

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 19 SEPTEMBER 2017**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>2</b>	Declarations of Interest	<i>Nil</i>
<b>3</b>	Minutes of Meeting held Tuesday 15 August 2017	<i>Information</i>
<b>4</b>	Deputation: The Living Wage	<i>Received</i>
<b>5</b>	Performance Improvement Plan – Self Assessment	<i>Approve 2016/17 self-assessment</i>
<b>6</b>	Policy for Assistance to Study	<i>Approve revised Policy</i>
<b>7</b>	Town Gateway Signage	<i>Design Option 2 and locations noted (1-7)</i>
<b>8</b>	Centenary End of Great War	<i>Representation 6 members by d’Hondt from Corporate Policy &amp; Resources committee; to invite members of Royal British Legion and Veterans’ Associations</i>
<b>9</b>	Timetable of Meetings 2018	<i>Approve cancellation of December Corporate Policy &amp; Resources and Land and Property Sub-Committee; approve Schedule Jan-Dec 2018</i>
<b>10</b>	Minutes of Twinning Sub-Committee meeting	<i>Approve and recommendations therein</i>

11	Prompt Payment Statistics	<b>Information</b>
12	Matters for Reporting to Partnership Panel – Local Government Side	<b>Write to Permanent Secretary with relevant matters</b>
13	Boundary Commission for Northern Ireland, 2018 Review of Parliamentary Constituencies Secondary Consultation	<b>Information</b>
14	Citizen Newsletter	<b>Approve; including agreed suggestions</b>
15	Debt Management	<b>Information</b>
16	First Draft of Rates Estimates	<b>Information</b>
17	Consideration of Voluntary Living Wage	<b>Defer consideration to Rates setting process, January 2018</b>
18	Request for Voluntary Severance	<b>Approve</b>
19	Land and Property Sub-Committee Notes of Meeting held 6 September 2017	
19.1	Tides Restaurant (minute ref 4.9)	<b>Information</b>
19.2	Correspondence, Gaelcholáiste Dhoire, Former Dungiven Sports Pavilion (minute ref 8.3)	<b>Amendment carried - Council does not lease Pavilion given its current state and given Council has ratified a decision to go through Clearing House</b>
19.3	Approval of the Minutes	<b>Approve and recommendations therein; subject to Amendment above</b>
20	Efficiency Sub-Committee Notes of meeting held 19 September 2017	<b>Approve and recommendations therein</b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 19 SEPTEMBER 2017 AT 7.00 PM**

- In the Chair** : Councillor McCandless
- Present** : Aldermen Cole, Hickey, Hillis and S McKillop  
Councillors Baird, Beattie, Blair, Duddy, Fielding,  
Knight-McQuillan, C McShane, Quigley and Wilson
- Officers Present** : M Quinn, Director of Corporate Services  
D Wright, Chief Finance Officer  
S McMaw, Head of Performance  
D Hunter, Council Solicitor  
S Duggan, Committee & Member Services Officer
- In Attendance** : A Law, Northern Ireland Public Service Alliance (NIPSA)  
G Scott, Unite the Union  
(Item 4)
- Press (1 No.)

**SUBSTITUTIONS**

Alderman Cole replaced Councillor Clarke; Councillor Fielding replaced Councillor McCorkell for the transaction of business for the meeting.

**1 APOLOGIES**

Apologies were recorded for Councillor Councillors McLaughlin and Nicholl.

**2 DECLARATIONS OF INTEREST**

Nil.

**3 MINUTES OF MEETING HELD TUESDAY 15 AUGUST 2017**

The Chair advised the Minutes of the meeting held Tuesday 15 August 2017 were adopted at the Council meeting held 22 August 2017.

#### 4. DEPUTATION: THE LIVING WAGE

The Chair invited A Law and G Scott to the meeting; as Committee had previously received the Presentation, the representatives invited questions.

Committee sought clarification of the knock on effect of the proposed Voluntary Living Wage on Benefit entitlements and Private Sector businesses; and sought clarification of the National Joint Council for Local Government Services (NJC) position.

Councillor Wilson, whilst not wanting anyone to live near to or on the poverty line debated the double edged sword for Council who pay staff wages and set the district rate; advising the information would be carefully considered when setting the rate.

Councillors McShane and Quigley stated their respective Party support for the initiative.

- \* **A Law and G Scott left the meeting at 7.25 PM.**
- \* **Councillor C McShane arrived at the meeting at 7.10 PM during consideration of the matter.**
- \* **Alderman S McKillop arrived at the meeting at 7.15 PM during consideration of the matter.**

#### 5. PERFORMANCE IMPROVEMENT PLAN – SELF ASSESSMENT

Report circulated.

The Head of Performance presented Members with a self- assessment overview in relation to the projects identified within the annual Performance Improvement Plan. This self-assessment report must be published before the 30<sup>th</sup> September 2017 as stipulated in the Local Government Act (NI) 2014.

The Auditor is required to track improvement over time and to assess the Council's discharge of its legislative duties.

The 2016/2017 draft self-assessment report was circulated.

**It is recommended** that the Causeway Coast and Glens Borough Council approve the 2016/2017 Performance Improvement Plan self-assessment report attached.

Councillor Duddy expressed concern surrounding a number of issues detailed; that only two fixed penalty notices were issued for Dog Fouling offences; all users were less than satisfied with the Wifi at Council's Caravan Parks; and that Planning were afforded a 'green light' despite not reaching targets.

The Head of Performance explained the Auditor is required to track improvement; that Council have put in place systems to deliver improvement and to encourage high targets and aspirations to measure improvement.

The Head of Performance referred to a customer engagement form on Council's website for submissions of suggestions by members of the public on Performance Improvement objectives. A customer engagement strategy would be further developed in due course.

Proposed by Councillor Duddy  
Seconded by Councillor Baird and

**AGREED** – to recommend Council approves the 2016/2017 Performance Improvement Plan self-assessment report, circulated.

## **6. POLICY FOR ASSISTANCE TO STUDY (FURTHER EDUCATION)**

The Chair referred to the report and revised policy previously circulated which advised that further to the Committee meeting on 15<sup>th</sup> August 2017, a number of matters and queries were raised regarding the content of the policy.

The policy was updated to reflect the changes agreed by Committee.

**It is recommended** that Council considers the revised Assistance to Study Policy as previously circulated and gives approval.

Proposed by Councillor Duddy  
Seconded by Alderman Hillis and

**AGREED** – to recommend that Council approves the revised Assistance to Study Policy.

## 7. TOWN GATEWAY SIGNAGE

The Director presented the report previously circulated and presented the two options for Town Gateway Signage for Limavady based on the design concept agreed by Limavady DEA members.

The two signage proposal layouts were illustrated at the meeting.

The following locations were suggested for the placement of the signs.

1. Mill Place
2. Dowland Road
3. Rathmore Road
4. Greystones Road
5. Edenmore Road
6. Ballyquin Road
7. A371 at Roe Valley Resort

**It is recommended** that Council approves a design and locations for the signage and the costs as presented to the Corporate Policy and Resources Committee.

Councillor Wilson expressed preference for design option 2, shaped similarly to the Causeway stones. Councillor Beattie, whilst considering alternative wording, concurred with the uniformity of the shape with other locations in the Borough.

Proposed by Councillor Wilson  
Seconded by Councillor Beattie and

**AGREED** – to recommend that Council approves the design (Option 2) and the locations noted (1-7) for the placement of the signage as presented to the Corporate Policy and Resources Committee.

The Director of Corporate Services advised that costs would be brought to the Council meeting.

## 8. CENTENARY END OF GREAT WAR

The Director presented the report previously circulated.

At its meeting in August 2017 Council agreed the Notice of Motion and supporting statement as follows:

*“That this Council pays tribute to all those from our community who served on the Centenary of the End of the Great War, acknowledges with grateful thanks those who paid the ultimate price for our freedom and do so by participating in the Beacons of Light National Tribute on the 11<sup>th</sup> November 2018 and further propose the establishment of a Group to include key stakeholders to plan this important event.”*

*“The Beacons of Light tribute is to commemorate the centenary of the end of WW1, the fallen of the conflict and expresses this Borough’s grateful thanks to all those, from the entire community, who did not return home or who came home forever changed by their experiences. History recalls the words of the foreign Minister of the time Sir Edward Grey on August 3<sup>rd</sup> 1914 “the lights are going out all over Europe, we shall not see them lit again in our lifetime”. How appropriate then it is to remember the injured and fallen with Beacons of Light. Those injured and fallen are our Beacons of Light to free speech and democracy. The memory of their sacrifice must light our path to the future.*

*In November 2018 it will be 100 years since the end of WW1 and the tribute I am (Alderman Robinson) proposing will be part of the national commemorations and thanksgiving. In this Borough we can all look at the war memorials in our towns and villages and the price a generation paid is literally written in stone. These men who went to war came from all sections of society, some even told lies about their age to be allowed to fight, and the Lord of the manor fought alongside the farm hand. War does not respect someone’s position in life, many from all aspects of society did not come home. I have brought this motion as I was contacted by Limavady Branch Royal British Legion, who thought it would be appropriate for this council to show community leadership and have an event marking the centenary of the end of the war. This would be done in conjunction with the RBL, our Council’s Veterans’ Champion, local clergy and any other local organisation with a vested interest who wished to participate in paying tribute to the fallen. To ensure plenty of time for organisation I felt now was the appropriate time as Ypres and Passchendaele are in the headlines. It is my firm conviction that Causeway Coast & Glens should give Civic leadership in what is an historical event of national importance. I would like to see each of the former council headquarters; Ballymoney, Ballycastle, Coleraine & Limavady, having a beacon so that the element of local respect is enhanced for the commemoration events.*

*This can only be achieved if a sub group helps co-ordinate the events by working with all interested organisations, veteran’s groups, regimental associations and the local clergy to help ensure a commemoration that can be as locally relevant as is possible. As a council we should take the*

*lead in giving thanks for the end of the war but also to pay due respect to those who gave their all. There are many families in The Causeway Coast and Glens Borough who remember with pride relatives who participated in this most awful of wars, it is fitting that they realise that we, as their local council representatives, recognise and honour the service given. I am proposing this motion as too many people from Causeway Coast and Glens were left on foreign fields to forever rest, and as a mark of respect to those who made it home to their families and who are deserving of our remembrance and appreciation. As a council we will, by these commemorative events, lead this areas acknowledgement of history and do our civic duty by leading respectful events that will properly mark the centenary and express our hopes for the continuance of peace. I ask all my fellow elected representatives to support this motion in appreciation of free speech and democracy.”*

### **Recommendation**

That Council approves Elected Member/Officer representation and Community interest group representation on the Working Group which will report to the Corporate Policy and Resources Committee including recommendation on budgetary provision.

Councillor Baird suggest the Royal British Legion, representing the four legacy Councils are invited to participate. Councillor Duddy further suggested veterans associations may wish to involve themselves.

It was considered that budgetary provision would be made when the level of interest is known; the time constraint was also noted.

Proposed by Councillor Duddy

Seconded by Councillor Baird and

**AGREED** – to recommend that Council approves Elected Member/Officer representation as 6 members by d’hondt from the Corporate Policy & Resources committee and Community interest group representation on the Working Group as Royal British Legion/Veterans’ Associations which will report to the Corporate Policy and Resources Committee including recommendation on budgetary provision.

## **9. TIMETABLE OF MEETINGS 2018**

A draft schedule of meetings for 2018 was circulated. The proposal takes account of previous suggestions by Council to avoid key holiday periods (Easter Week and the Christmas / New Year period) whilst creating a recess from Committee business in July.

It is recommended that:

1. Committee approves the cancellation of the Corporate Policy and Resources Committee and Land and Property Sub-Committee in December 2017 and;
2. Committee approves the schedule of meetings January 2018 – December 2018 as detailed.

**AGREED** – to recommend that

1. Council approves the cancellation of the Corporate Policy and Resources Committee and Land and Property Sub-Committee in December 2017 and;
2. Council approves the schedule of meetings January 2018 – December 2018 as detailed.

## **10. MINUTES OF TWINNING SUB-COMMITTEE MEETING**

**AGREED** – to recommend that the minutes of the proceedings of the Twinning Sub-Committee held Tuesday 15 August 2017 are agreed and recommendations therein approved.

## **11. 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.

## **12. MATTERS FOR REPORTING TO PARTNERSHIP PANEL – LOCAL GOVERNMENT SIDE**

Councillor Fielding stated as the Partnership Panel were not currently meeting, Council may wish to write to the Permanent Secretary with issues in its absence.

Proposed by Councillor Fielding

Seconded by Councillor Knight-McQuillan and

**AGREED** - to recommend that Council write to the Permanent Secretary with relevant matters (in the absence of the Partnership Panel).

**13. BOUNDARY COMMISSION FOR NORTHERN IRELAND, 2018  
REVIEW OF PARLIAMENTARY CONSTITUENCIES SECONDARY  
CONSULTATION**

Consultation circulated.

**MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Alderman Hickey

Seconded by Councillor Knight-McQuillan and

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

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

**14. CITIZEN NEWSLETTER**

Confidential report circulated, presenting the Autumn Edition of Council's Citizens' Newsletter for approval.

**It is recommended** that Council approves the draft Autumn edition of the Council's Citizens' Newsletter for distribution at the end of October 2017.

The following suggestions were put forth for inclusion in the Newsletter: Bin collection timetable; Councillors contact details, and public engagement in the Performance Improvement Plan, to be included in the next edition.

**AGREED** – to recommend that Council approves the draft Autumn edition of the Council's Citizens' Newsletter for distribution at the end of October 2017; subject to the addition of Councillor contact details and suggestions noted above.

**15. DEBT MANAGEMENT**

Confidential report 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.

The report set out an update on several debts.

## **16. FIRST DRAFT OF RATES ESTIMATES**

Confidential report circulated.

The Chief Finance Officer informed members of the initial pressures being faced by Council in terms of financial budgeting and the setting of the rate for 2018/19. The summary table detailed the estimated impact of the larger known high level influences on the rates and gave an indication of the challenges which Council will face and need to address in considering the setting of the rate for 2018/19.

The Chief Finance Officer responded to comments.

## **17. CONSIDERATION OF VOLUNTARY LIVING WAGE**

Confidential report circulated.

The Chief Finance Officer presented the report, to enable members to make a decision based on the details of the Voluntary Living Wage, costs of implementation to Council and the impact this may have. The report was re-tabled following committee's decision to defer for 1 month.

**Recommendation** - that Council consider the matter and advise whether or not Council will implement the adoption of the voluntary living wage.

Committee debated the issue at length.

Proposed by Councillor Duddy  
Seconded by Alderman Hillis and

**AGREED** – to recommend that Council defer consideration to the rates setting process in January 2018; subject to the National Joint Council for Local Government Services (NJC) and/or Parliament bringing a directive prior to this.

Committee voted unanimously in favour.

## 18. REQUEST FOR VOLUNTARY SEVERANCE

The following officer has made an application for Severance from the Causeway Coast and Glens Borough Council:

- Employee No: 132 – 2095

**It is recommended** that Council give approval to proceed with this application for Severance received from the officer as outlined above.

**AGREED** – to recommend that council give approval to proceed with this application for Severance received from the officer (Employee No: 132 – 2095) as outlined above.

\* **Councillor Wilson left the meeting at 9.20 PM.**

## 19. LAND AND PROPERTY SUB-COMMITTEE NOTES OF MEETING HELD 6 SEPTEMBER 2017

### Matters Arising

#### 19.1 Tides Restaurant (Ref 03/15) (Minute reference 4.9)

Councillor Fielding sought the timescale for re-presenting a request from Tides, requesting to lease a portion of land adjacent to their premises from the Council in order to provide additional car parking for customers.

The Director of Corporate Services advised a timescale of six months from ratifying the previous decision referred to, that from 27 June 2017.

#### 19.2 Correspondence, Gaelcholáiste Dhoire – Former Dungiven Sports Pavilion (dated 21<sup>st</sup> July 2017) (Minute reference 8.3)

Councillor Duddy queried Council's processes where Council had agreed to progress the D1 Public Sector Clearing House application for the former Dungiven Sports Pavilion and despite a previous condition report which had raised serious health and safety concerns and stating the building was not Disability Discrimination Act (DDA) compliant, the Land and Property Sub-committee was presented with a request for the use of the building.

#### Amendment

Proposed by Councillor Duddy

Seconded by Alderman Hillis and

**AGREED** – to recommend that Council does not lease the pavilion to the School given its current state and given Council has already ratified a decision to go through Clearing House.

Council's Solicitor advised that Council is required to have a duty of care to its tenants and Council should not enter into a lease or license for the former Dungiven Sports Pavilion, in light of the condition survey received.

### **19.3 Approval of the Minutes**

**AGREED** – to recommend that Council approve the Minutes of the Land and Property Sub Committee meeting held 6 September 2017 and recommendations therein; subject to the Amendment above at Item 19.2.

### **20. EFFICIENCY SUB-COMMITTEE NOTES OF MEETING HELD 19 SEPTEMBER 2017**

**AGREED** – to recommend that Council approve the Minutes of the Efficiency Sub Committee meeting held 19 September 2017 and recommendations therein.

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

Proposed by Councillor Duddy  
Seconded by Councillor Beattie 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 9.45 PM.

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Chair