



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 21 NOVEMBER 2017**

No	Item	Summary of key Recommendations
4	Centenary End of Great War Working Group Notes of Meeting held 7 November 2017	<i>Approve subject to amendments: Terms of Reference paragraph Objectives 2.2 bullet point 1 to be reinstated; Funding Information, whilst presented, the Working Group would not be involving itself in a Fund as had not been included within the Notice of Motion which Council agreed; Affirm that representatives from Group 10 RBL invited to all meetings</i>
5	Request for Photography in Council Chamber	<i>Grant approval</i>
6	Revised Standing Orders Protocol for the Operation of the Planning Committee	<i>Grant approval</i>
7	Governance Sub-Committee Minutes of Meeting held 13 October 2017	<i>Confirm</i>
8	Loan Application Approvals	<i>Approve loans detailed in Table 1.3</i>

9	Data Controller Registration with Information Commissioner - Advice for Councillors	Information
10	Performance Improvement Plan Update	Information
11	Actual Penny Product Forecast	Information
12	Prompt Payment Statistics	Information
13	Conferences Annual Governance and Leadership	Note
14	Correspondence <ul style="list-style-type: none"> • N Ireland Local Government Commissioner for Standards • Northern Ireland Audit Office Improvement Audit and Assessment Draft Audit and Assessment Report 	Note Bring report back on Northern Ireland Audit Office assessment findings; specifically Terms of Reference for Committees
15	Matters for Reporting to Partnership Panel – Local Government Side	Nil
16	Debt Management	Information
17	2018/19 Capital Programme	Adopt Stage 2 and Stage 1 Projects listed as 2018/19 Capital Programme
18	Efficiency Sub-Committee Minutes of Meeting held 18 October 2017	Confirm
19	Land and Property Sub-Committee Minutes of Meeting held 1 November 2017 Matters Arising 19.1 Legal Issues North West Hotel Development; Lands at Ballyreagh Road, Portstewart, Request for further Easement (Item 8.3)	That Council grants the Hotel Development the easement

	<p>19.2 Portballintrae Legal Costs (Item 8.2)</p> <p>19.3 Portrush Public Realm Scheme Contractor's Compound (Item 6)</p> <p>19.4 Approval of the Minutes</p>	<p><i>Report to be brought to next Sub Committee meeting</i></p> <p><i>Information</i></p> <p><i>Confirm subject to addition of recommendation at 19.1 above</i></p>
20	Tourism Relocation – Councillor C McShane	<i>Information</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 21 NOVEMBER 2017 AT 7:00 PM**

In the Chair : Councillor McCandless

Present : Alderman Hickey, Hillis;
Councillors Baird, Clarke, Duddy, Knight-McQuillan,
McCorkell, McLaughlin, C McShane, Quigley and
Wilson

Non Committee : Councillor P McShane
Member in Attendance

Officers Present : M Quinn, Director, Corporate Services
D Wright, Chief Finance Officer
S McMaw, Head of Performance
S Duggan, Committee and Member Services Officer

In Attendance : Press (1 No.)

CONDOLENCES

The Chair, on behalf of the Committee and Officers offered sincere condolences to Alderman McKillop on the passing of her father.

1. APOLOGIES

Apologies were recorded for Councillors Beattie, Blair and Nicholl.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest

3. MINUTES OF MEETING HELD TUESDAY 17 OCTOBER 2017

The Chair advised the Minutes of the Meeting held Tuesday 17 October 2017 were adopted at the 24 October 2017 Council meeting.

4. CENTENARY END OF GREAT WAR WORKING GROUP - NOTES OF MEETING HELD 7 NOVEMBER 2017

The notes of the Working Group were presented. Following discussion it was:

AGREED – to recommend that the Notes of the Centenary End of Great War Working Group held Tuesday 7 November 2017 are approved subject to the following amendments:

- Terms of Reference: paragraph within the Objectives, 2.2, bullet point 1 be reinstated;
- Notes of Meeting: 'Funding for Commemoration of End of Great War Community Projects'. Members agreed that whilst the information had been presented at the Working Group's meeting, the Working Group would not be involving itself in a Commemoration Fund for Community Projects as this had not been included within the Notice of Motion which Council had agreed;
- Affirmation that representatives from Group 10 Royal British Legion covering the four legacy Council areas to attend all future meetings of the Working Group.

* **Councillor C McShane arrived at the meeting at 7.05 PM during consideration of the above matter.**

5. REQUEST FOR PHOTOGRAPHY IN COUNCIL CHAMBER

Report circulated.

Council will confer the Freedom of the Borough on 8th December 2017 at a Special Council Meeting. This would permit members of the Press and Public present to take photographs during proceedings.

It is recommended that Council grants approval for the taking of photographs at the Special Council Meeting on 8th December 2017.

Proposed by Councillor Duddy
Seconded by Councillor Baird and

AGREED – to recommend that Council grants approval for the taking of photographs at the Special Council Meeting on 8th December 2017.

6. REVISED STANDING ORDERS – PROTOCOL FOR THE OPERATION OF THE PLANNING COMMITTEE

Report circulated.

At the Planning Committee meeting held on 25th October 2017 the revised Protocol was agreed and took effect on 8th November 2017.

It is recommended that Council grants approval for its Standing Orders to be updated to include the revised Planning Protocol.

AGREED – to recommend that Council grants approval for its Standing Orders to be updated to include the revised Planning Protocol.

7. GOVERNANCE SUB-COMMITTEE MINUTES OF MEETING HELD 12 OCTOBER 2017

Minutes circulated.

Governance Sub Committee members present clarified their understanding, that the Standing Orders Working Group would cease and be subsumed as the Governance Working Group.

AGREED – to recommend that the Minutes of the Governance Sub Committee held Thursday 12 October 2017 are confirmed as a correct record and recommendations therein approved.

8. LOAN APPLICATION APPROVALS

The Chief Finance Officer presented the report, circulated.

Council has instigated a number of projects and approval is now required to allow officers to put in place loan finance for the purposes listed below together with the amount of loan finance required and the term:

Council last approved loans in February 2016 and this list therefore does not equate to a particular period or year's capital activity, in addition there are other ongoing projects which will require financing in due course as Council progresses its capital programme. Each of these loans has been included in the estimates in terms of Minimum Revenue Provision (MRP) and interest therefore the cost of financing these loans has already been provided for.

In accordance with prudential indicators Council remains within its authorised limit of £80m if these loans were to be secured in their entirety.

It is recommended that Council approves the loans as detailed in the table at 1.3.

Table 1.3

<i>Project</i>	<i>Proposed Term</i>	<i>Net Cost to Council</i>	<i>Proposed New PWLB Loan</i>	<i>MRP - Annual Impact</i>
Solar PV Phase 1	10	337,190.78	337,000.00	33,700.00
Letterloan & Craighulliar Works	25	180,324.29	180,000.00	7,200.00
Castlerock/Whiterocks/Portballintrae EI Scheme	25	97,373.96	97,000.00	3,880.00
Westbay EI Scheme	25	913,958.16	914,000.00	36,560.00
Kubota Tractor M9960 Front Loader LA1354	7	31,800.00	32,000.00	4,571.43
Mercedes Benz Econic 2630L	7	189,300.00	189,000.00	27,000.00
Hook Loader	7	104,201.00	104,000.00	14,857.14
Wacker Neuson Mini Excavator & 3 Buckets	7	19,643.00	20,000.00	2,857.14
Agric & Commercial Vehicles x 20	5	340,925.43	341,000.00	68,200.00
Benone Activity Centre and Tourist Complex	25	34,043.76	34,000.00	1,360.00
ICT Upgrade Phase II incl Carrick Dhu	3	222,744.10	223,000.00	74,333.33
Roe Valley Leisure Centre Health Suite	25	279,908.53	280,000.00	11,200.00
Portstewart EI Scheme REFCUS incl 60k Street F	25	448,391.92	448,000.00	17,920.00
Enterprise Zone - completing 2017-2018	30	3,000,000.00	3,000,000.00	100,000.00
Dungiven Sports Centre	30	521,728.71	522,000.00	17,400.00
Ballymoney Toilet Blocks	25	40,109.91	40,000.00	1,600.00
Bradley Site Dungiven Castle (Land)	50	240,676.00	241,000.00	4,820.00
Ballymoney Play Areas	10	233,529.10	234,000.00	23,400.00
Loughanhill Depot Upgrade	25	452,045.49	452,000.00	18,080.00
Diversity Park, Flowerfield	25	137,448.44	137,000.00	5,480.00
Cloughmills Old Mill incl Play Area Plant	10	93,428.46	93,000.00	9,300.00
Drumsurn Outdoor Gym	10	30,179.75	30,000.00	3,000.00
Portrush Harbour	40	268,732.81	269,000.00	6,725.00
Festive Lighting 2016-17	5	93,859.91	94,000.00	18,800.00
Various Plant & Equipment	5	507,954.60	508,000.00	101,600.00
Coleraine Leisure Centre Flumes	5	34,740.00	35,000.00	7,000.00
Riada 3G Pitch	30	420,000.00	420,000.00	14,000.00
Total Application	23.8	9,278,248.03	9,274,000.00	389,994.63

Councillor Duddy sought clarification of the Dungiven Sports Centre loan amount as he considered it greater than that he recalled had been agreed. The Chief Finance Officer advised he would circulate the information, when obtained, to all Elected Members.

AGREED – to recommend that Council approve the loans as detailed in the table at 1.3.

9. DATA CONTROLLER REGISTRATION WITH INFORMATION COMMISSIONER - ADVICE FOR COUNCILLORS

Report circulated.

Under the Data Protection Act 1998 the Council is required to register as a Data Controller with the Information Commissioner. This is to ensure that personal data collected by the Council meets the requirements of the Data Protection Act while it is being processed by the Council.

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.

The Information Commissioner's Office have issued "*Advice for Elected and Prospective Councillors on the Data Protection Act*". This gives guidance on the issue of data registration for Councillors and a hard copy was previously issued to all Councillors in January 2017.

The Registration Team within the Information Commissioner's Office (ICO) have recently been in contact with Council Officers regarding the requirement for individual Councillors to be registered under the Data Protection Act.

The ICO have been contacting all Councils to ask them to remind Councillors of this requirement and have requested that information be provided to Members (circulated).

10. PERFORMANCE IMPROVEMENT PLAN UPDATE

Report circulated.

The Head of Performance provided an update on progress made to date regarding the 2017/2018 Performance Improvement Plan. This plan is in line with the requirements of the Local Government Act (NI) 2014.

Councillor Clarke sought clarification of Council's KPI's information in relation to controlling costs and energy consumption for example. The Chief Finance Officer gave an indication of KPI's measured and benchmarked, these were currently being developed and would be brought forward. Councillor Clarke, whilst reassured, stated it was essential Elected Members are kept informed in order to take every effort possible to reduce costs.

The Head of Performance advised a report would be brought on developing a number of ratios and KPI's. The matter may be further considered by the Efficiency Sub Committee.

Councillor C McShane expressed her dissatisfaction with the presentation of the data in relation to the Leisure Facility Developments, Coleraine and Ballycastle.

11. ACTUAL PENNY PRODUCT FORECAST

Report circulated.

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils issue in year forecasts on the Actual Penny Product (APP) and projected outturns with regards the amount of rates actually collected.

LPS has issued to Councils the second in year forecast for the APP based on figures at 30 September 2017. 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 approximately £785k. The figure has been calculated on the basis of a number of assumptions detailed.

This is an encouraging indication of the strength of our rates base as we now appear to be gaining the benefit of many of the recent increased planning applications with these now beginning to appear as properties on the ground. There is however caution continuing to be expressed around ongoing challenges to the non-domestic revaluation. Many of these challenges have been settled and their effect of the penny product has been dealt with but there are still a number of high value challenges with the added impact due to these potentially being backdated thereby impacting on more than one year's rates.

This encouraging news is doubly welcome when we consider that the benefit will translate into a strong Estimated Penny Product (EPP) which is used for the striking of the rate. At a recent meeting with LPS officials officers were further encouraged to hear that there may still be one or two significant developments not yet included in the valuation list which will be complete on or before 1 April 2018 and therefore could further strengthen our EPP position. In addition LPS has worked extremely hard in reducing "losses" to the extent that the assumption regarding write-offs which currently provides a cushion of £951k is being reduced by around £200k for the purposes of the EPP.

Alderman Hickey sought clarification on exemptions, specifically in relation to charities, the Chief Finance Officer stated there were a number of exemptions available and outlined his knowledge of them.

12. PROMPT PAYMENT STATISTICS

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 tables below detail Council's performance since April 2015 the latest data for quarters 1, 2 and 3 of 2017/18 being up to and including the early part of November 2017. The Chief Finance Officer reported that Council are beginning to recover the performance downturn seen in the earlier part of this financial year, this could be attributed to the staff moves now being complete and systems beginning to settle into place and therefore this trend should continue as the year progresses.

Improvement Actions

Whilst the improved performance in comparison to previous periods is welcome council officers continue to seek improvements to overcome these difficulties and ultimately improve the performance.

Prompt Payment Statistics 2015/2016

	Q1	Q2	Q3	Q4	Total
Total No of Invoices	3667	6972	5378	6406	22423
Total amount paid	£ 6,607,314	£ 12,411,407	£ 6,898,749	£ 9,835,553	£ 35,753,023
Number of invoices paid within 10 days	1870	3145	2551	2653	10219
% of invoices paid within 10 days	51.00%	45.11%	47.43%	41.41%	45.57%
Number of invoices paid within 30 days	3218	5622	4439	5124	18403
% of invoices paid within 30 days	87.76%	80.64%	82.54%	79.99%	82.07%
Number of invoices paid outside 30 days	449	1350	939	1282	4020
% of invoices 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 No of Invoices	4533	6610	6072	8332	25547
Total amount paid	£ 6,710,360	£ 11,233,620	£ 13,557,966	£ 16,266,636	£ 47,768,582
Number of invoices paid within 10 days	1910	2708	2792	4022	11432
% of invoices paid within 10 days	42.14%	40.97%	45.98%	48.27%	44.75%
Number of invoices paid within 30 days	3907	5386	5339	6992	21624
% of invoices paid within 30 days	86.19%	81.48%	87.93%	83.92%	84.64%
Number of invoices paid outside 30 days	626	1224	733	1340	3923
% of invoices paid outside 30 days	13.81%	18.52%	12.07%	16.08%	15.36%

Prompt Payment Statistics 2017/2018

	Q1	Q2	Q3*	Q4	Total
Total No of Invoices	5204	7475	3350		16029
Total amount paid	£ 7,361,588	£ 11,484,968			£ 18,846,556
Number of invoices paid within 10 days	1332	2503	1067		4902
% of invoices paid within 10 days	25.60%	33.48%	31.85%	#DIV/0!	30.58%
Number of invoices paid within 30 days	3943	5845	2893		12681
% of invoices paid within 30 days	75.77%	78.19%	86.36%	#DIV/0!	79.11%
Number of invoices paid outside 30 days	1261	1630	457	0	3348
% of invoices paid outside 30 days	24.23%	21.81%	13.64%	#DIV/0!	20.89%
No. of Disputed Invoices	9	7	2		18
Average Payment Days	24.78	24.47	20.68	#DIV/0!	23.78

* Incomplete period

13. CONFERENCES

The Director advised of the following conference.

Annual Governance and Leadership Conference – Breaking the Mould: Improving Outcomes.

The Annual Governance and Leadership Conference – Breaking the Mould: Improving Outcomes to be held on Thursday 30 November 2017 at Riddell Hall, 185 Stranmillis Road, Belfast, BT9 5EE.

Cost: £195 plus VAT

Members wishing to attend the above conferences should contact Democratic Services.

AGREED – to recommend that Council note the Conference schedule.

14. CORRESPONDENCE

The Director advised of the following items of correspondence.

- Northern Ireland Local Government Commissioner for Standards (correspondence dated 30 October 2017)
- Northern Ireland Audit Office - Improvement Audit and Assessment – DRAFT Audit and Assessment Report (correspondence dated 10 November 2017)

AGREED – to recommend that Council note the Correspondence schedule.

Councillor Duddy drew the Director's attention to a number of concerning items within the Northern Ireland Audit Office report, specifically the roles and responsibilities in relation to performance improvement are not included in either the Corporate Policy or Resources Committee or Audit Committee Terms of Reference.

The Director of Corporate Services agreed to bring a report addressing the concerns, to the next committee meeting.

15. MATTERS FOR REPORTING TO PARTNERSHIP PANEL – LOCAL GOVERNMENT SIDE

There were no matters.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Wilson

Seconded by Councillor Duddy and

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

- * **Press left the meeting at 7.55 PM.**

16. DEBT MANAGEMENT

Report circulated.

In accordance with Council's debt management policy, the Chief Finance Officer reported to Council, debts under £1,000 which the Chief Finance

Officer has the authority to write-off. There are 2 such debts this month totalling £874.80.

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

17. 2018/19 CAPITAL PROGRAMME

Confidential report circulated.

Committee was presented with the draft Capital Programme for approval.

Current Stage 2 projects proposed for 2018/19	Current Stage 1 projects proposed for 2018/19																																																													
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It is recommended that Council adopt the Stage 2 and Stage 1 Projects listed as noted in the tables above as being the 2018/19 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 Stage 1 Projects listed in the tables above as being the 2018/19 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.

18. EFFICIENCY SUB-COMMITTEE MINUTES OF MEETING HELD 18 OCTOBER 2017

Minutes circulated.

AGREED – to recommend that Council approve the Minutes of the Efficiency Sub-Committee meeting held Wednesday 18 October 2017 and recommendations therein approved.

19. LAND AND PROPERTY SUB-COMMITTEE MINUTES OF MEETING HELD 1 NOVEMBER 2017

Councillor McCandless advised that as he is a Planning Committee Member he would be vacating the Chair and advised other Planning Committee members that they may also wish to vacate the Chamber during consideration of Item 8.3.

Councillor McCandless invited the Vice-Chair to take the chair for the item and vacated the Chair. Councillor Knight-McQuillan assumed the Chair.

- * **Councillors McCandless, McLaughlin and P McShane left the meeting at 8 PM.**
- * **The Head of Performance left the meeting at 8 PM.**
- * **The Chief Finance Officer left the meeting at 8 PM.**
- * **Councillor Wilson left the meeting at 8 PM.**
- * **Councillor Clarke left the meeting at 8.05 PM.**

Minutes circulated.

Matters Arising

19.1 Legal Issues, North West Hotel Development, Lands at Ballyreagh Road, Portstewart – Request for Further Easement (Item 8.3)

The Director advised members that this item had been deferred from the Land and Property Sub-Committee to allow consultation to take place with Coleraine and District Motor Club and the organisers of the North West 200.

The Director of Corporate Services advised that consultation had taken place with Coleraine and District Motor Club and the organisers of the North West 200 in relation to the land currently leased from Council which forms part of the planning application; the Director cited correspondence underpinning their support for the matter.

The Director restated the recommendation to the Land and Property Sub-Committee, “that Council notes the correspondence”.

Discussion ensued and the Director of Corporate Services responded to queries, raised by members regarding other issues relating to the proposed hotel development. The Director advised Committee that given the queries raised by members the item could be deferred. The Director further reminded committee that the matter had been brought to the Land and Property Sub-Committee to note, and that the information requested by the Sub-Committee had been brought to Corporate Policy and Resources Committee.

Proposed by Councillor Duddy
Seconded by Alderman Hickey and

AGREED – to recommend that Council grants the Hotel Development the easement.

Councillor Quigley asked that it was recorded that she was not in support of the Motion.

The Chair put the Motion to the vote.
7 Members voted For;
0 Members voted Against;
2 Members abstained.

The Chair declared the Motion carried.

19.2 Portballintrae Legal Costs (Item 8.2)

Councillor C McShane queried the delay in receiving the information.

The Director of Corporate Services advised of an approximate figure of £8,500, however a final detailed report would be brought to the next Land and Property Sub Committee meeting.

19.3 Portrush Public Realm Scheme Contractor's Compound (Item 6)

Councillor Duddy stressed, in his opinion, that given one playpark was out of action and the other not fit for purpose, the Compound should be temporary and removed for the Summer Season and in agreement with the Contractor.

19.4 Confirmation of the Minutes

AGREED - to recommend that Council confirm the Minutes of the Land and Property Sub-Committee meeting held 1 November 2017 and recommendations therein; including the addition of the recommendation at Minute Item 19.1 above.

Councillor Knight McQuillan vacated the Chair at 8:40 PM.

- * **Councillors McCandless and McLaughlin returned to the Chamber at 8.40 PM.**
- * **Alderman Hillis left the meeting at 8.40 PM, returning at 8.43 PM.**

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Knight-McQuillan
Seconded by Alderman Hickey and

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

20. TOURISM RELOCATION – Councillor C Mc Shane

The Chair invited Councillor C McShane to speak on the matter he had agreed she could raise.

Councillor C McShane outlined the intentions of her submission and requested that Officers are tasked with bringing back a plan. The Chair advised Councillor C McShane a report was being brought to the January committee meeting.

Councillor Duddy asked the Chair to read out the submission made by Councillor C McShane.

The Chair read the submission, *“That this Council brings forward a plan, within a specific time-frame, to locate the Tourism Department within Causeway Coast and Glens to the Ballycastle office”*.

Councillor Duddy raised a Point of Order, that the matter may not be considered as Any Other Relevant Business, but as a Notice of Motion. Alderman Hillis concurred with the view that the matter was a Notice of Motion.

The Chair stated that he would allow the matter to be raised.

Councillor C McShane stated she would bring the business as a Notice of Motion to the Council meeting.

* **Councillor Clarke returned to the meeting at 8.45 PM.**

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.50 PM.

Chair