

**CORPORATE POLICY AND RESOURCES MEETING TUESDAY 21<sup>st</sup> JUNE 2016**

**Key Decisions**

<b>No</b>	<b>Item</b>	<b>Recommendation</b>
<b>2</b>	Declaration of Interest	<i>Alderman Campbell and Councillor McShane on agenda item 11 – Dalriada Pathfinder Partnership</i>
<b>4</b>	Revised Draft Standing Orders	<i>Adopt</i>
<b>5</b>	Portrush Railway Clock	<i>Agree to temporarily relocate to Council Offices.  Investigate if the clock could be accommodated at Coleraine Town Hall</i>
<b>6</b>	Corporate Health & Safety Matters <ul style="list-style-type: none"> <li>- Corporate Health and Safety Strategy and Action Plan 2016/17</li> <li>- Health and Safety Inspection Programme</li> <li>- Tender Riskex Ltd to implement the Corporate Health and Safety web based Management software</li> </ul>	<i>Approve  Approve  Approve</i>
<b>7</b>	Banking Arrangements – Loans	<i>Approve</i>
<b>8</b>	Banking Arrangements – Council Transfer	<i>Approve</i>
<b>9</b>	End of Year Accounts – Verbal Update	<i>Note</i>
<b>10</b>	Every Customer Initiative	<i>Agree to participate</i>

<b>13</b>	Consultation – Draft Programme for Government Framework 2016-2021	<i>NILGA response to be circulated for approval at the 28<sup>th</sup> June Council meeting</i>
<b>14</b>	Correspondence – Implementation of the Rural Needs Act (Northern Ireland) 2016	<i>Note</i>
<b>15</b>	ICT Staff Structure Review	<i>Approve</i>
<b>16</b>	Sport and Leisure Facilities Dungiven – Easement	<i>Approve</i>
<b>17</b>	Land and Property – Giants Causeway Bushmills Railway Path	<i>Agreed to maintain under licence for 2016 and bring back a recommendation on management of the railway path to a future meeting</i>
<b>18</b>	Applications for Severance	<i>Approve</i>
<b>19</b>	Dalriada Pathfinder Partnership	<i>Committee to receive a presentation from Dalriada Pathfinder Partnership</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 21<sup>st</sup> JUNE 2016 AT 7PM**

- In the Chair** : Councillor Duddy – Vice Chair
- Present** : Aldermen Campbell, Hickey and Hillis  
Councillors – Beattie, Blair, McCandless, Knight-McQuillan,  
McShane C, Quigley and Wilson.
- Officers Present** : M Quinn, Director of Performance  
D Wright, Chief Finance Officer  
E Beattie, Head of Policy and Community Planning  
P McColgan, Head of ICT  
A Lennox, ICT Officer  
P Thompson, Head of Tourism and Recreation  
D J Hunter, Council Solicitor  
E McCaul, Committee and Member Services Officer
- In Attendance** : Press x 2

**VICE CHAIRMAN'S REMARKS**

The Vice Chairman welcomed those within the Chamber to the Corporate Policy and Resources Committee Meeting.

**1 APOLOGIES**

Apologies were recorded from Alderman McKillop S, Councillors Chivers and McGuigan.

**2 DECLARATIONS OF INTEREST**

Alderman Campbell and Councillor McShane C, declared an interest in agenda item 11 – Dalriada Pathfinder Partnership.

### 3 MINUTES OF CORPORATE POLICY & RESOURCES MEETING HELD TUESDAY 17<sup>th</sup> MAY 2016

The Chair advised that the minutes of the meeting were ratified at the Council meeting on 24<sup>th</sup> May 2016.

### 4 REVISED DRAFT OF STANDING ORDERS

The committee considered a report on revised draft of Standing Orders previously circulated as undernoted:

**Article 37 (1) of the Local Government Act (Northern Ireland) 2014 states that:**

- (1) A council must make standing orders for the regulation of the proceedings and business of the council.***
- (2) A council may vary or revoke standing orders.***

***Council agreed to review its standing orders at the end of its first year. The Standing Orders Working Group subsequently considered a number of amendments and these are presented as tracked changes for Committee direction. Note that the page numbering will be updated once the final version is agreed.***

**It is recommended** that the committee recommend to Council the adoption of the revised draft Standing Orders.

Proposed by Councillor Beattie  
Seconded by Alderman Campbell

**AGREED:** that the Committee recommends to Council the adoption of the revised draft Standing Orders.

### 5 PORTRUSH RAILWAY CLOCK

The Corporate Policy and Resources Committee received a report on Portrush Railway Clock, previously circulated as undernoted:

***A request was received from Portrush Heritage Group for the Council to facilitate retention of the 19<sup>th</sup> century longcase clock formerly located at the Portrush Railway Station concourse. A photograph of the clock is attached at Appendix A. Until recently the clock has been located at the entrance area to Barry's Amusements but this is no longer an option. The Group suggested the Council's Offices in Coleraine at Cloonavin as a suitable temporary location until a permanent location in Portrush could be found.***

***At its meeting on 17<sup>th</sup> May 2016, Committee recommended that Council consider the request favourably and for additional information to be brought back to Committee in relation to damage liability, value of the clock and the care and preservation of the clock.***

***Further information has been obtained from the owner of the clock as requested.***

***The owner of the clock will arrange for his team to transport the clock from its current location, the team will install the clock in the chosen location and supervise its installation.***

***The clock has a value of approximately £25,000 and would be insured by Council if the clock is located in Council owned premises.***

***The clock has been recently restored and requires little maintenance. It needs wound every 6 days.***

***Portrush Town Hall was considered for the temporary location of the clock but is unsuitable because of space restrictions. The Bann Gallery in Cloonavin has space and would be a suitable temporary location.***

**It is recommended** that Committee considers the request to temporarily relocate the Portrush Railway Station Clock in the Council's Offices in Coleraine.

Proposed by Alderman Hillis  
Seconded by Alderman Campbell and

**AGREED:** that the committee recommends to Council that the Portrush Railway Clock be relocated temporarily in Council Offices.

It was also **AGREED** that officers investigate if the clock could be accommodated at Coleraine Town Hall given the age and historical significance of the clock.

## **6 CORPORATE HEALTH & SAFETY MATTERS**

The Corporate Policy & Resources Committee received a report on Corporate Health & Safety matters previously circulated as undernoted:

***The Corporate Health and Safety Strategy & Action Plan 2016/17 is in keeping with the Council Corporate Strategy 2015-19 and seeks to create a safe working environment for all our staff and others who may be affect by our activities or facilities.***

***It seeks to promote and develop a Health and Safety culture which is an integral part of the organisation.***

***The strategy is based on the HSENI process of Plan, Do Check and Act, to ensure continual improvement of Council Health and Safety Management System.***

***Key performance indicators (KPIs) have been identified both leading (proactive) and lagging (reactive)***

***The action plan has recognised key Health and Safety themes and prioritises for 2016 / 17 which Council will seek to implement collaboratively with all stakeholders.***

**It is recommended** that Council approves the Corporate Health and Safety Strategy and Action Plan for 2016/17.

***The Inspection Programme follows on from a successful 2015 / 16 Programme. The inspection programme is linked to the Corporate Health and Safety Strategy and Action Plan. The inspections will be undertaken by the Health and Safety Unit in collaboration with management, staff and employee representative where appropriate. They will be undertaken in accordance with the Health and Safety Policy Directives and the revised Health and Safety Inspection Template.***

***The Corporate Health and Safety Committee and the Senior Management Team have discuss the inspection programme and adjustment made to reflect their feedback.***

***The programme of inspection demonstrates Councils commitment to monitor and measure H&S performance against compliance with legal obligations and Council policies, directives and procedures.***

**It is recommended** that Council adopts the Health and Safety Inspection Programme

***The relevant tender process for the Corporate Health and Safety Web-based Management Software above was completed in May 2016. The successful tender was RISKEX Ltd based in England. They scored the highest (85 points) at a cost of £47,840.00 over three years.***

***RISKEX will be able to deliver a cost effective and quality software service as per Council's specifications as detailed in the Health and Safety Web-based Management System to the Corporate Policy and Resources Committee on 19<sup>th</sup> January 2016.***

**It is recommended** that Council approves the winning tender RISKEX Ltd to implement the Corporate Health and Safety Web-based Management Software.

**AGREED:** that the Council approves the Corporate Health and Safety Strategy and Action Plan for 2016/17.

**AGREED:** that Council adopts the Health and Safety Inspection Programme.

**AGREED:** That Council approves the winning tender RISKEX Ltd to implement the Corporate Health and Safety web based Management Software.

## **7 BANKING ARRANGEMENTS - LOAN**

Department of the Environment regulation requires that Council approve any loan application prior to drawdown of that loan from Government Accounts Branch or other source of finance. Council has set an affordable borrowing limit by way of the prudential indicators approved in conjunction with the striking of the rate, these loans are within that limit and therefore the loans can be sought.

Council has instigated a number of projects and approval is now required to allow officers to put in place loan finance for the purposes listed below together with the amount of loan finance required and the term:

- 1 Ballymoney Riverside Park - £290,000 over 30 years
- 2 ICT Upgrade (Phase 1) - £180,000 over 5 years
- 3 Carrick Dhu Caravan Park - £1,950,000 over 25 years
- 4 Juniper Hill Caravan Park - £2,005,350 over 25 years
- 5 Dunloy, Macfin, Stranocum MUGA's - £145,000 over 25 years
- 6 Harper's Hill Community Centre - £232,000 over 30 years
- 7 Essential Fleet - £259,825 over 7 years

A schedule has been appended detailing the projects in some more detail, the total of these loans being £5,062,175.

**It is recommended** that the Causeway Coast and Glens Borough Council approve application for the loans as detailed.

**AGREED:** to recommend that Causeway Coast and Glens Borough Council approve application for the loans as detailed.

## **8 BANKING ARRANGEMENTS – COUNCIL TRANSFER**

The Head of Finance presented a report on previously circulated as undernoted:

***Since coming into power Causeway Coast and Glens Borough Council's finance staff have been winding down the banking arrangements of the four legacy councils, a few of those arrangements are still in place as the various processes to close down and transfer business are worked through.***

***One of the arrangements in question was a loan facility setup by Coleraine Borough Council with Barclays Bank Plc. This facility has continued uninterrupted and I have received recently the necessary paperwork to have this formally renamed to Causeway Coast and Glens Borough Council. Part***

***of the process is an amendment deed which is a legal document under the Council seal therefore a council minute is required approving the deed for sealing and the purpose of this report is to present that deed for approval, a copy of which is attached as an appendix. The document if approved can then be tabled at Council next week for sealing.***

**It is recommended** that Council approve the signing and sealing of the deed to allow this banking facility to be renamed Causeway Coast and Glens Borough and that the mandate be updated in line with Councils main banking facility.

**AGREED:** that Council approve the signing and sealing of the deed to allow the banking facility to be renamed to Causeway Coast and Glens Borough Council and that the mandate be updated in line with Councils main banking facility.

## **9 END OF YEAR ACCOUNTS – VERBAL UPDATE**

The Head of Finance updated the committee on the end of year accounts. He indicated that the accounts would be finalised by 30<sup>th</sup> June 2016 and that in all likelihood Council was going to achieve a healthy surplus, due to income from rates finalisation; reinstatement of the support grant and income from planning. He advised that it was proposed to create provisions on future costs for repair and maintenance; re-organisation costs and spend around terms and conditions for staff so that Council would not be left with a large financial outlay in any one year. He added that progress was being made around provision for closure and after care costs for the 3 Council owned landfill sites. Noted.

## **10 EVERY CUSTOMER INITIATIVE**

The committee received a report previously circulated as undernoted:

***The Equality Commission is currently promoting an initiative called "Every Customer Counts" which aims to support Northern Ireland traders seeking to promote accessible services.***

***The goal is to encourage business men and women to use a free self-assessment tool and consider how open their services currently are to disabled people. The Equality Commission are also committed to providing additional support to anyone seeking to make adjustments to their current arrangements.***

***Every organisation has duties under the Disability Discrimination Act 1995 to make reasonable adjustments and remove barriers as a service provider and as an employer. The aim is to provide equality in service provision and employment for everyone with the same level of access, dignity and choice.***



***The aim of Every Customer Counts is to encourage businesses and other organisations to do something to improve their customer service to disabled people. An accessible business is one that is open for business to the 360,000 potential customers in Northern Ireland who currently have a disability.***

***Apart from the legal duty placed on businesses, there are many other reasons why a business should stop and consider how accessible their business currently is. These include:***

- Enabling customers of all ages and abilities to access services can widen a customer base.***
- A disabled customer can often quickly become a loyal customer who may also bring their friends and family, meaning repeat business.***
- We're all getting older, the market and need for accessible services and products will continue to grow in the future.***
- 20% of people in NI have a disability (which includes hearing, visual and cognitive impairments as well as people with physical disabilities)***
- 40% of households in NI include a disabled resident***
- £80 billion pounds is spent by disabled customers in the UK each year***

***The Equality Commission are recommending a “three steps to success” approach which involves:***

- (a) Conducting a business self-audit to identify any potential service gaps or possible areas for improvement (a self-audit tool is available on the Equality Commission website).***
- (b) Identify practical actions to take after reading the Equality Commission’s good practice guides for ideas and handy tips on how to improve services.***
- (c) Promote the business as an accessible business and tell customers about the steps taken to make every customer count.***

***The Equality Commission has widened the ‘Every Customer Counts’ initiative to include the public sector and would encourage public authorities to follow the ‘three steps to success’ approach (see above) as this will also assist them in complying with duties and requirements covered by the Disability Discrimination Act and Section 75.***

***Public authorities have additional proactive duties under the DDA part 5A Section 49A, to promote positive attitudes towards disabled people and encourage participation by disabled people in public life. Section 75 of the Northern Ireland Act also requires designated public authorities (such as the Council), in carrying out their functions, to have due regard to the need to promote equality of opportunity between persons with a disability and persons without.***

***By signing up to the initiative the Council would register its commitment to the idea with the Equality Commission, conduct a self-audit, develop and***

***adopt an inclusive customer service policy and put in place an action plan to promote customer accessibility.***

***The Equality Commission will provide Council with ‘Every Customer Counts’ window stickers which could be displayed on our facilities to communicate our commitment to customers. This will tell our customers that we will:***

- review the accessibility of our services***
- make reasonable adjustments for disabled customers***

**It is recommended** that the Corporate Policy and Resources Committee recommend to Council that the Council makes a commitment to participate in the ‘Every Customer Counts’ initiative.

**AGREED:** that the Corporate Policy and Resources Committee recommend to Council that the Council makes a commitment to participate in the Every Customer Counts initiative.

## **11 DALRIADA PATHFINDER PARTNERSHIP**

The Committee received a report on Dalriada Pathfinder Partnership previously circulated as undernoted:

***There are 350,000 older people living in Northern Ireland today (20% of the population), with the over 65’s population projected to increase by over 15% by 2021 and life expectancy increasing in those aged 85 years+. Alongside this is the increased number of older people who have one or more long term chronic conditions.***

***A range of statutory and community/voluntary partners are currently working together to bring forward a new way of working to support older people living with chronic conditions in the former Moyle Council area and are developing a pilot project known as the “Dalriada Pathfinder”.***

***The aim of the Dalriada Pathfinder project is to transform the care and well-being of elderly people currently living in the local community who have a number of identified chronic conditions.***

***The project is based on a “Living Well” approach originally developed in Cornwall Health Trust. This approach involved allocating a voluntary sector co-ordinator to a multi-disciplinary health team working within a GP practice and identifying a cohort of older patients with a number of long term chronic conditions who it was thought could benefit from the Living Well approach.***

***The Living Well Co-Ordinator carried out a “guided conversation” with the patients who met the criteria set down for the programme. This guided conversation was designed to be proactive to allow the patients to identify their own goals. With the help of the Co-Ordinator they would then come up***

***with an action plan to meet their goals. This action plan was delivered on their behalf by statutory and community/voluntary sector services.***

***The aim was to make this a person-centred action plan and the plans often focused on connecting the individual to a range of statutory and community services to improve health, well-being, social participation and combat loneliness.***

***A multi-disciplinary team within a GP practice provided service specific primary care support, eg community nursing support, social work support, physiotherapy, occupational therapy, etc., for the people on the programme.***

***Volunteers were also recruited to provide support on a one to one basis or a group basis to help people on the programme become more physically and socially active within their community, for example visiting them at home, taking them shopping, taking them to clubs and societies, to social events, etc.***

***Taking the “Living Well” model as the basis for a pilot project, the Dalriada Pathfinder Partnership was established to initiate, manage and report on this project in the Moyle area.***

***The outcomes the Partnership want to achieve include improved health, well-being and quality of life for older people with a number of chronic conditions; facilitate cross sector and community integrated working; and deliver effectiveness in the local health economy.***

***If the pilot proves successful, then the model will be rolled out across the Northern Health and Social Care Trust area.***

***At present a project management structure is being developed with a Steering Group established so far. This Steering Group will have overall responsibility for implementation of the project, providing strategic direction and co-ordination.***

***The Steering Group includes representation from:***

- ***Northern Health and Social Care Trust***
- ***Department of Health***
- ***Health and Social Care Board***
- ***Public Health Agency***
- ***Local GP’s and Age NI***
- ***‘Save the Dal’ Group Representatives***
- ***Community Sector Representative***
- ***Integrated Care Partnership Representative***
- ***Causeway Coast and Glens Borough Council.***

***GP surgeries in Ballycastle, Bushmills, Cushendall and Cushendun will be the locations for the multi-disciplinary teams involved in the project.***

***Age NI are funding the Living Well Co-Ordinator post for the project and the funding for the post was to come from JTI Gallagher. Discussions regarding the position of some of the participating organisations with regard to the source of this funding is on-going at present.***

***Volunteers will be an essential element in the success of the Living Well project and Age NI will be undertaking the task of recruiting, training and sustaining a minimum of 30 local volunteers to work with the older people selected to participate in the pilot project.***

***Community mapping will also play an important part in the development of the project in order to identify and link local community assets to the aims of the project. A workshop for local community/voluntary organisations was held in Ballycastle on 27<sup>th</sup> April 2016 to start this process.***

***Eleven members of the Steering Group recently participated in a fact finding visit to Cornwall to learn more about the Living Well project and how it was working there.***

Noted.

## **12 ORDER OF BUSINESS**

**AGREED:** to change the order of business to receive the confidential items at the end of the meeting.

## **13 CONSULTATIONS – DRAFT PROGRAMME FOR GOVERNMENT FRAMEWORK 2016-2021**

Correspondence has been received from the Chief Executive of NILGA on the draft Programme for Government (PfG) Framework 2016-21 which was launched for consultation on 27<sup>th</sup> May 2016. Closing date for responses 22<sup>nd</sup> July 2016.

The PfG consultation document is available to view at [tinyurl.com/pfgni](http://tinyurl.com/pfgni) or Members may request a hard copy from the Democratic Services Team. Committee's comments are requested.

NILGA's Chief Executive has advised that following NILGA's Executive Meeting on 10<sup>th</sup> June NILGA will provide, by 24<sup>th</sup> June, a Framework Guidance Response for Councils to consider.

In order to meet the 22<sup>nd</sup> July deadline for the consultation response the following process is suggested:

24<sup>th</sup> June 2016

- NILGA's Framework Guidance Response issued to Members.

28<sup>th</sup> June 2016

- Corporate Policy and Resources Committee Minutes tabled for ratification
- NILGA's Framework Guidance Response tabled at Council's meeting for Council's consideration and approval.

**It is recommended** that Committee considers the consultation document and agrees the approach as outlined.

**AGREED:** that the suggested approach on response to the consultation would be approved.

#### **14 CORRESPONDENCE – IMPLEMENTATION OF THE RURAL NEEDS ACT (NORTHERN IRELAND) 2016**

The correspondence received from the Department of Agriculture, Environment and Rural affairs on implementation of The Rural Needs Act was noted.

##### **MOTION TO PROCEED 'IN COMMITTEE'**

Proposed by Councillor Wilson

Seconded by Alderman Hickey

**AGREED:** that the committee proceed to conduct the following business 'In Committee'.

#### **15 ICT STAFF STRUCTURE REVIEW**

The Committee received a presentation from the Head of Finance and ICT on a recommended staff structure for the delivery of the Causeway Coast and Glens Borough Council (Council) Information and Communication Technology service (ICT), also known as Digital Services, report previously circulated.

**It is recommended** that Council proceeds to develop a new ICT Service on the basis of the structure as outlined.

**AGREED:** that Council proceeds to develop the new ICT service on the basis of the structure as outlined.

#### **16 SPORT AND LEISURE FACILITIES DUNGIVEN – EASEMENT**

The committee received a report on Sports and Leisure Facilities Dungiven – easement previously circulated.

**It is recommended** that Members approve the execution of the easement.

**AGREED:** that the Committee approve the execution of the easement.

## **17 LAND AND PROPERTY – GIANTS CAUSEWAY BUSHMILLS RAILWAY PATH**

The Director of Performance presented a report on the Giants Causeway Bushmills Railway Path previously circulated.

**It is recommended** that the Corporate Policy and Resources Committee consider and approve:

- a) Maintenance of the Giants Causeway Bushmills Railway Path, and the associated License Agreement for 2016 and
- b) Bring back recommendation for management of the Giants Causeway Bushmills Railway Path to a future meeting. .

**AGREED:** that the committee recommend that Council maintain the railway path under licence for 2016 and bring back a recommendation on management of the railway path to a future meeting.

Committee noted that the work was being done for public interest and Health and Safety, and not because Council was responsible for the maintenance of the pathway.

## **18 APPLICATIONS FOR SEVERANCE**

The Corporate Policy and Resources Committee received a report on applications for severance previously circulated as undernoted:

***Under Section 123 of the Local Government Act (Northern Ireland) 2014, arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following the 1<sup>st</sup> April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum ‘RPA Staff Severance Scheme for Local Government’ (the severance scheme) sets out the detail of how this compensation should be paid. The ‘severance scheme’ is underpinned by The Local Government Reorganisation (Compensation for Loss of Employment) Regulations (Northern Ireland) 2015. The ‘severance scheme’ was adopted at the Shadow Council meeting on Thursday 23<sup>rd</sup> October 2014.***

**It is recommended** that council give approval to the two requests for voluntary Severance which will have the smallest payback period i.e. least cost first.

**AGREED:** to recommend that Council give approval to the two requests for voluntary severance which would have the smallest payback period, ie, least cost first.

**MOTION TO PROCEED 'OUT OF COMMITTEE'**

Proposed by Councillor McShane

Seconded by Councillor Wilson

**AGREED:** that the Committee proceeds to conduct any remaining business **'In public'**.

**19 DALRIADA PATHFINDER**

**AGREED:** that the Dalriada Pathfinder Partnership group would present to the Corporate Policy and Resources Committee.

There being no further business, the meeting concluded at 7.58pm.

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Chair