

**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 28 APRIL 2026**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>	<b>Estimated Timescale for completion</b>
1.	Apologies	<b><i>Councillor McCully</i></b>	<b><i>n/a</i></b>
2.	Declarations of Interest	<b><i>None</i></b>	<b><i>n/a</i></b>
3.	Minutes of the Corporate Policy and Resources Committee Meeting held Tuesday 24 March 2026	<b><i>Confirmed as a correct record</i></b>	<b><i>-</i></b>
4.	Minutes of the Commemoration and Celebration Sub-Committee Meeting held Wednesday 01 April 2026	<b><i>Confirmed as a correct record</i></b>	<b><i>-</i></b>
5.	Corporate Services Management Accounts P11	<b><i>To recommend to Council that Management Accounts for Period 11 - Corporate Services and Planning - and the associated narrative contained within the report are accepted</i></b>	<b><i>N/A – Monthly update</i></b>
6.	Performance Improvement Update	<b><i>Noted</i></b>	<b><i>April 2026</i></b>
7.	Third Quarterly Report on Planning Performance	<b><i>Noted</i></b>	<b><i>-</i></b>

8.	Elected Member Development Chartered Steering Group	<b>Noted</b>	<b>N/A - ongoing</b>
9.	Standing Orders Amendments (Council Chamber Closure July-August 2026)	<b>To recommend that Council: Notes the update regarding Chamber closure during July and August to facilitate essential repair works, as set out in Section 3 of the report, and Approves the amendment to Standing Orders as outlined in Section 4.2 of the report, notes the current capacity limitations of Riada House Chamber, and agrees a mechanism to facilitate the Council meeting in a hybrid format</b>	<b>TBC</b>
10.	Final Draft Council Plan	<b>To recommend to Council the approval of the final version of the Draft Council Plan</b>	2026-2030
11.	Local Government Elections 2027	<b>Noted</b>	
12.	People Strategy	<b>To recommend that Council approves the People Strategy 2026–2031 for Causeway Coast and Glens Borough Council</b>	<b>N/A</b>
13.	Council Constitution – Annual Review	<b>To recommend that Council approves the proposed amendments to the Council Constitution as outlined in item 2.1 in the report</b>	
14.	Consultations	<b>None</b>	<b>-</b>
15.	Conferences	<b>None</b>	<b>-</b>

<b>16.</b>	Correspondence	<b>None</b>	<b>-</b>
<b>17.</b>	Matters for Reporting to the Partnership Panel	<b>None</b>	<b>-</b>
	<b>'In Committee' (Item 18 inclusive)</b>		
<b>18.</b>	Minutes of the Land & Property and Strategic Assets Sub-Committee Meeting held on Wednesday 1 April 2026	<b>Adopted and recommendations therein approved</b>	<b>-</b>
<b>17.</b>	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	<b>Nil</b>	

**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 APRIL 2026 AT 7.00 PM**

**In the Chair:** Councillor McShane (C)

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

**Officers Present:** M Quinn, Director of Corporate Services (R)  
A Hamilton, Democratic and Central Services Manager (R)  
S Mathers, Development Management Manager (R)  
J McCarron, Performance Manager (R)  
U Harper, Committee and Member Services Officer (C)

A Lennox, ICT Operations Manager (C)  
L Boyd, ICT Operations Officer (C)

Press 1 no.(C) 2 no.(R)

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

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

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

**1. APOLOGIES**

Apologies were received for Councillor McCully.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE  
MEETING HELD TUESDAY 24 MARCH 2026**

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

**AGREED** – that the Minutes of the Corporate Policy and Resources Committee meeting held on Tuesday 24 March 2026 are confirmed as a correct record.

**4. MINUTES OF THE COMMEMORATION AND CELEBRATION SUB COMMITTEE MEETING HELD WEDNESDAY 01 APRIL 2026**

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

Proposed by Alderman Knight-McQuillan  
Seconded by Alderman Fielding and

**AGREED** – that the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 01 April 2026 are confirmed as a correct record.

**5. CORPORATE SERVICES MANAGEMENT ACCOUNTS P11**

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

**Purpose of Report**

The purpose of this report is to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 11.

**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 11 shows a £931,087 positive variance, as a result of £905k under budget in expenditure and £28k over budget in income.

Table 1 Analysis of Expenditure – Corporate Services Months 1 – 11 was previously circulated.

**Democratic Services (DS)**

£478k favourable due to various elements of expenditure being less than budget in Period 11 including the following: Members allowances £202k, PR Salaries £42k, PR Printing £27k, Corporate & Democratic salary Costs £76k, and Registration services £18k.

### **Land and Property**

£39k favourable at Period 11, £30k favourable on salary costs, £4k favourable on Valuation costs and £3k adverse on Legal Costs.

### **Human Resources**

£159k favourable in Period 11.

£26k favourable in salary costs, £70k favourable on staff training, £16k favourable on employee relations, £8k favourable on Occupational Health, £16k favourable on subscriptions and £15k favourable on Legal Services.

### **ICT**

£25k favourable overall in Period 11, favourable variances on salaries £52k, computer licences £83k and financial consultancy £23k, offset by adverse variances in telephones £119k, security £38k and photocopying leases £22k.

### **Contributions to other bodies**

£22k favourable at period 11, as budget has been released in period 11 and there have been no further costs to date.

### **Internal Audit**

£120k favourable as at Period 11, £76k favourable on salary Costs, £26k favourable on Internal Audit services, £20k favourable on other Professional costs and £5k adverse on Legal Costs.

### **Centrally Managed**

Overall, £68K favourable position at the end of Period 11, due to underspends in Telephones £29k, £11k On Legal Services and £18k on other Professional costs.

### **Policy & Community Planning**

Overall, £19k favourable variance at the end of Period 11, due to overspend on salary costs of £7k, and other Professional Costs £7k and underspends in Programme Management Costs of £37k.

### **Planning**

£383k favourable at end of Period 11, largely due to improvement in income from planning applications and property certificates, £266k favourable and maintaining staff costs and wages within budget, £8k favourable. Other favourable variances include Programme Management Costs £34k, Development Plan £34k, Other professional costs £14k and advertising £12k.

### **Recommendation**

It is recommended that the Management Accounts for Period 11 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

Proposed by Alderman Coyle  
Seconded by Alderman Boyle and

**AGREED** – To recommend to Council that Management Accounts for Period 11 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

## **6. PERFORMANCE IMPROVEMENT UPDATE**

For information report, previously circulated, was presented by the Performance Manager.

### **Purpose of Report**

The purpose of this report is to update Elected Members on Council's current Performance Improvement focus including development of Council's upcoming 2026/27 Performance Improvement Plan.

Further information was provided in the report under the following headings:

- Senior Officer Engagement
- Performance Improvement Consultation
- National Performance Benchmarking

### **Recommendation**

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

The Performance Manager noted that the date of completion should read April 2026.

Committee NOTED the report.

## **7. THIRD QUARTERLY REPORT ON PLANNING PERFORMANCE**

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

### **Purpose of Report**

The purpose of this report is to provide a quarterly update on Planning performance against the Planning Department Business Plan 2025/26.

Further information was provided in the report under the following headings:

- Background
- Details
- Enforcement

- Business Plan Objective 2: preparation of Council’s draft Plan Strategy
- Business Plan Objective 3: to manage finance, staff, information and other resources effectively and efficiently within corporate governance framework

**Recommendation**

It is recommended that the Corporate Policy and Resources Committee note the Planning Department’s Third Quarterly Report.

Committee NOTED the report.

**8. ELECTED MEMBER DEVELOPMENT CHARTERED STEERING GROUP**

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

**Purpose of Report**

The purpose of the report is to provide an update on the Elected Member Development Chartered Steering Group.

Further information was provided in the report under the following headings:

- Background
- Training Update
- Upcoming Training
- Association for Public Services Excellence
- Member Development

**Recommendation**

**It is recommended** that Members note the Elected Member Development Chartered Steering Group update.

The Director of Corporate Services asked Members to advise Democratic Services if they wish to attend any of the upcoming training sessions.

Alderman Boyle stated that she had attended the Ending Violence Against Women and Girls (EVAWG) Shared Island Event. She stated that it was a very good conference and well attended, with lots of male allies in attendance. She stated that it was an emotive topic and that she was shocked at the statistics. She stated that it was useful to have a forum to discuss these issues. She advised that one issue raised is a lack of housing and support for women wanting to leave abusive relationships. She advised that NILGA has produced some commitments in respect of this issue.

Councillor Peacock stated that she also attended the conference and that it was very good to hear strategies from other Councils. She noted that this had also been discussed at the Women's Working Group meeting held prior to this meeting. Councillor Peacock stated that the Executive Office provided information on its EVAWG strategy, and she hoped that there would be more strategic joined-up working on this, so that elected representatives can do what they can to help to reduce violence against women and girls. She suggested that Council Officers should be invited to attend future events as they represent useful networking opportunities.

Committee NOTED the report.

## **9. STANDING ORDERS AMENDMENTS (COUNCIL CHAMBER CLOSURE JULY-AUGUST 2026)**

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

### **Purpose of Report**

The purpose of this report is to consider and approve amendments to Standing order 2 – Time and Place of Meetings, to ensure business continuity and contingency planning in the long term, and in the short term, whilst repairs are carried out to the roof of the Council Chamber, during Summer 2026.

### **Standing Order 2 – Time and Place of Meetings**

Council Standing Orders as at March 2026 currently state the following regarding time, place and form of meetings:

#### *Standing Order 2. Time and Place of Meetings*

*(1) The Annual Meeting and other meetings of the Council shall normally be held at 7.00 pm in the Council Chamber, or in remote or hybrid format, except where otherwise fixed by statute or by special summons.*

*(2) That meetings of the full Council be held in person, with provision for remote attendance by Council staff and external consultants, and that Committee meetings be hybrid.*

Advice has been sought from Council's legal team and their opinion is that the wording of Standing Order 2(1) and 2(2) could benefit from some amendment. This amendment could also deal with exceptional circumstances where contingency arrangements are required, for example, works to the Council Chamber

### **Cloonavin Council Chamber Repairs**

Repairs to the Chamber roof in Cloonavin have been needed for some time due to leakage and potential damage to Chamber equipment in the aftermath of Storm Eowyn in January 2025. A time when council meetings are in recess is considered to be the optimum time to minimise or avoid disruption to conducting council business.

It was agreed to start work on the Chamber roof straight after the June 30<sup>th</sup> Council Meeting. The timescale for completion is approximated 6 weeks. It is intended to have completed works ready for the Council meeting in September 2026.

There are two meetings scheduled during this period, 4th August Council Meeting and 26th August Planning Meeting. The Council Chamber will be unavailable during this period of repair work.

### **Revised Standing Orders**

A recommended amendment to Standing Order 2(1) and 2(2) dealing with the issues raised and to ensure business continuity and contingency planning is set out below for consideration.

#### *Standing Order 2. Time and Place of Meetings Recommended Amendment*

*(1) The Annual Meeting and other meetings of the Council shall normally be held at 7.00 pm in the Council Chamber and shall be held in person, except where otherwise fixed by statute or by special summons, with provision for remote attendance by Council staff, members of a deputation and external consultants.*

*(2) In exceptional circumstances the Annual Meeting and other meetings of the Council may be held in remote or hybrid format, or in a location other than the Council Chamber.*

*(3) Committee meetings shall be held in hybrid format. Sub committees shall be held in remote or hybrid format.*

*(4) In exceptional circumstances Committee meetings may be held in remote format.*

*(5) Exceptional circumstances shall include but not limited to, Acts of God, civil unrest, adverse weather, operational impediments and public health.*

### **Capacity Considerations**

With regards to the meetings of 4<sup>th</sup> August, 2026 Council Meeting and 26<sup>th</sup> August, 2026 Planning Meeting, it is recommended that these be held in Riada House, Ballymoney, during the repair phase of Cloonavin Chamber.

The Chamber in Riada House is at full capacity at 25 (9 top table, 16 councillors) seats, therefore, there is consequently a need for both meetings to be hybrid in order for Council to be fully inclusive in the democratic process.

It is further recommended Members consider (via Party Leads) managing requests for 'in person' attendance at these meetings due to space constraints in Riada House. A suggestion is a possible maximum number 'in person' attendees per party with others attending online, if required.

### **ICT Considerations**

ICT has tested Riada House for use during this period. The infrastructure is in place to facilitate the meeting with some minor adjustments.

There will be adjustments to the technology (microphones and cameras). Training and/or demonstrations can be provided by ICT.

### **Recommendation**

It is recommended that

Members note the update regarding Chamber closure during July and August to facilitate essential repair works, as set out in Section 3, and

Approve the amendment to Standing Orders as outlined in Section 4.2, note the current capacity limitations of Riada House Chamber, Section 4.3, and agree a mechanism to facilitate the Council meeting, in a hybrid format.

Members discussed the proposal and agreed that they understood why it was needed. In response to a query, the Director of Corporate Services advised that the Chief Executive, in consultation with the Mayor, will decide what circumstances are exceptional. In response to a query regarding the facilities at Riada House, the Director of Corporate Services advised that the ICT facilities have been tested and can facilitate a meeting.

Councillor Peacock proposed the recommendation and stated that she will be happy to host a Council meeting in her own DEA.

Proposed by Councillor Peacock  
Seconded by Alderman Coyle and

**AGREED** – To recommend that Council:

Notes the update regarding Chamber closure during July and August to facilitate essential repair works, as set out in Section 3 of the report, and

Approves the amendment to Standing Orders as outlined in Section 4.2 of the report, note the current capacity limitations of Riada House Chamber, and agree a mechanism to facilitate the Council meeting in a hybrid format.

## **10. FINAL DRAFT COUNCIL PLAN**

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

### **Purpose of Report**

The purpose of this report is to present Causeway Coast and Glens Borough Council's Draft Council Plan 2026-2030.

### **Background**

Council engaged with Venture International Ltd to assist in the preparation of its Council Plan.

The Council Plan outlines the Council's vision, priorities and commitments for the next five years.

### **Proposals**

The final version of the Draft Council Plan is attached at Appendix 1 (previously circulated) for your consideration.

### **Recommendation**

It is recommended that the Corporate Policy and Resources Committee recommends to Council the approval of the final version of the Draft Council Plan.

The Director of Corporate Services noted that page 18 of the report should be amended to remove "annual" in reference to the Citizen's Survey, as this is undertaken every two years.

Proposed by Alderman Boyle

Seconded by Councillor C Archibald and

**AGREED** – To recommend to Council the approval of the final version of the Draft Council Plan.

## **11. LOCAL GOVERNMENT ELECTIONS 2027**

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

### **Purpose of Report**

The purpose of this Report is to provide Members with an update for next year's Local Government Elections.

### **Background**

The date for the Local Government Elections is set in statute as the first Thursday in May every four years.

The Assembly Elections are held the first Thursday in May every five years.

Members will already be aware that the Secretary of State has announced that there will be combined Elections for both the Local Government and Assembly Elections with Polling Day taking place on Thursday 06 May 2027.

### **Election Steering/Working Groups**

The Electoral Office NI has established a Local Council Combined Elections 2027 Steering Group along with various Working Groups on which Council is represented.

### **Further Information**

NILGA's presentation, attached at Appendix A (previously circulated), provides further details. Please note, this presentation has been previously circulated but is included again for information.

### **Finance**

Assembly Elections are paid for by the UK Government, whereas Local Government Elections are paid for by Local Councils.

The estimated costs for the 2027 Local Government Elections are currently being reviewed and further details will be brought back to Council.

### **Recommendation**

Members are asked to note the information provided above and be advised that Officers will continue to work in preparation for the Local Government Elections 2027 and also continue to represent Council on the Electoral Office NI's Steering/Working Groups.

The Director of Corporate Services advised that the price of printing, postage and wages have increased, so a draft estimate of costs will be prepared for the Electoral Office and brought to the Corporate Policy and Resources Committee when finalised.

Committee NOTED the report.

## **12. PEOPLE STRATEGY**

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

### **Purpose of Report**

To seek approval of the People Strategy 2026–2031 for Causeway Coast and Glens Borough Council.

Further background information was provided in the report.

### **Financial and Resource Implications**

The People Strategy is a corporate strategy and will largely be delivered through existing resources and budgeted activity. However, Members should note:

- A separate report will be brought to Corporate Policy and Resources Committee in due course, requesting additional ODHR support to ensure adequate resources to deliver on the actions contained with the Strategy
- Any proposals with financial implications beyond officers' scope and additional to the current agreed estimates will be brought for Member consideration separately.

### **Recommendation**

It is recommended that Committee approves the People Strategy 2026–2031 for Causeway Coast and Glens Borough Council.

Proposed by Alderman Boyle

Seconded by Alderman Coyle            and

**AGREED** – To recommend that Council approves the People Strategy 2026–2031 for Causeway Coast and Glens Borough Council.

## **13. 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
<b>PART 1 – Articles of the Constitution Article 6 – Decision Making Structures</b>	Include Organisational Review Sub Committee in list of Council Committees.
<b>PART 3 – Rules of Procedure 3.2 Policy and Budgetary Framework Procedure Rules</b>	Include note that the Corporate Strategy has been revised and a new Council Plan adopted.
<b>PART 3 – Rules of Procedure 3.4 Standing Orders</b>	Link included to revised Standing Orders.

### Recommendation

**It is recommended** that the Council approves the proposed amendments to the Council Constitution as outlined in item 2.1 in the report.

- \* **There was a recess from 7.37pm – 7.43pm due to technical issues.**

Proposed by Councillor C Archibald  
Seconded by Alderman Coyle and

**AGREED** – To recommend that Council approves the proposed amendments to the Council Constitution as outlined in item 2.1 in the report.

## 14. CONSULTATIONS

No consultations were listed.

## 15. CONFERENCE

No conferences were listed.

## 16. CORRESPONDENCE

No correspondence was received.

## 17. 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 Coyle 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.

**18. MINUTES OF THE LAND AND PROPERTY AND STRATEGIC ASSETS SUB-COMMITTEE MEETING HELD ON WEDNESDAY 01 APRIL 2026**

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

Proposed by Alderman Knight-McQuillan  
Seconded by Councillor Wilson and

**AGREED** – To recommend that the Minutes of the Land and Property and Strategic Assets Sub Committee meeting held Wednesday 01 April 2026 are adopted and recommendations therein approved.

The Chair provided clarification for Councillor Watton in respect of Item 5.1 - Ballycastle, Ann Street, Car Park and Tow River Path.

**19. 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 Fielding  
Seconded by Councillor Watton and

There being no further business, the Chair thanked everyone for their participation and attendance, and wished the Director of Corporate Services a speedy recovery from her injury.

The meeting concluded at 7:48pm.

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Chair