

Causeway Coast and Glens Borough Council

Council Meeting Tuesday 28th April 2015

Key Decisions

No	Item	Decision
3.	Declarations of Interest	<i>Alderman Mrs Hickey Item 5.8</i>
4.	Minutes of Shadow Council Meeting held 26 th March 2015 4.1 Special Responsibility Allowances (SC 150326 .9) 4.2 Street Naming and Numbering Policy (SC 150326 .6.1; (CP&R 150315 .6) 4.3 Adoption of Minutes	<i>Chairperson Allowance amend to £7500 Awaiting legal advice Confirmed subject to amendment at 4.1</i>
5.	Minutes of Annual General Meeting held on 26 th March 2015 5.1 Positions of Responsibility/Nominations to Committees (AGM 150326 .4) 5.2 Adoption of Minutes	<i>Amend tables Adopt subject to amendments at 5.1</i>
6.	Minutes of Leisure and Development Committee Meeting held on 14 th April 2015 6.1 Ballymoney Capital Project (L&D 150414 .5) 6.2 Biodiversity Funding (L&D 150414 .13) 6.3 Tender for the Provision of Visitor Information Centre in Cushendall (L&D 150414 .9) 6.4 Golf Tourism Synopsis (L&D 150414 .14) 6.5 Consultation (L&D 150414 .19) 6.6 Easter Sunday – Traffic Management (L&D 150414 .21) 6.7 Grant Assistant Requests Community Festivals Fund <i>Co Antrim Fleadh £1500</i> <i>Rasharkin People’s Festival £1312</i> Uncategorised Assistance <i>Garvagh Development Trust</i> 6.8 Grant Assistance Requests – Events 6.9 Adoption of Minutes	<i>Consider at Capital Programme Workshop in May Presentation to be sent to Members Approve – signage to be investigated Officers to contact Troone Relay members concerns to DCAL Bring back further info to appropriate Committee Approve Approve Approve Year 1 £9000 Approve 8 applications Adopt subject to amendments at 6.1 and with addition of Addendum at 6.7 & 6.8</i>

No	Item	Decision
7.	<p>Corporate Policy & Resources Item (considered by Committee on 21st April 2015)</p> <p>7.1 Consultation on proposed Changes to the Employment Rights order (NI) 1996 – Draft Consultation Response – Councils endorsement of response required by deadline.</p>	<i>Approve</i>
8.	Roads Programme Spring Consultation	<i>Present to Council Meeting June 23rd</i>
9.	Victory in Europe Day 8 th May 2015.	<i>Accept Invitation</i>
10.	Garvagh Branch Royal British Legion Group VE Day	<i>Accept Invitation</i>
11.	The Drainage Council for Northern Ireland	<i>Nominations to apply agreed</i>
12.	Mental Health Champion	<i>Councillor Harding</i>
13.	NILGA Conference	<i>Members to register interest in attendance</i>
14.	Partnership Panel	<i>Noted</i>
15.	Education Authority	<i>Noted</i>
16.	Countryside Events Programme	<i>Noted</i>
17.	VAT Claim on Royal Mail Postal Services	<i>Council to sign up to GLO</i>
18.	<p>Seal Documents</p> <p>18.1 Causeway Coast and Glens Borough Council/Coleraine District Motor Club Licence</p> <p>18.2 Causeway Coast and Glens Borough Council/Joseph McLaughlin and Fefei McLaughlin Shop Premises Carrick Dhu Caravan park and Juniper Hill Caravan Park.</p> <p>18.3 Ballymoney Cemetery Grave Registry Certificates (15 No) Nos. 1427-1441</p> <p>18.4 Grant of Right Burial Deeds Register Nos. 4223-4237</p>	<i>Seal of Council be affixed</i>
19.	Notice of Motion received from Councillor Watton	<i>Refer to Corporate Policy & Resources Committee</i>

No	Item	Decision
20.	Notice of Motion received from Alderman Hillis	<i>Refer to Corporate Policy & Resources Committee</i>
21.	21.1 Public Consultation on Proposal for the Public Passenger Transport (Service & Service Permits) Regulations (Northern Ireland) 2015 21.2 Consultations on Proposals for the Future of the Youth Council for Northern Ireland 21.3 Consultation on Translink Ticketing System Replacement 21.4 Consultation on General Certificate of Secondary Education 21.5 The Committee for Regional Development Roads Traffic (Speed Limits) Bill 21.6 Consultation on Ards and North Down Borough Council's Inequalities Audit and Draft Equality Action Plan	<i>Noted</i>
22.	Matters for Reporting to Partnership Panel	<i>None Next Meeting June 2015</i>
23.	Corporate Policy & Resources Item (considered by Committee on 21 st April 2015) Request to proceed with applications for Severance from Staff within the Causeway Coast and Glens Borough Council	<i>Approve</i>

Council Meeting

Minutes of the Meeting of Causeway Coast and Glens Borough Council held in the Council Chamber, on Tuesday 28th April 2015 at 7.00pm

In the Chair: Councillor Knight-McQuillan, Mayor

Present: Councillors Baird, Beattie, Blair, Callan, Chivers, Clarke, Cole, Douglas, Duddy, Fielding, Finlay, Fitzpatrick, Harding, Hickey, Hillis, Holmes, King, Knight-McQuillan, Loftus, McCandless, McCaul, McCorkell, McGlinchey, McGuigan, McKeown, McKillop MA, McKillop S, McLean, McShane C, McShane, P, Mulholland, Mullan, Nicholl, Quigley, Robinson, Stevenson, Watton, Wilson

In attendance: Mr D Jackson, Clerk and Chief Executive
Mr R Baker, Director of Leisure & Development
Mrs D Dickson, Area Planning Manager
Mr A McPeake, Director of Environmental Services
Mrs M Quinn, Director of Performance
Mrs E Beattie, Head of Policy
Mr S McMaw, Head of Convergence
Mrs P Donaghy, Committee Administrator
Mr D Wright, Lead Officer Finance
Ms D Bader, Member Services Officer

Also in attendance: Mr P Thompson, Tourism Manager
Ms L Scullion, Community Services Manager
Ms K McCollum, Community Development Officer
Ms C McKee, Events Officer

Press
Public

1. Apologies

Apologies were recorded from Alderman Campbell and Councillor Hunter.

2. Mayor's Business

Condolences

The Mayor offered condolences to the families of those killed in fatal road accidents in the Borough in recent weeks.

Congratulations

The Mayor extended congratulations to Limavady Rugby Club for their win in the final of the Gordon West Cup.

Thanks

The Mayor thanked her family for their support in taking on the role of Mayor and stated that it was a privilege and honor to take up the position of Mayor in the newly formed Causeway Coast and Glens Borough Council.

3. **Declarations of Interest**

Alderman Hickey declared an interest in Item 5 2.2 – Allocation of funds for events occurring in the first quarter of the financial year for Portstewart Music Festival as Chair of the Festival. Alderman Mrs Hickey did not leave the meeting during consideration of the Item.

4. **Minutes of Shadow Council Meeting 26th March 2015**

Matters Arising

4.1 Special Responsibility Allowances (SC 150326 .9)

Councillor Duddy stated that the Allowance recorded for the Chairperson was incorrect and should be amended to read £7,500 and not £7,000.

4.2 Street Naming and Numbering Policy (SC 150326 .6.1; (CP&R 150315 .6)

The Chief Executive advised that legal advice on the matter was still awaited.

4.3 It was proposed by Alderman Finlay, seconded by Alderman King and **AGREED: that the Minutes of the Shadow Council Meeting held on 26th March 2015 be adopted and the recommendations contained therein approved, subject to the amendment noted at 3.1.**

5. **Minutes of Annual General Meeting 26th March 2015**

Matters Arising

5.1 Positions of Responsibility/Nominations to Committees

Amendments to tables within the minutes were noted; Amend TUV to UUP at Positions of Responsibility (22) and Councillor Nicholl to Councillor Wilson at Nominations to Committees.

5.2 Adoption of Minutes

It was proposed by Councillor Hickey, seconded by Councillor McCorkell and **AGREED: that the Minutes of the Annual General Meeting held on 26th March 2015 be adopted and the recommendations contained therein approved, subject to the amendments noted at 5.1.**

6. **Minutes of Leisure and Development Committee Meeting 14th April 2015**

Councillor MA McKillop presented the minutes.

Matters Arising

6.1 Ballymoney Capital Project (L&D 150414.5)

Councillor McCandless sought clarification on the word 'expedite' in the recommendation and what this meant in terms of the Edward Street project. The Director of Leisure & Development advised that the project would go through the same process as any other Capital Project.

- * Alderman McKeown joined the meeting during discussion of this item at 19.11.

During lengthy discussion of the item Members voiced their concerns regarding the process that the proposed Edward Street Project would be subjected to. While some Members expressed support for the project they also were of the opinion that the project should be treated in the same way as all Capital Projects in the Council's programme.

Alderman Hillis proposed an amendment to the recommendation, seconded by Councillor Holmes; **that Council defer any decision regarding the project and that it be considered with other projects as part of the Capital Programme Workshop to be held in May 2015.**

Councillor Stevenson proposed, seconded by Councillor McLean; **that Council commence with the work to bring the project to the tender stage before the holding of the Capital Workshop.**

The Mayor put the amendment to the vote.

24 Members voted for and 11 Members voted against.

The Mayor declared the amendment carried.

6.2 Biodiversity Funding (L&D 150414 .13)

Alderman Cole commended the Biodiversity Officer on her work on drawing down funding and requested that a copy of the Biodiversity presentation 'Don't Mow Let it Grow' be sent out to Members.

6.3 Tender for the Provision of Visitor Information Centre in Cushendall (L&D 150414 .9)

The Tourism Manager provided Members with further information as requested at the Committee Meeting.

He stated that for the past 29 years the Historical Society had information services on behalf of Moyle District Council and that this agreement no longer could continue under the new Council's funding policy; hence the procurement process. The Tourism Manager also provided information on the opening hours, the number of staff, the costs apportioned to wages, rental, stationary and enquiries.

The Director of Leisure and Development undertook to investigate the erection of signage to the Visitor Information Centre (VIC).

In response to members queries regarding footfall figures to the VIC the Tourism manager confirmed that this information had been part of the Terms of Reference for the successful tenderer and would be provided.

It was proposed by Alderman Mullan, seconded by Alderman Hickey: **that Council approves the recommendation as set out to Committee, “to appoint the Glens of Antrim Historical Society as the Causeway Coast and Glens Council’s preferred candidate for the provision of visitor information services, subject to clarification of all requested information and agreement on ‘the terms and conditions of contract’. This appointment would be for a twelve month period commencing on 1st April 2015 with the option to extend for two further periods of 12 months each, subject to satisfactory performance”.**

The Mayor put the motion to the vote.

27 Members voted for and 0 Members voted against.

The Mayor declared the proposal carried.

6.4 Golf Tourism Synopsis (L&D 150414 .14)

Councillor Harding suggested that Officers contact the local authority in Troone Scotland to learn from experiences of hosting The Open.

6.5 Consultation – A Revised Community Festival Fund Policy and Guidance Framework (L&D 150414 - 19)

In response to issues raised by Councillor Beattie and Alderman Mrs S McKillop on the length and complexity of the 2 stage application Form, the Director of Leisure and Development stated that he would convey members concerns to DCAL.

6.6 Easter Sunday – Traffic Management (L&D 150414 - 21)

It was **AGREED** that further information on the number of enforcement tickets that were issued over the Easter weekend, numbers of Enforcement Officers in Council and the number of Enforcement Officers deployed over that weekend be brought back to appropriate Committees.

6.7 Grant Assistance Requests – Community Festivals Fund

The Community Services Manager presented the Report.

Members approved the Grant Funding Policy which is built on a set of agreed principles which include, among others:

- ***Grant funding awards are at the sole discretion of Council but will be dependent on the Council’s available and agreed level of funding.***

- **Activities grant funded must be fully consistent with the strategic aims and priorities of the Causeway Coast & Glens Community Plan and the Council's Corporate Plan.**
- **All funding applications will be determined on their objective merits. No organisation is entitled to funding because it may have been granted funding in the past (or for any other reason).**
- **A consistent, customer focused process is required in relation to grant aid applications with relevant assessment and evaluation procedures with appropriate appeal and monitoring systems in place.**

The Community Festivals Fund and Community Development Support Grant Programmes were launched on 1st April with public notices in local newspapers and information roadshows and a closing date of 1st May 2015 for submission of applications.

As per the decision agreed by Shadow Council on 26th Feb to accelerate the Grant Funding process for activities and events (and other identified need) that occur in the first quarter of the financial period, organisers of Community Festivals that were due to take place during this period were invited to complete and submit application forms by 15th April 2015.

Community Festivals Fund – allocation of funding for events occurring in first quarter of financial year.

Two applications were received to the Community Festivals Fund. The applications were scored against the following assessment criteria, which are in line with DCAL's Letter of Offer and its Policy and Guidance Framework for Community Festivals Fund:

- a. **Demonstration of need and demand in the local area.**
- b. **Ability of the applicant group to effectively deliver.**
- c. **Ability of the festival to attract visitors to the area.**
- d. **Financial viability.**
- e. **Have strong community participation.**
- f. **Promote social inclusion and improve community relations.**
- g. **Contribute to community regeneration.**
- h. **Provide opportunities for people to improve skills or receive training.**
- i. **Provide opportunities for future development of the Festival.**

In line with Causeway Coast and Glens Borough Council Grant Funding Policy and Procedures both applicants scored in excess of 65%, the threshold required in order to receive funding. The application details are as follows:

Applicant Group	Details of event	Assessment Score (%)	Proposed Grant to be awarded (£)
Category 2: Festival Events lasting 2 or more consecutive days– max grant £1,500			
<i>Glens of Antrim Comhaltas</i>	County Antrim Fleadh Cushendall	79.53	£1,500
<i>Rasharkin Community Association</i>	Rasharkin People’s Festival <i>Rasharkin</i> 16 th – 20 th June 2015	75.96	£1312.

Application for funding from Garvagh Development Trust for GADDA Building under Uncategorized Assistance Category

A written application has been received from the non-Council operated centre located in Garvagh from Garvagh Development Trust. The building is known locally as the GADDA building. The centre has received local government funding support since its establishment in 2001.

Council Officers met on 17/04/15 to consider the proposal based upon previous funding provision and under Uncategorized Assistance as per Report to Organisational Development Committee on 19th February. The application was scored against the criteria set for Community Development Support Grant including levels of prevailing deprivation and based on monitoring data supplied for 2014-15. The application received an assessment score of 79.41%, which, in line with Causeway Coast and Glens Borough Council Grant Funding Policy and Procedures, meets the threshold for eligibility for funding, ie. in excess of 65%.

A total of up to £9,000 has been recommended within the budget for 2015-16 to support the annual running costs. This is a reduction of 10% on the amount provided by Coleraine Borough Council towards the hall in 2014-15. This is in line with the recommendation that there is a graduated reduction in funding to the project year upon year (Year 1 - 10%, Year 2 – 30%, Year 3 – 50%) to bring supporting Council funds available to a level of the maximum grant aid (£2,000 p.a.) accessible through the Community Development Support Grant currently administered through Council’s Community Support Plan.

It is recommended that Council awards funding of Community Festivals Fund grants of £1,500 to Glens of Antrim Comhaltas and £1,312 to Rasharkin Community Association.

It is further recommend that Council awards funds of £9,000 to Garvagh Development Trust for the operation of the GADDA building with a gradual reduction in funding to the project year upon year (Year 1 - 10%, Year 2 – 30%, Year 3 – 50%) to bring supporting Council funds available to a level of the maximum grant aid (£2,000 p.a.) accessible through the Community Development Support Grant currently administered through Council's Community Support Plan.

Councillor Holmes proposed, seconded by Alderman Cole and **AGREED**; that Council awards funding of Community Festivals Fund grants of £1,500 to Glens of Antrim Comhaltas and £1,312 to Rasharkin Community Association and; approve the award of funds of £9,000 to Garvagh Development Trust for the operation of the GADDA building in Year 1.

In response to members concerns for the need for consistency over room charges for all Community Centres in the Borough, the Director of Leisure and Development reported that the Audit for Community Centres in the Borough had now been completed and would be brought before the Leisure and Development Committee.

6.8 Grant Assistance Requests – Events

The Events Officer presented the report, previously circulated and as undernoted.

Members approved the Grant Funding Policy which is built on a set of agreed principles which include, among others:

- ***Grant funding awards are at the sole discretion of Council but will be dependent on the Council's available and agreed level of funding.***
- ***Activities grant funded must be fully consistent with the strategic aims and priorities of the Causeway Coast & Glens Community Plan and the Council's Corporate Plan.***
- ***All funding applications will be determined on their objective merits. No organisation is entitled to funding because it may have been granted funding in the past (or for any other reason).***
- ***A consistent, customer focused process is required in relation to grant aid applications with relevant assessment and evaluation procedures with appropriate appeal and monitoring systems in place.***

Given the timetabling of external events and requests for Council's support, Council agreed on the 26th February to accelerate the Grant Funding process for activities and events occurring in Quarter 1 of the new financial year 2015/16. Event organisers were consequently invited to make submissions under a fast track transitional scheme.

Allocation of funds for events occurring in the first quarter of the financial year.

Nine applications were received for operational cost support for events and were assessed against the following eligibility criteria;

- ***Is the applicant a Constituted Organisation?***
- ***Does the event have a Child Protection Policy/Officer if applicable?***
- ***Is the event/project taking place in, or offering a service to the Borough which is aligned to the Council's corporate aims and objectives?***
- ***Does the event/project have a primary purpose of raising money for Charities?***

The following applicants were successful;

- ***Danny Boy Jazz and Blues Festival , Limavady Area, £6650***
- ***Roe Valley Speech & Drama Festival, Limavady area, £877***
- ***Walking the Glens Festival, Ballycastle area, £1437.35***
- ***Rathlin Sound Maritime Festival, Ballycastle area, £2375***
- ***Rathlin Sound Maritime Festival, Rathlin area, £2375***
- ***Cushendun Big Arts Weekend, Ballycastle area, £2213***
- ***Portstewart Music Festival, Coleraine area, £1400***
- ***Portrush Irish Dancing Festival, £908.75 (figure provided by Director at Council meeting)***

One application from the North West Classic Tractor Run was unsuccessful as it did not meet the assessment criteria as its primary purpose was to raise money for charity.

The applications constitute an interim, transitional arrangement in light of current circumstances. This one-off process allows this to happen in line with the applicants' timetable.

In the case of the above events, the applications are towards general running costs of the event, and reflects the funding made available last year. It includes a 5% reduction in line with Council's budget process.

It is recommended that these special requests for funding are accepted and approved by Council. Subsequent applications from these organisations will be made under the approved Grants Policy.

Councillor Duddy proposed, seconded by Councillor Baird and **AGREED**; that these special requests for funding (as detailed above) are accepted and approved by Council and that subsequent application from these organisations will be made under the approved Grants Policy.

6.9 Adoption of Minutes

It was proposed by Councillor MA McKillop, seconded by Councillor P McShane and **AGREED: that Minutes of Leisure and Development Committee Meeting held on 14th April 2015 be adopted and the recommendations contained therein approved, subject to the amendment noted at 6.1 and including the addendum at 6.7 and 6.8.**

7. Corporate Policy & Resources Items (considered by Committee on 21st April 2015)

The Director of Performance presented the report.

It was **AGREED** that the item - Request to proceed with applications for Severance from Staff within the Causeway Coast and Glens Borough Council would be discussed at the end of the meeting 'in committee'.

7.1 Consultation on Proposed Changes to the Employment Rights Order (NI) 1996 – Draft Consultation Response

The Director of Performance presented the report, summarised as undernoted:

The Employment Relations Policy and Legislation Branch is seeking a response from Consultees in relation to proposed changes to the Employment Rights (NI) Order 1996. The proposed changes will be taken forward through the Employment Bill. The questions posed and proposed responses are detailed below. A copy of the consultation paper was previously circulated to Members.

Consultation questions and responses.

Question 1

Question 1. Do you believe that providing information in an annual report will:
1.1 increase confidence that reports of wrongdoing are handled correctly?
1.2 dispel the belief that the whistleblowing framework is failing whistleblowers?
1.3 improve the consistency of information across prescribed persons?

Response

The Causeway Coast and Glens Borough Council supports the approach taken within the Small Business, Enterprise and Employment Act (Section 148) in placing a duty on prescribed persons to report annually on the whistleblowing disclosures they receive. It agrees that similar changes should be considered within the Employment (NI) Order 1996. The annual report however will not necessarily achieve the objectives as detailed in question 1. This will be particularly prevalent if the report identifies that reports of wrongdoing are not being properly dealt with and the framework is failing Whistleblowers. In such

an instance the annual report may in fact dis incentivise those considering reporting wrongdoing. The issue relates to having a whistleblowing culture that is accepted in an organisation and seen from a positive perspective.

Question 2

Question 2. If Northern Ireland was to replicate the duty on prescribed persons to report annually on whistleblowing disclosures they receive, how should this reporting requirement be implemented in practice?
2.1 What information should be included in the annual report?
2.2 Where the report should be published – on each organisation’s website, within existing annual reports or to the Northern Ireland Assembly for example?
2.3 When should the report be published – at the end of the financial year for example?
2.4 Will this duty to report create additional burdens on your organisation?

Response

(2.1) What information should be included in the annual report?

Level of employee reporting the wrongdoing
Level of management reported to
Whistleblower experience in reporting the wrongdoing
Time taken to deal with the issue
Outcome of whistleblowing issue
Presence of a whistleblowing policy
Transparency of the whistleblowing process
Nature and impact of the wrongdoing

(2.2) Where the report should be published?

The report should be published within the Northern Ireland Assembly Annual Report and on line on the Assembly web site. Organisations reporting whistleblowing activities should also have a duty to publicise internally.

(2.3) When should the report be published?

Annually.

(2.4) Will this duty to report create additional burdens on your organisation?

No

Question 3

Question 3. Should the current definition of worker be amended to include student nurses for Public Interest Disclosure purposes? Please provide any evidence to support your view.

Response

No Submission

It is recommended that the Causeway Coast and Glens Borough Council approve the consultation response as detailed above.

It was proposed by Councillor Loftus, seconded by Councillor Fitzpatrick and **AGREED that Council endorse the consultation response as outlined.**

8. Roads Programme Spring Consultation

Council **AGREED** to invite Transport NI to the Council Meeting on 23rd June 2015 to give members an overview of work undertaken during the financial year 2014/2015 and to outline proposed work for the new financial year 2015/2016.

9. Victory in Europe Day 8th May 2015

It was proposed by Councillor Harding, seconded by Councillor Duddy and **AGREED: that Council accept the invitation from Coleraine Branch of the Royal British Legion to host an event to mark the transition from Remembrance to Celebration and be part of the service and Lighting a Beacon Ceremony at the Town Hall on Friday 8th May 2015 at 8.30pm, in ceremonial robes.**

10. Garvagh Branch Royal British Legion Group 10 VE Day

It was proposed by Councillor Harding, seconded by Councillor Duddy and **AGREED: that Council would attend the Garvagh Branch Royal British Legion Group 10 VE Day Parade on Sunday 10th May 2015.**

The Chief Executive stated that he would contact both Coleraine Branch of the Royal British Legion and Garvagh Branch Royal British Legion to confirm if Members attending in ceremonial robes would be appropriate.

11. The Drainage Council for Northern Ireland

The term of the last Drainage Council for Northern Ireland expired on 31st March 2015 and a new Council is due to be appointed.

The DCNI was established under the Drainage (Northern Ireland) Order 1973 to determine which watercourses should be treated as designated for the purposes of the Order i.e. to be maintained at public expense and to consider drainage and flood alleviation schemes proposed by the Department of Agriculture's Rivers Agency

Council is invited to forward at least two nominations and those Members who are interested in applying are asked to complete the application form and submit via Democratic Services. An application pack is available from Democratic Services on request.

The closing date for applications to be with the Drainage Council is 8th May 2015.

It was AGREED: **that Alderman Cole and Alderman S McKillop be nominated to apply to the Drainage Council.**

The Chief Executive advised that forms would be sent to members for completion by the Democratic Services Unit.

The Chief Executive stated that any further nominations should be submitted via Democratic Services by 6th May 2015.

12. Mental Health Champion

MindWise is mental health charity in Northern Ireland which works to raise awareness and deliver help to those affected by mental health issues.

In the new council district area the charity runs a Carers' Support Service, which provides support to the carers, family members and friends of those experiencing mental health problems.

The Charity has asked that Council appoint an Elected Member as a 'Mental Health Champion'. The role of this champion would be to support efforts to promote the Council's role in mental health awareness and recovery. By adopting a Mental Health Champion MindWise hope to work alongside the Council to support people with mental health issues.

The Communications Officer from the charity has offered to meet and brief the Council on the work of MindWise and to discuss the setting up of the Mental Health Champion.

It was proposed by Councillor Hillis, seconded by Councillor Fitzpatrick and **AGREED: that Councillor Harding be nominated as Mental Health Champion in preparation for the meeting with the Communications Officer from the Charity to brief Council on the works of MindWise. MindWise to be informed of the nomination and be invited to present at the Leisure and Development Committee Meeting.**

13. NILGA Conference

Correspondence had been received regarding the Annual Conference and Exhibition to be held on Thursday 18th June 2015 in the La Mon Country House Hotel, Gransha Road,

Castlereagh. The theme for Conference 2015 is “Growing Local Democracy & Economies in Partnership: Northern Ireland’s Councils First 100 days”.

The Chief Executive confirmed that all Members were invited to attend and that any member wishing to do so should inform Democratic Services.

14. Partnership Panel

Ministerial correspondence issued to Councillor Mark Cosgrove in respect of an issue relating to the Code of Conduct raised at a Partnership Panel meeting and the Regional Transition Operational Board Meeting was previously circulated to Members for information.

Members noted the correspondence.

15. Education Authority

Council has been contacted as a service provider to the North Eastern Education and Library Board. The structure of the administration of education in Northern Ireland has changed as a result of the Education Act which became law on 12th December 2014.

The Education and Library Boards and Staff Commission were dissolved on 31st March 2015 and their staff and functions transferred to the Education Authority on 1st April 2015. The organisations which were dissolved are:

Belfast Education and Library Board
North Eastern Education and Library Board
South Eastern Education and Library Board
Southern Education and Library Board
Western Education and Library Board
Staff Commission for Education and Library Boards

Any contracts service providers had with the ELBs will not change and will continue with the Education Authority for the North Eastern region under the current terms.

Members noted the above correspondence.

16. Countryside Events Programme

A copy of Council’s Countryside Events Programme Ballymoney & Beyond featuring walking and biodiversity events across the Council’s area had been circulated for Members information.

Members noted the above correspondence.

17. VAT Claim on royal Mail Postal Services

Following the judgement of the Court of Justice of the European Union in Case C-357/07 (23 April 2009) TNT Post UK Ltd v The Commissioners for Her Majesty's Revenue and Customs, it was clarified that Royal Mail is subject to VAT where it supplies postal services on terms which have been individually negotiated, as opposed to the universal postal service provided by Royal Mail, which is exempt from VAT.

Local authorities and other public bodies using mail franking services provided by Royal Mail have been paying an embedded amount of VAT which has not been passed on to HMRC by Royal Mail and has not been claimable by the individual authorities concerned.

NEPRO (North East Procurement Organisation) is working with Mischon de Reya an international law firm who are lodging a Group Litigation Order (GLO) with the High Court in respect of embedded VAT paid on postal services provided by Royal Mail. Over 60 local authorities have already signed up to the GLO the deadline and this opportunity is being offered to public sector organisations throughout NEPRO.

It was proposed by Councillor Clarke, seconded by Alderman S McKillop and **AGREED: that Council would accept the invitation from North East Procurement Organisation (NEPRO) to sign up to the Group Litigation Order (GLO).**

18. Seal Documents

It was proposed by Councillor Duddy, seconded by Councillor Loftus and **AGREED:** that the Seal of the Council be affixed to:

18.1 Causeway Coast and Glens Borough Council/Coleraine District Motor Club Ltd Licence

87.2 Causeway Coast and Glens Borough Council/Joseph McLaughlin and Fefei McLaughlin Shop Premises Carrick Dhu Caravan Park and Juniper Hill Caravan Park

18.3 Ballymoney Cemetery Grave Registry Certificates (15 No) Nos. 1427-1441

18.4 Grant of Right Burial Deeds Register Nos. 4223-4237

19. Notice of Motion

The following Notice of Motion was received from Councillor Watton, of which due notice was given:

“That this Council calls on the Education Minister to rescind his decision to cut £2M (i.e. $\frac{4}{5}$ of the budget) from the D E Early Years Fund. This disastrous loss of services in the most disadvantaged parts of N. Ireland cannot be justified and should be rectified immediately.”

It was proposed by Councillor Watton, seconded by Alderman S McKillop and **AGREED: that the Notice of Motion would be referred to the next Corporate Policy and Resources Committee.**

20. Notice of Motion

The following Notice of Motion was received from Alderman Hillis, of which due notice was given:

“That this council supports the following policy with regard to the flying of the Union flag in Causeway Coast and Glens Borough Council Area.

Civic Centres and former centres of local Government (Coleraine Town Hall, Ballymoney Town Hall, Roe Valley Arts and Cultural Centre - formerly Limavady Town Hall, Portrush Town Hall and Portstewart Town Hall) - 365 Days.

Council Admin HQ (Cloonavin) - Working Days and Designated Days plus, including other days at the discretion of the Chief Executive.

Council Admin Centres (Riada House, Limavady Council Offices and Sheskburn House) - Working Days and Designated Days plus, including any other days at the discretion of the Chief Executive.

This proposal is supported by All members of the DUP, UUP, TUV, PUP and Independent Unionist.”

It was proposed by Alderman Hillis, seconded by Councillor Duddy and **AGREED: that the Notice of Motion would be referred to the next Corporate Policy and Resources Committee.**

21. Consultations

- 21.1 Public Consultation on Proposal for the Public Passenger Transport (Service & Service Permits) Regulations (Northern Ireland) 2015
- 21.2 Consultations on Proposals for the Future of the Youth Council for Northern Ireland
- 21.3 Consultation on Translink Ticketing System Replacement
- 21.4 Consultation on General Certificate of Secondary Education
- 21.5 The Committee for Regional Development Roads Traffic (Speed Limits) Bill
- 21.6 Consultation on Ards and North Down Borough Council's Inequalities Audit and Draft Equality Action Plan

Council noted the above consultation documents.

22. Matters for Reporting to Partnership Panel

Alderman McKeown advised that the next meeting would take place in June 2015 and not October 2015.

It was agreed on the proposal of Councillor Duddy, seconded by Councillor Fitzpatrick that the Meeting would continue **IN COMMITTEE**.

Other officers and members of the press left the meeting at 21:10

23. Request to proceed with Applications for Severance from Staff within the Causeway Coast and Glens Borough Council

The Director of Performance presented the report, summarised 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 1st 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 23rd October 2014.

In accordance with these arrangements, the following officers' have made an application for Severance from the Causeway Coast and Glens Borough Council:

Heads of Service

- *Head of Leisure Services, Coleraine Borough Council*
- *Head of Development Services, Coleraine Borough Council*
- *Head of Building Control, Ballymoney Borough Council*
- *Head of Building Control Unit, Moyle District Council*
- *Culture Arts & Tourism Manager, Limavady Borough Council*
- *Environmental Health Manager, Limavady Borough Council*

Democratic/Member Services/PA to Chief Executives

- *Business Support & Administration Manager, Coleraine Borough Council*
- *Democratic Services Manager, Coleraine Borough Council*
- *PA to Chief Executive, Ballymoney Borough Council*
- *Business Support Officer, Ballymoney Borough Council*
- *Administrative Assistant, Coleraine Borough Council*
- *Member Services Officer, Moyle District Council*
- *Administration Officer, Moyle District Council*

OD/Human Resources

- *Head of Human Resources, Ballymoney Borough Council*
- *Head of Human Resources, Coleraine Borough Council*
- *Human Resources Officer, Limavady Borough Council*

Policing and Community Safety Partnership

- *PCSP Manager, Moyle District Council*

The LGRJF 'RPA Staff Severance Scheme for Local Government' states, that in all circumstances a financial case for the payment of severance must be made by the Council.

Heads of Service

At a Council meeting on 19th February 2015 members agreed the organisational structure, at the Heads of Service, level for Leisure and Development and for Environmental Services.

Leisure and Development

<i>Council</i>	<i>Posts/Heads of Service</i>	<i>Proposed</i>
<i>Coleraine Borough Council</i>	<i>3</i>	<i>4 Heads of Service</i> <ul style="list-style-type: none">• <i>Prosperity and Place</i>• <i>People and Culture</i>• <i>Health Wellbeing and Sport</i>• <i>Tourism, Recreational Activities and Amenities</i>
<i>Ballymoney Borough Council</i>	<i>2</i>	
<i>Limavady Borough Council</i>	<i>3</i>	
<i>Moyle District Council</i>	<i>3</i>	
<i>Total</i>	<i>11</i>	<i>4</i>

Environmental Services

<i>Council</i>	<i>Posts/Heads of Service</i>	<i>Proposed</i>
<i>Coleraine Borough Council</i>	<i>3</i>	<i>4 Heads of Service</i> <ul style="list-style-type: none">• <i>Regulatory</i>• <i>Estates</i>• <i>Waste</i>• <i>Infrastructure</i>
<i>Ballymoney Borough Council</i>	<i>4</i>	
<i>Limavady Borough Council</i>	<i>4</i>	
<i>Moyle District Council</i>	<i>3</i>	
<i>Total</i>	<i>14</i>	<i>4</i>

Democratic/Member Services/PA to Chief Executives

At a Council meeting on 19th February 2015 members agreed the organisational structure, for a Democratic Services Unit within Council. The agreed structure was on the basis of a total compliment of 8 members of staff, a reduction from 17 members of staff currently undertaking a democratic services role within the four legacy councils.

Council	Democratic Services Posts	Proposed
Coleraine Borough Council	4	<ul style="list-style-type: none">• 1x Democratic Services Manager• 3x Democratic Services Officers• 1x Member support officer• 1x Member support assistant• 2x Business support officers
Ballymoney Borough Council	6 * (inc p/t)	
Limavady Borough Council	3	
Moyle District Council	4	
Total	17	8

OD/Human Resources

On the basis of the structure proposed at this meeting the OD/HR structure would reduce from 17 to 14 employees.

Council	Democratic Services Posts	Proposed
Coleraine Borough Council	8*	<ul style="list-style-type: none">• 1x Head of OD/HR• 1x HR/OD Manager• 3x HR Business Partners• 2x Assistant HR Business Partners• 7x OD/Business Team
Ballymoney Borough Council	3	
Limavady Borough Council	3	
Moyle District Council	3	
Total	17	14

*includes 1 member of staff on career break and 1 temporary member of staff whose contract expires on 30th September 2015

Policing and Community Safety Partnership

At a Council meeting on 19th February 2015 members agreed the organisational structure, for the Policing and Community Safety Partnership.

The agreed structure was on the basis of a reduction in staffing numbers from 4 PCSP Managers and 4 PCSP Officers to 1 PCSP Manager and 3 PCSP officers.

Council	PCSP Managers	Proposed
Coleraine Borough Council	1	<ul style="list-style-type: none"> • 1 PCSP Manager
Ballymoney Borough Council	1	
Limavady Borough Council	1	
Moyle District Council	1	
Total	4	1

The maximum cost to Council to release these officers in accordance with the severance scheme is £1,843,677 – the number of years to recover this severance cost is 2.55 years. This is within the guidance contained within the Severance Scheme, ‘all costs associated with the severance package must not exceed the individual’s annual salary cost multiplied by 3.25. This is the period during which the costs are recouped or paid back i.e. Severance package / individuals total annual salary cost = 3.25 or less’. All of the officers outlined above meet this business case.

It is recommended that council give approval to proceed with the applications for Severance received from the officers as outlined above.

It was proposed by Alderman Hickey, seconded by Councillor Duddy and **AGREED: that Council approve and proceed with the applications for Severance received from the officers as outlined.**

It was agreed on the proposal of Councillor Fitzpatrick, seconded by Councillor Chivers that the meeting continued **OUT OF COMMITTEE.**

This being all the business the meeting closed at 21:15.