



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING  
TUESDAY 25 JUNE 2024**

<b>No</b>	<b>Item</b>	<b>Summary of Key Recommendations</b>
1.	Apologies	<b><i>Councillor Nicholl</i></b>
2.	Declarations of Interest	<b><i>Councillors Storey and Wilson</i></b>
3.	Minutes of Corporate Policy and Resources Committee Meeting held Tuesday 28 May 2024	<b><i>Confirmed as a correct record</i></b>
4.	Corporate Policy and Resources Committee Terms of Reference	<b><i>To recommend to Council that the Terms of Reference as set out in this report are adopted and updated in Council's Constitution and Scheme of Delegation</i></b>
5.	Minutes of the Transformation Implementation Oversight Panel meeting held Monday 10 June 2024	<b><i>To recommend that the Minutes of the Implementation Oversight Panel Meeting held 10 June 2024 are adopted and recommendations therein approved</i></b>
6.	Minutes of the Coronation Sub-Committee meeting held Tuesday 28 May 2024	<b><i>To recommend that the Minutes of the Coronation Sub-Committee Meeting held 28 May 2024 are adopted and recommendations therein approved</i></b>
7.	Rural Needs Annual Monitoring Return	<b><i>To recommend that Council approve the annual monitoring report to DAERA on implementation of the Rural Needs (NI) Act 2016 subject to</i></b>

		<p><i>amending the sentence to read:</i></p> <p><i>'The actions will result in improved services in urban 'and rural' areas in consultation with the local community'</i></p> <p><i>To recommend that Council approve that the comments to be forward to the Equality Officer</i></p>
8.	ODHR & Finance Policies and Procedures	<p><b>No recommendation</b></p> <p><i>The Chair, in light of the split decision, declared a Casting Vote to Abstain, to be decided at the council meeting</i></p>
9.	Nominations to the Drainage Council for Northern Ireland	<p><i>To recommend that Council approve the nomination of Councillor Mervyn Storey (DUP) and Councillor Dermot Nicholl (Sinn Féin) to be put forward to apply to the Drainage Council for Northern Ireland</i></p>
10.	Business Plans	
10.1	Performance Business Plan	<i>To recommend that Council adopt the Performance Business Plan</i>
10.2	ODHR	<i>Deferred to the next meeting</i>
10.3	Policy & Community Planning	<i>Deferred to the next meeting</i>
10.4	ICT	<i>Deferred to the next meeting</i>
10.5	Democratic and Central Service	<i>Deferred to the next meeting</i>
11.	Corporate Performance Improvement Plan 2024/25	<p><i>to recommend that Council adopt the 2024/25 Performance Improvement Plan, as set out in Appendix 1, and the Improvement Objectives contained within it</i></p>

12.	Conferences	<i>None</i>
13.	Consultation	<i>None</i>
14.	Correspondence	<i>None</i>
15.	Matters for Reporting to the Partnership Panel	<i>None</i>
	<b><i>'In Committee' (Items 16-18 inclusive)</i></b>	
16.	Corporate Services Management Accounts Month 12	<b><i>To recommend to Council that the Management Accounts for Period 12 - Corporate Services and Planning - and the associated narrative contained with the report are accepted</i></b>
17.	Land and Property	
17.1	Minutes of the Land and Property Sub Committee meeting held Wednesday 5 June 2024	<b><i>To recommend that Council adopt the Minutes of the Land and Property Sub Committee meeting held Wednesday 5 June 2024 and recommendations therein approved</i></b>
17.2	Ballycastle, Temporary Transfer of Council Lands to Red Bull	<b><i>To recommend that Council approve Option b): Provide Council assistance and support to the event during set up and delivery as identified in Table B of the report subject to confirmation of final costs, at no additional cost to the to the organisers</i></b>
18.	Transformation Programme – Record Keeping and Information Management	<i>Noted</i>
19.	Any Other Relevant Business (notified in accordance with Standing Order 12(o))	<i>None</i>

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
CORPORATE POLICY & RESOURCES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS,  
ON TUESDAY 25 JUNE 2024  
AT 7.03 PM**

- In the Chair:** Alderman Knight-McQuillan
- Present:** Alderman Boyle, Coyle, Fielding, S McKillop  
Councillors N Archibald, Huggins, Jonathan McAuley,  
McCully, McShane, Peacock, Storey, Watton, Wilson
- Officers Present:** M Quinn, Director of Corporate Services  
D Wright, Chief Finance Officer  
P Thompson, Head of Tourism and Recreation  
J McCarron, Performance Officer  
S Duggan, Civic Support Officer
- In Attendance:** C Thompson, ICT Operations Officer
- Substitution:** Councillor N Archibald substituted for Councillor C Archibald  
Press 3 no. (R)

**Key: (R)** Attended Remotely

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded.

**1. APOLOGIES**

Apologies were received from Councillor Nicholl.

**2. DECLARATIONS OF INTEREST**

During consideration of Item 7 - Rural Needs Annual Monitoring Return, Councillor Storey declared an Interest as a Member of the Planning Committee. Councillor Storey did not leave the meeting during consideration of the Item.

During consideration of Item 17.1 - 7.2 - Land and Property, Councillor Wilson declared an Interest in Minutes of the Land and Property Sub Committee meeting held Wednesday 5 June 2024, Councillor Wilson did not leave the meeting during consideration of this Item.

During consideration of Item 17.2 - Land and Property, Councillor Wilson declared an Interest in report - Ballycastle, Temporary Transfer of Council Lands to Red Bull. Councillor Wilson left The Chamber during consideration of this Item.

### **3. MINUTES OF CORPORATE POLICY AND RESOURCES COMMITTEE MEETING HELD TUESDAY 28 MAY 2024**

Copy, previously circulated.

**AGREED** – that the Minutes of the Corporate Policy and Resources Committee meeting held Tuesday 28 May 2024 are confirmed as a correct record.

### **4. CORPORATE POLICY AND RESOURCES COMMITTEE TERMS OF REFERENCE**

Report, previously circulated, was presented by the Chair.

#### **Purpose of Report**

This report reviews the existing Terms of Reference for the Corporate Policy and Resources Committee and seeks approval for a revised Terms of Reference as set out below.

Council agreed Terms of Reference for the Corporate Policy and Resources Committee in June 2019. In March 2024, as a result of the Transformation Programme Governance Recommendation G 11, an inclusion of a review period was added.

Corporate Services Directorate, Performance Services and Legal Services all report through the Corporate Policy and Resources Committee

The Terms of Reference have been reviewed and revised in line with good practice/governance and to ensure consistency with Terms of Reference with other Committees.

#### **Background**

##### **Scope**

Causeway Coast and Glens Borough Council decided to utilize the traditional committee system as its preferred form of governance and, as a result, a number of Committees were created to progress the work of the new Council from 1<sup>st</sup> of April 2015.

The Corporate Policy and Resources Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Corporate Services Directorate, Performance Services and Legal Services.

This will include:

- The future development of the organisational structure for the Corporate Services Directorate, Performance and Legal Services;
- Overseeing the delivery of any relevant service strategies for the Corporate Services Directorate, Performance and Legal Services, and making appropriate recommendations to Council;

- Recommending to Council, relevant policies and procedures for the Corporate Services Directorate, Performance and Legal Services;
- Monitoring and reviewing business and service delivery plans for the Corporate Services Directorate, Performance and Legal Services;
- Recommending to Council, the establishment of external partnerships where considered relevant to the role of the Corporate Services Directorate, Performance and Legal Services;
- Making recommendations to Council regarding Capital Projects by the Corporate Services Directorate, Performance and Planning and monitoring the implementation of any capital projects by the Corporate Services Directorate, Performance and Legal Services;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Corporate Services Directorate, Performance and Legal Services;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.
- Consider recommendations from the Land and Property Sub-Committee in relation to matters dealt with by the Sub-committee under its Terms of Reference, and then make recommendation to full council.
- Consider reports from working groups, and make recommendation to full council.

### **Membership**

The Committee is comprised of the sixteen Elected Members appointed to the Committee using the quota greatest remainder formula. Members may be required to represent the Committee and Council at pertinent consultation and capacity building events.

### **Chair**

The Committee will be chaired according to the D'Hondt formula for positions of responsibility. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a Chair for the meeting will be agreed by the Members present.

### **Meetings**

Meetings of the Committee will be held on the fourth Tuesday of each month at 7.00pm except when this falls within a recess period agreed by Council.

All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

### **Sub-Committees and Working Groups**

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Corporate Services Directorate, Performance and Legal Services. The following are Sub-Committees of Corporate Policy & Resources Committee: Land and Property, Coronation Sub-Committee and

Transformation Programme Implementation Oversight Panel. The following are working groups which report to the Committee: Elected Member Development Working Group, Twinning Working Group, Women's Working Group.

### **Communication and Reporting**

The Minutes of the Committee will be presented at each meeting of Causeway Coast and Glens Borough Council by the Chair of the Committee.

### **Review Period**

A periodic review of the Terms of Reference will be carried out prior to the Annual Meeting each year.

### **Recommendation**

**It is recommended** that the Terms of Reference as set out in this report are adopted and updated in Council's Constitution and Scheme of Delegation.

The Chair drew Committees attention to the inclusion of the Transformation Programme Implementation Oversight Panel within the Sub Committee section of the Terms of Reference.

Proposed by Alderman Boyle  
Seconded by Councillor Peacock and

**AGREED** – to recommend to Council that the Terms of Reference as set out in this report are adopted and updated in Council's Constitution and Scheme of Delegation.

## **5. MINUTES OF THE TRANSFORMATION IMPLEMENTATION OVERSIGHT PANEL MEETING HELD MONDAY 10 JUNE 2024**

Copy, previously circulated, presented as read by the Chair.

Proposed by Councillor Peacock  
Seconded by Councillor Watton and

**AGREED** – to recommend that the Minutes of the Transformation Implementation Oversight Panel Meeting held Monday 10 June 2024 are adopted and recommendations therein approved.

## **6. MINUTES OF THE CORONATION SUB-COMMITTEE MEETING HELD TUESDAY 28 MAY 2024**

Copy, previously circulated presented as read by The Chair.

Proposed by Councillor Storey  
Seconded by Councillor Huggins and

**AGREED** – to recommend that the Minutes of the Coronation Sub-Committee Meeting held Tuesday 28 May 2024 are adopted and recommendations therein approved.

## 7. RURAL NEEDS ANNUAL MONITORING RETURN

Report, previously circulated, was presented by the Director of Corporate Services.

### **Purpose of Report**

Rural needs assessment is the process by which policies, strategies, plans, service proposals, etc., are assessed to determine whether they have a differential impact on rural areas and, if so, make any adjustments required taking into account particular rural circumstances.

Rural needs assessment became applicable to Causeway Coast and Glens Borough Council through the introduction of the Rural Needs Act (Northern Ireland) 2016. This requires the Council to:

“.... have due regard to rural needs when

Developing, adopting, implementing, and revising policies, strategies and plans, and  
Designing and delivery of public services.”

The Rural Needs Act also requires the Council to monitor and report on how the Council has complied with this requirement and to produce an annual monitoring report which will be forwarded to the Department for Agriculture, Environment and Rural Affairs (DAERA).

A copy of the Council's annual monitoring report to DAERA for the period April 2023 to March 2024 was previously circulated for Members' consideration.

### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee recommends approval to Council of the annual monitoring report to DAERA on implementation of the Rural Needs (NI) Act 2016.

Alderman McKillop proposed that under the heading, *Development of the Equality Action Plan*, that the word '**rural**' be added into the sentence. The Actions will result in an improvement in rural areas as well as urban areas, in consultation with the local community. Alderman McKillop referred to a motion she put forward to have adequate sports facilities at the Bobby Greer Sports Complex, and referred to the inclusion of a Farm Safety Scheme and Crime Prevention initiative being carried out in the rural area.

**AGREED** – to recommend that Council approve the annual monitoring report to DAERA on implementation of the Rural Needs (NI) Act 2016 subject to amending the sentence to read:

*'The actions will result in improved services in urban **'and 'rural** areas in consultation with the local community'*

Councillor Storey referred to the sentence, "*The Council identified inequalities faced by rural dwellers...*". He queried whether the form captured the need of the rural community to have a house in the rural community. Councillor Storey advised that current Planning Policy was restrictive in what happens in a rural community, it was being pushed by the Department through Climate Change, Policies, and Planners that their preference was to have Planning in urban settings.

The Director of Corporate Services stated the comments could be fed through to the Equality Officer.

The Chair considered DAERA did not have the option on their form, but perhaps it should be.

Councillor McShane clarified the Rural Need Assessment was for Policies Council would have introduced in the last twelve months. She stated it would mean going back to Planning Policies that need to be rural proofed, she felt it would not make sense going to DAERA as Council did not make the Policies.

Councillor Storey stated Council do make the Local Development Plan (LDP), however, what Officials and the Department want was for the LDP to suit their needs and not Council's need.

Alderman S McKillop stated she would like to see this matter enclosed in the next reporting period.

Proposed by Councillor Peacock  
Seconded by Alderman Coyle and

**AGREED** – to recommend that Council approve that the comments to be forward to the Equality Officer.

## **8. ODHR & FINANCE POLICIES AND PROCEDURES**

Report, previously circulated, was presented by the Director of Corporate Services.

### **Purpose of Report**

The purpose of this report is to present Members with 2 policies for consideration:

- Redundancy Policy
- Pensions Discretions Policy

### **Background**

The 4 legacy councils had in place a policy each for redundancy and pensions discretions. Both policies are interrelated in that the discretions policy is required to support the redundancy policy.

There is a need to agree and implement the policies for all staff to ensure a fair and equitable approach.

The Redundancy Policy is an ODHR Policy which is underpinned by the relevant legislation and will be used if required to manage any redundancy situation(s).

The Pensions Discretion Policy is a Finance Policy which is required by the Regulations governing the Local Government Pension Scheme for Northern Ireland to detail how Council will exercise certain discretions under the specific regulations detailed below.

### **Purpose of the Policies**

#### **Redundancy Policy**

Causeway Coast and Glens Borough Council accepts that it has a responsibility of planning as far as possible to safeguard the job security and prospects of its employees.

There may, however, be occasions when financial pressures, changes in economic, operational, technological developments or changes in demand for our services will impact on staffing requirements necessitating the need to restructure and/or close departments or buildings. In such cases Council will seek to minimise the effect of redundancies by considering all appropriate measures, to ensure that we have a workforce capable of adapting to the future needs of the service.

Council recognises that redundancy situations must be handled sensitively with due regard for the feelings and rights of those involved. It has therefore formulated the following procedure for dealing with compulsory redundancy situations, with provision for voluntary redundancy/severance or early retirement requests (subject to management direction) from those who are interested and eligible.

Where compulsory redundancy is unavoidable, Council will seek to minimise the effect of redundancies through the provision of sufficient time and effort, to finding suitable alternative employment for affected employees and will handle the redundancy in a fair, consistent and empathetic manner. The agreed Redeployment Policy is in place to support the Redundancy Policy in reviewing suitable alternative employment in these circumstances.

The procedures in this document apply to all employees and will remain in force until amended or replaced.

#### **Pensions Discretions Policy**

Causeway Coast and Glens Borough Council is required by the Regulations governing the Local Government Pension Scheme for Northern Ireland (the "Scheme Regulations") to prepare a written policy statement setting out how it will exercise certain discretions under:

- Local Government Pension Scheme Regulations (NI) 2014
- Local Government Pension Scheme (Amendment and Transitional Provisions) Regulations (NI) 2014
- Local Government Pension Scheme (Administration) Regulations (NI) 2009, in respect of leavers between 1 April 2009 and 31 March 2015
- Local Government Pension Scheme Regulations (NI) 2002 -in respect of leavers between 1 February 2003 and 31 March 2009.
- Regulation 66 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations (NI) 2007, effective from 1 October 2006; and
- Regulation 25 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations (NI) 2003, operative from 24 March 2003 for terminations of employment on redundancy or efficiency grounds that occurred prior to 1 April 2007.

The policy for the discretions for which Causeway Coast and Glens Borough Council must have a policy statement are set out at sections 1-5; 13; 15; 17-18; and 19-22 of the policy (attached).

Causeway Coast and Glens Borough Council also has a written policy statement in respect of certain other discretions. The policy in respect of these discretions is set out in the remaining sections.

Decisions under this policy will be taken by the Chief Executive and will be subject to review by the Senior Management Team.

Causeway Coast and Glens Borough Council in exercising the discretions set out, will at all times:

- exercise the discretions reasonably
- have regard to all relevant factors and no irrelevant factors
- record any decision taken in relation to the exercise of the discretions
- shall not act in a way that is likely to lead to a serious loss of confidence in the public sector

This policy statement sets out Causeway Coast and Glens Borough Council's general policy in relation to each discretion. However, Causeway Coast and Glens Borough Council's discretion shall not be fettered by this Policy Statement. Causeway Coast and Glens Borough Council will consider each case on its merits and may take into account exceptional circumstances.

Where relevant and reasonable, Causeway Coast and Glens Borough Council

may request further information from an employee who is applying for a discretion to be exercised in the employee's favour. The member may refuse to provide the information, in which case Causeway Coast and Glens Borough Council may proceed to make the decision without that information.

**Relationship between the policies**

The relationship between the Redundancy Policy and Pensions Discretions Policy is the Discretion set out in Pt 18 of the Policy regarding Enhanced Compensation. The policy reads as follows:

Enhanced compensation

Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations (NI) 2007, Reg 5

The employer may make a termination payment (inclusive of any redundancy payment) of up to a maximum of 104 weeks' pay to employees whose employment is terminated on the grounds of redundancy or business efficiency.

Causeway Coast and Glens Borough Council's policy is:

**Causeway Coast and Glens Borough Council** will make a termination payment (inclusive of any redundancy payment) to an employee whose employment is terminated because of redundancy or business efficiency. The termination payment will be calculated using the statutory redundancy payment formula but based on actual pay, enhanced by a multiplier of **XX**.

For these purposes, the calculation of an employee's actual week's pay, where it exceeds the statutory maximum will not include employer's pension contributions.

This **xx** figure is known as 'the multiplier'. The arrangements that were previously in place for the legacy councils in terms of 'the multiplier' are as follows:

<b>Legacy</b>	<b>Multiplier</b>	<b>Maximum weeks</b>
Ballymoney	3.46	Max of 104 weeks
Coleraine	2.5	Max of 75 weeks
Limavady	3.46	Max of 104 weeks
Moyle	Statutory with no enhanced compensation, therefore a multiplier of 0 <sup>1</sup>	N/A

Benchmarking has been conducted across local government bodies to determine the current multiplier being used post-RPA. The below table details those anonymously:

<b>Council</b>	<b>Redundancy Multiplier</b>
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<sup>1</sup> Corrected at the Committee meeting to state '1' and not '0'.

	<b>(as of November 2023)</b>
Council 1	Was 3.46 in 2015 – no updated position
Council 2	3.46
Council 3	3.46
Council 4	3
Local Government Sector	2.6
Council 5	2.2
Council 6	2.2
Council 7	2.2
Council 8	2.2
Council 9	1.7

### **Consultation**

The draft policy has been considered and agreed at the Senior Management Team and the Trade Unions through the Action Group and Joint Consultative and Negotiating Committee (JCNC).

The 3 recognised Trade Unions unanimously confirmed that their proposal in respect of ‘the multiplier’ was **3.46** for all staff. The reasons for this being:

- That Council would avoid redundancy where possible;
- That redundancy would be removing employment for the employee affected and therefore to compensate for this loss of employment the maximum payment would be beneficial to the employee;
- If the maximum redundancy payment was available, i.e. multiplier of 3.46, the Council would have an extra incentive to avoid redundancy

The officers involved in the consultation process for these policies would be considered interested parties and are therefore conflicted. It would not be appropriate that those officers would suggest a multiplier, as they may potentially benefit from the policies if a redundancy situation was to arise in the future in respect of their position.

### **Equality Screening**

In accordance with Council’s duty under Section 75 Equality Legislation, the policies have been screened and the result is that they were screened “out”.

### **Recommendations**

#### **It is recommended that:**

- the Corporate Policy and Resources Committee decide on ‘the multiplier’ for both policies; and
- recommend to Council the 2 policies and procedures for approval.

The Chief Finance Officer clarified the Moyle multiplier in the table should have read ‘1’. The Chief Finance Officer clarified these Policies have to be brought to be the same, and applied to both Policies.

Councillor Peacock asked whether Trade Union agreement was required?

Councillor Storey sought clarification on whether it was retrospective and what the cost implication would be if the multiplier was '3.46'?

The Chief Finance Officer clarified the matter was an Employer Discretion, the Trade Unions had set out their position, if they did not agree, technically they could not do anything about it. The Chief Finance Officer clarified the Policy will apply for redundancy or pension discretion situations from implementation forward, would apply to all staff, the cost dependant on the pay grade and only applies to redundancy situations.

Councillor Peacock considered that, when looking across other Council's and previous Policy's, that in any Policy realignment, staff would expect to be aligned upwards rather than downwards than having to be put at a disadvantage, Councillor Peacock proposed a multiplier of '3.46'.

In response to Councillor Peacock, the Chief Finance Officer clarified where you set the multiplier you are not setting an employee potentially at a detriment, as they are not receiving it at this time, this will only affect people in a redundancy situation and how beneficial the package would be at that time.

Proposed by Councillor Peacock  
Seconded by Alderman Boyle and

AGREED – to recommend that Council approve 'the multiplier' of '3.46' for both policies; that the Trade Unions had agreed that and recommend that Council approve the 2 policies and procedures for approval.

The Chair proceeded to the next Item on the Agenda.

Alderman Fielding queried whether the Chair was taking a vote.

The Chair stated she had asked if anyone had any other of view and she did not see anyone indicating otherwise, but that she could put it to a vote.

The Chair put the motion to the Committee to vote.  
6 Members voted For; 6 member voted Against; 1 Member Abstained.

The Chair concurred she had a Casting Vote.

Alderman Fielding stated every Council should be the same multiplier, he was not particularly against this Council.

The Chair clarified the matter was a discretion of each Council.

The Chair, in light of the split decision, declared a Casting Vote to Abstain, to be decided at the council meeting.

## 9. NOMINATIONS TO THE DRAINAGE COUNCIL FOR NORTHERN IRELAND

Report, previously circulated, was presented by the Chair.

The purpose of the report is to present the outcome of the submission of Council's nominations to apply to the Drainage Council for Northern Ireland.

At its Annual Meeting held Monday 3 June 2024, Council considered a report seeking two Council nominations to be put forward to apply to the Drainage Council for Northern Ireland.

The full report may be downloaded [here](#).

Council RESOLVED:

*that Party Leads submit nominations to apply to the Drainage Council for Northern Ireland and a report will brought back to Corporate Policy and Resources Committee with the nominations, for ratifying or if oversubscribed, to draw straws for the names to go forward.*

Since the initial report was issued to Committee Members, a further nomination has been put forward (in addition to that received of Councillor Mervyn Storey (DUP)).

- Councillor Dermot Nicholl (SF)

**It is recommended** that Corporate Policy and Resources Committee approve the nomination of Councillor Mervyn Storey (DUP) and Councillor Dermot Nicholl (Sinn Féin) to be put forward to apply to the Drainage Council for Northern Ireland.

Proposed by Alderman Fielding  
Seconded by Alderman Coyle and

**AGREED** – to recommend to Council to approve the nomination of Councillor Mervyn Storey (DUP) and Councillor Dermot Nicholl (Sinn Féin) to be put forward to apply to the Drainage Council for Northern Ireland.

## 10. BUSINESS PLANS

The Chair advised Items 10.2-10.5 remained in draft and would be presented to the next Committee meeting in September.

### 10.1 Performance Business Plan

Report, previously circulated, was presented as read by the Performance Officer who invited questions that he advised would be taken back to the Head of Service for response.

## Purpose of Report

The purpose of this report is to present the Performance Section Business Plan 2024/2025 as set out in Appendix 1 to Elected Members for approval.

## Functions of the Section

The Performance Section comprises a number of Council functions. These are as follows:

- Corporate Performance Improvement
- Management of Civic Facilities and Town Halls
- Corporate Health and Safety Management
- Corporate Health and Well being
- Council Insurance Services

Further detail was provided within the report.

## Staffing Structure

The section reports to the Chief Executive and is led by the Head of Performance. Reporting to the Head of Performance are the Corporate Health and Safety and Insurances Manager, the Performance Improvement Officer and the General Facilities Manager.

## Strategic Context

Annual Budget

The 2024/25 budget for the section is as follows:

Expenditure area	Annual Budget	Other
Corporate Insurance Services	£62,000 Wages	£1.55M policy costs allocated across Council Departments
Corporate Health and Safety	£182,000	
Corporate Well-Being	£40,000	Includes defibrillator provision
Civic Buildings and Town Halls	£1.58m	
Performance Improvement	£149,000	Includes annual audit cost.

The Performance Section functions are primarily support functions to other Council Departments. However, there is a requirement to work with external partners such as the Health and Safety Executive, Department for

Communities and Insurance Companies. There is also on going interaction with the general public through management of the Civic Buildings and Town Halls.

## **Swot Analysis**

### Strengths

- The Section has very experienced staff that have been in place since 2016.
- The staff have developed strong working relationships across the Council
- The section has developed capacity across the Council via training in areas such as Health and Safety, APSE benchmarking and Insurance.
- There have been consistently very satisfactory annual reports from the Local Government Auditor regarding Performance Improvement across Council Services in relation to the annual Performance Improvement Plan
- The Citizens surveys provide the Council with accurate feedback on services and how resources can be applied to best improve them

### Weaknesses

- There is a lack of competition in relation to tendering for the annual insurance policies and this may result in rising costs.
- Potential business continuity risks should any of the long term staff leave the Council.
- Potential for major reputational damage to Council should there be major Health and Safety breaches.
- There is reliance on staff across the Council to adhere to all Health and Safety policies and procedures and the human element is always a factor in terms of non compliance and the resulting outcomes that Council are held responsible for.

### Opportunities

- Review of the Civic building footprint may result in greater efficiency and reduced operational cost.
- New accident reporting and investigation bespoke software package will assist in defending insurance claims and therefore reduce premiums.
- Annual Health and Safety inspection programme is improving the health and safety culture of the Council illustrated by a reduction year on year of accidents and RIDDOR reports to the Health and Safety Executive.
- Potential to increase staff numbers in the Health and Safety section to provide an additional focus on training and building Health and Safety capacity corporately across Council services.
- Potential to increase the footfall in the Town Halls via improved marketing.

### Threats

- The Insurance market is volatile and there is the possibility of both inflated policy costs in the future and the potential for zero market interest in higher risk policy areas. Self Insurance is reviewed annually as a mitigation approach.

## **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee recommends to Council that the Performance Section Business Plan be agreed as set out in Appendix 1.

Councillor Watton proposed deferring until all reports would be available.

The Performance Officer clarified the Performance Business Plan was complete and recommended for approval.

Proposed by Alderman Coyle  
Seconded by Councillor McCully and

**AGREED** – to recommend that Council approve the Performance Section Business Plan be agreed as set out in Appendix 1.

\* **The Chief Finance Officer left the meeting at 7.38pm.**

## **11. CORPORATE PERFORMANCE IMPROVEMENT PLAN 2024/25**

Report, previously circulated, was presented by the Performance Officer.

### **Purpose of Report**

The purpose of this report is to present to Members, for Decision, Council's 2024/25 Performance Improvement Plan

### **Background**

The Corporate Performance Improvement Plan (the Plan) is a requirement within the Local Government Act (NI) 2014 (the Act). Elected Members agree the annual Plan and progress updates are provided periodically to the Corporate Policy and Resources Committee and full Council.

The Plan is subject to an annual external audit process by the Local Government Auditor. There is a guidance document specifically written by Central Government that sets out the process and requirements of the Council when developing the Plan and reporting progress.

The Plan includes some of Council's key performance measures, and the targets and outcomes that are applicable to them.

Updates against this Plan will be brought to Committee in November 2024 and then in May 2025.

### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee recommends to Council the adoption of this 2024/25 Performance Improvement Plan, as set out in Appendix 1, and the Improvement Objectives contained within it.

Proposed by Councillor Huggins  
Seconded by Alderman Boyle and

**AGREED** – to recommend that Council adopt the 2024/25 Performance Improvement Plan, as set out in Appendix 1, and the Improvement Objectives contained within it.

## **12. CONFERENCES**

There were no conferences.

## **13. CONSULTATION**

There were no consultations.

## **14. CORRESPONDENCE**

There were no items of correspondence.

## **15. MATTERS FOR REPORTING TO THE PARTNERSHIP PANEL**

There were no matters to report to the Partnership Panel.

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

Proposed by Councillor McShane  
Seconded by Councillor McCully and

**AGREED** – to recommend that Council move ‘*In Committee*’.

\* **Press were disconnected from the meeting at 7.41pm.**

***The information contained in the following items is restricted in accordance with Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.***

The Chair advised Committee of its obligations and protocol whilst the meeting was being audio recorded.

## **16. CORPORATE SERVICES MANAGEMENT ACCOUNTS MONTH 12**

Confidential report, previously circulated, was presented by the Director of Corporate Services.

Confidential by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014.

### **Purpose of Report**

The purpose of this report to provide Members with information on the current financial position of Corporate Services Directorate at the end of Period 12.

### **Recommendation**

**It is recommended** that the Management Accounts for Period 12 - Corporate Services and Planning - and the associated narrative contained with the report are accepted.

Proposed by Councillor Huggins  
Seconded by Councillor Peacock and

**AGREED** – to recommend to Council that the Management Accounts for Period 12 - Corporate Services and Planning - and the associated narrative contained with the report are accepted.

\* **Having declared an interest, Councillor Wilson left The Chamber.**

## **17. LAND AND PROPERTY**

### **17.1 Minutes of The Land and Property Sub Committee Meeting held Wednesday 5 June 2024**

Unredacted copy minute previously circulated, presented as read by the Chair.

Proposed by Councillor Wilson  
Seconded by Councillor McShane and

**AGREED** – to recommend that Council adopt the Minutes of the Land and Property Sub Committee meeting held Wednesday 5 June 2024 and recommendations therein approved.

### **17.2 Ballycastle, Temporary Transfer of Council Lands to Red Bull**

Confidential report, by virtue of paragraph 3 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014, previously circulated, presented by The Head of Tourism and Recreation.

#### **Purpose of Report**

The purpose of this report is to provide supplementary information to the Corporate Policy and Resources committee regarding the report taken to the Land and Property Sub-Committee on Wednesday 5 June 2024.

#### **Background**

The June Land and Property Sub-Committee received a report detailing a request for the temporary transfer of Council lands to Red Bull, in association with Richmond Marketing, for the Red Bull cliff diving series. Appendix A of that report detailed the location of lands and the duration of the transfer.

Council approval was granted in December 2023 to work with Red Bull to deliver on the Cliff Diving event in Ballycastle. The Land and Property Sub Committee report considered the assessment of fees and charges required as part of the Land and Property process for the transfer of lands. The Committee recommended that:

- A licence will be granted to Red Bull in association with Richmond Marketing the temporary transfer of Council lands to deliver the 2024 Red Bull Cliff Diving World Series, Cliff Diving Event
- The lands to be transferred, the duration of the transfer and the purpose of the transfer were detailed at Appendix A of the Land and Property report (previously circulated)
- Progress with cost recovery in line with the valuation
- Details of estimated direct costs incurred by Council will be presented by the Head of Tourism and Recreation at the next Corporate Policy and Resources Committee meeting.

NRE Chartered Surveyors & Estate Agents were appointed to carry out an independent assessment and the valuation report.

Table A (circulated) detailed the land valuation and associated costs, as noted in Appendix C of the Land and Property Sub-Committee report (previously circulated).

The costs identified in Table A above (circulated) will be part of Council's cost recovery exercise in line with the recommendation of the Land & Property Sub-Committee on 5th June 2024 to "Progress with cost recovery in line with the valuation."

Table B (circulated) detailed the costs associated with Council supporting the infrastructure set-up and delivery of the event.

Table B (circulated) detailed the estimated additional costs associated with Council supporting the event during set up and delivery. These costs are subject to change, depending on the levels of assistance required and confirmed by Red Bull Management. Further discussion around these costs will be ongoing with Red Bull.

Members are asked to consider providing the Council assistance detailed in Table B above event at no additional cost to the organisers of this major tourism event.

#### Options

- a) Charge Red Bull for the estimated additional costs associated with Council supporting the event during set up and delivery as identified in table B of the report subject to confirmation of final costs.
- b) Provide Council assistance and support to the event during set up and delivery as identified in Table B of the report subject to confirmation of final costs, at no additional cost to the organisers of the event.

#### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee note the supplementary information to the report taken to the Land and Property Sub-Committee on 5 June 2024, for the temporary transfer of Council lands to

Red Bull in association with Richmond Marketing and consider the options identified at 3a) and 3b) of the report and make a recommendation to Council.

Councillor McShane stated it was good to see the event happening in Ballycastle, for the Causeway Coast and Glens area. Councillor McShane proposed Option B, considering an insignificant absorption of the costs, an event evaluation from the 2022 Cliff Diving Series drew £1.5bn media contacts, social media channels reached 400million impressions and, 750 million video views, 20,000 people were expected in the area, and it was massive for Council to be screened globally. Councillor McShane referred to the large scale partnering with R&A for the Golf to Portrush that Council providing that support was one of the main contributing factors as to why they are seeking to come back again; these costs were more significantly absorbed that were of hundreds of thousands of pounds.

Proposed by Councillor McShane  
Seconded by Councillor Peacock and

**AGREED** – to recommend that Council approve Option b):  
Provide Council assistance and support to the event during set up and delivery as identified in Table B of the report subject to confirmation of final costs, at no additional cost to the to the organisers.

\* **Councillor Wilson returned to The Chamber at 7.50pm.**

## **18. TRANSFORMATION PROGRAMME – RECORD KEEPING AND INFORMATION MANAGEMENT**

Confidential report, by virtue of paragraphs 3 & 5 of Part 1 of Schedule 6 of the Local Government Act (Northern Ireland) 2014 was previously circulated, and presented by the Director of Corporate Services.

### **Purpose of Report**

The purpose of this report is to present an update on the Transformation Action Plan - Records Management and Information Management Procedures.

### **Background**

At its meeting in January 2024 the Corporate Policy and Resources (CPR) Committee recommended approval of the Transformation Programme (TP) Record Keeping and Information Management and was ratified by full Council on Tuesday 6th February.

Members were informed that monthly updates would be provided on progress to ensure the CPR Committee can oversee and monitor the progress of the work to complete the recommendations for which it is responsible.

### **Action Plan Progress - Record Keeping and Information Management**

The Action Plan has been updated to reflect the current status of each of the recommendations and is attached at Appendix A (previously circulated).

In total there are 7 actions listed within the Action Plan. Actions RK2 and RK 3 were completed in March, with RK4 and RK7 completed in May. RK1, RK5 and RK6 are currently progressing well.

Members are asked to note the update provided.

**Recommendation**

**It is recommended** that the Action Plan Update is considered and noted.

Committee NOTED the report.

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

There were no items of Any Other Relevant Business.

**MOTION TO PROCEED 'IN PUBLIC'**

Proposed by Councillor McShane  
Seconded by Alderman S McKillop and

**RESOLVED** – that Council move '*In Public*'

There being no further business, the Chair thanked everyone for their attendance.

The meeting concluded at 7.52pm.

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Chair