



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 Lavery 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

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).

FINAL 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.

FINAL CSC Report Emergency Volunteer Response Protocol.pdf	Not included
Appendix 1a Emergency Volunteer Response Protocol Clean.pdf	Not included
Appendix 1b Emergency Volunteer Response Protocol (002).pdf	Not included
App 2 Equality Screening - Volunteer Protocol aw.pdf	Not included

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* **Not included**

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* **Not included**

📄 *RR year end position 2526.pdf* **Not included**

📄 *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* **Not included**

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

Item for:	Noting
Subject:	Corporate Priorities 2026/27

1.0	<u>Background and Key Issues</u>	
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	<u>Recommendation</u>	
	It is recommended that Members note the Corporate Priorities between now and May 2027.	
3.0	<u>Finance and Resource Implications</u>	
	None	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
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 <u>or</u> 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 <u>or</u> 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
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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
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Committee:	Corporate Services Committee
Date:	13 th 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	<u>Background and Key Issues</u>	
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	<u>Recommendation</u> The Committee is requested to consider the Notice of Motion and take such action as may be determined.	
3.0	<u>Finance and Resource Implications</u> Implications are unknown at this stage, pending agreement by the Committee.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No

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

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

Committee:	Corporate Services Committee
Date:	13 th 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 23 rd and 24 th 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	<u>Recommendation</u>	
2.1	It is recommended that the committee:	
	<ol style="list-style-type: none"> 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	<u>Finance and Resource Implications</u>	
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	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
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 <u>or</u> rationale why the screening was not carried out. The outcome of this decision will have no bearing on rural needs.	
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Appendices:	https://CovenantConference2026.eventbrite.com
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Committee:	Corporate Services Committee
Date:	13 th 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	<u>Finance and Resource Implications</u>	
	None	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
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
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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