



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 27 MAY 2025**

No	Item	Summary of Key Recommendations	Estimated Timescale for completion
1.	Apologies	<i>Councillor C Archibald</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 29 April 2025	<i>Confirmed as a correct record</i>	
4.	Notice of Motion (Councillor Wisener) Abbrev. Somerset Road South, Coleraine	<i>To recommend that Council support the Notice of Motion. With the Chief Executive to convene a meeting with the relevant stakeholders, business in the area and representatives from Dfl.</i>	
5.	Notice of Motion (Councillor McQuillan) Abbrev. Live recording of Council Meetings	<i>To recommend that Council support the Notice of Motion.</i>	
6.	Minutes of the Commemoration and Celebration Sub Committee held on 07 May 2025	<i>To recommend that the minutes are adopted and recommendations therein approved</i>	
7.	NIHE Rural Needs Tests – Selection of Settlements	<i>To recommend that Council use the process of expressions of interest and, if necessary, drawing lots,</i>	

		to nominate elected representatives from the following DEAs: Bann, Benbradagh, Causeway, The Glens and Limavady.	
8.	Council Constitution – Annual Review	To recommend to Council approval of the proposed amendments to the Council Constitution as outlined in the table in the report.	
9.	Business Plans		
9.1	ODHR	To recommend that Council defer approval of the business plan and that Officers cross-reference across the different business plans.	
9.2	Planning	To recommend that Council defer approval of the business plan and that Officers cross-reference across the different business plans.	
10.	Conferences	None	
11.	Correspondence		
11.1	Aoife Rooney, Deputy Registrar General, General Register Office, letter dated 06 May 2025	Noted	
11.2	Letter from Carol Walker MBE, Director, The Somme Association dated 06 May 2025	To recommend that Council approve the payment due to The Somme Association for the 'Friends of the Somme' Yearly Subscription 2025/26 at a cost of £1,000.00 +VAT = £1,200.00.	
11.3	Letter from Matthew O'Toole MLA, Chairperson, Committee	Noted	

	for Finance, NI Assembly dated 09 May 2025		
12.	Matters for Reporting to the Partnership Panel	None	
	'In Committee' (Items 13-14 inclusive)		
13.	Minutes of the Land and Property Sub-Committee Meeting held on 07 May 2025	To recommend that the minutes are adopted and recommendations therein approved	
14.	Local Government Chief Executive Appraisal – Review of Best Practice Guidelines	To recommend that Council note this report.	n/a
15.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	None	

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO CONFERENCE
ON TUESDAY 27 MAY 2025
AT 7.00 PM**

In the Chair: Alderman Knight-McQuillan (C)

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

Non-Committee

Members Present: Councillors Holmes (R), McQuillan (C)

Officers Present: M Quinn, Director of Corporate Services (C)
U Harper, Committee and Member Services Officer (C)

M Kennedy, ICT Operations Officer (C)
A Lennox, ICT Operations Officer (C)

Press 2 no. (R), Public 1 no. (R)

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

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 C Archibald.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE
MEETING HELD TUESDAY 29 APRIL 2025**

AGREED – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 29 April 2025 are confirmed as a correct record.

CHANGE TO ORDER OF BUSINESS

The Chair advised that the two Notices of Motion would be heard next.

**4. NOTICE OF MOTION PROPOSED BY COUNCILLOR WISENER,
SECONDED BY COUNCILLOR HOLMES REFERRED FROM THE COUNCIL
MEETING HELD TUESDAY 6 MAY 2025**

It is proposed that Council convene a meeting of interested parties (businesses and Dfl) to develop a plan to repair Somerset Road South, Coleraine, and have it adopted by Dfl.

Councillor Wisener proposed the motion. He stated that Somerset Road is a key route into the largest retail park and the largest entertainment complex in the Causeway Coast and Glens Borough. He stated that the road has been in a terrible condition for years, to the frustration of those in Coleraine, particularly in the Somerset area. He proposed that Council develop a strategy to get the road repaired and obtain a formal guarantee from the Department for Infrastructure (DfI) that it will adopt the road thereafter.

Councillor Holmes seconded the motion. He stated that the road has been a festering sore for the past decade. He stated that it is not the Council's responsibility, but Council is going to have to show leadership.

Alderman Boyle commended the proposer and seconder for bringing the motion and welcomed the partnership thinking behind it. She noted that with the new Lidl and M&S stores opening at the retail park, the situation is critical.

Councillor Storey stated his support for the motion but cautioned against setting a precedent. He stated that it is important that Council is not seen as being in a position to pay for the repairs.

Councillor Watton stated that is terrible that Council is being left to sort this out.

Proposed by Councillor Wisener
Seconded by Councillor Holmes and

AGREED – to recommend that Council support the Notice of Motion. With the Chief Executive to convene a meeting with the relevant stakeholders, business in the area and representatives from Dfl.

* **Councillor Holmes left the meeting remotely at 7.10pm.**

5. NOTICE OF MOTION PROPOSED BY COUNCILLOR MCQUILLAN, SECONDED BY COUNCILLOR PEACOCK REFERRED FROM THE COUNCIL MEETING HELD TUESDAY 6 MAY 2025

Motion for Live Recording of Council Meetings

To propose that the council consider implementing live recording of council meetings.

It is important for us to align with other local governments and institutions across the North in adopting this technology. Live recording offers an excellent opportunity to engage with the community, particularly younger residents, and allows us to highlight the positive actions and progress we are making each month.

Given the recent damage caused by storm Eowyn, which has affected our current technology, it is clear that we need to invest in updated equipment. This would ensure that we are prepared to live-stream and record our meetings moving forward.

Therefore, I propose that this council formally explore the feasibility and logistics of introducing live recording for future council meetings.

Councillor McQuillan proposed the motion.

Councillor Peacock seconded the motion. She stated that a motion to this effect had already been passed by Council but the trade unions had raised issues that have now been resolved. She noted that live streaming of meetings is provided by a lot of other councils, the Assembly and its Committees. She noted that the current process for joining meetings online is cumbersome and that the motion is timely as the equipment is due an upgrade.

Councillor Wilson requested that Council receive an update on the situation with the trade unions.

The Director of Corporate Services stated that there has been damage to the recording system but that the Council Chamber roof will need repaired before the system is replaced. She advised that she was not aware of a formal position with the trade unions in respect of live recordings, but stated that she would check with colleagues and include that information in a report to Council.

Councillor McCully stated that the Alliance Party supports the Notice of Motion and that live streaming will increase engagement and transparency.

In response to a question from the Chair, Councillor McQuillan confirmed that he was referring to audio and visual live streaming.

Proposed by Councillor McQuillan
Seconded by Councillor Peacock and

AGREED – to recommend that Council support the Notice of Motion.

* **Councillor McQuillan left the meeting at 7.17pm.**

6. MINUTES OF THE COMMEMORATION AND CELEBRATION SUB COMMITTEE HELD ON 07 MAY 2025

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

The Chair thanked all the Members, officers and outside bodies who contributed to the planning and delivery of the excellent VE Day programme. She stated that she had very positive feedback and that it was a privilege to be involved in it, and that the performance from Christie Memorial School stole the show.

Councillor Watton stated that the VE Day event was outstanding and thanked all involved for a first-class show.

Councillor McShane requested that any budget proposals come through the Corporate Policy and Resources Committee rather than through the subcommittee.

Proposed by Alderman Fielding
Seconded by Councillor Wisener and

AGREED – to recommend that the Minutes of the Commemoration and Celebration Sub Committee held Wednesday 7 May 2025 are adopted and recommendations therein approved.

7. NIHE RURAL NEEDS TESTS – SELECTION OF SETTLEMENTS

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

NIHE Rural Strategy and Rural Needs Test

At a meeting of the Community Planning Partnership in February 2025, the Northern Ireland Housing Executive (NIHE) delivered a presentation on their Rural Strategy Action Plan and the Rural Needs Test Programme.

The presentation covered three key areas of business, namely:

- How the NIHE consider the needs of rural communities.
- The NIHE Rural Housing Needs Test.
- Opportunities for collaboration.

An overview of the current NIHE Rural Strategy (2021-2025) was provided which included 3 Themes, 3 Outcomes, 12 Priorities and 29 Actions.

The NIHE also outlined the Rural Needs Test process which was designed to work together to ensure the waiting list was reflective of housing need in rural areas by identifying priority locations for a rural needs test.

The NIHE highlighted the importance of individuals registering their housing needs with the NIHE, especially those located within rural settlements throughout the Causeway Coast and Glens area.

Discussion also took place at the Community Planning Partnership meeting on housing issues in relation to difficulties in identifying potential sites for social housing and difficulties that can emerge in having sufficient water and sewage infrastructure to support potential housing developments.

Identifying Settlements for Future Rural Needs Tests

The NIHE have now conducted an analysis of rural areas within the Borough and the table below shows rural settlements they have identified from their analysis using criteria such as:

- Housing need projection of five units or less
- No sites coming forward/no Social Housing Development Programme activity
- Developable sites
- No Rural Needs Tests carried out in the last three years.

Rural Settlements by DEA for Potential Rural Needs Tests:

DEA	Settlement	Housing Need Projection 2024-29
Bann	Boveedy	0
	Castleroe	1
	Craigmore (Ringsend NAP 2016)	0
	Maybouy (Boleran NAP 2016)	2
Benbradagh	Dernaflaw	1
	Foreglen	0
	Largy	2
Causeway	Dunluce	3

	(Ballytober NAP 2016)	
	Liscolman	0
	Mosside*	0
The Glens	Ballintoy	5
	Corkey	3
	Stranocum*	3
	Waterfoot	5
Limavady	Artikelly	5

* Indicates settlements that NI Water have identified as having no available capacity in their wastewater treatment works as at January 2025.

The table does not include Coleraine DEA as this comprises a wholly urban area. It also does not include Ballymoney DEA as there are areas within this DEA which do not have development limits as defined by the Northern Area Plan (NAP) 2016. This means that it would be highly unlikely to gain planning permission for residential development in those areas.

Request from NIHE

The NIHE have asked that one elected representative from each of the DEAs listed in the table above select/confirm **one settlement in their DEA** as a priority location for a Rural Needs Test.

The outcome of this exercise will inform the NIHE's Rural Needs Test programme for the upcoming years and the NIHE would appreciate a response by 1st August 2025.

Recommendation

It is recommended that Council nominate one elected representative from the following DEAs: Bann, Benbradagh, Causeway, The Glens and Limavady and select/confirm **one settlement in their DEA** as a priority location for a Rural Needs Test as listed in the table.

The Director of Corporate Services suggested different ways of selecting elected representatives for each DEA: using d'Hondt, although she noted this would be difficult in this case; using the representatives on the community planning partnership; or gathering expression of interest and then drawing lots if there is more than one nomination for each DEA.

Members discussed the request. Several Members queried why input was being requested from elected representatives now, when it had never been done before. Councillor Nicholl stated that he had suggested having input from elected representatives at a community planning meeting, which might have prompted this request.

Alderman S McKillop queried why Bushmills was not listed and whether a Rural Needs Assessment had already been done for the area. She proposed that the elected representatives are chosen by expression of

interest, and nominated herself for the Causeway DEA. Alderman Fielding seconded this proposal.

Councillor Watton queried the Housing Need Projection figures listed in the report and stated that they were meaningless. This was echoed by several Members.

Councillor McShane proposed Councillor Watson for The Glens DEA, and Councillor McGurk as the representative for Benbradagh, with Councillor Nicholl as a nomination for Benbradagh if the representatives need to be from the Corporate Policy and Resources Committee. The Director of Corporate Services clarified that the nominations did not need to come from this Committee.

Councillor Peacock queried why Ballymoney DEA is not included in the list, because although it has an urban settlement, the DEA is made-up of large swathes of rural population and villages.

The Chair suggested that Council could go back to NIHE with Members' questions and ask whether there can be more than one elected representative for each DEA.

The Chair put her name forward for Benbradagh DEA.

Councillor McCully put his name forward for Causeway DEA. He suggested that if NIHE only allows one representative for each DEA, representatives could be chosen by drawing lots.

The Director of Corporate Services noted that nominations were still required for Limavady and the Bann. The Chair advised that group leads should come back to the Director with any more nominations.

Councillor Storey stated that the process was a paper exercise that would not address housing stress.

Proposed by Alderman S McKillop
Seconded by Alderman Fielding and

AGREED – to recommend that Council use the process of expressions of interest and, if necessary, drawing lots, to nominate elected representatives from the following DEAs: Bann, Benbradagh, Causeway, The Glens and Limavady.

8. COUNCIL CONSTITUTION – ANNUAL REVIEW

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

Purpose of Report

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

Causeway Coast and Glens Borough Council agreed their new Constitution in October 2015. This governs how the Council operates, how decisions are made, and the procedures which are to be followed to ensure efficiency, transparency and accountability to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

The Council's Constitution is divided into sixteen Articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate Rules and Protocols at the end of the document.

Proposed Amendments to Council Constitution

Please see below proposed amendments to the Council Constitution:

Item	Proposed Amendments
Part 2 – Responsibility for Functions	Annex 2 – Responsibilities for Council Functions Include the Terms of Reference for the Organisational Review Sub Committee
Various	Change website links to various documents within the Constitution due to a recent review of the Council website.

Recommendation

It is recommended that the Corporate Policy and Resources Committee recommends to Council approval of the proposed amendments to the Council Constitution as outlined in the table in the report.

Proposed by Alderman Boyle

Seconded by Councillor Wisener and

AGREED – to recommend to Council approval of the proposed amendments to the Council Constitution as outlined in the table in the report.

9. BUSINESS PLANS

The Director of Corporate Services advised that there are two business plans to consider, with three more to come to the June Corporate Policy and Resources Committee meeting.

9.1 ODHR

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

Alderman S McKillop stated that at the 13 May Environmental Services Committee meeting, approval of the directorate's business plan was deferred until a workshop was held to consider and discuss it. She stated that she had raised points in the Environmental Services SWOT analysis that should have been included in the ODHR business plan. She asked that Officers look at the points that she raised regarding cross-referencing across the different business plans. She proposed that the Committee defer approval of the business plans and that Officers cross-reference across the different business plans.

Alderman Boyle seconded this proposal and noted that she had not had time to consider the ODHR business plan as the website link was not active.

Proposed by Alderman S McKillop
Seconded by Alderman Boyle and

AGREED – to recommend that Council defer approval of the business plan and that Officers cross-reference across the different business plans.

9.2 PLANNING

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

Councillor Watton noted that the business plan detailed £40,000 for independent research to be completed by Quarter 3. The Director of Corporate Services advised that Quarter 3 is from October to December.

Proposed by Alderman S McKillop
Seconded by Alderman Boyle and

AGREED – to recommend that Council defer approval of the business plan and that Officers cross-reference across the different business plans.

10. CONFERENCES

There were no conferences.

11. CORRESPONDENCE

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

Purpose of Report

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

11.1 Aoife Rooney, Deputy Registrar General, General Register Office, letter dated 06 May 2025 (copy previously circulated)

Letter from the General Register Office advising that the Assembly has approved the extension of the Coronavirus Act 2020 (Registration of Deaths and Still-Births) (Extension) Order (Northern Ireland) 2025 until 24 September 2025.

Recommendation

That the Corporate Policy and Resources Committee note the correspondence from the General Register Office advising that the Assembly has approved the extension of the Coronavirus Act 2020 (Registration of Deaths and Still-Births) (Extension) Order (Northern Ireland) 2025 until 24 September 2025.

The Committee NOTED the correspondence.

11.2 Letter from Carol Walker MBE, Director, The Somme Association dated 06 May 2025 (copy previously circulated)

Letter from the Somme Association advising that the 'Friends of the Somme' Yearly Subscription 2025/26 is now due. The cost is £1,000.00 +VAT = £1,200.00.

At the Corporate Policy and Resources Committee Meeting on 22 June 2021 and subsequent Council Meeting of 29 June 2021, it was agreed that the fees of £1,000.00 + VAT = £1,200.00 for the 'Friends of the Somme' Yearly Subscription continue to be paid in an ongoing basis.

Recommendation

That the Corporate Policy and Resources Committee note that the payment due to The Somme Association will be made for the 'Friends of the Somme' Yearly Subscription 2025/26 at a cost of £1,000.00 +VAT = £1,200.00.

Proposed by Alderman S McKillop

Seconded by Councillor Watton and

AGREED – to recommend that Council approve the payment due to The Somme Association for the ‘Friends of the Somme’ Yearly Subscription 2025/26 at a cost of £1,000.00 +VAT = £1,200.00.

11.3 Letter from Matthew O’Toole MLA, Chairperson, Committee for Finance, NI Assembly dated 09 May 2025 (copy previously circulated)

Letter from the Committee for Finance seeking views on the Deaths, Still-Births and Baby Loss Bill which was introduced on 25 March 2025. The purpose of the Bill is to amend the law relating to the manner of notification of deaths and still-births and the manner of giving particulars relating to them. It will also provide a legislative basis for the introduction of a baby loss scheme and will address differences in registration processes for births and still-births between some same-sex female couples and opposite-sex couples.

Recommendation

It is recommended that Corporate Policy and Resources Committee note the correspondence at Item 4.0 from the Committee for Finance seeking views on the Deaths, Still-Births and Baby Loss Bill.

The Committee NOTED the correspondence.

12. 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 Councillor Watton and

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

*** Public and Press were disconnected from the meeting at 7.44pm**

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 7 MAY 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 7 May 2025 are adopted and recommendations therein approved.

14. LOCAL GOVERNMENT CHIEF EXECUTIVE APPRAISAL – REVIEW OF BEST PRACTICE GUIDELINES

Confidential report, by virtue of paragraph 2 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 Local Government Staff Commission assessment of the Performance Appraisal System currently in place for the Chief Executive.

Recommendation

It is recommended that CPR Committee note the report.

AGREED – to recommend that Council note this report.

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

There were no items of Any Other Relevant Business.

MOTION TO PROCEED ‘IN PUBLIC’

Proposed by Alderman S McKillop
Seconded by Councillor Watton and

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

There being no further business, the Chair noted that this was her last meeting as Chair, and thanked everyone for their participation and attendance.

The meeting concluded at 7.47pm.

Chair

Unconfirmed