

CORPORATE POLICY AND RESOURCES COMMITTEE MEETING

TUESDAY 22 JUNE 2021

No	Item	Summary of Key Recommendations
1.	Apologies	Councillor McGlinchey
2.	Declarations of Interest	Councillor Knight McQuillan
3.	Minutes of Meeting held Tuesday 27 April 2021	Confirmed
4.	Minutes of Meeting held Tuesday 25 May 2021	Confirmed
5.	Performance Improvement Plan 2021/22	To recommend that Council agree the Corporate Performance Improvement Plan for 2021/22 as set out in Appendix 1 with the changes requested by Alderman McKillop.
6.	Prompt Payment Statistics	Noted
7.	Rates Support Grant	To recommend that Council approve the draft

		<p>response letter to be sent to the Minister for Communities and Departmental officials.</p> <p>To recommend that Council approve that officers be authorised to contact colleagues in the other six councils affected by this funding cut to agree a united response and that members consider raising the matter with party colleagues and Members of the Legislative Assembly.</p> <p>To recommend that that Council approve the setting aside of £550,000, being approximately the amount received in additional funding in March 2021, into the COVID recovery fund to offset the known shortfall in 2021/22.</p>
8.	Re – Opening of Town Halls	<p>To recommend that Council approve the re-opening of Kilrea, Portrush, Coleraine and Ballymoney Town Halls from 1st July 2021.</p>
9.	Notes of Women’s Working Group Thursday 3 rd June 2021 at 7pm	<p>Approved and recommendations therein</p>

10.	Notes of Elected Member Development Steering Group Monday 21 st June 2021	<i>Approved and recommendations therein</i>
11.	Ulster Tower Centenary Trip	<i>To recommend that Council use the same process that has been used on the past, if a Member cannot attend an event, that Council seek expressions of interest for a replacement and select fairly from that.</i>
12.	Transfer of Burial Rights	<i>To recommend that Council approves the procedure for the Transfer of Burial Rights.</i>
13.	Fire Safety Policy	<i>To recommend that Council adopt the Fire Safety Policy.</i>
14.	Conferences	<i>Nil</i>
15.	Correspondence	<i>to recommend that Council note correspondence (Items 1.1, 1.2, 1.4, 1.5);</i> <i>To recommend that Council pay the Friends of The Somme yearly subscription fee for 2021/2022 of £1,000 + VAT = £1,200 and the Annual fees for the Somme Association on an ongoing basis.</i>

16.	Consultations	<i>Noted</i>
17.	Matters for Reporting to Partnership Panel	<i>Nil</i>
	'In Committee' (Items 18 - 21 inclusive)	
18.	Debt Management	<i>Noted</i>
19.	Land and Property Sub Committee Meeting Minutes held Wednesday 2 June 2021	<i>Approved and recommendations therein</i>
20.	Dunloy Football Club	<i>To recommend that Council approve a Community Asset Transfer of McCamphill Park, Dunloy to Dunloy Football Club under the proposed Heads of Terms for a new long-term lease, subject to the due legal process being completed.</i>
21.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	
	21.1 Request for grazing (Alderman Baird)	<i>That the request for the grazing of Council land be deferred to the next Land and Property Sub Committee meeting.</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,
AND VIA VIDEO-CONFERENCE ON
TUESDAY 22 JUNE AT 7.00 PM**

- In the Chair:** Councillor Knight McQuillan (C)
Alderman Hillis, Vice Chair (Item 11) (C)
- Present:** Alderman Baird (R); Duddy (C); Fielding (C); Hillis (C); S
McKillop (C); Councillors: Beattie (R); Chivers (R); Dallat
O'Driscoll (R); McCaw (R); McLean (C); McLaughlin (R);
C McShane (R); Wilson (C)
- Non Committee
Members Present:** Councillor Holmes (R)
- Officers Present:** M Quinn, Director of Corporate Services (C)
A McPeake, Director of Environmental Services (R)
D Wright, Chief Finance Officer (R)
J McCarron, Performance Improvement Manager (R)
J Richardson, Head of Capital Works, Energy and
Infrastructure (R)
N Matthews, Building Control Manager (R)
W McCullough, Head of Sport and Wellbeing (R)
J Keen, Committee and Member Services Officer (C)
- In Attendance:** A Lennox, Mobile Operations Officer (C)
Chrissy Thompson, ICT Officer (C)
- Press (3 No.) (R)

Key: (C) Attended in the Chamber (R) Attended Remotely

Substitutions: Councillor McLaughlin substituted for Councillor McGurk

The Chair read the remote meetings protocol at the beginning of the meeting:

Welcome to the Corporate Policy and Resources Committee Meeting.

I extend a welcome to members of the press and public in attendance. You will be required to leave the meeting when Council goes into committee. You will be readmitted by Democratic Services Officers as soon as the meeting comes out of committee. I would also remind you that the taking of photographs of proceedings or the recording of proceedings for others to see or hear is prohibited.

If you are having technical difficulties try dialling in to the meeting on the telephone numbers stated and Conference ID on the chat.

If you continue to have difficulties please contact the number provided on the chat at the beginning of the meeting for Democratic Services staff and ICT staff depending on your query:

The meeting will pause to try to reconnect you.

Once you are connected

- Mute your microphone when not speaking.*
- Use the chat facility to indicate to that you wish to speak. The chat should not be used to propose or second.*
- Please also use the chat to indicate when you are leaving the meeting if you are leaving before the meeting ends.*
- Unmute your microphone and turn your camera on when you are invited to speak.*
- Only speak when invited to do so.*
- Members are reminded that you must be heard and where possible be seen to all others in attendance to be considered present and voting or your vote cannot be counted.*

The Director of Corporate Services undertook a roll call of committee members present.

1. APOLOGIES

Apologies are recorded for Councillor McGlinchey.

2. DECLARATIONS OF INTEREST

Councillor Knight McQuillan declared an interest in Item 11 Ulster Centenary Trip. Councillor Knight-McQuillan vacated the Chair at this point and did not participate in the Item.

3. MINUTES OF MEETING HELD TUESDAY 27 APRIL 2021

Summary, previously circulated.

The Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 27 April 2021 were confirmed as a correct record

4. MINUTES OF MEETING HELD TUESDAY 25 MAY 2021

Summary, previously circulated.

The Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 25 May 2021 were confirmed as a correct record.

5. PERFORMANCE IMPROVEMENT PLAN 2021/22

The report, previously circulated, was presented by the Performance Improvement Manager.

The purpose of this report is to present to Members, for decision, Council's 2021/22 Performance Improvement Plan.

Background

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

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

The year 2020/21 was an exceptional year, when Council was dealing with exceptional circumstances, and central Government removed the requirement for a Performance Improvement Plan for that year. This 2021/22 document is therefore the first Council Performance Improvement Plan since 2020.

Recent guidance from Department of Communities has stated that the deadline for agreement and publication of the 2021/22 Plan is end of September 2021. Council had already begun work on our Plan and have been working towards a date of 30th June 2021, which is why Members are considering this report now.

Council would however like to reserve the right to review the content of this Plan in September 2021 to facilitate for any unexpected circumstances.

It is recommended that Elected Members agree the Corporate Performance Improvement Plan for 2021/22 as set out in Appendix 1.

Alderman S McKillop requested amendments to the Corporate Performance Improvement Plan, as set out in italics below.

The Performance Improvement Manager noted the comments made by Alderman S McKillop and advised he would be in contact with her directly.

Paragraph 3 in the Introduction of the Performance Improvement Plan:

“Improving the quality of life for our citizens and visitors is the key focus for Council. We see this as not just being about excellent service delivery, although this is an important aspect of our work, but also by looking outward to how we as a Council can help improve economic prosperity and how we can protect, promote and enhance the unique natural environment of Causeway Coast and Glens.

~~*We know that involving our local community in this work is essential and we are very aware of the leadership that should come from Council to champion and advocate for Causeway Coast and Glens”.*~~

Delete the line above and amended to read *Leadership and facilitate support that should come from council to champion, advocate and enable improvement for Causeway Coast and Glens citizens*

Performance Improvement Objective 1

“Successful delivery of Council services is reliant on our staff who are our most important asset. A full staffing compliment with improved attendance rates will increase the Council’s ability to deliver services and implement its arrangement for improving performance”.

The health and well-being of our staff/workforce, is of the utmost importance to us. Ensuring high performance is inextricably linked to the well-being of our staff. An audit in this context is required to measure our strategic effectiveness and service quality.

“Council will be more resilient and capable of successfully delivering its Services thanks to having more staff available more of the time”.

Include Financial savings and better performance.

The Performance Improvement Manager advised staff from each Directorate have been nominated to participate in providing feedback to the Performance Department.

In relation to feedback from the consultation process for the Performance Plan, the Performance Improvement Manager advised there was feedback in relation to the Leisure and Development and Environmental Services Directorates. All business plans have been adopted. The Performance Improvement Manager advised, in relation to absenteeism the OD/HR Dept provide a quarterly report to the Audit Committee which provides a good breakdown of levels of absenteeism in each Directorate.

The Performance Improvement Manager advised DfC recommend Business Plans can be developed and implemented by the end of September, however, Council have been working towards the original deadline of the end of June. An update of the progress made in implementing the Business Plan will be provided to Corporate Policy and Resources Committee in December. The Northern Ireland Audit Office complete an audit on an annual basis and this report will be brought back to the Corporate Policy and Resource Committee.

Proposed by Alderman S McKillop

Seconded by Alderman Hillis and

AGREED – to recommend that Council approve the Corporate Performance Improvement Plan for 2021/22 as set out in Appendix 1; including the amendments requested by Alderman S McKillop.

6. **PROMPT PAYMENT STATISTICS**

The report, previously circulated, was presented by the Chief Finance Officer.

Background

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.

Detail

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2018 the latest data being for quarter 1 of 21/22 year being up to and including end of May 2021. This is a significant improvement on prior years with 72.00% of invoices being paid within 10 working days and 92.26% of invoices being paid within 30 calendar days. There is now a sustained improvement in these figures which is to be welcomed and

is due undoubtedly to the efforts of all staff who process invoices and receive goods but in particular to the Accounts Payable team who have, in very trying circumstances, performed extremely well during the last couple of years.

Improvement Actions

Whilst the improvements above are most welcome Council cannot afford to rest on its laurels. There is still room for improvement as other Councils have performance that is higher than Causeway Coast and Glens Borough Council therefore we must now strive to firstly maintain this level of performance and with the implementation of a new finance system seek to identify efficiencies in our processes especially where the new technology can offer electronic solutions to manual tasks.

7. RATES SUPPORT GRANT

Report, previously circulated, was presented by the Chief Finance Officer.

Background

Causeway Coast and Glens Borough Council receives an allocation of Rates Support Grant (RSG) from the Department for Communities (DfC) annually.

Detail

Attached as appendices are two items of correspondence from DfC regarding the allocation of RSG for the 2021/22 financial year. The table in appendix 2 sets out the total grant available and the share allocated to each of the seven councils in receipt Causeway Coast and Glens Borough Council's share for 2021/22 being £1,596,210. This represents a reduction in RSG to this council of £569,773 compared to the original allocation of £2,165,983 for the 2020/21 financial year. What is a further frustration for Councils is that this reduced funding has only been notified to Councils after the rates setting process meaning there is no opportunity to counteract the effects of this funding reduction via our own budgetary process, therefore is a single act DfC have created a funding gap of £528,114 in the budgets of Causeway Coast and Glens Borough Council as we had included a figure of £2,124,324 in our rates estimates. The situation is made even more ridiculous by virtue of the additional funding that DfC awarded to Councils in March 2021 whereby an additional £4m was added to the RSG funding, with this council's share of that additional funding being £546,104. In effect the March 2021 additional funding has been paid for by clawing back that amount from the 2021/22 RSG allocation.

RSG Funding Pot

RSG has been the subject of numerous discussions and debates in this chamber and indeed those of the other six councils who receive the funding. It has always been under threat of cuts and there have been Council led initiatives over the years in an attempt to combat these reductions. The table below sets out the level of RSG funding since April 2015:

Year	Total Funding	CCAG Allocation
2015/16	£15,500,000	£2,153,416

2016/17	£18,300,000	£2,390,519
2017/18	£17,568,000	£2,358,436
2018/19	£16,865,280	£2,216,810
2019/20	£15,865,000	£2,571,995*
2020/21**	£15,865,000	£2,165,983
2021/22	£11,924,000	£1,596,210

*revision of grant allocation using specific conversion factors resulted in an increased percentage allocation for Causeway Coast and Glens Borough Council following successful challenge to methodology by Mid-Ulster District Council.

**original allocation of RSG for this year, first amendment increased total grant to £18.3m and second amendment increased total grant to £22.3m

Affordability

The purpose of RSG is to support those councils with less wealthy rates bases in order to mitigate the impact on the rate payer of adequately funding Council services, any cuts to this funding therefore have a directly adverse impact upon the burden on the rate payers of the seven councils with the least wealthy rates base. The four wealthiest Councils therefore are unaffected by these cuts which does seem a rather perverse state of affairs that those who are best placed to deal with the additional rates burden are by the very nature of the funding protected from any adverse impact due to funding cuts. Unlike other central government grants (De-rating and Transferred Functions Grant) RSG is not set out in legislation meaning the less wealthy are at the mercy of central government's whim when it comes to budgetary cuts to this funding stream. When this is coupled with the fact that four of eleven Councils are not affected then RSG is an easy target for DfC since there won't be a sector wide response, only the less wealthy will be making representations to DfC in this regard.

Response

Council officers believe that a robust Corporate response is required to this latest DfC attack on the finances of the seven less wealthy Councils and with this in mind a draft response is set out in paragraph 1.6 below. Additionally Councillors may want to consider making representations through their own party mechanisms to Members of the Legislative Assembly (MLA's) in an effort to have this latest severe funding cut reversed, especially in light of ongoing funding uncertainties as a result of the on-going pandemic. Central Government have lauded the provision of funding that has been provided to various sectors over the last year or so but to suddenly initiate such a cut in the midst of the current situation does appear contradictory to the previous policy of financial support.

Draft

Causeway Coast and Glens Borough Council has been shocked and dismayed at the callous and severe reduction in the funding for Rates Support Grant (RSG) that has been delivered without warning this year. What is worse is that the news of the reduced funding arrived well after the Councils were required to

have their rates set by thereby making a mockery of Council's own budgetary processes leaving significant holes in the finances of the seven councils who receive the grant. The Department for Communities will no doubt point out that Councils have constantly been made aware of budgetary pressures and the potential for those to impact upon available funding for RSG but no-one will have been prepared, or could have been expected to be prepared, for a 25% cut to the funding in any single year. Council would demand to know which other areas of DfC suffered similar levels of cuts in funding for the 2021/22 financial year. Council would also like to know what justification can be given by DfC for such a draconian grant reduction which will directly adversely impact on the least well off in our communities with the less well-off Councils being the only ones who will be affected by this action. It is now clear that the much-lauded additional RSG funding which DfC awarded the seven Councils in March is in fact being paid for by those same seven Councils whose 2021/22 funding is being reduced by the exact amount that was paid out only a month earlier. Causeway Coast and Glens Borough Council demands that the funding be re-instated to the previous levels which Councils had been able to budget against and that any future reductions in this funding must be notified to Councils in advance of rates setting so that account of the effects can be taken into account in the rates setting process albeit the end result is simply an additional burden on the rate payers of this and the other six Boroughs and Districts involved. Councillors will also be raising the matter with party colleagues and Members of the Legislative Assembly.

It is recommended that elected members consider the draft response above and approve an agreed version to be sent to the Minister for Communities and Departmental officials. It is further recommended that officers be authorised to contact colleagues in the other six councils affected by this funding cut to agree a united response and that members consider raising the matter with party colleagues and Members of the Legislative Assembly.

The Chief Finance Officer stated a further verbal recommendation that was not within the report:

It is recommended that Council approve the setting aside of £550,000, being approximately the amount received in additional finding in March 2021, into the COVID recovery fund to offset the known shortfall in 2021/22.

Committee supported the draft letter to the Minister of Communities and Departmental officials and to contact colleagues in the other six councils affected by the funding cut.

In response to questions the Chief Finance Officer advised that a cut of 3-4% was expected and not a cut to this extent.

Proposed by Alderman Hillis
Seconded by Councillor Wilson and

AGREED - To recommend that Council approve the draft response above and approve an agreed version to be sent to the Minister for Communities and Departmental officials;

- To recommend that Council approve that officers be authorised to contact colleagues in the other six councils affected by this funding cut to agree a united response and that members consider raising the matter with party colleagues and Members of the Legislative Assembly;

- To recommend that that Council approve the setting aside of £550,000, being approximately the amount received in additional funding in March 2021, into the COVID recovery fund to offset the known shortfall in 2021/22.

8. RE – OPENING OF TOWN HALLS

The report, previously circulated, was presented as read.

The purpose of this report is to seek approval from Elected Members for the re-opening of the Town Halls.

Background

As part of the Covid-19 restrictions agreed by Council in March 2020, the Town Halls were closed and staff then re-located to other Civic Buildings to assist with cleaning regimes.

Proposal

It is proposed to re-open Kilrea, Portrush, Coleraine and Ballymoney Town Halls from 1st July 2021.

Each of the Town Halls has been risk assessed and control measures identified in line with the Covid-19 guidelines. Unfortunately, this may restrict some of the activities and bookings that would normally take place. Bookings will be reviewed on a case-by-case basis.

It is recommended that the Corporate Policy and Resources Committee approve the re-opening of Kilrea, Portrush, Coleraine and Ballymoney Town Halls from 1st July 2021.

Committee highlighted that although it was good to see the Town Halls opening again it would have been beneficial to see a more detailed report being presented.

In response to questions regarding when Council Headquarters would be open to the public, the Director of Corporate Services advised it was anticipated the building would open to the public in September, pending risk assessments being completed.

Proposed by Alderman Fielding

Seconded by Alderman Duddy and

AGREED – to recommend that Council approve the re-opening of Kilrea, Portrush, Coleraine and Ballymoney Town Halls from 1st July 2021.

9. NOTES FOR WOMEN’S WORKING GROUP THURSDAY 3RD JUNE 2021

Copy, previously circulated.

The Director of Corporate Services referred Committee to the notes of the Women’s Working Group held on Thursday 3rd June 2021 via MS Teams.

Councillor Knight McQuillan requested apologies for Alderman S McKillop be recorded for the Women’s Working Group held on Thursday 3rd June 2021.

AGREED: to recommend that Council approve the Notes of the Women’s Working Group held Thursday 3rd June 2021 at 7PM and recommendations therein; to include Apologies for Alderman S McKillop.

10. NOTES OF ELECTED MEMBER DEVELOPMENT STEERING GROUP MONDAY 21ST JUNE 2021

Copy, previously circulated.

The Director of Corporate Services referred Committee to the notes of the Elected Member Development Steering Group held Monday 21st June 2021 via MS Teams.

AGREED: to recommend that Council approve the Notes of the Elected Member Development Working Group held Monday 21st June 2021 at 7PM and recommendations therein.

*** Councillor Knight McQuillan, having declared an interest, left the meeting at 7:59pm and vacated the Chair.**

AGREED - Vice Chair, Alderman Hillis, assumed the Chair for the Item.

11. ULSTER TOWER CENTENARY TRIP

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

Background

Council’s NI100 Working Group was established in July 2020 to devise a year long programme of events during 2021 to mark the Northern Ireland centenary, one of which is a tour to mark the centenary of the opening of the Ulster Tower Memorial on the Somme battlefields.

In February the Corporate Policy & Resources Committee recommended to Council that the following 4 members attend the tour on 18th - 21st November:

Mayor, Councillor Holmes
Deputy Mayor, Councillor Schenning
Outgoing Mayor, Alderman Fielding
Veterans' Champion, Alderman S McKillop

Councillor Knight-McQuillan will also accompany the delegation at her own expense. No other elected members have expressed an interest in attending the tour.

Unfortunately, the Deputy Mayor is unavailable to attend the tour (as are any of her party colleagues) and has nominated Councillor Knight-McQuillan to attend in her capacity as Chair of the NI100 Working Group.

It is recommended that the Committee make recommendation to Council that Councillor Knight-McQuillan is included in the Council delegation on the tour.

Discussion ensued on the method of appointment for a replacement for any Member who could not attend an organised event. Committee considered it was logical the Chair of the NI100 Working Group attend, however, Committee expressed concern regarding the nomination process. A nomination had been made by the Deputy Mayor, rather than seeking expressions of interest and drawing names at random, as had been the process in previous years. Committee Members considered this should continue.

Alderman S McKillop will be attending the Ulster Tower Centenary Event in the capacity of CCGBC Veteran's Champion and was disappointed to hear that the Deputy Mayor was unable to attend as she would appreciate the support of a female colleague. It was noted by Alderman S McKillop that it is logical for Councillor Knight McQuillan to attend the event due to her contribution as Chair of the NI Centenary Working Group.

Alderman Fielding concurred with the statement regarding Councillor Knight McQuillan attending the Ulster Tower Centenary event in her role as the Chair of the NI100 Centenary Working Group.

Proposed by Alderman S McKillop
Seconded Alderman Fielding

Amendment

Proposed by Councillor Wilson
Seconded by Alderman Baird

- To recommend that Council use the same process that has been used on the past, if a Member cannot attend an event, that Council seek expressions of interest for a replacement and select fairly from that.

The Vice Chair put the motion to the Committee to vote.

5 Members voted for; 5 Members voted Against; 2 Members Abstained.

The Vice Chair used his casting vote For and declared the motion carried.

- * **Chair Councillor Knight McQuillan assumed the Chair at 8:20pm and Vice Chair, Alderman Hillis vacated the Chair.**

12. TRANSFER OF BURIAL RIGHTS

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

The purpose of this report is to present a procedure for the Transfer of Burial Rights.

The draft procedure is attached at Appendix A. A copy of the associated draft application form is attached for information at Appendix B.

Background

The procedure has been formalised in response to a number of requests which in the former legacy Councils were dealt with varying informal or custom and practice procedures.

The reasons where a transfer of burial rights may be required include:

- Occasions when plots have been purchased by family members or friends of the deceased (who is buried in the plot) to assist at a time of grief.
- Occasions when plots may have been pre-purchased and later the Registrant has decided that they wish to be buried elsewhere and want to transfer the plot to a family member so that they can use it. If a Transfer is not permitted in such an instance, these plots would remain unused.

Legal and Financial Implications

Legal advice has been sought and provided on the procedure and no significant issues were identified.

Currently, the Transfer fee is £45.00 for a resident of the Borough and £90.00 for a non-resident.

It is recommended that Council approves the procedure for the Transfer of Burial Rights.

Proposed by Councillor McLean
Seconded by Alderman Duddy and

AGREED – to recommend that Council approves the procedure for the Transfer of Burial Rights.

13. FIRE SAFETY POLICY

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

Introduction

Causeway Coast & Glens Borough Council, (hereinafter known as the Council) as an employer, accepts its legal responsibilities to employees and other persons as set out in the Fire and Rescue Services (Northern Ireland) Order 2006, The Fire Safety Regulations (Northern Ireland) 2010 and associated relevant statutory provisions. To this end, the Council will ensure, so far as is reasonably practicable, the safety from fire of all its employees during the course of their working activities.

The Council also accepts responsibility for safety from fire of all persons contracted to carry out work on the Council premises, authorised visitors and members of the public using our services who may be affected by the Council's activities.

The Council is committed to creating a safe working environment by adopting a common sense practical approach to fire safety where relevant premises are fire risk assessed, hazards are identified and the control measure required are proportionate to the risk.

The Council will promote and develop an integral fire safety culture in partnership with all stakeholders. This will assist the Council to meet its legal obligations and strive towards best practice and continual improvement of fire safety performance.

The FST sits within the Directorate of Environmental Services and is attached to Building Control. The FST shall work in close cooperation with the Corporate Health and Safety Manager to ensure the common goal of safety and wellbeing of all persons is achieved.

Aims:

- a. To eliminate or minimise, so far as is reasonably practicable, the risk of fire within Council premises.
- b. To promote and develop an integral fire safety culture
- c. To fire risk assess all relevant Council premises and implement appropriate control measures.
- d. Effective consultation and communications with all stakeholders

- e. Monitor the Council fire safety performance to ensure compliance with its legal obligations and continual improvement of the Councils fire safety management system.

Policy Statement

1. The Council is committed to the implementation of an effective fire safety management system which promotes a holistic culture of fire prevention. Fire safety performance will meet as a minimum the legal requirements and where reasonably practical, best practice. To achieve its fire safety aims and objectives the Council will, so far as is reasonably practicable: -
 - a. Identify the hazards associated within relevant premises, assess the fire risks and record the management action required to reduce the risk of fire. A suitable and sufficient written fire risk assessment report shall be produced and made available to stakeholders.
 - b. Provide suitable and sufficient information, instruction, training and supervision to enable employees to identify hazards and minimise fire risks
 - c. Ensure that relevant premises that have adequate means of escape, means of securing means of escape, means of giving warning in the event of fire and means of fighting fire.
 - d. Develop policies and procedures to ensure that activities are geared toward preventing fires and that all personnel respond appropriately if a fire does occur.
 - e. Afford all cooperation and assistance to Northern Ireland Fire & Rescue Service.
 - f. Provide the necessary resources to achieve these standards.
 - g. The Council is committed to continual improvement of its fire safety management system and performance to ensure it remains effective and relevant.
2. Employees have a duty to take reasonable care of their safety at work (health and safety and fire safety) and that of others, who may be affected by their acts or omissions. They must also co-operate with their employer, so far as is necessary, to enable any duty or requirement imposed on the employer by any relevant statutory provisions to be performed or complied with. They must not interfere recklessly with or misuse anything that is required by law to be provided for fire safety.
3. The Chief Executive is responsible for ensuring that all proper steps are undertaken by Council to comply with its legal duties. The policy will be communicated to all employees through the appropriate line management structures and the Council's intranet. A copy of the policy statement will be

posted on the notice boards in all Council properties.

4. The Council Management and staff will implement the policy arrangements as in parts 2 & 3 of the policy. The policy will be reviewed annually or sooner, if necessary.

AGREED - to recommend that Council adopt the Fire Safety Policy.

14. CONFERENCES

There were no conferences to report.

15. CORRESPONDENCE

The purpose of the report is to present correspondence for Members' consideration.

The following correspondence has been received:

1.1 NILGA re: 11 Council Policy consultation - Vision & Development of Local Government (Phase One) 2021 – 2023, 17 May 2021

To advise members the approval of the Consultation Framework by both NILGA & SOLACE by 20th May 2021, dissemination to councils, as an emerging regional programme, for comment by 9th July 2021.

Further information is available at <https://www.nilga.org/about/nilga-strategic-partners>

1.2 Local Government Boundaries Review, 27 May 2021

To advise the publication of provisional proposals for consultation will take place at the end of July and to request availability of a room in a Council Building for members of the public to view documents online; in addition to a Venue for a Public Hearing, subject to Health Regulation Guidance.

Further information is available on website www.lgbc-ni.org.uk or via info@lgbc-ni.org.uk

1.3 Friends of The Somme yearly subscription 2021/2022, 27 May 2021

Correspondence has been received from The Somme Association advising Council the yearly subscription to the Somme Association is now due.

The subscription fee for the financial year ending 31 March 2022 is £1,200 including VAT.

It is recommended that Council consider approving the Friends of The Somme yearly subscription fee for 2021/2022 of £1,000 + VAT = £1,200.

1.4 Meeting Facilities Enquiry from the National Association of Councillors, 9 June 2021 (copy attached)

Electronic correspondence received from the National Association of Councillors Northern Ireland requesting Council's current position in relation to room bookings for external bodies, whilst keeping within the government guidelines for social distancing.

1.5 Legalisation Pertaining to Virtual Council Meetings and Performance Improvement, 9 June 2021 (copy attached)

Department for Communities is currently progressing this matter. The Minister intends to bring forward the primary legislative changes needed to ensure that powers to operate remotely are extended. The proposed legalisation will also regularise the legislative position to ease Council Performance Improvement duties, which includes setting aside the requirement for councils to publish a Performance Improvement Plan for 2020/21.

It is recommended that Corporate Policy & Resources Committee note correspondence (Items 1.1, 1.2, 1.4, 1.5)

Referring to earlier Item 11 Ulster Tower Centenary Trip Alderman S McKillop requested that it was noted that whilst the comments during discussion were not meant to be taken personally against Councillor Knight McQuillan she took them as being personal.

The Director of Corporate Services requested that if Members wished to submit a corporate response regarding the NILGA correspondence, comments should be received by Friday 25th June 2021, to enable a draft to be agreed by Council at its meeting 29th June 2021.

The Director Corporate Services stated that 1.3 Friends of The Somme yearly subscription 2021/2022 required a Proposer and Seconder.

Proposed by Alderman S McKillop
Seconded by Alderman Duddy and

AGREED

- To recommend that Council pay the Friends of The Somme yearly subscription fee for 2021/2022 of £1,000 + VAT = £1,200 and the Annual fees for the Somme Association on an ongoing basis.

16. CONSULTATIONS

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

- NIPSO – Complaints Handling
- D0H – Advanced Care Planning Policy phase II Stake holder Engagements

AGREED – to recommend that Council note the Consultation documents.

17. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters to report to the Partnership Panel.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Alderman S McKillop
Seconded by Alderman Hillis and

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

- * **Members of the Press / Public left the meeting at 8:31pm**
- * **The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.**

18. DEBT MANAGEMENT

Confidential report, previously circulated, presented by the Chief Finance Officer.

This report informs members of the current position surrounding debt owed to the Council by its customers.

Options

Debt write-off under £1,000

In accordance with our debt management policy the Chief Finance Officer is required to report to Council any debts under £1,000 which the Chief Finance Officer has the authority to write-off. There were two such debts this month.

Debt Write-off over £1,000

In accordance with Council's debt management policy, Council approval is sought in order to write off any debts in excess of £1,000. There were no such debts this month.

AGREED - to recommend that Council note the contents of this report.

19. LAND AND PROPERTY SUB – COMMITTEE MINUTES 2 JUNE 2021

Confidential Minutes of the Land and Property Sub Committee meeting held on 2 June 2021 were presented by the Director of Corporate Services.

Proposed by Councillor McLean
Seconded by Councillor Wilson and

AGREED – to recommend that the Minutes of the Land and Property Sub-Committee held on 2 June 2021 and recommendations therein are approved.

20. DUNLOY FOOTBALL CLUB

Confidential report, previously circulated, was presented by the Head of Sport and Wellbeing.

The purpose of this report is to seek Members approval for a Community Asset Transfer of McCamphill Park, Dunloy to Dunloy Football Club under proposed Heads of Terms for a new long term lease.

Recommendation

Members approve a Community Asset Transfer of McCamphill Park, Dunloy to Dunloy Football Club under the proposed Heads of Terms for a new long-term lease, subject to the due legal process being completed.

In response to queries regarding the position of Dunloy Football Club compared to another local football Club the Head of Sport and Wellbeing advised that this Club has not received a lease, a report covering all the legal aspects involved in providing a long-term lease will be brought to the Land and Property Sub Committee on 4 August.

Proposed by Councillor McLaughlin
Seconded by Councillor Chivers and

AGREED – to recommend that Council approve a Community Asset Transfer of McCamphill Park, Dunloy to Dunloy Football Club under the proposed Heads of Terms for a new long-term lease, subject to the due legal process being completed.

21. Any Other Relevant Business (notified in accordance with Standing Order 12(o))

21.1 Request for Grazing (Alderman Baird)

Two farmers have approached us requesting grazing on our land at Crosstagherty land fill site. I understand the area has recently been sown out and would therefore suit one cut silage or light grazing up until November 2021. Can Council confirm we are open for bids on our arable land in order to protect its future use and maximise financial benefit to this Council.

The Director of Corporate Services advised it was decided in October 2020 that conacre land would not be put to tender again due to the workload involved.

Proposed by Alderman Baird
Seconded by Alderman SMcKillop and

AGREED – to recommend that the request for the grazing of Council land be deferred to the next Land and Property Sub Committee meeting.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor McLean
Seconded by Alderman S McKillop and

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

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 9:01pm.

Chair