



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 22 NOVEMBER 2022**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
1.	Apologies	<i>None</i>
2.	Declarations of Interest	<i>None</i>
3.	Minutes of Corporate Policy and Resources Committee Meeting held Tuesday 25 October 2022	<i>Noted</i>
4.	Corporate Services Business Plan Update – 6-month review	<i>Note</i>
5.	Planning Review Steering Group	<i>Adopt and Actions therein approve</i>
6.	Insurance Strategy	<i>Note</i>
7.	Performance Business Plan Update – 6-month	<i>Note</i>
8.	Community Planning update	<i>Information</i>
9.	Conferences	
(i)	CMI Level 7 Award in Strategic Leadership and Management	<i>Approve the request from Councillor Mulholland to attend the CMI Level 7 Award in Strategic Leadership and Management at a cost of £1,250 /£1600 + VAT</i>
10.	Consultations	<i>None</i>
11.	Correspondence	<i>None</i>
12.	Matters for Reporting to the Partnership Panel	<i>None</i>

<b>13.</b>	Notice of Motion Proposed by Councillor Storey, Seconded by Councillor Callaghan, referred from Council Meeting 1 <sup>st</sup> November 2022	<b>Support The Notice of Motion</b>
<b>14.</b>	Local Government Training Group LGTG	<b>Note the Annual Local Government Training Group (LGTG) subscription and - recommend to approve the Service Level Agreement for the administration of the LGTG by LCCC as the host Council for this shared service</b>
<b>15.</b>	Corporate Services Management Accounts Period 6 2022/23	<b>Note</b>
<b>16.</b>	Minutes of the Land and Property Sub Committee meeting held 2 November 2022	<b>Adopt and recommendations therein approve</b>
<b>17.</b>	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	
<b>(i)</b>	Dunluce Centre (Alderman Hillis)	<b>Information</b>

**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 NOVEMBER 2022 AT 7.00PM**

- In the Chair:** Councillor C McShane (C)
- Present:** Alderman Baird (R), Duddy (C), Fielding (C), Hillis (C), S  
McKillop (R), McLean (C)  
Councillors Bateson, Beattie (R), Chivers (R), Dallat O’Driscoll  
(R), McCaw (R), Nicholl (R), Storey (C), Wilson (R)
- Officers Present:** M Quinn, Director of Corporate Services (C)  
(Items 1-15 inclusive)  
A McPeake, Director of Environmental Services (R) (Item 16 & 17)  
P Donaghy, Democratic and Central Services Manager (R)  
S McMaw, Head of Performance (R)  
S Duggan, Civic Support & Committee and Member  
Services Officer (C)
- In Attendance:** A Lennox, Mobile Operations Officer (C)  
C Thompson, ICT Officer (C)
- Press (1 No.) (R)
- Key:** (C) Attended in the Chamber  
(R) Attended Remotely

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded, and with the remote meetings protocol.

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

**1. APOLOGIES**

There were no apologies recorded.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE  
MEETING HELD TUESDAY 25 OCTOBER 2022**

Copy, previously circulated.

The Minutes of the Corporate Policy & Resources Committee Meeting held Tuesday 25 October 2022 were NOTED.

## **CHANGE ORDER OF BUSINESS**

In the absence of a Head of Service, the Chair changed the Order of Business.

### **4. CORPORATE SERVICES BUSINESS PLAN UPDATE – 6 MONTH REVIEW**

Information report, previously circulated presented by the Director of Corporate Services.

#### **Purpose of Report**

The purpose of this report is to present to Members with the 6 Month Progress Review of the 2022/2023 Corporate Services (CS) Business Plans.

#### **Introduction**

Council previously approved the Corporate Services Business Plans in May 2022.

The plans for each of the service areas were developed based upon:

- The emerging actions from the Community Planning Process.
- The Council's exiting Corporate Plan.
- Endorsed service area strategies.
- Relevant Central government strategies and policies.
- Council decisions and direction from the 2021 / 22 period.

#### **The Purpose of The Plans**

The purpose of the annual business plans is to:

- Give a clear sense of what the service is for and the challenges it faces.
- Show how it is supporting Council's priorities.
- Show how it is contributing to the efficiency drive and transformation of service delivery.
- Show how it is aligning its resources to meet the challenges ahead.
- Help us to hold ourselves to account and ensure we deliver for Council and its residents.
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand.

#### **6 Month Business Plan Review**

Each of the Business Plans are included in Appendix 1 – 4 and provide an update on progress mid-year using the RAG indicators.

- Appendix 1 - Democratic and Central Services
- Appendix 2 – ICT
- Appendix 3 - ODHR

- Appendix 4 - Policy & Community Planning

### **Recommendation**

Committee is asked to note the Corporate Services Business plans 6-month review for the 2022 / 23 period.

The report was NOTED.

## **5. PLANNING REVIEW STEERING GROUP**

Notes of 19 October 2022 were previously circulated, presented by the Director of Corporate Services.

Proposed by Councillor Dallat O'Driscoll  
Seconded by Councillor Nicholl and

**AGREED** – to recommend that the notes of the Planning Review Steering group are adopted and actions therein approved.

- \* **Councillor Beattie joined the meeting at 7.09pm.**
- \* **Head of Performance joined the meeting at 7.09pm.**

## **6. INSURANCE STRATEGY**

Report, previously circulated presented by The Head of Performance.

### **Purpose of Report**

The purpose of this report is to ask Elected Members to approve the draft Corporate Insurance Strategy as set out in Appendix 1.

### **Background**

A recent internal Audit report has highlighted the requirement for a Corporate Insurance Strategy for Causeway Coast and Glens Borough Council.

The Corporate Insurance Strategy aims to provide a focus on how the Council manages insurance and is detailed within Appendix 1.

The Council has 16 Insurance Policies in place to cover the requirements of the services it provides and areas of risk associated with those services.

The Strategy will be updated as required given the insurance market is ever changing and recent experience has indicated a lack of market competition and increasing costs. The Strategy will be formally reviewed every 3 years.

The Head of Performance advised a detailed breakdown of Insurance Claims would be brought to the next Committee meeting. The Head of

performance stated concern regarding the rising cost of Insurance and difficulties obtaining Insurance for certain policies for example Cyber and would bring a report back to Council upon completion of the procurement exercise.

In response to questions from Elected Members, the Head of Performance clarified the matter of Cyber Insurance would be placed on the Corporate Risk Register and advised Council may be required to self-insure and to work at Risk. The Head of Performance advised that Council were reviewing the level of Cyber Risk and clarified mitigation measures were being put in place and correspondence would be issued to Central Government to further explore assistance. The Head of Performance agreed to reword the term 'relationships' within the Strategy.

The Director of Corporate Services advised significant work auditing IT systems was being undertaken and an update report would be brought to the next Committee meeting regarding providing this information for Insurance premiums.

In response to questions, the Chair clarified the Strategy would be reviewed every three years and the Action Plan reviewed annually.

#### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee approve the draft Corporate Insurance Strategy as detailed in Appendix 1.

Proposed by Alderman Hillis  
Seconded by Alderman Duddy and

**AGREED** – to recommend that Council approve the draft Corporate Insurance Strategy as detailed in Appendix 1.

## **7. PERFORMANCE BUSINESS PLAN UPDATE – 6 MONTH REVIEW**

Report, previously circulated presented by the Head of Performance.

#### **Purpose of Report**

The purpose of this report is to present to Council an update on the Performance Section Business Plan for 2022/2023

#### **Background**

As part of the Business Plan reporting structure, Each Council Section is required to provide Council with a progress update.

The Performance Section Business Plan update is attached as Appendix 1.

### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee note the Performance Section Business Plan update as detailed in Appendix 1.

Alderman Baird sought information on how many Citizens Newsletters had been produced, she stated it was vital the newsletter was issued to all in the Borough and requested information on Cemeteries progress in Ballycastle.

The Head of Performance advised he would provide Alderman Baird with the information.

The report was NOTED.

\* **Alderman Fielding arrived at the meeting at 7.23pm.**

## **8. COMMUNITY PLANNING UPDATE**

Information report, previously circulated, presented by the Director of Corporate Services.

### **Introduction**

The Community Plan is a long-term plan (from 2017 to 2030) based on sound, robust evidence with a focus on improving social, economic and environmental well-being and contributing to sustainable development.

The Community Plan is a strategic planning tool for the Causeway Coast and Glens area and it is the key over-arching framework for partnerships and initiatives in the Council area. It is not seen as an additional or parallel process to structures already in place.

Phase 1 of the community planning process was the development of a Strategic Framework for the Community Plan. This document was finalised in April 2017 and officially launched in June 2017. It outlines the high-level outcomes identified for the Causeway Coast and Glens area based on an extensive public consultation process and a statistical analysis of the area.

Phase 2 of the community planning process was the development of a comprehensive Delivery Plan in 2018 which put in place 44 practical actions and activities to achieve the outcomes identified in the Strategic Framework.

Phase 3 of the community planning process put in place mechanisms to monitor and report on performance against the Community Plan objectives/outcomes. An Outcomes Based Accountability (OBA) process is utilised to monitor and report on performance with Action Leads using report cards to provide information on the following areas in relation to each of the actions within the Delivery Plan:

- What did we say we would do?
- How much did we do?

- How well did we do it?
- Who is better off?

The Community Planning Partnership undertook a review of its Delivery Plan in 2020 and this revised Delivery Plan was approved by the Partnership in December 2020. The Delivery Plan now includes 34 actions.

### **Progress on Delivery Plan - Quarterly Summary of Progress Report (copy attached)**

The monitoring and reporting process used by the Partnership requires quarterly reports to be submitted by Action Leads and these are then reported on by the four thematic leads to the next Partnership meeting.

A summary report is circulated to all Partnership members on progress in relation to the 34 actions contained in the Delivery Plan and a copy of this summary report for the period July 2022 to September 2022 is attached for your information.

### **Review of Community Plan (2022)**

A review of the Community Plan is a statutory requirement contained within the Local Government (NI) Act NI 2014 and requires a review to be completed before the fourth anniversary of the date on which the Community Plan was first published. For Causeway Coast and Glens this review was due by June 2021 but, with the impact of the pandemic, the Department considered that it would be sufficient for Partnerships to formally confirm that a review of the Community Plan had been conducted and that Partners agreed the Plan continued to meet (or would meet in amended form) the needs of the local community.

An interim review was therefore carried out by Causeway Coast and Glens Community Partnership in May 2021 with very few changes recommended. The Partnership, however, made a commitment that a full review of Causeway Coast and Glens Community Plan would be undertaken in 2022 and this would incorporate a wider public consultation process if circumstances allowed.

As we continued to emerge from COVID and, given new challenges such as cost of living increases, it was considered important to progress this review to assess what shifts may have occurred in the intervening period. This would ensure the Community Plan remained current and robust enough to address emerging needs and issues.

A review process was developed which included a range of engagement sessions to review the Key Population Outcomes, the Intermediate Outcomes and the actions contained in the Delivery Plan.

A survey was developed which was circulated through appropriate databases and was also available on-line. A process of public consultation also took place utilising local libraries for face-to-face engagement with the local community.



Using the feedback gathered from these consultation methodologies, a review of the Community Plan was undertaken but it was found that very little change was required to the population outcomes, intermediate outcomes or values.

The Delivery Plan review highlighted the need for some minor changes to the actions, for example four actions relating to the Economy were condensed into one action and a new action relating to the established of the Labour Market Partnership was included.

The revised Community Plan and Delivery Plan were approved in principle by the Community Planning Partnership subject to changes in the design of the draft documents. It was agreed the Action Steering Group would be given authority to give final sign off to the documents once relevant changes had been made.

## **Other Business**

**Participatory Budgeting** – the Community Planning Partnership received a presentation on how participatory budgeting has worked in the Causeway Coast and Glens area over the last five years. It was noted that a range of areas had participated in a participatory budgeting process, including Harpur’s Hill, Armoy, Cushendun, Bushmills and Loughgiel.

**Warm Spaces** – the Community Planning Partnership were advised of proposals to offer Warm Spaces in Council’s Arts Centres during the winter months and it was noted that Libraries NI were also exploring the potential for using local libraries to provide similar facilities.

Members welcomed Des Gartland as Vice Chair of the Partnership, Maurice Meehan as Thematic Lead for Health and Wellbeing and Matthew Hagan, Co-Chair of the Community Engagement Platform.

In response to questions, the Director of Corporate Service clarified Council had two Director’s that sat on the Partnership and lead on two of the thematic themes.

The report was NOTED.

\* **Councillor McCaw joined the meeting at 7.30pm.**

## **9. CONFERENCES**

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

### **(i) CMI Level 7 Award in Strategic Leadership and Management**

#### **Purpose of report**

The purpose of the report is to present a request from Councillor Angela

Mulholland to attend CMI Level 7 Award in Strategic Leadership and Management course.

Councillor Angela Mulholland has requested to attend the CMI Level 7 Award in Strategic Leadership and Management course.

Cost: Usual Virtual Classroom cost £1,600 + VAT.

\*\*Virtual Classroom part funded rates – £1,250 + VAT.

Virtual Classroom dates:

12th December - 14th December 2022 (3 places remaining)

15th February - 17th February 2023 (8 places remaining)

Agenda

Day 1 - Understanding Inclusive Leadership

Day 2 - Leading Others Inclusively

Day 3 - Inclusivity and the Organisation

The aim of this 3-day course is to enable leaders and managers to operate more effectively and inclusively. Participants will develop an in-depth understanding of equality, diversity, and inclusion at a strategic level, and identify how to best integrate key elements into their leadership.

Accreditation: The CMI Level 7 Award in Strategic Leadership and Management

The CMI Level 7 - Award in Strategic Management and Leadership is designed for directors and senior managers who have the authority and personal inspiration to translate organisational strategy into effective performance.

### **Recommendation**

**It is recommended** that Corporate Policy & Resources Committee consider the request from Councillor Mulholland to attend the CMI Level 7 Award in Strategic Leadership and Management at a cost of £1,250 /£1600 + VAT.

Proposed by Councillor Dallat O'Driscoll  
Seconded by Alderman Baird and

**AGREED** – to recommend that Council approve the request from Councillor Mulholland to attend the CMI Level 7 Award in Strategic Leadership and Management at a cost of £1,250 /£1600 + VAT.

## **10. CONSULTATIONS**

There were no consultation documents.

## **11. CORRESPONDENCE**

There were no items of correspondence.

## 12. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters for reporting to the partnership panel.

## 13. NOTICE OF MOTION PROPOSED BY COUNCILLOR STOREY, SECONDED BY COUNCILLOR CALLAGHAN, REFERRED FROM COUNCIL MEETING 1<sup>ST</sup> NOVEMBER 2022.

*This council acknowledges, with sadness, the recent passing of our late Sovereign Lady, Queen Elizabeth II. Pays tribute to the exemplary dignity, wisdom and diligence with which Her Late Majesty served our nation and the Commonwealth. Further acknowledges the tremendous debt of gratitude owed for the personal sacrifice and unwavering loyal devotion over her glorious 70-year reign.*

*This Council commits to honour and enshrine her memory in tangible commemoration across the Borough and invites council officers to present an options paper to the relevant committee for consideration in due course.*

*This council shall also establish a sub-committee to commence preparation for the coronation of His Majesty, King Charles III.*

Proposed by Councillor Storey

Seconded by Alderman McLean

- That Council support the Notice of Motion.

Councillor Storey presented the Notice of Motion, he stated there was a sense of sadness within the Nation on the passing of Queen Elizabeth II who served people over 70 years with dignity, devotion, and tremendous commitment. He advised that over the last number of months, with reflection on that Service and the response across the Nation, the Commonwealth and further afield, it was fitting that Council, who had the privilege to have Her Majesty visit on a number of occasions, that there would be a recognition that would, '*Honour and Enshrine her memory in a tangible Commemoration*', and that Council proceed to consider what that would be.

The Chair received clarification the sub-committee would be from Corporate Policy and Resources Committee.

Councillor Bateson stated his Party had offered condolences and acknowledged the loss within the Unionist Community on The Queen's passing. He stated that with the cost of living and financial difficulties and pressures affecting Council, to produce more papers, and more finance in Council was not right at this time, with overspends coming up to the Rate setting process.

Councillor Storey stated challenges should not be used as a means not to Honour someone who gave 70 years of Service, who contributed billions of pounds to the Nation and this was an attempt to create a diversion, to use the cost of living as an excuse to Commemorate and to give recognition.

Alderman Duddy requested a Recorded Vote.

The Chair put the motion to the Committee to vote.

9 Members voted For, 6 Members voted Against.

The Chair declared the Notice of Motion carried.

### **Recorded Vote Table**

For (9)	Alderman Baird, Duddy, Fielding, Hillis, S McKillop, McLean Councillors McCaw, Storey and Wilson
Against (6)	Councillors Bateson, Beattie, Chivers, Dallat O'Driscoll, C McShane, Nicholl

Alderman Hillis queried why the Item of AORB had been recommended for confidential consideration. He considered the first two items at least, should be taken '*In Public*' session and stated his objection.

The Director of Corporate Services clarified she had assumed, the reason, as it was a Land and Property related matter and clarified would be passed to the Director of Environmental Services.

Councillor Storey sought clarification under Council's Standing Orders how the matter could be discussed, given the fact there had been two Call In's and the precedent this would set.

The Chair clarified advice had been taken, the AORB was valid as was a request for Information only and advised she would be content to have the Item heard, '*In Committee*'. The Chair sought clarification from the Director of Environmental Services.

The Director of Environmental Services advised there were matters within the AORB relating to contractual arrangements and commercial sensitivities and advised it should be held '*In Committee*', and was a matter for Elected Members to consider.

The Democratic and Central Services Manager advised that it was a matter for Committee whether they moved '*In Committee*', however, given it was a live matter currently subject to Legal proceedings, the Officer recommendation was to move '*In Committee*'.

## **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Nicholl  
Seconded by Councillor Chivers

- To recommend that Council move '*In Committee*'.

The Chair put the motion to the Committee to vote.  
10 Members voted for; 3 Members voted Against; 1 Member Abstained.  
The Chair declared the motion carried.

## **14. LOCAL GOVERNMENT TRAINING GROUP**

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

### **Introduction**

The purpose of this report is

- to inform Members of the Annual Local Government Training Group (LGTG) subscription and
- recommend to Council for approval acceptance of the Service Level Agreement (Appendix 1)  
Annually, CCGBC pay a subscription to the Local Government Training Group (LGTG). The budget for this expenditure sits within the ODHR budget and has been c £15k per annum.

Further detail was provided in the confidential report regarding the Local Government Training Group (LGTG) Review and Service Level Agreement.

**It is recommended** that Committee

- note the Annual Local Government Training Group (LGTG) subscription and
- recommend to Council for approval the Service Level Agreement for the administration of the LGTG by LCCC as the host Council for this shared service.

Proposed by Alderman McLean  
Seconded by Alderman Duddy and

**AGREED** – to recommend that Council

- note the Annual Local Government Training Group (LGTG) subscription and
- approve the Service Level Agreement for the administration of the LGTG by Lisburn and Castlereagh City Council (LCCC) as the host Council for this shared service.

## **15. CORPORATE SERVICES MANAGEMENT ACCOUNTS PERIOD 6 2022/23**

Confidential information report, previously circulated, presented by the Director of Corporate Services.

### **Purpose of Report**

The purpose of this report to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 6.

### **Recommendation**

That Council note the information presented.

The report was NOTED.

- \* **Director of Corporate Services left the meeting at 7.54pm.**
- \* **Director of Environmental Services took the remaining items of business.**

## **16. MINUTES OF THE LAND AND PROPERTY SUB COMMITTEE MEETING HELD 2 NOVEMBER 2022**

Copy, previously circulated presented by the Director of Environmental Services.

Proposed by Alderman Hillis  
Seconded by Alderman McLean and

**AGREED** – to recommend that the Minutes of the Land and Property Sub Committee meeting held 2<sup>nd</sup> November 2022 are adopted and recommendations therein approved.

- \* **Alderman Duddy left the meeting at 7.57pm.**
- \* **Councillor Storey left the meeting at 7.57pm.**

***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.***

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

### **(i) Dunluce Centre (Alderman Hillis)**

Alderman Hillis put his Items of AORB to the meeting, the Director of Environment responded:

*It is my understanding that Causeway Coast and Glens BC council decision last January was that the Dunluce Centre was to be sold to the preferred bidder.*

1. *Has any money changed hands as yet between the preferred bidder and Council?*

The Director of Environmental Services advised, “no”.

2. *Is the sale subject to a yet unsigned agreement between the purchaser and the Council?*

The Director of Environmental Services advised the Special Conditions had been presented to a number of previous meetings by Legal and the Head of Prosperity and Place, in order to ensure Elected members were content with them.

3. *Is part of this pending agreement dependant on Council agreeing to permit the purchaser to have 25% of the floor space used for games of chance?*

The Director of Environmental Services advised the question had been answered at the last Council meeting, by the Head of Prosperity and Place.

4. *Will the future use of the Dunluce Centre not be subject to a planning application as the previous use of the Dunluce Centre would have been for indoor recreations and the now proposed use (in part) would be for an amusement arcade or centre? As these are two materially different uses can it be confirmed that planning permission would need to be obtained?*

The Director of Environmental Services detailed the presale contractual arrangements in place within the Special Conditions contract, that had been presented to Council, by Legal previously.

5. *Can it be confirmed that under the Northern Area Plan 2016 (Policy PH03) regarding planning policy on provision of amusement arcades in Portrush it states that no new amusement arcades will be permitted on the Portrush Peninsula ie. the area north of the Croc na mac Road?*
6. *As this planning policy is still in force is Causeway Coast and Glens Council not going to be in conflict with its own agreed planning policy if it agrees to the 25% floor space at the Dunluce Centre for games of chance?*

The Director of Environmental Services stated he was not in a position to answer Planning questions.

Alderman Hillis stated his dissatisfaction with the process and responses received, he requested answers to his questions in writing.

**MOTION TO PROCEED *'IN PUBLIC'***

Proposed by Alderman McLean  
Seconded by Alderman Fielding and

**AGREED** – to recommend that Council move *'In Public'*.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at 8.09 pm.

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Chair