



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 26 NOVEMBER 2024**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>	<b>Estimated Timescale for completion</b>
1.	Apologies	<b><i>Councillor Nicholl</i></b>	
2.	Declarations of Interest	<b><i>None</i></b>	
3.	Minutes of Corporate Policy and Resources Committee Meeting held Tuesday 22 October 2024	<b><i>Confirmed as a correct record</i></b>	
4.	Change of Date of January 2025 Finance Committee	<b><i>To recommend that Council approve changing the date of the January Finance Committee from 9th January to 23rd January 2025. It is further recommended that both 9th January and 16th January are reserved for potential rates workshops as required.</i></b>	<b><i>January 2025</i></b>
5.	Timetable of Council, Committee and Sub-Committee Meetings	<b><i>To recommend that Council approve holding its Annual Meeting on Monday 2nd June 2025 at 7.00pm; that Council approve permanently changing the Audit Committee Quarterly rotation from Wednesday Week 2 to Wednesday Week 3; and that Council approve the Timetable of Meetings</i></b>	<b><i>N/A</i></b>

		<b>Schedule, April 2025 - January 2026, at Appendix I.</b>	
<b>6.</b>	Request for use of the Council Chamber	<b>To recommend that Council approve the request from Council's Community Development Department for the use of The Council Chamber to hold a Community Voices in Action Event on a date to be arranged in 2025 and to approve the use of photography within The Chamber.</b>	<b>2025</b>
<b>7.</b>	People Plan (Interim)	<b>To recommend that Council note the report and the People Plan for information.</b>	<b>September 2025</b>
<b>8.</b>	Update on Progress - Causeway Coast and Glens Community Plan	<b>To recommend that Council write to the other 10 Councils in NI asking them to consider introducing a Dementia Safeguarding Arm Bands Scheme, so that it can be rolled out across Northern Ireland.</b>	
<b>9.</b>	First Quarterly Report on Planning Performance	<b>Noted.</b>	<b>N/A</b>
<b>10.</b>	Corporate Services Management Accounts P6	<b>To recommend to Council that the Management Accounts for Period 6 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.</b>	<b>N/A – Monthly update</b>
<b>11.</b>	Minutes of Coronation Sub-Committee Meeting held on 22 October 2024	<b>To recommend that the Minutes of the Coronation Sub-Committee Meeting held</b>	

		<b>Tuesday 22 October 2024 are adopted and recommendations therein approved.</b>	
<b>12.</b>	Conferences	<b>None</b>	
<b>13.</b>	Correspondence		
<b>13.1</b>	Margaret Kelly, NI Local Government Commissioner for Standards	<b>Noted</b>	
<b>13.2</b>	Councillor Robert Irvine, Northern Ireland Local Government Partnership on Traveller Issues (NILGPTI)	<b>To recommend that Council approve the Annual Subscription of £500 April 2024-March 2025 to the Northern Ireland Local Government Partnership on Traveller Issues, for the Term of Council</b>	
<b>13.3</b>	Valerie Watts, Interim Chief Executive, Mid and East Antrim Borough Council	<b>To recommend that, over the next two years or for the Term of Council, Council, as a partner of the Knockagh Monument Joint Committee, should make an annual contribution of £2,200 towards the general upkeep of the Knockagh Monument and costs of the Annual Service of Remembrance held in June each year, and a further £2,800 towards the remedial works in advance of the work being undertaken.</b>	
<b>14.</b>	Matters for Reporting to the Partnership Panel	<b>None</b>	
	<b>'In Committee' (Items 15-19 inclusive)</b>		
<b>15.</b>	Minutes of the Transformation Programme Implementation Oversight	<b>To recommend that the Minutes of the Transformation</b>	

	Panel meeting held Monday 18 November 2024	<b>Implementation Oversight Panel Meeting held Monday 18 November 2024 are adopted and recommendations therein approved.</b>	
<b>16.</b>	Direct Award Contract for Housing Research Paper for Council's Local Development Plan Preparation	<b>To recommend that Council awards a Direct Award Contract to Ulster University to undertake independent research on the New Dwellings Requirement for the Borough to inform the preparation of the Local Development Plan.</b>	<b>September 2025</b>
<b>17.</b>	Coleraine Future Town Fund	<b>To recommend to Council for approval:</b> <b>1. That the council accepts the initial £50,000 and anticipated additional £200,000 capacity funding that the Government has made available to the CFTF Board to support development of the 10-year Vision statement and the first 3-year Investment Plan for Coleraine.</b> <b>2. To accept the funding of circa £20m provided by Government for the area that makes up the Coleraine Future Town Fund geography (see previously circulated Coleraine boundary Map at Appendix 2) and its role as the Accountable body for the funding.</b> <b>3. Provides delegated authority to the Director Leisure &amp; Development, in</b>	<b>Long-term objective</b>

		<p><b>consultation with the Chief Executive and Chief Finance Officer, to commission appropriate external support as necessary to enable timely preparation of the Coleraine Future Town Fund 10-year Vision statement and first 3-year Investment Plan.</b></p> <p><b>4. The appointment of the independent Chair to the Coleraine Future Town Fund Board, Professor Gerry McKenna (DL MRIA).</b></p> <p><b>5. The Board Membership as proposed in this report, including the process of establishing the Coleraine Future Town Fund Board in line with the current guidance for the Long Term Plan for Towns,</b></p> <p><b>6. That the 6 Coleraine DEA Elected Members who currently sit on the Coleraine Town team, be nominated and appointed as the council's representatives on the CTFB Board.</b></p>	
18.	Minutes of the Land and Property Sub Committee meeting held Wednesday 06 November 2024	<b>To recommend that the minutes of the Land and Property Sub Committee meeting held Wednesday 06 November 2024, are adopted and recommendations therein approved.</b>	
19.	Estimates – Corporate Services and Planning	<b>To recommend that Council consider and agree the level of assumptions, and associated expenditure in the Corporate Services and</b>	

		<i>Planning Estimates for the 2025 /26 period.</i>	
<b>20.</b>	Any Other Relevant Business (notified in accordance with Standing Order 12(o))		<b>None</b>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER AND VIA VIDEOCONFERENCE  
ON TUESDAY 26 NOVEMBER 2024  
AT 7.00 PM**

- In the Chair:** Alderman Knight-McQuillan (C)
- Present:** Alderman Boyle (C), Coyle (C), Fielding (C), S McKillop (C)  
Councillors C Archibald (C), Huggins (C), Jonathan  
McAuley (C), McCully (C), McShane (R), Peacock (R),  
Storey (C), Watson (R), Watton (C), Wilson (R)
- Officers Present:** M Quinn, Director of Corporate Services (C)  
D Dickson, Head of Planning (R)  
N McGurk, Head of Prosperity and Place (R)  
U Harper, Committee and Member Services Officer (C)
- In Attendance:** H King, Business Support Manager, Strategic Investment  
Board (R)
- A Lennox, ICT Operations Officer (C)  
M Kennedy, ICT Operations Officer (C)
- Press 1 no. (R)

**Key:** (C) Attended in the Chamber  
(R) Attended Remotely

The Director of Corporate Services undertook a roll call of Committee Members present.

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded.

**1. APOLOGIES**

Apologies were received from Councillor Nicholl.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 22 OCTOBER 2024**

Copy, previously circulated.

**AGREED** – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 22 October 2024 are confirmed as a correct record.

**4. CHANGE OF DATE OF JANUARY 2025 FINANCE COMMITTEE**

Report, previously circulated, was presented by the Director of Corporate Services.

**Purpose of Report**

The purpose of this report is to seek approval from Council to change the scheduled date of the Finance Committee in January 2025.

**Background**

A timetable of Council, Committee and Sub committee meetings for the period April 2024 – March 2025 inclusive was presented to the Corporate Policy and Resources Committee in January 2024 and subsequently agreed at full Council on 6<sup>th</sup> February 2024.

The current approved budget setting process as agreed via the Finance Committee determines that the Finance Committee in January will recommend a budget to the rates strike meeting in February 2025. The current date scheduled for the January Finance Committee is Thursday 9<sup>th</sup> January 2025. This date would require papers to be circulated by 3<sup>rd</sup> January which coming just after the holiday period would be unworkable the purposes of budget setting.

**Options**

In order to allow officers sufficient time to prepare reports and therefore present a final draft budget to the Committee that may be presented to Full Council it is recommended that the Finance Committee in January be moved to a later date in the month.

**Recommendation**

**It is recommended that Council approve** changing the date of the January Finance Committee from 9<sup>th</sup> January to 23<sup>rd</sup> January 2025. It is further recommended that both 9<sup>th</sup> January and 16<sup>th</sup> January are reserved for potential rates workshops as required.

Proposed by Councillor Huggins

Seconded by Alderman S McKillop

and



**AGREED** – to recommend that Council approve changing the date of the January Finance Committee from 9th January to 23rd January 2025. It is further recommended that both 9th January and 16th January are reserved for potential rates workshops as required.

## **5. TIMETABLE OF COUNCIL, COMMITTEE AND SUB-COMMITTEE MEETINGS**

Report, previously circulated, was presented by the Director of Corporate Services.

### **Purpose of Report**

The purpose of the report is to present the Schedule of Council, Committee and Sub Committee Meetings April 2025 – January 2026 for Council decision.

### **Background**

The day and frequency of Council, Committee and Sub Committee meetings each month previously agreed, is presented as follows:

- Council Meeting – 1st Tuesday at 7pm;
- Land and Property Sub Committee – 1st Wednesday at 7pm;
- Environmental Service Committee – 2nd Tuesday at 7pm;
- Audit Committee - Quarterly on 2nd Wednesday at 7pm;
- Finance Committee – 2nd Thursday at 7pm;
- Leisure and Development Committee – 3rd Tuesday at 7pm;
- Corporate Policy and Resources Committee – 4th Tuesday at 7pm;
- Planning Committee (with full Council powers) – 4th Wednesday at 10.30am;

### **The Annual Meeting 2025**

In accordance with Council's Standing Orders, 1 (1) In every year that is not a local election year the Council shall hold an Annual Meeting in the month of June.

It is proposed that Council shall hold its Annual Meeting on Monday 2nd June 2025 at 7.00pm.

Proposed Schedule of Council, Committee and Sub Committee Meetings April 2025-January 2026

The proposed Timetable of Meetings Schedule (Appendix I, previously circulated) has been presented taking into account the Annual July recess and key public holiday periods.

Rescheduled meeting dates/times have been presented throughout for Council decision, where appropriate.

### **Audit Committee Meeting**

The rotation of the Audit Committee meeting is Quarterly on the 2nd Wednesday at 7.00pm, aside from September when the Audit Committee rotation was permanently changed from Wednesday Week 2 to Wednesday Week 3 to facilitate Audit deadlines.

Having looked at the scheduling of Quarterly Audit Committee meetings, it is proposed that all Audit Committee meetings now move permanently, Quarterly from week 2 to week 3, in order to ease the pressure of holding three committee meetings in one week.

### **Planning Committee**

In accordance with Council's Standing Orders, Protocol for The Operation of the Planning Committee, Annex D, 4.1, "No meeting will take place in the month of July". Note there was no Planning Committee meeting scheduled in December 2024, therefore there is no Planning meeting proposed to be scheduled in December 2025.

### **Corporate Policy and Resources Committee / Land and Property Sub Committee**

Note Corporate, Policy and Resources Committee meetings are not scheduled during December, therefore there is no Land and Property Sub Committee meeting proposed to be scheduled.

### **Commemoration and Celebration Sub-Committee** (rename pending Committee recommendation/Council decision)

At its meeting held Tuesday 22 October 2024 the Director of Corporate Services suggested holding the Commemoration and Celebration Sub-Committee meetings on the same night as the Land and Property Sub-Committee. Subsequently these meetings will be scheduled by Council as and when required, commencing at 6.00pm.

### **Recommendation**

It is recommended that Corporate Policy and Resources Committee consider holding its Annual Meeting on Monday 2nd June 2025 at 7.00pm; that Corporate Policy and Resources Committee consider permanently changing the Audit Committee Quarterly rotation from Wednesday Week 2 to Wednesday Week 3;

and that Corporate Policy and Resources Committee consider the Timetable of Meetings Schedule, April 2025 -January 2026, at Appendix I (previously circulated).

Proposed by Alderman Boyle  
Seconded by Councillor Huggins and

**AGREED** – to recommend that Council approve holding its Annual Meeting on Monday 2nd June 2025 at 7.00pm; that Council approve permanently changing the Audit Committee Quarterly rotation from Wednesday Week 2 to Wednesday Week 3;

and that Council approve the Timetable of Meetings Schedule, April 2025 - January 2026, at Appendix I.

\* **Councillor McShane joined the meeting remotely at 7.07pm.**

## **6. REQUEST FOR USE OF THE COUNCIL CHAMBER**

Report, previously circulated, was presented by the Director of Corporate Services.

### **Purpose of Report**

The Purpose of the report is to present a request from Council's Community Development Department for the use of The Council Chamber to run a *Community Voices in Action Event* on a date to be arranged during 2025.

### **Background**

Community Development Department would like to engage in training the local Community and Voluntary sector in lobbying Causeway Coast and Glens Borough Council. The invitation will be extended to all Councillors to attend to engage with the sector at the event.

### **Proposals**

During the *Community Voices in Action Event* it is anticipated that photographs will be taken and published to promote the Councillor and Community and Voluntary sector engagement.

### **Recommendation**

**It is recommended** that the Corporate Policy & Resources Committee consider the request from Council's Community Development Department for the use of The Council Chamber to hold a *Community Voices in Action Event* on a date to be arranged in 2025 and to approve the use of photography within The Chamber.

Proposed by Councillor McCully  
Seconded by Alderman Coyle and

**AGREED** – to recommend that Council approve the request from Council’s Community Development Department for the use of The Council Chamber to hold a *Community Voices in Action Event* on a date to be arranged in 2025 and to approve the use of photography within The Chamber.

## 7. PEOPLE PLAN (INTERIM)

For information report, previously circulated, was presented by the Director of Corporate Services.

### **Purpose of Report**

The purpose of this report is to provided Members with the People Plan (interim) for information.

The plan is an interim plan to align to the final year of the Councils Corporate Plan, 2023-24.

### **Background**

The People Plan is in alignment with the wider Council strategic plans and priorities to ensure that our people, organisational and learning development practices not only enhance the working environment for our staff, but further support the achievement of the strategic aims to enhance the Borough for our residents.

This plan sets out how we will deliver our priorities by engaging with colleagues to shape our services, providing staff with the right skills, attracting and developing talent, getting our culture right and safeguarding our health, safety and wellbeing.

ODHR in conjunction with the Senior Management Team will be developing a longer-term strategic plan for the organisation culminating in a People Strategy for 2025-30 which will be aligned to the new Corporate Plan and the strategic objectives of the organisation from 2025 onwards.

### **Recommendation**

It is recommended that Committee notes the report and the People Plan for information.

**AGREED** – to recommend that Council notes the report and the People Plan for information.

## 8. UPDATE ON PROGRESS - CAUSEWAY COAST AND GLENS COMMUNITY PLAN

For Information report, previously circulated, was presented by the Director of Corporate Services.

### Introduction

The Community Plan is a long-term plan (from 2017 to 2030) based on sound, robust evidence with a focus on improving social, economic and environmental well-being and contributing to sustainable development.

The Community Plan is a strategic planning tool for the Causeway Coast and Glens area and it is the key over-arching framework for partnerships and initiatives in the Council area. It is not seen as an additional or parallel process to structures already in place.

Phase 1 of the community planning process was the development of a Strategic Framework for the Community Plan. This document was finalised in April 2017 and officially launched in June 2017. It outlines the high-level outcomes identified for the Causeway Coast and Glens area based on an extensive public consultation process and a statistical analysis of the area.

Phase 2 of the community planning process was the development of a comprehensive Delivery Plan in 2018 which put in place 44 practical actions and activities to achieve the outcomes identified in the Strategic Framework. This Delivery Plan was reviewed in 2022 and now contains 34 actions covering four thematic areas:

- 1) Health and Wellbeing
- 2) Community/Community Safety
- 3) Infrastructure/Environment
- 4) Economy/Education/Tourism.

Phase 3 of the community planning process put in place mechanisms to monitor and report on performance against the Community Plan objectives/outcomes. An Outcomes Based Accountability (OBA) process is utilised to monitor and report on performance with Action Leads using report cards to provide information on the following areas in relation to each of the actions within the Delivery Plan:

- What did we say we would do?
- How much did we do?
- How well did we do it?
- Who is better off?

Reports on progress against the actions in the Delivery Plan are provided to the Community Planning Partnership using this process on a quarterly basis.

### **Progress on Delivery Plan - Quarterly Summary of Progress Report (previously circulated)**

The monitoring and reporting process used by the Partnership requires quarterly reports to be submitted by Action Leads and these are then reported on by the four thematic leads to the next Partnership meeting.

A summary report is circulated to all Partnership members on progress in relation to the 31 actions contained in the Delivery Plan and a copy of this summary report for the period July to September 2024 was previously circulated.

A new on-line system for reporting progress has been developed in-house by the Community Planning Team in conjunction with the Council's ICT Department and a new format is now being used for the summary report.

### **Presentation on Programme for Government**

Gavin King from The Executive Office was to attend to present on the consultation on the Programme for Government but unfortunately was unable to attend at the last minute.

However, Bebhinn McKinley, Community Planning Officer, took the Partnership through the main priorities identified within the Programme for Government and a discussion took place on issues the Partnership believed were essential for the Northern Ireland Assembly to address.

Primarily this concerned the provision of housing in the Causeway Coast and Glens area with associated issues such as lack of infrastructure to support housing (particularly water and sewerage services), lack of social housing in certain areas of the Borough and the need for the Local Development Plan to be finalised.

It was agreed that Gavin King would be asked to facilitate a specific session for Partnership members to enable them to give their views on the proposals in the Programme for Government. It was also agreed that the Chair of the Partnership would write to the Executive outlining the concerns expressed by members.

### **Other Business**

#### **Update on Implementation of Integrated Care System NI:**

Members were advised that the development and implementation of the Integrated Care System for Northern Ireland was progressing. Causeway Coast and Glens Borough Council area would be represented on two AIPB's, the Northern and the Western.

**Dementia Safeguarding Initiative:**

Members were advised that Age Concern Causeway had now launched the Dementia Safeguarding Arm Bands scheme which was led by Age Concern Causeway working in partnership with PSNI, the Community Planning Team, PCSP and the Age Friendly Coordinator along with assistance from the Public Health Authority (PHA).

This scheme is based on the provision of wristbands to people diagnosed with dementia, each wristband containing a QR code which can be scanned to provide contact details for relatives of the individual should they become lost or need assistance in some way.

The Health Minister, Mike Nesbitt MLA, attended the launch of the Dementia Support Scheme on 16<sup>th</sup> October 2024 at Coleraine Town Hall. If you know someone living with dementia that would benefit from a wristband band, please contact Age Concern Causeway office on 02870357966 or their webpage at [www.accauseway.org](http://www.accauseway.org)

**Meeting of Thematic and Action Leads:**

A meeting of the Action Leads for the Delivery Plan took place in October in the Bushtown Hotel, Coleraine. Aidan McPeake, Thematic Lead for Infrastructure & Environment, and Maurice Meehan, Thematic Lead for Health & Wellbeing, outlined their roles and responsibilities as a Thematic Lead and provided an insight to their personal linkages to the Community Planning process.

The role and responsibilities of an Action Lead were outlined to the group by Gary Mullan, Community Planning Officer, with an emphasis on the benefits of adopting a shared partnership approach in the delivery and progress updating of actions. Bronagh McCrory (Northern Health and Social Care Trust), Children and Young Persons Action Lead, and Des Gartland (Invest NI), Level of Innovation Action Lead, provided examples of collaborative, partnership working in helping to achieve positive outcomes for their respective actions. Pat Mulvenna, Thematic Lead for Education, Tourism and Economy, and Bebhinn McKinley, Community Planning Officer, also provided a session on creating connections.

Round table discussions were also held asking how action leads could be best supported through the community planning process and a wide range of

suggestions were forthcoming including more connecting events like this and holding six monthly Thematic Working Group meetings.

**Review of Community Planning:**

The Community Planning Team in the Department for Communities (DfC) have advised that the Community Planning Working Group (CPWG) Report was presented to the PSG/SOLACE Engagement Forum at its meeting on 15 October 2024.

The Working Group and associated actions stemmed from the Dr Johann Gallagher “Towards a Programme of Support for Community Planning” (2019) review. The final report of the Community Planning Working Group noted that of the 35 actions, 29 are now Green indicating they are complete, 5 are Amber with 1 action currently Red: Action 22 (*TEO, share feedback and best practice based on OBA experience*) this has been delayed due to the work on the Programme for Government.

The Co-Chairs of the CPWG and DfC secretariat functions, which supported the Community Planning Working Group, will continue to monitor these areas and follow up on outstanding actions via the PSG/SOLACE Forum.

**NICS Collaboration Test and Learn Initiative:**

The Department for Communities has been working across all central Government Departments to find ways to test, learn and improve collaboration and two pilot areas were used to implement a Collaboration Strategic Framework to identify barriers restricting collaboration.

The findings from this pilot work has been evaluated and a Test and Learn Evaluation report was presented to the NI Civil Service Board. A copy of this report was circulated to the Partnership for information, and, following discussion, it was agreed by the Partnership that they should explore how the findings of this report and the work on the review of community planning could help further develop collaborative work within Causeway Coast and Glens.

The Director of Corporate Services advised that the Programme for Government presentation delivered by Gavin King last Wednesday via MS Teams would be circulated to Members.

Alderman Fielding stated that Age Concern Causeway should be commended for launching the Dementia Safeguarding Initiative. He stated that it was a very worthwhile scheme to support vulnerable people with dementia. He advised that, to be eligible for a wristband, a person must be either diagnosed by a GP or approved by a social worker. He noted that the Health Minister had commended Age Concern Causeway for the scheme. Alderman Fielding then



proposed writing to the other 10 Councils in NI asking them to consider introducing a Dementia Safeguarding Arm Bands Scheme, so that it can be rolled out across Northern Ireland.

Proposed by Alderman Fielding  
Seconded by Councillor Huggins and

**AGREED** – to recommend that Council write to the other 10 Councils in NI asking them to consider introducing a Dementia Safeguarding Arm Bands Scheme, so that it can be rolled out across Northern Ireland.

Councillor Watton stated that the housing figures in the report did not tie up with the figures that he had. The Director of Corporate Services stated that she would seek further information on the housing figures and get back to him.

Committee NOTED the report.

## **9. FIRST QUARTERLY REPORT ON PLANNING PERFORMANCE**

For Information report, previously circulated, was presented by the Head of Planning.

### **Purpose of Report**

The purpose of this report is to provide a quarterly update on Planning performance against the Planning Department Business Plan 2024/25.

### **Background**

Schedule 4 of The Local Government (Performance Indicators and Standards) Order (Northern Ireland) 2015 sets out the statutory performance targets for the Planning Department for major development applications, local development applications and enforcement cases. The Planning Department Business Plan 2024-25 sets out the key performance indicators to progress towards improving Planning performance against these targets.

The statutory targets are:

- Major applications processed from date valid to decision or withdrawal within an average of 30 weeks
- Local applications processed from date valid to decision or withdrawal within an average of 15 weeks
- 70% of all enforcement cases progressed to target conclusion within 39 weeks of receipt of complaint.

The Northern Ireland Planning Statistics is an official statistics publication issued by Analysis, Statistics & Research Team within Department for Infrastructure. It provides the official statistics for each Council on each of the statutory targets and is published quarterly and on an annual basis. The First Quarter 2024/25 Statistical Bulletin was published on 03 October 2024 providing planning statistics for this period.

### **Details**

Website link 1 <https://www.infrastructure-ni.gov.uk/publications/northern-ireland-planning-statistics-april-june-2024> provides the link to the published bulletin.

### **Business Plan Objective 1: Improve performance in relation to the processing of planning applications and enforcement cases**

Table 1 (previously circulated) provides a summary of performance in relation to the statutory targets for major development applications and local development applications for the first quarter of 2024-25 business year and provides a comparison of performance against all 11 Councils and against Business Plan KPIs.

In the Q1, Causeway Coast and Glens Borough Council issued 6 major planning applications (including erection of 126 dwellings (47no. social and affordable) an extension to a light industrial unit, and a new fabrication, assembly and R&D facility) resulting in an average processing time of 74.3 weeks, not meeting the statutory target or Business Plan target during this period. However, this is 54.2 weeks faster when compared with performance over the same period in 23/24 and 4 more when compared to the same period last year. In addition, we received 3 major planning applications (modifications to Portstewart Golf Course, variation of a condition for retailing at Riverside, and extension to existing sports clubhouse); 1 more than the same period last year.

Over the same period 259 local applications were received, an increase of 9.3% on the same period last year. Over Q1, 203 local category applications were decided and 11 local applications withdrawn. Although not meeting the statutory target, the Business Plan target of 28 weeks was met and average processing times were 2.4 weeks faster when compared to the same period last year.

There was a total of 276 applications in the system over 12 months at end of Q1, an increase of 5 applications compared to the beginning of this business year, thereby not meeting the Business Plan target. This equates to 30% of the total number of live applications and is the 7<sup>th</sup> highest percentage of live

applications out of the 11 Councils. Work is ongoing on these applications in order to reduce the number of over 12 month applications in Q2.

#### Enforcement

Table 2 (previously circulated) shows statistics in relation to enforcement for Q1 of the 2024/25 business year. Progress has been made in reducing the number of live cases, however this has impacted on performance. The statutory target for bringing to conclusion enforcement cases of 70% within 39 weeks has not been met over this period. However, the Business Plan target of 55% has been achieved.

Of the cases closed, 26.3% were remedied/resolved, 19.7% had planning permission granted; 31.6% were closed as not expedient; and 22.4% had no breach identified.

#### Implement a new Pre-Application Discussion process – Timescale Q2 –

The new Pre-Application Discussions procedures were agreed at Planning Committee on 22 May 2024 with implementation date of 01 September 2024. This Business Plan KPI is on target to be met.

#### Implement a new Pre-Application Discussion process – Timescale Q2 –

The new Validation Checklist process was agreed at Planning Committee meeting held on 22 May 2024 with implementation date of 01 September 2024. This Business Plan KPI is on target to be met.

#### Implement Standing Advice from NI Water – Timescale Q3 agree and Q4 to implement

NI Water advised that the Standing Advice is due to be piloted in this Council Area in Autumn – on target to be met.

#### Develop an action plan to manage and reduce the number of over 12 month applications in the system – Timescale Q2

The over 12 month action plan has been drafted and this KPI is on target to be met.

#### Reduce the number of over 12month and over 24month applications in the system by 10% - Timescale Q4

At end of Q1 this target was not being met with the number of over 12month applications increasing. However, work is in progress to reduce the number by end of Q4 in accordance with timeframe set out in the KPI.

### **Business Plan Objective 2: preparation of Council's draft Plan Strategy**

Completion of research to inform LDP preparation in line with published timetable – Timescale Q3

Although the tender exercise for the independent research was unsuccessful, work is ongoing to identify alternative provision of evidence to inform the LDP process – Timescale Q3 – on target to be met.

Tree Preservation Order interactive map viewer operational and accessible by the public – Timescale Q3

The TPO interactive map has been developed and supporting information is in the process of being linked – on target to be met.

**Business Plan Objective 3: to manage finance, staff, information and other resources effectively and efficiently within corporate governance framework**

Review Planning Fraud Risk Self Assessment Checklist – Timescale Q2

The review of the Planning Fraud Risk Self Assessment Checklist is on target to be met.

Review outstanding Audit/Ombudsman recommendations and allocate timeframe for implementation – Timescale Q3

The review of outstanding Audit/Ombudsman recommendations has commenced and timeframe for implementation will be finalised by end of Q3 – on target to be met.

Recommendations from outstanding Audit/Ombudsman recommendations implemented – Timescale Q4

On finalisation of timeframe for implementation of outstanding Audit/Ombudsman recommendations will be implemented in accordance with the timeframes set out – on target to be met.

Number of cases where Ombudsman determines maladministration is less than 0.4% of all decisions made – Timescale Q4

At end of Q1 there were no cases during this period where the Ombudsman determined maladministration – on target to be met.

Long term vacant posts filled – Timescale Q2

Pre-employment procedures ongoing for Planning Assistant grades; all other posts filled – on target to be met.

Reserve list held for future vacancies for next 12 months

Reserve list held for all grades except Planning assistant. Further recruitment campaign to be commenced – unlikely to be met.

### **Recommendation**

It is recommended that the Corporate Policy and Resources Committee note the Planning Department's Quarterly Report.

In response to a question from Councillor Storey regarding the number of pre-application discussion requests received and granted, the Head of Planning clarified that it is not that they are granted; rather, the pre-application discussion is for advice and direction in terms of any planning application that is coming forward. She advised that two or three had been received in the last couple of months, and these related to complex applications. The new process will put the onus on the developer to advise who they want involved in the pre-application discussion; for example, whether they want consultees involved or whether they are content with guidance from Planning Officers, which would speed up the process.

The Chair noted that the tables are very useful and that it would be good to have a comparison table showing the figures for the previous year. The Head of Planning advised that the table for subsequent quarters will include figures for the year to date, and that it would be very cumbersome to include figures for previous years.

In response to a query from Alderman Fielding, the Head of Planning advised that the Planning Assistant recruitment was ongoing and that the Planning Officer reserve list had been exhausted, and any future Planning Officer vacancies would require a new recruitment campaign. She advised that the commentary for Q2 would be amended to clarify this.

Committee NOTED the report.

## **10. CORPORATE SERVICES MANAGEMENT ACCOUNTS P6**

Report, previously circulated, was presented by the Director of Corporate Services.

### **Purpose of Report**

The purpose of this report to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 6.

### **Background**

Council has approved the annual budget for Corporate Services and delegated authority to officers to utilise this budget in the provision of services to the rate

payers. Corporate Services budget for 2024/25 is £6,323,338 and the Planning Budget is £1,870,125.

### **Detailed Analysis**

The Corporate Services position at Month 6 shows a £62,707 positive variance, as a result of £47k under budget in expenditure and £16K over budget in income.

### **Democratic Services (DS)**

£43K favourable due to various elements of expenditure being less than budget in Period 6 including the following: Members Mileage, Official and Courtesy Visits and an increase in Registration Income.

### **Land and Property**

£39k favourable at period 6 due to a vacant post within the structure.

### **Human Resources**

£47K favourable in Period 6

£37k favourable in salary costs, budget has now been released to cover the expenditure year to date on Staff Training.

### **ICT**

£56K adverse overall in Period 6, due to a combination of underspends and overspends. The adverse variances in Telephones £117k and Computer Licences £24k, are reduced by underspends in Internet and Data Connections £36k, Computer Supplies £9k, Computer Equipment £23k and Mobile Communications £20k.

### **Contributions to other bodies**

No variance at period 6, as budget has been released to cover costs to date.

### **Internal Audit.**

£13k adverse as at Period 6, £12k favourable on salary Costs and £28k adverse due to costs re complaints.

### **Centrally Managed**

Overall, £14K favourable position at the end of Period 6, due to underspends in Telephones £11k and salary costs £22k

### **Policy & Community Planning**

Overall, £11 adverse position at the end of Period 6, due to overspend on salary costs of £11K and underspends in Programme Management Costs of £10k

### **Planning**

£42k favourable at end of Period 6, including £132k underspend on salary costs and £44k shortfall on income projections. There is also an overspend of £48k on Programme Management Costs, however this was a payment to Belfast City Council and should have been Capitalised. This will be corrected in period 7.

### **Recommendation**

It is recommended that the Management Accounts for Period 6 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

Proposed by Councillor Watton

Seconded by Councillor C Archibald and

**AGREED** – to recommend to Council that the Management Accounts for Period 6 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

\* **The Head of Prosperity and Place joined the meeting remotely at 7.30pm.**

## **11. MINUTES OF CORONATION SUB-COMMITTEE MEETING HELD ON 22 OCTOBER 2024**

Copy, previously circulated, presented by the Director of Corporate Services.

The Director of Corporate Services advised that it had been suggested that future Coronation Sub Committee meetings could be scheduled at 6pm before Land and Property Sub Committee meeting, and that Members may wish to consider scheduling meetings for February, March and April 2025.

Councillor McCully stated that the membership of the Sub Committee should be revisited, given the importance of the work that it will undertake under the new Terms of Reference. He proposed that the membership should be comprised of six members selected by d'Hondt, plus an additional Member from each Party not already represented under the d'Hondt system. Councillor Jonathan McAuley seconded the proposal.

In response to a request for clarity from Councillor Watton, the Chair clarified that the membership is currently 6 Members, and that two parties had chosen not to take their seats, so the proposal would be adding positions for those not represented.

Councillor Huggins stated that d'Hondt is the process used to determine Committee membership and that the proposal undermines this process.

Councillor Peacock stated that the focus of the Sub Committee had changed and that, where it is the case that the Terms of Reference change, parties should be allowed to reconsider their membership.

Councillor Storey stated that the proposal could set a precedent that will create problems, and that Council should stick with d'Hondt as it gives a degree of fairness.

Councillor Wilson stated that d'Hondt is the best system to allow proportional representation, but that the Member had the right to ask to change the process.

Councillor Watton proposed an amendment that the Sub Committee be elected by d'Hondt and this was seconded by Councillor Huggins. Councillor McCully noted that this would be a direct negation of his proposal, hence it was redundant.

Alderman Coyle stated that d'Hondt is an important mechanism for inclusion. He suggested that it could be possible to increase the Sub Committee size, but this would still result in more or less the same parties being represented.

Proposed by Councillor McCully  
Seconded by Councillor Jonathan McAuley

- to recommend that the membership of the Sub-Committee be comprised of six members selected by d'Hondt, plus an additional Member from each Party not already represented under the d'Hondt system.

The Chair put the Proposal by Councillor McCully, seconded by Councillor Jonathan McAuley to the Committee to Vote.

4 Members voted For; 10 Members voted Against; 0 Members Abstained.  
The Chair declared the Proposal lost.

Proposed by Councillor Huggins  
Seconded by Alderman Fielding and

**AGREED** – to recommend that the Minutes of the Coronation Sub-Committee Meeting held Tuesday 22 October 2024 are adopted and recommendations therein approved.

## 12. CONFERENCES

There were no conferences to report.



- \* **Councillor McShane left the meeting remotely at 7.50pm.**

### **13. CORRESPONDENCE**

Report, previously circulated, was presented by the Director of Corporate Services.

#### **Purpose of Report**

The purpose of the report is to present three items of correspondence for Members' consideration.

The Director of Corporate Services asked Committee to consider the subscription requests for the Term of Council, that would desist a report being brought back annually.

#### **13.1 Margaret Kelly, NI Local Government Commissioner for Standards, correspondence dated 18 October 2024 (copy previously circulated)**

##### **Extract**

*The Code came into effect in May 2014 and my office issued procedures for adjudication at that time and subsequently revised them in 2022. Over the last two years my office has undertaken a substantial level of engagement with councillors and council senior staff. Last year we undertook a significant survey of councillors focused on their understanding and knowledge of the Code as well as their interactions with my office. Further we surveyed council senior staff and asked about their knowledge of the Code and how willing they were to use the Code to guide behaviour and approach. Over the last 18 months we have continued that engagement and in 2023/2024 had direct contact with over 38% of councillors and engaged with all 11 local councils.*

*One aspect of the feedback from surveys and engagement was the need for procedures and information about the Code to be clearer, simpler and more straightforward to understand. In response to that I have updated the adjudication procedures and sanctions guidelines to make them more straightforward and emphasise the inquisitorial rather than adversarial nature of the process.*

*Please find embedded below a link to both the updated adjudication procedures and to the sanctions guidelines:*

- <https://www.nipso.org.uk/nlgcs/publications>

#### **Recommendation**

**It is recommended** that Council consider the correspondence from Margaret Kelly, NI Local Government Commissioner for Standards, dated 18 October 2024.

Council NOTED the correspondence.

**13.2 Councillor Robert Irvine, Northern Ireland Local Government Partnership on Traveller Issues (NILGPTI), email correspondence dated 24 October 2024 (copy email available)**

**Re: Review of Annual Membership 2024-2025**

Correspondence has been received from Councillor Robert Irvine enclosing the Invoice for Council's Annual subscription of membership of the Partnership for April 2024-March 2025 of £500.00 (VAT not applicable).

**Recommendation**

**It is recommended** that Corporate Policy and Resources Committee consider the correspondence from Northern Ireland Local Government Partnership on Traveller Issues - Annual Subscription of **£500** April 2024-March 2025.

In response to a request from Councillor Huggins, the Director of Corporate Services advised that she would bring feedback to the Committee from the Member who sits on the Northern Ireland Local Government Partnership on Traveller Issues (NILGPTI).

Proposed by Alderman Boyle  
Seconded by Councillor Huggins and

**AGREED** – to recommend that Council approve the Annual Subscription of £500 April 2024-March 2025 to the Northern Ireland Local Government Partnership on Traveller Issues for the Term of Council.

**13.3 Valerie Watts, Interim Chief Executive, Mid and East Antrim Borough Council, email correspondence dated 31 October 2024 (copy correspondence available)**

**Re: Knockagh Monument Joint Committee Partner Contributions 2024/25**

Correspondence has been received from Valerie Watts regarding partner contributions to the Knockagh Monument, advising that notice had been given last year of some remedial works required to the monument within the next 2-3

years. The works are estimated to cost in the region of £40,000, which will be shared across the four partner Councils.

### **Extract**

*At the Knockagh Monument Joint Committee Meeting held on 22 October 2024, it was agreed that over the next two years the partner Councils of the Joint Committee should make an annual contribution of £2200 towards the general upkeep of the Knockagh Monument and costs of the Annual Service of Remembrance held in June each year, with a further £2800 towards the remedial works in advance of the work being undertaken.*

*An invoice will be issued shortly for £5000 for your Council's contribution for the year 1 April 2024 – 31 March 2025.*

### **Previous decisions of Council**

At the Corporate Policy and Resources Committee meeting held 28 November 2023, Council was advised of forthcoming increased contribution costs to £2,200 and charge of an additional £2,500 per annum (link to minute).

### **Recommendation**

**It is recommended** that Corporate Policy and Resources Committee consider that over the next two years, Council, as a partner of the Knockagh Monument Joint Committee, should make an annual contribution of £2,200 towards the general upkeep of the Knockagh Monument and costs of the Annual Service of Remembrance held in June each year, and a further £2,800 towards the remedial works in advance of the work being undertaken.

Proposed by Alderman Fielding  
Seconded by Councillor Huggins and

**AGREED** – to recommend that, over the next two years or the Term of Council, Council, as a partner of the Knockagh Monument Joint Committee, should make an annual contribution of £2,200 towards the general upkeep of the Knockagh Monument and costs of the Annual Service of Remembrance held in June each year, and a further £2,800 towards the remedial works in advance of the work being undertaken.

## **14. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL**

There were no matters to report to the Partnership Panel.

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

Proposed by Councillor Jonathan McAuley  
Seconded by Councillor McCully and

**AGREED** – to recommend that Council move '*In Committee*'.

- \* **Public and Press were disconnected from the meeting at 7.53pm.**

***The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.***

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded.

#### **15. MINUTES OF THE TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL MEETING HELD MONDAY 18 NOVEMBER 2024**

Copy previously circulated, presented as read by the Chair.

It was noted that Alderman Fielding was listed as attending this meeting but was not in attendance, and that Councillor Storey should be listed as having attended.

Proposed by Alderman Boyle  
Seconded by Councillor Storey and

**AGREED** – to recommend that the Minutes of the Transformation Implementation Oversight Panel Meeting held Monday 18 November 2024 are adopted and recommendations therein approved.

#### **16. DIRECT AWARD CONTRACT FOR HOUSING RESEARCH PAPER FOR COUNCIL'S LOCAL DEVELOPMENT PLAN PREPARATION**

Confidential report, previously circulated, was presented by the Head of Planning.

Confidential by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

**It is recommended** that Members agree to awarding a Direct Award Contract to Ulster University to undertake independent research on the New Dwellings Requirement for the Borough to inform the preparation of the Local Development Plan.

A discussion ensued regarding the intention of the research, concerns regarding rural housing, and the process for the research project.

Proposed by Councillor Watton  
Seconded by Councillor McCully and

**AGREED** – to recommend that Council awards a Direct Award Contract to Ulster University to undertake independent research on the New Dwellings Requirement for the Borough to inform the preparation of the Local Development Plan.

- \* **The representative of the Strategic Investment Board joined the meeting remotely at 8.14pm.**

## **17. COLERAINE FUTURE TOWN FUND**

Confidential report, previously circulated, was presented by the Head of Prosperity and Place.

Confidential by virtue of paragraph 2 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

### **Purpose of Report**

To enable Causeway Coast & Glens Borough Council to implement the requirements of the Government's Long-Term Plan for Towns updated guidance including the establishment of a Long-Term Plan for Towns Board for Coleraine and the submission of a 10-Year Vision and 3-year Investment Plan.

### **Items for Decision**

It is recommended that the Committee accepts the following, and recommends to full Council for approval:

1. That the council accepts the initial £50,000 and anticipated additional £200,000 capacity funding that the Government has made available to the CFTF Board to support development of the 10-year Vision statement and the first 3-year Investment Plan for Coleraine.
2. To accept the funding of circa £20m provided by Government for the area that makes up the Coleraine Future Town Fund geography (see previously circulated Coleraine boundary Map at Appendix 2) and its role as the Accountable body for the funding.

3. Provides delegated authority to the Director Leisure & Development, in consultation with the Chief Executive and Chief Finance Officer, to commission appropriate external support as necessary to enable timely preparation of the Coleraine Future Town Fund 10-year Vision statement and first 3-year Investment Plan.
4. The appointment of the independent Chair to the Coleraine Future Town Fund Board, Professor Gerry McKenna (DL MRIA).
5. The Board Membership as proposed in this report, including the process of establishing the Coleraine Future Town Fund Board in line with the current guidance for the Long Term Plan for Towns,
6. That the 6 Coleraine DEA Elected Members who currently sit on the Coleraine Town team, be nominated and appointed as the council's representatives on the CFTF Board.

\* **The Head of Planning left the meeting remotely at 8.17pm.**

Proposed by Councillor Watton  
Seconded by Alderman Boyle and

**AGREED** – to recommend to Council for approval:

1. That the council accepts the initial £50,000 and anticipated additional £200,000 capacity funding that the Government has made available to the CFTF Board to support development of the 10-year Vision statement and the first 3-year Investment Plan for Coleraine.
2. To accept the funding of circa £20m provided by Government for the area that makes up the Coleraine Future Town Fund geography (see previously circulated Coleraine boundary Map at Appendix 2) and its role as the Accountable body for the funding.
3. Provides delegated authority to the Director Leisure & Development, in consultation with the Chief Executive and Chief Finance Officer, to commission appropriate external support as necessary to enable timely preparation of the Coleraine Future Town Fund 10-year Vision statement and first 3-year Investment Plan.
4. The appointment of the independent Chair to the Coleraine Future Town Fund Board, Professor Gerry McKenna (DL MRIA).

5. The Board Membership as proposed in this report, including the process of establishing the Coleraine Future Town Fund Board in line with the current guidance for the Long Term Plan for Towns,
  6. That the 6 Coleraine DEA Elected Members who currently sit on the Coleraine Town team, be nominated and appointed as the council's representatives on the CFTF Board.
- \* **The representative of the Strategic Investment Board left the meeting remotely at 8.21pm.**
  - \* **The Head of Prosperity and Place left the meeting remotely at 8.21pm.**

## **18. MINUTES OF THE LAND AND PROPERTY SUB COMMITTEE MEETING HELD WEDNESDAY 06 NOVEMBER 2024**

Copy previously circulated, presented as read by the Chair.

Proposed by Councillor McCully  
Seconded by Councillor C Archibald and

**AGREED** – to recommend that the minutes of the Land and Property Sub Committee meeting held Wednesday 06 November 2024, are adopted and recommendations therein approved.

## **19. ESTIMATES – CORPORATE SERVICES AND PLANNING**

Confidential report, previously circulated, was presented by the Director of Corporate Services.

Confidential by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

### **Purpose of Report**

The purpose of this report is to inform members of the additional budgetary requirements for Corporate Services Directorate, for the 2025/26 period and to seek Council agreement on the setting of general assumptions for inclusion within those estimates.

### **Recommendation**

**It is recommended that** Council consider and agree the level of assumptions, and associated expenditure in the Corporate Services and Planning Estimates for the 2025 /26 period.

Proposed by Alderman Boyle  
Seconded by Councillor McCully and

**AGREED** – to recommend that Council consider and agree the level of assumptions, and associated expenditure in the Corporate Services and Planning Estimates for the 2025 /26 period.

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

There were no items of Any Other Relevant Business.

**MOTION TO PROCEED ‘IN PUBLIC’**

Proposed by Councillor Huggins  
Seconded by Councillor Jonathan McAuley and

**RESOLVED** – that Council move ‘*In Public*’

There being no further business, the Chair thanked everyone for their attendance.

The meeting concluded at 8.24pm.

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Chair