and debt written off.

It was noted that 9 legal action notices had been issued since implementation of the policy.

The Committee noted the confidential for information report.

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

In accordance with Standing Orders 12(o) Councillor Duddy requested the following information:

27.1 To review Standing Order 11

Councillor Duddy requested that Standing Order 11 be amended to reflect that statutory agencies, groups, charities, public interest or delegations to help promote an interest could present to Council and that individuals requests to present to Council be excluded.

Proposed by Councillor Duddy
Seconded by Councillor Callan and

AGREED – that Standing Orders Sub Committee meets to consider revisions to Standing Orders.

27.2 Agency Workers Ability to Apply for Positions within the New Organisational Structure

Councillor Duddy pointed out that there were several agency workers who had been working within legacy councils for a number of years. Yet these individuals are not allowed to enter trawls and had different rights than full time workers. In his opinion this was unfair and unjust giving the number of years' service they had given. He also pointed out that other council permitted agency staff to apply for posts through internal trawl.

The Head of Organisational Development/Human Resources outlined that Council was following Local Government Staff Commission code of procedures and that there was in place rules on letting agency staff apply for jobs under vacancy control.

Concern was raised at changing the recruitment rules at this stage in the re-organisation and potential implications of this.

AGREED – that Council would seek legal advice on this.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Wilson
Seconded by Alderman Hickey and

AGREED - that the committee proceeds to conduct the following business 'In Public'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 10.35 PM

Chair