



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 28 JANUARY 2025**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>	<b>Estimated Timescale for completion</b>
1.	Apologies	<i>Alderman Boyle, Councillors C Archibald, Storey</i>	<i>n/a</i>
2.	Declarations of Interest	<i>None</i>	<i>n/a</i>
3.	Minutes of the Corporate Policy and Resources Committee Meeting held Tuesday 26 November 2024	<i>Confirmed as a correct record</i>	<i>n/a</i>
4.	Minutes of Commemoration and Celebration Sub-Committee Meeting held on 17 December 2024	<i>To recommend that the Minutes of Commemoration and Celebration Sub-Committee Meeting held 17 December 2024 are adopted and recommendations therein approved.</i>	<i>n/a</i>
5.	Notes of Women's Working Group held on Monday 20 January 2025	<i>To recommend that the Notes of the Women's Working Group held Monday 20 January 2025 are adopted and actions therein approved.</i>	<i>n/a</i>
6.	Corporate Services Management Accounts P8	<i>To recommend to Council that the Management Accounts for Period 8 - Corporate Services and Planning - and the associated</i>	<i>N/A – Monthly update</i>

		<i>narrative contained within the report are accepted.</i>	
7.	Update to Council's Standing Orders	<b><i>To recommend that Council note the amendment to Council's Standing Orders, Annex D, Protocol for the Operation of the Planning Committee (attached Appendix 1) and approve the update to Council's Standing Orders as version 3.5.</i></b>	<b><i>4 February 2025</i></b>
8.	Council Constitution – Amendments	<b><i>To recommend that Council approve the proposed amendments to the Council Constitution as outlined in item 2.1.</i></b>	
9.	Second Quarterly Report on Planning Performance	<b><i>To recommend that Council note the Planning Departments Second Quarterly Report.</i></b>	<b><i>N/A</i></b>
10.	Performance Improvement Policy	<b><i>To recommend that Council approve the Performance Improvement Policy (Version 5, February 2025), as detailed within Appendix 1 of this report.</i></b>	<b><i>January 2026</i></b>
11.	NILGA Local Government Awards 2025	<b><i>To recommend to Council to approve that Councillors attend the NILGA Gala Awards Night on Thursday 27th March 2025; subject to Council being shortlisted.</i></b>	
12.	Conferences	<b><i>Nil</i></b>	
13.	Correspondence		

13.1	Sharon McNicholl, Chair, Equality and Diversity Group correspondence	<b><i>To recommend that Council note the Correspondence from Sharon McNicholl, Chair, Equality and Diversity Group, and Diversity Ambassador Network Terms of Reference.</i></b>	<b><i>4 February 2025</i></b>
14.	Matters for Reporting to the Partnership Panel	<b><i>Nil</i></b>	
	<b><i>'In Committee' (Items 15-21 inclusive)</i></b>		
15.	Land and Property Sub-Committee Minutes held 8 January 2025	<b><i>To recommend that the Minutes of the Land and Property Sub Committee meeting held 8 January 2025 are adopted and recommendations therein approved.</i></b>	
16.	Transformation Programme Implementation Oversight Panel Minutes held 18 November 2025 for confirmation	<b><i>Confirmed as a correct record</i></b>	
17.	Approval to use Procurement Framework to purchase Retail Consultancy Services to inform the Local Development Plan preparation and provide expert advice on planning applications and input to related planning appeals	<b><i>To recommend that Council agree, in principle, to planning officials using the Bloom Services/NEPRO procurement framework to buy and manage future retail consultancy services to inform the Local Development Plan preparation and provide expert advice on planning applications and input to related planning appeals subject to the following amendments and to be</i></b>	<b><i>August 2025</i></b>

		<p><b>agreed at the next Full Council meeting:</b></p> <ol style="list-style-type: none"> <li><b>1. insertion at paragraph 5.3 to refer to Members and</b></li> <li><b>2. insertion of row in Business Case to link to Community Plan</b></li> </ol>	
<b>18.</b>	Staffing Restructure in Planning Department	<p><b>To recommend that Council agrees to the restructuring of the Planning Department as set out in Figure 2 above with an overall reduction of staff costs of £6k and reduction in staffing of 0.7FTE.</b></p>	<b>Q1 of 2025/26</b>
<b>19.</b>	Riada House Car Parking Options	<p><b>To recommend that Council approve Option 1 – Do nothing</b>  <b>Current arrangements remain.</b></p> <ol style="list-style-type: none"> <li><b>1. Park in the spaces around Riada House.</b></li> <li><b>2. Park in the free car park on Market St (beside the fire station)</b></li> <li><b>3. Park on the road on Market St</b></li> </ol>	
<b>20.</b>	Democratic and Central Services Resourcing Paper Request for Additional Resources & Revised Structure for Democratic and Central Services	<p><b>to recommend that Council approve:</b>  <b>In relation to Committee and Member Services/Civic Events and Corporate Support, Option 2 as detailed in the report at Section 4 and shown at Figure B of the report is approved</b></p> <p><b>In relation to Corporate Communications and PR, Option 2 as detailed in</b></p>	<b>June 2025</b>

		<p><b>Section 6.2 and shown at Figure C of the report is approved</b></p> <p><b>In relation to Strategic and Asset Management and Land and Property, Option 2 as detailed in the report at Section 7.8 and shown at Figure D is approved.</b></p>	
<b>21.</b>	Populating the Organisation Structure	<b>To recommend that Council note this report</b>	
<b>22.</b>	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	<b>None</b>	
<b>23.</b>	Notice of Motion proposed by Councillor Kennedy, seconded by Councillor Stirling (AED's)	<b>to recommend to Council that the Notice of Motion is deferred to the Corporate Policy and Resources Committee in February 2025</b>	

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD VIA VIDEO CONFERENCE  
ON TUESDAY 28 JANUARY 2025  
AT 7.00 PM**

- In the Chair:** Alderman Knight-McQuillan (B)
- Present:** Alderman Coyle (R), Fielding (R), S McKillop (R)  
Councillors Huggins (R), Mairs (R), Jonathan McAuley (R), McCully (R), McShane (R), Nicholl (R), Peacock (R), Watson (R), Watton (B), Wilson (R), Wisener (R)
- Non Committee Members Present:** Councillor Kane (R)
- Officers Present:** D Jackson, Chief Executive (R)  
M Quinn, Director of Corporate Services (B)  
D Dickson, Head of Planning (B)  
J McCarron, Performance Officer (R)  
J Keen, Committee and Member Services Officer (B)
- M Kennedy, ICT Operations Officer (C)
- Press 2 no. (R)
- Key:** (C) Attended in Bann View Committee Room  
(R) Attended Remotely
- Substitutions:** Councillor Mairs substituted for Alderman Boyle  
Councillor Wilson substituted for Councillor Storey

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 Alderman Boyle, Councillor C Archibald, Councillor Storey.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 26 NOVEMBER 2024**

Copy, previously circulated.

**AGREED** – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 26 November 2024 are confirmed as a correct record.

**4. MINUTES OF COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING HELD ON 17 DECEMBER 2024**

Copy, previously circulated.

Proposed by Councillor Huggins  
Seconded by Councillor McCully and

**AGREED** – to recommend that the Minutes of the Commemoration and Celebration Sub Committee meeting held on 17 December 2024 are adopted and recommendations therein approved.

**5. NOTES OF WOMEN'S WORKING GROUP HELD ON MONDAY 20 JANUARY 2025**

Copy, previously circulated.

Proposed by Alderman S McKillop  
Seconded by Councillor Mairs and

**AGREED** – to recommend that the Notes of the of the Women's Working Group held Monday 20 January 2025 are adopted and actions therein approved.

**6. CORPORATE SERVICES MANAGEMENT ACCOUNTS P8**

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 8.

## **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 8 shows a £23,883 negative variance, as a result of £52k over budget in expenditure and £29 over budget in income.

## **Table 1 Analysis of Expenditure – Corporate Services Months 1-8 (circulated)**

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

£67K favourable due to various elements of expenditure being less than budget in Period 8 including the following: Members Mileage, Official and Courtesy Visits and an increase in Registration Income.

### **Land and Property**

£50k favourable at period 8 due to a vacant post within the structure.

### **Human Resources**

£47K favourable in Period 8

£44k favourable in salary costs, £13k adverse on Staff Training costs, £15k favourable on Occupational Health and £39k adverse on Programme Management costs. Budget will be released in period 9 for Staff training and Programme Management Costs to match budget and an accrual will be made for any outstanding Occupational Health costs.

### **ICT**

£105k adverse overall in Period 8, due to a combination of underspends and overspends. The adverse variances in Telephones £124k and Computer Licences £18k, are reduced by underspends in Internet and Data Connections £44k, Computer Supplies £13k, Computer Equipment £26k and Mobile Communications £7k.

### **Contributions to other bodies**

No variance at period 8, as budget has been released to cover costs to date.

### **Internal Audit**

£79k adverse as at Period 8, £11k favourable on salary Costs, £76k adverse due to costs re complaints and £15k adverse on other External Auditor costs.



### **Centrally Managed**

Overall, £20K favourable position at the end of Period 8, due to underspends in Telephones £17k and salary costs £3k

### **Policy & Community Planning**

Overall, £20k adverse position at the end of Period 8, due to overspend on salary costs of £17K and underspends in Programme Management Costs of £28k and overspend on other Professional Costs of £11k

### **Planning**

£103k favourable at end of Period 8, including £154k underspend on salary costs and £54k shortfall on income projections.

### **Recommendation**

**It is recommended** that the Management Accounts for Period 8 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

**AGREED** – to recommend to Council that the Management Accounts for Period 8 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

## **7. UPDATE TO COUNCIL'S STANDING ORDERS**

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

### **Purpose of the Report**

The purpose of this report is to present previously adopted amendments to Council's Standing Orders, Annex D, Protocol for the Operation of the Planning Committee, and proceed to update Council's Standing Orders as version 3.5.

### **Background**

At the Planning Committee meetings held on 23 October 2024 and 27 November 2024 Planning Committee resolved to amend The Protocol for the Operation of the Planning Committee, (as outlined below) Annex D within Council's Standing Orders, this took effect from 1 January 2025.

### **Referral of Delegated Application to the Planning Committee (Paragraph 7.0, Annex D, Council's Standing Orders)**

A change was made to the wording of paragraph 7.4 of the Protocol for the Operation of the Planning Committee to read:

*Only those requests received within the specified timeframe will be considered by the Head of Planning or other authorised officer and the Chair of the*

*Planning Committee and/or Vice-Chair. Only those referral requests received within the specified timeframe will be considered. Should the consideration determine that outlined material planning reasons for the referral are insufficient, the Elected Member will be advised and allocated a further 2 working days to submit further information. Only those applications that are considered to have detailed the outline material planning reasons for the referral will be agreed to be determined by the Planning Committee. The Elected Member will be advised of the decision on the referral request.*

### **Format of Planning Committee Meetings (Paragraph 8.0, Annex D Council's Standing Orders)**

An amendment was made to paragraph 8.6 of the Protocol for the Operation of the Planning Committee to read:

Should a Member declare an interest they must have regard to the Local Government Code of Conduct for Councillors. Member(s) cannot vote on the item where they have declared an interest and are required to remove themselves from the Chamber during the full discussion of the item and voting on such.

#### **Recommendation**

**It is recommended** that Corporate Policy and Resources Committee note the amendment to Council's Standing Orders, Annex D, Protocol for the Operation of the Planning Committee (attached Appendix 1) and approve the update to Council's Standing Orders as version 3.5.

Proposed by Councillor Peacock  
Seconded by Councillor McCully and

**AGREED** – to recommend that Council note the amendment to Council's Standing Orders, Annex D, Protocol for the Operation of the Planning Committee (attached Appendix 1) and approve the update to Council's Standing Orders as version 3.5.

## **8. COUNCIL CONSTITUTION – AMENDMENTS**

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

#### **Purpose of Report**

A Council is required, under section 2 of the Local Government Act (Northern Ireland) 2014, to prepare and keep up to date a Constitution.

Causeway Coast and Glens Borough Council agreed their new Constitution in October 2015. This governs how the Council operates, how decisions are made, and the procedures which are to be followed to ensure efficiency, transparency and accountability to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

The Council's Constitution is divided into sixteen Articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate Rules and Protocols at the end of the document.

### **Proposed Amendments to Council Constitution**

Please see below proposed amendments to the Council Constitution:

<b>Item</b>	<b>Proposed Amendments</b>
<b>Part 2 – Responsibility for Functions</b>	<b>Annex 4 – Schemes of Delegation</b>  Change link to updated Scheme of Delegation and Protocol for the operation of the Council's Planning Committee.

#### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee recommends to Council approval of the proposed amendments to the Council Constitution as outlined in item 2.1.

Proposed by Alderman S McKillop  
Seconded by Councillor Watton and

**AGREED** – to recommend that Council approve the proposed amendments to the Council Constitution as outlined in item 2.1.

## **9. SECOND 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 Second Quarter 2024/25 Statistical Bulletin was published on 12 December 2024 providing planning statistics for this period.

#### **Details**

**Website link 1** [Northern Ireland planning statistics July - September 2024 | Department for Infrastructure](#) 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 below (circulated) provides a summary of performance in relation to the statutory targets for major development applications and local development applications for the second quarter of 2024-25 business year and provides a comparison of performance against all 11 Councils and against Business Plan KPIs.

In the Q2, Causeway Coast and Glens Borough Council issued 4 major planning applications (including new leisure facilities in Ballycastle, housing development of 82 units including 16 social housing) and had 1 major application was withdrawn (park and ride facility outside Dungiven) resulting in an average processing time of 43.6 weeks for Q2 and 45 weeks YTD, not meeting the statutory target but on target to meet the Business Plan target by end of this business year. In addition, we received 6 major planning applications in Q2 (extensions to clubhouse, training pitch and open terrace; extension to Ballymoney Rugby Club facilities, and variations to 2no. wind farms), 2 more than the same period last year.

Over the same period 233 local applications were received, 1 less than for the same period last year. Over Q2, 224 local category applications were decided and 20 local applications withdrawn. Although not meeting the statutory target, the Business Plan target of 26 weeks was met.

There was a total of 256 applications in the system over 12 months at end of Q2, an decrease of 15 applications compared to the beginning of this business year, not meeting the Business Plan target but on target to meet this target by end of the Business Year. This equates to 28.5% of the total number of live applications and is the 5<sup>th</sup> highest percentage of the live applications out of the 11 Councils, an improvement on Q1. Work is ongoing on these applications in order to reduce the number of over 12 month applications by the end of the Business Year.

In Q2, the number of over 24 month applications decreased to 96 a reduction of 4% from the beginning of the Business Year and on target to meet the Business Plan target of 10% reduction.

#### Enforcement

Table 2 below (circulated) shows statistics in relation to enforcement for Q1, Q2 and YTD of the 2024/25 business year. Progress continues to improve performance meeting the KPIs set out in the Business Plan. 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% for Q1 and 60% for Q2 have been achieved.

Of the cases closed in Q2, 20% were remedied/resolved, 15.5% had planning permission granted; 22.2% were closed as not expedient; 6.7% were immune from enforcement; and 35.6% had no breach identified.

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

The new Pre-Application Discussions procedures were agreed at Planning Committee on 22 May 2024 and implemented on 01 September 2024. This Business Plan KPI target has been met.

#### Implement a new Validation Checklist process – Timescale Q2 - Met

The new Validation Checklist process was agreed at Planning Committee meeting held on 22 May 2024 and implemented on 01 September 2024. This Business Plan KPI target has been met.

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

NI Water Standing Advice has been agreed at a meeting held on 21 November 2024. The Standing Orders were agreed with NIW at a meeting held on 21 November 2024 and will be implemented in this Council during Q4 – 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 - Met

The over 12 month action plan has been developed and this KPI target has been met.

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

At end of Q2 this target was not being met but the number of over 12 month applications had been significantly reduced by 5.5% and the over 24 months by 4%. Work continues to reduce the number by end of Q4 in accordance with target 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 - ongoing

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. This is in accordance with the proposed new Local Development Plan 2038 Timetable which is with DfI for agreement.

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

The TPO interactive map has been developed and further supporting information is in the process of being linked – target has been 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 - Met

The review of the Planning Fraud Risk Self Assessment Checklist was completed on 16/10/24; target has been met.

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

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 - ongoing

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 - ongoing

At end of Q2 there were no cases during this period where the Ombudsman determined maladministration – on target to be met.

Long term vacant posts filled - Timescale Q2 – not met

Pre-employment procedures ongoing for Planning Assistant grades; all other posts filled – target not met; further recruitment campaign for further Planning Assistants being undertaken in Q3.

Reserve list held for future vacancies for next 12 months - ongoing

A reserve list is in place for all Principal, Senior and Officer grades following successful recruitment campaigns. Further recruitment campaign to be commenced in Q3 for Planning Assistant grade as the previous list is now exhausted.

**Recommendation**

**It is recommended** that the Corporate Policy & Resources Committee note the Planning Departments Second Quarterly Report.

**AGREED** – to recommend that Council note the Planning Departments Second Quarterly Report.

**10. PERFORMANCE IMPROVEMENT POLICY**

Report, previously circulated, was presented by the Performance Officer.

**Purpose of Report**

The purpose of this report is to seek approval from Elected Members on the updated version of the Council's Performance Improvement Policy.

**Background**

The Department for Communities and Local Government Auditor has recommended that all Council's in Northern Ireland have in place a Performance Improvement Policy to underpin the Performance Duty within the Local Government Act (NI) 2014. As such, Causeway Coast and Glens agreed its first Performance Improvement Policy in March 2018 and followed this with an amendment in August 2019.

As the Council's arrangements for meeting its responsibilities under the Performance Duty have matured it has been deemed necessary to continually update the Performance Improvement Policy. Accordingly, since March 2023 Council has committed to an annual review of this Policy and such an updated Policy for 2025 has been developed for Causeway Coast and Glens Borough Council and is attached as Appendix 1.

**Updates**

The significant updates are in Section 5, specifically points 5.3 and 5.4. These changes help to address the area for improvement highlighted in the NIAO 2024 Improvement Audit and Assessment Section 95 Report.

Section 9 of the Policy provides updates on dates for key milestones during 2025.

### **Recommendation**

**It is recommended** that Elected Members approve the Performance Improvement Policy (Version 5, February 2025), as detailed within Appendix 1 of this report.

Proposed by Councillor McCully  
Seconded by Councillor Peacock and

**AGREED** – to recommend that Council approve the Performance Improvement Policy (Version 5, February 2025), as detailed within Appendix 1 of this report.

## **11. NILGA LOCAL GOVERNMENT AWARDS 2025**

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

### **Purpose of the Report**

The purpose of the report is to approve Councillors' attendance at the Local Government Gala Awards, Game of Thrones Studios, Banbridge on Thursday 27<sup>th</sup> March 2025, 6.30pm (timings tbc).

### **Background**

Correspondence has been received from NILGA Chief Executive, Alison Allen, announcing the NILGA Local Government Awards 2025 (Appendix A (circulated)).

### **Extract**

*NILGA Local Government Awards 2025 are now open for applications. Celebrating the 10th anniversary of the establishment of the new councils, the awards will be an opportunity to showcase your council's achievements and excellence in specific areas, building credibility and trust with residents, stakeholders, and partners as well as recognising the efforts of staff, celebrating success and boosting morale within your team.*

*The awards will be a lever to enhance your reputation in innovation and service delivery and will complement a number of the initiatives that the sector has prioritised, including building leadership capacity, attracting & retaining talent, developing partnerships with other organisations and promoting the work of councils.*



Independent judging panels will make awards in the following categories:

- Best Outcome of the Past Decade Award
- Service Innovation & Improvement Award
- Best Use of Data & Technology Award
- Engaging Communities Award
- Collaborative Partnership Award
- Local Government Equality, Diversity and Inclusion Award
- Local Government Diversity Ambassador Award
- Communications Campaign of the Year Award
- Best Initiative by a Councillor Award
- Employee of the Year Award
- Aspiring Leader Award
- Innovative Planning for the Future Award

The timeframe for the awards process is:

- 26th November – 9th January – awards open for applications
- 10th January – February – independent judging panels convene
- w/c 24th February – announcement of shortlist for each category

Council Officers have progressed nominations for various categories within its application to NILGA.

### **NILGA Gala Awards Night**

A Gala Awards Night will take place at Game of Thrones Studios, Banbridge, on Thursday 27<sup>th</sup> March at 6.30pm with a welcome reception and conclude approximately 11.30pm (timings tbc). The tables are large banqueting-style tables accommodating any number of guests, rather than being limited to booking in multiples of 8, 10, or 12 (Appendix B).

NILGA has invited Council to book table numbers for the evening, in the event that Council is shortlisted.

**Cost:** Council delegate Rate £65.00 + VAT  
(reduced from the standard rate of £90 +vat)

### **Recommendation**

**It is recommended** that Corporate Policy and Resources Committee approve that Councillors attend the NILGA Gala Awards Night on Thursday 27<sup>th</sup> March 2025; subject to Council being shortlisted.

Elected Members should contact Committee & Member Services by 5pm on Friday 31 January 2025 to advise of their intention to attend.

Proposed by Alderman S McKillop  
Seconded by Councillor McCully and

**AGREED** – to recommend to Council to approve that Councillors attend the NILGA Gala Awards Night on Thursday 27<sup>th</sup> March 2025; subject to Council being shortlisted.

## **12. CONFERENCES**

There were no conferences to report.

## **13. CORRESPONDENCE**

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

### **Purpose of Report**

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

### **13.1 Sharon McNicholl, Chair, Equality and Diversity Group correspondence dated 16 December 2024**

#### **Re: Equality and Diversity in Local Councils - Diversity Ambassador Network**

Correspondence has been received advising the Equality and Diversity Group identified a key implementation initiative: establishing a network of Diversity Ambassadors to actively advance the equality and diversity agenda within Councils. From October 2023 to November 2024, a series of best practice events and information sessions took place, consisting of five sessions, offering Diversity Ambassadors opportunities to exchange insights and engage with subject experts.

Looking ahead, the initiative aims to formalise a Diversity Ambassador Network to sustain collaboration, learning, and the sharing of best practices across Councils. It is proposed that the network will convene every four months, and the purpose of the Network will be reviewed annually.

Causeway Coast and Glens Borough Council Diversity Ambassadors are Councillor McShane (SF) and Elaine McConaghie, Policy Officer. Diversity Ambassador Network Terms of Reference are enclosed.

### **Recommendation**

**It is recommended** that Corporate Policy and Resources Committee note the Correspondence from Sharon McNicholl, Chair, Equality and Diversity Group, and Diversity Ambassador Network Terms of Reference.

**AGREED** – to recommend that Council note the Correspondence from Sharon McNicholl, Chair, Equality and Diversity Group, and Diversity Ambassador Network Terms of Reference.

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

There were no matters to report to the Partnership Panel.

#### **CHANGE IN ORDER OF BUSINESS**

The Chair advised that Item 15 - Notice of Motion proposed by Councillor Kennedy, seconded by Councillor Stirling would be considered at the end of the meeting.

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

Proposed by Councillor Watton

Seconded by Alderman S McKillop and

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

\* **Public and Press were disconnected from the meeting at 7.32pm.**

*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. LAND AND PROPERTY SUB-COMMITTEE MINUTES HELD 8 JANUARY 2025**

Copy previously circulated, presented as read by the Chair.

Proposed by Councillor McCully

Seconded by Councillor Wisener and

**AGREED** – to recommend that the Minutes of the Land and Property Sub-Committee Minutes held 8 January 2025 are adopted and recommendations therein approved.

#### **16. TRANSFORMATION PROGRAMME IMPLEMENTATION OVERSIGHT PANEL MINUTES HELD 18 NOVEMBER 2024 FOR CONFIRMATION**

Copy previously circulated, presented as read by the Chair.

Proposed by Councillor Peacock  
Seconded by Alderman Knight McQuillan and

**AGREED** – to recommend that the Minutes of the Transformation Programme Implementation Oversight Panel Minutes held 18 November 2024 are confirmed as a correct record.

**17. APPROVAL TO USE PROCUREMENT FRAMEWORK TO PURCHASE RETAIL CONSULTANCY SERVICES TO INFORM THE LOCAL DEVELOPMENT PLAN PREPARATION AND PROVIDE EXPERT ADVICE ON PLANNING APPLICATIONS AND INPUT TO RELATED PLANNING APPEALS**

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.

**Recommendation**

**It is recommended** that Members agree to planning officials using the Bloom Services/NEPRO procurement framework to buy and manage future retail consultancy services to inform the Local Development Plan preparation and provide expert advice on planning applications and input to related planning appeals.

In response to questions from Alderman McKillop the Head of Planning confirmed that a link to the Community Plan can be included in the report. The Head of Planning advised Committee on the role of the retail consultant. The Head of Planning also confirmed that Elected Members would remain the determining body, assisted by the retail consultant.

Alderman S McKillop stated she wished it to be noted that she was not content with the wording within the report.

Proposed by Alderman S McKillop  
Seconded by Alderman Coyle and

**AGREED** – to recommend that Council agree, in principle, to planning officials using the Bloom Services/NEPRO procurement framework to buy and manage future retail consultancy services to inform the Local Development Plan preparation and provide expert advice on planning applications and input to

related planning appeals subject to the following amendments and to be agreed at the next Full Council meeting:

1. insertion at paragraph 5.3 to refer to Members and
2. insertion of row in Business Case to link to Community Plan

## **18. STAFFING RESTRUCTURE IN PLANNING DEPARTMENT**

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.

### **Purpose of Report**

The purpose of this report is to seek approval for a revised staffing structure within the Planning Department to reduce caseloads and improve service delivery.

### **Recommendation**

**It is recommended** that the Council agrees to the restructuring of the Planning Department as set out in Figure 2 above with an overall reduction of staff costs of £6k and reduction in staffing of 0.7FTE.

In response to questions the Head of Planning provided clarity on the roles of Planning Assistants and Business Support staff. The Head of Planning also provided the rationale for the restructuring of the Planning Department.

Proposed by Councillor Watton

Seconded by Councillor McCully and

**AGREED** – to recommend that Council agrees to the restructuring of the Planning Department as set out in Figure 2 above with an overall reduction of staff costs of £6k and reduction in staffing of 0.7FTE.

- \* **Head of Planning left the meeting at 8:07pm.**

## **19. RIADA HOUSE CAR PARKING OPTIONS**

Confidential report, previously circulated, was presented by the Chief Executive.

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

## **Purpose of Report**

At the Corporate Policy & Resources Committee held on 24 September 2024 Members deferred the decision in relation to Car Parking provision for Riada House Staff until additional information was presented.

## **Options**

The following options are available with the pros and cons identified for each option.

### **Option 1 – Do nothing**

Current arrangements remain.

1. Park in the spaces around Riada House.
2. Park in the free car park on Market St (beside the fire station)
3. Park on the road on Market St

Pros and Cons detailed within the report.

### **Option 2 – Provide free car parking at Townhead St to all Riada House staff**

Provide free car parking within Townhead St car parks to all Riada House staff by way of a “enforcement white list”.

Pros and Cons detailed within the report.

### **Option 3 – Provide free dedicated car parking at Townhead St to all Riada House staff**

Provide free car parking within Townhead St car parks to Riada House staff by way of 24 dedicated space to the rear of Townhead St Car Park (map circulated).

Pros and Cons detailed within the report.

### **Option 4 – Lease the Vacant Property adjacent to Riada House.**

Provide free car parking in the vacant property adjacent to Riada House

Pros and Cons detailed within the report.

## **Recommendation**

**It is recommended** that Members approve Option 2 based on equality with other staff and staff safety.

Proposed by Councillor Wilson

Seconded by Alderman Fielding and

**AGREED** – to recommend that Council approve Option 1 – Do nothing

Current arrangements remain.

1. Park in the spaces around Riada House.
2. Park in the free car park on Market St (beside the fire station)

3. Park on the road on Market St

\* **Chief Executive left the meeting remotely at 8:14pm.**

**20. DEMOCRATIC AND CENTRAL SERVICES RESOURCING PAPER  
REQUEST FOR ADDITIONAL RESOURCES & REVISED STRUCTURE FOR  
DEMOCRATIC AND CENTRAL SERVICES**

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 review the current resources and structure within Democratic and Central Services, and seek Council approval as follows:

- Revised Structure in both the Democratic and Member Services, and Civic Events/Corporate Support Teams
- 2 x additional members of permanent staff within current Land and Property Team to implement the Estates Strategy, a Strategic Asset Manager, assisted by a Strategic Asset Officer
- 1 x additional Senior PR/Corporate Communications Officer in the PR/Corporate Communications service area

**Recommendation**

It is recommended that:

In relation to Committee and Member Services/Civic Events and Corporate Support, Option 2 as detailed in the report at Section 4 and shown at Figure B of the report is approved

In relation to Corporate Communications and PR, Option 2 as detailed in Section 6.2 and shown at Figure C of the report is approved

In relation to Strategic and Asset Management and Land and Property, Option 2 as detailed in the report at Section 7.8 and shown at Figure D is approved.

Proposed by Councillor McCully

Seconded by Alderman Coyle and

**AGREED** – to recommend that Council approve

In relation to Committee and Member Services/Civic Events and Corporate Support, Option 2 as detailed in the report at Section 4 and shown at Figure B of the report is approved

In relation to Corporate Communications and PR, Option 2 as detailed in Section 6.2 and shown at Figure C of the report is approved

In relation to Strategic and Asset Management and Land and Property, Option 2 as detailed in the report at Section 7.8 and shown at Figure D is approved.

## **21. POPULATING THE ORGANISATION STRUCTURE**

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

Confidential by virtue of paragraph 2 and 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

### **Purpose of Report**

The purpose of this report is to provide Members with a progress report on the population of the Organisation Structures within the Leisure and Development and Environmental Services Directorates.

### **Recommendation(s)**

**It is recommended** that the Corporate Policy and Resources Committee note this report.

In response to questions, the Director of Corporate Services advised that a breakdown of agency staff can be detailed in the report going forward.

**AGREED** – to recommend that Council note this report.

## **22. 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 Watton

Seconded by Alderman Coyle and

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

## **23. NOTICE OF MOTION PROPOSED BY COUNCILLOR KENNEDY, SECONDED BY COUNCILLOR STIRLING**

*I call upon this Council to create a funding pot for Community Groups who are Guardians of Automated External Defibrillators (AEDs) in our*



*borough. Community Groups are finding it increasingly difficult to replace and maintain the equipment.*

*This initiative is designed to address the risk of a defibrillator being out of use due to pads having been used and not replaced due to community groups not having adequate funding to replace the pads.*

*Our communities must be equipped to respond to emergencies swiftly and effectively. When it comes to life, every second counts.*

*This funding will undoubtedly save lives.*

The Chair advised that the Proposer and Seconder of the Motion requested that it be deferred to the Corporate Policy and Resources Committee meeting in February as they were not aware it was being presented to this Committee tonight.

Proposed by Councillor Wilson  
Seconded by Alderman McKillop and

**AGREED** – to recommend to Council that the Notice of Motion is deferred to the Corporate Policy and Resources Committee in February 2025.

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

The meeting concluded at 8.28pm.

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Chair