FINANCE COMMITTEE MEETING HELD THURSDAY 10 SEPTEMBER 2026

No	Item	*Summary of Key Recommendations*	*Estimated Timescale for completion*
1.	Apologies	***Alderman Callan, Councillors Huggins, Mairs, Wisener***	***N/A***
2.	Declarations of Interest	***None***	***N/A***
3.	Minutes of previous meeting held Thursday 11 June 2026	***Confirmed as a correct record***	***N/A***
4.	Prompt Payments	***Noted***	
5.	Actual Penny Product projection	***Noted***	
6.	De-rating grant projection	***Noted***	
7.	Management Accounts – Period 4	***To recommend that Council approves that £220,750 in respect of the Air Show future provision be transferred to the Strategic Events Reserve and that £72,523 in respect of Armed Forces Day be released from the Strategic Events Reserve with further authority delegated to the Chief Finance Officer to release any further funds from the Strategic Events Reserve to meet any***	

		further expenditure on that event up to a maximum of £110k.	
8.	Construction Framework	***To recommend that Council approves the Procurement section's intention to proceed with the framework on a borough-focused basis and authorises the issue of a transparency notice setting out this proposed approach.***	
9.	Election Reserve	***To recommend that Council authorises the Chief Finance Officer to increase the Election Reserve by £50,000 to a new balance of £700,000 in the current year's accounts.***	***30 September 2026***
10.	Correspondence		
10.1	Letter to AO & CEX NFI 26-27	***Noted***	
10.2	Circular 10.2026 Employer updates - factors, outsourcing and reporting contractual hours		
10.3	Chf Exec Pay 01Apr26		
10.4	LGS Pay 01Apr26		
10.5	Circular 09.2026 LGPS(NI) Amendment Regulations		
	***In Committee* (Items 11-14)**		
11.	Finance Software Contract Approval	***To recommend that Council approves the renewal of the contract for the finance software with Technology One Ltd to ensure no interruption to finance systems for four years***	***1 September 2026***

		commencing 1 September 2026.	
12.	Rates Estimates 2027/28 general assumptions	***To recommend that Council agrees the level of assumptions discussed for inclusion in the estimates.***	
13.	Debt Management	***Noted***	
14.	Minutes of FMT meeting Tuesday 4th August 2026	***Noted***	
15.	Any Other Relevant Business (notified in accordance with Standing Order 12 (0))	***Nil***	

MINUTES OF THE PROCEEDINGS OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER AND VIA VIDEO CONFERENCE, ON THURSDAY 10 SEPTEMBER 2026 AT 7.10PM

In the Chair:	Councillor Kane (C)
Members Present:	Alderman Knight-McQuillan (R), S McKillop (R), Scott (C) Councillors Holmes (R), Kyle (R), McQuillan (R), Nicholl (R), Peacock (R), Schenning (R)
Officers Present:	D Wright, Chief Finance Officer (C) J Culkin, Management Accountant (C) U Harper, Senior Democratic Services Officer (C) J Keen, Democratic Services Officer (C) A Lennox, Interim ICT Manager (C) C McTaggart, ICT Officer (C) L Boyd, ICT Officer (C)
Substitutions:	Alderman S McKillop substituted for Councillor Huggins

The Chief Finance Officer undertook a roll call.

The Chief Finance Officer advised that the Chair and Vice Chair were not in attendance and requested that a Chair is nominated from the Committee members present.

Proposed by Alderman Scott
Seconded by Alderman Knight McQuillan and

AGREED - that Councillor Kane assume the position of Chair.

Councillor Kane assumed the Chair.

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

1. APOLOGIES

Apologies were recorded for Alderman Callan, Councillors Huggins, Mairs and Wisener.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING HELD THURSDAY 11 JUNE 2026

Copy previously circulated.

AGREED –the Minutes of the Finance Committee meeting held on Thursday 11 June 2026 were confirmed as a correct record.

4. PROMPT PAYMENTS

Report, previously circulated, was presented by the Management Accountant.

Background
Department for communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

Detail
These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition, as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables below detail Council's performance since April 2024 the latest data being for quarter 2 of 26/276 year, up to and including end of August 2026.

Analysis
The statistics will be continually monitored to ensure the performance levels are maintained and where possible improved. Council's self-imposed target remains at 90% of invoices being paid within 30 days. During August 91.42% (July 92.70%) of invoices were paid within 30 days. This continues the good performance for recent months and hopefully we can remain above our 90% target for the year.

Prompt Payment Statistics 2024/2025

	Q1	Q2	Q3	Q4	Total
Total No of Invoices	6890	7030	7234	6931	28085
Total amount paid	£ 15,645,094	£ 14,616,411	£ 13,040,366	£ 11,221,971	£ 54,523,842
Number of invoices paid within 10 days	5304	5316	5820	5220	21660
% of invoices paid within 10 days	76.98%	75.62%	80.45%	75.31%	77.12%
Number of invoices paid within 30 days	6274	6336	6813	6208	25631
% of invoices paid within 30 days	91.06%	90.13%	94.18%	89.57%	91.26%
Number of invoices paid outside 30 days	616	694	421	723	2454
% of invoices paid outside 30 days	8.94%	9.87%	5.82%	10.43%	8.74%
No. of Disputed Invoices	37	54	40	42	173
% of disputed invoices	0.54%	0.77%	0.55%	0.61%	0.62%
Average Payment Days	11.86	11.64	9.84	12.60	11.47

Prompt Payment Statistics 2025/2026

	Q1	Q2	Q3	Q4	Total
Total No of Invoices	6819	7136	7446	7442	28843
Total amount paid	£ 15,915,510	£ 18,756,784	£ 15,511,095	£ 14,304,793	£ 64,488,181
Number of invoices paid within 10 days	5003	5254	5807	5735	21799
% of invoices paid within 10 days	73.37%	73.63%	77.99%	77.06%	75.58%
Number of invoices paid within 30 days	6112	6248	6666	6804	25830
% of invoices paid within 30 days	89.63%	87.56%	89.52%	91.43%	89.55%
Number of invoices paid outside 30 days	707	888	780	638	3013
% of invoices paid outside 30 days	10.37%	12.44%	10.48%	8.57%	10.45%
No. of Disputed Invoices	30	30	45	14	119
% of disputed invoices	0.44%	0.42%	0.60%	0.19%	0.41%
Average Payment Days	12.59	14.01	12.84	12.07	12.87

Prompt Payment Statistics 2026/2076

	Q1	Q2*	Q3	Q4	Total
Total No of Invoices	7256	5179			12435
Total amount paid	£ 19,218,911	£ 10,777,967			£ 29,996,878
Number of invoices paid within 10 days	5509	4012			9521
% of invoices paid within 10 days	75.92%	77.47%			76.57%
Number of invoices paid within 30 days	6594	4772			11366
% of invoices paid within 30 days	90.88%	92.14%			91.40%
Number of invoices paid outside 30 days	662	407			1069
% of invoices paid outside 30 days	9.12%	7.86%			8.60%
No. of Disputed Invoices	24	29			53
% of disputed invoices	0.33%	0.56%			0.43%
Average Payment Days	12.26	13.48			-8.25

*Incomplete period

Councillor Peacock offered congratulations to the finance team for exceeding the target for paying invoices within 30 days.

Committee NOTED the report.

5. ACTUAL PENNY PRODUCT PROJECTION

Report, previously circulated, was presented by the Management Accountant.

Purpose of Report
The purpose of this report is to inform members of the latest Actual Penny Product (APP) forecast supplied by Land and Property Services (LPS).

Background
LPS has issued to Councils the initial in year forecasts as at 30 June 2026. The forecast for Causeway Coast and Glens Borough Council has been based on in year assumptions:

Monthly Analysis

Month	**Jun**
Forecast	**£514**

All figures £'000

Additional analysis
The figures indicate a positive projected finalisation in terms of rates income for Council, a very encouraging position for Council to be in at this stage however it is early in the financial year and many factors can and will impact the final outcome.

APP analysis
The tables below (circulated) set out the analysis of the APP forecast for the current financial year in terms of both domestic and non-domestic properties.

Revaluations
There are still 109 outstanding revaluation challenge cases and whilst they could impact on our future rates income most of the significant challenges have by now been dealt with. It should also be noted that no final decision as been made on the suspended Reval2026 process.

Recommendation
It is recommended that Council note the report.

Committee NOTED the report.

6. DE-RATING GRANT PROJECTION

Report, previously circulated, was presented by the Management Accountant.

Background
De-rating is a central government policy which reduces the rating burden on a number of sectors, the most notable being manufacturing. The effect of this policy is that less rates are collected than would be expected applying the district and regional rate factors to a property's Net Annual Value (NAV) consequently there is a reduction in the income to Council from rates.

Detail
As Council has no operational influence in the application any such policy De-Rating grant is a statutory mechanism through which central government compensates the local Councils for any loss incurred as a result of the central policy. The grant is linked to the NAV's of those non-domestic properties where de-rating applies and is therefore affected by any increase in the District Rate factor as set by Council annually.

Quarterly Analysis
Land and Property services have provided us with the initial quarterly projection for de-rating grant for 2026/27. This indicates a positive forecast of approximately £4k. The tables in the Appendix A to this report show some analysis of the de-rating grant for all Councils.

Committee NOTED the report.

7. MANAGEMENT ACCOUNTS – PERIOD 4

Report, previously circulated, was presented by the Management Accountant.

Purpose of Report
The purpose of this report is to present the current management accounts to Council for information and analysis.

Further information was provided within the report.

Summary
This report represents solid start to the financial year, especially again with regards some of our income streams however it is imperative that Council remains vigilant over the coming months to ensure the performance is maintained.

Recommendation
It is recommended that £220,750 in respect of the Air Show future provision be transferred to the Strategic Events Reserve and that £72,523 in respect of Armed Forces Day be released from the Strategic Events Reserve with further authority delegated to the Chief Finance Officer to release any further funds from the Strategic Events Reserve to meet any further expenditure on that event up to a maximum of £110k**.**

The Chief Finance Officer advised that an extra column had been added to some of the tables within the report to show transfers between reserves which will explain variances within budgets.

Proposed by Councillor Nicholl
Seconded by Councillor Schenning and
– to recommend that Council approves that £220,750 in respect of the Air Show future provision be transferred to the Strategic Events Reserve and that £72,523 in respect of Armed Forces Day be released from the Strategic Events Reserve with further authority delegated to the Chief Finance Officer to release any further funds from the Strategic Events Reserve to meet any further expenditure on that event up to a maximum of £110k**.**

The Chair put the motion to the vote
7 Members voted For; 0 Members voted Against; 0 Members Abstained
The Chair declared the motion carried

Two Members did not register a vote.

AGREED – to recommend that Council approves that £220,750 in respect of the Air Show future provision be transferred to the Strategic Events Reserve and that £72,523 in respect of Armed Forces Day be released from the Strategic Events Reserve with further authority delegated to the Chief Finance Officer to release any further funds from the Strategic Events Reserve to meet any further expenditure on that event up to a maximum of £110k**.**

* **Alderman S McKillop joined the meeting remotely at 7:30pm**

8. CONSTRUCTION FRAMEWORK

Report, previously circulated, was presented by the Chief Finance Officer.

Purpose of Report
The purpose of this report is to seek Members' approval to proceed with a procurement exercise for a new Construction and Minor Works Framework.

Background
Council currently has a contract in place with four suppliers for the provision of trade labour. These contracts are due to expire on 30 November 2026. The Procurement section intends to advertise a renewed framework for the provision of construction and minor works.

Recommended Procurement Approach
Previous tenders for these works have been via an open tender procedure, i.e.: any relevant business can submit a tender. For the renewed framework, the Procurement section recommends to issue a transparency notice for a period of four weeks. This notice will advise the market that Council intends to release a borough-focused framework and will provide suppliers outside the borough with an opportunity to raise any issues regarding the proposed procurement route.

The Procurement Act 2023 and the Procurement Regulations 2024 support a greater emphasis on small and medium-sized enterprises and, where appropriate, the ability to reserve below-threshold contracts by supplier location. Issuing a transparency notice will allow Council to clearly communicate its intention to reserve this framework for businesses operating within the borough.

This approach is intended to support local economic development. The borough has previously been identified as the second most deprived borough in Northern Ireland, with a poverty score of 23. Council spends approximately £35 million each year on goods, works and services. Through targeted procurement activity, a greater proportion of that spend can be retained within the borough, supporting local businesses and strengthening the local economy.

It is acknowledged that costs may be marginally higher than previously submitted rates. However, the wider benefit of supporting local businesses, retaining expenditure locally and improving the resilience of the local supply base is expected to provide a measurable net benefit to the borough.

The proposed approach also aligns with Council's developing Social Value direction by supporting a more targeted programme of procurement activity that delivers wider community and economic benefits.

Recommendation
It is recommended that Council approves the Procurement section's intention to proceed with the framework on a borough-focused basis and authorises the issue of a transparency notice setting out this proposed approach.

Councillor Peacock welcomed the report and the positive support of businesses in Causeway Coast and Glens and queried if Council anticipated any objections.

In response to Councillor Peacock the Chief Finance Officer advised that he does not anticipate any objections and that the transparency notice was included as per legal advice.

The Procurement Officer advised that he does not foresee any challenge and that this framework has been implemented successfully in England and Dublin City Council. He further advised that if there are any objections the transparency notice can be removed and altered with any objections that may arise. The Procurement Officer stated that Council should be supporting local businesses and this is going to be part of Council's wider social value plan.

In response to questions from Alderman Scott the Chief Finance Officer advised that when a tender is issued it is competitive, but it is hoped that it will provide a good return for local businesses.

Proposed by Councillor Kyle
Seconded by Councillor Peacock and

AGREED – to recommend that Council approves the Procurement section's intention to proceed with the framework on a borough-focused basis and authorises the issue of a transparency notice setting out this proposed approach.

9. ELECTION RESERVE

Report, previously circulated, was presented by the Chief Finance Officer.

Purpose of Report
The purpose of this report is to seek Council approval to transfer funding to specified Council reserves.

Background
Council can set aside funding into specified reserves to meet anticipated future expenditure.

The current balance on the Election Reserve as at 31 March 2026 is £650,000.

Estimated Election costs for 2027

Council has previously approved an increase to the Election Reserve to £650k, however since that approval further estimates have been received indicating further anticipated increases in the cost of running the 2027 Local Government Elections, the table below (circulated) demonstrates these costs for all Councils:

The most recent estimate for Council indicates a cost of £683,200 which is in excess of our current reserve balance.

The majority of cost pressures are from increased staffing costs, due to increases in minimum wages and employers' national insurance, and postage costs.

It would be prudent at this stage to increase the Election Reserve again in order to fully provide for the forthcoming election.

Recommendation
It is recommended that Council authorises the Chief Finance Officer to increase the Election Reserve by £50,000 to a new balance of £700,000 in the current years accounts.

Proposed by Councillor Peacock
Seconded by Councillor Schenning and

AGREED – to recommend that Council authorises the Chief Finance Officer to increase the Election Reserve by £50,000 to a new balance of £700,000 in the current years accounts.

10. CORRESPONDENCE

The Chief Finance Officer presented Agenda Items 10.1 – 10.5 inclusive as read.

10.1 Letter to AO & CEX NFI 26-27

Copy, previously circulated was presented as read.

Correspondence re: National Fraud Initiative (NFI) in Northern Ireland: Data Matching Exercise 2026-27

10.2 Circular 10.2026 Employer updates - factors, outsourcing and reporting contractual hours

Copy, previously circulated was presented as read.

Correspondence re: Employer updates: Scheme factor review, revised employer strain costs, outsourcing services and reporting contractual hours

10.3 Chf Exec Pay 01Apr26

Copy, previously circulated was presented as read.

Correspondence re: Joint Negotiating Committee for Chief Executives of Local Authorities

10.4 LGS Pay 01Apr26

Copy, previously circulated was presented as read.

Correspondence re: National Joint Council for local government services

10.5 Circular 09.2026 LGPS(NI) Amendment Regulations

Copy, previously circulated was presented as read.

Correspondence re: Employer updates: Amendment regulations, updated employer forms, scheme factor review and HMRC's low earner pension payments

Committee NOTED the correspondence

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Alderman Scott
Seconded by Councillor Peacock and

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

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 meeting moved '*In Committee'* at 7:44pm**

The Chair advised Committee of its obligations and protocol whilst 'In Committee'.

11. FINANCE SOFTWARE CONTRACT APPROVAL

Confidential report by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Chief Finance Officer.

Purpose of Report
To seek approval for renewal of contract with our current finance software supplier.

Further information was detailed within the report.

Recommendation
It is recommended that Council approves the renewal of the contract for the finance software with Technology One Ltd to ensure no interruption to finance systems for four years commencing 1 September 2026.

In response to questions from Alderman Scott, the Chief Finance Officer advised that a Service Level Agreement is in place and provided further details of what was contained within it.

Alderman Scott stated that he would like to have seen the details presented within the report, the Chief Finance Officer confirmed this can be provided in reports in the future.

Proposed by Councillor Peacock
Seconded by Alderman Scott and

AGREED – to recommend that Council approves the renewal of the contract for the finance software with Technology One Ltd to ensure no interruption to finance systems for four years commencing 1 September 2026.

12. RATES ESTIMATES 2027/28 GENERAL ASSUMPTIONS

Confidential report by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Chief Finance Officer.

Purpose of Report
Councils are required under Section 3 of the Local Government Finance Act (Northern Ireland) 2011 to consider the estimates of income and expenditure for the following year, Council may revise those estimates but must ultimately approve and authorise estimated expenditure required to provide the services of

Council. Finally, the approved amount of estimated expenditure required to provide these services is fixed by means of a rate on the local ratepayers.

The purpose of this report is to inform members of the pressures being faced by Council in terms of financial budgeting and the setting of the rate for 2027/28 and to seek Council agreement on the setting of general assumptions for inclusion within those estimates.

Further information was provided within the report.

Recommendation
It is recommended that Council agree the level of assumptions discussed for inclusion in the estimates.

Councillor Peacock commented on the estimates in relation to the rates support grant.

Alderman Scott commented on the estimates in relation to estates.

Proposed by Councillor Peacock
Seconded by Alderman Scott and

AGREED – to recommend that Council agrees the level of assumptions discussed for inclusion in the estimates.

13. DEBT MANAGEMENT

Confidential report by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Chief Finance Officer.

Purpose of Report
This report informs members of the current position surrounding debt owed to the Council by its customers.

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

- Background
- Detail – Aged Debt Analysis
- Options

In response to questions, the Chief Finance Officer advised that progress was being made in relation to a number of debts outstanding for more than 90 days.

In response to further questions, the Chief Finance Officer explained the circumstances surrounding the debt that had been written off and outlined the measures in place to prevent non-paying customers from accessing the services in future.

Committee NOTED the report.

14 MINUTES OF FMT MEETING TUESDAY 4 AUGUST 2026

For information, confidential Finance Management Team Meeting minutes Tuesday 4 August 2026, previously circulated, were presented as read by the Chair.

Committee NOTED the report.

MOTION TO PROCEED '*IN PUBLIC'*

Proposed by Councillor Schenning
Seconded by Councillor Kyle and

AGREED – to recommend that Finance Committee move '*In Public'*

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

There were no items of Any Other Relevant Business.

This being all the business, the Chair thanked Elected Members for their attendance and the meeting closed at 8:11pm

Chair