

**CORPORATE POLICY AND RESOURCES MEETING TUESDAY 18 OCTOBER 2016**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>3</b>	Minutes of Corporate Policy & Resources Meeting held Tuesday 20 September 2016	<i>Confirmed</i>
<b>4</b>	Remembrance Events 2016	<i>Mayor &amp; Deputy Mayor decide which event they wish to attend; others Elected Members nominated by Party Leads by d'Hondt</i>
<b>5</b>	Knockagh Monument Joint Committee	<i>Confirm participation</i>
<b>6</b>	Set Rate Strike Meeting	<i>Thursday 2 February 2017</i>
<b>7</b>	Feedback from Performance Improvement Plan Public Consultation	<i>Note</i>
<b>8</b>	Prompt Payment Statistics	<i>Information</i>
<b>9</b>	Matters for Reporting to Partnership Panel	<i>Issue of short notice for consultation feedback</i>
<b>10</b>	Correspondence <ul style="list-style-type: none"> <li>• NI Assembly Call for Evidence: Non-Domestic Rating System</li> <li>• Department for Communities: proposed amendments to Councillor Allowance</li> </ul>	<i>Write to seek extension to deadline of 31 October; draft response to consultation Note</i>

	<ul style="list-style-type: none"> <li>Department for Communities – Addenda to Guidance on Councillor Allowances.</li> </ul>	
<b>11</b>	<p>Consultations</p> <ul style="list-style-type: none"> <li>Draft Local Government(Payment to Councillors) regulations (NI) 2016 Consultation Document</li> <li>NILGA Fresh Start Agreement</li> <li>Electoral Office for NI</li> </ul>	<p style="text-align: right;"><i>Note</i></p> <p style="text-align: right;"><i>Draft response to next committee meeting</i></p>
<b>12</b>	Notice of Motion – Referred From 27 September 2016 Council Meeting	<i>Support Report on costings and options to Council meeting</i>
<b>13</b>	Debt Management	<i>Outstanding debt of £448.73 in name of Cowcare Systems be written off</i>
<b>14</b>	Overview of Use of Agency Workers	<i>Report detailing comparative figures be brought to November committee meeting: a monthly Organisation Development Human resources report brought to each meeting</i>
<b>15</b>	Tides Restaurant Request for Additional Land/Review of Current Leases	<i>Bring additional information to inform decision</i>
<b>16</b>	Performance Report on Statutory Indicators	<i>Information</i>
<b>17</b>	<p>Any Other Relevant Business</p> <p><b>17.1</b> Non-Disclosure Agreements</p> <p><b>17.2</b> Fuel Stamp Scheme</p>	<i>Formulate a Policy Report to relevant committee on Business case to inform decision for in-house versus Tender</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 18 OCTOBER 2016 AT 7PM**

- In the Chair** : Councillor Chivers
- Present** : Aldermen Campbell, Hickey and Hillis  
Councillors Beattie, Callan, Duddy, McCandless, McCorkell,  
McLaughlin, Quigley and Wilson
- In Attendance:** Councillors Baird, Stevenson
- Officers Present** : M Quinn, Director of Performance  
D Wright, Chief Finance Officer  
D Dickson, Head of Planning  
B Lofthouse, Head of OD/HR  
S McMaw, Head of Corporate Performance & Compliance  
S Duggan, Committee and Member Services Officer
- In Attendance** : Press x 1

**1 APOLOGIES**

Apologies were recorded for Councillor C McShane.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES OF CORPORATE POLICY & RESOURCES MEETING HELD TUESDAY  
20 SEPTEMBER 2016**

The Chair advised that the minutes of the meeting were ratified at the Council meeting on 27 September 2016.

The minutes were confirmed as a correct record.

#### 4. REMEMBRANCE EVENTS 2016

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 (circulated).

At its meeting on 27<sup>th</sup> 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<sup>th</sup> 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 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.

#### 5. KNOCKAGH MONUMENT JOINT COMMITTEE

At its meeting on 28<sup>th</sup> July 2015 Council agreed to nominate 2 Members to the Joint Committee. The appointments were made using rolling d’Hondt as follows:

119	UU	Councillor Wilson
120	PUP	Councillor Watton

Correspondence has been received from Mid and East Antrim Borough Council advising that Mid and East Antrim Borough Council agreed to adopt a draft Terms of Reference for the Joint Committee and also agreed that arrangements be made for a meeting of the Committee in October 2016. A copy of the correspondence and the draft Terms of References were circulated.

Committee is requested to consider continued participation in the Joint Committee. The objectives being:

- To oversee the ongoing maintenance of the County Antrim War Memorial at Knockagh;
- To review and agree the Programme for the Annual Service of Remembrance;
- To plan for the delivery of the Annual Services of Remembrance at the Knockagh Memorial;
- To provide a collective forum for the Local Government Authorities across County Antrim to work in partnership to preserve, restore and maintain the Knockagh Memorial for future generations;
- To agree a financial contribution from each Council towards the upkeep and maintenance of the said Memorial.

**It is recommended** that Council confirms its participation in the Knockagh Monument Joint Committee on the basis of the objectives set out in the Terms of Reference.

Proposed by Councillor Wilson

Seconded by Councillor Duddy and

**AGREED** – to recommend that Council confirms its participation in the Knockagh Monument Joint Committee on the basis of the objectives set out in the Terms of Reference.

## 6. SET RATE STRIKE 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 the report set out the process which Council will follow during the rates setting.

**It is recommended** that the Causeway Coast and Glens Borough Council set Thursday 2<sup>nd</sup> February 2017 as the Council meeting to strike the rate and that the Corporate Policy and Resources Committee consider all rates estimates information up to December and that council workshops be arranged as required in January 2017.

The Chief Finance Officer further advised an opening position paper would be brought to the next committee meeting, with workshops scheduled to take place on Thursday 8 December 2016 and Wednesday 18 January 2017. Further detailed information would be circulated electronically for members' consideration in due course.

**AGREED** – to recommend that the Causeway Coast and Glens Borough Council set Thursday 2nd February 2017 as the Council meeting to strike the rate and that the Corporate Policy and Resources Committee consider all rates estimates information up to December and that council workshops be arranged as required in January 2017.

## **7. FEEDBACK FROM PERFORMANCE IMPROVEMENT PLAN PUBLIC CONSULTATION**

Part 12 of the Local Government Act (Northern Ireland) 2014 (The Act), provides information in relation to performance improvement and the Council's obligations in meeting the Performance Duty. Part of this duty is the requirement to consult with ratepayers, those who use Council services and any persons appearing to have an interest in the Borough.

In terms of feedback from the public consultation there is a requirement for the Council to formally consider the responses.

To ensure the Causeway Coast and Glens Borough Council exercises its duty in relation to performance improvement, a public consultation exercise was undertaken in May and June 2016. The consultation related to the annual performance improvement plan.

The consultation was initially carried out via press advertisements seeking views regarding the content of the annual performance improvement plan and providing the opportunity to respond with additional improvement objectives and projects. In addition those attending Community Planning workshops in each of the seven District Electoral Areas were invited to respond to the consultation.

## Consultation Feedback on 2016/2017 Performance Improvement Plan

### Summary of Outcome of Responses to the Consultation Process

Consultation Group	Please Tick
Resident of the Borough	4
Visitor to the Borough	1
Local business	3
Local community organisation	1
Local Voluntary organisation	2
Statutory organisation	3
Other	2

Performance Objective	Project	Agree	Disagree
<b>We will transform and improve the services to ratepayers and customers</b>	Redesign of the caravan site management system across the Council to improve the service to customers	12	4
	Develop an effective grant funding hub to support financial allocations to customer groups across the Council	14	2
	To support businesses by improving the payment process to creditors	15	1
	To improve the customer experience by providing an effective wifi service at the Council caravan parks	10	6
	Introduce management software for incident reporting to reduce accidents to customers	16	
	Campaign to increase awareness and reduce complaints of dog fouling	16	
<b>We will improve the efficiency of services that the Council operates</b>	Introduce an efficient and effective customer engagement process	15	1
	Introduce an efficient and effective customer focused Council reception service	14	2
	To develop and implement an Estates Strategy to provide a more effective and efficient geographical allocation of Council non front line services to meet customer needs	14	2
	Improve the efficiency and quality of the planning application process	16	

## **Feedback Comments on alternative objectives/projects**

1. Improve the quality of childrens play experiences in Portrush through investment in playparks;
2. Invest in family support services;
3. Focus should be on local residents as opposed to Tourism;
4. Like to see Council lead on integrated/inclusive society;
5. Install broadband in community owned buildings in rural villages;
6. Provide better coverage of community development services to rural villages.

The comments received from the consultation will be considered as part of the 2017/2018 performance Improvement Plan development process.

**It is recommended** that Council notes the consultation feedback.

Members expressed disappointment at the low level of consultation feedback and sought to learn how to improve the extent to how citizens want to engage with Council. Members felt that how the public view Council is a challenge, proper mechanisms were therefore required to be in place to demonstrate how council is performing and to evaluate and review. Members requested that a report be brought back on where Council went wrong with this consultation process and on a meaningful way forward.

The Head of Corporate Performance & Compliance advised Moore Stephens were carrying out an Audit of Councils Performance Improvement Plan against targets, a report would be brought to a future committee meeting. A workshop was also scheduled to take place in November to set out Councils Performance objectives for the forthcoming year to put to public consultation and to inform the Plan.

Proposed by Alderman Hickey

Seconded by Councillor Beattie and

**AGREED** – to recommend that Council notes the consultation feedback.

## **8. PROMPT PAYMENT STATISTICS**

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.

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2015 the latest data for quarter 2 of 2016/17 being up to and including 30 September 2016. Council is at present falling short of the targets but we have commenced a review of our procedures in an effort to improve our performance by the end of the financial year.

The Chief Finance Officer advised the Prompt Payment Statistics report would now be a standing item for committee information. An amendment was made to the 2016/17 Prompt Payment Statistics circulated, Quarter 1 % invoices paid within 10 days was actually 42% and Quarter 2 was actually 40.97%

### Prompt Payment Statistics 2015/2016

	Q1	Q2	Q3	Q4	Total
Total No of Invoices	3667	6972	5378	6406	22423
Total amount paid	£ 6,607,314	£ 12,411,407	£ 6,898,749	£ 9,835,553	£ 35,753,023
Number of invoices paid within 10 days	1870	3145	2551	2653	10219
% of invoices paid within 10 days	51.00%	45.11%	47.43%	41.41%	45.57%
Number of invoices paid within 30 days	3218	5622	4439	5124	18403
% of invoices paid within 30 days	87.76%	80.64%	82.54%	79.99%	82.07%
Number of invoices paid outside 30 days	449	1350	939	1282	4020
% of invoices paid outside 30 days	12.24%	19.36%	17.46%	20.01%	17.93%

### Prompt Payment Statistics 2016/2017

	Q1	Q2	Q3	Q4	Total
Total No of Invoices	4533	6610			11143

Total amount paid	£ 6,710,360	£ 11,233,620			£ 17,943,980
Number of invoices paid within 10 days	1792	2575			4367
% of invoices paid within 10 days	42%	40.97%	#DIV/0!	#DIV/0!	39.19%
Number of invoices paid within 30 days	3907	5386			9293
% of invoices paid within 30 days	86.19%	81.48%	#DIV/0!	#DIV/0!	83.40%
Number of invoices paid outside 30 days	626	1224	0	0	1850
% of invoices paid outside 30 days	13.81%	18.52%	#DIV/0!	#DIV/0!	16.60%

\* Incomplete period

The Chief Finance officer advised targets were not being met as there was a need to look at internal processes, however these were now being strived to be achieved.

## 9. MATTERS FOR REPORTING TO PARTNERSHIP PANEL - date of next meeting 31 January 2017

**AGREED** – to recommend that the matter of the short notice given to councils to respond to consultations; namely the Northern Ireland Assembly, Committee for Finance Call For Evidence: Non-Domestic Rating System in Northern Ireland, correspondence dated 10 October 2016 with responses due by 31 October 2016 is brought to the attention of the Partnership Panel

Elected members felt the deadline does not afford Councils a reasonable amount of time with which to consult and respond.

## 10. CORRESPONDENCE

### 10.1 Northern Ireland Assembly Call for Evidence: Non-Domestic Rating System in Northern Ireland (Committee For Finance)

Councillor Wilson proposed that Council write to the Department to ask for an extension to give businesses and ratepayers time to feed into the process, Councillor

Wilson felt it was an important issue and it was vital information was obtained from all affected.

**AGREED** – to recommend that Council writes to the Department to seek an extension to the Northern Ireland Assembly Call for Evidence: Non-Domestic Rating System in Northern Ireland responses deadline of 31 October 2016.

The Chief Finance Officer, in anticipation that an extension may not be granted, invited members to submit their views to him for a draft response to be considered at the Council meeting.

The Chief Finance Officer stated the following view for consideration: de-coupling of Non-Domestic and Domestic rate.

**AGREED** – to recommend that Council notes the items of correspondence, circulated:

- Department for Communities - Proposed amendments to Councillor Allowance Guidance in respect of flexibility of councils paying for councillor broadband, telephone calls and mobile data costs;
- Department for Communities - Addenda to Guidance on Councillor Allowances.

## 11. CONSULTATIONS

**AGREED** - to recommend that Council notes the Consultations, circulated:

- Draft Local Government (Payment to Councillors) Regulations (Northern Ireland) 2016 Consultation Document;
- NILGA - Fresh Start Agreement and changes to the government consultation system;
- Electoral Officer for NI - Future delivery of electoral services in Northern Ireland. The Director advised a draft response would be brought to the next committee meeting for consideration.

## 12. NOTICE OF MOTION – REFERRED FROM 27 SEPTEMBER 2016 COUNCIL MEETING

The Chair invited Councillor Baird to speak in support of the Notice of Motion.

Councillor Baird referred to the recent Waste No Time (WNoT) Project carried out by Corrymeela, an interactive community democracy initiative that ran across the Council area, consulting on how can local people and the Council work together to improve people's well-being.

One of the outcomes of the project was the public did not know what progress Council was making unless by accessing local Press, notwithstanding the excellent service local Press does bring to the community and the Council's excellent website, many people however, do not have access to IT equipment, have intermittent broadband reception and there are many varied age groups to reach out to within the community. Councillor Baird felt it would greatly assist the community to produce a weatherproof biannual News Sheet, detailing planned events, recycling tips, bin collection dates etc, to reinforce Council's key messages and improve communication with citizens.

Councillor Baird presented her Notice of Motion, amending it to exclude the words 'former Moyle District Council' and replacing with 'former Legacy Councils'.

*"Causeway Coast and Glens Borough Council covers a large geographic area with disparate communities at its heart. The Reform of Local Government has integrated the work of four Districts into one large organisation and as such it is important to ensure that our citizens are kept fully informed of Council business and events in the area. In order to ensure good communication with our electorate we propose that Council produce two news sheets annually to be distributed to each household in the Borough.*

*We further propose that the news sheets are distributed in conjunction with bin collection similar to the methodology employed by the former Legacy Councils. This will ensure the news is delivered in an effective and cost efficient manner".*

Proposed by Alderman Hillis

Seconded by Councillor Wilson and

**AGREED** – to recommend that Council supports the Notice of Motion - *"Causeway Coast and Glens Borough Council covers a large geographic area with disparate communities at its heart. The Reform of Local Government has integrated the work of four Districts into one large organisation and as such it is important to ensure that our citizens are kept fully informed of Council business and events in the area. In order to ensure good communication with our electorate we propose that Council produce two news sheets annually to be distributed to each household in the Borough.*

*We further propose that the news sheets are distributed in conjunction with bin collection similar to the methodology employed by the former Legacy Councils. This will ensure the news is delivered in an effective and cost efficient manner".*

Members submitted ideas for the Citizens' News Sheet and drew on positive experiences from their Legacy Councils with its production. The ideas included: basic information on contact details for council and departments, timetable for bin collection, message from the Mayor, councillors' contact details, recycling information.

The Director advised an options and costings report would be brought to the next Council meeting for further consideration.

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

Proposed by Alderman Hickey

Seconded by Councillor Beattie and

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

\* **Press left the meeting at 8.35pm.**

### **13. DEBT MANAGEMENT**

The Chief Finance Officer advised Members that Council had implemented a revised Debt Management Policy in April 2016.

A debt amounting to £510.25 in the name of Cowcare Systems has been subject to administration proceedings after the business went into liquidation. As a result of this process Council has received a dividend of £61.52 in settlement of that debt leaving an unrecoverable amount of £448.73.

**It is recommended** that the outstanding debt of £448.73 relating to an account in the name of Cowcare Systems be written off by the Chief Finance Officer.

The Chief Finance Officer advised the report would be a Standing Item on the committee Agenda going forward. Additional detail would be provided along with a running total for members' information.

Proposed by Councillor Callan

Seconded by Councillor Duddy and

**AGREED** – to recommend that the outstanding debt of £448.73 relating to an account in the name of Cowcare Systems be written off by the Chief Finance Officer.

#### 14. OVERVIEW OF USE OF AGENCY WORKERS

In order to ensure the ongoing delivery of Council functions and services, Council makes use of agency workers from two recruitment agencies – Diamond Recruitment and Riada Resourcing.

The use of Agency workers offers a flexible staffing solution whereby workers can fill resourcing requirements at very short notice so that service delivery can continue. In Causeway Coast & Glens Borough Council (CC&G) agency workers are used to fill: -

- permanent vacant posts - posts which have not yet been filled in the new structure
- fixed term contracts - such as funded posts
- casual vacancies – adhoc hours such as tutoring, coaching and those working roles which require shift work
- special short term projects
- temporary vacancies – such as cover for employees on secondment or those who are acting up
- cover for absences – maternity, annual leave, sickness

To assist Managers with the management of agency workers, the OD/HR team have developed a guidance document.

Councillor McCandless sought a comparative figure on the current staff complement compared to that before the merger of the four Councils; the number of direct reports and employees; Agency Staff length of service; all employee roles; any resource choke points and the percentage of full time employees against Agency.

The Head of Organisation Development and Human Resources confirmed that a report detailing comparative figures would be brought to the November Committee meeting.

Proposed by Councillor McCandless

Seconded by Councillor Callan and

**AGREED** – to recommend that a report detailing comparative figures be brought to the November committee meeting;

It was further recommended that in future a monthly Organisation Development Human Resources report is brought to each meeting of the Committee.

## **15. TIDES RESTAURANT REQUEST FOR ADDITIONAL LAND/REVIEW OF CURRENT LEASES**

Correspondence has been received from the owners of Tides Restaurant, 21 Ballyreagh Road, Portrush requesting to lease a portion of land adjacent to their premises from Council in order to provide additional car parking for customers. Maps of the area were circulated.

Given four leases currently exist with the owners of Tides Restaurant, each for relatively small parcels of land which terminate in 2018, there is an opportunity to establish a single lease arrangement to include the latest request should Council approve. This would require the relinquishing of the four existing leases and the establishing of a new lease for the total combined area thereby realising an overall income to Council of £6,020.00. The term of the new lease will be 5 years.

**It is recommended** that the Causeway Coast and Glens Borough Council approve the request from the owners of Tides Restaurant for the lease of the additional parcel of land as identified in the map, circulated.

**It is further recommended** that the existing leases and the approved additional lease be rationalised into a single lease agreement for a five year period.

Members sought additional information to further inform any decision making process.

The Head of Corporate Performance and Compliance agreed to bring a report back.

## **16. PERFORMANCE REPORT ON STATUTORY INDICATORS**

The Head of Planning presented the performance of Planning and provided comparative figures on previous performance. Members welcomed the information.

Councillor Duddy questioned the taking of business cases for further resources to committees other than the Corporate Policy and Resources Committee.

The Director of Performance agreed to review the Terms of Reference for all committees.

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

Councillor Duddy:

### **17.1 Non-Disclosure Agreements**

“To discuss the policy of 'Non Disclosure' which Council Officers sign when dealing with Commercial Businesses.

Proposed by Councillor Duddy

Seconded by Councillor Callan and

**AGREED** – to recommend that Council formulate a policy surrounding non-disclosure agreements.

### **17.2 Fuel Stamp Scheme**

To discuss Councils resourcing and cost implications, of the 'Fuel Stamp Scheme' which is being brought into Council”.

In response to concerns, the Chair advised no decision had been taken on the Scheme, the expectation was that a report would be brought to Council.

Proposed by Councillor Duddy

Seconded by Alderman Campbell and

**AGREED** - to recommend that a report is brought back to the relevant committee with a full business case in regard to Council bringing the Fuel Stamp Scheme in-house and the proposed cost to Council, so that Council can decide what work is completed in-house or put out to tender.

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

Proposed by Alderman Campbell

Seconded by Councillor Duddy 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 10.45 PM

---

Chair

Unconfirmed