

# Causeway Coast and Glens Borough Council

Leisure & Development Committee Tuesday 13<sup>th</sup> October 2015

## Table of Key Recommendations

No	Item	Recommendation
2.	Declaration of Interest	<i>None</i>
3.	Minutes of Previous Meeting held 14 <sup>th</sup> September 2015	<i>Adopt</i>
4.	Epilepsy Action NI Presentation	<i>Display posters, booklets and fliers and support Purple Day on March 26<sup>th</sup> 2016.</i>
5.	Garvagh Museum Presentation	<i>Display leaflets on forthcoming events and set aside an evening for Members visit the Museum before Christmas.</i>
6.	Sport and Wellbeing Service Strategy	<i>Approve</i>
7.	Sport and Leisure facility Strategy	<i>Approve</i>
8.	Good Relations Grants	<i>Approve</i>
9.	Small Social Inclusion Grants	<i>Approve</i>
10.	Advice Services	<i>Approve</i>
11.	Destination Management Strategy	<i>A further report is to be brought back to Council in October</i>
12.	Cushendall Caravan Park	<i>Approve</i>
13.	CC&G Sports Awards	<i>Mayor, Chair and Vice Chair to attend</i>
14.	CAUS	<i>Noted</i>
15.	World Mental Health Day	<i>Noted</i>
16.	Regional Start Initiative Extension	<i>Noted</i>
17.	Garvagh Museum	<i>Noted</i>
18.	Portstewart EI Tender Report	<i>Approve Option 2c</i>

19	Benone Catering Services	<i>Approve</i>
20.	Leisure & Development Organisational Structures	<i>Approve</i>
21	Enterprise Zone	<i>Verbally updated</i>
22.	Correspondence	<i>Noted</i>
23.	Consultations	<i>Noted</i>
24	Any other Relevant Business 24.1 Ballymoney Action Team 24.2 Master Plan Update 24.3 Defibrillators 24.4 Bowling Club Portstewart 24.5 Dunluce Centre	<i>To be discussed at next meeting Entire Borough to be included Located in Spar Franchise Investigate 3 Expressions of Interest</i>

## Leisure & Development Committee

Minutes of the Meeting of Causeway Coast and Glens Borough Council Leisure & Development Committee, held in Council Chamber, Civic Headquarters, Coleraine on Tuesday 13<sup>th</sup> October 2015 at 7.00 pm.

**In the Chair:** Councillor M A McKillop

**Members present:** Aldermen Hickey and Mullan  
Councillors Clarke, Douglas, Holmes, Knight-McQuillan, McCandless, McCorkell, McGlinchey, McLean, Mulholland, Stevenson, Wilson

**In attendance:** R Baker, Director of Leisure and Development  
P Beattie, Head of Prosperity and Place  
W McCullough, Head of Leisure, Well-being and Sport  
J Welsh, Head of Community & Culture  
L Scullion, Community Services Manager  
A Jeffers, Regeneration Manager  
J Gray, Strategic Advisor  
D Bader, Committee and Member Services Officer

**Also in Attendance:** C Watson, Epilepsy Action NI [Item 4]  
D Gilmore, Epilepsy Action NI  
D McMeekin, Garvagh Museum [Item 5]  
W Patterson, Garvagh Museum

Press

### 1. Apologies

Alderman Hillis and Councillor Nicholl.

### 2. Declarations of Interest

There were no Declarations of Interest.

### 3. Minutes of the Meeting held on Monday 14<sup>th</sup> September 2015

It was AGREED: that the minutes of the Leisure and Development Committee Meeting held Monday 14<sup>th</sup> September 2015, be confirmed as a correct record.

### 4. Epilepsy Action NI – Presentation

C Watson and D Gilmore were welcomed to the meeting. Members were provided with a short presentation on the background of Epilepsy Northern Ireland, local work carried out, attitudes towards people suffering with epilepsy, volunteering and how Council could get involved.

Following the presentation, Members expressed their thanks for an informative presentation and extended their praise for the work carried out to date. Council expressed their willingness to help display posters, booklets and fliers to promote awareness and to also support Purple Day on March 26<sup>th</sup> 2016.

## **5. Garvagh Museum Presentation**

D McMeekin and W Patterson were welcomed to the meeting. Members were provided with a presentation on the history of the museum, their work, exhibitions, community events and fund raising and future sustainability of the museum. They thanked the previous Council for their support and invited Members to visit the Museum.

Members thanked Garvagh Museum for their comprehensive presentation and discussions took place on the future preservation of the museum, and how Council could play a part in this.

Council expressed their willingness to continue their support and help distribute leaflets and it was also suggested that Council would set aside an evening for Members to visit the Museum before Christmas.

## **6. Sport and Wellbeing Service Strategy**

The Head of Sport and Wellbeing presented the report previously circulated and summarised as undernoted;

***The purpose of this report is to present a proposed plan for the development of a Sport and Wellbeing Service Strategy.***

***The Sport & Wellbeing Service Level Mandate is focused on the following;***

***The provision of:***

- ***High quality leisure and sports services,***
- ***Accessible to all via need based programmes and;***
- ***Sustainable facility provision, enhanced by:***
- ***Effective partnership working.***

***The provision of the above is designed to create:***

- ***Increased levels of participation in physical activity,***
- ***Improved health and well-being and;***
- ***An enhanced quality of life.***

*This mandate is set within the context of the Causeway Coast & Glens strategy which has a number of cross cutting strategic themes, setting out the priorities of the Council between 2015 and 2019, namely working towards;*

- *Providing effective and sustainable local services*
- *Developing our economy and create jobs*
- *Enhancement of our people's health and wellbeing*
- *Empowerment of our local people to take ownership of projects in their community*
- *Promote our tourist offer locally as well as internationally, and*
- *Protecting the environment in which we live.*

*In order to fulfil the service mandate for Sport & Wellbeing it is important to review the current level of provision, both within our facilities and also the service programmes we provide across the legacy areas, and identify opportunities within Sport and Wellbeing which make best use of current provision, matches market demand and creates sustainable services fit for the future and meeting identified need. The output from such a review should be a strategy with a clear vision, agreed direction and explicit measurable outcomes for the period 2015 to 2018 and will feed into the 2016 / 17 Facilities Implementation Action Plan (IAP).*

*The following presents a framework against which this work will be set;*

#### *Work stream 1: Strategic context*

- *Link to Council corporate plan and Sport & Wellbeing Facilities Strategy*
- *Establish context with other council strategies and Community Plan.*
- *Identify and address any gaps between Sport & Wellbeing objectives and other government bodies and the relevant strategies; OFMDFM, DCAL, Sport NI, Health Trusts, Education Board etc.*

#### *Work stream 2: Initial strategy development*

- *Articulate the high level outcomes that are required to demonstrate the achievement of the objectives identified.*
- *Outline the programmes that are required to provide the high-level outcomes.*

#### *Work stream 3: Profile of existing services*

- *Service programmes.*
- *Facility provision; current condition, new projects.*
- *Participation levels.*
- *Finance.*

#### *Work stream 4: Identification and analysis of key issues for Sport & Wellbeing*

- *Health of population.*
- *Demographics.*
- *Equality and parity of access.*

- **Financial constraints.**
- **Partnership opportunities; funding, provision.**
- **Alternate providers.**
- **Engagement, empowerment and enabling community capacity in relation to sport and wellbeing.**

#### **Work stream 5: Bridging the gap**

**From the research and analysis associated with work streams 1 to 4 identify a plan for implementing the findings. Such a plan needs to be cognisant of the following key decision making influences;**

- **Established need.**
- **Affordability.**
- **Sustainability (both facilities and services).**
- **SROI.**
- **Funding.**
- **Stakeholder requirements.**
- **User & Rate payer opinion.**
- **Section 75 Equality requirements throughout the work.**

#### **Work stream 6: The Strategy**

**Drawn from work streams 1 to 5, provide a summary Strategy document setting out the overarching objectives of Council, the service levels necessary to achieve those objectives, the methodology by which those service levels were determined and the actions, resources and timescales necessary to achieve those service levels.**

**Key action points include;**

- **Provision of a communications plan for the strategy.**
- **Presentation of the strategy and associated work to senior management for review and finalisation.**
- **Presentation of the strategy and associated work to Council for approval.**

**Key Outputs required:**

- **Document the programmes necessary to achieve the strategic goals.**
- **Document the quantities and locations of need for facilities derived from benchmark provision levels and strategic aspiration.**
- **Document the quantities and locations of existing provision (already established through mapping for the Facilities strategy) and provide a gap-analysis against the documented need for service / programme delivery.**
- **Document a number of scenarios by which varying degrees of need can be met within current budget allocations (or otherwise).**
- **Benchmark current costs and performance, seeking to identify and replicate good practice across Council, thus achieving service improvements and cost reductions.**

Following a Members query on clarification on the abbreviation of SROI, the Director of Leisure and Development confirmed that this was an acronym for Social Return on Investment.

It was proposed by Alderman Hickey seconded by Councillor Knight-McQuillan and AGREED; that Members would note the proposed plan for developing a Sport & Wellbeing Service Strategy and would recommend to approve development of the agreed work streams with the resulting report to be brought back to Council for further consideration.

## **7. Sport and Leisure Facility Strategy**

The Head of Sport and Wellbeing and Strategic Advisor presented the report previously circulated and as undernoted;

***The purpose of this report is to present the Sport and Leisure Facility Strategy 2015/16 Implementation Action Plan (Annex A) to Members and to seek Members approval of the Plan.***

***During the period leading up to the convergence of Ballymoney, Coleraine, Limavady and Moyle Councils to form Causeway Coast and Glens Borough Council, a number of high value Sport and Leisure Capital Projects were being proposed by each of the legacy authorities.***

***Members of the then Shadow Council were concerned to ensure that Council capital investments moving forward took into account the needs across the entire new area, and that developments did not proceed resulting in its facilities competing with each other for participation rather than providing genuinely additional benefits .***

***Accordingly, officers were instructed to bring forward a Causeway Coast and Glens Borough Council Sport and Leisure Facility Strategy. Council adopted the Sport and Leisure Facility Strategy at its September 2015 meeting.***

***Officers are moving forward to develop the associated Service Strategy for Sport and Wellbeing to meet the need identified both through the mapping exercise presented in the Facilities Strategy and the Service Level Mandate for Sport and Wellbeing. This will identify the opportunities that make best use of service resources, match market demand, optimise partnership working and create a sustainable service fit for the future.***

***Reference was made to The Sport and Leisure Facility Strategy 2015/16 Implementation Action Plan as previously circulated.***

**Sport and Leisure Facility Strategy 2015/16 Implementation Action Plan (IAP)  
*The Facility Strategy sets out the long-term aspirations of Council in respect of the facility provision necessary to provide the Sport and Wellbeing services required to meet the identified need throughout the area.***

***To ensure effective delivery of this strategy, an annual Implementation Action Plan (IAP) is required to set out the specific actions required over the following financial year.***

***In this case, the IAP presented covers the period from present to March 2016.***

***By March 2016, the next IAP covering the 2016/17 period will be presented to Members for approval and will then also be able to take into account the strategic objectives identified within the Service Strategy.***

The Strategic Advisor stated that the implementation of the plan on its own did not provide an officer with authority to proceed with any projects financially.

Issues raised included grass pitches, significance of demand and prioritisation of schemes.

The Director of Leisure and Development stressed that it was important that Capital Projects were taken forward to areas to develop facilities where they were actually needed and not on the premise to build and they will come.

It was proposed by Councillor Wilson seconded by Councillor McLean and AGREED; **to recommend that Council approve the Sport and Leisure Facility Strategy 2015/16 Implementation Action Plan (as previously circulated).**

## **8. Good Relations Grants**

The Head of Service, Community and Culture presented the report, previously circulated and as undernoted;

***The purpose of this report is to recommend grant awards to be made through the Building a United Community Fund Grant Programme for 2015-16.***

***Council approved a Good Relations Strategy in spring 2015, to cover the period 2015-2017. This strategy included the provision of an Action learning Grant programme.***

***Good Relations Officers from across the Council assessed the grant applications received, the closing date of which was 21<sup>st</sup> September.***

***The purpose of the Building a United Community Fund is to support projects that help develop positive relationships between people of differing religious beliefs, political opinions and racial backgrounds, and which address Good Relations needs in the local area.***

***The Guidance for the Building a United Community Fund required applicant groups to demonstrate sound governance, local accountability, openness and transparency and inclusivity. Applicant groups were also required to demonstrate adherence to democratic principles, and evidence of working in partnership with others.***



**Two public information workshops/training events were held, and individual support was provided to groups from staff. Grants of up to £1500 were available for projects, funded up to a maximum of 75% of the total eligible costs.**

**The budget available for the Building a United Community Fund Grant Programme is £24,949. 33 completed applications were received and the following process was used for assessment:**

**Stage 1 Assessment:**

**Stage 1 applications were assessed against the following Stage 1 Assessment Criteria:**

- 1. Main objectives of organisation.**
- 2. Constitution/ governing document in place.**
- 3. Registered Charity /Status of Charity Commission NI registration.**
- 4. Evidence provided of proper and timely accounting records with submission of annual accounts and bank statements for the last quarter:**
- 5. Board or management committee - Officers in place, elected at AGM, range of skills and expertise.**
- 6. Up to date insurance certification.**
- 7. Minutes from the latest Annual General Meeting and submission of Annual Report.**

**Stage 2 Assessment:**

**Applications were then scored against the following Stage 2 Assessment Criteria:**

- 1. Clear and concise evidence of a developed project with a Good Relations ethos (weighted x4).**
- 2. Clear and realistic objectives set for the project (x2).**
- 3. A clear understanding of how the project objectives link to the Good Relations aims and can help work towards these (x5).**
- 4. Extent of awareness and evidence base of specific Good Relations needs in the area (x2).**
- 5. A clear understanding of how the project will address specific Good Relations needs in the area (x2).**
- 6. Robust system to measure baseline before project and change after completion of project (x2).**
- 7. Demonstrates willingness to work on a collaborative basis to find solutions to locally identified issues (x2).**
- 8. Unique project- not previously funded through any of the legacy councils Good Relations Grants Schemes in the last 3 years (x1).**
- 9. Strong benefits to direct participants and wider community (x1).**
- 10. Proactive promotion of community cohesion, ensuring that the whole community can be involved (x2).**
- 11. Wide reaching promotion of the project (x1).**

**Applicants were required to attain a score of at least 65% at Stage 2 in order to receive a grant award. A summary of the applications received, the assessment scores and the recommended amounts of funding is attached at Annex B.**

**Of the 33 applications received, 18 successfully scored in excess of the benchmark and are therefore recommended for approval. 5 of those applications that did not reach the required pass mark or were deemed ineligible by the scoring panel were referred to the Social Inclusion Grant Programme. One further application has been deferred until clarification on an issue pertaining to eligibility status has been resolved. As per Council's Grant Funding Policy unsuccessful applicants will be informed of the Appeals Procedure and will be signposted to other potential external sources of funding.**

**The assessment process has also provided an opportunity to assess areas where groups require support to develop potential eligible projects moving forward. Staff will tailor support during the course of the year to help any groups who did not reach the pass mark with a view to providing assistance to develop eligible Good Relations projects. The Good Relations Officers will also seek to identify opportunities to involve these groups in programmed events throughout the year.**

**The total amount of grant funding recommended to be allocated through the Together Building a United Community Fund Grant Programme is for 33 grants to a total value of £21,118.96.**

**Proposed grants to be awarded:**

<b>Name Of Organisation</b>	<b>DEA</b>	<b>Score</b>	<b>Proposed grant to be awarded</b>
<i>Ballymoney Community Playgroup</i>	<i>Ballymoney</i>	<i>77.5%</i>	<i>£958.59</i>
<i>Ballymoney Community Resource Centre</i>	<i>Ballymoney</i>	<i>77.5%</i>	<i>£1500</i>
<i>Bendooragh Apprentice Boys Cultural Society</i>	<i>Ballymoney</i>	<i>66%</i>	<i>£1500</i>
<i>Causeway Multi Cultural Forum</i>	<i>Ballymoney, Coleraine</i>	<i>74%</i>	<i>£1183.50</i>
<i>Rasharkin Apprentice Boys of Derry-Campsie Branch</i>	<i>Ballymoney</i>	<i>78%</i>	<i>£1000</i>
<i>Rasharkin and District Rural, Cultural and Educational Society</i>	<i>Ballymoney</i>	<i>66%</i>	<i>£850</i>
<i>Regimental Association of the UDR – CGC Ballymoney Branch</i>	<i>Ballymoney</i>	<i>71%</i>	<i>£1500</i>
<i>Feeny Community Association Ltd</i>	<i>Benbradagh</i>	<i>72%</i>	<i>£1150</i>
<i>Glack Community Association</i>	<i>Benbradagh</i>	<i>78%</i>	<i>£1500</i>
<i>Glenshane Community Development Ltd</i>	<i>Benbradagh</i>	<i>68%</i>	<i>£1001.55</i>
<i>Gorthnaghy Community Association</i>	<i>Benbradagh</i>	<i>72%</i>	<i>£1015.50</i>

<i>Asian Over 50 Club</i>	<i>Coleraine</i>	<i>75%</i>	<i>£1500</i>
<i>North Coast Integrated College</i>	<i>Coleraine</i>	<i>77%</i>	<i>£564</i>
<i>Wave Trauma Centre</i>	<i>Coleraine, Causeway</i>	<i>73%</i>	<i>£1058.82</i>
<i>Causeway Coast Peace Group</i>	<i>Causeway The Glens</i>	<i>65%</i>	<i>£1500</i>
<i>North West Tongues, Tones and Tapping</i>	<i>Limavady, Benbradagh, Bann</i>	<i>68%</i>	<i>£1500</i>
<i>Ballycastle Girl Guiding</i>	<i>The Glens</i>	<i>74%</i>	<i>£337</i>
<i>Beyond Skin</i>	<i>The Glens</i>	<i>69%</i>	<i>£1500</i>

**Unsuccessful Applications - referred to Social Inclusion Grant:**

<i>Ballymoney Mini Rugby RFC</i>	<i>Ballymoney</i>	<i>Not eligible project</i>
<i>Cloughmills Cultural &amp; Historical Society</i>	<i>Ballymoney</i>	<i>28% - did not meet pass rate</i>
<i>North Antrim Cultural and Musical Society</i>	<i>Ballymoney</i>	<i>47% - did not meet pass rate</i>
<i>Tapp Friens Community Group</i>	<i>Ballymoney</i>	<i>43% - did not meet pass rate</i>
<i>Derrykeighan and District Community Association</i>	<i>Causeway</i>	<i>Not eligible project</i>

**Unsuccessful applications – to receive follow up guidance and support and invitation to participate in Goed Relations programme activity:**

<i>Ardinariff Historical and Cultural Society</i>	<i>Benbradagh</i>	<i>52% - did not meet pass rate</i>
<i>Armoyn Community Association</i>	<i>The Glens</i>	<i>42% - did not meet pass rate</i>
<i>Big Telly Theatre Company</i>	<i>Coleraine</i>	<i>Not eligible project</i>
<i>Cloughmills Community Action Team</i>	<i>Ballymoney</i>	<i>48% - did not meet pass rate</i>
<i>Coleraine Borough 50 + Forum</i>	<i>Bann</i>	<i>Not eligible project</i>

<i>Greysteel Community Association</i>	<i>Benbradagh</i>	<i>60% - did not meet pass rate</i>
<i>Rasharkin Community Association</i>	<i>Ballymoney</i>	<i>62.5% - did not meet pass rate</i>
<i>The Keady Clachan Community</i>	<i>Limavady</i>	<i>44% - did not meet pass rate</i>
<i>Winding Roe Magazine Committee</i>	<i>Benbradagh</i>	<i>48% - did not meet pass rate</i>

**Deferred – pending clarification of eligibility criteria**

<i>Dunloy LOL 496</i>	<i>Ballymoney</i>	
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Councillor McGlinchey proposed that Members should have some input into the decision making of the allocation of the grants and that a sub-committee should be set up in order to do this.

The Director of Leisure and Development confirmed that officers were to review the policy, specific programmes and criteria for the 2016-2017 Good Relations Grants process and that this information would be brought back to the Leisure & Development Committee Meeting before Christmas.

Alderman Hickey proposed that a sub-committee be set up made up of cross party groups in order to give more transparency. It was then agreed that she would wait until officers brought back the review to the Committee.

Councillor McGlinchey withdrew his proposal.

Councillor Clarke commented that there was very clear and defined criteria set out and that the allocation of grants in line with the Council approved criteria should be the responsibility of the relevant officers, Councillor Stevenson was in agreement.

It was proposed by Councillor Stevenson, seconded by Councillor Clarke; **to recommend that Council award Building a United Community Fund grants to a value of £21,118.96 towards 33 projects as listed in the above table.**

Upon a vote being taken on the proposal, the Chair declared the proposal carried with 9 votes for and 4 votes against.

## 9. Small Social Inclusion Grants 2015-2016

The Head of Prosperity and Place presented the report, previously circulated and as undernoted;

***The purpose of this report is to recommend grant awards to be made through the Social Inclusion Grant Programme for 2015-16.***

***At the Council meeting on 26<sup>th</sup> May, Elected Members agreed to reallocate underspend from the Community Development Support Grant to a Social Inclusion Grant Programme, which had been proposed in the Community Development Strategy but which had to be omitted due to lack of funds.***

***The purpose of the Social Inclusion Grant Programme is to provide small grants to local community and voluntary organisations that are involved in activities that encourage people within their community, particularly those that are socially excluded, to participate in social and recreational activities.***

***Social Inclusion is about involving everyone within a community and making sure that everyone has the opportunity to participate in society. People can feel excluded or isolated for a number of reasons e.g. older people, people on low incomes, people living in isolated rural areas, people with a disability.***

***The Social Inclusion Grant Programme was opened on 12<sup>th</sup> August and an Information Worksop was held on 27<sup>th</sup> August for interested applicants. 39 grant applications were received by the closing date of 21<sup>st</sup> September.***

***Community Development Officers came together to assess the grant applications and the assessment scores and proposed grant awards are detailed in Annex A. Two of the applications were considered ineligible for the reasons detailed in the table. 5 applications were referred for consideration in the Social Inclusion Grant Programme from the Building a United Community Fund as they were deemed not eligible for that grant programme but appropriate to be considered in the Social Inclusion Grant Programme.***

The eligible applications underwent an assessment process as follows:

### Stage 1 Assessment

***Stage 1 applications were scored against the following Stage 1 Assessment Criteria:***

- 1. Main objectives of organisation.***
- 2. Constitution/ governing document in place.***
- 3. Registered Charity /Status of Charity Commission NI registration.***
- 4. Evidence provided of proper and timely accounting records.***
- 5. Board or management committee - AGM details, range of skills/ expertise.***
- 6. Up to date insurance certification.***
- 7. Minutes from the latest Annual General Meeting and Annual Report.***

## **Stage 2 Assessment:**

**Applications were then scored against the following Stage 2 Assessment Criteria:**

- 1. Range and quality of project activities (weighted x2).**
- 2. Number and type of beneficiaries (weighted x 2).**
- 3. Area deprivation score (weighted x 2).**
- 4. Extent project promotes and addresses social inclusion (weighted x 3).**
- 5. Value for money.**
- 6. Match funding/fundraising.**

**Applications were awarded a score of up to 25% in Stage 1 and up to 75% in Stage 2. Applicants were required to attain a combined score of at least 65% in order to be eligible for a funding award.**

**The total amount of grant funding recommended to be allocated through the Social Inclusion Grant Programme is 42 grants at a total of £20,153.**

**An event for recipients of all the Community Grants awarded in 2015-16 will also be organised in order to acknowledge and celebrate the voluntary activity carried out by these local organisations.**

## **Proposed Grant Awards**

<b>Name of Organisation</b>	<b>District Electoral Area</b>	<b>Score (%)</b>	<b>Proposed Grant to be awarded (£)</b>
Ballybogey Over 50's Club	Ballymoney	75.13	500
Ballymoney Mini Rugby FC	Ballymoney	65.51	500
Ballymoney Ornithological Association	Ballymoney	68.92	500
BRG Lint Dam Allotments Group	Ballymoney	72.73	500
Cloughmills Cultural & Historical Society	Ballymoney	65.23	500
Glengad Threshing and Vintage Club	Ballymoney	65.59	500
North Antrim Cultural & Musical Society	Ballymoney	67.75	500
N Ireland Fife Fancy Canary Club	Ballymoney	66.07	500
Japanese Cultural Centre	Ballymoney	65.51	500
Rasharkin Community Association	Ballymoney	76.79	340
Tapp Friens Community Group	Ballymoney	65.48	500
The Open Door	Ballymoney	82.27	500
Dungiven Regeneration Club	Benbradagh	73.86	500
Glack Community Association	Benbradagh	72.51	500
Glenshane Care Association	Benbradagh	85.48	500
Hands that Talk	Benbradagh	85.68	500
Faughanvale Community Project	Limavady	83.45	500
Friends of Moving on Up	Limavady	69.45	500
Beautiful Minds	Limavady	73.21	493
Bush Valley Amateur Radio Society	Limavady	65.66	500
Age Concern Causeway	Coleraine	76.63	465
Asian Over 50 Club	Coleraine	71.16	425
Causeway Hospital Radio	Coleraine	77.31	500
Causeway U3A	Coleraine	78.87	500
Coleraine Borough 50+ Forum	Coleraine	73.25	189
Coleraine Ulster Scots Regeneration Group	Coleraine	85	500

Crafts with Love	Coleraine	80.91	500
Riding for the Disabled – Coleraine Group	Coleraine	82.93	500
Windyhall 50+ Club	Coleraine	65.07	398
Zomba Action Project	Coleraine	77.5	500
Big Telly Theatre Company	Causeway	78.73	500
Bushmills & District Community Association	Causeway	71.23	500
Derrykeighan & District Community Assoc	Causeway	69.84	500
Kilraughts Friendship Club	Causeway	70.97	350
Armoy Over 55 Club	The Glens	86.37	500
Bushvale Friendship Group	The Glens	72.63	500
Glens Social Club	The Glens	78.04	500
Glens Youth Centre	The Glens	70.43	500
Loughgiel Mums n' Tots	The Glens	80.03	493
Marconi Radio Group	The Glens	66.82	500
Rathlin Development & Community Assoc	The Glens	72.34	500
Solas Moyle	The Glens	82.27	500
<b>TOTAL</b>			<b>£20,153</b>

***The following applications were deemed to be ineligible:***

Evolve Wrestling Club	Limavady	Not eligible as per Guidance Notes: considered to be responsibility of another statutory organisation or Council fund – will be referred to Limavady Sports Council
Glenshane Community Development Ltd	Benbradagh	Not eligible as per Guidance Notes - already received a Community Development Support Grant so can't receive Social Inclusion Grant

It was proposed by Councillor Stevenson seconded by Councillor Wilson and AGREED; to recommend that Council approve and award the Social Inclusion Grants to the 42 applicant groups of up to £20,153 as listed above.

## 10. Advice Services

***The Head of Community & Culture presented the report, previously circulated and as undernoted;***

***The purpose of the report is to obtain a preferred option by way of contract duration for Generalist Voluntary Advice Services.***

***The Department for Social Development (DSD) currently carries policy and primary funding responsibility for generalist voluntary advice services in Northern Ireland. The commissioning of generalist voluntary advice services has been earmarked for transfer to Council within the transfer of regeneration and community development powers from DSD through the Regeneration and Housing Bill.***

***Councils have recently been informed by DSD that ‘the proposed transfer of powers (including responsibility for generalist voluntary advice services) to local government in April 2016 is dependent upon the successful passage of***

***the Regeneration Bill through the Assembly. The Bill completed its formal 'clause by clause' consideration by the Social Development Committee on 28th May 2014 and the Committee has proposed three amendments in its report. The options for going forward are currently being considered in light of the current political situation. At this stage the Voluntary Community Unit (VCU) in DSD do not hold any information on proposed budgets for 2016/17.'***

***The preferred option moving forward and as detailed in the Williamson Report "Commissioning of Voluntary Generalist Advice – Review for North East Councils(2012)" was discussed and agreed in each of the four participating Council Chambers as: -***

- In the long term, the four Councils will work together under RPA boundaries to implement a single public tender with a lead partner.***

***Council endorsed this approach in the approval of the Community Development Strategy for the period 2015-2018 in March of this year.***

***The delays and circumstances arising have presented significant challenges in relation to the original intention of a smooth transition of the delivery of advice services in April 2016, namely:-***

- uncertainty around the transfer of power to Council from DSD pending the Regeneration Bill***
- uncertainty around the DSD funding / budgets for 2016 onwards***
- time constraints regarding public procurement (EU Journal and TUPE considerations)***

***Options moving forward are:-***

***1) Option One:***

***Publicly tender through the EU Journal for service provision for the period of one year from April 2016 to March 2017 with the assumption that DSD finance towards generalist voluntary advice services will come across. The current approved annual budget figure for these services is £202,276.00. The service would be tendered subject to funding being in place for the contracting period.***

***2) Option Two -Preferred option:***

***Publicly tender through the EU Journal for service provision for a two year period from April 2016 to March 2018 as originally expressed within Council's approved Community Development Strategy 2015-18 with the assumption that DSD finance towards generalist voluntary advice services will come across to Council. This option reduces the resources/costs associated with procurement in terms of advertising, EU tendering etc., in addition to benefits associated with security of provision of services up until March 2018. The service would be tendered subject to funding being in place for the contracting period.***



Following a Members query as to whether it would be prudent to extend this to the full term of the Council the Head of Community & Culture stated that this had only been approved by Council until 2018.

It was proposed by Alderman Hickey seconded by Councillor Mulholland and AGREED; **to recommend that Council approve Option Two, i.e. publicly tender for the provision of generalist voluntary advice services for a two year period, subject to funding from the Department for Social Development and satisfactory budget from Council.**

## **11. Destination Management Strategy**

The Head of Tourism and Recreation presented the report, previously circulated and as undernoted;

***The Purpose of this report is to present the planning for Halloween and proposals for Christmas events for consideration by Members.***

### **Halloween and Christmas Events Recommendations 2015**

***This report outlines proposed event activity for Halloween and Christmas managed by Causeway Coast and Glens Borough Council.***

***Within the new Council's first year of operation and in advance of any review regarding management and delivery of the Tourism and Recreation Service approach to events, officers are recommending that generally a similar format is taken to that of the Legacy Councils in 2014***

***This report therefore presents an interim position. The options presented precede a policy approach being developed and approved by Council for 2016 and beyond.***

### **Proposed Events for Halloween:**

***Ballycastle: On Saturday 31<sup>st</sup> October Ballycastle will host a Halloween themed fancy dress parade departing 7.15pm from Dalriada Hospital to the Seafront. A fancy dress competition, fire poi demonstration, stilt walkers, a ghost tall ship and a giant witch will weave through town to the Seafront. Music will be provided at the seafront from 7pm by DJ Jake. The event concludes with a fireworks display at 8pm.***

***Coleraine; On Saturday 31<sup>st</sup> October, Coleraine will host a Halloween event at Rugby Avenue Grounds. The event will include a Funfair, live concert, fancy dress competition, fire poi demonstration, and a fireworks display at 8pm.***

***Limavady; On Saturday 31<sup>st</sup> October, Limavady will host a Halloween Disco with DJ Ned and Fancy Dress Competition for children at Roe Valley Arts and Cultural Centre, from 3 - 5pm. Prizes for the most original and imaginative***

*costumes will be sponsored by Roe Valley Chamber of Trade. The event concludes with a fireworks display at 7pm at Roemill Road Recreation Grounds.*

*Ballymoney; From Monday 26<sup>th</sup> October Ballymoney will offer a range of Halloween themed events including, children's film screenings at Ballymoney Town Hall, 'creepy' heritage walks and festive outdoor Halloween event at the JDLC on Friday 30<sup>th</sup> October. This event at the JDLC will also include a fireworks display*

*Net cost for all four Halloween events is projected to be £20,000 and is budgeted for in the current period.*

### **Christmas**

*Regarding Christmas 2015, officers are presenting 2 possible options*

#### **Option 1:**

*Replicate exactly the Christmas activity that was completed within the 4 cluster councils in 2014. This will involve the following format:*

*Christmas switch on ceremonies in the following towns and villages:*

- *Ballymoney,*
- *Ballycastle,*
- *Limavady,*
- *Coleraine,*
- *Kilrea,*
- *Portstewart,*
- *Portrush,*
- *Garvagh and*
- *Dungiven*

*In addition, Limavady previously invited applications for a Council contribution to smaller villages and hamlets. This was capped at £250.00 and community groups could avail off this money to run their event.*

*The estimated cost of Option 1 is circa £24,000.*

**Option 2:**

***Council is asked to consider a second option whereby four main Christmas switch-on ceremonies will take place across the Borough in the four main towns:***

- ***Ballymoney Thursday 19<sup>th</sup> November.***
- ***Limavady Friday 20<sup>th</sup> November.***
- ***Coleraine Friday 27<sup>th</sup> November.***
- ***Ballycastle Thursday 3<sup>rd</sup> December.***

***The Events Team will work in partnership with the Chambers of Trade and Commerce to ensure trade and community engagement.***

***The estimated cost of Option 2 is circa £14,000.***

It was proposed by Councillor Wilson, seconded by Councillor Stevenson; **to recommend that Council approve Option 1 as detailed above, and replicate the Christmas activity that was completed within the four cluster Councils in 2014.**

Discussion ensued on whether to expand the £250 already provided to community groups in Option 1 to include smaller towns and hamlets within the borough. The Head of Tourism and Recreation explained that this could add approximately £5,000 to the cost.

The Director of Leisure and Development stated that he would investigate how far that this could be expanded within the Borough and come back with this information at the end of October.

Some members felt that the existing policy needed to be reviewed for future years.

An amendment to the proposal was proposed by Councillor Clarke, seconded by Councillor Mulholland; **to recommend that Council adopt Option 1 but broaden the option to include smaller villages and hamlets, and that the cost of this be bought back to Council at the end of October”.**

Upon a vote being taken on the amendment, the Chair declared the amendment carried with 11 votes for and 0 votes against.

## **12. Cushendall Caravan Park Touring Site Upgrade**

The Director of Leisure and Development presented the report previously circulated and summarised as undernoted;

***The purpose of this report is to request permission to progress this project to Stage 2 of the Capital Programme Management System.***

***Cushendall Caravan Park has in previous years carried out upgrades to its touring site provision. There currently remains one area of the caravan park which requires similar upgrade works to achieve the following objectives;***

- ***Compliance with the fire safety spacing requirements as set out in the Caravan Sites and Control of Development Act 1960 and Model Standards for Touring Caravan Sites 1983.***
- ***Upgrade current electrical supply to compliance with 2015 Regulations.***
- ***Provision of infrastructure and surfaces to enable use in all weathers.***
- ***Provide an enhanced visitor experience to maximise potential income.***

***Outline designs have been completed which illustrate the subsequent impact of compliance with such fire spacing requirements results in a reduction in the number of touring pitches from 34 to 26.***

***Additionally this area of the caravan park has suffered from erosion by recent storms and therefore enhanced sea defences are needed to protect the infrastructure for years to come.***

***A professional pre-tender estimate has been carried out which estimates the capital cost for the works at circa £130,000.***

Following a Members query the Director of Leisure and Development clarified that it was not possible to forecast how much revenue Cushendall Caravan Park would generate but net profit on a spend of £130K would be approx. £30K per year, and that fees and charges may need to be reconsidered.

Following a Members query the Director of Leisure and Development clarified that a recruitment process was in the process of being carried out to recruit a Caravan Park Manager.

It was proposed by Alderman Mullan seconded by Alderman Hickey and AGREED; **to recommend that the Leisure and Development Services Committee approve the progression of this project to Stage 2 of the Capital Programme Management System, i.e. detailed design and procurement of a contractor for future and further consideration of Council.**

### **13. CC&G Sports Awards**

The Director of Leisure and Development presented the report previously circulated and summarised as undernoted;

***The purpose of this report is to provide Members with information on the forthcoming Causeway Coast and Glens Sports Awards Event.***

***Local Sports Advisory Committees operated in each of the four legacy Council areas of Ballymoney, Coleraine, Limavady and Moyle and were supported by the Councils through the provision of grant funding. This funding was used to support the development of sport in the local area and provide opportunities for individuals and teams to apply for grant funding for the development of performance and competition.***

***Prior to convergence the local Sports Advisory Committees / Councils have held annual Sports Awards in their area to recognise the achievements of local residents in their chosen sports. Nominations were submitted to the committees in a variety of categories and winners were honoured at Dinners hosted by the Sports Advisory Committees in each of the Councils.***

***These Committees continue to function as separate entities in the four legacy areas and they will be in receipt of grant funding for 2015/16 which matches previous funding with a 5% deduction to represent cost savings.***

***To ensure efficiencies and non-duplication of resources, the Committees agreed to the formation of one Sports Award Dinner for the Causeway Coast & Glens area supported by Council. The committees are working with officers to plan the Causeway Coast & Glens Gala Sports Awards Dinner which will take place on Saturday 7<sup>th</sup> November 2015 in the Lodge Hotel. Regional heats are taking place and winners in each of the four areas will compete to be selected as the overall winner for Causeway Coast & Glens in the 12 categories. The event will be hosted by the Mayor and MC on the night will be Stephen Watson from UTV, supported by Grant Cameron.***

It was suggested by members that Committee Members should attend the Gala Sports Award Dinner.

It was proposed by Alderman Hickey seconded by Alderman Mullan and AGREED; to **recommended to Council that the Chair and Vice Chair attend the Causeway Coast & Glens Gala Sports Awards Dinner on Saturday 7<sup>th</sup> November 2015 to be hosted by the Mayor.**

#### **14. Causeway Association of Urban Sports**

The Director of Leisure and Development presented the report previously circulated and summarised as undernoted;

***The purpose of this report is to provide Members with an update on the development of an Urban Plaza/Skateboard Park in Portrush, located in the grounds of the Council owned Metropole Site.***

***In December 2013 Causeway Association of Urban Sports (CAUS) presented to Coleraine Borough Council a proposal to develop a piece of land close to the former Metropole Hotel in Portrush, in the corner of the main Dunluce Centre grounds. The proposal was based upon research and consultation with local skateboard and urban sports enthusiasts, carried out by the group throughout the Triangle and nearby Ballymoney areas. The study was presented to provide proof of the need for a space to be developed which would cater for the needs of residents wishing to participate in their chosen sport, in an area which was designated for that activity, and which provided a safe environment for those individuals. It would also alleviate current difficulties caused by urban sports enthusiasts practicing their sport in areas not designed for the purpose, the risk of damage to street furniture and fears of injury to by-passers.***

***Following the presentation, Coleraine Borough Council took the decision to "... support in principle, the proposition and land request, however, any decision must be taken in context with the current strategic review of the Dunluce / Metropole and Recreation grounds sites".***

***In June 2014, following the presentation of the Recreation Grounds and Dunluce Centre V4 report, Council made the decision there was no perceived conflict between the future use of the Dunluce Centre and an urban plaza development on a section of the land, allowing officers to confirm the approval of the land offer and engage with the CAUS representatives with a view to securing a lease agreement. This would support grant applications by CAUS for project funding. The recommendation was supported and Council approved the offer of land to CAUS for an urban plaza/skateboard park at the Metropole Park in Portrush and requested Officers to prepare a lease agreement.***

***CAUS has continued its work to secure planning approval and funding from the Space & Place / Big Lottery Fund. Officers have also worked alongside the group to develop a memorandum of understanding sufficient to allow for the project's submission to Space & Place. As the funding stages progress documentation relating to the Lease will be formalised.***

***CAUS has received notification from Space & Place confirming that the "Portrush Exercise Plaza" has passed the eligibility check and will be considered for funding under Tranche 4 of the programme. The letter of notification states "... Assessments for Tranche 4 projects are being placed on hold and we will be in contact with you in early autumn to arrange a site visit to discuss your project in more detail."***

Members noted the above item for information.

## 15. World Mental Health Day

The Head of Sport and Wellbeing presented the report previously circulated and summarised as undernoted;

**The purpose of this report is to Members with information on the Causeway coast & Glen's involvement in World Mental Health Day.**

***The Sport & Wellbeing Service Unit is developing the existing programmes it provides in partnership with local Health Trusts and the Public Health Authority which aim to tackle ill health through increased opportunities for physical activity. It also plans to expand this work with an increasing focus on mental health through working in partnerships with external organisations who can provide information and practical advice and support for those people suffering from mental health issues. The focus on wellbeing is consistent with one of Council's 5 cross-cutting strategic themes to "... enhance our people's health and wellbeing".***

***Aware NI are a Charity based in Northern Ireland that works to support those affected by the illness of depression and they have approached Council to ask that we might work in partnership with them in promoting World Mental Health Day 2015 (Saturday 10th October) and the benefits of exercise in dealing with the illness.***

***A number of proposals have been agreed with the Charity;***

- 1. Sport & Wellbeing main leisure facilities will highlight the event and mental illness in general through the display of posters and leaflets throughout the week leading up to 10th October. Display panels will be situated in each of the four main centres across the legacy areas;***
  - Coleraine LC***
  - Joey Dunlop LC***
  - Roe Valley LC***
  - Shesburn RC***
- 2. Centre Management teams are planning participation events during October to cover the "get active" section of the "5 steps to wellbeing".***
- 3. Reference to World Mental Health Day and Aware NI will be displayed on Facility Web sites / Facebook.***

Members noted the above item for information.

## 16. Regional Start Initiative Extension

The Head of Prosperity and Place presented the report previously circulated and summarised as undernoted;

***The purpose of this report is to provide Members with information on the delivery of the Regional Start Initiative.***

***From 1 April 2015, responsibility for Business Start transferred to Councils. In order to give Councils time to prepare and create a programme fit for purpose, it was agreed with Invest NI to extend the contract for the current programme, which was initially for two years, for a further period up to 22 October 2015. For the period April to October 2015, Councils signed a Service Level Agreement with Invest NI for the delivery of the programme. This was agreed by Council in April 2015.***

***A working group, with representation from each of the eleven councils, has been meeting to assess options and to progress the task of creating a new programme which meets the needs of each of our areas. An independent economic appraisal is being carried out which will help inform the costs, targets and parameters of support which Councils can offer post October 2015.***

***The final report was due at the end of August 2015 and is currently at final draft stage with initial recommendations for a 3 year basic service on a regional basis across all of Northern Ireland and, that all eleven Councils would agree to work collaboratively to ensure a homogenous approach. The support to be offered would be a combination of advice, peer themed workshops and 1:1 mentoring to assist with business planning.***

***In order to meet the Programme for Government targets for job creation and to optimise funding opportunities, it is anticipated that a collective application for European Regional Development Fund (ERDF) funding will be made to the Local Economic Development measure - Investment for Growth and Jobs whereby ERDF will contribute 60%, Invest NI 20% with the remaining 20% to be match funded by Councils.***

***However the process of EU applications and gaining approval is somewhat complex and there is the possibility that the time for any application to be approved may be lengthy. Invest NI and Central Procurement Directorate have indicated that only after funding approval is granted, should Councils proceed to go out to tender. This would have led to a gap in service provision.***

***Figures for the current programme are only available for the period April to August, with an update due again in October. Against a period of targeting, set between April and October, figures from the August update show:***

- ***119 business plans have been delivered against a target of 130 (92% with 2 months to go)***
- ***81 jobs have been delivered against a target of 80 (101% achievement rate with 2 months to go)***



***A formal request for a further extension of the programme was made to the Department for Enterprise Trade and Investment, and Invest Northern Ireland. Early indications from Central Procurement Directorate suggest that this will be looked upon favourably.***

***This means that in the next instance, the current Regional Start Initiative will be continued by Invest Northern Ireland, with delivery continued through the existing Enterprise Agencies.***

***This situation will again need to be reviewed in March 2016. However, on the basis that a continuity of support is ensured, that a marketing programme will continue, and that Councils will continue to meet to develop a new programme which will require procurement, it is recommended that this situation continue until March 2016. A further review will take place, with early indications suggesting that, if required, a final extension could be available.***

***However, it is anticipated that the issues regarding EU funding, and the mechanisms associated with tendering this programme, should be finalised, which will allow Councils to take the programme forward independently of Invest NI.***

Members noted the above item for information.

The Head of Prosperity and Place reported that the Broadband Connection Scheme had been fully subscribed and was now closed.

## **17. Garvagh Museum**

The Head of Community & Culture presented the report previously circulated and summarised as undernoted;

***The purpose of this report is to provide Members with background information relating to Garvagh Museum.***

***Garvagh Museum and Heritage Centre, as a community run facility, has been in receipt of an annual contribution from Coleraine Borough Council to assist with running costs since 2002. Prior to this arrangement the Centre had been in receipt of some annual funding from Council, and Council's Finance Department had prepared the annual receipts and reports for the Trustees.***

***In June 2002 Council agreed to provide £5000 per year for 3 years.***

***In 2008 Council agreed to provide £5000 per year annual financial assistance for three years from 2008/ 2009.***

***In February 2011 Coleraine Borough Council noted that the Trustees were currently involved in preparing an application for funding which required a five year projection from Council. It was agreed that Council would provide the following financial assistance:***

- 2011- 2012 Year 1 £5000
- 2012- 2013 Year 2 £7500
- 2013- 2014 Year 3 £7500
- 2014- 2015 Year 4 £7500
- 2015-2016 Year 5 £7500

*The financial assistance that Coleraine Borough Council agreed to for 2015/2016, £7,500, is the last year of the five year commitment Council made in 2011. This sum was identified as a legacy agreement and was included in the current budget for 2015/2016.*

*The Centre has also received assistance from the Council's Economic Development Services since late 1990s to secure external grant aid from appropriate funds eg LEADER, Rural Development Fund and from Council's Causeway Museum Service for advice, as well as support to progress with their Museum Registration later Museum Accreditation. More recently the local community network have provided advice and support to the new Board and assisted with identifying funding options.*

*Garvagh Museum and Heritage Centre is one of a number of community led museum or heritage centres/projects across the new Council, although it is currently the only one to have achieved Museum Accreditation outside of Council's own accredited museums. These community led museums and heritage centres/projects are focussed on local distinctive stories relevant to their immediate surrounds.*

*The Causeway Coast and Glens Borough Council is currently preparing an Integrated Strategy for Culture Arts and Heritage. Part of the strategy is to prepare recommendations as to how the Council will support these community led museums and the other heritage, arts and cultural groups across the Borough in the context of diminishing public funds.*

Members noted the above item for information.

It was proposed by Councillor Stevenson and seconded by Alderman Hickey to consider the following items '*In Committee*'.

## **18. Portstewart EI Tender Report**

The Regeneration Manager presented the report previously circulated and summarised as undernoted;

*The purpose of this report is to present the Tender Report seeking to progress the project from Stage 2 to Stage 3.*

*In August 2015 Council approved that this project should proceed to Tender which required completing Stage 2 at risk as a Letter of Offer from the Department for Social Development had not been received.*

***The project has received planning consent (LA01/2015/0192/F) with no onerous conditions attached.***

***An Economic Appraisal was submitted to the Department for Social Development (DSD) in June 2015. Following a number of revisions the Department has agreed a final version which will be submitted to the Department's Senior Management Team on 12<sup>th</sup> September with the recommendation to approve grant funding for this scheme. It is anticipated that the grant will be for £740,000, representing 50% of the estimated project cost.***

#### ***Linkage to Corporate Plan***

***Building Prosperity: Improving the Portstewart Promenade infrastructure will assist in the reduction of vacant commercial property, retain existing and create new jobs, and in particular assist the promotion of tourism within the Borough.***

#### ***The Investment Decision***

***The closing date for the receipt of Tenders was 30<sup>th</sup> September 2015. In September 2015 the Director Leisure & Development advised Council that the Tender Report could not be available to accompany the Committee papers. The Tender Report will therefore be presented to Committee on 13<sup>th</sup> October or earlier if possible.***

The Tender Report for the Portstewart Promenade Environmental Improvement Scheme was circulated to members at this point detailing options to be considered.

The Post Tender Report had been previously circulated.

Following a Members query the Regeneration Manager clarified that following a letter of offer by DSD, this would be required to be presented to the full Council Meeting and then a 5 day stand still at the end of October and therefore anticipated that work could possibly commence late November 2015, depending on weather conditions.

It was proposed by Councillor Stevenson seconded by Alderman Hickey and AGREED;  
**to recommend that Council award the tender for the Portstewart Promenade Environmental Improvement Scheme to Geda Construction LLP at the tender price of £1,150,169.62, subject to an acceptable Letter of Offer being received from the Department for Social Development.**

## **19. Benone Catering Services**

The Director of Leisure and Development presented the report previously circulated and summarised as undernoted;

***The purpose of this report to update Members on Benone Bistro and the service provided by the Tenant. Members will be asked to question renewal after 1 season.***

***Funding was secured from Tourism Northern Ireland for the development of an events delivery area with bistro restaurant, together with a number of other facilities at Benone. Expressions of Interest and tender submissions were advertised for the Provision of Catering Services within the new Bistro restaurant with a closing date of 31 March 2015. One Tender submission was returned by the closing date. This tender was assessed against set criteria by a panel of officers from the Tourism and Environmental Health Departments. The Franchise offer was £3500 per annum with the Franchisee being responsible for all electricity and gas costs.***

***In April 2015 Council agreed to award the Franchise for the provision of Catering Services to Mr Paul Craig for the initial period of 1 year with an option to renew based on the satisfactory delivery of the service in the initial franchise period.***

#### ***Renewal of Services***

***During the period of the franchise, concerns have been raised regarding, the provision of an unsatisfactory level of service not being met along with breaches of the NITB funding terms as follows;***

- **The opening hours as listed in the 'Expression of Interest' document were not adhered to which were agreed between Council and the NITB.**
- **The Franchisee did not co-operate with arranging events which was also a requirement of the NITB funding.**
- **Not adhering to site regulations with regards to permitting dogs inside the boundaries of the Bistro grounds.**
- **A number of negative comments have been received through Camp Manager survey relating to poor hygiene and the poor level of service received.**

***There is concern that by retaining the services of the current Franchisee it will cause further damage to the reputation of the Benone Complex.***

Discussions ensued over the current problems with the tenants concerned. The Director of Leisure & Development confirmed that the problems had been raised with the tenants at an early stage and that they were fully aware of actions needed to rectify matters.

He also confirmed that as the tenants were less than 6 months into their lease the Council were in a safe legal position to serve notice of termination.

Following a Members query the Director of Leisure and Development confirmed that he would confirm if Environmental Health had been contacted over allegations of poor hygiene and if these allegations had been investigated.

It was proposed by Councillor Wilson, seconded by Councillor McGlinchey and AGREED; **to recommend Council's legal team serve notice of termination to the tenant, to allow an alternative catering service provider to be installed for 2016.**

## 20. Leisure & Development Organisational Structures

The Director of Leisure and Development presented the report previously circulated and summarised as undernoted;

***The purpose of this report is to present the development of the organisational structure in order to progress the appointment of staff to Tiers 4 and 5.***

***Following the appointment of the Heads of Service on 1<sup>st</sup> July 2015, the continuation of the organisational design will progress the creation of a service-orientated structure, which is efficient and aligned to the corporate aims of the Council.***

***The next logical step is to develop the 4<sup>th</sup> and 5<sup>th</sup> tiers of the organisation. The interim management teams have been working on the new structure of the service for the last 12 months, work that has been progressed by the appointed Heads of Service.***

***The principles that were used for the 2<sup>nd</sup> (Directors) and 3<sup>rd</sup> Tiers (Heads of Service) of the Organisational Structure have been consistently applied to the continuation of the design process.***

***Beyond the 4<sup>th</sup> and 5<sup>th</sup> tiers of the organisation, the development of the organizational structure necessitates a full service review. A service review will reveal more opportunities for service improvement and efficiencies. Work has commenced upon service reviews, examples will be provided.***

### ***Organisational Design Principles***

***Local Government Reform presents an opportunity to adopt a design approach that creates an organisation that is structured to ensure delivery of the best possible services and will represent value for money for the ratepayer. The principles applied to achieve this aim are:***

- ***Support and underpin strategic themes. The organisational structure must be fit for purpose. Strategy therefore is the key driver for organizational design, enabling appropriate management oversight of the Council's key capabilities and strategic initiatives.***
- ***Group and coordinate themes to create a 'logical fit', eliminate duplication and increase efficiency. The coordination principle emphasizes that activities grouped within a single unit generate greater efficiency if similar tasks have shared purpose, common objectives, aligned performance measures and cultural traits.***
- ***The development of role specialisation. The principle of creating 'specialist skills' is based upon the development and protection of critical specialists. There is clearly a trade-off between Specialisation and Coordination.***
- ***Clearly defined roles and responsibilities. Collaboration improves when the roles of departments, teams and individual team members are clearly defined. Without such clarity, friction occurs often leading to workplace disputes.***

- ***Optimised Span of Control.*** Increasing the Span of Control means fewer layers of management within the organization, and a relatively flatter organizational structure. This can lead to: Faster decision-making, better and more frequent communication, reduced costs relative to taller organization.

The application of the principles listed and explained above, has facilitated a reduction in management and management levels, whilst retaining a focus on improved service delivery.

### ***The As Is Position***

***The development of the new structures has had to address the following legacy issues:***

- ***4 different structures that had evolved over thirty years rather than developed through service orientated design based principles.***
- ***4 different structures that had unique structures, reporting lines and layers.***
- ***Organisational structures developed upon the people rather than service orientated design based principles.***
- ***A generalist approach to service delivery, including officers responsible for multiple and diverse roles.***
- ***Under-resourcing of key service areas specifically economic and community development in Moyle and Ballymoney.***
- ***Legacy council boundaries.***

### ***Leisure and Development Services***

***The development of the four service functions is based upon the following service delivery:***

<b>Service Area</b>	<b>Service Level Mandate</b>
Community and Culture	To address local social issues associated with disadvantage, exclusion, good relations, community safety and the reduction of crime.  To enhance the well-being, and increase the prosperity of citizens, communities and visitors by providing an understanding of, opportunities for participation in, and access to culture, arts and heritage.
Prosperity and Place	The creation of a high value added, skilled, innovative and enterprising economy, coupled with the regeneration of the physical environment (urban, rural and resort) to create a better place.
Sport and Well-being	The provision of high quality leisure and sport services, accessible to all via need based programmes and sustainable facility provision, enhanced by effective partnership working to create increased levels of

	participation in physical activity, improved health and wellbeing and an enhanced quality of life
Tourism and Recreation	To support the tourism industry and work in partnership to develop and sustain the region as a high quality and competitive visitor destination. Key responsibilities include: <ul style="list-style-type: none"> <li>• A balanced portfolio for major events across the Borough.</li> <li>• High quality venues for the enjoyment of recreational pursuits.</li> <li>• The management the Council owned caravan sites.</li> </ul>

Discussion ensued on the Organisational Structure outlining the proposed tiers Prosperity & Place, Community & Culture, Sport & Well-being and Tourism and Recreational Activities and Amenities.

Members voiced concern over staff members' feelings of uncertainty regarding their jobs. The Director of Development & Leisure reiterated that the structure outlined would avoid compulsory redundancies and allow the Voluntary Severance Scheme to be applied.

It was proposed by Alderman Hickey, seconded by Councillor Holmes; **to recommend that the Leisure and Development Organisational Structure be implemented as detailed in the report as previously circulated.**

Upon a vote being taken on the proposal, the chair declared the proposal carried with 11 votes for and 0 votes against.

## 21. Update on the Enterprise Zone

The Director of Leisure & Development provided an update on the Enterprise Zone. On Council's behalf SIB is currently undertaking due diligence of the anchor tenant. It is understood that the application for specific Enterprise Zone designation has been signed by the First Minister and Deputy First Minister for further submission to HM Treasury.

It was proposed by Councillor Mulholland and seconded by Councillor Stevenson and AGREED: that the meeting continue **"Out of Committee"**.

## 22. Department of Justice - Causeway Coast and Glens PCSP Budget 2015-16

Members noted correspondence received from the Department of Justice in response to Council's letter of 7<sup>th</sup> September 2015, in relation to the funding of Causeway Coast and Glens Policing and Community Safety Partnership.

## **23. Consultation - Department for Employment and Learning – The Higher Education Big Conversation**

On 15 September 2015, Minister Stephen Farry launched the first stage of the 'Higher Education Big Conversation'.

*“The Big Conversation is an innovative and experimental approach to engaging with people about an incredibly important issue in Northern Ireland: the sustainability and the future of our higher education system.*

*It will run from 15<sup>th</sup> September until the 23rd of October. The process is going to be iterative, exploring a range of weekly themes across two main stages and building up to address some of the most critical issues now facing our higher education system.*

*The first stage, which will run from the 15th of September to the 2nd of October, is designed to inform – or remind – people about why higher education is so important and how it is delivered and funded. It will also explore the challenges our higher education system is facing and draw on the ways in which higher education is delivered and funded in other parts of the world.*

*The second stage, running from the 5th to the 23rd of October, will then invite people to have their say about the future of our higher education system”.*

It is intended that the findings of this wider conversation will shape the Department higher education bid for the next Comprehensive Spending review period in Northern Ireland and inform future policy decisions.

The department is keen to ensure that as many people as possible have the opportunity to help shape the future of higher education in Northern Ireland and partake in this innovative approach.

Additional information can be found through the following link: [www.delni.gov.uk/index/publications/minister-statements/hebigconversation.htm](http://www.delni.gov.uk/index/publications/minister-statements/hebigconversation.htm) or by contacting;

Laura Irvine (Acting) Head of Higher Education Future Policy  
Department for Employment and Learning  
Adelaide House  
39-49 Adelaide Street  
BELFAST BT2 8FD

Members noted the above consultation.

## **24. Any Other Relevant Business**

### **24.1 Ballymoney Action Team**

The Director of Leisure and Development confirmed that this item would be discussed at the next meeting.



## **24.2 Master Plan Update**

In response to a members query the Director of Leisure & Development confirmed that the entire borough was to be included in the Master Plan.

## **24.3 Defibrillators**

In response to a members query the Director of Leisure & Development clarified that the defibrillators would be located in the Spar Franchise.

## **24.4 Bowling Club – Portstewart**

The Director of Leisure & Development reported that he would confirm with the Director of Environmental Services as to whether there was any truth in the rumour that the Bowling Club in Portstewart was to be sold/given to the Housing Executive for housing.

## **24.5 Dunluce Centre - Portrush**

Members asked if there had been any expressions of interest in the vacant Dunluce Centre and when this information would be brought to Council. The Director of Leisure and Development reported that there had been significant interest from three areas.

- (i) Movie House Cinema Chain
- (ii) A property developer in Derry/Londonderry
- (iii) Mill Strand Integrated Primary School (Notice of Motion for Council Meeting 27<sup>th</sup> October 2015)

**25.** Date of next meeting - Tuesday 10<sup>th</sup> November 2015, Civic Headquarters, 7pm.

**This being all the business the meeting closed at 10:48pm.**