Lisburn & Castlereagh City Council

Civic Headquarters
Lagan Valley Island
Lisburn BT27 4RL

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May 8th, 2026

Chairperson: Councillor B Higginson

Vice-Chairperson: Councillor J Bamford

Aldermen: A Ewart MBE, M Gregg and P Porter

Councillors: T Beckett, R Carlin, K Dickson, A Ewing, J Harpur, J Laverty BEM, G McCleave, R McLernon, N Parker and The Hon N Trimble

Ex Officio: The Right Worshipful the Mayor, Alderman A Grehan

Deputy Mayor, Alderman H Legge

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 13th May 2026** at **6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

A hot meal shall be available in **Lighters Restaurant** from 5.15 pm.

David Burns, Chief Executive, Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES

2.0 DECLARATIONS OF MEMBERS' INTERESTS

(i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).

(ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

3.0 REPORT OF CHIEF EXECUTIVE

For Noting

3.1 CORPORATE PRIORITIES 2026-2027

For Noting

CSC May 26 - Corporate Priorities 2026-27.pdf ***Page 1***

FINAL CSC May 2026 - Corporate Priorities Appendix 1.pdf ***Page 3***

4.0 REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

For Decision

4.1 SUPPORT FOR SERVING ARMED FORCES PERSONNEL IN RELATION TO RATES

For Decision

CSC Report - Notice of Motion - Support for Serving Armed Forces Personnel in Relation to Rates.pdf ***Page 5***

Notice of Motion Support for Serving Armed Forces Personnel in Relation to Rates.pdf ***Page 7***

5.0 REPORT OF HEAD OF GOVERNANCE & COMMUNICATIONS

For Decision

5.1 ARMED FORCES COVENANT CONFERENCE 2026

For Decision

CSC Report - Armed Forces Covenant Conference 2026.pdf ***Page 8***

6.0 REPORT OF HEAD OF ASSETS

6.1 STA END OF YEAR POSITION 2025/2026

For Noting

FINAL CSC Report - STA End of Year Update 2025 2026.pdf ***Page 10***

FINAL Appendix 1 STA Paper 202526 (002) (002).pdf ***Page 12***

7.0 CONFIDENTIAL REPORTS

For Noting

7.1 REPORT ON TENDER AWARDS (May 2026)

For Noting

Confidential due to:

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

CSC Report -Tender Awards for Noting May 2026.pdf ***Not included***

APPENDIX 1 Tender Award Summary for Noting May 2026.pdf ***Not included***

APPENDIX 2 Tender Reports May 2026.pdf ***Not included***

7.2 UPDATED EMERGENCY VOLUNTEER RESPONSE PROTOCOL

For Decision

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.

CSC Report Emergency Volunteer Response Protocol.pdf ***Page 18***

Appendix Ia Emergency Volunteer Response Protocol Clean.pdf ***Page 20***

Appendix Ib Emergency Volunteer Response Protocol (002).pdf ***Page 24***

App 2 Equality Screening - Volunteer Protocol aw.pdf ***Page 29***

7.3 CYBER SECURITY BUSINESS CASE

For Decision

Information relating to any individual, & information relating to the financial or business affairs of any particular person (including the Council holding that information).

FINAL CSC Report - Cyber Security Business Case Cover Report 2026.pdf ***Not included***

Business_Case_250k_to_1m_REVENUE-_SOC SIEM SOAR Rev 4.0.pdf ***Not included***

7.4 NATIONAL LIVING WAGE INCREASE REPORT

For Noting

Information relating to the financial or business affairs of any particular person [including the Council holding that information]

FINAL CSC Report NLW Increase draft report May 2026 - Mount Charles.pdf ***Page 41***

7.5 QUARTERLY FINANCE REPORTS (Quarter 4, 2026)

For Decision

Information relating to any individual, & information relating to the financial or business affairs of any particular person (including the Council holding that information)

CSC May 2026 - Quarterly Finance reports - draft quarter 4.pdf ***Page 44***

RR year end position 2526.pdf ***Page 46***

DFC year end position 2526.pdf ***Not included***

7.6 NOTING OF BAD DEBT WRITE OFFS - Jan to March 2026

For Noting

Information relating to any individual, & information relating to the financial or business affairs of any particular person (including the Council holding that information)

CSC May 2026 - Noting of bad debt write off.pdf ***Page 47***

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	13th May 2026
Report from:	Chief Executive

Item for:	Noting
Subject:	Corporate Priorities 2026/27

1.0	**Background and Key Issues**	
1.1	Engagement has taken place between Officers to consider the key strategic and operational priorities previously agreed by Members. This is with a view to considering delivery against these between now and the 2027 Local Government Elections.	
1.2	Consideration of these priorities reflect on the Draft Performance Improvement Plan for 2026/27 and the objectives of year 3 of the Corporate Plan, combined with other known ambitions for the year ahead.	
1.3	A report will be presented to the Governance & Audit Committee in June to detail the key directorate issues to be taken forward at an operational level over the course of the next 12 months, alongside the 2026/27 Corporate Plan Key Performance Indicators.	
1.4	There is a recognition amongst officers that the combination of strategic and operational priorities can only be delivered with the relevant resources in place. Work is underway across teams to plan and mitigate against pinch points and likely higher volumes of strategic pressures that coincide with operational requirements (eg. Financial year end).	
1.5	In considering new and emerging initiatives over the next 12 months, officers will reflect on workload capacity in line with available resources.	
2.0	**Recommendation** It is recommended that Members note the Corporate Priorities between now and May 2027.	
3.0	**Finance and Resource Implications** None	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	~~Yes /~~ No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out This is an operational decision in line with strategic plans of the Council	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	~~Yes /~~ No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. This is an operational decision in line with strategic plans of the Council	

Appendices:	Corporate Priorities April 2026 – May 2027

Appendix 1 – Corporate Priorities April 2026 – May 2027

Directorate	Area of Focus	Other team involvement
Communities & Wellbeing	Dundonald International Ice Bowl redevelopment, staff structure and Transition plan delivery	HR & OD, Digital, Capital, Comms
	Strategy development for Community Planning Action Plan & Council pitches	Capital, Finance
	Operational priorities – DEA investment plan, structure implementation, Ending Violence Against Women & Girls initiative	HR & OD, Innovation
	Emerging pressures – Peace programme, Armed Forces Day 2027, cyclical operational pressures	Governance & Comms, Environmental Health, Finance
Regeneration & Growth	Area Plan Policy Development & Completion of Planning Improvement Plan	External Partners
	Capital Programme delivery & progression of Feasibility Studies	All Teams
	Local Economic Partnership delivery plan implementation	Communities
	Belfast Region City Deal – Destination Royal Hillsborough – Full Business Case agreement & preparation of tender documents for public realm works	Innovation, Communities, Comms, Parks & Amenities plus external partners
Environmental Services	Agreement & Implementation of proposed Kerbside model for waste collection	HR & OD, Arc 21, Innovation
	Works to commence to upgrade Carryduff HRC	Capital, DAERA
	Options around future Cemetery provision progressed	Capital, Assets
	Digital Depot implementation	Innovation
Organisation Design & Innovation	Focus on Succession Planning – Growing our own future workforce	All teams
	Progress agreed Efficiency Review structures – Job Descriptions, Interviews, Consultations & support to progress	All affected services
	Focus on Attendance Management	All Teams
	Readiness for Cyber & Digital	All Teams
Finance & Corporate Services	Year end Balanced Budget achieved & 2027/28 Rate Setting confirmed	All Teams
	Election	CMT, Comms, Assets, Sports, HR & OD, Innovation

	Governance & Communication structure implementation	HR & OD

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	13th May 2026
Report from:	Director of Finance & Corporate Services

Item for:	Decision
Subject:	Notice of Motion – Support for Serving Armed Forces Personnel in Relation to Rates

1.0	**Background and Key Issues**
1.1	The undernoted Notice of Motion moved by Councillor G Hynds and seconded by Councillor Higginson has been referred to the Corporate Services Committee in accordance with Standing Order 16.1.
1.2	"This Council recognises the service and sacrifice of members of the Armed Forces, many of whom are required to spend extended periods away from their homes as a result of their duties.
1.3	Council notes that, in other parts of the United Kingdom, council tax systems make provision to reflect the circumstances of serving personnel who may be absent from their primary residence due to deployment.
1.4	Council further notes that, by contrast, there is no specific provision within the Northern Ireland domestic rates system which recognises the unique circumstances of serving Armed Forces personnel who may be absent from their primary residence for significant periods due to deployment.
1.5	Council also notes that while some support may be available to serving personnel through military or other channels, this is not reflected within the rates system itself. In line with the principles of the Armed Forces Covenant, Council agrees to write to the Minister of Finance to request a review of how the current rates system applies to serving personnel, with a view to ensuring fairness and appropriate recognition of their service.
1.6	Council further agrees to explore what additional support, guidance, or signposting can be provided at a local level to assist serving personnel in accessing any existing reliefs or support schemes for which they may be eligible."
2.0	**Recommendation** The Committee is requested to consider the Notice of Motion and take such action as may be determined.
3.0	**Finance and Resource Implications** Implications are unknown at this stage, pending agreement by the Committee.
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**
4.1	Has an equality and good relations screening been carried out? — No

4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out This is a new matter brought before Committee. Any required assessments with be carried out in due course.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. This is a new matter brought before Committee. Any required assessments with be carried out in due course.	

Appendices:	Notice of Motion - Support for Serving Armed Forces Personnel in Relation to Rates

Notice of Motion: Support for Serving Armed Forces Personnel in Relation to Rates

Motion:

This Council recognises the service and sacrifice of members of the Armed Forces, many of whom are required to spend extended periods away from their homes as a result of their duties.

Council notes that, in other parts of the United Kingdom, council tax systems make provision to reflect the circumstances of serving personnel who may be absent from their primary residence due to deployment.

Council further notes that, by contrast, there is no specific provision within the Northern Ireland domestic rates system which recognises the unique circumstances of serving Armed Forces personnel who may be absent from their primary residence for significant periods due to deployment.

Council also notes that while some support may be available to serving personnel through military or other channels, this is not reflected within the rates system itself.

In line with the principles of the Armed Forces Covenant, Council agrees to write to the Minister of Finance to request a review of how the current rates system applies to serving personnel, with a view to ensuring fairness and appropriate recognition of their service.

Council further agrees to explore what additional support, guidance, or signposting can be provided at a local level to assist serving personnel in accessing any existing reliefs or support schemes for which they may be eligible.

Proposed by:

Councillor Gary Hynds

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	13th May 2026
Report from:	Head of Governance and Communications

Item for:	Decision
Subject:	Armed Forces Covenant Conference 2026

1.0	**Background and Key Issues**	
1.1	The Council's Veteran Champion, Alderman James Tinsley, has received a formal invitation to represent the Council at Armed Forces Covenant Conference 2026 at the Portsmouth Guildhall on 23rd and 24th June 2026.	
1.2	This flagship national event will bring together the Armed Forces community, charities, local Government representatives, Devolved Governments and Government Departments to share good practice and drive forward the delivery of the Armed Forces Covenant.	
1.3	This event provides a valuable opportunity to support the Council's ongoing commitment to veterans and the Armed Forces Covenant.	
2.0 2.1	**Recommendation** It is recommended that the committee: 1. Approves the Veteran Champion's attendance at the Armed Forces Covenant Conference as listed above. 2. Approves that the associated travel and subsistence costs for this event will be met by Council.	
3.0	**Finance and Resource Implications**	
3.1	The travel and subsistence costs relating to attendance at this event will be met from the existing Members' Conferences and Courses budget. No additional resources are required.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	~~Yes /~~ No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out Proposals are covered by the Council's Civic Events Policy and Armed Forces Covenant which have previously been subject to equality screening.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	~~Yes /~~ No

4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. The outcome of this decision will have no bearing on rural needs.	

Appendices:	https://CovenantConference2026.eventbrite.com

Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	13th May 2026
Report from:	Head of Assets

Item for:	Noting
Subject:	Single Tender Action End of year Position 2025/2026

1.0 **Background**

1. As part of the ongoing review of procurement practices and procedures, a standalone policy detailing how the user should approach a Single Tender Action (STA) (also known as Direct Award Contract) has been approved by this Committee in May 2024. The Procurement unit continue to track and advise on the awarding of STA's.

2. Currently, under the terms of the Council's Scheme of Delegation and Terms of Reference for the new Committee structures, certain tenders can be awarded direct to a supplier under controlled conditions which are set out under the Council's predetermined procedure should the circumstance warrant it. The justification for an STA is governed by the Procurement Regulations 2024. In order to reduce the level of risk to the Council, adherence to the policy is important whilst also permitting the Council to be agile in responding to unforeseeable circumstances.

Key Issues

1. The below table presents the end of year position on STA's for the financial year of 2025/2026 and advising on positions in previous financial years:

Financial Year	Number of STA's
2022 / 2023	82
2023 / 2024	50
2024 / 2025	36
2025 / 2026	36

There has been a significant reduction in the use of STA's from the 2022/2023 period onwards.

Appendix 1 provides for a more detailed breakdown of these tenders.

2. The Head of Assets intends to take forward further training in relation to in-house policy and ongoing awareness to ensure the number of STA's continue to decline.

2.0 **Recommendation**

It is recommended that Members note the end of year 2025/2026 update of Single Tender Actions.

3.0	**Finance and Resource Implications** None	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. No groups were identified as being adversely affected by the quarterly update.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. No groups were identified as being adversely affected by the quarterly update.	

Appendices:	Appendix 1 – End of Financial year Position on Contracts awarded under Single Tender Action 2025 / 2026

Appendix 1 - **STA Breakdown 2025-2026**

STA Number	Procurement File Ref	Title
1	STA25/26-001	Replacement of GHMILY Panels - Haslems Lane
2	STA25/26-002	GLPC Job Evaluation Scheme - License
3	STA25/26-003	TSW Management Services
4	STA25/26-005	Accredited Marshalls HM 2025
5	STA25/26-006	Green 17 Website Hosting
6	STA25/26-007	PPM 03 Alarm Monitoring Extension
7	STA25/26-008	Billy Neill Service Level Agreement
8	STA25/26-009	Security Services (LVI) (Extension to existing contract)
9	STA25/26-010	Entertainment for Twilight Nights 2025 - Worldbeaters
10	STA25/26-011	Neil Delamere Performance
11	STA25/26-012	Kennelling Services
12	STA25/26-013	Replacement intruder alarms in Bridge Community Centre, Laurelhill Sports Zone & Tourist Information Office
13	STA25/26-014	Plant Room Condition Report
14	STA25/26-015	Youth Entrepreneurship Programme Post Primary Schools
15	STA25/26-016	GIS Licence Renewal
16	STA25/26-017	Live Music and Entertainment for the City Centre
17	STA25/26-018	Kerbside Waste Modelling Consultancy
18	STA25/26-019	Council Intranet – extension of current contract
19	STA25/26-020	Footfall Counters
20	STA25/26-021	Rental of Changing Places Toilets
21	STA25/26-022	Consultancy Specialist Advice re VAT
22	STA25/26-023	Collection, Transporting and Recover of Wood Waste from HRCs
23	STA25/26-025	Stewarding provision for the Christmas Switch On and Christmas Light Trail
24	STA25/26-026	Additional Traffic Management Light Trail Event
25	STA25/26-027	Recruitment Advertising
26	STA25/26-028	Audit Management

27	STA25/26-029	TSW Management Services - 2nd Paddy Raff Performance
28	STA25/26-030	Communication Boards
29	STA25/26-031	Public Safety at Festivals and Mass Gathering Training (Event Training)
30	STA25/26-032	Licence Keeping Safe
31	STA25/26-033	CCTV Laurelhill & Billy Neill
32	STA25/26-034	Gym Equipment LVLP
33	STA25/26-035	Replacement Pump LVLP
34	STA25/26-036	North Time Data Renewal
35	STA25/26-041	ISL Routesmart Renewal
36	STA25/26-042	Redcare Lines

Committee:	Corporate Services Committee
Date:	13 May 2026
Report from:	Director of Organisation Design & Innovation

CONFIDENTIAL REPORT

Reason why the report is confidential:	**NI Local Government Act 2014** **Schedule 6 Access to Information: Exempt Information Part 1 no 4.** 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.
When will the report become available:	Following formal TU Consultation
When will a redacted report become available:	
The report will never become available:	

Item for:	Decision
Subject:	Updated Emergency Volunteer Response Protocol

1.0 **Background and Key Issues**

1.1 The Council has developed a range of emergency planning arrangements for the mitigation of effects from emergencies and promoting recovery. A key part of delivering this responsibility is the deployment of staff in response to an emergency incident.

1.2 The current Emergency Volunteer Response payment protocol identifies two pay increments:

- Management / professional officer roles at £30 per hour
- Administrative / reception centre / operational staff roles at £15 per hour

1.3 The rates are no longer reflective of current day pay rates nor conducive to the nature of out of normal working hours associated with emergency response.

1.4 The Protocol (Appendix 1) has been reviewed in support of the Council's On-Call Policy, with Trade Union engagement, to provide a more current and realistic payment offering for staff stepping up to the voluntary response process.

1.5 Key changes to the protocol include:

- Emergency Volunteer List and Payment Protocol no longer dependent on activation of the Council Emergency Plan but upon requirement to respond to an emergency incident as directed by the Chief Executive, Incident Director or Emergency Management Team.

- Emergency Payment of Response Staff uplifted from two pay increments of £30 / £15 per hour, to £60 / £40 per hour.

	• Revised Emergency Volunteer Job Descriptions in line with identified tier of staff i.e. management / operational commensurate with individual's typical level of training and professional competencies.	
2.0	**Recommendation** It is recommended that the committee agrees: 1. The proposed Emergency Volunteer Response Protocol and associated appendices.	
3.0	**Finance and Resource Implications** Not Applicable.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out	N/A
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	N/A
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	N/A

Appendices:	**Appendix Ia Emergency Volunteer Response Protocol** **Appendix 1b Emergency Volunteer Response Protocol with tracked changes** **Appendix 2 Equality and Good Relations Screening**



Emergency Planning
Protocol for Payment of
Volunteer Emergency Response Staff

1.0 Introduction

1.1 Lisburn & Castlereagh City Council (LCCC) has a responsibility to provide civic leadership; protect the safety and welfare of its citizens, visitors and the environment. As such LCCC has developed a range of emergency planning arrangements for the mitigation of effects from emergencies and promoting recovery. These arrangements have been developed under the Civil Contingencies Framework 2005 (CCF) (Northern Ireland) and Local Government (Northern Ireland) Order 2005 Article 29 - Powers of district councils in relation to emergencies; local authorities have defined roles regarding emergency management.

1.2 A key part of delivering this responsibility is the deployment of staff to perform their normal function in regard with the emergency incident (e.g. Street cleansing cleaning up following floods, Corporate Communications staff providing information & updating social media and Communities and Facilities Management staff assisting in providing shelter to the community) or deployment of staff in a different function in regard of the emergency (e.g. staff redirected to the Emergency Coordination Centre, staff performing flood inspections & staff redirected to facilities to provide assistance). To enable these functions to be deployed efficiently and reduce the overall cost to LCCC consideration for payment of staff is required.

2.0 Scheme for Emergency Financial Assistance (SEFA)

2.1 Article 26 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1992(external link opens in a new window / tab) makes provision for a scheme of emergency financial assistance to district councils.

2.2 The SEFA enables Councils to claim back costs associated to responding to major incidents. While the normal wages and salaries of the council's regular employees, whether diverted from their normal work (e.g. during normal operational hours) or otherwise are not eligible, overtime incurred in the carrying out of any duties relating to the emergency (limited to those who normally qualify for overtime) is eligible. Associated costs for time in lieu cannot be claimed either. Paying staff an agreed rate of over time allows the Council to reclaim these associated costs from the Department for Communities (DfC) scheme for emergency financial assistance.

2.2 Annex A of the Scheme https://www.communities-ni.gov.uk/sites/default/files/2025-10/lg-19-2025-sefa.pdf provides examples of expenditure which may be eligible for Emergency Financial Assistance.

3.0 Emergency Payment of Response Staff

3.1 It is likely that if the Emergency Plan is activated that there will be a requirement for a greater number of staff, and different roles of staff, to work than those who are On Call on a contractual basis.

3.2 Dependent upon the nature of the emergency, Council may need staff to undertake roles which are outside of the scope of their Job Description. During normal operational hours staff may be redeployed as required. Outside of normal hours staff may be called upon via the Emergency Volunteers Casual Register to perform emergency roles.

3.3 Whilst it is acknowledged that staff may be required to undertake roles outside of the scope of their job description, whether during or outside of normal operational hours, all deployment of staff in an emergency will be commensurate with their usual level of training and professional competencies.

Emergency Response Volunteer Job Descriptions (see Appendix I) have been created to provide staff with an understanding of possible roles. The activities required within these roles are not exhaustive and will be dictated by the emergency impacts and the necessary mitigation measures.

3.5 The Emergency Volunteers Casual Register will be coordinated through the Human Resources and Organisation Development (HR&OD) Unit. The Register will be used to collate and store staff details to be used during a major incident. Expressions of interest will be coordinated annually to create and maintain an up-to-date register.

Staff may request to join or leave the register at any point outside of the annual recruitment campaign.

3.64 The Casual Response Staff job description (see appendix1) has been created to provide staff an understanding of possible roles and payments. This will only become active when called to perform these duties out of normal operational hours. The roles provided are not exhaustive and will be dictated by the emergency impacts and the necessary mitigation measures. Two levels of duties have been created:

- Management / Professional Officer roles paid at £60 per hour
- Administrative / Reception Centre / Operational Staff roles paid at £40 per hour

These rates are not enhanced and have been created to provide consistency.
Where possible training will be provided to staff required to perform certain tasks. It is a key aim of the Councils Emergency Plan to promote and maintain the safety and health of its employees.

4.0 Activation of Protocol for Payment of Emergency Response Staff

4.1 The Chief Executive, Incident Director or Emergency Management Team will authorise the activation of the emergency payment protocol. On-call staff, undertaking the responsibilities of the Emergency Volunteer Role, will be paid in accordance with this protocol rather than the On-call policy. The Department for Communities must be informed in writing of the Council Emergency Plan activation and staff costs are to be accrued due to the incident. A formal request for the Scheme for Emergency Financial Assistance activation must be made at this point if not already activated.

4.2 The Chief Executive, Incident Director or Emergency Management Team will activate the register. The HR&OD Team will be responsible for contacting and coordinating staff as per the business requirement. In the absence of a HR&OD representative during the initial response phase, the Emergency Management Team will allocate this responsibility accordingly.

4.3 It is the responsibility of the Head of Service / Manager requesting emergency staff to accurately record the hours worked and ensuring staff are provided with adequate welfare breaks and support. The record of staff hours (Appendix II) must be forwarded to Payroll/ Finance Emergency Officer /Emergency Co-Ordination Centre for inclusion in claim (Appendix III) to DfC, if eligible.


Activation of Emergency Payment Protocol for (Authorised by Chief Executive, Incident Director or Emergency Management Team)
Department of Communities is informed in writing of the Emergency Plan Activisation and, if eligible, that costs are to be accrued due to the incident. Formal request for the Scheme of Emergency Financial Assistance actiivation
Chief Executive/Incident Director or Emergency Management Team Activate the Volunteer Register
HR and OD Unit will be responsible for contacting and co-ordinating staff as per the business requirement. Emergency Management Team will co-ordinate in the absence of an HR representative
It is the responsibility of the Head of Service/Manager requesting emergency staff to accurately record the hours worked and ensuring staff are provided with adequate breaks
The record of staff hours must be forwarded to Payroll/ Finance Emergency Officer /Emergency Co-Ordination Centre for inclusion in claim to DfC, if eligible.

~~Emergency Planning Section~~



Emergency Planning Protocol for Payment of Volunteer Emergency Response Staff

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1.0 Introduction

1.1 Lisburn & Castlereagh City Council (LCCC) has a responsibility to provide civic leadership; protect the safety and welfare of its citizens, visitors and the environment. As such LCCC has developed a range of emergency planning arrangements for the mitigation of effects from emergencies and promoting recovery. These arrangements have been developed under the Civil Contingencies Framework 2005 (CCF) (Northern Ireland) and Local Government (Northern Ireland) Order 2005 Article 29 - Powers of district councils in relation to emergencies; local authorities have defined roles regarding emergency management.

1.2 A key part of delivering this responsibility is the deployment of staff to perform their normal function in regard with the emergency incident (e.g. Street cleansing cleaning up following floods, ~~MCU~~ Corporate Communications staff providing information & updating social media and Communities and F~~f~~acilities Management~~y~~ staff assisting in providing shelter to the community) or deployment of staff in a different function in regard of the emergency (e.g. staff redirected to the Emergency Coordination Centre, staff performing flood inspections & staff redirected to facilities to provide assistance). To enable these functions to be deployed efficiently and reduce the overall cost to LCCC consideration for payment of staff is required.

2.0 Scheme for Emergency Financial Assistance (SEFA)

2.1 Article 26 of the Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1992(external link opens in a new window / tab) makes provision for a scheme of emergency financial assistance to district councils.

2.2 The SEFA enables Councils to claim back costs associated to responding to major incidents. While the normal wages and salaries of the council's regular employees, whether diverted from their normal work (e.g. during normal operational hours) or otherwise are not eligible, overtime incurred in the carrying out of any duties relating to the emergency (limited to those who normally qualify for overtime) is eligible. Associated costs for time in lieu cannot be claimed either. Paying staff an agreed rate of over time allows the Council to reclaim these associated costs from the Department for Communities (DfC) scheme for emergency financial assistance.

2.2 Annex A of the Scheme https://www.communities-ni.gov.uk/sites/default/files/2025-10/lg-19-2025-sefa.pdf provides examples of expenditure which may be eligible for Emergency Financial Assistance.

3.0 Emergency Payment of Response Staff

3.1 It is likely that if the Emergency Plan is activated that there will be a requirement for a greater number of staff, and different roles of staff, to work than those who are On Call on a contractual basis ~~(e.g. Environmental Health Officers)~~.

3.2 ~~3.2~~ Dependent upon the nature of the emergency, Council may need ~~to~~ staff to undertake roles which are outside of the scope of their Job Description. During normal operational hours staff may be redeployed as required. Outside of normal hours staff may be called upon via the Emergency Volunteers Casual Register to perform emergency roles.

3.3 Whilst it is acknowledged that staff may be required to undertake roles outside of the scope of their job description, whether during or outside of normal operational hours,

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all deployment of staff in an emergency will be commensurate with their usual level of training and professional competencies.

3.2 An Emergency Response Volunteer Job Descriptions (see Appendix I) haves been created to provide staff with an understanding of possible roles. The activities required within these roles provided are not exhaustive and will be dictated by the emergency impacts and the necessary mitigation measures.

3.53 The Emergency Volunteers Casual Register will be coordinated through the Human Resources and Organisation Development (HR&OD) al Design Unit. The Register will be used to collate and store staff details to be used during a major incident. **The Emergency Volunteers List will only be used once the Council Emergency Plan has been activated.** Expressions of interest in accordance with the Casual Response Staff job description will be coordinated annually to create and maintain the an up-to-date register.

Staff may request to join or leave the register at any point outside of the annual recruitment campaign.

3.64 The Casual Response Staff job description (see appendix1) has been created to provide staff an understanding of possible roles and payments. This will only become active when called to perform these duties out of normal operational hours. The roles provided are not exhaustive and will be dictated by the emergency impacts and the necessary mitigation measures. Two levels of duties have been created;

- Management / Professional Officer roles paid at £360 per hour
- Three Administrative / Reception Centre / Operational Staff roles were paid at £1540 per hour

These rates are not enhanced and have been created to provide consistency.
Where possible training will be provided to staff required to perform certain tasks. It is a key aim of the Councils Emergency Plan to promote and maintain the safety and health of its employees.

4.0 Activation of Protocol for Payment of Emergency Response Staff

4.1 The activation of protocol for payment of emergency response staff can only occur following the activation of the Council Emergency Plan. The Chief Executive, Incident Director or Emergency Management Team will authorisze the activation of the emergency payment protocol. If activated, the protocol will apply to all on-call staff as it applies to emergency volunteers. On-call staff, undertaking the responsibilities of the Emergency Volunteer Role, will be paid in accordance with this protocol rather than the On-call policy. The Department for Communities must be informed in writing of the Council Emergency Plan activation and staff costs are to be accrued due to the incident. A formal request for the Scheme for Emergency Financial Assistance activation must be made at this point if not already activated.

4.2 The Chief Executive, Incident Director or Emergency Management Team will activate the register. Human resourcesThe HR&OD Team will be responsible for contacting and coordinating the staff as per the business requirement. In the absence of a human

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~~resource~~HR&OD representative during the initial response phase, the Emergency Management Team will allocate this responsibility accordingly.

4.3 It is the responsibility of the Head of Service / Manager requesting emergency staff to accurately record the hours worked and ensuring staff are provided with adequate welfare breaks and support. The record of staff hours (Appendix II) must be forwarded to Payroll/ Finance Emergency Officer /Emergency Co-Ordination Centre for inclusion in claim (Appendix III) to DfC, if eligible.

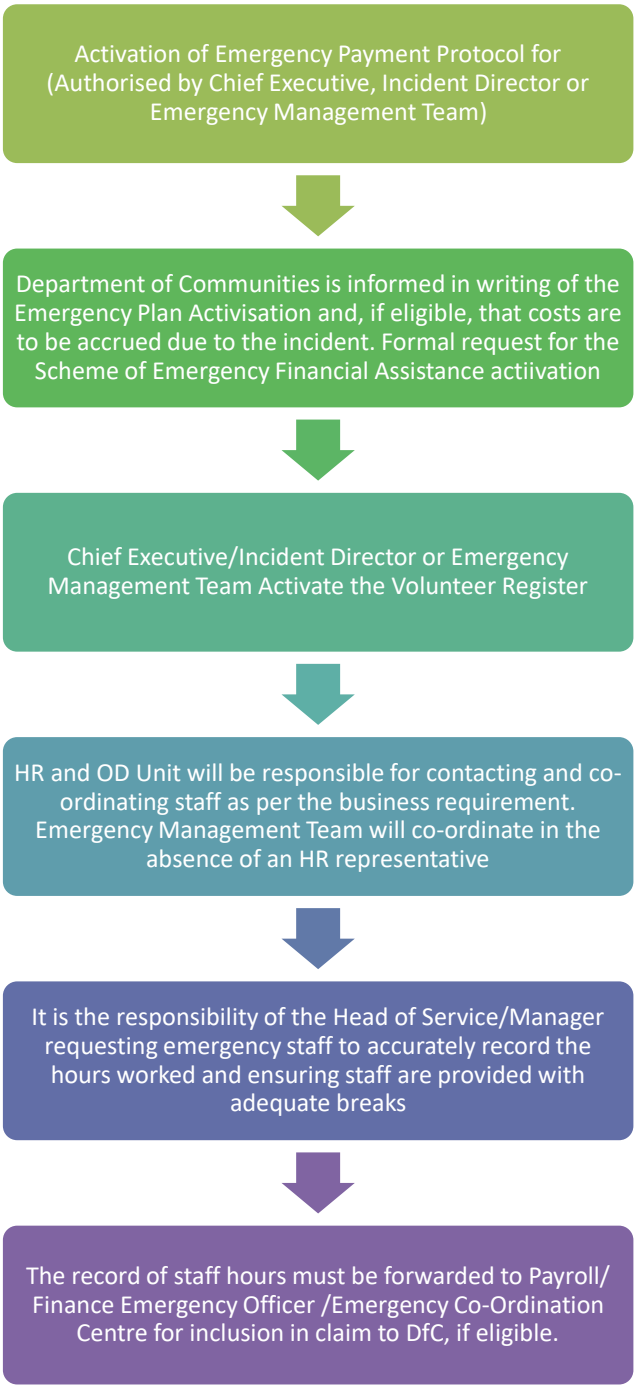
~~Salaries, Finance emergency officer for inclusion in the claim and the Emergency Coordination Centre.~~

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Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening

Part 1. Information about the activity/policy/project being screened

Emergency Planning Protocol for Volunteer Emergency Response Staff

Is this activity/policy/project – an existing one, a revised one, a new one?

This is a revised policy.

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

Lisburn and Castlereagh City Council (LCCC or Council), aims to treat all employees fairly and consistently. This protocol is intended to ensure this consistency for anyone volunteering in emergency response.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

This protocol applies to all employees.

There are expected to be benefits for all employees.

No specific or targeted benefits for particular Section 75 categories have been identified.

Who initiated or developed the activity/policy/project?

Environmental Health, Risk & Emergency Planning.

Who owns and who implements the activity/policy/project?

Environmental Health, Risk & Emergency Planning are the owners, there is a responsibility for implementation with all managers as outlined in the protocol.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

No

If yes, give brief details of any significant factors.

N/A

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff

The protocol will impact on any staff member who wish to be placed on the volunteer register.

The protocol clearly outlines the responsibilities of an emergency response volunteer.

Service users

None

Other public sector organisations

None

Voluntary/community/trade unions

Trade Unions will be consulted with and receive copies of the protocol.

Other

Other policies/strategies/plans with a bearing on this activity/policy/project

None

Available evidence

The Environmental Health, Risk & Emergency Planning unit routinely review existing policies and procedures.

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Internal employee data. Internal Section 75 monitoring data held on staff is currently limited; however, it is anticipated that the development of the new HR system will improve the quality and completeness of this information over time.

Section 75 Category	**Details of evidence/information**
Religious Belief	Protestant – 63.9% Roman Catholic – 23.5% Non-determined – 12.6%
Political Opinion	No relevant information
Racial Group	Indian – 0.1% Other – 0.4% Unknown – 15.4% White – 84.2%
Age	<18 years – 1.3% 18-25 – 15.8% 26-35 – 14.3% 36-45 – 22.3% 46-55 – 24.7% 56+ - 21.5%
Marital Status	Married/Civil Partnership – 39.2% Divorced/Separate 3.2% Single – 41.4% Widow 0.2% Unknown – 16.0%

Sexual Orientation	LGBTQ – 1.1% Heterosexual – 25.7% Unknown – 73.2%
Men & Women Generally	Male – 54.6% Female – 45.4%
Disability	Declared disability – 0.66%
People with and without Dependants	Have dependants – 22.1% No dependants – 35.4% Unknown – 42.5 %

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	. Staff with religious commitments may experience barriers to participation where volunteering requires availability during specific days or times, participation during religious observance periods etc.
Political Opinion	No specific or significantly different needs, experiences or priorities
Racial Group	No specific or significantly different needs, experiences or priorities
Age	No specific or significantly different needs, experiences or priorities
Marital Status	No specific or significantly different needs, experiences or priorities

Sexual Orientation	No specific or significantly different needs, experiences or priorities
Men & Women Generally	No specific or significantly different needs, experiences or priorities
Disability	Individuals with certain disabilities may require reasonable adjustments or may be unable to participate depending on the nature of the emergency response activity.
People with and without Dependants	. Staff with caring responsibilities may face barriers to participation due to the nature of emergency volunteering, which may involve short-notice deployment, extended shifts, and unpredictable scheduling that can be difficult to accommodate alongside caring commitments

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?

Section 75 Category	**Details of likely impact – will it be positive or negative? If none anticipated, say none**	**Level of impact - major or minor*** - see guidance below
Religious Belief	Although participation is voluntary, those from certain religious groups may be less able to participate due to potential conflicts between emergency volunteering requirements and religious observance or commitments.	Minor
Political Opinion	No differential impact identified	

Racial Group	No differential impact identified	
Age	No differential impact identified	
Marital Status	No differential impact identified	
Sexual Orientation	No differential impact identified	
Men & Women Generally	No differential impact identified	
Disability	While participation is voluntary, some disabled people may be less able to participate due to the physical or cognitive demands of emergency response activities and may require reasonable adjustments (e.g. flexible duties, rest breaks, or modified roles).	Minor
People with and without Dependants	Although participation is voluntary, this group may be less able to utilise the protocol, as their need to care for dependents may prevent them from taking up volunteering opportunities.	Minor

* See Appendix 1 for details.

2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 Category	**IF Yes, provide details**	**If No, provide details**
Religious Belief		

Political Opinion	No, this has been considered, however, it has been determined there are no further opportunities to promote equality of opportunity in relation to this protocol.
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependants	

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? No

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan: No

3 To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	**Details of likely impact. Will it be positive or negative?** [if no specific impact identified, say none]	**Level of impact – minor/major***
Religious Belief	None	N/A
Political Opinion		
Racial Group		

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		No specific opportunities identified. The protocol is operational and voluntary in nature, with limited scope to influence relations between groups, although it is applied consistently to all staff.
Political Opinion		
Racial Group		

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

None**Part 3. Screening decision/outcome**

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	Reasons/Evidence
Option 1 **Screen out** – no equality impact assessment and no mitigation required [go to Monitoring section]	
Option 2 **Screen out with mitigation** – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	This is an operational, voluntary emergency response protocol and is not considered to have significant adverse impacts on equality of opportunity or good relations. However, it is recognised that some individuals (e.g. disabled staff, those with caring responsibilities, or those with religious commitments) may be less able to participate depending on personal circumstances and the demands of emergency response activity. The protocol is unlikely to impact on good relations between groups.
Option 3 **Screen in** for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	

Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Mitigation is inherent in the design of the protocol through its voluntary nature, which allows individuals to opt in based on their availability and capacity. Where participation does occur, reasonable adjustments should be considered where appropriate to support inclusion.

Timetabling and prioritising for full EQIA (only relevant to Option 3)

If the activity/policy has been **'screened in'** for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? No. If yes, please provide details.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

Policies are monitored continuously for compliance with changes in legal/statutory requirements. Feedback and lessons learned from cases, and those using the policy is also recorded and considered as part of the normal review process.

Part 5 - Approval and authorisation

	Position/Job Title	**Date**
Screened by: Samantha Rice	Lead Resilience Officer	14th April 26
Reviewed by: Annie Wilson	Equality Officer	16/04/26

Approved by: Richard Harvey	Head of Service	

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

a) The policy/project is significant in terms of its strategic importance;
b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
e) The policy is likely to be challenged by way of judicial review;
f) The policy is significant in terms of expenditure.

Minor impact

a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

a) The policy has no relevance to equality of opportunity or good relations;
b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

LC.C.C.
Lisburn & Castlereagh City Council

Committee:	Corporate Services Committee
Date:	13th May 2026
Report from:	Head of Governance & Communications

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person [including the Council holding that information]
When will the report become available:	
When will a redacted report become available:	1 June 2026
The report will never become available:	

Item for:	Noting
Subject:	National Living Wage (NLW) Increase Request

1.0 **Background**

The Council has received a request from [redacted] - - increased *contract costs/annual fees* to cover labour related costs as a result of the NLW wage increasing [redacted] from 1st April 2026.

The increased hourly rate will result in an increase of - to the annual cost of the contract, increasing the 2026/27 annual cost to -

The current contract expires on 30 November 2027, with the provision to extend for two further periods of up to 12 months.

1.1 **Do the current Contract Terms and Conditions allow for price variations?**

The current contract terms and conditions allow for price variations as per below clauses:

14) Change in Law

14.1 During the Term, the Contractor will neither be relieved of its obligations under the Agreement nor entitled to increase the Annual Fee as a result of:

- A General Change in Law; or
- A Specific Change in Law where the effect of that Specific Change in Law on the Services is reasonably foreseeable at the Commencement Date.

14.2 Without prejudice to clause 14.1, the Council will have absolute discretion, and no obligation, to follow the variation provisions at clause 15 in relation to any uplifted hourly rate that may be payable particularly, but not limited to, the

	Minimum Wage, National Living Wage increase and Apprenticeship Levy. In these circumstances, any agreed increase will be limited to a maximum of the direct cost increase to the hourly rates and is at the absolute discretion of the Council.	
1.2	**Does the variation fall within the allowances of the Procurement regulations?** The increase is within the 10% allowance given within the procurement regulations PRC2015 (72)(5).	
1.3	**Risk to service of both agreeing or not agreeing the price variation.** It should be noted that the business case, at origination, included an uplift of - for the NLW from April 2026 onwards. The risk of not agreeing to pay the increase is the contractor is likely to terminate the contract, which would have to be re-tendered and is likely to come in at a higher cost. Council facilities would be without essential cleaning services which would have health and safety implications and result in reputational damage to the Council.	
1.4	**Has Legal advice been sought?** • No **Decision for uplift** It is recommended to increase the contracted rate as provided for in the Councils Scheme of Delegation: • ***2.6.3*** Revising contract rates as a result of increase in the national minimum wage or other indexed linked provision. Any revision should be reported to the relevant committee for noting.	
2.0	**Recommendation** It is requested that Members: Note the request for increased costs as outlined in relation to the following contract: [redacted] **11111111**	
3.0	**Finance and Resource Implications** Uplift will be included in next estimates	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No

4.2	Brief summary of the key issues identified and proposed mitigating actions 2!. rationale why the screening was not carried out Considered at time of business case development	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions 2!. rationale why the screening was not carried out. Considered at time of business case development.	

Appendices:	

Lisburn & Castlereagh City Council

Committee:	Corporate Services
Date:	13th May 2026
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	3.Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Decision
Subject:	Quarterly finance Reports – draft quarter 4 2025/26

1.0 **Background and Key Issues**

1.1 There are a number of expenditure items that fall outside of the Management Accounts figures. These are usually presented quarterly to the Corporate Services Committee.

1.2 This report and associated appendices provide details on expenditure as at quarter 4 for the 2025/26 financial year (up to the end of March 2026). As the year end work is ongoing, these are draft figures and may change.

Repairs and Renewals

1.3 Within the balance sheet of the Council, there is a Repairs and Renewals Fund, which funds a number of specific projects that have been agreed as part of the annual estimates process.

1.4 Appendix 1 is the Repairs and Renewals spend as at the 31st March 2026 against the annual budget and narrative as to the position at the year end.

1.5 Some projects were not complete by the end of the current financial year due to unforeseen circumstances/delays in delivery etc. It is recommended the associated budgets be moved into the 26/27 financial year.

DfC earmarked reserves

1.6 An Accounts Direction was issued in previous financial years by DfC to earmark remaining Covid funding within the General reserves.

1.7 Set criteria was agreed and a number of projects/one-off expenditure items were agreed to be funded through these monies.

1.8 As there are only 6 projects/expenditure items required for 26/27 year, it is recommended to earmark these separately within the general fund.

1.9	There is a small balance left within the Digital Platform Programmer budget which is no longer required, therefore it is recommended to release £3,550.89 from earmarked reserves into the general fund balance.	
1.10	[redacted]	
2.0	**Recommendation** It is recommended that Members note the information contained in this report and approve the movements detailed in the report and appendices.	
3.0	**Finance and Resource Implications** From earmarked reserves	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out Financial report for noting only.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out. Financial report for noting only.	

Appendices:	Repairs and Renewals – Year end position 2025/26 [redacted]

Repairs and Renewals 2025/26

Project	Year end position	Annual budget	Variance	Narrative
Office soft furnishings & equipment	-	20,000	(20,000)	£20k to be carried into 26/27 due to unforeseen delays
Catering & ovens	14,508	20,000	(5,492)	
Cemetery Headstone Works	4,430	20,000	(15,570)	Budget for topple testing as and when required.
Replacement Christmas Lighting	60,151	68,000	(7,849)	On budget
Repairs Golf Courses	48,446	55,000	(6,554)	Designer has been engaged and work has commenced
Sports Pavilions	15,125	30,000	(14,875)	Series of works to Pavilions starting in October running to March including repainting/refurbing
Rec, Parks & Open Spaces	85,622	100,000	(14,378)	Delivery of Benches not received at year end. £10K to be carried into 26/27 year.
Tree Maintenance	121,295	90,000	31,295	H&S requirements. Funded through savings in other R&R budgets
ILC - Maintenance & Repairs	1,175	35,000	(33,825)	Works not complete at end of financial year due to unforeseen circumstances. Budget to be carried forward to 26/27 to allow works to be completed.
Communities Various	14,621	6,000	8,621	Overspend funded through underspends within other R&R budgets
AGC Maintenance Prog - Contract	(215)	-	(215)	Small balance from prior year project.
Golf Club Refurbishment	60,606	40,000	20,606	Overspend funded through underspends within other R&R budgets
Leisure Facilities Maintenance & Repairs	197,069	220,000	(22,931)	£15k budget for cricket wicket not delivered prior to year end, therefore budget to be carried forward. Balance of underspend partially funding Golf Club refurbishment costs
Compactors & Containers (Maintenance & Repairs)	87,071	61,200	25,871	Budget is primarily reactive with an element of planned. Bi-annual inspections have incurred additional spend in September. Overspend due to reactive nature of budget
Painting works	24,950	12,500	12,450	Emergency repairs to windows.
Essential System Repairs	-	20,000	(20,000)	Not utilised in year.
Repair to current and former Civic Buildings	44,132	60,000	(15,868)	Slightly ahead of profile.
Site Investigations and Surveys	8,960	45,000	(36,040)	Site surveys of estate. £35k budget to be carried into 26/27 year for ongoing surveys.
Fixed wiring remedical works	5,511	10,000	(4,489)	Budget provided for works as and when they arise following fixed wiring inspections.
Stabilisation of walls	31,757	124,550	(92,793)	£90k to be carried into 26/27 for ongoing works.
Energy Efficient Lighting Replacement Programme	20,850	30,000	(9,150)	Project complete
Grand Total	**846,065**	**1,067,250**	**(221,185)**	

Committee:	Corporate Services
Date:	13th May 2026
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After full Council
The report will never become available:	

Item for:	Noting
Subject:	Noting of bad debt write offs – January to March 2026

1.0 **Background and Key Issues**

1.1 In accordance with section 2 of the Accounting Manual, no item should be written off as a bad debt unless all possible steps have been taken to recover the amount.

1.2 All bad debts of £500 and less may be written off by the Director of Finance and Corporate Services. Bad debts in excess of this amount may only be written off when authorised by the Corporate Services Committee.

1.3 Section 2.14 of the Accounting Manual states that a summary report of the bad debts that have been written off by the Director of Finance & Corporate Services should be reported to Council for information.

1.4 There were no debts approved to be written off in Quarters 1-3 of the 2025/26 year.

1.5 There was one bad debt agreed by the Director of Finance & Corporate Services in quarter 4 of the current financial year (Jan to Mar 26):

Name	Write Off (Net)	Reason
X[redacted]		

[redacted]

2.0 **Recommendation**

Members should note the above information in relation to bad debts that have been approved for write off by Director of Finance and Corporate Services.

3.0	**Finance and Resource Implications** Impact of £306 to Leisure Services income budget lines in 2025/26 financial year.	
4.0	**Equality/Good Relations and Rural Needs Impact Assessments**	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out	Not applicable
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions **or** rationale why the screening was not carried out.	Not applicable

Appendices:	