

# Causeway Coast & Glens

## District Council

Corporate Policy & Resources Committee Thursday 15<sup>th</sup> January 2015

### Table of recommendations

No	Item	Recommendation
3	Legacy Council Loan Approvals	<i>Approve that Limavady Borough Council can fund the projects listed by way of loan on the terms detailed above.</i>
4	Special Responsibility Allowance	<i>Do not approve.</i>
5	Legal entity status	<i>Appoint Willis Risk Services (Ireland) Ltd for a two year period at an annual cost of £9,950.</i>
6	Branding	<i>Blue lettering on a white background, to review in twelve months from 1<sup>st</sup> April 2015.</i>
7	Temporary Signage	<i>Approve the replacement of road signs at the eight new Council boundary entry points and at the four Legacy Council headquarters.</i>

## Corporate Policy & Resources Committee

Minutes of the Meeting of Causeway Coast & Glens Shadow Council Corporate Policy & Resources Committee, held in the Board Room, Moyle District Council on Thursday 15<sup>th</sup> January 2015 at 7.00pm

In the Chair: Councillor D Harding

Members present: Councillors Beattie, Campbell, Clarke, Fitzpatrick, Hillis, Holmes, Knight-McQuillan, McGuigan, McKeown, McLean, McShane, Mullan, Nicholl, Quigley, Stevenson, Wilson

In attendance: Mr D Jackson, Chief Executive Designate  
Mr D Wright, Lead Finance Officer  
Mrs S Duggan, Committee Administrator

### 1. Apologies

Apologies were recorded from Councillors McCorkell, McGlinchey, McKillop, S.

### 2. Declarations of Interest

No declarations of interest were reported.

### 3. Minutes of previous meeting held 4<sup>th</sup> December 2014

The minutes of the meeting held on 4<sup>th</sup> December were confirmed as a correct record.

### 4. Rates Process

D Wright updated members on the rates process and responded to queries.

\* **Councillor Mullan arrived at the meeting at 7.10pm.**

### 5. Legacy Council Loan Approvals

D Wright presented the report, summarised as undernoted:

***Limavady Borough Council have completed a number of projects and now require the approval of Causeway Coast and Glens District Council under the DoE guidance to allow the Council to access the finance for these projects. The projects are listed as follows together with the amount of loan finance required:***

- 1 Provision of plant equipment and vehicles - £397,635 over 8 years***
- 2 Dungiven Household Recycling Centre and Upgrade to Limavady Household Recycling Centre- £702,374 over 25 years***
- 3 Upgrade of outdoor facilities at Roemill Road - £285,000 over 25 years***

***Limavady Borough Council has included provision for each of these loans in their current budgets therefore there is no additional burden being placed on Causeway Coast and Glens District Council as a result. These projects were financed utilizing Council's own working capital up to this point therefore it is a cash flow management requirement that the loans be accessed at this time.***

***It is recommended that the Causeway Coast and Glens District Council approve that Limavady Borough Council can fund the projects listed by way of loan on the terms detailed above.***

It was proposed by Councillor Nicholl, seconded by Councillor McShane, C, and  
**AGREED: to recommend that the Causeway Coast and Glens District Council approve that Limavady Borough Council can fund the projects listed by way of loan on the terms detailed above.**

## **6. Special Responsibility Allowance**

D Wright presented the report summarised as undernoted:

***Causeway Coast and Glens District Council has established a scheme of allowances payable to Members for the shadow period. The scheme provides for the payment of allowances to Councillors on the basis that:***

- 1 – The maximum level of basic allowance as determined by the Department of the Environment (DoE) is paid***
- 2 – The maximum level of carers allowances as determined by the DoE are paid***
- 3 – The maximum level of mileage rates as determined by the DoE are paid***
- 4 – Councillors' payments are made on the third last banking day of each month***

***The Department of the Environment (DoE) has proposed new maximum rates for both the basic and special responsibility allowance effective for the period 1 January 2015 to 31 March 2015. Given that the current approved scheme of allowances does not provide for the payment of the maximum rates of special responsibility allowance this element does not require any further consideration. The scheme does as detailed above assume that the maximum rate is paid with regards basic allowance therefore Council needs to consider whether or not the new rates are adopted.***

***In the current financial year DoE are providing funding to meet the cost of Councillors' allowances up to a maximum level, should Council exceed this maximum level then the additional cost incurred will not be covered by the DoE funding and would need to be met by Council's themselves.***

***The additional cost to pay the new maximum rates of basic allowance would be £2766.75.***

***It is recommended that the new maximum rates of basic allowance are approved for payment effective from 1 January 2015 in accordance with the scheme of allowances.***

It was proposed by Councillor McLean, seconded by Councillor Hillis and AGREED: **to recommend that the Causeway Coast and Glens District Council do not approve the new basic and special responsibility allowance as determined by DoE.**

## **7. Legal entity status**

D Wright presented the report, summarised as undernoted:

***Causeway Coast and Glens District Council in September approved the commencement of a procurement exercise with regards Insurance services either as a single entity or as part of a wider collaborative exercise. In December 2014 Council approved that this committee has full council powers for this matter so that a broker could be appointed within the appropriate compliance timescale.***

***Causeway Coast and Glens District Council has in partnership with Fermanagh and Omagh District Council and Derry and Strabane District Council sought to procure insurance with the latter leading the process on the basis of having in house staff with insurance and procurement expertise. Subsequently a tender for insurance brokerage services has been advertised and these tenders were received in early December. Only one valid tender was received by the process deadline and this tender was evaluated on 18<sup>th</sup> December 2014 by representatives from each of the participating councils together with an insurance industry independent adviser and a report of the evaluation was circulated. Also circulated is a summary of costs detailing indicative premium levels for Causeway Coast and Glens District Council. The cost of the brokerage fee for this tender is £9,950 per annum for a two year period. Once appointed the broker will meet with individual councils to discuss particular requirements and commence the process of putting insurance cover in place for 1 April 2015 at which point actual premium costs will be known.***

***It is recommended that the Causeway Coast and Glens Shadow Council appoints Willis Risk Services (Ireland) Ltd for a two year period at an annual cost of £9,950.***

It was proposed by Councillor Clarke, seconded by Councillor Fitzpatrick and AGREED: **to recommend that the Causeway Coast and Glens District Council appoint Willis Risk Services (Ireland) Ltd for a two year period at an annual cost of £9,950.**

## **8. Branding**

S McMaw presented the report, summarised as undernoted:

***Each of the four Legacy Councils has its individual corporate brand characteristics. Variables include Council status (District/Borough), Coats of Arms, colour schemes and designs. The name of each Council and associated brand characteristics appear on numerous items such as headed paper, uniforms, signage, marketing material, advertisements and Council buildings. This branding will no longer exist from 1<sup>st</sup> April 2015 and the***

***Causeway Coast and Glens District Council (the Council) will be required to develop a new Council brand. There are potentially major cost implications considering the vast array of items on which Council names and logos are attached.***

***At the 28<sup>th</sup> August 2014 Shadow Council meeting, it was agreed that the “Council adopts the process for applying to continue an existing Borough status for the new Council”. The implication of this approach is the delay in time before the process can be completed. It is therefore prudent to agree an interim branding arrangement for the new Council. Work on other aspects of the corporate brand such as design and colour schemes can commence as part of the convergence work plan.***

***Throughout the term of the Statutory Transition Committee and Shadow Council period to date, the header on official paper has been presented in blue lettering in Arial font. The purpose of the blue lettering is primarily for aesthetic effect.***

***As an interim measure, it is proposed that Elected Members consider a similar branding approach to that currently in use by the Causeway Coast and Glens Shadow Council. The lettering will remain in Arial font. In terms of colour scheme it is proposed that Elected Members consider the option of black on a white background or blue on a white background as is currently the case.***

***It is recommended that the Causeway Coast and Glens Shadow Council decide on an interim brand for the new Council.***

It was proposed by Councillor Hillis, seconded by Councillor McGuigan and ***AGREED: to recommend that the Causeway Coast and Glens District Council approve blue lettering on a white background, to review in twelve months from 1<sup>st</sup> April 2015.***

## **9. Temporary Signage**

S McMaw presented the report, summarised as undernoted:

***In the absence of an outcome to the Borough status Application process, Elected Members are asked to consider an interim signage arrangement. This is based on the assumption that a temporary brand is agreed.***

***In the absence of a new Council brand, it is prudent when considering a temporary signage arrangement to prioritise which signs actually need replaced for 1<sup>st</sup> April 2015. These signs will obviously be designed for their short term interim purpose and specified accordingly to reduce cost.***

***Elected Members are asked to consider prioritising replacement of both key road signs and also the four Legacy Council Headquarter signs as an initial approach.***

***Appendix 1 (circulated) illustrates the A Road entry points to the new Causeway Coast and Glens District Council boundary. These are Glenravel Road, Clooney Road, Glenshane Road, Garvagh Road, Frosses Road, Foreglen Road, Garron Road and Moneygran Road. Appendix 2 (circulated)***

***contains photographs of some of the road signs currently in place that will become redundant on 1<sup>st</sup> April 2015.***

***It is proposed that all existing road signs relating to the four Legacy Councils are removed as soon as possible after 1<sup>st</sup> April 2015. These will be replaced with temporary branded signs on the eight A Road boundary entry points, using the existing signage frameworks.***

***It is also proposed that temporary replacements signs are erected at the four Legacy Council Headquarters. Photographs of each of the four Council Headquarter signs are circulated. The new temporary signs will be designed to either attach to existing frameworks or cover over existing signs, specifically in the case of the Ballymoney Borough Council sign that is set in stonework.***

***It is recommended that the Causeway Coast and Glens Shadow Council approve the replacement of road signs at the eight new Council boundary entry points and at the four Legacy Council headquarters as detailed in this report.***

It was proposed by Councillor Fitzpatrick, seconded Councillor McKeown and AGREED: ***to recommend that the Causeway Coast and Glens District Council approve the replacement of road signs at the eight new Council boundary entry points and at the four Legacy Council headquarters.***

Councillor Stevenson recorded his concern at proceeding with the erection of temporary signage.

## **10. Consultations**

**Members noted the following consultation document:**

10.1 Department of Justice – Reconstitution of the Northern Ireland Policing Board

## **11. Date of Next Meeting**

Thursday 5<sup>th</sup> February 2015 at 7pm, Coleraine Borough Council Chamber.

**This being all the business the meeting closed at 7.58pm.**