

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 8th November 2023 at 6.03 pm.

PRESENT IN COUNCIL CHAMBER (COMMITTEE):

Alderman O Gawith (Chair)
Councillor A Ewing (Vice-Chair)
Aldermen A Ewart MBE, M Guy and H Legge
Councillors K Dickson, C Kemp and U Mackin

PRESENT IN A REMOTE LOCATION (COMMITTEE):

Councillors P Burke, N Eaton, A Givan and B Higginson

OTHER MEMBERS OF COUNCIL PRESENT IN COUNCIL CHAMBER

Alderman A Grehan
Councillors P Catney and G Hynds

IN ATTENDANCE:

Chief Executive (Remote)
Director of Finance & Corporate Services
Director of Organisation Development & Innovation
Director of Regeneration & Growth
Head of Corporate Communications & Administration
Head of Finance
Acting Head of Portfolio, IT & Commercialisation
Member Services Officers (RN & CH)

Commencement of Meeting

The Chair 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 names of those Elected Members who were in attendance at the meeting, both in person and on a remote basis, were read out by the Member Services Officer.

The Chair stated that unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. The Chair also reminded everyone to ensure that mobile phones were turned off or on silent mode for the duration of the meeting.

The Director of Finance & Corporate Services proceeded to outline 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.

Alderman M Guy entered the Chamber during the housekeeping announcements.
(6.05 pm)

1. Apologies (00:03:13)

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

2. Declarations of Interest (00:03:52)

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.

Councillor A Ewing entered the Chamber during this item of business.
(6.08 pm)

3. Report of Head of Corporate Communications & Administration (00:04:33)

3.1 Retention & Disposal Schedule (00:04:50)

In accordance with legislation, the Council has in place a Retention & Disposal Schedule for all manner of records held by the Council. This schedule had been the subject of a recent revision and a draft thereof was provided.

It was proposed by Alderman H Legge, seconded by Alderman M Guy and agreed to recommend that the draft Retention and Disposal Schedule for Lisburn & Castlereagh City Council be approved and be submitted to the Public Records Office of Northern Ireland for verification. In line with legislation, the schedule would then be laid before the NI Assembly.

Councillor C Kemp entered the Chamber during presentation of this item.
(6.10 pm)

4. Any other Business – Non-Confidential (00:07:10)

No items were raised.

5. Confidential Report from Director of Finance & Corporate Services (00:07:46)

The Chair asked that - in line with Item 5.15 of the Protocol and Etiquette for attending meetings on a remote basis – those Members attending the meeting on a remote basis ensure that the meeting could neither be seen nor heard by any other person at those remote locations.

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

5.1 Report on Various 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.

5.2 Cisco Licences & Warranties

(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 award of contract.

5.3 Corporate Communications & Administration
Proposed Pricing Schedule for 2024/2025

(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 completion of the Estimates' process. (February 2024)

5.4 Estimates 2024/2025 – First Draft

(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.)

5.5 Quarterly Finance Reports – Quarter 2 of 2023/2024

(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 by Council on 28th November 2023.

5.6 Treasury Outturn Report for 2022/2023

(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 ratification by Council on 28th November 2023.

5.7 Treasury Outturn Report for Quarter 2 of 2023/2024

(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 ratification by Council on 28th November 2023.

In Committee (00:08:30)

It was proposed by Councillor A Ewing, seconded by Alderman A Ewart and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings.)

5.1 Report on Various Tender Awards

Presented by the Director of Regeneration & Growth.

The Director commented specifically on a number of the tenders before the Committee for consideration. The Director also responded to Members’ questions and - in relation to T23/24–005 - highlighted a potential risk.

It was proposed by Alderman A Ewart, seconded by Councillor A Ewing and agreed to recommend that – subject to correction of the typographical error in Lot 3 of T23/24-005 - the tenders awarded in regard to the undernoted contracts, together with the attendant tender reports, be noted:-

- T22/23-082 - Provision of Golf Services, Collection and Accounting for Green Fees and Ancillary Services at Aberdelghy Golf Course;
- T23/24-009 – “Pathways to Employment for Individuals with a Disability Programme”;
- T23/24-010 - Self-Employment Programme;
- T22/23-085 - Supply and Delivery of Top-Dressing Sand and Top Soil;
- T23/24-005 - Mobile Vendors to trade in Billy Neill Country Park, Moira Demesne, Hillsborough Forest & Play Area, Wallace Park, Lough Moss Playing Fields and Hydebank Playing Fields.

It was further agreed to recommend that the signing and sealing of the Tender documents be approved.

5.2 Cisco Licences & Warranties

The Chair, Alderman O Gawith, extended a welcome to Ms Arlene Barton and wished her all the best in her role as Acting Head of Portfolio, IT & Commercialisation.

The Acting Head presented the report on Cisco Licences & Warranties.

5.2 Cisco Licences & Warranties (Continued)

In addition to the narrative report, Members had been provided with the Business Case (incorporating Financial Appraisal) for the provision of Cisco Licences & Warranties for current Switches and Wireless Equipment.

It was proposed by Alderman M Guy, seconded by Alderman A Ewart and agreed to recommend that - in order to improve resilience and as a pre-requisite step in the adoption of a managed support contract that encompasses all networking equipment – the Business Case for the provision of Cisco Licences & Warranties for Current Switches and Wireless Equipment be approved.

5.3 Corporate Communications & Administration
Proposed Pricing Schedule for 2024/2025

Presented by the Head of Corporate Communications & Administration.

It was proposed by Councillor U Mackin, seconded by Alderman H Legge and agreed to recommend that:-

- the price point increase for 2024/2025 relating to the Box Office be approved;
- the retention of existing charges for the other services as outlined in the report be approved.

5.4 Estimates 2024/2025 – First Draft

Presented by the Head of Finance.

Members noted the content of the following in regard to the draft Estimates for 2024/2025:-

- Narrative report;
- Report of a briefing for Members which had taken place in August 2023.

The Director of Finance & Corporate Services and the Head of Finance responded to Members' questions.

In regard to information on Judicial Review legal costs which had been sought by a Member at the previous meeting, Alderman A Grehan asked that such information be shared with all Members of the Committee, and this was agreed.

5.5 Treasury Outturn Report for 2022/2023

Presented by the Head of Finance.

Members noted the content of the following:-

- Narrative report;
- 2022/2023 Outturn Treasury Management Report, detailing the Council's performance against the Prudential and Treasury Indicators approved for 2022/2023.

5.6 Treasury Outturn Report for Quarter 2 of 2023/2024

Presented by the Head of Finance.

Members noted the content of the following:-

- Narrative report;
- Report on the Prudential and Treasury Indicators for April – September 2023 setting out a review of the Council's performance against the indicators approved for 2023/2024.

5.7 Quarterly Finance Reports – Quarter 2 of 2023/2024

Presented by the Head of Finance.

It was proposed by Councillor K Dickson, seconded by Alderman H Legge and agreed to recommend that:-

- the information contained in the narrative report and the reports on Repairs & Renewals, Capital Expenditure and DFC Earmarked Reserves be noted;
- the release of £30,000.00 from the DFC Earmarked Reserves be approved.

The Head of Finance noted comments in relation to Tree Maintenance and LVLP Maintenance Programme as contained in the Repairs & Renewals Schedule (Q2 of 2022/2023) and advised that she would keep a watching brief on such figures in the next quarter.

6. Any Other Business – Confidential

There was no other confidential business raised.

Resumption of Normal Business (00:08:39)

It was proposed by Councillor A Ewing, seconded by Councillor C Kemp and agreed to come “out of Committee”. Normal business and audio recording were resumed.

7. Any Other Business (00:08:39)

There were no further items raised.

The meeting concluded at 6.53 pm.

MAYOR/CHAIR