

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 11<sup>Th</sup> February 2026 at 6.00 pm.**

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

Councillor B Higginson (Chair)

Councillor J Bamford (Vice-Chair)

Aldermen A Ewart MBE and P Porter

Councillors R Carlin, A Ewing, J Harpur,  
G McCleave, R McLernon and The Hon N Trimble

**PRESENT IN  
REMOTE LOCATION  
(COMMITTEE)**

The Right Worshipful The Mayor

Alderman A Grehan

Alderman M Gregg

Councillors K Dickson and J Laverty BEM

**IN ATTENDANCE:**

Chief Executive

Director of Organisation Development & Innovation

Head of Assets

Head of Governance & Communications

Head of Innovation

Head of Planning & Capital Development

Member Services Manager (Acting)

Member Services Officer (RN)

**Commencement of Meeting**

The Chair, Councillor B Higginson, welcomed everyone to the meeting and advised that it would be audio recorded unless the item on the agenda was to be considered under confidential business.

Unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. Mobile phones were to be turned off or on silent mode for the duration of the meeting. Members attending remotely were asked to keep their cameras on. Finally, the Chair asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

The Chief Executive outlined the evacuation procedures in the case of an emergency.

During the housekeeping announcements at 6.01 pm, Councillor R Carlin entered the Chamber and Alderman M Gregg joined the meeting on a remote basis.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillors T Beckett and N Parker, and the Head of Finance.

2. Declarations of Interest

The Chair, Councillor B Higginson, declared an interest in Item 8.1 – “Report on Tender Awards” as a family member is an employee of one of the firms listed in one of the tender reports.

3. Report of Head of Governance & Communications

3.1 Army Benevolent Fund (NI)  
Belfast Blitz Concert  
Waterfront Hall, Belfast – Saturday 21<sup>st</sup> March 2026

Members had been provided with copy of a letter dated the 7<sup>th</sup> January 2026 from the Army Benevolent Fund (NI) regarding its concert on the 21<sup>st</sup> March 2026 marking the 85<sup>th</sup> anniversary of the Belfast Blitz and featuring the Band, Bugles, Pipes & Drums of the Royal Irish Regiment.

It was proposed by Alderman P Porter, seconded by Councillor N Trimble and agreed to recommend that the event referred to above be supported in the sum of £350.00 by the purchase of VIP tickets (£70.00 per ticket) for the following persons, or their nominees:-

- The Right Worshipful The Mayor
- the Chair of the Corporate Services Committee
- the Vice-Chair of the Corporate Services Committee
- the Veterans' Champion
- the Chief Executive.

4. Report of Head of Finance

In the absence of the Head of Finance who had presented an apology for non-attendance at the meeting, her report was presented by the Chief Executive.

4.1 Department of Finance  
Consultation on Small Business Rate Relief  
(Closing date: 29<sup>th</sup> January 2026)

It was agreed that the content of a response to the Department of Finance's consultation on the Small Business Rate Relief Scheme be noted on a retrospective basis.

4.1 Department of Finance  
Consultation on Small Business Rate Relief  
(Closing date: 29<sup>th</sup> January 2026) (Continued)

The Chief Executive advised that an extension to the closing date for the receipt of comments had been sought from the Department of Finance, but this had been refused. However, Members had been provided with the draft response prior to its submission to the Department.

The Right Worshipful The Mayor, Alderman A Grehan, joined the meeting on a remote basis during discussion of this item of business. (6.05 pm)

5. Report of Head of Assets

5.1 Draft CCTV & Visual Security Systems (VSS) Policy

The Chair, Councillor B Higginson, left the Chamber at the outset of this item and the business before the Committee was conducted by the Vice-Chair, Councillor J Bamford. (6.07 pm)

Councillor Higginson returned to the Chamber at 6.10 pm during discussion and prior to any decision being taken. Councillor Higginson resumed the Chair and conducted the remainder of business before the Committee.

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

- Draft CCTV & VSS Policy;
- Equality screening document.

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

- the draft CCTV & VSS Policy be agreed;
- the steps as set out in the report in regard to the implementation of the CCTV & VSS Policy be agreed.

The Head of Assets agreed to confirm how quickly CCTV coverage could be accessed after its recording.

The Right Worshipful The Mayor, Alderman A Grehan, left the meeting on a remote basis during discussion of this item. (6.15 pm)

6. Report of Head of Planning & Capital Development

6.1 Review of Capital Governance Process (Phase 1)

The “Capital Governance Process” is the framework applied in order to plan, approve, manage and monitor new capital investments.

6.1 Review of Capital Governance Process (Phase 1) (Continued)

In addition to the narrative report, nine templates relating to Capital Governance, Financial Summary, Project Initiation Requests and Business Cases had been provided. Some of the templates were new and others had been amended with the amendments being highlighted for Members' information.

It was proposed by Alderman M Gregg, seconded by Alderman P Porter and agreed to recommend that the Phase 1 changes as part of the Review of the Capital Governance Process be agreed, together with the associated nine documents which would be inserted in the Accounting Manual.

7. Report of Head of Innovation

7.1 Citizen Engagement Framework

The Citizen Engagement Framework establishes a clear, consistent and transparent approach as to how the Council engages with residents and stakeholders in the development of policies, programmes and services.

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

- Lisburn & Castlereagh City Council Citizen Engagement Framework 2026;
- Equality screening document;
- Rural Needs Impact Assessment document.

It was agreed to recommend that the report and appendices on the Citizen Engagement Framework be noted and be implemented on ratification of this decision.

8. Any Other Business – Non-Confidential

No business of a non-confidential nature was raised by Members.

9. Confidential Report from Chief Executive

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

9.1 Tender Awards

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

Redacted report to become available following meeting of Council on the 24<sup>th</sup> February 2026 and the signing of the contracts.

9.2 Caretaker & Reception Services at Bradford Court

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

Report to become available in June 2026 after commencement of the contract.

9.3 Management Accounts – Period 9 of 2025/2026

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

Redacted report to become available following meeting of Council on the 24<sup>th</sup> February 2026.

In Committee

It was proposed by Councillor A Ewing, seconded by Councillor J Harpur and agreed that the Confidential Report of the Chief Executive be considered “in Committee”. (Recording was paused at this stage in proceedings. The member of the press left the meeting and there were no public present.) (6.22 pm)

The Head of Innovation and the Head of Planning & Capital Development left the Chamber. (6.22 pm)

9.1 Report on Tender Awards

Presented by the Head of Assets who, together with the Chief Executive, responded to Members’ questions.

Tender reports and a summary of the tenders awarded had been provided with the narrative report.

It was proposed by Councillor G McCleave, seconded by Alderman M Gregg and agreed to recommend that the tenders awarded in regard to the following contracts, together with the attendant tender reports, be noted:-

- T24/25-051 – Horticultural Supplies;
- T24/25-050 – Provision of Cleaning Services for Lisburn and Castlereagh City Council Premises;
- T25/26-021 – Conservation & Stabilisation of Schedule Monuments at Aghalee and Portmore Cemeteries;
- T25/26-035 – Call-off Framework Agreement for Provision of Electrical Services, Reactive and Project Works to Council Facilities (December 2025 – November 2026).

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

9.2 Caretaker & Reception Services at Bradford Court

Presented by the Head of Governance & Communications.

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

- Business Case for Caretaker & Reception Services at Bradford Court (inclusive of appendices on National Living Wage and Net Present Social Value/Cost);
- Equality screening document.

The Chief Executive, the Head of Governance and Communications, and the Head of Assets responded to Members' questions.

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

- the report on the Caretaker & Reception Services at Bradford Court be noted;
- the Business Case for the Caretaker & Reception Services at Bradford Court be approved; and
- Option 1 as contained in the Business Case be accepted and be progressed by means of a tender process for provision of service continuity.

Councillor J Harpur left and returned to the Chamber during discussions about the letting arrangements. (6.47 pm and 6.49 pm respectively.)

Councillor K Dickson left the meeting on a remote basis during discussion. (6.48 pm)

9.3 Management Accounts – Period 9 of 2025/2026

Presented by the Chief Executive in the absence of the Head of Finance.

The Management Accounts for the period ending the 31<sup>st</sup> December 2025, together with the narrative report by way of explanation, were provided and duly noted. Also provided and noted was a schedule of legal fees for this period.

Councillor J Bamford requested that – for clarity purposes - a breakdown of expenditure by Directorate be provided.

Councillor K Dickson returned to the meeting on a remote basis at 6.57 pm.

10. Any Other Business – Confidential

10.1 The Cutts Household Recycling Centre – Thanks to Staff  
Alderman P Porter

Alderman P Porter commended the service provided by the staff at The Cutts Household Recycling Centre and asked that his appreciation be conveyed to those staff.

Resumption of Normal Business

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

11. Any Other Business

Dealt with under Item 8.

After the Chair, Councillor B Higginson, had thanked those present for their attendance, the meeting concluded at 6.59 pm.

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MAYOR/CHAIR