



March 3rd, 2022

**To: Chairman**

Councillor J Laverty, BEM

**Vice-Chairman**

Alderman M Henderson, MBE

**Aldermen**

J Dillon MBE, A Ewart MBE, O Gawith, A Grehan and P Porter

**Councillors**

R Carlin, S Carson, A Ewing, S Hughes, S Lowry, J McCarthy, U Mackin and The Hon N Trimble

**Ex-Officio**

The Right Worshipful The Mayor, Alderman S Martin

Deputy Mayor, Councillor T Mitchell

**Notice of Meeting**

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 9th March 2022 at 6:00 pm** for the transaction of the undernoted Agenda.

Members are requested to attend..

A light buffet shall be available in Lighters Restaurant from 5.30 pm.

**David Burns, Chief Executive, Lisburn & Castlereagh City Council**

# Agenda

## COVID-19 SAFETY MEASURES

When attending meetings in the Council Chamber you are asked to observe the following measures to ensure the safety of your Council colleagues and members of staff:

Prior to meetings if you are experiencing symptoms of COVID-19 please do not attend. Book a test and self-isolate.

Whilst not compulsory, you are encouraged to satisfy one of the three following conditions before attending meetings:-

- been fully vaccinated for more than two weeks; or
  - have had a negative PCR test or rapid lateral flow test taken within 48 hours of meetings (a lateral flow test taken at home will need to be reported into the public reporting system); or
  - evidence of a positive PCR test result for COVID-19 within the previous 180 days and following completion of the self-isolation period.

Please be reminded of the following measures which remain in place:

- Face coverings must be worn indoors unless seated at a desk. They must be worn when leaving the Council Chamber for any reason.
- Good hand hygiene should be adhered to and hand sanitiser is available in the ground floor foyer and the Council Chamber.
- Social distancing remains strongly advised. Desks will be distanced at 1m apart and you should keep face-to-face contact to a minimum.

Lisburn & Castlereagh City Council fully supports the NI Executive in its call for people to make safer choices.

## 1.0 APOLOGIES

## 2.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).
- (ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

## 3.0 REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

### 3.1 Finance & Corporate Services - Performance Report

|            |  |                |
|------------|--|----------------|
|            | <b>CSC Report - Performance.pdf</b>  | <b>Page 1</b>  |
|            | <b>Appendix 1a Management Accounts Qtr 3 Corporate Services v1.pdf</b>                   | <b>Page 4</b>  |
|            | <b>Appendix 1b Management Accounts qtr 3 Governance Audit.pdf</b>                        | <b>Page 7</b>  |
|            | <b>Appendix 2a FCS Service KPIs Q3.pdf</b>   | <b>Page 10</b> |
|            | <b>Appendix 2b FCS Service KPIs Q3.pdf</b>   | <b>Page 17</b> |
| <b>3.2</b> | <b>Downshire Tennis Club - NI Open Tennis Tournament - Request for Financial Support</b> |                |
|            | <b>CSC Report - Downshire Tennis Club.pdf</b>  | <b>Page 19</b> |
|            | <b>App 1 - Email from Downshire Tennis Club.pdf</b>                                      | <b>Page 22</b> |
| <b>3.3</b> | <b>National Association of Councillors - Events</b>                                      |                |
|            | <b>CSC Report - NAC Events.pdf</b>   | <b>Page 23</b> |
| <b>3.4</b> | <b>NILGA Planning Programme - Study Visit</b>  |                |
|            | <b>CSC Report - Study Visit Planning Programme 2 - 3 March 2022.pdf</b>                  | <b>Page 26</b> |
| <b>3.5</b> | <b>Policing &amp; Community Safety Partnership - Action Plan 2022/2023</b>               |                |
|            | <b>CSC Report - PCSP Action Plan.pdf</b>   | <b>Page 29</b> |
|            | <b>Appendix 1 PCSP Action Plan 2022-23 Final.pdf</b>                                     | <b>Page 32</b> |

## **4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION**

|            |   |                |
|------------|---|----------------|
| <b>4.1</b> | <b>Northern Ireland Veterans' Awards - Request for Sponsorship</b>  |                |
|            | <b>CSC Report - Military Awards March 22.pdf</b>  | <b>Page 47</b> |
| <b>4.2</b> | <b>Illumination Requests</b>  |                |
|            | <b>CSC REPORT - ILLUMINATION REQUESTS.pdf</b>   | <b>Page 51</b> |
| <b>4.3</b> | <b>South Eastern Health &amp; Social Care Trust - Public consultation on Temporary Changes to Urgent &amp; Emergency Care at Lagan Valley Hospital, Lisburn</b> |                |
|            | <b>CSC Report re SE Trust Consultation.pdf</b>  | <b>Page 55</b> |


## 5.0 REPORT OF HEAD OF FINANCE

### 5.1 Repair & Renewals Fund

 *CSC Report Repairs and Renewals.pdf* **Page 58**

 *Repairs and renewals Quarter 3 - Appendix 1.pdf* **Page 61**

### 5.2 Local Government Staff Commission - Funding

 *CSC March 2022 Staff Commission Report.pdf* **Page 62**

 *Appendix - Staff Commission Report.pdf* **Page 65**

## 6.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

### 6.1 Workforce Reports

 *CSC Report HR\_OD\_Mar\_22\_Workforce\_Stats.pdf* **Page 67**

 *Workforce Profile.pdf* **Page 70**

 *Recruitment\_Position\_Feb\_22.pdf* **Page 71**

## 7.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

### 7.1 Letting of Bradford Court - Update

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

 *CSC Report Confidential Report Letting Bradford Court Update.pdf* **Not included**

### 7.2 Community Investment Fund

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

 *CSC Report - Community Investment Fund - Pilot Extension.pdf* **Not included**

 *S75 Equality Screening - Community Investment Fund - Phase II.pdf* **Not included**

 *Rural Needs Impact Assessment - Community Investment Fund - Phase II.pdf* **Not included**

### 7.3 DEA Investment Programme - Q4



Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) related 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 bearers under, the Council.

 **CSC Report DEA Investment Programme -Q4.pdf** **Not included**

 **Copy of Appendix 1 - DEA Investment Programme Report for Quarter 4.pdf** **Not included**

#### **7.4 Centralisation of Registration Service**

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

 **CSC Report Registration.pdf** **Not included**

 **RNIA Proposed Relocation of Registration Services to LVI Draft 15.02.22.pdf** **Not included**

#### **7.5 Freedom of the City - Update**

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

 **CSC Report - Freedom of the City.pdf** **Not included**

#### **7.6 Management Accounts Period 10**

Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) related 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 bearers under, the Council.

 **CSC Report Management Accounts - Period 10 FINAL.pdf** **Not included**

 **Management accounts Period 10.pdf** **Not included**

## **8.0 ANY OTHER BUSINESS**



# Corporate Services Committee

**9<sup>th</sup> March 2022**

## Report from:

**Director of Finance & Corporate Services (Cara McCrory)**

## Item for Decision

**TITLE:** Finance & Corporate Services Performance Report

## Background and Key Issues:

1. This paper deals with the following areas:
  - Trading Accounts covering the period 1<sup>st</sup> October 2021 to 31<sup>st</sup> December 2021
  - Q3 2021/22 KPI's

## Finance & Corporate Services Trading Accounts – Q3

2. Attached as Appendix 1 are the following trading summaries:
  - Period 1 (1<sup>st</sup> October – 31<sup>st</sup> October 2021)
  - Period 2 (1<sup>st</sup> November – 30<sup>th</sup> November 2021)
  - Period 3 (1<sup>st</sup> December – 31<sup>st</sup> December 2021)

*(Appendix 1a refers to the Finance & Corporate Services Directorate, Appendix 1b refers to Governance & Audit)*

## Q3 2021/22 Finance & Corporate Services KPI's

3. The Council operates a broad range of KPI's including statutory targets, for example, percentage of household waste collected that is sent for recycling (set externally and reported internally via Council Committees), performance improvement targets (set by

Council and reported through Governance & Audit Committee) and operational metrics/service KPIs (set by Council and reported internally via Council Committees). The operational metrics/service KPIs are internal targets to track and monitor aspects of service performance across the Council.

4. Absence figures are currently not available due to the transition to the new HR & Payroll system, these will be provided at the next quarterly update.
5. Appendix 2 provides an outline of performance for Q3 (October – December 21) for the operational metrics/service KPIs.

*(Appendix 2a refers to the Finance & Corporate Services Directorate, Appendix 2b refers to the Chief Executive's Office)*

#### Recommendation:

#### Recommendations

It is recommended that Members note and scrutinise:

1. Trading accounts covering the Period 1<sup>st</sup> July to 30<sup>th</sup> September 2021 – Appendix 1 (a&b).
2. The outturn of operational metrics/service KPIs for Q3 (October-December 21) Appendix 2 (a&b)

#### Finance and Resource Implications:

None

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

**If no, please provide explanation/rationale**

N/A

If yes, what was the outcome?:

#### Option 1

Screen out without mitigation

Yes/No

#### Option 2

Screen out with mitigation

Yes/No

#### Option 3

Screen in for a full EQIA

Yes/No

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

|  |    |   |    |
|--|----|---|----|
| Has consideration been given to Rural Needs? | No | Has a Rural Needs Impact Assessment (RNIA) template been completed? | No |
|--|----|---|----|

If no, please given explanation/rationale for why it was not considered necessary:

N/A

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL: No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

|             |   |
|-------------|---|
| APPENDICES: | Appendix 1 (a & b) Trading Summary for Q3 (October – December 21)<br>Appendix 2 (a & b) Operational metrics/Service KPIs for Q3 (October – December 21) |
|-------------|---|

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:

# Corporate Services - April 2021 to March 2022

Month:-

Oct-21

## Department

### Expenditure:

#### Payroll

| Department                               | Annual Budget    | Budget to date   | Total Actual & Committed | Total Variance   |
|--|------------------|------------------|--------------------------|------------------|
| Director of Finance & Corporate Services | 442,190          | 182,819          | 157,871                  | (24,947)         |
| Corporate Communications & Admin         | 2,498,010        | 1,451,600        | 1,328,272                | (123,328)        |
| Finance                                  | 596,150          | 347,628          | 338,986                  | (8,641)          |
| HR                                       | 882,550          | 514,819          | 536,419                  | 21,601           |
| <b>Total Payroll Expenditure:</b>        | <b>4,418,900</b> | <b>2,496,865</b> | <b>2,361,549</b>         | <b>(135,316)</b> |

#### Non-Payroll

|  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|
| Director of Finance & Corporate Services | 109,000          | 16,125           | 10,944           | (5,181)          |
| Corporate Communications & Admin         | 2,294,760        | 1,438,398        | 1,304,245        | (134,153)        |
| Finance                                  | 196,230          | 147,360          | 154,654          | 7,294            |
| HR                                       | 660,720          | 341,145          | 280,103          | (61,042)         |
| <b>Total Non-Payroll Expenditure:</b>    | <b>3,260,710</b> | <b>1,943,028</b> | <b>1,749,946</b> | <b>(193,082)</b> |

|                          |                  |                  |                  |                  |
|--------------------------|------------------|------------------|------------------|------------------|
| <b>Total Expenditure</b> | <b>7,679,610</b> | <b>4,439,893</b> | <b>4,111,495</b> | <b>(328,398)</b> |
|--------------------------|------------------|------------------|------------------|------------------|

|                |  |  |           |           |
|----------------|--|--|-----------|-----------|
| <b>Income:</b> |  |  | 1,749,946 | (193,082) |
|----------------|--|--|-----------|-----------|

|  |                  |                  |                  |               |
|--|------------------|------------------|------------------|---------------|
| Director of Finance & Corporate Services | 0                | 0                | 0                | 0             |
| Corporate Communications & Admin         | (613,360)        | (337,127)        | (313,868)        | 23,259        |
| Finance                                  | (25,540)         | (11,667)         | (6,959)          | 4,708         |
| HR                                       | (360,000)        | (273,333)        | (260,565)        | 12,768        |
| <b>Total Income:</b>                     | <b>(998,900)</b> | <b>(622,126)</b> | <b>(581,391)</b> | <b>40,735</b> |

### Overall Net Position:

|  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|
| Director of Finance & Corporate Services | 551,190          | 198,944          | 168,816          | (30,128)         |
| Corporate Communications & Admin         | 4,179,410        | 2,552,871        | 2,318,648        | (234,222)        |
| Finance                                  | 766,840          | 483,321          | 486,681          | 3,360            |
| HR                                       | 1,183,270        | 582,631          | 555,958          | (26,673)         |
| <b>Net Overall Position</b>              | <b>6,680,710</b> | <b>3,817,766</b> | <b>3,530,104</b> | <b>(287,663)</b> |
| <b>Total Net Overall Position</b>        | <b>6,680,710</b> | <b>3,817,766</b> | <b>3,530,104</b> | <b>(287,663)</b> |

Month:-

Nov-21

**Department**

**Expenditure:**

**Payroll**

| Department                               | Annual Budget    | Budget to date   | Total Actual & Committed | Total Variance   |
|--|------------------|------------------|--------------------------|------------------|
| Director of Finance & Corporate Services | 262,190          | 174,693          | 178,606                  | 3,913            |
| Corporate Communications & Admin         | 2,498,010        | 1,665,033        | 1,513,984                | (151,048)        |
| Finance                                  | 596,150          | 397,332          | 384,517                  | (12,815)         |
| HR                                       | 1,042,550        | 623,364          | 622,024                  | (1,341)          |
| <b>Total Payroll Expenditure:</b>        | <b>4,398,900</b> | <b>2,860,421</b> | <b>2,699,131</b>         | <b>(161,291)</b> |

**Non-Payroll**

|  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|
| Director of Finance & Corporate Services | 109,000          | 16,250           | 12,405           | (3,845)          |
| Corporate Communications & Admin         | 2,294,760        | 1,589,226        | 1,471,168        | (118,059)        |
| Finance                                  | 196,230          | 150,067          | 155,746          | 5,680            |
| HR                                       | 680,720          | 395,313          | 310,414          | (84,899)         |
| <b>Total Non-Payroll Expenditure:</b>    | <b>3,280,710</b> | <b>2,150,856</b> | <b>1,949,733</b> | <b>(201,122)</b> |

|                          |                  |                  |                  |                  |
|--------------------------|------------------|------------------|------------------|------------------|
| <b>Total Expenditure</b> | <b>7,679,610</b> | <b>5,011,277</b> | <b>4,648,864</b> | <b>(362,413)</b> |
|--------------------------|------------------|------------------|------------------|------------------|

**Income:**

|  |                  |                  |                  |               |
|--|------------------|------------------|------------------|---------------|
| Director of Finance & Corporate Services | 0                | 0                | 0                | 0             |
| Corporate Communications & Admin         | (613,360)        | (363,564)        | (336,627)        | 26,937        |
| Finance                                  | (25,540)         | (13,333)         | (8,114)          | 5,219         |
| HR                                       | (360,000)        | (290,666)        | (269,518)        | 21,148        |
| <b>Total Income:</b>                     | <b>(998,900)</b> | <b>(667,564)</b> | <b>(614,259)</b> | <b>53,305</b> |

**Overall Net Position:**

|  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|
| Director of Finance & Corporate Services | 371,190          | 190,943          | 191,011          | 69               |
| Corporate Communications & Admin         | 4,179,410        | 2,890,694        | 2,648,525        | (242,169)        |
| Finance                                  | 766,840          | 534,065          | 532,149          | (1,916)          |
| HR                                       | 1,363,270        | 728,011          | 662,920          | (65,091)         |
| <b>Net Overall Position</b>              | <b>6,680,710</b> | <b>4,343,713</b> | <b>4,034,605</b> | <b>(309,108)</b> |
| <b>Total Net Overall Position</b>        | <b>6,680,710</b> | <b>4,343,713</b> | <b>4,034,605</b> | <b>(309,108)</b> |

Month:-

Dec-21

**Department**

**Expenditure:**

**Payroll**

| Department                               | Annual Budget    | Budget to date   | Total Actual & Committed | Total Variance   |
|--|------------------|------------------|--------------------------|------------------|
| Director of Finance & Corporate Services | 262,190          | 196,567          | 200,886                  | 4,319            |
| Corporate Communications & Admin         | 2,498,010        | 1,873,049        | 1,709,354                | (163,695)        |
| Finance                                  | 596,150          | 447,036          | 430,930                  | (16,106)         |
| HR                                       | 1,042,550        | 731,910          | 716,341                  | (15,569)         |
| <b>Total Payroll Expenditure:</b>        | <b>4,398,900</b> | <b>3,248,561</b> | <b>3,057,511</b>         | <b>(191,050)</b> |

**Non-Payroll**

|  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|
| Director of Finance & Corporate Services | 109,000          | 16,500           | 4,766            | (11,734)         |
| Corporate Communications & Admin         | 2,294,760        | 1,713,629        | 1,596,477        | (117,152)        |
| Finance                                  | 196,230          | 156,228          | 165,974          | 9,746            |
| HR                                       | 680,720          | 494,627          | 318,355          | (176,272)        |
| <b>Total Non-Payroll Expenditure:</b>    | <b>3,280,710</b> | <b>2,380,984</b> | <b>2,085,573</b> | <b>(295,412)</b> |

|                          |                  |                  |                  |                  |
|--------------------------|------------------|------------------|------------------|------------------|
| <b>Total Expenditure</b> | <b>7,679,610</b> | <b>5,629,545</b> | <b>5,143,083</b> | <b>(486,462)</b> |
|--------------------------|------------------|------------------|------------------|------------------|

**Income:**

|  |                  |                  |                  |               |
|--|------------------|------------------|------------------|---------------|
| Director of Finance & Corporate Services | 0                | 0                | 0                | 0             |
| Corporate Communications & Admin         | (613,360)        | (474,355)        | (443,827)        | 30,528        |
| Finance                                  | (25,540)         | (15,000)         | (9,501)          | 5,499         |
| HR                                       | (360,000)        | (307,999)        | (265,372)        | 42,628        |
| <b>Total Income:</b>                     | <b>(998,900)</b> | <b>(797,355)</b> | <b>(718,700)</b> | <b>78,655</b> |

**Overall Net Position:**

|  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|
| Director of Finance & Corporate Services | 371,190          | 213,067          | 205,653          | (7,414)          |
| Corporate Communications & Admin         | 4,179,410        | 3,112,322        | 2,862,004        | (250,318)        |
| Finance                                  | 766,840          | 588,264          | 587,402          | (862)            |
| HR                                       | 1,363,270        | 918,537          | 769,325          | (149,213)        |
| <b>Net Overall Position</b>              | <b>6,680,710</b> | <b>4,832,191</b> | <b>4,424,384</b> | <b>(407,807)</b> |
| <b>Total Net Overall Position</b>        | <b>6,680,710</b> | <b>4,832,191</b> | <b>4,424,384</b> | <b>(407,807)</b> |

## G&A - April 2021 to March 2022

Month:-

Oct-21

### Department

### Expenditure:

### Payroll

| Department                        | Annual Budget  | Budget to date | Total Actual & Committed | Total Variance  |
|-----------------------------------|----------------|----------------|--------------------------|-----------------|
| Goverance                         | 704,540        | 410,947        | 331,757                  | (79,190)        |
| Audit                             | 173,730.00     | 101,342        | 88,349                   | (12,993)        |
| <b>Total Payroll Expenditure:</b> | <b>878,270</b> | <b>512,289</b> | <b>420,106</b>           | <b>(92,183)</b> |

### Non-Payroll

|                                       |                |                |                |               |
|---------------------------------------|----------------|----------------|----------------|---------------|
| Goverance                             | 252,230        | 240,011        | 261,416        | 21,405        |
| Audit                                 | 12,420         | 7,203          | 439            | (6,764)       |
| <b>Total Non-Payroll Expenditure:</b> | <b>264,650</b> | <b>247,214</b> | <b>261,855</b> | <b>14,641</b> |

|                          |                  |                |                |                 |
|--------------------------|------------------|----------------|----------------|-----------------|
| <b>Total Expenditure</b> | <b>1,142,920</b> | <b>759,503</b> | <b>681,961</b> | <b>(77,542)</b> |
|--------------------------|------------------|----------------|----------------|-----------------|

### Income:

|                      |                    |          |                 |                 |
|----------------------|--------------------|----------|-----------------|-----------------|
| Goverance            | (1,000,000)        | 0        | (20,486)        | (20,486)        |
| <b>Total Income:</b> | <b>(1,000,000)</b> | <b>0</b> | <b>(20,486)</b> | <b>(20,486)</b> |

### Overall Net Position:

|                                   |                |                |                |                 |
|-----------------------------------|----------------|----------------|----------------|-----------------|
| Goverance                         | (43,230)       | 650,958        | 572,687        | (78,271)        |
| Audit                             | 186,150        | 108,545        | 88,788         | (19,757)        |
| <b>Net Overall Position</b>       | <b>142,920</b> | <b>759,503</b> | <b>661,475</b> | <b>(98,028)</b> |
| <b>Total Net Overall Position</b> | <b>142,920</b> | <b>759,503</b> | <b>661,475</b> | <b>(98,028)</b> |



|                                       | Month:-            |                | Nov-21                   |                  |
|---------------------------------------|--------------------|----------------|--------------------------|------------------|
| Department                            | Annual Budget      | Budget to date | Total Actual & Committed | Total Variance   |
| <b>Expenditure:</b>                   |                    |                |                          |                  |
| <b>Payroll</b>                        |                    |                |                          |                  |
| Goverance                             | 704,540            | 469,825        | 385,023                  | (84,802)         |
| Audit                                 | 173,730.00         | 115,820        | 99,001                   | (16,819)         |
| <b>Total Payoll Expenditure:</b>      | <b>878,270</b>     | <b>585,645</b> | <b>484,024</b>           | <b>(101,621)</b> |
| <b>Non-Payroll</b>                    |                    |                |                          |                  |
| Goverance                             | 252,230            | 241,981        | 282,233                  | 40,252           |
| Audit                                 | 12,420             | 8,197          | 501                      | (7,696)          |
| <b>Total Non-Payroll Expenditure:</b> | <b>264,650</b>     | <b>250,178</b> | <b>282,735</b>           | <b>32,557</b>    |
| <b>Total Expenditure</b>              | <b>1,142,920</b>   | <b>835,823</b> | <b>766,758</b>           | <b>(69,065)</b>  |
| <b>Income:</b>                        |                    |                |                          |                  |
| Goverance                             | (1,000,000)        | 0              | (20,486)                 | (20,486)         |
| <b>Total Income:</b>                  | <b>(1,000,000)</b> | <b>0</b>       | <b>(20,486)</b>          | <b>(20,486)</b>  |
| <b>Overall Net Position:</b>          |                    |                |                          |                  |
| Goverance                             | (43,230)           | 711,806        | 646,770                  | (65,036)         |
| Audit                                 | 186,150            | 124,017        | 99,502                   | (24,515)         |
| <b>Net Overall Position</b>           | <b>142,920</b>     | <b>835,823</b> | <b>746,273</b>           | <b>(89,550)</b>  |
| <b>Total Net Overall Position</b>     | <b>142,920</b>     | <b>835,823</b> | <b>746,273</b>           | <b>(89,550)</b>  |

Month:-

Dec-21

**Department**

**Annual  
Budget**

**Budget  
to date**

**Total Actual  
& Committed**

**Total  
Variance**

**Expenditure:**

**Payroll**

Goverance

704,540

528,503

435,408

(93,095)

Audit

173,730.00

130,297

110,622

(19,675)

**Total Payoll Expenditure:**

**878,270**

**658,800**

**546,030**

**(112,769)**

**Non-Payroll**

Goverance

252,230

245,127

315,279

70,151

Audit

12,420

9,315

576

(8,739)

**Total Non-Payroll Expenditure:**

**264,650**

**254,442**

**315,854**

**61,412**

**Total Expenditure**

**1,142,920**

**913,242**

**861,884**

**(51,358)**

**Income:**

Goverance

(1,000,000)

0

(20,486)

(20,486)

**Total Income:**

**(1,000,000)**

**0**

**(20,486)**

**(20,486)**

**Overall Net Position:**

Goverance

(43,230)

773,630

730,201

(43,430)

Audit

186,150

139,612

111,198

(28,414)

**Net Overall Position**

**142,920**

**913,242**

**841,398**

**(71,844)**

**Total Net Overall Position**

**142,920**

**913,242**

**841,398**

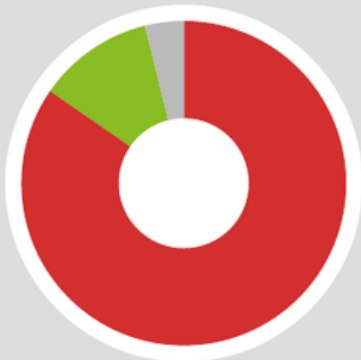
**(71,844)**

Performance Summary

Finance & Corporate Services

(Type = 'Service')

Tuesday 22nd of February 2022



Red = Target missed or measure overdue  
Amber = Measure due but not complete  
Green = Target met or exceeded  
Grey = Measure not yet due

|  |            |
|--|------------|
| Finance & Corporate Services                   | 18<br>Red  |
| Human Resources and Organisational Development | 2<br>Red   |
| Facilities Management                          | 3<br>Green |
| Finance  | 1<br>Grey  |
|  | 2<br>Red   |

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

100 : Departmental Absence CE Office - The average number of working days lost due to absences reduced . **Actual Absence for quarter**

TARGET  
3

ACTUAL

STATUS  
**Red**

TARGET 3 3 3  
ACTUAL 3.98 4.35

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

100 : Departmental Absence CE Office - The average number of working days lost due to absences reduced . **Rolling Year Absence**

TARGET  
12

ACTUAL

STATUS  
**Red**

TARGET 12 12 12  
ACTUAL 3.26 6.92

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

100 : Departmental Absence CE Office - The average number of working days lost due to absences reduced . **Rolling Year Absence (LG Benchmark)**

TARGET  
13.9

ACTUAL

STATUS  
**Red**

TARGET 13.9 13.9 13.9  
ACTUAL 3.26 6.92

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

161 : Departmental Absence Environmental Services - The average number of working days lost due to absences reduced . **Actual Absence**

TARGET  
3

ACTUAL

STATUS  
**Red**

TARGET 3 3 3  
ACTUAL 3.85 4.61

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

161 : Departmental Absence Environmental Services - The average number of working days lost due to absences reduced . **Rolling year absence**

TARGET  
12

ACTUAL

STATUS  
**Red**

TARGET 12 12 12  
ACTUAL 13.83 14.97

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

161 : Departmental Absence Environmental Services - The average number of working days lost due to absences reduced . **Rolling Year Absence (LG Benchmark)**

TARGET  
13.9

ACTUAL

STATUS  
**Red**

|        |       |       |      |
|--------|-------|-------|------|
| TARGET | 13.9  | 13.9  | 13.9 |
| ACTUAL | 13.83 | 14.97 |      |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

162 : Departmental Absence Service Transformation - The average number of working days lost due to absences reduced . **Actual Absence**

TARGET  
3

ACTUAL

STATUS  
**Red**

|        |      |      |   |
|--------|------|------|---|
| TARGET | 3    | 3    | 3 |
| ACTUAL | 3.23 | 6.17 |   |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

162 : Departmental Absence Service Transformation - The average number of working days lost due to absences reduced . **Rolling Year Absence**

TARGET  
12

ACTUAL

STATUS  
**Red**

|        |       |       |    |
|--------|-------|-------|----|
| TARGET | 12    | 12    | 12 |
| ACTUAL | 14.54 | 16.88 |    |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

162 : Departmental Absence Service Transformation - The average number of working days lost due to absences reduced . **Rolling year absence benchmark with LG**

TARGET  
13.9

ACTUAL

STATUS  
**Red**

|        |       |       |      |
|--------|-------|-------|------|
| TARGET | 13.9  | 13.9  | 13.9 |
| ACTUAL | 14.54 | 16.88 |      |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

163 : Departmental Absence Leisure & Community Wellbeing - The average number of working days lost due to absences reduced . **Actual Absence**

TARGET  
3

ACTUAL

STATUS  
**Red**

|        |      |      |   |
|--------|------|------|---|
| TARGET | 3    | 3    | 3 |
| ACTUAL | 3.80 | 4.75 |   |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

163 : Departmental Absence Leisure & Community Wellbeing - The average number of working days lost due to absences reduced . **Rolling Year Absence**

TARGET  
12

ACTUAL

STATUS  
**Red**

|        |       |       |    |
|--------|-------|-------|----|
| TARGET | 12    | 12    | 12 |
| ACTUAL | 12.96 | 14.55 |    |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

163 : Departmental Absence Leisure & Community Wellbeing - The average number of working days lost due to absences reduced . **Rolling year absence (benchmarked against LG sector)**

TARGET  
13.9

ACTUAL

STATUS  
**Red**

|        |       |       |      |
|--------|-------|-------|------|
| TARGET | 13.9  | 13.9  | 13.9 |
| ACTUAL | 12.96 | 14.55 |      |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

164 : Departmental Absence Finance & Corporate Services - The average number of working days lost due to absences reduced . **Actual absence**

TARGET  
3

ACTUAL

STATUS  
**Red**

|        |      |     |   |
|--------|------|-----|---|
| TARGET | 3    | 3   | 3 |
| ACTUAL | 1.07 | 2.9 |   |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

164 : Departmental Absence Finance & Corporate Services - The average number of working days lost due to absences reduced . **Rolling Year Absence**

TARGET  
12

ACTUAL

STATUS  
**Red**

|        |      |      |    |
|--------|------|------|----|
| TARGET | 12   | 12   | 12 |
| ACTUAL | 6.24 | 7.72 |    |

Notes: Data not yet available due to system change

FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

164 : Departmental Absence Finance & Corporate Services - The average number of working days lost due to absences reduced . **Rolling year absence (benchmarked against LG sector)**

TARGET  
13.9

ACTUAL

STATUS  
**Red**

|        |      |      |      |
|--------|------|------|------|
| TARGET | 13.9 | 13.9 | 13.9 |
| ACTUAL | 6.24 | 7.72 |      |

Notes: Data not yet available due to system change

## FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced. **Actual absence**

TARGET  
3

ACTUAL

STATUS  
**Red**

|        |      |      |   |
|--------|------|------|---|
| TARGET | 3    | 3    | 3 |
| ACTUAL | 3.41 | 4.65 |   |

**Notes:** Data not yet available due to system change

## FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced. **Rolling Year Absence**

TARGET  
12

ACTUAL

STATUS  
**Red**

|        |       |       |    |
|--------|-------|-------|----|
| TARGET | 12    | 12    | 12 |
| ACTUAL | 12.60 | 14.14 |    |

**Notes:** Data not yet available due to system change

## FINANCE & CORPORATE SERVICES

DUE 1ST JAN 22

211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced. **Rolling year absence LG benchmark**

TARGET  
13.9

ACTUAL

STATUS  
**Red**

|        |       |       |      |
|--------|-------|-------|------|
| TARGET | 13.9  | 13.9  | 13.9 |
| ACTUAL | 12.60 | 14.14 |      |

**Notes:** Data not yet available due to system change

## HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST JAN 22

14 : Employee Training Number of hours of off the job training per employee. **Number of Hours**

TARGET  
12

ACTUAL  
5.26

STATUS  
**Red**

|        |       |       |      |
|--------|-------|-------|------|
| TARGET | 4     | 8     | 12   |
| ACTUAL | 6.257 | 8.737 | 5.26 |

**Notes:** Employee Training includes Security Awareness training and Phishing.



## HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST JAN 22

15 : Elected Member Training Total number of hours of training per elected member. **Number of Hours**

TARGET  
6

ACTUAL  
2.17

STATUS  
**Red**

|        |      |      |      |
|--------|------|------|------|
| TARGET | 2    | 4    | 6    |
| ACTUAL | 1.11 | 1.86 | 2.17 |

**Notes:** Elected Member training hours includes Security Awareness training and Phishing training which some Members have conducted. Training events have been pared back due to Covid-19 restrictions on classroom type training. A number of online training events had been scheduled for Elected Members but unfortunately not everyone was able to avail of these.

## HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST JAN 22

18 : Payroll % rate of returns completed in appropriate timeliness. % of overtime and holiday pay claims completed within the quarter

TARGET  
100%

ACTUAL  
100%

STATUS  
**Green**

|        |        |     |      |
|--------|--------|-----|------|
| TARGET | 50%    | 80% | 100% |
| ACTUAL | 50.54% | 98% | 100% |

**Notes:** All relating to agreement completed from payroll - 3 employees did not sign the agreement and therefore payment did not proceed for them.

## HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST OCT 21

208 : Apprenticeships Implementation of the Apprenticeship programme. **Have we implemented the Apprenticeship programme by end of March 2022?**

TARGET  
Yes

ACTUAL  
Yes

STATUS  
**Green**

|        |     |
|--------|-----|
| TARGET | Yes |
| ACTUAL | Yes |

**Notes:** Apprenticeship programme was launched in Q1. Apprenticeships are implemented and are successfully progressing with monthly reviews.

## HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST OCT 21

209 : Health & Wellbeing Health & Wellbeing Initiatives .**The number and type of Health & Wellbeing Initiatives delivered during 2021/22**

TARGET  
6

ACTUAL  
13

STATUS  
**Green**

|        |    |
|--------|----|
| TARGET | 6  |
| ACTUAL | 13 |

**Notes:** 13 Health & Wellbeing Initiatives were delivered during Q1 & Q2



## FACILITIES MANAGEMENT

DUE 1ST APR 22

199 : Customer Experience Rating Customer satisfaction levels in relation to a number of LVI service offerings such as weddings/registration, conferencing and theatre. **Customer Satisfaction**

TARGET  
85%

ACTUAL

STATUS  
Grey

|        |     |
|--------|-----|
| TARGET | 85% |
| ACTUAL |     |

**Notes:** Theatre and Conferencing re-opened in November 2021 with an interim pricing model and COVID-19 restrictions in place. Customer feedback mechanisms have been reviewed and implemented. Registration Services have been monitoring customer experiences since September 2021. The customer service indicators will be reported on at the end of the financial year.

## FINANCE

DUE 1ST JAN 22

16 : Prompt Payment Prompt Payment Indicators . **Percentage supplier invoices paid within 30 Days**

TARGET  
100%

ACTUAL  
89.81%

STATUS  
Red

|        |        |        |        |
|--------|--------|--------|--------|
| TARGET | 100%   | 100%   | 100%   |
| ACTUAL | 96.14% | 91.64% | 89.81% |

**Notes:** For comparison, the average across NI Councils for quarter 3 is 90.87%. This target will continue to be challenging until the introduction of a new finance system. The new supplier has been appointed and it is anticipated the new system will be fully implemented in approx. 1 year.

## FINANCE

DUE 1ST JAN 22

16 : Prompt Payment Prompt Payment Indicators . **Percentage supplier invoices paid within 10 days**

TARGET  
90%

ACTUAL  
78.34%

STATUS  
Red

|        |        |        |        |
|--------|--------|--------|--------|
| TARGET | 90%    | 90%    | 90%    |
| ACTUAL | 86.27% | 76.12% | 78.34% |

**Notes:** For comparison, the average across NI Councils for quarter 3 is 69.1%. This target will be continue to be challenging until the introduction of a new finance system. The new supplier has been appointed and it is anticipated the new system will be fully operational in approx. 1 year.

# Performance Summary

## Chief Executives Office

(Type = 'Service')

Monday 21st of February 2022



Red = Target missed or measure overdue  
Amber = Measure due but not complete  
Green = Target met or exceeded  
Grey = Measure not yet due

Chief Executives Office



| CHIEF EXECUTIVES OFFICE  |       |      |      |                | DUE 1ST JAN 22 |                 |
|--|-------|------|------|----------------|----------------|-----------------|
| 102 : Health & Safety Health & Safety . Response times to Corporate Health & Safety requests within 3 working days |       |      |      | TARGET<br>100% | ACTUAL<br>100% | STATUS<br>Green |
| TARGET   | 100%  | 100% | 100% |                |                |                 |
| ACTUAL   | 99.2% | 100% | 100% |                |                |                 |
| Notes: Q3 there were169 work requests to Corporate H&S and all were answered/visited within 3 days                 |       |      |      |                |                |                 |

18

| CHIEF EXECUTIVES OFFICE  |     |     |     | DUE 1ST JAN 22 |               |                 |
|--|-----|-----|-----|----------------|---------------|-----------------|
| 102 : Health & Safety Health & Safety . Has each facility had a pre-open covid check including risk assessments reviewed by Corporate H&S? |     |     |     | TARGET<br>Yes  | ACTUAL<br>Yes | STATUS<br>Green |
| TARGET   | Yes | Yes | Yes |                |               |                 |
| ACTUAL   | Yes | Yes | Yes |                |               |                 |
| Notes:   |     |     |     |                |               |                 |



## Corporate Services Committee

**9<sup>th</sup> March 2022**

### Report from:

**Director of Finance & Corporate Services (Cara McCrory)**

### Item for Decision

#### TITLE:

Downshire Tennis Club – NI Open Tennis Tournament – Request for Financial Support

#### Background and Key Issues:

1. A request has been received from Downshire Tennis Club seeking Council support to run the NI Open Tennis Tournament from 11 -18 June 2022. Downshire Tennis Club has hosted the event on two occasions in 2018 and 2019 with the 2021 tournament cancelled due to covid. Tournament expenses are estimated at £11,000.
2. The tournament has been a great success and attracts the best players from all over Ireland including Youth Davis Cup players. The event is recognised by Tennis Ireland with world ranking points awarded to winners.
3. Downshire Tennis Club have been active attendees at the Royal Hillsborough Community Engagement Sessions over the past 9 months and are keen to offer their support to the year of celebrations. Attached at Appendix 1 is their request to Council.
4. It is anticipated that there will be underspends within the resource allocated to the Royal Hillsborough celebrations and therefore, no new additional pressures arise from any contribution offered to Downshire Tennis Club for this event.

It is recommended that a contribution of £1,000 be awarded from the already identified Royal Hillsborough budget towards costs of organising the above event.

### Finance and Resource Implications

None – Being taken from underspend in committed budget for Royal Hillsborough

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

**If no, please provide explanation/rationale**

N/A

If yes, what was the outcome?:

#### Option 1

Screen out  
without mitigation

Yes/No

#### Option 2

Screen out with  
mitigation

Yes/No

#### Option 3

Screen in for  
a full EQIA

Yes/No

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been  
given to Rural Needs?

No

Has a Rural Needs Impact  
Assessment (RNIA) template been  
completed?

No

**If no, please given explanation/rationale for why it was not considered necessary:**

Not required.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Appendix 1 – Email from Downshire Tennis Club

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

**From:** John Mercer  
**Sent:** 23 February 2022 11:43  
**To:** David Burns <[David.Burns@lisburncastlereagh.gov.uk](mailto:David.Burns@lisburncastlereagh.gov.uk)>  
**Subject:** Downshire Tennis Club

Hi David  
I am writing on behalf of Downshire Tennis Club.  
Would the council consider supporting Downshire Tennis Club to run the NI Open Tennis Tournament 11th - 18th June 2022.  
In previous years the Mayor of Lisburn & Castlereagh and the President of Tennis Ireland attended and presented the prizes.  
Downshire Tennis Club hosted the event on 2 occasions 2018 and 2019 with the 2020 and 2021 tournaments cancelled due to covid.  
Mens and ladies' singles winners each receive £1000 prize money.  
The tournament has been a great success and attracts the best players from all over Ireland including young Davis Cup players, it is recognised by Tennis Ireland as a 1000 tournament with world ranking points awarded to winners.  
Hosting this tournament comes at a considerable cost to the club, the following is an estimate of the expenses we will incur.

Tournament Expenses

|                     |       |
|---------------------|-------|
| Prize Money Pot     | £6000 |
| Trophies / flowers  | £800  |
| PR                  | £750  |
| Permit              | £600  |
| Catering            | £500  |
| Balls               | £ 500 |
| Tournament Director | £750  |
| Court Hire          | £500  |

We would be grateful if the council could look favourably at this request.

Many Thanks  
John Mercer (Chairman)





## Corporate Services Committee

**9<sup>th</sup> March 2022**

### Report from:

**Director of Finance & Corporate Services (Cara McCrory)**

### Item for Decision

**TITLE:** **National Association of Councillors (NAC)**

### Background and Key Issues:

Members are advised of notification which has been received in regard to the following National Association of Councillors (NAC) events:

#### NAC NI Region Members' Meetings 2022

| DATE                  | VENUE | LOCATION                      |
|-----------------------|-------|-------------------------------|
| 16 March 2022         | TBC   | Armagh, Banbridge & Craigavon |
| 25 May 2022           | TBC   | Belfast City                  |
| 20 July 2022          | TBC   | Causeway Coast & Glens        |
| 21 September 2022     | TBC   | Derry City & Strabane         |
| 21 October 2022 (AGM) | TBC   | TBC                           |
| 16 November 2022      | TBC   | Fermanagh & Omagh             |

#### NAC National Meetings & Conferences 2022

| DATE              | TOPIC                 | LOCATION |
|-------------------|-----------------------|----------|
| 24 – 26 June 2022 | TBC                   | TBC      |
| 25 – 27 Nov 2022  | Includes National AGM | TBC      |



Recommendation:

It is recommended that approval be granted to any NAC member who wishes to attend any of the above events.

Finance and Resource Implications:

From within existing budgets.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

|  |        |   |        |  |        |
|--|--------|---|--------|--|--------|
| Option 1<br>Screen out<br>without mitigation | Yes/No | Option 2<br>Screen out with<br>mitigation | Yes/No | Option 3<br>Screen in for<br>a full EQIA | Yes/No |
|--|--------|---|--------|--|--------|

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

|   |    |   |    |
|---|----|---|----|
| Has consideration been<br>given to Rural Needs? | No | Has a Rural Needs Impact<br>Assessment (RNIA) template been<br>completed? | No |
|---|----|---|----|

If no, please given explanation/rationale for why it was not considered necessary:

N/A

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

None.

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



# Corporate Services Committee

9<sup>th</sup> March 2022

## Report from:

Director of Finance & Corporate Services (Cara McCrory)

## Item for Decision

**TITLE:** Retrospectively Approve Expenses for Attendance – NILGA Planning Programme Study Visit, 2 – 3 March 2022

## Background and Key Issues:

Members are advised that notification was received in regard to a Planning Programme study visit to Edinburgh organised by NILGA.

Councillor Uel Mackin is currently taking part in this programme.

The study visit is taking place from 2 – 3 March 2022 in the Hilton Edinburgh Carlton, Edinburgh.

Expenditure for flights, accommodation and car parking incurred to date totals £286.77.

Councillor Mackin will also be entitled to claim subsistence and mileage costs incurred.

## Recommendation:

It is recommended that Members retrospectively approve the attendance of Councillor Mackin at the NILGA – Planning Programme study visit, 2 – 3 March 2022, together with any further approved expenditure that may be incurred

## Finance and Resource Implications

From within existing budgets.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

#### Option 1

Screen out  
without mitigation

#### Option 2

Screen out with  
mitigation

#### Option 3

Screen in for  
a full EQIA

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

### 2. Rural Needs Impact Assessment:

Has consideration been  
given to Rural Needs?

Has a Rural Needs Impact  
Assessment (RNIA) template been  
completed?

If no, please given explanation/rationale for why it was not considered necessary:

N/A

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:



# Corporate Services Committee

9<sup>th</sup> March 2022

## Report from:

Head of Communities (Angela McCann)

## Item for Noting

**TITLE:** Policing and Community Safety Partnership (PCSP) Action Plan 2022/23

## Background and Key Issues:

### Background

1. Each year the PCSP is required to submit an Action Plan outlining its key activities to the Department of Justice and Northern Ireland Policing Board to secure funding against delivery.

### Key Issues

2. The Department of Justice wrote to Council on 3 February 2022 to provide an update on the anticipated position in respect of Policing and Community Safety Partnership (PCSP) funding for 2022/23. Further to the Northern Ireland Executive's consultation on the proposed spending plans for the three-year period from 1 April 2022 to 31 March 2025, the Executive agreed that its top priority is health, and it is proposed within the draft budget that all departments take a reduction in their baselines of 2% to divert resources to health and social care. Due to recent developments with the NI Executive this consultation has been paused. However, departments are proceeding with the underpinning assumption that they are to find the proposed 2% reduction required to provide additional funding to health from efficiencies in their existing budgets.
3. Given the budget position as outlined above, DoJ and NIPB have made PCSPs aware of the likely reductions in the budget for the 2022/2023 financial year and have been asked



to work on the assumption of a 2% reduction from the 2021/2022 budget allocation to deliver 2022/23 Action Plans. This equates to a reduction of £5,502 spread across the administrative and operational costs of the PCSP.

4. The Chairperson of the PCSP has written to the Ministers of Justice and Finance to express disappointment at the proposed reduction in funding to PCSPs for the 2022/23 period.
5. Attached at **Appendix 1** is the Lisburn & Castlereagh PCSP Action Plan for 2022/23 which was agreed by the Partnership at its meeting held on 15 February 2022. The total budget requested from the Department is £269,612 with a council contribution of £113,870 as agreed through the estimates process.

#### Recommendation:

It is recommended that Members note the PCSP Action Plan for 2022/23 as agreed by the PCSP at its meeting held on 15 February, incorporating the requested 2% reduction which has been spread across administration and operational costs.

#### Finance and Resource Implications:

£113,870 agreed as per 22/23 Estimates  
£269,612 requested from the Department of Justice

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

|   |    |  |     |   |    |
|---|----|--|-----|---|----|
| <b>Option 1</b><br>Screen out<br>without mitigation | No | <b>Option 2</b><br>Screen out with<br>mitigation | Yes | <b>Option 3</b><br>Screen in for<br>a full EQIA | No |
|---|----|--|-----|---|----|

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

The Equality and Good Relations screening is in the process of finalisation. It is anticipated a few minor issues may be identified and mitigating measures will be put in place if required.

**Insert link to completed Equality and Good Relations report:**

2. Rural Needs Impact Assessment:

|  |     |   |     |
|--|-----|---|-----|
| Has consideration been given to Rural Needs? | Yes | Has a Rural Needs Impact Assessment (RNIA) template been completed? | Yes |
|--|-----|---|-----|

If no, please given explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

The RNIA is in the process of being completed. Any potential disadvantages identified will be addressed with actions to ensure no rural communities are negatively impacted.

|                               |    |
|-------------------------------|----|
| SUBJECT TO PLANNING APPROVAL: | No |
|-------------------------------|----|

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

|             |                                     |
|-------------|-------------------------------------|
| APPENDICES: | Appendix 1 PCSP Action Plan 2022/23 |
|-------------|-------------------------------------|

|   |    |
|---|----|
| HAS IT BEEN SUBJECT TO CALL IN TO DATE? | No |
|---|----|

If Yes, please insert date:



Strategic Priority 1: To ensure effective delivery in response to local need, and improve the visibility and recognition of the work of the PCSP through effective consultation, communication and engagement

|            |  |
|------------|--|
| Indicators | % of public awareness of PCSP<br>% people reporting crime (NI Crime Survey)<br>% of PCSP members making full meeting attendance<br># of PCSP participants at Public Events |
|------------|--|

| Theme                              | Aims & description  | Key Activities   | Start Date | End Date   | Resource or cost | Performance measures   | Reporting Quarter |
|------------------------------------|---|--|------------|------------|------------------|--|-------------------|
| Lisburn & Castlereagh PCSP Members | To evidence impact through supporting PCSP Members to be effective in their role. | Private/Public/thematic working group meetings of the PCSP<br><br>Encourage participation in planning and monitoring. Allocate different members to sub-groups.<br><br>Provide support to develop capacity as required for members of the PCSP.<br><br>Review format and protocols of PCSP meetings to develop | April 2022 | March 2025 | £3,000           | <u>How much did we do?</u><br># PCSP private/public/thematic working group meetings<br># Events to support/increase the capacity of PCSP<br># Members of the public attending<br># of promotion/social media activities undertaken as PCSP<br><br><u>How well did we do it?</u><br>% PCSP Members attending private/public meetings (Political/Independent/Designated)<br>% PCSP Members receiving necessary training to support delivery of their role<br># and % of the public expressing their satisfaction with public meetings<br><br><u>Is anyone better off?</u><br># and % PCSP Members with an improved knowledge/understanding of their role | 1,2,3 and 4       |

| Theme                              | Aims & description  | Key Activities   | Start Date | End Date   | Resource or cost | Performance measures  | Reporting Quarter |
|------------------------------------|---|--|------------|------------|------------------|---|-------------------|
|                                    |   | PCSP independent member participation<br><br>Offer opportunity for PCSP members to visit PCSP supported programmes   |            |            |                  | # and % PCSP Members feeling supported, confident and equipped to deliver their objectives<br># and % public confidence that PCSPs are doing a good job<br># and % of public awareness of the PCSP  |                   |
| <b>Raise awareness of the PCSP</b> | To evidence impact through the delivery of effective PCSP communications to raise awareness of reconstituted PCSP | Implement and monitor the PCSP Communications Strategy across traditional and social media platforms, through delivery of the action plan and in collaboration with designated and local partners. | April 2022 | March 2025 | £2,000           | <p><b><u>How much did we do?</u></b><br/> # Specific communications activities delivered<br/> # of Facebook likes/followers<br/> # reports in local press and other publications, e.g. In Partnership; newsletters of Designated Organisations and specific publications to raise awareness of the PCSP</p> <p><b><u>How well did we do it?</u></b><br/> % increase in social media presence<br/> % increase in traditional media items referencing PCSP<br/> % increase in engagement of people from BAME backgrounds</p> <p><b><u>Is anyone better off?</u></b><br/> # and % of people with improved awareness of the PCSP<br/> # and % of people with improved awareness of particular PCSP projects</p> | 1,2,3 and 4       |

## Strategic Priority 2: To improve community safety by prioritising and addressing local community safety issues, tackling crime and anti-social behaviour

|            |   |  |
|------------|---|--|
| Indicators | Recorded Crime<br>Domestic Abuse incidents<br>Antisocial behaviour incidents<br>Minor road safety incidents | Drug seizures/possession<br>Fear of Crime<br>Road Traffic Casualties |
|------------|---|--|

| Theme                 | Aims & description  | Key Activities   | Start Date | End Date   | Resource or cost | Performance measures   | Reporting Quarter |
|-----------------------|---|--|------------|------------|------------------|--|-------------------|
| Anti-Social Behaviour | <p><b>Lisburn SAFE</b> – formed in 2011 following community and police consultation. MOU agreed by PSNI, PCSP, Lisburn PSP.</p> <p>Employment of project co-ordinator to manage volunteers involved in a warden scheme to reduce ASB and increase engagement with the local police.</p> | <p>Outreach programmes</p> <p>Referral mechanism for local residents to statutory and voluntary agencies</p> <p>Patrols of the local area by volunteers at key times</p> | April 2022 | March 2023 | £20,000          | <p><b>How much did we do?</b></p> <p># of outreach programmes delivered</p> <p># of volunteer hours completed</p> <p># of referrals made to the PSNI and other statutory agencies</p> <p><b>How well did we do it?</b></p> <p>% of young people who stated they benefitted from participation in the programmes</p> <p><b>Is anyone better off?</b></p> <p># and % decrease of ASB incidents in hotspot areas</p> <p># and % of young people involved in ASB in the area</p> <p># and % of young people changing behaviour as a result of the programmes</p> | 1,2,3 and 4       |
|                       | <p>To address anti-social behaviour at hot spot locations through the delivery of an outreach</p>   | <p>Deliver outreach programme/pilot community safety warden scheme in</p>  |            |            | £40,000          | <p><b>How much did we do?</b></p> <p>Establish steering group of key partners</p> <p>Identify model of delivery</p> <p>Secure required funding to deliver</p>  |                   |

| Theme                            | Aims & description   | Key Activities   | Start Date | End Date   | Resource or cost | Performance measures  | Reporting Quarter |
|----------------------------------|--|--|------------|------------|------------------|---|-------------------|
|                                  | programme/pilot warden scheme targeted at vulnerable young people in partnership with other agencies, to reduce risk taking behaviour and improve engagement with young people<br>Hot spots identified as Civic Centre, Castle Gardens, Wallace Park, Carryduff, Cairnshill, Dundonald, Moira Demesne and others as they emerge. | partnership with key designated partners<br><br>Support re-establishment of weekend drop-in centre facility for young people in partnership with partner agencies. |            |            |                  | # of activities delivered<br># of places offered<br># of partners involved<br><br><u><b>How well did we do it?</b></u><br>% activities delivered<br>% of young people engaged<br># of young people diverted from risk taking behaviours<br># and % of participants reporting satisfaction with activities and intervention<br><br><u><b>Is anyone better off?</b></u><br># and % participants more aware of implications of ASB<br># and % of partners reporting improved partnership working with other key stakeholders (as a result of their involvement with the PCSP). |                   |
| <b>Project Support Programme</b> | To enable community/voluntary based organisations to deliver locally based solutions to policing and community safety issues   | Delivery of Project Support Programme  | April 2022 | March 2023 | £40,000          | <u><b>How much did we do?</b></u><br># applications received for programme delivery<br># of grant applications processed<br># of monitoring reports returned<br># of promotional items of each project receiving funding<br><br><u><b>How well did we do it?</b></u>  | 1,2,3 and 4       |

| Theme   | Aims & description  | Key Activities  | Start Date                          | End Date                            | Resource or cost | Performance measures   | Reporting Quarter |
|---|---|---|-------------------------------------|-------------------------------------|------------------|--|-------------------|
|   |   |   |                                     |                                     |                  | <p># and % people satisfied with the grant application process</p> <p><b><u>Is anyone better off?</u></b></p> <p># and % reduction in the number of ASB incidents in the area where the programme took place</p> <p># and % participants more aware of implications of ASB</p> <p># and % groups reporting increased ability to engage with wider community members through their grant</p> <p># and % participants with increased confidence in PSNI following event</p> <p># and % participants more likely to engage with PSNI following event</p> <p># and % participants more likely to report crime following event.</p> |                   |
| <b>Hate Crime – disability, faith/religious, homophobic, sectarian, transphobic</b> | To tackle hate crime through initiatives to raise awareness, prevent crimes, improve victim support and information on how hate crimes can be reported to the PSNI. | <p>Organise information and engagement events for New Ethnic minorities residing in LCCC in partnership with PSNI/Agencies/Community</p> <p>Awareness Campaign focussing on</p> | <p>April 2022</p> <p>April 2022</p> | <p>March 2023</p> <p>March 2023</p> | £5,000           | <p><b><u>How much did we do?</u></b></p> <p># of awareness sessions delivered</p> <p># of participants in local communities</p> <p><b><u>How well did we do it?</u></b></p> <p>% satisfaction with programme delivered</p> <p><b><u>Is anyone better off?</u></b></p> <p>% participants with increased knowledge of hate crimes</p> <p>#% participants more likely to engage support services following event</p>  |                   |

| Theme                    | Aims & description   | Key Activities  | Start Date | End Date   | Resource or cost | Performance measures   | Reporting Quarter |
|--------------------------|--|---|------------|------------|------------------|--|-------------------|
|                          |  | vulnerable groups (Females/LGBTQ)   |            |            |                  | #% participants more likely to report hate crime following event.  |                   |
| <b>Drugs and Alcohol</b> | Raising awareness of the harmful effects of drugs and alcohol through education, awareness raising, early intervention and prevention. This will include support for the delivery of SEDACT and the Lisburn Drugs & Alcohol Forum initiatives. | Focus on the delivery of initiatives aimed at prevention and intervention which address the harm caused by drug and alcohol misuse.<br>Focus on expansion of positive initiatives across the whole council area and with schools. | April 2022 | March 2023 | £7,000           | <p><b><u>How much did we do?</u></b><br/> # programmes delivered in partnership with Lisburn Drugs and Alcohol Forum and SEDACT<br/> # of people supported through targeted programmes<br/> # of people engaged in drugs and alcohol related training programme</p> <p><b><u>How well did we do it?</u></b><br/> # % satisfied with the targeted intervention initiatives</p> <p><b><u>Is anyone better off?</u></b><br/> # and % of participants with changed attitudes/beliefs/opinions on the negative impact of drugs and alcohol<br/> # and % of participants with improved awareness/knowledge/understanding of the negative impact of alcohol and drugs</p> | 1,2,3 and 4       |

| Theme                               | Aims & description   | Key Activities   | Start Date | End Date   | Resource or cost | Performance measures   | Reporting Quarter |
|-------------------------------------|--|--|------------|------------|------------------|--|-------------------|
| <b>Domestic burglary</b>            | Deliver 4 tier security scheme to install physical security measures in the homes of older and vulnerable people | Home security assessment undertaken in key referral groups and installation of target hardening measures where required  | April 2022 | March 2023 | £12,000          | <p><b><u>How much did we do?</u></b><br/> # referrals to 4 tier home security scheme<br/> # target hardening measures installed<br/> # number of people in receipt of equipment</p> <p><b><u>How well did we do it?</u></b><br/> % satisfaction rate with service through call back monitoring</p> <p><b><u>Is anyone better off?</u></b><br/> # and % of people who feel safer as a result of engaging with the service<br/> ## participants with increased confidence in PSNI following event<br/> ## participants more likely to engage with PSNI following event<br/> ## participants more likely to report crime following event.</p> | 1,2,3 and 4       |
| <b>Crime Prevention initiatives</b> | <b>To deliver crime prevention initiatives including information and awareness raising sessions</b>              | <p>Awareness raising sessions organised, including sessions focusing on cybercrime and financial scams.</p> <p>Provide advice on how to protect from cybercrime and financial fraud,</p> | April 2022 | March 2023 | £12,500          | <p><b><u>How much did we do?</u></b><br/> # information sessions delivered/exhibited at<br/> # people attending sessions<br/> # social media posts to raise awareness of cybercrime and financial fraud</p> <p><b><u>How well did we do it?</u></b><br/> % satisfaction with the event/s</p> <p><b><u>Is anyone better off?</u></b></p>  | 1,2,3 and 4       |



| Theme | Aims & description | Key Activities   | Start Date | End Date | Resource or cost | Performance measures  | Reporting Quarter |
|-------|--------------------|--|------------|----------|------------------|---|-------------------|
|       |                    | <p>signpost victim support services and advice on how to report such crimes.</p> <p>Personal/Home security sessions</p> <p>Promotion and management of Farm Watch, Text Alert, Truecall, trailer marking, Tracker Devices and bike marking schemes</p> |            |          |                  | <p># and % participants reporting improved knowledge of crime prevention awareness</p> <p># % participants with increased confidence in PSNI following event</p> <p># % participants more likely to engage with PSNI following event</p> <p># % participants more likely to report crime following event.</p> <p><b><u>How much did we do?</u></b></p> <p># of participants engaged</p> <p># items of personal security distributed</p> <p># of personal/home security sessions delivered</p> <p><b><u>How well did we do it?</u></b></p> <p># and % of people satisfied with the information/service provided</p> <p><b><u>Is anyone better off?</u></b></p> <p># and % participants reporting improved knowledge of crime prevention awareness</p> <p># and % of people reporting feeling safer</p> <p><b><u>How much did we do?</u></b></p> <p># sessions delivered (trailer/bike marking)</p> <p># people attending sessions</p> <p># of Farm Watch Schemes</p> <p># Truecall devices installed</p> <p># Text alerts issued</p> |                   |

| Theme | Aims & description             | Key Activities   | Start Date | End Date | Resource or cost | Performance measures  | Reporting Quarter |
|-------|--------------------------------|--|------------|----------|------------------|---|-------------------|
|       | <b>Participatory Budgeting</b> | Deliver a Participatory Budgeting initiative across the 7 Lisburn & Castlereagh DEAs |            |          | £25,000          | <p><b><u>How well did we do it?</u></b><br/> # and % of participants satisfied with the service provided<br/> % increase in Farm Watch participants</p> <p><b><u>Is anyone better off?</u></b><br/> # and % participants reporting improved knowledge of crime prevention awareness<br/> # of potential scams averted through Truecall devices<br/> # of tracker devices installed<br/> % of people feeling safer as a result of the Scheme/measures implemented<br/> #% attendees reporting that they have been able to influence local decision making<br/> #% participants with increased confidence in PSNI following event<br/> #% participants more likely to engage with PSNI following event<br/> #% participants more likely to report crime following event.</p> <p><b><u>How much did we do?</u></b><br/> # number of participatory budgeting awareness raising sessions delivered<br/> # of people involved in participatory budgeting sessions</p> <p><b><u>How well did we do it?</u></b></p> |                   |

| Theme              | Aims & description  | Key Activities   | Start Date | End Date   | Resource or cost | Performance measures   | Reporting Quarter |
|--------------------|---|--|------------|------------|------------------|--|-------------------|
|                    |   |  |            |            |                  | <p>% participants who considered they played a meaningful part in how resources were being distributed</p> <p><b><u>Is anyone better off?</u></b><br/>           % participants reporting improved knowledge of participatory budgeting<br/>           # and % attendees reporting that they have been able to influence local decision making</p>   |                   |
| <b>Road Safety</b> | <p>Undertake a review of effectiveness of Speed Indicator Devices</p> <p>Purchase and install a further 2 Speed Indicator Devices</p> | <p>Raise awareness with speeding motorists</p> <p>Engage schools and youth council in further raising awareness of road safety for children and young people (e.g. booklets and high visibility vests)</p> <p>Host school students at a Cool FM Road Safe Road Show for young emerging drivers</p> | April 2022 | March 2023 | £16,000          | <p><b><u>How much did we do?</u></b><br/>           # of hotspot areas where devices were deployed<br/>           # of motorists exceeding the speed limit at entry point<br/>           # of Road Safe Road Shows/events held</p> <p><b><u>How well did we do it?</u></b><br/>           % of motorists who reduced speed from entry to exit point at speed indicator device locations<br/>           # of high visibility vests provided<br/>           # of Road Safety Booklets provided<br/>           # of social media connections to Road Safety Booklet# of students in attendance</p> <p><b><u>Is anyone better off?</u></b><br/>           % of motorists who adhered to the speed limit at the speed indicator device locations<br/>           % of children and young people showing improved knowledge of maintaining their own safety</p> | 1,2,3 and 4       |

| Theme                                 | Aims & description   | Key Activities  | Start Date | End Date   | Resource or cost  | Performance measures  | Reporting Quarter |
|---------------------------------------|--|---|------------|------------|-------------------|---|-------------------|
| <b>Domestic &amp; Sexual Violence</b> | To support Domestic Violence initiatives with key partners                               | To promote awareness and deliver identified training in communities   | April 2022 | March 2023 | £8,000            | <p><b><u>How much did we do?</u></b><br/> # of training session delivered<br/> # of participants in local communities</p> <p><b><u>How well did we do it?</u></b><br/> % satisfaction with programme delivered</p> <p><b><u>Is anyone better off?</u></b><br/> % participants with increased knowledge of services available and how to access them<br/> % increased knowledge of domestic violence issue<br/> ## participants with increased confidence in PSNI following event<br/> ## participants more likely to engage with PSNI following event<br/> ## participants more likely to report crime following event.</p> | 1,2,3 and 4       |
| <b>Support Hub</b>                    | A partnership of agencies and professionals to protect and make safe the most vulnerable | Early intervention through information sharing co-ordinated intervention and coherent service provision to reduce vulnerability to crime as victim or perpetrator | April 2022 | March 2023 | Zero cost to PCSP | <p><b><u>How much did we do?</u></b> (data provided by Hub)<br/> # of Support Hub meetings<br/> # of individuals referred to Support Hub<br/> # of individuals not accepted by Support Hub (signposted directly to relevant organisation)</p> <p><b><u>How well did we do it?</u></b><br/> # and % of actions successfully completed by partner organisations</p>   |                   |

| Theme | Aims & description | Key Activities | Start Date | End Date | Resource or cost | Performance measures  | Reporting Quarter |
|-------|--------------------|----------------|------------|----------|------------------|---|-------------------|
|       |                    |                |            |          |                  | <p>% of partner organisations attending Support Hub meetings</p> <p>% reduction in calls to partner organisations from individuals being helped by Support Hub (broken down by relevant organisation)</p> <p><b>Is anyone better off?</b></p> <p># and % of people being helped by Support Hubs who are discharged from the Hub because their needs have been met</p> <p># and % of individuals who leave the Hub of their own volition or are removed from the Hub because of a lack of engagement</p> |                   |

### Strategic Priority 3: To support community confidence in policing, including through collaborative problem solving with communities

|            |   |
|------------|---|
| Indicators | % increase in community confidence in policing<br>Level of reporting to the police (NI Crime Survey)<br>% increase in the level of police and community engagement<br>Community confidence in ability of PCSP to monitor local police performance |
|------------|---|

| Theme                                   | Aims & description  | Key Activities  | Start Date | End Date   | Resource or cost | Performance measures  | Reporting Quarter |
|---|---|---|------------|------------|------------------|---|-------------------|
| <b>Advocate for policing</b>            | To evidence impact through the delivery of projects and activities that build community confidence in the rule of law and embed a culture of lawfulness | Effective engagement with/by the constituted Youth Council on matters relating to policing and community safety                 | April 2022 | March 2023 | £7,000           | <u><b>How much did we do?</b></u><br># young people in attendance<br># training and development programmes for youth members involved in the constituted youth council<br><br><u><b>How well did we do it?</b></u><br>% young people satisfied with engagement events<br><br><u><b>Is anyone better off?</b></u><br># of new skills acquired through training and development programme<br>% increase in knowledge and understanding of policing and community safety | 1,2 3 and 4       |
| <b>Monitor local police performance</b> | To evidence impact through the delivery of projects and activities that support monitoring of local police performance and                              | Policing Committee private/public meetings<br>Consultation with local communities to identify priorities for local policing and | April 2022 | March 2023 | £3,000           | <u><b>How much did we do?</b></u><br># public Policing Committee meetings<br># private Policing Committee meetings<br># consultation events<br># members of the public attending Policing Committee meetings  | 1,2 3 and 4       |

| Theme   | Aims & description   | Key Activities  | Start Date | End Date   | Resource or cost | Performance measures  | Reporting Quarter |
|---|--|---|------------|------------|------------------|---|-------------------|
|   | ensure local accountability  | contribution to the development of the local policing plan  |            |            |                  | <p><b><u>How well did we do it?</u></b><br/>           % PCSP Members attending all meetings<br/>           % satisfaction of public with the events</p> <p><b><u>Is anyone better off?</u></b><br/>           % participants who have improved understanding of the role of the Policing Committee<br/>           % partners reporting increased ability to engage with wider community members<br/>           % increased knowledge of local policing priorities</p>  |                   |
| <b>Engaging of local community and police</b> | <p>To evidence impact through the delivery of projects and activities that support community and police engagement</p> <p>Expansion of text alert and other social media platforms</p> | <p>4 Area based public meetings with local community organisations where applicable</p> <p>Increase the number of participants involved in the text alert scheme and increase presence on social media platforms such as facebook and twitter</p> | April 2022 | March 2023 | £9,500           | <p><b><u>How much did we do?</u></b><br/>           # area/issue based public meetings in target locations<br/>           # of messages sent to text alert members<br/>           # members of the public attending</p> <p><b><u>How well did we do it?</u></b><br/>           % increase of text alert users<br/>           % of the public satisfied with the event</p> <p><b><u>Is anyone better off?</u></b><br/>           % increase in the opinion of those attending that they would be more likely to engage with the police following the event<br/>           % increase in confidence in the police following the event</p> | 1,2 3 and 4       |



| Theme  | Aims & description  | Key Activities  | Start Date | End Date   | Resource or cost | Performance measures   | Reporting Quarter |
|--|---|---|------------|------------|------------------|--|-------------------|
| <b>Support and develop Neighbourhood Watch Schemes and Community Police Liaison Committees</b> | Engaging with and helping communities organise within their local area schemes to foster community spirit and improve relationships with the PCSP | <p>Support current schemes and set up new ones, find new co-ordinators in conjunction with PSNI for schemes where the co-ordinator has resigned or for areas where there has been increased ASB or criminal activity.</p> <p>Support NW co-ordinators and enable them to network and learn from peers at quarterly events.</p> <p>Produce an annual NHW newsletter and supply welcome packs for all new households.</p> <p>Erection of NHW signs.</p> | April 2022 | March 2023 | £4,600           | <p><b><u>How much did we do?</u></b><br/> # meetings of NHW co-ordinators<br/> # of NHW schemes<br/> # CPLC meetings<br/> # of new NHW schemes established<br/> # crime prevention sessions delivered</p> <p><b><u>How well did we do it?</u></b><br/> # and % co-ordinators in attendance<br/> # and % of co-ordinators who were satisfied with the session</p> <p><b><u>Is anyone better off?</u></b><br/> # and % of co-ordinators who reported increased knowledge as a result of the events<br/> # and % of CPLC Members who reported increased confidence with the police and PCSP as a result of engagement</p> | 1,2 3 and 4       |



## Corporate Services Committee

**9<sup>th</sup> March 2022**

### Report from:

**Head of Corporate Communications & Administration (Frances Byrne)**

### Item for Decision

**TITLE: Northern Irish Veterans Awards – Request for Sponsorship**

### Background and Key Issues:

1. A request has been received from the Northern Irish Veterans Awards seeking sponsorship of the Northern Irish Veterans Awards ceremony to be held on 26 October 2022 in the Stormont Hotel, Belfast.
2. The purpose of the Awards are to recognise the number of highly successful former serving military personnel who have made the transition from military to civilian life. Veterans who have excelled in their relevant fields will be acknowledged for their achievements and their stories will be used to inspire other service leavers transitioning to civilian life.
3. Since 2019 Veterans Awards ceremonies have been held in England, Scotland and Wales and this year is the first time the Awards will take place in Northern Ireland. Veterans of all nationalities who served in the British or Irish military forces and who are currently based in Northern Ireland are eligible to apply.
4. The following sponsorship packages are available:

#### **Feature Sponsor - £1,200**

- Corporate branding on all promotional literature and Northern Ireland Veterans Awards website
- Promotion in press releases and PR activities as feature sponsor

- Opportunity to include company literature in event packs
- Prime exhibition space at Awards ceremony
- Complimentary sponsorship of an award category
- 2 Complimentary tickets
- Presentation of category award role
- Twitter and Facebook updates
- Place on the judging panel
- 1 promotional video to be aired at the Awards evening and for use on social media to highlight the Council's involvement.

#### **Category Sponsor - £800**

- Branded as a sponsor on awards website
- Opportunity to include promotional literature in event pack hand-outs
- Place on the judging panel
- Presentation of category award role
- Twitter and facebook updates
- 1 Complimentary tickets

#### **Awards Ceremony Dinner - £799**

- A table for 10 people at the Awards Ceremony Dinner can be purchased at a cost of £799
- In the event of less than 10 people wishing to attend individual tickets can be purchased at a cost of £85 per person.

5. This request does not fall within the current policy on Requests for Financial Assistance, however, Lisburn & Castlereagh City Council is committed to supporting veterans in its Council area and signed the Armed Forces Covenant in 2017. Alderman J Tinsley is the Council's Veterans' Champion and currently represents the Council on the Reserve Forces & Cadets Association for NI and also sits on the NI Veterans Support Committee.
6. In line with the Council's commitment to support veterans and the uniqueness of this being the first time the awards ceremony will be held in Northern Ireland Members may wish to consider whether there might be an exceptional factor which could merit financial assistance being awarded on this occasion.

#### **Recommendation:**

It is recommended that this request for financial assistance is considered by Members.

#### **Finance and Resource Implications:**

If Members agree to support this initiative this will be funded from the 2022/23 Civic Events budget.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

Request being considered against existing policy.

If yes, what was the outcome?:

|   |     |  |     |   |     |
|---|-----|--|-----|---|-----|
| <b>Option 1</b><br>Screen out<br>without mitigation | n/a | <b>Option 2</b><br>Screen out with<br>mitigation | n/a | <b>Option 3</b><br>Screen in for<br>a full EQIA | n/a |
|---|-----|--|-----|---|-----|

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

### 2. Rural Needs Impact Assessment:

|   |    |   |    |  |
|---|----|---|----|--|
| Has consideration been<br>given to Rural Needs? | No | Has a Rural Needs Impact<br>Assessment (RNIA) template been<br>completed? | No |  |
|---|----|---|----|--|

If no, please given explanation/rationale for why it was not considered necessary:

Request being considered against existing policy. Impact Assessment not relevant to this request.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:



# Corporate Services Committee

9<sup>th</sup> March 2022

## Report from:

Head of Corporate Communications & Administration (Frances Byrne)

## Item for Decision

### TITLE:

Lagan Valley Island – Building Illumination Requests

## Background and Key Issues:

New illumination requests are presented below for Member's consideration:

### 1.Action for Brain Injury Week, 16<sup>th</sup> – 22<sup>nd</sup> May 2022

A request was received from Brain Injury Matters on 9<sup>th</sup> February 2022 to light up Blue and Green (rotation) on Monday 16<sup>th</sup> May to mark the beginning of Brain injury week.

The work of "Brain Injury Matters" can be viewed via the following link:-

[www.braininjurymatters.org.uk](http://www.braininjurymatters.org.uk)

### 2.Queen's Platinum Jubilee, 2<sup>nd</sup> – 5<sup>th</sup> June 2022

Lisburn & Castlereagh City Council will mark the 70<sup>th</sup> year of Her Majesty The Queen as Sovereign with a full programme of Queen's Platinum Jubilee events for the local community. LCCC Queens Platinum Jubilee Programme can be viewed via the following link:-

<https://www.lisburncastlereagh.gov.uk/queens-platinum-jubilee>

The Mayor has requested that consideration be given to illuminate LVI Purple from Thursday 2<sup>nd</sup> June – Sunday 5<sup>th</sup> June 2022 to mark the Queens Platinum Jubilee in line with the programme of events that weekend, noting that the policy criteria allows for one day only in normal circumstances.



Separate requests to illuminate Castle Gardens and Union Bridge purple during the same timeframe are being progressed via the appropriate department / organisation.

### **3. Parkinson's UK Northern Ireland, 11<sup>th</sup> April 2022**

A request was received on 24<sup>th</sup> February 2022 to light up Blue on the 19<sup>th</sup> April 2022 to mark International World Parkinson's Day.

This request was declined as it did not meet the criteria detailed in the policy on the specified timeframe required for illumination requests (2 months).

The organisers have since requested that the building is lit blue on 11<sup>th</sup> April 2023.

The work of "Parkinson's UK Northern Ireland" can be viewed via the following link:-  
<https://www.parkinsons.org.uk/about-us/parkinsons-uk-northern-ireland>

### **4. CDH International, 19<sup>th</sup> April 2022**

A request was received by the Mayor's Office on 23<sup>rd</sup> February 2022 to light up Blue on the 19<sup>th</sup> April 2022 to mark Congenital Diaphragmatic Hernia Awareness Day.

This request was declined as it did not meet the criteria detailed in the policy on the specified timeframe required for illumination requests (2 months).

The organisers have since requested that the building is lit blue on 19<sup>th</sup> April 2023.

The work of "CDH International" can be viewed via the following link:-  
<https://cdhi.org/united-kingdom/>

### **5. Nerve Tumours UK**

A request was received on 25<sup>th</sup> February 2022 to light up Blue on the 17<sup>th</sup> May 2022 to mark World Neurofibromatosis Awareness Day.

The work of "Nerve Tumours UK" can be viewed via the following link:-  
<https://nervetumours.org.uk/>

### **6. Lisburn and Castlereagh City Council in Support of Ukraine, 26<sup>th</sup> February 2022**

A request was received by the Mayor's Office on the 25<sup>th</sup> February 2022 to light up Yellow & Blue on rotation urgently to show solidarity and stand with the people of Ukraine. Exceptional circumstances were identified and agreed by Chair, Vice Chair and Mayor.

The building was illuminated on Saturday 26<sup>th</sup> February 2022.

#### **Recommendation:**



1. It is recommended that Members consider the requests to light LVI:

○ Green and Blue on 16<sup>th</sup> May 2022 to mark Action for Brain Injury Week

○ Purple from 2<sup>nd</sup> – 5<sup>th</sup> June to mark the Queens Platinum Jubilee

○ Blue on 17<sup>th</sup> May 2022 to mark World Neurofibromatosis Awareness Day.

2. Note reasons for declining the below illumination requests and consider adding to the 2023 illumination calendar:

○ Parkinson's UK Northern Ireland, 11th April 2022

○ CDH International, 19th April 2022

3. Note the exceptional circumstances for illuminating on the 26<sup>th</sup> February 2022 alongside other councils across Northern Ireland to show solidarity with Ukraine.
- Finance and Resource Implications:

None.
- Screening and Impact Assessment
1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

These requests are in accordance with the Illumination Policy which was Equality Screened in March 2021

If yes, what was the outcome?:

Option 1

Screen out without mitigation

N/A

Option 2

Screen out with mitigation

N/A

Option 3

Screen in for a full EQIA

N/A

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

|  |    |   |    |
|--|----|---|----|
| Has consideration been given to Rural Needs? | No | Has a Rural Needs Impact Assessment (RNIA) template been completed? | No |
|--|----|---|----|

If no, please given explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



## Corporate Services Committee

9<sup>th</sup> March 2022

### Report from:

**Head of Corporate Communications & Administration (Frances Byrne)**

### Item for Decision

#### TITLE:

South Eastern Health & Social Care Trust  
Consultation – Public Consultation on the temporary changes to Urgent and  
Emergency Care services at Lagan Valley Hospital, Lisburn  
(Closing date: 22<sup>nd</sup> April 2022)

#### Background and Key Issues:

1. As previously reported, the South Eastern Health & Social Care Trust had advised that a consultation on the Phone First scheme in regard to the Emergency Department of the Lagan Valley Hospital was to take place.
2. The SE Trust consultation entitled “Public Consultation on the temporary changes to Urgent and Emergency Care services at Lagan Valley Hospital, Lisburn” was published on 23<sup>rd</sup> February 2022. It has a closing date of the 22<sup>nd</sup> April 2022.
3. The Committee agreed on the 10<sup>th</sup> November 2021 that - upon receipt of the consultation document, it be provided to all Members for comment/views prior to finalisation of the Council's collective response.
4. All Members of Council were provided with the consultation document on the 24<sup>th</sup> February 2022 and have been asked to submit their comments to Member Services by the 18<sup>th</sup> March 2022. This timescale will allow for a draft response to be prepared and presented to the Committee on the 13<sup>th</sup> April 2022.

5. At a meeting held on 13<sup>th</sup> October 2021 regarding the temporary changes to the Urgent and Emergency Care services, Trust officials advised they would meet with all Members of Council as part of this consultation process. Officers are currently liaising with the Trust to agree a date in March for a meeting of the Health Working Group to which all Members will be invited to attend.
6. As the closing date of the consultation is prior to the April meeting of Council on the 26<sup>th</sup> April 2022, delegated authority is required to be sought from the March 2022 meeting of Council for the April meeting of the Corporate Services Committee to approve the response.
7. The consultation is available at <https://setrust.hscni.net/getinvolved/consultations/>

It is recommended that:

1. Receipt of the SE Trust consultation entitled "Public Consultation on the temporary changes to Urgent and Emergency Care services at Lagan Valley Hospital, Lisburn" be noted.
2. Members submit their comments to Member Services by the 18<sup>th</sup> March 2022.
3. In order to meet the closing date of the consultation period of 22<sup>nd</sup> April 2022 – delegated authority be sought from Council on 22<sup>nd</sup> March 2022 for the April meeting of the Corporate Services Committee to agree the draft response which will be based on comments received from Members.

#### Finance and Resource Implications:

None

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

**If no, please provide explanation/rationale**

The South Eastern Health & Social Care Trust has completed an Equality Screening of the proposal.

If yes, what was the outcome?:

#### Option 1

Screen out  
without mitigation

N/A

#### Option 2

Screen out with  
mitigation

N/A

#### Option 3

Screen in for  
a full EQIA

N/A

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

|  |    |   |    |
|--|----|---|----|
| Has consideration been given to Rural Needs? | No | Has a Rural Needs Impact Assessment (RNIA) template been completed? | No |
|--|----|---|----|

If no, please given explanation/rationale for why it was not considered necessary:

The South Eastern Health & Social Care Trust has completed a Rural Needs Impact Assessment of the proposal.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL: No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES: Consultation link <https://setrust.hscni.net/getinvolved/consultations/>

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:





## Corporate Services Committee

**9<sup>th</sup> March 2022**

### Report from:

Head of Finance (Joanne Hewitt)

### Item for Noting

#### TITLE:

Repairs and Renewals Quarter 3 2021/2022

#### Background and Key Issues:

1. Within the estimates process each financial year, a list of the projects within the Repairs and Renewals reserve is presented as part of each Directorate's report to home Committees.
2. Attached is a listing of the actual spend within each of the projects for quarters 1 - 3 of the current financial year.
3. The current spend within the projects listed is £337,269 from a profiled quarter 3 budget of £796,874.
4. As Member's will appreciate, there are a number of projects that did not/will not go ahead within the current financial year.
5. The associated budgets of these projects are shown within the report for transparency. Any of those projects that have been delayed but are still required will have the budget rolled into the 2022/2023 financial year. Finance have ensured there was no duplication within the estimates process.
6. Due to the underspend within the current list of projects, it was agreed that there would be a reduction in the contribution that is made to the reserve in the estimates for 2022/2023.
7. The contribution was therefore reduced to £400k from £500k for the 2022/2023 financial year.
8. A summary will be presented to Members on a quarterly basis for actual spend on each of the projects within the Repairs and Renewals programme.

Recommendation:

It is recommended that Members note that report and attached breakdown of the repairs and renewals spend for 2021/2022 Quarters 1 to 3.

Finance and Resource Implications:

Repairs and renewals are funded through a reserve held within the Balance Sheet with a contribution from revenue budgets on an annual basis.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

|  |        |   |        |  |        |
|--|--------|---|--------|--|--------|
| Option 1<br>Screen out<br>without mitigation | Yes/No | Option 2<br>Screen out with<br>mitigation | Yes/No | Option 3<br>Screen in for<br>a full EQIA | Yes/No |
|--|--------|---|--------|--|--------|

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

|   |    |   |    |  |
|---|----|---|----|--|
| Has consideration been<br>given to Rural Needs? | No | Has a Rural Needs Impact<br>Assessment (RNIA) template been<br>completed? | No |  |
|---|----|---|----|--|

If no, please given explanation/rationale for why it was not considered necessary:



If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Repairs and Renewals – Quarters 1 – 3 2021/2022

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

**Repairs and Renewals - Quarters 1 to 3.**

| <b>Projects</b>                          | <b>Annual Budget</b> | <b>YTD Budget</b> | <b>Total Act/Comm</b> |
|--|----------------------|-------------------|-----------------------|
| Hillsborough                             | 50,000               | 37,500            | -                     |
| Replace stage curtains (Island hall)     | 8,000                | 6,000             | -                     |
| Replace existing lighting to LED         | 10,000               | 7,500             | -                     |
| Replace & upgrade AVE Equipment          | 10,000               | 7,500             | -                     |
| Hillsborough Village Centre - replace fl | 2,000                | 1,500             | -                     |
| Annahilt Playpark                        | 22,170               | 22,170            | 22,170                |
| Billy Neill - New Paths                  | 30,000               | 20,769            | -                     |
| Play Area Replacement Equipment          | 15,000               | 11,250            | 7,938                 |
| Grounds Maint Equipment Replacement      | 15,000               | 11,250            | 19,171                |
| Gates / Fencing / Barriers               | 12,000               | 9,000             | 12,093                |
| Countryside Access Improvements          | 12,000               | 9,000             | 32,423                |
| AGC Maintenance Inhouse                  | 15,000               | 11,250            | 6,136                 |
| CHGC Maintenance Inhouse                 | 20,000               | 15,000            | 19,101                |
| Sports Pavilions                         | 20,000               | 15,000            | 4,735                 |
| Cemetery Headstone Works                 | 25,000               | 18,750            | 1,285                 |
| Playing Field Drainage                   | 25,000               | 18,750            | 21,321                |
| Goal Posts / Nets                        | 12,000               | 9,000             | 4,268                 |
| Tree Felling                             | 100,000              | 75,000            | 33,413                |
| Replacement Christmas Lighting           | 8,000                | 6,000             | -                     |
| Ballyoran CC - replacement fence         | 8,000                | 6,000             | 9,904                 |
| Bridge CC - Damp at rear remedial        | 6,000                | 4,500             | -                     |
| ILC replacement photographic IT Equipmen | 8,500                | 6,375             | -                     |
| IAC replacement blinds                   | 6,000                | 4,500             | -                     |
| IAC replacement tables for worktops      | 5,000                | 3,750             | -                     |
| Bridge CC Boiler Replacement             | 32,000               | 24,000            | -                     |
| ILC - Upgrade Intruder Alarm             | 25,000               | 18,750            | -                     |
| ILC - EPOS System                        | -                    | -                 | 6,352                 |
| LVLV Replacement Pool Filtration Plant   | 70,000               | 52,500            | 15,413                |
| LVLV Maintenance Programme               | 30,000               | 22,500            | -                     |
| LCC-Activity Centres Sports Equipment    | -                    | -                 | 1,700                 |
| DIIB Refurbishment Programme             | 40,000               | 30,000            | 11,944                |
| Lough Moss Refurbishment Programme       | 8,750                | 6,562             | -                     |
| CHGC Refurbishment Programme             | 10,000               | 7,500             | -                     |
| AGC Maintenance Prog - Contract          | 50,000               | 37,500            | 4,780                 |
| CHGC Maintenance Prog. Contract          | 50,000               | 37,500            | 2,064                 |
| Safe upgrades                            | 17,000               | 12,750            | -                     |
| Extraction System                        | 20,000               | 15,000            | -                     |
| Civic Amenity Upgrade                    | 5,000                | 3,750             | 786                   |
| Compactors & Cont                        | 34,000               | 25,500            | 22,829                |
| Remove weighbridge - The Cutts           | 7,000                | 5,250             | 4,488                 |
| Traffic separators                       | 3,000                | 2,250             | -                     |
| Signage Replacement                      | 5,000                | 3,750             | 28                    |
| CSD Refurbishment                        | -                    | -                 | 7,216                 |
| Bring Bank                               | 2,000                | 1,500             | -                     |
| CSD - Repair of Twin Chimneys            | 10,000               | 7,500             | -                     |
| HRC Road Markings                        | 5,000                | 3,750             | -                     |
| Central Service - Boiler Replacement     | 98,000               | 73,500            | -                     |
| Replacement Christmas Lighting           | 26,000               | 19,500            | 10,126                |
| Boiler Wallace Park                      | 36,420               | 36,420            | 33,954                |
| Moirra Demesne re cabling                | -                    | -                 | 418                   |
| Full Fibre NI                            | 15,000               | 11,250            | -                     |
| Hilden War Memorial                      | 50,000               | 37,500            | 29,750                |
| <b>Totals</b>                            | <b>1,093,840</b>     | <b>833,294</b>    | <b>337,270</b>        |



## Corporate Services Committee

**Date 9<sup>th</sup> March 2022**

### Report from:

**Head of Finance (Joanne Hewitt)**

### Item for Noting

#### TITLE:

Local Government Staff Commission contribution for 2022/23

#### Background and Key Issues:

1. The Council has received a letter dated from the Staff Commission dated 10 February 2022 regarding funding for continuing operations for 2022/2023.
2. The Minister for Communities had recently asked for views on the dissolution of this service but as the outcome of this has not been finalised, contributions for 2022/23 have been requested to allow the Staff Commission to implement a statutory function to March 2023.
3. The contribution required from Lisburn & Castlereagh City Council is 6.5874% of the overall net cost (£476,038) which amounts to £31,359 (£27,615 2021/2022) and an invoice has been received for payment on or before the 30<sup>th</sup> April 2022.
4. This represents an increase on 2021/2022 contribution of £3,744. The budget for 2022/23 has been set at £28,440 and is short therefore by £2,919.

#### Recommendation:

1. The Council's contribution to Local Government Staff Commission for 2022/2023 be noted as £31,359 (excluding VAT) and be paid by 30<sup>th</sup> April 2022.
2. It should also be noted that this will be an overspend in 2022/23 of £2,919.

Finance and Resource Implications:

From within existing budget and overspend to be managed in year where possible.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? N/A

If no, please provide explanation/rationale

If yes, what was the outcome?:

|   |                     |  |                     |   |                     |
|---|---------------------|--|---------------------|---|---------------------|
| <b>Option 1</b><br>Screen out<br>without mitigation | <span>Yes/No</span> | <b>Option 2</b><br>Screen out with<br>mitigation | <span>Yes/No</span> | <b>Option 3</b><br>Screen in for<br>a full EQIA | <span>Yes/No</span> |
|---|---------------------|--|---------------------|---|---------------------|

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

|   |                 |   |                 |
|---|-----------------|---|-----------------|
| Has consideration been<br>given to Rural Needs? | <span>No</span> | Has a Rural Needs Impact<br>Assessment (RNIA) template been<br>completed? | <span>No</span> |
|---|-----------------|---|-----------------|

If no, please given explanation/rationale for why it was not considered necessary:

N/A

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Local Government Staff Commission letter to David Burns

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:



**THE LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND**

**Commission House, 18-22 Gordon Street, Belfast BT1 2LG Telephone: (028) 9031 3200**

65

HH/VD

10 February 2022

Mr David Burns  
Chief Executive  
Lisburn and Castlereagh City Council  
Civic Headquarters, Lagan Valley Island  
Lisburn BT27 4RL

Dear David

**LOCAL GOVERNMENT STAFF COMMISSION - DISSOLUTION FUNDING AND CONTINUING OPERATIONS 2022/23**

As you will be aware the Minister for Communities, Deirdre Hargey recently invited views on whether there are any reasons that the Executive decision to dissolve the Commission should be reconsidered. The outcome of this decision has not yet been received and the Department for Communities has informed the Commission that in order to implement our statutory functions, it is necessary for the Commission to determine a financial scheme up to 31 March 2023.

In accordance with the 2021/23 Management Plan, the Commission has estimated its total financial requirement to be £516,038 for the year ahead. Income from ongoing operations, which is offset against this figure is estimated at £40,000, leaving an amount of £476,038 to be raised from District Councils and the NIHE.

You will be aware that in accordance with Schedule 3, paragraph 7 of the Local Government Act (NI) 1972, the budget for the operation of the Local Government Staff Commission is to be apportioned between all District Councils and the NIHE.

By virtue of the apportionment arrangements Lisburn and Castlereagh City Council is required to pay 6.5874% of £476,038 namely £31,359 (£27,615 in 2021/22). I therefore attach an Account for this amount and would be grateful if it could be remitted to the Commission by 30 April 2022.

If you have any queries in relation to the work of the Commission or the services provided or require further information, please do not hesitate to contact me.

Yours sincerely

**Helen Hall**  
**Director of Corporate Services**

Enc.







Local Government Staff Commission

INVOICE

To:

Lisburn and Castlereagh City Council  
Civic Headquarters  
Lagan Valley Island  
Lisburn  
BT27 4RL

Invoice No.

Invoice Date 10/02/2022

Account No.

Details

LGSC Council Contribution 2022/23

Net

31,359

Please make BACS payments to:

Total Net Amount £31,359

Invoice Total £31,359





## Corporate Services Committee

9<sup>th</sup> March 2022

### Report from:

Head of Human Resources and Organisation Development (Caroline Magee)

### Item for Noting

**TITLE:** Workforce Reports

### Background and Key Issues:

1. Reports on workforce are appended to this report for the review and scrutiny as appropriate. Reports include:
2. **Workforce** This report details the number of staff employed and agency workers engaged with the Council as at 17<sup>th</sup> February 2022.
3. **Recruitment** This report provides detail of the current position of recruitment of posts as at 8<sup>th</sup> February 2022.
4. CMT continues to scrutinise agency and recruitment matters to ensure continued financial management and probity during this period.
5. Due to the new HR & Payroll system implementation, while absence is being captured, monthly reports cannot yet be provided. These reports will be available for the next quarterly update, however, we are capturing daily absence statistics and there has been an increase in absence throughout January and February as a result of COVID-related absences.

Recommendation:

It is recommended that Members note the attached reports.

Finance and Resource Implications:

Captured within current budgets

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

Update report only

If yes, what was the outcome?:

|  |        |   |        |  |        |
|--|--------|---|--------|--|--------|
| Option 1<br>Screen out<br>without mitigation | Yes/No | Option 2<br>Screen out with<br>mitigation | Yes/No | Option 3<br>Screen in for<br>a full EQIA | Yes/No |
|--|--------|---|--------|--|--------|

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

|   |    |   |    |
|---|----|---|----|
| Has consideration been<br>given to Rural Needs? | No | Has a Rural Needs Impact<br>Assessment (RNIA) template been<br>completed? | No |
|---|----|---|----|

If no, please given explanation/rationale for why it was not considered necessary:

Update report only

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Workforce report  
Recruitment report

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

**WORKFORCE PROFILE**  
**March 2022 Committee Report**

| Department and Unit                       | February 2022 - Employees<br>presented in March 2022 |              |               | February 2022 - Agency<br>presented in March 2022 |             |              |
|---|--|--------------|---------------|---|-------------|--------------|
|   | FTE  |              |               | Agency FTE  |             |              |
| Chief Executive's Office                  | FT   | PT           | TOTAL         | F/T   | P/T         | TOTAL        |
| Chief Executive's Office                  | 2  | 0.4          | 2.4           | 0   | 0           | 0            |
| Audit, Risk & Performance                 | 9  | 0.8          | 9.8           | 1   | 0           | 1            |
| <b>Total CEO</b>                          | <b>11</b>  | <b>1.2</b>   | <b>12.20</b>  | <b>1</b>  | <b>0</b>    | <b>1</b>     |
| <b>Finance &amp; Corporate Services</b>   |  |              |               |   |             |              |
| Corporate Communications & Administration | 34   | 5.89         | 39.89         | 2   | 1.97        | 3.97         |
| Director                                  | 2  | 1            | 3             | 0   | 0           | 0            |
| Finance                                   | 12   | 0.8          | 12.8          | 2   | 0           | 2            |
| Human Resources and OD                    | 18   | 3.65         | 21.65         | 3   | 0           | 3            |
| <b>Total CS</b>                           | <b>66</b>  | <b>11.34</b> | <b>77.34</b>  | <b>7</b>  | <b>1.97</b> | <b>8.97</b>  |
| <b>Environmental Services</b>             |  |              |               |   |             |              |
| Director                                  | 4  | 0            | 4             | 0   | 0           | 0            |
| Environmental Health                      | 42   | 6.39         | 48.39         | 4   | 0           | 4            |
| Waste Management & Operations             | 154  | 6.87         | 160.87        | 47  | 0           | 47           |
| Building Control                          | 23   | 2.41         | 25.41         | 1   | 0           | 1            |
| <b>Total ES</b>                           | <b>223</b>   | <b>15.67</b> | <b>238.67</b> | <b>52</b>   | <b>0</b>    | <b>52</b>    |
| <b>Leisure and Community Wellbeing</b>    |  |              |               |   |             |              |
| Communities                               | 44   | 7.32         | 51.32         | 8   | 0.2         | 8.2          |
| Director                                  | 2  | 0.8          | 2.8           | 0   | 0           | 0            |
| Parks and Amenities                       | 84   | 2.45         | 86.45         | 3   | 0           | 3            |
| Sports Services                           | 110  | 31.93        | 141.93        | 1   | 0.64        | 1.64         |
| <b>Total LCW</b>                          | <b>240</b>   | <b>42.5</b>  | <b>282.50</b> | <b>12</b>   | <b>0.84</b> | <b>12.84</b> |
| <b>Service Transformation</b>             |  |              |               |   |             |              |
| Director                                  | 2  | 0            | 2             | 0   | 0           | 0            |
| Economic Development                      | 16   | 5.07         | 21.07         | 6   | 0           | 6            |
| Planning - LDP                            | 2  | 2.01         | 4.01          | 0   | 0           | 0            |
| Planning                                  | 25   | 2.71         | 27.71         | 2   | 0           | 2            |
| Assets                                    | 30   | 4.63         | 34.63         | 3   | 1.31        | 4.31         |
| Transformation                            | 8  | 0            | 8             | 3   | 0           | 3            |
| <b>TOTAL ST</b>                           | <b>83</b>  | <b>14.42</b> | <b>97.42</b>  | <b>14</b>   | <b>1.31</b> | <b>15.31</b> |
| <b>Total Employees (FTE / Headcount)</b>  | <b>623</b>   | <b>85.13</b> | <b>708.13</b> | <b>86</b>   | <b>4.12</b> | <b>90.12</b> |

\* These figures include all agency workers who may be placed for the following reasons: to cover vacancies, maternity, long term sick, project or seasonal work

| <b>Total Headcount March 2022</b> | Full-time | Part-time | Total |
|-----------------------------------|-----------|-----------|-------|
| Employees                         | 623       | 143       | 766   |
| Agency Workers                    | 84        | 7         | 91    |

| <b>Total Headcount December 2021</b> | Full-time | Part-time | Total |
|--------------------------------------|-----------|-----------|-------|
| Employees                            | 632       | 152       | 784   |
| Agency Workers                       | 80        | 4         | 84    |

**Other Totals**

| Detail  | Number |
|---|--------|
| Total fixed term workers                                | 46     |
| Total current secondments/transfers (internal/external) | 13     |
| Total students  | 3      |

## **COMMITTEE REPORT – OPEN RECRUITMENT 10 FEBRUARY 2022**

### **EXTERNAL RECRUITMENT**

|     |        |   |          |                        |
|-----|--------|---|----------|------------------------|
| FCS | JF2980 | Mayor's Driver  | 17/05/21 | Pre-employment Checks* |
| FCS | JF3012 | Clerical Officer  | 28/06/21 | Pre-employment Checks* |
| LCW | JF3030 | Arts & Events Technician – Casual                       | 16/08/21 | Pre-employment Checks  |
| LCW | JF3031 | Arts Attendant – Casual                                 | 16/08/21 | Pre-employment Checks  |
| LCW | JF3042 | Trainee Leisure Assistant                               | 18/10/21 | Pre-employment Checks  |
| LCW | JF3043 | Leisure Assistant                                       | 18/10/21 | Pre-employment Checks  |
| LCW | JF3046 | Duty Officer - Activity Centres (Casual)                | 01/11/21 | Pre-employment Checks  |
| LCW | JF3047 | Operations Coordinator - LM (Casual)                    | 01/11/21 | Pre-employment Checks  |
| LCW | JF3048 | Senior Recreation Assistant - Activity Centres (Casual) | 01/11/21 | Pre-employment Checks  |
| LCW | JF3052 | Health & Fitness Officer                                | 15/11/21 | Interview              |
| LCW | JF3053 | Recreation Assistant - Activity Centres (P/T)           | 29/11/21 | Pre-employment Checks  |
| ST  | JF3055 | Professional and Technical Officer                      | 29/11/21 | Pre-employment Checks  |
| LCW | JF3057 | Customer Sales Advisor                                  | 29/11/21 | Pre-employment Checks  |
| ST  | JF3058 | Admin Assistant – Assets                                | 13/12/21 | Pre-employment Checks  |
| LCW | JF3059 | Admin Assistant - Parks & Amenities                     | 13/12/21 | Pre-employment Checks  |
| LCW | JF3060 | Admin Assistant - Bridge Community Centre               | 13/12/21 | Pre-employment Checks  |

|     |        |   |            |                       |
|-----|--------|---|------------|-----------------------|
| LCW | JF3061 | Assistant Plant Engineer                    | 13/12/21   | Pre-employment Checks |
| LCW | JF3063 | Community Centre Assistant                  | 13/12/21   | Pre-employment Checks |
| LCW | JF3069 | Receptionist – LVLP                         | 29/12/21   | Shortlisting          |
| FCS | JF3070 | Organisation Development Advisor            | 29/12/21   | Pre-employment Checks |
| ST  | JF3071 | Project Support Officer                     | 07/01/22   | Shortlisting          |
| ST  | JF3072 | Project Officer                             | 07/01/22   | Shortlisting          |
| ST  | JF3073 | I.T. Project Manager                        | 07/01/22   | Shortlisting          |
| ES  | JF3074 | Building Control Surveyor                   | 07/01/22   | Shortlisting          |
| ST  | JF3075 | Energy Officer                              | 07/01/22   | Shortlisting          |
| ES  | JF3076 | Capital Programme Manager                   | 11/01/22   | Shortlisting          |
| ES  | JF3077 | Capital Project Manager                     | 11/02/22   | Shortlisting          |
| FCS | JF3078 | Corporate Communications Manager            | 07/02/22   | Advert                |
| LCW | JF3079 | Recreation Assistant                        | 07/02/22   | Advert                |
| LCW | JF3080 | Senior Recreation Assistant – DIIB          | 07/02/22   | Advert                |
| LCW | JF3080 | Senior Recreation Assistant - DIIB (Casual) | 07/02/22   | Advert                |
| LCW | JF3081 | Age Friendly Development Officer            | 07/02/22   | Advert                |
| ST  | JF3082 | Assistant IT Infrastructure Manager         | 07/03/2022 | Initial Prep          |
| ST  | JF3083 | Digital and Innovation Officer              | 07/03/2022 | Initial Prep          |
| ST  | JF3084 | I.T. Admin Officer                          | 07/03/2022 | Initial Prep          |
| LCW | JF3086 | Leisure Assistant                           | 07/03/2022 | Advert                |

|     |        |  |            |              |
|-----|--------|--|------------|--------------|
| FCS | JF3087 | Deputy Registrar                                 |            | Initial Prep |
| LCW | JF3088 | Assistant Arts Information and Education Officer | 23/03/2022 | Initial Prep |
| LCW | JF3089 | Promotions Officer                               | 23/03/22   | Initial Prep |
| LCW | JF3090 | Receptionist – CHGC                              | 15/02/22   | Advert       |
| LCW | JF3091 | Multi Sports and Physical Activity Coach         | 23/02/22   | Initial Prep |
| LCW |        | Admin Assistant – Parks & Amenities              |            | Initial Prep |

**\*From reserve lists**



## Corporate Services Committee

**Confidential**

**9<sup>th</sup> March 2022**

### Confidential Report from:

**Head of Assets**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

*(select from the list below reason why report is confidential and delete as appropriate)*

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

### When will the report become unrestricted:

Specify when  
report will  
become available

Redacted  
report  
available

Following Full  
Council on 22  
March

Never

## Item for Decision

**TITLE:** Letting of Bradford Court – Update

### Background and Key Issues:

#### **Background**

1. The Assets Unit has been pursuing a letting option for Bradford Court.
2. Lisney Estate Agents were engaged through the LPS framework to advertise, engage and negotiate prospective tenancies.

3. Four tenants have agreed terms of lease. These are:

- [REDACTED] and
- [REDACTED] First Floor;
- [REDACTED] First Floor and Former Council Chamber.

#### Lease Period summary

| Tenant                 | Rental Period  | Extension requested                          |
|------------------------|--|--|
| [REDACTED]             | 8 Mar 2021 - 31 Mar 2022,<br>(12 mths)                                 | 12 months from 1 April 2022 to 31 March 2023 |
| [REDACTED]             | 8 March 2021 - 31 Aug 2022,<br>(17 mths)                               |  |
| [REDACTED]             | 1 May - 31 July 2022,<br>(14 mths)                                     |  |
| [REDACTED]<br>(Area A) | 1st March 2021 - 31 August 2026<br>(3-5 years, break clause at year 3) |  |
| [REDACTED]<br>(Area B) | 1 March 2022 - 31 July 2024<br>(2.5 years)                             |  |

#### Key Issues

1. To facilitate the leases the Landlord has undertaken works to construct two offices and IT and electrical infrastructure upgrades within the first floor open plan office and the former Council Chamber for which the Council will be reimbursed by the tenant for agreed work elements. The additional office construction works can be removed on completion of the lease period if so desired and cost recovered from the tenant. Other work has been undertaken to improve the future rental capability of the building such as improved lighting and re-carpeting within the former Council Chamber and general mechanical and electrical upgrades.
2. The [REDACTED] has requested to extend their tenancy for another year from 31<sup>st</sup> March 2022. The Council's solicitor is currently preparing the associated documentation.
3. A number of other interested parties had registered an interest in future lettable space, these are for:
  - a) A Leisure facility - however this has been rejected as this service would conflict with current similar offerings in the local area including Council provision.
  - b) A Café offering - this has also been rejected as unsuitable as it is not compatible for a number of reasons, including return on investment, compatibility, planning requirements etc.

4. The remaining floor space on the ground floor, formerly occupied by the GRO, has now been vacated and is currently available for letting. Through the appointed agent we continue to pursue other tenancies compatible with the existing designated planning use. In order to facilitate the completion of negotiations and finalisation of rental and letting terms and expedite governance decisions relating to Heads of Terms and subsequent lease agreements, it is proposed that delegated authority be granted to the Chair and Vice Chair of the Corporate Services Committee to approve any future agreements and amendments of leasing arrangements provided they remain within the designated planning use.
5. All lease arrangements will be presented to council agreement under seal.

#### Recommendation:

Members are recommended to consider and approve that the letting arrangements as well as granting of future leases for Bradford Court are delegated to the Chair and Vice Chair of the Corporate Services provided they remain within the designated planning use.

#### Finance and Resource Implications:

The annual income through the current letting arrangement is circa £230K with a supporting income through a variable service charge of circa £117K to meet facility management costs incurred.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

Not required

If yes, what was the outcome?:

#### Option 1

Screen out  
without mitigation

Yes/No

#### Option 2

Screen out with  
mitigation

Yes/No

#### Option 3

Screen in for  
a full EQIA

Yes/No

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

N/A

**Insert link to completed Equality and Good Relations report:**

N/A

## **2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

**If no, please give explanation/rationale for why it was not considered necessary:**

Not required

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

N/A

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

**If Yes, please insert date:**

## Corporate Services Committee

**Confidential**

**9<sup>th</sup> March 2022**

### Confidential Report from:

**Director of Leisure & Community Wellbeing**

*Local Government Act (Northern Ireland) 2014*

**Schedule 6 - Access to Information: Exemption Information**

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

### When will the report become unrestricted:

Specify when  
report will  
become available

N/A

Redacted  
report  
available

September 2022

Never

N/A

## Item for Decision

**TITLE:** **Launch of Community Investment Fund (CIF) – Pilot Extension**

### Background and Key Issues:

#### Background

1. In 2019 the Council consulted on Connect – Invest – Transform ([link here](#)), a proposed Investment Plan of up to £250m across our Council area over 10 years. This plan followed the framework of the Community Plan and subsequent principles of Sustainable Development, Equality and Participation.
2. In May 2021, Council agreed to take forward one of the priority schemes proposed in the Investment Plan, namely the need for a capital Community Investment Fund. This fund would span across community, sporting and interest groups with a view to providing match funding towards new community facilities. This fund aims to modernise what we do and how

we do it by strategically targeting investment along with key partners and those who share our vision.

3. Council also agreed that £2 million be earmarked from Reserves for the Community Investment Fund, with up to £250k to be available in each DEA as match funding, together with £250k for an initial pilot.
4. Following assessment of Expressions of Interest received in May 2021 Ballymacash Sports Academy became our pilot partner and officers commenced a process with the Academy to incept delivery.
5. The Ballymacash Sports Academy proposal aims to deliver a new community facility that promotes inclusivity of use, is accessible in terms of cost and acts as a focal point for the community and visitors, helping to tackle social exclusion whilst demonstrating a robust model for long term sustainability.
6. In November 2021, the Academy were issued a letter of offer 'in principle' for £250k against a project of circa £500k that will aim to develop a Community Hub with multi-use community rooms and training room, four changing rooms including two unisex officials' changing rooms, Cyro-Spa Facility, Community Gym and a Social Enterprise Internet Café.

7.



### **Key Issues**

1. In acknowledgement of the above it is proposed to launch an extension of the pilot of the Community Investment Fund to allow evaluation in other scenarios and develop a delivery strategy for the allocation of the remaining £1.75 million
2. It is proposed that the following principles of the Community Investment Programme remain under the pilot extension delivery:
  - a) The fund will be a capital funding stream which will only fund capital projects which are not owned by the Council.
  - b) Any funded projects must be located within LCCC and must fall within the legal powers of the Council, and
  - c) The Council will not fund revenue costs associated with developing the project or sustaining the planned outcomes
3. It is also expected that the pilot extension delivery will build on the learning to be derived via engagement with Ballymacash Sports Academy from initiation to completion of their project, particularly in terms of the following areas of support:
  - Lessons learnt, identified and appraised via risk and issue logs
  - Review of systems required for project implementation and delivery
  - Budget and threshold analysis

- Capacity building support to applicants
  - The proportionate level of due diligence required
  - Match funding evidence to include timelines for security of match funding
4. In recognition of what worked well as part of the pilot call for applications, it is recommended that the Expression of Interest (EOI) process invites applicants who can support the Council to continue to test a variety of significant components including the upper limit of the fund between £200 - £250k.
5. It is further recommended that Expressions of interest would be invited and assessed against the elements outlined in this paper along with the following criteria:
- A governing constitution or relevant legal status
  - A not for profit organisation
  - Have a Capital Community Project brief that outlines community need & feasibility
  - The project must reside in the Lisburn and Castlereagh City Council area
  - Address either community and/or sport benefits for a community led regeneration project
  - Access to match funding of at least 50% (£200k - £250k) of the Council's capital contribution & outlined affordability
  - Align to the principles within the Investment Plan and Community Plan and demonstrate clear community outcomes
  - Can embark on a partner process for learning and commit to key milestones and deliverability to include commencement in the 2023/2024 financial year.
  - Outline plan for sustainability
6. It is also recommended that only the following groups are eligible for the Community Investment Fund;
- a formally constituted voluntary or community group
  - a registered charity
  - a community interest company
  - a not-for-profit company limited by guarantee
  - a social enterprise
  - other statutory agencies where the Council has a partnership arrangement
7. The following timeline for Expression of Interest and assessment is as follows:
- Open Call for EOI - Monday 11 April 2022
  - Closing date for EOI - 13<sup>th</sup> May 2022
  - Assessment of Submissions - 18<sup>th</sup> to 20<sup>th</sup> May 2022
  - Recommendations of EOI call presented to Corporate Services Committee – 8<sup>th</sup> June 2022
8. As in the phase 1 EOI call, the successful applicants will embark on a process with Council Officers to ensure appropriate due diligence, including receipt of a business case, legal governance, and the consideration of affordability, feasibility, deliverability and sustainability issues.



9. It is proposed that a total fund of up to £500k is made available under this EOI call to allow 2-3 other applicants be identified as partners in the pilot extension. It is further proposed that in exceptional circumstances or where more than 2-3 exceptional and deliverable projects are submitted, Officers will present such findings to the Committee in due course.

#### Recommendation:

It is recommended that Members:

1. Agree to commence the launch of the extension to the Community Investment Fund pilot and to incorporate learnings from the pilot scheme with Ballymacash Sports Academy.

#### Finance and Resource Implications:

1. £2 million has been earmarked within Council reserves for the Community Investment Fund. An uncommitted balance of £1.75 million remains within the Fund.
2. The programme will be supported by officers within existing resources.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

#### Option 1

Screen out  
without mitigation

No

#### Option 2

Screen out with  
mitigation

Yes

#### Option 3

Screen in for  
a full EQIA

No

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

The Community Investment Fund was screened out with mitigation as albeit no negative impacts have been identified some mitigations should be considered to ensure all section 75 categories can potentially benefit equitably from the fund.

**Insert link to completed Equality and Good Relations report:**

## **2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

Yes

Has a Rural Needs Impact Assessment (RNIA) template been completed?

Yes

**If no, please give explanation/rationale for why it was not considered necessary:**

The RNIA template identifies that whilst the Community Investment Fund will not impact on people in rural areas differently from people in urban areas, continued monitoring and evaluation will be in place to ensure there is equitable delivery of projects and programmes according to the need and demand identified in rural areas within each DEA.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**APPENDICES:**

N/A

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

## Corporate Services Committee

**Confidential**

**9<sup>th</sup> March 2022**

### Confidential Report from:

**Director of Leisure and Community Wellbeing**

*Local Government Act (Northern Ireland) 2014*

**Schedule 6 - Access to Information: Exemption Information**

*(select from the list below reason why report is confidential and delete as appropriate)*

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.

### When will the report become unrestricted:

|   |     |                           |           |       |     |
|---|-----|---------------------------|-----------|-------|-----|
| Specify when report will become available | N/A | Redacted report available | June 2022 | Never | N/A |
|---|-----|---------------------------|-----------|-------|-----|

## Item for Noting

**TITLE:** **DEA Investment Programme Q4 Report (2021-2022)**

### Background and Key Issues:

1. A full update on the DEA Investment Programme (for Quarter 4) is detailed in **Appendix 1**.
2. Project Sponsors and Project Managers continue to profile project spend up to the end of the programme (March 2022) and inform the Portfolio Office (PMO) of any variances.

Members should note that to ensure the effective delivery of the overall programme there may be movement within project budgets but overall profiled budget returns indicate that the programme will meet spend targets as expected.

3. It is expected that 10 projects that have albeit commenced will not complete in full by the end of March 2022. These projects are highlighted in yellow in **Appendix 1**. Many of these projects have been delayed to allow for 'in person' event attendance to enable more robust consultation and participation after Covid restrictions have been lifted (e.g. community consultations for feasibility studies or archaeological digs), whilst in the case of capital focused projects, delays have been due to planning, procurement and contractual issues that are all expected to be resolved to allow for progress and completion early in the new financial year.
4. Planned communications on the progress/success of the programme is ongoing with an increased publicity drive to celebrate programme successes being profiled for April 2022.
5. A monitoring and evaluation process and benefits realisation plan is currently being developed to evaluate the successes of the first year of the programme and capture the learning to be adopted for the new DEA Investment Programme for 2022/23. This will be tracked against the following community plan themes; Children & Young People, The Economy, Health & Wellbeing, Where We Live, and Our Community.

#### Recommendation:

It is recommended that Members:

1. Note the updates on the DEA Programme as presented in **Appendix 1** - DEA Programme Report for Q4.

#### Finance and Resource Implications:

Overall the programme is currently within budget and expected to meet the spend target of £1 million as initially set out at the beginning of the programme.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

Yes

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?

**Option 1**  
Screen out  
without mitigation

N/A

**Option 2**  
Screen out with  
mitigation

Yes

**Option 3**  
Screen in for  
a full EQIA

N/A

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

The DEA programme was screened out with mitigation as albeit no negative impacts have been identified some mitigations should be considered to ensure all section 75 categories can potentially benefit equitably the programme.

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been  
given to Rural Needs?

Yes

Has a Rural Needs Impact  
Assessment (RNIA) template been  
completed?

Yes

**If no, please give explanation/rationale for why it was not considered necessary:**

N/A

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

The RNIA template identifies that whilst the DEA programme will not impact on people in rural areas differently from people in rural areas, continued monitoring and evaluation will be in place to ensure there is equitable delivery of projects and programmes according to the need and demand identified in rural areas within each DEA.

**APPENDICES:**

**Appendix 1 – DEA Programme Report for Q4.**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

| Primary   | Area of investment  |
|---|---------------------|
| Community Facilities Fund - Castlereagh East  | Castlereagh East    |
| Participatory Budgeting - Castlereagh South   | Castlereagh South   |
| Community Facilities Fund - Castlereagh South   | Castlereagh South   |
| Community Facilities Fund - Downshire East  | Downshire East      |
| Community Facilities Fund - Downshire West  | Downshire West      |
| Participatory Budgeting - Castlereagh East  | Castlereagh East    |
| Community Facilities Fund - Killultagh  | Killultagh          |
| Community Facilities Fund - Lisburn North   | Lisburn North       |
| Community Facilities Fund - Lisburn South   | Lisburn South       |
| Cultural Diversity Fund   | COUNCIL WIDE        |
| Technical Fund  | COUNCIL WIDE        |
| Acquisition of Fogging Machines   | COUNCIL WIDE        |
| DEA Recovery Sports Fund  | COUNCIL WIDE        |
| IT Infrastructure improvements  | COUNCIL OPERATIONAL |
| Rural Village Enhancement - Bins & Signs  | COUNCIL WIDE        |
| Mayor's Civic Innovation Fund   | COUNCIL WIDE        |
| New Dog Fouling dispensers  | COUNCIL WIDE        |
| Design Projects with schools - dog fouling street stencilling                           | COUNCIL WIDE        |
| Planters at Hill Street Entrance  | Lisburn North       |
| Signposting from Lagan Towpath  | Lisburn South       |
| Bring Facility Dundonald  | Castlereagh East    |
| Bring Facility in Maghaberry  | Killultagh          |
| FIDO machine  | COUNCIL OPERATIONAL |
| Temporary Welfare & office facilities   | COUNCIL OPERATIONAL |
| Participatory Budgeting - Downshire West  | Downshire West      |
| Annahilt Village Plan Pilot   | Downshire East      |
| Dromara Feasibility Study   | Downshire East      |
| Drumbo Village Plan Pilot   | Downshire East      |
| Moirá Demesne Archaeological Study and Community Dig (linked to Castle Gardens project) | Downshire West      |
| Castle Gardens Archaeological Study and Community Dig                                   | Lisburn North       |
| Bus Shelter for Maghaberry  | Killultagh          |
| Bus Shelter for Glenavy   | Killultagh          |
| Hillsborough Toilet upgrade   | Downshire West      |
| Lisburn BMX Track electric connection   | Lisburn North       |

## Corporate Services Committee

**Confidential**

**9<sup>th</sup> March 2022**

### Confidential Report from:

Head of Corporate Communications and Administration (Frances Byrne)

*Local Government Act (Northern Ireland) 2014*  
Schedule 6 - Access to Information: Exemption Information

*(select from the list below reason why report is confidential and delete as appropriate)*

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

### When will the report become unrestricted:

Specify when  
report will  
become available

██████████

Redacted  
report  
available

████████████████████

Never

████████████████████

## Item for Decision

**TITLE:** Centralisation of Registration Service

### Background and Key Issues:

#### Background

1. On 9<sup>th</sup> June 2021, Corporate Services Committee agreed a recommendation to centralise the Registration Service staff together to deliver the service solely from Lagan Valley Island, subject to consultation with staff and stakeholders.



2. A brief progress report was provided in November 2021 and Members were advised that an external consultation would be carried out to seek views and determine overall impact.

A summary of the findings from the consultation exercise is detailed below:

3. The response rate to the online consultation was low (11 respondents) potentially indicating that there is not a strength of feeling around this issue. There were no negative comments received in relation to the social media post promoting the survey.
4. In the consultation survey and DEA Consultation meetings, the main concern highlighted related to transport issues from Castlereagh to Lagan Valley Island.
5. Officers clarified that residents do not need to travel to LVI for birth or death registrations. There are various public transport links to alternative Registration Offices, in particular, the Belfast City Council Office and the Bangor Office of Ards and North Down Council which are accessible from most parts of Castlereagh South and East.
6. Death registrations are currently registered by phone. It is hoped that GRO will permit this arrangement to continue.
7. Marriage notices are initially completed by phone with documents transferred by post. Only one appointment is required, two weeks prior to the marriage date. The appointments must take place in the area where the marriage is taking place.

### **Proposal and Impact**

8. Residents of Lisburn and Castlereagh will still have local access to a full registry service for births, deaths and marriages. The service will be based in one location at Lagan Valley Island, Lisburn.

### **Death Registrations**

9. Due to COVID restrictions, Death registrations have been facilitated by phone from March 2020 and will continue to be facilitated in this way until at least March 2022 with a potential proposed extension for September 2022. Therefore, at present it is anticipated there will be minimal impact to this service. During this period, feedback from customers has been positive.

### **Birth Registrations**

10. Due to COVID-19 restrictions, births have been registered by appointment at Lagan Valley Island only since June 2020. There have been no complaints during this time. Centralisation of the service would mean that this would become a permanent arrangement with registration of births no longer available at Bradford Court. Residents can, however, register births in any neighbouring district, with the closest neighbouring

offices being Belfast and Bangor. There should therefore be minimal impact on service users, as there are accessible transport links to these offices.

## **Marriage Notices**

11. Due to COVID-19 restrictions, marriage notices have been facilitated by appointment at Bradford Court only since June 2020. This service has recently transferred back to Lagan Valley Island due to staffing issues. Centralisation of the service would mean that marriage appointments will be facilitated at Lagan Valley Island permanently and will no longer be available at Bradford Court. The initial process of a marriage application is facilitated by phone and email and only one appointment is required two weeks prior to the date of Marriage. It is therefore envisaged that there would be minimal impact on service users. Alternative arrangements will be considered by the registration team to accommodate any exceptional circumstances that may arise.

## **Marriage and Civil Partnership Ceremonies**

12. The Statutory Marriage Room will continue to be provided at the Lisburn Registration Office, Lagan Valley Island. Marriage and Civil Partnership ceremonies will also continue to be facilitated at approved venues located within the Lisburn and Castlereagh City Council area. These services will therefore be unaffected.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

### Recommendation:

It is recommended that:

1. The centralisation of the Registration service to Lagan Valley Island is approved.
2. A comprehensive communications plan is implemented to ensure that the changes to arrangements are widely understood.

### Finance and Resource Implications:

Has an equality and good relations screening been carried out on the proposal/project/policy? Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

#### Option 1

Screen out  
without mitigation

#### Option 2

Screen out with  
mitigation

Yes

#### Option 3

Screen in for  
a full EQIA

### Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

The Equality screening concluded that the relocation of the registration service should not have a negative impact for any section of the community who have a need to access the service. In fact, it is likely that there will be some benefits from the service being centralised at LVI, including an improved customer experience. Some potential service users may experience minor inconvenience if they are no longer able to access the service at Bradford Court but there are alternatives for most services and we can consider mitigations if the need arises.

### Insert link to completed Equality and Good Relations report:

<https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/equality-screening-reports#:~:text=Equality%20Screening%C2%A0Centralisation%20of%20Registration%20Service>

### 1. Rural Needs Impact Assessment:

Has consideration been  
given to Rural Needs?

Yes

Has a Rural Needs Impact  
Assessment (RNIA) template been  
completed?

Yes

If no, please give explanation/rationale for why it was not considered necessary:

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

It has been identified that there may be minor impacts on some people, including those in rural areas, who would find travelling to Lisburn more challenging than to Bradford Court. Although it was concluded that the proposal would provide a better service overall, a public consultation exercise was carried out to test that conclusion. The only issue raised in the consultation was transport.

As noted above, Officers clarified that residents do not need to travel to LVI for birth or death registrations. There are various public transport links to alternative Registration Offices, in particular, the Belfast City Council Office and the Bangor Office of Ards and North Down Council which are accessible from most parts of Castlereagh South and East.

Death registrations are currently registered by phone. It is hoped that GRO will permit this arrangement to continue.

Marriage notices are initially completed by phone with documents transferred by post. Only one appointment is required, two weeks prior to the marriage date. The appointments must take place in the area where the marriage is taking place.

In response to concerns raised, LCCC will advise on and consider alternatives for anyone who will find attending Lisburn in person very difficult. It is anticipated that there will be increased provision of online services in future which will reduce the need to attend in person. Where online is the normal preference, alternatives are available for those who are not online.

Recent operation of registration services has been reviewed and it is noted that there have been no complaints about the way the service has been operating during recent times. If changes are implemented they will be kept under review and action considered if any issues arise.

Customer feedback is requested from customers after each appointment and each marriage to assist with informing our KPI's.

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Appendix 1: Rural Needs Impact Assessment

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

## Corporate Services Committee

**Confidential**

**9<sup>th</sup> March 2022**

### Confidential Report from:

Head of Corporate Communications and Administration (Frances Byrne)

*Local Government Act (Northern Ireland) 2014*

Schedule 6 - Access to Information: Exemption Information

*(select from the list below reason why report is confidential and delete as appropriate)*

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

### When will the report become unrestricted:

Specify when  
report will  
become available

After the event

Redacted  
report  
available

Never

## Item for Decision

**TITLE:** Freedom of the City Events (HSC and The Gettys)

### Background and Key Issues:

#### 1. Context

In January 2021, Members considered options in relation the Freedom of the City events for HSC and the Gettys. A budget of [REDACTED] has been allocated for each event.

#### 2. HSC Freedom of the City

Members agreed a recommendation that the South Eastern Trust should accept the award on behalf of all of the HSC staff and that Council would formally write to the Chief

Executive of the SE Trust to confirm. Members requested that Council Officers engage with the relevant staff in the trust to plan and agree the format of the event.

### 3. Progress Update

- The Chief Executive of SE Trust has confirmed that she is happy to accept the award on behalf of all of the staff of the HSC.
- LCCC officers have met with nominated SE Trust staff to understand their preferences and to plan the event in partnership. The Trust has confirmed:
  - They have a strong preference to have the event outdoors
  - A Saturday would be the most appropriate day
  - They welcome the idea of public inclusion through involvement in the Mayor's Parade on 7<sup>th</sup> May
  - They would like all roles within HSC represented at the events as far as possible
- Castle Gardens is available on 21<sup>st</sup> May 2022 and is a suitable venue for such an event. Council has hosted many outdoor civic events here such as beacon lighting ceremonies.
- The suggested theme is the HSC/NHS rainbows which can be incorporated into the Mayor's Parade and the FOC event.

### 4. Proposal

Based on the original Notice of Motion and the stated preference of the SE Trust, Officers have explored an outdoor event, similar to the Ards and North Down Freedom of the City for HSC.

Whilst this is very different from traditional practice for Freedom of the City events at LCCC which take place at a special council meeting, all of the ceremonial formalities will remain but will take place in an outdoor setting. This includes signing the Burgess Book, all speeches, toasts and entertainment. Castle Gardens would be closed to the public for the duration of the event.

The proposed format and running order are set out below:

- **Venue:** Castle Gardens
- **Date:** Saturday 21<sup>st</sup> May 2022, 2pm
- **Welcome:** Drinks reception on arrival
- **FOC Ceremony:** Formal outdoor conferment ceremony on the bowling green
- **Entertainment:** Local schools and/or performances organised by the Trust
- **Afternoon Tea:** Informal buffet style catering in Castle Gardens



The main proceedings can be live streamed and/or recorded.

## **5. Guests**

There are a number of factors to be considered when determining the guest list. With a [REDACTED] budget, it is possible to host an event of this nature for 220 people. The food offering would be informal afternoon tea style.

## **6. Options**

### **A. 220 guests [REDACTED]**

- 90 from civic guest list (without plus one)
- 130 HSC staff

### **B. 320 guests [REDACTED]**

- 180 civic guests (90 from civic guest list plus one)
- 130 HSC staff

### **C. 500 guests [REDACTED]**

- 180 civic guests (90 from civic guest list plus one)
- 320 HSC staff

Discussions are ongoing with the Trust in relation to the management of invitations for HSC staff. Increasing the number of guests means increased catering, security, PA, staging and staff costs.

## **7. Freedom of the City – Keith and Krysten Getty**

Initial contact was made with the Getty's management company before Christmas to determine if they plan to be in Northern Ireland in 2022/23. Further communication has been received from them and they have requested further information which is being provided.

### **Recommendation:**

It is recommended that Members:

1. Agree the outline arrangements for the FOC as stated in the report.
2. Consider the guest list options and agree numbers and budget based on the information presented.

### Finance and Resource Implications:

A ☐ Budget for the Getty's Freedom of the City has been included in the 2022/2023 estimates.

A ☐ Budget for the HSC Freedom of the City is to be funded by DFC money. Depending on the agreed guest list, additional funding may be required.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

**If no, please provide explanation/rationale**

Not applicable.

If yes, what was the outcome?:

**Option 1**  
Screen out  
without mitigation

**Option 2**  
Screen out with  
mitigation

**Option 3**  
Screen in for  
a full EQIA

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been  
given to Rural Needs?

No

Has a Rural Needs Impact  
Assessment (RNIA) template been  
completed?

No

**If no, please given explanation/rationale for why it was not considered necessary:**

Not applicable.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

## Corporate Services Committee

**Confidential**

**9<sup>th</sup> March 2022**

**Report from:**

**Joanne Hewitt, Head of Finance**

***Local Government Act (Northern Ireland) 2014***

**Schedule 6 - Access to Information: Exemption Information**

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information). or
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.

**When will the report become unrestricted:**

Specify when  
report will  
become available

-

Redacted  
report  
available

After full Council

Never

-

### Item for Noting

**TITLE:** Management Accounts – Period 10

**Background and Key Issues:**

**Period 10- Management Accounts**

1. Attached is the set of Management Accounts for the period ended 31<sup>st</sup> January 2021.
2. This shows a summary of each directorate and any opportunities or risks that may arise before the end of the financial year.

3. It is to be noted that the net profiled expenditure for the period is **£3.88m below the approved estimates (9.63% underspend)** for the financial year 2021/2022. The percentage underspend has slightly increased from 8.96% in period 9. This is the position excluding the average holiday pay costs (£463k), Covid related Income (£389k) and Covid expenditure (£1.4m) with funding for these held within earmarked reserves.
4. The underspend as at period 10 of £3.88m is summarised below:
- Payroll Underspend - £2.08m
  - Non-payroll Underspend - £1.10m
  - Income Overachievement - £0.70m
5. The Council received £3.49m from DfC in March 2021 to support the Council moving forward, which is held within the earmarked reserves. The specific criteria for the earmarked reserves, as discussed on November's Corporate Services committee, are detailed below:
- Waste Management costs as a result of Covid, including the 4 categories disallowed by DAERA (quarter 1 is funded through DAERA).
  - Any deficit in current year DfC Covid loss of income/expenditure funding i.e. allocation from £10m.
  - One off expenditure that does not have an ongoing/recurrent revenue spend required.
  - Expenditure required on enhancing services i.e. Covid has highlighted weaknesses or there is a change needed to deliver a better operating model. This would allow for digital costs or fixed term posts to respond to new ways of working or as part of an efficiency review.
6. DfC have confirmed with Treasury that there is £10m for all NI Councils (LCCC allocation yet to be agreed) for covid funding for the current financial year (2021/2022).
7. DfC have confirmed that an additional £7m covid funding for the current financial year has been approved.
8. We understand the intention is that this funding is for the same categories as per the 2020/2021 funding i.e. loss of income and direct Covid expenditure but we are still awaiting clarification. The estimates for the current year 2021/22 includes as assumption that Council will receive £1m funding from DfC.
9. Financial figures have been compiled and return to DfC for review. It is anticipated the split of the £17m across all 11 Councils will be agreed and paid out to each Council in March 2022. Members will be advised of the final funding figure once agreed.

### ***Analysis of Underspend***

10. In the months April to January 2022, the Council has ensured services have been delivered in line with relevant covid restrictions operational at that point in time.

11. In terms of *payroll* expenditure, there are a number of factors which have contributed towards the current underspend position:

- Savings achieved via unfilled posts
- Savings within Leisure due to reduced requirement of casual posts as a consequence of limited opening of Leisure facilities.

12. Additional information in relation to recruitment is provided in the Head of HR & OD's workforce reports.

13. In terms of *non-payroll* there are a number of factors which contribute towards the current underspend position:

- There were a number of one-off events that have not taken place or were delivered on a much reduced scale due to the restrictions.
- During the first few months of the current financial year, the majority of the Council's facilities were being provided on a limited basis. This has resulted in savings in maintenance and utility costs. As restrictions are gradually eased, it would be anticipated that these costs return to normal levels and there is a potential risk some costs may increase.
- Within Service Transformation, an underspend has arisen within the IT budgets. This is partly due to market shortages for some IT items, which cannot be delivered this financial year and this underspend has been reflected in Period 10.

The main area within non payroll showing an overspend are legal costs - £284k over budget year to date (at P9 the overspend was £288k against budget year to date). This includes

15. In terms of *income*, there are areas which are underachieving (mainly in Sports Services) which are offset by areas that are overachieving:

- The assumption for leisure income overall is based on much lower levels particularly within the first quarter, with income rising thereafter. This assumption has been validated to this point as Leisureplex is tracking income at 21% behind budget by the end of P10 (actual to date £905,827 v budget to date £1,151,550); The position for Leisureplex has improved slightly from 24% behind budget in period 9.
- Income from golf courses has performed better than anticipated, (£527,950 actual to date v £393,043 budget to date) achieving 34% over planned budget at P10;
- Income for building control performed better than anticipated (£1,009,175 actual to date v £733,431 budget to date ) achieving 38% more than original planned budget at P10;
- Car park income is tracking above its target budget at P10 (actual to date £486,081 v budget to date £476,873).

- Income from the Island Hall was profiled from December to March due to the restrictions that had been in place. As at period 10, the Island Hall income is tracking substantially below its target budget (86% below budget).

Other Considerations going forward

#### 16. Payroll

- Resourcing – Recruitment for roles not considered in the critical category for COVID response, ceased during the height of the pandemic. Some savings attained to date have been due to the timing of services coming back online and the recruitment process for these. While a number are being covered by agency workers, it is likely that some savings will continue while recruitment is ongoing.
- Impact of cover that may be required for absence – **There has been an increase in absence throughout January and February as a result of COVID-related absences.**
- Risk of additional payroll costs – [REDACTED]  
[REDACTED]  
[REDACTED]
- Average holiday pay calculations are expected to be around £126k higher than £400k previously identified within ear marked reserves. A portion of this balance has been paid therefore included in the year to date actual figures.

#### 17. Non Payroll

- DAERA Covid funding claim for quarter 1 submitted. DAERA has advised all Councils that there will be no further funding for Q2 21/22 onwards. As noted above, the remainder of the COVID DAERA related costs will be funded through the DfC monies (£3.495m allocation).
- **Inflation increased from 5.4% in December to 5.5% in January 2022.**
- Resources have been stretched and challenged in support areas including but not limited to IT, Human Resources and Finance - demand for these support services continues to grow creating potential bottlenecks / risks for all services;  
[REDACTED]  
[REDACTED]
- Royal Hillsborough and other unforeseen community initiatives. [REDACTED]  
[REDACTED]
- Legal costs and the costs of judicial reviews [REDACTED]  
[REDACTED]
- Rising utility costs - **£10k risk for the remaining 3 months**, although this may change over the next few months with the volatility in the market.
- Fuel costs - **£20k risk for remaining 2 months**, although this is likely to change due to the extreme volatility in this market.
- Avian Influenza – **This risk has been removed from the Management Accounts.**



## 18. Income

- Impact of further restrictions – Given the Ministerial announcement in February, it is hoped that there are no further restrictions as the focus is now on encouraging customers back to certain amenities / activities such as theatre and conferencing.

## 19. Penny Product

- LPS provide a forecasted outturn to Finance in relation to the Penny Product. The forecasted outturn based on period 10 reports is a positive outturn of £1,208,777, which equates to approx. 2.11% in revenues.
- Due to the unprecedented nature of the ongoing Covid-19 pandemic, LPS have confirmed they will be providing Finance with a monthly forecast for the Penny Product.
- De-rating grant – A forecasted outturn for quarter 3 has been received. This is currently sitting as a risk on the Management Accounts to the value of £73,605. A forecasted outturn will be received each quarter.

## Moving Forward

20. Finance continue to have regular monthly budget meetings with each Department and request that all variances reports are completed within the relevant deadlines.

### Recommendation:

It is recommended that Members note the information contained in this report.

### Finance and Resource Implications:

As above

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

Not applicable.

If yes, what was the outcome?:

**Option 1**  
Screen out  
without mitigation

N/A

**Option 2**  
Screen out with  
mitigation

N/A

**Option 3**  
Screen in for  
a full EQIA

N/A

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

## **2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

**If no, please give explanation/rationale for why it was not considered necessary:**

Not applicable.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

### **SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

### **APPENDICES:**

Management Accounts – Period 10

### **HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

**If Yes, please insert date:**

**LISBURN AND CASTLEREAGH CITY COUNCIL  
2021/2022 MANAGEMENT ACCOUNTS**

Period 10

2021/22

**SUMMARY BY DIRECTOR**

|                                     | Annual Budget     | YTD P10<br>Act & Comm | YTD P10<br>Budget | Variance           |               |
|-------------------------------------|-------------------|-----------------------|-------------------|--------------------|---------------|
|                                     | £                 | £                     | £                 | £                  |               |
| Finance & Corporate Services        | 6,680,710         | 5,020,848             | 5,449,045         | (428,197)          | -7.86%        |
| Governance & Audit                  | 142,920           | 874,383               | 989,361           | (114,978)          | -11.62%       |
| Leisure & Community Wellbeing       | 14,429,430        | 10,200,867            | 11,883,455        | (1,682,588)        | -14.16%       |
| Environmental Services              | 18,342,730        | 13,932,761            | 15,325,713        | (1,392,952)        | -9.09%        |
| Service Transformation              | 7,535,490         | 6,381,925             | 6,644,771         | (262,846)          | -3.96%        |
| <b>Total</b>                        | <b>47,131,280</b> | <b>36,410,786</b>     | <b>40,292,345</b> | <b>(3,881,559)</b> | <b>-9.63%</b> |
| Average holiday Pay                 |                   | 462,511               |                   | 462,511            |               |
| Covid Costs                         |                   | 1,400,667             |                   | 1,400,667          |               |
| Covid Income                        |                   | (389,143)             |                   | (389,143)          |               |
| <b>YTD (UNDERSPEND) / OVERSPEND</b> |                   | <b>37,884,821</b>     | <b>40,292,345</b> | <b>(2,407,524)</b> | <b>-5.98%</b> |

**RISKS - Costs projected for remainder of Fin Year**

|  |                           |        |
|--|---------------------------|--------|
| Bradford Court - risk of overspend             | Unquantified at this time |        |
|  |                           |        |
| Waste Management Covid Costs                   | Unquantified at this time |        |
| Legal Costs overspend for remainder of year.   |                           | 27,500 |
|  |                           |        |
| Average Holiday pay (not included in reserves) |                           | 69,000 |
| Price Increases of Fuel                        |                           | 20,000 |
| Price increases of Utilities                   |                           | 10,000 |
| De-rating grant - forecasted outturn quarter 2 |                           | 73,605 |
| <b>TOTAL RISKS</b>                             |                           |        |

**OPPORTUNITIES -**

|  |                                 |                  |
|--|---------------------------------|------------------|
| APP forecasted outturn - based on period 10 figures          |                                 | 1,208,777        |
| Additional Funding (DFC) £10m to be split over 11 Councils . | LCCC share unknown at this time |                  |
| <b>TOTAL OPPORTUNITIES</b>                                   |                                 | <b>1,208,777</b> |

**Payroll/non Payroll/ Income Summary per Directorate to Period 10**

| Finance & Corporate Services       | Annual Budget    | YTD P10<br>Act & Comm | YTD P10<br>Budget | Variance         | Explanation   |
|------------------------------------|------------------|-----------------------|-------------------|------------------|---|
|                                    | £                | £                     | £                 |                  |   |
| Payroll                            | 4,398,900        | 3,398,059             | 3,632,604         | (234,545)        | Driven by some open roles across Corp Comms & HR  |
| Non-Payroll                        | 3,280,710        | 2,354,119             | 2,606,520         | (252,401)        | Overspend in Legal fees off setting underspend in Training & Development , Security Contracts , transformation Initiatives & Staffing Support |
| Income                             | (998,900)        | (731,330)             | (790,079)         | 58,749           | Conferencing has not commenced since start of pandemic.   |
| <b>Total Net - Service Support</b> | <b>6,680,710</b> | <b>5,020,848</b>      | <b>5,449,045</b>  | <b>(428,197)</b> | -7.86%  |

| Governance & Audit                      | Annual Budget  | YTD P10<br>Act & Comm | YTD P10<br>Budget | Variance         | Explanation  |
|---|----------------|-----------------------|-------------------|------------------|--|
|   | £              | £                     | £                 |                  |  |
| Payroll                                 | 878,270        | 609,462               | 731,955           | (122,493)        | Driven by open roles in Chief Office, Health & Safety , Performance Improvement  |
| Non-Payroll                             | 264,650        | 300,772               | 257,406           | 43,366           | Insurance self funding charges currently sitting at £95k (funded through a provision at year end). These costs are offset by a number of small underspends throughout the Directorate. |
| Income                                  | - 1,000,000 -  | 35,850                | -                 | (35,850)         | Recoupment of seconded Policy officer salary   |
| <b>Total Net - Governance and Audit</b> | <b>142,920</b> | <b>874,383</b>        | <b>989,361</b>    | <b>(114,978)</b> | -11.62%  |

| Leisure & Community Wellbeing                      | Annual Budget     | YTD P10<br>Act & Comm | YTD P10<br>Budget | Variance           | Explanation   |
|--|-------------------|-----------------------|-------------------|--------------------|---|
|  | £                 | £                     | £                 |                    |   |
| Payroll  | 12,288,020        | 9,149,247             | 10,174,633        | (1,025,386)        | Largely driven by under utilization of services due COVID restrictions P1 to P3. There are a large number of open roles across the entire Directorate. Recruitment was restricted due to COVID, many of these roles are now being actively recruited. |
| Non-Payroll  | 8,380,240         | 6,098,525             | 6,478,985         | (380,460)          | The majority of underspends relate to events not happening due to COVID restrictions, Mayor's Parade & Half marathon. Along side these underspends are the impact on 3rd Party contractors & Suppliers, cleaning, security, Hospitality & marketing   |
| Income   | (6,238,830)       | (5,046,905)           | (4,770,163)       | (276,742)          | Although income for Leisure Centres & Arts Centre continue to be behind budget ,this is offset by increases in Golf Course / Caravan park and Ice rink income.  |
| <b>Total Net - Leisure and Community Wellbeing</b> | <b>14,429,430</b> | <b>10,200,867</b>     | <b>11,883,455</b> | <b>(1,682,588)</b> | -14.16%   |

|   |                   |                       |                   |                    | Explanation  |
|---|-------------------|-----------------------|-------------------|--------------------|--|
| Environmental Services                    | Annual Budget     | YTD P10<br>Act & Comm | YTD P10<br>Budget | Variance           |  |
| Payroll                                   | 10,476,520        | 8,514,651             | 8,740,190         | (225,539)          | The favourable variance is largely due to vacant posts across the directorate. The majority of these positions are currently going through the recruitment process. It is proving difficult to permanently fill some of these positions due to a shortage of suitably qualified applicants.  |
| Non-Payroll                               | 10,980,240        | 8,579,351             | 9,196,727         | (617,376)          | Current underspends include: Waste Disposal Costs - Civic Amenity Contracts - estimates were based on higher contract prices and tonnages than those realised to date (£290.5k). ARC21 contracts (£158k) due to lower organic tonnages than those estimated. An adverse variance in fuel of £90.4k is partially being offset by favourable variances in Vehicle Tax, Insurance and Materials (£82.3k).   |
| Income                                    | (3,114,030)       | (3,161,241)           | (2,611,204)       | (550,037)          | Whilst showing a favourable position in relation to income there are a number of income streams which continue to be adversely affected by COVID restrictions - Off Street Car Parking - reduced income levels from Penalty notices at beginning of current financial year £15.3k and Entertainment Licenses £19k, these are currently being offset by various favourable variances - an over achievement YTD by Building Control (£275.7k) and recovery of recycling income (£130k)   |
| <b>Total Net - Environmental Services</b> | <b>18,342,730</b> | <b>13,932,761</b>     | <b>15,325,713</b> | <b>(1,392,952)</b> | -9.09%   |
| Service Transformation                    | Annual Budget     | YTD P10<br>Act & Comm | YTD P10<br>Budget | Variance           | Explanation  |
| Payroll                                   | 5,286,844         | 3,967,296             | 4,436,105         | (468,809)          | There are a number of posts currently vacant which are under active recruitment, these are primarily within Planning & Capital, Development and Assets.  |
| Non-Payroll                               | 6,492,920         | 5,434,642             | 5,326,712         | 107,930            | There are a few issues leading to the Non Payroll expenditure. These include JR and legal costs related to planning . xxxxxxxxxxxxxxxxxxxxxxxxx In addition there has been planned expenditure within Assets in preparing Bradford Court for lease and expenditure on Christmas Markets and Urban Lighting both of which have been covered by a grant. These costs are offset by a number of underspends throughout the Directorate where development projects have not taken place and in particular an IT project profiled for January . |
| Income                                    | (4,244,274)       | (3,020,013)           | (3,118,046)       | 98,033             | The underachievement in income is due to Tourist Information Centres / Markets not fully operational and some profiling need for grant programmes. The grant for Urban Lighting has been included . Planning fees are behind budget at Period 10 by £123K but this is offset by overachievement in Property certificates income by £52k and other planning income by £35k.   |
| <b>Total Net - Service Transformation</b> | <b>7,535,490</b>  | <b>6,381,925</b>      | <b>6,644,771</b>  | <b>(262,846)</b>   | -3.96%   |