

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 8th June 2022 at 6.00 pm.

**PRESENT IN
COUNCIL CHAMBER
(COMMITTEE):**

Councillor S Hughes (Chairman)

Councillor U Mackin (Vice Chairman)

The Right Worshipful The Mayor
Councillor S Carson

Aldermen A Ewart MBE, O Gawith, S Martin, P Porter and
J Tinsley

Councillors J Lavery BEM and The Hon N Trimble

**PRESENT IN A
REMOTE LOCATION
(COMMITTEE):**

Councillors R Carlin, S Lowry and J McCarthy

**OTHER MEMBERS
OF COUNCIL
PRESENT IN
COUNCIL CHAMBER**

Councillor A Swan

**OTHER MEMBERS
OF COUNCIL
PRESENT IN A
REMOTE LOCATION**

Councillor A Gowan

**IN ATTENDANCE
IN COUNCIL
CHAMBER:**

Chief Executive
Director of Finance & Corporate Services
Director of Service Transformation
Director of Leisure & Community Wellbeing
Head of Corporate Communications & Administration
Head of Human Resources & Organisation Development
Head of Finance
Head of Assets
Equality Officer
Acting PCSP/Member Services Manager
IT Officer
Events Technician
Member Services Officer

**IN ATTENDANCE
IN A REMOTE
LOCATION:**

Head of Service (Parks & Amenities)
Portfolio Manager

Commencement of Meeting

The Chairman, Councillor S Hughes, welcomed everyone to the meeting, this being the first meeting of the new Committee following the Council's Annual Meeting the previous day, and advised that the meeting was being live-streamed to enable members of the public to both hear and see the proceedings.

The names of those Elected Members who were in attendance at the meeting, both in person and on a remote basis, were read out by the Acting PCSP/Member Services Manager.

The Chairman stated that, although the meeting was being live-streamed, unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. The Chairman also reminded everyone to ensure that mobile phones were turned off or on silent mode for the duration of the meeting.

The Director of Finance & Corporate Services proceeded to outline the evacuation procedures in the case of an emergency.

Alderman S P Porter entered the meeting during the emergency evacuation announcement (6.02 pm).

The Chairman then asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Alderman M Henderson MBE, Councillors A P Ewing and T Mitchell.

2. Declarations of Interest

The Chairman invited Members to declare any interests they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided with the papers for the meeting and which were also available in the Chamber.

There were no declarations of interest declared at the meeting.

The Right Worshipful the Mayor entered the meeting at 6.06 pm.

3. Report of the Director of Finance & Corporate Services

3.1 Finance & Corporate Services Performance Report

The report by the Director of Finance & Corporate Services outlined the background and key issues in relation to the quarterly reports in respect of performance and budgets for the Finance & Corporate Services Directorate.

The Committee had been furnished with a copy of the undernoted documents:

- a) the Finance & Corporate Services Trading Accounts for Q4 (P10 and P11)
- b) operational metrics/service KPIs for Q4 (January to March 22)
- c) proposed operational Metrics/Service KPIs for 2022/2023, and
- d) Directorate Risk Dashboard

It was noted that Period 12 Trading Account figures were not available currently due to the ongoing financial year-end work and that the draft accounts will be presented to the Governance and Audit Committee on 23rd June 2022.

It was proposed by Alderman J Tinsley, seconded by Alderman A G Ewart, and agreed to recommend that:

- a) the content of the reports at a), b) and d) above, be noted, and
- b) the proposed operational Metrics/Service KPIs for 2022/2023 be approved.

3.2 Proposal to Lease Part of Antrim Street Car Park to Facilitate Opening of New Business

The Director of Service Transformation presented this item of business.

The Committee considered a report by the Head of Assets outlining the background and key issues in connection with a proposal to lease part of Antrim Street Car Park to facilitate the opening of a new business.

A discussion ensued during which the Director responded to questions and comments from Members in relation to key issues arising from the report.

Following discussion it was proposed by the Vice Chairman, Councillor U Mackin, seconded by Alderman S P Porter and agreed that:

- a) the report on the proposed lease of part of Antrim Street car park be withdrawn from the agenda, and
- b) a revised report on this matter, which would take account of the issues raised, be brought back to the Committee at a future meeting with a recommendation thereon.

The Head of Assets left the meeting at 6.21 pm.

4. Report of Head of Corporate Communications & Administration

4.1 Annual Battle of the Somme Remembrance Parade and Service, Knockagh War Memorial, Carrickfergus – Sunday 26 June, 2022

The Head of Corporate Communications and Administration reported that the Council was due to receive its annual invitation from Mid & East Antrim Borough Council inviting Members to their annual Battle of the Somme Remembrance Parade and Service at Knockagh War Memorial, Carrickfergus.

It was proposed by Alderman O Gawith, seconded by Alderman S P Porter, and agreed to recommend that:

- a) the attendance of any Member, who so wished, at the annual Somme Remembrance Parade & Service at Knockagh War Memorial on Sunday, 26th June 2022 be approved,
- b) approval be granted for any Members' attendance at any future such Somme Remembrance events at Knockagh War Memorial,
- c) Members' robes be worn at this event, including future events,
- d) The Right Worshipful the Mayor lay a wreath on behalf of the Council,
- e) any Member attending should notify Members Services accordingly, and
- f) Members make their own way to Knockagh War Memorial.

4.2 Request for Financial Assistance: The Wallace High School – First Lego League World Championships

The Committee had been provided with a copy of correspondence from The Wallace High School, Lisburn, seeking financial assistance in the form of sponsorship to raise funds for a school trip to the Lego League World Championships event. This request had been considered under the Policy on Requests for Financial Assistance which had been appended to the report for reference purposes.

It was agreed to recommend, on a proposal by Alderman A G Ewart, seconded by Councillor N Trimble, that as the above-mentioned request had failed to meet the criteria of the policy, the request be declined.

4.3 National Association of Councillors (NAC)

The Committee was reminded that notification had been received previously from the National Association of Councillors (NAC) of the current list of scheduled conferences. It was noted that all of the scheduled conferences, with the exception of the Regional AGM & Conference in Nottingham from 23rd-25th September, 2022, had been reported to the Committee at its meeting

4.3 National Association of Councillors (NAC) (Cont'd)

in March 2022 when the attendance by NAC (NI Region) Members had been approved.

It was proposed by Councillor J Laverty, seconded by Councillor N Trimble and agreed to recommend that:

- a) the attendance of any NAC (NI Region) Member at the Regional AGM & Conference in Nottingham on 23rd-25th September 2022 be approved, the Council being responsible for the payment of Members' approved expenses thereon,
- b) in anticipation of receipt of the 2023 schedule of NAC events and conferences, the attendance of any NAC Member at any of those events/conferences which would take place during the current Council mandate be approved, the Council being responsible for the payment of Members' approved expenses thereon, and
- c) details of the 2023 events/conferences beyond the current Council mandate be reported to the first meeting of the Corporate Services Committee after the 2023 Local Government Elections and the Council's Annual Meeting in order that the necessary permissions be obtained for the Council's nominees to the NAC (NI Region) and its Executive Committee.

It was also agreed, at the request of Councillor N Trimble, that the attendance of Councillor S Lee, who was not one of the Council's eight NAC representatives, at the NAC Conference in Southport on 24th-26th June 2022 be approved. It was noted that there was not a full delegation of NAC representatives attending on this occasion.

4.4 Policy on Memorials and Commemorative Spaces

The Committee considered a report outlining the background and key issues in connection with a new policy on memorials and commemorative spaces which had been developed to replace three existing policies, details of which were set out in the report.

A copy of the new policy had been furnished to the Committee together with the related Equality Screening and Rural Needs Assessment documents.

Comments were noted from a Member who requested that any amendments or revisions to documents be highlighted by some other means rather than being highlighted by a different colour of type print. The Member also stated he had provided comment to the Officer prior to the meeting in relation to memorials not listed.

Another Member made reference to the need to retain, as far as possible, the ability to list names on the Garden of Reflection.

4.4 Policy on Memorials and Commemorative Spaces (Cont'd)

The Head of Corporate Communications and Administration responded to comments from a Member in connection with:

- a) the importance of all Council's memorials being listed in the new policy, it being noted that the memorial to those who have lost their lives through suicide and COVID were not listed. The Officer confirmed they could be listed in an appendix.
- b) the proposals outlined at paragraph 3.5.4 in the draft policy which referred to the introduction of an online book of memories at the point when there was no further space for names to be added to the three benches. It was suggested that a feasibility study be carried out at some point in the future in respect of some other structure being erected, such as a wall, which could accommodate the inscription of names in the future.

At this point Councillor J Laverty advised the Committee that he had been approached by a bereaved family recently and who had expressed their grateful thanks to the Council whose child's name had been engraved on one of the benches in the Garden of Reflection. The family in question had asked that their grateful thanks be conveyed to the Council.

It was proposed by the Vice Chairman, Councillor U Mackin, seconded by Alderman P Porter, and agreed to recommend that the draft policy on Memorials and Commemorative Places be approved, subject to the following amendments:

- a) an appendix be added to list all Council memorials including the recently agreed initiatives related to families affected by suicide and those who had lost their lives during the COVID-19 pandemic,
- b) paragraph 3.5.4 being removed, and
- c) Officers consider in the future how best to create additional space for more names to be added in the Garden of Reflection in future.

The Chairman, Councillor S Hughes, recognised the efforts of all the Officers involved in developing the policy on Memorials and Commemorative Spaces.

The Head of Service (Parks and Amenities) left the meeting.

4.5 Request for Financial Assistance – Support for NI Children's Hospice

The Committee had been provided with a copy of correspondence from a young person raising funds for the Northern Ireland Children's Hospice which set out sponsorship options for a Gala Ball to mark the NI Children's Hospice's 21 years of providing Northern Ireland with specialised care for children with life limiting and life threatening conditions. This event was taking place on Saturday, 29th October 2022 at the Titanic Exhibition Centre in Belfast.

4.5 Request for Financial Assistance – Support for NI Children’s Hospice (Cont’d)

This request had been considered under the Policy on Requests for Financial Assistance a copy of which had been appended to the report for reference purposes.

It was proposed by Alderman S P Porter, seconded by Alderman A G Ewart, and agreed to recommend that:

- a) as the above-mentioned request failed to meet the criteria of the policy, it be considered as having an exceptional factor,
- b) the request for financial assistance be acceded to on this occasion, and
- c) the Council takes a table of 10 at the above-mentioned Gala Ball at a cost of £1,000.

5. Report of Head of Finance

5.1 Northern Ireland Local Government Association (NILGA)

The Head of Finance reminded the Committee that at its meeting on 16th May 2022 the Committee had agreed that the annual payment to NILGA be processed and a letter be furnished to NILGA requesting the following information:

- NILGA’s future plans and in particular those sections in relation to “Planning for the Future” and “Elected Member Development,”
- the basis of cost calculations for Lisburn & Castlereagh City Council’s contribution to NILGA.

It was noted that a response from NILGA had been received the previous day. The Head of Finance provided the Committee with a verbal update on the cost of calculation and advised that information in relation to NILGA’s future plans was to be approved by the NILGA Executive Board and would be circulated once approved.

Members had been provided with copy of a letter from the Chief Executive of NILGA dated 27th May 2022 providing clarification on the issues raised by the Committee at its meeting on 16th April 2022, in regard to the Council’s annual contribution to Local Government Staff Commission (LGSC).

It was proposed by Councillor N Trimble, seconded by Alderman O Gawith, and agreed to recommend that:

5.1 Northern Ireland Local Government Association (NILGA) (Cont'd)

- a) the Head of Service's verbal update on the NILGA matters be noted,
- b) the content of the correspondence from NILGA on the LGSC matters be noted, and
- c) the Council's contribution of £31,359 (excluding VAT) to LGSC for the 2022/2023 financial year be processed for payment.

NB: At the Meeting of Council held on 28 June 2022 it was agreed that recommendation 5.1 (c) in relation to the Council's contribution to the LGSC be referred back to the Committee for further consideration.

6. Report by the Head of Human Resources & Organisation Development

6.1 Draft Annual Progress Report on Equality, Good Relations and Disability Duties 2021/2022

The Committee considered a report outlining the background and key issues in connection with the Draft Annual Progress Report on Equality, Good Relations and disability Duties. A copy of the draft Progress Report had been furnished to the Committee together with a copy of the Equality Commission's response to the Council's Progress Report for 2020/2021.

The report set out the key achievements by the Council in relation to its Equality, Good Relations and Disability Discrimination duties, a number of which were highlighted by the Head of Service.

The Chairman, Councillor S Hughes, expressed thanks to the Equality Officer for the significant amount of work that had gone into preparing this draft Annual Report.

At the request of a Member the Equality Officer commented on two key areas of the Equality Commission's Feedback paper.

It was proposed by Alderman O Gawith, seconded by Councillor N Trimble, and agreed to recommend that:

- a) the content of the draft Annual Progress Report on Equality, Good Relations and Disability Discrimination Duties for 2021/2022 be approved and submitted to the Equality Commission for Northern Ireland by the stipulated closing date of 31 August 2022, and
- b) the content of the Equality Commission's Feedback paper in respect of the Council's Annual Progress Report for 2020/2021 be noted.

6.2 Workforce Reports

The Committee considered reports on the undernoted topics in relation to Council staff across all Departments, the contents of which were noted:

- Attendance Management
- Workforce
- Recruitment

The Head of Service drew Members' attention to the different format of the Recruitment report.

6.3 Elected Member Development Steering Group

The Committee noted the content of a report and action notes arising from the meeting of the Elected Member Development Steering Group (EMDSG) held on 18th May 2022.

The Head of Service advised that the actions, as recorded, would progress through the EMDSG, working towards the Charter Plus standard for Elected Member Development.

The Head of Service also highlighted to the Committee that:

- a) a number of Personal Development plans from Members remained outstanding, and that these would be followed up with the relevant Members, and
- b) a nine-month training schedule for Members would be issued within the next two weeks.

The Equality Officer left the meeting (6.52 pm).

7. Agenda Item Brought Forward Any Other Business

As the remainder of the business before the meeting was of a confidential nature, the Chairman sought agreement to bring forward Item 8 of the agenda – Any Other Business – so that items of a non-confidential nature might be raised when the Committee was in Live Stream. This was agreed.

7.1 Freedom of the City Event – The Gettys

The Head of Corporate Communications and Administration informed the Committee that the Council had received a communication recently from the Gettys respectfully requesting that their Freedom of the City event due to take place on 16th June be postponed and that a new date be sought in May/June 2023.

7.1 Freedom of the City Event – The Gettys (Cont'd)

The Chairman, Councillor S Hughes, thanked Officers for their efforts to date in connection with the organisation of this postponed event.

8. Confidential Report from Director of Finance & Corporate Services

The reasons for confidentiality were as set out in the agenda, ie:-

8.1 Financial Position

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

Report to be redacted following Council ratification on 28th June 2022.

8.2 Community Investment Fund - Phase II Pilot Extension

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information)

Report to be redacted following Council ratification on 28th June 2022.

8.3 DEA Local Investment Programme – Quarter 1 Report

(Confidential for reason of information relating to (i) the financial or business affairs of any particular person (including the Council holding that information)

Report to be redacted in September 2022.

8.4 Uniform Contract – Financial Appraisal

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information)

Report to be redacted when the contract commences.

8.5 Provision of Catering for Lagan Valley Island

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information)

Report to be redacted when contract commences.

8.6 Trade Unions and Pay Matters

(Confidential for reason of information (i) relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

Report will never become unrestricted.

8.7 Digital LCCC: Local Area Network (LAN) Hardware Upgrade
(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information).)

Report to be published in December 2022 (or when new contract is in place).

8.8 Efficiency Review Steering Group
(Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

Report will never become unrestricted.

In Committee

It was proposed by Councillor N Trimble, seconded by Alderman A G Ewart and agreed that the confidential business be considered “in Committee”. The live-stream was paused at this stage in proceedings (6.54 pm).

8.1 2022/2023 Financial Position

Presented by the Head of Finance.

The Committee considered a report prepared by the Head of Finance outlining the background to and key issues in connection with the 2022/2023 Financial Position.

The Head of Finance responded to a number of questions from the Committee and elaborated on a number of key issues arising from the report. The Director of Leisure & Community Wellbeing also addressed the Committee.

It was proposed by Councillor N Trimble, seconded by Councillor J Lavery, and agreed to recommend that the transfer of any balance within the earmarked fund to the capital fund, as detailed in the report, be approved.

The Portfolio Manager joined the meeting via Zoom at 6.59 pm.

8.2 Community Investment Fund – Phase II Pilot Extension

Presented by the Director of Leisure & Community Wellbeing.

The Director of Leisure & Community Wellbeing outlined the proposals for the Community Investment Fund – Phase II Pilot extension.

The Director of Finance & Corporate Services and the Chief Executive also addressed the Committee.

8.2 Community Investment Fund – Phase II Pilot Extension (Cont'd)

It was proposed by Alderman J Tinsley, seconded by Councillor J Laverty, and agreed to recommend that:

- a) formal Letters of Offer be issued, as outlined in the report, subject to the return of a revised project delivery plan and community engagement plan, to commence the pilot scheme in September 2022,
- b) the two organisations, as outlined in the report, become the Council's partner projects under the Community Investment Fund Phase II Pilot, the total match funding offering having been set out in the report, and
- c) a process be incepted for the remaining applicants to provide feedback and support on a one-to-one basis in advance of the rollout of the wider Community Investment Fund.

8.3 DEA Local Investment Programme – Quarter 1 Report

Presented by the Director of Leisure & Community Wellbeing.

The Director outlined in detail the update for Quarter 1 of the DEA Local Investment Programme 2022-2023 and also on the progress of the DEA Investment Programme 2021-2022, as set out in the documents appended to the report.

It was proposed by Alderman A G Ewart, seconded by Alderman O Gawith, and agreed to recommend that:

- a) the updates on the DEA Local Investment Programme 2022-2023 and the DEA Local Investment Programme 2021-2022 be noted, and
- b) the actions taken to progress all the projects accordingly be approved

8.4 Uniform Contract – Financial Appraisal

Presented by Head of Corporate Communications and Administration

The Committee considered a report outlining the background and key issues in connection with the Uniform Contract Financial Appraisal.

A copy of the Preliminary Expenditure Application, the Financial Appraisal and the Equality Screening document in connection with the procurement of a Uniform Contract had been furnished to the Committee.

It was proposed by Alderman S P Porter, seconded by The Right Worshipful the Mayor, Councillor S Carson, and agreed to recommend that:

8.4 Uniform Contract – Financial Appraisal (Cont'd)

- a) the Uniform Contract financial appraisal and related documents, be approved, and
- b) a new procurement exercise for the provision of staff uniforms be commenced, in line with the existing policy.

8.5 Provision of Catering for Lagan Valley Island

Presented by Head of Corporate Communications and Administration

The Committee considered a report outlining the background and key issues in connection with the provision of catering at Lagan Valley Island. A number of documents had been appended to the report, including the Preliminary Expenditure Application and the Financial Appraisal/Business Case.

It was proposed by Alderman A G Ewart, seconded by Councillor N Trimble, and agreed to recommend that:

- a) the Preliminary Expenditure Application and the Financial Appraisal/ Business Case, be approved,
- b) option 2, as recommended in the Business Case, be agreed,
- c) delegated authority be granted to the Chairman and Vice Chairman of the Committee over the summer period to enable the team to progress the procurement and award process and any potential negotiations that may be required.

8.6 Trade Union and Pay Matters

Presented by the Head of Human Resources and Organisation Development

Alderman J Tinsley left the meeting during the Head of Service's presentation of her report (7.38 pm).

The Head of Service's report outlined a number of issues in connection with Trade Union and pay matters.

A Member expressed thanks to the Council's senior Officers and the Union Officials for the manner in which they had conducted themselves in dealing with these matters and requested that the Head of Service convey these sentiments to the appropriate individuals.

Councillor N Trimble left the meeting at 7.45 pm.

It was proposed by Councillor J Laverty, seconded by Alderman O Gawith, and agreed that the recommendations of the Head of Service, as set out in the report, be approved.

Councillor N Trimble returned to the meeting at 7.49 pm.

8.7 Digital LCCC: Local Area Network (LAN) Hardware Upgrade

Presented by the Director of Service Transformation, assisted by the Portfolio Manager.

The Committee considered a report by the Director of Service Transformation outlining the background and key issues in connection with the Local Area Network Upgrade. A number of related documents had been appended to the Director's report, including the PIRSOC and the Business Case in respect of the Digital Council – LAN Upgrade initiative.

The Director responded to a number of comments and questions from the Committee.

It was proposed by Alderman O Gawith, seconded by Councillor N Trimble, and agreed to recommend that:

- a) the PIRSOC and Business Case, as circulated, be approved, and
- b) option 4 as outlined in the Business Case be progressed in order to realise enhanced resilience and cyber security, as well as connectivity for Council IT systems and infrastructure.

The Director advised that the above recommendations were subject to consideration by the Capital Projects Committee.

At this juncture the Chairman, Councillor S Hughes, asked that all Officers with the exception of the Chief Executive, the Director of Finance & Corporate Services and the Head of Human Resources & Organisation Development leave the Council Chamber for the duration of consideration of the next item of confidential business.

The following Officers left the meeting at 8.15 pm and returned at 8.37 pm:

- Director of Leisure & Community Wellbeing
- Director of Service Transformation
- Head of Finance
- Head of Service (Parks & Amenities)
- Acting PCSP/Member Services Manager
- Member Services Officer
- Technician
- IT Officer

8.8 Tabled Report – Efficiency Review Steering Group

Presented by the Chief Executive, supported by the Head of Human Resources & Organisation Development.

The Chief Executive outlined the recommendation of the Efficiency Review Steering Group which had met on 27th May 2022.

The Chief Executive and the Head of Human Resources & Organisation Development responded to a number of comments and questions by Members.

It was proposed by Alderman O Gawith, seconded by Councillor N Trimble, and agreed that the recommendations of the Chief Executive, as set out in the report, be approved.

Resumption of Normal Business

It was proposed by Alderman A G Ewart, seconded by the Vice Chairman, Councillor U Mackin, and agreed to come “out of Committee”. Normal business was resumed.

There being no further business, the Meeting concluded at 8.40 pm.

MAYOR/CHAIRMAN