

**Minutes of Meeting of Policy and Resources Committee of Mid Ulster District Council held on Thursday 7 September 2017 in the Council Offices, Burn Road, Cookstown**

**Members Present**

Councillor Molloy, Chair

Councillors Ashton, Buchanan, Cuddy, Doris, Elattar, Forde, Gildernew, Kearney, S McGuigan, McKinney, McLean, McPeake, M Quinn, Totten

**Officers in Attendance**

Mr A Tohill, Chief Executive  
Mr Cassells, Director of Environment and Property  
Mrs Dyson, Head of HR  
Mr Kelso, Director of Public Health and Infrastructure  
Mrs Kerr, Head of Finance  
Mr Moffett, Head of Democratic Services  
Mr O'Hagan, Head of ICT  
Mr JJ Tohill, Director of Finance  
Miss Thompson, Committee Services Officer

The meeting commenced at 7.01 pm.

**PR154/17 Apologies**

Councillor Bateson and Director of Organisational Development.

**PR155/17 Declaration of Interest**

The Chair reminded members of their responsibility with regard to declarations of interest.

**PR156/17 Chair's Business**

The Chair acknowledged the recent death of staff member, Mr Gerry McIntosh who was a Monitoring Officer within Environment and Property Division and conveyed the condolences of the Committee to his family.

**Matters for Decision**

**PR157/17 Corporate Plan 2017-2019**

The Chief Executive presented previously circulated report which provided details on the outcome of the review of Council's Corporate Plan 2015-2019.

Proposed by Councillor McPeake  
Seconded by Councillor M Quinn and

**Resolved** That it be recommended to Council to approve the draft Council Corporate Plan 2017-2019.

**PR158/17 ICT Security Policy**

The Head of ICT presented previously circulated report which sought the approval of an ICT Security Policy for Mid Ulster District Council.

Councillor S McGuigan asked if having more people involved in ICT security makes data and systems more or less secure.

The Head of ICT advised that having security controls and good practices in place as part of this policy helps to mitigate risk.

In response to Councillor Cuddy's question the Head of ICT advised that legacy Councils did have similar policies in place but that it was important for Mid Ulster Council to have one policy going forward.

In response to Councillor Kearney's question the Head of ICT advised that Members would be invited to awareness sessions on ICT policy.

Proposed by Councillor McLean  
Seconded by Councillor Buchanan and

**Resolved** That it be recommended to Council to approve the adoption of ICT Security Policy for Mid Ulster District Council.

**PR159/17 CCTV Policy**

The Head of ICT presented previously circulated report which sought the approval of a CCTV Policy for Mid Ulster District Council.

Councillor Ashton sought clarification on the different timeframes stated within the policy.

The Head of ICT advised that there was a statutory requirement for Council to provide a subject access response such as CCTV images within 40 days. The policy sets out the typical image retention period for footage at 31 days depending on the age and capacity of the equipment installed at each site.

Councillor Ashton asked how Council could respond as there may be some instances when a request is made to view data but images have been deleted.

The Head of ICT advised that Council is under no statutory obligation to keep images for longer than 31 days and that the Council would respond that the data is not held if images had been overwritten.

The Chief Executive advised that when requests are received in a timely fashion then they should be responded to appropriately.

Councillor Gildernew advised of previous instances in Dungannon town centre, one of which was a murder, and that there were never any CCTV images that could be used.

In response to Councillor S McGuigan the Head of ICT advised that systems used would enhance public safety in town centres and help to protect council assets. The Head of ICT advised that resources were not available to provide cover for every inch and that invariably coverage can be missed. The Head of ICT also referred to new CCTV tender being deployed.

Councillor S McGuigan referred to area of anti social behaviour in legacy Dungannon Council and advised that images were unable to be viewed as a camera covering the area had not been in operation for 3 years but that Council had still been paying maintenance on the camera.

Councillor Cuddy asked if individuals can request to view CCTV images or if it is only the Police that can view these images. The Councillor asked if it was known that shop lifters were operating in an area if CCTV images can be accessed quickly. Councillor Cuddy asked if this policy was similar to that of other Councils.

The Head of ICT advised that CCTV policies across the other 10 Councils are broadly similar, he stated that both individuals and Police can request to view CCTV images and that this would be dealt with within ICO guidelines. The Head of ICT advised that if it is brought to attention that shop lifters are operating in an area then tracking may possibly take place dependent on the town centre installations managed by the PCSP Manager.

Proposed by Councillor M Quinn  
Seconded by Councillor Kearney and

**Resolved** That it be recommended to Council to approve the adoption of CCTV Policy for Mid Ulster District Council.

#### **PR160/17 Non-Smoking and Non-Vaping Policy**

The Head of Democratic Services presented previously circulated report which sought the approval of a Non-Smoking and Non-Vaping Policy.

Proposed by Councillor McLean  
Seconded the Councillor McKinney and

**Resolved** That it be recommended to Council to approve the adoption of Non-Smoking and Non-Vaping Policy for Mid Ulster District Council.

## **Matters for Information**

### **PR161/17 Minutes of Policy and Resources Committee held on Thursday 6 July 2017**

Members noted minutes of Policy and Resources Committee held on Thursday 6 July 2017.

### **PR162/17 Interpretation Services at Receptions**

Members noted previously circulated report which provided update on the provision of interpretation services requirements at receptions at Council facilities and civic buildings.

### **PR163/17 Member Services**

No issues.

## **Local Government (NI) Act 2014 - Confidential Business**

Proposed by Councillor M Quinn  
Seconded by Councillor S McGuigan and

**Resolved** In accordance with Section 42, Part 1 of Schedule 6 of the Local Government Act (NI) 2014 that Members of the public be asked to withdraw from the meeting whilst Members consider items PR164/17 to PR172/17.

### **Matters for Decision**

PR164/17 Off Street Car Parking: Debt Write Off  
PR165/17 Capital Programme – Resource Allocation  
PR166/17 Contracts and DAC  
PR167/17 Financial report for four months ended 31 July 2017  
PR168/17 Review of Draft Financial Statements for 2016/17  
PR169/17 Disciplinary Procedure for Mid Ulster District Council  
PR170/17 Staffing Matters

### **Matters for Information**

PR171/17 Confidential Minutes of Policy and Resources Committee held on Thursday 6 July 2017  
PR172/17 Staffing Matters

### **PR173/17 Duration of Meeting**

The meeting was called for 7 pm and ended at 8.13 pm.

CHAIR \_\_\_\_\_

DATE \_\_\_\_\_