



**CORPORATE POLICY AND RESOURCES MEETING TUESDAY 17 JANUARY 2017**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
3	<b>Declarations of Interest</b>	<i>Councillor Duddy in Correspondence – Coleraine Borough 50+ Forum</i>
4	<b>Minutes of Meeting held Tuesday 15 November 2016</b>	<i>Confirmed</i>
6	<b>Water World Portrush</b>	<i>Initiate disposal process for Water World</i>
7	<b>Revised Complaints Policy</b>	<i>Approve draft to be presented at January Council meeting</i>
8	<b>Development and Design of Armorial Bearings</b>	<i>Approve, forward to College of Arms</i>
9	<b>Elected Member Development</b>	<i>Approve</i>
10	<b>Twinning</b>	<i>Support 2017/18 (14,700); establish Elected Member representation; set up Twinning Sub-Committee of 1 member from each Party represented on CP&amp;R committee</i>
11	<b>Partnership Panel Report</b>	<i>Approve</i>
12	<b>Terms of Reference Standing Committees</b>	<i>Establish Sub-Committee, 5 members from CP&amp;R committee by D'Hondt</i>

13	<b>Citizen Newsletter</b>	<i>Approve; revised draft to be brought to January Council meeting</i>
14	<b>Amendments to Standing Orders</b>	<i>Defer to next committee meeting</i>
15	<b>Lansdowne Shelter, Portrush</b>	<i>Approve temporary licence</i>
16	<b>The Ark, Benone</b>	<i>Withdrawn from Agenda</i>
17	<b>Extension of Annual Tenders Contracts From 1<sup>st</sup> April 2017 To 31<sup>st</sup> March 2018</b>	<i>Extend lots for one year</i>
18	<b>Data Controller Registration with Information Commissioner – Advice for Councillors</b>	<i>Information</i>
19	<b>Draft Strategic Framework for the Community Plan</b>	<i>Information</i>
20	<b>Estimates 2017/18</b>	<i>Information</i>
21	<b>Actual Penny Product</b>	<i>Information</i>
22	<b>Estimated Penny Product</b>	<i>Information</i>
23	<b>Prompt Payment Statistics</b>	<i>Information</i>
24	<b>Matters for Reporting to Partnership Panel</b>	<i>Nil</i>
25	<b>Correspondence</b> 25.1 Department for Communities Proposed Amendments to return Templates for councillors Allowances and Expenses 25.2 Department for Communities – Coleraine Borough 50+ Forum	<i>Note</i>  <i>Agree to request to nominate Councillor Duddy</i>
26	<b>Consultations</b> - Department for Communities Consultation on a Revision of the NI Local Government Code of Conduct for Councillors	<i>Note</i>

<b>27</b>	<b>Tides Restaurant Request for additional Land/Review of Current Leases</b>	<i>Report to be brought to February meeting</i>
<b>28</b>	<b>Debt Management</b>	<i>4 debts to be written off</i>
<b>29</b>	<b>2017/18 Capital Programme</b>	<i>Approve Capital Programme</i>
<b>30</b>	<b>Review of the Structure for the Democratic and Customer Services Department</b>	<i>Approve</i>
<b>31</b>	<b>Applications for Voluntary severance</b>	<i>Approve</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 17 JANUARY 2017 AT 7.04 PM**

- In the Chair** : Councillor Chivers
- Present** : Aldermen Campbell, Hickey, Hillis, King, McKillop, S  
Councillors Beattie, Blair, Duddy, Knight-McQuillan,  
McCandless, McCorkell, McLaughlin, McShane, C, Quigley and  
Wilson
- Officers Present** : M Quinn, Director of Performance  
D Wright, Chief Finance Officer  
P Thompson, Head of Tourism & Recreation  
S McMaw, Head of Corporate Performance & Compliance  
J Gray, Strategic Advisor  
D Hunter, Council Solicitor  
S Duggan, Committee and Member Services Officer
- In Attendance** : H Taggart (OKT) Item 6  
Press (1) Item 1-4

**1 NOMINATIONS**

Alderman King replaced Councillor Baird for the transaction of business for the evening.

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF INTEREST**

Councillor Duddy in Correspondence item, Coleraine Borough 50+ Forum.

**4 MINUTES OF MEETING HELD TUESDAY 15 NOVEMBER 2016**

The Chair advised the Minutes of the above meeting were adopted at the 22 November 2016 Council meeting and were confirmed as a correct record.

## 5 ORDER OF BUSINESS

**AGREED:** to change the Order of Business, to consider the Item of Water World next on the Agenda for the transaction of business for the evening.

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

Proposed by Alderman Campbell  
Seconded by Alderman Hickey and

**AGREED** - that the committee proceed to conduct the following business 'In Committee'.

\* **Press left the meeting at 7.05 PM.**

## 6 WATERWORLD PORTRUSH

Confidential report circulated, presentation tabled.

The Director of Leisure & Development presented the report to enact the disposal of Water World, Portrush.

**It is recommended** that the disposal process for Water World is initiated; that is registration with the DoF Clearing House followed by open market sale as necessary once the Clearing House process is complete; Throughout the process, officers are to bring update reports to Members on progress through the Clearing House, results of the market engagement and the marketing / sale strategy and in due course, a final report seeking approval for the sale of the property to the most economically advantageous bid.

The Director invited H Taggart, O'Connor Kennedy Turtle to present.

Councillor Duddy raised a Point of Order, 18.12, "*The Council during its sitting, shall not, unless with the consent of the Council, be addressed by any person who is not a Member of the Council*". Councillor Duddy felt that to obtain information from H Taggart, O'Connor Kennedy Turtle may lead the committee in a certain direction and any decision may be called in.

The Director clarified that the Committee will be presented with information relevant to the commerciality and methodology and management of the disposal process, in order to achieve the most economically advantageous bid.

Proposed by Councillor Duddy  
Seconded by Alderman Campbell

- That this committee does not hear Mr Taggart on this occasion.

Councillor Duddy requested a recorded vote.

The Chair put the proposal to the committee to vote, 4 members voted for, 12 members voted against, the Chair declared the proposal lost.

For (4) : Alderman Campbell  
Councillors Duddy, Knight-McQuillan, McCorkell

Against (12) : Alderman Hickey, Hillis, King, McKillop, S  
Councillors Beattie, Blair, Chivers, McCandless, McLaughlin,  
McShane, C, Quigley, Wilson

The O'Connor Kennedy Turtle representative presented:

- 1 – scale of interest;
- 2 – type of interest;
- 3 – a view of value;
- 4 – timing;
- 5 – an initial valuation along with a potential marketing strategy and methodology for sale.

No questions were posed to the representative.

The Strategic Advisor outlined the Public Sector Clearing House arrangements in accordance with Department of Finance Central Advisory Unit Guidance.

Proposed by Alderman Hickey  
Seconded by Councillor McLaughlin

– to recommend to Council that the disposal process for Water World is initiated; that is registration with the DoF Clearing House followed by open market sale as necessary once the Clearing House process is complete;  
Throughout the process, officers are to bring update reports to Members on progress through the Clearing House, results of the market engagement and the marketing / sale strategy and in due course, a final report seeking approval for the sale of the property to the most economically advantageous bid.

Amendment

Proposed by Councillor Duddy

Seconded by Alderman Campbell

- This Council use the General Power of Competence to prepare an outline Planning Application for Commercial interests, Leisure Centre or Community facility on the site of the current Water World to increase the value of the site for the benefit of the people of the Borough.

The Strategic Advisor gave a view on the merits of an outline planning application.

The Chair put the amendment to the committee to vote, Councillor Chivers called a recorded vote. 4 members voted for, 12 members voted against, the Chair declared the amendment lost.

**For** : Alderman Campbell  
(4) Councillors Duddy, Knight-McQuillan, McCorkell

**Against** : Alderman King, Hickey, Hillis, McKillop, S  
(12) Councillors Beattie, Blair, Chivers, McCandless, McLaughlin, McShane, C, Quigley, Wilson

The Chair put the proposal to the committee to vote, 12 members voted for, 4 members voted against, the Chair declared the proposal carried.

**For** : Alderman King, Hickey, Hillis, Mckillop, S  
(12) Councillors Beattie, Blair, Chivers, McCandless, McLaughlin, McShane, C, Quigley, Wilson

**Against** : Alderman Campbell  
(4) Councillors Duddy, Knight-McQuillan, McCorkell

\* **OKT representative left the meeting at 7.45 PM**

#### **MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Alderman Hickey

Seconded by Councillor Wilson and

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

## 7 REVISED COMPLAINTS POLICY

Report circulated.

The revised Council's Complaints Policy was presented to Committee for consideration in November 2016. Following the suggestions made at the Committee meeting it was recommended that a further draft be brought back for further consideration.

**It is recommended** that the revised draft Comments, Compliments Policy and Procedures as set out in Appendix 1 (circulated) is considered and approved by Committee.

Councillor Duddy stated he would forward corrections to the Director of Performance who would undertake to bring a final draft to the Council meeting for approval.

**AGREED** – to recommend that Council approve the revised draft Comments, Compliments Policy and Procedures to be presented at the Council meeting in January.

## 8 DEVELOPMENT AND DESIGN OF ARMORIAL BEARINGS

Report circulated.

At its meeting on 15<sup>th</sup> November 2016, Committee considered elements put forward by the Armorial Bearings sub-committee for contribution to the elements in the development of the Armorial Bearings. These elements focused on themes, concepts and designs of various places in the Borough that could be represented by the design.

The elements put forward by the sub-committee for Committee's consideration were annotated on Appendix 1 (circulated) as 'sub-committee recommendation'.

The motto agreed by the sub-committee for Committee's consideration is 'Serving with Integrity'.

Following Committee's recommendation and Council's approval the agreed elements will be forwarded to the College of Arms for possible inclusion in the design of the Council's Armorial Bearings. The College of Arms will consider these and create a design for Council's consideration and approval. Members were reminded that the College of Arms has full discretion over the final design.

**It is recommended** that Committee considers the elements and motto for possible inclusion in the Coat of Arms to enable officers to forward elements to the College of Arms by the end of January 2017.

It was confirmed that the motto would appear in Latin.

Councillor C McShane stated her Party's opposition to the recommendation.

**AGREED** – to recommend that Council approve the elements and motto for possible inclusion in the Coat of Arms to enable officers to forward elements to the College of Arms by the end of January 2017.

## **9 ELECTED MEMBER DEVELOPMENT**

Report circulated.

Committee was updated on the work of the Member Development Steering Group, including the completion of the Members' Training Needs Analysis, Draft Action Plan and Draft Members' Training Plan and to enable Committee to recommend a suitable budget to deliver the Training Plan for the remainder of the Council's term, 2017-19. This will allow officers to source suitable training providers within the training budget identified and to continue to make progress on Charter accreditation.

**It is recommended** that Committee:

- Adopts the Training Needs Analysis report at Appendix 2 (circulated) and Draft Action Plan at Appendix 3 (circulated).
- Approves the draft Members' Training Plan at Appendix 4 (circulated) and agrees budget provision of an additional £20,000 in Year 3 (2017/18) and £13,000 in Year 4 (2018/19) to allow officers to source suitable training providers within the training budget identified and to continue to make progress on Charter accreditation.

**AGREED** – to recommend that Council

- Adopts the Training Needs Analysis report at Appendix 2 (circulated) and Draft Action Plan at Appendix 3 (circulated).
- Approves the draft Members' Training Plan at Appendix 4 (circulated) and agrees budget provision of an additional £20,000 in Year 3 (2017/18) and £13,000 in Year 4 (2018/19) to allow officers to source suitable training providers within the training budget identified and to continue to make progress on Charter accreditation.

## 10 TWINNING

Report circulated.

Committee was presented with a report to consider Council's financial contribution and membership of Twinning Associations.

The following table summarises the current arrangements in terms of financial and other support:

<b>Legacy Council</b>	<b>Twinning Town(s)</b>	<b>Financial contribution</b>	<b>Other Support</b>
Limavady Borough Council	Vigneux Sur Seine (France) Westport Co Mayo	£2,700	Mayor and 2 Elected Members sit on the Twinning Association
Coleraine Borough Council	Municipality of La Roche-Sur-Yon (France)	£5,000	One Officer and 4 Elected Members sit on the Twinning Association
Ballymoney Borough Council	Vanves (France) Isle of Man	£5,000	4 Elected Members sit on the Twinning Association
Moyle District Council	Pourrieres (France) Ballinasloe, Co. Galway Covington, USA	£2,000	3 Elected Members sit on the Twinning Association

**It is recommended** that the Committee:

- Considers the same level of funding support for 2017/18 (£14,700) and
- Establishes Elected Member representation on each Twinning Association.

Debate ensued on Council's representation upon Twinning Associations; a fair and equitable funding process; auditing of accounts; and the benefit and potential of Twinning for the economic benefit for the Borough.

Councillor C McShane disassociated herself with Moyle Twinning Association.

Councillor Knight McQuillan suggested the Mayor should not appear distinct to one Twinning Association.

Proposed by Councillor McCorkell  
Seconded by Councillor Knight-McQuillan and

**AGREED** - to recommend that Council:

- approve the same level of funding support for 2017/18 (£14,700);
- Establishes Elected Member representation on each Twinning Association;
- set up a Twinning Sub-Committee consisting of one Elected Member from each Party represented on CP&R Committee (1 DUP, 1 SDLP, 1 TUV, 1 UU, 1 SF).

## 11 PARTNERSHIP PANEL REPORT

Report circulated.

A template has been supplied by NILGA for councils to complete and return to NILGA for finalisation in advance of the Partnership Panel's meetings. This form provides for Council to propose an outcome and action for each of the issues it raises.

**It is recommended** that Committee approves the use of the NILGA template for future Partnership Panel reports.

**AGREED** – to recommend that Committee approves the use of the NILGA template for future Partnership Panel reports.

## 12 TERMS OF REFERENCE STANDING COMMITTEES

Report circulated.

Committee was presented with a report to consider the establishment of a sub-committee to review Terms of Reference for Council's Standing Committees.

**It is recommended** that:

1. A sub-committee be established to progress the review and
2. The number and method of representation on the sub-committee is agreed.

**AGREED** – to recommend that Council establish a sub-committee to progress the review; consisting of 5 members from the CP&R committee nominated by D'Hondt (2 DUP, 1 UU, 1 SF, 1 SDLP)

## 13 CITIZEN NEWSLETTER

Report circulated.

A draft eight-page newsletter was presented for members' approval prior to public distribution.

The newsletter was collated with the following aims and objectives in mind:

- Communicate Council's key messages
- Provide information and inform citizens about Council's work
- Deliver regular updates on Council's front-line services
- Consult and engage with citizens on current and new initiatives
- Encourage feedback from our citizens
- Promote Council's services and events

The eight-page newsletter has been called 'Causeway Coast and Glens Borough Council – A newsletter for citizens'. In time, and with agreement from members, a new name can be adopted. Approximately 60,000 issues will be printed and distributed.

The draft first issue contains the following:

- Welcome address from the Mayor
- Council offices contact details
- Information on how to keep up to date with Council business
- An update on on-going work on the Local Development Plan
- Information about community planning
- Recycling and food waste information
- How to avail of assistance with bin collections
- Councillors' names, profile pictures and contact telephone numbers
- A map of the region

Reflecting the previously agreed motion, a newsletter would be issued twice per annum. The costs per issue is - Artwork: £150; Printing: £5000.

The initial Motion of Notion stated: *"news sheets are distributed in conjunction with bin collection similar to the methodology employed by the former Legacy Councils. This will ensure the news is delivered in an effective and cost efficient manner"*.

However, the most cost effective method is Royal Mail's Door to Door distribution service. Distribution of 60,000 newsletters using this method will cost £5,090.

**It is recommended** that Council reviews and approves the draft newsletter and that necessary steps are taking to ensure delivery to households as soon as possible.

Members put forward suggestions for revisions to the Newsletter. The Director of Performance would endeavour to bring a revised draft to the Council meeting for further consideration.

**AGREED** – to recommend that Council reviews and approves the draft newsletter and that necessary steps are taking to ensure delivery to households as soon as possible.

#### **14 AMENDMENTS TO STANDING ORDERS**

Report circulated.

The report presented was to consider amendments to Council Standing Orders based on feedback from Elected Members.

Council agreed at its meeting in December 2016 to review several aspects of its Standing Orders. The Standing Orders sub-committee met on the 5<sup>th</sup> of January 2017 with Alderman Hillis, Councillors Beattie, Blair, Clarke and Nicholl in attendance.

Discussion centred on Standing Orders 11 (Deputations), 18.12 (addressing the Council) and Annex B (Freedom of the Borough). The Protocol for the Operation of the Planning Committee (Annex D) was also updated in line with an associated decision.

It is **recommended** that Committee consider the recommended amendments from the sub-Committee as tracked in draft version 2.0 of the Council Standing Orders.

Sub-Committee members present stated discussion had taken place on Suspended Members and Deputations and would look forward to having it included within the report.

Proposed by Councillor Duddy  
Seconded by Alderman McKillop and

**AGREED** - to recommend that Council defer consideration to the next committee meeting.

#### **15 LANSDOWNE SHELTER, PORTRUSH**

Report circulated.

Council Officers have recently been approached requesting temporary use of the RNLI shelter at Lansdowne, Portrush for a fixed period of 5 months.

The conditions are that it is at no cost to Council and that all electricity and associated costs are meet by Messrs Ruddick and Allen. The building must be vacated again by the end of May 2017.

**It is recommended** that the Corporate Policy and Resources Committee approve the temporary licence to facilitate the restoration works on the drontheim allowing use of the Lansdowne Boat House (currently vacant). This would be subject to a licence agreement being issued and conditions met.

Proposed by Councillor Wilson  
Seconded by Councillor Quigley and

**AGREED** – to recommend that Council approve the temporary licence to facilitate the restoration works on the drontheim allowing use of the Lansdowne Boat House (currently vacant). This would be subject to a licence agreement being issued and conditions met.

In response to concerns raised by Alderman McKillop, the Head of Tourism & Recreation agreed to assess the condition of the toilet block.

## **16 THE ARK, BENONE**

The Chair advised the item was withdrawn from the Agenda.

\* **Committee & Member Services Officer left the meeting.**

## **17 EXTENSION OF ANNUAL TENDERS CONTRACTS FROM 1<sup>ST</sup> APRIL 2017 TO 31<sup>ST</sup> MARCH 2018**

Report circulated.

The current suite of annual tenders were revised and expanded somewhat in preparation of Causeway Coast & Glens Borough Council coming into effect on 1<sup>st</sup> April 2015. These new contracts ensured that suppliers were able to meet the requirements of the new Council area, each contract was awarded for an initial one year period but with an option to extend for two further periods of one year each. This extension would be the second and final one under the original contract award therefore these lots will have to be retendered in advance of 2018/19 financial year.

- Lot 2 – Supply & Delivery of Ready Mix Concrete
- Lot 3 – Supply & Laying of Bituminous Macadam/ Asphalt Surfacing & Edging
- Lot 4 - Electrical Supplies
- Lot 5 – Cleaning Materials
- Lot 6 - Supply of Paint
- Lot 7 - Hire of Vehicles & Plant
- Lot 10 – Supply of Quarry Materials

- Lot 12 - Supply of Protective Clothing
- Lot 14 - Sports Pitch Maintenance
- Lot 16 - Electrical Maintenance & Repair Work
- Lot 17 - Plumbing Maintenance & Repair Work
- Lot 18 - Hire of Bricklayers, Joiners, Plasterers & Labourers for Maintenance Work
- Lot 19 - Hire of Painters
- Lot 22 – Waste Containers
- Lot 23 – Lubricants
- Lot 24 – Refuse Sacks
- Lot 25 – Window Cleaning
- Lot 27 – Food Waste Bin Liners

**It is recommended** that the lots as detailed in 1.2 (above) are extended for a one year period from 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018.

**AGREED** – to recommend that the lots as detailed in 1.2 (above) are extended for a one year period from 1st April 2017 to 31st March 2018.

## **18 DATA CONTROLLER REGISTRATION WITH INFORMATION COMMISSIONER – ADVICE FOR COUNCILLORS**

Information report circulated.

The Council's registration as a Data Controller covers certain aspects of the role of the 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.

The ICO "*Advice for Elected and Prospective Councillors on the Data Protection Act*" which gives guidance on the issue of data registration for Councillors was previously issued to all Councillors by Democratic Services, was circulated.

## **19 DRAFT STRATEGIC FRAMEWORK FOR THE COMMUNITY PLAN**

Information report circulated.

As previously agreed by the Partnership the following three themes have been established as the main pillars of the Community Plan:

- Health and Social Well Being
- A Strong Economy
- A Sustainable Environment.

Three Task and Finish Working Groups were set up to reflect these themes and these working groups were allocated the task of working up high level outcomes, actions and indicators for the draft Community Plan.

The Working Groups concluded their work on 15<sup>th</sup> December 2016 and the information generated by these Working Groups has now formed the basis of a draft Strategic Framework for the Community Plan. This document outlines at a high level the future direction for the Causeway Coast and Glens Council area.

A copy of the first draft of the document was circulated for information and comment. At this stage it has not been professionally designed or printed as it is currently with the members of the Community Planning Strategic Partnership for their consideration and comment.

The intention is to finalise the first draft with the Statutory Partnership by 18<sup>th</sup> January 2017 and to then issue the draft document for public consultation for an eight week period from 30<sup>th</sup> January 2017.

The consultation period will close on 24<sup>th</sup> March 2017 and the document will then be finalised by the Partnership following consideration of comments received during the consultation period.

The development of a Delivery Plan for the outcomes identified in the Community Plan Strategic Framework is the next stage in the process. It is intended that work on this will commence in March/April 2017, to be completed by June 2017.

The Delivery Plan will outline how the Strategic Framework will be achieved and will identify specific actions, targets, and time-lines as well as performance measures. It will also identify lead partners for each action and it is where commitments will have to be made by the Statutory Partners as well as any possible Support Partners.

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

Proposed by Councillor Knight-McQuillan  
Seconded by Councillor McCorkell and

**AGREED** - that the committee proceed to conduct the following business 'In Committee'.

## **20 ESTIMATES 2017/18**

Committee received a verbal update from The Chief Finance Officer.

### **MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Alderman Hickey  
Seconded by Councillor Knight-McQuillan and

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

## **21 ACTUAL PENNY PRODUCT**

Information report circulated.

Land and Property Services has issued to Councils the third in year forecast for the Actual Penny Product based on figures at 30 November 2016. The forecast for Causeway Coast and Glens Borough Council indicates that it is on course to receive a positive finalisation in terms of rates income amounting to £48,886 (First quarter was £232,597, second quarter £97,289). The figure has been calculated on the basis of a number of assumptions which were detailed.

This is a less encouraging indication of the strength of Councils rates base than on previous occasions the caution expressed around ongoing challenges to the non-domestic revaluation now seeming well placed however the challenge cases are being dealt with and given that appeals are limited to 30 days from the initial challenge decision the risk of loss to the valuation list is diminishing.

## **22 ESTIMATED PENNY PRODUCT**

Information report circulated.

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils issue forecasts on the Estimated Penny Product (EPP) which is used in the rates setting process by Councils in order to determine the rate to be struck.

Land and Property Services have issued to Councils the first in year forecast for the EPP based on figures at 30 November 2016. The forecast for Causeway Coast and Glens Borough Council gives an EPP of £1,680,100 compared to £1,676,470 which was used in calculating Council's rate for the current year. This represents an increase of around 0.2% which is slightly disappointing position for Council to be in at this stage and is contrary to the growth currently being experienced in our area and potentially our rates base however some caution still needs to be exercised due the ongoing

challenges particularly with regard to the non-domestic revaluation. The first estimate of our EPP was £1,673,880. It is intended to use the updated second stage figure for the purpose of rates estimates.

## **23 PROMPT PAYMENT STATISTICS**

Information report 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 table circulated detailed Council's performance since April 2015 the latest data for quarter 3 of 2016/17 being up to and including 31 December 2016. Council is at present falling short of the targets but have shown a marked improvement during the current year, further review of our procedures are being conducted in an effort to meet our performance target by the end of the financial year.

## **24 MATTERS FOR REPORTING TO PARTNERSHIP PANEL**

There were no matters for reporting to the Partnership Panel.

- \* **Councillor Duddy left the meeting at 9.00 PM.**
- \* **Committee & Member Services Officer re-joined the meeting**

## **25 CORRESPONDENCE**

Report circulated.

- 25.1** Department for Communities – Proposed Amendments to Return Template for Councillors Allowances and Expenses

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

## **25.2 Coleraine Borough 50+ Forum**

Proposed by Councillor McCorkell  
Seconded by Councillor Quigley and

**AGREED-** to recommend that Council, in response to the request from Coleraine Borough 50+ Forum, confirm Councillor Duddy as its nominee.

\* **Councillor Duddy re-joined the meeting at 9.05 PM.**

## **26 CONSULTATIONS**

Information report circulated.

Committee noted the following consultation document:

- Department for Communities Consultation on a Revision of the Northern Ireland Local Government Code of Conduct for Councillors.

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

Proposed by Alderman Hickey  
Seconded by Councillor Knight-McQuillan and

**AGREED** - that the committee proceed to conduct the following business 'In Committee'.

## **27 TIDES RESTAURANT REQUEST FOR ADDITIONAL LAND/REVIEW OF CURRENT LEASES**

The Head of Corporate Performance and Compliance explained the issues and undertook to bring a report to the February committee meeting with a recommendation for members' consideration.

The Director of Performance confirmed the Land and Property Sub-Committee was now established, its first meeting would be scheduled accordingly.

## **28 DEBT MANAGEMENT**

Confidential report circulated.

Council implemented a revised Debt Management Policy in April 2016.

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.

The report set out an update on debts.

**It is recommended** the four debts detailed in 1.4 be written off in the accounts.

Proposed by Councillor Duddy  
Seconded by Councillor McCorkell and

**AGREED** – to recommend to Council the four debts detailed in 1.4 (circulated) be written off in the accounts.

In response to comments raised, the Chief Finance Officer agreed to review Council's Policy with regard to investigating delegated authority for debts under £1,000.

## 29 2017/18 CAPITAL PROGRAMME

Confidential report circulated.

Committee was presented with the draft Capital Programme for approval.

### Current Stage 2 projects proposed for 2017 / 18

Scheme and Stage	Previous Provision	Net Cost Estimate	17 / 18 Required	18 / 19 Required	19 / 20 Required	Beyond 2020	Notes
<b>Stage 2.</b>							
Essential Fleet	£1,070,000	£1,070,000	£950,000	£950,000	£950,000	N/A	Recurring
Essential Estates Life Cycle	£650,000	£650,000	£750,000	£750,000	£750,000	N/A	Recurring
Essential ICT	£250,000	£250,000	£250,000	£250,000	£250,000	N/A	Recurring
West Bay Sea Defence	£250,000	£250,000	£0	£0	£0	£0	May 15 Workshop
Portballintrae Sheet Pile Work	£380,000	£410,000	£30,000	£0	£0	£0	Nov 15 Workshop
Parks Nursery H&S Project	£225,000	£225,000	£0	£0	£0	£0	Nov 15 Workshop
Coleraine Marina Repairs and Dredging	£80,000	£80,000	£0	£0	£0	£0	April 16 Workshop
Knock Rd Depot Welfare	£368,000	£368,000	£0	£0	£0	£0	Nov 15 Workshop
LED lighting replacement	£150,000	£150,000	£0	£0	£0	£0	May 15 Workshop
Market Yard Multi Use Space	£65,000	£65,000	£0	£0	£0	£0	April 16 Workshop
Enterprise Zone	£2,400,000	£3,000,000	£300,000	£300,000	£0	£0	May 15 Workshop
Magilligan Community Centre	£320,000	£350,000	£30,000	£0	£0	£0	Legacy Project
<b>TOTALS</b>	<b>£6,208,000</b>	<b>£6,868,000</b>	<b>£2,310,000</b>	<b>£2,250,000</b>	<b>£1,950,000</b>	<b>£0</b>	
<b>Stage 2. - Legacy Projects No Business Cases</b>							
Edward Street Social Centre	£0	£0	£0	£0	£0	£0	Legacy Project
Unity Bridge	£25,000	£25,000	£0	£0	£0	£0	Legacy Project
Cloughmills Old Mill Building Scheme	£0	£150,000	£0	£150,000	£0	£0	Legacy Project
Feeny Play park	£10,000	£10,000	£0	£0	£0	£0	Legacy Project
Greysteel Community Centre	£0	£250,000	£100,000	£150,000	£0	£0	Legacy Project
Ballymoney Town Hall Ventilation	£0	£40,000	£40,000	£0	£0	£0	Legacy Project
<b>Totals</b>	<b>£35,000</b>	<b>£475,000</b>	<b>£140,000</b>	<b>£300,000</b>	<b>£0</b>	<b>£0</b>	

## Current Priority Stage 1 projects proposed for 2017 / 18

Scheme and Stage	Previous Provision	Net Cost Estimate	17 / 18 Required	18 / 19 Required	19 / 20 Required	Beyond 2020	Notes
<b>Stage 1. 2017 / 18 - 2020</b>							
Carnealty Amenity	£100,000	£970,000	£470,000	£400,000	£0	£0	Nov 15 Workshop - £85k P/A saving
Ballymoney Landfill	£0	£500,000	£300,000	£200,000	£0	£0	Nov 15 Workshop
Limavady Landfill	£0	£500,000	£0	£200,000	£200,000	£100,000	Nov 15 Workshop
Ballymoney Landfill Biodiversity	£0	£100,000	£100,000	£0	£0	£0	Nov 16 Workshop
CHP. Plant - CLC & JDLC	£150,000	£150,000	£0	£0	£0	£0	Nov 15 Workshop - £30k P/A saving
Brown Bins	£800,000	£800,000	£0	£0	£0	£0	Nov 15 Workshop - £80k P/A saving
Garvagh Amenity	£150,000	£55,000	£-95,000	£0	£0	£0	Nov 15 Workshop
Kilrea Amenity	£150,000	£150,000	£0	£0	£0	£0	Nov 15 Workshop
Loughan Hill Depot	£100,000	£250,000	£100,000	£50,000	£0	£0	Nov 15 Workshop
Cloonavon & Riada Emergency Standby Generator	£50,000	£130,000	£40,000	£40,000	£0	£0	April 16 Workshop
Off Street Car Parks - Upgrades Phase 2	£0	£150,000	£150,000	£0	£0	£0	April 16 Workshop
Portrush Harbour Sea Defence (Rock Armour)	£250,000	£3,000,000	£1,200,000	£600,000	£600,000	£350,000	May 15 Workshop
Trading Space Facility Lansdowne	£0	£30,000	£30,000			£0	Nov 16 Workshop
Estates Strategy Relocation works (Riada + Cloonavin)	£0	£80,000	£80,000			£0	Nov 16 Workshop
Portrush EI Scheme	£0	£100,000	£50,000	£50,000	£0	£0	Nov 16 Workshop
Portrush Park & Ride	£0	£100,000	£50,000	£50,000	£0	£0	Nov 16 Workshop
Ballycastle Sports	£400,000	£3,000,000	£400,000	£1,000,000	£1,200,000	£0	April 16 Workshop
Riada Changing	£0	£300,000	£300,000			£0	April 16 Workshop
Community & Sport Facilities (Non-Council Operated)	£0	£750,000	£750,000	£750,000	£750,000		Nov 15 Workshop
Mountsandel Experience	£0	£2,500,000	£500,000	£1,000,000	£1,000,000	£0	Nov 16 Workshop
Garvagh Mountain Biking	£0	£500,000	£250,000	£250,000	£0	£0	Nov 16 Workshop
Glenariff Forest Park - Caravan Park Visitor Centre & Playpark	£0	£400,000	£200,000	£200,000	£0	£0	Nov 16 Workshop
Coleraine Leisure Centre	£0	£19,000,000	£0	£0	£1,500,000	£17,500,000	Nov 16 Workshop
Dark Hedges Access Project	£0	£80,000	£80,000	£0	£0	£0	Nov 16 Workshop
Bann Rowing Club	£0	£120,000	£120,000	£0	£0	£0	Nov 16 Workshop
Totals	£2,150,000	£33,715,000	£5,075,000	£4,790,000	£5,250,000	£17,950,000	

**It is recommended** that Council adopt the Stage 2 and Priority Stage 1 Projects listed in the tables above as being the 2017 / 18 Causeway Coast and Glens Borough Council Capital Programme, with all projects being subject to Councils 4 – Step project approval process requiring a need based business case and economic appraisal to be approved by Council for each project before it proceeds.

**AGREED** – to recommend that Council adopt the Stage 2 and Priority Stage 1 Projects listed in the tables above as being the 2017 / 18 Causeway Coast and Glens Borough Council Capital Programme, with all projects being subject to Councils 4 – Step project approval process requiring a need based business case and economic appraisal to be approved by Council for each project before it proceeds.

### 30 REVIEW OF THE STRUCTURE FOR THE DEMOCRATIC AND CUSTOMER SERVICES DEPARTMENT

Confidential report circulated.

Committee was presented with a report detailing a review of the structure for the Democratic and Customer Services Department and a subsequent request to proceed with an application for Severance from an Officer (Employee Number 511-1008) within the Causeway Coast and Glens Borough Council under section 123 of the Local Government Act (Northern Ireland) 2014.

**It is recommended** that Council give approval to proceed with the implementation of this new structure and with the approval for request for voluntary severance.

**AGREED** – to recommend that council give approval to proceed with the implementation of this new structure and with the approval for request for voluntary severance (Employee Number 511-1008).

### 31 APPLICATIONS FOR VOLUNTARY SEVERANCE

Confidential report circulated.

A report was detailed with requests to proceed with applications for Severance from Staff within the Causeway Coast and Glens Borough Council under section 123 of the Local Government Act (Northern Ireland) 2014.

In accordance with these arrangements, the following officers have made an application for Severance from the Causeway Coast and Glens Borough Council:

- Employee Number 111-1051
- Employee Number 702-2080

**It is recommended** that council give approval to proceed with these applications for Severance received from the officers as outlined above.

**AGREED** – to recommend that council give approval to proceed with these applications for Severance received from the officers as outlined above.

In response to queries raised, the Director of Performance invited Council to participate in a workshop outlining Council's Matching Process, an overview of Council's staffing structure and as-is position.

**MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor McCorkell  
Seconded by Councillor Knight-McQuillan and

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

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 10.00 PM.

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Chair