

# Causeway Coast and Glens Borough Council

Corporate Policy & Resources Committee Tuesday 21st April 2015

Table of recommendations

| No  | Item  | Recommendation   |
|-----|---|--|
| 3.  | Terms of Reference  | <i>Approve</i>   |
| 4   | The Establishment of an Approved Training Centre  | <i>Approve</i>   |
| 5.  | Proposal for Provision of Legal Services  | <i>Obtain Costs from Belfast City Council</i>  |
| 6.  | Legal Entity Status   | <i>Approve</i>   |
| 7.  | Car Loans   | <i>Approve</i>   |
| 8.  | Rates Estimates   | <i>Approve</i>   |
| 9.  | License to Occupy Premises in County Hall for the Planning Function   | <i>Approve</i>   |
| 10. | <b>Notice of Motion – Councillor Fielding</b><br>(Deferred to Committee from Council Meeting 26 <sup>th</sup> March 2015) | <i>Retains the practice of opening the Council meeting in prayer</i>   |
| 11. | Northern Ireland Strategic Migration Partnership (NISMP)  | <i>Agree to forward request to Council</i>   |
| 12. | The Honourable The Irish Society – Mayor’s Chain of Office  | <i>Noted</i>   |
| 13. | Equality Scheme Approval  | <i>Noted</i>   |
| 14. | Employment Relations Policy and Legislation Branch – Public Interest Disclosure – Annual Duty to Report – CONSULTATION    | <i>Any issues or comments to be sent to the Performance Director before 12 noon Wednesday 23<sup>rd</sup> April 2015</i> |
| 15. | Matters for Reporting to Partnership Panel  | <i>None</i>  |

|     |  |                |
|-----|--|----------------|
|     |  |                |
| 16. | <b><i>In Committee</i></b> Development of an Organisational Development/Human Resources Structure  | <i>Approve</i> |
|     |  |                |
| 17. | <b><i>In Committee</i></b> Request 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 | <i>Approve</i> |

## Corporate Policy & Resources Committee

Minutes of the Meeting of Causeway Coast & Glens Borough Council Corporate Policy & Resources Committee, held in the Council Chamber, Civic Headquarters, Coleraine on Tuesday 21st April 2015 at 7.00pm.

In the Chair: Alderman Hillis

Members present: Alderman Campbell, Hickey, S McKillop  
Councillors Beattie, Blair, Callan, Chivers, Duddy,  
Knight-McQuillan, McCandless, McCorkell, McShane C, Quigley,  
Wilson

In attendance: Mr D Jackson, Chief Executive  
Mrs M Quinn, Director of Performance  
Mr S McMaw, Head of Convergence  
Mr D Wright, Lead Officer, Finance  
Mrs S Kelly, Lead Officer, Organisational Development  
Mrs E Beattie, Head of Policy  
Ms S Duggan, Programme Administrator  
Ms D Bader, Member Services Clerical Officer

Councillor M Fielding

### 1. Apologies

Apologies were recorded from Councillor McGuigan.

### 2. Declarations of Interest

No declarations of interest were reported.

**\*IT WAS AGREED** that Item 10 on the Agenda Development of an Organisation Development/Human Resources Structure and Item 11 Request to proceed with applications for Severance from Staff within the Causeway Coast and Glens Borough Council would be discussed at the end of the Meeting. (Recommended in Committee)

### 3. Terms of Reference

The Head of Policy presented the report previously circulated and as undernoted.

***Causeway Coast and Glens Borough Council decided to utilize the traditional committee system as its preferred form of governance and, as a result, it has created a number of Committees to progress the work of the new Council from***

**1<sup>st</sup> of April 2015. This report proposes Terms of Reference for one of these Committees; the Corporate Policy and Resources Committee.**

### **Scope**

**The Corporate Policy and Resources Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Performance Directorate and the Finance Department.**

**This will include:**

- **The future development of the organisational structure for the Performance Directorate and the Finance Department;**
- **Approving and overseeing the delivery of any relevant service strategies for the Performance Directorate and the Finance Department;**
- **Approving relevant policies and procedures for the Performance Directorate and Finance Department;**
- **Monitoring and reviewing business and service delivery plans for the Performance Directorate and Finance Department;**
- **Approving the establishment of external partnerships where considered relevant to the role of the Performance Directorate and Finance Department;**
- **Approving and monitoring the implementation of any capital projects by the Performance Directorate;**
- **Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Performance Directorate and Finance Department;**
- **Recommending to Council the resolution of any associated issues;**
- **Considering the resource implications of any recommendations.**

### **Membership**

**The Committee is comprised of the sixteen Elected Members and they were appointed to the Committee at the Annual General Meeting of Council on 26th March 2015.**

**Members may be required to represent the Committee and Council at pertinent consultation and capacity building events. The membership list for the Committee is provided at Annex A.**

### **Chair**

**The Committee will be chaired in the first instance for 2015/16 by Alderman Norman Hillis (UUP).**

**In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Alderman Frank Campbell (DUP)**

**In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.**

### **Meetings**

***The first meeting of the Committee will be held on Tuesday 21<sup>st</sup> April 2015, when the Terms of Reference will be agreed.***

***The Corporate Policy and Resources Committee will normally meet on the third Tuesday of each month at 7.00 pm except when this falls within a recess period agreed by Council. A schedule of meetings for the Committee for the 2015/16 year are attached as Annex B.***

***All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.***

#### **Sub-Committees and Working Groups**

***The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Performance Directorate and Finance Department.***

#### **Communication and Reporting**

***The Minutes of the Committee will be reported at each meeting of Causeway Coast and Glens Borough Council by the Chair of the Committee.***

**It was recommended** that the Corporate Policy and Resources Committee approve the Terms of Reference as set out in this report.

It was proposed by Councillor Duddy, seconded by Alderman S McKillop and **AGREED: to recommend that the Terms of Reference as set out in the report be approved.**

Councillor Callan arrived at the meeting at 19:06hrs.

**4. The Establishment of Causeway Coast and Glens Borough Council as an Approved Training Centre to deliver a range of essential training across the Council**

The Lead Officer, Organisation Development presented the report previously circulated and as undernoted.

*Across the four legacy councils there were varied approaches to the delivery of learning and development within the organisations. Each Council had identified training budgets and co-ordinated the delivery of a range of mandatory and essential learning and development.*

*As part of the transition arrangements for the establishment of the Causeway Coast and Glens Borough Council it was recognised that the use of external training providers can be expensive and we wanted to identify a way to ensure a co-ordinated and consistent approach to learning and development. To address these aims a Training group was established made up of staff from across the cluster councils. The findings and recommendations of this group are contained in Appendix 1, a copy of which was previously circulated.*

**Review and Proposed Way Forward**

*Following a review of the delivery of training within the cluster councils the working group concluded that the establishment of Council as an Approved Training Centre and the in-house delivery of accredited training makes best use of available resources and provides the opportunity to utilise and develop skills which currently exist within Council. In house trainers will be able to deliver professional, cost effective and bespoke training tailored to the particular needs of employees within the Causeway Coast and Glens Borough Council.*

*The in-house training programme will compliment any external training as part of Council commitment to learning and development of our people. The training will provide employees with the necessary competency to carry out their tasks.*

*The Training Group has established a vision, scope, purpose and aims for in-house training which reflect the Council's Interim Corporate Plan. They have identified 6 accredited training courses that are priority areas for Council at the moment, and can be delivered with minimal expenditure, as required.*

**Designated training courses and awarding body are:**

| Training Course Title |   | Awarding Body |
|-----------------------|---|---------------|
| 1.                    | IOSH Managing Safely                      | IOSH          |
| 2.                    | First Aid                                 | EMAS          |
| 3.                    | Health & Safety in the Workplace, Level 2 | HABC or CIEH  |
| 4.                    | National Pool Lifeguard Qualification     | RLSS          |

|                        |               |
|------------------------|---------------|
| 5. Children Protection | NSPCC         |
| 6. Lone Working        | City & Guilds |

**The initial set up costs to deliver this training on behalf of these awarding bodies are:**

| Causeway Coast & Glens Council Training Group |  |             |
|---|--|-------------|
| SET-UP COSTS                                  |  |             |
|   | Training Course  | Cost        |
| 1   | IOSH Managing Safely (LASAN Licence for Council)   | 0           |
| 2   | First aid (consumable available via leisure centres)   | 0           |
| 3   | Health & safety in the workplace subject registration fee  | 230         |
|   | Health & safety in the workplace trainer registration fee  | 80          |
| 4   | Lone Working Maybo Safer work Conflict Management Train the Trainer (City & Guilds). To train 4 members of staff at £792 | 3165        |
| 5   | Child protection   | 1350        |
| 6   | Lifeguard  | 0           |
|   | <b>TOTAL COSTS:</b>  | <b>4825</b> |

**The Training Group has identified the operational costs to deliver the training in house, this includes the actual cost of trainer, mileage allowance, course fee and other expenses (these figures are detailed on table 2, page 8 of the report) and are summarised below. They are very favourable when compared to the external training providers. After initial start-up cost of £4,825.00, required to deliver the six training courses, the centre will be sustainable, cost neutral, and have the potential to generate an income.**

| Causeway Coast & Glens Council Training Group |                                  |                   |       |                    |        |       |                |
|---|----------------------------------|-------------------|-------|--------------------|--------|-------|----------------|
| Comparison Training Costs External v In-house |                                  |                   |       |                    |        |       |                |
|   |                                  | St John Ambulance | Quell | Training Solutions | BEMAC  | NSPCC | In-house CCGTG |
| 1   | IOSH Managing Safely             |                   |       | 275.00             | 236.66 |       | 92.42          |
| 2   | First aid                        | 140.00            |       |                    |        |       | 47.20          |
| 3   | Health & safety in the workplace |                   |       |                    | 69.16  |       | 28.51          |
| 4   | Lone Working                     |                   | 58.53 |                    | 33.33  |       | 8.09           |
| 5   | Child protection*                |                   |       |                    |        |       | 8.89           |
| 6   | Lifeguard*                       |                   |       |                    |        |       | 17.26          |

***\*It is current practice to deliver this training in-house***

***All trainers must meet the minimum requirements of the Awarding Body such as Teacher / Training Qualification, the minimum requirement is a 'Train the Trainer' qualification and the trainer must have subject knowledge and experience (1-2 years). Trainers will be responsible for planning and preparation of their training course and for their continual professional development as a trainer within their subject matter.***

***The Organisational Development Team will be responsible for the administration of the approved training centre, including the functions of the centre, promotion and development, and leading and co-ordinating the Causeway Coast & Glens Council Training Group.***

***There are definite strengths and weaknesses for Council to undertake in-house training (see page 10). Overall the strengths outweigh the weaknesses and the business case makes good sense for Causeway Coast & Glens Borough Council to deliver accredited training to improve work performance through learning.***

***The Organisational Development Team will review the training centre after 12 months to measure success against the aims and evaluate its continued viability.***

**It was recommended** that Council adopt the recommendations as set out below and provide permission to proceed with the set-up Causeway Coast & Glens as an approved training centre with the designated awarding bodies identified.

- a) To seek approval from the Council to progress the Training Centre Approval Status with Awarding Bodies as in Table 1.
- b) Invite, interested persons who are committed to training, to register and complete 'Train the Trainer' Spring 2015
- c) Training Centre to be operational by June 2015
- d) Complete awarding body application / registration forms as per Table 2
- e) To agree a budget to cover set-up costs as in Table 3
- f) Appoint persons to complete Child Protection train the trainer (1)
- g) Appoint persons to complete Lone Working train the trainer (4)
- h) Review training after 12 months of being operational against established aims; determine findings, conclusion and recommendations which should include future goals /or viability.

In response to Councillor Knight-McQuillan's enquiry on the number of staff trained and the cost of using outside providers in the legacy Councils last year, the Lead Officer, Organisational Development stated that these figures would need to be obtained from the Cluster Councils.

The Lead Officer responded to member queries relating to the operational delivery of the training.



It was proposed by Councillor Alderman S McKillop, seconded by Councillor Knight-McQuillan and AGREED: **to recommend that Council adopt the recommendations and provide permission to proceed with the set-up of Causeway Coast & Glens Borough Council as an approved training centre with the designated awarding bodies identified.**

## **5. Proposal for Provision of Legal Services**

The Head of Convergence presented the report previously circulated and as undernoted.

***The Causeway Coast and Glens Borough Council (the Council) is required to consider the options available for the future provision of Legal Services.***

***Traditionally, there has been a requirement by each of the four Legacy Councils to procure legal advice for a range of issues associated with Council business. Examples include; land boundary challenges, Council Policy, Industrial Tribunals, procurement advice and employment issues. Some of the legal advice sought has been general, whilst others more specialised in nature. The Legacy Councils have not taken the approach of employing in-house Legal staff.***

***Costs attributable to Legal Services vary annually, depending on the level of support required in any particular financial year. Typically, across the four Legacy Councils, an indicative figure based on historical information, equates to an accumulated cost in the region of £80k per annum.***

***The Transfer of Functions to Local Government, particularly in relation to the Planning function, will present substantial additional legal resource challenges. For example, there will be a requirement for legal representation at Planning Committee meetings and the possibility of court proceedings in relation to judicial reviews of planning decisions.***

***The approach to provision of Legal Services in terms of cost control is very important as it necessitates a balance between having cost effective access to general advice, having access to a greater pool of knowledge when required and then access to specialisms within the legal profession. Specialist legal advice and support tends to be on a less frequent basis, but potentially, very expensive.***

***At the Corporate Policy and Resources Committee meeting held on 5<sup>th</sup> March 2015, a report was presented to Elected Members highlighting the high level options available to Council as follows:***

- (a) Retaining the current arrangement. The Council will seek advice and support primarily from the private sector. Given the legal advice and support required in relation to the Planning Function, this option is likely to result in a substantial increase in cost.***
- (b) The Council employ and commit to a full time in-house Solicitor. There are merits with this option particularly in relation to access to general legal advice and support, however, it is likely that the breadth of experience will have limitations, bearing in mind the wide range of services the Council delivers and potentially will require legal support on. Again there is a high***

**risk of increased costs due to the requirement for wider knowledge and specialisms.**

- (c) The Council considers a hybrid solution for an initial fixed period with a view to addressing the important balance of in-house knowledge, access to wider experience and reducing the cost and need for specialist legal support.**

**At the Corporate Policy and Resources Committee meeting, Elected Members were presented with a proposal from Derry and Strabane District Council to develop a Service Level Agreement (SLA) for shared Legal Services with the Causeway Coast and Glens Borough Council. Initial discussions had taken place between Officers in both Councils. The original proposal is attached as Appendix 1 (as previously circulated). Elected Members agreed to the development of a draft SLA as part of a wider options report. The draft SLA has been completed and is attached as Appendix 2 (as previously circulated) with the pricing proposal attached as Appendix 3 (as previously circulated). Fermanagh and Omagh District Council has agreed a similar arrangement with Derry and Strabane District Council.**

**In terms of the costs associated with the proposed SLA, The embedded Solicitor will be paid at PO1 grade (£28,746). Additional advice from the Hub will be charged at cost price, approximately £70 per hour. Should the Hub require the services of the embedded Solicitor, fees will be charged to the Hub by Causeway Coast and Glens Borough Council for their services.**

**At the Corporate Policy and Resources Committee meeting held on 5<sup>th</sup> March 2015, a number of Elected Members enquired as to the approach other Councils were taking. The results of a recent straw poll are detailed in the table below.**

**Results of recent Straw Poll involving other Councils**

| <b>Council</b>                          | <b>Approach to Provision of Legal Services</b>  |
|---|---|
| Derry and Strabane District Council     | In-house Legal Team in place  |
| Newry Mourne and Down District Council  | In-house Solicitor transferred from Legacy Council and access to wider legal specialisms  |
| Antrim and Newtownabbey Borough Council | Appointed an in-house Solicitor and access to wider legal specialisms   |
| Mid Ulster District Council             | Appointed an in-house Solicitor with specialist advice via arrangement with Belfast City Council/possibly external on occasions |
| Fermanagh and Omagh District Council    | Entering into an SLA arrangement with Derry and Strabane District Council   |
| Mid and East Antrim Borough Council     | Have rolled over Legacy Council arrangements for 1 year and procured external Legal support for the Planning function.          |
| Armagh City and District Council        | No decision as yet  |
| Belfast City Council                    | In-house Legal Team in place  |

## Options

The following is a breakdown of the three options being considered.

| <b>Option</b> | <b>Approach</b>                                    | <b>Advantages</b>  | <b>Disadvantages</b>  |
|---------------|--|--|---|
| <b>1</b>      | <b>Employ an in-house Solicitor</b>                | <ul style="list-style-type: none"> <li>(a) Solicitor on site to assist across all Council services.</li> <li>(b) Opportunity to develop a legal knowledge base through experiences.</li> <li>(c) Provides consistency and relationship building with staff and Elected Members.</li> </ul>   | <ul style="list-style-type: none"> <li>(a) The Council will still need to procure expertise from the private sector.</li> <li>(b) The Council will need to commit to an employment contract.</li> <li>(c) May be difficult to source a Solicitor with planning experience.</li> </ul>   |
| <b>2</b>      | <b>Procure Legal Services from external market</b> | <ul style="list-style-type: none"> <li>(a) No employment commitment.</li> </ul>  | <ul style="list-style-type: none"> <li>(a) A Legal Firm may not have the range of expertise to cover Council business.</li> <li>(b) The Council may not retain the experiences for future learning.</li> <li>(c) Less opportunity for relationship building with staff and Elected Members.</li> <li>(d) May not be the same degree of interpersonal exposure to personnel providing the advice.</li> </ul> |
| <b>3</b>      | <b>Shared Service Approach</b>                     | <ul style="list-style-type: none"> <li>(a) Opportunity to embed a Solicitor in the Council without the employment contract commitment.</li> <li>(b) Financial and knowledge benefits from operating as part of a shared service hub.</li> <li>(c) Wider diversity of experience available, reducing the need to avail of the private sector and specialist legal firms.</li> <li>(d) Opportunity to further develop the shared service with other Councils over time.</li> </ul> |   |

## Summary

*The Causeway Coast and Glens Borough Council is required to agree an approach to the provision of Legal Services.*

*Derry and Strabane District Council supported by Causeway Coast and Glens Borough Council staff has proposed the opportunity of a 2-year shared service arrangement in the form of a Service Level Agreement, which involves a junior Solicitor based within Causeway Coast and Glens Borough Council and access to a wider hub, both within Derry and Strabane District Council and Fermanagh and Omagh District Council.*

*Causeway Coast and Glens Borough Council could consider employing an in-house Solicitor or undertake a procurement exercise for an external service.*

*Ultimately the best solution is the one that delivers the most effective legal advice at the lowest cost to Council. Option 3 provides an on-site legal resource and access to a wider hub of legal expertise as part of the SLA. This appears to be the best short term approach for the Council. An evaluation of costs can be undertaken after year 1 and a report brought back to Council.*

**IT IS RECOMMENDED** that the Causeway Coast and Glens Borough Council approve a 2-year Service Level Agreement with Derry and Strabane District Council for the provision of Legal Services as detailed in Appendix 2 and Appendix 3.

Councillor C McShane agreed with the recommendation to give time for Council to consider the best way forward.

In response to a member query the Head of Convergence confirmed he would bring a report back on the live cases Council would be taking on from the legacy Councils.

Councillor Callan proposed, seconded by Councillor Beattie and **AGREED: that a report on the live cases going forward and the current running costs would be prepared and shared with members.**

Alderman S McKillop stated that she would prefer costs for each option to compare before making a decision.

Alderman S McKillop proposed an amendment to the recommendation, seconded by Councillor Blair; **to recommend that Council obtain costs from Belfast City Council with a view to exploring a Service Level Agreement with them.**

The Chair put the amendment to a vote.

There were 5 votes in favour of and 5 votes against the amendment. The Chairman used his casting vote in favour of the amendment which was **carried**.

## 6. Legal Entity Status

The Lead Officer, Finance presented the report previously circulated and as undernoted.

***Causeway Coast and Glens District Council approved in December for the Lead Finance Officer to setup banking facilities with Bank of Ireland.***

### **Detail**

***At the time of commencement it was agreed that the Chief Executive, Lead Finance Officer and Head of Convergence be the authorized signatories on the Council's bank account. Since that time Council has made permanent Director appointments therefore the mandate needs to be updated accordingly. In addition since the account was created Council has adopted Borough status and the name on the account needs to reflect this change.***

**It was recommended** that Council agree to add the Director of Performance, Director of Environmental Services and Director of Leisure and Development as authorised signatories on the Council's bank account. It was also recommended that the mandate be updated to Causeway Coast and Glens Borough Council.

It was proposed by Councillor Duddy, seconded by Councillor Callan and AGREED: **to recommend that Council add the Director of Performance, Director of Environmental Services and Director of Leisure and Development as authorized signatories on the Council's bank account. It was also recommended that the mandate be updated to Causeway Coast and Glens Borough Council.**

## 7. Car Loans

The Lead Officer Finance presented the report previously circulated and as undernoted.

***Causeway Coast and Glens District Council may in the course of providing services assist employees by way of a loan for the purpose of purchasing a car.***

### **Detail**

***The Local Government Act provides for a council to make a loan to an officer for the purchase of a motor car or motor cycle, subject to such conditions that the Department of the Environment, with the approval of the Department of Finance and Personnel may determine.***

*The Department advised Council on 1 April 2014 that with effect from 1 April 2014, it would no longer be specifying the rates or conditions for such loans to officers. This is aligned with one of the main objectives of the Local Government Finance Act (NI) 2011, which was to allow councils more freedom in financial matters. Henceforth future rates and conditions will be at the discretion of councils. This has been agreed with the Department of Finance and Personnel.*

*In June 2013, the Department of the Environment reviewed existing rates applied by councils and determined an interest rate of 2.2% per annum on the amount of the loan. This is an appropriate method as the repayment of the loan and payment of the interest charge will be undertaken by equal monthly instalments – Legacy Councils have always adopted this method. As there has been no change in base rates in the intervening period, it is felt that this rate continues to be appropriate for the period 1 April 2015 – 31 March 2016, together with the adoption of the conditions previously issued by the Department and adhered to by Council. For any officer to be eligible to apply for financial assistance in accordance with the scheme, the use of a motor vehicle must be essential to the carrying out of official duties. All loan applications will be recommended via this committee.*

**It was recommended** that Council adopt the process for the granting of car loans to employees using the rate as specified and the DoE guidelines and that authority be delegated to the Chief Finance Officer to approve such loans bringing agreements to Council for sealing.

In response to a members query, the Finance Officer provided clarification on staff deemed as essential users.

It was proposed by Councillor Duddy, seconded by Councillor Wilson and **AGREED that: Council adopts the process for the granting of car loans to employees using the rate as specified and the DoE guidelines and that authority be delegated to the Lead Finance Officer (Chief Finance Officer not yet appointed) to approve such loans bringing agreements to Council for sealing.**

## **8. Rates Estimates**

The Lead Officer, Finance presented the report previously circulated and as undernoted.

***Causeway Coast and Glens District Council struck in February the district rate for 2015/2016.***

### **Detail**

***Under Section 4 of the Local Government Finance Act the Chief Financial Officer is required to submit a report on the robustness of the estimates, ordinarily there are two reports the second one being on the level of reserves held by Council. The report on reserves has been exempted for this year however the report on the robustness of estimates is still required.***

## **Report on the Robustness of the Estimates**

***At the commencement of the rates setting process council indicated its intention to set as low an increase as possible given the effect of combining the budgets of the four legacy councils especially on those rate payers enjoying the lower rates factors in the new Borough area. The final version of the rates estimates shows a 1.5% increase on the weighted average domestic rate for the new Causeway Coast and Glens Borough Council.***

***Approximately 45% of gross expenditure is salaries and wages budgets. These budgets include adequate provision for employer's pension, national insurance costs plus the nationally agreed 2.2% pay award which is effective from 1 January 2015. Also included are the amendments imposed by the new pension scheme rules which mean pension contributions calculations now include additional items such as overtime.***

***Provision had been made in the estimates for the transferring functions such as Planning, Off-street Car Parking, etc. based upon figures provided by the Department of Environment (DoE), Department of Regional Development (DRD) and other transferring departments. Council officers have carried out due diligence on these figures prior to their inclusion in the estimates.***

***Budgetary provision has been made for the new Council's insurance portfolio based upon initial returns from the insurance tendering process which has indicated substantial savings will be made.***

***With the exception of landfill tax no inflationary increase has been applied across budgets nor have contingencies been included for unforeseen events, in some cases based on current market conditions small reductions have been applied, for example fuel and energy costs.***

***On the income side the Estimated Penny Product calculated by Land and Property Services has been used to calculate the District rates.***

***The Rates Support Grant, De-rating Grant and Transferring Functions Grant have been included in accordance with the information supplied by DoE, it should be noted that Rates Support Grant indicates a cut on previous years which equates to approximately 2% on the district rate.***

***The formation of the new Causeway Coast and Glens Borough Council will ultimately lead to opportunities for efficiency and economies of scale and whilst it is too early to identify with any certainty some of these opportunities there is provision in the budgets for salary savings in the first year of operation of the new organization.***

***I am broadly satisfied that the estimates put before Council are sufficiently robust to enable Council to deliver its services to a satisfactory level, in normal circumstances in 2015/2016.***

**David Jackson**  
**Chief Executive**

**It was recommended** that Council adopt the report from the Chief Financial Officer on the Robustness of the Estimates as part of the rates setting process.

It was proposed by Alderman Hickey, seconded by Councillor Callan and **AGREED: to recommend that Council adopt the report from the Chief Financial Officer on the Robustness of the Estimates as part of the rates setting process.**

## **9. Licence to Occupy Premises in County Hall for the Planning Function**

The Head of Convergence presented the report previously circulated and as undernoted.

***At the Transferring Functions and Group Committee meeting held on Thursday 4<sup>th</sup> September 2014, Elected Members considered a number of options in relation to accommodation for the Planning staff from 1<sup>st</sup> April 2015.***

***It was agreed that the preferred option is to retain the County Hall premises as an initial approach and Officers were given approval to negotiate a lease term up to a maximum of 3 years.***

***The County Hall premises is owned by the Department of Finance and Personnel (DFP) and had previously been leased by the Department of the Environment (DoE) for the Planning Service.***

***The costs associated with a future lease/licence agreement between DFP and the Causeway Coast and Glens Borough Council (the Council) will transfer as part of the Transferring Functions grant, therefore retaining the Planning Staff at County Hall will be cost neutral to Council.***

### **Detail**

***Following on from the Transferring Functions and Group Committee meeting, a meeting was held with DFP to negotiate a new draft lease agreement for the County Hall premises. A copy of the draft lease is attached as Appendix 1. The proposed lease/licence agreement is for an initial 2 year period and expires on 31<sup>st</sup> March 2017. The Council has the option of negotiating a future extension of the lease/licence. The cost of the lease/licence is £45,172.36 per annum and covers the following:***

- The provision of the facilities and services***
- All rates payable in respect of the premises during the occupancy of the licence***
- The repair, maintenance and cleaning of all pipes, sewers, drains, cables and conduits the use of which is common to the premises and other parts of the building***
- The repair, maintenance and cleaning of the exterior of the building (contradiction on point 5.1.4 to be clarified)***
- The maintenance of the grounds surrounding the building***



***The draft lease/licence agreement proposed by DFP has been scrutinised by the Legal Team at Derry and Strabane District Council and they are satisfied with the content from a legal perspective.***

**IT WAS RECOMMENDED** that Council approve a 2 year lease/licence agreement in with DFP for occupancy of the County Hall premises for Planning Staff.

Discussion took place on the viability and timescale on the possibility of relocating Planning staff to Council Offices in Coleraine.

It was proposed by Councillor Duddy, seconded by Alderman S McKillop and **AGREED: to recommend that Council approve a 2 year lease/licence agreement with DFP for occupancy of the County Hall premises for Planning Staff.**

The Head of Convergence left the meeting at 20:00hrs.

#### **10. Notice of Motion – Councillor Fielding**

(Deferred to Committee from Council Meeting 26<sup>th</sup> March 2015)

***‘Propose that the new Council retains the practice of opening the Council Meeting in Prayer which existed in the Council Chamber under Coleraine Borough Council.***

***Prayer read at Coleraine Borough Council and proposed to be read in New Council***

***Almighty and most merciful Father,  
We humbly pray thee so to guide us in  
our deliberations for this Borough and its  
Inhabitants, that we may have a right  
Judgement in all things and may have  
grace to shape our decisions according  
to thy Holy will.***

***Amen.’***

Councillor Fielding stated that the above prayer had been used to open Council Meetings in Cloonavin since the opening of the building in 2001 and that this should continue as there had previously been no objection and he felt it was tradition and practice and set the right tone.

It was proposed by Councillor Fielding, seconded by Councillor McCorkell: **to recommend that Council retains the practice of opening the Council Meeting in Prayer which existed in the Council Chamber under Coleraine Borough Council, with the above prayer.**

Councillor C McShane expressed her concern and proposed that prayer should not be used to open Council Meetings.

Alderman Hickey proposed as an amendment that Council set up a small working group to establish a more modern prayer going forward into the new Council.

Discussion ensued on holding prayers as part of the statutory Council business during which Councillor Quigley suggested that the Council use the Lord's Prayer to open Council meetings. Alderman Hickey withdrew her amendment and Councillor Quigley proposed as an amendment, seconded by Alderman Hickey: **to recommend that Council use The Lord's Prayer to open Council meetings.**

The Chief Executive outlined the practice used at Westminster regarding prayers, clarified the Section 75 Equality screening requirements and sought clarification on the timing of the prayer.

Councillor Fielding clarified that the proposal was that the prayer should be held at 7pm and statutory business would commence after prayer.

The amendment proposed by Councillor Quigley, seconded by Alderman Hickey: **to recommend that Council use The Lord's Prayer to open Council meetings**, was put to the Committee and at this point the Chair adjourned the meeting at 20:25.

The meeting reconvened at 20:45.

Councillor Fielding withdrew his proposal and Councillor Quigley's amendment became the substantive proposal.

Councillor Duddy proposed an amendment, seconded by Councillor McCandless, to: **recommend that Council retains the practice of opening the Council meeting in prayer using The Lord's Prayer and the prayer proposed by Councillor Fielding.**

Councillor Quigley withdrew her proposal and the amendment proposed by Councillor Duddy became the substantive proposal.

Alderman Hickey proposed an amendment, seconded by Councillor Beattie, that: **Prayer be held in the Council Chamber at 18:55 before the start of the Council Meeting for anyone who wished to attend.**

The Chair put Alderman Hickey's amendment to the meeting and there were three votes for and ten votes against. The amendment was declared lost.

The Chair put Councillor Duddy's proposal to the meeting and there were eight votes for and two votes against. Councillor Duddy's proposal was declared carried.

Councillor C McShane requested clarification as to which version of The Lord's Prayer it was proposed to use as there were a number of variations.

## **11. Northern Ireland Strategic Migration Partnership (NISMP)**

Local government reform has coincided with a significant demographic change in Northern Ireland, brought about by almost ten years of net inward migration. In the 2011 census 4.5% of the population were born outside the UK or Ireland, representing a 3% rise in resident migrants in just a decade. In the new Causeway Coast and Glens Council over 2,400 residents have a language other than English or Irish as their main language.

NILGA in conjunction with the Northern Ireland Strategic Migration Partnership has produced a series of profiles for new councils on the migrant and minority ethnic demographics for their area. NISMP is an interdepartmental partnership which supports partners including local councils in the development of policy and practices which are reflective of new demographics.

**NISMP Board would like to present to Council or the relevant Committee on the work of the partnership and how it can support Councils.**

It was proposed by Councillor Duddy, seconded by Councillor Callan and AGREED that: **the request for NISMP to present to Council would be presented at the next Causeway Coast and Glens Council Meeting.**

## **12. The Honourable The Irish Society – Mayor’s Chain of Office**

The Secretary of the Society has written to thank Council for its decision to continue using the Society’s Chain as the main civic regalia.

The above correspondence was noted by members.

## **13. Equality Commission - Equality Scheme Approval**

The Equality Commission has written to confirm that the Commission approved the Causeway Coast and Glens Borough Council Equality Scheme on 25<sup>th</sup> March 2015.

The Commission acknowledges the considerable efforts made by Council and its officials to ensure that the Scheme fully complied with the Commission’s model Equality Scheme. The Commission also acknowledge the Council’s commitment to develop an action plan to demonstrate implementation of the Section 75 statutory duties.

The above correspondence as noted by members.

#### **14. Employment Relations Policy and Legislation Branch – Public Interest Disclosure – Annual Duty to Report – CONSULTATION**

In July 2013 the Department for Business, Innovation and Skills (BIS) in Great Britain consulted on the law governing whistleblowing by issuing a Call for Evidence on the existing legal framework for the protection of whistle blowers.

Analysis of the responses showed a lack of confidence from whistle blowers that their concerns were being investigated. Previous legislation had no requirement for a prescribed body to act on any disclosures received. As a result, The Small Business, Enterprise and Employment Act (section 148) has now introduced a duty on prescribed persons, in Great Britain, to report annually on the whistleblowing disclosures they receive.

The purpose of the annual reporting requirement is to:

- ensure more systematic processes across all prescribed bodies in the way public interest disclosures are handled, thereby working towards a consistent standard of best practice for handling disclosures; and
- provide greater assurance to the whistleblower that action is being taken by the prescribed person thereby increasing the confidence in the role of the prescribed person.

The reports will not provide detail that would enable the identification of the worker making the disclosure or of the employer to which the disclosure relates. BIS proposes to introduce Regulations that will provide that the reports should cover more generic information such as:

- the number of disclosures that qualify as protected public interest disclosures,
- the number of these that did not require any further action,
- the number of these that were referred to an alternative body,
- the number of disclosures that required further research,
- the number of investigations that led to action being taken,
- the number of cases where the issue was resolved after first contact with the employer: and
- the number of organisations investigated that had whistleblowing policies in place.

#### **Position in Northern Ireland**

In light of the changes in Great Britain, the Department for Employment and Learning would like to hear your views on similar changes to the Employment Rights (Northern Ireland) Order 1996. Any changes identified would be taken forward through the Employment Bill, currently being considered by the Department. I would therefore be grateful for your views on the following questions.

|  |
|--|
| Question 1. Do you believe that providing information in an annual report will:    |
| 1.1 increase confidence that reports of wrongdoing are handled correctly?          |
| 1.2 dispel the belief that the whistleblowing framework is failing whistleblowers? |
| 1.3 improve the consistency of information across prescribed persons?              |

|  |
|--|
| Question 2. If Northern Ireland was to replicate the duty on prescribed persons to report annually on whistleblowing disclosures they receive, how should this reporting requirement be implemented in practice? |
| 2.1 What information should be included in the annual report?  |
| 2.2 Where the report should be published – on each organisation’s website, within existing annual reports or to the Northern Ireland Assembly for example?   |
| 2.3 When should the report be published – at the end of the financial year for example?  |
| 2.4 Will this duty to report create additional burdens on your organisation?   |

**Inclusion of Student Nurses**

The Call for Evidence also identified a number of groups who were not included in the definition of worker under section 43K of the Employment Rights Act 1996 (Extension of meaning of “worker” etc. relating to Protected Disclosures) in Great Britain. Due to the employment-like relationship and the nature of the detriment suffered, BIS is to legislate to include one of those groups, student nurses, in this definition. Northern Ireland has similar legislation in article 67K of the Employment Rights (Northern Ireland) Order 1996, which extends the definition of ‘worker’ for reasons relating to protected disclosures.

The Department would welcome your views on introducing legislation to include student nurses in article 67K of the Employment Rights (Northern Ireland) Order.

Question 3. Should the current definition of worker be amended to include student nurses for Public Interest Disclosure purposes? Please provide any evidence to support your view.

The closing date for responses is 4<sup>th</sup> May 2015.

The Performance Director stated that should members have any issues or comments then these should be relayed to her before 12 noon Wednesday 23<sup>rd</sup> April 2015 in order to be included at the Causeway Coast and Glens Council Meeting on 28<sup>th</sup> April 2015.

## 15. Matters for Reporting to Partnership Panel

None

It was agreed on the proposal of Councillor Wilson, seconded by Councillor Callan that the Meeting would continue **IN COMMITTEE**.

The Lead Officer, Finance, Head of Policy and Press left the meeting.

## 16. Development of an Organisational Development/Human Resources Structure for the Causeway and Glens Borough Council (IN COMMITTEE)

The Lead Officer presented the report previously circulated and as undernoted.

***This paper sets out a proposed organisational structure for the delivery of Organisational Development/Human Resources (OD/HR) services to the new Causeway Coast and Glens Borough Council from April 2015 and beyond.***

### **Context and Background**

***The Local Government Reform (LGR) process and the creation of the Causeway Coast and Glens Borough Council offers the opportunity for the Council to consider how best it wishes to deliver a range of functions and services. OD/HR issues are recognised as being critical to the successful implementation of the LGR transition programme and in longer term transformational change.***

***Each of the four Cluster councils currently provide HR services in a variety of different ways reflecting their own size and culture. Each Council had a generalist team providing the full range of HR support to managers including HR policy, development and implementation, providing advice and support to local management teams and employees, responding to employee relations matters and in one Council responsibility for the health, safety and wellbeing. In addition HR departments across the cluster councils have had responsibility for a range of other areas/functions including, for example, Registration, Equality, Data Protection/Freedom of Information, Cleaning, Reception, vehicle licencing and mobile phones. To enable the OD/HR function to maintain its focus on people, performance and purpose the non – HR activities and responsibilities, as outlined above, have been removed from the proposed structures and responsibilities.***

***The opportunity now exists for the Causeway Coast and Glens Council to develop a structure that will meet the strategic and operational needs and demands of the new council.***

***This paper outlines the initial work undertaken to design this structure. It provides options for consideration and makes a recommendation based on the information gathered using the identified project methodology together with research carried out with relevant directors, managers and officers from across the four legacy councils.***

**Aims and Objectives and Design Principles**

***Key to the design process was to incorporate the following design principals:***

|   |   |
|---|---|
| <p><b><i>Support Strategic themes and local democracy</i></b></p>   | <p><b><i>The organisational structure must be fit for purpose. Strategy therefore is the key driver for organisational design, enabling appropriate management oversight of the Council’s key capabilities and strategic initiative’s OD/HR function and Services provided by OD/HR</i></b></p>                 |
| <p><b><i>Group themes to create a ‘logical fit’, eliminate duplication, and increase efficiency</i></b></p> | <p><b><i>The co-ordination principle emphasises that activities grouped within a single unit generate greater efficiency if similar tasks have shared purpose, common objectives, aligned performance measures and cultural traits</i></b></p>  |
| <p><b><i>Improve co-ordination across the whole organisation</i></b></p>                                    | <p><b><i>The ability to co-ordinate between service areas is an internal weakness that must be improved. Financial pressures and community planning will require enhanced external co-ordination</i></b></p>  |
| <p><b><i>Clearly defined roles and responsibilities</i></b></p>   | <p><b><i>High performing teams work best when the roles of departments, teams and individual team members are clearly defined. Without such clarity, friction occurs often leading to sub-optimal performance.</i></b></p>  |
| <p><b><i>Minimise Hierarchy/optimised span of control</i></b></p>   | <p><b><i>Increasing the span of control means fewer layers of management within the organisation, and a relatively flatter organisational structure. This can lead to faster decision-making; better and more frequent communication; and reduced management costs relative to taller organisation.</i></b></p> |

**Methodology**

***A standard project methodology was used to develop this report. Design work involved considering the existing structure in the four legacy councils and the future needs of the new Council using the following key building blocks:***

- **Strengths/Achievements**
- **Customers/Stakeholders/Partners Expectations**
- **Standards/Performance**
- **Resources**
- **Good Practice and**
- **Opportunities for Improvement**

**All members of staff across the HR teams were consulted during this process and two workshops with staff were organised to facilitate this process.**

### **Current Staff Numbers**

**There are currently 17 members of staff in a range of different grades working in roles related to the delivery of Human Resources across the cluster councils. This includes full time staff, part time, and staff on career break. Historically, HR teams have been under-resourced within cluster councils and as such have been reactive, responding to immediate needs rather than strategic in their approach.**

| <b>Council</b>                    | <b>Staff</b> | <b>Gross Salary Costs<br/>(inc employers costs)</b> |
|-----------------------------------|--------------|---|
| <b>Ballymoney Borough Council</b> | <b>3</b>     | <b>81,335 (104,919)</b>                             |
| <b>Coleraine Borough Council</b>  | <b>8*</b>    | <b>163,679 (211,147)</b>                            |
| <b>Limavady Borough Council</b>   | <b>3</b>     | <b>100,438 (129,565)</b>                            |
| <b>Moyle Borough Council</b>      | <b>3</b>     | <b>76,371 (98,519)</b>                              |
| <b>Total</b>                      | <b>17</b>    | <b>421,823 (544,150)</b>                            |

**\*includes 1 member of staff on career break and 1 temporary member of staff whose contract expires on 30<sup>th</sup> September 2015.**

### **Structural Options for HR/OD Service**

**A number of structural options were developed in accordance with current arrangements and the design principles outlined above. Four structural alternatives were considered. These four structures are outlined at Appendix 1.**

**Following research with managers across the four cluster councils and discussions with staff it became clear that a business partnering approach would be the most effective approach to ensure the delivery of HR/OD services which were focused on purpose, people, and performance.**

**HR Business Partnering is an approach to the delivery of OD/HR where HR professionals work closely with identified Directorates, their Directors and Line Managers to achieve shared organisational objectives. It is proposed that each of the three Directorates will have an identified business partner who will work**



**with them to ensure the consistent delivery of OD/HR across the directorate and support the strategic objectives and business aims.**

**In addition this team of HR Business Partners will be supported by a small team of staff within the OD support services unit who will focus on working with the Strategic Business Partners to deliver innovations in relation to talent management, engagement, learning and development and employee relations. Finally a business unit will focus on routine 'transactional service' matters.**

| <b>Strategic Business Partners x 3</b>  | <b>OD Support Team</b>   | <b>Business Support Team</b>   |
|---|--|--|
| <ol style="list-style-type: none"> <li>1) Environmental Services Directorate (350 employees)</li> <li>2) Leisure and Development Directorate (250 employees)</li> <li>3) Performance/Planning/ Finance (100 employees)</li> </ol> <p>Work with the Director, Heads of Service and Line managers to deliver effective OD/HR across the directorate.<br/>Identify and agree key priority areas of work<br/>Provide employment advice and guidance<br/>Implement HR policies and procedures<br/>Employee Relations<br/>Discipline and Capability cases<br/>Grievance cases<br/>Attendance management</p> | <p>This team will be responsible for the development of and the deployment of the Council's approach and the ongoing review and continuous improvement of the following areas:</p> <p>Organisational development and design and workforce planning<br/>Resourcing and Talent management (Recruitment and Selection),<br/>Facilitate matching process,<br/>Leadership development<br/>Coaching,<br/>Learning and development, approved training centre,<br/>Implement People strategic Framework,<br/>Performance Management,<br/>Employee engagement and partnership working<br/>Policy development<br/>Benchmarking and Investors in People<br/>TU negotiations and consultation<br/>Pay and grading Policy &amp; Strategy<br/>Job Evaluation, Equal Pay Audits</p> | <p>Provide business support to the Strategic Business partners and the OD support unit.<br/>Support Resourcing and talent management<br/>Support the implementation of the PAMS system<br/>Support the roll out of learning and development<br/>Monitor Attendance figures<br/>Annual leave entitlement<br/>Co-ordinate Occupational Health and welfare service<br/>Contractual details, Career break/secondments<br/>Liaise with payroll<br/>Maternity Leave<br/>Monitoring requirements,<br/>Annual and Five year reviews<br/>Flexi time systems</p> |

**Evaluation Criteria and Weighting**

**During the second workshop the following evaluation criteria and weightings were agreed:**

**3 = Absolutely critical to success**  
**2= Important for success**

1 = Good to have

| <b>Criteria</b>                          | <b>Indicator's</b>   | <b>Weighting</b> |
|--|--|------------------|
| <b>Support Strategic Themes</b>          | <b>Is this design fit for the purpose to delivering to our strategic themes/priorities</b>   | <b>3</b>         |
| <b>Group themes</b>                      | <b>Is there a logical fit for how we group activities? Will they be more efficient as well as effective in creating shared purpose, objectives, metrics and culture?</b> | <b>2</b>         |
| <b>Improve co-ordination</b>             | <b>Will this structure help us co-ordinate and implement OD and HR services across service areas</b>   | <b>1</b>         |
| <b>Define roles and responsibilities</b> | <b>Will this design help us clarify roles and responsibilities of the OD/HR team and what is expected from managers and service users/</b>                               | <b>3</b>         |
| <b>Minimise Hierarchy</b>                | <b>Will this design help to optimise the span of control, minimise layers of management, and empower decision making at lower levels</b>                                 | <b>1</b>         |
| <b>Other</b>                             | <b>Will this structure help us add value to managers and deliver excellence?</b>   | <b>2</b>         |

### **Evaluation of Proposed structures**

|         | Functional 1 |    |    |    |  | Option 2 |    |    |    |  | Option 3a |    |    |    |  | Option 3b |    |    |    |  |
|---------|--------------|----|----|----|--|----------|----|----|----|--|-----------|----|----|----|--|-----------|----|----|----|--|
|         | 1            | 2  | 3  | 4  |  | 1        | 2  | 3  | 4  |  | 1         | 2  | 3  | 4  |  | 1         | 2  | 3  | 4  |  |
|         |              |    |    |    |  |          |    |    |    |  |           |    |    |    |  |           |    |    |    |  |
|         |              |    |    |    |  |          |    |    |    |  |           |    |    |    |  |           |    |    |    |  |
| Total   | 20           | 30 | 19 | 25 |  | 30       | 26 | 28 | 26 |  | 50        | 34 | 57 | 43 |  | 54        | 46 | 52 | 50 |  |
| Average |              |    |    | 24 |  |          |    |    | 28 |  |           |    |    | 46 |  |           |    |    | 51 |  |
|         |              |    |    |    |  |          |    |    |    |  |           |    |    |    |  |           |    |    |    |  |

### **Recommendation**

This report reflects the initial stage in the work required to establish a new OD/HR department for the Causeway Coast and Glens Borough Council. The Committee are asked to agree that the recommendation for the preferred Business Partnering Model at Option 3 (b) is implemented.

This is on the basis it is proposed that there is a reduction in staffing numbers from 17 to 14 and anticipated salary savings of between 8% and 10% this figure is dependent on the outcome of the evaluation process and the grading of posts within the new structure.

If the structure is approved then the proposed next steps in this process will be to:

- Consider staff who wish to apply for voluntary severance;
- Prepare Job Descriptions and Job Specifications for the posts identified and have these evaluated;
- Undertake the required matching process and any recruitment exercises necessary to fill the posts;

The Lead Officer, Organisational Development confirmed that during the matching process if more than one employee was matched to a particular post then a selection process would take place.

She also confirmed that Performance Management Appraisals would take place for the three new directors who had already taken up their position, after 6-12 months.

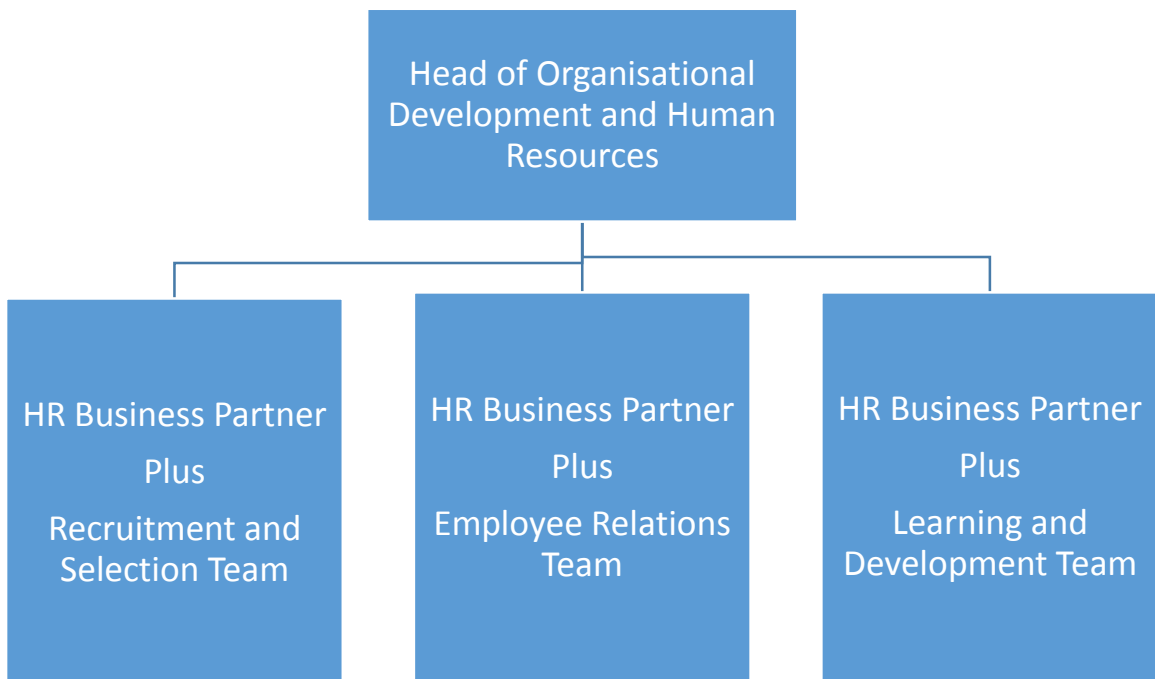
It was proposed by Councillor Callan, seconded by Councillor Wilson and AGREED: **to recommend that Council approve the recommendation of the preferred Business Partnering Model at Option 3b for implementation.**

Appendix 1

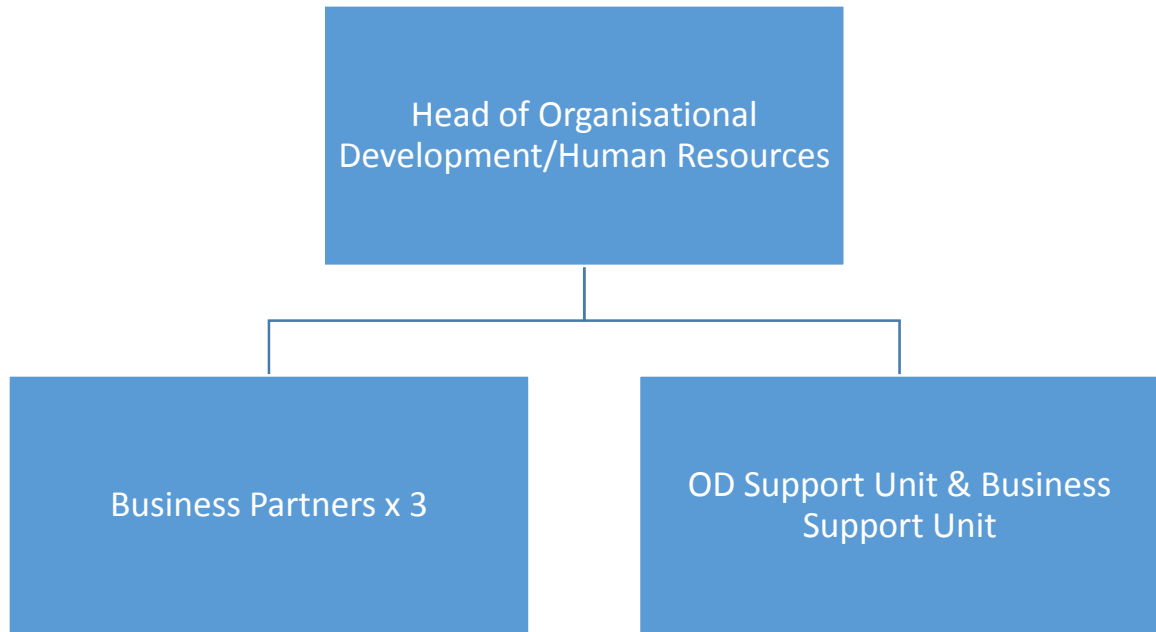
Option 1 – Functional Model



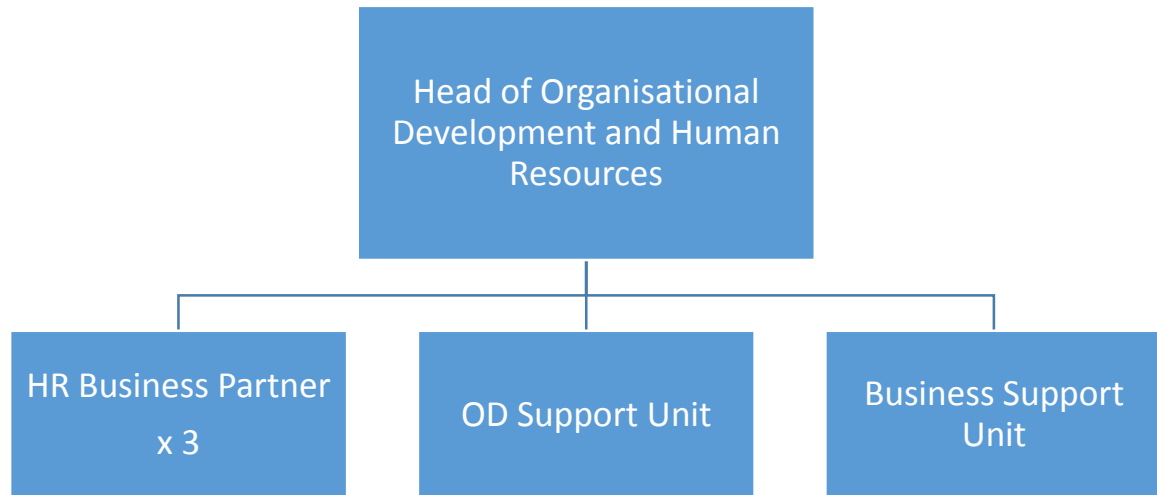
Option 2 – HR Business Partner Plus Specialism



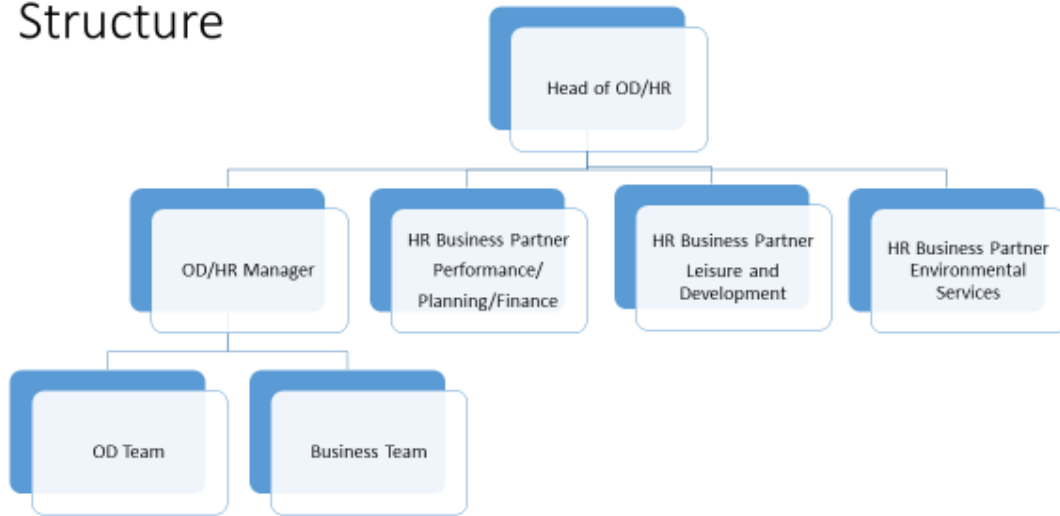
Option 3 (a) – Business Partner Model



### Option 3 (b) Business Partner Model



## Structure



### Proposed Staff Numbers

Head of HR/OD x 1  
Principal HR/OD Manager x 1 (responsible for the OD and Business Support Unit)  
HR Business Partner x 3  
Assistant Business Partner x 2  
OD/Business Support Unit x 7

**Total staff 14**

### Staff Numbers/Salary Costs

Current: 17 Proposed: 14  
Current salary costs: £544,150\* Proposed: 8% - 10% reduction in salary costs

\*Includes employer costs

**17. Department of Finance and Personnel – Budget 2015-16 Grants to Local Government (IN COMMITTEE)**

The Lead Officer, Organisational Development presented the report previously circulated and as undernoted.

*Under Section 123 of the Local Government Act (Northern Ireland) 2014, arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following the 1<sup>st</sup> April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum ‘RPA Staff Severance Scheme for Local Government’ (the severance scheme) sets out the detail of how this compensation should be paid. The ‘severance scheme’ is underpinned by The Local Government Reorganisation (Compensation for Loss of Employment) Regulations (Northern Ireland) 2015. The ‘severance scheme’ was adopted at the Shadow Council meeting on Thursday 23<sup>rd</sup> October 2014.*

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

***Heads of Service***

- ***Head of Leisure Services, Coleraine Borough Council***
- ***Head of Development Services, Coleraine Borough Council***
- ***Head of Building Control, Ballymoney Borough Council***
- ***Head of Building Control Unit, Moyle District Council***
- ***Culture Arts & Tourism Manager, Limavady Borough Council***
- ***Environmental Health Manager, Limavady Borough Council***



#### ***Democratic/Member Services/PA to Chief Executives***

- ***Business Support & Administration Manager, Coleraine Borough Council***
- ***Democratic Services Manager, Coleraine Borough Council***
- ***PA to Chief Executive, Ballymoney Borough Council***
- ***Business Support Officer, Ballymoney Borough Council***
- ***Administrative Assistant, Coleraine Borough Council***
- ***Member Services Officer, Moyle District Council***
- ***Administration Officer, Moyle District Council***

#### ***OD/Human Resources***

- ***Head of Human Resources, Ballymoney Borough Council***
- ***Head of Human Resources, Coleraine Borough Council***
- ***Human Resources Officer, Limavady Borough Council***

#### ***Policing and Community Safety Partnership***

- ***PCSP Manager, Moyle District Council***

***The LGRJF 'RPA Staff Severance Scheme for Local Government' states, that in all circumstances a financial case for the payment of severance must be made by the Council. Details of this financial case are outlined at Appendix 1 (as previously circulated).***

***As Appendix 1 illustrates, the structures for the functions have been agreed by council and these structures show a reduction in staff numbers***

#### ***Heads of Service***

***At a Council meeting on 19<sup>th</sup> February 2015 members agreed the organisational structure, at the Heads of Service, level for Leisure and Development and for Environmental Services.***

### ***Leisure and Development***

| Council                    | Posts/Heads of Service | Proposed  |
|----------------------------|------------------------|---|
| Coleraine Borough Council  | 3                      | 4 Heads of Service <ul style="list-style-type: none"> <li>• Prosperity and Place</li> <li>• People and Culture</li> <li>• Health Wellbeing and Sport</li> <li>• Tourism, Recreational Activities and Amenities</li> </ul> |
| Ballymoney Borough Council | 2                      |   |
| Limavady Borough Council   | 3                      |   |
| Moyle District Council     | 3                      |   |
| <b>Total</b>               | <b>11</b>              | <b>4</b>  |

### **Environmental Services**

| Council                    | Posts/Heads of Service | Proposed  |
|----------------------------|------------------------|---|
| Coleraine Borough Council  | 3                      | 4 Heads of Service <ul style="list-style-type: none"> <li>• Regulatory</li> <li>• Estates</li> <li>• Waste</li> <li>• Infrastructure</li> </ul> |
| Ballymoney Borough Council | 4                      |   |
| Limavady Borough Council   | 4                      |   |
| Moyle District Council     | 3                      |   |
| <b>Total</b>               | <b>14</b>              | <b>4</b>  |

### **Democratic/Member Services/PA to Chief Executives**

***At a Council meeting on 19<sup>th</sup> February 2015 members agreed the organisational structure, for a Democratic Services Unit within Council. The agreed structure was on the basis of a total compliment of 8 members of staff, a reduction from 17 members of staff currently undertaking a democratic services role within the four legacy councils.***

| Council                    | Democratic Services Posts | Proposed  |
|----------------------------|---------------------------|---|
| Coleraine Borough Council  | 4                         | <ul style="list-style-type: none"> <li>• 1x Democratic Services Manager</li> <li>• 3x Democratic Services Officers</li> <li>• 1x Member support officer</li> <li>• 1x Member support assistant</li> <li>• 2x Business support officers</li> </ul> |
| Ballymoney Borough Council | 6 *<br>(inc p/t)          |   |
| Limavady Borough Council   | 3                         |   |
| Moyle District Council     | 4                         |   |
| Total                      | 17                        | 8   |

#### **OD/Human Resources**

***On the basis of the structure proposed at this meeting the OD/HR structure would reduce from 17 to 14 employees.***

| Council                    | Democratic Services Posts | Proposed  |
|----------------------------|---------------------------|---|
| Coleraine Borough Council  | 8*                        | <ul style="list-style-type: none"> <li>• 1x Head of OD/HR</li> <li>• 1x HR/OD Manager</li> <li>• 3x HR Business Partners</li> <li>• 2x Assistant HR Business Partners</li> <li>• 7x OD/Business Team</li> </ul> |
| Ballymoney Borough Council | 3                         |   |
| Limavady Borough Council   | 3                         |   |
| Moyle District Council     | 3                         |   |
| Total                      | 17                        |   |

*\*includes 1 member of staff on career break and 1 temporary member of staff whose contract expires on 30<sup>th</sup> September 2015*

### ***Policing and Community Safety Partnership***

***At a Council meeting on 19<sup>th</sup> February 2015 members agreed the organisational structure, for the Policing and Community Safety Partnership. The agreed structure was on the basis of a reduction in staffing numbers from 4 PCSP Managers and 4 PCSP Officers to 1 PCSP Manager and 3 PCSP officers.***

| Council                    | PCSP Managers | Proposed         |
|----------------------------|---------------|------------------|
| Coleraine Borough Council  | 1             | • 1 PCSP Manager |
| Ballymoney Borough Council | 1             |                  |
| Limavady Borough Council   | 1             |                  |
| Moyle District Council     | 1             |                  |
| Total                      | 4             | 1                |

***The maximum cost to Council to release these officers in accordance with the severance scheme is £1,843,677 – the number of years to recover this severance cost is 2.55 years. This is within the guidance contained within the Severance Scheme, ‘all costs associated with the severance package must not exceed the individual’s annual salary cost multiplied by 3.25. This is the period during which the costs are recouped or paid back i.e. Severance package / individuals total annual salary cost = 3.25 or less’. All of the officers outlined above meet this business case.***

#### **Recommendation**

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

In response to members query the Lead Officer clarified the ‘at risk’ scheme.

It was proposed by Councillor C McShane, seconded by Councillor Duddy and AGREED: **to recommend that Council give approval to proceed with the applications for Severance received from the officers as outlined.**

It was agreed on the proposal of Councillor Duddy, seconded by Alderman S McKillop that the meeting continued **OUT OF COMMITTEE**.

**The meeting closed at 21:35.**