

**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 8<sup>th</sup> January 2025 at 6.00 pm.**

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

Councillor The Hon N Trimble (Chair)  
Aldermen A Ewart MBE, M Gregg and A Grehan  
Councillors T Beckett, A Ewing, J Harpur, B Higginson, C Kemp and J Lavery BEM

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

Councillor N Eaton (Vice-Chair)  
Deputy Mayor  
Councillor R Carlin  
Alderman H Legge  
Councillors A Givan, D Lynch and G McCleave

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

Councillor U Mackin

**IN ATTENDANCE:**

Chief Executive (Remote)  
Director of Finance & Corporate Services  
Director of Organisation Development & Innovation  
Director of Regeneration & Growth  
Head of Assets  
Head of Corporate Communications & Administration  
Head of Finance  
Head of Planning & Capital Development  
Human Resources & Organisation Development Manager  
Capital Programme Manager (Acting)  
Member Services Officers (CA & RN)

**Commencement of Meeting**

The Chair, Councillor N Trimble, welcomed everyone to the meeting and wished them a Happy, Healthy and Peaceful New Year.

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.

The Director of Finance & Corporate Services outlined the evacuation procedures in the case of an emergency.

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.

1. Apologies

There were no apologies.

2. Declarations of Interest

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

There were no Declarations of Interest.

3. Report of Director of Organisation Development & Innovation

3.1 Information Commissioner's Office (ICO)  
Consultation on the Revised Approach to Public Sector Regulation  
(Closing date: 31<sup>st</sup> January 2025)

In addition to the narrative report, copy of correspondence dated the 9<sup>th</sup> December 2024 from the Information Commissioner's Office in regard to the above consultation had been provided. The consultation is available at [ICO consultation on the revised approach to public sector regulation | ICO](#), and relates to the application of fines.

It was proposed by Councillor C Kemp, seconded by Alderman M Gregg and agreed to recommend that:-

- any comments that Members might wish to make on the consultation be furnished to the Director of Organisation Development & Innovation by the 20<sup>th</sup> January 2025;

3.1 Information Commissioner's Office (ICO)  
Consultation on the Revised Approach to Public Sector Regulation  
(Closing date: 31<sup>st</sup> January 2025) (Continued)

- at its meeting to be held on the 28<sup>th</sup> January 2025, the Council be asked to delegate authority to the Corporate Services Committee for its officers to submit the response to the Information Commissioner's Office by the stipulated closing date of the 31<sup>st</sup> January 2025, it being noted that the draft response would be shared with the committee Chair and Vice-Chair prior to submission.

4. Report of Head of Human Resources & Organisation Development

4.1 Department for Communities  
Consultation on Draft Statutory Guidance for the Implementation of  
the McCloud Remedy in the Local Government Pension Scheme (NI)  
(Closing date: 19<sup>th</sup> February 2025)

In the absence of the Head of Human Resources & Organisation Development, his report was presented by the Director of Organisation Development & Innovation.

In addition to the narrative report, copy of correspondence dated the 11<sup>th</sup> December 2024 from the Department for Communities in regard to the above consultation had been provided. The consultation is available at [Consultation on draft statutory guidance for the implementation of the McCloud Remedy in the Local Government Pension Scheme \(Northern Ireland\) | Department for Communities](#).

It was proposed by Alderman A Grehan, seconded by Councillor C Kemp and agreed to recommend that:-

- any comments that Members might wish to make on the consultation be furnished to the Head of Human Resources & Organisation Development by the 24<sup>th</sup> January 2025;
- the draft response be presented to the February 2025 meeting of Committee;
- at its meeting to be held on the 28<sup>th</sup> January 2025, the Council be asked to delegate authority to the Corporate Services Committee to agree the draft response at its February 2025 meeting for submission thereafter to the Department for Communities by the stipulated closing date of the 19<sup>th</sup> February 2025.

5. Report of Head of Corporate Communications & Administration

5.1 Update on Notice of Motion – Paris Declaration and Support for Fast-Track Cities initiative and Commitment to the Elimination of the Stigma associated with HOV and AIDS

Further to the meeting of Committee on the 13<sup>th</sup> November 2024, the Head of Corporate Communications & Administration provided a progress report in regard to the above Notice of Motion.

Positive Life is the only dedicated HIV charity in Northern Ireland and its services were outlined in the report. Included in the Fast Track initiative is a request for councils to support Positive Life in providing facilities for HIV testing for up to four days per year.

Bridge Community Centre had been identified as a suitable location, to be provided free of charge. The normal room charge is £14.50 per hour. Positive Life had indicated that this venue was acceptable for their requirements.

Community Officers at Derry City & Strabane District Council and at Belfast City Council were leading on this matter with Positive Life. Accordingly, Community Officers from Lisburn & Castlereagh City Council would maintain contact with their colleagues in those councils. Furthermore, should further costs (in addition to the room hire which was not being charged) become applicable to the Council, they would be reported to the appropriate Committee.

Councillor J Harpur placed on record his thanks for the work which Officers had put into this matter.

It was proposed by Councillor J Harpur, seconded by Councillor C Kemp and agreed to recommend that:-

- the progress report be noted;
- the proposal to use space at the Bridge Community Centre (for four days per annum free of charge) for the purpose of HIV testing be agreed.

Subject to Council ratification of the above decision, the first session of HIV testing in the Bridge Community Centre would take place on the 12<sup>th</sup> February 2025.

5.2 Northern Ireland Local Government Awards 2025  
Game of Thrones Studio, Banbridge – 27<sup>th</sup> March 2025

The Head of Corporate Communications & Administration reported on the above awards, the closing date for nominations being the 9<sup>th</sup> January 2025.

In response to Members' questions, the Director of Finance & Corporate Services explained the rationale behind the intention to purchase 20 tickets in that neither the timeline nor the outcome of the shortlisting process was known at this stage.

It was proposed by Alderman A Ewart, seconded by Councillor A Ewing and agreed to recommend that:-

- Officers may arrange to purchase up to 20 tickets at a cost of £90.00 per ticket for the 2025 NILGA Awards Ceremony;
- given that the outcome of the shortlisting process is not yet known, the Chair of the Corporate Services Committee and the Chief Executive be delegated authority to approve the purchase of additional tickets if so required.

In the meantime, the Head of Corporate Communications & Administration would make contact with NILGA in an effort to ascertain the timeline of the shortlisting process and the Council's desire to reserve tickets.

The proposed attendees may include Mayor, Chief Executive, any shortlisted individual or team, relevant Chairs and Vice-Chairs (or their nominees) as appropriate.

6. Report of Head of Finance

6.1 Car Parking - Bad Debt Write-Off

The Head of Finance reported on the matter of Bad Debt associated with the car parking function which had transferred to the Council on the 1<sup>st</sup> April 2015. The Head of Service responded to a number of queries on this matter.

It was proposed by Councillor A Ewing, seconded by Councillor J Laverty and agreed to recommend that the debt recorded in relation to car parking is written off the ledgers of the Department for Infrastructure.

The Head of Finance would ask the Acting Head of Environmental Health, Risk & Emergency Planning to speak off-line with Alderman M Gregg about the new contract which is now in place for the car parking function.

7. Any Other Business – Non-Confidential

7.1 VE Day – Small Grants Fund  
Councillor B Higginson

Councillor B Higginson sought an indication as to when the Small Grants Fund for community funding associated with VE Day might be open for applications.

The Head of Corporate Communications & Administration advised that the VE Day programme of events which would include the Small Grants Fund would be launched the following day, the 9<sup>th</sup> January 2025.

8. Confidential Report from Director of Finance & Corporate Services

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

8.1 Report on 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 be available following ratification and signing of contracts.

8.2 Efficiency Review Steering Group (ERSG)

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

Redacted report to be available after ratification on the 28<sup>th</sup> January 2025.

8.3 Mobile Voice and Data Services Contract

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

Report to be available following commencement of contract (July 2025).

8.4 2020-2025 Capital Programme Movements & Changes

(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.

8.5 Update on the Financial Position of the Capital Programme to November 2024

(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.

8.6 Estimates Process 2025/2026 – Corporate Status 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.

8.7 Estimates Process 2025/2026 – Directorate 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.

8.8 Consolidated Scheme of Allowances Payable to Councillors

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

Report to be available after ratification on the 28<sup>th</sup> January 2025.

The Chief Executive joined the meeting on a remote basis. (6.40 pm)

In Committee

It was proposed by Councillor A Ewing, seconded by Councillor B Higginson and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings, and any members of the press and public left the meeting.) (6.42 pm)

8.1 Report on Tender Awards

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

Tender Reports and a Summary of Tenders Awarded had been provided with the narrative report.

It was proposed by Alderman A Ewart, seconded by Councillor B Higginson and agreed to recommend that the tenders awarded in regard to the following contracts, together with the attendant tender reports, be noted:-

- Occupational Health Services;
- Drumbo Trim Trail.

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

8.2 Efficiency Review Steering Group (ERSG)

The Chair sought agreement to have this matter considered at the conclusion of the meeting and this was agreed.

8.3 Mobile Voice and Data Services Contract

Presented by the Head of Corporate Communications & Administration.

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

- Business Case for the provision of Mobile Voice and Data Services;
- Equality Screening document.

It was proposed by Councillor B Higginson, seconded by Alderman A Ewart and agreed to recommend that the Business Case for the Provision of Mobile Voice and Data Services be approved, and that the recommendation contained therein on the manner by which this procurement should progress be agreed.

The Head of Corporate Communications & Administration confirmed that consideration of the terms of the contract was ongoing.

8.4 2020-2025 Capital Programme Movements & Changes

Presented by the Head of Planning & Capital Development. The Director of Regeneration & Growth responded to Members' questions.

It was proposed by Alderman M Gregg, seconded by Councillor B Higginson and agreed to recommend that the movements and changes of the projects specified in the report which remain within the overall agreed Capital Programme be agreed.

8.5 Update on the Financial Position of the Capital Programme to November 2024

Presented by the Head of Planning & Capital Development.

In addition to the narrative report, the Capital Programme Spend Profiles (December 2024) had been provided.

It was proposed by Alderman M Gregg, seconded by Councillor C Kemp and agreed to recommend that the re-profiling of the residual funds in the 2020-2025 Capital Programme be rolled into subsequent years of the Capital Programme to cover expenditure on the live projects still being progressed.

The Director of Regeneration & Growth, the Head of Planning & Capital Development and the Acting Capital Programme Manager left the Council Chamber. (7.01 pm)

8.6 Estimates Process 2025/2026 – Corporate Status Update

Presented by the Director of Finance & Corporate Services who responded to Members' questions.

An extensive narrative report had been provided. The Director took Members through the report and its content was duly noted.

During discussion:-

- Councillor B Higginson left and returned to the Chamber. (7.10 pm and 7.14 pm)
- Alderman A Ewart left and returned to the Chamber. (7.34 pm and 7.36 pm)

8.7 Estimates Process 2025/2026

8.7.1 Directorate Update

Presented by the Director of Finance & Corporate Services who responded to Members' questions. The Chief Executive, the Head of Finance and the Head of Assets also responded to questions and clarified issues.

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

An extensive narrative report together with the following for the two directorates and the unit named above had been provided:-

- 2025/2026 Estimate;
- 2025/2026 Payroll/Non-Payroll/Expenditure/Income Split;
- Detailed Estimates Overview per Service Unit;
- Indicative Repairs & Renewal Programme for 2025/2026;
- Capital Programme Spend Profiles (December 2024);
- Actual outturn reports.

Councillor J Lavery had a number of queries on the draft Estimates. It was agreed that Councillor Lavery would convey such queries to the Head of Finance for investigation and response.

It was proposed by Alderman M Gregg and seconded by Alderman A Ewart that - subject to the removal of the proposed variance associated with the as yet unknown outcome of the DFC consultation on Members' terms and conditions - the Draft Estimates as presented for the Finance & Corporate Services Directorate, the Organisation Development & Innovation Directorate; and the Governance & Audit Unit, be approved for submission into the overall Estimates of the Council for the year commencing the 1<sup>st</sup> April 2025.

8.7 Estimates Process 2025/2026 (Continued)

8.7.1 Directorate Update (Continued)

A Recorded Vote was taken, the voting being as follows:-

**For the Proposal:** Councillor N Eaton, Councillor T Beckett, Alderman A Ewart, Councillor A Ewing, Alderman M Gregg, Alderman A Grehan, Councillor J Harpur, Councillor B Higginson, Councillor C Kemp. **(Total = 9)**

**Against the Proposal:** Councillor R Carlin, Councillor A Givan, Councillor J Laverty, Alderman H Legge, Councillor D Lynch, Councillor G McCleave, Councillor N Trimble. **(Total = 7)**

The proposal in the name of Alderman M Gregg and seconded by Alderman A Ewart was therefore declared “carried”, ie that - subject to the removal of the proposed variance associated with the as yet unknown outcome of the DFC consultation on Members’ terms and conditions - the Draft Estimates as presented for the Finance & Corporate Services Directorate, the Organisation Development & Innovation Directorate; and the Governance & Audit Unit, be approved for submission into the overall Estimates of the Council for the year commencing the 1<sup>st</sup> April 2025.

During discussion:-

Councillor J Harpur left and returned to the Chamber. (7.38 pm and 7.41 pm)  
Councillor A Ewing left and returned to the Chamber. (7.41 pm and 7.47 pm)  
Councillor C Kemp left and returned to the Chamber. (7.55 pm and 8.00 pm)

8.7.2 Special meeting of Corporate Services Committee

The Chair reminded Members of the Special Meeting of the Corporate Services Committee scheduled for Thursday 23<sup>rd</sup> January 2025 at 6.00 pm, the purpose of which being to make recommendations as to the Domestic and Non-Domestic Rates to be struck for 2025/2026.

8.8 Consolidated Scheme of Allowances Payable to Councillors

Presented by the Head of Finance.

The following documents had been provided with the report. Their contents were noted and agreed.

- Circular LG15/24 from the Department for Communities providing revised rates for Basic and Special Responsibility Allowances applicable from 1<sup>st</sup> April 2024; and a revised rate for the Dependants’ Carers’ Allowance applicable from 1<sup>st</sup> April 2025;

8.8 Consolidated Scheme of Allowances Payable to Councillors  
(Continued)

- the Council's updated Scheme of Allowances Payable to Councillors for the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025;
- the Council's updated Scheme of Allowances Payable to Councillors for the period 1<sup>st</sup> April 2025 – 31<sup>st</sup> March 2026.

9. Any Other Business – Confidential

No further business of a confidential nature was raised.

All officers apart from the Chief Executive (on Zoom), the Director of Finance & Corporate Services, the Director of Organisation Development & Innovation and the HR&OD Manager left the meeting. (8.20 pm)

10. Efficiency Review Steering Group

Further to the previous meeting of the Committee, the Director of Organisation Development & Innovation referred to the information in regard to a proposed staffing structure which had been presented to the Efficiency Review Steering Group on the 1<sup>st</sup> October and 3<sup>rd</sup> December 2024, and shared with the Committee via SFX.

The officers responded to Members' questions. It was noted that future reports of the Efficiency Review Steering Group would provide more detailed information and where potential conflicts of interest may occur with Officers, the reports would be presented as a tabled report at the Committee meeting.

It was proposed by Councillor N Eaton, seconded by Alderman H Legge and agreed to recommend that the recommendation of the Efficiency Review Steering Group at its meeting held on the 3<sup>rd</sup> December 2024 to approve a proposed staffing structure be approved.

11. Any Other Business

Dealt with under Item 7.

The meeting concluded at 8.31 pm.

---

MAYOR/CHAIR