



October 3rd, 2024

Chair : Councillor The Hon N Trimble

Vice-Chair: Councillor N Eaton

Aldermen: A Ewart MBE, M Gregg, A Grehan and H Legge

Councillors: T Beckett, P Burke, A Ewing, A Givan, J Harpur, B Higginson, C Kemp, J Lavery BEM, and G McCleave

Ex Officio: The Right Worshipful the Mayor, Councillor K Dickson

Deputy Mayor, Councillor R Carlin

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 9th October 2024 at 6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

A hot meal shall be available in the **Members' Suite** from 5.15 pm.

David Burns, Chief Executive, Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES

2.0 DECLARATIONS OF MEMBERS' INTERESTS

(i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).

(ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

📎 *Disclosure of Interests form.pdf*

Not included

3.0 REPORT OF DIRECTOR OF ORGANISATION DEVELOPMENT & INNOVATION

3.1 Equality Update

For Noting

📎 *FINAL CSC Equality Update Oct 24.pdf*

Page 1

📎 *FINAL Appendix_A_Equality_Update_Oct_24.pdf*

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4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

4.1 Draft Illuminations Policy

For Decision

📎 *FINAL CSC Report - Illuminations Policy.pdf*

Page 8

📎 *FINAL Appendix 1(i) Illumination Policy Review Meeting - Minute - 22 Nov 23 (003).pdf*

Page 10

📎 *FINAL Appendix 1 (ii) Illumination Policy Review Meeting - Minute - 16 Jan 24 (003).pdf*

Page 14

📎 *FINAL Appendix 2 Draft Illumination Policy_ Oct 24.pdf*

Page 17

📎 *FINAL Appendix 3 Updated_S75_Equality__GR_Screening_Template updated 02.10.24 (002).pdf*

Page 22

5.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

5.1 Report on Tender Awards

For Decision

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

5.2 Estimates 2025/2026 - First Draft

For Noting

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

5.3 Reserves at 31st March 2024

For Decision

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

5.4 Housing Ideation: Innovation Project

For Decision

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

6.0 ANY OTHER BUSINESS

Committee:	Corporate Services Committee
Date:	9 October 2024
Report from:	Director of Organisation Development and Innovation

Item for:	Noting
Subject:	Equality Update

1.0	<u>Background and Key Issues</u>	
1.1	The Annual Equality Progress Report and Disability Action Plan were approved at the Corporate Services Committee of June 2024. These have been submitted to the Equality Commission for their review. A meeting of the Statutory Duty Network was held prior to the deadline for submission to benchmark and share good practice.	
1.2	At the August 2023 meeting of Council, a Notice of Motion was raised which was further considered by the Corporate Services Committee in September 2023. This notice of motion referred to actions for consideration in relation to the LGBTQ+ community and was included as an addendum to the Council's Equality Action Plan for 2024/25.	
1.3	A summary of recent actions undertaken in relation to equality and specifically, but not exclusively, in relation to the LGBTQ+ community is attached at Appendix A.	
1.4	Internal consultation to update our Equality Scheme from 2025 has commenced. This is the scheme from which the Council's action plans are developed. Many of the actions within our plans are continuous, so it is anticipated that many will continue, and others will build on our existing foundations to further demonstrate this Council's commitment to equality. Any feedback received from the Commission in relation to the progress report will also help to shape the subsequent action plans.	
2.0	<u>Recommendation</u>	
	It is recommended that Members note the report.	
3.0	<u>Finance and Resource Implications</u>	
	N/A	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	Update report for noting only
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No

4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	Update report for noting only
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Appendices:	Appendix A – Equality Update
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APPENDIX A: EQUALITY UPDATE

1.0 INTRODUCTION

The 2023-2024 Annual Progress Report (APR), reviewing and reporting progress on fulfilling statutory equality and good relations duties through our Equality Scheme arrangements and Disability Action Plan, has been submitted to the Equality Commission and is now available on our website. [Annual Progress Reports - Lisburn & Castlereagh \(lisburncastlereagh.gov.uk\)](https://lisburncastlereagh.gov.uk)

The APR highlighted actions which were achieved either fully, partially or not yet achieved. Those measures partially and not achieved should be completed prior to the Equality Action Plan (EAP) and Disability Action Plan (DAP) being renewed for 2026-2030, ongoing work with these measures includes:

- Explore development of a Disability Forum consultative group. Consideration is being given to extending this to an EDI group
- Carry out survey of staff and Elected Members to assess knowledge of Disability Duties and to gauge attitudes to disability/disabled people
- Work Placement or shadow opportunities identified and offered via programmes managed by organisations such as Cedar Foundation, NIUSE
- Explore employability programmes with key disability support organisations
- Work with ECNI to explore ring-fencing of some jobs for people with disabilities

All designated bodies must review their Equality Scheme within five years of being approved by the Equality Commission, as per Schedule 9 Paragraph 8 (3) of the NI Act 1998. Our Equality Scheme is due for review in 2025. Internal consultation on this has begun and it is anticipated that this will be brought to the attention of Committee in December 2024.

Following the Equality Scheme 5-year review, the Equality Action Plan (EAP) and Disability Action Plan (DAP) for 2026-2030 will be developed. While the Action Plans are required to be updated by 2026, it is anticipated that they will be given consideration alongside the Equality Scheme review. Consultation will be undertaken with all Section 75 Groups.

2.0 UPDATE ON ACTIONS RELATED TO THE NOTICE OF MOTION (LGBTQIA+)

At the August 2023 meeting of Council, a Notice of Motion was raised which was further considered by the Corporate Services Committee in September 2023. This notice of motion referred to actions for consideration in relation to the LGBTQ+ community and was included as an addendum to the Council's Equality Action Plan for 2024/25.

The notice of motion proposed that the Lisburn and Castlereagh City Council:

- Strongly condemns all forms of discrimination based on sexual orientation, gender identity, or expression, advocating for policies that safeguard LGBTQ+ rights in housing, education, employment, and healthcare.
- Commits to enhancing awareness and understanding of LGBTQ+ issues among council members, staff, and the wider community through education and sensitivity training.
- Supports initiatives that provide safe spaces, counselling, and support services for LGBTQ+ youth to combat bullying, harassment, and mental health challenges.
- Actively participates in local Pride events to demonstrate the councils visible support for the LGBTQ+ community and identifies areas to display LGBTQ+ pride symbols in appropriate public spaces.
- Seeks collaboration with local LGBTQ+ organizations and community groups to better comprehend their needs and explore joint projects that celebrate diversity and inclusivity.

2.1 Recent and Proposed Events

In the period following the Notice of Motion, the following actions have been taken or are underway:

- Community Services are undertaking a mapping exercise of all groups across the Council area to maximise engagement opportunities and associated programming. This includes individuals and groups within the LGBTQIA+ community.
- Resurgam Youth received funding through the 23/24 Good Relations Grant to undertake awareness raising and engagement/outreach projects particularly with the 'Connected Minds' youth group.
- Community Services has recently linked with the Lisburn YMCA and engaged its youth groups, in particular the LGBTQIA+ Support group to participate in the pilot sport programme – initial talks have taken place, and this will take place prior to March.
- Lisburn Museum will mark LGBTQIA+ History Month in February 2025, the Council's Equality Officer will support with this.
- As part of its 2024-25 Action Plan the PCSP will engage with the LGBTQIA+ community to raise awareness of hate crime, how to report incidents and signpost to support services available to victims.
- All financial assistance is available to S75 groups and is screened accordingly.
- S75 Groups are specifically targeted to engage with the Council on consultations including the Council's most strategic document, the Corporate Plan and the £3.8m Peace Plus action plan.
- All Equality Screenings include review of impact on the LGBTQ+ community, which are reviewed by the Council's Equality Officer.
- The Youth Council, which Council provides funding for, provides a variety of programmes for young people representative of S75 groups.
- Financial support was provided to Lisburn Féile 2024 for a workshop raising awareness around LGBTQ+ issues (31st July). Around 60 participants attended, including the Mayor and Deputy Mayor.

- An awareness raising event focusing on hate crime, how to report it and support services available will be held in St Patrick's Parish Centre, Lisburn, on 15 October 2024. This event will coincide with Hate Crime Awareness week.

2.2 Training and Awareness raising for staff

A number of training and awareness raising activities have progressed for staff. These are:

- Council has a dedicated resource within its employee **Staywell** portal on LGBTQ+ Health and Useful Resources
- Induction training for all new staff includes a section on Equality including LGBTQ+. 73 employees have attended induction training since January 2024.
- Staff were invited to attend workshops for Parents/Carers which included the topic of LGBTQ+ including supporting your LGBTQ+ child.
- EDI Training sessions are scheduled in October for the Council's Heads of Service and CMT, followed by Elected Members. This will include LGBTQ+ (as a section 75 group) as well as an overview on how to be more confidently LGBTQ+ inclusive.
- Training for other council staff involved in policy making will follow, with a focus on awareness on each Section 75 group as well as Equality Screening.
- New Skills Gate training modules are in development, with cross-council collaboration on equality modules. Individual modules for each section 75 group will be evaluated and updated accordingly.
- The Council's Equality Officer has undergone training through Cara Friend (an NI organisation serving and empowering the LGBTQIA+ community).
- A number of HR policies will be reviewed to ensure they remain fully inclusive and reflect the zero-tolerance approach on discrimination.

2.3 Council Values and Commitments

Equality is embedded within the values and actions of the Council. Set out below are examples of strategy and policy which reflects this.

2.3.1 Corporate Plan

- In addition to the themes within the Community Plan, the Council's most strategic document, the Corporate Plan, includes the following statements:
 - "As a Council we want to be: inclusive for all communities with no one left behind"
 - Reference is made to the 10-year investment plan Principle of "embracing Equality and Diversity"
 - Within the Strategic Theme 2: People, it is detailed that to achieve the outcome we will "Encourage Inclusivity and Equality of Opportunity across our community, promoting the benefits of a diverse society, celebrating culture and good relations between people of different backgrounds and identities"

2.3.2 Values

- One of the six specified Values of the Council is Equality: Acting inclusively and with fairness; promoting equality of opportunity and protecting people from discrimination.

2.3.3 The Council's Equality Scheme includes:

- Under Section 75 of the Northern Ireland Act, as a designated public authority, the Council is required to have due regard for the need to promote equality of opportunity between:
 - persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
 - men and women generally
 - persons with a disability and persons without
 - persons with dependants and persons without
- The Mayor and Chief Executive Officer of Lisburn & Castlereagh City Council are fully committed to effectively fulfilling our Section 75 statutory duties across all functions (including service provision, employment and procurement) through the effective implementation of our equality scheme.
- We realise the important role that the community and voluntary sector and the general public have to play to ensure the Section 75 statutory duties are effectively implemented.
- Our equality scheme demonstrates how determined we are to ensure there are opportunities for people affected by our work, to positively influence how we carry out our functions in line with our Section 75 statutory duties. Objectives and targets relating to the statutory duties are integrated into our strategic and operational business plans.
- The Council prepares an annual report on the progress made on implementing the arrangements set out in our equality scheme (and associated action plans) to discharge our Section 75 statutory duties (Section 75 annual progress report). This report is reviewed by the Equality Commission each year.

2.3.4 Job Descriptions

All job descriptions within the council state: "Promote equality of opportunity and access in service delivery (and in the employment of staff).

2.3.5 Protecting Dignity at work Policy

The Council's Protecting Dignity at Work Policy states

- As part of its overall commitment to the promotion of equality of opportunity and good relations LCCC is fully committed to promoting a good and harmonious working environment where every employee is treated with dignity and respect and in which no worker feels threatened or intimidated because of his or her sex, marital status, family status, religious belief, political opinion, disability, age, race or ethnic origin, sexual orientation, trade union membership/non membership or criminal record (i.e. protected characteristic).
- The aim of this policy and the accompanying procedure is to prevent

harassment and bullying in the workplace, provide guidance to resolve any problems should it occur and prevent recurrence.

- The policy also covers harassment which is not related to a protected characteristic (as outlined above), and which can be classed as bullying.
- Harassment and bullying at work in any form is unacceptable behaviour and will not be permitted or condoned. Sexual, sectarian and racial harassment, harassing a disabled person on account of disability, or harassing someone on grounds of their age or sexual orientation constitutes discrimination. Harassment is unlawful under the various anti-discrimination statutes currently in operation in Northern Ireland, along with other statutes that may be used to outlaw bullying in the workplace. It may be a civil offence, or a criminal offence and it may also contravene health and safety legislation.

3.0 OTHER ACTIONS

As well as work ongoing with LGBTQ+ inclusion, some examples of current Equality focus include:

3.1 Neuroinclusion

Embracing neurodiversity forms a key part of equality, diversity and inclusion efforts as well as wellbeing approach. LCCC are working with key organisations and charities, to discuss ways of progressing neuroinclusion in the workplace and our communities.

3.2 Cultural Awareness

Considering recent events in the UK and Northern Ireland. Suggested external training on Anti Racism Awareness and Cultural Competence for senior management and or elected members. (October is Black History Month, planned awareness raising).

Committee:	Corporate Services Committee
Date:	09 October 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	Draft Illuminations Policy

1.0	<u>Background and Key Issues</u>
1.1	Last year, Members were presented with an evaluation report on the effectiveness of the Building Illuminations Programme.
1.2	A Working Group was established to consider this report and to make recommendations to the Corporate Services Committee on whether this activity should continue and if any changes should be made to the current policy and arrangements.
1.3	The Working Group met on three occasions to review and discuss this matter. Minutes are attached at appendix 1 . The outcome is a new draft Building Illuminations Policy, attached at appendix 2 .
1.4	<p>The key changes are listed below for ease of reference:</p> <ul style="list-style-type: none"> • The process for applications has changed from being always open, to one annual call for applications. • The list of applications will be presented to Corporate Services Committee for consideration each year to agree an annual programme of building illuminations. • There is an added requirement for the charity/campaign to work with the Council to maximise the PR opportunity. • A standard list of days of observance has been included from previous agreements by Council. • There is a new process to deal with unexpected events which allows requests to be brought to Full Council due the potentially time sensitive nature of these matters.
1.5	The draft policy has been amended accordingly. Eligibility criteria remains unchanged.
2.0	<u>Recommendation</u> It is recommended that Members: <ul style="list-style-type: none"> • Approve the draft Building Illuminations Policy.
3.0	<u>Finance and Resource Implications</u> None
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>

4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out TBC	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out. Not required	

Appendices:	<div><div>1. Minutes of the Illuminations Working Group Meetings</div><div>2. Draft Illumination Policy</div><div>3. Updated Equality Screening</div></div>
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Illumination Policy Review Working Group (via Zoom)

Wednesday 22nd November – 12pm

In Attendance:

Alderman Owen Gawith

Alderman Paul Porter

Councillor Ryan Carlin

Councillor Pat Catney

Councillor Gary Hynds

Councillor Nicholas Trimble

Head of Corporate Comms & Administration (CCA)

Administration Manager (CCA)

1.0 Welcome

Administration Manager welcomed everyone to the meeting.

2.0 Apologies

Communications & Marketing Manager

3.0 Terms of Reference

The draft Terms of Reference for the Illumination Policy Review Working Group which were circulated in advance of the meeting were approved. It was noted that the proposed date to bring a report to Committee may need to be extended to allow sufficient time to conclude this work.

4.0 Review of Current Policy and Associated Issues

Current Policy

The working group discussed a number of points in relation to the current policy making the following comments:

- Members not content with current decision making arrangements.
- The application of “Exceptional Circumstances” should only be considered for “exceptional” cases and should not be applied for organisations that have not met the criteria set out in the policy.
- By sending all requests for consideration, Members feel under pressure to accept.
- Issues were highlighted in relation to how we handle requests where the Council itself wants to light up for a cause and where external requests are received – there should perhaps be different approaches.
- Seeking approval from Mayor, Chair and Vice Chair is challenging, particularly if the request is likely to be considered as contentious.
- Members would prefer to have advance visibility of the requests..
- The application of the “Exceptional circumstances” clause being applied strictly would reduce the number of requests being brought to the Mayor, Chair and Vice Chair for approval. It was noted however that Officers would therefore need to advise the above that the request does not meet the criteria and should therefore be declined.

Associated Issues and Ideas

- All agreed that the Council wants to support Charities and that if a request cannot be approved other means of supporting the Charity should be considered.
- We need to be very mindful that any course of action does not detract from the Mayor’s charity.
- All agreed that the current process of promoting Illuminations is not effective and the lighting system is not ideal
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- Members suggested options such as extending the light up to other Council owned facilities, engaging more closely with the charities to make videos and calls to action, social media posts or events instead of illuminations.
- Any future considerations need to be mindful of resources and costs and cannot create significant workloads.
- Members asked for the report discussed at Corporate Services Committee in November to be circulated..
- Members requested that a report is provided to illustrate the number of illuminations approved, declined and the number of illuminations approved under exceptional circumstances.
- Members further requested a list of occasions when the Council or Councillors requested illuminations.
- Further engagement with the charities is needed to understand how they think we could support them better.

5.0 **Actions**

- Application of criteria in the policy to be strictly adhered to and use of “Exceptional circumstances” to be applied to “emergency requests or council initiatives only.
- Administration Manager to circulate previous research undertaken for Members consideration.
- Alternative models to be developed and presented at next meeting for consideration.
- Report to be provided illustrating number of illuminations approved, declined, approved under exceptional circumstances and to list those requested by Council/Councillors.
- Further research to be undertaken with other Councils and with a selection of charities to be presented to Members at next meeting.

6.0 **AOB**

No other business raised.

7.0 **Date of next meeting**

Date of next meeting is 15th December via zoom.

Illumination Policy Review Working Group (via Zoom)

Tuesday 16th January 2024 – 12pm

In Attendance:

Alderman Owen Gawith

Alderman Paul Porter

Councillor Ryan Carlin

Councillor Pat Catney

Councillor Gary Hynds

Councillor Nicholas Trimble

Head of Corporate Comms & Administration (CCA)

Administration Manager (CCA)

Communications & Marketing Manager (CCA)

Marketing Assistant (CCA)

1.0 Welcome & Apologies

Administration Manager welcomed everyone to the meeting.

No apologies received.

2.0 Minutes of Previous Meeting

All agreed that the minutes of the previous meeting were correct, no amendments required.

3.0 Illumination Evaluation report

- As requested at a previous meeting, Members were provided with:
 - Evaluation report
 - Information on past light ups and use of exceptional circumstances

- Members discussed these reports in detail and gave varying views.
- There was discussion around:
 - o Social media
 - o Opportunities for charities to visit LCCC
 - o How charities use the same colours and the message can get lost
 - o Some strong views that illuminations should be replaced with something more meaningful
- Members reinforced previous views about the use of exceptional circumstances and their dissatisfaction with the current approvals process
- It was pointed out that whilst it may not appear effective the charities really value the support and almost all councils illuminate buildings

4. Options for Discussion

- 3 options were presented for discussion.
 - o **Option 1 – Keep illuminations, review policy and include all relevant assets**
 - o **Option 2 – Amplify charity social media campaigns only**
 - o **Option 3 - Review the Charities Policy and deliver a completely new model**

5.0 Key Points from Group Discussion

- General agreement that the approval process for Illuminations should revert back to previous approval process, i.e brought to Committee.
- No agreement on a preferred option.
- Option 2 not favoured.
- General support for aspects of both Option 1 & Option 3.
- There were some views that Option 3 was a separate issue and through the Mayor's office already happens in some ways.

- General agreement that Illuminations policy should be reviewed and governance relating to it should be strictly adhered to if they are to continue.
- When reviewing the policy the following should be considered:
 - o Number of light ups per month (Currently 6 per month allowed) – consider if this should be reduced.
 - o Exceptional circumstances should be enforced more rigorously.
 - o If a request does not meet the criteria, it should be declined however there may be scope for the Council to support the cause/event via promotion on social media platforms subject to approval by Committee. It was noted that this would also require agreement of Committee.
 - o Policy to handle (1) Council requests & (2) Outside body requests separately.
- In addition to reviewing the policy, consideration should be given to ways of improving the social media campaigns relating to any Illuminations and ensuring that charities share our social media posts on their social media platforms.
- It was acknowledged that we need to be mindful of resources and financial impact.

6.0 Actions

1: Policy to be reviewed and draft to be issued to Working Group for comment in advance of the next meeting.

2: Issue in relation to the current approval process for Illuminations to be re-considered.

7.0 AOB

No other business raised.

8.0 Date of next meeting

Date of next meeting is TBC via zoom.



Draft Building Illumination Policy

September 2024

1.0 Introduction and Aim

Lisburn & Castlereagh City Council regularly receives requests to promote charities or highlight causes or events through the illumination of Council assets in various colours.

This policy aims to ensure that an effective procedure is in place to manage illuminations, ensuring that applications are considered in a consistent and transparent manner through a fair process.

This policy relates to the illumination of:

- Civic Headquarters at Lagan Valley Island
- Union Bridge
- Castle Gardens

2.0 Policy Objectives

- To outline a transparent procedure for managing requests to illuminate Council assets.
- To outline clearly, the application process and the specific criteria that must be met for illumination requests to be considered.
- To put in place measures that enable effective management of an annual illumination programme.
- To ensure relevant approvals are sought through Corporate Services Committee and Council in line with Council's governance procedures.
- To ensure that the light up programme reflects the diversity across the city and is inclusive.
- To set out arrangements for promotion of agreed illuminations and the associated charities or causes.

3.0 Application Process

The Council will issue a public call for applications each year. Charities who have previously requested an illumination will be informed directly when the call for applications opens.

Applications that meet the eligibility criteria will be presented to Corporate Services Committee for consideration. Those approved will form the schedule of illuminations for the year. No other applications will be considered within this 12 month period.

4.0 Eligibility Criteria

- Requests must be received within the specified timeframe set out in the open call for applications – late submissions will not be accepted.
- Requests must be submitted by, or on behalf of, a registered charity or formally constituted group or public body.

- Requests must clearly identify the cause/charity, requested date and colour.
- Requests must be submitted via the web form [Lighting register - Lisburn & Castlereagh \(lisburncastlereagh.gov.uk\)](https://lightingregister-lisburn-castlereagh.gov.uk) Anyone who cannot access this form may contact the Civic Events Officer on Civic Events Officer CivicEvents.Officer@lisburncastlereagh.gov.uk to make their application.

5.0 Terms & Conditions

- Agreed illuminations will occur on the specified date from dusk until dawn.
- The Civic Headquarters at Lagan Valley Island and Union Bridge will be illuminated.
- Castle Gardens will only be illuminated on days specified by Council e.g. Remembrance Sunday.
- Only one application per charity/cause will be accepted per year.
- The organisation must work in partnership with the Council to maximise PR opportunities.
- Applications are valid for one year only.

6.0 Days of Observance

In addition to the annual programme, the Council will light up annually to mark the following events/days in line with previous agreements:

Event/Day	Colour	Date
Holocaust Memorial Day	Purple	27 January
St Patrick's Day	Green	17 March
World Fairtrade Day	Black/Yellow/Blue rotation	11 May
Pride	Rainbow rotation	July (date confirmed annually)
World Suicide Prevention Day	Yellow	10 September
Recycle Week	Green	October (date confirmed annually)
Remembrance Day	Red	11 November
International Day of People with a disability	Purple	3 December
Christmas Eve	Red	24 December

7.0 Unexpected Events

The Council may, on occasion, wish to illuminate assets to mark a significant local, regional, national, world event such as a natural disaster, terrorist attack or other tragic incident.

Given the time sensitive and potentially political nature of these events, it may be necessary for a request to be considered by Full Council. It is likely that in these circumstances, an illumination would form part of a wider set of actions.

8.0 Promotion

All approved illuminations will be added to the illumination calendar which can be viewed on the Council website. They will be promoted on the agreed day through social media platforms. <https://www.lisburncastlereagh.gov.uk/resident/lighting-register>

A range of images of the illuminated facilities will be used on social media using pre prepared graphics of the illuminated assets including a photograph of the Corporate Services Chair.

The Chair may involve other Members and/or the Mayor as appropriate.

As part of the arrangement, the charity or cause will be asked to:

- Follow LCCC on X and Facebook; and
- Share LCCC's illumination message on via their social media platforms.

11.0 Resources

There are no significant direct costs involved in implementing this policy. The Civic Events Officer is responsible for coordination of illuminations and ensuring that appropriate approvals are obtained.

12.0 Responsibility

This policy is owned by LCCC and will be implemented by the Corporate Communications and Administration Unit.

13.0 Equality

This policy has been subject to equality screening.

If anyone has difficulty making a request through the web form, the Civic Events Officer will provide assistance.

Telephone: 028 9244 7282

Email: civicevents.officer@lisburncastlereagh.gov.uk

In person: Lagan Valley Island, Lisburn, BT27 4RL

14.0 Links to other Policies

This policy links to other policies within Council including the Corporate Plan, a number of health and safety and technical policies as well as the Photographic and Public Relations Protocol. If there were to be any changes in such policies which would impact upon this policy then consideration will be given to reviewing this policy as appropriate.

15.0 Consultation

In developing this policy, officers consulted with charities and engaged in an Elected Member Focus Group.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template (Oct 2022)

Part 1. Information about the activity/policy/project being screened

This Statement refers to Lisburn and Castlereagh City Council's policy in relation to illumination requests.

The Council receives a number of requests each year to light up the relevant facilities to promote awareness of a charity, highlight a particular cause or mark an event/anniversary of significance. Castle Gardens can also be lit up as part of a civic event or commemoration as agreed by Corporate Services Committee. External requests to light up Castle Gardens will not be accepted.

This policy aims to ensure that an effective procedure is in place for managing requests to light up the Council Chamber at the civic headquarters and to ensure they are considered in a consistent and transparent manner through an application process.

This policy relates to the illumination of:

- Civic Headquarters at Lagan Valley Island
- Union Bridge
- Castle Gardens

Name of the activity/policy/project

Building Illumination Policy for LCCC

Is this activity/policy/project – an existing one, a revised one, a new one?

A revised policy

During the review, the policy was discussed with the Head of Service for Corporate Communications and Administration and the Administration Manager. Engagement with CMT, the Chair and Vice Chair of Corporate Services Committee and designated Members, through a working group and other NI Councils and organisations took place. A review of light up policies and practices developed by other councils and organisations was also completed with consideration given to the challenges some of these organisations have faced.

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

The purpose of the policy is to provide an effective procedure for managing illumination requests and to ensure they are considered in a consistent and transparent manner through an application process.

The aims and objectives of the policy are:

- To outline a transparent procedure for managing requests to illuminate Council assets.
- To outline clearly, the application process and the specific criteria that must be met for illumination requests to be considered.
- To put in place measures that enable effective management of an annual illumination programme.
- To ensure relevant approvals are sought in line with Council's governance procedures.
- To ensure that the light up programme reflects the diversity across the city and is inclusive.
- To set out arrangements for promotion of agreed illuminations and the associated charities or causes.

The Council will issue a public call for applications each year. Charities who have previously requested an illumination will be informed directly when the call for applications opens.

Applications that meet the eligibility criteria will be presented to Corporate Services Committee for consideration. Those approved will form the schedule of illuminations for the year. No other applications will be considered within this 12 month period.

Eligibility Criteria

- Requests must be received within the specified timeframe set out in the open call for applications – late submissions will not be accepted.
- Requests must be submitted by, or on behalf of, a registered charity or formally constituted group or public body.
- Requests must clearly identify the cause/charity, requested date and colour.
- Requests must be submitted via the web form [Lighting register - Lisburn & Castlereagh \(lisburncastlereagh.gov.uk\)](https://lightingregister-lisburn-castlereagh.gov.uk) Anyone who cannot access this form may contact the Civic Events Officer on Civic Events Officer CivicEvents.Officer@lisburncastlereagh.gov.uk to make their application.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

It is not identified that there will be any particular opportunities to promote equality across the Section 75 Groupings as a result of this policy refresh. The amendment of this policy in a more user friendly format aims to assist LCCC Officers managing building illumination requests through a transparent application process.

The policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.

Who initiated or developed the activity/policy/project?

The policy was written by Corporate Communications and Administration Unit.

Who owns and who implements the activity/policy/project?

The policy is owned by the Corporate Communications and Administration Unit of LCCC. It is implemented by the Corporate Communications and Administration HoS, Administration Manager, Civic Events Officer and Marketing and Communications team.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

No

If yes, give brief details of any significant factors. N/A

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff ☒ Service Users ☒ Other Public Sector Organisations ☒

Voluntary/Community/Trade Unions ☒ Other e.g. Elected Members ☒

Other policies/strategies/plans with a bearing on this activity/policy/project

Name of policy/strategy/plan	Who owns or implements?
Corporate Plan	Chief Executive
Photographic & Public Relations Protocol Policy	HoS Corporate Communications and Administration

Available evidence

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Most up to date NISRA population data from Census 2021 (published 22/09/22)
Lisburn and Castlereagh Census Data

Section 75 Category	Details of evidence/information
Religious Belief	<p>In implementing the policy there has been no deviation that would show any bias or impact across any one of the specific Section 75 groupings.</p> <p>During the period the current policy has been in place, there have been no instances of complaint or query over a section 75 grouping being impacted as a result of the policy terms and conditions. The new policy update does not fundamentally deviate from the original policy. The Policy has been amended to ensure a transparent procedure for managing illumination requests to outline clearly the specific criteria that must be met for illumination requests to be considered, to put in place measures that enable effective management of an illumination programme and to put in place a clear timeframe to enable the relevant approvals to be sought through Corporate Services Committee and Council in line with Council governance procedures which will benefit all applicants. It also provides for requests that do not meet the eligibility to be considered in exceptional circumstances.</p>
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependents	

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	The policy has a number of terms and conditions in place to manage an open and transparent application process for building illumination requests. These are applicable to all applicants and therefore not detrimental to any one group in particular.
Political Opinion	
Racial Group	
Age	The application process will be more user friendly, which may be beneficial to some section 75 groups - for example if English is not their first language. Perhaps application process / forms will be provided in accessible formats if required.
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependents	

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories? [This is about trying to identify whether the proposed project, policy or plan will impact on particular groups or impact differently on various groups. It may be ok to say 'no impact identified' or 'no differential impact identified'. Subsequent monitoring should then be used to ensure that any unanticipated impact is identified and addressed.]

Section 75 Category	Details of likely impact – will it be positive or negative? If none anticipated, say none	Level of impact - major or minor* - see guidance below
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Religious Belief	The policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.	None
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

* See Appendix 1 for details.

2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 Category	IF Yes, provide details	If No, provide details
Religious Belief	N/A	Particular opportunities to promote equality across the Section 75 Groupings as a result of this policy have not been identified. The review of this policy aims to implement a transparent procedure for managing Illumination requests. The policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		

People with and without Dependants		
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Equality Action Plan 2021-2025 [new question]

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? Yes/**No** If yes, specify which action.

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025) [new]

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

Yes/No [delete as appropriate] If yes, give details/specify which action.

Action 3.1 - Identify relevant opportunities and encourage participation of disabled people through targeted promotion

3 To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief	The policy should not impact adversely on Good Relations between the three categories the policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.	None
Political Opinion		
Racial Group		

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		The policy does not differentiate or identify groupings, therefore there will be no direct adverse impact on any groups.
Political Opinion		
Racial Group		

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

Council recognises that no one individual sits exclusively within just one of the nine designated groups and this has been given consideration at this time

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

- 1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
- 2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
- 3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	Reasons/Evidence
<p>Option 1</p> <p>Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]</p>	<p>The policy provides detailed terms and conditions for registered charities, formally constituted/registered groups and public bodies for council illuminations requests as well as a criteria on how all applications should be assessed. The procedures do not identify specific section 75 groupings and criteria are to be applied to every application request received.</p>
<p>Option 2</p> <p>Screen out with mitigation – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]</p>	N/A
<p>Option 3</p> <p>Screen in for a full Equality Impact Assessment (EQIA)</p> <p>[If option 3, complete timetabling and prioritising section below]</p>	N/A

Mitigation (Only relevant to Option 2)

n/a

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations? N/A

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Timetabling and prioritising for full EQIA (only relevant to Option 3) N/A

If the activity/policy has been ‘**screened in**’ for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? Yes/No. If yes, please provide details.

Part 4. Monitoring

Monitoring will be undertaken annually by the Civic Events Officer and HoS Corporate Communications and Administration to monitor the effectiveness of the Illuminations for those charities and causes involved.

We will also ensure applications do in fact reflect the diversity across the city / are inclusive.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Stephanie Kelly	Administration Manager	01/10/2024
Reviewed by: Annie Wilson	Equality Officer	01/10/2024
Approved by: Frances Byrne	HoS Corporate Communications and Administration	01/10/2024

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and ‘signed off’ by a senior manager responsible for the activity/policy

- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

- a) The policy/project is significant in terms of its strategic importance;
- b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Minor impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

- a) The policy has no relevance to equality of opportunity or good relations;
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Updated Template @ Oct 2022

Committee:	Corporate Services Committee
Date:	9 th October 2024
Report from:	Head of Assets

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	N/A
When will a redacted report become available:	Redacted report to be provided to Member Services Unit following ratification and signing of contracts.
The report will never become available:	N/A

Item for:	Noting and Decision
Subject:	Report on Tender Awards

1.0	<p><u>Background and Key Issues</u></p> <ol style="list-style-type: none"> Officers of the Council have delegated authority to accept successful tenders if they are in keeping with MEAT (Most Economically Advantageous Tender) principles, lowest, or only tender received, with the tender outcomes reported to the Corporate Services Committee for noting. <p><u>Key Issues</u></p> <ol style="list-style-type: none"> Interested Contractors were invited to submit tenders through the eTendersNI portal and tenders were returned as follows; <ol style="list-style-type: none"> T24/25-012 Gamified Learning Skills Programme - Retender T24/25-007 Community Numeracy Bootcamp (Additional Needs) The above tender competitions were unlocked by the Procurement Officer, the relevant Head of Service approved the tender opening reports and the tenders were forwarded to the contract management leads within each responsible Service Unit for evaluating against the agreed criteria. Enquiries have been made to contractors who showed initial interest in requesting tender information, but who did not make a return to ascertain why they did not submit a tender. The tenders were assessed and recommended for award as detailed in the Tender reports (see attached Appendices). In each case, the successful tenderer recommended was either the MEAT, lowest or only compliant tender cost received.
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members note the award of the tenders for the various contracts noted above and detailed within the attached Appendices. It is further recommended that Members approve the signing and sealing of the Tender documents as necessary.</p>

3.0	<u>Finance and Resource Implications</u> Budget provision has been included in the annual estimates.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out; The Contracts are deemed to benefit all section 75 groups equally and therefore it was deemed that no screening was required.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out. A Rural Impact Assessment is deemed not to be required as these are contracts for works and services and will apply equally to all communities across the Council area	

Appendices:	APPENDIX XX1 – Summary of Tenders Awarded APPENDIX XX2.- Departmental Tender Reports
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Summary of Tenders awarded.

	TENDER TITLE	SUPPLIER AWARDED	TENDER VALUE
1	T24/25-012 Gamified Learning Skills Programme - Retender	Studyseed CIC	
2.	Community Numeracy Bootcamp (Additional Needs]	Stepping Stones	

1.



TENDER REPORT FOR

**T24/25-012 GAMIFIED LEARNING SKILLS
PROGRAMME - RETENDER**

Tender Information

Economic Development (Programmes Team) let a tender competition for Gamified Learning Skills Programme for a period of 9 months until 31 March 2025 with an estimated spend of £40,000 as per approved business case.

Tender Returns

Following tendering of this project, tenders were returned from one Contractor, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on Monday 12th August 2024.

The tender opening report was approved by the of Economic Development. Tenders were returned from the following contractors:

1. Studyseed CIC
27 Lurgan Road,
Moira
BT67 0LX

The tender was passed to the Programmes Unit, Economic Development for evaluation and information, checked by:

- Emma Fearon, Programmes Manager, Economic Development
- Melissa Cunningham, Programmes Officer, Economic Development

Open Tender Evaluation

Stage 1 – Evaluation Criteria

In this stage tenderers were required to meet three items of mandatory selection criteria:

- Company Experience
- Insurance Requirement
- Pricing Schedule

One tender was evaluated on the information they provided and passed stage 1 of the process. All clarifications were received on time.

Stage 2 – Award Criteria

In this stage, tenders were evaluated on the following:

Quality - 80%

- Understanding of the Project – 5%
- Methodology and Proposed Approach – 25%
- Project Team Experience – 25%
- Management of the Project and Contract – 15%
- Marketing and Recruitment – 10%

Cost – 20%

As per the procedures set out in “Conditions of Tendering” the lowest tender from Studyseed CIC was arithmetically checked. The 1 tender was evaluated on the information that they provided and passed this stage of the process. Tenders were ranked with the tender with the lowest price being awarded the contract.

Tenderer	Tender Price	Rank
Studyseed CIC		1

Recommendation

It is recommended that the contract is awarded to Studyseed CIC, 27 Lurgan Road, Moira, BT67 0LX in the sum of [REDACTED] + VAT, being the lowest and most economically advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

Prepared by:

M. Cunningham

Melissa Cunningham
Programmes Officer

Date 27/08/2024

2.



TENDER REPORT FOR

**COMMUNITY NUMERACY BOOTCAMP
(ADDITIONAL NEEDS]**

Tender Information

Economic Development Unit let a tender competition for Community Numeracy Bootcamp (Additional Needs for a period of September 2024 to March 2025 with an estimated spend of £66,530 as per approved business case.

Tender Returns

Following tendering of this project, tenders were returned from three Contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on 10th July 2024.

The tender opening report was approved by the Head of Service, Paul McCormick, Economic Development.

Tenders were returned from the following contractors:

[REDACTED]

Total Cost - [REDACTED]

Stepping Stones NI,
39 Seymour Street.
Lisburn, BT28 4SY

Total Cost - [REDACTED]

[REDACTED]

Total Cost - [REDACTED]

The tenders were passed to Economic Development Unit, Programmes Team for evaluation and information, checked by:

- Emma Fearon – Programme Manager
- Jacqueline Russell – Programme Officer
- Melissa Cunningham – Programme Officer

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which were pass/fail. If they fail on one mandatory criteria, then the contractor's tender does not proceed to the next stage. All three tenders passed Stage 1.

Tenders were evaluated on the information they provided. All clarifications were received on time.

All three tenders passed Stage 1.

Stage 2 – Award Criteria

In this stage, tenders were evaluated on the following:

Quality - 80%

- Understanding of the Project – 5%
- Methodology and Proposed Approach – 25%
- Project Team Experience – 25%
- Management of the Project and Contract – 15%
- Marketing and Recruitment – 10%

Cost – 20%

As per the procedures set out in “Conditions of Tendering” three tenders were arithmetically checked.

Tenders were evaluated on the information that they provided and passed this stage of the process.

Arithmetic Errors

As per the procedures set out in “Conditions of Tendering” the most economically advantageous tender, Stepping Stones NI was arithmetically checked. Stepping Stones NI submitted a tender proposal totalling [REDACTED] and this was recalculated by the programmes team as [REDACTED]. Stepping Stones NI confirmed in email that they are happy to proceed with their proposal based on the corrected amount.

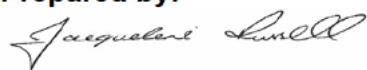
Tenders were ranked with the Most Economically Advantageous Tender being awarded the contract.

<u>Tenderer</u>	<u>Tender Price</u>	<u>Rank</u>
Stepping Stones NI	[REDACTED]	1
[REDACTED]	[REDACTED]	2
[REDACTED]	[REDACTED]	3

Recommendation

It is recommended that the contract is awarded to Stepping Stones NI in the sum of [REDACTED] + VAT, being the most economically advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

Prepared by:



Date: 24.9.24

Contract Lead
Jacqueline Russell
Programme Officer

Committee:	Corporate Services
Date:	11 th October 2024
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After full Council
The report will never become available:	

Item for:	Decision
Subject:	Reserves as at 31st March 2024

1.0	<u>Background and Key Issues</u>
1.1	██████████ A breakdown of the Council's reserves as at 31st March 2024.
1.2	This statement shows the balance of each useable reserve and any earmarked items are listed.
1.3	Within the 2023/24 financial year, the Council continued to take measures to consider medium and longer term financial matters. This included transfers to existing reserves to both provide alternative resilience for the Council and to enable the Council to support recovery within our businesses and communities.
1.4	The balances shown does not include monies spent to date in the current financial year (2024/25).
	Current earmarked items:
1.5	As part of the 2023/24 year end process, the use of the expected underspend was approved by the Corporate Services Committee (February 2024) which included earmarking of £57,500 to fund costs of the D Day events.
1.6	In September 2024, there were a number of approvals granted regarding use of reserves: <ul style="list-style-type: none"> • Corporate Services approved using reserves to fund VE80 and VJ80 & Remembrance 2025 through reserves. • Corporate Services also approved earmarking £200k for a Capital Feasibility Fund to develop Category 1 and 2 projects. • Council approved a programme of work to be funded by the UK Prosperity Fund, (£771,666) and the balance (£378,334) being made up from various earmarked reserves and approved capital programme (ie no new commitments from reserves).
	Requests for earmarked/release of earmarked reserves:
1.7	██████████

1.8

1.9

1.10 **Belfast Region City Deal**

Previously (up to 2023/24 year) BRCD was funded through earmarked reserves. A balance of £259,733 remains as earmarked. There are likely to be feasibility studies and related costs for any new/subsequent BRCD projects. It is recommended that £100k be held as earmarked for these items and the balance is released back into the General Fund useable balance.

1.11 **Royal Hillsborough**

In May 2022, Corporate Services committee agreed to hold a balance within the General Fund to support Royal Hillsborough. Over £50k of these monies has been spent leaving a balance of £75,717. These monies are no longer required therefore it is recommended this balance is transferred into the DEA fund.

Risks/Opportunities to overall general reserve balance in 2024/25

1.12 Period 4 Management Accounts shows the Council in a small overspend position. Some factors that will continue to be monitored that are a risk to the current financial year are as follows:

- Pay awards – Any spinal column point pay awards over and above the assumptions built into the current year's estimates ultimately come from the general fund.
- Legal and Judicial Review costs – As above this continues to be a risk and earmarking of reserves mitigates a portion of this risk.
- Increasing prices for current and new contracts, including material costs and service-related contracts such as security and cleaning.
- Waste service costs particularly from January 2025 when the current landfill contract terminates.

1.13 There are opportunities shown within the Period 4 Management Accounts such as income relating to leisure, building control and investments. The forecasted penny product is also in a favourable position as at period 4.

1.14 Any draw from earmarked reserves are shown separately within the Management Accounts for Member's information.

	Going Forward	
1.15	One of the requirements of the Chief Financial Officer is to make a statement in relation to the adequacy of the reserves each year. This is included within the estimates documentation presented in February each financial year.	
1.16	There is no requirement for the Council to hold a minimum level of un-earmarked reserves, it is whatever the CFO deems adequate.	
1.17	Communities and Wellbeing will consider the ongoing or any future funding opportunities associated with both the DEA and Community Investment Funds in due course.	
1.18	Reserves are kept under review throughout the year to take account of changes in financial position, final outturns e.g. election costs, capital programme, Member decisions regarding estimates etc. Officers will continue to report as appropriate.	
2.0	<u>Recommendation</u> It is recommended that Members note the information contained in the report and approve the following: <div style="background-color: black; width: 100%; height: 40px; margin-bottom: 5px;"></div> <ul style="list-style-type: none"> • Release of £159,733 balance of BRCD earmarked reserve • Transfer of £75,717 to DEA fund 	
3.0	<u>Finance and Resource Implications</u> <ul style="list-style-type: none"> • As highlighted above 	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	Not applicable
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	Not applicable

Appendices:	
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