

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
WEDNESDAY 12 APRIL 2017**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>1</b>	Apologies	<b><i>None</i></b>
<b>2</b>	Declaration of Interests	<b><i>None</i></b>
<b>3</b>	Minutes of meeting held Monday 13 and Tuesday 21 March 2017	<b><i>Confirmed</i></b>
<b>4</b>	Performance Directorate Business Plans 2017/18 4.1 Performance and Compliance 4.2 ICT	<b><i>Approve</i></b>
<b>5</b>	Civic Memorabilia	<b><i>Approve</i></b>
<b>6</b>	Borough Boundary Signage	<b><i>Approve message and use of logo</i></b>  <b><i>Further option on shape and colour to be brought back to Council Meeting</i></b>
<b>7</b>	Performance Improvement Plan 2017/18	<b><i>Approve</i></b>
<b>8</b>	Annual Tenders	<b><i>Approve</i></b>
<b>9</b>	Schedule for Charging for Environmental Information	<b><i>Approve</i></b>
<b>10</b>	Prompt Payment Statistics	<b><i>Information</i></b>

<b>11</b>	Matters for Reporting to Partnership Panel	<b>None</b>
<b>12</b>	Correspondence	<b>Information</b>
<b>13</b>	Conferences	<b>None</b>
<b>14</b>	Debt Management	<b>Information</b>
<b>15</b>	Organisation Structure – Performance Directorate	<b>Approve</b>
<b>16</b>	Land and Property Sub-Committee Notes of Meeting held Wednesday 5 April 2017	<b>Approve</b>
<b>17</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))  Councillor Chivers – Events in Limavady not included in Citizens Newsletter	<b>Events Team to liaise with Limavady Members to assist in promoting events held in Limavady area</b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
WEDNESDAY 12 APRIL 2017 AT 7.00 PM**

- In the Chair** : Councillor Chivers
- Present** : Aldermen Campbell, Hickey and Hillis  
Councillors Baird, Beattie, Duddy,  
Knight-McQuillan, McCandless, McCorkell,  
McLaughlin, McShane C and Quigley
- Officers Present** : M Quinn, Director of Performance  
D Wright, Chief Finance Officer  
D Hunter, Council Solicitor  
E Keenan, Council Solicitor  
E McCaul, Committee and Member Services Officer
- In Attendance** : Press (1 no.)

**1 APOLOGIES**

There were no apologies.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES OF MEETING HELD TUESDAY 13 and 21 MARCH 2017**

The Chair advised the minutes of the above meeting were confirmed at the 28 March 2017 Council Meeting.

**4 PERFORMANCE DIRECTORATE BUSINESS PLANS 2017/18**

The Committee was presented with a report on Business Plans on Performance and Compliance and ICT 2017/18 for approval.

Each service area business plan is structured to:

- Give a clear sense of what the service is for and the challenges it faces.
- Show how it is supporting Council's priorities.
- Show how it is contributing to the efficiency drive and transformation of service delivery.
- Show how it is aligning its resources to meet the challenges ahead.
- Help us to hold ourselves to account and ensure we deliver for Council and its residents.
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand.

Each business plan consists of the content:

- The Vision for the service area
- Strategic Themes / Functions
- Strategic Aims of the Service
- Organizational Structure
- Service Aims and Objectives - aligned with Council's Strategic Aims and Objectives.

**It is recommended** that Council approves the 2017/18 Business Plans for Performance & Compliance and ICT.

**AGREED** - to recommend that Council approves the 2017/18 Business Plans for Performance & Compliance and ICT.

## **5 CIVIC MEMORABILIA**

The Committee received a report to update Members on the work of the Armorial Bearing Sub-Committee in relation to legacy Mayors' portraits currently displayed in civic buildings and to enable the Committee to make a recommendation to Council.

In March 2017 Council approved the Policy for dealing with Legacy Memorabilia. Under the Policy, the Sub-Committee determines the future items of civic memorabilia and makes a recommendation to the Corporate Policy and Resources Committee.

At a meeting held on 4 April 2017, an inventory of legacy Mayors portraits was presented to the Sub-Committee who considered the options available under the Policy taking into account the Council's Estates

Strategy and the time that had passed since the 4 legacy Councils merged in 2015.

**It is recommended** that Council removes the legacy Mayors' portraits currently displayed in Council's civic buildings and, arrangements are made to offer the portraits to the individuals or to their relatives having first sought expressions of interest by appropriate notice on the Council's website. Any remaining portraits to be given into the custody of the Council's Museum Service.

**AGREED** – to recommend that Council removes the legacy Mayors' portraits currently displayed in Council's civic buildings and, arrangements are made to offer the portraits to the individuals or to their relatives having first sought expressions of interest by appropriate notice on the Council's website. Any remaining portraits to be given into the custody of the Council's Museum Service.

## **6 BOROUGH BOUNDARY SIGNAGE**

The Committee received a report to consider replacement of Borough boundary signage. 18 locations on the Borough boundary have been identified as sites for replacement signs. The locations identified are spread around the edge of the Borough on main routes. The potential locations for signposting can be broken down into 2 categories (A roads & B roads).

A map showing the potential location for the signs, existing signage photographs and possible options for replacement sign designs had been previously circulated to Members in the report.

There are currently signs located on 8 A roads and 10 B roads in the Borough. The cost of replacing the existing signs would be £600 per sign including the cost of replacement poles and installation. Total cost of replacing signage = £10,800.

**It is recommended** that Council approves

- a) The message for the sign from the options set out
- b) The shape of the sign from the options set out and
- c) The cost of the replacement signage.

Proposed by Councillor McCorkell  
Seconded by Councillor Knight-McQuillan

To recommend that both the logo and Coat of Arms be included in the signage and in addition town signage be progressed.

Discussion ensued during which Members requested that the issue of large towns without signage, particularly Limavady, be addressed as a priority.

An amendment was proposed by Councillor Beattie  
Seconded by Councillor McLaughlin

To recommend approval for the message in Option 1 to appear on Council's boundary signage – 'Welcome to the Borough of the Causeway Coast and Glens' with the Council's logo.

Following discussion on the use of the Council's Coat of Arms Councillor McCorkell withdrew his proposal with the agreement of his seconder.

It was **AGREED** - to recommend approval for the message in Option 1 to appear on Council's boundary signage – 'Welcome to the Borough of the Causeway Coast and Glens' with the Council's logo.

It was proposed by Councillor Knight McQuillan  
Seconded by Alderman Hillis

To recommend Option 3 for the shape of the boundary signage with the corporate brand colour (purple) as the main background colour, with the Council's logo and message in white lettering.

Following discussion it was **AGREED** – that a decision on the shape and colour of the sign and lettering be deferred to the Council Meeting on 25 April when a further option would be presented.

The Director confirmed the costs associated with the signage would be met from reserves.

The Director agreed to bring a report to Committee in terms of signage for Limavady and those towns where no signage currently exists.

## **7 PERFORMANCE IMPROVEMENT PLAN 2017/18**

The Committee received a report to ask Causeway Coast and Glens Borough Council to agree draft performance objectives and projects that will form the basis of the 2017//2018 Performance Improvement Plan in line with the Councils responsibilities under the Local Government Act (NI) 2014. Once agreed by Council, the objectives and projects will be subject to a period of public consultation. A final report will be presented to

Council in June. The projects identified have been agreed by the Senior Management Team.

The improvement objectives for the 2017/2018 Performance Improvement Plan are based on those objectives developed from work undertaken in relation to the draft Community Plan as follows:

- A healthy safe community
- A sustainable accessible environment
- A thriving economy

Along with a number of new projects, it is proposed to carry forward a number of projects from 2016/2017 Performance Improvement Plan to enable year on year performance comparison and also consider any projects that developed as a result of the 2016/2017 consultation process.

Proposed Annual Performance Improvements Objectives and Projects 2017/2018 are set out as follows:

<b>Performance Objective</b>	<b>Projects</b>	<b>DoE Statutory Objective</b>
A Healthy Safe Community	<ul style="list-style-type: none"> <li>• Leisure facility development- Coleraine</li> <li>• Leisure facility development- Ballycastle</li> <li>• Review of playpark provision (Public consultation proposal)</li> <li>• Review of grass sports pitch provision</li> </ul>	Service quality/Service availability
A Sustainable Accessible Environment	<ul style="list-style-type: none"> <li>• To develop Greenways and Walking trails across the Borough</li> <li>• Reduction in dog fouling across the Borough improving the environment</li> <li>• Programme of low maintenance, grounds maintenance projects</li> <li>• Introduce an efficient and effective customer focused Council reception service (Carried over from 2016/2017)</li> <li>• To develop and implement an Estates</li> </ul>	Service availability/Service quality/Sustainability  Efficiency Sustainability  Efficiency/Sustainability  Efficiency/Service Quality  Efficiency/Strategic effectiveness

	Strategy to provide a more effective and efficient geographical allocation of Council non front line services to meet customer needs (Carried over from 2016/2017)	
A Thriving Economy	<ul style="list-style-type: none"> <li>• Development of the new Enterprise Zone</li> <li>• Portrush regeneration strategy in preparation for the Open Golf Championship</li> <li>• To support businesses by improving the payment process to creditors (Carried over from 2016/2017)</li> <li>• Introduce an efficient and effective customer engagement process (Carried over from 2016/2017)</li> </ul>	Innovation  Innovation/ Sustainability  Efficiency/Service Quality  Fairness/Service Quality/ Strategic Effectiveness

The Department for Communities guidance states that proposed improvement objectives should be subject to consultation with ratepayers, service users and anyone who appears to have an interest in the Borough. The consultation process responses when analysed may require a review of the performance projects to be included within the Performance Improvement Plan. This will be considered by Council at the end of June prior to final approval of the Performance Improvement Plan. The final plan will contain detailed information in relation to key actions, milestones and targets.

Members were provided with a Performance Improvement cycle timetable for the financial year 2017/2018.

**It is recommended** that the Causeway Coast and Glens Borough Council approve the draft performance objectives and associated projects for the 2017/2018 Performance Improvement Plan as detailed in the report.

**AGREED** - that the Causeway Coast and Glens Borough Council approve the draft performance objectives and associated projects for the 2017/2018 Performance Improvement Plan as detailed in the report.

## 8 ANNUAL TENDERS – LOT 22 – WASTE CONTAINERS

The Chief Finance Officer outlined that the current suite of annual tenders were revised and expanded in preparation of Causeway Coast and Glens Borough Council coming into effect in 2015. These new contracts ensured that suppliers were able to meet the requirements of the new Council area, each contract was awarded an initial one year period but with an option to extend for two further periods of one year each.

Amongst the contracts approved by Council for extension until 31 March 2018 were Lot 22 – Waste Containers. Extension letters were sent to existing suppliers offering the contraction extension for a further year. Most accepted the extension which other requested a price increase capped at CPI 2.3%. After negotiation, all those who requested price increases accepted the final price increase except the supplier for Lot 22 – Waste Containers who requested an average price increase of 19% on full container loads of waste containers delivered to Council.

This request was far in excess of the CPI increase available to Council and therefore the supplier elected not to avail of the extension offered by Council.

As a result Council no longer has a contract directly with a supplier for the provision of waste containers and seeks approval to issue a tender for the supply of these goods.

**It was recommended** that a new tender is launched in the coming weeks to secure a new contract for waste containers.

**AGREED** – to recommend that a new tender be launched in the coming weeks to secure a new contract for waste containers.

## 9 SCHEDULE FOR CHARGING FOR ENVIRONMENTAL INFORMATION

The Environmental Information Regulations 2004 enables requests for access to recorded information and they operate in a similar manner to the Freedom of Information Act. The Environmental Information Regulations relate specifically to requests for access to recorded information on environmental matters with the definition of what constitutes environmental information specifically outlined within the Regulations and in the draft Charging Schedule circulated.

In practice the Regulations relate to much of information held relating to Planning, Building Control, Health and the Build Environment, Countryside Access and Waste Management functions of Council.

The regulations allow public authorities such as Council to charge for making this type of information available, however, any charge must be reasonable and various principles will apply as outlined in the draft Charging Schedule.

It is proposed that where a charge is applicable for providing environmental information in response to a request under the regulations, charges will be in accordance with the Council's current fees and charges schedule as outlined in the draft Charging Schedule

**It is recommended** that the Corporate Policy and Resources Committee recommend to Council the approval of the draft Environmental Information Charging Scheme as set out in appendix 1 of the report.

**AGREED** – to recommend that the Corporate Policy and Resources Committee recommend to Council the approval of the draft Environmental Information Charging Scheme as set out in appendix 1 of the report.

## **10 PROMPT PAYMENT STATISTICS**

The Committee received an information report outlining statistics on payment of supplier invoices paid within 10 working days and invoices paid within 30 calendar days. These figures are published quarterly by the Department for Communities to encourage Councils to support businesses for whom cash flow is vital to their continued survival.

The latest data for quarter 4 of 2016/17 shows Council is falling short of the targets, however, there is an overall improvement during the year at just under 2%. Procedures will be further reviewed in an effort to meet performance targets.

The Committee noted the information report.

## **11 MATTERS FOR REPORTING TO PARTNERSHIP PANEL**

There were no matters for reporting to the Partnership Panel.

## **12 CORRESPONDENCE**

Committee noted the correspondence schedule circulated.

12.1 Department for Communities – Councillor Allowances Rates and Guidance Circular.

12.2 Department for Communities – Further Reduced Requirement, Councils contribution to the Northern Ireland Public Services Ombudsman.

### **13 CONFERENCES**

There were no conferences to report.

#### **AGREED - MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Baird  
Seconded by Alderman Hillis and

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

\* Press left the meeting at 7:42 pm

### **14 DEBT MANAGEMENT**

The Committee received a confidential information report on debt management.

Since the implementation of the new debt management policy finance staff have applied the workings of that policy to Council's debt. As a result there are three outcomes:

- 1) Debt is recovered
- 2) Legal proceedings commenced and
- 3) Debt written off

The report set out an update on several debts. The information report was noted by the Committee.

### **15 ORGANISATION STRUCTURE**

The Committee considered a confidential report to present Members with the preferred option for staffing structures in the Performance Directorate.

The report set out background details, consultation on the proposals, evaluation of proposed structures and summary of the key changes to the structure whereby 3 additional posts would be created.

The posts would be filled in accordance with Circular LGRJF/08 Procedures for the filling of posts in the new council structures and related guidance. Costs would be determined following outcome of job descriptions and subsequent evaluation.

**It is recommended** – that Council approves the Option presented.

**AGREED** – to recommend that Council approves the Option presented.

## **16 LAND AND PROPERTY SUB-COMMITTEE – NOTES OF MEETING HELD 5 APRIL 2017**

The Committee was presented with the notes of the meeting of the Land and Property Sub-Committee held on Wednesday 5 April 2017.

**It is recommended** – that the notes and recommendations of the meeting of the Land and Property Sub-Committee held on 5<sup>th</sup> April be approved.

**AGREED** – to recommend that the notes and recommendations of the meeting of the Land and Property Sub-Committee held on 5<sup>th</sup> April be approved.

### **MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Baird  
Seconded by Councillor McCorkell and

**AGREED** - that the Committee proceeds to conduct the following business ‘In Public’.

## **17 ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))**

**17.1** Councillor Chivers – Events in Limavady not included in Citizens Newsletter.

Events team to liaise with Limavady Members to assist in promoting events held in Limavady area.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **7:55 pm**.

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Chair

Unconfirmed