Causeway Coast & Glens Borough Council

CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 22 SEPTEMBER 2026

No	Item	Summary of Key Recommendations	*Estimated Timescale for completion*
1.	Apologies	***Alderman Boyle, S McKillop, Councillor Watton***	
2.	Declarations of Interest	***None***	***n/a***
3.	Minutes of the Corporate Policy and Resources Committee Meeting held Tuesday 23 June 2026	***Confirmed as a correct record***	**-**
4.	Minutes of the Commemoration & Celebration Sub-Committee Meeting held on Wednesday 02 September 2026	***Confirmed as a correct record***	**-**
5.	Timetable of Council, Committee and Sub Committee Meetings January 2027 - January 2028	***To recommend to Council that it holds its Annual Meeting on Tuesday 25th May 2027 at 7.00pm; that it holds the February 2027 Finance meeting on Thursday 21 January 2027 at 7pm, immediately followed by a Rates Estimates Finance Committee meeting, that it holds its Rates Strike meeting on Thursday 11th February 2027 at 7.00pm; that it holds the March 2027***	

		Audit Committee on Thursday 18th March 2027 at 7.00pm; that it holds the December 2027 Leisure and Development Committee meeting on Thursday 16th December 2027; that it further considers and approves the Timetable of Meetings Schedule, January 2027-January 2028 attached as Appendix I, as amended to hold the Special Council Meeting (Annual Accounts) on Thursday 23rd September 2027.	
6.	Local Government Elections 2027	***Noted***	***May 2027***
7.	Corporate Services Management Accounts P4	***To recommend that Council accept the Management Accounts for Period 4 - Corporate Services and Planning - and the associated narrative contained within the report.***	***n/a***
8.	Fourth Quarterly Report on Planning Performance	***To recommend that Council notes the Planning Department's Fourth Quarterly Report.***	***n/a***
9.	Data Protection Complaints Procedure	***To recommend that Council approve the Data Protection Complaints Procedure.***	***n/a***
10.	Consultations		***n/a***
10.1	Consultation on Revised Code of Conduct for Local Government Employees and the Local Government	***Noted***	

	Employee and Councillor Working Relationship Protocol		
11.	Conferences	***None***	***n/a***
12.	Correspondence		***n/a***
12.1	Dissolution of the Local Government Staff Commission	***Noted***	
13.	Matters for Reporting to the Partnership Panel	***None***	***n/a***
	'In Committee' **(Item 14 - 16 inclusive)**		
14.	Live Streaming of Council Meetings	***Noted***	***n/a***
15.	Corporate Services Structure Review	***To recommend that Council considers the option presented; and approve the development of a revised organisational structure, as detailed in Section 4 of the report.***	
16.	Minutes of the Land & Property and Strategic Assets Sub-Committee Meeting held on Wednesday 2 September 2026	***Adopted and recommendations therein approved***	***n/a***
17.	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 22 SEPTEMBER 2026 AT 7.00 PM

In the Chair:	Alderman Fielding (C)
Present:	Coyle (C), Knight-McQuillan (C) Councillor C Archibald (C), Elder (R), J McAuley (C), McCully (R), Nicholl (R), Peacock (R), Wisener (C)
Substitutions:	Councillor Elder substituted for Councillor Wilson
Officers Present:	M Quinn, Director of Corporate Services (C) A Hamilton, Democratic and Central Services Manager (R) G McIlroy, Strategic Assets Manager (R) U Harper, Senior Democratic Services Officer (C)
In Attendance:	L Boyd, ICT Operations Officer (C) C Taggart, ICT Operations Officer (C)
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 Alderman Boyle, Alderman S McKillop and Councillor Watton.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF THE CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 23 JUNE 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 23 June 2026 are confirmed as a correct record.

4. MINUTES OF THE COMMEMORATION AND CELEBRATION SUB-COMMITTEE MEETING HELD ON WEDNESDAY 2 SEPTEMBER 2026

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

Proposed by Alderman Knight-McQuillan
Seconded by Councillor McCully and

AGREED – That the Minutes of the Commemoration and Celebration Sub Committee meeting held Wednesday 2 September 2026 are confirmed as a correct record.

5. TIMETABLE OF COUNCIL, COMMITTEE AND SUB COMMITTEE MEETINGS JANUARY 2027 - JANUARY 2028

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

Purpose of Report
The purpose of the report is to present the Schedule of Council, Committee and Sub Committee Meetings January 2027 – January 2028 for Council decision.

Further information is provided in the report.

Recommendation
It is recommended that the Corporate Policy and Resources Committee recommends to Council that it holds its Annual Meeting on Tuesday 25th May 2027 at 7.00pm; that it holds the February 2027 Finance meeting on Thursday 21 January 2027 at 7pm, immediately followed by a Rates Estimates Finance Committee meeting, that it holds its Rates Strike meeting on Thursday 11th February 2027 at 7.00pm; that it holds the March 2027 Audit Committee on Thursday 18th March 2027 at 7.00pm; that it holds the December 2027 Leisure and Development Committee meeting on Thursday 16th December 2027, that it further considers and approves the Timetable of Meetings Schedule, January 2027-January 2028 attached as Appendix I (previously circulated).

The Director of Corporate Services advised of one suggested change to the recommendation, which is that the Special Council Meeting (Annual Accounts) be scheduled on Thursday 23 September 2027 rather than Monday 21 September 2027, due to the difficulties in getting a quorum of Members on a Monday evening.

Proposed by Councillor Peacock
Seconded by Councillor C Archibald and

AGREED – To recommend to Council that it holds its Annual Meeting on Tuesday 25th May 2027 at 7.00pm; that it holds the February 2027 Finance meeting on Thursday 21 January 2027 at 7pm, immediately followed by a Rates Estimates Finance Committee meeting, that it holds its Rates Strike meeting on Thursday 11th February 2027 at 7.00pm; that it holds the March 2027 Audit Committee on Thursday 18th March 2027 at 7.00pm; that it holds the December 2027 Leisure and Development Committee meeting on Thursday 16th December 2027; that it further considers and approves the Timetable of Meetings Schedule, January 2027-January 2028 attached as Appendix I, as amended to hold the Special Council Meeting (Annual Accounts) on Thursday 23rd September 2027.

6. 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 a further update for next year's Local Government Elections.

Further information is provided in the report.

Recommendation
Members are asked to note the information provided in the report 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 encouraged Members to trial the interactive map of polling stations that is linked at paragraph 7.1 of the report.

The Chair drew Members attention to paragraph 3.2 of the report, which refers to the four new forms of ID that can be used at polling stations.

Committee NOTED the report.

7. CORPORATE SERVICES MANAGEMENT ACCOUNTS P4

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 4.

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 2026/27 is £7,477,085 and the Planning Budget is £1,951,843.

The Corporate Services position at Month 4 shows a **£114k** positive variance, as a result of **£108k** under budget in expenditure and **£6k** over budget in income**.**

A Detailed Analysis of Expenditure for Corporate Services Months 1-4 was previously circulated in respect of:-

- Democratic Services
- Land and Property
- Human Resources
- ICT
- Contributions to other bodies
- Internal Audit
- Centrally Managed
- Policy & Community Planning
- Planning.

Recommendation
It is recommended that the Management Accounts for Period 4 - Corporate Services and Planning - and the associated narrative contained within the report are accepted.

The Director of Corporate Services advised that a coding transfer is required to rectify an apparent overspend in Democratic Services in respect of Armed Forces Day, which will be coded to Strategic Events Reserve.

Proposed by Councillor C Archibald

Seconded by Councillor Wisener and

AGREED – to recommend that Council accept the Management Accounts for Period 4 - Corporate Services and Planning - and the associated narrative contained within the report.

8. FOURTH QUARTERLY REPORT ON PLANNING PERFORMANCE

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.

Recommendation
It is recommended that the Corporate Policy and Resources Committee note the Planning Department's Fourth Quarterly Report.

The Director of Corporate Services noted that Council's Planning department ranked second out of the 11 Councils in respect of processing time for major applications, which is excellent.

Proposed by Alderman Coyle
Seconded by Councillor C Archibald and

AGREED – to recommend that Council notes the Planning Department's Fourth Quarterly Report.

9. DATA PROTECTION COMPLAINTS PROCEDURE

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

Purpose of Report
The Data Protection Complaints Procedure (Appendix 1) provides a dedicated route for members of the public to raise complaints about how Causeway Coast and Glens Borough Council deal with a complaint in relation to Data Protection.

In accordance with the Data (Use and Access) Act 2025 (DUAA) and the ICO's guidance, it fulfils the statutory requirement for the Council to maintain

and operate an internal complaints process specifically for data protection matters, separate from our general complaints procedure.

Background
The Council's Complaints Handling Procedure does not deal with "*disagreement with a decision where there is a statutory procedure for challenging that decision (such as for freedom of information and subject access requests)"*

The Council is legally required to have a publicly accessible process for handling data protection complaints made by data subjects as required under the Data (Use and Access) Act 2025 (DUAA).

Proposals
The Data Protection Complaints Procedure (Appendix 1) has been drafted to deal with complaints in relation to Data Protection. Review and approve the contents of the proposed procedure.

Recommendation
It is recommended that Council approve the Data Protection Complaints Procedure.

Proposed by Councillor C Archibald
Seconded by Alderman Coyle and

AGREED – to recommend that Council approve the Data Protection Complaints Procedure.

10. CONSULTATIONS

10.1 Consultation on Revised Code of Conduct for Local Government Employees and the Local Government Employee and Councillor Working Relationship Protocol

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

Purpose of Report
The purpose of this Report is to advise Members of the Consultation on the Local Government Staff Commission's intention of putting in place a Code and a Protocol which could be recommended as guidance to Councils prior to the Local Government Staff Commission's dissolution.

Consultation

Letter dated 22 June 2026 from the Local Government Staff Commission advising of the "**Consultation on the Code of Conduct for Local Government Employees and the Local Government Employee and Councillor Working Relationship Protocol."** (Appendix 1, previously circulated)

The following documents have been previously circulated:

- Code of Conduct for Local Government Employees – Consultation Version (Appendix 2 of report)
- The Local Government Employee and Councillor Working Relationship Protocol Consultation Version (Appendix 3 of report)
- A Schedule of Amendments (Appendix 4 of report)
- A Consultation Response Questionnaire (Appendix 5 of report)

Extract
In November 2025, based on a recommendation from the Minister for Communities, the NI Executive formally agreed that the Local Government Staff Commission (the Commission) would be wound up in March 2027.

As a consequence of this decision the existing Code of Conduct for Local Government Employees (the Code) and Local Government Employee and Councillor Working Relationship Protocol (the Protocol) will no longer be applicable.

The Commission is therefore of the view that it would be useful to put in place a Code and a Protocol which could be recommended as guidance to Councils prior to the Commission's dissolution, and which could be owned and managed by Councils with effect from 01 April 2027.

On this basis, the Commission now wishes to consult with Councils and other key stakeholders on the structure and provisions of a revised Code and Protocol.

Responses
Members should forward any responses by 9:00am on Friday 25 September 2026 to committee.meetings@causewaycoastandglens.gov.uk in order for them to be collated.

Recommendation
It is recommended that the Corporate Policy and Resources Committee considers the Consultation document (previously circulated).

The Director of Corporate Services advised Members that if Council is minded to submit a corporate response, responses should be emailed to Democratic

Services by Friday 25 September 2026. She further advised that ODHR is likely to respond as an officer working group, as well PPMA, which is the working group of personnel managers across all 11 councils.

Committee NOTED the report.

11. CONFERENCES

There were no conferences.

12. CORRESPONDENCE

12.1 Dissolution of the Local Government Staff Commission

For information 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.

Letter of 10 July 2026 addressed to the Chief Executive from Gerard Murray, Director of Local Government and Housing Regulation Division, Department for Communities (Appendix 1, previously circulated)

Extract
Dissolution of the Local Government Staff Commission
As Members may be aware, back in 2014 during the Review of Public Administration, the former Executive took the decision to dissolve the Local Government Staff Commission. For various reasons, dissolution has not been progressed.

Work is now ongoing to make this happen, and a Dissolution Board, chaired by Grainia Long, Permanent Secretary at the Department for Communities (DfC) has been established. The Membership of the Board can be found at Annex A.

The Dissolution Board is currently working to ensure an orderly and effective dissolution, with suitable succession arrangements in place, where appropriate.

This includes transferring any functions which are still considered necessary, to another body. This will require subordinate legislation. A Functions Table is attached at Annex B which lists the Commission's current statutory and non-statutory functions and the proposed arrangements for them post-dissolution.

Recommendation
It is recommended that the Corporate Policy and Resources Committee notes the correspondence.

The Director of Corporate Services advised that this had been covered under Item 10.1 above.

Committee NOTED the report.

13. MATTERS FOR REPORTING TO PARTNERSHIP PANEL

There were no matters for reporting to the Partnership Panel.

MOTION TO PROCEED '*IN COMMITTEE'*

Proposed by Alderman Knight-McQuillan
Seconded by Councillor McAuley and

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

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

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.

14. LIVE STREAMING OF COUNCIL MEETINGS

Confidential report, by virtue of paragraph 4 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, was presented by the Director of Corporate Services.

Background
At the Corporate Policy and Resources Committee Meeting on 26th May 2026, it was:

AGREED – To recommend to Council that live streaming is implemented for meetings of full Council and all Committee meetings with:

- further updates being provided at future Corporate Policy and Resources Committee Meetings.

Further information was provided in the report.

Recommendation
It is recommended that Elected Members note the progress to date and further updates will be provided at future Corporate Policy and Resources Committee Meetings.

The Director of Corporate Services advised that an internal working group has been established, with representation from Democratic Services, ODHR, Information Governance, ICT, Equality and Performance to progress plans and policies in relation to live streaming.

Committee NOTED the report.

15. CORPORATE SERVICES STRUCTURE REVIEW

Confidential report, by virtue of paragraph 2 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
This report seeks Members' approval to progress a structural review of several core corporate functions.

Recommendation
It is recommended that Committee considers the option presented; and approve the development of a revised organisational structure, as detailed in Section 4 of the report (previously circulated).

In response to a query from Councillor Elder, the Director of Corporate Services clarified that she designates in the absence of the Chief Executive. Councillor Elder requested a one-page responsibility map to show where each post will sit and the reporting lines.

Proposed by Councillor C Archibald
Seconded by Alderman Coyle and

AGREED – To recommend that Council considers the option presented; and approve the development of a revised organisational structure, as detailed in Section 4 of the report.

16. MINUTES OF THE LAND AND PROPERTY AND STRATEGIC ASSETS SUB-COMMITTEE MEETING HELD ON WEDNESDAY 2 SEPTEMBER 2026

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

Proposed by Alderman Knight-McQuillan
Seconded by Councillor C Archibald and

AGREED – To recommend that the Minutes of the Land and Property and Strategic Assets Sub Committee meeting held Wednesday 2 September 2026 are adopted and recommendations therein approved.

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

There were no Items of AORB.

MOTION TO PROCEED '*IN PUBLIC*'

Proposed by Councillor Wisener
Seconded by Councillor McAuley

There being no further business, the Chair thanked everyone for their participation and attendance. The meeting concluded at 7.34pm.

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Chair