

**CORPORATE POLICY AND RESOURCES MEETING TUESDAY 20 SEPTEMBER 2016**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>4</b>	<b>Update on Elected Member Development Charter</b>	<i>Approve £4,500-£5,000 for training Need Analysis, adoption of Policy Statement and Terms of Reference</i>
<b>5</b>	<b>Expressions of Sympathy Protocol</b>	<i>Approved, subject to stated revisions</i>
<b>6</b>	<b>Access to Agendas, Reports and Minutes</b>	<i>Agendas and reports for council and committee published on Council's website 5 working days prior and minutes of committee meetings published on Council's website no later than 5 working days after committee meeting, minutes of Council and Planning published no earlier than 5 working days after the meeting</i>
<b>7</b>	<b>Timetable of Meetings January 2017 – December 2017</b>	<i>Approved</i>
<b>8</b>	<b>Estates Strategy</b>	<i>Request 6-month lease extension for County Hall</i>
<b>9</b>	<b>Performance Report on Statutory Indicators</b>	<i>Invite Head of Planning to next committee meeting</i>

<b>10</b>	<b>NIE Substation Lease, Dungiven</b>	<i>Approve execution</i>
<b>11</b>	<b>Draft Council Constitution</b>	<i>Approve amendments; add Expressions of Sympathy Protocol</i>
<b>12</b>	<b>Policy Approval Process</b>	<i>Approved subject to stated revisions</i>
<b>13</b>	<b>Information Governance Policies and Procedures</b>	<i>Approve</i>
<b>14</b>	<b>Community Planning Partnership Chair and Vice Chair Appointments</b>	<i>Appoint by d'Hondt and from CP&amp;R committee</i>
<b>15</b>	<b>Capital Assets Realisation Team</b>	<i>Information</i>
<b>16</b>	<b>Actual Penny Product Forecast</b>	<i>Information</i>
<b>17</b>	<b>Valuation Services Contract</b>	<i>Information</i>
<b>18</b>	<b>Crescent Portstewart Lease</b>	<i>Part 1 approve, part 2 defer</i>
<b>19</b>	<b>Voluntary Severance Request</b>	<i>Approve</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 20 SEPTEMBER 2016 AT 7PM**

- In the Chair** : Councillor Chivers
- Present** : Aldermen Campbell, Hickey and Hillis  
Councillors – Blair, Callan, Duddy, McCandless, McCorkell,  
Knight-McQuillan, McShane C, Quigley and Wilson
- Officers Present** : M Quinn, Director of Performance  
E Beattie, Head of Policy and Community Planning  
E Johnston, Head of Democratic and Customer Services  
D Wright, Chief Finance Officer  
P McColgan, Head of ICT  
W McCullough, Head of Leisure, Well-being and Sport  
S McMaw, Head of Corporate Performance & Compliance  
S Duggan, Committee and Member Services Officer
- In Attendance** : Press x 1  
Public x 1

**1 APOLOGIES**

Apologies were recorded for Alderman McKillop and Councillor Beattie.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES OF CORPORATE POLICY & RESOURCES MEETING HELD TUESDAY  
18 AUGUST 2016**

The Chair advised that the minutes of the meeting were ratified at the Council meeting on 23 August 2016.

The minutes were confirmed as a correct record.

#### 4 UPDATE ON ELECTED MEMBER DEVELOPMENT CHARTER

The Head of Democratic and Customer Services updated committee on progress (report previously circulated) being made by the Steering Group around achieving the Elected Member Development Charter and to seek approval from the Committee on the cost for a Training Needs Analysis, approval of Elected Member Training and Development Policy Statement and Steering Group Terms of Reference.

**Recommendation:** That the Committee approve the £4,500 – 5,000 cost for a Training Need Analysis, adoption of the Policy Statement and Terms of Reference.

Proposed by Alderman Campbell

Seconded by Councillor Callan and

**AGREED** – to recommend that Council approveS the £4,500 – 5,000 cost for a Training Need Analysis, adoption of the Policy Statement and Terms of Reference.

#### 5 EXPRESSIONS OF SYMPATHY PROTOCOL

The purpose of the report, presented by the Head of Democratic and Customer Services was to put forward for consideration a draft protocol for expressions of sympathy to facilitate the running of the Council business in as an efficient and responsive manner as possible.

**Recommendation:** That the Committee approves the attached Expressions of Sympathy Protocol (previously circulated).

The Head of Democratic and Customer Services advised of an amendment at 3.1, 3.2 and 3.3, the removal of “the Council’s Human Resources department” to replace with “the Chief Executive will send a letter..”.

Councillor Wilson disagreed with the sentiments at 4.0 Books of Condolence, he felt they were an effective way of conveying condolences to bereaved families.

Councillor McCorkell, referred to 4.0.2 within the report and proposed that the Mayor, speaking on behalf of the citizens of the borough, did not require the unanimous agreement of group leaders to open a Book of Condolence.

**AGREED** – to recommend that Council approves the Expressions of Sympathy Protocol subject to the amendment at 3.1, 3.2 and 3.3 remove “*the Council’s Human*

*Resources department*” and replace with “*the Chief Executive will send a letter...*”. and the removal of, “*with the unanimous agreement of group leaders*” at 4.0.2.

## **6 ACCESS TO AGENDAS, REPORTS AND MINUTES**

A Council is required, under Part 8 of the Local Government Act (Northern Ireland) 2014, to arrange access for members of the public to meetings and documents, including agendas, connected reports and minutes. The Act permits the exclusion from publication of any reports or part of the proceedings of meetings which may disclose confidential information.

Council currently publishes copies of the agenda and reports for meetings (excluding not for publication reports) to Elected Members and the press. Agendas for meetings are published on Council’s website and copies of the agenda and connected reports are open to inspection by members of the public on request.

Minutes of committee and council meetings are published on Council’s website following the council meeting at which they are ratified.

In order to ensure the ease and efficiency by which members of the public can access agendas and connected reports these could be made available on Council’s website, unless exempt from publication).

Agendas and connected reports would be published on Council’s website five working days prior to the date of the meeting.

The minutes of committee meetings would be published on Council’s website the day following the council meeting at which they have been approved but no later than three working days after the meeting.

The minutes of the monthly council meeting and planning committee meeting would be published marked ‘unconfirmed’ no earlier than five working days after the council meeting.

Copies of agendas, reports or any item would not be published prior to copies being made available to Elected Members.

**It is recommended** that subject to information governance and legal checks being finalised that:

- a) agendas and connected reports for council and committee meetings are published on Council’s website (excluding exempt information) five working days prior to the meeting and;
- b) the minutes of committee meetings are published on Council’s website no later than three working days following the monthly council meeting at which they

are approved and the minutes of the monthly council meeting and planning committee meetings are published on Council's website no earlier than five working days after the meeting.

Councillor Wilson proposed that committee minutes are published on Council's website within the same timescale they are issued to members after a committee meeting.

Proposed by Councillor Wilson

Seconded by Councillor Callan and

**AGREED** – to recommend that subject to information governance and legal checks being finalised that:

- a) agendas and connected reports for council and committee meetings are published on Council's website (excluding exempt information) five working days prior to the meeting and;
- b) the minutes of committee meetings are published on Council's website no later than five working days after the committee meeting and the minutes of the monthly council meeting and planning committee meetings are published on Council's website no earlier than five working days after the meeting.

It was agreed that officers investigate the possibility of audio recording committee meetings and also "in-committee" items at all meetings and to research live web streaming.

## **7 TIMETABLE OF MEETINGS JANUARY 2017 – DECEMBER 2017**

The day and frequency of Council and Committee meetings has been previously agreed by Council.

- Environmental Service Committee - 1<sup>st</sup> Tuesday at 7pm;
- Leisure and Development Committee; - 2<sup>nd</sup> Tuesday at 7pm;
- Corporate Policy and Resources Committee - 3<sup>rd</sup> Tuesday at 7pm;
- Planning Committee (with full Council powers) - 4<sup>th</sup> Wednesday at 2pm;
- Audit Committee - Quarterly on 2<sup>nd</sup> Wednesday at 7pm;
- Council Meeting - 4<sup>th</sup> Tuesday at 7pm.

The last schedule of meetings approved listed meetings to the end of December 2016.

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

Dates for the Planning Committee have been included. However, the Planning Committee will consider a recommendation to recess in July at its meeting on 28<sup>th</sup> September 2016.

It is recommended that Committee approves the schedule of meetings January 2017 – December 2017 as detailed.

Committee/Council	Time	Month													
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
<b>Environmental Services</b> rotation - on the 1 <sup>st</sup> Tuesday of the month	7.00pm	New Year	7 <sup>th</sup>	7 <sup>th</sup>	4 <sup>th</sup>	2 <sup>nd</sup>	6 <sup>th</sup>	Summer recess	1 <sup>st</sup>	5 <sup>th</sup>	3 <sup>rd</sup>	7 <sup>th</sup>	5 <sup>th</sup>		
<b>Leisure &amp; Development</b> rotation - on the 2 <sup>nd</sup> Tuesday of the month	7.00pm	10 <sup>th</sup>	14 <sup>th</sup>	14 <sup>th</sup>	11 <sup>th</sup>	9 <sup>th</sup>	13 <sup>th</sup>		8 <sup>th</sup>	12 <sup>th</sup>	10 <sup>th</sup>	14 <sup>th</sup>	12 <sup>th</sup>		
<b>Audit Committee</b> rotation - on the 2 <sup>nd</sup> Wednesday Quarterly	7.00pm			8 <sup>th</sup>			14 <sup>th</sup>			13 <sup>th</sup>			13 <sup>th</sup>		
<b>Corporate Policy &amp; Resources</b> rotation - on the 3 <sup>rd</sup> Tuesday of the month	7.00pm	17 <sup>th</sup>	21 <sup>st</sup>	21 <sup>st</sup>	18 <sup>th</sup> Easter Holiday Wed 12 <sup>th</sup> 1	16 <sup>th</sup>	20 <sup>th</sup>		15 <sup>th</sup>	19 <sup>th</sup>	17 <sup>th</sup>	21 <sup>st</sup>	19 <sup>th</sup> Wed 14 <sup>th</sup>		
<b>Council</b> rotation - on the 4 <sup>th</sup> Tuesday of the month	7.00pm	24 <sup>th</sup>	28 <sup>th</sup>	28 <sup>th</sup>	25 <sup>th</sup>	23 <sup>rd</sup>	5 <sup>th</sup> 2		27 <sup>th</sup>	25 <sup>th</sup>	22 <sup>nd</sup>	26 <sup>th</sup>	24 <sup>th</sup>	28 <sup>th</sup>	26 <sup>th</sup> Boxing Day 19 <sup>th</sup>
<b>Planning</b> rotation - on the 4 <sup>th</sup> Wednesday of the month	2.00pm	25 <sup>th</sup>	22 <sup>nd</sup>	22 <sup>nd</sup>	26 <sup>th</sup>	24 <sup>th</sup>	28 <sup>th</sup>		26 <sup>th</sup> <sup>3</sup> (TB C)	23 <sup>rd</sup>	27 <sup>th</sup>	25 <sup>th</sup>	22 <sup>nd</sup>	27 <sup>th</sup> 20 <sup>th</sup>	

**It is recommended** that Committee approves the schedule of meetings January 2017 – December 2017 as detailed.

Proposed by Councillor Duddy

Seconded by Councillor McCorkell and

**AGREED** – to recommend that Council approves the schedule of meetings January 2017 – December 2017 as detailed.

<sup>1</sup> Standing Orders: 1(5) states that meetings which fall on a Bank/Public Holiday should be held on the next following weekday instead. It has been the practice of Council to move such meetings to the previous week to avoid holding meetings during Christmas/New Year and Easter holiday periods.

<sup>2</sup> Annual Meeting

<sup>3</sup> The Planning Meetings will be reviewed – July recess to be confirmed.

## 8 ESTATES STRATEGY

At the Corporate Policy and Resources Committee meeting held on 15th March 2016, Elected Members agreed high level service function relocation proposals in relation to the Causeway Coast and Glens Borough Council Estates Strategy. Work to develop the detail in relation to relocation proposals has been on going over the summer period. A full report will be presented to the Corporate Policy and Resources Committee in October.

One of the proposals within the Estates Strategy is the relocation of the Planning staff from County Hall to Cloonavin. The Council currently has a two year lease arrangement with the Department for Finance and Personnel (DFP) for County Hall at an annual cost of £46k. This sum is allowed for as part of the Transferring Functions grant. The lease is due for renewal on 31st March 2017.

It has recently come to the attention of the Council, that DFP intend to review the lease and the indication is that the cost of future tenancy will increase substantially. The additional cost would not be met through the Transferring Functions grant but by Council.

It was originally envisaged that the Planning staff would vacate County Hall by 31st March 2017 and relocate to Cloonavin. In preparation for phase 1 of the Estates Strategy, some upgrade work to Riada House will be required and this will be detailed in the report to the Corporate Policy and Resources Committee in October. This work will mean that it will not be possible to initiate the move of the Planning staff prior to termination of the current County Hall lease. The concern with this situation is the potential increase in cost to Council with extending the lease period for County Hall from 31st March 2017 as any increase will be a direct cost to Council as opposed to allowed for within the Transferring Functions Grant.

A number of recent conversations have taken place with DFP regarding an interim lease arrangement for County Hall and as a result the Council has been offered a six month extension to the current lease within the same terms currently applicable pro rata for the six month period. Any further extension will be subject to re-evaluation of the lease and is likely then to result in an increased cost to Council over and above the Transferring Functions grant allocation.

It is envisaged that the six month extension will provide adequate opportunity to project manage the relocation of the Planning staff to Cloonavin and the Council will avoid any additional lease costs from a re-evaluation exercise.

It has been agreed by DFP that a six month lease extension can be formally agreed via the exchange of letters in which the Council will ask for the extension and DFP will respond.

**It is recommended** that the Causeway Coast and Glens Borough Council request a six month lease extension from the Department for Finance and Personnel for County Hall.

Members expressed dissatisfaction at the length of time finalising the detail of the Estates Strategy was taking. The Head of Corporate Performance & Compliance explained in detail the complex process of relocating staff and services.

The Director of Performance added that she was due to bring a report on Agency working to a future meeting of committee.

**AGREED** – to recommend that Council request a six month lease extension from the Department for Finance and Personnel for County Hall.

\* **Councillor C McShane arrived at the meeting at 7.50pm during consideration of the above matter.**

## **9 PERFORMANCE REPORT ON STATUTORY INDICATORS**

Post 1<sup>st</sup> April 2015, reporting of performance in relation to the statutory indicators was the responsibility of each Council and is part of the Performance Duty within the Act. This also applies to the Planning function as it has now transferred to the Councils.

Once the performance information has been formally reported to Council, it must be published on the Council website.

A breakdown of the performance targets for each of the statutory performance indicators for the period April 2015-March 2016 and a corresponding actual performance figures was presented.

Proposed by Councillor Duddy

Seconded by Councillor McCandless and

**AGREED** – to recommend that Council invite The Head of Planning to attend the next committee meeting to explain the figures, actual and targets.

The Director of Performance agreed to look at a process to identify Key Performance Indicators.

## 10 NIE SUBSTATION LEASE, DUNGIVEN

Council approved the Dungiven Sports Centre Tender Report in January 2016. Provision of electrical power to the site requires a Northern Ireland Electricity sub-station kiosk to be placed on site. The sub-station kiosk remains the property of and is maintained by Northern Ireland Electricity and accordingly they require to be granted a lease for the portion of land that the kiosk will occupy.

The NIE lease is in their standard form, circulated for Members information together with the associated lease map. The key points of the lease were detailed.

**It is recommended** that Committee approve the execution of the lease.

**AGREED** – to recommend that Council approves the execution of the lease.

## 11 DRAFT COUNCIL CONSTITUTION

As outlined in Article 12 “Review and Revision of the Constitution”, the Council will conduct an annual review of its Constitution. This review has now been undertaken for 2016 and the following amendments are recommended:

- Remove references to Interim Standing Orders on pages 15 and 19
- Include recently revised Standing Orders.
- Include new Members Allowance Scheme in Part 5 of the document.

**It is recommended** that the Corporate Policy and Resources Committee recommend to Council approval of the amendments to the Council Constitution as outlined in item 3.0.

Proposed by Councillor Callan

Seconded by Councillor Duddy and

**AGREED** – to recommend that Council approve the amendments to the Council Constitution as outlined in item 3.0. and that the Expressions of Sympathy Protocol is included within the Council Constitution.

It was suggested that further training and development be provided for Members on Standing Orders.

## 12 POLICY APPROVAL PROCESS

Once a draft policy has been developed the approval process can be activated as outlined in the flow chart. This process includes carrying out appropriate consultation where required and the screening of the policy for equality and good relations issues. The draft policy also has to be considered by the Senior Management Team and by Joint Consultative and Negotiation Committee if it has staff implications before it is referred to the appropriate Council Committee for consideration and final approval by Council.

**It is recommended** that the Corporate Policy and Resources Committee recommend to Council the approval of the draft Policy Approval Process.

Councillor Duddy felt that Councillor participation could be much earlier within the process; that Senior Management Team should be involved from the outset; that no draft Policies should be taken straight to Council for consideration.

Proposed by Councillor Duddy

Seconded by Councillor Callan and

**AGREED** – to recommend that Council approves the draft Policy Approval Process, subject to the following revisions: Councillor involvement earlier within the Policy Approval Process; that Senior Management Team be involved from the outset; that no draft Policies are taken straight to Council.

## 13 INFORMATION GOVERNANCE POLICIES AND PROCEDURES

The following documents have now been developed. These have been considered by the Council's legal team and those that have staff implications have also been considered by the Joint Consultative and Negotiation Committee:

- Records Management Policy
- Records Management - Staff Handbook
- A Guide to Physical, Document and ICT Security
- Requests for Information – General Staff Procedure
- Data Protection Act 1998 – Guidance for Staff and Members
- Data Protection Act 1998 – Subject Access Requests Procedure Manual
- Data Security Breach – Guidance and Management
  - Information About Employees – What Information Could Be Disclosed About You Under the Freedom of Information Act 2000
- Information Risk and Assurance
- Version Control Guidance

- Guidance on Redaction
- Information Security – Applicable Legislation Register

The Records Management Policy is the only document requiring formal adoption by Council and a copy is attached for consideration. The other documents listed are procedures and guidance documents for internal use within Council but copies can be made available if required.

**It is recommended** that the Corporate Policy and Resources Committee recommend to Council approval of the draft Records Management Policy.

**AGREED** – to recommend that Council approves the draft Records Management Policy.

#### **14 COMMUNITY PLANNING PARTNERSHIP CHAIR AND VICE CHAIR**

At the meeting of the Community Planning Strategic Partnership on 7th September 2016 discussion took place on the appointment of a Chair and Vice Chair for the Partnership.

It was agreed that the Council should take the Chair and that the Vice Chair position should be filled by one of the statutory partners.

It was further agreed that the selection of a Councillor to take the Chair should follow the d'Hondt methodology and should then be included on the list considered by Council at the Annual General Meeting.

The application of d'Hondt up to the end of the term for this Council would result in the following picks:

Current Year	
2016/17	DUP
2017/18	UU
2018/19	SF

**It is recommended** that the Corporate Policy and Resources Committee recommend to Council approval of a Councillor taking the Chair of the Causeway Coast and Glens Community Planning Strategic Partnership and that the d'Hondt methodology be used to determine the selection of the Councillor to take the Chair, as outlined above.

Proposed by Alderman Campbell

Seconded by Alderman Hickey and

**AGREED** – to recommend that Council approves a Councillor taking the Chair of the Causeway Coast and Glens Community Planning Strategic Partnership and that the d'Hondt methodology be used to determine the selection of the Councillor to take the Chair; that the appointment is also a member of the Corporate Policy and Resources Committee, namely Councillor Duddy for 2016/17.

The Director of Performance advised Items 15 – Item 17 inclusive were for information only.

## **15 CAPITAL ASSETS REALISATION TEAM**

The Terms of Reference for the CART officer team have now been developed from the decision of Council in September 2015, circulated. In addition, the asset registers of the legacy Councils have now been consolidated into a central asset register and a copy of the register, extending to 693 individual buildings and areas of land, was circulated for members' information. Work on identification of potentially surplus land and property on the central asset register is ongoing and a members Workshop to present the detail of the process together with the progress that has been made to date has been arranged for 7pm on Thursday 6th October 2016.

Members were asked to note the content of this report and a further report will be brought to members for decision subsequent to the Members Workshop.

## **16 ACTUAL PENNY PRODUCT FORECAST**

LPS has issued to Councils the first in year forecast for the APP based on figures at 30 June 2015 which is the end of the first quarter. The forecast for Causeway Coast and Glens Borough Council indicates that it is on course to receive a positive finalisation in terms of rates income amounting to £232,597. The figure has been calculated on the basis of a number of assumptions detailed.

The second part of the report from LPS relates to the non-domestic revaluation which was carried out recently with ratepayers having up to 31 March 2016 to lodge any challenge

## **17 VALUATION SERVICES CONTRACT**

As the work of the CART group progresses the need will arise to have the assets in question valued for a variety of purposes for example: selling an asset. Currently Council has no formal arrangement with a body or organisation in this respect therefore it is intended to go to the market later this year in a formal procurement exercise to

appoint a valuer or in deed valuers as the case may be. In addition there is a need for assets to be valued for accounting purposes on a regular basis and the intention is to include this in the procurement exercise.

A report on the outcome of this exercise will be tabled at a subsequent meeting for approval.

**MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Duddy

Seconded by Councillor Wilson and

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

\* **Press left the meeting at 8.55 PM.**

## 18 CRESCENT PORTSTEWART LEASE

**Under Schedule 6 Part 1 of the Local Government Act (NI) 2014 part of this minute has been redacted.**

*This section of the minute has been redacted as exempt information is contained therein.*

The Head of Leisure, Well-being and Sport presented the report, previously circulated.

The Head of Leisure, Well-being and Sport presented the recommendations:

1. [REDACTED]

(a) [REDACTED]

(b) [REDACTED]

Proposed by Alderman Hillis

Seconded by Councillor Duddy and

**AGREED** - to recommend that 1) [REDACTED]

(a) [REDACTED]

(b) and to defer consideration of the recommendation [REDACTED]

Members requested that Council's solicitor would be present at the Council meeting to provide further advice.

The Director of Performance agreed to bring information on all Council leases to a future meeting.

## 19 VOLUNTARY SEVERANCE REQUEST

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

Environmental Services Directorate, Employee Reference 702-2097.

Council can be assured that the guidance contained within the Severance Scheme which states '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' will be adhered to.

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

**AGREED** – to recommend that council proceed with the application for Severance received from the officer as outlined above.

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

Proposed by Councillor Duddy

Seconded by Councillor Callan and

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

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9.45 PM

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Chair