



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 15 AUGUST 2017**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>1</b>	Apologies	<b><i>Councillor Nichol</i></b>
<b>2</b>	Declaration of Interests	<b><i>Councillor McCorkell Items 4 and 7</i></b>
<b>3</b>	Minutes of Meeting held Tuesday 20 June 2017	<b><i>Confirmed</i></b>
<b>4</b>	Deputation: NIPSA/UNITE	
<b>17</b>	<p>Notice of Motion submitted by Alderman Robinson, seconded by Councillor Fielding</p> <p><i>“That this Council pays tribute to all those from our community who served on the Centenary of the End of the Great War, acknowledges with grateful thanks those who paid the ultimate price for our freedom and do so by participating in the Beacons of Light National Tribute on the 11<sup>th</sup> November 2018 and further propose the establishment of a Group to include key stakeholders to plan this important event.”</i></p>	<b><i>Carried</i></b>
<b>5</b>	Update on Estates Strategy	<b><i>Party Leads to meet with Members to discuss options for future use of Riada House and Limavady Council</i></b>

		<b>Chambers and Mayor's Parlours.</b>
<b>6</b>	OD/HR – Assistance to Study (Further Education) Draft Policy	<b>Defer to September – recirculate policy with suggested changes</b>
<b>8</b>	Town Gateway Signage	<b>Defer – Limavady Members to meet 24 August 2017 to discuss options</b>
<b>9</b>	Citizen Newsletter	<b>Information</b>
<b>10</b>	Rural Needs Act (Northern Ireland) 2016	<b>Information</b>
<b>11</b>	Section 75 Annual Progress Report to Equality Commission for NI	<b>Information</b>
<b>12</b>	Community Planning – Delivery Plan Development	<b>Information</b>
<b>13</b>	Actual Penny Product	<b>Information</b>
<b>14</b>	Prompt Payment Statistics	<b>Information</b>
<b>15</b>	Matters for Reporting to Partnership Panel	<b>None</b>
<b>16</b>	Correspondence <b>16.1</b> Lord Chief Justice's Office – Review of the Listing of Business in the Magistrates Court (28 June 2017) <b>16.2</b> Northern Health and Social Care Trust – Outpatient Experience Questionnaire Feedback Paper	<b>Information</b>
<b>7</b>	Consideration of the Voluntary Living Wage – IN COMMITTEE	<b>Defer until after first cut of rates in September 2017</b>
<b>18</b>	Debt Management – IN COMMITTEE	<b>Information</b>

<b>19</b>	OD/HR Request for an Additional Resource for the Capital Projects Team – IN COMMITTEE	<b>Approve</b>
<b>20</b>	Land and Property Sub-Committee notes of Meeting held Wednesday 2 August 2017 – IN COMMITTEE	<b>Approve</b> <b>Further details to be brought back re Portballintrea legal costs and any other associated costs</b>
<b>21</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	<b>None</b>

UNCONFIRMED

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS  
TUESDAY 15 AUGUST 2017 AT 7.00 PM**

- In the Chair** : Councillor McCandless
- Present** : Aldermen Hickey, Hillis and S McKillop  
Councillors Baird, Beattie, Blair, Clarke, Duddy,  
Knight-McQuillan, McCorkell, McLaughlin,  
C McShane, Quigley and Wilson
- Officers Present** : M Quinn, Director of Corporate Services  
A McPeake, Director of Environmental Services  
D Wright, Chief Finance Officer  
S McMaw, Head of Performance  
J Richardson, Head of Capital Works, Energy and  
Infrastructure  
D Allen, Committee and Member Services Officer
- In Attendance** : A Law, NIPSA  
G Scott, UNITE  
Alderman Robinson  
Councillor Chivers
- Press (1 No.)

## **NOMINATIONS**

Councillor Baird replaced Councillor Nicholl for the transaction of business for the evening.

### **1 APOLOGIES**

Apologies were recorded for Councillor Nichol.

### **2 DECLARATIONS OF INTEREST**

Declarations of Interest were recorded for Councillor McCorkell Item 4 and Item 7 – The Voluntary Living Wage.

### **3 MINUTES OF MEETING HELD TUESDAY 20 JUNE 2017**

The Chair advised the minutes of the above meeting were confirmed at the Council Meeting on Tuesday 25 July 2017.

### **4 PRESENTATION – NIPSA/UNITE – THE LIVING WAGE**

The Chair invited A Law of NIPSA and G Scott of UNITE to present to the Committee.

The purpose of their presentation to Council was to encourage Causeway Coast and Glens Borough Council to sign up to the Living Wage Foundation and implement the Living Wage.

A Law presented a short video clip and a Living Wage Guide for Employers was previously distributed to Members.

The Living Wage Foundation works with employers to help them implement the real Living Wage that meets the cost of living. The Living Wage Foundation uses a range of everyday goods and services to determine what the Living Wage should be.

A Law clarified to Members that the Living Wage outside of London was currently £8.45/hr and the National Minimum Wage was £7.50/hr. Should Council agree to implement the Living Wage this would mean an increase of £0.95/hr which equates to an increase of £35 per week.

\* Alderman S McKillop arrived at the meeting at 7:10pm.

G Scott explained that the Living Wage Foundation was part of a campaign to deal with low earnings and poverty in society and tries to help people to achieve a work/life balance as those on low earnings tend to work longer hours to make ends meet.

Members thanked A Law and G Scott for their presentation.

G Scott requested that Causeway Coast and Glens Borough Council give serious consideration to implementing the Living Wage and join a number of other Councils who have already implemented the scheme.

**AGREED** – to Change the Order of Business – Item 17 to be taken after Item 4 and Item 7 to be taken before Item 18 and to be discussed **IN COMMITTEE**.

**17 NOTICE OF MOTION SUBMITTED BY ALDERMAN ROBINSON,  
SECONDED BY COUNCILLOR FIELDING**

The Chair invited Alderman Robinson to speak in support of the following Notice of Motion:

*“That this Council pays tribute to all those from our community who served on the Centenary of the End of the Great War, acknowledges with grateful thanks those who paid the ultimate price for our freedom and do so by participating in the Beacons of Light National Tribute on the 11<sup>th</sup> November 2018 and further propose the establishment of a Group to include key stakeholders to plan this important event.”*

Alderman Robinson spoke in support of his motion as undernoted.

*“The Beacons of Light tribute is to commemorate the centenary of the end of WW1, the fallen of the conflict and expresses this Borough’s grateful thanks to all those, from the entire community, who did not return home or who came home forever changed by their experiences. History recalls the words of the foreign Minister of the time Sir Edward Grey on August 3<sup>rd</sup> 1914 “the lights are going out all over Europe, we shall not see them lit again in our lifetime”. How appropriate then it is to remember the injured and fallen with Beacons of Light.*

*Those injured and fallen are our Beacons of Light to free speech and democracy. The memory of their sacrifice must light our path to the future.*

*In November 2018 it will be 100 years since the end of WW1 and the tribute I am proposing will be part of the national commemorations and thanks giving. In this Borough we can all look at the war memorials in our towns and villages and the price a generation paid is literally written in stone. These men who went to war came from all sections of society, some even told lies about their age to be allowed to fight, and the Lord of the manor fought alongside the farm hand. War does not respect someone’s position in life, many from all aspects of society did not come home.*

*I have brought this motion as I was contacted by Limavady Branch Royal British Legion, who thought it would be appropriate for this council to show community leadership and have an event marking the centenary of the end of the war. This would be done in conjunction with the RBL, our Councils veterans’ champion, local clergy and any other local organisation with a vested interest who wished to participate in paying*

*tribute to the fallen. To ensure plenty of time for organisation I felt now was the appropriate time as Ypres and Passchendaele are in the headlines.*

*It is my firm conviction that Causeway Coast & Glens should give Civic leadership in what is an historical event of national importance. I would like to see each of the former council headquarters; Ballymoney, Ballycastle, Coleraine & Limavady, having a beacon so that the element of local respect is enhanced for the commemoration events.*

*This can only be achieved if a sub group helps co-ordinate the events by working with all interested organisations, veteran's groups, regimental associations and the local clergy to help ensure a commemoration that can be as locally relevant as is possible.*

*As a council we should take the lead in giving thanks for the end of the war but also to pay due respect to those who gave their all.*

*There are many families in The Causeway Coast and Glens Borough who remember with pride relatives who participated in this most awful of wars, it is fitting that they realise that we, as their local council representatives, recognise and honour the service given.*

*I am proposing this motion as too many people from Causeway Coast and Glens were left on foreign fields to forever rest, and as a mark of respect to those who made it home to their families and who are deserving of our remembrance and appreciation. As a council we will, by these commemorative events, lead this areas acknowledgement of history and do our civic duty by leading respectful events that will properly mark the centenary and express our hopes for the continuance of peace.*

*I ask all my fellow elected representatives to support this motion in appreciation of free speech and democracy.”*

Councillor McCorkell seconded the proposal.

The DUP, UUP, TUV and SDLP parties supported the Notice of Motion. Councillor C McShane stated that Sinn Fein were not in support of the motion and felt that the money would be better spent on other community events.

\* Councillor Quigley left the meeting at 7:33pm.

The Chair put the motion to the Committee to vote, 12 members voted for, 3 members voted against, the Chair declared the motion carried.

\* Alderman Robinson left the meeting at 7.36pm.

\* Councillor Quigley re-joined the meeting at 7.36pm.

## **5 UPDATE ON ESTATES STRATEGY**

The Head of Performance presented an update on the Estates Strategy in the form of a Powerpoint presentation. This was followed by questions from Members.

In summary the Head of Performance requested that the Corporate Policy and Resources Committee provides direction on the future use of Riada House and Limavady Council Chambers and Mayor's Parlours. No decision was to be made at the meeting but requested that Members take time over the next few weeks to meet and discuss options. Councillor McCorkell felt that Members should be objective and practical when making any decision.

Councillor C McShane expressed concerns that no staffing structure had yet been agreed for Ballycastle employees, many were still waiting for their jobs to be finalised. She also felt that Ballycastle was being neglected and treated differently from other legacy Councils and that management needed to be more upfront and clear of their intentions for Ballycastle.

Members commended the Civic Facilities Manager and his team, all Heads of Services and members of staff involved in Estates move.

Other issues discussed included the current condition of the Mayors Parlour in Sheskburn, Ballycastle, the need to determine the number of Civil Services currently being held in Sheskburn and what can be accommodated in Portnagree House.

The Head of Performance confirmed that he would liaise with the Head of Health and Built Environment as to the current situation with the refurbishment of the Mayor's Parlour in Ballycastle. He also confirmed that alternative storage facilities had been found for the Museum exhibits and that the basement in Cloonavin would be cleared for the Planning Department, for storage of files.



**AGREED:** to recommend that Party Leads meet with Members to discuss viewpoints over the following weeks and report back to the Head of Performance with suggestions on the future use of Riada House and Limavady Council Chambers and Mayor's Parlours.

## **6 OD/HR – ASSISTANCE TO STUDY (FURTHER EDUCATION) DRAFT POLICY**

Report and draft policy circulated.

The Assistance to Study (Further Education) Policy explains how the Council will support employees who wish to enhance their job performance by undertaking a formal course leading to a recognised academic/vocational qualification which is related to their role. The Council is keen to support personal development, which contributes towards the achievement of organisational objectives and to encourage a learning organisation.

This policy outlines how Causeway Coast and Glens Borough Council provides financial assistance to employees to enable them to gain relevant qualifications which will assist them in their role and contribute to the provision of high quality, cost effective services for the rate payer as well as building capacity and enhancing the development of our workforce.

The policy has been approved both by the Senior Management Team and the Trade Unions through the Joint Consultative and Negotiating Committee (JCNC). In accordance with Council's duty under Section 75 Equality Legislation, the policy has been screened and the result is that this policy was screened "out".

**It is recommended** that the Corporate Policy and Resources Committee recommend to Council approval of the Assistance to Study (Further Education) Policy.

During discussion Members raised points under the following sections:

- **Policy Statement** - *Paragraph 2.1 and Paragraph 2.3*
- **Accountability and Responsibilities** - *Paragraph 4.2*
- **Eligibility** - *Paragraphs 5.1, 5.2, 5.7 and 5.8*

- **Procedures for Applying for Assistance** - Paragraphs 6.6 and 6.9
- **Assistance Available** - Paragraph 7.3 Special Leave and Time off including Travel Expenses, assistance to buy books and special leave study  
Paragraph 7.4 Part-time/Job Sharing/Career Break  
Paragraph 7.5 Examination Results
- **Conditions of Assistance** - Paragraphs 8.2 and 8.3 and 8.5.
- **Application Process** - Paragraph 9.2
- **Authorisation of Requests for Assistance** - Paragraphs 10.3 and 10.4
- **Appeal Mechanism** - Paragraph 11.1

Members suggested that an annual report be presented to the Committee detailing courses taken, costs incurred and include employees' success rates.

Proposed by Councillor Duddy  
Seconded by Councillor Knight-McQuillan and

**AGREED:** to recommend that Council defer for one month - policy to be recirculated with suggested changes and brought back to the Corporate Policy and Resources Committee Meeting in September 2017.

## 8 TOWN GATEWAY SIGNAGE

Report and Appendices circulated.

Boundary Signage for the Borough was agreed at a previous meeting and (Appendix 1 previously circulated). It was also agreed that signage was needed for Limavady, and further details would be brought back to Committee in terms of signage for Limavady and those towns where no town signage currently exists.

Appendix 2 (previously circulated) shows a map with seven suggested locations in terms of placement of signs.

There are two components to the design, the message on the sign, and the shape of the sign; it is recommended that the Town Gateway Signage follows the shape of the Boundary Signage.

Two options for the message on the sign for consideration are;

- (i) Limavady or
- (ii) Limavady – Home of Danny Boy

Appendix 3 (previously circulated) provides a sample of Town Signage for Limavady.

The total cost of signage would be £4,200 and it is anticipated that the signs will be installed approximately 6 weeks from commissioning. It is recommended that Council approves;

- a) The location for the signs
- b) The message on the sign from the options above
- c) The cost of the replacement signage

Councillor Chivers suggested that the message on the sign should read 'Welcome to Limavady Home of Danny Boy' and felt that Council should liaise with the Tourist Board in relation to brown signage being erected. Members felt that further thought was needed in order to make the right decision.

Proposed by Councillor McCorkell  
Seconded by Councillor Beattie and

**AGREED:** to recommend to defer decision for one month in order for Limavady Elected Members to meet immediately after the Play Audit Meeting in Limavady on 24th August 2017, to discuss options for the design. Limavady DEA's to relay decision to the Director of Corporate Services.

## 9 CITIZENS' NEWSLETTER

Information report circulated.

In October 2016 Council agreed to 'produce two news sheets annually to be distributed to each household in the Borough.' The first edition of the 8-page newsletter was distributed in Spring 2017, to households across the Borough.

There was positive feedback from individuals on the content of the newsletter and also comments from citizens and Members relating to the publication of events information and, as a result, more details on a range of events across the Council's area will be included in the next edition.

Edition 2 will be distributed to all households across the Borough in October 2017. A draft of Edition 2 will be presented to Committee in September 2017.

Members to email [citizensnewsletter@causewaycoastandglens.gov.uk](mailto:citizensnewsletter@causewaycoastandglens.gov.uk) with other suggested topics for inclusion by Friday 25<sup>th</sup> August 2017 at latest.

A report is to be brought to the Committee, in early 2018, which will provide Members with a review of the first two editions of the newsletter and options for the development of the newsletter.

It was agreed that following Councillor C McShane's suggestion the Newsletter should include the details of the Planning Department move to Cloonavin to take place between 25<sup>th</sup> and 28<sup>th</sup> August 2017.

The Committee noted the information report.

## **10 RURAL NEEDS ACT (NORTHERN IRELAND 2016)**

Information report circulated.

The Rural Needs Act (NI) 2016 established rural proofing as a statutory obligation and established a duty on public authorities to have "*due regard to rural needs*" when developing, adopting, implementing or revising policies, strategies and plans, and designing and delivering public services.

The Act defines "rural needs" as "*the social and economic needs of rural areas*". A need can be considered to be something that is essential to achieve a standard of living comparable with that of the population in general.

Rural proofing has been a requirement for all Government Departments in Northern Ireland since 2002 but in 2016 this commitment to rural proofing was broadened with the introduction of the Rural Needs Act.

The Rural Needs Act now applies to Councils from 1<sup>st</sup> June 2017 and will apply to a range of other public authorities from 2018.

Rural proofing is a process by which policies, strategies, plans and service delivery are assessed to determine whether they will have a differential impact on rural areas.

The Council is now required to conduct rural proofing of all policy, strategy, plans and public service delivery proposals via a process known as a Rural Needs Impact Assessment.

The Committee noted the information report.

## **11 SECTION 75 ANNUAL PROGRESS REPORT TO EQUALITY COMMISSION FOR NI**

Information report circulated.

Under Section 75 of the Northern Ireland Act 1998 (and included as a commitment in the Council's Equality Scheme) is a requirement that the Council provide an annual report to the Equality Commission for NI on progress in meeting our obligations under the equality and good relations duties.

The report also requires the Council to report on how it is fulfilling its statutory duties under Section 49A of the Disability Discrimination Act 1995 by reporting on progress made on the commitments included in the Council's Disability Action Plan. Copy of the Annual Progress Report for 2016/17 previously circulated.

The Committee noted the information report.

## **12 COMMUNITY PLANNING – DELIVERY PLAN DEVELOPMENT**

Information report circulated.

The Community Plan is a long term plan (from 2017 to 2030) based on sound, robust evidence with a focus on improving social, economic and environmental well-being and contributing to sustainable development.

The Strategic Framework for the Community Plan was finalised in April 2017 and officially launched in June 2017. The next stage in the process will be the development of a comprehensive Delivery Plan which will put

in place practical actions and activities to achieve the outcomes identified in the Strategic Framework.

Causeway Coast and Glens Community Planning Strategic Partnership have agreed that four Delivery Design Groups will take this work forward on a 'Task and Finish' process. Each Group has been linked to specific high level outcomes within the Strategic Framework document and the Groups are as follows:

- Economic, Education and Tourism
- Environment and Infrastructure
- Health and Well-being
- Community Safety and Community

The task of each Group will be to contribute to a 'Delivery Plan' for the Community Plan.

A Steering Group will also be established to act as a filter in developing, prioritising and assessing the feasibility of the proposed actions.

To date all four Delivery Design Groups have had their first round of meetings with two of the Groups also having had a second meeting. A number of draft actions have been identified and are currently under discussion within the respective Groups.

The Steering Group met for the first time (on 26<sup>th</sup> July 2017) and a progress report will be presented to the Community Planning Strategic Partnership at its next meeting on 6<sup>th</sup> September 2017.

The Committee noted the information report.

### **13 ACTUAL PENNY PRODUCT FORECAST**

Information report circulated.

LPS has issued to Councils the first in year forecast for the APP based on figures at 30 June 2016. The forecast for Causeway Coast and Glens Borough Council indicates that we are on course to receive a positive finalisation in terms of rates income amounting to approximately £325k. The figure has been calculated on the basis of a number of assumptions which are detailed in the report (previously circulated).

This is an encouraging indication of the strength of our rates base as we now appear to be gaining the benefit of many of the recent increased planning applications with these now beginning to appear as properties

on the ground. There is however caution continuing to be expressed around ongoing challenges to the non-domestic revaluation. Many of these challenges have been settled and their effect of the penny product has been dealt with but there are still a number of high value challenges with the added impact due to these potentially being backdated thereby impacting on more than one year's rates. It should be noted that the first quarter figures for 2016/17 were very encouraging but the finalisation reduced significantly as the year progressed, initially £232k the latest estimate being just under £49k.

The Committee noted the information report.

#### **14 PROMPT PAYMENT STATISTICS**

Information report circulated.

Department for communities (DfC) requires Council to record and publish statistics regarding the payment of supplier invoices with specific reference to two distinct measures namely invoices paid within 10 working days and invoices paid within 30 calendar days.

These figures are published on a quarterly basis by DfC with Councils required to do likewise. The purpose of the statistics is to encourage Councils to support businesses especially those local and/or small businesses for whom cash flow is of vital importance to their continued survival. In addition as part of Council's performance improvement plan for this year the payment of our suppliers has been identified as one of the performance improvement objectives with a target of 90% of suppliers being paid within 30 calendar days. The tables published detail Council's performance since April 2015 the latest data for quarters 1 and 2 of 2017/18 being up to and including July 2017. Council is at present falling short of the targets and more disappointingly have regressed from the improvements shown during 2016/17. Reasons for this include relocations of large numbers of staff as departments and directorates rationalise to fewer locations. The figures for Q2 are for the month of July which tends to contribute lower performance due to punctuation of holidays which also results in one payment run not occurring.

The Committee noted the information report.

#### **15 MATTERS FOR REPORTING TO PARTNERSHIP PANEL – LOCAL GOVERNMENT SIDE**

There were no matters for reporting to the Partnership Panel.

## 16 CORRESPONDENCE

Committee noted the correspondence schedule, circulated.

**16.1** Lord Chief Justice's Office – Review of the Listing of Business in the Magistrates Court (28 June 2017)

**16.2** Northern Health and Social Care Trust – Outpatient Experience Questionnaire Feedback Paper

### MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor Knight-McQuillan  
Seconded by Alderman Hickey and

**AGREED** - that the Committee proceeds to conduct the following business 'In Committee'.

*\* Councillor Wilson left the meeting at 8.38 pm.*

*\* Press left the meeting at 8.38 pm.*

## 7 CONSIDERATION OF THE VOLUNTARY LIVING WAGE

Report and Appendix circulated.

In August 2016, National Joint Council for Local Government Services confirmed the pay deal, setting new pay rates from 1 April 2016 and 1 April 2017.

Unions and union members have recently made contact with Council regarding its position regarding the voluntary living wage, currently £8.45 per hour.

Currently four Councils have committed to implementation of the voluntary living wage at this level (£8.45), Belfast City Council, Derry City and Strabane District Council, Mid-Ulster District Council and Fermanagh and Omagh District Council.

The unions make the case for Council to commit to tackling wage poverty by implementing the voluntary living wage since this will benefit the lowest paid staff employed by council. A wage of £8.45 per hour will equate to an annual salary, based on a 37 hour working week, of approximately £16,300 per year. The lowest pay scale currently paid to council staff equates to an annual salary of approximately £15,000 per year.



The estimated cost of implementing the voluntary living wage is approximately £260,000 p.a. based on current pay scales and staffing levels. The voluntary living wage is reviewed each October, in October 2016 it increased by 20p per hour from £8.25 to £8.45 an increase of 2.4% and it would be prudent to anticipate a similar increase again this year to around £8.65.

**It is recommended** that Council consider the matter and advise whether or not Council will implement the adoption of the voluntary living wage.

Points raised included the potential effect on rates for 2018/2019, agency staff and costs, cost implication for Causeway Coast and Glens Borough Council, costs incurred by other Councils already signed up and the effects the implementation would have on staff currently receiving benefits.

Proposed by Councillor Clarke  
Seconded by Councillor Duddy

- **to recommend** to Council that the decision be deferred until after the first cut of the rates in September 2017.

In response to requests from Members the Chief Finance Officer confirmed that he would bring back information on the number of agency staff reductions made over the last 2 years and associated costs and also costs incurred by other Councils already signed up to the Voluntary Living Wage.

#### **Amendment**

Proposed by Councillor Quigley  
Seconded by Councillor Hickey

- **to recommend** that Council approve the adoption and implementation of the Voluntary Living Wage as soon as feasible.

The Chair put the Amendment to the Committee to vote. 6 Members voted for, 8 Members voted against. The Chair declared the Amendment fallen.

The Chair put the substantive motion to the Committee to vote. 8 members voted for, 6 Members voted against. The Chair declared the motion carried.

**AGREED:** to recommend to Council that the decision be deferred until after the first cut of the rates in September 2017.

## **18 DEBT MANAGEMENT**

The Committee received a confidential information report.

Council implemented a revised Debt Management Policy in February 2017. Since the implementation of the new Debt Management Policy finance staff have applied the workings of that policy to Council's debt. As a result there are three outcomes:

- 1) Debt is recovered
- 2) Legal proceedings commenced
- 3) Debt written off

The report set out an update on several debts.

The information report was noted by the Committee.

## **19 OD/HR – REQUEST FOR AN ADDITIONAL RESOURCE FOR THE CAPITAL PROJECTS TEAM**

Confidential information report and Appendices circulated.

The structure for the Capital Projects Team was approved by Council in November 2015. The structure consists of a Capital Projects Manager and 3 Capital Projects Officers.

The Head of Capital Works, Energy & Infrastructure took a report to the Environmental Services Committee on 1<sup>st</sup> August 2017, with a recommendation to increase the number of Capital Project Officers from 3 to 4. The report highlighted the increasing volume of work and the savings made by using internal resources. Effectively it highlighted the requirement for additional resources. The Environmental Services Committee approved the report.

**It is recommended** that Members agree to the provision of an additional post of Capital Projects Officer which will increase the structure from 3 Officers to 4 Officers.

Proposed by Councillor Duddy  
Seconded by Councillor Quigley and

**AGREED:** to recommend that Council approve the provision of an additional post of Capital Projects Officer which will increase the structure from 3 Officers to 4 Officers.

## **20 LAND AND PROPERTY SUB-COMMITTEE NOTES OF MEETING HELD WEDNESDAY 2 AUGUST 2017**

The Committee were presented with the notes of the meeting of the Land and Property Sub-Committee held on Wednesday 2 August 2017.

**It is recommended** – that the notes and recommendations of the meeting of the Land and Property Sub-Committee held on Wednesday 2 August 2017 be approved.

**AGREED** – to recommend to Council that the notes and recommendations of the meeting of the Land and Property Sub-Committee held on 2 August 2017 be approved.

The Director of Performance to bring back to the Committee the total cost of legal fees expended, in relation to all Portballintrae issues, since 1st April 2015, and any other costs incurred.

### **MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Alderman Hickey  
Seconded by Councillor Knight-McQuillan and

**AGREED** - that the Committee proceeds to conduct the following business 'In Public'.

## **21 ANY OTHER RELEVANT BUSINESS (NOTIFIED IN ACCORDANCE WITH STANDING ORDER 12 (O))**

There was no other relevant business.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **9:34pm**.

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Chair