

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 29 APRIL 2025**

No	Item	Summary of Key Recommendations	Estimated Timescale for completion
1.	Apologies	<i>Alderman Coyle, S McKillop</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 25 March 2025	<i>Confirmed as a correct record</i>	<i>6 May 2025</i>
4.	Minutes of the Commemoration and Celebration Sub Committee held on 02 April 2025	<i>To recommend that the minutes are adopted and recommendations therein approved</i>	<i>6 May 2025</i>
5.	Corporate Services Management Accounts P11	<i>To recommend to Council that the Management Accounts for Period 11 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.</i>	<i>N/A – Monthly update</i>
6.	Draft Disability Action Plan 2024 – 2028	<i>To recommend to Council the adoption of the Draft Disability Plan 2024 – 2028.</i>	
7.	ODHR Policies and Procedures <ul style="list-style-type: none"> • Special Leave Policy • Eye Test Policy – Update 	<i>To recommend to Council the Special Leave Policy and Eye Test Policy – Update for approval.</i>	

8.	Third Quarterly Report on Planning Performance	<i>To recommend that Council note the Planning Departments Third Quarterly Report.</i>	N/A
9.	Conferences	None	
10.	Correspondence	<p><i>To recommend to Council that officers bring a report to the Committee on twinning arrangements and that a decision on a delegation to the Europe Month International Meeting be deferred to the full Council meeting.</i></p> <p><i>To recommend that Council pay the NAC subscription for 2025/2026 of £3,200.</i></p>	
11.	Matters for Reporting to the Partnership Panel	None	
12.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))		
12.1	Update on the status of Waterworld (Alderman Fielding)	Information	
	'In Committee' (Items 13-15 inclusive)		
13.	Minutes of the Land and Property Sub-Committee Meeting held on 02 April 2025	<i>To recommend that the minutes are adopted and recommendations therein approved</i>	6 May 2025
13.1	153 rd Open Golf Championship – Temporary Transfer of Council Lands Royal & Ancient Report deferred from the Land and	Deferred	3 August 2025

	Property Sub-Committee Meeting of 02 April 2025		
13.2	Portstewart, The Crescent – Current Commercial Lease Update Report deferred from the Land and Property Sub-Committee Meeting of 02 April 2025	<i>To recommend that Council approves Option 3 and authorises Officers to reach an agreement with the tenant's solicitor to come to a mutual resolution.</i>	
14.	Populating the Organisation Structure	<i>To recommend that Council note this report.</i>	
15.	Cyber Security Services – Tender Evaluation	<i>To recommend that Council approve the appointment of EirEvo and proceed with award of this contract for a period of 3 years commencing May 2025.</i>	2025/26 – Quarter 1

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO CONFERENCE
ON TUESDAY 29 APRIL 2025
AT 7.00 PM**

In the Chair: Alderman Knight-McQuillan (C)

Present: Alderman Boyle (C), Fielding (C)
Councillors C Archibald (C), Jonathan McAuley (C),
McCully (R), MA McKillop (R), McShane (R), Nicholl (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 (C)
U Harper, Committee and Member Services Officer (C)

M Kennedy, ICT Operations Officer (C)
A Lennox, ICT Operations Officer (C)

Press 3 no. (R)

Key: (C) Attended in The Chamber
(R) Attended Remotely

Substitutions: Councillor MA McKillop substituted for Alderman Coyle.

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 for Alderman Coyle and Alderman S McKillop.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE
MEETING HELD TUESDAY 25 MARCH 2025**

AGREED – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 25 March 2025 are confirmed as a correct record.

4. MINUTES OF THE COMMEMORATION AND CELEBRATION SUB COMMITTEE HELD ON 02 APRIL 2025

Copy, previously circulated, presented as read by the Chair.

Proposed by Alderman Fielding
Seconded by Councillor McCully and

AGREED – to recommend that the Minutes of the Commemoration and Celebration Sub Committee held Wednesday 2 April 2025 are adopted and recommendations therein approved.

5. CORPORATE SERVICES MANAGEMENT ACCOUNTS P11

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 11.

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 11 shows a **£233,042** positive variance, as a result of **£183k** under budget in expenditure and **£50k** over budget in income.

Table 1 Analysis of Expenditure – Corporate Services Months 1-11 circulated

Democratic Services (DS)

£110 favourable due to various elements of expenditure being less than budget in Period 11 including the following: Members Mileage, Official and Courtesy Visits and an increase in Registration Income.

Land and Property

£95k favourable at Period 11 due to a vacant post within the structure and the reallocation of some salary costs to Implementing the Extraordinary Audit.

Human Resources

£94K favourable in Period 11.

£76k favourable in salary costs, £20k favourable on Occupational Health.

ICT

£21k adverse overall in Period 11, due to a combination of underspends and overspends. The adverse variances in Telephones £37k and Computer Licences £56k, are reduced by underspends in Internet and Data Connections £68k, Computer Supplies £16k, Computer Equipment £26k and Mobile Communications £8k.

Contributions to other bodies

No variance at period 11, as budget has been released to cover costs to date.

Internal Audit

£72k adverse as at Period 11, £13k favourable on salary Costs, £85k adverse due to costs re complaints.

Centrally Managed

Overall, £33K favourable position at the end of Period 11, due to underspends in Telephones £26k and salary costs £7k.

Policy & Community Planning

Overall, £15k adverse position at the end of Period 11, due to overspend on salary costs of £35K and underspends in Programme Management Costs of £37k and overspend on other Professional Costs of £6k

Planning

£207k favourable at end of Period 11, including £244k underspend on salary costs and £10k favourable on Advertising costs and £25k adverse on Legal services, and a deficit in income of under £10k from that predicted within the budget. The number of planning applications received over this period has decreased slightly when compared to the same period last year resulting in an decrease in advertisement costs. There are no other areas of concern at this time in relation to other expenditure codes.

Recommendation

It is recommended that the Management Accounts for Period 11 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

Proposed by Councillor C Archibald

Seconded by Councillor Watton and

AGREED – to recommend to Council that the Management Accounts for Period 11 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

- * **Councillor Nicholl joined the meeting remotely at 7.09pm.**

6. DRAFT DISABILITY ACTION PLAN 2024 – 2028

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

Purpose of Report

Causeway Coast and Glen Borough Council is subject to the requirements of Section 49A and 49B of the Disability Discrimination Act 1995 (as amended by the Disability Discrimination (NI) Order 2006), ie the “Disability Duties”.

These duties mean that the Council, when exercising its functions, must have due regard to the need:

- to promote positive attitudes towards disabled people; and
- to encourage participation by disabled people in public life.

In order to outline how the Council will fulfil its obligations under these Disability Duties, the Council is required to put in place a Disability Action Plan showing how it proposes to fulfil the disability duties.

The previous Disability Action Plan for Council covered the period 2020 to 2024 but this now needs to be revised and replaced with a new four-year Plan.

Background

Causeway Coast and Glens Borough Council is committed to the fulfilment of its disability duties in all parts of its organisation and has set out how it intends to do this in the attached draft Disability Action Plan 2024-2028 (the Plan).

This new Disability Action Plan will cover the period 2024 to 2028 and it includes a range of action measures across the Council’s functions and services which aim to help Council fulfil its statutory obligations.

A copy of this new Disability Action Plan will also to be submitted to the Equality Commission when approved by Council.

Recommendation(s)

It is recommended that the Corporate Policy and Resources Committee recommends to Council the adoption of the Draft Disability Plan 2024 – 2028.

Councillor McShane noted the huge effort that has gone into the action plan and commended officers for the constant improvements in this area. She noted that the Joey Dunlop Leisure Centre has become a centre of excellence for accessibility and also noted the work of the Equality Forum.

Alderman Boyle thanked staff for their ongoing work in this area.

Proposed by Councillor McShane
Seconded by Alderman Boyle and

AGREED – to recommend to Council the adoption of the Draft Disability Plan 2024 – 2028.

7. ODHR POLICIES AND PROCEDURES

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

Purpose of Report

The purpose of this report is to present Members with the following policies for consideration and approval:

- Special Leave Policy
- Eye Test Policy – Update

OD/HR have responsibility and delegated authority to create policies and procedures in line with legislative requirements and best practice. The policies to be considered for approval have been reviewed in line with these requirements, considering also benchmark information from other local Council entitlements and existing legacy arrangements.

The entitlements detailed in the final draft policies are deemed to be appropriate and reflective of all such considerations.

Extensive consultation has been conducted between Management and Trade Unions over a period of 6 months since November 2024. Trade Unions have in turn consulted with and provided feedback on behalf of their members which has been incorporated into the policies. The final draft policy documents have been accepted by UNITE, NIPSA and GMB.

Background

Special Leave previously had varied policy entitlements based on legacy arrangements.

This policy is to harmonise the arrangements around various types of Special Leave together with the individual requirements for each type of leave, to ensure a fair and equitable approach across all Council staff.

In summary:

- Bereavement Leave - entitlement for all Council staff under the Special Leave Policy has been aligned to the highest legacy entitlement to ensure there is no detriment to any legacy staff member
- Dependant's Leave – Legacy arrangements had unpaid entitlement only for 3 legacy Council's and 5 days paid entitlement for 1 legacy Council (Limavady). Up to a maximum of 3 days paid leave per year has been agreed for all Council staff
- Arrangements have been formalised for Unpaid Leave, as required
- Arrangements have been formalised for Voluntary or Emergency Service Leave for those staff that may be associated with voluntary or emergency service organisations such as retained fire service.
- Jury Service, Attendance at Court as a Witness, Service with Non-Regular Forces and Time Off for Public Duties all remain as standard entitlements

Purpose of the Policy

The Special Leave Policy details entitlements to varied types of special leave at Causeway Coast and Glens Borough Council, and requirements for leave arrangements, to ensure that all employees are aware of their rights and responsibilities regarding special leave. This policy will give clear guidance in defining, managing and applying for Special Leave and provides a framework for consistent and fair application.

The Eye Test Policy has been updated as a result of the implementation of Westfield Health for all staff. As Westfield Health provides optical health cash benefits, the Eye Test policy now reflects this benefit and ensures that staff will utilise their Westfield benefits in the first instance, before reverting to the Eye Test Policy for reimbursement.

The Special Leave Policy applies to all directly employed employees within the Council regardless of whether they are fixed-term, temporary, permanent, full or part-time.

The Eye Test Policy applies to all DSE Users within Causeway Coast and Glens Borough Council.

Entitlements under both policies will be provided in line with legislative requirements and National Joint Council for Local Government and any agreements negotiated locally by Council and its recognised trade unions.

Consultation

The draft policies have been considered and agreed at the Senior Management Team and the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

Equality Screening

In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened and the result is that they were screened "out".

Recommendation(s)

It is recommended that the Corporate Policy and Resources Committee recommends to Council the Special Leave Policy and Eye Test Policy – Update for approval.

Proposed by Councillor C Archibald
Seconded by Alderman Boyle and

AGREED – to recommend to Council the Special Leave Policy and Eye Test Policy – Update for approval.

8. THIRD QUARTERLY REPORT ON PLANNING PERFORMANCE

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 Third Quarter 2024/25 Statistical Bulletin was published on 27 March 2025 providing planning statistics for this period.

Details

Website link 1 (circulated) provides the link to the published bulletin.

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

Further details were provided within the report.

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

Further details were provided within the report.

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

Further details were provided within the report.

Recommendation

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

The Chair welcomed the positive report.

The Head of Planning advised that the review of the planning fraud risk self-assessment checklist was completed on the 16th of October so the report should state that that fell within quarter 3, not quarter 2. She also advised that the report should state that there were no cases during this period where the Ombudsman determined maladministration at the end of quarter 3, rather than quarter 2.

Councillor Storey referred to paragraph 3.17 in the report and asked whether there is a list of the outstanding Audit/Ombudsman recommendations. The Head of Planning advised that the recommendations are generic, coming out of the Northern Ireland Audit report and the Public Accounts Committee reports; they are not specific to this Council but apply to the planning system as a whole. Councillor Storey expressed concern that some items may not be closed off due to delays by the Department. The Head of Planning advised that the report focused on what Council has control over.

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

* **The Head of Planning left the meeting at 7.23pm.**

9. CONFERENCES

There were no conferences.

10. 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.

Hazel Legge, Administrator, National Association of Councillors, Northern Ireland Region email correspondence dated 3 April 2025

Annual Membership of the National Association of Councillors Northern Ireland Region fees for 2025/2026 are due for renewal. NAC has advised the subscription fee for 2025/2026 is £3,200, which has remained unchanged since 2015.

Cost **£3,200.00**

Hélène Crepeau, Ville de La Roche-sur-Yon, email dated 11 April 2025

Invitation to 'Mois de l'Europe (Europe Month) La Roche-Sur-Yon International Meeting 2025' on 23 – 25 May 2025. This invitation is for a maximum of 3 delegates (programme available)

Delegates are requested to present the wishes of associations, schools and companies of the Causeway Coast and Glens Borough regarding developing projects and opportunities with their counterparts in La Roche-sur-Yon and eventually with other European partner cities as Gummersbach and Burg (Germany), Cáceres (Spain) and Costache Negri (Romania) from which, representatives will also be in attendance.

(Members should note that the Coleraine Twinning Association has ceased activities)

Recommendation

It is recommended that Corporate Policy and Resources Committee consider the request from

- NAC to pay the subscription for 2025/2026 of £3,200
- Hélène Crepeau, Ville de La Roche-sur-Yon to advise that the Coleraine Twinning Association has ceased activities and therefore Council will not be represented at the Seminar.

The Committee discussed the Ville de La Roche-sur-Yon twinning and the Chair noted that it is still twinned with Coleraine.

Alderman Boyle noted that it is a very historic twinning link and that the Alliance group is hoping to reestablish the Coleraine Twinning Association. She advised that Councillor Kane had lived in the Ville de La Roche-sur-Yon area and would be interested in attending the Europe Month meeting.

Alderman Boyle proposed that Council send a delegation to the Europe Month International Meeting with Councillor Kane as one of the attendees.

Councillor Watton queried the cost of the event and the value of the twinning arrangement to the Borough in general rather than just the individuals involved in the twinning arrangements. The Chair advised that student, work and sports exchanges are still ongoing.

Councillor MA McKillop stated that she was on the Moyle Twinning Association but it has not met in some time, and that there had previously been discussion about merging the four twinning associations.

Alderman Boyle advised that Councillor Kane is on the Ballymoney Twinning Association and that Councillor Kane, Alderman Knight-McQuillan and Councillor Wisener have been nominated to the Coleraine Twinning Association.

Councillor Nicholl queried whether enough is being done to explore the opportunities presented by the twinning arrangements and that it might be better done as a Council area as a whole. The Chair advised that there had been talk of an overall twinning review committee at which each twinning committee would present annually, and suggested that this proposal could be resurrected.

In respect of the upcoming Europe Month International Meeting, it was agreed that officers would establish the cost to Council and the matter would be decided on at the full Council meeting, as it is a time-sensitive decision.

Proposed by Councillor Nicholl

Seconded by Alderman Boyle and

AGREED – to recommend to Council that officers bring a report to the Committee on twinning arrangements and that a decision on a delegation to the Europe Month International Meeting be deferred to the full Council meeting.

Proposed by Councillor Nicholl
Seconded by Councillor MA McKillop and

AGREED – to recommend that Council pay the NAC subscription for 2025/2026 of £3,200.

11. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

CHANGE TO ORDER OF BUSINESS

The Chair advised that the AORB would be heard next, prior to the meeting going *In Committee*.

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

12.1 Update on the status of Waterworld (Alderman Fielding)

Update on the status of Waterworld

Alderman Fielding stated that it has been five years since Waterworld closed, and with the sale of the Dunluce Centre having completed, people have been asking what is happening with Waterworld. He asked if any decision had been made about selling it.

The Director of Corporate Services advised that Council solicitors are currently perfecting the title for Waterworld. She advised that there is a vacant Strategic Asset Manager post that will be going to recruitment in May, and that post will be responsible for progressing Council's surplus assets, based on priority.

Alderman Fielding stated that Waterworld should be high up the priority list.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Boyle
Seconded by Councillor C Archibald and

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

* **Public and Press were disconnected from the meeting at 7.50pm.**

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.

13. MINUTES OF THE LAND AND PROPERTY SUB-COMMITTEE MEETING HELD ON 2 APRIL 2025

Copy, previously circulated, presented as read by the Chair.

Proposed by Councillor C Archibald
Seconded by Councillor McCully and

AGREED – to recommend that the Minutes of the Land and Property Sub Committee meeting held Wednesday 2 April 2025 are adopted and recommendations therein approved.

13.1 153RD OPEN GOLF CHAMPIONSHIP – TEMPORARY TRANSFER OF COUNCIL LANDS ROYAL & ANCIENT REPORT DEFERRED FROM THE LAND AND PROPERTY SUB-COMMITTEE MEETING OF 02 APRIL 2025

The Director of Corporate Services advised that the report for this item was not finalised so it would be deferred to the Council meeting or the Land and Property Subcommittee meeting.

13.2. PORTSTEWART, THE CRESCENT – CURRENT COMMERCIAL LEASE UPDATE REPORT DEFERRED FROM THE LAND AND PROPERTY SUB-COMMITTEE MEETING OF 02 APRIL 2025

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Director of Corporate Services.

Purpose of Report

The purpose of this report is to update Members of the Land and Property Sub-Committee (L&P SC) of the current issues with the commercial lease at The Crescent, Portstewart and to seek resolution.

Options were presented within the confidential report.

Confidential by
virtue of
paragraph 3 of
Part 1 of
Schedule 6 of
the Local
Government Act

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Recommendation

It is recommended that the Land and Property Sub-Committee considers the confidential information contained in the report and the options at paragraph 5.1, 5.2 and 5.3 and recommends to Full Council which option to progress

Following a discussion by Committee, Councillor McCully proposed Option 3. The Chair noted that if this decision is ratified by Council, it will still require Ministerial approval.

Proposed by Councillor McCully
Seconded by Alderman Fielding

AGREED – to recommend that Council approves Option 3 and authorises Officers to reach an agreement with the tenant's solicitor to come to a mutual resolution.

14. POPULATING THE ORGANISATION STRUCTURE

Confidential report, by virtue of paragraphs 2 and 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Director of Corporate Services.

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 a query from Councillor Watton, the Director of Corporate Services advised that she would follow up with HR regarding driver recruitment.

AGREED – to recommend that Council note this report.

15. CYBER SECURITY SERVICES – TENDER EVALUATION

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Director of Corporate Services.

Purpose of Report

To inform Members of the Committee of a procurement exercise conducted to engage with suppliers of Cyber Security Services around the provision of a

managed ICT Security Operations Centre and Security Incident and Event Monitoring (SOC/SIEM) with intervention in the event of a significant intrusion being detected out of normal business hours.

Recommendation

It is recommended that Council approve the appointment of EirEvo and proceed with award of this contract for a period of 3 years commencing May 2025.

Proposed by Councillor Storey

Seconded by Alderman Fielding and

AGREED – to recommend that Council approve the appointment of EirEvo and proceed with award of this contract for a period of 3 years commencing May 2025.

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

The meeting concluded at 8.06pm.

Chair