

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 23 JUNE 2026**

No	Item	Summary of Key Recommendations	Estimated Timescale for completion
1.	Apologies	Councillor Archibald, Nicholl and Watson	n/a
2.	Declarations of Interest	None	n/a
3.	Minutes of the Corporate Policy and Resources Committee Meeting held Tuesday 26 May 2026	Confirmed as a correct record	-
4.	Minutes of the Commemoration & Celebration Sub-Committee Meeting held on Wednesday 03 June 2026	Noted	-
5.	Corporate Policy and Resources Committee Terms of Reference	To recommend that the Terms of Reference as set out in this report are adopted and updated in Council's Constitution and Scheme of Delegation	30th June 2026
6.	Local Government Elections 2027	Noted	May 2027
7.	Elected Member Development	Noted	n/a – ongoing

8.	Corporate Services Management Accounts P12	Noted	n/a
9.	Update on Progress – Causeway Coast and Glens Community Plan	Noted	n/a
10.	Performance improvement Plan 2026/27	To recommend that Council adopt the 2026/27 Performance Improvement Plan, as set out in Appendix 1, previously circulated and the Improvement Objectives contained within it	n/a
11.	Consultations	None	n/a
12.	Conferences	None	n/a
13.	Correspondence	None	n/a
14.	Matters for Reporting to the Partnership Panel	None	n/a
	'In Committee' (Item 15 - 20 inclusive)		
15.	Business Plans 2026-27 <ul style="list-style-type: none"> • Democratic and Central • Services • ICT • Legal Services • ODHR • Performance 	To recommend that Council approve the Business Plans for 2026-27 as detailed	n/a

	<ul style="list-style-type: none"> • Strategic Assets and Land & Property 		
16.	Minutes of the Land & Property and Strategic Assets Sub-Committee Meeting held on Wednesday 3 June 2026	<i>Adopted and recommendations therein approved</i>	<i>n/a</i>
17.	ODHR Resourcing Paper	<i>To recommend that Council approves the additional resources required to ensure that the ODHR Department has the capacity to meet the needs of the Council</i>	<i>n/a</i>
18.	Structural Review of Policy & Community Planning, Legal Services and Information Governance	<i>To defer pending further consideration by Elected Members and clarification from the Director of Corporate Services</i>	<i>n/a</i>
19.	Council Chamber Audio Visual (AV) System Tender Extension	<i>To recommend that Council note the technical compatibility issues identified with the camera system; Approve an extension to the Council Chamber AV contract to facilitate the provision of compatible camera equipment; Authorise officers to progress necessary contractual variations in line with procurement regulations</i>	<i>n/a</i>
20.	Any Other Relevant Business (notified in accordance with		

	Standing Order 12(o))		
20.1	Ownership of the unregistered laneway/public walkway adjacent to Ballycastle Police Station (Councillor McShane)	Information	N/A

UNCONFIRMED

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO CONFERENCE
ON TUESDAY 23 JUNE 2026 AT 7.00 PM**

- In the Chair:** Alderman Fielding (C)
- Present:** Brown-Stewart (C), Coyle (R), Knight-McQuillan (C), S McKillop (R)
Councillor Kane (C), J McAuley (C), McShane (R), Peacock (R), Storey (R), Watton (C), Wilson (R)
- Substitutions:** Alderman Brown-Stewart substituted for Alderman Boyle
Councillor Kane substituted for Councillor McCully
- Officers Present:** M Quinn, Director of Corporate Services (R)
A Hamilton, Democratic and Central Services Manager (R)
J Winfield, Acting Head of ICT (C)
J McCarron, Performance and Transformation Officer (C)
I Owens, Democratic Services Officer (C)
- In Attendance:** A Lennox, ICT Operations Manager (Interim) (C)
L Boyd, ICT Operations Officer (C)
- Press 2 no.(R)
- Key:** (C) Attended in The Chamber
(R) Attended Remotely

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

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

1. APOLOGIES

Apologies were received for Councillor Archibald, Councillor Nicholl and Councillor Watson.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 26 MAY 2026

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

AGREED – that the Minutes of the Corporate Policy and Resources Committee meeting held on Tuesday 26 May 2026 are confirmed as a correct record.

4. MINUTES OF THE COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING HELD ON WEDNESDAY 3 JUNE 2026

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

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Storey and

AGREED – That the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 3 June 2026 are confirmed as a correct record.

5. CORPORATE POLICY AND RESOURCES COMMITTEE TERMS OF REFERENCE

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

Purpose of Report

The purpose of the Report is to allow the opportunity to review the Terms of Reference for the Corporate Policy and Resources Committee.

Background

Corporate Services Directorate, Performance Services and Legal Services all report through the Corporate Policy and Resources Committee.

At the 25 November 2025 Corporate Policy and Resources Committee meeting, it was agreed that a biannual report on twinning arrangements is to be brought to the Corporate Policy and Resources Committee.

At the 28 January 2026 Corporate Policy and Resources Committee meeting, it was agreed that the Elected Member Development Chartered Steering Group be progressed via quarterly reports at the Corporate Policy and Resources Committee for Members' consideration. These reports would replace the quarterly meetings of this group. This would not affect its chartered status.

Recommendation

It is recommended that the Terms of Reference as set out in this report are adopted and updated in Council's Constitution and Scheme of Delegation.

The Director of Corporate Services advised of an amendment on page 1 of Appendix A, previously circulated and referred to the list of objectives on Appendix B, previously circulated.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Kane and

AGREED – To recommend that the Terms of Reference as set out in this report are adopted and updated in Council's Constitution and Scheme of Delegation.

CHANGE TO ORDER OF BUSINESS

The Chair advised of a Change to the Order of Business to consider Agenda Item 6 – Business Plans 2026-27 with 'In Committee' business.

6. LOCAL GOVERNMENT ELECTIONS 2027

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

Purpose of Report

The purpose of this Report is to provide Members with a further update for next year's Local Government Elections.

Background

The date for the Local Government Elections is set in statute as the first Thursday in May every four years.

Clarification from the Northern Ireland Office

The letter from the Secretary of State, attached at Appendix 1, provides further clarification on the Government's intentions for the combined Elections.

Election Steering/Working Groups

The Electoral Office NI has established a Local Council Combined Elections 2027 Steering Group along with various Working Groups on which Council is represented.

Finance

Members may already be aware that the Assembly Elections are paid for by the UK Government, whereas Local Government Elections are paid for by Local

Councils. The estimated cost to Council for the 2027 Local Government Elections in 2027 is currently £600K.

Recommendation

Members are asked to note the information provided above and be advised that Officers will continue to work in preparation for the Local Government Elections 2027 and also continue to represent Council on the Electoral Office NI's Steering/Working Groups.

The Director of Corporate Services drew Members attention to correspondence from NIO, Appendix 1 (previously circulated), in relation to the longer count process which will require amending a provision that sets out the day that councillors take office following the 2027 election. The law currently sets out that councillors should take office on the fourth day following an election. NIO intend to amend this, for the 6 May 2027 elections only, so that councillors should take office on the seventh day after the election, which will be Thursday 13 May 2027. This will only apply for the combined 2027 election and will revert to the fourth day thereafter.

The Director of Corporate Services also referred to the shorter than usual timetable, list of intended accepted voter ID, candidate expenditure limits, and NIO working towards laying the various pieces of legislation in the coming months to allow sufficient Parliamentary time for debate before these come into force well ahead of the May 2027 election. All the above are subject to parliamentary time and approval.

Committee NOTED the report.

7. ELECTED MEMBER DEVELOPMENT

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

Purpose of Report

The purpose of the report is to provide an update on the Elected Member Development Chartered Steering Group.

Background

Council achieved Chartered Status in January 2026. As this accreditation lasts for three years, a reassessment is due. It is anticipated that this will be scheduled in either Quarter 4 of 2026 or Quarter 1 of 2027.

In preparation for the reassessment, a Training Needs Analysis for Elected Members will be undertaken over the summer.

Assessment Report

Following the audit of Democratic Services undertaken by Cavanagh Kelly, and reported to Council in March 2024, one Priority 3 Recommendation arose: "It is recommended that the Assessment Report be a standing agenda item for EMDSG and progress on implementation of each of the recommendations be reported under this item." The Assessment Report was previously circulated outlining recommendations.

Members are asked to complete all assigned training on Skillgate to ensure a high compliance rate.

Over the coming weeks, IT plans to roll out Multi-Factor Authentication (MFA) to all accounts. The IT support team will arrange drop-in support sessions at the different Council offices for any councillors who would like assistance with the training or the MFA setup.

Details were previously circulated on Elected Member induction programme, mentoring sessions and leadership development.

Training Update

In April 2024, a programme of training was agreed by Members and an Elected Member Development Training Schedule has been devised, details previously circulated.

Details of Mandatory Annual Training Programme were previously circulated as undernoted and will be scheduled over the coming months with invitations to be issued to all Councillors:-

Elected Members are required annually to undertake Mandatory Training:

- Code of Conduct Training
- Planning Committee Training
- Audit Committee Training
- Fraud Awareness
- Scrutiny and Challenge Training.

Upcoming Training Opportunities

Members are advised that any upcoming training opportunities will be listed on the Members Portal – details of current training opportunities were previously circulated.

Elected Members Conference Attendance Policy

An updated version of the Elected Members Conference Attendance Policy, currently being reviewed, will be brought for Members' approval at the next Corporate Policy and Resources Committee meeting.

Recommendation

It is recommended that Members note the Elected Member Development Chartered Steering Group update.

Committee NOTED the report.

8. CORPORATE SERVICES MANAGEMENT ACCOUNTS P12

For information 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 12.

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 2025/26 is £7,167,859 and the Planning Budget is £1,956,420.

A Detailed Analysis of Expenditure for Corporate Services Months 1-12 was previously circulated in respect of:-

- Democratic Services
- Land and Property
- Human Resources
- ICT
- Contributions to other bodies
- Internal Audit
- Centrally Managed
- Policy & Community Planning
- Planning.

Recommendation

It is recommended that the Management Accounts for Period 12 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

The Director of Corporate Services referred to figures relating to an ICT debt for which there had been a resolution.

Committee NOTED the report.

9. 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.

The Community Plan 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.

The initial Delivery Plan was produced in 2018 and subsequently reviewed in 2022 and most recently in 2026. The current Delivery Plan contains 16 Strategic Priority (Actions) covering four thematic areas:

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

The community planning process has in place mechanisms to monitor and report on performance against the Community Plan objectives/outcomes. An Outcomes Based Accountability (OBA) process has been utilised to monitor and report on performance with Action Leads using report cards to provide information on progress.

Review of the Delivery Plan

In July 2025 Community Planning partners agreed that a full review of the Delivery Plan be conducted. To progress this a number of consultation sessions with key stakeholders were organised along with the issue of a public survey. Further details were previously circulated regarding Partnership meetings. Delivery Plan March 2026 was uploaded to the Community Planning webpage and forwarded for the Department for Communities for their necessary information.

Details of other business as undernoted was previously circulated:-

- Presentations
- RAISE Programme's Strategic Objectives and progress to date including Cross-cutting initiatives
- Age Friendly Programme – CCGBC, progress to date and future focus.
- PSNI Update to Strategic Partnership
- Transport update
- Coleraine Future Town Fund update
- Western Area Integrated Partnership Board
- Causeway Healthy Kids Evaluation

Committee NOTED the report.

10. PERFORMANCE IMPROVEMENT PLAN 2026/27

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

Purpose of Report

The purpose of this report is to present to Members, for Decision, Council's 2026/27 Performance Improvement Plan.

Background

The Corporate Performance Improvement Plan (the Plan) is a requirement within the Local Government Act (NI) 2014 (the Act). Elected Members agree the annual Plan and progress updates are provided periodically to the Corporate Policy and Resources Committee and full Council.

The Plan is subject to an annual external audit process by the Local Government Auditor. There is a guidance document specifically written by Central Government that sets out the process and requirements of the Council when developing the Plan and reporting progress.

The Plan includes some of Council's key performance measures, and the

targets and outcomes that are applicable to them.

Updates against this Plan will be brought to Committee in November 2026 and then in May 2027.

Recommendation

It is recommended that the Corporate Policy and Resources Committee recommends to Council the adoption of the 2026/27 Performance Improvement Plan, as set out in Appendix 1, previously circulated, and the Improvement Objectives contained within it.

The Performance and Transformation Officer referred to the performance indicators and said that Elected Members could contact him with any queries.

Proposed by Councillor Watton
Seconded by Knight-McQuillan

AGREED – To recommend that Council adopt the 2026/27 Performance Improvement Plan, as set out in Appendix 1, previously circulated and the Improvement Objectives contained within it.

11. CONSULTATIONS

There were no consultations.

12. CONFERENCES

There were no conferences.

13. CORRESPONDENCE

There was no correspondence.

14. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor McAuley
Seconded by Alderman Knight-McQuillan and

AGREED – to recommend that Committee move ‘*In Committee*’.

- * **Public and Press were disconnected from the meeting at 7.15 pm.**

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. BUSINESS PLANS 2026-27

- Democratic and Central Services
- ICT
- Legal Services
- ODHR
- Performance
- Strategic Assets and Land & Property
- Policy & Community Planning

Confidential report, by virtue of paragraph(s) 1, 2, 3 and 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Director of Corporate Services.

Purpose of Report

The purpose of this Report is to present the following Business Plans for 2026-27 for Elected Members' consideration which have been previously circulated:

- Democratic and Central Services
- ICT
- Legal Services
- ODHR
- Performance
- Strategic Assets and Land & Property.
- Policy & Community Planning

Planning Department's Business Plan

The Planning Department's Business Plan was approved at the Planning Committee Meeting on 27th May 2026, previously circulated.

Recommendation

It is recommended that the Corporate Policy and Resources Committee recommends to Council to approve the Business Plans for 2026-27 as detailed.

Alderman Knight-McQuillan enquired how this report sat in relation to Agenda Item 18 – Structural Review of Policy and Community Planning, Legal Services and Internal Governance and how a decision would impact same.

The Director of Corporate Services said that the Business Plans are aligned with the Corporate Plan and existing arrangements.

Councillor Kane referred to differing formats in reporting across Directorates and requested a standardised approach. The Director of Corporate Services acknowledged Councillor Kanes's comments and advised that this juncture of reporting was timebound due the summer recess and confirmed that there would be a realignment in the 6-month review with reporting combined.

Proposed by Alderman Knight-McQuillan
Seconded by Alderman Brown-Stewart and

AGREED – To recommend that Council approve the Business Plans for 2026-27 as detailed.

16. MINUTES OF THE LAND AND PROPERTY AND STRATEGIC ASSETS SUB-COMMITTEE MEETING HELD ON WEDNESDAY 06 MAY 2026

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

The Director of Corporate Services said that it had been agreed that an update of Heads of Terms for Glenariff Beach Café, located at 217 Garron Road, Waterfoot would be provided for the Corporate Policy and Resources Committee however she advised that there are no updates to report.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor McShane and

AGREED – To recommend that the Minutes of the Land and Property and Strategic Assets Sub Committee meeting held Wednesday 6 May 2026 are adopted and recommendations therein approved.

17. ODHR RESOURCING PAPER

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

Purpose of Report

This report seeks approval from Members for the allocation of additional staffing resources within the Organisation Development and Human Resources (ODHR) Department.

Increased capacity is required to meet rising service demands, sustain essential operations, and support the delivery of the Council's strategic priorities.

Background

The Organisation Development and Human Resources (ODHR) Department provides essential advice and guidance to Council staff and management.

Key activities completed since last review in 2019 and future requirements were previously circulated.

Proposals

To maintain service delivery, the ODHR Department has relied on temporary measures for several years, including:

- One employee in Resourcing working above their contracted hours for more than 4 years, and
- Two part-time agency staff engaged for over 3 years

To address current and future workload requirements, it is proposed to:

- Strengthen capacity across key ODHR functions, by confirming arrangements that have been temporary in nature for some time; and
- Establish a fixed-term HR Projects Officer post to support implementation of the People Strategy and other key HR projects. The current complement of 15.4 permanent FTE (excluding the HR Apprentice and 1.32 FTE agency cover) is no longer sufficient to meet organisational demands.

Additional resources will increase capacity, improve resilience, and reduce operational and strategic risk. Details of the additional resources and financial implications were previously circulated.

Recommendations

It is recommended that the Committee approves the additional resources required to ensure that the ODHR Department has the capacity to meet the needs of the Council.

In response to Councillor Storey, in relation to the wider Organisation Review, the Director of Corporate Services advised that no conclusion or recommendations had been reached following the outworkings of the Tier 1 – 3 structure review, and the Organisational Review Sub Committee had not met in a few months. On the back of the People Strategy, this proposal regarding ODHR, formalises what is currently in place and referred to recommendations as part of the Extraordinary Audit.

At the request of Councillor Storey, the Director of Corporate Services confirmed that this expenditure had been accounted for in budgeting, in terms of existing Agency Staff.

Proposed by Alderman Brown-Stewart
Seconded by Councillor Kane and

AGREED – To recommend that Council approves the additional resources required to ensure that the ODHR Department has the capacity to meet the needs of the Council.

18. STRUCTURAL REVIEW OF POLICY AND COMMUNITY PLANNING, LEGAL SERVICES AND INTERNAL GOVERNANCE

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

Purpose of Report

This report seeks Members' approval to progress a structural review of several core corporate functions following the retirement of:

- The Head of Policy and Community Planning, and
- The Senior Council Solicitor.

Further details of background, current structure and proposals, including options were previously circulated.

Recommendations

It is recommended that Committee considers the 2 options presented; and Approve Option 2, the development of a revised organisational structure.

Members discussed the proposals and expressed some concerns around the proposed changes to organisational structure.

Councillor Kane said he welcomed the recommendation for Planning to continue reporting to the Director of Corporate Services.

Members requested further time to consider the proposals.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Wilson and

AGREED – To defer pending further consideration by Elected Members and clarification from the Director of Corporate Services.

19. COUNCIL CHAMBER AUDIO VISUAL (AV) SYSTEM TENDER EXTENSION

Confidential report by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland), previously circulated was presented by the Acting Head of ICT.

Purpose of Report

The purpose of this report is to seek approval from Members to extend the Council Chamber Audio Visual (AV) contract to address unforeseen technical issues relating to camera compatibility identified during the initial implementation phase.

Further information was provided in the report.

Recommendation(s)

It is recommended that Members:

1. Note the technical compatibility issues identified with the camera system
2. Approve an extension to the Council Chamber AV contract to facilitate the provision of compatible camera equipment
3. Authorise officers to progress necessary contractual variations in line with procurement regulations.

At the request of Alderman Knight-McQuillan, the Acting Head of ICT advised that due to evolving technology, any work which could be undertaken to allow the integration of a new system with current cameras would be expensive.

At the request of Councillor Kane, the Acting Head of ICT confirmed that the current cameras would be repurposed potentially in the Council Chamber at Riada House.

Proposed by Ald Knight-McQuillan
Seconded by Councillor Kane and

AGREED – To recommend that Council note the technical compatibility issues identified with the camera system;
Approve an extension to the Council Chamber AV contract to facilitate the provision of compatible camera equipment;
Authorise officers to progress necessary contractual variations in line with procurement regulations.

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

20.1 Ownership of the unregistered laneway/public walkway adjacent to Ballycastle Police Station (Councillor McShane)

That the Committee considers granting permission for Council officers to make contact with Greer Hamilton Gailey Solicitors, Ballymoney, to seek any available information regarding the ownership of the unregistered laneway/public walkway adjacent to Ballycastle Police Station. The pathway is a well-used pedestrian link between the Ramoan Road and Coleraine Road and is used daily by local residents. Previous enquiries established that the laneway is not in Council ownership and that no statutory body has identified responsibility for it. Clarification of ownership would assist in determining responsibility for its future maintenance and management.

The Chair invited Councillor McShane to address the Committee.

Councillor McShane referred to the requirement to determine ownership and of the need to address issues of maintenance and litter on this well-used pedestrian access. Councillor McShane said that community groups were currently undertaking voluntary cleaning of this site and felt that Council could potentially undertake cleansing activities on an interim basis while ownership is established.

Councillor Watton and Councillor Wilson referred to similar scenarios in Coleraine and Ballymoney and referred to the elongated process in determining ownership and getting necessary maintenance works undertaken.

Councillor Wilson said it would be prudent to raise these processes through the Partnership Panel.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor McAuley

Seconded by Alderman Knight-McQuillan and

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

The meeting concluded at 8.00 pm

Chair

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