

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 28 OCTOBER 2025**

No	Item	Summary of Key Recommendations	Estimated Timescale for completion
1.	Apologies	Councillor McCully	n/a
2.	Declarations of Interest	None	n/a
3.	Minutes of the Corporate Policy and Resources Committee Meeting held Tuesday 23 September 2025	Confirmed as a correct record	
4.	Notes of Elected Members Development Working Group Meeting held on Monday 29 September 2025	Noted	
5.	Corporate Services Management Accounts P5	To recommend that the Management Accounts for Period 5 - Corporate Services and Planning - and the associated narrative contained within the report are accepted	n/a
6.	ODHR Policies and Procedures - Employee Performance Improvement Policy - Assistance to Study Policy – Update	To recommend that Council approve the updated policies	

	Grievance Policy – Update		
7.	Causeway Coast and Glens Borough Council's Five Year Equality Scheme Review	<i>To recommend that Council adopt the reviewed Equality Scheme</i>	<i>n/a</i>
8.	Consultation Schedule	<i>Noted</i>	
9.	Conferences		
9.1	NILGA Leadership Development Programme for Councillors 2026	<i>Noted</i>	
10.	Correspondence		
10.1	Closure of Zomba Action Programme	<i>Noted</i>	
11.	Matters for Reporting to the Partnership Panel	<i>None</i>	
	<i>'In Committee' (Items 12-15 inclusive)</i>		
12.	Minutes of the Land and Property Sub-Committee Meeting held on Wednesday 01 October 2025	<i>To recommend that the Minutes of the Land and Property Sub Committee meeting held Wednesday 1 October 2025 are adopted and recommendations therein approved</i>	
12.1	Deferred from Land and Property Sub-Committee 3 rd September Request to Use Council Land, Rf/98/23 Kilrea, Laneway, Licence Agreement for the use of Council Land	<i>Defer</i>	

13	Minutes of the Organisation Review Sub Committee Meeting held Thursday 21 August reconvened Thursday 19 September 2025	<i>To recommend that the Minutes of the Organisational Review Sub Committee meeting held Thursday 21 August 2025 are adopted and recommendations therein approved</i>	
14.	Minutes of the Organisation Review Sub Committee Meeting held Thursday 16 October 2025	<i>To recommend that the Minutes of the Organisational Review Sub Committee meeting held Thursday 16 October 2025 are adopted and recommendations therein approved</i>	
15.	Procurement Report on Tender Exercise for the Provision of Temporary Labour	<i>To recommend that Council:-</i> <i>approves the initiation of the tender process for the provision of temporary labour to Council, with the Invitation to tender being issued week commencing 8th December 2025;</i> <i>approves authority to Officers to seek a brief extension of the current contract as a contingency and in order to ensure business continuity, to accommodate a mobilisation period, if required</i>	
16.	Any Other Relevant Business	<i>None</i>	

	(notified in accordance with Standing Order 12(o))		

UNCONFIRMED

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER AND VIA VIDEO CONFERENCE
ON TUESDAY 28 OCTOBER 2025
AT 7.00 PM**

In the Chair: Councillor McShane (C)

Present: Alderman Boyle (C), Coyle (C), Fielding (C), McKillop (R),
Knight-McQuillan (C)
Councillors C Archibald (R), Jonathan McAuley (C),
Nicholl (R), Peacock (R), Watton (C), Watson (R),
Wisener (C), Wilson (R)

Officers Present: M Quinn, Director of Corporate Services (C)
A Hamilton, Democratic and Central Services Manager
(R)
I Owens, Committee and Member Services Officer (C)

C Ballentine, ICT Operations Officer (C)
R Finlay, ICT Operations Officer (C)

Press 2 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 from Councillor McCully.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 23 SEPTEMBER 2025

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

AGREED – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 23 September 2025 are confirmed as a correct record.

4. NOTES OF ELECTED MEMBERS DEVELOPMENT WORKING GROUP MEETING HELD ON MONDAY 29 SEPTEMBER 2025

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

Committee NOTED the notes.

5. CORPORATE SERVICES MANAGEMENT ACCOUNTS P5

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 5.

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 2025/26 is £7,167,859 and the Planning Budget is £1,956,420.

Detailed Analysis

The Corporate Services position at Month 5 shows a £255,802 positive variance, as a result of £237k under budget in expenditure and £19k over budget in income.

Table 1 Analysis of Expenditure – Corporate Services Months 1-5, previously circulated.

Democratic Services (DS)

£233k favourable due to various elements of expenditure being less than budget in Period 5 including the following: Members allowances £106k, PR Salaries £20k, PR Printing £12k, Corporate & Democratic salary Costs £43k, and Registration services £30k

Land and Property

£14k favourable at Period 5, £12k favourable on salary costs, £5k favourable on Valuation costs and £3k adverse on Legal Costs.

Human Resources

£14K favourable in Period 5

£6k favourable in salary costs, £3k favourable on Job advertising costs.

ICT

£62k adverse overall in Period 5 due to adverse variances in Telephones £50k, Internet and Data Connections £16k and Computer Equipment £8k.

Contributions to other bodies

No variance at period 5, as budget has been released to cover costs to date.

Internal Audit.

£25k favourable as at Period 5, £27k favourable on salary Costs and £5k adverse on Legal Costs.

Centrally Managed

Overall, £27K favourable position at the end of Period 5, due to underspends in Telephones £13k and £8k on other Professional costs.

Policy & Community Planning

Overall, £3k favorable variance at the end of Period 5, due to overspend on salary costs of £12k and underspends in Programme Management Costs of £16k.

Planning

£71k favourable at end of Period 5, largely due to improvement in income from planning applications and property certificates and maintaining staff costs and wages within budget.

Recommendation

It is recommended that the Management Accounts for Period 5 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

Proposed by Alderman Coyle

Seconded by Councillor Peacock

AGREED – to recommend that the Management Accounts for Period 5 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

6. ODHR POLICIES AND PROCEDURES

- **Employee Performance Improvement Policy**
- **Assistance to Study Policy – Update**
- **Grievance Policy – Update**

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

Purpose of Report

The purpose of this report is to present Members with the following policies for consideration and approval:

- Assistance to Study Policy - Update
- Grievance Policy & Procedure – Update
- Employee Performance Improvement Procedure

ODHR have responsibility and delegated authority to create policies and procedures in line with legislative requirements and best practice. The policies to be considered for approval have been reviewed in line with these requirements, considering also benchmark information from other local Council entitlements and existing arrangements.

The arrangements detailed in the final draft policy are deemed to be appropriate and reflective of all such considerations.

Extensive consultation has been conducted between Management and Trade Unions between April and October 2025. Trade Unions have in turn consulted with and provided feedback on behalf of their members which has been incorporated into the policies. The final update of the draft policy documents has been accepted by UNITE, NIPSA and GMB.

Background

The current Assistance to Study Policy was agreed and adopted by Council in 2017.

This policy has been updated to reflect:

- A simplified application process for employees and managers

- An updated financial assistance agreement
- Updated guidance on eligibility for financial assistance
- Updated conditions of financial assistance
- Updated appeal procedures

The current Grievance Policy & Procedure was agreed and adopted by Council in 2017. At this time, Trade Unions only accepted the adoption of this policy for new Causeway Coast & Glens Borough Council staff going forward, meaning that legacy arrangements are still in place in relation to grievances.

This policy has been updated to reflect:

- Clarified and simplified General Principles
- Clarification on timeframes for complaints
- Clarification on process and panels, aligning with other policy
- Modified 2 Step procedure for former employees removed – no longer applicable
- Refresh of forms
- General language update to align with other policies
- General format update to align with other policies

The Employee Performance Improvement Procedure is new, being introduced as a result of a recommendation within the Transformation Programme Action Plan.

The Employee Performance Improvement Procedure provides a framework within which line managers can support employees to maintain the required performance standards, encouraging improvement where necessary. The document details the procedure undertaken to safeguard the interests of both the organisation and employees when unsatisfactory performance is identified.

Purpose of the Policy

Assistance to Study Policy

The Council is keen to support personal and professional development, which contributes towards the achievement of organisational objectives and to encourage a learning organisation. This explains how the Council will support employees who wish to enhance their job performance by undertaking a formal course leading to a recognised academic/vocational qualification which is related to their role. This will support Council to build capacity and enhance the development of our workforce.

Grievance Policy & Procedure

The purpose of this policy and procedure is to provide an employee or group of employees with the opportunity to have their grievance considered quickly and effectively.

This policy and procedure aim to ensure fairness in dealing with matters under this procedure by:

- Taking all reasonable steps to complete the procedure as quickly as possible, at a reasonable location, consistent with the need to be thorough.
- Allowing employees to be accompanied at formal investigation meetings, grievance hearings and appeals by a recognised Trade Union Representative or work colleague.
- Allowing employees an opportunity to appeal.

This procedure applies to all employees of the Council, harmonising procedures from legacy arrangements.

Employee Performance Improvement Procedure

The aim of this procedure is to address and manage employee capability issues in a fair and consistent manner by providing employees with an opportunity to improve their performance. Employees should be provided with regular opportunities for support, feedback and performance reviews to recognise employee contribution to their job roles, departments and the organisation. Where necessary, these opportunities will help to identify areas of under-performance at the earliest opportunity to implement measures to address such as supervision, coaching or training.

This policy applies to all directly employed employees within the Council regardless of whether they are fixed-term, temporary, permanent, full or part-time.

Entitlements under each policy and procedure will be provided in line with legislative requirements and National Joint Council for Local Government and any agreements negotiated locally by Council and its recognised trade unions.

Consultation

The draft policies have been considered and agreed at the Senior Management Team and the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

Equality Screening

In accordance with Council's duty under Section 75 Equality Legislation, the policies have been screened, and the result is that they were screened "out".

Recommendation(s)

It is recommended that the Corporate Policy and Resources Committee recommends to Council the updated policies for approval.

The Director of Corporate Services said that policies had been updated to reflect best practice in conjunction with the Unions and Management.

At the request of Councillor Watton the Director of Corporate Services advised that the Assistance to Study Policy was inclusive for all Council employees and agreed to bring a report back to the Corporate Policy and Resources Committee including uptake.

Proposed by Alderman Boyle
Seconded by Councillor Watton and

AGREED – to recommend that Council approve the updated policies.

7. CAUSEWAY COAST AND GLENS BOROUGH COUNCIL'S FIVE YEAR EQUALITY SCHEME REVIEW

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

Purpose of Report

The purpose of this report is to consider the five-year review of the Council's Equality Scheme which covers the period April 2020 to March 2025.

Background

As required by the Northern Ireland Act 1998, the Council has an Equality Scheme in place which was originally approved by the Equality Commission for Northern Ireland in 2015.

Schedule 9 paragraph 8 (3) of the Northern Ireland Act 1998 requires the Council to conduct a thorough review of the equality scheme every five years. The first review was undertaken in 2020 to cover the period from 2015 to 2020.

This second review covers the period from April 2020 to March 2025 and considers the progress Council has made in promoting equality of opportunity and good relations across all areas of its work.

Review Process

Section 75 of the Act places a statutory duty on public authorities to have due regard to the need to promote equality of opportunity between persons of different religious belief, political opinion, racial group, age, marital status or civil partnership, sexual orientation, gender, and those with or without a disability and/or dependants. In addition, public authorities are also required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion, and racial group.

The review evaluated the effectiveness of the arrangements and measures put in place under the Scheme, assessed progress made, and identified areas for improvement and increased transparency.

The review found that, over the review period, the Council continued to mainstream equality considerations in its policy development, service delivery, decision-making, community engagement, and partnership working. Despite challenges such as the COVID-19 pandemic, the Council has undertaken a wide range of inclusive initiatives across departments, strengthened data collection and screening processes, and developed targeted programmes to support under-represented groups.

The review reflected both on internal good practice and learning, as well as on feedback received from consultees and stakeholders. It also considered broader developments in the equality landscape and outlines steps taken to ensure ongoing compliance, awareness-raising, and improvement.

The review concluded that the Council's Equality Scheme remained sound in its overall design and did not require any changes. A copy of the reviewed Equality Scheme is attached as Appendix 1, previously circulated.

However, the review did identify that some aspects of the implementation of the Scheme would benefit from strengthening to enhance its robustness, transparency and practical effectiveness. These included improving the relevance and specificity of data used for screening purposes, implementing a systematic review mechanism for Council policies and senior management actively championing equality and diversity.

Recommendation

It is recommended that the Corporate Policy and Resources Committee recommend to Council the adoption of the reviewed Equality Scheme as attached at Appendix 1, previously circulated

Proposed by Alderman Boyle
Seconded by Alderman Coyle and

AGREED – to recommend that Council adopt the reviewed Equality Scheme

8. CONSULTATION SCHEDULE

Report, previously circulated, was presented as read.

The Director of Corporate Services advised that the Department for the Economy Consultation on the Statutory Regulation of Tourist Accommodation was live with submissions by 6 January 2026.

The Department for the Economy, in consultation with Tourism NI, is seeking to obtain the views of stakeholders, including industry groups, accommodation operators and the general public, on proposed amendments to the regulatory arrangements concerning the minimum quality standards and statutory requirements of Northern Ireland's visitor/tourist accommodation sector. This includes Hotels, B&Bs and Self-Catering Establishments etc

Committee NOTED the consultation schedule.

9. CONFERENCES

9.1 NILGA Leadership Development Programme for Councillors 2026

Report, previously circulated, was presented as read.

The Director of Corporate Services advised that the course which commences on 23 January 2026, and covers 8 modules, over 8 months in the form of 3-hour workshops. Previous participants who have completed the Programme found it to be very beneficial. Any Members who are interested in attending the course can register via Democratic Services.

Committee NOTED the Conference.

10. CORRESPONDENCE

10.1 Closure of Zomba Action Programme

Report, previously circulated, was presented as read.

The Director of Corporate Services referred Elected Members to correspondence dated 14 October 2025 from T McMullan, Zomba Action Plan Chair thanking Causeway Coast and Glens Borough Council, Coleraine Borough Council and those members who served on the Zomba Action Plan Management Board over the years it existed.

Alderman Boyle spoke of the privilege it was to be involved with the Zomba Action Project since 2011 and spoke of the Malawi projects and the notable work undertaken. Alderman Boyle wished to thank Paul Snelling, Zomba employees and staff in Causeway Coast and Glens Borough Council (formerly Coleraine Borough Council), in particular the Director of Environmental Services and his staff. Alderman Boyle also thanked Officers and Elected Members who had made donations.

The Chair thanked Alderman Boyle for her kind words.

The Director of Corporate Services concurred with the Member's remarks and spoke of the huge benefit the project was to Council and the outworkings which were still ongoing in terms of Council providing placement opportunities.

Committee NOTED the correspondence.

11. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

The Chair wished to pass on condolences from the Corporate Policy and Resources Committee to the Chief Executive on the passing of his mother saying the family were being remembered.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Knight-McQuillan
Seconded by Councillor Watton and

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

- * **Public and Press were disconnected from the meeting at 7.20 pm.**

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.

12. MINUTES OF THE LAND AND PROPERTY SUB-COMMITTEE MEETING HELD ON 1 OCTOBER 2025

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

Proposed by Alderman Knight-McQuillan
Seconded by Alderman Fielding and

AGREED – to recommend that the Minutes of the Land and Property Sub Committee meeting held Wednesday 1 October 2025 are adopted and recommendations therein approved.

12.1 Deferred from Land and Property Sub-Committee 3rd September Request to Use Council Land, Rf/98/23 Kilrea, Laneway, Licence Agreement for the use of Council Land

The Director of Corporate Services advised that this Item was deferred to the next Land and Property Sub Committee Meeting or Corporate Policy and Resources Committee meeting pending receipt of further information which is awaited.

At the request of Alderman Boyle the Director of Corporate Services outlined the rationale for the 'to follow' report not being presented.

13. MINUTES OF THE ORGANISATONAL REVIEW SUB COMMITTEE MEETING HELD THURSDAY 21 AUGUST 2025

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

Proposed by Councillor Wisener
Seconded by Alderman Knight-McQuillan and

AGREED – to recommend that the Minutes of the Organisational Review Sub Committee meeting held Thursday 21 August 2025 are adopted and recommendations therein approved.

14. MINUTES OF THE ORGANISATIONAL REVIEW SUB COMMITTEE MEETING HELD THURSDY 16 OCTOBER 2025

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

Proposed by Councillor Knight-McQuillan
Seconded by Councillor Wisener and

AGREED – to recommend that the Minutes of the Organisational Review Sub Committee meeting held Thursday 16 October 2025 are adopted and recommendations therein approved.

15. PROCUREMENT REPORT ON TENDER EXERCISE FOR THE PROVISION OF TEMPORARY LABOUR

Confidential report by virtue of paragraph(s) 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014., previously circulated, was presented by the Director of Corporate Services.

Purpose of Report

The purpose of this report is to provide Members with information relating to the Tender for the Provision of Temporary Labour from 1st April 2026 and to request approval to begin the tender process. The contract will commence from the date of award until 31st March 2028, with the possibility to extend with three one-year options, subject to performance.

Background

Causeway Coast and Glens Borough Council tendered for a recruitment agency to provide temporary workers to Council in 2021. This contract was awarded to Staffline for an initial period of two years with the ability to extend for a further three one-year options. The current contract is due to expire on 31st March 2025 and as the extension option has been fully utilised there is no scope to extend further.

Council will continue to require temporary labour. Accordingly, Council must tender or appoint from a suitable framework agreement a supplier in a manner that is compliant with the Procurement Act 2023.

Current Contract

At present, Council has a contract in place awarded under Causeway Coast and Glens Borough Council to Staffline for the provision of Temporary Labour. This contract uses a 'master vendor' model where a single provider of recruitment services takes responsibility for fulfilling all the temporary recruitment needs and is itself a provider of temporary labour.

Procurement Approach

The Finance Department are providing advice and guidance to support the Council in a new tender exercise.

It is proposed that the procurement is an open tender exercise under the Procurement Act 2023, with the invitation to tender to be issued week commencing 13th December 2025.

Due to the timelines imposed by the Act, the tender is likely to complete toward the end of February for approval by this Committee on 24th February 2026 and to be ratified at Full Council on 3rd March 2022. It may therefore be necessary to seek a brief extension of the current contract to accommodate a mobilisation period.

Assessment method

The tenders will be assessed on the basis of the most advantageous tender and will be assessed by cost submission. Unlike the previous tender, there will be no split cost submission, supply methodology will be assessed. The split on the assessment categories will be based on 60% cost and 40% methodology.

Recommendation

It is recommended that Council considers the information presented within the report; and

- approves the initiation of the tender process for the provision of temporary labour to Council, with the Invitation to tender being issued week commencing 8th December 2025;
- approves authority to Officers to seek a brief extension of the current contract as a contingency and in order to ensure business continuity, to accommodate a mobilisation period, if required.

The Director of Corporate Services advised of an typographical error at:-

- paragraph 1 of Background which should read *31st March 2026*;
- paragraph 2 of Procurement Approach which should read *8th December 2025*

Proposed by Councillor Watton

Seconded by Alderman Knight-McQuillan and

AGREED – to recommend that Council:-

- approves the initiation of the tender process for the provision of temporary labour to Council, with the Invitation to tender being issued week commencing 8th December 2025;

- approves authority to Officers to seek a brief extension of the current contract as a contingency and in order to ensure business continuity, to accommodate a mobilisation period, if required.

16. 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 Knight-McQuillan
Seconded by Councillor Jonathan McAuley and

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

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

The meeting concluded at 7.35pm.

Chair