

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 25 FEBRUARY 2025**

No	Item	Summary of Key Recommendations	<i>Estimated Timescale for completion</i>
1.	Apologies	<i>Councillor Nicholl, Storey</i>	<i>n/a</i>
2.	Declarations of Interest	<i>None</i>	<i>n/a</i>
3.	Minutes of the Corporate Policy and Resources Committee Meeting held Tuesday 28 January 2025	<i>Confirmed as a correct record</i>	<i>4 February 2025</i>
4.	Minutes of Commemoration and Celebration Sub-Committee Meeting held on 05 February 2025		<i>4 March 2025</i>
	Matters Arising		
4.1	VE Day 2025 Update	<i>Information</i>	
4.2	Adoption of Minutes	<i>Adopted and Recommendations therein approved</i>	
5.	Corporate Services Management Accounts P9	<i>to recommend to Council that the Management Accounts for Period 9 - Corporate Services and Planning - and the associated narrative contained within the report are accepted</i>	<i>n/a monthly update</i>
6.	NILGA Local Government Awards Nominations	<i>to recommend that Council note the update regarding the NILGA Local</i>	<i>n/a</i>

		<i>Government Awards; that Council book more places at the Gala Awards Night; and that Council undertake more promotion of the NILGA Local Government Awards nominations via social media.</i>	
7.	Business Plans Mid Year Review		
7.1	ODHR	<i>Noted</i>	
7.2	Policy and Community Planning	<i>Noted</i>	
7.3	Democratic and Central Services	<i>Noted</i>	
7.4	ICT	<i>Noted</i>	
7.5	Performance	<i>Noted</i>	
8.	Women's Working Group	<i>Adopted and Actions therein approved</i>	
9.	Conferences	<i>None</i>	
10.	Correspondence		
10.1	Dfl Planning Improvement Programme Update	<i>Noted</i>	
10.2	DfC regarding Proposals to List	<i>Noted</i>	
11.	Matters for Reporting to the Partnership Panel	<i>None</i>	<i>June 2025</i>
12.	Notice of Motion proposed by Councillor Kennedy, seconded by Councillor Stirling (Deferred from 250128 CP&R Committee Meeting)	<i>To recommend that Council supports the Notice of Motion as amended</i>	
	<i>'In Committee'</i> <i>(Items 13-16 inclusive)</i>		
13.	Minutes of the Land and Property Sub-Committee		<i>4 March 2025</i>

	Meeting held on 05 February 2025		
	Matters Arising		
13.1	Item 5.2 RTU 129/24 Portstewart, The Crescent, Request for Go-Karting	<i>Information</i>	
13.2	Adoption of Minutes	<i>Adopted and Recommendations therein approved</i>	
13.3	Assignment of Lease	<i>Withdrawn</i>	
14.	Rising Star Awards – PPMA UK Conference	<i>to recommend that Council approves the HR Officer's attendance at the PPMA UK Conference in Manchester</i>	April 2025
15.	NJC Pay Award Briefing Questionnaire	<i>to recommend that Council approve the draft questionnaire response for submission prior to the pay briefing taking place</i>	5 March 2025
16.	Transformation Action Plan - ODHR Progress Update, including Organisation Review Terms of Reference	<i>to recommend that Council notes the progress of actions following the Transformation Plan, and recommends to Council the Organisation Review Sub- Committee – Terms of Reference as outlined in Appendix 1</i>	2025-2026
	'In Public' (Item 17-17.1)		
17.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))		
17.1	Laneway between Eastermeade Gardens and Townhead Street Car Park, Ballymoney (Councillor Kane)	<i>Received</i>	

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD VIA VIDEO CONFERENCE
ON TUESDAY 25 FEBRUARY 2025
AT 7.00 PM**

In the Chair: Alderman Knight-McQuillan (C)

Present: Alderman Boyle (C), Coyle (C), Fielding (C), S McKillop (C)
Councillors C Archibald (C), Jonathan McAuley (C),
McCully (C), McShane (C), Peacock (R), Stirling (C),
Watson (C), Watton (C), Wilson (C), Wisener (C)

Officers Present: M Quinn, Director of Corporate Services (C)
D Wright, Chief Finance Officer (R)
U Harper, Committee and Member Services Officer (C)

A Lennox, ICT Operations Officer (C)
R Finlay, ICT Operations Officer (C)

Press 3 no. (R)

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

Substitutions: Councillor Stirling substituted for Councillor Storey

The Director of Corporate Services undertook a roll call of Committee Members present.

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

1. APOLOGIES

Apologies were received for Councillor Nicholl and Councillor Storey.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE
MEETING HELD TUESDAY 28 JANUARY 2025**

AGREED – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 28 January 2025 are confirmed as a correct record.

4. MINUTES OF COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING HELD ON 5 FEBRUARY 2025

Copy, previously circulated, presented as read by the Chair.

Matters Arising

4.1 VE Day 2025 Update

Councillor McShane referred to page 4 of the minutes, which refers to a budget of £20,000, increased to £40,000 as part of the 2025/26 rates setting process. She queried when it was agreed that the budget for this Sub-Committee was for a one-off specific commemoration rather than a funding pot to which community groups could apply. The Chair advised that the budget is not a funding pot for community groups but rather for the Sub Committee to allocate based on the matters referred to it.

4.2 Adoption of Minutes

Proposed by Alderman Knight-McQuillan

Seconded by Alderman Fielding and

AGREED – that the Minutes of the Commemoration and Celebration Sub Committee held Wednesday 5 February 2025 are confirmed as a correct record.

5. CORPORATE SERVICES MANAGEMENT ACCOUNTS P9

Report, previously circulated, was 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 9.

Background

Council has approved the annual budget for Corporate Services and delegated authority to officers to utilise this budget in the provision of services to the rate payers. Corporate Services budget for 2024/25 is £6,323,338 and the Planning Budget is £1,870,125.

Detailed Analysis

The Corporate Services position at Month 9 shows a £139,191 positive variance, as a result of £111k under budget in expenditure and £28k over budget in income.

Table 1 Analysis of Expenditure – Corporate Services Months 1-9

£81K favourable due to various elements of expenditure being less than budget in Period 9 including the following: Members Mileage, Official and Courtesy Visits and an increase in Registration Income.

Land and Property

£57k favourable at period 9 due to a vacant post within the structure.

Human Resources

£37K favourable in Period 9

£59k favourable in salary costs, £24k adverse on Staff Training costs, £10k favourable on Occupational Health and £13k adverse on Programme Management costs. Budget will be released in period 10 for Staff training and Programme Management Costs to match budget.

ICT

£26k favourable overall in Period 9, due to a combination of underspends and overspends. The adverse variances in Telephones £25k and Computer Licences £19k, are reduced by underspends in Internet and Data Connections £53k, Computer Supplies £14k, Computer Equipment £31k and Mobile Communications £7k. ICT have benefitted this month with a credit to telephone costs of £99k being a combination of a release of last year's provision and a correction of in year postings.

Contributions to other bodies

No variance at period 9, as budget has been released to cover costs to date.

Internal Audit

£72k adverse as at Period 9, £13k favourable on salary Costs, £76k adverse due to costs re complaints and £10k adverse on other External Auditor costs.

Centrally Managed

Overall, £26K favourable position at the end of Period 9, due to underspends in Telephones £20k and salary costs £4k

Policy & Community Planning

Overall, £16k adverse position at the end of Period 9, due to overspend on salary costs of £31K and underspends in Programme Management Costs of £30k and overspend on other Professional Costs of £10k

Planning

£103k favourable at end of Period 9, including £207k underspend on salary costs and £10k shortfall on income projections.

Recommendation

It is recommended that the Management Accounts for Period 9 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

Proposed by Councillor C Archibald
Seconded by Alderman Boyle and

AGREED – to recommend to Council that the Management Accounts for Period 9 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

6. NILGA LOCAL GOVERNMENT AWARDS NOMINATIONS

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

Purpose of Report

This Report is to provide Elected Members with an update on the Council's Nominations to the NILGA Local Government Awards.

Background

At the Council Meeting on 03 February 2025 Members were advised that the Council had submitted nominations for consideration at the NILGA Local Government Awards, and it was agreed that Councillors and officers attend the NILGA Gala Awards Night on Thursday 27th March 2025. A table for 10 has been booked.

The 2025 Local Government Awards campaign saw an incredible response, with all councils submitting entries across the ten categories. These awards recognise outstanding contributions, community impact and service excellence across local government and councils.

The awards highlight innovative service provision, new initiatives, and the personal commitment of councils, councillors, staff, and partners. The categories focus on showcasing the dedication, hard work, and creative approaches that local councils provide every day, while also creating opportunities for local government staff and members to step forward and shine.

Update

Causeway Coast and Glens Borough Council have been announced as finalists in five categories in the upcoming Local Government Awards as follows:

Service Innovation & Improvement Award – Causeway Healthy Kids

Engaging Communities Award – Bushmills Community Choices

Collaborative Partnership Award – Causeway Healthy Kids

Local Government Equality, Diversity, and Inclusion Award – PCSP Disability Project (Hate Crime)

Communications Campaign of the Year Award – Visit Causeway Coast and Glens Spring Campaign 2024

Link to press release:

<https://causewaycoastandglens.gov.uk/news/causeway-coast-and-glens-borough-council-finalists-in-5-categories-at-upcoming-local-government-awards>

Recommendation

It is recommended that Council note the update regarding the NILGA Local Government Awards.

The Director of Corporate Services advised that Council may need to increase the number of places booked at the Gala Awards Night.

Alderman S McKillop proposed that Council should book more places at the Gala Awards Night and asked if she could attend to support the Bushmills Community Choices nomination.

Councillor Wilson seconded Alderman S McKillop's proposal. He praised the press release and suggested that some bite-size information could be promoted via social media to highlight Council's achievements. Councillor Watton agreed with this suggestion and Alderman S McKillop asked that it be incorporated in her proposal.

Proposed by Alderman S McKillop

Seconded by Councillor Wilson and

AGREED – to recommend that Council note the update regarding the NILGA Local Government Awards; that Council book more places at the Gala Awards Night; and that Council undertake more promotion of the NILGA Local Government Awards nominations via social media.

7. BUSINESS PLANS MID YEAR REVIEW

Plans, previously circulated, were presented by the Director of Corporate Services. The Director of Corporate Services advised that the plans were For Information, and that the annual reports and business plans for 2025-26 will be brought to Committee in the next few months.

7.1 ODHR

Committee Noted the report.

7.2 Policy and Community Planning

Committee Noted the report.

7.3 Democratic and Central Services

Committee Noted the report.

7.4 ICT

Committee Noted the report.

7.5 Performance

Committee Noted the report.

8. WOMAN'S WORKING GROUP

Copy, previously circulated, was presented as read by the Chair.

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Stirling and

AGREED – to recommend that the Notes of the Women's Working Group held Wednesday 19 February 2025 are adopted and actions therein approved.

9. CONFERENCES

There were no Conferences.

10. CORRESPONDENCE

For Information report, previously circulated, was presented as read by the Director of Corporate Services.

Purpose of Report

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

Correspondence

- 10.1 Dr Denis McMahon, DfI Permanent Secretary correspondence dated 22 January 2025 regarding Planning Improvement Programme Update** (copy previously circulated)
- 10.2 Anne Menary, Assistant Director, Heritage Buildings Designation Branch, DfC dated 05 February 2025 regarding Proposals to List** (copy previously circulated)

Recommendation

It is recommended that Corporate Policy and Resources Committee note the above correspondence.

Committee NOTED the Correspondence.

11. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

12. NOTICE OF MOTION PROPOSED BY COUNCILLOR KENNEDY, SECONDED BY COUNCILLOR STIRLING (DEFERRED FROM 250128 CP&R COMMITTEE MEETING)

Councillor Stirling advised that the Notice of Motion had been amended slightly, as follows:

*I call upon this Council to create a funding pot for ~~Community Groups~~ **and individuals** who are Guardians of Automated External Defibrillators (AEDs) in our borough. ~~Community Groups~~ **Guardians** are finding it increasingly difficult to replace and maintain the equipment.*

*This initiative is designed to address the risk of a defibrillator being out of use due to pads having been used and not replaced due to ~~community groups~~ **the Guardians** not having adequate funding to replace the pads.*

Our communities must be equipped to respond to emergencies swiftly and effectively. When it comes to life, every second counts.

This funding will undoubtedly save lives.

Councillor McShane stated that it was great to see this item on the agenda. She noted that the issue of defibrillators was raised in the Corporate Policy and Resources Committee last year, with various actions agreed, and requested an update on these.

The Director of Corporate Services advised that a budget of £30,000 was set aside in 2024-25. Some initial work was done to identify provision gaps across the Borough. In conjunction with the British Heart Foundation mapping, a list of sites were identified based on the geographic gaps in the coverage, and 60 defibrillators and cabinets were purchased. The Estates team has agreed to take responsibility for the monitoring and upkeep of equipment and to carry out the installations as required. The defibs are then registered by Estates on the British Heart Foundation database. The initial 60 defibrillators are now in place, and a further 6 have been ordered for future use by community group. A further £10,000 has been allowed for in the 2025-26 estimates to support the cost of maintenance of the replacement equipment and to support community groups towards the cost of replacement consumables. The gap locations provided for in phase 1 were Downhill Strand, Benone Strand, Castlerock, Whiterock, Waterfoot and East Strand.

Councillor McShane queried how the proposed funding pot would work. She stated that it can be difficult to access rural areas inland and that the communities in these areas should be supported in trying to obtain AEDs.

Councillor Stirling clarified that the proposed funding would be for the upkeep of defibrillators already in place, rather than the installation of new defibrillators.

Councillor Wilson commended the motion. He stated that during the discussion on the previous motion, he had suggested including a link to the map of defibrillators in the Borough on the front page of the Council's website. He requested that, going forward, the Committee receive bi-monthly updates on this matter. The Chair asked that a report be brought to the April Corporate Policy and Resources Committee meeting.

Proposed by Councillor Stirling
Seconded by Alderman S McKillop and

AGREED – to recommend that Council supports the Notice of Motion as amended.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Watson
Seconded by Councillor McShane and

AGREED – to recommend that Committee move '*In Committee*'.

- * **Public and Press were disconnected from the meeting at 7.28pm.**

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.

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

13. MINUTES OF THE LAND AND PROPERTY SUB-COMMITTEE MEETING HELD ON 05 FEBRUARY 2025

Unredacted copy, previously circulated, presented as read by the Chair.

Alderman Boyle advised that the Minutes should record an apology from Councillor McCully, rather than her.

Matters Arising

13.1 RTU 129/24 Portstewart, The Crescent, Request for Go-Karting

Councillor Watton queried how long the expression of interest process would take. The Chair advised that the due process would be followed but that efforts would be made to expedite it, if possible, while observing due process.

13.2 Adoption of Minutes

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Wisener and

AGREED – to recommend that the Minutes of the Land and Property Sub Committee meeting held Wednesday 5 February 2025 are adopted and recommendations therein approved.

13.3 ASSIGNMENT OF LEASE

The Chair advised that this item had been withdrawn.

14. RISING STAR AWARDS – PPMA UK CONFERENCE

Confidential report by virtue of paragraphs 2 and 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Director of Corporate Services.

Purpose of Report

This report is to provide members with information following the PPMA HR Rising Star Awards 2024.

Background and proposals were set out within the confidential report.

Recommendation

It is recommended that Corporate Policy and Resources Committee approves the HR Officer's attendance at the PPMA UK Conference in Manchester.

The Chair stated that the Committee sends its congratulations to the staff member nominated for the award.

Councillor Wilson suggested that the Committee send its congratulations to the staff member. Alderman McKillop echoed this and suggested that this success should also be promoted in the press.

Proposed by Councillor Wilson

Seconded by Alderman S McKillop and

AGREED – to recommend that Council approves the HR Officer's attendance at the PPMA UK Conference in Manchester.

15. NJC PAY AWARD BRIEFING QUESTIONNAIRE

Confidential report, by virtue of paragraphs 2 and 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Chief Finance Officer.

Purpose of Report

The purpose of this report is to inform members of the upcoming pay briefing with the National Joint Council (NJC) and to approve the response to the pre-briefing questionnaire for submission to NJC.

Background

Northern Ireland Local Government Association (NILGA) have written to Council inviting representatives to join the Northern Ireland Regional pay briefing scheduled for Thursday 6th March 2025.

Detail

The NILGA invitation to the NI regional pay briefing is attached as an appendix to the report (previously circulated). Places have been booked for the Mayor, Chief Finance Officer and Head of OD/HR to attend on behalf of Council. In

addition a pre briefing questionnaire has been included requesting Councils to complete and return in advance of the briefing.

Questionnaire

Council's Finance and OD/HR departments have combined to prepare the response, a copy of which was attached as an appendix to the report (previously circulated).

Recommendation

It is recommended that Council approve the draft questionnaire response for submission prior to the pay briefing taking place.

Proposed by Councillor Wilson

Seconded by Councillor Watson and

AGREED – to recommend that Council approve the draft questionnaire response for submission prior to the pay briefing taking place.

* **The Chief Finance Officer left the meeting remotely at 7.39pm.**

16. TRANSFORMATION ACTION PLAN - ODHR PROGRESS UPDATE, INCLUDING ORGANISATION REVIEW TERMS OF REFERENCE

Confidential report, by virtue of paragraphs 2 and 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated and presented by the Director of Corporate Services.

Purpose of Report

The purpose of this report is to provide an update to members on the progress made in relation to the ODHR actions arising from the Transformation Plan and

Seek approval for the Terms of Reference for the Organisation Review Sub-Committee as outlined in Appendix 1 (previously circulated).

Background

The Transformation Plan actions were complete by 31 October 2024, however work continues to be implemented and embedded with regards to the actions.

Progress Update on actions were circulated within the confidential report.

Recommendation

It is recommended that Committee notes the progress of actions following the Transformation Plan, and recommends to Council the Organisation Review

Sub-Committee – Terms of Reference as outlined in Appendix 1 (previously circulated).

Proposed by Councillor McShane
Seconded by Councillor Watson and

AGREED – to recommend that Council notes the progress of actions following the Transformation Plan, and recommends to Council the Organisation Review Sub-Committee – Terms of Reference as outlined in Appendix 1 (previously circulated).

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor McCully
Seconded by Councillor Jonathan McAuley and

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

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

17.1 Laneway between Eastermeade Gardens and Townhead Street Car Park, Ballymoney (Councillor Kane)

Further to Item 8.2 of the Land & Property Sub-Committee meeting on 4 September 2024, to request an update on the adoption by First Registration of the 1924 Deed of Conveyance and the completion of repairs to the laneway between Eastermeade Gardens and Townhead Street Car Park, Ballymoney.

The Chair introduced the item, noting that as Councillor Kane is not a Committee Member, Councillor McCully had agreed to pass the information on to him.

The Director of Corporate Services advised that the First Registration of Eastermeade Store and Laneway at Townhead Street/Eastermeade Gardens was completed on 19 December 2024. She advised that it is now owned by Council under Folio of Reference. The Estates team has been informed of the completion of the registration and the previous decision regarding repairs, so they may be best placed to comment on progress. The Chair suggested that an AORB could be brought to the Environment Committee.

Councillor Watton raised a query with regard to the SuperCupNI and was advised that it should be raised as an Item of AORB with the Leisure and Development Committee.

There being no further business, the Chair thanked everyone for their attendance.

The meeting concluded at 7.47 pm.

Chair