



**CORPORATE POLICY AND RESOURCES COMMITTEE MEETING
TUESDAY 21 AUGUST 2018**

No	Item	Summary of key Recommendations
1	Apologies	<i>Councillors Beattie, Deighan and K Mulholland</i>
2	Declarations of Interest	<i>None</i>
3	Minutes of Corporate Policy and Resources Committee Meeting held Tuesday 19 June 2018	<i>Approve</i>
4	Treasury Management Policy	<i>Approve</i>
5	Coleraine Business Improvement District Levy Administration	<i>Approve BID levy process and not to recoup costs</i>
6	Centenary End of Great War Celebrations	<i>Approve Mayor and Deputy Mayor to attend If not available use ballot system</i>
7	Section 75 Annual Progress Report to Equality Commission for NI	<i>Information</i>
8	Prompt Payment Statistics	<i>Information</i>
9	Scheme of Allowances	<i>Information</i>
10	Actual Penny Product Forecast	<i>Information</i>

11	De-Rating Penny Product Forecast	Information
12	Matters for Reporting to Partnership Panel – Local Government Side	None
13	Consultations	
	13.1 NILGA – Devolution within Northern Ireland – Consultation for Member Councils 31 July 2018 – 30 September 2018	Members wishing to comment on consultation to contact DS by 7 September 2018, comments to be collated and report brought back to Sept CP&R
	13.2 NIAO – The Code of Data Matching Practice of the Comptroller and Auditor General for Northern Ireland – Draft Consultation	Noted
14	Correspondence	
	14.1 NILGA Report – response requested to query	Noted
	14.2 Northern Ireland Public Services Ombudsman – Own Initiative Investigations	
15	Notice of Motion proposed by Councillor Stevenson, Seconded by Alderman Campbell (Ref: CM 180724)	Nil
16	Council Credit Cards	Approve Chief Finance Officer to provide Members with breakdown of expenditure on credit cards for the 17/18 year
17	Legal Services	Approve
18	ODHR – Voluntary Severance	Approve

19	ODHR – Redundancy	Approve
20	Debt Management	Information
21	Minutes of the Land and Property Sub-Committee held Wednesday 1 August 2018	Approve
22	Any Other Relevant Business (notified in accordance with Standing Order 12 (o))	Director of Corporate Services to provide written response
	22.1 An update on Councils current budgetary position for the various directorates from April to August, highlighting any under or over spend	Director of Corporate Services to confirm date of next Efficiency Working Group Meeting
	22.2 An update on staffing structures for Land and Property to include, does the legal services associated with this portfolio in regards to leases/rental/transfers of land cost Council financially or are they cost neutral?	

**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE
CORPORATE POLICY & RESOURCES COMMITTEE
HELD IN THE COUNCIL CHAMBER, CIVIC HEADQUARTERS
TUESDAY 21 AUGUST 2018 AT 7:00 PM**

- In the Chair** : Councillor Quigley
- Present** : Alderman Hillis and S McKillop
Councillors Baird, Blair, Callan, Fielding,
Knight-McQuillan, McCandless,
McCorkell, C McShane, Nicholl and Wilson
- Officers Present** : M Quinn, Director, Corporate Services
D Wright, Chief Finance Officer
D Allen, Committee & Member Services Officer
- Non Committee Members Present:** Councillor Stevenson (Minute Item 15)
- In Attendance** : Press (1 No.)

SUBSTITUTIONS

Councillor A Mulholland replaced Councillor Beattie and Councillor MA McKillop replaced Councillor Deighan for the transaction of business for the evening.

1. APOLOGIES

Apologies were recorded for Councillors Beattie, Deighan and K Mulholland.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest recorded. Alderman S McKillop informed the Chair that should a planning application be discussed from the Land and Property Minutes Members who sit on the Planning Committee would need to declare an interest.

3. MINUTES OF MEETING HELD TUESDAY 19 JUNE 2018

The Minutes of the above meeting were adopted at the Council Meeting held on Tuesday 26 June 2018.

It was **AGREED** that Agenda Item 5 – Council Credit Cards would be discussed 'In Committee' along with other 'In Committee' items.

4. TREASURY MANAGEMENT POLICY

Report previously circulated.

Causeway Coast and Glens Borough Council has to establish a framework of governance under which its services and functions can operate.

Regulation 19 of the Local Government (Capital Finance and Accounting) Regulations (Northern Ireland) 2011 requires the Council, in carrying out its capital finance functions, to have regard to the CIPFA Code of Practice in 'Treasury Management in the Public Services'.

The Local Government Finance Act (Northern Ireland) 2011, section 25(1), also requires a Council to have regard to guidance issued by the Department of the Environment on Local Government Investments.

The policy is an updated version from that which Council in shadow form approved in Dec 2014. The update is necessary to allow Council more flexibility in its Treasury Management process since there are investment strategies with higher returns available to Councils but which are not permitted by the existing policy. Council has appointed Treasury Management Advisors who have assisted in the drafting of this policy and who will also be consulted before any investment decisions are made to ensure the highest level of security for Council funds. Their advice will include what investments are appropriate, what length of investment is suitable and any maximum amounts to be invested in any product.

One of the main changes in this policy from the previous version is to allow Council to invest in instrument which have their own credit rating and are not necessarily governed by an organisation rating. In the previous policy Council could invest in any instrument where the provider had a sufficiently high credit rating however this meant that some investments were then beyond the reach of Council.

With Council possessing significant resources and reserves it is vital that we obtain the maximum return from these assets whilst ensuring their safeguarding and with this new policy council officers can achieve this.

It is recommended that Causeway Coast and Glens Borough Council adopt the new Treasury Management Policy as tabled.

In response to a query from Councillor Baird the Chief Finance Officer informed Members that all Councils have a Government credit rating. He also clarified that the appointed treasury management advisory company was Arlingclose a company based in the UK and covered the 11 Councils.

Proposed by Councillor Baird
Seconded by Councillor Nicholl and

AGREED – to recommend that Causeway Coast and Glens Borough Council adopt the new Treasury Management Policy as tabled.

- * Councillor Stevenson joined the meeting at 7.14pm and sat in the public gallery.

5. COLERAINE BUSINESS IMPROVEMENT DISTRICT LEVY ADMINISTRATION

Report previously circulated.

Business Improvement Districts (BIDS) are business led partnerships which are created through a ballot process to deliver additional services to local businesses. They can be a powerful tool for directly involving local businesses in local activities and allow the business community and local authorities to work together to improve the local trading environment.

In December 2017 a BID project manager was appointed in Coleraine and since then a full-time office has opened in the town from where businesses and public agencies have been consulted leading to the creation of a draft plan for the creation of a BID in Coleraine. The draft plan sets out a 5 year strategy for the area in various matters including public transport, energy, waste, communications and promotion of the area to name just a few. Finance for this plan will be raised by imposing a small levy on each of the businesses within the designated BID area over the 5 year life of the plan.

A BID is created following a ballot of the businesses which reside within the designated BID area, the ballot for the Coleraine BID commenced on Friday 3rd August 2018 closing 6 weeks later on Thursday 13th September 2018. It is anticipated that the result will be announced on

14th September 2018. Subject to a successful ballot with businesses agreeing to the creation of a BID.

Under the enabling legislation regarding BIDS the local Council is designated as the billing and collection authority for the BID levy which will fund the programme. This will involve raising an invoice to each business and the collection of the levy as set out in the invoice including, if necessary, any debt collection actions against defaulters. The collection process will be handled in line with Council's current Debt Management Policy.

There will be a cost to Council in terms of staff time, stationery and postage connected with the issue of invoices and possibly reminders to levy payers. In addition there may be debt collection costs if some payers default in accordance with our Debt Management Policy and may therefore be pursued through legal channels. Provision exists under the legislation for Councils to recoup the cost incurred in the invoicing and collection of the levy on behalf of a BID. Officers have estimated that these costs will be approximately £5,000, this figure includes an assumption that a proportion of levy will be taken to legal action.

It is recommended that Council approve the BID levy process as set out in section 1.5 of the report and consider whether or not to recoup the costs outlined in section 1.6 from the BID office.

In response to a query from Councillor Nicholl the Chief Finance Officer informed Members that the BID office was based in The Diamond, Abbey Street, Coleraine and clarified that the BID team was self-financing but funding had been available for set up.

The Chief Finance Officer stated that the £5,000 per annum (over the 5 year plan) estimated to recoup costs was a solid estimate. He also reminded Members that the recommendation was for Council to approve the BID levy process and whether or not to recoup costs; Council had already been designated as the billing and collection authority for the BID levy and so were duty bound.

The Director of Corporate Services informed Members that a report which had been taken to the Leisure and Development Committee Meeting on 14 August 2018, provided further details on how the process worked and associated timescales.

* Councillor C McShane joined the meeting at 7.14pm.

Discussion ensued which Members commented on potential workload for existing staff, promotion of town centres and Councils enabling role.

Proposed by Councillor Nicholl
Seconded by Councillor C McShane

- to recommend that Council approve the BID levy process as set out in section 1.5 of the report and to recoup the costs outlined in section 1.6 from the BID office.

Amendment

Proposed by Councillor Baird
Seconded by Alderman Hillis

- to recommend that Council approve the BID levy process as set out in section 1.5 of the report and not to recoup the costs outlined in section 1.6 from the BID office.

The Chair put the **Amendment** to the Committee to vote, 6 Members voted for 4 Members voted against and 4 Members abstained. The Chair declared the amendment **carried**.

AGREED – to recommend that Council approve the BID levy process as set out in section 1.5 of the report and not to recoup the costs outlined in section 1.6 from the BID office.

6. CENTENARY END OF GREAT WAR CELEBRATIONS

Report previously circulated.

Council's Centenary End of Great War Working Group was established in August 2017 to provide a collective forum for Elected Members and community stakeholders to work in partnership to mark the Centenary of the End of World War 1 in November 2018.

The Somme Association is no longer licenced to organise visits to the Somme as in previous years therefore another provider has been identified. The only local company operating a November tour to the scheme is Thompson Travel, based in Portadown, who are offering 'The Somme – 100 Years' tour as follows:

Date	Sat 10 Nov - Tues 13 Nov
Flights	Dublin - Brussels

Accommodation	4* Parkhotel, Kortrijk
Cost	£595 pp sharing/£745 single

The proposed itinerary for the trip is attached as Appendix 1 (previously circulated). Given the early departure from Dublin airport, overnight accommodation can be arranged for Friday 9 November 2018, if required.

It is recommended that the Committee make recommendation to Council on the number of attendees and method of appointment.

The Director of Corporate Services informed Members that in 2015 it had been agreed that the Mayor and Deputy Mayor would represent Council at the Somme Tour in each year of the Council term and in the event of the Mayor or Deputy Mayor being unable to attend a replacement would be chosen by ballot with those who had previously attended being considered last. She also confirmed that places were limited therefore 2 places had been provisionally booked.

Councillor McCorkell commented it was more a commemoration than a celebration and Councillor Fielding pointed out that this was not a normal year but a significant year for commemoration, so more people should be invited to attend.

Proposed by Councillor McCorkell
 Seconded by Councillor Fielding

- to recommend to Council that the Mayor and Deputy Mayor represent Council at the Centenary End of War Celebrations to the Somme, and that the Chair of the Centenary End of Great War Working Group and a representative from the Reserve Forces and Cadet Association also be invited to attend, paid for by Council.

Amendment

Proposed by Alderman Hillis
 Seconded by Councillor MA McKillop

- to recommend to Council that the Mayor and Deputy Mayor represent Council at the Centenary End of War Celebrations to the Somme, and in the event of the Mayor or Deputy Mayor being unable to attend a replacement would be chosen by ballot with those who had previously attended being considered last.

The Chair put the **Amendment** to the Committee to vote, 6 Members voted for 6 Members voted against and 2 Members abstained. Under Standing Order 19.2 where the vote is tied, the Chair applying her casting vote, voted in favour of the Amendment and declared the Amendment **carried**.

AGREED - to recommend to Council that the Mayor and Deputy Mayor represent Council at the Centenary End of War Celebrations to the Somme, and in the event of the Mayor or Deputy Mayor being unable to attend a replacement would be chosen by ballot with those who had previously attended being considered last.

7. **SECTION 75 ANNUAL PROGRESS REPORT TO EQUALITY COMMISSION FOR NI**

Information report previously 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.

The format of the report is based on a template provided by the Equality Commission and the report always covers the previous financial year. The period of time this report deals with therefore is from 1 April 2017 to 31 March 2018.

Part A of the report relates to the Section 75 Equality and Good Relations duties and covers outcomes, impacts and good practice in relation to these areas of work, along with progress on the Council's Equality Action Plan, consultations undertaken, screening and Equality Impact Assessments undertaken, monitoring arrangements, training and complaints made in relation to equality and good relations issues.

Part B outlines actions achieved, partially achieved or not achieved in relation to the Council's Disability Action Plan.

The information report was noted.

8. PROMPT PAYMENT STATISTICS

Information report previously circulated.

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

These figures are published on a quarterly basis by the 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 detail Council's performance since April 2016 the latest data for the early part of quarter 2 of 2018/19 being up to and including early August 2018. Q2 performance has dropped slightly from Q1 but with the majority of this being the July holiday period this is to be expected, the performance is still comfortably ahead of the previous 2 years for the same period.

Council Officers continue to seek improvements to overcome any difficulties and ultimately improve the performance. As previously reported finance staff are continuing with the setting up of electronic systems which will remove the need to have invoices transported around all of our offices for verification and authorisation. It is anticipated that a pilot implementation of this will take place in the summer; only one of the four legacy Councils used the electronic system that is the basis for what is required, therefore this requires extensive programming, implementation, roll-out and training before it will become fully operational. The electronic system will produce significant improvements in the payment figures.

The information report was noted.

9. SCHEME OF ALLOWANCES

Information report previously 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:

1. The maximum level of basic allowance as determined by the Department for Communities (DfC) is paid
2. The maximum level of carers allowances as determined by the DfC are paid
3. The maximum level of mileage rates as determined by the DfC are paid
4. Councillors' payments are made on the third last banking day of each month

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

1. Basic allowance
2. Mileage rates
3. New increased rates for dependant carer's allowance

Direction has now been received by Council regarding increases to the basic allowance and carer's allowance and in accordance with Councils direction in March 2018 whereby the Chief Finance Officer was authorised to implement these changes without the need for an additional council decision. Council's Scheme of Allowances has been updated to reflect these changes.

The scheme of allowances has been effective from 1 April 2018 continuing until 31 March 2019 therefore the new rates of basic and carer's allowance are also effective retrospectively hence members will receive an element of allowances in arrears with their August allowances. The updated scheme of allowances has been published on Council's website in accordance with the regulations.

The information report was noted.

10. ACTUAL PENNY PRODUCT FORECAST

Information report previously circulated.

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils issue in year forecasts on the Actual Penny Product (APP) and projected outturns with regards the amount of rates actually collected.

LPS has issued to Councils the first in year forecast for the APP based on figures at 30 June 2018. 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 £60k. The figure has been calculated on the basis of a number of assumptions as detailed in the report.

This is an encouraging indication that the strength of our rates base continues to show growth.

The information report was noted.

11. DE-RATING PENNY PRODUCT FORECAST

Information report previously circulated.

Land and Property Services (LPS) who issue bills and collect rates on behalf of Councils issue in year forecasts on the Actual Penny Product (APP) and projected outturns with regards the amount of rates actually collected. In addition they also provide data on the de-rating grant element which has a penny product figure of its own.

Council has received first quarter forecast for the de-rating grant finalisation which estimates council to be in a positive position of £45,466. This is an encouraging indicator of growth in our area in the types of organisation who benefit from de-rating namely:

- Sport & Recreation (80% - excluding CASC)
- Community Amateur Sports Clubs (CASC – 100%)
- Industrial (70%)
- Freight & Transport (75%)

Details of the De-rating grant award are shown in the Appendix previously circulated, which indicate the majority of the growth is in the industrial sector.

The information report was noted.

12. MATTERS FOR REPORTING TO PARTNERSHIP PANEL – LOCAL GOVERNMENT SIDE

There were no matters to report.

13. CONSULTATIONS

13.1 NILGA – Devolution within Northern Ireland – Consultation for Member Councils 31 July 2018 – 30 September 2018.

The Director of Corporate Services advised that any Members wishing to comment on the consultation should contact Democratic Services by 7 September 2018, and that the comments would be collated and a report brought back to Corporate Policy & Resources in September.

13.2 Northern Ireland Audit Office (NIAO) – The Code of Data Matching Practice of the Comptroller and Auditor General for Northern Ireland – Draft Consultation

Committee noted the consultation schedule previously circulated.

14. CORRESPONDENCE

The Director advised of the following items of correspondence.

14.1 Matthew Finlay – NIGLA Report – response requested to query in relation to a Council comment to the NILGA correspondence at 13.1 – Devolution within Northern Ireland.

14.2 Northern Ireland Public Services Ombudsman – Own Initiative Investigation (18 July 2018).

AGREED – to recommend that Council note the Correspondence at Item 14.1 and 14.2.

15. NOTICE OF MOTION PROPOSED BY COUNCILLOR STEVENSON, SECONDED BY ALDERMAN CAMPBELL

Councillor Stevenson was invited to propose his Notice of Motion and proposed it accordingly.

‘That in the interest of inclusivity, accuracy and practicality, that the name Causeway Coast and Glens Borough Council be changed to a singular name instead of a double name attached to a particular area which is not inclusive of the entirety of the four legacy councils which amalgamated, and that an equality impact assessment be carried out on the current Council name if it is not changed’

Councillor Stevenson read out a prepared statement in support of his Notice of Motion. He informed Members that Alderman Campbell was not able to attend the meeting due to other commitments.

It was noted that there was no seconder to the motion.

Alderman Hillis pointed out that changing the name of the Council at this stage would be very costly. He continued to say that Ballycastle, Ballymoney, Coleraine and Limavady were all considered to be part of the Borough and that this Council took a pragmatic stance when considering its name.

The Chair advised the Committee that as there was no seconder then there was no point in proceeding any further with the debate. Councillor C McShane commented that the same thing occurred at the Leisure and Development Committee Meeting on 14 August 2018, and that it was a waste of Councillors' time.

It was **AGREED** that the Committee would move on to the next item on the Agenda as there was no seconder for the Notice of Motion.

The Committee did not make any recommendation on the matter.

MOTION TO PROCEED 'IN COMMITTEE'

Proposed by Councillor MA McKillop
Seconded by Councillor McCorkell and

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

* Councillor Stevenson and the Press left the meeting at 7.55pm.

16. COUNCIL CREDIT CARDS

Report previously circulated.

Causeway Coast and Glens Borough Council approved in March 2015 for the issue of credit cards to Senior Management Team officers as detailed below:

Cardholder	Credit Limit
Director of Corporate Services	£5,000
Director of Leisure & Development	£3,000
Director of Environmental Services	£3,000

Chief Finance Officer	£3,000
Head of Planning	£3,000

The operation of these cards has been in line with the Council's Credit Card Policy, however recently there have been occasions where cards are reaching their expenditure limits before the end of the month. In particular the card issued to Leisure and Development would encounter this problem most frequently therefore it is suggested that the credit limit of this card be increased to £5,000.

It is recommended that Causeway Coast and Glens Borough Council approve the credit limit for the card issued to Leisure and Development be increased to £5,000.

Discussion took place on what the Credit Cards are typically used for, possible further requests for increase in credit limits in the future, vigorous credit checks and the issue of a Credit Card to the incoming Mayor each year.

Proposed by Councillor Baird
Seconded by Alderman Hillis

- to recommend that Causeway Coast and Glens Borough Council approve the credit limit for the card issued to Leisure and Development be increased to £5,000 and that the incoming Mayor each year be issued with a Credit Card.

In response to a request from Councillor MA McKillop for further information regarding the breakdown of the expenditure, the Chief Finance Officer informed Members that a summary of the 2017/2018 expenditure on Credit Cards would be circulated to them.

Further discussion took place on annual fees, payment by direct debit, Debit Cards and the strict policy for the use of Credit Cards.

Councillor C McShane requested a breakdown and further details of the past three months transactions for the credit cards.

The Chief Finance Officer clarified that Credit Cards were not used for Corporate Hospitality with the exception of subsistence when an overnight stay is required, but mainly used for the booking of flights and hotel accommodation. He also stated that the Chief Executive Officer was not in possession of a Council Credit Card.

Amendment

- to recommend that Causeway Coast and Glens Borough Council approve the credit limit for the card issued to Leisure and Development be increased to £5,000.

The Chair put the **Amendment** to the Committee to vote, 8 Members voted for 5 Members voted against and 0 Members abstained. The Chair declared the Amendment **carried**.

AGREED - to recommend that Causeway Coast and Glens Borough Council approve the credit limit for the card issued to Leisure and Development be increased to £5,000.

* Councillor C McShane left the meeting at 8.25pm.

17. LEGAL SERVICES

Confidential report previously circulated.

The Director of Corporate Services presented a further confidential report on the provision for the Causeway Coast and Glens Borough Council Legal Services team.

It is recommended that this Council transfers the two solicitors from Derry City and Strabane District Council into the full employment of the Causeway Coast and Glens Borough with effect 1st October 2018.

Members welcomed the detailed information contained within the report.

Proposed by Councillor Callan
Seconded Alderman Hillis and

AGREED - to recommend that this Council transfers the two solicitors from Derry City and Strabane District Council into the full employment of the Causeway Coast and Glens Borough with effect 1st October 2018.

18. OD/HR – VOLUNTARY REDUNDANCY

Confidential report previously circulated.

Under Section 123 of the Local Government Act (Northern Ireland) 2014, arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following the 1 April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum 'RPA Staff

Severance Scheme for Local Government' (the severance scheme) sets out the detail of how this compensation should be paid. The 'severance scheme' is underpinned by The Local Government Reorganisation (Compensation for Loss of Employment) Regulations (Northern Ireland) 2015. The 'severance scheme' was adopted at the Shadow Council meeting on Thursday 23 October 2014.

One application for Voluntary Severance has been received from the Causeway Coast and Glens Borough Council from within the Operations Department.

It is recommended that Council give approval to proceed with this application for Severance received from the officer as outlined in the report.

AGREED - to recommend that Council give approval to proceed with the application for Severance received from the Officer as outlined in the report.

19. OD/HR – REDUNDANCY

Confidential report previously circulated.

At the Leisure & Development Committee Meeting of 14 August 2018, the Head of Sport & Wellbeing, took a report recommending the progression of a redundancy request from the Playgroup Leader in Ballysally Community Centre (previously circulated).

The report set out background information and current position leading up to the request.

It is recommended that Council give approval to proceed with this redundancy arrangement.

AGREED - to recommend that Council give approval to proceed with this redundancy arrangement.

20. DEBT MANAGEMENT

Confidential information report previously circulated.

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

This report sets out an update on several debts.

A number of legal actions notices have been issued to some individuals/organisations with updated status as shown in the report (cases previously reported as complete have been removed from this schedule).

In accordance with Council's Debt Management Policy the Chief Finance Officer is required to seek Council approval in order to write off any debts in excess of £1,000. There are no such debts for recommendation this month.

The Committee noted the confidential information report.

21. MINUTES OF THE MEETING OF THE LAND AND PROPERTY SUB-COMMITTEE HELD WEDNESDAY 1 AUGUST 2018

The Director of Corporate Services presented the minutes previously circulated.

AGREED – to recommend that Council approve the Minutes of the Land and Property Sub Committee held Wednesday 1 August 2018, as circulated and recommendations therein.

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

Councillor McCorkell apologised for the absence of Councillor Duddy and stated that Councillor Duddy would be happy to receive a written response in relation to the items as detailed below.

Councillor Callan suggested that this be discussed at the next Efficiency Group Meeting. The Director of Corporate Services to confirm the date of the next meeting.

22.1 An update on Councils current budgetary position for the various directorates from April to August, highlighting any under or over spend

22.2 An update on staffing structures for Land and Property to include, does the legal services associated with this portfolio in regards to leases/rental/transfers of land cost Council financially or are they cost neutral?

MOTION TO PROCEED 'IN PUBLIC'

Proposed by Councillor MA McKillop

Seconded by Councillor Knight McQuillan and

AGREED – that Council conduct the remainder of the business 'In Public'.

There being no further business the Chair thanked everyone for their attendance and the meeting concluded at **8.30pm**.

Chair