



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 21 MARCH 2017**

<b>No</b>	<b>Item</b>	<b>Summary of key Recommendations</b>
<b>1</b>	Apologies	<b><i>Councillors McLaughlin and C McShane</i></b>
<b>2</b>	Declaration of Interests	<b><i>None</i></b>
<b>3</b>	Minutes of meeting held Tuesday 21 February 2017	<b><i>Confirmed</i></b>
<b>4</b>	Performance Directorate Business Plans 2017/18 <b>4.1</b> Democratic Services <b>4.2</b> Policy and Community Planning	<b><i>Approve</i></b>
<b>5</b>	Armorial Bearings	<b><i>Approve</i></b>
<b>6</b>	Zomba Action Project (ZAP)	<b><i>Approve</i></b>
<b>7</b>	Civic Memorabilia	<b><i>Approve</i></b>
<b>8</b>	Amendments to Standing Orders	<b><i>Approve recommended amendments</i></b>
<b>9</b>	Finance Business Plan	<b><i>Approve and adopt</i></b>
<b>10</b>	Scheme of Allowances	<b><i>Approve 6.5 to only apply to new complaints raised on or after 1 April 2017</i></b>
<b>11</b>	Elected Member Development	<b><i>Information</i></b>

<b>12</b>	Prompt Payment Statistics	<b>Information</b>
<b>13</b>	Matters for reporting to Partnership Panel	<b>None</b>
<b>14</b>	Correspondence <b>14.1</b> HSC Business Services Organisation – HSC Procurement Awareness Events for Social Care and Health Providers <b>14.2</b> Department for Infrastructure – A29 Atlantic Road, Portrush, Portrush Provision of Cycleway <b>14.3</b> Somme Association – Battle of Messines Centenary Pilgrimage	<b>Information</b>
<b>15</b>	Conferences <b>15.1</b> NILGA – “Foundations for Innovation; Towards Digital Local Government”	<b>Information</b>
<b>16</b>	Notice of Motion submitted by Councillor Quigley, seconded by Alderman Hickey  <i>“That this Council notes the recent establishment of the Smart Pass Equality Campaign and endorses its call for the full fare concessionary travel pass to be issued to all people who are unable to drive for medical reasons.   Also, that this Council write to the Minister for Infrastructure and the Minister for Finance urging them to implement this extension as soon as possible.”</i>	<b>Adopt</b>
<b>17</b>	Debt Management	<b>Information</b>
<b>18</b>	Land and Property legal Proceedings – Case 200	<b>Information  Include on Agenda of  L&amp;P Sub Committee</b>

<b>19</b>	Report on Public Right of Way Assertion at Bath Street, Portrush	<b>Information Include on Agenda of L&amp;P Sub Committee</b>
<b>20</b>	Any Other Relevant Business (notified in accordance with Standing Order 12 (o)) 20.1 The process employed in the recruitment of Agency Staff and the input from Heads of Services/Managers as to the suitability of the person being employed.	<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 21 MARCH 2017 AT 7.00 PM**

- In the Chair** : Councillor Chivers
- Present** : Aldermen Campbell, Hickey and Hillis  
Councillors Baird, Beattie, Blair, Duddy,  
Knight-McQuillan, McCandless, McCorkell, Quigley  
and Wilson
- Officers Present** : M Quinn, Director of Performance  
D Wright, Chief Finance Officer  
D Allen, Committee and Member Services Officer
- In Attendance** : Press (2 no.)

## **CONDOLENCES**

The Chair expressed her sadness on learning of the passing of Martin McGuinness stating that it was 'the death of a gentleman'. Condolences were offered to his wife, family and friends at this sad time.

### **1 APOLOGIES**

Apologies were recorded for Councillors McLaughlin and C McShane.

### **2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3 MINUTES OF MEETING HELD TUESDAY 21 FEBRUARY 2017**

The Chair advised the minutes of the above meeting were confirmed at the 28 February 2017 Council Meeting.

### **4 PERFORMANCE DIRECTORATE BUSINESS PLANS 2017/18**

#### **4.1 Democratic Services**

#### **4.2 Policy and Community Planning**

Report circulated.

Committee was presented with a report on Business Plans for the Democratic Services and Policy and Community Planning functions for 2017/18 for approval.

Each service area business plan is structured to:

- Give a clear sense of what the service is for and the challenges it faces.
- Show how it is supporting Council's priorities.
- Show how it is contributing to the efficiency drive and transformation of service delivery.
- Show how it is aligning its resources to meet the challenges ahead.
- Help us to hold ourselves to account and ensure we deliver for Council and its residents.
- Bring key information together in one place about the service, which Members, staff and stakeholders can understand.

Each business plan consists of the content:

- The Vision for the service area
- Strategic Themes / Functions
- Strategic Aims of the Service
- Organisational Structure
- Service Aims and Objectives - Aligned with Council's Strategic Aims and Objectives.

The business plans for each service are attached at 4.1 and 4.2 (previously circulated).

**It is recommended** that Council approves the 2017/18 Business Plans for Democratic Services and Policy and Community Planning.

**AGREED** - to recommend that Council approves the 2017/18 Business Plans for Democratic Services and Policy and Community Planning.

## 5 ARMORIAL BEARINGS

Report circulated.

*\* Alderman Hillis, Alderman Hickey and Councillor Baird arrived at the meeting at 7.05pm.*

The Director of Performance delivered a short presentation to Members on the design and rationale of the Coat of Arms.

At the Corporate Policy and Committee Meeting on 17<sup>th</sup> January 2017, Members recommended approval of the elements and Motto put forward for consideration by the Armorial Bearings Sub-Committee. This recommendation was subsequently ratified by Council on 24<sup>th</sup> January 2017 and forwarded to the College of Arms to consider and to create a design; coloured sketch with explanatory text appended to report as Appendix 1 (previously circulated).

Council has agreed that the motto will be:-

‘Serving with Integrity’ in Latin which has been translated by the College of Arms as ‘INTEGERRIME SERVIRE’.

The next steps are:-

- (i) Design to be approved by Causeway Coast and Glens Borough Council.
- (ii) Design approved by the Kings of Arms.
- (iii) Letters Patent painted with the new Arms, and with the armorial heading.
- (iv) Letters Patent text scrawled – this is the legal instrument.
- (v) Letters Patent signed and sealed by the Kings of Arms.
- (vi) Letters Patent issued.

The approximate timescale for completion of this process can be up to four to five months. Once this process has been completed a presentation ceremony can be arranged.

**It is recommended** that Council approves the design of the Coat of Arms together with the descriptive text.

In reply to comments from Alderman Hillis, Councillor Knight-McQuillan clarified to Members that the Armorial Bearings Sub Committee had included the elements of a shamrock, red hand and harp in their submission of the Coat of Arms, and the College of Arms have responsibility for final design. The motto however remained unchanged.

In response to the query regarding the upside down anchor, Councillor Knight-McQuillan also advised it was used as a symbol of belief by sailors and fishermen of Gods power to protect them from the sea.

Proposed by Councillor McCorkell  
Seconded by Councillor Duddy and

**AGREED** - that Council approves the design of the Coat of Arms together with the descriptive text.

## 6 ZOMBA ACTION PROJECT (ZAP)

Report circulated.

At its meeting on 28<sup>th</sup> February 2017 Council agreed the recommendation of the Corporate Policy and Resources Committee, that Council approve the nomination of 4 or 5 Councillors onto the ZAP Management Board; that a meeting would be held about once a month, and their attendance at the meetings would dependent on the demands of their other commitments.

Council has appointed Members to positions on outside bodies by applying rolling d'Hondt, which could be applied to this request.

**It is recommended** that Council approves the nomination of either 4 or 5 Members from the Corporate Policy and Resources Committee to the ZAP Management Board, to be nominated by rolling d'Hondt.

Proposed by Councillor Duddy  
Seconded by Alderman Hickey and

**AGREED** – to recommend that Council approves the nomination of 4 Members from the Corporate Policy and Resources Committee to the ZAP Management Board, to be nominated by rolling d'Hondt.

## 7 CIVIC MEMORABILIA

Report circulated.

When the 4 Legacy Councils merged in 2015 and the Civic Headquarters of the newly formed Causeway Coast and Glens Borough Council was located in Coleraine a large number of items of civic memorabilia remained in the Civic Headquarters of the Legacy Councils until arrangements could be made to consider their future.

Council has agreed that the Armorial Bearings Sub Committee, set up in August 2016, *'address the matter of Civic Photographs and Council memorabilia displayed by the legacy Councils in their civic offices and develop a policy on the matter.'* The Sub-Committee will make recommendations to the Corporate Policy and Resources Committee.

The Sub-Committee met on Tuesday 7<sup>th</sup> March to consider the issues involved in developing a draft Policy for Dealing with Legacy Civic Memorabilia and requested that further detail be added to the inventory of items compiled by the Legacy Councils and brought back to the next meeting for consideration. It also agreed that priority should be given to providing details on the pictures of Legacy Council Mayors currently displayed so that the Sub-Committee could consider the future of these items as a priority.

The Sub-Committee agreed that the Council's Estates Strategy would have a bearing on the timescales for dealing with the future of some items of civic memorabilia currently displayed in Council Offices and that this should be reflected in the draft Policy.

The Sub-Committee considered the content of the draft Policy and agreed the draft at Appendix 1 for Committee's consideration.

**It is recommended** that Council considers the draft Policy for Dealing with Legacy Council Civic Memorabilia.

Councillor Baird's commented that two portraits of previous Mayors were omitted from the gallery at the legacy Council of Moyle District Council, and that it should be corrected; the Chair informed the Committee that this would be looked in to.

**AGREED** – to recommend that Council considers the draft Policy for Dealing with Legacy Council Civic Memorabilia.

## **8 AMENDMENTS TO STANDING ORDERS**

The Director of Performance presented the report, previously circulated.

Council agreed at its meeting in December 2016 to review several aspects of its Standing Orders. The Standing Orders Sub-Committee met on the 5<sup>th</sup> of January and on the 6<sup>th</sup> of March 2017 with Alderman Hillis, Councillors Beattie, Blair, Clarke and Nicholl in attendance.



Discussion centred on Standing Orders 11 (Deputations), 18.12 (addressing the Council) and Annex B (Freedom of the Borough). The Protocol for the Operation of the Planning Committee (Annex D) was also updated in line with an associated decision. The matter of payments during periods of suspension is being dealt with under Council's scheme of allowances.

**It is recommended** that Committee consider the recommended amendments from the Sub-Committee as tracked in draft version 2.1 of the Council Standing Orders.

**AGREED** – to recommend that Council consider the recommended amendments from the Sub-Committee as tracked in draft version 2.1 of the Council Standing Orders.

## **9 FINANCE BUSINESS PLAN 2017-18**

Report circulated.

The Chief Finance Officer presented the report and Finance Business Plan, previously circulated.

The appendix to this report, previously circulated, sets out the departmental business plan for the Finance Department for the 2017-2018 financial year. The key objectives for the plan will be the embedding of the principles of strong governance and the continued harmonisation of processes and controls across all council departments and service areas. In addition greater utilisation of ICT systems to drive efficiency of these processes is key to the success of not only the Finance Department but also Council as a whole.

**It is recommended** that the Finance Business Plan for 2017-18 be approved and adopted.

**AGREED** – to recommend that Council approve and adopt the Finance Business Plan for 2017-18.

## **10 SCHEME OF ALLOWANCES**

Report circulated.

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

- (i) The maximum level of basic allowance as determined by the Department for Communities (DfC) is paid
- (ii) The maximum level of carers allowances as determined by the DfC are paid
- (iii) The maximum level of mileage rates as determined by the DfC are paid
- (iv) Councillors' payments are made on the third last banking day of each month

The updated scheme of allowances takes into account a number of changes:

- (i) New increased basic allowance
- (ii) Amendments to mileage rates
- (iii) New increased rates for dependant carer's allowance
- (iv) Additional clause regarding payments during periods of suspension

The fourth item is a new inclusion in this scheme. A shortcoming in previous versions of Council's scheme of allowances has been the lack of authority for Council to withhold payment to a member who is suspended during the period of suspension. The legislation, regulation and guidance governing GB is very similar in terms of wording to the Northern Ireland versions governing Council therefore clause 6.5 in the new scheme has been included to close this loophole in our scheme of allowances. Council's legal staff has been consulted in this matter and are content with the wording and inclusion.

Whilst the new scheme of allowances will be effective from 1 April 2017 having taken legal advice clause 6.5 will also come into effect from that date but only for new complaints raised after 1 April 2017. This means that for any complaint raised prior to 1 April 2017, no matter when a judgement is made, clause 6.5 will not apply.

**It is recommended** that the new scheme of allowances be approved coming into force from 1 April 2017 and that clause 6.5 will only apply to new complaints raised on or after 1 April 2017.

Councillor Baird felt that the wording in paragraph 4.2 under Dependant's Carer's Allowance should also make reference to those elderly relatives who require full time care but live independently from their carer.

The Chief Finance Officer stated that he would liaise with the Department of Communities (DfC) to see if any changes could be made.

**AGREED** – that Council approve the new scheme of allowances coming into force from 1 April 2017 and that clause 6.5 will only apply to new complaints raised on or after 1 April 2017.

## **11 ELECTED MEMBER DEVELOPMENT**

Information report circulated.

In January 2017 Council agreed the Members' Training Needs Analysis and Action Plan and the Members' Training Plan which allowed officers to proceed with arrangements to source suitable training providers.

A copy of the programme of training which has been developed is attached for information at Appendix 1 (previously circulated). This programme has been issued to Members and the courses have commenced and will continue over the next few months.

Following completion and evaluation of this phase of member training a further programme will commence in Autumn 2017.

## **12 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.

The tables below detail Council's performance since April 2015 the latest data for quarter 4 of 2016/17 being up to and including January and part of February 2017. Council is at present falling short of the targets but have shown a marked improvement during the current year, further review of procedures are being conducted in an effort to meet the performance target by the end of the financial year.

## **13 MATTERS FOR REPORTING TO PARTNERSHIP PANEL (DATE OF NEXT MEETING PROVISIONALLY 23 MAY 2017)**

There were no matters for reporting to the Partnership Panel.

## **14 CORRESPONDENCE**

Committee noted the correspondence schedule, circulated.

- 14.1 HSC Business Services Organisation – HSC Procurement Awareness Events for Social Care and Health Providers
- 14.2 Department for Infrastructure – A29 Atlantic Road, Portrush, Portrush Provision of Cycleway
- 14.3 Somme Association – Battle of Messines Centenary Pilgrimage – Members wishing to attend to contact Democratic Services.

## **15 CONFERENCES**

Committee noted the conferences schedule, circulated.

- 15.1 NILGA – “Foundations for Innovation; Towards Digital Local Government”

Members wishing to attend the above conference to contact Democratic Services.

## **16 NOTICE OF MOTION SUBMITTED BY COUNCILLOR QUIGLEY, SECONDED BY ALDERMAN HICKEY**

The Chair invited Councillor Quigley to speak in support of the following Notice of Motion:

*“That this Council notes the recent establishment of the Smart Pass Equality Campaign and endorses its call for the full fare concessionary travel pass to be issued to all people who are unable to drive for medical reasons.*

*Also, that this Council writes to the Minister for Infrastructure and the Minister for Finance urging them to implement this extension as soon as possible.”*

Councillor Quigley spoke in support of her motion as undernoted.

*“The Smart Pass Equality Campaign was launched in November 2016 with the sole aim to extend the full fare concessionary travel pass to all people who are unable to drive for medical reasons/conditions eg.stroke, epilepsy, neurological and mental health conditions, physical disabilities and those visually impaired. This provision already exists in the Republic of Ireland, Scotland, Wales and parts of England.*

*In Northern Ireland the following travel concessions are provided.*

*Free travel: People 60 years and over  
People registered blind  
War disablement pensioners*

*Half fare: Partially sighted  
Those whose licence was revoked for medical reasons  
People with a learning disability  
People in receipt of mobility component of DLA/PIP*

*This campaign has been driven forward by disability activists Brian Murray and Jim Nash both of whom as young men suffered a stroke/brain injury which has left them visually impaired. This has impacted them both personally and the provision within the concessionary travel scheme of unable to drive for medical reasons, has meant that they are entitled to half fare concessionary pass but not full fare concessionary pass.*

*In terms of equality and inclusion, and in order to promote accessible public transport and independence for members of our communities who are at a much greater risk of social exclusion and isolation due to their medical condition, my hope would be that this motion gets full support of all members present . It has been unanimously supported by Ards and North Down Council, Belfast City Council and Derry and Strabane Council. It has had the full support of the North West Forum for people with disabilities, RNIB, Chest Heart and Stroke, Impac and the Cedar Foundation.”*

Alderman Hickey seconded the proposal and on being put to the meeting, the Chair declared the Notice of Motion carried.

## **AGREED - MOTION TO PROCEED ‘IN COMMITTEE’**

Proposed by Councillor Duddy  
Seconded by Councillor McCorkell and

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

*\* Press left the meeting at 7.40 pm*

## **17 DEBT MANAGEMENT**

Confidential information report circulated.

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

This report sets out an update on several debts.

## **18 LAND AND PROPERTY LEGAL PROCEEDINGS - CASE 200**

Confidential information report circulated.

Committee was presented with a confidential report informing Members of County Court action relating to Case 200, following a request for further information at the Audit Committee Meeting held on 8<sup>th</sup> March 2017.

The matter is listed for a full hearing on 22<sup>nd</sup> and 23<sup>rd</sup> June 2017.

## **19 REPORT ON PUBLIC RIGHT OF WAY ASSERTION AT BATH STREET, PORTRUSH**

Confidential information report and Appendix 1 and 2 circulated.

Committee was presented with a confidential report updating Members on legal advice received in relation to Public Right of Way Assertion at Bath Street, Portrush.

The Director of Performance confirmed that Item 18 and 19 would be included on the agenda at a meeting of the Land and Property Sub-Committee.

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

Proposed by Alderman Hickey  
Seconded by Councillor Beattie and

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

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

In accordance with Standing Orders 12(o) Councillor McCorkell requested:

20.1 The process employed in the recruitment of Agency Staff and the input from Heads of Services/Managers as to the suitability of the person being employed.

The Director of Performance clarified that initially a request form is completed and forwarded to OD/HR along with a job description and job specification. This is then forwarded by OD/HR to an Agency for matching a suitable person through their database.

Upon appointment an induction process and appropriate training would take place.

Councillor McCorkell felt that there should be some input from the relevant Managers/Heads of Services when employing Agency staff.

The Director of Performance informed Members that a review of the process of employing Agency Staff would take place and be brought back to the Committee.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **7:55 pm**.

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Chair