



December 15th, 2025

**TO: The Right Worshipful the Mayor and Members
of Lisburn & Castlereagh City Council**

A meeting **of Lisburn & Castlereagh City Council** will be held on **Tuesday, 16th December 2025 at 6:00 pm** in the Council Chamber for the transaction of the business on the undernoted agenda.

DAVID BURNS
CHIEF EXECUTIVE
LISBURN & CASTLEREAGH CITY COUNCIL

Agenda

1.0 BUSINESS OF THE RIGHT WORSHIPFUL THE MAYOR

📄 *Mayor and Deputy Mayor's Engagements for December Council Meeting.pdf*

Page 1

2.0 APOLOGIES

3.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

📄 *Disclosure of Interests form Sept 24.pdf*

Page 6

4.0 COUNCIL MINUTES

4.1 Meeting of Council - 25 November 2025

📄 *MM 25.11.2025 Draft Minutes for Adoption.pdf*

Page 8

5.0 MATTERS ARISING

6.0 DEPUTATIONS

(None)

7.0 BUSINESS REQUIRED BY STATUTE

7.1 Signing of Legal Documents

Lisburn and Castlereagh City Council and WEEV.IE Ltd, Buildings 8-9, 11-12 Edgewater Business Park, Edgewater Road, Belfast BT3 9JQ – Concession Agreement to Supply, Maintain and Operate Electric Vehicle Charging Units within 9 of the Councils in Northern Ireland

Lisburn and Castlereagh City Council and J T Sheds and Joinery Limited, 65aq Bridge Street, Lisburn BT28 1ZX – For Delivery of Wooden Huts and Associated Costs (Storage, Maintenance, Build-Up/Take Down) (T25/26-058)

Lisburn and Castlereagh City Council and Hanna and Hutchinson Consulting Engineers Ltd, 2A Wallace Avenue, Lisburn BT27 4AA – For Delivery of LCCCs Greenways Investment Framework

Lisburn and Castlereagh City Council and Stepping Stones NI, 39 Seymour Street, Lisburn BT27 4SY – For delivery of T25/26-015 – Accessible Graduate

Apprenticeship Programme as per the Lisburn and Castlereagh Labour Market Action Plan 2025/26

Lisburn and Castlereagh City Council and Stepping Stones NI, 39 Seymour Street, Lisburn BT27 4SY – For delivery of T25/26-015 – Pathways to Employment for Individuals with a Disability Programme as per the Lisburn and Castlereagh Labour Market Action Plan 2025/26

Lisburn and Castlereagh City Council and Civco Ltd, 25A Hillside Road, Maghera BT46 5SD – Contract for Tender for Moira Community Hub (Re-Tender) (T24/25-053)

Lisburn and Castlereagh City Council and Kompan Play Equipment, 5 Dunlop Square, Deans Industrial Estate, Livingston EH54 8SB; Haffey Play Grounds, 47 Derrycarne Road, Portadown BT62 1PT; and Play and Leisure Services, 31 Carrowdore Road, Greyabbey, Newtownards BT22 2LU – Contract for T25/26-007 Tender for Supply of Play Park Equipment

Lisburn and Castlereagh City Council and McNaughton Blair, 10 Falcon Road, Belfast BT12 6RD – Contract for T24/25-015 Tender for Supply of General Hardware Materials

8.0 ADOPTION OF MINUTES OF COMMITTEES

8.1 Communities & Wellbeing Committee - 2 December 2025

For Approval

📎 *CWC 02 12 2025 Draft Minute for Adoption.pdf*

Page 20

8.2 Environment & Sustainability Committee - 3 December 2025

For Approval

📎 *ESC 03.12.2025 Draft Minutes for Adoption.pdf*

Page 27

8.3 Regeneration & Growth Committee - 4 December 2025

For Approval

📎 *RGC 04 12 2025 Draft Minutes for Adoption.pdf*

Page 32

8.4 Corporate Services Committee - 10 December 2025

For Approval

📎 *CSC 10 12 2025 DRAFT Minute for Adoption.pdf*

Page 43

8.5 Governance & Audit Committee - 11 December 2025

For Approval

📎 *G&A 11.12.2025 Draft Minutes for Adoption.pdf*

Page 49

8.6 Planning Committee - 3 November 2025 (for Noting)

For Noting

📎 *PC 03.11.2025 - Ratified Minutes - FOR NOTING.pdf*

Page 54

9.0 REPORT FROM CHIEF EXECUTIVE

9.1 Standing Order Amendments

For Decision

📎 *Report - Standing Orders adjustments December 2025 FINAL.pdf*

Page 63

📎 *Appendix 1 Standing Orders November 2025.pdf*

Page 65

📎 *Appendix 2 Paper on Changes to Standing Orders December 2025 FINAL2.pdf*

Page 140

10.0 REPORTS FROM MEMBERS ON BOARDS

(None)

11.0 REPORTS ON DECISIONS SUBJECT TO THE RECONSIDERATION PROCEDURE

(None)

12.0 NOTICES OF MOTION

(None)

13.0 CONFIDENTIAL BUSINESS

(None)

14.0 ANY OTHER BUSINESS

MAYORS ENGAGEMENTS FOR FULL COUNCIL MEETING

Monday 24th November

Mayor to attend coffee morning with Shop Mobility Lisburn to celebrate 25 years of service

Mayor to visit Parkview Special School taking part in Mayors Christmas Card Workshop

Mayor to host Ballance House volunteers, LVI

Wednesday 26th November

Mayor to visit Tonagh Pensioners Group, Tonagh Community Centre

Mayor to host reception for Eglantine Mothers Union, LVI

Thursday 27th November

Mayor to host reception for Home Start Lisburn/Colin, LVI

Mayor to attend NI Chamber Presidents Banquet, ICC Belfast

Friday 28th November

Mayor to attend Ballinderry Residents Association Community Santa Drive By

Mayor to attend Canal Boxing Event in aid of Mayoral Charity, Hillsborough Orange Hall

Saturday 29th November

Mayor to attend Big Breakfast, Annahilt True Blues Masonic Lodge 683

Mayor to visit Baby Basics Launch, Lisburn Hub

Mayor to visit Ballance House Christmas Event

Mayor to visit Lisburn Adult Resource Centre Christmas Craft Fair

Mayor to attend Christmas Light Switch On at Dromara

Mayor to attend Drumlough Community Association Switch On

Mayor to attend local Veteran Tommy Doherty, lighting his house up for Christmas in aid of the Mayor's Charity

Sunday 30th November

Mayor to attend Christingle Service at Hillsborough Parish Church

Mayor to attend Christmas Tree Switch on at Hillsborough

Monday 1st December

Mayor to help with LCC Community Trust hamper packing

Mayor to attend Resurgam Christmas Light Switch On

Tuesday 2nd December

Mayor to meet with an Orchardville participant to receive a star to be placed on the Christmas tree, as part of their Gift of Inclusion Christmas Campaign

Mayor to visit the Mobile Screening Unit, Lagan Valley Hospital

Mayor & Santa to visit the Children's Unit, Ulster Hospital, Dundonald

Mayor to visit the Lisburn Light Festival Sensory Night

Mayor to attend the Drumbeg Community Association Christmas Switch On

Friday 5th December

Mayor to visit Pond Park Nursing Home to deliver Christmas gifts

Mayor to visit Parkview Special School to receive cheque for Mayoral Charity

Saturday 6th December

Mayor to attend Mayor's Charity Bucket Collection, Sprucefield Centre

Mayor to attend Ehler Danlos Syndrome awareness event, Smyth Pattersons

Mayor to attend Seymour Hill & Conway Residents Association community celebration event, Dunmurry

Mayor to attend Hillsborough & District Committee Christmas family event

Mayor to attend Anahilt & Magheraconluce Community Association switch on

Mayor to attend Christmas concert performance by Lisburn Community Choir, Lisburn Cathedral

Sunday 7th December

Mayor to attend Lisburn Harmony Christmas Concert, St Patrick's Parish, Lisburn

Monday 8th December

Mayor to attend PSNI Carol Service, Christ Church Lisburn

Tuesday 9th December

Mayor to attend Lisburn Chamber of Commerce Toy Appeal Lunch, Lisburn Golf Club

Mayor to host Pickleball Championship Committee, LVI

Wednesday 10th December

Mayor to attend Lisburn Advisory Meeting, Haslem Hotel

Mayor to meet with 1st Lisburn Veteran Association and SEFF, LVI

Mayor to attend Old Friends Day Care Open Night, Lisburn

Mayor to host reception for Anahilt & Magheraconluce Community Association on winning the Ulster in Bloom Award, LVI

Thursday 11th December

Mayor to visit staff in out centres to deliver Christmas Gifts

Mayor to attend Ballymacash Craft Group Christmas Lunch, Bluebell Stadium

Mayor to attend Beechland Community Group Christmas Dinner, Sarah Crothers Hall

Friday 12th December

Mayor to visit staff in out centres to deliver Christmas Gifts

Mayor to attend Mayor's Bucket collection at LCCC Christmas Markets, Hillsborough for Mayoral Charity

Mayor to host Santa Dash for Mayoral Charity, Lough Moss

Saturday 13th December

Mayor to attend Mayor's Bucket collection at LCCC Christmas Markets, Hillsborough for Mayoral Charity

Mayor to attend prizegiving for Lisburn Taekwondo Club end of year awards, LVLP

Sunday 14th December

Mayor to attend the Running Bubble Santa Dash for Mayoral Charity, Wallace Park

Mayor to attend Lisburn & District Masonic Carol Service, Ballymacash Church of Ireland

Monday 15th December

Mayor to visit LVI staff to deliver Christmas Gifts

Mayor to attend trainee Christmas party for Stepping Stones, Balmoral Hotel

Mayor to attend Ballymacash Community Carol service

Tuesday 16th December

Mayor to attend Live Life Christmas lunch, Sarah Crothers Hall

Mayor to visit local resident on her 107th birthday, Lisburn

Mayor to host residents and staff of Lisadian Nursing Home, LVI

Wednesday 17th December

Mayor to visit nursing homes in the LCCC area to deliver Christmas Gifts

Mayor to attend Seymour Street Methodist Church Senior Citizens Christmas Lunch

Mayor to attend Mayor's Charity Bucket Collection at LCCC Christmas Markets, Lidl Carryduff for Mayoral Charity

Mayor to host Hillsborough Walking Football Group, LVI

Thursday 18th December

Mayor to visit nursing homes in the LCCC area to deliver Christmas Gifts

Mayor to attend Orchardville Wizard of Oz, St Patrick's Hall, Lisburn

Friday 19th December

Mayor to visit nursing homes in the LCCC area to deliver Christmas Gifts

Sunday 21st December

Mayor to attend Carol Service at Magheragall Parish Church

Monday 22nd December

Mayor to host Mayor's Christmas Movie Day for Mayoral Charity, LVI

Tuesday 23rd December

Mayor to meet staff and volunteers at Highway Inn (Resurgam Trust in partnership with The Highway Inn & Lisburn Safe Cook Christmas dinners)

Friday 26th December

Mayor to attend Mayor's bucket collection, Down Royal Racecourse for Mayoral Charity

Sunday 28th December

Mayor to attend fundraising Whist, in aid of the Mayoral Charity, Aghalee

DEPUTY MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING

Wednesday 26th November

Deputy Mayor to attend Glenavy Youth Project Switch on, Glenaiden Centre

Friday 28th November

Deputy Mayor to attend concert organised by Drumbo & District Community Association, in aid of Mayoral Charity

Saturday 29th November

Deputy Mayor to attend Christmas Switch on at Stoneyford Community & Youth Association

Wednesday 3rd December

Deputy Mayor to attend Moneyreagh & District Community Association Switch on

Friday 5th December

Deputy Mayor to attend Drumbo & District Community Association Switch on

Deputy Mayor to attend Ravernet Community Network Switch on

Saturday 6th December

Deputy Mayor to attend Carryduff Regeneration Forum family Christmas Light Trail, Lough Moss

Deputy Mayor to attend Christmas Concert performance by Lisburn Community Choir, Lisburn Cathedral

Sunday 7th December

Deputy Mayor to attend Carryduff Congregational Church Annual Community Carol Service, Lough Moss Community Centre

Thursday 11th December

Deputy Mayor to attend Helping Hands Autism Support Group Christmas Switch On

Friday 12th December

Deputy Mayor to visit Brooklands School to take part in their conga challenge

Monday 15th December

Deputy Mayor to visit nursing homes in the LCCC area to deliver Christmas Gifts

Tuesday 16th December

Deputy Mayor to visit nursing homes in the LCCC area to deliver Christmas Gifts

Wednesday 17th December

Deputy Mayor to visit nursing homes in the LCCC area to deliver Christmas Gifts

LISBURN & CASTLEREAGH CITY COUNCIL

MEMBERS DISCLOSURE OF INTERESTS

1. Pecuniary Interests

The Northern Ireland Local Government Code of Conduct for Councillors under Section 6 requires you to declare at the relevant meeting any pecuniary interest that you may have in any matter coming before any meeting of your Council.

Pecuniary (or financial) interests are those where the decision to be taken could financially benefit or financially disadvantage either you or a member of your close family. A member of your close family is defined as at least your spouse, live-in partner, parent, child, brother, sister and the spouses of any of these. Members may wish to be more prudent by extending that list to include grandparents, uncles, aunts, nephews, nieces or even close friends.

This information will be recorded in a Statutory Register. On such matters **you must not speak or vote**. Subject to the provisions of Sections 6.5 to 6.11 of the Code, if such a matter is to be discussed by your Council, **you must withdraw from the meeting whilst that matter is being discussed**.

2. Private or Personal Non-Pecuniary Interests

In addition you must also declare any significant private or personal non-pecuniary interest in a matter arising at a Council meeting (please see also Sections 5.2 and 5.6 and 5.8 of the Code).

Significant private or personal non-pecuniary (membership) interests are those which do not financially benefit or financially disadvantage you or a member of your close family directly, but nonetheless, so significant that could be considered as being likely to influence your decision.

Subject to the provisions of Sections 6.5 to 6.11 of the Code, you must declare this interest as soon as it becomes apparent and **you must withdraw from any Council meeting (including committee or sub-committee meetings) when this matter is being discussed**.

In respect of each of these, please complete the form below as necessary.

Pecuniary Interests

Meeting (Council or Committee - please specify and name):

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

Nature of Pecuniary Interest:

Private or Personal Non-Pecuniary Interests

Meeting (Council or Committee - please specify and name):

Date of Meeting: _____

Item(s) in which you must declare an interest (please specify item number from report):

Nature of Private or Personal Non-Pecuniary Interest:

Name:

Address:

Signed:

Date:

--	--

*If you have any queries please contact David Burns, Chief Executive,
Lisburn & Castlereagh City Council*

MM 25.11.2025

LISBURN & CASTLEREAGH CITY COUNCIL

8

Minutes of the Monthly Meeting of Council held on Tuesday 25 November, 2025 at 7:00 pm**PRESENT IN CHAMBER:**

The Right Worshipful the Mayor
Alderman A Grehan

Deputy Mayor, Alderman H Legge

Aldermen J Baird, A G Ewart MBE, O Gawith, M Gregg,
A McIntyre, S P Porter and J Tinsley

Councillors J Bamford, R T Beckett, S Burns, R Carlin,
P Catney, D J Craig, K Dickson, A P Ewing, J Gallen,
A Givan, A Gowan, B Higginson, C Kemp, J Lavery BEM,
S Lowry, D Lynch, U Mackin, B Magee, A Martin, T Mitchell,
G McCleave, C McCready, M McKeever, R McLernon, N
Parker and N Trimble

PRESENT REMOTELY:

Alderman S Skillen

Councillor J Harpur

IN ATTENDANCE:

Lisburn & Castlereagh City Council

Chief Executive
Director of Organisation Development and Innovation
Director of Leisure and Community Wellbeing
Director of Environmental Services
Director of Regeneration and Growth
Member Services Officers (CR, EW & FA)
Technician
IT Officer

DfI Roads (Eastern Division)

Mr S Wells, Divisional Roads Manager
Mr P King, Network Development Manager

Commencement of the Meeting

At the commencement of the meeting, The Right Worshipful the Mayor, Alderman A Grehan, welcomed those present to the meeting of Council which was being livestreamed to enable members of the public to hear and see the proceedings. The Mayor pointed out that, should the meeting go into committee to consider confidential business, any members of the press and the public in attendance would be required to leave the Council Chamber for the duration of those matters.

The Chief Executive outlined the evacuation procedures in the case of an emergency. The Right Worshipful the Mayor requested that all mobile phones be put on silent or switched off for the duration of the meeting and pointed out that, in accordance with the

MM 25.11.2025

9

Commencement of the Meeting (Contd)

Council's Standing Orders, whilst the meeting was being live-streamed, unauthorised recording was not permitted.

Prayers

The Right Worshipful the Mayor welcomed the Mayor's Chaplain, Rev Andrew Thompson, to the meeting of Council. Rev Thompson addressed the meeting and said a prayer, during which he offered condolences to Mr W Muldrew, Head of Waste Management and Operational Services, on the death of his father, William Muldrew, who had passed away in his 101st year.

The Right Worshipful the Mayor, Alderman A Grehan, thanked Rev A Thompson for his attendance and he left the meeting (7.09 pm).

1. Business of The Right Worshipful the Mayor

1.1 Mayor's Engagements

The Council noted a number of engagements attended by The Right Worshipful the Mayor, Alderman A Grehan, and the Deputy Mayor, Alderman H Legge, since the last meeting of Council.

The Right Worshipful the Mayor, Alderman A Grehan, put on record her thanks to all those staff involved in the recent Christmas Lights Switch-On.

2. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Councillors D Bassett and G Thompson.

3. Declarations of Interest

The following declarations of interest were declared in respect of item 4.1 of the minutes of the Communities and Wellbeing Committee held on 4 November, 2025 'DIY & Technical Assistance Fund 2025/26':

- Councillor A Gowan, due to having assisted a number of successful groups within his DEA to get funding, he had family members in Lisnagarvey Hockey Club and Dromara Village Football Club and he held an Advice Surgery in a hall that had been awarded funding; and
- Alderman J Baird, due to being a member of Boardmills LOL, which had been awarded funding.

A declaration of interest form, also in respect of the above item, was submitted at the conclusion of the meeting from Alderman J Tinsley, due to having assisted a number of groups in applying for funding.

MM 25.11.2025

10

4. Council Minutes

4.1 Council Meeting – 28 October, 2025

It was proposed by Alderman M Gregg, seconded by Councillor G McCleave and agreed that the minutes of the meeting of Council held on 28 October, 2025 be confirmed and signed.

5. Matters Arising

There were no matters arising.

6. Deputations

6.1 To receive representatives of DfI Roads (Eastern Division) in order to present on the Eastern Divisions' Annual Report

The Right Worshipful the Mayor, Alderman A Grehan, welcomed to the meeting Mr S Wells, Divisional Roads Manager, and Mr P King, Network Development Manager, in order to present the DfI Roads Eastern Division's Annual Report.

Mr Wells made a verbal presentation to Members during he referred to low levels of funding being a key challenge faced by the Department and the effects of that in meeting demands. He pointed out that, when there were opportunities to bid for additional money in monitoring rounds, those were taken. Mr Wells spoke about capital funding, resurfacing schemes, pothole repairs, the scale of the work that been completed last year and that was being undertaken this year, network development, active travel and the Transport Strategy.

Questions had been submitted in advance of the meeting by Alderman S P Porter and Councillors R T Beckett and D J Craig in respect of the North Lisburn Feeder Road, grass verge maintenance and clearing road drainage, particularly in advance of storm warnings by the MET office. Mr Wells provided answers to these questions and agreed to forward written responses in due course.

During discussion:

- Councillor D J Craig, on behalf of former Elected Member, the late Mrs M Tolerton, thanked DfI Roads for the recent junction improvements carried out at McKinstry Road, The Cutts, Derriaghy; and
- Councillor P Catney referred to a query he had raised the recent DEA engagement session regarding the pedestrian crossing at St Colman's Primary School. The Right Worshipful the Mayor, Alderman A Grehan, pointed out that written responses had been provided by DfI Roads but agreed that a further copy would be furnished to Councillor Catney.

MM 25.11.2025

11

6.1 To receive representatives of DfI Roads (Eastern Division) in order to present on the Eastern Divisions' Annual Report (Contd)

Arising from discussion, during which a number of Members' questions were addressed, Mr Wells agreed to:

- continue to engage with Council Officers in order to ensure closer working between the Council and DfI to maximise the limited resources both had available to assist with drainage clearing, particularly in hot spot areas when MET office storm warnings were issued; he further agreed to make sure drains at the specific locations identified by Councillor D J Craig (the bridge at Glenmore and under the railway bridge at Kingsway/Queensway) did not have any long term issues;
- pass on to the Section Office, a query regarding how long it took before action was taken if a grass cutting order had been issued to a landowner but they failed to comply with that;
- ascertain if there were any strategic actions planned to improve road safety at stretch of Dundrod Crossroads between the Church and the bad bend;
- ascertain if information could be provided in respect of the value of claims made for the Council area; and
- check if works at Millreagh Drive, previously planned for 2024/25 would proceed in this financial year.

The Right Worshipful the Mayor, Alderman A Grehan, thanked Messrs Wells and King for their attendance and they left the meeting (7.39 pm).

7. Business Required by Statute

(i) Signing of Legal Documents

It was proposed by Councillor A Givan, seconded by the Deputy Mayor, Alderman H Legge, and agreed that the following legal document be signed at the meeting:

- Lisburn and Castlereagh City Council and Event Warrior t/a Craft Event Co, Annon House, 261-263 Ormeau Road, Belfast BT7 3GG – Operating Agreement relating to the provision of Lot 1 – Catering Services at Lagan Valley Island; Operating Agreement relating to the provision of Lot 2 – Bar Services at Lagan Valley Island

8. Adoption of Minutes of Committees

Communities and Wellbeing Committee

4 November, 2025

Proposed by Councillor T Mitchell

Seconded by Councillor A Givan

MM 25.11.2025

12

Environment and Sustainability Committee

5 November, 2025

Proposed by Alderman O Gawith

Seconded by Councillor S Burns

Regeneration and Growth Committee

6 November, 2025

Proposed by Councillor C Kemp

Seconded by Councillor J Harpur

Corporate Services Committee

12 November, 2025

Proposed by Councillor B Higginson

Seconded by Councillor J Bamford

Planning Committee

6 October, 2025

The minutes of the Planning Committee meeting of 6 October, 2025 had been circulated for noting only as these minutes had been agreed at the subsequent meeting of the Planning Committee on 3 November, 2025. It was proposed by Alderman J Tinsley, seconded by Councillor P Catney and agreed that their contents be noted.

9. Report from Chief Executive

9.1 King's Award for Volunteering

Councillor T Mitchell left the meeting during consideration of this item of business (7.45 pm).

Members having acknowledged the success of Ballymacash Sports Academy and Live Life Wellbeing in achieving the King's Award for Volunteering, it was proposed by Councillor A Givan, seconded by Councillor J Bamford and agreed that separate civic functions for both organisations be held in the Island Hall, in partnership with the Lord Lieutenant.

The Chief Executive responded to comments regarding the guest lists for the events and the need to ensure value for money was achieved. He took note of a suggestion that (a) all groups from the Council area that had been nominated for the King's Award for Volunteering be recognised in some way; and (b) a list be drawn up of all the groups in the Council area that had achieved the King's Award for Volunteering and previously, the Queen's Award for Volunteering.

9.2 Rescheduling of December Committee Meetings Commencement Times

It was proposed by Alderman J Tinsley, seconded by Alderman A G Ewart and agreed that, in order to facilitate Members' attendance at community switch-on events, a number of the December Committee meetings commence at an earlier time, as follows:

- Communities and Wellbeing Committee on 2 December – 5.00 pm;
- Environment and Sustainability Committee on 3 December – 5.00 pm;
- Regeneration and Growth Committee on 4 December – 5.30 pm; and
- Governance and Audit Committee on 11 December – 5.00 pm.

MM 25.11.2025

13

9.3 Requirement to Enter into a Section 76 Planning Agreement for Planning Application LA05/2021/0789/F

It was proposed by Alderman M Gregg, seconded by Alderman J Tinsley and agreed that approval be granted to the signing and sealing of the above agreement by the Mayor and Chief Executive.

Alderman Gregg pointed out that the Planning Committee date of 7 April, 2025, given in the covering report was incorrect; however, the date noted in the Section 76 Agreement was correct, ie. 2 September, 2024.

9.4 Internal Operating and Standing Orders Adjustments

Members were provided with a report outlining key issues arising from a Notice of Motion on transparency and associated changes to Standing Orders, as agreed by the Corporate Services Committee at its meeting held on 12 February, 2025.

In order that amendments to Standing Orders could be considered, it was proposed by Councillor S Lowry, seconded by Councillor G Gallen and agreed unanimously that Standing Order 27.2 be suspended for the duration of this item of business.

Following discussion, it was proposed by Councillor K Dickson, seconded by Alderman S P Porter and agreed that:

- (a) audio recordings of Committee meetings be published within 3-5 working days of the meeting taking place;
- (b) Standing Order 20.4 'Show of Hands' be deleted;
- (c) Standing Orders 8.0 'Admission to Meetings', 11.0 'Deputations' and 20.5 'Recorded Vote' be amended as outlined in the report;
- (d) a report be brought to Council in the New Year outlining full costs and implementation options necessary for commencing the livestreaming of Committee meetings, a breakdown of the cost involved in employing a new staff member and details of what steps had been taken since February to progress this matter; and
- (e) consideration be given to revising Standing Orders to allow for recordings to be uploaded to social media channels by Elected Members.

In response to comments regarding a typographical error at item 20.2 of Standing Orders, the Chief Executive explained that Officers had picked up a number of such errors and these would be reported back next month when an item was being presented in relation to the Planning Committee.

Alderman S P Porter put on record his thanks for Councillor G Hynds for having brought this Notice of Motion forward.

10. Reports from Members on Boards

There were no reports from Members on Boards.

MM 25.11.2025

14

11. Reports on Decisions Subject to the Reconsideration Procedure

There were no reports on decisions subject to the reconsideration procedure.

12. Notice of Motion12.1 Support for Family Farmers and Call for Action from DAERA

A number of Members left, and returned to, the meeting during consideration of this item of business, namely Councillor C Kemp (8.20 pm and 8.22 pm respectively), Councillor K Dickson (8.21 pm and 8.25 pm respectively), Alderman A G Ewart (8.21 pm and 8.26 pm respectively) and Councillor N Trimble (8.28 pm and 8.31 pm respectively).

A copy of the following Notice of Motion in the name of Alderman J Baird, had been circulated to Members with the notice convening the meeting:

"This Council notes the Ulster Farmers' Union's unprecedented motion of no confidence in the Department of Agriculture, Environment and Rural Affairs (DAERA), which reflects deep and widespread frustration within the farming community.

This Council recognises the unrelenting pressures faced by family farmers across Northern Ireland, including:

- The unresolved and escalating crisis surrounding Bovine Tuberculosis (bTB);
- Uncertainty regarding the future Inheritance Tax arrangements for farm succession;
- Continued planning paralysis affecting essential agricultural development; and
- Increasing policy and regulatory pressures, with little meaningful assurance, progress or action from DAERA to address these challenges.

This Council further acknowledges that family farmers are the backbone of Northern Ireland's agri-food sector, sustaining rural communities, underpinning the regional economy, and serving as essential custodians of our environment and biodiversity.

This Council therefore calls on the Minister for DAERA to move beyond an "open door" approach and to actively engage, listen and deliver tangible action in partnership with the Ulster Farmers' Union. Family farmers must be treated as key stakeholders in shaping policy that secures the future of the agri-food industry, protects our environment, and sustains rural livelihoods."

MM 25.11.2025

15

12.1 Support for Family Farmers and Call for Action from DAERA (Contd)

The Notice of Motion was proposed by Alderman J Baird and seconded by Councillor U Mackin.

Alderman J Baird stated that, following the unprecedented vote of no confidence in DAERA by the Ulster Farmers' Union (UFU), a growing number of agri-food businesses were following suit with their concerns. He spoke in detail of the agri-food industry, which generated £2.87 billion per annum in Northern Ireland's economy. The industry was not only made up of farmers, but included food and drinks processors, which employed around 100,000 people in Northern Ireland, as well as other ancillary businesses, such as suppliers and transporters. If the agri-food industry was allowed to collapse, it would have a detrimental effect on the overall economy. Alderman Baird referred to the mental, physical and financial stress that farmers were facing. The Wildlife Intervention Strategy that had been approved some years ago had still not been updated or enacted and that remained stressing for farmers. As a representative of rural areas, Alderman Baird outlined the effect of a number of policies on existing farming establishments as well as those seeking planning permission, not only for new enterprises but those wishing to expand. He stated that farmers were dismayed at being blamed for all of the environmental problems that affected this country. He called on the Minister to actively engage, listen and deliver tangible action in partnership with the UFU.

Councillor U Mackin, who also represented the rural community, thanked Alderman J Baird for bringing forward this Notice of Motion. He stated that 75% of the landmass of Northern Ireland was agricultural and that land was managed by over 20,000 farmers, who genuinely wanted to protect that land, which was their asset and wealth. Sadly, they were lumbered with regulation that was out of control. There was a massive burden placed on farmers to maintain a certain level that was not achievable. They had made representation for a number of years but felt they were not being listened to. Farmers wanted to be listened to and understood and they wanted to work to achieve the goals set out by the Minister. They did not disagree with the goals set out, but how it was proposed they be achieved. Councillor Mackin stated that the DUP was fully in support of the Notice of Motion.

Councillors R Carlin and P Catney spoke in support of the Notice of Motion.

Alderman M Gregg stated that the Alliance Party was not in support of the Notice of Motion. He stated that the Notice of Motion called for everything that the Minister was already doing. He elaborated on a number of things that were not mentioned in the Motion, such as the Lough Neagh Report or Action Plan, the Nutrients Action Plan, planning, the fact that farmers were prepared to play their part in creating an environmentally and economically sustainable agriculture industry, that the Lough Neagh Report had established that 62% of pollution causing blue-green algae was created by agriculture or that the DfI was failing to support NI Water to address the 24% of pollution from its wastewater treatment works and 12% from septic tanks. Alderman Gregg stated that the Minister was already actively involved with stakeholders, as was called for in the Motion. The Alliance Party agreed that farmers were the backbone of the agri-food sector, sustaining rural communities, underpinning the regional economy and served as

MM 25.11.2025

16

12.1 Support for Family Farmers and Call for Action from DAERA (Contd)

essential custodians of the environment and biodiversity. The Minister had already brought forward the Bovine TB Blueprint for Eradication, giving a clear and decisive way forward to setting Northern Ireland on the pathway to eradication. He had been calling for cross-departmental working and a collaborative approach with all stakeholders in relation to a number of issues, such as planning and NI Water funding. Alderman Gregg stated that the Alliance Party wanted a positive future for everyone in Northern Ireland, including the farming community, and to focus on delivering a collaborative future for Northern Ireland.

In response to Alderman Gregg's comments regarding what had not been mentioned in the Notice of Motion, Alderman J Baird stated that it also had not mentioned that the farming community currently had 155,000 acres under environmental schemes or that, in the last year, 1,000 acres of trees had been planted for the environment. Statistics could be quoted, eg. in relation to Lough Leagh, but if policies were not agreed in partnership, they would never work. Alderman Baird called on Members to support the Notice of Motion.

On a vote being taken, the Notice of Motion by Alderman J Baird was declared 'carried', the voting being as follows:

In favour: Alderman J Baird, Councillor R T Beckett, Councillor S Burns, Councillor R Carlin, Councillor P Catney, Councillor D J Craig, Alderman A G Ewart, Councillor A P Ewing, Councillor J Gallen, Councillor A Givan, Councillor A Gowan, Councillor B Higginson, Councillor J Laverty, Deputy Mayor, Alderman H Legge, Councillor D Lynch, Councillor U Mackin, Councillor A Martin, Councillor G McCleave, Councillor C McCready, Councillor R McLernon, Alderman S P Porter, Alderman S Skillen, Alderman J Tinsley and Councillor N Trimble **(24)**

Against: Councillor J Bamford, Councillor K Dickson, Alderman O Gawith, Alderman M Gregg, The Right Worshipful the Mayor, Alderman A Grehan, Councillor J Harpur, Councillor C Kemp, Councillor S Lowry, Councillor B Magee, Alderman M McIntyre, Councillor M McKeever and Councillor N Parker **(12)**

13. Any Other Business13.1 Member Services Officer – Early Retirement
The Right Worshipful the Mayor, Alderman A Grehan

Councillor G McCleave left the meeting during consideration of this item of business (8.51 pm).

The Right Worshipful the Mayor, Alderman A Grehan, advised that this was the last full Council meeting at which Member Services Officer, Mrs C Roe, would be in attendance before her forthcoming early retirement. She paid tribute to her work with the Council and stated that she would be missed.

MM 25.11.2025

17

13.1 Member Services Officer – Early Retirement (Contd)
The Right Worshipful the Mayor, Alderman A Grehan

At a later stage in Any Other Business, Councillors D J Craig and P Catney, as well as the Deputy Mayor, Alderman H Legge, also paid tribute to Mrs Roe and wished her well.

13.2 The Dales and Moynes Flats at Seymour Hill
Councillor D J Craig

Councillor D J Craig referred to the plan by the Northern Ireland Housing Executive (NIHE), almost 7 years ago, to have the Moynes Flats at Seymour Hill demolished, new housing built and the residents from the Dales Flats transferred to that new housing. He referred to the massive delay that had come about by the refusal of telecommunications operators to remove masts from the top of the tower block. Councillor Craig thanked NIHE for now finally taking action. He stated that there were 168 properties that did not meet Warm Homes Standards in Northern Ireland at all and that included residents living in the Dales flats. There was no insulation whatsoever, with a single block wall between the residents and outside, and the flats were heated with electricity which was the single most expensive form of heating in Northern Ireland. Councillor Craig proposed that the Council write to NIHE offering congratulations that work had commenced but requesting that the programme of demolition be accelerated. There was an urgency for those who lived in the Dales flats who needed rid of the uncertainty that had hung over them for the last 7 years and who needed to get into sustainable homes that were cheaper to heat. This proposal was seconded by Councillor P Catney and agreed.

13.3 Ulster Grand Prix
Alderman J Tinsley

Alderman J Tinsley welcomed the recent launch of the Ulster Grand Prix, which was one of the biggest sporting events in Northern Ireland held up until 5/6 years ago. A positive meeting had been held the previous evening when engagement had taken place with residents who lived along the course. The organisers had praised the Council for the engagement they had had with Officers. Alderman Tinsley was aware that the Director of Leisure and Community Wellbeing was meeting with the organisers regarding the transfer of the lease at The Pits, Dundrod, and thanked her and her team for working with them.

13.4 Remembrance Memorial for Northern Ireland Prison Service
Alderman J Tinsley

Alderman J Tinsley asked that engagement take place with the Prison Officers' Association with a view to having a memorial put in place, possibly at Castle Gardens, where wreaths could be laid at future Remembrance events to commemorate the 32 Prison Officers who had lost their lives between 1946 and 2016. Having had 3 prisons within the Council area in the past, and 2 currently, Lisburn was considered an ideal location for a memorial. 2026 would be the 20th anniversary of the Prison Service having received the Freedom of the City so it may be timely to put something in place. Alderman Tinsley proposed that the

MM 25.11.2025

18

13.4 Remembrance Memorial for Northern Ireland Prison Service (Contd)
Alderman J Tinsley

Chief Executive liaise with the Chair of the Corporate Services Committee, Councillor B Higginson, to have a report brought back with a view to having something in place for Remembrance Sunday 2026. This was seconded by Councillor B Higginson. The Right Worshipful the Mayor, Alderman A Grehan, stated that she would arrange a reception with the Chief Executive, Councillor Higginson and the Prison Officers' Association.

13.5 Underage Purchasing of Vaping Products
Councillor R Carlin

Councillor R Carlin stated that he had been contacted recently by a concerned parent who's 13 year old son had purchased vaping products from retailers within the Council area. They had contacted the PSNI who had directed them to Trading Standards, who had passed them back. This had gone on for a number of weeks but, through Councillor Carlin, had been referred to the Council's Environmental Health Unit. Officers had dealt with the matter very quickly. Councillor Carlin stated that there was potentially a broader issue across the district with young people accessing vaping products. He asked that the Council do some more work on this and also raise awareness that such matters were the responsibility of the Council rather than the PSNI or Trading Standards. The Chief Executive confirmed that Council Officers did carry out spot checks but further consideration would be given to this matter and reported back to Members in due course.

Councillor G McCleave returned to the meeting during consideration of this item of business (8.56 pm).

13.6 Pride of Place Award – Aghalee Village Hall
Deputy Mayor, Alderman H Legge

The Deputy Mayor, Alderman H Legge, referred to her recent attendance at the Pride of Place Awards in Limerick. Three groups from the Council area had been nominated and Aghalee Village Hall had received a Runner Up Award. Alderman Legge asked that Aghalee Village Hall be acknowledged and thanked for the work it had done

14. Confidential Business

There was no confidential business.

Conclusion of Meeting

At the conclusion of the meeting the Right Worshipful the Mayor, Alderman A Grehan thanked those present for their attendance.

MM 25.11.2025

19

There being no further business for consideration, the meeting was terminated at 8.58 pm.

Mayor

DRAFT

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Communities & Wellbeing Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Tuesday 2nd December 2025 at 5.00 pm.

PRESENT IN COUNCIL CHAMBER (COMMITTEE):

Councillor T Mitchell (Chair)

Councillor A Givan (Vice-Chair)

The Right Worshipful The Mayor
Alderman A Grehan

Deputy Mayor
Alderman H Legge

Alderman A McIntyre

Councillors T Beckett, J Craig, K Dickson,
B Higginson, S Lowry, and The Hon N Trimble

PRESENT IN A REMOTE LOCATION (COMMITTEE)

Alderman S Skillen

Councillors J Gallen, C Kemp and G McCleave

IN ATTENDANCE:

Director of Leisure & Community Wellbeing
Head of Communities
Head of Sports Services
Head of Governance & Communications
Business Support Manager (Acting)
Business Support Officer
PA to Director of Leisure & Community Wellbeing (Acting)
Member Services Officers (RN & EW)

The Chair, Councillor T Mitchell, welcomed everyone to the meeting and gave a particular welcome to Ms Victoria Jackson, the recently appointed Head of Communities, and wished her well in her new role. The Chair also welcomed Ms Judith McNamee, the recently appointed Head of Governance and Communications, and wished her well in her new role also.

The Chair reminded Members that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business. Unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. Mobile phones were to be turned off or on silent mode for the duration of the meeting.

The Director of Leisure & Community Wellbeing outlined the evacuation procedures in the case of an emergency. 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.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillors R Carlin and G Thompson.

2. Declarations of Interest

There were no Declarations of Interest.

3. Report of Director of Leisure & Community Wellbeing

3.1 April 2026 Meeting of Committee – Rescheduling of Date

Members were advised that the April 2026 meeting of the Committee was due to take place on Tuesday 7th April 2026 which is a scheduled bank holiday.

It was proposed by the Deputy Mayor, Alderman H Legge, seconded by Councillor J Craig and agreed to recommend that the April 2026 meeting of Committee be re-scheduled to Tuesday 14th April 2026.

4. Report of Head of Communities

4.1 Department for Communities (DfC)
Consultation on Proposed Support Framework for
Independent Advice and Debt Services

In addition to the narrative report, Members had been provided with a draft response to the above consultation.

It was proposed by Councillor J Craig, seconded by Councillor B Higginson and agreed to recommend that the draft response to the Department for Communities' consultation on "Support Framework for Independent Advice and Support Services" be accepted as the Council's response thereto and be submitted to the DfC which had agreed to submission of a late response (the original closing date for responses having been the 3rd November 2025).

Councillor S Lowry entered the Chamber during the Head of Service's presentation of this item. (5.05 pm)

5. Any Other Business – Non-Confidential

5.1 Social Supermarket Scheme – Castlereagh South DEA
Councillor B Higginson

Councillor B Higginson welcomed the expansion of the Social Supermarket scheme to the Castlereagh South DEA. This would be facilitated by the Storehouse Trust in Carryduff and would be launched before Christmas with a roll-out period over six weeks in January and February 2026. Furthermore, the NI Housing Executive and Choice Housing would be engaging with its tenants in this area about the availability of the scheme. The expansion of the Social Supermarket scheme had been due to an underspend that had gone to the Lisburn City Church Community Trust which is the lead in the Council's area for the Social Supermarket scheme.

Councillor Higginson placed on record his thanks, and that of the local community, the Killynure Community Association and the Storehouse Trust, to the Lisburn City Church Community Trust and the Council officers for their work in enabling this expansion of the Social Supermarket scheme to be put in place.

5.2 Ulster Ladies' Minor Club Gaelic Championships Final 2025
Dub Arena, Belfast – Sunday 7th December 2025
Councillor J Gallen

Councillor J Gallen congratulated Carryduff Ulster Ladies Minor Club on reaching the final of the Ulster Ladies Minor Club Gaelic Championships and wished them all the best for the final against Clann Eireann on Sunday 7th December 2025 at the Dub Arena Belfast.

5.3 Steel & Sons Cup Final 2025
Seaview Football Grounds, Belfast - Thursday 25th December 2025
Councillor J Craig

Councillor J Craig congratulated Ballymacash Rangers FC on reaching the final of the Steel & Sons Cup and wished them all the best for the final against Hollywood FC on Christmas Day at Seaview Football Grounds, Belfast.

5.4 Development of former Derriaghy Primary School site
Councillor J Craig

Councillor J Craig referred to the development of the former Derriaghy Primary School. Councillor Craig enquired as to the assistance that the Council could provide to the local community groups as part of this development and also sought an indication of the timeline for the project.

The Director stated that the Communities Team would be supporting the community groups through their training and development programme. The Director also agreed to make the timeline of the project available to Members.

5.4 Development of former Derriaghy Primary School site (Continued)
Councillor J Craig

Furthermore, the Director noted comments from Councillor Craig that Officers should actively engage with the local community groups at an early stage in the development of the programme for this project.

5.5 Apology for Councillor R Carlin
Councillor G McCleave

Councillor G McCleave presented an apology for non-attendance at the meeting for Councillor R Carlin. This was noted for recording under item 1 – Apologies.

6. Confidential Report from Director of Leisure & Community Wellbeing

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

6.1 Directorate Update
Leisure and Community Wellbeing Estimates 2026/2027
 (Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information)).

Report never to become available. (Final Estimates will be released.)

6.2 Community Investment Fund
Holy Trinity Church of Ireland, Ballylesson, Drumbo
 (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 be available in January 2026.

6.3 Procurement of the Mayor's Carnival Parade Co-Ordination and Associated Workshops' Programme 2026 - 2030
 (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 be available on award of contract.

"In Committee"

It was proposed by Councillor B Higginson, seconded by Councillor A Givan and agreed that the Confidential Report of the Director be considered "in Committee". (Recording was paused at this stage in proceedings. The press member left the meeting and there were no public present. (5.12 pm)

6.1 Directorate Update
Leisure and Community Wellbeing Estimates 2026/2027

Presented by the Director of Leisure & Community Wellbeing who, together with the Head of Sports Services, responded to Members' questions. Other officers from the Leisure & Community Directorate were present at the meeting to assist in discussion if so required.

In addition to the narrative report which outlined the background and key issues in relation to the Estimates' process for 2026-2027 for the Leisure & Community Wellbeing Directorate, the following in relation to that Directorate had been provided:-

- Draft Estimates for 2026/2027;
- 2025/2026 budget and current in-year position.

Following discussion, it was proposed by Councillor B Higginson, seconded by Councillor J Craig and agreed to recommend that:

- the progress on the Estimates' process for 2026/2027 be noted, and
- the draft Leisure & Community Wellbeing Directorate Estimates 2026/2027 be accepted and be formally presented to the January 2026 meeting of the Committee.

A number of issues raised in relation to the Dundonald International Ice Bowl development would be captured in a progress report being presented to the Committee in the New Year.

The Director of Leisure & Community Wellbeing was happy to discuss with Members, any aspect of the Estimates' process in relation to her Directorate.

During discussion, Councillor B Higginson left and returned to the Chamber at 5.20 pm and 5.24 pm respectively.

6.2 Community Investment Fund
Holy Trinity Church of Ireland, Ballylesson, Drumbo

Presented by the Director of Leisure & Community Wellbeing.

In addition to the narrative report, the following had been provided:-

- Equality Screening document;
- Rural Needs Impact Assessment.

6.2 Community Investment Fund
Holy Trinity Church of Ireland, Ballylesson, Drumbo (Continued)

It was proposed by Councillor J Craig, seconded by Councillor K Dickson and agreed to recommend that:-

- Holy Trinity Church of Ireland, Ballylesson, Drumbo, be offered the amount of money from the Community Investment Fund as detailed in the Director's report;
- as per process, Holy Trinity Church of Ireland, Ballylesson, Drumbo, be subject to due diligence checks.

Councillors Craig and Dickson welcomed the project which would be an asset to the community, and they thanked the Council officers for their work in progressing the project to this stage.

6.3 Procurement of the Mayor's Carnival Parade Co-Ordination and Associated Workshops' Programme 2026 - 2030

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

In addition to the narrative report, the following had been provided:-

- Business Case for the Procurement of the Mayor's Carnival Parade Co-Ordination and Workshops Programme 2026 – 2030;
- Equality Screening document.

It was proposed by Councillor N Trimble, seconded by Councillor A Givan and agreed to recommend that:-

- the report on the Procurement of the Mayor's Carnival Parade Co-Ordination and Workshops Programme 2026 – 2030 be noted;
- the Business Case for the Mayor's Carnival Parade Co-Ordination and Workshops Programme 2026 – 2030 be approved;
- Option 2 as contained in the Business Case be accepted and be progressed by means of an open tender process.

7. Any Other Business – Confidential

No other business of a confidential nature was raised.

Resumption of Normal Business

It was proposed by Councillor N Trimble, seconded by Alderman A McIntyre and agreed to come “out of Committee”. Normal business and the audio recording were resumed. (5.40 pm)

8. Any Other Business

Dealt with under Item 5.

The Chair, Councillor T Mitchell, thanked the Director and her staff for the work carried out during 2025. The Chair also thanked everyone for their attendance, wished them the Compliments of the Season and - there being no further business - the meeting concluded at 5.40 pm.

MAYOR/CHAIR

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Environment and Sustainability Committee held in the Council Chamber, Island Civic Centre, on Wednesday 3 December, 2025 at 5.00 pm

PRESENT IN CHAMBER:

Alderman O Gawith (Chair)

Councillor S Burns (Vice-Chair)

Alderman J Baird

Councillors J Bamford, A Givan, C McCready, R McLernon and N Parker

PRESENT IN REMOTE LOCATION:

Alderman S Skillen

Councillors A Gowan, B Magee and M McKeever

IN ATTENDANCE:

Director of Environmental Services

Director of Regeneration & Growth

Head of Service (Environmental Health, Risk & Emergency Planning)

Head of Service (Waste Management & Operational Services)

Business Support Manager (DI)

Member Services Officers (EW and BS)

Commencement of the Meeting

The Chair, Alderman O Gawith, welcomed those present to the meeting and advised that it would be audio recorded unless the item on the agenda was to be considered under confidential business. The Chair stated that unauthorised recording was not permitted, as per the Council's Standing Orders. The Chair asked that mobile phones be put on silent or switched off for the duration of the meeting.

In accordance with the Protocol for Remote Meetings, the Chair asked that those attending via zoom to ensure that the meeting could not be seen or heard by any other person at their remote location when confidential business was being considered. The Chair proceeded to outline the evacuation procedures in the case of an emergency.

1. Apologies

Apologies were recorded on behalf of Councillor C Catney and C Duff (Head of Building Control and Sustainability). The Director of Environmental Services advised that the Head of Service (Environmental Health, Risk and Emergency Planning) would be arriving late to the meeting and Councillor S Burns advised that Councillor A Givan would also be arriving late.

2. Declarations of Interest

The following declaration of interest was recorded:

- During the course of the meeting Alderman J Baird - in respect of item 6.1 Provision of Cemetery Land in view of his possible submission of an EOI.

3. Report by Head of Service (Building Control and Sustainability)

3.1 The Climate Change (Reporting Bodies) Regulations (NI) 2024

In the absence of the Head of Service (Building Control and Sustainability), the Director of Environmental Services delivered the report updating Members on the requirements of the Climate Change (Reporting Bodies) Regulations (NI) 2024 which Members had been made aware of in a noting report at the October committee meeting.

It was agreed to note the updated report.

4. Report by Head of Service (Environmental Health, Risk and Emergency Planning)

4.1 Corporate H&S Policy & Corporate Health & Safety Procedure (CHaSP) Review

The report by the Head of Service (Environmental Health, Risk & Emergency Planning) was delivered by the Director of Environmental Services and detailed the changes within the Policy and supporting Corporate Health & Safety Procedures (CHaSPs), with one consistent change being to review the policy and CHaSPs from annually to three yearly or sooner if legislation/processes dictate.

Following a comment from Alderman J Baird, the Director of Environmental Services agreed that a review of the policy could also be dictated by an event which necessitated a review of policy and/or procedures.

It was proposed by Alderman J Baird, seconded by Councillor R McLernon and agreed to recommend approval of the amendments to the H&S Policy and CHaSPs.

4.2 Cemetery Rules & Regulations – Annual Review

In response to issues raised by Councillor N Parker, the Director gave assurance that the removal of a memorial bench would be a last resort position, and that officers would continue to exhaust all avenues to locate family members associated with a memorial bench in order that they are given every opportunity to repair or replace their bench as necessary before it would be removed.

It was proposed by Alderman J Baird, seconded by Councillor N Parker, and agreed to recommend approval of the Cemeteries Rules and Regulations as currently in place continue to apply for the remainder of the council term.

In advance of consideration of confidential business, the Chair, Alderman O Gawith advised that Any Other Business would be considered at this stage.

5. Any Other Business

5.1 Update on Brown Bin Provision in December 2025
Councillor S Burns

Councillor A Givan joined the meeting during consideration of this item of business (5.23 pm).

In response to a query by Councillor S Burns, the Head of Service (Waste and Operational Services) advised that the brown bin collections would be suspended for two weeks over the Christmas and New Year holidays, commencing 22nd and 29th December 2025 respectively, and that residents should be encouraged to check the website for updates on when alternative collections would be made in their area.

5.2 Safeguarding Paper
Councillor M McKeever

In response to a query by Councillor M McKeever, the Head of Service (Environmental Health, Risk and Emergency Planning) advised that safeguarding training was given to all employees of Lisburn and Castlereagh City Council and where posts or duties reflect a greater interaction with vulnerable adults or juveniles additional training would be commensurate with that role.

5.3 Understanding Carbon and Climate Issues Training
Alderman O Gawith

Alderman O Gawith advised Members that 'Understanding Carbon and Climate Issues Training' was being offered to Elected Members and registration for the training could be found on the Information and Correspondence Schedule for Environment and Sustainability committee and encouraged Members to avail of the training.

5.4 Toy Scheme and Clothing Bank
Alderman S Skillen

In response to comments by Alderman S Skillen, the Head of Service (Waste and Operational Services) agreed to discuss suitable pick-up points for the Castlereagh East area with Alderman S Skillen. He also agreed to discuss the provision of a clothing bank in the Castlereagh East area.

6. Confidential Report by the Director of Environmental Services

The Chair, Alderman O Gawith, advised that the confidential report items would be dealt with “In Committee” due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

“In Committee”

It was proposed by Alderman J Baird, seconded by Councillor C McCreedy and agreed that the following matters be considered “in Committee,” in the absence of members of the press and public being present.

The member of the press seated in the public gallery left the Council Chamber (5.30 pm).

Alderman J Baird left the meeting at this point having declared an interest in the following item of business.

6.1 Provision of cemetery land – Updated position (The Report will never become available)

Following the presentation of the report, the Director of Environmental Services, the Director of Regeneration and Growth and the Head of Service (Environmental Health, Risk and Emergency Planning) responded to questions raised by Members.

Further to discussion, it was agreed to note the following:

- the content of the paper agreed by council in November 2025 in respect of provision of plans for the acquisition of cemetery land; and
- the updated position in respect of lands at Lisburn New Cemetery Extension.

6.2 Directorate position – Estimates 2026/27 (The Report will never become available)

Alderman J Baird returned to the meeting at 5.51 pm.

Following discussion, it was agreed to note the information contained in the report.

6.3 Redevelopment of Carryduff Household Recycling Centres (A Redacted Report will become available following ratification by Council in December 2025)

Councillor A Gowan and Alderman S Skillen left the meeting remotely during this item of business (5.45 pm and 6.15 pm respectively)

Following the presentation of the report, the Head of Service for Waste Management and Operational Services and the Director responded to questions raised by Members.

6.3 Redevelopment of Carryduff Household Recycling Centres (Continued)

Further to a lengthy discussion, it was proposed by Councillor B Magee, seconded by Alderman J Baird and agreed to the recommendations as set out in the paper which included:

- the ongoing work to support the redevelopment of Carryduff HRC;
- subject to the outcome of the procurement exercise, the provisional allocation of pEPR funding to bring this project within affordability limits as currently estimated;
- the funding application to DAERA which is to be submitted by 18 December 2025; and
- a business case to be presented to the committee confirming the council's committed budget following the outcome of the funding application.

Resumption of Normal Business

Councillor C McCready left the meeting at this point (6.19 pm).

It was proposed by Councillor J Bamford, seconded by Councillor R McLernon, and agreed to come out of Committee and normal business was resumed.

The Chair, Alderman O Gawith, thanked Members for their attendance.

There being no further business, the meeting ended at 6.20 pm.

Chairperson

LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of Meeting of the Regeneration & Growth Committee held in the Council Chamber, Island Civic Centre, The Island, Lisburn and in remote locations on Thursday, 4 December 2025 at 5.30 pm****PRESENT IN
THE CHAMBER:**

Councillor C Kemp (Chairperson)

Councillor J Harpur (Vice Chairperson)

Aldermen J Baird, A G Ewart MBE and A McIntyre

Councillors A Gowan, U Mackin, A Martin, T Mitchell and C McCready

PRESENT REMOTELY:The Right Worshipful the Mayor, Alderman A Grehan
Councillors K Dickson and J Lavery BEM**IN ATTENDANCE**Director of Regeneration & Growth
Head of Assets
Head of Planning & Capital Development
Regeneration & Infrastructure Manager
Programmes Manager
Member Services Manager (Acting)
Member Services Officer
IT Officer**Commencement of Meeting**

The Chairperson, Councillor C Kemp, extended a welcome to everyone in attendance at the December meeting of the Regeneration & Growth Committee.

The Chairperson reminded those present that the meeting was being audio recorded unless the item was being considered under confidential business. The Chairperson also outlined the evacuation procedures in the case of an emergency.

1. Apologies

It was agreed to accept apologies for non-attendance on behalf of the Deputy Mayor, Alderman H Legge, Alderman M Gregg, and Councillors J Gallen and D Lynch.

2. Declarations of Interest

There were no declarations of interest recorded.

3. Report of Head of Economic Development

3.1 LCCC Labour Market Partnership (LMP) Action Plan Update

In the absence of the Head of Economic Development, the Director of Regeneration & Growth presented this item of business.

The Head of Economic Development's report highlighted the background and key issues in connection with an update on the Lisburn & Castlereagh City Council Labour Market Partnership (LMP) Action Plan. The Officer's report set out various outputs of the Labour Market Partnership Action Plan in terms of numbers of participants.

The Committee had been furnished with a number of related documents in connection with the Council's LMP, including

- LCCCs Labour Market Partnership Annual Report April 2024-March 2025
- the final report on the 2024/2025 Labour Market Partnership Action Plan
- an evaluation paper on the LMP delivered by EPIC Futures NI, an independent partnership led by the University of Ulster.

It was noted from the report that the LMP Draft Action Plan had been presented to the Regional Labour Market Partnership for Northern Ireland on 23 October 2024, the purpose of which had been to secure funding from the DfC for the 2025/2026 and 2026/2027 financial years. The Action Plan, which included match funding from the Council of £130k had been approved by the Regeneration and Growth Committee in March 2025 and a Letter of Offer had been received and signed on 22 May 2025.

The Director reported that further to the Letter of Offer for funding provided to the Council in May 2025, the Council had received an addendum to the Letter of Offer to allow the proposed LMP Action Plan 2025/2026 to be funded in full which would result in an additional funding allocation of £98,695.36 to expand the delivery of the current Action Plan 2025/2026 in line with the previously agreed themes.

The Right Worshipful the Mayor, Alderman A Grehan, joined the meeting remotely at 5.33 pm.

It was proposed by the Vice-Chairperson, Councillor J Harpur, seconded by Alderman J Biard and agreed to recommend that:

3.2 LCCC Labour Market Partnership (LMP) Action Plan Update (Cont'd)

- a) the updated Action Plan 2025/26 be agreed
- b) the addendum received to the current Letter of Offer for the LMP Action Plan 2025/2026 be agreed, and
- c) any additional funding secured through further underspend bids, which would be allocated to projects within the agreed themes of the Action Plan and according to local labour market needs, be accepted.

The Programmes Manager left the meeting at 5.34 pm.

4.0 Report of Head of Assets

4.1 Brooklands Gospel Centre

The Head of Assets' report highlighted the background and key issues in connection with the lease agreement for Brooklands Gospel Centre in Ballybeen, Dundonald.

It was noted that the site for the original Gospel Hall had been granted to the Trustees from NI Housing Executive and the building then had been extended with the benefit of additional land granted from Castlereagh Borough Council by way of a lease for 99 years dated 24th August 1981. The car park had been extended by way of a second lease from the Council for 69 years from 1 July 2010.

Copies of the above-mentioned leases had been appended to the Officer's report together with a copy of the site map.

The Head of Assets advised that correspondence had been received from the tenant's solicitor with a request to assign both leasehold interests from The Trustees of Brooklands Gospel Centre to The Brooklands Gospel Centre Trust. It was noted that under the terms of the leases, Council consent was required for the proposed assignment.

The Head of Assets clarified an issue raised by a Member in connection with resource and financial implications for the Council as a result of the above assignment. It was noted that the Brooklands Gospel Centre Trust had agreed to meet the Council's costs where appropriate.

It was proposed by Alderman A G Ewart, seconded by Alderman A McIntyre, and agreed to recommend that the request for the assignment from The Trustees of Brooklands Gospel Centre to The Brooklands Gospel Centre Trust be agreed and that the leases being amended accordingly, subject to due diligence.

4.2 Draft Land and Property Asset Management Strategy (LPAMS)

The Head of Asset's report outlined the background and key considerations in connection with the draft Land and Property Asset Management Strategy (LPAMS).

The Committee had been furnished with a draft Land and Property Asset Management Strategy (LPAMS) for consideration ahead of a consultation process, together with the following documents:

- a) a report on buildings insurable replacement value of each of the assets. It was noted that the stock of buildings and structures ranged in age as well as condition depending on use, environment and previous investment.
- b) an asset management plan programme. It was noted that this programme would not form part of the consultation and would need to be informed and populated in line with a series of condition reports that have and are being commissioned, and
- c) an extract from the Council's capital programme.

A number of key issues outlined in the report included:

- Officers' continued engagement with SIB Estates Group,
- the consultation that would take place on the draft LPAMS and also in relation to the timeframes that would link in with the Council's structures,
- 38 planned preventative maintenance contracts being managed by the Estates team,
- an annual repairs and renewals budget allocation for non-recurring expenditure so as to enhance and repair key assets, and
- the draft LPAMS provided for further acquisitions to landbank important community, sports, economic stimulus and regenerative sites to meet corporate and community planning objectives.

The Director of Regeneration & Growth and the Head of Assets responded to questions and concerns from a Member who was of the opinion that the Strategy failed to include some key information which had been requested previously on the current condition and state of the buildings within the Council's property portfolio, as well as information on the cost of maintaining the assets long term. The Member stated that such information was required to allow an informed position during the rate setting process. The Member also requested clarification on the timelines in regard to planned capital expenditure across the estate within the current capital programme and also in relation to risk management and compliance.

In response to the above comments, the Director of Regeneration & Growth stated that the Council was not structured to deliver out on a number of areas in the short term and that it was intended that a further report on issues raised would come forward in due course. The Director discussed the condition surveys that were being commissioned currently and also provided assurances on the issue of risk management and compliance.

4.2 Draft Land and Property Asset Management Strategy (LPAMS) (Cont'd)

The Head of Assets clarified that the timelines in the draft strategy were worst case scenarios and advised that compliance was ongoing, there being various levels of scrutiny across the Estate.

Councillor K Dickson, who had raised these issues at the outset, thanked the Director and the Head of Assets for their responses. Councillor Dickson acknowledged that some good work had taken place in progressing the DLAPMS, however, he wished to put on record that he, along with his Alliance party colleagues were uncomfortable with the progress on the draft strategy. He stated that the Alliance party had requested last year that this area of work be progressed in order to make an informed decision during the rate setting process.

The Head of Assets and the Director responded to a question from another Member in relation to the net value of the Council's entire estate. The Director elaborated on the net book value of the estate. In response to another question the Director elaborated on planned expenditure on capital investments over the next three years.

Councillor A Gowan left the meeting at 5.55 pm.

It was proposed by Councillor U Mackin, seconded by Alderman J Baird, and agreed to recommend agree that:

- a) the draft Land & Property Asset Management Strategy, as circulated, be agreed, and
- b) the consultation of the draft Strategy as presented, be progressed with feedback and any amendments to the Strategy to be reported to a future Committee for consideration.

5.0 Report of Head of Planning & Capital Development

5.1 Consultation from Dfl Planning on the Review of Planning Fees

The Head of Planning & Capital Development's report outlined the background and key issues in connection with a consultation by the the Department for Infrastructure on a review of Planning Fees in relation to non-material changes and discharge of conditions. The proposed fee for both types of planning applications was £115 for both types of planning applications.

A copy of the correspondence from the Department for Infrastructure on the above-mentioned consultation had been appended to the Officer's report.

5.1 Consultation from Dfl Planning on the Review of Planning Fees (Cont'd)

The Head of Planning & Capital Development expressed disappointment that there was a number of fixed questions to this consultation which provided little opportunity to make further comments.

In response to questions from the Committee the Head of Planning & Capital Development provided clarification in relation to Planning Advice Notices and also in relation to the number of pre-application discussions that the Planning Unit would undertake each year.

At the request of a Member the Head of Planning & Capital Development undertook to amend the response at question no. 6 to include the undernoted additional comments:

- a) Pre-application discussion would be required on a statutory basis for major applications only, and not local applications, and
- b) Tree Preservation Orders should not be charged for.

It was proposed by Alderman A McIntyre, seconded by Councillor U Mackin, and agreed to recommend that:

- a) the content of the draft responses on the consultation by Dfl Planning be agreed subject to the amendments to the response at question no. 6, as outlined above, and
- b) delegated authority be granted to officers to make a submission to this consultation before 23 December 2025.

6. Any Other Business

6.1 Carryduff Household Re-Cycling Centre (HRC) Site Vice Chairperson, Councillor J Harpur

The Director of Regeneration & Growth responded to comments and questions from the Vice Chairperson, Councillor J Harpur, in regard to the Carryduff HRC Site. The Vice Chairperson advised that he had attended the public consultation meeting earlier that day at which the question had been raised regarding the pedestrian access being included in the public realm scheme.

In response, the Director stated that the Carryduff HRC had been considered at the Environment & Sustainability Committee meeting the previous evening and had been well received. The Director also advised that the consultation had been very positive in relation to the interdependency works within the public realm. He discussed the importance of understanding the interdependencies not only in respect of the HRC but also other developments that would tie in with this project. The Director also advised on the

6.1 Carryduff Household Re-Cycling Centre (HRC) Site (Cont'd)
Vice Chairperson, Councillor J Harpur

discussions he had had with Translink about future proofing the public realm to accommodate the Rapid Transit System or at the very least an increase in bus services.

The Director gave an assurance that Officers continued to engage with both the Elected Member Forum and the Regeneration Forum in regard to the public realm works.

6.2 Carryduff Greenway – Request for Update
Vice Chairperson, Councillor J Harpur

The Director of Regeneration & Growth responded to comments from the Vice Chairperson, Councillor J Harpur, in regard to his request for an update on the Carryduff Greenway project in view of a recent meeting with elected representatives having been postponed recently. The Director informed the Vice Chairperson that the Carryduff Greenway project was not on the Council's Capital programme currently. The Director indicated that this project had been competing with other high priority projects in his DEA such as the redevelopment of the Lough Moss facility and also the HRC project, having come forward in line with statutory obligations and funding, and therefore had taken precedence.

The Director also reminded Members that agreement had been received through the Regeneration & Growth Committee to develop an investment framework for sustainable transport and blue greenways. Whilst this initiative would be influenced by Departmental funding, the aim was to bring forward a key set of recommendations to this Committee on what the Committee's priorities are. The Director reiterated that whilst the Carryduff Greenway project was currently in the mix it was not in the Capital Programme.

In response to further comments from the Vice Chairperson, the Director undertook to raise the issue of the meeting with the Carryduff Greenway Working Group being rescheduled in January 2026 with his Director colleague.

6.3 Christmas Market Dundonald
Councillor J Lavery

The Director responded to comments and concerns from Councillor J Lavery in connection with the date of the Dundonald Christmas Market coinciding with the date of the December Regeneration & Growth Committee meeting for the second year. Councillor Lavery expressed disappointment that he had no time to engage with the market traders as he had to return home to join the Committee meeting, and sought assurances that this clash of dates would not happen again

6.3 Christmas Market Dundonald (Cont'd)
Councillor J Lavery

The Director apologised to Councillor Lavery and the Castlereagh East DEA Members for this clash of dates which he confirmed he would look at going forward.

6.4 Re-Surfacing in Royal Hillsborough - Update
Councillor C McCready

Councillor C McCready having welcomed the resurfacing planned for Royal Hillsborough and having expressed thanks to the Director of Regeneration & Growth and his team for their efforts, requested a further update on the Royal Hillsborough Public Realm Scheme.

The Director advised that it was anticipated that a planning application was anticipated to come before the Planning Committee in January 2026. He referred to a series of statutory obligations to be negotiated and resolved, as was the case in all planning applications. However as this application was a heritage asset there were a number of competing needs that had to be addressed in respect of traffic, pedestrians and the need to retain the heritage theme.

The Director welcomed that an addendum to the business case had been submitted to the Programme Board. He advised that the project was on track and would be out to tender for those works in the course of the New Year.

6.5 Free Car Parking in City Centre during Saturdays in December and January
Councillor C McCready

Councillor C McCready referred to the Council's provision of free car parking in Council-owned car parks during Saturdays in December and January and enquired about the gathering of data in respect of this free car parking in order to see how this initiative helps local businesses. Councillor McCready also referred to the Department for Infrastructure's one hour free on-street parking for the Christmas period and asked how that was being tracked. Councillor McCready requested that a report on such data be presented to the Regeneration & Growth Committee in February 2026 which, he stated, would allow for a better feel for the portfolio for the Car Parking Strategy in future years.

The Director assured Councillor McCready that data was being tracked for car parking and also in regard to the patrons' perceptions of the City Centre offering. He advised that the Council was not in control of the data for the on-Street car parking offering but would endeavour to seek that information for the Committee's consideration.

6.6 Lisburn Twilight Market - Postponed
Director of Regeneration & Growth

The Director of Regeneration & Growth updated the Committee in regard to the Lisburn Twilight Market which, due to the forecasted high winds the following evening, 5 December, had to be postponed.

The Director also welcomed the success to date of the Lisburn Light Show, the attendance at which, according to current figures, was up by 30%.

7. Confidential Report from Director of Regeneration & Growth

The Chairperson, Councillor C Kemp, advised that confidential reports were required to be considered under confidential business due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

In Committee

It was proposed by Councillor T Mitchell, seconded by Alderman J Baird, and agreed that the Confidential Reports be considered “in Committee” in the absence of press or members of the public. The audio recording was paused at this stage in proceedings.

Alderman A G Ewart left the meeting at 6.28 pm.

7.1 Estimates 2026/2027 Directorate Update
(Report not for Publication as final Estimates are published)

This report was presented by the Director of Regeneration & Growth who, together with the Head of Planning & Capital Development, responded to questions from the Committee.

The Committee had been furnished with a copy of the current year to date budget position for the Regeneration & Growth Directorate together with the current proposed budgets for 2026-2027.

Alderman A G Ewart returned to the meeting at 6.31 pm.

It was agreed that the Director's update report on the Regeneration & Growth's budget estimates 2026/2027 be noted.

The Right Worshipful the Mayor, Alderman A Grehan, left the meeting at 6.33 pm.

7.2 Refurbishment of the Light Floor in Lisburn City Centre
(Redacted report to be published following ratification by Council)

This report was presented by the Director of Regeneration & Growth.

A copy of design options provided by the consultants had been appended to the Director's report.

It was proposed by Councillor U Mackin, seconded by Councillor T Mitchell, and agreed to recommend that the option for the replacement light floor in Lisburn City Centre, as outlined in the report, be agreed, it being noted that further reports on the operation of the light floor be brought to a future Committee meeting for approval.

The Regeneration & Infrastructure Manager left the meeting at 6.47 pm.

7.3 Capital Plan Project 56.0: LVI Roof Repairs and M&E Upgrade Project
(Redacted report only to be published following ratification by Council)

This report was presented by the Director of Regeneration & Growth.

The Committee had been furnished with copies of a cost report and a financial summary document in respect of the above Capital Plan Project.

It was proposed by Alderman J Baird, seconded by Councillor U Mackin, and agreed to recommend that the Council proceeds with the design elements of the above project, as outlined under the RIBA Plan of Work, which included a break clause at tender stage, so as to inform a business case for all elements to be brought back to Committee for consideration.

7.4 Planned Preventative Maintenance (PPM) & Reactive Maintenance (RM) - Tender Evaluation Criteria
(Redacted report to be published post award of tender – March 2026)

This report was presented by the Head of Assets.

It was proposed by Alderman J Baird, seconded by the Vice Chairperson, Councillor J Harpur, and agreed to recommend that the tender evaluation award criteria in respect of Planned Preventative Maintenance (PPM) & Reactive Maintenance (RM). as outlined in the report, be agreed.

Resumption of Normal Business

It was proposed by the Vice Chairperson, Councillor J Harpur, seconded by Alderman A McIntyre, and agreed to come out of Committee and normal business was resumed.

Conclusion of Meeting

The Chairperson thanked everyone for their attendance and wished everyone a Merry Christmas. There being no further business for consideration the meeting was concluded at 6.52 pm.

Chairperson

DRAFT

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 10th December 2025 at 6.00 pm.

PRESENT IN COUNCIL CHAMBER (COMMITTEE):

Councillor B Higginson (Chair)
Councillor J Bamford (Vice-Chair)
Aldermen A Ewart MBE and M Gregg
Councillors T Beckett, R Carlin, K Dickson, A Ewing, J Harpur, J Lavery BEM. G McCleave and R McLernon

PRESENT IN REMOTE LOCATION (COMMITTEE)

Councillor N Parker

OTHER MEMBERS OF COUNCIL PRESENT IN COUNCIL CHAMBER:

Councillor G Hynds and U Mackin

OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION

Councillor P Catney

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
Equality Officer
Member Services Officers (RN & EW)

Commencement of Meeting

The Chair, Councillor B Higginson, welcomed everyone to the meeting and gave a particular welcome to Ms Judith McNamee, the recently appointed Head of Governance & Communications, and wished her well in her new role.

The Chair advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business.

Unauthorised recording was not permitted, as per 8.5 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 Alderman P Porter and Councillor The Hon N Trimble.

2. Declarations of Interest

Councillor N Parker declared a pecuniary interest in Item 4.2 – “Workforce Reports” and advised that she would be leaving the meeting for the duration of that item of business.

3. Report of Head of Governance & Communications

3.1 Somme Pilgrimage 2026

This item was presented by the Chief Executive.

In addition to the narrative report, the Equality screening document for Civic Policies had been provided.

It was proposed by Councillor J Bamford, seconded by Councillor R Carlin and agreed to recommend that Option 1 be agreed, ie that representation at the Somme Pilgrimage 2026 be as set out in the 2023 criteria.

It was further agreed to recommend that – given that Local Government Elections in 2027 are only a matter of weeks before the 2027 Somme Pilgrimage, the criteria agreed in 2023 be applied for the 2027 Pilgrimage.

4. Report of Head of Human Resources & Organisation Development

4.1 Five-Year Review of Equality Scheme

In addition to the narrative report, the following had been provided:-

- Summary 5-Year Review of Equality Scheme (2021-2025);
- Detailed 5-Year Review of Equality Scheme (2021-2025).

4.1 Five-Year Review of Equality Scheme (Continued)

The council is required to review its Equality Scheme before the end of a 5-year period.

The Head of Human Resources & Organisation Development responded to a number of questions and:-

- agreed to provide information about the Citizenship Engagement Framework and the Consultation Forum;
- agreed to provide the rationale for undertaking a full Equality Impact Assessment;
- advised that the revision of the screening template was being looked at and that a draft would be brought to Committee in due course with a view to it being publicly consulted upon alongside a refreshed Equality Action Plan;
- confirmed that the commitments of the Council to provide easy-read documents and captions on social media were being actively worked through.

Councillor G McCleave asked that the Equality screenings for those new events which had been added to the programme of events be reported to the Committee.

It was proposed by Councillor K Dickson, seconded by Councillor R Carlin and agreed to recommend that the 5-Year Review of the Council's Equality Scheme (2021-2025) in both summary and detailed formats, be agreed.

It was noted that drafts of the Equality and Disability Action Plans would be presented to the Committee early in 2026.

4.2 Workforce Reports

Having declared an interest in this item of business, Councillor N Parker left the meeting on a remote basis immediately before it was discussed. (6.16 pm)

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

The Head of Service responded to Members' questions and:-

- noted comments related to the levels of absenteeism and numbers of agency workers;
- confirmed that workplace surveys are being considered with a focus on qualitative feedback;

4.2 Workforce Reports (Continued)

- agreed to provide all Members with any available details on learnings from workplace accidents; and also on the follow-up and management of such workplace accidents with such information being in respect of both “at-fault” and also “non-fault” accidents.

Councillor N Parker returned to the meeting on a remote basis after this matter concluded, (6.37 pm)

5. Any Other Business – Non-Confidential

No items of a non-confidential nature were raised.

The Equality Officer left the Council Chamber. (6.38 pm)

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 ratification by Council on the 16th December 2025 and the signing of the contracts.

6.2 Estimates 2026/2027 – Directorate Position

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

Report will never become available. (Final estimates will be released in February 2026.)

6.3 Estimates 2026/2027 – Corporate Update

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

Report will never become available. (Final estimates will be released in February 2026.)

In Committee

It was proposed by Councillor A Ewing, seconded by Councillor J Harpur and agreed that the Confidential Report of the Chief Executive be considered “in Committee”. (Recording was paused at this stage in proceedings. The press member left the meeting and there were no public present.) (6.40 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 Councillor J Bamford, seconded by Councillor A Ewing and agreed to recommend that the tenders awarded in regard to the following contracts, together with the attendant tender reports, be noted:-

- T25/26-023 – Integrated Marketing Campaign;
- T25/26-057 – Contract for the Hire of Chemical Toilets

It was further agreed on the Proposal made by Councillor Bamford and seconded by Councillor Ewing to recommend that the signing and sealing of the Tender documents be approved.

The Head of Assets informed Members that a draft policy on the assessment of the Social Value aspect of a tender would be presented to the Committee early in 2026.

6.2 Estimates 2026/2027 – Directorate Position

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

The report and appendices covered the Finance & Corporate Services Directorate; the Organisation Development & Innovation Directorate; and the Governance & Audit Unit.

An extensive narrative report and the 2026/2027 Draft Estimates for the three services referred to above, were provided and duly noted.

The Head of Finance agreed to provide clarification on specific budget lines and an indication of variations of actual compared to budget over a certain level.

During this item of business:-

- Councillor U Mackin left the Chamber at 6.45 pm;
- Councillor P Catney left the meeting on a remote basis (6.54 pm)

6.3 Estimates 2026/2027 – Corporate Update

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

An extensive narrative report had been provided. The Head of Finance took Members through the report, and its content was duly noted.

7. Any Other Business – Confidential

7.1 Council Finances Councillor K Dickson

Councillor K Dickson sought an update in regard to the above matter. The Chief Executive responded accordingly.

7.2 Council Mobile Phones Councillor T Beckett and Councillor G Hynds

In response to comments from Councillor T Beckett in regard to the above item, the Chief Executive and the Director of Organisation Development assured Members that the issue was very much being addressed. A verbal report would be provided in January 2026.

Later in the meeting, Councillor G Hynds highlighted some functions which he was unable to access on his phone. The Director of Organisation Development and Innovation noted these comments and advised that Central Government advice on mobile phones/phone apps/cyber security was being looked at and that a report thereon would come before the Committee in due course.

7.3 Salary Sacrifice Shared Cost AVCs (Additional Voluntary Contributions) Councillor R Carlin

In response to comments from Councillor R Carlin, the Head of Human Resources & Organisation Development confirmed that the above matter was going through the consultation process with the recognised trade unions.

Resumption of Normal Business

It was proposed by Councillor A Ewing, seconded by Councillor K Dickson and agreed to come out of Committee and normal business and the recording were resumed. (7.20 pm)

8. Any Other Business

Dealt with under Item 5.

The Chair, Councillor B Higginson, thanked everyone for their attendance, wished them the Compliments of the Season and - there being no further business - the meeting concluded at 7.21 pm.

MAYOR/CHAIR

GAC 11.12.2025

49

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Governance and Audit Committee held in the Council Chamber and Remote Locations on Thursday, 11 December, 2025 at 5:30 pm

PRESENT IN CHAMBER:

Councillor D Lynch (Chair)
Mr E Jardine (Independent Member and Vice-Chair)
Aldermen O Gawith and J Tinsley
Councillors J Bamford, D J Craig, A P Ewing, B Magee, A Martin, M McKeever

PRESENT IN REMOTE LOCATION:

Councillors D Bassett, S Burns, J Gallen and S Lowry

IN ATTENDANCE:

Chief Executive
Director of Organisation Development and Innovation
Head of Communities
Head of Environmental Health, Risk and Emergency Planning
Head of Finance
Head of Human Resources and Organisation Development
Internal Audit Manager (remote)
Performance Improvement Officer
IT Officer
Member Services Officers

Northern Ireland Audit Office

Mr R Ross (remote)

Ross Boyd Accountants

Mr B Stewart (remote)

Commencement of the Meeting

The Chair, Councillor D Lynch, welcomed those present to the meeting. He pointed out that, unless the item on the agenda was considered under confidential business, this meeting would be audio recorded. In accordance with the Protocol for Remote Meetings, the Chair asked that those attending via zoom ensure that the meeting could not be seen or heard by any other person at their remote location when confidential business was being considered.

The Chair, Councillor D Lynch, asked that mobile phones be put on silent or switched off for the duration of the meeting. The Director of Organisation Development and Innovation outlined the evacuation procedures in the case of an emergency.

GAC 11.12.2025

50

Prior to consideration of the business on the agenda, the Chair, Councillor D Lynch, advised that this was the last meeting at which Member Services Officer, Mrs C Roe, would be in attendance before her forthcoming early retirement. He paid tribute to her work with the Council and stated that she would be missed. Councillors D J Craig and A Martin and Alderman O Gawith also paid tribute to Mrs Roe and wished her well.

1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of The Right Worshipful the Mayor, Alderman A Grehan, Alderman S P Porter and Councillor R McLernon.

Councillor A P Ewing arrived at the meeting at 5.02 pm.

2. Declarations of Interest

There were no declarations of interest.

At this point, the Chair, Councillor D Lynch, extended a welcome to Mr R Ross, Northern Ireland Audit Office, and Mr B Stewart, RBCA.

3. Report from the Performance Improvement Officer

3.1 Customer Care Feedback – Quarter 2 2025/26

Councillors M McKeever and J Bamford arrived at the meeting during consideration of this item of business (5.06 pm and 5.08 pm respectively).

Members were provided with a copy of a dashboard report showing compliments and complaints during Quarter 2 of 2025/26. As previously requested, the Performance Improvement Officer outlined in her report a summary of key learning outcomes from complaints, as well as good practice noted from compliments received, and Members thanked her for providing this information. Council staff were commended for having resolved the majority of complaints received before they became formal complaints.

It was agreed that the contents of the report be noted.

3.2 Q2 Performance Improvement Monitoring – Objectives, Case Studies, Performance KPIs & Corporate Plan KPIs

Members were provided with, and noted the contents of, a copy of:

- (a) a quarterly monitoring document, including case studies of improvement for Quarter 2 of 2025/26 (July – September inclusive);
- (b) details of Performance KPI results for Quarter 2 of 2025/26; and
- (c) details of Corporate Plan KPI results for Quarter 2 of 2025/26.

GAC 11.12.2025

51

3.3 NI Audit Office – Audit and Assessment Report 2025/26

Members were provided with, and noted the contents of:

- (a) a copy of the NI Audit Office Audit and Assessment Report 2025/26; and
- (b) Certificate of Compliance issued by NIAO.

Council staff were commended for their good working practices which had led to the Council having achieved an unqualified audit.

4. Report by Head of Environmental Health, Risk and Emergency Planning

4.1 Corporate Risk Register

Members were provided with, and noted the contents of, copies of the Corporate and Directorate Risk Registers.

Prior to the consideration of confidential business, the Chair, Councillor D Lynch, asked if Members had any non-confidential items of Any Other Business to raise, which they did not.

5. Confidential Business

The matters contained in the confidential report would be dealt with “In Committee” due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

“In Committee”

It was proposed by Councillor A P Ewing, seconded by Councillor D J Craig and agreed that the following matters be considered “in committee,” in the absence of members of the press and public being present. The member of the press seated in the public gallery left the Council Chamber (5.14 pm), as did the Head of Environmental Health, Risk and Emergency Planning, Head of Communities, Head of Human Resources and Organisation Development and the Performance Improvement Officer.

5.1 Report by Head of Finance

5.1.1 2024-2025 Final Report To Those Charged With Governance (Report will never be available – final certified accounts will be published)

Members were provided with, and noted the contents of, a copy the 2024-25 Final Report To Those Charged With Governance.

The Head of Finance provided an update in respect of an ongoing HMRC matter and the Chief Executive confirmed that information referred to by Councillor J Bamford would be made available in his office for any Member wishing to have sight of it.

GAC 11.12.2025

52

5.1.2 Annual Audit Letter 2024-2025: Lisburn & Castlereagh City Council
(Report will be made available following Council ratification)

Members were provided with, and noted the contents of, a copy of the 2024-2025 Annual Audit Letter

5.2 Report by Internal Audit Manager

5.2.1 Internal Audit – Progress Report
(Report will be made available following Council ratification)

Members were provided with, and noted the contents of, a copy of an Internal Audit Progress Report summarising internal audit work, progress against the 2025/26 Operational Plan and any outstanding previous years reports. A copy of any internal audit reports referred to in the progress report were also provided in full on Decision Time for Members' information.

At the request of a Member, the Internal Audit Manager agreed to replace colour coding in future reports with wording.

5.2.2 Chief Executive's Statement of Assurance April 2025 – September 2025
(Report would never be made available)

Members were provided with, and noted the contents of, a copy of the Chief Executive's Statement of Assurance for April 2025 – September 2025.

6. Closed Session

In line with good practice and the Governance and Audit Committee Terms of Reference, Members met with representatives from External Audit and Internal Audit in a closed session, the purpose of which was to afford Members the opportunity to ask questions that may not specifically be addressed as part of an audit.

The following Officers left the Meeting prior to the closed session taking place (5.45 pm): Chief Executive, Director of Organisation Development and Innovation, Head of Finance and Member Services Officers.

The Director of Organisation Development and Innovation and Member Services Officers returned to the meeting at 6.19 pm.

Resumption of Normal Business

It was proposed by Councillor A P Ewing, seconded by Councillor M McKeever, and agreed to come out of committee and normal business was resumed.

GAC 11.12.2025

There being no further business, the meeting ended at 6.19 pm.

Mayor/Chairperson

DRAFT

PC 03.11.2025

54

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Planning Committee Meeting held in the Council Chamber and in Remote Locations on Monday, 3 November, 2025 at 10.00 am

PRESENT IN CHAMBER:

Councillor G Thompson (Acting Chair)

Aldermen O Gawith and M Gregg

Councillors S Burns, P Catney, D J Craig, J Lavery BEM, A Martin and N Trimble

PRESENT IN REMOTE LOCATION:

Councillor D Bassett

IN ATTENDANCE:

Director of Regeneration and Growth
Head of Planning & Capital Development
Principal Planning Officer (PS)
Senior Planning Officers (MB, PMcF and GM)
Member Services Officers (CR, EW and FA)

Cleaver Fulton Rankin

Mr B Martyn, Legal Advisor
Ms C McPeake (remote attendance)
Mr P Lockhart (remote attendance)

Commencement of Meeting

In the absence of the Chair, Alderman J Tinsley, the Vice-Chair, Councillor G Thompson, took the chair and conducted the business on the agenda.

At the commencement of the meeting, the Acting Chair, Councillor G Thompson, welcomed those present to the Planning Committee. She pointed out that, unless the item on the agenda was considered under confidential business, this meeting would be audio recorded. The Head of Planning & Capital Development outlined the evacuation procedures in the case of an emergency.

1. Apologies

It was agreed to accept an apology for non-attendance at the meeting on behalf of the Chair, Alderman J Tinsley.

2. Declarations of Interest

There were no declarations of interest.

PC 03.11.2025

55

3. Minutes of Meeting of Planning Committee held on 6 October, 2025

It was proposed by Councillor A Martin, seconded by Councillor P Catney and agreed that the minutes of the meeting of Committee held on 6 October, 2025 be confirmed and signed.

4. Report from the Head of Planning & Capital Development

4.1 Schedule of Applications

The Acting Chair, Councillor G Thompson, advised that there were 3 local applications on the schedule for consideration at the meeting.

4.1.1 Applications to be Determined

The Legal Advisor, Mr B Martyn, highlighted paragraphs 43-46 of the Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee which, he advised, needed to be borne in mind when determinations were being made.

- (i) LA05/2023/0069/O – Dwelling, garage and associated site works adjacent to and west of 16 Magees Road, Aghalee

The Senior Planning Officer (PMcF) presented the above application as outlined within the circulated report.

The Committee received Mr I Mossman to speak in support of the application and a number of Members' queries were addressed.

A number of Members' queries were responded to by Planning Officers.

Debate

At the discretion of the Acting Chair, Councillor G Thompson, the Head of Planning & Capital Development was permitted to address a number of Members' queries raised at the debate stage.

During debate:

- Councillor D J Craig stated that, reluctantly, he was in agreement with the advice of Officers. The decision hinged around the transfer of land in 2023. Having sought clarification as to whether the older business applied to the new business, the answer had been that it did not meet the criteria in COU10. Therefore, Councillor Craig was in support of the recommendation of the Planning Officer to refuse planning permission;
- Councillor N Trimble was in agreement with the advice of Officers. Having looked at Google Street View for 2023, around the time the land was transferred to the other farm holding, the site had been full of rubble and there was an old shed that had been dismantled. He did not consider this had been an active farm;

PC 03.11.2025

56

(i) LA05/2023/0069/O – Dwelling, garage and associated site works adjacent to and west of 16 Magees Road, Aghalee (Contd)

- Councillor P Catney stated that he was in support of the recommendation of the Planning Officer to refuse planning permission. The application did not meet the criteria of the farm business being established for at least 6 years;
- Alderman O Gawith referred to paragraph 52 of the Officer's report which quoted the Planning Appeals Commissioner's comments on a previous appeal that "...it could not possibly be part of an active and established farm business...". Alderman Gawith stated that the Commissioner did not say part of 'the' active farm. Members had been informed that the particular piece of land in the application being considered had come from one active and established business into another active and established business. At all times it was being farmed and was part of an established farm business. Members did not have details of the land in the appeal case. The Justification and Amplification in COU10 stated that permission would be granted for a dwelling where a rural business was artificially divided solely for the purpose of obtaining planning permission. Alderman Gawith did not believe that to be the case on this occasion. He stated that he could not support the recommendation of the Planning Officer to refuse planning permission. He did not consider he had enough information to make an accurate decision;
- Alderman M Gregg was in support of the recommendation of the Planning Officer to refuse planning permission. This recommendation gave weight to the judgement of the Planning Appeals Commissioner on a previous appeal and was fully in line with policy. If planning permission was granted for this application, a dangerous precedent would be set. Should a similar application come forward in 4 years' time, it would be considered on its own merits at that time; and
- Councillor N Trimble agreed that, if permission was granted, a precedent would be set for farmers to purchase an adjacent site and build on it on the basis that the site had been an active farm for 6 years. Councillor Trimble had difficulty believing that the site in question on this occasion was being actively farmed, given that the Justification and Amplification of COU10 stated that agricultural activity referred to the production, rearing or growing of agricultural products including harvesting, milking, breeding animals and keeping animals for farming purposes or maintaining the land in good agricultural and environmental condition. He referred again to the 2023 Google Street View when the site appeared to be full of rubble. Councillor Trimble reiterated that he was in support of the recommendation of the Planning Officer to refuse planning permission.

Vote

On a vote being taken, it was agreed to adopt the recommendation of the Planning Officer to refuse planning permission, the voting being:

In favour: Councillor D Bassett, S Burns, Councillor P Catney, Councillor D J Craig, Alderman M Gregg, Councillor J Lavery, Councillor A Martin, Acting Chair, Councillor G Thompson and Councillor N Trimble (9)

PC 03.11.2025

57

- (i) LA05/2023/0069/O – Dwelling, garage and associated site works adjacent to and west of 16 Magees Road, Aghalee (Contd)

Against: None (0)

Abstain: Alderman O Gawith (1)

Adjournment of Meeting

The Acting Chair, Councillor G Thompson, declared the meeting adjourned at this point for a comfort break (11.05 am).

Resumption of Meeting

The meeting was resumed at 11.15 am.

- (ii) LA05/2024/0799/F – Farm building for livestock and farm machinery located 90 metres southwest of 135 Pond Park Road, Lisburn

The Senior Planning Officer (GM) presented the above application as outlined within the circulated report.

The Committee received Mr A McCreedy, accompanied by Mr R Belshaw, to speak in support of the application and a number of Members' queries were addressed.

A number of Members' queries were responded to by Planning Officers.

At this stage, it was proposed by Councillor N Trimble, seconded by Councillor D J Craig and agreed that this application be deferred for one month to allow the further information described by the applicant in their speaking note and in response to questions from the Members to be submitted.

- (iii) LA05/2022/0831/F – Proposed retention of recently constructed agricultural building on land adjacent to 112 Back Road, Drumbo

The Senior Planning Officer (MB) presented the above application as outlined within the circulated report.

The Committee received Mr N Reid and Councillor U Mackin to speak in support of the application and a number of Members' queries were addressed.

A number of Members' queries were responded to by Planning Officers.

During questions to the Planning Officers, a query was raised in respect of the history of enforcement action. The Principal Planning Officer was asked to get the information from the file, so a comfort break was called at 12.41 pm. The meeting was resumed at 12.47 pm.

PC 03.11.2025

58

- (iii) LA05/2022/0831/F – Proposed retention of recently constructed agricultural building on land adjacent to 112 Back Road, Drumbo (Contd)

Debate

During debate:

- Alderman M Gregg stated that he was not in support of the recommendation of the Planning Officer to refuse planning permission and offered the following reasons:
 - (i) with the fulfilling of other criteria, COU1 would fall away;
 - (ii) in respect of COU12 (a), the applicant had demonstrated that the agricultural holding was active for more than 6 years;
 - (iii) in respect of COU12 (b), he considered that the size of the building was a requirement for the breeding of cattle and that this criteria was met with the evidence provided;
 - (iv) in respect of COU12 (c), he considered that the character and scale were necessary and were appropriate to the location;
 - (v) he considered COU12 (d) to be met as the building integrated into the local landscape in its current location;
 - (vi) COU15 (a) fell away in light of the detail given above;
 - (vii) he considered COU15 (c) and (e) to be met as the building did integrate into the landscape and was difficult to see from a number of locations;
 - (viii) in respect of COU15 (f), he considered the design was appropriate for the development of the herd and appropriate in its current location;
 - (ix) with COU12 and COU15 being met, COU16 (a), (b) and (e) were also met; the building was located with the property at 112 Back Road, was not prominent in the landscape and was situated in a hollow

Alderman Gregg referred to the weight of evidence given to the agricultural use of the land and, with bulls having been in the field beforehand, he considered that to demonstrate that the farm holding had been in place for over 6 years;

- Councillor N Trimble concurred with Alderman M Gregg's comments. Mention had been made that the Justification and Amplification in COU12 referred back to COU10 regarding what was an established business. Having read the Justification and Amplification of COU10, Councillor Trimble quoted "the applicant will, therefore, be required to provide the farm's business ID supplied by DAERA along with other evidence to prove active farming over the required period". He then referred to Mr Reid having a receipt for the purchase of a bull. He considered that to be credible information to indicate that farming activity was established and that this application absolutely met the 6 year requirement. Councillor Trimble added that, should the application be refused and an appeal lodged with the PAC, by the time it was heard the application would have met the 6 year requirement, so there would be no merit to refuse it on those grounds. The shed was necessary by virtue of being used as it was full of cattle. In relation to the scale of the building and its location, Councillor Trimble stated that was sited as sympathetically as possible, as evidenced by the

(iii) LA05/2022/0831/F – Proposed retention of recently constructed agricultural building on land adjacent to 112 Back Road, Drumbo (Contd)

depression in the land. The applicant had built the shed without the benefit of planning permission; however, he had done so under the false assumption that it would be allowed under Permitted Development Rights. Councillor Trimble did not consider that reason enough to refuse the application. The applicant had created a good offering, was a good farmer and this was the sort of development that should be encouraged;

- Councillor D J Craig also concurred with the previous speakers. In respect of the building's visibility within the landscape, the site visit had been useful. Councillor Craig stated that, whilst walking along Back Road from both directions, it had been incredibly difficult to see the building as it was situated in a depression. He pointed out that the roof of the building only could be seen when turning into Back Road from the main road. The fact that the applicant had situated this building in the lowest possible part of his land indicated that he had tried to ensure it was as unobtrusive as possible. Councillor Craig pointed out that the applicant had been applying for his farm business ID when Covid19 had intervened and work in all Departments had dramatically slowed down the processing of applications. Councillor Craig reiterated comments made by Councillor Trimble in respect of this application being turned down and going to appeal. He was not in support of the recommendation of the Planning Officer to refuse planning permission;
- Alderman O Gawith was in agreement with his colleagues. He pointed out that what had been witnessed at the site visit at this location had been a winter landscape and Members had struggled to see the building. At other times of the year, the building would be even less visible;
- Councillor P Catney stated that he was not in favour of retrospective planning applications; however, having listened to Mr Reid, heard the evidence, and with the passage of time, he was not in support of the recommendation of the Planning Officer to refuse planning permission;
- Councillor A Martin agreed with the previous speakers. In relation to the retrospective nature of the application, he stated that whilst he considered applications should be progressed in the correct order, this applicant was a good steward of the land. Farming families were important and should be encouraged. Councillor Martin was not in support of the recommendation of the Planning Officer to refuse planning permission;
- Councillor S Burns agreed with her colleagues and was not in support of the recommendation of the Planning Officer to refuse planning permission. Having attended the site visit, she stated that the building had little visual impact. She had had reservations about the business being in existence for 6 years; however, given the evidence provided at this meeting, she was confident that the 6 year requirement had been met;
- Councillor J Laverty, not having been a Member of the Planning Committee at the time, had not attended the site visit; however, based on the evidence presented he was in agreement with the comments made by his colleagues and was not in support of the recommendation of the Planning Officer to refuse planning permission. He added his disappointment that an

PC 03.11.2025

60

- (iii) LA05/2022/0831/F – Proposed retention of recently constructed agricultural building on land adjacent to 112 Back Road, Drumbo (Contd)

enforcement notice had first been notified in 2021 and it was now close to 2026. He considered that to be something that needed addressed going forward; and

- the Acting Chair, Councillor G Thompson, concurred with the previous speakers. Whilst she was not in favour of retrospective applications, but having listened to the evidence she was assured there were agricultural holdings being used from 2018. She was not in support of the recommendation of the Planning Officer to refuse planning permission.

Discussion took place following comments by the Head of Planning & Capital Development in respect of the need to engage with COU15 (b) and COU16 (b).

“In Committee”

At this stage, it was proposed by Alderman O Gawith, seconded by Councillor P Catney and agreed to go ‘into committee’ to consider this matter. Those members of the public in attendance left the meeting (1.21 pm).

Members were provided with legal advice in respect of the matters raised by the Head of Planning & Capital Development in response to the Members’ reasons for not accepting the recommendation of the Planning Officer to refuse planning permission.

Resumption of Normal Business

It was proposed by Alderman M Gregg, seconded by Councillor A Martin and agreed to come out of committee and normal business was resumed (2.21 pm).

Alderman M Gregg referred to his previous comments about various criteria having been met, with the exception of COU15 (b) and COU16 (b) and proposed that this application be deferred in order that further legal advice could be sought in respect of the application of these policies. This proposal was seconded by Councillor N Trimble and agreed unanimously.

Adjournment of Meeting

The Acting Chair, Councillor G Thompson, declared the meeting adjourned for lunch at this point (2.24 pm).

Resumption of Meeting

The meeting was resumed at 2.52 pm.

Councillors D Bassett and D J Craig did not return to the meeting after lunch.

PC 03.11.2025

61

4.2 Statutory Performance Indicators – September 2025

It was proposed by Alderman M Gregg, seconded by Alderman O Gawith and agreed that information relating to Statutory Performance Indicators for September 2025 be noted.

4.3 Quarter 1 Statistical Bulletin – April to June 2025

It was proposed by Alderman M Gregg, seconded by Councillor N Trimble and agreed that information relating to the Quarter 1 Statistical Bulletin be noted.

4.4 Appeal Decision – LA05/2022/1135/F

It was proposed by Alderman M Gregg, seconded by Councillor P Catney and agreed that the report and decision of the Planning Appeals Commission in respect of the above appeal be noted. The Head of Planning & Capital Development addressed Members' comments regarding this appeal decision and Alderman O Gawith registered his disappointment on the outcome of the appeal decision.

4.5 Consultation from DfI on Sustainable Drainage Systems (SuDS) in New Housing Developments

It was proposed by Councillor P Catney, seconded by Alderman M Gregg and agreed that the content of report in respect of the above matter be noted and that a report would be presented to the November meeting of the Regeneration and Growth Committee to consider the draft response to the consultation in order that a submission could be made by the deadline of 19 December, 2025.

4.6 Notification by Telecommunication Operator(s) of Intention to Utilise Permitted Development Rights

It was proposed by Alderman M Gregg, seconded by Councillor A Martin and agreed that information regarding notification by telecommunication operators of intention to utilise Permitted Development Rights at locations in the Council area be noted.

5. Any Other Business

There was no other business of a confidential nature. There was one item of confidential other business to be considered.

“In Committee”

It was proposed by Alderman M Gregg, seconded by Alderman O Gawith and agreed to go ‘into committee’ to consider this matter. Those members of the public in attendance left the meeting (3.07 pm).

PC 03.11.2025

5.1 Update on Recent Court Ruling

The Director of Regeneration and Growth provided Members with a verbal updated on the outcome of a recent court case and advised that a further report on this matter would be presented to the Committee in due course.

Resumption of Normal Business

It was proposed by Councillor A Martin, seconded by Councillor P Catney and agreed to come out of committee and normal business was resumed (3.10 pm).

Conclusion of the Meeting

At the conclusion of the meeting, the Acting Chair, Councillor G Thompson, thanked those present for their attendance.

There being no further business, the meeting was terminated at 3.10 pm.

Chair/Mayor

Committee:	Full Council
Date:	16 December 2025
Report from:	Chief Executive

Item for:	Decision
Subject:	Standing Order Amendments

1.0	<u>Background and Key Issues</u>
1.1	<p><u>Background</u></p> <p>The Council at its meeting in November agreed a number of key amendments to Standing Orders in relation to Admission to Meetings, Deputations and Voting.</p> <p>A copy of the Standing Orders as Amended are attached at Appendix 1.</p>
1.2	<p><u>Key Issues</u></p> <p>A number of further changes to Standing Orders are required, and are detailed in Appendix 2. A summary of these changes are outlined below.</p>
1.3	<p><u>Appendix D: Update to the Protocol of Operation of the Planning Committee</u></p> <p>The Planning Committee at its meeting held on 6 October 2025 agreed an amendment to the Protocol of Operation of the Planning Committee following a new statutory rule relating to Pre-application Community Consultations and Pre-determination hearings. The new statutory rule revokes Regulation 7 (Pre-determination hearings) removing the mandatory requirement to hold a pre-determination hearing. The Protocol for the Operation of the Planning Committee was subsequently updated to take account of this new statutory rule.</p> <p>As the Protocol of the Operation of the Planning Committee is appended to the Council's Standing Orders, the updated version requires Council agreement.</p>
1.4	<p><u>Appendix B Committee Terms of Reference</u></p> <p>Standing Orders require to be updated to take account of the updated Terms of Reference as agreed by Council in November 2025.</p>
1.5	<p><u>Changes in relation to Working Practices and other Minor Changes</u></p> <p>A number of other proposed changes to Standing Orders are also highlighted in the attached appendix 2 which take account of changes to working practices and other minor typographical corrections.</p>
1.6	<p><u>Suspension of Standing Order 27.2 Amendments</u></p> <p>To accommodate the discussion and deliberation of the proposed amendments, as detailed in Appendix 2, it is first required that Council agrees, under Standing Order 27.1 (Suspension) to suspend Standing Order 27.2 (Amendment) for the duration of the meeting and more specifically</p>

	for consideration of this report. A qualified majority of 80% of those present will be required to suspend this Standing Order.	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Council:</p> <ul style="list-style-type: none"> a) Under Standing Order 27.1 suspends Standing Order 27.2 by qualified majority for the consideration of this report; and thereafter b) agrees to the amendments to Standing Orders as detailed in Appendix 2. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>None</p>	
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	<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>The report does not relate to implementation of a strategy, programme or plan. It aims to provide for effective operation of Council meetings.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes / 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>The report provides clarity on internal governance only and does not relate to implementation of a strategy, programme or plan of the Council.</p>	

Appendices:	<p>Appendix 1 – Amended Standing Orders (November 2025)</p> <p>Appendix 2 - Paper setting out Proposed Amendments</p>
--------------------	---



Standing Orders

Incorporating amendments under the
Local Government (Remote Meetings)
Regulations (Northern Ireland) 2024

November 2025

INDEX

1.	Annual and Monthly Meetings	4
2.	Time and Place of Meeting	4
3.	Convening Special Meetings.....	4
4.	Notice and Summons of Meeting	5
5.	Chair to be taken.....	5
6.	Chairperson of Meeting.....	5
7.	Quorum	5
8.	Admission to Meetings	6
9.	Record of Attendances at Meetings	7
10.	Exclusion of the Public	7
11.	Deputation	8
12.	Order of Business	9
13.	Minutes of the Council.....	10
14.	Submission of Minutes.....	10
15.	Minutes of Committees.....	11
16.	Motions	11
17.	Amendments.....	13
18.	Amendments to Regulatory Decisions.....	15
19.	Rules of Debate.....	15
20.	Voting	19
21.	“Call-In” Process.....	20
22.	Positions of Responsibility etc – Time Limits.....	23

23.	Appointment of More than One Committee.....	23
24.	Rescission of a Preceding Resolution.....	24
25.	Members Conduct	24
26.	Disturbance by the Public.....	25
27.	Suspension and Amendment of Standing Orders.....	25
28.	Interpretation of Standing Orders.....	26
29.	Committees	26
30.	Seal.....	31
	 Appendix A – Access to Council and Committee Meetings and Agenda, Reports and Minutes Protocol.....	 32
	 Appendix B – Committees Terms of Reference.....	 38
	 Appendix C – Remote Meetings Protocol	 59
	 Appendix D – Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee	 64

1. **Annual and Monthly Meetings**

- (1) The Council shall every year hold an Annual General Meeting.
- (2) In every year that is not a local election year the Council shall hold an Annual Meeting during the first week of the month in June.
- (3) In any year which is a Local Government election year, the Annual Meeting shall be held within twenty-one days immediately following the election, at such time as the Council may fix at the offices of the Council or at such other place as the Department may direct.
- (4) A meeting of the Council for the transaction of general business of the Council shall, subject to any deviation which special circumstances may render desirable, be held on the Fourth Tuesday of every month at 19.00. Other meetings of the Council for the transaction of general business shall be held as the Council considers necessary.
- (5) Meetings of the Council shall not take place on a Public or Bank Holiday, or a Sunday. When the date of a meeting falls on one of these days, the meeting shall be held on the next following weekday instead or as soon as possible thereafter as determined by the Mayor in consultation with the Chief Executive.

2. **Time and Place of Meetings**

The Annual Meeting and other meetings of the Council shall be held in the Council Chamber or at the location specified in the summons to attend the meeting, except where otherwise fixed by statute or by special summons.

Under Regulation 2(1) of the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 (thereinafter referred to as the Regulations) a Council meeting is not limited to a meeting of persons, any of whom or all of whom, are present in the same place and any reference to a 'place' where the meeting is to be held. The Council Chamber includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

3. **Convening Special Meetings**

- (1) The Mayor of the council may call a meeting of the Council at any time.
- (2) The Mayor of the Council may call a meeting of the Council if a requisition for such a meeting, signed by five members or one-fifth of the whole number of Members, whichever is the greater, is presented to them; and, if they refuse to call a meeting on such a requisition or if, without so refusing, they do not call such a meeting within the period of seven days from the date of service of the requisition on them, any five Members or one-fifth of the whole number of Members, whichever is the greater, may on that refusal or on the expiration of that period forthwith call a meeting of the Council.

4. **Notice and Summons of Meetings**

Five days at least before a meeting of the Council, a Committee or Sub Committee:

- (1) notice of the time and place of the intended meeting shall be published at the offices of the Council or on the Council's website. Where the meeting is called by Members, the notice shall be signed by them and shall specify the business proposed to be transacted thereat;
- (2) a summons to attend the meeting, specifying the business proposed to be transacted thereat and signed by the Clerk shall be left at, or sent by ordinary post to the usual place of residence of every Member or electronically to an agreed email address. Want of service of this summons shall not affect the validity of a meeting;
- (3) except in the case of business required by statute, or where in the opinion of the Mayor of the meeting the business should be considered by the meeting as a matter of urgency, no business shall be transacted at a meeting of the Council, a Committee or Sub-Committee other than that specified in the summons relating thereto.

5. **Chair to be taken**

At each meeting of the Council, the Chair shall be taken at the time for which the meeting is convened, and business immediately proceeded with.

6. **Chairperson of Meeting**

- (1) At a meeting of the Council, the Mayor of the Council, if present, shall preside.
- (2) If the Mayor of the Council is unable to attend a meeting of the Council, the Deputy Mayor of the Council, if present, shall preside.
- (3) If both the Mayor and Deputy Mayor are unable to attend a meeting of the Council, the nominating officer of the political party whose member is Mayor of the Council shall nominate a Member to preside in their absence.
- (4) If discussion arises on the allocation of the position of Mayor, the Clerk or Chief Officer shall exercise the powers of the Mayor to assist in the regulation of that discussion.
- (5) Any power of the Mayor of the Council in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

7. **Quorum**

- (1) Subject to sub-paragraph 7.4, no business shall be transacted at a meeting of the Council unless at least one-quarter of the whole number of Members are present.

Under Regulation 3, reference to a Member being present, can refer to being present through remote attendance. A Member is in remote attendance if they are able:

- a) to hear, and where practicable see, and be so heard, and where practicable be seen by, the other members in attendance;
- b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance outlined above are not met. In such circumstances the Chairperson may, as deemed appropriate:

- (i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in a, b and c above;
- (ii) count the number of Members in attendance for the purposes of the quorum; or
- (iii) continue to transact the remaining business of the meeting in the absence of the remote attendance.

- (2) If during a meeting, the person presiding, after the number of Members present is counted, declares that a meeting is inquorate and it is unlikely that there will be a quorum present within a reasonable time, shall declare the meeting adjourned.
- (3) Any uncompleted business on the agenda of a meeting adjourned under Standing Order 7(2) above, shall be tabled for discussion at the reconvened meeting. No business, other than the uncompleted business on the agenda of the meeting adjourned, may be discussed at the reconvened meeting.
- (4) Where more than one-quarter of the Members become disqualified at the same time then, until the number of Members in office is increased to not less than three-quarters of the whole number of Members, the quorum of the Council shall be determined by reference to the number of Members remaining qualified instead of by reference to the whole number of Members.

8. **Admission to Meetings**

- (1) As set out in the Local Government Act 2014 every meeting of the Council and its Standing Committees must be open to the public. The Council will meet this statutory obligation by providing a public gallery in the Council Chamber. In addition to this, the Monthly Council Meeting is livestreamed through the Council's website. A webcast recording of the Monthly Council Meeting along with audio recordings of all committee meetings are also published on the Council website within 3-5 working days.

- (2) Where the Chairperson is made aware that the Council meeting is not accessible to the public by means of the livestream due to a technological failure, and such failure cannot be remedied within a reasonable period of time (5 minutes), the meeting may proceed, provided that provision for public access in person remains available.
- (3) The public and press may attend only in those parts of the Council Chamber or other location being used provided for their accommodation at meetings of the Council, unless specifically excluded in accordance with the provisions of Standing Order 10; or as required by the Council to comply with provisions in relation to Fire Safety and Health and Safety.
- (4) The admission of the public is upon the understanding that they must continue at all times to be seated, and that no expression of opinion or noise of any kind be allowed from them.
- (5) At all times during which a Meeting of the Council is open to the public, the Council shall, so far as is practicable, cause to be made available to duly accredited representatives of newspapers, attending for the purpose of reporting proceedings at the meeting, reasonable facilities for taking reports of these proceedings and, on payment by those representatives or their newspapers of any expenses which may be incurred, for transmitting such reports to their newspapers.
- (6) Taking photographs or recording of proceedings or the use of any other means by members of the public to enable persons not present to see or hear any proceedings (whether at that time or later) or making of any oral or digital report of any proceedings as they take place shall be prohibited unless expressly permitted by the Council.
- (7) The use of social media by Members of the Council, members of the public or journalists shall be permitted, during those proceedings that are open to the public, to the extent that its use does not disrupt proceedings.

9. **Record of Attendances at Meetings**

The names of the Members present at a meeting including Members attending remotely, together with those Members departing and entering the meeting of the Council and Committees shall be recorded by the attendance clerk and recorded to the minutes of the meeting.

10. **Exclusion of the Public**

- (1) The public shall be excluded from a meeting of the Council whenever it is likely that, during the transaction of an item of business, confidential information would be disclosed to them in breach of an obligation of confidence.
- (2) The Council may by resolution exclude the public from a meeting of the Council (whether during the whole or part of the proceedings at the meeting) for such special reasons as may be specified in the resolution being reasons

arising from the nature of the business to be transacted or of the proceedings at the meeting.

- (3) The Presiding Mayor may at any time during the proceedings, if they think it necessary to secure order, direct the removal of any individual or group of individuals from the meeting or order the public to be excluded from the meeting.
- (4) The Council, having excluded the public, shall only consider the matter referred to it by the resolution. If it should be deemed necessary to consider any matter not included in the resolution, the public shall be re-admitted and the Mayor may ask leave of the Council to take up the consideration of such additional matters as may be deemed desirable.
- (5) The Council, having excluded the public, shall not have the power to adjourn its own sittings or to adjourn a debate to a future sitting. If the business referred to in the resolution is not transacted, the Council may be resumed and a member of the Council may move that the Council again exclude the public on a future day to deal with the business specified in the resolution which was not transacted.
- (6) If the Council, with the public excluded, has transacted part of the business referred to it, without being able to reach a decision on all the business so referred, a Member of the Council may, with leave of the Council, report on the progress to that point and ask the Council's permission to sit again.
- (7) When the Council, having transacted business with the public excluded, submits its report to the Council, a motion for its adoption shall then be moved and put. No questions or discussion shall be permitted on the report or the motion for its adoption.

11. **Deputations**

- (1) All requests for deputations must be submitted to the Chief Executive outlining the intended deputation and a statement of its objective.
- (2) Upon receipt of a deputation request, the Chief Executive shall arrange for the requester to meet with appropriate Officers in the first instance to discuss the subject matter of the deputation.
- (3) Following this meeting and where appropriate, the requester shall be invited to meet with the Chair and Vice-Chairperson of the relevant Committee.
- (4) After these steps have been completed, the Chairperson, in consultation with the Chief Executive, shall determine whether the deputation shall be admitted to address the Council or relevant Committee.
- (5) The deputation shall be confined to the presentation of a statement, or copy of resolutions, and shall not make more than two short addresses by any two members of the deputation. The totality of the addresses shall not exceed 15 minutes.

- (6) Deputations should not be repetitive and, where possible, issues of a similar or linked nature should be contained in one deputation. Where a deputation has made a presentation to the Council, the Council may decline to accept another deputation on the same issue from the same individual or group or from any other group on the same issue within six months of the original presentation.
- (7) Under Regulation 4, any persons delivering a deputation in order to exercise a right to speak at the meeting with the permission of the Council, is in remote attendance at any time if all three of the following conditions are satisfied, that the person or persons in remote attendance is able at that time:
 - a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in remote attendance;
 - b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
 - c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

Any persons delivering a deputation will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance outlined above are not met. In such circumstances the Chairperson may, as deemed appropriate:

- adjourn the meeting for a short period to permit the conditions for remote attendance contained in a, b and c above;
- suspend consideration of the item of business in relation to the person or persons attendance until such times as a following item of business on the agenda has been transacted and the conditions for remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest, or
- continue to transact the remaining business of the meeting in the absence of the person in remote attendance.

12. **Order of Business**

Subject to any statutory requirements to the contrary including the Annual General Meeting, the order of business at every meeting of the Council shall be as follows:

- a) business of the Right Worshipful the Mayor;
- b) apologies;
- c) declaration of Members' interests;
 - (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
 - (ii) pecuniary and non pecuniary interest (Member to complete the Disclosure of Interest form)

- d) confirmation of the Minutes of the last stated meeting and of all adjourned meetings and special meetings held since the last stated meeting shall be read provided that if a copy of the minutes has been forwarded to the Members before the meeting and is not challenged, the minutes may be taken as read and shall be signed by the Chairperson;
- e) matters arising;
- f) deputations;
- g) business required by statute to be transacted at the meeting;
- h) adoption of the minutes of the proceedings of any Committees and consideration of reports, if any, from such Committees, with the exception of those matters delegated to the Planning Committee;
- i) reports of officers;
- j) reports of members on Boards, public bodies, agencies etc., if any, may be considered and such orders given thereon as may be deemed necessary;
- k) reports on decisions/recommendations subject to the reconsideration procedure; and
- l) consideration of motions of which due notice has been given, in the order in which they have been received.
- m) any other relevant business.

Provided that the order of business as aforesaid may at any time be altered or varied if, in the opinion of the majority of the Members present, it is expedient to do so.

13. **Minutes of the Council**

13.1 **Keeping of; as evidence; etc.**

- (1) Minutes of the proceedings of a meeting of the Council, or of a Committee or Sub-Committee, shall be drawn up and entered in a bound book kept for that purpose.
- (2) No discussion shall take place upon the Minutes except upon their accuracy and any question of their accuracy shall be raised by motion. If no such motion is raised, the Chairperson shall then sign the minutes.
- (3) Any minute purporting to be signed as mentioned in sub-paragraph (1) shall be received in evidence without further proof.
- (4) Until the contrary is provided, a meeting of the Council or of a Committee or Sub-Committee thereof in respect of the proceedings of which a minute has been so made and signed shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified, and where the proceedings are proceedings of a Committee or Sub-Committee, the Committee or Sub-Committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minutes.

13.2 **Signing of Minutes**

The minutes of a meeting of the Council shall be signed at the next ensuing meeting of the Council by the Mayor presiding, if approved by the meeting at which they fall to be signed.

14. **Submission of Minutes**

- (1) In order to give sufficient time for the printing of the Minutes and for their perusal by the Members of the Council, Minutes of meetings of a Committee held less than five clear days before the meeting of the Council shall not be submitted to that meeting for approval. This may be disapplied where a Committee considers the matter to be of extreme urgency and records such a decision in its Minutes.
- (2) It shall be the duty of a Committee, through the Mayor/Chairperson or their representative, when its Minutes are submitted for approval, to call the attention of the Council to any resolution or matter of an unusual or special character contained therein.

15. **Minutes of Committees**

- (1) A motion or amendment shall not be made or proposed, or any discussion allowed on the proceedings of Committees with reference to any matter within the remit of a Committee which does not appear on the Minutes submitted to the meeting of the Council.
- (2) Any Member wishing to raise an issue regarding any matters appearing in the Minutes submitted to the Council for approval and who states their request in writing to the Chairperson of the Committee twenty-four hours before the commencement of the meeting of the Council shall be entitled to a reply when the proceedings of the particular committee are submitted for approval.
- (3) A reply to an issue raised at the meeting regarding any matter in the Minutes without written notice, shall be at the discretion of the Chairperson of the Committee.
- (4) Any matter in the Minutes of a Committee on which a request for reconsideration, under Section 41 of the 2014 Act, has been lodged with the Clerk of the Council shall be identified, and may not be the subject of discussion at that meeting.

16. **Motions**

- (1) Every motion shall be relevant to some matter:
 - (i) in relation to which the Council:
 - a) has power or duties;
 - b) is not prevented from taking action on by other legislation;
 - (ii) which directly affects the Local Government District or its residents; and
 - (iii) for which the Council is legally competent.

16.1 On notice

- (1) Notice of every motion, other than a motion which under Standing Order 16.2 may be moved without notice, shall be given in writing (which includes electronic correspondence), signed by the Member or Members of the Council giving the notice, to the Clerk not less than 10 clear days before the next meeting of the Council. The motion must be clear in meaning otherwise it shall be rejected until such time as it is resubmitted in clear language, and not later than seven clear days before the meeting.
- (2) A motion shall be rejected if the wording or nature of the motion is considered unlawful or improper.
- (3) All notices shall be dated and numbered as received, and entered in a register to be kept for that purpose, and circulated to every Member of Council. This register shall be open to inspection by every Member of the Council.
- (4) Notices of motion shall be entered by the Clerk in their proper place upon the Summons Paper in the order in which they are received.
- (5) If a motion set out in the Summons is not moved either by a Member who gave notice, or by some other Member on their behalf, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (6) If the subject matter of any motion, of which notice has been properly given, comes within the remit of any Committee it shall, upon being moved and seconded, stand referred without discussion to that Committee, or to such other Committee as the Council may determine, for consideration and report. The Chairperson presiding may, if they consider it urgent and necessary to the dispatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.
- (7) If a notice of motion fails to be considered at a meeting of the Council, such notice of motion will only be included on the Summons Paper for the following meeting if submitted in writing to the Clerk by the Member concerned not later than 10 clear days, at least, before the Council meeting.
- (8) Any notice of motion which fails to be considered at two consecutive meetings will not be accepted for inclusion on the Summons Paper for a period of six months from the date of the second meeting at which the matter has failed to be considered.

16.2 Without notice

The following motions may be moved without notice:

- a) to appoint a Chairperson of the meeting at which the motion is moved;
- b) in relation to the accuracy of the Minutes;

- c) to change the order of business in the agenda;
- d) to refer something to an appropriate body or individual;
- e) to appoint a Committee or members thereof arising from an item on the summons for the meeting;
- f) to receive reports or adoption of recommendations of Committees or officers and any resolutions flowing from them;
- g) to withdraw a motion;
- h) to amend a motion;
- i) to authorise the sealing of documents;
- j) to proceed to the next business;
- k) that the question be now put;
- l) to adjourn a debate;
- m) to adjourn a meeting;
- n) to suspend Standing Orders, in accordance with Standing Order 27.1;
- o) to exclude the public and press in accordance with Section 42 of the 2014 Act;
- p) to not hear further a Member named under Standing Order 25.3 or to exclude them from the meeting under Standing Order 25.4.

17. **Amendments**

When a motion is under debate at any meeting of the Council, an amendment or further motion shall not be received, with the exception of the following:

- a) to amend the proposal; or
- b) that the Council do now adjourn; or
- c) that the debate be adjourned; or
- d) that the question be now put; or
- e) that the Council do proceed to the next business.

17.1 **To amend the Proposal**

- (1) An amendment must be legitimate and within the scope of the notice convening the meeting. It must not be a direct negative; must be relevant to the proposal which it seeks to amend, and not inconsistent with anything already agreed upon at the same meeting. An amendment must relate solely to the proposal which it seeks to amend, and not be, in effect, a new proposition on a different matter, and must not place a greater responsibility on the meeting than the original proposal.
- (2) An amendment to a motion shall be either:
 - a) to refer a subject of debate to a Committee or to an officer for consideration or re-consideration;
 - b) to leave out words;
 - c) to leave out words and insert or add others; or
 - d) to insert or add words.

but such omission, insertion or addition of words shall not have the effect of directly negating the motion before the Council.

- (3) When an amendment upon an original proposal has been moved, the question to be put shall be “That the amendment be made”. Where any amendment is agreed, the question to be put shall be “That the proposal as amended, be agreed”. Where any amendment is rejected the question of the substantive proposal shall be put.

17.2 That the Council Do Now Adjourn

- (1) Any Member of the Council who has not already spoken to the proposal or amendment then under debate may move “that the Council do now adjourn”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal, which shall be put to the vote without debate.
- (2) In the event of the proposal for the adjournment being carried the Chairperson shall (unless stated in the proposal) fix the date for the adjourned meeting for the continuation of the debate on the proposal or amendment under discussion at the time of the adjournment and for the transaction of the remaining business (if any) on the Agenda for the meeting so adjourned.
- (3) A second proposal “that the Council do now adjourn” shall not be made within half-an-hour unless, in the opinion of the Chairperson, the circumstances are materially altered.

17.3 That the Debate be Adjourned

- (1) Any Member of the Council who has not already spoken to the proposal or amendment then under debate may move “that the debate be adjourned”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.
- (2) Before putting to the meeting a proposal “that the debate be adjourned”, the Chairperson presiding shall call on the mover of the proposal or amendment under discussion to reply on the question of adjournment and, after such reply, which will not prejudice the right of the mover of a proposal to reply on the original question, shall put the proposal for adjournment of the debate to the vote without further debate.
- (3) If the proposal be carried, the Council shall proceed to the next business on the agenda, and the discussion of the adjourned debate shall be resumed at the next meeting of the Council unless a special meeting of the Council shall be called for the purpose.
- (4) On resuming an adjourned debate, the Member who moved its adjournment shall be entitled to speak first. A second proposal “that the debate be adjourned” shall not be made within half-an-hour. A Member shall not move or second more than one proposal for the adjournment of the same debate.

17.4 That the Question Be Now Put

- (1) Any Member who has not already spoken to the proposal or amendment then under debate may move “that the question be now put”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.
- (2) If the Chairperson is of the opinion that the subject before the Council has been sufficiently discussed, they shall put the proposal “that the question be now put” to the vote without debate and if same is carried, the proposal or amendment under discussion shall be put to the Council.
- (3) A second proposal “that the question be now put” shall not be made on the discussion of the same question within half-an-hour.
- (4) A Member shall not move or second more than one proposal “that the question be now put” on the discussion of the same question.

17.4 That the Council Do Now Proceed to the Next Business

- (1) Any Member of the Council who has not already spoken to any proposal or amendment then under debate may move, “that the Council do proceed to the next business”. Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal which shall be put to the vote without debate.
- (2) If the Chairperson is of the opinion that the subject before the Council has been sufficiently discussed, they shall put the proposal “that the Council do proceed to the next business” to the vote without debate and if same is carried the proposal or amendment under discussion shall be put to the Council.
- (3) When a proposal is carried “that the Council do proceed to the next business”, the question under discussion shall be considered as dropped.
- (4) A second proposal “that the Council do proceed to the next business” shall not be made on the same question within half-an-hour.
- (5) A Member shall not move or second more than one proposal “that the Council do proceed to the next business” on the discussion of the same question.

18. Amendments to Regulatory Decisions

- (1) No amendment may be moved to a Minute which is a Regulatory Decision.
- (2) For the purpose of these Standing Orders, a Regulatory Decision is a determination of an application for planning permission or any decision,

determination, action, direction, order, approval, refusal, or enforcement action in exercise of powers of the Council as the local planning authority for those powers specified in Executive Arrangements Regulations; or any application for which the Council is the licensing authority.

19. **Rules of Debate**

19.1 **Motions and amendments to be reduced to writing and seconded**

- (1) A Motion or Amendment shall not be discussed unless it has been proposed and seconded and, unless notice has already been given in accordance with Standing Order 16.1, it shall, if required by the Chairperson presiding, be put into writing and handed to the Chairperson presiding before it is further discussed or put to the meeting.
- (2) A Member when seconding a motion or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.

19.2 **Alternation of motion**

- (1) A Member may alter a motion of which they have given notice as proposed with the consent of the meeting. The meeting's consent will be signified without discussion.
- (2) A Member may alter a motion which they have moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (3) Only alterations which could be made as an amendment may be made.

19.3 **Withdrawal of motion**

- (1) A Member may withdraw a motion of which they have given notice under Standing Order 16.1 at any time after the meeting has commenced provided that they have not moved the motion or spoken on it and has the consent of the meeting. The meeting's consent will be signified without discussion.
- (2) A member may withdraw any other motions which they have moved with the consent of both the meeting and seconder. The meeting's consent will be signified without discussion.
- (3) No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

19.4 **Mode of address and dress code**

The established mode of address is to stand (if able to do so) and address the Council's Chairperson. While a Member is speaking, the other Members

shall remain seated unless rising to a point of order or in personal explanation. A Member shall direct their speech to the question under discussion or to a personal explanation or to a point of order.

For meetings of full Council, the dress code shall be business attire.

19.5 Precedence in speaking

Whenever two or more Members rise together to speak, the Chairperson shall decide who has precedence.

19.6 Place of Member speaking

A Member when addressing the Chairperson shall stand in the place allocated to them in the Council Chamber.

19.7 Member called to order

If any Member, while speaking, be called to order, they shall resume their seat and shall not again address the Council until the Chairperson has disposed of the question of order.

19.8 Definition of point of order

A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or provision and the way in which they consider it has been broken.

19.9 Member may raise a point of order

A Member may raise a point of order and shall be entitled to be heard immediately.

19.10 Ruling of Chairperson on point of order

The ruling of the Chairperson on a point of order shall not be open to discussion.

19.11 Member to speak to motion

A Member who speaks shall direct their speech strictly to the motion under discussion, or an amendment thereof.

19.12 Member shall not speak more than once

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:

- a) to speak once on an amendment moved by another Member;
- b) if the motion has been amended since they last spoke, to move a further amendment;

- c) if their first speech was on an amendment moved by another Member to speak on the main issue whether or not the amendment on which they spoke was carried;
- d) in the exercise of a right to reply given by Standing Order 19.19;
- e) on a point of order.

19.13 Duration of speeches

Except with the permission of the Council, a Member, in introducing a motion, shall not speak for more than ten minutes and in replying, for more than five minutes. Other Members shall not speak for more than five minutes.

19.14 Addressing the Council

The Council during its sitting, shall not, unless with the consent of the Council, be addressed by any person who is not a Member of the Council.

19.15 Only one motion / amendment may be moved and discussed at a time

- (1) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of
- (2) If an amendment is not carried, other amendments to the original motion may be moved.
- (3) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

19.16 When a motion is under debate no other motion shall be moved

When a motion is under debate no other motion shall be moved except the following:

- a) to amend the motion;
- b) to adjourn the meeting;
- c) to adjourn the debate;
- d) to proceed to the next business;
- e) that the question be now put;
- f) that a Member be not further heard;
- g) by the Chairperson under Standing Order 23.4, that a Member do leave the meeting.

19.17 Chairperson rising during debate

Whenever the Chairperson rises or otherwise calls the meeting to order during a debate, a Member then speaking shall cease and the Council shall be silent.

19.18 Chairperson not to receive motion for direct negative

The Chairperson shall not receive a motion for a direct negative to a question but, on the conclusion of the debate, the question shall be put and resolved in the affirmative or negative.

19.19 Mover's right of reply

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on their amendment.

20. Voting**20.1 Majority**

Subject to any statutory provisions to the contrary, any matter will be decided by a simple majority of those Members present including via remote attendance.

20.2 Chairperson's casting vote

If there are equal numbers of votes for and against, the Chairperson will have a second or casting vote.

20.3 Qualified majority

[The specification of decisions which are required to be taken by a qualified majority is a statutory requirement on a Council under Section 40(1) of the 2014 Act]

A qualified majority shall be required in relation to the Council's decision on:

- (a) the adoption of executive arrangements or prescribed arrangements as the Council's Form of Governance (Section 19 of the 2014 Act) **[mandatory];**
- (b) the adoption of paragraph 3(2) of Schedule 1 to the 2014 Act as the method to be adopted for filling positions of responsibility **[mandatory];**
- (c) the adoption of Part 2 of Schedule 1 to the 2014 Act as the method for filling positions of responsibility **[mandatory];**
- (d) the adoption of paragraph 3(3) of Schedule 2 to the 2014 Act as the method to be adopted for appointing Councillors to Committees **[mandatory];**
- (e) the suspension of Standing Orders, other than Standing Orders 20.3, 21, 22 and 23, which cannot be suspended.

20.4 Recorded vote

Where the outcome of a vote is not unanimous a recorded vote will be taken. The names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

21. **'Call-In' Process**

[The specification of provision for the reconsideration of a decision is a statutory requirement under Section 41(1) of the 2014 Act, as is the specification of a requirement to obtain the opinion of a practicing barrister or solicitor (Section 41(2))]

21.1 Decisions subject to call-in

- (1) The following decisions may be subject to call-in in such manner as is specified in these Standing Orders
 - (a) a decision of the Council;
 - (b) a decision of the executive;
 - (c) an executive decision taken under joint arrangements in accordance with Section 26 of the 2014 Act;
 - (d) a key decision taken by an officer or officers of the Council;
 - (e) a decision taken by a Committee under delegated authority in accordance with Section 7 of the 2014 Act;
 - (f) a decision taken by a Committee to make a recommendation for ratification by the Council; and
 - (g) a decision of the Planning Committee.

The following decisions shall not be subject to call-in:

- (a) a decision which is deemed to be a case of special urgency in accordance with regulation 24 of the 2014 Executive Arrangements Regulations;
 - (b) a decision where an unreasonable delay could be prejudicial to the Council's or the public's interests;
 - (c) a decision taken by an officer or officers which is not a key decision;
 - (d) a decision by the executive which serves only to note a report from or the actions of an officer or officers;
 - (e) a decision which is required to be taken by a special resolution.
- (3) No decision shall be subject to call-in more than once for each of the reasons specified in Section 41(1) of the 2014 Act.

21.2 Call-in procedure

- (1) A call-in must be submitted in writing to the Clerk by 10am on the fifth working day following:
 - (a) in the case of a decision of the Council, the date of the Council meeting at which the decision was taken; and

- (b) in the case of a decision of a committee, the date on which the decision to which the call-in related was published.
- (2) If a call-in is received after the relevant period specified in paragraph (1), it must be deemed inadmissible.
- (3) A call-in shall:
 - (a) specify the reasons why a decision should be reconsidered; and
 - (b) subject to sub-paragraph (6) of this standing order, be deemed to be inadmissible if the reasons are not specified.
- (4) In the case of a call-in submitted under Section 41(1)(b) of the 2014 Act, Members must state in the reasons specified under sub-paragraph 3 (a) of this Standing Order:
 - (a) the community that would be affected by the decision; and
 - (b) the nature and extent of the disproportionate adverse impact.
- (5) Within one working day of receipt of a call-in, the Clerk must confirm that:
 - (a) it has the support of 15 per cent of the Members of the Council; and
 - (b) the reasons for the call-in have been specified.
- (6) Where the reasons have not been specified on the requisition the Clerk must notify the Members making the requisition that it must be considered inadmissible if reasons are not specified in writing within the specified period.
- (7) Within one working day of receipt of an admissible call-in submitted under Section 41(1)(b) of the 2014 Act, the Clerk must seek the opinion of a practicing solicitor or barrister in accordance with Section 41(2) of the 2014 Act.
- (8) When the legal opinion obtained in accordance with Section 41(2) of the 2014 Act is received the Clerk must:
 - (a) Furnish the opinion to Members; and
 - (b) Include the decision on the agenda for the next available meeting of the Council.

21.3 The call-in process: Committee arrangements

- (1) For the purpose of reconsideration of a decision pursuant to a call-in the minutes of a Committee which record a decision -
 - (a) taken under delegated authority; or
 - (b) for ratification by the Council
 must be published within two working days of the conclusion of the meetings. That date of publication must be regarded as the date of publication for the purposes of a call-in.

- (2) If a call-in is not received by the deadline specified in paragraph 21(2) of this Standing Order, the decision specified in -
 - (a) paragraph (1)(a) of this Standing Order must be implemented; or
 - (b) paragraph (1)(b) of this Standing Order must be tabled for ratification by the Council.
 - (3) The tabling for ratification of a decision to which paragraph (1)(b) of this Standing Order, or the implementation of a decision to which paragraph (1)(a) must be postponed until the decision has been reconsidered. The decision maker may rescind the decision at any time prior to the decision being reconsidered.
 - (4) If a call-in is made in accordance with Standing Order 21.2, paragraph 3 and Section 41(1)(a) of the 2014 Act, the Council must appoint an ad hoc Committee of the Council, the membership of which will be -
 - (a) the Chairpersons of all Committees of the Council; and
 - (b) the Deputy Chairpersons of all Committees of the Council to consider the process adopted by the decision-making committee.
 - (5) The Chairperson and Deputy Chairperson of the Committee which was responsible for the decision which is the subject of the call-in must not have voting rights at a meeting of the Committee appointed in accordance with sub-paragraph (4).
 - (6) The members of the ad hoc committee who are present shall choose a Member to preside at the meeting.
 - (7) The Members who submitted the call-in, or a Member on their behalf, must be invited to attend the meeting at which the decision subject to the call-in is considered and may, upon the request of the Chairperson, address the meeting, but must not have voting rights unless they are members of the ad hoc committee.
 - (8) A Committee appointed in accordance with sub-paragraph (4) of this Standing Order may -
 - (a) refer the decision back to the decision maker;
 - (b) in the case of a decision taken under delegated authority, support the decision; or
 - (c) in the case of a decision for ratification by the Council, refer this decision to the Council.
 - (9) Where a decision has been supported in accordance with sub-paragraph (8) of this Standing Order, that decision must -
 - (a) be approved;
 - (b) be inserted in the Register of Decisions; and
 - (c) become operative from the date of the meeting at which the Committee appointed in accordance with sub-

paragraph (4) of this Standing Order confirmed support for the decision.

21.4 The call-in process: Council decisions

- (1) If a call-in is not received within the period specified in Standing Order 21.2 paragraph (1) in respect of a decision, that decision may be implemented after that period expires.
- (2) The implementation of a decision must be postponed until the decision has been reconsidered.
- (3) The Clerk must place a call-in on the agenda for the next Meeting of the Council.

22. **Positions of Responsibility etc. – Time Limits**

[The specification of the period within which the nominating officer of a political party should exercise the powers conferred by paragraphs 2(1), 4(1) and 6(1), and for the person nominated to take up the position of responsibility is a statutory requirement under Schedule 1 to the 2014 Act]

- (1) Subject to paragraph (2) of this Standing Order, in relation to positions of responsibility selected in accordance with paragraphs 2(1) and 2(2) or paragraph 4(1) or paragraphs 6(1) and 6(2) of Schedule 1 to the 2014 Act, the period specified for -
 - (a) the nominating officer to select a position of responsibility and the term for which it must be held; and
 - (b) the person nominated to accept the selected position is 15 minutes.
- (2) An extension to the period specified in sub-paragraph (1) of this Standing Order may be granted subject to the approval of the Council. Such an extension may be requested by -
 - (a) the nominating officer;
 - (b) the person nominated to hold the selected position; or
 - (c) another Member.

23. **Appointment of More than One Committee**

[The specification of the application of paragraphs 2 to 4 of Schedule 2 to the 2014 Act in the circumstances where a Council decides to appoint more than one committee is a statutory requirement]

- (1) Where the Council appoints more than one committee at the same meeting in accordance with paragraph 5 of Schedule 2 to the 2014 Act, for the purposes of determining the number of places that must be allocated across the parties and independent members of the Council, it must agree -
 - (a) the number of Committees to be appointed; and
 - (b) the number of Councillors that shall constitute the membership of each Committee.
- (2) The total number of places to which a nominating officer of a party may nominate Members who stood in the name of that party when elected must

be calculated in accordance with paragraphs 2 to 4 of Schedule 2 of the 2014 Act and any resolution of the Council made thereunder.

- (3) A nominating officer's function under paragraph 2(1)(b) of Schedule 2 of the 2014 Act shall be exercised in such manner as to ensure that -
 - (a) all members of a Committee are not nominated by the same nominating officer;
 - (b) a nominating officer of a party may nominate Members who stood in the name of that party to fill the majority of places on a Committee, if the majority of Members stood in the name of that party; and
 - (c) subject to (a) and (b), the number of Members nominated by each nominating officer of a party, in so far as is reasonably practicable, bear the same proportion to the number of places on that committee as is borne by the number of Members who stood in the name of that party.
- (4) Nominations made in accordance with sub-paragraph (3) of the Standing Order shall take into account any positions of responsibility on a Committee held by a Member who stood in the name of a party.

24. **Rescission of a Preceding Resolution**

- (1) No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed by a Member unless the notice thereof given in pursuance of Standing Order 2 bears the names of at least 15% of the Members of the Council.
- (2) When any such motion or amendment has been disposed of by the Council, it shall not be open to any Member to propose a similar motion within a further period of six months.
- (3) This Standing Order shall not apply to motions moved in pursuance of a recommendation of a Committee [or a Call-in].

25. **Members Conduct**

25.1 **Standing to speak**

When a Member present in the chamber speaks at the Council they must stand (if able to do so) and address the meeting through the Chairperson. If more than one Member stands, the Chairperson will ask one to speak and the others must sit.

25.2 **Chairperson standing**

When the Chairperson stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

25.3 Member not to be heard further

If at a meeting any Member of the Council, misconducts himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively or by willfully obstructing the business of the Council, the Chairperson or any other Member may move “that the Member named be not further heard”. The motion, if seconded, shall be put and determined without discussion.

25.4 Member to leave the meeting

If the Member named continues to behave improperly after such a motion is carried, the Chairperson or any other Member may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

Where a Member is required to leave a meeting, the means of remote access is to be severed in order to ensure that they are removed from all discussion.

25.5 General disturbance

When the Chairperson is of the opinion that the due and orderly dispatch of business is impossible, they in addition to any other powers vested in them may, without question put, adjourn the meeting of the Council for such period as they in their discretion shall consider expedient.

26. Disturbance by the Public**26.1 Removal of member of the public**

If a member of the public interrupts proceedings, the Chairperson will warn the person concerned. If they continue to interrupt, the Chairperson will order their removal from the meeting.

26.2 Clearance of part of a meeting

If there is a general disturbance in any part of the meeting open to the public, the Chairperson may call for that part to be cleared.

27. Suspension and Amendment of Standing Orders**27.1 Suspension**

A Member may move a motion for the suspension of one or more of these Council Standing Orders. A motion under this Standing Order shall require the support of a qualified majority vote within the meaning of Section 40 of the 2014 Act. Suspension can only be for the duration of the meeting. The minutes of the meeting must record the reason for the suspension. Mandatory Standing Orders may not be suspended by a Council.

27.2 **Amendment**

Any motion to, add to, vary or revoke these Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

28. **Interpretation of Standing Orders**

The ruling of the Chairperson as to the interpretation, construction or application of any of these Standing Orders or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.

29. **Committees**

29.1 **Council in Committee**

The Council may at any meeting resolve itself into Committee for the purpose of transacting any business on the agenda for that meeting subject to the provisions of 10 above.

The Council in Committee shall not consider any matter not referred to it by the resolution resolving the Council into Committee. In exceptional circumstances where it is deemed necessary to consider a matter not included in the terms of reference, the Council shall be resumed, and the Chairperson may ask leave of the Council to take up the consideration in Committee of such additional matters as may be deemed desirable.

The Council in Committee shall not have power to adjourn its own sittings, or to adjourn a debate to a future sitting but, if the business referred to it be not transacted, the Council may be resumed and the Chairperson may move that the Council be again put into Committee on a future day. If the Council in Committee shall have transacted part of the business referred to it, without being able to reach a decision on all the business referred to it, the Chairperson may, with leave of the Committee, report progress, and ask the Council for permission to sit again.

While the Council is in Committee, a motion may be made at the conclusion of any speech "That the Chairperson do leave the Chair" or "That the Chairperson do report progress". The former resolution, if carried, shall supersede the business of the Committee and when the Council shall be resumed, no report shall be made by the Chairperson.

If the Chairperson be directed to report the resolutions or other proceedings of the Committee, the Council shall be resumed and the report having been received without question put, a motion for its adoption shall be moved, which motion shall be put without debate.

29.2 Appointment of Committees

The Mayor and Deputy Mayor of the Council shall be ex officio members of every Committee appointed by the Council (except Planning Committee)

The following Committees shall be Standing Committees of the Council and shall consist of the number of Members (exclusive of the Mayor and Deputy Mayor) specified opposite each Committee:

Corporate Services Committee	15 Members (plus 2 ex-officio Members)
Environment & Sustainability Committee	15 Members (plus 2 ex-officio Members)
Communities & Wellbeing Committee	15 Members (plus 2 ex-officio Members)
Regeneration & Growth Committee	15 Members (plus 2 ex-officio Members)
Governance and Audit Committee	15 Members (plus 2 ex-officio Members)
Planning Committee	11 Members

29.3 Quorum at Committees

Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless at least one-third of the whole number of the Committee is present. In the case of Planning Committee, business shall not be transacted unless at least one-half of the whole number of the Committee is present.

29.4 Notice of and summoning of Committee Meetings

The Notice and Summons of a Committee meeting shall be in accordance with 4 above.

29.5 Order of Business

The order of business at every Committee meeting shall be as follows:

- a) Apologies;
- b) Confirmation of the minutes of the last stated meeting and of all adjourned meetings and special meetings held since the last meeting;
- c) Declaration of Members' Interests (Member must withdraw from meeting during discussion of item);
- d) Reports of Officers;
- e) Presentations and deputations;
- f) Any Other Business.

29.6 Day and hour of Committee Meetings

Committees will be held on a monthly basis (except for July and August) as outlined below:

*Planning Committee	- 1 st Monday in every month
Communities & Wellbeing Committee	- 1 st Tuesday of every month
Environment & Sustainability Committee	- 1 st Wednesday of every month
Regeneration & Growth Committee	- 1 st Thursday of every month
Governance and Audit Committee	- Quarterly on the 2 nd Thursday of the relevant month
Corporate Services Committee	- 2 nd Wednesday of every month

*Planning Committee meetings will be held every month including July and August.

In addition each Committee shall, from time to time, fix additional meetings at a day and hour to be notified to Council and also may vary the date and time of the scheduled meeting for the efficient conduct of business.

29.7 Special Meetings of Committees

The Chairperson of a Committee or the Mayor may call a Special Meeting of a Committee at any time. Subject to any statutory provision in that behalf, a Special Meeting shall also be called on the requisition of not less than three members of the Committee, delivered in writing to the Clerk to the Committee concerned. The summons to the Special Meeting shall set out the business to be considered thereat, and no business other than that set out in the summons shall be considered at that meeting.

29.8 Reports of Committees

A Standing Committee shall report to the meeting of the Council immediately following the meeting of such Standing Committee.

29.9 Adoption of Minutes of Standing Committees and Special Committees

The minutes of proceedings at a meeting of a Standing Committee or Special Committee shall be circulated with the notice convening the appropriate meeting of the Council.

29.10 Voting in Committee

Voting at a meeting of a Committee or Sub-Committee shall be by the same method as decided at Council meetings.

29.11 **Standing Orders of Committees**

All Standing Orders of the Council shall, with necessary modification apply to Committee and Sub-Committee meetings.

29.12 **Duties of Standing Committees**

The Standing Committees shall have charge of and be responsible to the Council for the several matters hereinafter respectively described as far as the same come within the jurisdiction of the Council, and such other matters within the jurisdiction of the Council as shall arise from time to time and shall not have been specifically entrusted to a particular Committee, and shall give effect to the several Statutes, Orders and Regulations governing said matters as the same are hereinafter set forth and all other Statutes, Orders and Regulations relating thereto and hereafter for the time being in force and shall superintend and control the several departments necessary for the carrying out of said matters, that is to say -

Corporate Services Committee

The purpose of the Corporate Services Committee is to set the strategic direction of the Council through the Corporate Plan and oversee all aspects of financial management and the effective use of all Council resources.

Environment & Sustainability Committee

The purpose of the Environment and Sustainability Committee is to set strategic direction for the Council in relation to all matters pertaining to the Environmental Services function.

Communities & Wellbeing Committee

The purpose of the Communities and Wellbeing Committee is to set the strategic direction for the Council in enhancing the health and wellbeing of communities, by way of policies, initiatives and programmes and the effective use of Council resources.

Planning Committee

The purpose of the Planning Committee is to hear evidence from officers, supporters and objectors to development proposals in line with the attached Protocol for the Operation of the Lisburn & Castlereagh Planning Committee. In addition, the committee should have regard for planning precedents and appeals against their decisions. A key aspect of the committee is to continue to keep under review, and scrutinise performance of, the development management function within this Council area.

Regeneration & Growth Committee

The purpose of the Regeneration and Growth Committee is to lead on programmes and initiatives that support the Corporate and Community Plan objectives by giving due consideration to matters pertaining to regeneration,

economic stimulus, Council's estate and prosperity growth within the Council area.

Governance and Audit Committee

The purpose of the Governance & Audit Committee is to provide independent assurance of the adequacy of all aspects of the risk management framework and the internal control environment. It provides independent review of Lisburn & Castlereagh City Council's governance, performance management, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

In addition to the above a Terms of Reference for each Committee is appended to this document.

29.13 Format of Planning Committee Meetings

In accordance with any statutory requirements and best practice, the Planning Committee will develop a protocol for the effective and efficient conduct of Committee Business.

29.14 Chairperson Responsible

The Chairperson of each Committee shall be responsible to the Council for the general direction of the business entrusted to their Committee, and they shall take charge of, or in their absence arrange for, the moving of the adoption of the Report of their Committee at the meeting of the Council to which it is submitted.

29.15 Sub-Committees

Each Standing Committee may appoint Sub-Committees for specific purposes. A Sub-Committee shall meet as often as necessary for the transaction of the business for which it was appointed. The Report of the Sub-Committee shall, whether appointed under this Standing Order or otherwise, be submitted to the parent Committee for confirmation prior to being brought before the Council.

29.16 Attendance at Committees and Sub-Committees

Every Member of the Council may attend meetings of any Committee or Sub-Committee and, subject to permission of the Chairperson of the Committee or Sub-Committee, shall be heard on any matter, but they shall not, unless they are a Member of the Committee or Sub-Committee, vote in any division or propose any resolution or amendment.

29.17 Policing and Community Safety Partnership

Under Schedule 13 (3) of the Justice (Northern Ireland) Act 2011, the Council shall exercise its power to appoint 10 political Members of the PCSP

so as to ensure that, so far as practicable, the political Members reflect the balance of parties prevailing among the Members of the Council immediately after the last Local General Election. In accordance with Section 10 (1) (a) of the Act, the Council shall appoint a Chairperson from among the political members. In appointing to the office of Chair, the Council shall ensure that, so far as practicable:

- a person is appointed to that office for a term of 12 months at a time or, for a period ending with the reconstitution date next following that person's appointment;
- that the office is held in turn by each of the four largest parties represented on the Council immediately after the last Local General Election.

30. **Seal**

30.1 **Custody of Seal**

The Common Seal of the Council shall be kept in a safe place secured by a lock, the keys of which shall be in the custody of the Chief Executive of the Council or a deputy authorised by them for the purpose.

30.2 **Sealing of Documents**

The Common Seal of the Council shall not be affixed to any document unless the sealing has been authorised by a resolution of the Council or of the Corporate Services Committee to which the Council have delegated their powers in this behalf, but a resolution of the Council authorising the acceptance of any tender, the purchase, sale, letting or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any rate or contract, or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.

30.3 **Attesting Seal**

Every instrument to which the seal of the Council is affixed shall be signed by a Member of the Council and by the Chief Executive or some other person appointed by the Council for the purpose.

30.4 **Record of documents sealed to be kept**

An entry of the sealing of every deed and other document to which the Corporate Seal shall have been affixed shall be made in the minutes of the Meeting of the Council at which the affixing of the Seal took place.



**Lisburn &
Castlereagh
City Council**

Appendix A

Access To Council & Committee Meetings, Agenda, Reports, Minutes & Recordings – Protocol

Version Control

Version	Date	Author / Amendments	Status
5.0	28 May 2015	C Connolly	Agreed (G & A 12.05.15)
6.0	04 February 2016	A McCann	Agreed
7.0	12 December 2019	A McCann	Agreed
8.0	08 February 2023	C Adamson	Agreed
9.0	27 August 2024	C Adamson	Agreed

Introduction

This protocol has been developed in accordance with the provisions in Part 8 (Access to Meetings and Documents) of the Local Government Act (Northern Ireland) 2014, the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 and the Council's Standing Orders.

With the exception of the provision relating to audio recordings, this applies to all meetings of the Council and Committees which are open to the public.

Summary of Provisions of the Legislation and Associated Actions

(1) Open Meetings

All meetings of the Council (and Committees) are open to the public except to the extent to which they are excluded (either during the whole or part of proceedings). They can only be excluded in accordance with Part 8 42 (2) of the Local Government Act (NI) 2014:-

- The public must be excluded from a meeting of Council during an item of business whenever it is likely, in the view of the nature of business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence; and nothing in this Part authorises or requires the disclosure of confidential information in breach of the obligation of confidence.

The legislation provides a definition of confidential business (Part 8 42 (3) Schedule 6 and exempt information (Section 51)).

(2) "In Committee"

Where an item is deemed confidential, then this will be dealt with "In Committee" and the members of the public and, if appropriate, the relevant officers, will be asked to leave. This must be done by resolution of the committee with the Chairperson identifying the following:

- what proceedings or part thereof will be dealt with "In Committee" and also
- the description of the exempt information giving rise to the exclusion of the public.

Please see Schedule 6 Part 1 of the Act, attached under separate cover, for definition of what constitutes exempt information.

The agenda for meetings should include further information on confidential matters which gives rise to the exclusion of the public e.g. "Report from HR Business Partner on HR Matters"

Action – In preparing reports, the Chief Executive and Directors should ensure that items being dealt with 'In Committee' are separate from the main report, and the agenda provides appropriate information on what is being discussed in Committee.

At the meeting, the Chief Executive / Director should advise the Chairperson of the requirement to get a proposer and seconder to both go and come out of "In Committee" and for the Chairperson to give the description of the exempt information giving rise to the exclusion of the public.

(3) Notice of Meeting and Agenda

These are required to be published on the Council website five days in advance of the meeting or if called later, as soon as possible in advance of the meeting. This is also a requirement under Standing Orders.

Action – Members' Services will publish the agenda on the Council website. In addition, the Schedule of Meetings, on a quarterly basis, will be placed on Council website.

Note: - In order to comply with the above, for Committees where Members' Services currently draft reports (G&A and Corporate Services), all relevant information should be with Members' Services by close of play on the Monday of the week prior to the meeting. In relation to the Planning Committee report, which is issued seven days prior to the meeting, the report should be with Members' Services at latest by 9am, seven days prior to the meeting taking place.

For all other Committees, all relevant information should be with Members' Services by close of play on Tuesday.

Note:- For all tabled and additional reports for Council/Committee, the relevant Director should have the prior approval of the Mayor/Chairperson.

Note:- Special meetings of Committee and Council should only be held in exceptional circumstances such as to deal with timebound funding and contractual issues which cannot wait to next Council or Committee meeting.

(4) Access to reports

Reports are required to be available for inspection (excluding confidential items) by members of the public at least five days before the meeting or as it becomes available. Members should be sent the reports in the first instance and then made available to the public.

Action – Reports will be published on the Council website.

- (i) At the meeting a reasonable number of copies of the agenda and reports, subject to exclusion of any item deemed confidential, must be made available for inspection by members of the public in attendance.
- (ii) Hard copies of reports will be provided by Members' Services for the Chairperson of Committee, (Mayor for Council meetings).
- (iii) Hard copies of the Planning Committee reports will be circulated to Members of the Planning Committee where requested.

Agreed –

- that agenda and reports for all meetings (excluding confidential items) will be placed on the Councils Website at least five days prior to the meeting or as soon as they become available

(5) Minutes

Draft minutes are required to be published within 5 days of the meeting.

Action – Members’ Services will produce the draft minute and following approval by Chief Executive / Director and then Chairperson of Committee, will place these in the relevant committee folder in Decision Time and email Members to advise of this.

The legislation requires that a Council “as soon as is reasonably practicable” place on its website a copy of the minutes.

Action - After the minutes of a meeting have been agreed (i.e ratified by Council), the Members’ Services Unit will publish them on the Council website.

(6) Audio Recordings and Webcast

The legislation requires a Council to make an audio recording of any meeting of the Council which is open to the public. The recording must be made available at the Council offices for a period of six years from the date of the meeting and published on the Council website for two years.

Whilst this only applies to the monthly meeting of Council it was agreed in October 2022 to provide the following:

- Audio recordings of standing committee meetings;
- Livestream of Council Meetings;
- Webcast recordings of Council meetings.

Audio recordings of standing committee meetings

- Where an item is deemed to be confidential and considered “In Committee” the recording will be paused.
- Audio recordings will be uploaded to the Council website within two days following ratification of minutes at the monthly Council Meeting.
- Audio recordings will be available on the Council website for a period of two years and available at the Council offices for a period of six years.

Livestream and webcast recordings of Council meetings

- Council meetings will be livestreamed through the Council’s website.
- Where an item is deemed confidential and considered “In Committee” the broadcast and recording will be paused.
- A webcast recording will be published on the Council website following approval of the minutes by the Mayor and Chief Executive.

- Webcast recordings will be available on the Council website for a period of two years and available at the Council offices for a period of six years.

Action – Facilities Management will arrange for a technician to be in attendance at monthly meetings of Council to facilitate the livestream and record these meetings (excluding any items deemed confidential and “In Committee”). After the meeting Member Services will check the recording to ensure that any item “In Committee” has not been recorded and that the audio quality is adequate. Dependent on the items discussed at the meeting, the Chief Executive or relevant Director may also be asked to review this. Members’ Services will then forward to Corporate Communications a copy of the linked recording and this will be posted on the website.

Local Government Act (Northern Ireland) 2014

SCHEDULE 6

ACCESS TO INFORMATION : EXEMPT INFORMATION

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).
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.
5. Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the Council proposes -
 - (a) to give under any statutory provision a notice by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any statutory provision.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Appendix B

LISBURN & CASTLEREAGH CITY COUNCIL**Governance & Audit Committee****Terms of Reference****1. Statement of Purpose**

The Governance & Audit Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Governance & Audit Committee is to provide independent assurance of the adequacy of all aspects of the risk management framework and the internal control environment. It provides independent review of Lisburn & Castlereagh City Council's governance, performance management, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

These Terms of Reference summarise the core functions of the Governance & Audit Committee.

2. Membership

The Governance & Audit Committee is appointed from, and reports to, full Council, it is comprised of 15 Members (plus 2 ex-officio Members) of the Council appointed by the Council, and one independent member. The Chair of the Committee will be rotated annually between members.

3. Meetings

The quorum for the Governance & Audit Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Governance & Audit Committee will meet at least four times a year and will normally be attended by the Chief Executive, the Head of Internal Audit and officers as required. A representative of the Northern Ireland Audit Office (NIAO) will also be invited to attend.

Other special meetings can be convened as deemed appropriate by the Chairperson in consultation with the appropriate Director/s.

4. Responsibilities

The Governance & Audit Committee has the following responsibilities:

Governance and Control

- Monitor and review Council's corporate governance arrangements including stewardship.
- Review the Annual Governance Statement.
- Agree and monitor governance related policies such as register of interests, whistleblowing and anti-fraud policies.
- Consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- Review the assessment of fraud risks and potential harm to the Council from fraud and corruption and monitor the Anti-Fraud and Corruption Policy Statement and Strategy.

Strategic & Corporate Risk Management

- Agree the Risk Management Policy and Strategy.
- Understand and challenge the risk management framework, and evaluate how well the arrangements are actively working in the Council.
- Review and challenge the adequacy and effectiveness of control processes in responding to risks within the Council's governance, operations, compliance and information services.

Internal Audit

- Agree the Internal Audit Charter and Strategy.
- Agree the appointment of external providers of internal audit services (following Council procurement).
- Agree the risk-based Internal Audit Plan, including Internal Audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources in addition to any significant changes.
- Review reports from Internal Audit on Internal Audit's performance during the year, including year end opinion and compliance with public sector internal audit standards.

External Audit

- Review the following reports from the external auditor, including but not limited to
 - Report to Those Charged with Governance
 - Performance Improvement report
- Comment on the scope and depth of external audit work and to ensure it gives value for money
- Advise and make recommendations on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial reporting

- Review the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from audit that need to be brought to the attention of the Council.

Performance

- Agree the Performance Improvement Plan.
- Monitor performance at Council and Directorate level against Corporate Plan KPI's including corporate, statutory and other targets, including but not limited to, Performance Improvement.

The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise.

5. Internal Working Groups

There are no internal working groups reporting to the Governance and Audit Committee. The Committee may agree to establish other working groups as required throughout the term.

Any matters relating to the operation of the Party Group Leaders Forum will sit with the Governance and Audit Committee.

Group	Meeting	Representation in Current Term	Term
Party Group Leaders Forum	June Council Meeting	1 representative from each political party with 3 or more members	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Governance and Audit Committee as required. Other external representation may be agreed as necessary throughout the term.

External Group	Meeting	Representation in Current Term	Term
NILGA’s Reform, Devolution and Improvement Network	June Council Meeting	1 position	4 years

Agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Corporate Services Committee

Terms of Reference

1. Statement of Purpose

The Corporate Services Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Corporate Services Committee is to set the strategic direction of the Council through the Corporate Plan and oversee all aspects of financial management and the effective use of all Council resources.

These Terms of Reference summarise the core functions of the Corporate Services Committee.

2. Membership

The Corporate Services Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Corporate Services Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Corporate Services Committee will meet, typically the second Wednesday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chairperson in consultation with the appropriate Director/s.

4. Responsibilities

The Corporate Services Committee has the following responsibilities:

Finance

- Approve and monitor the Council's financial strategy and all matters relating to its implementation, including all revenue and capital financing, budgets and setting of the District rates.
- Monitor and review financial performance, including but not limited to:

- Management accounts (generally quarterly)
 - Repairs & Renewals reports
 - Bad Debts
 - Reserves
- Agree and review Council's financial policies.

Human Resources and Organisational Development

- Agree and monitor strategic direction of Human Resources including but not limited to:
 - organisational design/structures
 - policy development
 - Chief Executive and Chief Officer acquisition
 - payroll and pensions
 - attendance management
 - relevant Industrial Relations
 - workforce statistics
 - capacity building
 - Elected Member Professional Development requests
- Agree and monitor compliance with equality obligations across the Council.

Efficiency Review

- Agree the outcomes from the Efficiency Review Steering Group in line with delegated responsibilities.

Capital Programme

- Review and agree the priority projects for inclusion in the Capital Programme from the ideas captured list.
- Agree and monitor the capital programme approach including overall affordability limits and change control at programme level.
- Approve and monitor overall capital finance strategy for the Council in line with the prudential guidelines.
- Review Post Project Evaluations at programme level including assessment of new and emerging financial and other risks.
 - Agree policies and procedures connected with the delivery of the Council's Capital Programme, eg frameworks, approach to risk etc.

Procurement and Contract Management

- Agree and monitor Procurement Strategy.
- Note or agree procurement / tender outcomes (retrospective) and related contract management matters at Council level including all STA's in line with policy.

Members will note that the Accounting Manual / Scheme of Delegation will require updating but it would be anticipated that changes would include:

- **Officers ability to appoint suppliers where certain conditions have been meet (eg MEAT criteria applied, lowest or only tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender).**

Commercial & Innovation

- Agree and review IT Strategy and future Digitisation programme

Governance

- Agree the Corporate Plan.
- Agree Council Constitution including Standing Orders, Scheme of Delegation and Scheme of Allowances.
- Agree civic ceremonial events programme and attendance at related engagements.
- Agree and monitor Customer care related policies.
- Agree and monitor corporate communications strategy and policies.
- Monitor Information Governance.

Budget Oversight

Approve and monitor annual service budgets for Corporate Services Directorate, Human Resources Directorate and Chief Executive's Office as part of the rates setting process.

Other

- Agree business cases and investment decisions in line with the capital governance process for Finance and Corporate Services Directorate, Organisation Development and Innovation Directorate and Chief Executive's Office.
- Agree relevant Service Level Agreements/ Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation
 - Consultation directly affects the Local Government District or its residents
 - Consultation relates to an area for which the Council is legally competent.

5. Internal Working Groups

The internal working groups in the table below report to the Corporate Services Committee. The Committee may agree to establish other working groups as required throughout the term.

Working Group	AGM / First Home Committee	Number of Positions	Term
Efficiency Review Steering Group	First home committee meeting of Corporate Services Committee	2 representatives from larger parties and one from smaller parties	4 years
Elected Members' Development Steering Group	First home committee meeting of Corporate Services Committee	1 representative from each political party at point of election	4 years
Chief Executive Appraisal	First home committee meeting of Corporate Services Committee	1 representative from each political party (of 2 or more Elected Members) with largest party rep acting as Chair	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Corporate Services Committee as required. Other external representation may be agreed as necessary throughout the term

External Group	AGM / First Home Committee	Representation in Current Term	Term
National Association of Councillors	Annual Meeting of Council	8 positions	4 years
Northern Ireland Local Government Association	Annual Meeting of Council	8 positions	
Diversity Champion	June Council	1 position	4 years
Knockagh Monument Joint Committee	June Council	2 positions	4 years
NILGA's Regional Elected Member Development Working Group	June Council	1 position	4 years
Somme Advisory Council	June Council	2 positions	4 years

Agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Communities & Wellbeing Committee

Terms of Reference

1. Statement of Purpose

The Communities and Wellbeing Committee is a key component of Lisburn and Castlereagh City Council's Corporate Governance Framework.

The purpose of the Communities and Wellbeing Committee is to set the strategic direction for the Council in enhancing the health and wellbeing of communities, by way of policies, initiatives and programmes and the effective use of Council resources.

These Terms of Reference summarise the core functions of the Communities and Wellbeing Committee.

2. Membership

The Communities and Wellbeing Committee is appointed from and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Communities and Wellbeing Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Communities and Wellbeing Committee will meet, typically, the second Tuesday of each month (except in July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chairperson in consultation with appropriate Director/s.

4. Responsibilities

The Communities and Wellbeing Committee has the following responsibilities:

Communities and Community Planning

- Agree the Council's functions in the development, implementation and review of the Community Plan and its associated Partnerships.

- Monitor the Council's community facilities and other designated amenities to develop and implement activities and initiatives to promote engagement and community wellbeing.
- Monitor the Community Support Plan including the provision of Advice Services.
- Agree and monitor policies, frameworks and partnerships that support community engagement and wellbeing initiatives.
- Agree and monitor the Council's events' calendar.
- Monitor the Council's Museum, Heritage and Arts services and initiatives.

Sports and Recreation Services

- Monitor the Council's leisure facilities and other designated amenities to develop and implement activities and initiatives to promote wellbeing and physical activity.
- Monitor sports development programmes and associated activities.
- Agree and monitor policies, frameworks and partnerships that support sport and wellbeing initiatives.

Parks and Amenities

- Agree and monitor policies, frameworks and partnerships related to parks, biodiversity, open spaces, sports pitches, golf course fairways and greens and countryside access.

Grant Aid and Financial Assistance

- Agree grant-aid awards frameworks and associated funds to promote community, sports and arts/cultural development.
- Agree and monitor major funding programmes, such as the Investment Programme, the Community Investment Fund and other external sources of funding.

Financial Oversight

- Approve the draft estimates of expenditure relevant for the Committee

Peace Programmes and Policing and Community Safety Partnership

- Agree and monitor strategies and action plans related to externally-funded programmes such as Good Relations, PCSP and Peace programmes.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process.
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement / tender outcomes and related contract management matters at Council level including all STAs in line with policy.

Members will note that the Accounting Manual / Scheme of Delegation will require updating but it would be anticipated that changes would include:

- ***Officers ability to appoint suppliers where certain conditions have been met (e.g. MEAT criteria applied, lowest or only tender in addition to tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender).***

Budget Oversight

Approve and monitor annual service budgets the Leisure and Community Wellbeing Directorate as part of the rates setting process.

Other

- Agree business cases for the Leisure and Community Wellbeing Directorate,
- Agree relevant Service Level Agreements/ Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation
 - Consultation directly affects the Local Government District or its residents
 - Consultation relates to an area for which the Council is legally competent

5. Internal Working Groups

There are currently no established internal working groups. The Committee may agree to establish Working Groups as required throughout the term.

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through the Community Wellbeing Directorate as required. Other external representation may be agreed as necessary throughout the term.

External Group	Meeting	Representation Current Term	Term
Age Friendly Champion	June Council Meeting	1 position	4 years
Engage with Age	June Council Meeting	1 position	4 years
Lagan Valley Regional Park	June Council Meeting	2 positions	4 years
Lagan Navigation Trust	June Council Meeting	1 position	4 years
Laurelhill Sports Zone	June Council Meeting	1 position	4 years

Lisburn & Castlereagh Housing Liaison Forum	June Council Meeting	9 positions	4 years
Sport Lisburn & Castlereagh	June Council Meeting	2 positions	4 years
Lisburn & Castlereagh Advice Services	June Council Meeting	2 positions (observers)	4 years
NILGA's NI Strategic Migration Partnership	June Council Meeting	1 position	4 years
Parenting Champions	June Council Meeting	3 positions	4 years
Peace Plus Partnership	June Council Meeting	13 positions	4 years
Reserve Forces Cadets (Veteran's Champion)	Annual Meeting of Council	1 position	4 years
Strategic Community Planning Partnership	June Council Meeting	4 positions	4 years
Ulster Grand Prix & Bike Week Steering Group	June Council Meeting	2 positions Mayor and Committee Chairperson	1 year – annual appointment

The Committee will agree, at the beginning of each new Council term, Members' attendance at events, arising from the Council's membership of the above outside bodies, taking place in Northern Ireland. The Council will be responsible for the payment of Members' authorised expenses for the duration of the Council mandate

The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise.

Date agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Regeneration and Growth Committee

Terms of Reference

1. Statement of Purpose

The Regeneration and Growth Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Regeneration and Growth Committee is to lead on programmes and initiatives that support the Corporate and Community Plan objectives by giving due consideration to matters pertaining to regeneration, economic stimulus, Council's estate and prosperity growth within the Council area.

These Terms of Reference summarise the core functions of the Regeneration and Growth Committee.

2. Membership

The Regeneration and Growth Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Regeneration and Growth Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Regeneration and Growth Committee will meet, typically on the first Thursday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers aligned to the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chairperson in consultation with the appropriate Director/s.

4. Responsibilities

The Regeneration and Growth Committee has the following responsibilities:

Place Shaping and Place Making

- Agree an Area Plan and associated planning policies.
- Develop, agree and monitor planning policies and frameworks that support

sound land and transport use as well as sustainable growth which contribute to and have regard for the corporate objectives and the regional frameworks.

- Review planning and scrutinise land use policy to deliver sustainable communities, and places to work, live and socialise.
- Monitor the Planning Development Management function performance and improvement including evolving policy requirements.

Economic Development and Regeneration

- Agree initiatives and programmes supporting economic stimulus and sustainable job growth opportunities.
- Agree the delivery of urban and rural regeneration programmes in line with available funding.
- Agree plans for promotion and encouraging progress in bringing forward key development sites in partnership with relevant stakeholders.
- Agree interventions to attract, at a local level, direct foreign investment.
- Agree the policies and plans to promote the strategic benefits of the Council area to maximise growth at national and international forums.

Assets

- Agree estates strategies as well as related policies and programmes.
- Agree acquisition and disposal of land and property assets including Community Asset Transfers, vesting and other matters.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement/tender outcomes and related contract management matters at Council level including all STA's in line with policy.

Members will note that the Accounting Manual/Scheme of Delegation will require updating but it would be anticipated that changes would include:

- **Officers ability to appoint suppliers where certain conditions have been met (eg MEAT criteria applied, lowest or only tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender)**

Budget Oversight

- Approve and monitor annual service budgets as part of the rates setting process.

Other

- Agree relevant Service Level Agreements / Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation;
 - Consultation directly affects the Local Government District or its residents;
 - Consultation relates to an area for which the Council is legally competent.
- Approval for the Director, in consultation with the Chairperson and Vice Chairperson, to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee. *Will require update to Scheme of Delegation*
- Approval for the Director to consider and approve grant aid up to £1,000 should requests be in line with existing policy and should sufficient funding be available within existing budgets.
- Agree annual discretionary fee setting and any potential waivers.

5. Internal Working Groups

The internal working groups in the table below report to the Regeneration and Growth Committee. The Committee may agree to establish other working groups as required throughout the term.

Working Group	AGM/Home Committee	Number of Positions	Term
Brokerstown Road (LD1) Sub Committee (Killultagh & Lisburn South DEAs)	Regeneration and Growth Committee	2 positions Chairperson and Vice-Chairperson of the day	1 year
Steering Group Coopers Mill/Millmount	Regeneration and Growth Committee	6 positions Castlereagh East DEA Members	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Regeneration and Growth Committee as required. Other external representation may be agreed as necessary throughout the term.

External Group	AGM/Home Committee	Representation within Current Term	Term
Lagan Navigation Trust	June Council Meeting	2 positions	4 years
Lagan Valley Regional Park	June Council Meeting	3 positions	4 years
Belfast-Dublin Eastern Economic Corridor	June Council Meeting	3 positions:	4 years

Belfast Region City Deal Engagement Forum	June Council Meeting	4 positions	4 years
Belfast Regional Tourism Partnership	June Council Meeting	2 positions	4 years
LDP Spatial Working Groups: a) Metropolitan Spatial Working Group b) Neighbouring Council Spatial Working Group	June Council Meeting	2 positions	1 year
NILGA Place Shaping & Infrastructure Policy & Learning Network	June Council Meeting	1 position	4 years

Agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Environment and Sustainability Committee

Terms of Reference

1. Statement of Purpose

The Environment and Sustainability Committee is a key component of Lisburn & Castlereagh City Council's corporate governance framework.

The purpose of the Environment and Sustainability Committee is to set strategic direction for the Council in relation to all matters pertaining to the Environmental Services function. These Terms of Reference summarise the core functions of the Environment and Sustainability Committee.

2. Membership

The Environment and Sustainability Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Environment and Sustainability Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Environment and Sustainability Committee will meet, typically the first Wednesday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chairperson in consultation with the appropriate Director/s.

4. Responsibilities

The Environment and Sustainability Committee has the following responsibilities:

Building Control and Sustainability

- Agree new street naming applications which do not meet agreed policy.
- Agree applications for a change to a street name or a second language.
- Agree and review Council's Policy in relation to the Building Control Service functions.

- Agree and review Council's Strategy and Policy in relation to Climate and Sustainability.

Environmental Health, Risk and Emergency Planning

- Approve the designation of an area for the purpose of street trading.
- Approve Entertainment Licences in premises outside the scheme of delegation.
- Agree and review Council's policy in relation to Enforcement & Regulatory Policy.
- Agree and review relevant Policies and Strategies including, but not limited to, Safeguarding, Cemeteries and Off Street Parking.
- Agree and review rules and regulations for Cemeteries.
- Agree and review the Council's Emergency Plan.

Waste Management and Operations

- Agree and review the implementation of the Council's Sub Regional Waste Management Plan and Policies.
- Agree and review the relevant Policies and Strategies including but not limited to Street Cleansing and Fleet.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process.
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement / tender outcomes and related contract management matters at Council level including all STA's in line with policy.

Budget Oversight

Approve and monitor annual service budgets for the Environmental Services Directorate as part of the rates setting process.

Other

- Agree business cases for Environmental Services Directorate.
- Agree relevant Service Level Agreements / Memoranda of Understanding.
- Agree annual discretionary fee setting and any potential waivers.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation;
 - Consultation directly affects the Local Government District or its residents;
 - Consultation relates to an area for which the Council is legally competent.
- Approval for the Director, in consultation with the Chairperson and Vice Chairperson, to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee.

5. Internal Working Groups

There are currently no established internal working groups. The Committee may agree to establish Working Groups as required throughout the term.

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Environment and Sustainability Committee as required. Other external representation may be agreed as necessary throughout the term.

External Body	AGM / First Home Committee or Council	Number of Positions	Term
Arc21	Annual Meeting of Council	3 positions	4 years
Drainage Council for Northern Ireland		1 position	4 years
Northern Ireland Local Government Partnership on Traveller Issues	June Council Meeting	1 position	1 year
Sustainable NI's All Party Group on Sustainable Development	June Council Meeting	2 positions	4 years

Agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Planning Committee

Terms of Reference

1. Statement of Purpose

The Planning Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework with the exception that it operates in a quasi-judicial manner with delegated authority for determining planning applications.

The purpose of the Planning Committee is to hear evidence from officers, supporters and objectors to development proposals in line with the attached Protocol for the Operation of the Lisburn and Castlereagh Planning Committee. In addition, the committee should have regard for planning precedents and appeals against their decisions. A key aspect of the committee is to continue to keep under review, and scrutinise performance of, the development management function within this Council area.

These Terms of Reference summarise the core functions of the Planning Committee.

2. Membership

The Planning Committee is appointed from the full Council who note the minutes of their determinations. It is comprised of 11 Elected Members, with no ex-officio Members, appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Planning Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present. In the case of Planning Committee, business shall not be transacted unless at least one-half of the whole number of the Committee is present."

The Planning Committee will meet, typically on the first Monday of each month, and will normally be attended by the appropriate Director and Head of Planning and Capital Development, and/or other authorised planning officers aligned to the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chairperson in consultation with the appropriate Director.

4. Responsibilities

The Planning Committee has the following delegated responsibilities as per the Protocol:

- Determine major planning applications

- Determine all applications made on behalf of the Council
- Determine all referred applications from the delegated planning list on the basis that the procedures set out within the attached Protocol are followed
- Hear pre determination submissions from applicants as required
- Determine applications referred by the Head of Planning and Capital Development
- Monitor and review overall performance of the planning function
- Monitor the number of enforcement notices and convictions pursued

Agreed by Council – March 2023



Remote Meetings Protocol



1.0 INTRODUCTION

On 24 June 2024 the Northern Ireland Assembly made new regulations, the Local Government (Remote Meetings) Regulations (Northern Ireland) 2024, which enables Councils to hold remote/hybrid meetings.

2.0 LEGISLATIVE CONTEXT

The Local Government (Remote Meetings) Regulations (Northern Ireland) 2024 requires councils to make provisions governing remote attendance at meetings which shall specify:

- the basis or process for considering whether (including who is to assess or decide whether) council meetings should or are to be held remotely;
- govern the arrangements for and conduct of such meetings whenever such meetings are to be held remotely; and
- regulate—
 - the public's access to such meetings, and
 - the availability to the public of documents pertaining to such meetings,
 - whenever such meetings are to be held remotely.

Lisburn & Castlereagh City Council agreed at its meeting of 27 August 2024 that all Council meetings including Committee and Sub Committee meetings will be open for Members to attend either remotely or in person.

3.0 PURPOSE

This Protocol provides practical guidance for Members who choose to attend meetings via remote access and should be read in conjunction with the revised Standing Orders adopted in August 2024.

4.0 REMOTE PLATFORMS

4.1 Participation in Meetings

Members attending meetings remotely can participate fully and are considered part of the quorum provided the conditions of remote meetings are met.

Those conditions are that the Member is able at that time:

- (a) To hear, and where practicable see, and be so heard and where practicable, be seen by the other Members in attendance;
- (b) To hear, and where practicable see, and so be heard and where practicable, be seen by any members of the public in attendance in order to exercise a right to speak at the meeting; and
- (c) To be so heard, and where practicable, be seen by any other members in public attendance.

4.2 Observation of Meetings

Council meetings must be open to the public as set out in the Local Government Act 2014. The Council will meet this statutory obligation by providing a public gallery in the Council Chamber. In addition to this, the Monthly Council meeting is livestreamed through the Council's website. A webcast recording of the Monthly Council Meeting along with audio recordings of all committee meetings are also published on the Council's website.

4.3 Remote Attendance by a member of the public with speaking rights

Any member of the public participating in the meeting remotely in exercise of their right to speak must meet the same criteria as Elected Members. Members of the public attending a meeting remotely must, when they are speaking be able to be heard by all other Members in attendance, and the remote participant must in turn, be able to hear those other Members participating and be so heard by any other members of the public attending the meeting. For such items of business, an invitation to participate in the remote technology will be sent out in advance. Once complete, they will be removed from the remote meeting.

5.0 PRACTICAL ARRANGEMENTS FOR THE REMOTE MEETING

5.1 Joining the meeting by remote access

The agenda for the meeting will advise of the start time of the meeting. Remote participants should access the meeting at least **10 minutes** before the start time.

5.2 Security

Anyone provided with access details to the meetings should ensure they are kept confidential and not shared with any other person. Unrecognised participants will not be admitted to the meeting.

5.3 The remote environment

The Monthly Council meeting will be livestreamed and viewed by the public (unless it is conducting confidential business). A Member attending will be using the camera and microphone on their electronic device. When attending a remote meeting, the Member should ensure that they can be heard, and where practicable be seen clearly. The Member should consider the background also captured by the camera and ensure it is appropriate to the meeting. The Member should take steps to ensure they will not be disturbed during the meeting as far as possible.

5.4 Officer Support to Remote/Hybrid Meetings

Remote/hybrid meetings will be attended by authorised Council Officers. The Member Services Officer will take the notes of the meeting and issue minutes in line with procedures contained in Standing Orders.

5.5 Attendance and Apologies at Remote/Hybrid Meetings

At the commencement of every remote/hybrid meeting the Chairperson will announce, for the purposes of the livestream and audio recording, any apologies submitted in advance. An opportunity will also be offered for any additional apologies to be noted, on behalf of a Member, by those in attendance.

5.6 Non-Attendance During at Remote/Hybrid Meetings

It may become necessary during a meeting for a Member to cease attending either in part or for the remainder of a meeting, which may be due to the loss of remote connectivity. Non-attendance means either where a Member cannot hear the participants of the remote meeting or cannot be heard by them; a loss of visual connectivity would not lead to non-attendance. The Chairperson, with the assistance of Officers, will ensure that a quorum is maintained and in the event that it is not, the meeting will be adjourned in accordance with Standing Orders.

5.7 Chat Function

Members should only use the chat function to advise the Members Services Officer if they are leaving the meeting. It should be noted that the group chat function is visible on the livestream and captured on the recording.

5.8 Declaration of Interests

Members should continue to declare interests in the usual way and the Council's existing rules will apply. If an interest is declared by a Member in remote attendance and they indicate that they wish to leave the meeting for the duration of the discussion to which the declaration refers, the Chairperson or Members Services Officer on instruction by the Chairperson, will move their electronic access to a remote 'Waiting Room', and then enable their access to the meeting again at the end of the agenda item.

Members in remote attendance should complete the declaration of interest form and email it to members.services@lisburncastlereagh.gov.uk when the meeting is finished.

5.9 Speaking at Remote/Hybrid Meetings

When a Member joins a meeting remotely, they should have their microphone set to mute or this will be performed by the Members Services Officer. The 'Raise Hand' function should be used when a Member wishes to speak. The Chairperson can see all those indicating and will come to each person; the Chairperson has absolute discretion as to the order in which they take speakers. When a Member is invited to speak by the Chairperson, they should unmute their microphone to enable them to be heard. When the Member has finished speaking, they must remember to switch their microphone to mute again and use the 'Lower Hand' function.

5.10 Rules of Debate

The usual rules of debate apply during remote/hybrid meetings and the Chairperson should announce each Member when inviting them to speak, to aid transparency and assist those watching the livestream or listening to the audio recording.

5.11 Point of Order

If a Member in remote attendance has a Point of Order to raise during a meeting, they must unmute their microphone and interrupt the meeting saying 'Point of Order'. The Chairperson will then invite that Member to speak. Having spoken, the Member must remember to mute their microphone again or this will be performed by the Members Services Officer.

5.12 Voting at a Remote/Hybrid Meeting

When the Chairperson indicates that a vote is to be taken, Member's in remote attendance should ensure their camera is on and use the raised hand signal to indicate whether they are for or against the motion. Details of how Members voted will not be kept or detailed in the minutes unless a recorded vote is requested in line with current practice outlined in Standing Orders.

5.13 Adjournments

In accordance with Standing Orders, the Chairperson has the power to adjourn a meeting for a temporary period. If the Chairperson advises of a temporary adjournment to a meeting, Members attending by way of remote access must remain in attendance with their

microphones on mute and their cameras turned off, until the Chairperson instructs otherwise.

5.14 Meeting Documentation

All meeting papers will be made available to Members, in advance and in accordance with Standing Orders. Members are asked not to request hard copies of papers unless absolutely necessary; it is important that Members familiarise themselves with all relevant papers in advance of the meeting.

5.15 Confidential business

If a resolution is passed for the meeting to go into confidential business, to consider exempt or confidential material, members of the public, whether participating in person or remotely will be asked to leave the meeting. The Chairperson will ensure they have left and may remove their remote access if they have not done so. The livestream and audio recording will also be stopped.

It is the responsibility of Members in remote attendance to ensure that proceedings cannot be seen or heard by any other person during confidential business. Cameras of those in remote attendance should remain on during the consideration of confidential business. If any other person can be seen at a Member's remote location the Chairperson will pause the meeting and the Member's remote access will be removed.

7.16 Members' Conduct

The requirement of a Member to stand when they wish to speak at a Council meeting does not apply during remote attendance. If there is a disturbance amongst Members, the Chairperson continues to have the ability to deal with it in accordance with Standing Order 25 as amended. Ultimately, if a motion is passed that a Member in remote attendance must leave the meeting, the Chairperson can effect this.

7.17 Documents open to public inspection

Any reference in Council Standing Orders to a document being available for public inspection at the Council's offices will be satisfied by publication on the Council's website.

7.18 Publication of records

Webcast recordings of Monthly Council meetings and audio recordings of all committee meetings are available on the Council's website.



Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee

Reviewed: December 2024

Effective Date: 31 January 2025

Revision 1.0

www.lisburncastlereagh.gov.uk



Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee

	Page
Purpose of Protocol	1
Remit of Planning Committee	1
Size of the Planning Committee	1
Frequency of Meetings	2
Scheme of Delegation	2
Enforcement	2
Referral of Delegated applications to Committee	3
Format of Planning Committee meetings	4
Pre-determination hearings	5
Public Speaking	6
Committee Decisions	7
Deferrals	9
Site Visits	10
Review of Decisions	12
Legal Adviser	12
Review of Protocol	12
Training	12

PURPOSE OF THE PROTOCOL

1. The purpose of this Protocol is to outline practical handling arrangements for the operation of Lisburn & Castlereagh City Council's Planning Committee (the "Committee").
2. The Protocol should be read in conjunction with the relevant provisions of the Council's Standing Orders and the Code of Conduct for Councillors. It is not intended to replace either document.

REMIT OF THE PLANNING COMMITTEE

Development Plan

3. The Committee will have an oversight role to ensure that the Local Development Plan is monitored annually, particularly in terms of the availability of housing and land for economic development. The Committee will also need to ensure that the Plan is reviewed every 5 years, giving consideration to whether there is a need to change the Plan strategy or zonings, designations and policies.

Development Management

4. The main role of the Planning Committee in relation to development management is to consider planning applications made to the Council as the Local Planning Authority and to decide whether or not they should be approved. The Planning Committee will have full delegated authority, meaning that the decisions of the Planning Committee will not go to the full Council for ratification.

Enforcement

5. The enforcement of planning controls will be delegated to authorised Officers, with the Planning Committee receiving quarterly reports on the progress of enforcement activities.

SIZE OF THE PLANNING COMMITTEE

6. A membership and quorum, as outlined in the Council's Standing Orders, is required for the Planning Committee to convene. Business shall not be transacted unless 50% of the Members of the Committee are present.
7. The Lisburn & Castlereagh City Council Planning Committee will comprise 11 Members with no substitutions permitted.
8. The Head of Planning and Capital Development (or authorised planning officer) is expected to attend all Planning Committee meetings, in addition to Planning Officers presenting their reports.

FREQUENCY OF MEETINGS

9. In accordance with the Council's Standing Orders, Planning Committee meetings will usually be held on a monthly basis. The Planning Committee will normally meet on the first Monday in every month. The Committee shall from time to time fix its own day and hour of meeting and notify the Council. The following will be published on the Council's website at least 5 working days in advance of the meeting:

- Committee meeting dates and times; and
- The Schedule of Applications to be determined by the Planning Committee

SCHEME OF DELEGATION

10. A Scheme of Delegation is where decision making for local applications is delegated to an appointed Officer rather than the Council, thereby enabling speedier decisions and improved efficiency. Section 31(1) of the Planning Act (Northern Ireland) 2011 requires a Council to produce a Scheme of Delegation for operation in its area.
11. The Council's Planning Scheme of Delegation relates only to applications falling within the category of **local development** as defined under regulation 2 of The Planning (Development Management) Regulations (Northern Ireland) 2015. Certain statutory restrictions that apply to the Council's Scheme of Delegation prevent certain types of applications from being delegated to Officers, thereby requiring them to be determined by the Planning Committee. These restrictions are set out in Part A of the Council's approved Scheme of Delegation.
12. The Council's Scheme of Delegation is approved by the Department for Infrastructure in accordance with Section 31 of the Planning Act (Northern Ireland) 2011.
13. In accordance with regulation 10 of the Planning (Development Management) Regulations (Northern Ireland) 2015, the Scheme is available to view on the Council's website www.lisburncastlereagh.gov.uk. A copy is also available at the Island Civic Centre, The Island, Lisburn, Co Antrim, BT27 4RL.
14. The Scheme of Delegation will be reviewed periodically to ensure that it remains current and relevant.

ENFORCEMENT

15. Planning Officers will prepare a quarterly report on the progress of formal enforcement cases which will be circulated to all Members of the Council, detailing the number of notices issued, and convictions obtained, as opposed to providing details of individual cases.

REFERRAL OF DELEGATED APPLICATIONS TO THE PLANNING COMMITTEE

Weekly List of Delegated Applications with recommendation to refuse and/or approve with objections received

16. Where applications have been delegated to Officers and the decision is to refuse planning permission, **Members of the Council** will be notified by email of the recommendation and the reason for the recommendation. If a recommendation is to approve and objections have been received, **Members of the Council** will also be notified by email of the nature of the objections and how they have been considered. If considered appropriate, Members can then request that an application be referred to the Planning Committee for determination.
17. Planning reasons explaining why the application should be determined by the Planning Committee must accompany all such requests. Members should refer to paragraphs 9 of

DMPN 15 – Councils Schemes of Delegation which offers examples of sound and appropriate reasons for referral¹.

18. In such cases, Members **must** submit a request to the Planning Unit via email to the planning@lisburncastlereagh.gov.uk inbox clearly stating the planning reason(s) for the request. A Member has 5 working days from the date of the email notification sent to Members under paragraph 16 above in which to submit a request.
19. On receipt of a request, the Chairperson (or Vice Chairperson where applicable) shall liaise with an authorised officer where the reasons provided are not considered sound or appropriate.
20. Where it is agreed that the reason(s) is not sound or appropriate, the referring Member will be advised accordingly.
21. A notification email will be issued to all Members on a weekly basis to advise which applications have been referred to Planning Committee.
22. The Head of Planning and Capital Development or authorised officer may also consider it prudent to refer a delegated application to the Planning Committee for determination. Where the authorised officer considers it prudent to refer a delegated application to Committee, the matter will be discussed and agreed with the Chairperson presiding on this application.

FORMAT OF PLANNING COMMITTEE MEETINGS

23. Lisburn & Castlereagh City Council will operate its Planning Committee in accordance with its own Standing Orders. The Schedule of Applications to be determined by the Planning Committee will be posted to the Planning Portal website 5 working days prior to the Committee Meeting.

Standard Items

24. The agenda will allow for the inclusion of the following items:
 - Notice of meeting;
 - Apologies;
 - Approval of the minutes of the previous meeting;
 - Declaration of Interests;
 - Schedule of Planning Applications;
 - Other Reports for Noting
 - Development Plan and Enforcement matters (quarterly)
 - AOB

Committee Papers

25. All Planning Committee Members will be sent an agenda in advance of the Committee meeting. The following papers (where appropriate) will also be provided:
 - Minutes of the previous meeting for approval as a complete record;
 - Schedule of Applications to be Determined (including those brought back following deferral) for consideration by the Committee;

¹ https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dmpn-15-scheme-of-delegation-v1-april-2015_0.pdf

- Details of applications of regional significance which will have an impact upon the Council area and the Council is a statutory consultee or where it may wish to make a representation;
 - Performance Management Reports;
 - Details of Local Development Plan issues (as required);
 - Details of relevant Enforcement Matters (as required); and
 - Details of proposed Pre-determination hearings (as required).
26. A Pre-Planning Committee Meeting may be held with the Chairperson and Vice Chairperson and other officials in advance of the scheduled Committee meeting taking place.
27. Where necessary, Planning Officers will prepare an addendum report to provide Members with any relevant updates since the agenda was issued.
28. Planning Committee meetings will be open to the public except when access may be restricted in accordance with Section 42 of the Local Government Act (Northern Ireland) 2014.

Declaration of Interests

29. At the beginning of **every** meeting, Members will be asked to declare whether they have a pecuniary and/or significant private or personal non-pecuniary interest in any item on the agenda.
30. Should a Member declare such an interest they must have regard for the Members Code of Conduct and it is recommended that they leave the meeting room for the duration of that item unless they have registered to speak on the item. In this circumstance the Member will be invited into the room to address the Committee and answer questions at an appropriate time. At the end of the item Members will then be invited to return to the meeting room and notified of the Committee's decision before the meeting recommences.
31. Where a Member, in advance of the relevant Committee meeting, has taken a firm view on a planning application (in essence they have "pre-determined" the application) that Member should make an open declaration at the beginning of the relevant meeting and leave the meeting room for that entire item unless they have registered to speak on the item. In this circumstance the Member will be invited into the room to address the Committee and answer questions at an appropriate time. At the end of the item Members will then be invited to return to the meeting room and notified of the Committee's decision before the meeting recommences.
32. Where a Councillor declares an interest in either of the above circumstances and does not leave the room without providing valid justification, the matter should be challenged by the Chair of the Committee, or other Councillors.
33. To ensure there is effective monitoring of declarations of interests a report will be brought for noting to the Governance and Audit committee on annual basis. The report will include a list of all declarations made in that calendar year relating to the work of the Planning Committee.

PRE-DETERMINATION HEARINGS

34. The Planning Committee has a **mandatory** requirement to hold pre-determination hearings for those major applications which have been referred to the Department for Infrastructure for call-

in consideration but returned to the Council for determination. The pre-determination hearing should be heard by the Planning Committee and the related application should be decided by the Planning Committee.

35. The Council may also hold pre-determination hearings, at their own discretion, where it is considered necessary to take on board local community views as well as those in support of the development. In deciding whether to apply discretion, Members will take into account the following:
 - Relevance of the objections in planning terms;
 - The extent to which relevant objections are representative of the community, particularly in the context of pre-application community consultation and
 - The numbers of representations against the proposal in relation to where the proposal is and the number of people likely to be affected by the proposal.
36. Applicants and those who have submitted relevant representations will be afforded an opportunity to be heard by the Council before it takes a decision. When holding a pre-determination hearing, the procedures will be the same as those applied to normal Planning Committee meetings. The Planning Officer will produce a report detailing the processing of the application to date, and the planning issues to be considered. In circumstances whereby the Committee decides to hold the hearing on the same day as it wishes to consider and determine the application, the report to Members will also include a recommendation.
37. Pre-determination hearings should take place **after** the expiry of the period for making representations on the application but **before** the Committee meets to discuss the application. Whilst the Committee will endeavour to hold its pre-determination hearings out with the Committee meeting at which the application will be considered, it is recognised that this may not always be possible.

PUBLIC SPEAKING

Procedures for Public Speaking

38. The following procedures will apply to Lisburn & Castlereagh City Council Planning Committee meetings.

Registering Requests

39. Failure to comply with the following criteria will result in an invalid request to speak:
 - Requests to speak should be received in writing to the Planning Unit or by email to planning@lisburncastlereagh.gov.uk no later than 12 noon on the last working day prior to the scheduled Committee meeting.
 - The request must state whether they wish to speak in support or in opposition to a planning application.
 - Requests must be accompanied with a legible written representation of no longer than two sides of an A4 page. This can be written or typically typed in a font such as Arial, minimum size 10, summarising the points to be addressed and provide supplementary information (to include, for example, photographs or otherwise) in support of their case.

The written submission is not intended to replace a speaking note if a speaker wishes to expand on the points raised in the meeting. Exceptions to this, so as to accommodate equality of access, will be at the discretion of the Chairperson.

- A contact number and/or email address must be provided to allow individuals to be invited to/participate in meetings either in person or remotely through on-line access.
- Late requests may be accepted by the Chairperson in exceptional circumstances.

Circulation of Information

40. The written representation submitted when registering to speak will be circulated to Members in advance of the Committee meeting. Any written representation received after this time will **not** be circulated unless it is agreed by the Chairperson.
41. No documentation must be circulated at the meeting to Members by speakers. If speaking remotely the sharing of any media will not be permitted.
42. MPs/MLAs and all Members may speak about an application. They will be afforded **3 minutes**. Where more than one elected representative is registered to speak for or against a proposal they are encouraged to seek areas of common ground to avoid duplication of issues and questions. Where possible elected representatives are encouraged to share the speaking time allowed.
43. Members of the public in support or objection to a proposal will be afforded **3 minutes** to speak about an application. Where more than one person is registered to speak for or against a proposal only one person from those objecting to the proposal and one person in support of the proposal will be allowed to speak.

Questions of Clarification

44. Members of the Planning Committee can seek clarification from those individuals who have addressed the Committee through the Chairperson. Members must not enter into a debate on any issue raised until the Chairperson opens the formal debate of all issues before the Committee.
45. When invited by the Chairperson, Planning Officers can address any issues raised and Planning Committee Members can question Planning Officers through the Chairperson.
46. The Chairperson may agree to accept representations outside these procedures.

COMMITTEE DECISIONS

47. The main role of the Planning Committee is to consider applications made to the Council as the Local Planning Authority and decide whether or not they should be approved.

Committee Decision Making Options

48. The Committee will discuss applications presented to it before taking a vote.
49. Where the recommendation by the officer is accepted the following options are available

- Approve the application with conditions as recommended;
- Approve the application with amended conditions;
- Refuse the application for the reasons recommended;
- Refuse the application with additional or different reasons recommended.

50. Where the recommendation by the officer is not accepted the following options are available:

- Approve the application demonstrating how the relevant policy has been fully engaged with appropriate conditions in consultation with an authorised officer;
- Approve the application with conditions to be drafted by an authorised officer and approved by Members at the next Planning Committee meeting;
- Refuse the application with a precise reason or reasons for refusal demonstrating how the relevant policy has been fully engaged.

51. Members must be present for the complete discussion on the item otherwise they cannot take part in the debate or vote on that item.

52. Except where a decision on a planning application is unanimous a recorded vote will be taken.

53. The Chairperson of the Planning Committee has a casting vote.

Decisions Contrary to officer recommendation

54. The decision as to whether planning permission should be approved or refused lies with the Committee. The views, opinions and recommendations of Planning Officers may on occasion be at odds with the views, opinions or decision of the Planning Committee or its Members. This is acceptable where planning issues are finely balanced.

55. The Committee can accept or place a different interpretation on, or give different weight to the various arguments and material considerations.

56. If the Committee is minded to make a decision contrary to Officer recommendation in accordance with paragraph 50 then:

- The proposer of the motion to go against the Planning Officer's recommendation, or the Chairperson, should state the planning reasons for the proposed decision before a vote is taken. The reasons should be clear, necessary, reasonable and be based on material planning considerations;
- The Authorised Planning Officer present at the meeting should be given the opportunity to comment upon whether the proposed reasons for the decision are valid and, if an approval is proposed, to recommend appropriate conditions;
- A detailed minute of the Committee's reasons for departing from the recommendation should be taken and a copy placed on the application file.

Appeal contrary to officer recommendation

57. In the event of an appeal against a refusal of planning permission contrary to Officer recommendation, the Committee should decide who should attend the appeal to defend the decision. The following options are available:

- Members who proposed and seconded a motion to refuse contrary to Officer recommendation may be called as Council witnesses; and

- Different Planning Officers from those who made the original recommendation and/or decision making process may be used.

Decisions Contrary to Local Development Plans

58. Councils are required by the Planning (Notification of Applications) Direction 2017 to formally notify the Department where they are minded to grant planning permission for certain types of application.
59. Councils are required by the Planning (Notification of Applications) Direction 2017 to formally notify the Department where they are minded to grant planning permission for certain types of application.
60. The direction restricts the grant of planning permission and requires a council to send information to the Department.
61. The schedule attached to the notification direction sets out the following circumstances when councils should notify the Department.
 - A major development application which would significantly prejudice the implementation of the local development plans objectives and policies;
 - A major development application which would not be in accordance with any appropriate marine plan adopted under the Marine Act (Northern Ireland) 2013; or
 - A government department or statutory consultee has raised a significant objection to a major development application.
62. If a Committee Member proposes, seconds or supports a decision which is contrary to the Local Development Plan or which will significantly prejudice the implementation of the Local Development Plan's objectives and policies, they will need to provide valid planning reasons to justify their decision and/or clearly explain why their decision will not significantly prejudice the implementation of the Local Development Plan's objectives and policies.
63. If the decision would significantly prejudice the implementation of the current and/or emerging Local Development Plan's objectives and policies then the Planning Officer must be given the opportunity to comment on the reasons provided by Members under paragraph 58 above and on whether the decision requires referral to the Department for Infrastructure.
64. The reasons for any decisions which are made contrary to the Local Development Plan will be formally recorded in the minutes and a copy placed on the application file.

DEFERRALS

65. The Planning Committee can decide to defer consideration of an application to a future meeting for the following reasons:
 - For further information;
 - Further negotiations; and/or
 - For a site visit.
66. Members should be aware that deferrals will inevitably have an adverse effect on processing times, and therefore should be an exception. Deferral of a decision to a later Committee meeting can, however also be used to allow time for reflection, where the Committee is minded

to refuse a proposal against officer recommendation. This can allow time to reconsider, manage the risk associated with the action, seek legal advice and ensure that Planning Officers can provide additional reports and draft reasons for refusal.

SITE VISITS

67. It is important that requests for site visits are handled in a consistent and organised manner, and that administrative and procedural arrangements on site are understood. The reasons for a site visit should be clearly stated and minuted.
68. Site visits form part of the meeting of the Planning Committee and Members intending to declare a pecuniary and/or significant private or personal non-pecuniary interest in an application or who have pre-determined an application should not attend the site visit. As minimum, those Members who proposed and seconded the site visit should make every effort to attend, so that they understand the issues when the matter is considered at the following Planning Committee meeting. If a Member is unable to attend as site visit they should give consideration to their ability to participate in the decision making process when the item is returned to a later meeting.

Arranging a site visit

69. Where a site visit is deemed to be required by Members, the site visit will be carried out in accordance with relevant legislation and guidance in place at the time of the site visit.
70. A Planning Officer will contact the applicant/agent to arrange access to the site. Invitations will be sent to Members of the Planning Committee. Only Members of the Planning Committee, Planning Officers and Council Officials will be permitted to attend the site visit.
71. The full Planning Committee should attend unless there are good reasons not to.
72. It is important for the integrity of the planning process that Planning Committee Members do not carry out their own unaccompanied site visits.
73. A record of the date of the site visit, attendees and any other relevant information will be retained.

Site Visit Procedure

74. The Chairperson of the Planning Committee will oversee the conduct of site visits. They will start promptly at the time notified to Members and interested persons. At the request of the Committee Chairperson, the Planning Officer may be invited to describe the proposal to Members. Whilst Committee Members will be expected to be familiar with the Planning Officer's report, plans/drawings may be used where necessary.
75. The Planning Officer may indicate 'matters of fact' in relation to the proposal and surrounding land which Members can then take account of. Through the Committee Chairperson, Members can ask the Planning Officer for factual clarification on any planning matter relating to the proposal or surrounding land, such as distances to adjoining properties or the location of proposed car parking.

76. At no time during the site visit should Members debate the merits of the planning application. To do so out with the Planning Committee meeting might imply that Members had made their minds up.
77. At no time during the site visit should the applicant, their agent, any objector or any other Member of the public be allowed to address Members. The public right to address the Planning Committee does not arise until the item is reached on the Committee agenda.
78. In order to assist Members to retain their objectivity, they should keep together in one group with the Chairperson, Planning Officers and Council Officials and should avoid breaking away into smaller groups. Once the site visit is concluded, Members should leave the site promptly.

Record Keeping

79. The Council will keep a record of Member's attendance at the site visit.
80. The record will be presented to the next meeting of the Planning Committee scheduled to discuss the particular application.

REVIEW OF DECISIONS

81. Best practice suggests that in order to assess the quality of decision making, Members should inspect a sample of implemented planning decisions on an annual basis.
82. Lisburn & Castlereagh City Council's Planning Committee will on an annual basis inspect a sample of implemented planning decisions to assess the quality of the decision making.
83. In addition, to give assurances that the Scheme of Delegation is operating effectively, this inspection will also include a sample of decisions delegated to officers.

LEGAL ADVISER

84. The Lisburn & Castlereagh City Council Planning Committee will have access to legal advice on planning matters at each of its meetings.

REVIEW OF PROTOCOL

85. The reform of local government saw the majority of planning functions transfer to Local Councils in April 2015. This Protocol will therefore be monitored and procedures reviewed as necessary to ensure that they remain current and relevant to the operational needs of the Lisburn & Castlereagh City Council Planning Committee.

TRAINING

86. A Member shall not participate in decision making at meetings of the Planning Committee if they have not attended the training prescribed by the Council.
87. Members of the Planning Committee shall also endeavour to attend any other specialised training sessions provided, since these are designed to extend the knowledge of the Member on planning law, regulations, procedures and development plans and to generally assist the Member in carrying out their role properly and effectively.

CHANGES TO STANDING ORDERS

A number of amendments are required to Standing Orders (including appended documents) as set out below:

Standing Order Ref	Proposed Amendment (Deletion in red strikethrough & Additional wording in blue)
<p>29.12 Duties of Standing Committees</p> <p>Planning Committee Appendix D Protocol for the Operation of the Planning Committee</p> <p>Deletion of Paragraph 34</p>	<p>The Protocol for the Operation of the Planning Committee (the Protocol) at appendix 2 is replaced with revision 2.0 which was updated and agreed by the Planning Committee in October 2025</p> <p>The update to the Protocol takes account of recent changes in legislation. The Planning (Miscellaneous Amendments) Regulations (Northern Ireland) 2025 revoked Regulation 7 of The Planning (Development Management) Regulations (Northern Ireland) 2015. This regulation placed on the Council a requirement for mandatory pre-determination hearings. Consequently, paragraph 34 of the previous revision of the Protocol was deleted.</p> <p>PRE-DETERMINATION HEARINGS</p> <p>34. — The Planning Committee has a mandatory requirement to hold pre-determination hearings for those major applications which have been referred to the Department for Infrastructure for call-in consideration but returned to the Council for determination. The pre-determination hearing should be heard by the Planning Committee and the related application should be decided by the Planning Committee.</p>
<p>20.2 Chairperson's casting vote</p> <p>Correction of typographical error</p>	<p>If there are equal numbers of votes for and against, the Chairperson will have a second or easing casting vote.</p>
<p>29.5 Order of Business</p> <p>Deletion of reference to (b) minutes for approval as this is no longer current practice.</p>	<p>The order of business at every Committee meeting shall be as follows:</p> <p>a) Apologies; b) Confirmation of the minutes of the last stated meeting and of all adjourned meetings and special meetings held since the last meeting;</p>

	<p>b) Declaration of Members' Interests (Member must withdraw from meeting during discussion of item)</p> <p>c) Reports of Officers;</p> <p>d) Presentations and deputations;</p> <p>e) Any Other Business.</p>
<p>29.12 Duties of Standing Committees</p> <p>(Appendix B) Terms of Reference</p> <p>Updated Terms of Reference (2025) to replace the previous versions (2023)</p>	<p>The following Terms of Reference have been updated, as agreed by Council in November 2025, to take account of new procurement thresholds for officers' contract awards, including a number of other necessary amendments, and are now replaced as appendices to Standing Orders:</p> <ul style="list-style-type: none"> - Community & Wellbeing Committee, - Environment & Sustainability Committee - Regeneration & Growth Committee - Corporate Services Committee <p>Note: the text of the terms of reference for the Planning Committee and the Governance & Audit Committee at Appendix B did not require any amendments at this time.</p>
<p>Appendix A <u>Access to Council & Committee meetings, agenda, reports, minutes & recordings – Protocol</u></p> <p>(3) Notice of Meeting and Agenda</p> <p>In line with current practice the agenda and reports for all Committee and Council meetings are issued five days in advance.</p> <p>New wording to be replaced</p>	<p>In order to comply with the above, for Committees where Members' Services currently draft reports (G&A and Corporate Services), all relevant information should be with Members' Services by close of play on the Monday of the week prior to the meeting.</p> <p>In relation to the Planning Committee report, which is issued seven days prior to the meeting, the report should be with Members' Services at latest by 9am, seven days prior to the meeting taking place.</p> <p>For all other Committees, all relevant information should be with Members' Services by close of play on Tuesday.</p> <p>For all Committee and Council meetings, reports and relevant information should be with Member Services by close of play six days prior to the meeting. In respect of meetings taking place on Thursdays, reports and relevant information to be with Member Services by close of business seven days in advance.</p>
<p>(4) Access to reports</p> <p>Section (4), Action (ii) – Reports for Chairpersons – addition of wording “where requested”.</p>	<p>(ii) Hard copies of reports will be provided by Member Services for the Chairperson of Committee (Mayor for Council meetings), where requested.</p>

<p>(6) Audio Recordings and Webcast</p> <p>New procedure as agreed by Council in November 2025</p>	<p>Audio recordings of standing committee meetings</p> <ul style="list-style-type: none"> Where an item is deemed to be confidential and considered “In Committee” the recording will be paused. Audio recordings will be uploaded to the Council website within two days following ratification of minutes at the monthly Council Meeting 3-5 days working days of the Committee meeting taking place Audio recordings will be available on the Council website for a period of two years and available at the Council offices for a period of six years. 												
<p>29.6 Day and hour of Committee Meetings</p> <p>Re-Ordering of Committees to reflect the days of the week on which the Committees meet ie. Corporate Services Committee (2nd Wednesday) - and the Governance & Audit Committee (2nd Thursday)</p>	<p>Committees will be held on a monthly basis (except for July and August) as outlined below:</p> <table border="0"> <tr> <td>*Planning Committee</td><td>- 1st Monday in every month</td></tr> <tr> <td>Communities & Wellbeing Committee</td><td>- 1st Tuesday of every month</td></tr> <tr> <td>Environment & Sustainability Committee</td><td>- 1st Wednesday of every month</td></tr> <tr> <td>Regeneration & Growth Committee</td><td>- 1st Thursday of every month</td></tr> <tr> <td>Corporate Service Committee</td><td>- 2nd Wednesday of every month</td></tr> <tr> <td>Governance and Audit Committee</td><td>- Quarterly on the 2nd Thursday of the relevant month</td></tr> </table> <p>*Planning Committee meetings will be held every month including July and August.</p> <p>In addition each Committee shall, from time to time, fix additional meetings at day and hour to be notified to Council and also may vary the date and time of the scheduled meeting for the efficient conduct of business.</p>	*Planning Committee	- 1 st Monday in every month	Communities & Wellbeing Committee	- 1 st Tuesday of every month	Environment & Sustainability Committee	- 1 st Wednesday of every month	Regeneration & Growth Committee	- 1 st Thursday of every month	Corporate Service Committee	- 2 nd Wednesday of every month	Governance and Audit Committee	- Quarterly on the 2 nd Thursday of the relevant month
*Planning Committee	- 1 st Monday in every month												
Communities & Wellbeing Committee	- 1 st Tuesday of every month												
Environment & Sustainability Committee	- 1 st Wednesday of every month												
Regeneration & Growth Committee	- 1 st Thursday of every month												
Corporate Service Committee	- 2 nd Wednesday of every month												
Governance and Audit Committee	- Quarterly on the 2 nd Thursday of the relevant month												

<div><div>Appendix C <u>Remote meetings protocol</u></div><div><div>1.0 PURPOSE</div><div>Change August 2024 to December 2025</div></div><div><div>Item 5.3 – The Remote Environment</div><div><div>To include the directive on safety during remote attendance</div></div></div><div><div>Item 5.6 Non-Attendance During at Remote/Hybrid Meetings</div><div><div>Title needs amending – remove “at”.</div></div></div><div><div>5.12 Voting at a Remote/Hybrid Meeting</div><div>Amended wording due to new voting procedures as agreed by Council in November 2025</div></div></div>	<div><div>This Protocol provides practical guidance for Members who choose to attend meetings via remote access and should be read in conjunction with the revised Standing Orders adopted in August 2024 December 2025.</div><div><div>The Monthly Council meeting will be livestreamed and viewed by the public (unless it is conducting confidential business). A Member attending will be using the camera and microphone on their electronic device. When attending a remote meeting, the Member should ensure that they can be heard, and where practicable be seen clearly. The Member should consider the background also captured by the camera and ensure it is appropriate to the meeting. The Member should take steps to ensure they will not be disturbed during the meeting as far as possible.</div><div><div>If Members in remote attendance are seen to be putting themselves in danger during the meeting, eg. driving, the Chairperson or the Member Services Officer at the request of the Chairperson, will remove that Member from the meeting. That attendee should re-join the meeting when safe to do so.</div></div><div><div>5.6 Non-Attendance during at Remote/Hybrid Meetings</div></div><div><div>When the Chairperson indicates that a recorded vote is to be taken, Members in remote attendance should ensure their camera and microphone are is on. and, use the raised hand signal to indicate whether they are for or against the motion. Details of how Members voted will not be kept or detailed in the minutes unless a recorded vote is requested</div></div></div></div>
---	---