

**CORPORATE POLICY AND RESOURCES MEETING TUESDAY 16 AUGUST 2016**

**Key Decisions**

<b>No</b>	<b>Item</b>	<b>Summary of key Adoptions</b>
2	Declaration of Interest	<i>None</i>
4	Elected Member Development Charter	<p><i>Agreed</i></p> <p><i>NILGA officials to attend the first meeting of the Steering Group being held on 1 September 2016</i></p> <p><i>A Councillor from another Council who had achieved the Charter Award to attend and share their experience of the process.</i></p> <p><i>Wavell Moore, PSM Consulting to present a proposal on Members' Training Needs Analysis</i></p>
5	Borough Charter and Armorial Bearing	<p><i>Sub-committee to be established to take forward the Charter project.</i></p> <p><i>The sub-committee to address the matter of Civic Photographs and Council memorabilia displayed by the legacy councils in their civic offices and develop a policy on the matter</i></p>

<b>6</b>	Data Sharing Agreement – Civil Service Pensions	<i>Approve</i>
<b>7</b>	Creation of a Tender for the Provision of Employment Agency Services 1 March 2017 to 28 February 2019 with options to extend until 2020, 21 & 22	<p><i>That Council continue to draft tender documentation and issue a new tender to the marketplace in early September 2016 to enable tender evaluation to be completed and recommendations to award to reach Council January 2017</i></p> <p><i>A report to be brought back to the September Committee Meeting on agency staff to include information on points raised by members</i></p>
<b>8</b>	Land and Property – Permission to Access via Council Property – Castlerock	<i>Approve</i>
<b>9</b>	Sports and Leisure Facilities in Dungiven – Deed of Dedication	<i>Approve</i>
<b>10</b>	Community Planning Update	<i>Note</i>
<b>11</b>	Public Relations/Communication Activity	<i>Note</i>
<b>12</b>	Section 75 Annual Progress Report to Equality Commission for NI	<i>Note</i>
<b>13</b>	Organ Donation Initiative	<i>Note</i>
<b>14</b>	Matters for Reporting to Partnership Panel – 12 October 2016	<i>None</i>
<b>15</b>	Correspondence	<i>Note</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 16 AUGUST 2016 AT 7PM**

- In the Chair** : Councillor Chivers – Chair
- Present** : Aldermen Campbell, Hickey and Hillis  
Councillors – Beattie, Callan, Duddy, McCandless, McCorkell,  
Knight-McQuillan, McShane C, Quigley and Wilson.
- Officers Present** : D Jackson, Chief Executive  
D Wright, Chief Finance Officer  
E Beattie, Head of Policy and Community Planning  
E Johnston, Head of Democratic and Customer Service  
E McCaul, Committee and Member Services Officer  
B Lofthouse, Head of Operational Development and Human  
Resources
- In Attendance** : Press x 2

**CHAIRMAN’S REMARKS**

The Chair welcomed those within the Chamber to the Corporate Policy and Resources Committee Meeting.

**1 APOLOGIES**

Apologies were recorded from Councillor McGuigan.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES OF CORPORATE POLICY & RESOURCES MEETING HELD TUESDAY  
21 JUNE 2016**

The Chair advised that the minutes of the meeting were ratified at the Council meeting on 28 June 2016.

## 4 ELECTED MEMBER DEVELOPMENT CHARTER

The committee considered a report on Elected Member Development Charter previously circulated as undernoted:

Council agreed, on the recommendation of the Corporate Policy and Resources Committee (CPR 160419) to sign up to the NI Elected Member Development Charter and set up Steering Group to take forward the programme of work.

The following six members were nominated to the Steering Group, using d'hondt. Alderman Cole (DUP), Alderman Finlay (DUP), Councillor Baird (UUP), Councillor Wilson (UUP), Councillor Nicholl (SF) and Alderman Hickey (SDLP)

The Charter requires the Council to adopt a structured approach to member development and capacity building. It requires a corporate commitment by the Council to developing and supporting Members in their civic leadership role.

The Charter is a strategic approach to Councillor development. Member commitment to the Elected Member Charter is required, evidenced through implementing the Action Plan, undertaking the learning and development identified in individual learning plans and the sharing of learning across the Council. A Learning and Development Policy will be developed.

A designated budget towards Councillor learning and development to cover the costs of activities identified in the Action Plan, undertaking a Training Needs Analysis and individual Learning Plans, is required.

There are five stages to achieving the Charter –

1. Commitment to the Charter, self-assessment and developing an action plan;
  2. Implementation of the action plan
  3. External assessment undertaken through submitting outline evidence and on-site peer assessment
  4. Award of the Charter
  5. Re-assessment every 3 years with 18 month review involving Council submitting details of how it has sustained the standard
- Councillors provided with briefings to help fulfil their role as organisation leaders
  - Councillors provided with briefings to help understand and fulfil their role with regard to community involvement.

Proposed by Alderman Campbell  
Seconded by Alderman Hillis and

**AGREED:** as recommended that:

1. NILGA officials attend the first meeting of the Steering Group to provide an initial overview, induction and timeline for the Elected Member Development Charter. It might also be useful to identify a Councillor from another Council who has already achieved the Charter Award to attend and share their experience of the process.
2. Wavell Moore, PSM Consulting to attend the meeting to present a proposal to carry out a Members' Training Needs Analysis.
3. First meeting of the steering group to be held on 1 September 2016.

## **5 BOROUGH CHARTER AND ARMORIAL BEARINGS**

The Corporate Policy and Resources Committee received a report to update members on progress with regard to the programme of work required to achieve the Borough Charter and Armorial Bearings for Council.

The Council resolved that the oldest borough status, that of Coleraine Borough Council, forms the basis of the application for borough status to the Minister of Environment.

Notice was given in the Belfast Gazette on 13<sup>th</sup> April 2015, as required under the provisions contained within Regulation 3(2) of The Local Government (Transitional, Incidental, Consequential and Supplemental Provision) Regulations (NI) 2015, to preserve and use the existing Borough Charter of Coleraine Borough Council to have effect for the new Causeway Coast and Glens Council area. This has the effect of designating Causeway Coast and Glens a Borough Council with effect from 1<sup>st</sup> April 2015"

Research by our Museum Service revealed, however, that the original charter 28/6/1613 was lost through the Star Chamber Crisis 1635. In 1662 Charles II granted new charters, the original ones being lost in 1666 Great Fire of London.

Images of the Charter were obtained through City Archives Collection, London. The copy of the manuscript, which was very poor quality due to its age, has been transcribed and forwarded to the College of Arms for review. Following advice from the College and Council Solicitor it is hoped to be in a position to bring a report to Council soon to take the Charter forward.

Research has been completed on aspects of the history and culture of the four legacy council areas and the four Armorial Bearings. Arms and crests, badges and supporters, are granted by letters patent issued by the most senior heralds, the Kings of Arms, they act according to powers delegated to them by the Crown and all grants are therefore made under Crown authority.

The first step in applying for a grant of arms is to submit a petition or memorial to the Earl Marshal. This will be drafted by one of the officers of arms. Fees are payable depending on work required. If the petition is approved the Earl Marshal will issue his Warrant to the King of Arms allowing them to proceed with the grant. At this stage the design of the arms will begin. The King of Arms have full discretion over the design of the armorial bearings they grant, which can include supporters and a badge, but the wishes of the applicant are taken into account as fully as possible. The badge is a separate emblem which can be used on stationery, uniform, cap badges, tie motifs, car pennants etc.

The estimated cost of design of the arms including supporters is £14,500. If Council wishes also to have a badge the cost is estimated at £2,000.

Members expressed an interest in being involved in this process.

**It was recommended that:**

A sub-committee be established to take forward the Charter project and contribution to the elements to be submitted to the College of Arms for consideration in the development of the Armorial Bearings.

The sub-committee might also usefully address the matter of Civic Photographs and Council memorabilia displayed by the legacy councils in their civic offices and develop a policy on the matter.

Councillor C McShane requested that it be recorded that her party Sinn Féin were against Borough status due its pompous nature and on costs.

Proposed by Alderman Hillis  
Seconded by Councillor McCorkell and

**AGREED:** That a sub-committee would be established using d'Hondt to take forward the Charter project and contribution to the elements to be submitted to the College of Arms for consideration in the development of the Armorial Bearings.

That the sub-committee address the matter of Civic Photographs and Council memorabilia displayed by the legacy councils in their civic offices and develop a policy on the matter.

It was stressed that the sub-committee made up of 5 or 6 members should be inclusive to all parties.

## **6 DATA SHARING AGREEMENT – CIVIL SERVICE PENSIONS**

The Corporate Policy & Resources Committee received a report on data sharing agreement on Civil Service Pensions previously circulated as undernoted:

Staff who have transferred into Council at 1 April 2015 continue to have their pensions administered by Civil Service Pensions (CSP).

Under Data Protection legislation the necessary sharing of information between Council needs to be done in a controlled manner and to this end the attached proposed data sharing agreement has been put forward by CSP. This agreement sets out the parameters on which data will be shared, how it is to be shared, who is responsible for the data, how the data can be used, how the data is to be stored and how it is to be disposed of or returned upon termination of the agreement. The agreement has been examined in detail by council officers and there are no proposed amendments for submission by the 26 August 2016 deadline.

**It was recommended** that Council approve the signing of the data sharing agreement with Civil Service Pensions.

**AGREED:** That Council approve the signing of the data sharing agreement with Civil Service Pensions.

## **7 CREATION OF A TENDER FOR THE PROVISION OF EMPLOYMENT AGENCY SERVICES 1 MARCH 2017 – 28 FEBRUARY 2019**

At present, Council have a contract in place awarded under the legacy Coleraine Council to provide Employment Agency Services. This contract enabled Ballymoney, Limavady and Moyle legacy Councils to use the contract as and when required. The established contractual arrangement has continued post 1 April 2015 with the current provider Diamond Recruitment Group delivering the vast majority of this service across Causeway Coast & Glens Borough Council at present.

In addition, the legacy Moyle District Council operated a small independent contract with Riada Resourcing and have continued to use the company to provide Employment Agency Services for a number of workers placed within the Moyle region. It is envisaged that both these historical contracts will be brought together into one new contract to supply the required services to Causeway Coast & Glens Borough Council.

Council have a legislative duty to comply with European and UK procurement legislation, in particular the Public Contracts Regulations 2015. Council's main contract for Employment Agency Services (delivered by Diamond Recruitment Group) is now nearing its final end date in late November 2016. For reference, the additional services being delivered by Riada Resourcing have continued on a rolling contractual basis and can be incorporated within a new tender subject to issuing Riada Resourcing with 30 days notice.

To ensure that Council can achieve best value for the service required and continue to comply with the relevant procurement legislation, officers are considering going to market with a new tender for the provision of the service.

The provision of Employment Agency Services to Council has been an important element in supporting the legacy organisations throughout their transition to Causeway Coast & Glens. Employment Agency Services continue to provide an important supplementary role now that the new organisation has been established but remains constrained by the vacancy control process. Whilst it is envisaged that the number of workers engaged under the Employment Agency Services contract will decrease over the coming months as the new structures are populated, the contract still plays a crucial role in ensuring that an adequate and flexible workforce are available to support Council's requirements. This is especially true of temporary seasonal positions for which demand is expected to continue at a similar level into the future.

With regard to spend, some £4.3m per annum is currently spent under the contract and approximately 100/150 full time equivalent staff are supplied through the contract on a daily basis. With such large financial and workforce implications, it is important to give this contract detailed consideration when drafting tender documents and going to market. Since summer 2016, officers have been gathering data related to the contract and have also commenced a review of the tender documents.

As outlined, the current contract for provision of Employment Agency Services is nearing its final end date. The contract was awarded for a three year period from December 2012 with an initial expiry date of November 2015 and the option to extend for a further period of one year, until November 2016. Now that this extension option has been utilised there is no further scope to extend the contract and Council must set up a new contract to continue to provide Employment Agency Services.

Officers have considered the option of using a framework agreement to provide the services. While this option would provide compliance with procurement regulations and have the potential to establish a new contract quickly, officers felt that Council may not have sufficient control over the operation of a framework contract and have seen the creation of a standalone Council tender for these services as the most appropriate option. Moreover, due to the complex nature of Employment Agency Services



contracts, particularly in relation to national insurance charges and other statutory contributions, officers are of the view that costs can be much better controlled through the use of a standalone tender document.

To provide Council with sufficient time to draw up detailed tender documentation, run the procurement exercise and make recommendations to award the new contract, Council have written to Diamond Recruitment Group to establish their position on the option of a monthly rolling extension to the contract, at current charge rates, until no later than 31<sup>st</sup> March 2017.

**It is recommended** that Council continue to draft tender documentation and issue a new tender to the marketplace in early September 2016 to enable tender evaluation to be completed and recommendations to award to reach Council around mid-January 2017.

In the discussion that ensued the following points were made:

- Concern was voiced on how jobs were advertised.
- Queried if the terms of the contract with the Recruitment Agency would be reviewed.
- It was pointed out that Council had been employing one particular agency worker for 8 years.
- The Committee needed a breakdown of agency staff in terms of their role, working hours and number of years working for Council.
- A strategy was needed around use of agency staff and to reducing costs.

The Chief Executive and Head Operational Development Human Resources responded to a number of points on restructuring, matching and selection process, staffing categories and to the balance in terms of value for money by using agency staff.

Proposed by Councillor Duddy  
Seconded by Alderman Hillis and

**AGREED:** that Council continue to draft tender documentation and issue a new tender to the marketplace in early September 2016 to enable tender evaluation to be completed and recommendations to award to reach Council around mid-January 2017.

**AGREED:** that a report would be brought back to the next Corporate Policy and Resources Committee Meeting on agency staff and include information on the points.

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## **8 LAND AND PROPERTY – PERMISSION TO ACCESS VIA COUNCIL PROPERTY - CASTLEROCK**

The Corporate Policy and Resources Committee received a report on correspondence received from McLaughlin & Harvey requesting access via public ground to the railway (Castlerock) to facilitate works being carried out on behalf of Translink NI. The area is adjacent to the Freehall Road User Worked Crossing. The contractors have agreed to rectify any minor damage caused during this operation.

In terms of timescales, access would be required from mid-October to end November and for a week in September. The compound and access would be utilised for approximately 3 weeks, to access construction plant and machinery to the railway. The contractors insurance would cover the area once possession has been taken, and the area will be reinstated to equal or improved standard.

Council officers have meet the contractors and would now request that Council consider facilitating a license agreement with the contractors to enable these works to progress.

**It was recommended** that Council agree to a licence agreement with McLaughlin and Harvey regarding access to Council land to facilitate works being carried out on behalf of Translink.

**AGREED:** that Council agreed to a licence agreement with McLaughlin and Haarvey regarding access to Council land to facilitate works being carried out on behalf of Translink.

## **9 SPORT AND LEISURE FACILITIES IN DUNGIVEN – DEED OF DEDICATION**

In January 2016 Council approved the Dungiven Sports Centre Tender Report including acceptance of the Sport NI Letter of Offer for £2.5m of capital grant for construction of the facilities.

As with most other public grant funding, it is a condition of the Letter of Offer for the £2.5m of capital grant for construction of the facilities that Council provide a legal commitment to operate the constructed facilities in accordance with the purpose for which the capital grant was provided; in this instance the legal commitment is provided by way of a Deed of Dedication.

Under the terms of the Deed, Council must maintain and operate the facility and must not sell or transfer it without the agreement of Sport NI (or its successor) for a period of ten years. The consequence of not complying with the Deed is claw-back of one tenth of the grant for each year of the ten year period remaining at the time of any breach. However, given that Council has a statutory duty to provide sport and leisure services in any case, it is very unlikely that such circumstances would ever occur.

**It was recommended that** Members approve and authorise the execution of the Deed of Dedication.

**AGREED:** that Members approve and authorize the execution of the Deed of Dedication.

## **10 COMMUNITY PLANNING UPDATE**

The Corporate Policy and Resources Committee received a report to update members on Community Planning. Members were advised of development of the Community Plan and to the aim of integrating wide ranging streams of public life to produce a statement outlining future direction of the new Council area. .

A meeting of the Community Planning Strategic Partnership took place on 6<sup>th</sup> July 2016 at which the Partnership received a report on the community engagement process to date. The Partnership also received a presentation from the Northern Health and Social Care Trust on “Living Well – The Dalriada Pathfinder Project”.

The Partnership were also given a presentation on the draft Programme for Government and discussion took place on how the Programme for Government and the Causeway Coast and Glens Community Plan could align with each other.

Members noted that the next major step for the Partnership would be the establishment of the Thematic Working Groups in September. These Working Groups would be task and finish and their purpose would be to produce an Outcomes Based Action Plan for their theme for consideration by the Partnership.

Following discussion on the emerging themes for the Community Plan, there was a consensus that the themes should be reduced to:

- Health and Social Well Being
- A Strong Economy
- A Sustainable Environment.

Members of the Partnership raised the issue of the substantial statistical evidence which would be required to inform the actions of the proposed Community Plan. They believed high quality statistical information was critical to the success of the Plan and were of the view that a statistician would be a vital requirement for this function. Following discussion it was agreed this matter should urgently be explored further by Council.

The update report was noted by the Committee.

## **11 PUBLIC RELATIONS / COMMUNICATIONS ACTIVITY**

The Committee received a report the purpose of which was to update members on public relations, communications and promotional activity to residents and visitors on service delivery in the Borough for 12 month period April 2015 to April 2016.

Statistical information set out within the report included media stories (positive and negative); media queries, public notices, social media queries/responses; filming

requests within the Borough; proactive promotions on service delivery / key events and other communications support/activity was also outlined.

It was pointed out that major events like the Old Lamas Fair and Riverfest should have been included within the list of key events.

The report was noted by the Committee.

## **12 SECTION 75 ANNUAL PROGRESS REPORT TO EQUALITY COMMISSION FOR NORTHERN IRELAND**

The Committee received Section 75 Annual Progress Report to the Equality Commission for Northern Ireland previously circulated and as summarised.

Under Section 75 of the Northern Ireland Act 1998 (and included as a commitment in the Council's Equality Scheme) is a requirement that the Council provide an annual report to the Equality Commission for NI on progress in meeting our obligations under the equality and good relations duties.

The report also requires the Council to report on how it is fulfilling its statutory duties under Section 49A of the Disability Discrimination Act 1995 by reporting on progress made on the commitments included in the Council's Disability Action Plan.

The period of time the report deals with is from 1 April 2015 to 31 March 2016, the first operational year of Causeway Coast and Glens Borough Council.

Part A of the report circulated relates to the Section 75 Equality and Good Relations duties and covers outcomes, impacts and good practice in relation to these areas of work, along with progress on the Council's Equality Action Plan, consultations undertaken, screening and Equality Impact Assessments undertaken, monitoring arrangements, training and complaints made in relation to equality and good relations issues.

Part B outlines actions achieved, partially achieved or not achieved in relation to the Council's Disability Action Plan.

The Committee noted the report.

## **13 ORGAN DONATION INITIATIVE**

The Corporate Policy and Resources Committee received a report to advise members on progress on plans to lend support to the Organ Donation Service provided in Causeway Hospital

Following a presentation to Council by the Organ Donation Service Council agreed in May 2016 (CPR160419) to support the initiative aimed at increasing awareness of the service provided in Causeway Hospital and to promote the importance of becoming an organ donor.

There has been engagement with the Organ Donation team based in Causeway Hospital to consider the support which Council can provide. It was agreed that Organ Donation Week, Monday 5<sup>th</sup> – Sunday 11<sup>th</sup> September, (formerly known as National Transplant Week) would be the logical time for most of the promotional actions to take place. Organ Donation Week provides an opportunity for the organ donation and transplant community to promote organ donation nationally and locally, whilst highlighting the importance of organ donation and celebrating those who have saved lives.

The following actions to support the activities of Causeway Hospital Organ Donation Team have been agreed:

- Promotional materials will be available at Council Corporate Buildings, Town Halls, Leisure Centres, Arts Centres, Museums and Community Facilities.
- An article on the Council's support for the Organ Donation initiative and encouraging support of other Councils to be submitted to NILGA Newsletter
- Press Release and photo opportunity including members supporting the initiative.
- Promotion on Council website and social media with link to Organ Donation website.
- Raise awareness through attendance at Gala Dinner celebrating and promoting organ donation, to be held in Tullyglass House Hotel, Ballymena on Thursday 8<sup>th</sup> September at 7 pm. Tickets £30. An invitation has been circulated to Elected Members.

The Organ Donation Team have also asked that Council give consideration to use of organ donation sticker on Council vehicles when reviewing progress.

The report was noted by the Committee.

#### **14 MATTERS FOR REPORTING TO PARTNERSHIP PANEL – 12 OCTOBER 2016**

There were no matters put forward for reporting to the Partnership Panel meeting of 12 October 2016.

#### **15 CORRESPONDENCE**

The following correspondence received was noted by the committee:

- a) Local Government Policy Division Circular LG 14/2016 Consolidated Councillor Allowances
- b) Childrens Services Co-operation Act (Northern Ireland) 2015.

There being no further business, the meeting concluded at 8.05 pm.

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Chair