

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 17 OCTOBER 2017**

No	Item	Summary of key Recommendations
2	Declarations of Interest	<i>Nil</i>
3	Minutes of Meeting held Tuesday 19 September 2017	<i>Information</i>
4	Draft Communications Strategy	<i>Approve</i>
5	Remembrance Events	<i>Approve</i>
6	Annual Tenders	<i>Approve</i>
7	Strike the Rate Meeting	<i>Approve</i>
8	Landfill Performance Deed	<i>Approve</i>
9	Prompt Payment Statistics	<i>Information</i>
10	Correspondence	<i>Information</i>
11	Matters for Reporting to Partnership Panel	<i>Nil</i>
12	<p>Notice of Motion Proposed by Councillor Quigley, Seconded by Councillor Loftus referred from Council Meeting of 26 September 2017</p> <p><i>'This Council supports the Right to Work: Right to Welfare (R2W) group's "People's Proposal" aim at introducing a simple but vital checklist for Social Security decision makers.</i></p> <p><i>This Council supports this aim and will</i></p>	<i>Support the Notice of Motion</i>

	<i>write to the Permanent Secretary for the Department of Communities calling for the issuance of guidance to all Decision Makers, requiring them to ensure that both due process and impact assessments are undertaken and fully complied with in the decision making process.'</i>	
13	Debt Management	Approve
14	Land and Property Sub-Committee Notes of Meeting held 4 October 2017	Approve
15	Any Other Relevant Business	None

Unconfirmed

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 17 OCTOBER 2017 AT 7:00 PM**

- In the Chair** : Councillor McCandless
- Present** : Aldermen Hickey and Hillis
Councillors Baird, Blair, Clarke, Duddy, Knight-
McQuillan, McCorkell, McLaughlin, C McShane,
Nicholl, Quigley and Wilson
- Officers Present** : M Quinn, Director of Corporate Services
D Wright, Chief Finance Officer
E McCaul, Committee & Member Services Officer
- In Attendance** : Press (1 No.)

OPENING REMARKS

The Chair opened the meeting by commending the Chief Executive's leadership of the emergency response team. He extended his thanks to the Members of Councils Emergency Planning Team for their involvement in the arrangements. He further commented that Members had been well informed throughout the day and thanked all staff involved in the post-storm clear up operation.

1 APOLOGIES

Apologies were recorded for Councillor Beattie.

2 DECLARATIONS OF INTEREST

There were no Declaration of Interest.

3 MINUTES OF MEETING HELD TUESDAY 19 SEPTEMBER 2017

The Chair advised that the Minutes of the meeting held Tuesday 19 September 2017 were adopted at the Council meeting held 26 September 2017.

4 DRAFT COMMUNICATIONS STRATEGY

The Committee considered a report seeking approval of the draft Communication and Consultation strategy for the period 2017-2019.

The Communication and Consultation Strategy is a high level, strategic document that sets out the importance of communicating effectively both internally and externally. The strategy document sets the framework for the delivery of Council's communication and consultation activity to promote the Council's overall vision, mission and strategic objectives.

The strategy covers the following:

- The current communications context;
- A commitment to principles for all communication activity which places our ratepayers and all who live, work and visit the Borough at the centre of all activities;
- The key objectives for communications and consultation and how these will be achieved;
- An understanding of the key considerations when undertaking communications and consultation activities; and
- How we will deliver the objectives.

The report set out the impact technology would have as a way Council communicated and engaged as an organisation and how the strategy would be linked to Council's consultation initiatives.

It is recommended – that the Corporate Policy and Resources Committee considers and recommends approval of the draft Communications and Consultation Strategy 2017-2019.

Councillor Baird commented on the importance of written communication as not all areas of the Borough had internet access or broadband.

The Committee discussed branding and cost/benefits of new Council logo being displayed on vehicles. The Committee was reminded that Council had agreed a phased approach to re-branding.

Proposed by Councillor Duddy
Seconded by Councillor Baird and

AGREED – to recommend approval of the draft Communications and Consultation Strategy 2017-2019.

* Councillor Nicholl joined the meeting at 7:10 pm.

5 REMEMBRANCE EVENTS

Report circulated.

The purpose of the report is to consider and agree Council representation at the annual Remembrance Sunday services across the Causeway Coast and Glens Borough Council area.

At its meeting on 27 October 2015 Council agreed that attendance at Remembrance Services across the Borough would be that:

“The Mayor and Deputy Mayor decide which event they wish to attend on Remembrance Sunday and that the other Elected Members be nominated to represent Council by Party Leads using d’Hondt.”

It is recommended - that as per the decision at the Council Meeting on 27 October 2015, the Mayor and Deputy Mayor decide which event they wish to attend on Remembrance Sunday and that the other Elected Members be nominated by Party Leads using d’Hondt.

Lead Officers to accompany the Elected Members will be nominated by the Chief Executive and information in relation to collection of wreaths and robing will be circulated to members in due course.

AGREED – to recommend that as per the decision at the Council Meeting on 27 October 2015, the Mayor and Deputy Mayor decide which event they wish to attend on Remembrance Sunday and that the other Elected Members be nominated by Party Leads using d’Hondt.

Lead Officers to accompany the Elected Members will be nominated by the Chief Executive and information in relation to collection of wreaths and robing will be circulated to members in due course.

It was suggested that details of remembrance events should be brought to the Committee in September to give Party Leads sufficient time to meet and nominate.

* Councillor McShane joined the meeting at 7:23 pm.

6 ANNUAL TENDERS

Council have a legislative duty to comply with European and UK procurement legislation, in particular the Public Contracts Regulations 2015. A procurement exercise was completed in spring 2015, in accordance with the legislation, to award a suite of annual tenders and

create a framework of professional services contracts that can be utilised to support Council's operations. Following a request for feedback from all Heads of Service and receipt of Council approval, the established suite of tenders were further extended in accordance with the terms set out in the tender documents for two further periods running until 31 March 2017 and 31 March 2018.

As the completion of a full new procurement process ran in accordance with the Public Contracts Regulations takes approximately four months to complete, this report is being presented in October to provide Council officers with sufficient time to run the procurement process, complete evaluations and make award recommendations to Council ahead of the 3 March 2018 end date.

This report seeks a decision from Council to approve the commencement of a new procurement process to award a new contract for Annual Tenders that will run from 1 April 2018 until 31 March 2019 with options to extend the contract for two further periods of 12 months each representing contract end dates of 31 March 2020 and 31 March 2021.

Lots to be Included within the Annual Tenders are as follows:

- Lot 1 - Builders' Hardware
- Lot 2 - Plumbing Supplies
- Lot 3 - Supply of Timber
- Lot 4 – Supply of Windows
- Lot 5 - Supply of Ready Mix Concrete
- Lot 6 - Supply & Laying Of Bituminous Macadam/Asphalt Surfacing & Edging
- Lot 7 - Electrical Supplies
- Lot 8 - Cleaning Materials
- Lot 9- Supply of Large Plant With/Without Operators & Labourers
- Lot 10 – Hire of Vehicles
- Lot 11 – Hire of General Plant & Equipment
- Lot 12 - Supply of Concrete Products
- Lot 13 - Supply of Quarry Materials
- Lot 14 - Supply & Installation of Glass
- Lot 15 - Supply of Protective Clothing
- Lot 16 - Sports Pitch Maintenance
- Lot 17 - Electrical Maintenance & Repair Work
- Lot 18 – Plumbing Maintenance & Repair Work
- Lot 19 – Provision of Trade Service to Include Joiners, Plasterers & Labourers for Maintenance Work.
- Lot 20 – Painting Services.

- Lot 21 - Supply of Chemicals
- Lot 22 – Waste Containers
- Lot 23 – Lubricants
- Lot 24 - Refuse Sacks
- Lot 25 - Window Cleaning
- Lot 26 - Horticultural Products

It is recommended - that Council approve the commencement of a new annual tender procurement exercise.

The Head of Finance advised that officers were looking to see if printing could be combined as part of other procurement exercises. He provided an overview of tender process and gave an example of procurement of timber.

The Head of Finance informed Members that he would bring a report to Committee on high value printing requirements.

Proposed by Councillor Baird
Seconded by Alderman Hillis and

AGREED – to recommend that Council approve the commencement of a new annual tender procurement exercise.

7 STRIKE THE RATE MEETING

Department for communities (DfC) requires Council to specify a meeting at which the rate will be struck and to notify DfC of this date. In addition this report recommends the process which Council will follow during the rates setting.

The District Rate has to be struck by 15 February each year, in 2018 this falls on a Thursday. The 2 preceding Tuesdays are already taken up with scheduled committee meetings therefore another date is required for the purposes of setting the rate. Thursday 8 February would be a possibility allowing time for any potential adjournment (if required) and enable Council to strike within the appointed timeframe.

In terms of the rates setting process initially the Corporate, Policy and Resources Committee will have all the relevant information tabled and subsequently reported to full council in the normal manner for the period up to December. During January 2018 as the process draws towards its conclusion there may need to be a workshop or workshops timetabled for full council to consider the information prior to the rates estimates being presented to Council at the strike meeting.

It is recommended - that the Causeway Coast and Glens Borough Council set Thursday 8 February 2018 as the Council meeting to strike

the rate and that the Corporate, Policy and Resources Committee consider all rates estimates information.

AGREED – to recommend that Council set Thursday 8 February 2018 as the Council meeting to strike the rate and that the Corporate Policy and Resources Committee consider all rates estimates information.

8 LANDFILL PERFORMANCE DEED

Northern Ireland Environment Agency (NIEA) requires Council under the Pollution Prevention & Control (Industrial Emissions) Regulations (Northern Ireland) 2013 SR 160 (as amended) (“the PPC Regulations”) to make and maintain adequate financial provision in relation to and/or arising from its duties and obligations under the Permit which was issued to Council in accordance with the PPC Regulations.

In order to fulfil Councils obligations under the PPC Regulations Council is required to provide a deed of performance in relation to its operational landfill site at Craigahuliar. This deed sets out a financial obligation which council is bound to as a result of the operation of the landfill site. There is a calculation model agreed with both NIEA and Northern Ireland Audit Office (NIAO) which determines the level of the financial obligation, this calculation being based upon factors such as remaining capacity and quantity of material being landfilled. As is normal with such a document this requires sealing at a Council meeting prior to submission to NIEA.

In this case the sealed document requires an annual update to take into account additional usage and consumption of the landfill site thereby affecting the level of financial obligation required. With that in mind this document is before committee in the first instance since this is the first update of the document. The performance deed dated 24 October 2017 circulated will supersede the document dated 25 April 2017 and sealed at Council on that date. Subsequent updates will occur annually thereafter following conclusion of the audit of annual accounts, the figure to be included in the performance deed being agreed as part of the audit process.

It is recommended - that Council approve the attached performance deed; be updated as detailed and proceed to full Council for sealing replacing the document dated 25 April 2017.

AGREED – to recommend that Council approve the attached performance deed; be updated as detailed and proceed to full Council for sealing replacing the document dated 25 August 2017.

9 PROMPT PAYMENT STATISTICS

Information report circulated.

Department for Communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

The Committee was advised that although the improved performance in comparison to previous periods was welcome, officers would continue to seek improvements to improve performance further.

Finance staff are continuing with the setting up of electronic systems which will remove the need to have invoices transported around all of Council offices for verification and authorisation. A pilot implementation of the system to take place in October or November, with a full roll out in time for the new financial year.

The information report was noted.

10 CORRESPONDENCE

Correspondence was noted from the Chief Executive of Derry and Strabane District Council had written to the Department of Finance, the Secretary of State and the Department for Communities on behalf of the Chief Executives of the 7 Councils impact by the recent interim 4% cut to Rates Support Grant what was applied subsequent to 2017/18 rates processes.

The letter highlights that in the absence of urgent intervention, the cuts will have significant rates and service implications for the 7 impacted Councils and result in an inability to invest in the key interventions identified in Councils Community and Growth plans. The cuts have no financial impact on the 4 wealthier Councils and this raises serious questions in terms of equality and rural proofing.

The 7 Council Chief Executives and Heads of Finance have requested that an urgent meeting is convened with relevant Government officials/Ministers as soon as possible to discuss serious concerns and enable Councils to further demonstrate the serious implications of the cuts.

11 MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to Partnership Panel.

12 NOTICE OF MOTION PROPOSED BY COUNCILLOR QUIGLEY, SECONDED BY COUNCILLOR LOFTUS

Councillor Quigley proposed:

“This Council supports the Right to Work: Right to Welfare (R2W) group's "People's Proposal" aim at introducing a simple but vital checklist for Social Security decision makers.

This Council supports this aim and will write to the Permanent Secretary for the Department of Communities calling for the issuance of guidance to all Decision Makers, requiring them to ensure that both due process and impact assessments are undertaken and fully complied with in the decision making process”

Councillor Quigley read the following statement:

“The Right to Work Group (R2W) are a group of disabled sick and unemployed people who have been campaigning for people’s right to work and to Social Security.

The people’s proposal is basic for basic human rights, protection of due process and impact assessment to be introduced into the Social Security decision making process.

These are simply the same protections people would have in the workplace or before a court. People accused of something have a right to hear the evidence against them, to see it, to have time to respond, to have proper representation at a hearing, to be able to put their side of the story.

Unfortunately, this does not happen in the Social Security decision making – it’s a case of punish first, investigate later – hence people are left with no money.

The Social Security decision making as it stands is inherently flawed; just one piece of evidence is the fact that 70% of the challenges to decisions succeed on appeal when people have independent representation at tribunal stage.

Last month, Right to Work have delivered human rights checklists to the Social Security Standards Committee. This action follows a year of campaigning which has secured widespread political, trade union and community support for the people’s proposal – for the human rights

check list to guarantee due process and mandatory impact assessment before income is stopped.

R2W have exposed numerous scandals relating to financial sanctions, including:

- revelations of 180,000 financial sanctions of the sick and unemployed*
- Department for Communities 'Back to Work Scheme' are constantly failing to meet targets*
- on-going rise in foodbanks*

Absence of due process or impact assessments even mean dependent children are affected, child poverty levels have risen dramatically, statistics in 2016/17 show 120,000 children live in poverty.

R2W are saying that the introduction of Universal Credit without a human rights checklist in place will lead to catastrophic yet totally avoidable consequences.

For example R2W group member, Bertie Atkinson, is 65 years old. He applied for sickness benefits (ESA) when he had a heart attack. He takes 50 tablets a day and suffers from diabetes and a range of other health issues. Bertie spent the last year on a mandatory government work program under threat of financial sanction. He was declared 'fit for work' by a government decision maker based on an assessment carried out by the private company; ATOS.

Bertie said; 'Today we are calling on the chair of the Standards Committee to hold the Department for Communities to account for human rights abuse. For the last four years we have recorded horror story after horror story - Sick and disabled people left penniless, kids left hungry, parents at their wits end and people attempting suicide - all because a decision maker stopped their money based on the word of a private company without ever hearing their side of the story or thinking about the effects. It has to stop.'

The award winning film by 80 years old British film maker Ken Loach 'I Daniel Blake' captures the devastating impact on a 59 year old carpenter who suffers a heart attack and the nightmare that he endures after his ESAI was taken away.

I, Members would be grateful for your support given that the people's proposal was unanimously supported in Belfast City Council and Derry and Strabane Council."

The Notice of Motion was seconded by Councillor McShane and the Committee agreed to recommend support for the motion.

Councillor Quigley thanked the Committee for its support.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Wilson

Seconded by Councillor Duddy and

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

* **Press left the meeting at 7:35 pm.**

13 DEBT MANAGEMENT

Confidential report circulated.

The Chair advised Members that the report was for decision, not for information as listed on the agenda.

Council implemented a revised Debt Management Policy in February 2017.

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
- 3 Debt written off.

The report set out an update on several debts to be written off under £1,000.

In accordance with Council's debt policy, approval was sought to write off any debts in excess of £1,000. This included £3,239.60 for trade waste collection.

It is recommendation - that the Chief Finance Officer be authorised to write-off the debt detailed above and made the necessary entries in the Council's accounts.

Proposed by Councillor Duddy
Seconded by Councillor Wilson and

AGREED – to recommend that the Chief Finance Officer be authorised to write-off the debt detailed above and made the necessary entries in the Council’s accounts.

14 LAND AND PROPERTY SUB-COMMITTEE NOTES OF MEETING HELD 4 OCTOBER 2017

The Committee were presented with the notes of the meeting of the Land and Property Sub-Committee held on Wednesday 4 October 2017.

Matters Arising

14.1 Members Present

NOTED – that Councillor McCandless was not in attendance at the Land and Property Sub-Committee meeting of 4 October 2017.

14.2 Approval of the Minutes

It is recommended – that the notes and recommendations of the meeting of the Land and Property Sub-Committee held on Wednesday 4 October 2017 be approved.

AGREED – to recommend to Council that the notes and recommendations of the meeting of the Land and Property Sub-Committee held on 4 October 2017 be approved.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor Duddy
Seconded by Councillor Wilson and

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

15 ANY OTHER RELEVANT BUSINESS

There was no other relevant business.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 7:40 pm.

Chair