

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

No	Item	Summary of Key Recommendations	<i>Estimated Timescale for completion</i>
1.	Apologies	<i>Alderman S McKillop</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 25 February 2025	<i>Confirmed as a correct record</i>	<i>1 April 2025</i>
4.	Minutes of Commemoration and Celebration Sub-Committee Meeting held on 05 March 2025	<i>Adopted and Recommendations therein approved</i>	<i>1 April 2025</i>
5.	Corporate Services Management Accounts P10	<i>To recommend to Council that the Management Accounts for Period 10 - Corporate Services and Planning - and the associated narrative contained within the report are accepted</i>	<i>N/A – Monthly update</i>
6.	Request for Use of The Council Chamber	<i>To recommend that Council approve the request from Council's Prosperity & Place Department for the use of The Council Chamber to facilitate Coleraine Future Town Fund board meetings.</i>	

7.	Performance Improvement Update	<i>To recommend that Council note the content of this report and raise any questions.</i>	<i>May 2025</i>
8.	Conferences	<i>Noted</i>	
9.	Correspondence	<i>None</i>	
10.	Matters for Reporting to the Partnership Panel	<i>None</i>	<i>June 2025</i>
	<i>'In Committee'</i> <i>(Items 11-13 inclusive)</i>		
11.	Minutes of the Land and Property Sub-Committee Meeting held on 05 March 2025	<i>Adopted and recommendations therein approved.</i>	<i>1 April 2025</i>
12.	Transformation Action Plan	<i>To recommend to Council that the Progress Update report is considered and noted.</i>	
13.	Local Government Chief Executive Appraisal	<i>To recommend that Council note the Local Government Chief Executive Appraisal – Best Practice Guidelines.</i>	
14.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	<i>None</i>	

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO CONFERENCE
ON TUESDAY 25 MARCH 2025
AT 7.00 PM**

In the Chair: Alderman Knight-McQuillan (C)

Present: Alderman Boyle (C), Fielding (C)
Councillors C Archibald (C), Jonathan McAuley (C),
McCully (R), MA McKillop (R), Nicholl (R), Peacock (R),
Storey (C), Watson (R), Watton (C), Wilson (R), Wisener
(C)

Officers Present: M Quinn, Director of Corporate Services (C)
J McCarron, Performance and Transformation Officer (R)
U Harper, Committee and Member Services Officer (C)

R Finlay, ICT Operations Officer (C)

In attendance: H King, Business Support Manager, Strategic Investment
Board (R)

Press 2 no. (R)

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

Substitutions: Councillor MA McKillop substituted for Alderman Coyle.

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 Alderman S McKillop.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 25 FEBRUARY 2025

AGREED – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 25 February 2025 are confirmed as a correct record.

* **Councillor Peacock joined the meeting remotely at 7.07pm.**

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

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

Proposed by Alderman Fielding
Seconded by Councillor Storey and

AGREED – to recommend that the Minutes of the Commemoration and Celebration Sub Committee held Wednesday 5 March 2025 are adopted and recommendations therein approved.

5. CORPORATE SERVICES MANAGEMENT ACCOUNTS P10

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 10.

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 10 shows a £224,226 positive variance, as a result of £176k under budget in expenditure and £48k over budget in income.

Democratic Services (DS)

£98K favourable due to various elements of expenditure being less than budget in Period 10 including the following: Members Mileage, Official and Courtesy Visits and an increase in Registration Income.

Land and Property

£86k favourable at Period 10 due to a vacant post within the structure and the reallocation of some salary costs to Implementing the Extraordinary Audit.

Human Resources

£94K favourable in Period 10. £68k favourable in salary costs, £18k favourable on Occupational Health. Budget was released in period 10 for Staff training, £57k, and Programme Management Costs, £17k, to match budget.

ICT

£1k favourable overall in Period 10, due to a combination of underspends and overspends. The adverse variances in Telephones £36k and Computer Licences £36k, are reduced by underspends in Internet and Data Connections £62k, Computer Supplies £14k, Computer Equipment £23k and Mobile Communications £5k.

Contributions to other bodies

No variance at period 10, as budget has been released to cover costs to date.

Internal Audit

£72k adverse as at Period 10, £13k favourable on salary Costs, £81k adverse due to costs re complaints and £6k adverse on other External Auditor costs.

Centrally Managed

Overall, £30K favourable position at the end of Period 10, due to underspends in Telephones £23k and salary costs £4k

Policy & Community Planning

Overall, £22k adverse position at the end of Period 10, due to overspend on salary costs of £31K and underspends in Programme Management Costs of £34k and overspend on other Professional Costs of £10k

Planning

£214k favourable at end of Period 10, including £228k underspend on salary costs and £9k favourable on Advertising costs and 313k adverse on Legal services.

Recommendation

It is recommended that the Management Accounts for Period 10 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

Proposed by Alderman Boyle

Seconded by Councillor C Archibald and

AGREED – to recommend to Council that the Management Accounts for Period 10 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

6. REQUEST FOR USE OF THE COUNCIL CHAMBER

Report, previously circulated, was presented by the Business Support Manager, Strategic Investment Board.

Purpose of Report

The Purpose of the report is to present a request from Council's Prosperity & Place Department for the use of The Council Chamber to facilitate the Coleraine Future Town Fund (CFTF) Board Meetings. Members will recall that this project sits as Action 32 in the Causeway Community Plan and as such reports into council via the Community Planning Partnership.

Background

The Council has now received confirmation that the 'Long-Term Plan for Towns' programme (which includes the £20m Coleraine Future Town Fund) is to be retained and reformed by the current UK government and pending receipt of the updated programme prospectus with details of updated objectives and milestones for the programme, the first CFTF Board meeting was held on 30th January 2025.

Proposals

Officers are proposing that all future CFTF Board meetings take place in the Council Chamber. It should be noted that CFTF Board meetings are currently scheduled to take place every last Thursday of every month, however this meeting schedule may be revised pending the requirements of Board members and the overall programme. Should there be any changes to the meeting schedule, a further report will be presented to this Committee.

Requirements:

- Council Chamber – Capacity is required for currently up to 41 attending each board meeting (comprising 17 representatives from community, voluntary, business and public sectors, one MP, six Elected Members, five MLA Observers and four Departmental observers, with project support staff (five Council officers and three SIB officers).
- Bann Gallery required for pre-meeting refreshments to be served and breakout sessions.
- IT support for audio/visual set-up and to enable remote access for virtual attendees.

Recommendation

It is recommended that the Corporate Policy & Resources Committee consider the request from Council's Prosperity & Place Department for the use of The Council Chamber to facilitate Coleraine Future Town Fund board meetings.

In response to a query from Alderman Fielding, the Business Support Manager advised that meetings had been held in the Committee room in Cloonavin, but this location was unsuitable due to the limited space and the requirement for audio and technical support.

The Chair clarified that the proposed schedule will not clash with any Committee meetings.

Proposed by Alderman Boyle
Seconded by Councillor Wisener and

AGREED – to recommend that Council approve the request from Council's Prosperity & Place Department for the use of The Council Chamber to facilitate Coleraine Future Town Fund board meetings.

7. PERFORMANCE IMPROVEMENT UPDATE

For Information report, previously circulated, was presented by the Performance and Transformation Manager.

The purpose of this report is to update Elected Members on Council's current Performance Improvement focus including development of Council's upcoming 2025/26 Performance Improvement Plan.

Senior Officer Engagement

During February 2025, Senior Council Officers were engaged with regards the identification of areas for improvement as well as priorities for 2025/26.

This engagement produced several improvement themes and priorities across all Service Areas including:

- Delivery of Statutory KPIs
- New Council People Plan and Personal Appraisal System
- Development of new service-based Strategies
- Enhanced performance through the usage of new technologies
- Environmental Outcomes, including recycling rates and reduction of carbon usage amongst Council's fleet

- Delivery of the Open Championship

Performance Improvement Consultation

Council is statutorily obliged to conduct an annual public consultation on proposed Performance Improvement Objectives. This survey is based on officer engagement, Citizen's Survey outcome and previous year performance.

The consultation survey is now live and can be completed at https://www.surveymonkey.com/r/CCG_PIP_2526

Consultation outcomes will be used to help shape the content of the 2025/26 Performance Improvement Plan which will be presented to Council Committee in May 2025.

National Performance Benchmarking

Council, along with the other Council's in Northern Ireland and APSE have been working on an agreed and condensed set of core performance indicators for the purposes of the National Performance Improvement Benchmarking Network.

Agreement has been reached on a set of proposed Internal and External Core Indicators which Councils will promote, monitor and report on through their annual Performance Improvement Plans and Self-Assessment of Performance Reports.

The proposed new Core PI set for the APSE Northern Ireland project is as follows:

Proposed – Internal P.I.s

1. Net investment in council services per head of population
2. Days staff absence per employee – short term
3. Days staff absence per employee – long term
4. % of staff who have 100% attendance
5. Number of days per employee spent on training
6. Staff turnover
 - a. *Leavers as a percentage of total staff*
 - b. *Starters as a percentage of total staff*
7. Carbon emission 2018-19 and emission current year
8. Percentage public satisfaction with the council (percentage that were 'Satisfied' or 'Very Satisfied')
9. Percentage of Stage I complaints rectified within target time (5 days)
10. Percentage of Stage II complaints rectified within target time (20 days)

Proposed – External P.I.s

1. Number of public / stakeholder users registered to corporate social media per head of population/ website accessibility

2. The percentage of household waste collected by the district council that is sent for recycling (including waste prepared for re-use)
3. Percentage of undisputed creditor invoices paid on time within 10 days
4. Percentage of undisputed creditor invoices paid on time within 30 days
5. % of sites inspected that are graded as satisfactory (LAMS or equivalent)
6. % satisfaction with parks and open spaces

These Core Indicators above will be included in Council's 2025/26 Performance Improvement Plan.

Recommendation

It is recommended that Members note the content of this report and raise any questions.

Proposed by Councillor Storey

Seconded by Councillor C Archibald and

AGREED – to recommend that Council note the content of this report and raise any questions.

8. CONFERENCES

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

Purpose of report

The purpose of the report is to inform Elected Members of conferences and courses they may wish to attend.

The following is listed:

National Association of Councillors - Local Government Finance

Date: 11th-13th April 2025
Location: Royal Hotel, Scarborough
Cost: £350 plus VAT

Extract:

You are invited to the upcoming Conference on Local Government Finance. This event is relevant for Parish, Town, and Unitary Councillors involved in budget setting.

Preparing local government budgets is a complex yet essential process to ensure effective allocation of financial resources to meet community needs. The conference will feature speakers discussing:

- Budget Planning and Allocation
- Financial Oversight and Governance
- Financial Challenges and Solutions
- Workshops and Interactive Sessions

Additionally, there will be practical workshops on financial planning and interactive Q&A sessions.

This event offers opportunities to hear from experienced speakers in local government, participate in Q&A sessions, and contribute to workshops. It is designed to benefit elected members across all tiers of local government.

Elected Members should contact Committee and Member Services to register their interest.

Recommendation

It is recommended that Council consider the Conference report.

Committee NOTED the report.

9. CORRESPONDENCE

There was no correspondence.

10. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

MOTION TO PROCEED ‘IN COMMITTEE’

Proposed by Councillor McAuley

Seconded by Alderman Fielding and

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

- * **Public and Press were disconnected from the meeting at 7.16pm.**

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.

11. MINUTES OF THE LAND AND PROPERTY SUB-COMMITTEE MEETING HELD ON 05 MARCH 2025

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

Proposed by Councillor Wisener

Seconded by Alderman Fielding and

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

12. TRANSFORMATION ACTION PLAN

Confidential report by virtue of paragraphs 3 and 5 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 present a progress report on the embedding of the actions in the Records Management and Information Management Action Plan.

The report contained further information under the headings:

- Background
- Progress Report - Record Keeping and Information Management

Recommendation

It is recommended that the Progress Update report is considered and noted.

The Chair stated that the report is helpful and shows that a lot of good work has been done.

In response to Councillor Storey, the Director of Corporate Services advised that the costs of the refresher training will be confirmed by the end of the financial year and will be brought to the Committee.

AGREED – to recommend to Council that the Progress Update report is considered and noted.

13. LOCAL GOVERNMENT CHIEF EXECUTIVE APPRAISAL

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 information to members on the Review of the Performance Appraisal System for Council Chief Executives conducted during 2024, coordinated by the Local Government Staff Commission in partnership with the Northern Ireland Local Government Association (NILGA) and Society of Local Authority Chief Executives (SOLACE).

The outcome of the review was the recommendation to develop Best Practice Guidelines.

Recommendation

It is recommended that CPR Committee note the Local Government Chief Executive Appraisal – Best Practice Guidelines.

AGREED – to recommend that Council note the Local Government Chief Executive Appraisal – Best Practice Guidelines.

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

There were no Items of AORB.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Councillor McAuley
Seconded by Councillor Watton and

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

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

The meeting concluded at 7.22pm.

Chair