

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 16 MAY 2017**

No	Item	Summary of key Recommendations
1	Apologies	<i>Alderman Hickey and Councillor C McShane</i>
2	Declaration of Interests	<i>None</i>
3	Minutes of Meeting held Wednesday 12 April 2017	<i>Confirmed</i>
4	Regional Armed Forces Day	<i>Approve</i>
5	Storage of Museum Exhibits	<i>Defer until firmer recommendation brought and alternative solutions sought</i>
6	Amendments to Council Constitution	<i>Approve</i>
7	Strategic Framework for the Community Plan	<i>Information</i>
8	Prompt Payment Statistics	<i>Information</i>
9	De-rating Penny Product Forecast	<i>Information – further information on variance figure to be supplied</i>
10	Matters for Reporting to Partnership Panel	<i>None – Partnership Panel representative invited to NILGA Meeting on 9 June 2017</i>

11	<p>Correspondence</p> <p>11.1 Department for Communities – Rates Support Grant 2017/2018 (28 April 2017)</p> <p>11.2 PA Duffy & Co Solicitors – In the Matter of an Application by Mid Ulster District Council for Leave to Apply for the Judicial Review of a Decision by the Department of the Environment (13 April 2017)</p> <p>11.3 NILGA – re Partnership Panel (9 May 2017)</p> <p>11.4 Invitation to a Ceremony to mark the Centenary of the Battle of Messines Ridge on 7 June 2017</p>	<p>Information</p> <p>Incoming Mayor and Deputy Mayor to be nominated</p>
12	Conferences	None
13	Debt Management	Information – further update in 2 months
14	Management Accounts	Information
15	Land and Property Sub-Committee notes of Meeting held Wednesday 3 May 2017	Approve
16	Provision of Architectural Services for an Extension to the Joey Dunlop Leisure Centre, Ballymoney	Council Solicitor, on behalf of Council, to negotiate settlement to upper limit agreed by the Committee
17	<p>Any Other Relevant Business (notified in accordance with Standing Order 12 (o))</p> <p>Councillor Baird</p> <p>17.1 Have Council tendered out a contract for printing requirements? Has this been tendered as one bulk contract for the whole Borough, for what period is the contract valid and what is the overall budget for this</p>	Report on tendering for printing services and stationery to be brought back in 3 months

	work? What measures did Council take to ensure competition for printing contract/s was open and transparent across the new Borough?	
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**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 16 MAY 2017 AT 7.00 PM**

In the Chair : Councillor Chivers

Present : Aldermen Campbell, Hillis and S McKillop
Councillors Baird, Beattie, Blair, Duddy,
Knight-McQuillan, McCandless, McCorkell,
McLaughlin, Quigley and Wilson

Officers Present : M Quinn, Director of Performance
D Wright, Chief Finance Officer
D Hunter, Council Solicitor
D Allen, Committee and Member Services Officer

In Attendance : Press (1 No.)

1 APOLOGIES

Apologies were recorded for Alderman Hickey and Councillor C McShane.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3 MINUTES OF MEETING HELD WEDNESDAY 12 APRIL 2017

The Chair advised the minutes of the above meeting were confirmed at the Council Meeting on 25 April 2017.

4 REGIONAL ARMED FORCES DAY 2018

Report circulated.

Armed Forces Day is an annual event where local communities have the opportunity to show support for the men and women who make up the Armed Forces community: from currently serving troops to service families, veterans and cadets. Each year a main regional event takes place on the last Saturday in June. The Reserve Forces and Cadets

Association for Northern Ireland has approached the Council to offer the opportunity to host the event in 2018, marking one hundred years since the conclusion of the First World War.

It is recommended that the Committee considers the offer from the Reserve Forces and Cadets Association and recommend to the Council how it wishes to proceed.

Councillor Duddy suggested that Council should consider holding events in conjunction with this.

Councillor McLaughlin stated that Council should not consider the offer to host the event in 2018.

Proposed by Councillor McCandless
Seconded by Councillor Duddy and

AGREED - to recommend that Council consider the offer from the Reserve Forces and Cadets Association and recommend how it wishes to proceed.

5 STORAGE OF MUSEUM EXHIBITS

Report circulated.

As part of the Causeway Coast and Glens Borough Council Estates Strategy, the Planning Staff will be relocating to Cloonavin at the end of July 2017. Planning Staff will need access to all the planning files on a daily basis and work is now underway to clear the basement in Cloonavin to accommodate these files but there still remains floor space containing museum exhibits.

These exhibits have a range of financial and historical value and require to be relocated to another building that is suitably secure and environmentally stable.

It is recommended that Council approves the use of the Council Chamber in Sheskburn House for the temporary storage of museum exhibits.

AGREED - MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Knight-McQuillan
Seconded by Councillor Baird and

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

** Press left the meeting at 7.10 pm.*

Discussion ensued in relation to security systems currently in place in the Council Chamber at Sheskburn House, temperature/humidity control, digital storage and the possibility of alternative solutions.

The Director of Performance suggested that this be deferred for one month to allow for a catalogue of items to be compiled and to seek alternative solutions.

Proposed by Councillor Duddy
Seconded by Councillor McCandless and

AGREED - To recommend to Council that approval be deferred until a firmer recommendation is brought back to Committee and a catalogue of items be compiled.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Baird
Seconded by Councillor Knight-McQuillan and

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

** Press rejoined the meeting at 7.18 pm.*

6 AMENDMENTS TO COUNCIL CONSTITUTION

Report circulated.

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

Causeway Coast and Glens Borough Council agreed a new Constitution in October 2015.

In March 2017 the Corporate Policy and Resources Committee recommended the adoption of amended Standing Orders based on feedback from elected members. This recommendation was adopted by Council and the Standing Orders were duly amended (copy previously circulated).

In March 2017 the Corporate Policy and Resources Committee recommended the adoption of a revised Scheme of Allowances payable to Elected Members. This recommendation was adopted by Council and the Scheme of Allowances was duly amended (copy previously circulated).

The Scheme of Allowances for Elected Members is included within the Council Constitution and means that the Constitution will have to change to include this revised Scheme.

It is recommended that the Corporate Policy and Resources Committee recommend to Council approval of the proposed amendments to the Council Constitution to reflect the revised Scheme of Allowances payable to Elected Members.

AGREED – to recommend that the Corporate Policy and Resources Committee recommend to Council approval of the proposed amendments to the Council Constitution to reflect the revised Scheme of Allowances payable to Elected Members.

7 STRATEGIC FRAMEWORK FOR THE COMMUNITY PLAN

The Director of Performance presented the information report previously circulated.

As previously indicated, the Community Plan is a long term plan (up to 2030), based on sound, robust evidence with a focus on improving social, economic and environmental well-being and contributing to sustainable development.

The following three themes were previously agreed by the Strategic Partnership as the main pillars of the Community Planning process in the Causeway Coast and Glens area:

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

Three working groups were set up based on the three themes and these working groups were allocated the task of developing high level outcomes, actions and indicators for a draft Community Plan Strategic Framework.

The working groups concluded their work in December 2016 and the information generated by them formed the basis of a draft Community Plan Strategic Framework. This document outlined at a high level, the future focus and direction for the Causeway Coast and Glens Council area.

At its meeting on 3 May 2017, the Strategic Partnership formally agreed the final version of the Causeway Coast and Glens Community Plan Strategic Framework.

A media launch of the Causeway Coast and Glens Community Planning Strategic Framework will take place on **Thursday 15 June 2017 at 12.00 noon** in the Causeway Hotel, 40 Causeway Road, and Bushmills.

All Councillors are cordially invited to attend (the event is expected to last no more than one hour).

Councillor Baird wished it to be recorded her appreciation to all staff, members of the public, community groups and external organisations involved in the process from consultation to the development of the plan. Councillor Duddy concurred with these remarks.

8 PROMPT PAYMENT STATISTICS

The Chief Finance Officer presented the information report, previously circulated.

Department for Communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The tables (previously circulated) detail Council's performance since April 2015 the latest data for quarter 1 of 2017/18 being up to and including April 2017. Council is at present falling short of the targets but we have shown an overall improvement during the year of just over 2.5%, further review of our procedures are being conducted in an effort to meet our performance target.

The Committee noted the information report.

9 DE-RATING PENNY PRODUCT FORECAST

The Chief Finance Officer presented the information report, previously circulated.

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils, issue in year forecasts on the Actual Penny Product (APP) and projected outturns with regards the amount of rates actually collected. In addition they also provide data on the de-rating grant element which has a penny product figure of its own.

Council has received an indicative figure for the de-rating grant finalisation which estimates Council to be in a deficit position of £37,744 which means Council will have to repay this amount. This is a significant variance from the other in year forecasts despite the borough not having any major bad news in terms of businesses who would have an effect on this grant.

LPS have been asked for further details as to where this variance has arisen and this will be communicated to members as soon as it is received. Details of the De-rating grant award are in the tables previously circulated.

The Committee noted the information report.

** Councillor Wilson left the meeting at 7.24 pm*

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

There were no matters for reporting to the Partnership Panel.

The Director of Performance advised Members that the Partnership Panel representative is invited to the NILGA Meeting on 9 June 21017 (item in correspondence).

11 CORRESPONDENCE

Committee noted the correspondence schedule, circulated.

11.1 Department for Communities – Rates Support Grant 2017/2018 (dated 28 April 2017).

11.2 PA Duffy & Co Solicitors – In the Matter of an Application by Mid Ulster District Council for Leave to Apply for the Judicial Review of a Decision by the Department of the Environment (dated 13 April 2017).

11.3 NILGA – re Partnership Panel (dated 9 May 2017).

11.4 Invitation to a Ceremony to mark the Centenary of the Battle of Messines Ridge on 7 June 2017.

The Director of Performance advised members that 2 Elected Members were required to be nominated to attend this event.

Proposed by Councillor Duddy
Seconded by Councillor McCorkell and

AGREED – that the incoming Mayor and Deputy Mayor be nominated to attend.

12 CONFERENCES

There were no conferences scheduled.

AGREED - MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Baird
Seconded by Councillor Wilson and

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

** Press left the meeting at 7.34 pm*

** Councillor Wilson rejoined the meeting at 7.34 pm*

13 DEBT MANAGEMENT

The Committee received a confidential information report.

Council implemented a revised Debt Management Policy in February 2017. 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.

The report set out an update on several debts.

** Alderman S McKillop left the meeting at 7.37 pm.*

The Chief Finance Officer responded to queries from Members and clarified that a further update would be brought back to the Committee in 2 months.

The information report was noted by the Committee.

14 MONTH 10 MANAGEMENT ACCOUNTS

Confidential information report circulated.

The Committee received a confidential Management Accounts report detailing the financial position as at period 10 of the 2016/17 financial year (up to 31 January 2017).

The confidential information report was noted by the Committee.

15 LAND AND PROPERTY SUB-COMMITTEE NOTES OF MEETING HELD WEDNESDAY 3 MAY 2017

The Committee was presented with the notes of the meeting of the Land and Property Sub-Committee held on Wednesday 3 May 2017.

It is recommended – that the notes and recommendations of the meeting of the Land and Property Sub-Committee held on Wednesday 3 May 2017 be approved.

AGREED – to recommend to Council that the notes and recommendations of the meeting of the Land and Property Sub-Committee held on 3 May 2017 be approved.

16 PROVISION OF ARCHITECTURAL SERVICES FOR AN EXTENSION TO THE JOEY DUNLOP LEISURE CENTRE, BALLYMONEY

Confidential information report circulated.

** Alderman S McKillop rejoined the meeting at 7.44 pm.*

Committee was presented with a confidential report providing Members with details on the Provision of Architectural Services for an extension to the Joey Dunlop Leisure Centre, Ballymoney.

** Councillor Wilson left the meeting at 8.01 pm.*

The Council Solicitor provided a further verbal update on the legal proceedings and responded to queries from Members.

It is recommended that Council:

- (i) defend the legal proceedings or
- (ii) make an offer to settle the matter

Proposed by Councillor Duddy
Seconded by Councillor Beattie

– to recommend to Council that the Council Solicitor, on behalf of Causeway Coast and Glens Borough Council, negotiates a settlement to the upper limit agreed by the Committee.

Amendment

Proposed by Councillor Baird
Seconded by Alderman S McKillop

- to recommend that the decision be deferred and put to the full Council Meeting on Tuesday 23 May 2017 for a final decision to be made.

The Chair put the amendment to the Committee to vote. 6 Members voted for, 6 Members voted against, 1 Member abstained. The Chair using her casting vote voted against the amendment and declared the amendment fallen.

The Chair put the substantive motion to the Committee to vote. 6 Members voted for, 6 Members voted against, 1 Member abstained. The Chair using her casting vote voted in favour of the substantive motion and declared the motion carried.

AGREED – to recommend to Council that the Council Solicitor, on behalf of Causeway Coast and Glens Borough Council, negotiates a settlement to the upper limit agreed by the Committee.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Beattie

Seconded by Councillor Knight-McQuillan and

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

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

In accordance with Standing Orders 12(o) Councillor Baird requested:

- 17.1** Have Council tendered out a contract for printing requirements?
Has this been tendered as one bulk contract for the whole Borough, for what period is the contract valid and what is the overall budget for this work? What measures did Council take to ensure competition for printing contract/s was open and transparent across the new Borough?

The Chief Finance Officer informed Members that Council currently did not have a combined contract for printing and stationery, each job was tendered on its own merits. He clarified the tendering procedure and stated that Council were currently within budget for printing and stationery.

The Chief Finance Officer confirmed that a report on tendering for printing services and stationery would be brought back to the Committee in 3 months.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **8:40 pm**.

Chair