

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 22 JANUARY 2018**

No	Item	Summary of key Recommendations
4	Estates Strategy	<i>Approve in Principle Bring back Costings</i>
5	Performance Improvements Objectives	<i>Defer until review Performance Dashboard</i>
6	Consideration of Recording and Live Streaming of Council Meetings	<i>Grant Approve Option 1 – Modernise existing Chamber kit</i>
7	Council Constitution – Review and Amendments	<i>Approve</i>
8	Twinning Sub-Committee Minutes Thursday 23 November 2017	<i>Approve</i>
9	Centenary End of Great War Working Group – Notes of Meeting held 5 December 2017	<i>Approve</i>
10	Request for Photography in Council Chamber	<i>Approve</i>
11	Governance Working Group Minutes of Meeting held 10 January 2018	<i>Approve</i>
12	NILGA – Summary Product and Work Plan 2018/19	<i>Approve for current Council term</i>
13	Community Planning – Draft Delivery Plan	<i>Information</i>
14	Prompt Payment Statistics	<i>Information</i>

15	Annual Penny Product Forecast	Information
16	Estimated Penny Product Forecast	Information
17	Conferences	Nil
18	Correspondence	Note
19	Matters for Reporting to Partnership Panel – Local Government Side	Nil
20	Debt Management	Information
21	Voluntary Living Wage – Deferred from September 2017	NJC National Pay Negotiations will address Voluntary Living Wage issue
22	Efficiency Sub-Committee Minutes of Meeting held 3 January 2018	Approve
23	Efficiency Sub-Committee Minutes of Meeting held 11 January 2018	Approve
24	Land and Property Sub-Committee Minutes of Meeting held 10 January 2018	Approve
25	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	Nil

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
MONDAY 22 JANUARY 2018 AT 7:00 PM**

- In the Chair** : Councillor McCandless
- Present** : Alderman McKillop Mrs S;
Councillors Baird, Beattie, Clarke, Duddy, Holmes,
Knight-McQuillan, McCorkell, Nicholl, Quigley and
Wilson
- Officers Present** : M Quinn, Director, Corporate Services
D Wright, Chief Finance Officer
S McMaw, Head of Performance
P McColgan, Head of ICT
A Lennox, ICT Operations Manager (Acting)
E McCaul, Committee and Member Services Officer
- In Attendance** : Press (1 No.)

SUBSTITUTION:

The Chair advised that Councillor Holmes was replaced Alderman Hillis for the transaction of business at the meeting.

1. APOLOGIES

Apologies were recorded for Alderman Hillis, Councillors McShane C and Blair

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3. MINUTES OF MEETING HELD TUESDAY 21 NOVEMBER 2017

The Chair advised the Minutes of the Meeting held Tuesday 21 November 2017 were adopted at the 28 November 2017 Council meeting.

4. ESTATES STRATEGY – MAYOR’S PARLOURS AND COUNCIL CHAMBERS

The Corporate Policy & Resources Committee received a report to present to Elected Members a summary of outcomes from a workshop held on 20 November 2017 and to seek approval on the future use of the Mayor’s Parlours and Council Chambers.

At the workshop Members were provided with details on use of the Mayor’s Parlours and Council Chambers at Limavady, Riada House and Sheskburn House by the Mayor or by Council staff. At the workshop Members also looked at how the rooms could be used in the future.

The following options were presented for Council Chambers:

Option 1 – The Council Chamber in Riada House and Limavady Offices could be re-configured for office space to be accommodated by staff. This will require substantial lighting upgrades, IT connectivity and redesign. This option would increase occupation capacity and alleviate the pressure on meeting room space that currently exists.

Option 2 – The Council Chamber in Riada House and in the Limavady Offices could be re-configured to accommodate meeting room space. Current meeting rooms could be used to then accommodate staff if required. This option would require a lower level lighting upgrade and some re design work to the Council Chambers.

Option 3 – The Council Chamber in Riada House and in the Limavady Offices could be used for storage space only. The option will not require lighting upgrades but will require re design work and the installation of racking and storage cupboards. The option will not alleviate the pressure on meeting room space that currently exists.

The Following Options were presented for Mayor’s Parlours:

Option 1 – The Mayor’s Parlour in Riada House and in the Limavady Offices remain solely for the use of the Mayor.

Option 2 – The mayor’s Parlour in Riada House and in the Limavady Office are made available to Council staff for meetings but the Mayor will have priority use and the rooms will retain their current ambiance.

It is recommended – that the Causeway Coast and Glens Borough Council approve the following:

1. Continued use of the Mayor`s Parlour and Council Chamber in Sheskburn House in the manner in which it is currently used as detailed in the report.
2. In terms of the Council Chambers, Option 2 of the report.
3. In terms of the Mayor`s Parlours in Riada House and in the Limavady offices, Option 2 of the report.

The Head of Performance confirmed that there would be no major costs or changes made to the Mayor`s Parlours and that these could be used immediately for meetings when not in use by the Mayor. He also confirmed that design options would be brought back with regard to Council Chambers.

AGREED – to recommend in principle, subject to costings being provided that Causeway Coast and Glens Borough Council approve the following:

1. Continued use of the Mayor`s Parlour and Council Chamber in Sheskburn House in the manner in which it is currently used as detailed in the report.
2. In terms of the Council Chambers, Option 2 of the report.
3. In terms of the Mayor`s Parlours in Riada House and in the Limavady offices, Option 2 of the report.

5. PERFORMANCE IMPROVEMENT OBJECTIVES 2018/2019

The Corporate Policy & Resources Committee received a report presented by the Head of Performance and circulated to seek agreement from Causeway Coast and Glens Borough Council with regard to the 2018/2019 performance improvement objectives that will form the basis for the annual Performance Improvement Plan. Once agreed the performance objectives will be subjected to a 12 week public consultation exercise. Having considered feedback, the Council must finally approve the performance improvement objectives by the end of June 2018.

The Senior Management has assessed background information as part of a self-analysis approach for the financial year 2018/2019 and is proposing that the following key objectives form the basis of the Performance Improvement Plan:

- To increase the physical activity level of residents
- Assist to diversify the economy and
- To improve local area sustainability.

The Council will continue to deliver a wide range of projects and initiatives outside the scrutiny of the processes required under the statutory performance duty. These projects and initiatives are delivered through the Departmental business planning process and reported to the Council via the relevant committee.

It is recommended – that Causeway Coast and Glens Borough Council approve the three key performance improvement objectives for 2018/2019.

Concern was voiced that the report was absent of figures and that there were no measure set out in the report around Councils effectiveness and delivering value for money.

The Head of Performance outlined that a Performance Dashboard was currently being developed, which set out statistics around service delivery, key drivers and ratios on how Council was performing over time.

Follow discussion it was:

Proposed by Councillor Clarke
Seconded by Councillor Holmes and

AGREED – to recommend that Causeway Coast and Glens Borough Council defer for 1 month approval of the three key performance improvement objectives for 2018/2019 until Members had an opportunity to review the Performance Dashboard

6. **CONSIDERATION OF VIDEO RECORDING AND ONLINE STREAMING OF COUNCIL MEETINGS**

The Head of Performance presented the report previously circulated.

The purpose of the report is to address a Notice of Motion presented by Councillor Mulholland, requesting that a report be brought to the Committee with initial options and outline costs associated with the implementation of Video Recording and Online Streaming of Council meetings.

Council has produced audit recordings of Council Meetings since the organisation's inception which are published on Council website. In the past 3 years four of the eleven NI Council have taken steps to producing a live stream of Council Meetings for viewing by the public.

Substantial changes to the Chamber were completed for April 2015 to reflect the new organisation's needs, specifically to accommodate 40 Members and associated personnel. For Council to facilitate live streaming, the cost is likely to be composed of 2 main components:

- Change to existing kit to modernise and stabilise Chamber ICT infrastructure and provide technical basis to facilitate live streaming;
- Installation of cameras and relevant telecommunications. Also, provision of associated software to operate the live streaming.

The Committee were advised that the Bosch conference speaker purchased in 2015 would be compatible with potential live streaming of meetings. There are currently on-going concerns over the reliability of components of the remote control kit and peripheral equipment and there is an argument that this kit needs to be modernised for existing requirements, irrespective of whether or not Council adopts live streaming.

The report set out the following options and costs:

		Capital Outlay	Cost per annum
Option 1	Modernise existing Chamber kit	£15,000	£3,000
Option 2	Modernise existing Chamber kit and install live streaming	£28,000	£11,000

In addition to the costs, both Members and Council Staff would require training and 'IN COMMITTEE' items would need to be excluded from both live recordings and broadcasts.

It is recommended – that Council upgrade the existing kit to reflect a stable infrastructure and give consideration to the implementation of live streaming.

The Corporate Policy & Resources Committee discussed viewing figures for live streaming; problems with Chamber ICT infrastructure with some elements being 18 years old; the costs for installing 3 cameras and ongoing annual costs.

Although Members were not adverse to the idea of live streaming, it was felt that the public would have little interest in live streaming given that public gallery was often empty in Council Chamber.

Proposed by Councillor McCorkell
Seconded by Councillor Duddy and

AGREED – to recommend that Council upgrade the existing kit to reflect a stable infrastructure as in Option 1.

7. COUNCIL CONSTITUTION – REVIEW AND AMENDMENTS

The Director of Corporate Services presented the report previously circulated.

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

Council agreed a new Constitution in October 2015. This governs how the Council operates, how decisions are made and procedures which are to be followed to ensure efficiency, transparency and accountability to local people.

In November 2017, the Corporate Policy and Resources Committee recommended the adoption of amended Standing Orders. This recommendation was adopted by Council and Standing Orders were duly amended. As Standing Orders is included within the Council Constitution, this means the Constitution would have to change to include the amended document.

It is recommended – that the Corporate Policy & Resources Committee recommend to Council approval of the proposed amendment to the Council Constitution as outlined.

AGREED – that the Corporate Policy & Resources Committee recommend to Council approval of the proposed amendment to the Council Constitution as outlined.

8. TWINNING SUB-COMMITTEE MINUTES OF MEETING HELD THURSDAY 23 NOVEMBER 2017

The Director of Corporate Services presented the Minutes of the Twinning Sub-Committee meeting held Thursday 23 November 2017 which were previously circulated.

AGREED – to recommend that Council approve the Twinning Sub-Committee Minutes of meeting held Thursday 23 November 2017.

9. CENTENARY END OF GREAT WAR WORKING GROUP (NOTES OF MEETING HELD ON 5 DECEMBER 2017)

The Director of Corporate Services presented the notes of the Centenary End of Great War Working Group which were previously circulated.

It is recommended that

- (i) Council makes budgetary provision of £3,000 for the purchase of and arrangements for installation of Beacons on 11th November 2018;
- (ii) The Working Group meets to consider and make recommendation on a budgetary provision for the associated events organised by Royal British Legion.

AGREED – to recommend that

- (i) Council makes budgetary provision of £3,000 for the purchase of and arrangements for installation of Beacons on 11 November 2018;
- (ii) The Working Group meets to consider and make recommendation on a budgetary provision for the associated events organised by Royal British Legion.

10. REQUEST FOR PHOTOGRAPHY IN COUNCIL CHAMBER

The Director of Corporate Services presented the report previously circulated.

Council will confer the Freedom of the Borough on 2 February 2018 at a Special Council Meeting. This would permit members of the Press and Public present to take photographs during proceedings.

It is recommended that Council grants approval for the taking of photographs at the Special Council Meeting on 2 February 2018 and for future ceremonial occasions as required.

Proposed by Councillor Duddy
Seconded by Councillor Baird and

AGREED – to recommend that Council grants approval for the taking of photographs at the Special Council Meeting on 2 February 2018 and for

future ceremonial occasions as required including the use of flash photography as required.

11. GOVERNANCE WORKING GROUP MINUTES OF MEETING HELD 10 JANUARY 2018

The Director of Corporate Services presented the Governance Working Group Minutes of meeting held 10 January 2018 previously circulated. .

AGREED – to recommend that Council approve the Governance Working Group Minutes of meeting held 10 January 2018 and recommendations within on Standing Orders.

12. NILGA – SUMMARY PRODUCT AND WORK PLAN 2018/19

The Chief Executive of NIGLA has written to Council enclosing NILGA's Summary Product and Work Plan for 2018/19. Further details about the work plan was outlined within the correspondence and Council's approval for the Work Plan is requested by 28 February 2018.

The Causeway Coast and Glens Borough Council's investment subscription was outlined in the Work Plan document at £43,612 for 2018/19.

It is recommended – that Council considers and recommends approval of the Summary Product and Work Plan and the Investment Subscription of £43,612 for 2018/19.

Proposed by Councillor Nicholl
Seconded by Councillor Quigley and

AGREED – to recommend that Council considers and recommends approval of the Summary Product and Work Plan and the Investment Subscription of £43,612 for 2018/19.

AGREED – to recommend that up until end of current Council term in 2019, that NILGA subscription be paid as a standing order, without being reported to the Committee subject to subscription not being increased significantly.

13. COMMUNITY PLANNING – DRAFT DELIVERY PLAN

The Director of Corporate Services presented an information report to update Members on the Community Planning draft Delivery Plan previously circulated.

The Draft Delivery Plan was completed in November 2017 and presented to the Community Planning Strategic Partnership at a workshop held on 6 December 2017. At the conclusion of the workshop the Strategic Partnership agreed to endorse the Draft Delivery Plan subject to a few minor amendments. The Strategic Partnership also agreed that an eight week process of community engagement and feedback would be undertaken on the Draft Delivery Plan before being finalised. This will involve a web based questionnaire, a half day seminar and a series of roadshows around the Causeway Coast and Glens area for completion by 30 March 2018.

The information report was noted.

14. PROMPT PAYMENT STATISTICS

The Chief Finance Officer presented the 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.

The Committee was advised that payment to suppliers had been identified as part of Council's performance improvement objectives, with a target of 90% of suppliers being paid within 30 calendar days. Council is currently beginning to recover the performance downturn seen in earlier part of the financial year, this could be attributed to staff moves now being complete and systems beginning to settle into place and therefore this trend should continue as the year progresses.

Whilst the improved performance in comparison to previous periods is welcome, officers will continue to seek improvements. Staff are continuing with setting up an electronic system which will remove the need to have invoices transported around all of Council offices for verification and authorisation.

The information report was noted.

15. ANNUAL PENNY PRODUCT FORECAST

The Chief Finance Officer presented the 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.

LPS has issued to Councils the second in year forecast for the APP based on figures at 30 November 2017. The forecast for Causeway Coast and Glens Borough Council indicates that Council is on course to receive a positive finalisation in terms of rates income amounting to approximately £774k. The figure has been calculated on the basis of a number of assumptions detailed.

This is an encouraging indication of the strength of our rates base as we now appear to be gaining the benefit of many of the recent increased planning applications with these now beginning to appear as properties on the ground. There is however caution continuing to be expressed around ongoing challenges to the non-domestic revaluation. Many of these challenges have been settled and their effect of the penny product has been dealt with but there are still a number of high value challenges with the added impact due to these potentially being backdated thereby impacting on more than one year's rates.

This encouraging news is doubly welcome when we consider that the benefit will translate into a strong Estimated Penny Product (EPP) which is used for the striking of the rate. At a recent meeting with LPS officials officers were further encouraged to hear that there may still be one or two significant developments not yet included in the valuation list which will be complete on or before 1 April 2018 and therefore could further strengthen our EPP position.

The information report was noted.

16. ESTIMATED PENNY PRODUCT FORECAST

The Chief Finance Officer presented the report previously circulated.

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils issue forecasts on the Estimated Penny Product (EPP) which is used in the rates setting process by Councils in order to determine the rate to be struck.

LPS have issued to Councils the first in year forecast for the EPP based on figures at 30 November 2016. The forecast for Causeway Coast and Glens Borough Council gives an EPP of £1,721,530 compared to £1,680,100 which was used in calculating our rate for the current year. This represents an increase of around 2.47% which is a very encouraging position for Council to be in at this stage however some caution still needs to be exercised due the ongoing challenges particularly with regard to the non-domestic revaluation. The first estimate of our EPP was £1,716,020. In addition there is a potential for a major site to be included in our valuation list prior to 1 April 2018 and I have requested the valuation for that site from LPS with the intention of amending our EPP to take account of its impact.

The information report was noted.

17. CONFERENCES

There were no conferences.

18. CORRESPONDENCE

The Director advised of the following items of correspondence.

- **Ireland Public Services Ombudsman (NIPSO)**

The Public Services Ombudsman Act (Northern Ireland) 2016 (the 2016 Act) is provided for significant changes to the jurisdiction as Ombudsman. Since April 2016, the Ombudsman had overseen the phased introduction of a number of extensions of remit for their office, which now covers a wider range of public services in Northern Ireland. The Assembly's legislation also brought a number of wider changes, including a more accessible service, clearer signposting of complainants to the Ombudsman, a more streamlined investigative process and new governance arrangements. A full account of the changes over the course of 2016/17 can be found in the Ombudsman's annual report

<https://nipso.org.uk/site/wp-content/uploads/2016/02/NIPSO-Annual-Report-2016-17-Final-2.pdf>.

From 1 April 2018, and in subsequent years, the Ombudsman will have new powers impacting on how their office operates. The Ombudsman wants to ensure that all public service providers under their remit are aware of these changes in order to prepare for these.

The correspondence was noted.

19. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to Partnership Panel

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Nicholl

Seconded by Councillor Knight-McQuillan and

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

* Press left the Chamber at 8:40 pm.

20. DEBT MANAGEMENT

The Chief Finance Officer presented the report previously circulated.

In accordance with Council's debt management policy, the Chief Finance Officer reported to Council, debts under £1,000 which the Chief Finance Officer has the authority to write-off and to seek approval to write off any debts in excess of £1,000. There were no debts under £1,000 or debt to be written off this month

21. VOLUNTARY LIVING WAGE

The Committee received a confidential report to enable Members to make a decision based on the details of the Voluntary Living Wage, costs of implementation to Council and the impact this might have. The report was re-issued following the Committee's decision to defer in September 2017 for consideration in conjunction with the rate setting process.

The report out details on difference between the national living wage and the voluntary (real) living wage and to fact that four Councils have committed to implementing the voluntary living wage at £8.45 per hour. The report also detailed cost impact and other considerations of implementation and staff affected. The report had been updates to reflect the recent National Joint Council (NJC) pay offer.

The Chief Finance Officer advised that the recommendation contained in the report was therefore updated to:

It is recommended – that Council consider whether or not to implement the adoption of the Voluntary Living Wage in light of the recent national pay offer.

Proposed by Councillor Quigley
Seconded by Councillor Beattie

– to recommend that when the outcome of the NJC pay increase is known, if this is not satisfactory, revert back to the Voluntary Living Wage.

The Chair put the motion to the Committee to vote, 2 Members voted for, 8 against. The Chair declared the motion lost.

Following discussion it was **AGREED** – the NJC pay offer when implemented would address the living wage issue.

22. EFFICIENCY SUB-COMMITTEE MINUTES – WEDNESDAY 3 JANUARY 2018

The Director of Corporate Services presented the Minutes of the Efficiency Sub-Committee meeting held 3 January 2018 previously circulated.

AGREED – to recommend that Council approve the Minutes of the Efficiency Sub-Committee meeting held Wednesday 3 January 2018.

23. EFFICIENCY SUB-COMMITTEE MINUTES – 11 JANUARY 2018

The Director of Corporate Services presented the Minutes of the Efficiency Sub-Committee meeting held 11 January 2018 previously circulated.

AGREED – to recommend that Council approve the Minutes of the Efficiency Sub-Committee meeting held Thursday 11 January 2018.

Councillor Duddy requested that it be put on record, that information should be brought to the Efficiency Sub-Committee much earlier in the rate setting process and that the Sub-Committee receive quarterly reports.

The Chief Finance Officer confirmed that the Efficiency Sub-Committee will be meeting throughout the year on a regular basis.

24. LAND AND PROPERTY SUB-COMMITTEE MINUTES – 10 JANUARY 2018

The Director of Corporate Services presented the Minutes of the Land and Property Sub-Committee meeting held 10 January 2018 previously circulated.

AGREED - to recommend that Council approve the Minutes of the Land and Property Sub-Committee meeting held 10 January 2018 and recommendations therein.

The Director of Corporate Services advised that all Members had received all supporting information circulated at Sub-Committee meetings, including legal opinions.

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor Duddy
Seconded by Councillor Knight-McQuillan and

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