

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 26 APRIL 2022**

No	Item	Summary of Key Recommendations
1.	Apologies	Alderman Finlay Councillors McGurk, Wilson
2.	Declarations of Interest	Alderman Knight-McQuillan
3.	Minutes of Corporate Policy and Resources Committee Meeting held Tuesday 22 March 2022	Taken as read and signed as correct
4.	Performance Improvement Update	Information
5.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	
5.1	Amending Standing Orders in relation access to audio recordings of meetings (Councillor C McShane)	Motion Lost
6.	Twinning Sub-Committee Notes of Meeting held 22nd March 2022	Approved
7.	Elected Member Development Steering Group Notes of Meeting held 30th March 2022	Approved
8.	Conferences	Nil
9.	Correspondence	Nil
10.	Consultations	Nil
11.	Matters for Reporting to the Partnership Panel	None
	'IN COMMITTEE' (Items 12 – 15 inclusive)	

12.	Minutes of the Land and Property Sub Committee meeting held 6 April 2022	<p>to recommend that Council approve and recommendations therein</p> <p>to recommend that the Land and Property Sub Committee meeting scheduled for 4 May 2022 is rescheduled to the earliest convenient date; with the contingency, that Land and Property Sub Committee reports are brought to the Corporate Policy and Resources Committee on 24 May 2022, if required</p>
12.1	Item 6.1.1 Request to Use Council Land 07/22 – Update report	Information
13.	Populating the Organisation Structure Update	<p>to recommend that the Populating the Organisation Structure report is brought to Corporate Policy & Resources Committee on a quarterly basis going forward.</p>
14.	Covid Recognition Request	<p>To recommend that Council provide critical, essential frontline staff with 2 additional days annual leave</p>
15.	Corporate Services Management Accounts – Period 11	Information

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,
AND VIA VIDEO-CONFERENCE ON
TUESDAY 26 APRIL 2022 AT 7.00 PM**

- In the Chair:** Alderman Knight McQuillan (C)
Alderman Hillis, Vice Chair (C) (Item 13)
- Present:** Alderman Baird (R); Fielding (R); Hillis (C); S McKillop (R); Councillors Beattie (R); Chivers (R), Dallat O'Driscoll (R); Holmes (R/C); McLean (C); C McShane (R)
- Officers Present:** M Quinn, Director of Corporate Services (C)
P Donaghy, Democratic and Central Services Manager (R)
J Mills, Land and Property Solicitor (R)
J McCarron, Performance Officer (R)
W Hall, Asset Realisation Officer (R)
J Keen, Committee and Member Services Officer (C)
- In Attendance:** A Lennox, Mobile Operations Officer(C)
C Thompson, ICT Officer (C)
- Press (2 No.) (R)
- Key:** (C) Attended in the Chamber
(R) Attended Remotely

SUBSTITUTIONS

The Mayor, Councillor Holmes, substituted for Councillor Wilson.

The Director of Corporate Services undertook a roll call of committee members present.

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded; and with the remote meetings protocol.

The Chair advised of a change to the Order of Business, that Items of Any Other Relevant Business would be considered at the beginning of the meeting.

1. APOLOGIES

Apologies were recorded for Alderman Finlay, Councillor McGurk and Councillor Wilson.

2. DECLARATIONS OF INTEREST

Alderman Knight McQuillan declared an interest in Covid Recognition Request Item 13. Alderman Knight McQuillan, having declared an interest, left the Chamber and did not participate in the Item.

3. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 22 MARCH 2022

Copy, previously circulated.

The minutes of the meeting of 22 March 2022 were taken as read and signed as correct. It was reported that those minutes had been adopted by the Council at its meeting on 5 April 2022.

4. PERFORMANCE IMPROVEMENT UPDATE

Report, previously circulated, presented by the Performance Officer.

Purpose of Report

The purpose of this report is to provide Members with an update on the recent, current and upcoming milestones in relation to Council's Performance Improvement cycle.

Background

The impact of the Covid 19 pandemic meant that the Performance Improvement cycle for all Councils in Northern Ireland was significantly disrupted. However, thankfully, the processes have returned mainly to pre pandemic timeframes.

Audit

In February 2022, the Local Government Auditor certified the 2021/22 Improvement Audit for the Council with a standard, unqualified opinion. No statutory recommendations were made this year in respect of the Council nor is there a requirement for a special inspection. There were three new proposals for improvement presented and progress against these will be reported on during the year.

The Council's Performance Improvement function will also be subject to its annual Internal Audit, which will commence in April 2022.

Areas for Performance Improvement 2022/23

Following on from the findings of Council's Citizens survey, and self-analysis of Service level performance and data, the follow areas are amongst those which are being considered for Performance Objectives and improvement work over the upcoming year:

- Wider engagement with citizens at the Service provision level
- Improved promotion and public awareness of the Services and provisions we provide
- Staffing – Increased number of roles filled by permanent Council staff
- Improved performance against our statutory Planning indicators

- License renewal processes to be updated and improved across various Council Services
- Build on our existing mechanisms for engagement with young people

Performance Improvement Plan 2022/23

Council will publish its 2022/23 Performance Improvement Plan on 30th June 2022, and this will be reviewed in advance by Corporate Policy and Resources Committee in their June meeting.

Recommendation

It is recommended that the Corporate Policy and Resources Committee notes the contents of this report and uses this opportunity to raise any relevant questions or concerns.

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

5.1 Amending Standing Orders in relation access to audio recordings of meetings (Councillor C McShane)

In terms of amending the SO to allow audio recordings to be accessed at any of the other Council legacy HQ buildings (namely Sheskburn, Riada House, Limavady & Cloonavin).

Councillor C McShane presented the Item of Any Other Relevant Business to enquire if audio recordings may be accessed at any of the other Council legacy Headquarter Buildings.

Proposed by Councillor C McShane
Seconded by Councillor Chivers

- To recommend that Council amend the Standing Order to allow audio recordings to be accessed at any of the other Council legacy Headquarter buildings (namely Sheskburn, Riada House, Limavady Council Offices and Cloonavin).

In response to questions, the Director of Corporate Services clarified the protocol for accessing audio recordings had been developed to keep confidential data secure and the best way to use resources to facilitate Elected Members accessing audio recordings would need to be considered. The Director of Corporate Services further confirmed if staff were required to travel to another building they are entitled to mileage payment and the staff member would be taken away from other duties.

The Democratic and Central Services Manager confirmed that it was the Committee Team only who had access to audio recordings; that it was not possible to securely send confidential audio recordings electronically, but a member of the Committee Team could transport audio recordings on a secure device to another location if required. It was further confirmed that a register of

requests to access audio recordings is maintained and to date there have been a small number of requests.

The Chair put the motion to the Committee to vote.
3 Members voted For; 8 Members voted Against; 0 Members Abstained.
The Chair declared the motion lost.

6. TWINNING SUB-COMMITTEE NOTES OF MEETING HELD 22ND MARCH 2022

Notes previously circulated.

In response to questions, the Democratic and Central Services Manager confirmed that Members of the Corporate Policy and Resources Committee were asked to approve actions contained within the Twinning Sub Committee Notes and if approved they will be considered at the next Full Council Meeting.

Proposed by Alderman Baird
Seconded by Alderman S McKillop and

AGREED – to recommend that Council approve the Notes of the Twinning Sub-Committee meeting held 22 March 2022 and actions therein.

7. ELECTED MEMBER DEVELOPMENT STEERING GROUP NOTES OF MEETING HELD 30TH MARCH 2022

Report, previously circulated, presented by the Director of Corporate Services.

Alderman Hillis and Alderman Fielding praised Alderman Knight-McQuillan for her presentation to the Steering Group, stating it was enlightening.

Alderman Knight-McQuillan thanked the Members for their kind words.

Councillor C McShane offered apologies for her Party not being represented at the meeting.

Proposed by Alderman Hillis
Seconded by Alderman Fielding and

AGREED – to recommend that Council approve the notes of the Elected Member Development Steering Group and actions therein.

8. CONFERENCES

There were no conferences.

9. CORRESPONDENCE

There was no correspondence.

10. CONSULTATIONS

There were no consultations.

11. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters to report to the partnership panel.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor McLean
Seconded by Alderman Hillis and

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

* **Members of the Press left the meeting at 7:29pm.**

The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

12. MINUTES OF THE LAND AND PROPERTY SUB COMMITTEE MEETING HELD 6 APRIL 2022

Minutes previously circulated.

Councillor C McShane requested the Land and Property Sub Committee meeting scheduled for 4 May 2022 was rescheduled due to elections taking place the following day.

During debate, the Democratic and Central Services Manager informed Committee of the proposed draft Agenda for the Land and Property Sub Committee, and advised that there could be difficulty in finding an alternative date to hold a rescheduled meeting. She suggested a contingency plan, in the event of a suitable date not being available, of bringing a Land and Property report to the next Corporate Policy and Resources Committee meeting, to accommodate urgent matters arising, if the Land and Property Sub Committee meeting was cancelled.

The Chair summarised stating that Members' preference would be to reschedule the Land and Property Sub Committee to an alternative date in May prior to the date of the Corporate Policy and Resources Committee but if a date was not available, a contingency would be for urgent Land and Property matters to be brought directly to the May Corporate Policy and Resources Committee.

Proposed by Councillor C McShane
Seconded by Councillor McLean and

AGREED – to recommend that the Land and Property Sub Committee due to be scheduled on 4 May 2022 at 7pm is rescheduled to an alternative date, as close as possible to the original date. As a contingency, bring a Land and Property Sub Committee report to the Corporate Policy and Resources Committee meeting dated 24 May 2022, however only if absolutely necessary, in the instance an alternative date is not found.

Proposed by Councillor C McShane
Seconded by Councillor McLean and

AGREED – to recommend that Council approve the Minutes of the Land and Property Sub-Committee meeting held Wednesday 6 April 2022 and recommendations therein.

12.1 ITEM 6.1.1 REQUEST TO USE COUNCIL LAND 07/22 – UPDATE REPORT

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

The purpose of the report is to present an update following the recommendation of Land and Property Sub-Committee in respect of the Request to Use Council land Ref 07/22.

In response to questions the Director of Corporate Services confirmed the issues surrounding this situation and that a further report would be brought to the Land and Property Sub Committee as the situation develops and further options can be considered at this time.

In response to questions, the Democratic and Central Services Manager advised that rent had been paid to date.

13. POPULATING THE ORGANISATION STRUCTURE UPDATE

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

Purpose of Report

Following on from the Agency Workers and Vacancy Control, Populating the Organisation Structure update report presented to October Committee, the purpose of this report is to provide Members with a Progress report on populating the Organisation Structure from the Directors of Leisure and Development and Environmental Services, and associated timeline of the work completed since December 2020 to date regarding the harmonisation of terms and conditions.

Recommendation(s)

It is recommended that the Corporate Policy and Resources Committee note this report.

The Director of Corporate Services suggested that a report providing updates on populating the organisational structure is brought to Committee on a quarterly basis going forward.

It Was Agreed: to recommend that the Populating the Organisation Structure report is brought to Corporate Policy & Resources Committee on a quarterly basis going forward.

Having declared an interest, The Chair Alderman Knight-McQuillan vacated the Chair for the duration of the following Item.

Vice Chair, Alderman Hillis, assumed the Chair for the duration of the Item.

* **Chair, Alderman Knight-McQuillan, having declared an interest, left The Chamber at 7:52 pm.**

14. COVID RECOGNITION REQUEST

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

Introduction

The purpose of the report is for Members to consider a Covid Recognition Payment, to allow communication with Trade Unions to progress.

Options

5.1 Do not progress with a Covid Recognition payment or additional annual leave

Further details provided in the confidential report.

5.2 One-off payment of an amount between £276 - £500 to staff

Further details provided in the confidential report

5.3 One off payment, with a two-tier approach to payment

Further details provided in the confidential report

5.4 Annual Leave

Further details provided in the confidential report

Recommendation(s)

It is recommended that Council consider the Covid Recognition Request, and the associated options, to enable an update to be provided to Trade Unions.

During debate consideration was given to how best to recognise staff who worked throughout the pandemic and treating all staff fairly. Consideration was given to how other public sector bodies have provided financial recognition to staff and how workers in the private sector have not received any financial recognition throughout the pandemic.

Proposed by Councillor C McShane

Seconded by Councillor Chivers

- To recommend that Council provide all members of staff with 2 additional days Annual Leave; one at Christmas and one on their Birthday.

Amendment

Proposed by Alderman Baird

Seconded by Alderman Fielding

- To recommend that Council provide critical, essential frontline staff with 2 additional days Annual Leave.

The Vice Chair put the Amendment to the vote.

7 Members voted For; 2 Members voted Against; 1 Member Abstained.

The Vice Chair declared the Amendment carried.

Councillor C McShane clarified the outcome of the vote and commented that this would have been a great opportunity to boost staff morale within the organisation, if all staff were included.

* **Alderman Knight-McQuillan returned to The Chamber at 8:25pm.**

Vice, Chair Alderman Hillis vacated the Chair.

Alderman Knight-McQuillan assumed the Chair for the remaining business.

15. CORPORATE SERVICES MANAGEMENT ACCOUNTS – PERIOD 11

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

The purpose of this report is to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 11.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor C McShane

Seconded by Alderman S McKillop and

AGREED – to recommend that Council move ‘*In Public*’.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8:27pm.

Chair