

CORPORATE POLICY AND RESOURCES MEETING TUESDAY 21 FEBRUARY 2017

No	Item	Summary of key Recommendations
3	Minutes of meeting held Tuesday 17 January 2017	<i>Confirmed</i>
4	Request for Freedom of the Borough Parade 2016 (Ulster) Battery Royal Artillery	<i>Support</i>
5	Establishment of Efficiency Sub Committee	<i>6 members from CP&R by d'Hondt</i>
6	Zomba Action Project (ZAP)	<i>Support</i>
7	PR Activity Update	<i>Approve</i>
8	Recruitment of Corporate Performance Improvement and Transformation Programme Manager	<i>Defer to additional meeting of CP&R 13th March</i>
9	Convention Avenue Car Park, Portstewart – Lease	<i>Approve</i>
10	Information Sharing Policy	<i>Approve</i>
11	Debt Management Policy	<i>Approve</i>
12	Prompt Payment Statistics	<i>Information</i>
13	Public Consultation on Draft Strategic Framework for the Community Plan	<i>Information</i>
14	Matters for reporting to Partnership Panel	<i>Nil</i>
15	Correspondence	<i>Information</i>

	Synopsis of responses to consultation on the draft Local Government (Payments to Councillors) Regulations NI 2016	
16	Consultations DoF Draft Equality Scheme for the Department of Finance	<i>Information</i>
17	Conferences NILGA Tullyglass House Hotel, 24 February	<i>Information</i>
18	Vacancy Control Procedure	<i>Approve</i>
19	Debt Management	<i>Information</i>
20	Month 8 Management Accounts	<i>Information</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 21 FEBRUARY 2017 AT 7.00 PM**

- In the Chair** : Councillor Chivers
- Present** : Aldermen Campbell, Hickey,
Councillors Baird, Beattie, Blair, Duddy, Holmes, Knight-
McQuillan, McCandless, McCorkell, McShane, C, Quigley and
Wilson
- Officers Present** : M Quinn, Director of Performance
D Wright, Chief Finance Officer
S McMaw, Head of Corporate Performance & Compliance
S Duggan, Committee and Member Services Officer
- In Attendance** : Press (2 no.)

NOMINATIONS

Councillor Holmes replaced Alderman Hillis for the transaction of business for the evening.

1 APOLOGIES

Apologies were recorded for Alderman Hillis; McKillop; Councillor McLaughlin.

2 DECLARATIONS OF INTEREST

Alderman Campbell declared an interest in Item 18: Vacancy Control Procedure.

3 MINUTES OF MEETING HELD TUESDAY 17 JANUARY 2017

The Chair advised the minutes of the above meeting were confirmed at the 24 January 2017 Council meeting.

**4 REQUEST FOR FREEDOM OF THE BOROUGH PARADE 206 (ULSTER)
BATTERY ROYAL ARTILLERY**

Report circulated.

Committee was presented with a report on a request received from the Reserve Forces and Cadets Association for Northern Ireland for 206 (Ulster) Battery Royal Artillery to hold a Freedom Parade in Coleraine on Saturday 20th May.

It is recommended that Council considers its support for the request from 206 (Ulster) Battery Royal Artillery to hold a Freedom Parade in Coleraine on Saturday 20th May and host a Civic Reception following the Parade.

Councillor McCandless, as Council's nominated Veterans' Champion voiced his support for the recommendation.

Proposed by Councillor McCandless
Seconded by Councillor Knight-McQuillan and

AGREED - to recommend that Council supports the request from 206 (Ulster) Battery Royal Artillery to hold a Freedom Parade in Coleraine on Saturday 20th May and host a Civic Reception following the Parade.

5 ESTABLISHMENT OF EFFICIENCY SUB COMMITTEE

Report circulated.

Council agreed that options for a proposed Efficiency Sub-Committee and for Elected Member and officer representation on the Sub-Committee be brought to Committee for consideration.

It is suggested that the first meeting of the Sub-Committee takes place on Thursday 13th April at 7.00pm. A draft Terms of Reference for the Sub-Committee will be tabled at this meeting.

Officer representation: Members of Senior Management Team and Heads of Service, as and when required.

It is recommended that the number of Elected Members and method of appointment of these Members to the Efficiency Sub-Committee is agreed.

AGREED – to recommend that a sub-committee is established from Corporate Policy & Resources Committee comprising of 6 members by d'Hondt (2 DUP, 2 UU, 1 SF, 1 SDLP)

* **Councillor McShane arrived at the meeting at 7.05 PM**

6 ZOMBA ACTION PROJECT (ZAP)

Report circulated.

The Zomba Action Project has requested that Council considers the following support:

- The nomination of 4 or 5 Councillors onto the ZAP Management Board; there will be a meeting about once a month, and their attendance at the meetings would depend on the demands of their other commitments.
- A room to meet in monthly at Cloonavin, and in the expectation of a positive extension of ZAP into all three other legacy Council areas, probably a room to meet in, in Ballycastle, Ballymoney and Limavady on a two monthly basis. The nature of this extension into the new areas will be shaped by the newcomers (Councillors and others) who join the ZAP Management Board.
- The existing facility at the Parks Nursery of a container to store 'useful' items for transport out to ZAP Zomba; and the transport facility, a Council van, to take the donated items to Ballynure, again as at present.

ZAP would also hope that Council would continue to actively promote the Zomba connection and ZAP's role in that connection. The level of this support is a matter for Council to determine. Coleraine Borough Council had agreed a Memorandum of Understanding (MoU) with ZAP and Council may wish to consider using this format as a basis for a future connection. The MoU is attached at Appendix 2. Promotion could include:

- Promotion via the Council's website;
- Local Government, UK/NI Assembly, (International Group) recognition of its imaginative connection with Zomba Council;
- The voice of the Mayor/PR speaking/issuing press statements arising from the connection with Zomba and ZAP's role in that connection; and press photos of the Mayor at occasional supportive functions;
- The voice of the Chief Executive and other senior staff lending weight to active interest and participation in the connection; for example, applying for occasional Commonwealth Scholarships for Zomba Council staff to be attached to Council;
- Councillors and staff organising occasional events to fund Zomba Council projects through ZAP and making monthly contributions through the Council's Finance department. Staff in the previous Coleraine Borough Council made monthly contributions in this way;
- ZAP would also hope that Councillors would use their Community Planning relationships with other public sector bodies to encourage them to make connections with their counterparts in Zomba, similar to the Council to Council relationship; and to use ZAP as the conduit for voluntary funding of projects within their counterpart organisations in Zomba.

It is recommended that Committee considers the request from the Zomba Action Project and makes recommendation to Council on the following:

- The nomination of 4 or 5 Councillors onto the ZAP Management Board; there will be a meeting about once a month, and their attendance at the meetings would dependent on the demands of their other commitments.
- A room to meet in monthly at Cloonavin, and in the expectation of a positive extension of ZAP into all three other legacy Council areas, for example, a room to meet in, in Ballycastle, Ballymoney and Limavady on a two monthly basis. The nature of this extension into the new areas will be shaped by the ZAP Management Board.
- The existing facility at the Parks Nursery of a container to store 'useful' items for transport out to ZAP Zomba; and the transport facility, a Council van, to take the donated items to Ballynure, again as at present.
- and determines the level of support Council may wish to give in actively promoting the Zomba connection and the Zomba Action Project's role in that connection.

Proposed by Councillor Quigley

Seconded by Councillor McCorkell and

AGREED – to recommend that Council approve the request from the Zomba Action Project on the following:

- The nomination of 4 or 5 Councillors onto the ZAP Management Board; there will be a meeting about once a month, and their attendance at the meetings would dependent on the demands of their other commitments.
- A room to meet in monthly at Cloonavin, and in the expectation of a positive extension of ZAP into all three other legacy Council areas, for example, a room to meet in, in Ballycastle, Ballymoney and Limavady on a two monthly basis. The nature of this extension into the new areas will be shaped by the ZAP Management Board.
- The existing facility at the Parks Nursery of a container to store 'useful' items for transport out to ZAP Zomba; and the transport facility, a Council van, to take the donated items to Ballynure, again as at present.
- and determines the level of support Council may wish to give in actively promoting the Zomba connection and the Zomba Action Project's role in that connection.

Councillor McCorkell, referring to the Memorandum of Understanding between Coleraine Borough Council and the Municipality of Zomba, stated he would like to see Causeway Coast and Glens Borough Council sign the document.

7 PR ACTIVITY UPDATE

The Director of Performance presented the report, previously circulated.

A number of changes have been implemented which have greatly helped to raise the profile of the Council both locally and regionally.

The PR team has been offered the opportunity of a regular free column with the Farming Life supplement of the Newsletter. This supplement is widely read throughout the farming and agriculture industry, and the column would have a significant advertising equivalent value. It is anticipated that the column would link in with Council's Tourism and Economic Development department. It would provide an invaluable PR opportunity, and would be a fantastic platform from which to showcase the Borough, and promote its growing local produce, artisan producers, food tourism and agri sectors.

It is recommended that Council accepts the opportunity to use the regular free column in the Farming Life, as it is an excellent opportunity to promote the Borough as an attractive place to live, work, invest and visit, and provide practical support to local produce, artisan producers, food tourism and agri sectors.

Proposed by Councillor Wilson
Seconded by Councillor Knight-McQuillan and

AGREED – to recommend that Council accepts the opportunity to use the regular free column in the Farming Life, as it is an excellent opportunity to promote the Borough as an attractive place to live, work, invest and visit, and provide practical support to local produce, artisan producers, food tourism and agri sectors.

The Director also agreed that the PR Team would contact Elected Members for suggestions for the Farming Life Column.

The Director agreed to make arrangements to promote the following on social media; refuse collections including holiday times, contact information, how to contact Council; opening and closing hours of Council facilities eg Leisure Centres and details of how to book and investigate independent news pages/sponsorship.

8 RECRUITMENT OF CORPORATE PERFORMANCE IMPROVEMENT AND TRANSFORMATION PROGRAMME MANAGER

The Head of Corporate Performance and Compliance presented the report, previously circulated.

The Council urgently requires a staff resource to manage the processes required to ensure it meets the statutory obligations that are set out in the Local Government Act (NI) 2014. Each year the Council is required to both manage the in-year performance

improvement plan and to develop a plan for the next financial year. The first year of the process was deemed to be a light approach in that performance improvement was a new function and required a bedding in period for the Council, the Department for Communities and the NIAO. However even with this approach a huge amount of work was required to satisfy the Local Government Auditor that the Council had adequate plans and processes in place to meet its statutory obligations. Currently the Council must begin the process of developing the performance improvement plan for 2017/2018 and also prepare for two audits. The first audit will relate to the 2016/2017 performance improvement plan outcomes and the second, a forward looking audit relating to an assessment as to whether the 2017/2018 plan is likely to meet next year`s statutory obligations.

To address the resourcing issue it is proposed to create the new post of Corporate Performance Improvement and Transformation Programme Manager. The post will include three key function areas within the section, Corporate Performance Improvement, Performance Management and Transformational Change. It is anticipated that initially this post will have the capacity to manage all three functions but this will be reviewed over time.

There is now an urgency to have a full time staff resource in place. If agreed the post will be evaluated and recruitment procedures initiated. Amalgamating the three functions into one post will substantially reduce cost and also provide operational benefits given the synergies between them. The post will form part of a wider structure within the Corporate Performance and Compliance section which will reflect the functions set out in point 1.1 of the report, circulated.

It is recommended that the Council agree to the post of Corporate Performance Improvement and Transformation Programme Manager.

Committee expressed its dissatisfaction at the lack of available information presented in order to make a sound, informed decision.

The Head of Corporate Performance and Compliance agreed to present the total Service structure, currently in draft, whilst explaining the reason for the urgency for the single post being brought to committee was to facilitate the recruitment and selection process with a view to the successful candidate being in post to achieve Local Government Audit statutory obligations within the specified timescale.

In response to Members` queries the Director of Performance agreed that this could be considered at the next meeting.

Proposed by Councillor Baird
Seconded by Councillor Wilson and

AGREED – to recommend that Council hold an additional meeting of Corporate Policy and Resources on 13th March 2017, 7 PM to discuss the Corporate Performance and Compliance structure and to receive an update on the matching process and progress report on posts filled to date.

* **Councillor C McShane left the meeting at 8.45 PM.**

9 CONVENTION AVENUE CAR PARK, PORTSTEWART – LEASE

Report circulated.

The transfer of the Off Street Parking functions from the DRD (now Transport NI) to local councils occurred on the 1st of April 2015 by virtue of the Off Street Parking (Functions of District Councils) Act 2015.

Portstewart parking provision is provided by Convention Avenue car park (currently leased for the sum of £14,000 since 2008, from the Convention Society in Portstewart). It was transferred to Council during 2015 process described above. The lease expired on December 31st 2016.

Officers have investigated the value of the lease via a valuation carried out by OKT agent regarding the Convention Avenue Car Park at £15,108 per annum on 12th October 2016. This is currently a 7.91% rise on the rate set in 2008 (£14,000). The Convention Society has proposed a figure of £15,500 per annum for extending the original lease from 2008. This would equate to an average increase over the last 9 years of 1.07%.

It is recommended that Council approve a new 5 year lease, commencing 1 January 2017, between the Trustees of Portstewart Convention and Causeway Coast and Glens for the car park at Convention Avenue, Portstewart in the sum of £15,500 to continue to provide a parking facility within Portstewart, subject to legal approval.

Proposed by Alderman Hickey
Seconded by Councillor McCorkell and

AGREED – to recommend that Council approve a new 5 year lease, commencing 1 January 2017, between the Trustees of Portstewart Convention and Causeway Coast and Glens for the car park at Convention Avenue, Portstewart in the sum of £15,500 to continue to provide a parking facility within Portstewart, subject to legal approval.

10 INFORMATION SHARING POLICY

Report circulated.

It is essential the Council has safeguards and protections in place to protect the information that it gathers, creates, processes and discloses in order to comply with the Data Protection Act 1998. This draft policy sets out the requirements placed on employees when sharing personal information within Council and between the Council and other bodies.

Information Sharing means the disclosure of personal information to a third party. The need to share this type of information can be required for many reasons and the

draft policy outlines the factors for staff to consider when deciding to enter into an arrangement to share personal data. This includes setting up an information sharing agreement and undertaking a Privacy Impact Assessment.

It is recommended that the Corporate Policy and Resources Committee recommend to Council the approval of the draft Information Sharing Policy as set out in Appendix 1, circulated.

Proposed by Councillor Duddy
Seconded by Councillor McCorkell and

AGREED – to recommend that Council approve the draft Information Sharing Policy as set out in Appendix 1, circulated.

11 DEBT MANAGEMENT POLICY

Report circulated.

At the January meeting of this committee some member felt it would be acceptable to delegate authority to the Chief Finance Officer with respect to the writing off of debts which are deemed irrecoverable. The attached updated policy has included this suggestion setting the level of delegated authority at £1,000 with any debt larger than this requiring Council approval before write-off.

It is recommended that the updated Debt Management Policy be approved with effect from 1 March 2017.

Chief Finance Officer advised of omitted text within the Policy Index, “5.5 Procedure for writing off bad debts over £1,000, Page 7”.

AGREED – to recommend that the updated Debt Management Policy be approved with effect from 1 March 2017; to include the addition of the following words to the Policy Index “5.5 Procedure for writing off bad debts over £1,000, Page 7”

12 PROMPT PAYMENT STATISTICS

Information report circulated.

The tables circulated detailed Council’s performance since April 2015 the latest data for quarter 4 of 2016/17 being up to and including January and part of February 2017. Council is at present falling short of the targets but has shown a marked improvement during the current year, further review of our procedures are being conducted in an effort to meet our performance target by the end of the financial year.

13 PUBLIC CONSULTATION ON DRAFT STRATEGIC FRAMEWORK FOR THE COMMUNITY PLAN

Information report circulated.

The draft Strategic Framework for the Community Plan has been finalised with the Statutory Partnership and the draft document has been issued for public consultation for an eight week period from 6th February 2017.

The consultation period will close on 2nd April 2017 and the document will then be finalised by the Partnership following consideration of comments received during the consultation period.

The public consultation will be publicly advertised in the local press and an opportunity to comment will be available via a survey on the Council's website. A Copy of the Draft Community Plan Strategic Framework is available on Council's website <https://www.causewaycoastandglens.gov.uk/>

Members of the public are also welcome to write in with their comments or meet with the Community Planning team to talk through their views on the draft Strategic Framework.

Two public consultation meetings will also be held on Thursday 23rd February 2017 at 2.00 pm and then again at 6.30 pm in the Lodge Hotel, Coleraine.

Councillors will also have had the opportunity to comment on the draft Framework at a Councillor workshop held on 15th February 2017.

14 MATTERS FOR REPORTING TO PARTNERSHIP PANEL (DATE OF NEXT MEETING PROVISIONALLY 23 MAY 2017)

There were no matters for reporting to the Partnership Panel.

15 CORRESPONDENCE

Committee noted the correspondence schedule, circulated.

- Synopsis of responses to the Consultation on the Draft Local Government (Payments to Councillors) Regulations Northern Ireland 2016

16 CONSULTATIONS

Committee noted the consultation schedule, circulated.

- Department of Finance (DoF), Draft Equality Scheme for the Department of Finance, submission by 10 April 2017

17 CONFERENCES

Committee noted the conference schedule, circulated.

- NILGA Investment Conference, 24th February 2017

Members wishing to attend the above conference should contact Democratic Services.

AGREED - MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Duddy
Seconded by Councillor Wilson and

AGREED - that the committee proceeds to conduct the following business 'In Committee'.

* **Press left the meeting at 8.50 PM**

18 VACANCY CONTROL PROCEDURE

Confidential report circulated.

Committee was presented with information to enable a recommendation to be made to Council to amend the current Protocol for Recruiting Vacancies within Causeway Coast and Glens Borough Council during Vacancy Control, to enable agency workers to apply for vacant posts within Council.

Recommendation

Committee is asked to consider the following amendment to the Protocol for Recruiting Vacancies within Causeway Coast and Glens Borough Council during Vacancy Control. Agency workers will be considered before the post is advertised externally:

1. At Risk employees within Causeway Coast and Glens Borough Council (in accordance with Vacancy Control Procedures LGRJF/03, 'At Risk' employees in the functional areas are considered first)
2. All employees within Causeway Coast and Glens Borough Council
3. At Risk employees in the Local Government Sector (10 other council, Staff Commission and RPA affected Groups)
4. Agency Workers within Causeway Coast and Glens Borough Council (this is the new step).
5. External Advertisement

Proposed by Councillor Duddy
Seconded by Councillor Holmes and

AGREED – to recommend that Council amend the Protocol for Recruiting Vacancies within Causeway Coast and Glens Borough Council during Vacancy Control. Agency workers will be considered before the post is advertised externally:

1. At Risk employees within Causeway Coast and Glens Borough Council (in accordance with Vacancy Control Procedures LGRJF/03, 'At Risk' employees in the functional areas are considered first);
2. All employees within Causeway Coast and Glens Borough Council;
3. At Risk employees in the Local Government Sector (10 other council, Staff Commission and RPA affected Groups);
4. Agency Workers within Causeway Coast and Glens Borough Council (this is the new step);
5. External Advertisement;

and to run the process, (Items 1 - 4), concurrently.

19 DEBT MANAGEMENT

Confidential report circulated.

Since the implementation of the new debt management policy finance staff have applied the workings of that policy to Council's debt. As a result there are three outcomes:

- 1 Debt is recovered
- 2 Legal proceedings commenced
- 3 Debt written off.

This report set out an update on several debts.

20 MONTH 8 MANAGEMENT ACCOUNTS

Confidential report circulated.

Management accounts report detailing the financial position as at period 8 of the 2016/17 financial year (up to 30 November 2017) was circulated.

MOTION TO PROCEED 'IN PUBLIC'

AGREED - that the committee proceeds to conduct the following business 'In Public'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9.10 PM.

Chair