

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 11th March 2026 at 6.00 pm.

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

Councillor B Higginson (Chair)
Councillor J Bamford (Vice-Chair)
Aldermen A Ewart MBE, M Gregg and P Porter
Councillors T Beckett, K Dickson, A Ewing,
J Harpur, G McCleave and The Hon N Trimble

**PRESENT IN
REMOTE LOCATION
(COMMITTEE)**

Councillors R Carlin and N Parker

**PRESENT IN
COUNCIL CHAMBER
(NON-COMMITTEE)**

Councillors G Hynds and U Mackin

IN ATTENDANCE:

Chief Executive
Director of Organisation Development & Innovation
Head of Assets
Head of Finance
Head of Governance & Communications
Head of Human Resources & Organisation Development
Member Services Officers (RN, HB & EW)

Commencement of Meeting

Prior to the commencement of the business of the meeting, the Chair, Councillor B Higginson, referred to the forthcoming retirement of Mrs Rosemary Nesbitt, Member Services Officer, after almost 38 years employment with the Council. Councillor Higginson thanked Rosemary for her long service and contribution to the work of the Council and wished her all the best in her retirement. There was a round of applause and Rosemary responded accordingly. Later in the meeting, Alderman P Porter reiterated the comments expressed by Councillor Higginson.

The Chair, Councillor B Higginson, proceeded to welcome everyone to the meeting and advised that it would be audio recorded unless the item on the agenda was to be considered under confidential business.

Unauthorised recording was not permitted, as per 8.6 of the Council's Standing Orders. Mobile phones were to be turned off or on silent mode for the duration of the meeting. Members attending remotely were asked to keep their cameras on. Finally, the Chair 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.

The Chief Executive outlined the evacuation procedures in the case of an emergency.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of The Right Worshipful The Mayor, Alderman A Grehan; and Councillor R McLernon.

2. Declarations of Interest

There were no Declarations of Interest.

Councillor N Parker joined the meeting on a remote basis. (6.03 pm)

3. Report of Head of Governance & Communications

3.1 Lagan Valley Island – Illumination Requests

The Head of Service reported on the following requests for the illumination of Lagan Valley Island and the exceptional circumstances associated with each one which had allowed for their consideration by the Committee:-

- 110th anniversary of the founding of the Cubs and the 40th anniversary of the founding of the Beavers in the UK. In green on the 16th December 2026.
- 40th anniversary of Make-A-Wish in NI and the UK. In blue on World Wish Day – the 29th April 2026.

It was proposed by Councillor J Bamford, seconded by Alderman P Porter and agreed to recommend that the requests referred to above be acceded to.

The aims and objectives of these organisations was commended by a number of Members as was the excellent work that volunteers carry out in organisations such as these,

4. Report of Head of Human Resources & Organisation Development

4.1 Workforce Reports

Reports on the undernoted topics in relation to Council staff across all Departments had been provided with the report and their contents duly noted.

- Attendance Management Report for period ended 30th December 2025;
- Recruitment reports – (i) Advert & Selection; and (ii) Appointments;
- Workforce Profile.

The Head of Service provided a verbal update in regard to the Advert & Selection schedule of the Recruitment report, and he also responded to Members' questions.

The reduction in the level of absence caused by stress, depression and mental health was welcomed by Councillor J Harpur.

The Head of Service also provided information on actions taken to support those with absence due to musculoskeletal issues.

5. Any Other Business – Non-Confidential

5.1 Livestreaming of Committee meetings
Councillor K Dickson & Alderman P Porter

Councillor K Dickson sought an update on a report to be provided to Committee in regard to the livestreaming of Committee meetings – this being associated with the Notice of Motion on Transparency.

The Chief Executive confirmed that this issue was under consideration and pointed out that two officers who would be involved in the preparation of such a report, ie the Director of Finance & Corporate Services and the Head of Governance & Communications, had only very recently taken up employment with the Council. The Director had been requested to make contact with Councillors K Dickson and G Hynds to confirm that this matter was being actively addressed.

Alderman P Porter referred to the fact that proceedings of Council meetings could not be shared by Members until the video of such proceedings was available on the website. Alderman Porter asked that this matter be revisited so as to allow Members to share proceedings at an earlier juncture. An amendment to Standing Orders might be required to enable a change in procedure.

5.2 Castle Gardens and Seymour Street, Lisburn
Christmas Season and Parking of Vehicles
Councillor G Hynds

Councillor G Hynds expressed his thanks to Council staff for the measures that had been put in place to address the increased amount of (and at times irresponsible) parking in Seymour Street, Lisburn associated with the Christmas light festival in Castle Gardens, and expressed the hope that such measures could continue in future years.

5.3 400th Anniversary of Lisburn
Councillor G Hynds

Councillor G Hynds sought an update as to anything that might be put in place to mark the 400th anniversary of Lisburn as the plaque to that effect at a commemorative tree had been removed as it had referred to the former Prince Andrew.

The Chief Executive invited any comments or suggestions on such a commemoration so as to inform a report to Committee.

6. Confidential Report from Chief Executive

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

6.1 Tender Awards

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

Redacted report to become available following meeting of Council on the 24th March 2026 and the signing of the contracts.

6.2 Building Resilience

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

Report to become available following the release of the final financial statements.

In Committee

It was proposed by Councillor A Ewing, seconded by Councillor J Bamford and agreed that the Confidential Report of the Chief Executive be considered "in Committee". (Recording was paused at this stage in proceedings. The member of the press left the meeting and there were no public present.)
(6.19 pm)

6.1 Report on Tender Awards

Presented by the Head of Assets who responded to Members' questions.

Tender reports and a summary of the tenders awarded had been provided with the narrative report.

It was proposed by Alderman M Gregg, seconded by Alderman P Porter and agreed to recommend that the tenders awarded in regard to the following contracts, together with the attendant tender reports, be noted:-

- T25/26-039 – Operation Volunteering;
- T25/26-036 – Women's Development Project;
- T25/26-058 – Supply and Delivery of Wooden Huts and Associated Costs (Storage, Maintenance, Build-Up/Take Down);
- T25/26-038 – Understanding Our Cultures;
- T25/26-055 – Planned Preventative Maintenance & Response Maintenance 01: Lightening Protection Systems & Steel Chimneys;
- F25/26-029 Idox Software Licencing, Support and Maintenance Contract 22/12/2025L3 – Idox Cloud Package 3;
- T25/26-026 – Counselling Services for Lisburn & Castlereagh City Council;
- T25/26-052 – Electric Vehicle Charging Business Partner.

It was further agreed on the Proposal made by Alderman Gregg and seconded by Alderman Porter to recommend that the signing and sealing of the Tender documents be approved.

The Head of Assets advised that benchmarking had commenced on how to take forward the "social value" of the new procurement regulations.

6.2 Building Resilience

The Chair, Councillor B Higginson, vacated the Chair and left the Chamber during discussion of this item. The remainder of the business before the Committee was conducted by the Vice-Chair, Councillor J Bamford. (6.40 pm)

This item was presented by the Head of Finance who responded to Members' questions.

A report on building resilience from a financial perspective had been provided. The Head of Finance explained the content thereof and explained the proposals for the allocation of the 2025/2026 underspend.

It was proposed by Councillor N Parker, seconded by Alderman P Porter and agreed to recommend that the proposed approach to allocating the underspend relating to 2025/2026 and as outlined in the report be approved.

During discussion of this item, Councillor J Harpur left and returned to the Chamber. (6.33 pm and 6.35 pm respectively)

7. Any Other Business – Confidential

No business of a confidential nature was raised by Members.

Resumption of Normal Business

It was proposed by Alderman P Porter, seconded by Councillor A Ewing and agreed to come out of Committee and normal business and the recording were resumed.
(6.45 pm)

8. Any Other Business

Dealt with under Item 5.

After the Acting Chair, Councillor J Bamford, had thanked those present for their attendance, the meeting concluded at 6.45 pm.

MAYOR/CHAIR