



December 9th, 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, A Ewing, A Givan, J Harpur, B Higginson, C Kemp, J Lavery BEM, D Lynch 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, 11th December 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 Sept 24.pdf*

Not included

3.0 REPORT OF CHIEF EXECUTIVE

3.1 Elected Members' Project Dashboard

For Noting

📎 *CSC Report for December - Elected Members' Dashboard.pdf*

Page 1

4.0 REPORT OF DIRECTOR OF ORGANISATION DEVELOPMENT & INNOVATION

4.1 Outcomes of Interim Corporate Plan 2021 - 2024

For Noting

📎 *CSC Report - Outcomes of Interim Corporate Plan 21-24.pdf*

Page 3

📎 *Appendix 1 Outcomes Presentation.pdf*

Page 5

5.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

5.1 2025 Anniversaries - Programme & Budget

For Decision

📎 *CSC Report - 2025 Anniversaries Draft Programme.pdf*

Page 13

📎 *Minutes - 2025 Anniversaries WG 6.11.24.pdf*

Page 15

📎 *Minutes - 2025 Anniversaries WG 25.11.24.pdf*

Page 21

📎 *Draft 2025 Anniversaries.pdf*

Page 26

📎 *Updated_S75_Equality__GR_Screening_Template Revised Draft VE Day 80 FINAL.pdf*

Page 28

5.2 Illuminations 2025

For Decision

📎 **CSC Report - Illuminations 2025.pdf**

Page 43

📎 **ILLUMINATION CALENDAR 2025 - draft for CSC .pdf**

Page 45

6.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

6.1 Workforce Report

For Noting

This item of business shall be delivered by the Director of Organisation Development & Innovation.

📎 **CSC Report - Workforce Report - December 2024.pdf**

Page 50

📎 **Attendance Management Report Analysis for Period Ending on 30 September 2024.pdf**

Page 52

📎 **Recruitment Committee Report - Advert & Selection 15.11.24.pdf**

Page 61

📎 **Recruitment Committee Report 2 - Appointments 15.11.24.pdf**

Page 62

📎 **Appendix Profile working Nov 2024.pdf**

Page 63

7.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

7.1 Report on Tender Awards

For Noting

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

7.2 Cleaning Contract - Business Case

For Decision

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

7.3 Estimates Process - Corporate Status Update

For Noting

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

7.4 Estimates Process - Directorate Update

For Noting

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

7.5 Finance Reports - Period 8 of 2024/2025

For Noting

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

7.6 Treasury Outturn - Quarter 2 of 2024/2025

For Noting

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

7.7 Management Accounts - Period 8 of 2024/2025

For Noting

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

7.8 Efficiency Review Steering Group (ERSG) - Meetings

For Decision

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

8.0 ANY OTHER BUSINESS

Committee:	Corporate Services Committee
Date:	11 th December 2024
Report from:	Chief Executive

Item for:	Noting
Subject:	Elected Members' Projects Dashboard

1.0	<u>Background</u>
1.1	The DEA Works Programme Proposal was presented to the Corporate Services Committee in June 2024. Following this, it was agreed by CMT that information providing an update on all projects, be prepared and shared with Elected Members outlining the progress of projects across DEAs.
1.2	These projects include a wide range of Capital and Revenue initiatives, both ongoing and under development. Examples include the Capital Works Programme, DEA projects, Small Settlement projects, Community Investment Funding projects, and the Shared Prosperity Fund. These projects span from conceptual ideas at the feasibility stage, to fully developed projects with funding sourced and secured.
1.3	Currently, there are 44 projects at feasibility stage. Once it has been confirmed that each project is both deliverable and offers good value for money, they will move to the committed stage.
1.4	All projects, both at feasibility and committed stage, are assigned a categorisation to assist in allocation of the limited resources This categorisation reflects the consensus opinion of Members, the urgency of the work, funding programmes and the potential for quick wins. The categories range from 0 to 5, with 0 indicating projects that are committed or well underway, and 5 representing projects that may take longer to initiate. Circumstances and available external funding may result in these being recategorised, however, any changes will be made known to Members.
	<u>Key Issues</u>
1.5	The Portfolio Office was tasked to develop a "Smartsheet Master Intake sheet" for Council Officers' use, where all projects will be captured and updated on a monthly basis to give an overview of the progression on relevant projects being undertaken throughout the Council area. This will be done on the first Monday of each month.
1.6	From this Smartsheet Intake Sheet, an Elected Members' Dashboard was created to display information on project progression. Subject to Full Council ratification of this discussion, this Dashboard will be shared with the Elected Members at the end of December. The IT Unit will provide access to this Dashboard by installing an App on Members' mobile devices with a link saved to 'Favourites' on Members' laptops.

1.7	A demonstration of this Dashboard will be provided to this Committee.	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Committee notes this update, and Members contact IT to arrange for the App to be uploaded to their phones and laptops.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>There are no financial implications.</p>	
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 / No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>Equality screening has been carried out on individual projects.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes / No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>Rural needs impact assessment has been carried out on individual projects.</p>	

Appendices:	N/A
--------------------	-----

Committee:	Corporate Services Committee
Date:	12 th December 2024
Report from:	Director of Organisation Development & Innovation

Item for:	Noting
Subject:	Outcomes of Interim Corporate Plan 21-24

1.0	<u>Background and Key Issues:</u>
1.1	Reflecting on the impact of the disrupter that was the COVID pandemic, Council agreed a four-year Interim Corporate Plan 2021-2024 to recognise this and develop a new set of objectives that would continue the improvement journey into the new Council term. A review has taken place to determine the outcomes achieved and this is shown in detail in Appendix I .
1.2	It is clear that much has been achieved by the Council, working towards making the LCCC area a great place to invest, work, visit and live in. This report is an opportunity to reflect and celebrate all that has been achieved.
1.3	Through a wide-ranging engagement process with all stakeholders, Council launched a new Corporate Plan and Ambitions in April 2024 which sets out our roadmap for the period 2024-2028. This Council's vision builds on the previous work and captured in the plan is our new objectives to achieve better lives for the people who work, live in, or visit the LCCC area.
1.4	Committee approved the proposed Delivery plan and associated KPIs for 2024-2025, at their June meeting. These objectives were chosen to ensure progress towards the outcomes of the Corporate Plan and in doing so, identified appropriate KPIs to measure the key specific actions detailed within the Plan.
1.5	As part of the Council's performance management responsibilities, key performance indicators (KPIs) are reported on a quarterly basis to this committee, to ensure accountability and transparency.
2.0	<u>Recommendation</u> It is recommended that members note the appended 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 or rationale why the screening was not carried out No – any individual objective will be screened but it is not necessary to screen this report.
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.	No – any individual objective will be screened but it is not necessary to screen this report.
-----	---	---

Appendices:	Appendix I details the outcomes achieved against the Interim Corporate Plan 21-24.
--------------------	--

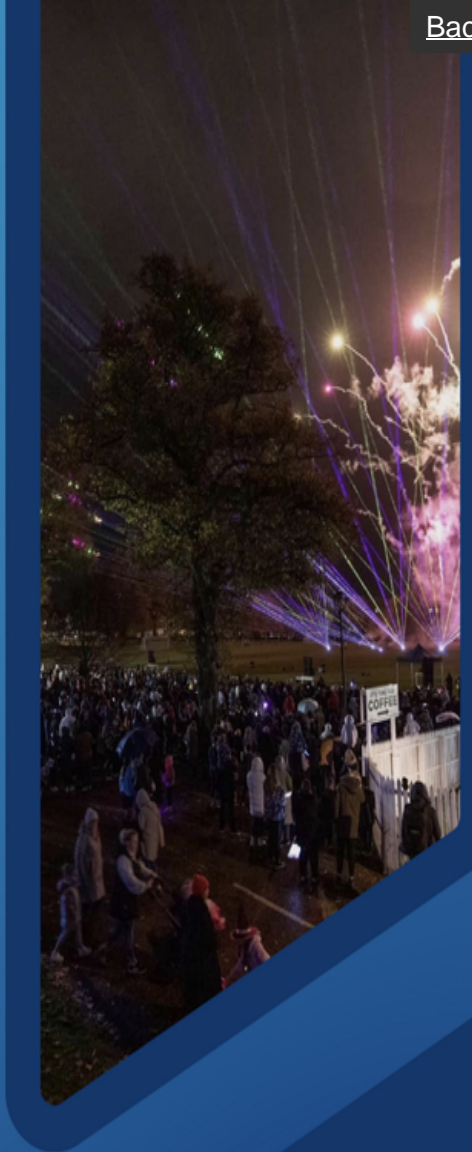
Outcomes

Our Plan for Growth & Connecting

Plan 2021-2024

Our Interim Corporate Plan set out how we aimed to progress over the last three years against the key themes set out in the corporate plan.

Key Theme	Objective
1. Leading Well	Our community has confidence in civic leadership.
2. Our Economy	We benefit from a growing and vibrant economy.
3. Health and Wellbeing	We live healthier, more fulfilling and longer lives.
4. Where We Live	We live in resilient and environmentally friendly places.
5. Our Community	We live in confident, harmonious, safe and welcoming communities.





Our Community 7

We aim to help our community live in confident, harmonious, safe and welcoming communities by:

1. Reaching a firm conclusion on the preferred kerbside and associated waste models so as to reduce reliance on landfill
2. Developing the provision of cemetery space
3. Building on the success of community engagement, launch a number of community focused grant schemes
4. Enabling our citizens to influence decision making through community based initiatives
5. Increasing transparency in council decision making processes

Health & Wellbeing

We aim to help our citizens live healthier, more fulfilling and longer lives by:

1. Implementing agreed actions within the capital and investment programmes
2. Continued investment in the working environment for our staff
3. Continuing to focus on mental and physical wellbeing post COVID-19
4. Developing further the Vitality Household Membership and associated programmes

Where We Live

We aim to help our citizens live in resilient and environmentally friendly places by:

1. Delivering a programme of environmental improvements across our DEAs
2. Providing opportunities for active participation in community and civic led events
3. Creating and investing in proposals to improve public realm spaces in our towns

Our Economy

We aim to have our community benefit from a growing and vibrant economy by:

1. Supporting businesses to recover from COVID-19
2. Maximising opportunities arising from the post-Brexit Economy
3. Maximising income through targeted asset management
4. Implementation of the Workforce Strategy and Labour Market Development
5. Supporting West Lisburn investment

Leading Well

We aim to develop the community's confidence in civic leadership by:

1. Continuing the drive towards digitalisation of services to enhance the customer journey
2. Providing continued financial management and probity
3. Promoting and embedding a green growth agenda across the council area

We developed the Community's Confidence in Civic Leadership by:



Digitalising services
to enhance
customer experience



Ensuring financial
management
and probity



Promoting green growth
across the council

Aim

Transformed our internal
computing system by
rolling out office 365
and moving to cloud
storage

Offered enhanced online
FOI and customer care
systems

Achieved a clean,
unqualified audit

Refined the
Contracts Register

What we did:

Progressed our
Sustainability ambitions
and commenced work
on a Sustainability
Strategy and Climate
Action Plan



Leading Well

LCCC

Lisburn &
Castlereagh
City Council

www.lisburncastlereagh.gov.uk

Our citizens benefited from a growing and vibrant economy through:



Supporting West
Lisburn investment

Full planning permission
has been granted for
the Knockmore
Link Road



Helping businesses
recover from COVID-19

Supported 992
businesses
post-COVID
through £1.81m
of funding



Maximising post-Brexit
opportunities

Invested over
£363k in local business
sector

Invested £2.3m in
our rural villages



Focusing on asset
management
and workforce
development

Created 304
jobs via the GoFort
programme

Commenced a Council
Apprenticeship
programme

Aim

What we did:



Outcomes

Our Plan for Growth and Connecting

Plan 2021-2024

9



Our Economy

LCCC

Lisburn &
Castlereagh
City Council

www.lisburncastlereagh.gov.uk

We supported citizens to live a longer, more fulfilling and healthier life through:



Implementing capital
and investment
programmes



Investing in
staff wellbeing



Focusing on mental
and physical health

vitality

Growing the Vitality
Household
membership
programmes

Aim

Invested £9M in
communities for
diversity and
hardship relief

Developed play areas
and sculpture trails
to encourage play and
family fun

Delivered numerous
programmes and events
to improve staff
wellbeing

Welcomed over 1.3M
participants in
community art
and sports programmes

What we did:



Health & Wellbeing

LCCC

Lisburn &
Castlereagh
City Council

www.lisburncastlereagh.gov.uk



We support our citizens to live in resilient and environmentally friendly places by:



Delivering environmental improvements

60,000 trees planted via The Big Tree Project



Enhancing public participation in events

Delivered successful light animations in the city centre alongside a programme of events by welcoming 88,000 visitors
3.3m visitors to parks and green spaces



Improving public realm spaces in towns

£24m investment in Hillsborough

Developed and launched the Local Development Plan (LDP)

Aim

What we did:



Outcomes

Our Plan for Growth and Connecting

Plan 2021-2024

11



Where We Live

LCCC

Lisburn & Castlereagh City Council

www.lisburncastlereagh.gov.uk

we supported our citizens to live in confident, harmonious, safe and welcoming communities by:



Concluding kerbside waste models and reduce landfill reliance



Expanding cemetery space



Building community grant schemes and engagement



Improving transparency in council decision-making

Aim:

Recycled 51.4% of municipal waste

Swept 1,600 miles of streets and serviced 1,018 litter bins

Increased burial capacity by 240 plots

Implemented the DEA investment programme

Enabled our citizens to influence decision making through community conversations and participatory budgeting in a number of DEAs

Updated the Council Publication Scheme

Simplified governance processes including Freedom of Information (FOI) Environmental Information Requests (EIR) and Data Protection (GDPR)

What we did:



Outcomes

Our Plan for Growth and Connecting

12

Plan 2021-2024



Our Community

LCCC
Lisburn & Castlereagh City Council

www.lisburncastlereagh.gov.uk

Committee:	Corporate Services Committee
Date:	11 December 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	2025 Anniversaries Programme and Budget

1.0	<u>Background and Key Issues</u>	
1.1	At a meeting of the Corporate Services Committee in September 2024, Members agreed a recommendation to establish a Working Group to oversee a programme of activities to commemorate the 80 th anniversary of VE Day and other relevant anniversaries falling in 2025 such as VJ Day 80.	
1.2	The group has met on two occasions. Minutes are attached at appendices 1 and 2 for Members' information.	
1.3	On the basis of discussions with Members on the Working Group and giving consideration to the Civic Officers' Guidance issued by the Pageantmaster, a draft programme has been drafted and estimated costs provided. See appendix 3.	
1.4	Members are asked to consider the draft programme and costs so that a final programme can be agreed and implementation can begin.	
2.0	<u>Recommendation</u> It is recommended that Members: <ul style="list-style-type: none"> • Agree the programme the 2025 Anniversaries Programme • Agree to draw necessary funding from reserves. 	
3.0	<u>Finance and Resource Implications</u> Funding will be drawn from reserves. Current budget required is estimated at £119,250.00	
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 Not 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. Not required	
-----	---	--

Appendices	1: Minutes of 6 November 2024 2: Minutes of 25 November 2024 3: Draft programme 4: Equality Screening
------------	--

Lisburn & Castlereagh City Council 2025 Anniversaries Working Group Meeting Irish Linen Centre and Lisburn Museum 6th November 2024 Minutes	
1.	<p>In Attendance</p> <ul style="list-style-type: none"> • Mayor, Cllr Kurtis Dickson • Cllr Nicholas Trimble, Chair of Corporate Services • Cllr Jonathon Craig, Chair of Communities and Wellbeing • Ald Hazel Legge • Cllr Pat Catney • Cllr Gary Hynds • Cllr Brian Higginson • Ald Aaron McIntyre • Head of Corporate Communications and Administration (CC&A) • Head of Communities • Head of Parks and Amenities (P&A) • Administration Manager • Museums Manager • Civic Events Officer • Events Officer • Project and Event Support Officer • City Centre Development Officer • Marketing Officer • Communications Assistant • Administration Assistant <p>Welcome & Introduction</p> <p>The Head of CC&A welcomed everyone and opened the meeting.</p> <p>Apologies</p> <p>No apologies were received. Sinn Fein did not nominate a representative.</p> <p>Date and Time of next meeting:</p> <p>To be determined.</p>
2.	<p>Nomination of Chairperson</p> <p>The Head of CC&A invited members to nominate a chair for the working group.</p> <ul style="list-style-type: none"> – Cllr Trimble nominated Ald Legge; Ald McIntyre seconded

	<ul style="list-style-type: none"> – Cllr Catney nominated Cllr Hynds; Cllr Higginson seconded <p>Members voted and the outcome resulted in a tie with four votes each.</p> <p>The Head of CC&A sought Members' agreement to continue with the order of business. In the absence of a Chair, the Head of CC&A sought agreement on the draft Terms of Reference and presented a draft programme to Members for consideration.</p> <p>Members agreed that the appointment of the Chair should be referred to Corporate Services Committee.</p> <p>Actions:</p> <ul style="list-style-type: none"> – Head of CC&A to take a report to Corporate Services Committee recommending they elect a Chair for the Working Group
3.	<p>Terms of Reference</p> <p>Members agreed the draft Terms of Reference (appendix I.)</p> <p>Clarification was sought as to whether the budget had already been agreed. It was explained the budget would be agreed by Corporate Services Committee on agreement of a programme with estimated costs.</p>
4.	<p>VE Day Programme Suggestions</p> <p>A verbal update on the historical significance of VE Day in the city of Lisburn was provided. Information packs including details of how VE Day was celebrated in the city in 1945, as well as relevant photographs and historical documents were circulated. (appendix III.)</p> <p>Members were invited to discuss proposals for the VE Day 80 Programme which had been prepared by the officers, along with preliminary estimates on costs.</p> <ul style="list-style-type: none"> – Council Flowerbeds incorporating VE Day Theme (Moat Park, Lisburn and Royal Hillsborough) <ul style="list-style-type: none"> – Similar to D Day 80, the draft programme included 3 flowerbeds as the established locations. – Cllr Hynds requested a flower bed near the Hilden war memorial – Cllr Craig further requested a flower bed at Seymour Hill, noting the area's link to WW2 history. – Costings of approx. £12,000 were noted. – Members noted this cost seemed very high and sought further information from the Head of P&A. – VE Day 80 Grant Fund Programme

	<ul style="list-style-type: none"> - The draft programme included a grant fund. - As part of D Day 80, £35,000 was allocated and provided awards of £500 per group to 47 successful applicants. Members acknowledged that the nature of the VE Day 80 event would likely see a higher volume of applicants. - Cllr Higginson noted the challenge of rising costs and proposed increasing the amount per group. - Members agreed to increase the grants budget to £45,000, as it had been for prior grant funds, and to increase the maximum award to £700 per group, which would fund 64 groups. - Comms Campaign <ul style="list-style-type: none"> - The Head of CC&A reported that, while there had been a very successful Comms campaign for D Day 80, there was some evidence that awareness of the planned events could be increased. - A range of suggestions were discussed. - Service of Thanksgiving <ul style="list-style-type: none"> - It was noted that the Church Service on VE Day in Lisburn occurred outdoors. - It was noted that an outdoors service would be particularly vulnerable to the weather. - Costs were discussed. It was confirmed that an outdoor service would typically incur larger costs due to use of gazebos, technical requirements and security arrangements. - Members broadly agreed that efforts to mirror the original service would provide a meaningful link to the Council's past, and it was agreed that the order of service from the 1945 service would be used. - Members further agreed that a multi-denominational element would be appropriate. - VE Day Museum Exhibition <ul style="list-style-type: none"> - The ILCLM is in the early stages of research and has not finalised proposals for an exhibition. - Screening of Pathé footage - City Centre <ul style="list-style-type: none"> - Footage of the King's and PM's speeches from the original event are available. While they cannot directly be used, audio may be available, alongside other footage from Pathé. - Agreed to proceed. - Programme of Entertainment in Market Square
--	--

	<ul style="list-style-type: none"> - It was noted that further work is required between City Centre Management and the ILCLM Teams to consider possibilities for a programme of entertainment or animation in the City Centre. - "Lamplight of Peace" <ul style="list-style-type: none"> - The official beacon faceplate will be added to the ILCLM's collections following the event. - Museum Talks programme <ul style="list-style-type: none"> - The programme for two talks was agreed. - Beating Retreat & Beacon Lighting including civic reception. <ul style="list-style-type: none"> - Members discussed options around the Beacon Lighting event. - Members agreed that the celebratory tone of the event made a beating retreat appropriate for VE 80. - It was agreed that a parade from the Linen Museum via Castle Street to Castle Gardens, to include Cadet Forces in addition to the Band of the Royal Irish Regiment would be organised. - Head of CC&A confirmed engagement was ongoing, and the Band had been provisionally booked. - Period Themed Tea Dance <ul style="list-style-type: none"> - Will proceed similarly to D Day 80 event. - Parks Life event at Castle Gardens <ul style="list-style-type: none"> - It was noted that the proximity of the event to the Mayor's Parade and Family Fun Day created significant resource pressures for this event. - It was agreed that feedback from schools who attended the D Day 80 event would be obtained to gain greater insight into what they would like to see. - It was agreed that a budget should be set aside to pay for transportation for schools, due to the success this had in attracting schools from across Lisburn and Castlereagh in engaging with the D Day 80 event. - It was also agreed that the Mayor would write to schools to invite them. - Proclamation reading at ILCLM <ul style="list-style-type: none"> - Members agreed proposals for a larger Proclamation event, noting it was added to the programme late in relation to D Day 80. All Members should be invited to attend. - It was confirmed that the museum holds flags of all the Allied Powers from WW2, and that these could be used as part of the decorations,
--	--

	<p>to match the historical announcement of victory in Europe from the balcony. The other costs for decoration were TBD.</p> <ul style="list-style-type: none"> – Flag raising ceremony <ul style="list-style-type: none"> – To proceed as per normal protocol and as outlined in the Civic Officers Guide. – Call for names to be added to War Memorials <ul style="list-style-type: none"> – There was broad agreement to issuing a call for names on by the Mayor. <p>Actions:</p> <ul style="list-style-type: none"> – All officers to provide accurate estimates for their proposed events by 18 November – The Administration Assistant to circulate links to the historical speeches from VE Day, on behalf of the Museums Manager. – The Administration Manager is to begin discussions with the Lisburn Fellowship in regards to approach to a multi-denominational Service of Thanksgiving. – The Museums Manager to research available historic footage to be screened in the City Centre and acquire any appropriate licenses. – The Museums Manager and City Centre Development Officer to co-operate in organising a program of entertainment for the City Centre. – Head of P&A to provide update on daytime “Park Life” event in Castle Gardens by 18 November. – The Head of CC&A to contact Lt. Col. Kevin Thomas (MBE, RE) in respect of the Royal Irish Regiment and Cadet Forces participation in the evening program of entertainment.
AOB:	<p>The Head of CC&A raised two matters requiring Members’ input.</p> <p>HMS Hibernia Anniversary</p> <p>2024 Marks 100 years of the Royal Naval Reserve in Northern Ireland, as well as the 25th anniversary (Correction – 15th Anniversary) of the current RNR unit, HMS Hibernia, being based in Thiepval barracks in Lisburn.</p> <p>Members were consulted on a possible commemorative event in 2025. Members were generally supportive of a parade through Lisburn followed by a civic reception hosted by the Mayor in early 2025 to celebrate these milestones.</p> <p>A report will be brought to Corporate Services for consideration.</p> <p>Professor Pantridge Commemorations</p>

	<p>The Council assists the NI branch of the National Malaya and Borneo Veterans' Association with commemorating James Francis Pantridge (CBE, MC, OStJ), and other former POWs of the Imperial Japanese Army during WW2, at an annual event at his memorial at the Lisburn Civic Centre each year.</p> <p>As part of the 80th year commemoration, it was suggested that it might be appropriate to do a medical talk recognising Pantridge's contribution to medicine.</p> <ul style="list-style-type: none"> - The Members noted that this commemoration would be better suited to VJ Day 80. - The Head of CC&A clarified that this working group was tasked in the TOR with VJ day commemorations, however the Pageantmaster has not yet released formal advice on VJ 80 commemorations. - There was broad agreement that further discussions of the matter should await this guide being released noting general support in principle.
Appendices:	<ol style="list-style-type: none"> I. Draft Terms of Reference for VE Day 80 Working Group II. Agenda for discussion 6th November 2024 III. Historical briefing on VE Day 1945

<div>Lisburn & Castlereagh City Council</div> <div>VE Day 80th Anniversary</div> <div>Working Group Meeting</div> <div>Lagan Valley Island</div> <div>25th November 2024</div> <div>Minutes</div>	
1.	<div><div>In Attendance</div><div><ul style="list-style-type: none">• Mayor, Cllr Kurtis Dickson• Cllr Nicholas Trimble, Chair of Corporate Services• Cllr Jonathon Craig, Chair of Communities and Wellbeing• Ald Hazel Legge• Cllr Brian Higginson• Head of Corporate Communications and Administration (CC&A)• Head of Communities• Head of Parks and Amenities (P&A)• Administration Manager• Museums Manager• Civic Events Officer• Events Officer• Project and Event Support Officer• Communications Assistant• Administration Assistant</div></div> <div><div>Welcome & Introduction</div><div>The Chair welcomed everyone and opened the meeting.</div></div> <div><div>Apologies</div><div>Apologies received from Members:<div><ul style="list-style-type: none">• Cllr Pat Catney• Ald Aaron McIntyre</div><div>Cllr Gary Hynds did not attend the meeting.</div><div>Apologies received from Officers:<div><ul style="list-style-type: none">• Corporate Communications Officer• City Centre Management Representative• Project and Event Support Officer</div></div></div><div><div>Date and Time of Next Meeting:</div><div>Monday 13th January, 10:00 AM, Oak Room Lagan Valley Island.</div></div></div>

2.	<p>Review of Minutes from Previous Meeting</p> <p>Members agreed that the minutes for the previous meeting of 6th November 2024, were an accurate record of the discussions that occurred.</p>
3.	<p>Presentation of Draft Programme</p> <p>The Head of CC&A presented the updated draft programme and costs.</p> <p>Council Flowerbeds Incorporating VE Day 80 Theme</p> <ul style="list-style-type: none"> – The Head of P&A presented an updated estimate of £9,000. – He confirmed that this estimate additionally included appropriately coloured flowers for the Hilden and Seymour Hill flower beds. – The Working Group agreed the proposal. <p>VE Day 80 Grant Fund Programme</p> <ul style="list-style-type: none"> – The Head of Communities confirmed that a proposal would be made for 64 available grants of £700, with a total budget of £45,000. – It was proposed that applications would be opened 6th January 2025. – The Working Group agreed the proposal. <p>Service of Thanksgiving</p> <ul style="list-style-type: none"> – The Administration Manager informed the Working Group that contact had been made with the Lisburn City Centre Fellowship, and a meeting had been requested. A further update would be available in January. – The group agreed that the service would be held on the evening of Sunday 11th May 2025, in order to maximise attendance from the public. It was further agreed that this would take place indoors at one of the Fellowship churches. <p>VE Day Museum Exhibition</p> <ul style="list-style-type: none"> – The Museum Manager confirmed that the estimate was to cover the cost of producing display panels, as no artifacts were to be built. The Working Group agreed the proposal. <p>Screening of Pathé Footage</p> <ul style="list-style-type: none"> – The Museum Manager confirmed that this would incur no costs, as a result of licenses already held. The Working Group agreed the proposal. <p>Museum Talks Programme</p> <ul style="list-style-type: none"> – The Museum Manager confirmed that this estimate was to cover the cost of recording and uploading the talks to the ILCLM YouTube channel, in addition to speaker fees. The Working Group agreed the proposal.

	<p>Beacon Lighting Ceremony</p> <ul style="list-style-type: none"> - The Head of CC&A noted that this event would be an evening event in Castle Gardens concluding with the lighting of the Beacon at 9.30pm - Due to staffing pressures with the close proximity to the Mayor's Parade on 10th May, services were not able to provide a day time offering in Castle Gardens. - Alternatively, the Museum would deliver an educational piece over a longer period of time. - The Head of CC&A discussed the format of the event. - Members agreed that seating was not required (with the exception of accessibility requirements) and that refreshments would be tea/coffee and traybakes at the civic reception. - The Head of CC&A further noted that the Band of the Royal Irish Regiment were to confirm if they would include a brief parade from the ILCLM to Castle Gardens as part of their performance. <p>Period Themed Tea Dance</p> <ul style="list-style-type: none"> - The Head of CC&A noted that the estimated budget may be revised down for this event and would discuss with the Head of Economic Development. <p>Proclamation</p> <ul style="list-style-type: none"> - The Head of CC&A noted that the D Day 80 proclamation was successful, but the late addition to the national programme limited the event. - It was proposed that the VE Day 80 proclamation could be a larger event incorporating all Members. - The Museum Manager confirmed they were looking into catering and staging arrangements. - The Working Group agreed the proposal. <p>Flag Raising Ceremony</p> <ul style="list-style-type: none"> - The Head of CC&A noted that there was a standardised format for these events within the Council that could be followed. - It was noted here that the Council could contact the Royal British Legion with a view to holding a wreath laying ceremony at the Lisburn War Memorial. - The Working Group agreed the proposal. <p>Addition of Names to War Memorial</p> <ul style="list-style-type: none"> - The Administration Manager confirmed she was currently engaged with the Assets team in relation to costs, which were estimated to between £5,000 and £7,000. - It was raised for the consideration of Members that it would not be possible for any new plaques to be unveiled during the 8th of May events, due to the timescales for production. - It was proposed that the unveiling could be included as part of the Remembrance Sunday 2025 commemorations. - The Working Group agreed the proposal.
--	--

	<ul style="list-style-type: none"> - A question was raised in relation to the inclusion of names of those armed forces personnel who died in other wars with reference made to Operation Banner. - An action was taken for the Administration Manager to review the policy on War Memorials. <p>Museum School Program</p> <ul style="list-style-type: none"> - The Head of CC&A noted that holding large scale events throughout the day in Castle Gardens would cause immense staffing pressures, due to the proximity of the VE Day to the Mayor's Parade and Family Fun Day. - It was proposed that an educational event would be run by the ILCLM, for the benefit of schools within the Council area throughout May and June. Transport costs would be covered. - The Museum Manager noted that running these workshops throughout the month of May afforded greater flexibility to schools, enabling more to attend, while helping reduce pressure on staffing. - The Museum Manager noted the positive impact that invites from the Mayor had on encouraging attendance to D Day 80, and requested that the same be provided for this event. - The Working Group agreed this proposal. <p>VJ Day 80</p> <ul style="list-style-type: none"> - The Head of CC&A informed Members that the national guide for this event was not yet released, with the estimate being provisional as a result. - The Museum manager noted that the ILCLM held materials relating to VJ Day 75, that could be utilised for the event. - The Head of CC&A further advanced a suggestion that the Pantridge artifacts currently on loan to the Council could be publicly displayed, with the relevant permissions. - Members discussed arrangements and agreed that discussions should take place with NMBVA to move the date of their annual service at LVI to August and make it the focus of the commemorations with a civic reception.
4.	<p>Additional Members' comments</p> <p>The Members provided comments on various aspects of the draft programme.</p> <p>VE Day 80 Grant Fund Programme</p> <ul style="list-style-type: none"> - It was requested by Members that clear guidance be issued to community groups on when they should hold their events, with an approximate timescale of 4 to 6 weeks being agreed and that they should have until the end of June to host their events. <p>VE Day Museum Exhibition</p> <ul style="list-style-type: none"> - It was noted that a Member had contacts with the family of a Second World War SAS soldier killed during the war in France; he offered to forward information to the ILCLM, for them to make contact in relation to this event.

	It was agreed by Members that any relevant VIPs, such as veterans or their families, should be invited to events if possible.
AOB:	<p>The Head of CC&A provided an update on one other matter arising.</p> <p>HMS Hibernia Anniversary</p> <p>2024 Marks 100 years of the Royal Naval Reserve in Northern Ireland, as well as the 15th Anniversary of the current RNR unit, HMS Hibernia, being based in Thiepval barracks in Lisburn. Members were previously consulted on a possible commemorative event in 2025, which they were supportive of.</p> <p>The Head of CC&A confirmed that she had been in contact with HMS Hibernia and was awaiting a response.</p>
Appendices:	<p>I. Agenda for discussion 25th November 2024</p> <p>II. Draft programme for VE Day 80 commemorations</p>

2025 Anniversary DRAFT Programme - (draft at 25 Nov 2024)					
SUGGESTION	DATE	BUDGET REQUESTED	LEAD OFFICERS	STATUS	PROGRESS TRACKING COMMENTS
Council Flowerbeds Incorporating VE Day 80 Theme - Three patterned decorative flower beds located in Lisburn, Dundonald and Hillsborough. New flowerbeds with appropriate colours at war memorials at Hilden and Seymour Hill.	January 2025	£7,500.00	Head of Parks and Amenities		
VE Day 80 Grant Fund Programme - £45,000 for grant programme. £700 per group.	January 2025	£45,000.00	Head of Communities		
Comms Campaign: Includes the development of dedicated webpage and taking on board comments re wider circulation which may include paid for advertising.	January - May 2025	£0.00	Head of CC&A		
Service of Thanksgiving: Multidenominational service in partnership with the Lisburn City Centre Fellowship - to be held in one of the Fellowship Churches. Civic reception pre service.	Sunday 11th May 2025 7pm	£1,000.00	Civic Events Officer		
VE Day Museum Exhibition	Commencing 1st May 2025	£3,000.00	Museum Manager		
Screening of Pathe Footage - City Centre	May 2025	£0.00	LCCM/Museum Manager		
Museum Talks Programme	29th April 2025 - 1st May 2025	£1,300.00	Museum Manager		
Beacon Lighting Ceremony: Parade through Lisburn and Beating Retreat in Castle Gardens. Beacons to be lit at 9.30pm in line with national programme.	8th May 2025	£12,000.00	Civic Events Officer		
Period Themed Tea Dance - Market Square	8th May 2025	£6,000.00	LCCM		
Proclamation	8th May 2025	£1,000.00	Civic Events Officer & Museum Manager		
Flag Raising Ceremony	8th May 2025	£450.00	Civic Events Officer/Mayor's Office		
War Memorial - Addition of names	January - May 2025	£5,000.00	Administration Manager		

Museum Schools Programme: Transport to be provided	Throughout May 2025	£7,000.00	Museum Manger		
Sub Total		£89,250.00			
VJ Day 80: Programme to be confirmed. National guide not yet provided.	August 2025	£25,000.00	Various		
Contingency		£5,000.00			
Sub Total		£30,000.00			

£119,250.00

Lisburn & Castlereagh City Council

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

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

1. Introduction

This screening has been completed on Lisburn and Castlereagh City Council's proposed programme of events to mark the 80th anniversary of VE Day.

In developing the programme, LCCC has given give due care and consideration to promoting good relations. The Principles of Remembering will be central to the programme of events.

2. Engagement

In September 2024, LCCC agreed to progress plans to mark the 80th anniversary of VE Day within the LCCC area. Following discussions at Corporate Services Committee, an LCCC VE Day 80 Working Group was formed to include a nominated Elected Member, one from each political party represented on Council, alongside a number of nominated LCCC Officers to take forward operational plans.

The Working Group meets regularly to develop and deliver the programme of activities and projects to mark the anniversary within the Lisburn and Castlereagh City Council area. The VE Day 80 Working Group's Terms of Reference can be viewed at appendix 1.

A VE Day 80 Anniversary Guide has been provided to all councils by the National Association of Civic Officers ([VE Day 80](#)) providing detailed guidance and recommendations for ways in which councils can take part in marking this anniversary.

One of the recommendations included in the guide is a Beacon Lighting event which has been considered by the Working Group and approved to be brought to Corporate Services Committee for approval in December 2024. The main event will take place on Thursday 8th May 2025 at Castle Gardens and a programme of activities are being considered to coincide with the event which focuses on attracting people to Lisburn City Centre.

The programme content and guidance provided is similar to that

provided for D Day 80 in 2024. Feedback regarding the D Day 80 programme of events was extremely positive with no negative feedback received for any specific Section 75 categories/groups.

Name of the activity/policy/project

Programme of events to mark the VE Day 80 Anniversary

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

New

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

The overall aim is to commemorate and mark VE Day 80 within the Lisburn and Castlereagh City Council area.

Objectives include:

- To deliver a programme of events which will provide an opportunity to reflect and commemorate the 80th anniversary of VE Day.
- In line with the guide provided by the NACO, this will include recognition of this anniversary within the LCCC area concluding with a Beacon Lighting Service on 8th May at 9.30pm.

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.

- We are committed to marking the anniversary in a spirit of mutual respect, inclusiveness and reconciliation that promotes inclusion and good relations across all Section 75 groups. However, some Section 75 groups (in particular, religious belief, political opinion) may have a greater interest in marking this anniversary than others and might therefore be more likely to engage with/benefit from the programme of events.
- The event programme has been designed to be as inclusive as possible and to have a positive impact on a range of section 75 categories.

- The event programme is also designed to be suitable for all ages and reasonable adjustments will be made where necessary to accommodate those with disabilities and their carers.

Who initiated or developed the activity/policy/project?

Lisburn and Castlereagh City Council Corporate Services Committee

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

Lisburn and Castlereagh City Council

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

Yes

Financial: There are budget constraints that need to be considered. Any planned events need to be managed within the agreed budgets.

There is also a set time frame for the Beacon Lighting event which must take place on 8th May 2025 at 9.30pm.

It should be noted that the annual Mayor's Parade will be taking place on 10th May placing considerable pressure of resources.

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

Service users

Other public sector organisations

Voluntary/community/trade unions

Other – Elected Members

LCCC staff

Members of the public

The programme should have a positive impact on the economy, tourism, and wider civic society stakeholders.

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

Name of policy/strategy/plan	Who owns or implements?
LCCC Equality Scheme and related policies	LCCC
Dignity at Work Policy	LCCC
Policy on Invitations to Civic Functions	LCCC
Armed Forces Covenant	LCCC

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	2021 Census data recorded that 27% of the LCCC population were brought up in the Catholic religion; 58% were brought up in the Protestant & Other Christian religions; 2% other religions; and 13% declared no religion.												
Political Opinion	<p>The Local Government Election in May 2023 demonstrated the following weighting in political opinion. Note: only 52% of those eligible submitted a vote.</p> <table><tr><th>DUP (%)</th><th>Alliance (%)</th><th>UUP (%)</th><th>SF (%)</th><th>SDLP (%)</th><th>Ind (%)</th></tr><tr><td>35</td><td>32.5</td><td>15</td><td>10</td><td>5</td><td>2.5</td></tr></table>	DUP (%)	Alliance (%)	UUP (%)	SF (%)	SDLP (%)	Ind (%)	35	32.5	15	10	5	2.5
DUP (%)	Alliance (%)	UUP (%)	SF (%)	SDLP (%)	Ind (%)								
35	32.5	15	10	5	2.5								
Racial Group	Census 2021 data indicates that around 4% of the LCCC population were from a minority ethnic												

	group (similar to the NI population) and 6% were born outside the UK or Ireland.
Age	The LCCC population recorded in Census 2021 totalled 149,106: 19% (0-15 years) 30% (16-39 years) 33% (40-64 years) 18% (65+ years)
Marital Status	For the 16+ population in relation to marital and civil partnerships: Census 2021 33% single 52% married or in a civil partnership 3% separated 6% divorced or formerly in a civil partnership 6% widowed or surviving partner from a civil partnership.
Sexual Orientation	In 2017, the ONS published data indicating that 1.2% of the household population in NI identified as Lesbian, Gay or Bisexual.
Men & Women Generally	The LCCC population (2021) was 51% female and 49% male. This reflects the overall NI position. Females outlive males (their life expectancy is longer) and therefore there will be more females in the older population.
Disability	Census 2021 data (most recent available) indicated that 21.7% of the LCCC population had a long-term health problem or disability.
People with and without Dependants	People with dependants may have personal responsibility for the care of a child (or children), a person with a disability, and/or a dependent older person. Census data for LCCC 2021 found 48.3% of residents had dependant children.

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	<p>Although not all Protestants are necessarily Unionist and not all Catholics are Nationalist, those from a Protestant, Unionist background are more likely to commemorate VE Day 80 compared to those of a Catholic, Nationalist background. The proposed programme of events has been considered to include a community, educational and historical focus allowing for inclusion for all religious groups where possible. Local churches and schools will be invited to take part.</p> <p>Consideration is also given to events throughout the year which may be more relevant for those from other religious beliefs.</p>
Political Opinion	As above
Racial Group	n/a
Age	The programme of events has been designed to be suitable for all ages and local schools will be invited to attend to ensure children / young people are included.
Marital Status	n/a
Sexual Orientation	n/a
Men & Women Generally	n/a
Disability	Access to events will be inclusive, ensuring parking, viewing and access arrangements during the events. Reasonable adjustments will be made where necessary. A sign language interpreter will be provided for the evening event of the Beacon

	Lighting. A quiet space will be available for those who may require it.
People with and without Dependents	n/a

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?

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
Religious Belief	VE Day 80 is considered to be more closely associated with the Protestant/Unionist Community. Representatives from the main churches will be invited to attend/participate in activities as well as schools from all sectors.	Minor
Political Opinion	As above	Minor
Racial Group	N/A	None
Age		None
Marital Status	N/A	None
Sexual Orientation	N/A	None
Men & Women Generally	N/A	None
Disability	The events are designed to be as inclusive as possible and arrangements will be put in place to ensure that those	Minor

	with a disability can also attend and participate.	
People with and without Dependants	N/A	None

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		No. Although the event is more closely associated with the Protestant/Unionist community, the event is designed to be as inclusive as possible and have a positive impact on a range of section 75 categories through a range of mitigations.
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

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? No

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.

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?

In developing the programme, LCCC has given give due care and consideration to promoting good relations.

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	<p>VE Day 80 is considered to be more closely associated with the Protestant/Unionist community therefore a differential impact is likely to be experienced by the Catholic/Nationalist community.</p> <p>The VE programme is considered in the context of the Council's wider programme of events which provides a broad and balanced range of events across communities.</p>	Minor
Political Opinion	As above	Minor
Racial Group	None	None

*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		No. Although the event is more closely associated with the Protestant/Unionist community as stated above, the event was designed to be as inclusive as possible.
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 is aware that no one individual sits exclusively within just one of the designated groups. This has been given consideration in developing this policy and undertaking this screening exercise.

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>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>	<p>Although not all Protestants are necessarily Unionist and not all Catholics are Nationalist, those from a Protestant, Unionist background are more likely to commemorate VE Day 80 compared to those of a Catholic, Nationalist background. The event programme is designed to be as inclusive as possible and have a positive impact on a range of section 75 categories with a focus on ensuring accessibility for those with</p>

	disabilities. It is also considered to be suitable for all ages.
<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>	

Mitigation (Only relevant to Option 2)

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

Yes

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.

- A range of schools from different sectors will be invited to participate in various activities e.g flower bedding, beacon lighting event, museum activities.
- There will be a distinct focus on the historical significance of DDay 80, encouraging participation from an educational perspective
- Representatives from the main churches will be invited to attend/participate in activities
- There is a particular focus on ensuring accessibility for those with disabilities with plans in places where appropriate for the use of sign language interpreters, wheelchair access and quiet spaces.

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

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

Comments and Complaints from Attendees will be managed by the Corporate Communications and Administration team.

Requests for reasonable adjustments prior to and during the event programme will be managed by the Civic Events team.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Stephanie Kelly	Administration Manager	26.10.24
Reviewed by: Annie Wilson	Equality Officer	04.12.24
Approved by: Frances Byrne	Head of Corporate Communications and Administration	05.12.24

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:	11 December 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	Illuminations 2025

1.0 **Background and Key Issues**

1.1 In October 2024, Members of the Corporate Services Committee approved the revised draft Illuminations Policy.

1.2 The key changes to the policy were noted as follows:

- 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.
- A standard list of days of observance is 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.

Actions

1.3 A call for illumination requests for 2025 was issued on 23 October with a closing date of 20 November, using the Council website and social media channels.

1.4 In addition, all organisations who had previously requested illuminations were contacted directly to advise of the new policy and to encourage them to submit their requests to illuminate in 2025.

Outcome

1.5 44 valid requests were received and have been assessed against the policy criteria. All of them are eligible. A draft Calendar of Illuminations for 2025 is attached for Members' consideration and approval.

1.6 10 annual building illuminations are also included (highlighted in green) which have already been agreed as part of the policy and with previous Council approval.

2.0 **Recommendation**

It is recommended that Members:

- Approve the draft Calendar of Illuminations for 2025.

3.0	<u>Finance and Resource Implications</u>	
	No direct costs	
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 Illuminations Policy has been screened and this proposal is made in line with the policy.	
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:	Draft Calendar of Illuminations 2025
--------------------	--------------------------------------

DRAFT BUILDING ILLUMINATION CALENDAR 2025

44 valid requests were received by the closing date of 20 November 2025.

Highlighted in green are 10 annual building illuminations requests previously agreed in the policy.

DATE	ORGANISATION	CAUSE	COLOUR
JANUARY	1 ILLUMINATION		
27/01/2025	Lisburn & Castlereagh City Council	Holocaust Memorial Day	Purple
FEBRUARY	5 ILLUMINATIONS		
01/02/2025	NI Chest, Heart & Stroke	National Heart Month	Red
05/02/2025	Lagan Valley Rural Transport	Lagan Valley Rural Transport 20th Anniversary	Blue and Green
21/02/2025	Voice of Young People in Care (VOYPIC)	Care Day	Multi (or yellow if not multi not possible)
22/02/2025	Encephalitis International	World Encephalitis Day	Red
23/02/2025	9th Antrim Scouting Ireland	Founders Day (birthday of Robert Baden-Powell)	Red and black
MARCH	5 ILLUMINATIONS		
01/03/2025	Marie Curie	Great Daffodil Appeal	Yellow
08/03/2025	Lisburn & Castlereagh City Council	International Women's Day	Purple
17/03/2025	Lisburn & Castlereagh City Council	St Patrick's Day	Green

21/03/2025	Families with Ups and Downs	World Down Syndrome Day	Blue
22/03/2025	Lisburn & Castlereagh City Council (Building Control and Sustainability Unit)	Earth Hour	None (Lights Off)
APRIL	5 ILLUMINATIONS		
01/04/2025	Sarcoidosis UK	Sarcoidosis Awareness Month	Blue
11/04/2025	Parkinson's UK	World Parkinson's Day	Blue
13/04/2025	Functional Neurological Disorder (FND) Matters NI	Functional Neurological Disorder (FND) Matters NI	Blue and orange
19/04/2025	Congenital Diaphragmatic Hernia (CDH) International	Congenital Diaphragmatic Hernia Awareness Day	Blue, pink and yellow
24/04/2025	Linking Generations NI	Global Intergenerational Week	Pink
MAY	5 ILLUMINATIONS		
02/05/2025	Huntington's Disease Association of Northern Ireland (HDANI)	Global Huntington's Disease Awareness Month	Purple or purple/dark blue
11/05/2025	All Party Group on Fairtrade	World Fairtrade Day	Yellow, blue, black rotation
12/05/2025	Hope 4 Myalgic Encephalomyelitis (ME) & Fibro NI	International Myalgic Encephalomyelitis (M.E.) & Fibromyalgia Awareness Day	Blue & purple
17/05/2025	The Neurofibromatosis Association trading under Nerve Tumours UK	Shine a Light on World NF Day	Blue
21/05/2025	HSC NI Adoption and Foster Care	Foster Care Fortnight	Turquoise and yellow

JUNE	5 ILLUMINATIONS		
02/06/2025	Volunteer Now	Volunteers Week	Purple
07/06/2025	Tourettes Action	Tourettes Awareness Day	Green
21/06/2025	Motor Neurone Disease Association (Northern Ireland Branch)	World Motor Neurone Disease (MND) Day	Blue and orange
24/06/2025	St John Ambulance Northern Ireland (Youth)	St John's Day	Green
27/06/2025	Deafblind UK	Deafblind Awareness Week	Purple
JULY	2 ILLUMINATIONS		
04/07/2025	Mesothelioma UK	Action Mesothelioma Day	Blue
July (date confirmed annually)	Pride	Pride Day	Rainbow rotation
AUGUST	1 ILLUMINATION		
26/08/2025	The Friends of Parkview	10 Year Anniversary	Blue, yellow or green
SEPT	8 ILLUMINATIONS		
01/09/2025	Leukaemia & Lymphoma NI	Blood Cancer Awareness Month	Red
05/09/2025	Lisburn City Church Community Trust	International Food Bank Day	Green

09/09/2025	The Air Ambulance Northern Ireland	Air Ambulance Week	Red
10/09/2025	Lisburn & Castlereagh City Council	World Suicide Prevention Day	Yellow
21/09/2025	Alzheimer's Society	World Alzheimer's Day	Light blue
22/09/2025	Public Health Agency	Organ Donation Week	Pink
23/09/2025	Alex, The Leukodystrophy Charity	Leukodystrophy Awareness Month	Blue
27/09/2025	St Vincent de Paul	Feast day of St Vincent de Paul	Blue and white
OCTOBER	8 ILLUMINATIONS		
06/10/2025	The Hygiene Bank (Moirs branch)	National Hygiene Week	Yellow
09/10/2025	Stillbirth and Neonatal Death Society (SANDS)	Baby Loss Awareness Week	Blue
10/10/2025	Action Mental Health	World Mental Health Day	Purple
12/10/2025	Versus Arthritis	World Arthritis Day	Blue
13/10/2025	Make 2nds Count	Shine a Light for Secondary Breast Cancer Awareness Day	Purple
20/10/2025	North West Migrants' Forum	Black History Month	Red
25/10/2025	Postural Tachycardia Syndrome (PoTS) UK	Postural Tachycardia Syndrome (PoTS) Awareness Day	Purple

October (date confirmed annually)	Lisburn & Castlereagh City Council	Recycle Week	Green
NOV	5 ILLUMINATIONS		
06/11/2025	Action on Substances through Community Education and Related Training (ASCERT)	Charity Anniversary	Blue
11/11/2025	Royal British Legion	Remembrance Day	Red
14/11/2025	Diabetes UK	World Diabetes Day	Blue
17/11/2025	TinyLife	World Prematurity Day	Purple
20/11/2025	Pancreatic Cancer UK	Purple Lights for Pancreatic Cancer Awareness Month	Purple
DEC	4 ILLUMINATIONS		
01/12/2025	Positive Life NI	World Aids Day	Red
03/12/2025	Disability Action	International Day of People with a Disability	Purple
21/12/2025	Samaritans	Annual Awareness Raising Event for Samaritans	Green
24/12/2025	Lisburn & Castlereagh City Council	Christmas	Red

Committee:	Corporate Services Committee
Date:	11 th December 2024
Report from:	Head of Human Resources & Organisational Development

Item for:	Noting
Subject:	Workforce Report – December 2024

1.0	<u>Background and Key Issues</u>	
1.1	Workforce Reports are provided on a quarterly basis to this Committee for review and scrutiny as appropriate and include:	
1.2	Report on Attendance Management within the Council for the period up to 30 th September 2024 including actions taken by the Council to support attendance and minimise absence levels.	
1.3	Workforce This report details the number of staff employed and agency workers engaged with the Council as at September 2024.	
1.4	Recruitment This report provides detail of the current position of recruitment of posts as at November 2024, both internally and externally advertised posts.	
2.0	<u>Recommendation</u>	
	It is recommended that Members note the attached reports.	
3.0	<u>Finance and Resource Implications</u>	
	Captured within current budgets.	
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 or rationale why the screening was not carried out	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 or rationale why the screening was not carried out.	Report for noting only

Appendices:

- **Attendance Management Report: Analysis for Period Ending on 30th September 2024**
- **Recruitment Committee Report - Advert & Selection**
- **Recruitment Committee Report – Appointments**
- **Appendix Workforce Profile**



**ATTENDANCE MANAGEMENT:
ANALYSIS FOR PERIOD
ENDING
30 SEPTEMBER 2024**

1.0 OVERVIEW

This report provides Council with detailed information in relation to sickness absence levels in the organisation. The report also provides a summary of how sickness absence is being monitored and managed.

2.0 ROLLING YEAR OCTOBER 2023 – SEPTEMBER 2024

Full Council	01.08.23 to 31.07.24	01.09.23 to 31.08.24	01.10.23 to 30.09.24
Total Possible Days	158,202.09	158,137.74	158,038.31
Days Lost Through Short Term Sickness	2,303.22	2,322.45	2,347.43
Days Lost Through Long Term Sickness	11,004.24	10,730.74	10,456.48
Total Lost Time Rate	8.41%	8.25%	8.10%
Total Days Lost	13,307.46	13,053.19	12,803.91
Days lost per employee	18.32	17.99	17.67

Days lost per employee differs significantly by directorate, in the financial year ending 30 September 2024, as illustrated by the below table:

Directorate	Rolling Year Days lost per employee Quarter 1 - June 2024	Rolling Year Days lost per employee Quarter 2 - September 2024
Chief Executives Office (Incl Audit)	3.38	0.34
Environmental Services	25.3	23.28
Finance & Corporate Services	4.94	6.59
Leisure & Community Wellbeing	15.54	18.69
Organisation Development & Innovation	3.79	3.85
Regeneration & Growth	15.73	16.19

2.1 ACTUAL MONTHS

JULY 2024 – SEPTEMBER 2024

Full Council	July 2024	August 2024	September 2024	Qtr 2
Total Possible Days	13,183.27	13,060.93	13,112.66	39,466.00
Days Lost Through Short Term Sickness	150.80	205.01	208.00	678.74
Days Lost Through Long Term Sickness	803.00	653.50	581.73	1,918.50
Total Lost Time Rate	7.23%	6.57%	6.03%	6.58%
Total Days Lost	953.80	858.51	789.73	2,597.24
Days lost per employee	1.32	1.21	1.10	3.63

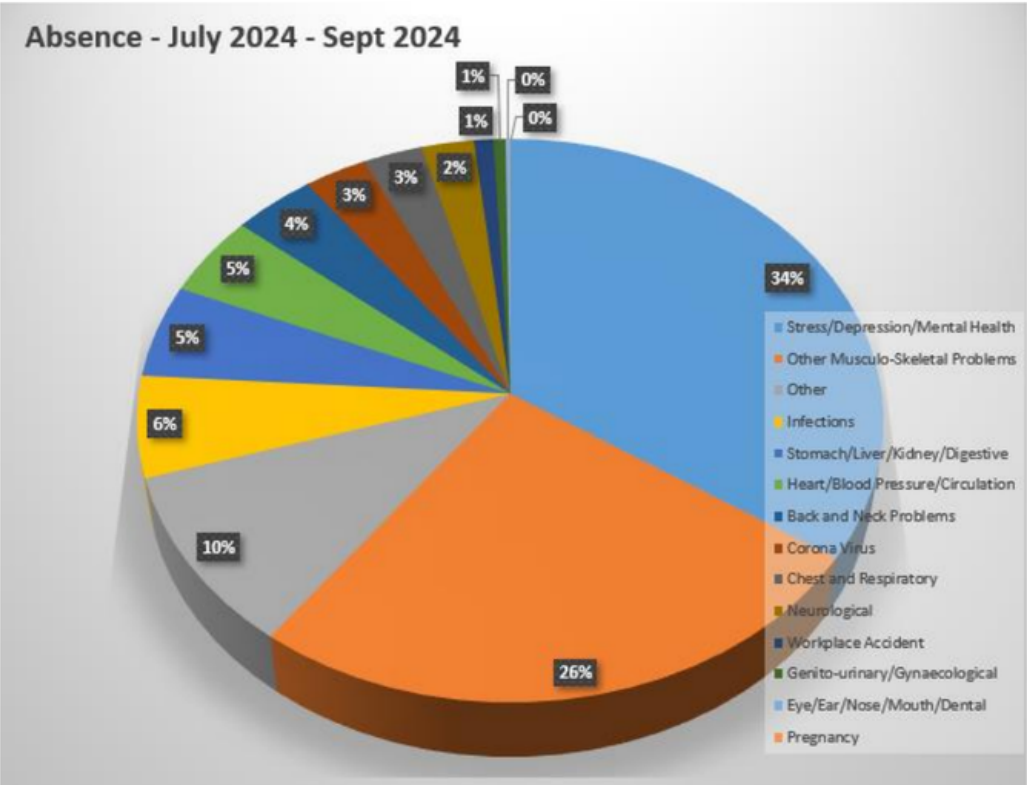
There is a decrease of 0.47 days lost per employee compared to Quarter 1.

2.2 Absence Reason Analysis

Reason	Days Lost Previous Qtr	Days Lost Current Qtr	Variance
Stress/Depression/Mental Health	1,137.15	895.50	-241.65
Other Musculo-Skeletal Problems	377.00	670.00	293.00
Other	384.00	262.00	-122.00
Infections	159.00	150.73	-8.27
Stomach/Liver/Kidney/Digestive	141.55	139.07	-2.48
Heart/Blood Pressure/Circulation	144.00	122.00	-22.00
Back and Neck Problems	231.00	102.00	-129.00
Corona Virus	26.00	78.00	52.00
Chest and Respiratory	151.50	73.00	-78.50
Neurological	48.00	65.00	17.00
Workplace Accident	36.00	23.73	-12.27
Genito-urinary/Gynaecological	85.00	15.00	-70.00
Eye/Ear/Nose/Mouth/Dental	64.00	5.00	-59.00
Pregnant exc Maternity Leave		1.00	1.00

“Stress/Depression/Mental Health” has consistently been, and continues to be, the largest cause of sickness absence. However, it days lost to this reason improved 241.65 days on the quarter. At end of September there were 9 individuals absence due to work related stress, and 4 absent due to personal stress.

Other notable areas of improvement include days lost to “Back and Neck Problems” being more than halved to 102 days lost in the quarter. However, there was an increase in days lost to “Other Musculo-Skeletal” problems.



The pie chart above provides a visual illustration of the reasons for sickness absence for the second quarter of 2024/2025. The list of absence reasons is in descending order e.g. the most frequent cause for long term sickness is “Stress/ Depression/ Mental Health” absences (34%).

2.3 Absence Comparisons by Quarter

Number of Employee Absence Current vs Previous Qtr

Org Structure	Emp Absence Count Previous Qtr (FTE)	Emp Absence Count Current Qtr (FTE)	Variance
Full Council	144.57	145.41	0.84
Total	144.57	145.41	0.84

The above table demonstrates that in comparison to the previous quarter, (April – June 2024), there has been an increase of 0.84 employees absent in the second quarter of 2024/2025.

Days Lost Current vs Previous Qtr

Org Structure	Days Lost Previous Qtr	Days Lost Current Qtr	Variance
Full Council	2,984.21	2,597.24	-386.97
Total	2,984.21	2,597.24	-386.97

The above table shows that in comparison to the previous quarter, (April to June 2024), there has been a decrease of 386.97 days lost in the second quarter of 2024/2025. This equates to a reduction of 12.96% of days lost due to sickness absence.

Therefore indicating that whilst there has been a small increase (0.84 days) in the number of employees absent, there has been a decrease in the length of time employees are absent. Section 2.1 further supports this.

Notably this has been driven by a reduction in the number of days lost due to long term sickness. Short term days have reason during this time, but this is to be expected as by supporting staff back to work sooner a proportion of what would have been long term absences become short term.

3.0 ACTIONS TAKEN

Reducing sickness absence remains a top priority for the Council.

It is imperative that all Line Managers follow the processes which are in place, utilise the available support, and spend the time required to make sure their staff are in work, healthy and productive.

This is important in relation to our duty of care to our workforce, as an employer, but also important in terms of finances and productivity as high absence levels can affect the performance of services provided.

Regular meetings are held with Directors, Heads of Service and their individual Units and Line Managers to analyse absence within their departments and units.

Training was also arranged to take place in Q3 to support the implementation of the new Attendance Management policy, by providing core skills training to line manager relating to sickness.

These sessions have been instrumental in preparing line managers with the skills they need to manage employee absences confidently, but also importantly to provide on-going support when new situations arise which they may be unsure about or to clarify key points of procedure.

3.1 OTHER ACTIONS

BENCHMARKING

Internal & External Benchmarking

Benchmarking exercises have been undertaken as part of the Absence project. Benchmarking was carried out initially internally, an Absence Focus Group has been created with representatives nominated from Heads of Service from their respective Units, a meeting was also held with the Head of Service Team and individual Management meetings have also been had.

A breakdown of Absence in each area has been provided at all Management meetings, establishing areas that need to be improved and recommendations for inclusion in the new Policy for Managing Attendance and content that require to be focused on with Line Managers and Employees.

The CIPD, (Chartered Institute of Personnel & Development) recently published an article, 30 October 2024, on a poll that was undertaken by the Trade Union Congress (TUC). The report cited that more than half (59%) of business leaders said staff have had to take time off in the last year because they struggled to access public services.

The survey of more than 500 business leaders further explored the specific challenges faced by employees, finding that more than a third (35%) had staff absent from work due to delays in receiving hospital treatment.

Additionally, a fifth (20%) of leaders reported that staff had taken time off work to care for relatives because of inadequate adult social care, while 17% had absences due to employees awaiting mental health care, and the same percentage reported absence tied to difficulties in securing suitable childcare.

According to the CIPD (Chartered Institute of Personnel & Development) mental health sickness is the highest rate of sickness absence in a decade has been recorded in all employment sectors.

Employees

As stated above in 2.2, whilst sickness absence due to mental health issues has decreased since the last quarter, it still remains the main reason for sickness absence, despite workplace health and wellbeing services being put in place.

Absence due to personal stress has increased, personal stress is identified as an event or condition that occurs in a person's life that may adversely impact on the individual's or their family's health or wellbeing. A stressor may occur directly, such as personally experiencing a serious illness, or indirectly, such as having a family member with a serious illness.

There will be a renewed focus on resilience workshops for employees in the coming months to help employees navigate challenges they may be having,

During Absence Interview meetings with employees, we have been advised that the backlog of NHS waiting lists / Social Care Packages for relatives and the Education Authority's SEN

provision have all had an impact on the length of time that an employee is off causing them anxiety and stress.

- Bereavement
- Depression
- Anxiety
- Low Mood
- Work Related Stress

External Benchmarking

External benchmarking was carried out with local Councils, local authorities, Queens University Belfast, Education Authority, SERC, NI Water and Coca Cola HBC. Councils in Wales and Scotland were also contacted. A few of the organisations provided their sickness absence figures but some would not as they had not yet been published.

Through these benchmarking exercises, it was hoped to identify best practices, address challenges, and optimise our absence management strategies.

It was quickly established from the councils that were contacted that they are facing workforce capacity pressures, which included staff absence, an ageing workforce and challenges of recruitment and retention, especially since Covid.

When comparing systems, policies and best practice Council are managing attendance the same way as these other organisations, through the use of policies and standards in managing both short-term and long-term sickness absence. However, it was noted that some of the other organisations had separate departments/ units, one of which solely managed Absence and another that manages Health & Wellbeing.

In all the organisations listed above it was confirmed that their main absence reason was at an all-time high with Mental Health / Stress, the major cause of long-term sickness. Furthermore in most of the organisations, Musculoskeletal/Back & Neck absence was higher in their front-line operational employees especially in Cleansing, Tradesperson and Recreational roles.

Benchmarking internally and externally has been instrumental in identifying that the Council and other organisations have “Accidental Line Managers”. Accidental managers are employees in temporary acting up positions or those employees for which they can find themselves unprepared and untrained as a Line Manager but skilled in the field that they have worked in.

Line managers play such a key role in supporting employees' health and wellbeing including taking primary responsibility for managing both short-term and long-term absence.

In dealing with Sickness Absence, it was identified that this was an area where there was a lack of confidence and competence for some Council Line Managers dealing with sickness, having difficult conversations with employees and making decisions on the next step.

Ongoing training is imperative and regular meetings have been held with the Heads of Service and the Units, HR clinics for line managers continue to be held in the areas which have the highest sickness absence levels to provide them with the necessary support and guidance.

3.2 Health & Wellbeing

Implementing preventative health and wellbeing strategies also requires Line Managers to be skilled and have the confidence to support wellbeing in their employees.

A Health & Wellbeing Survey was developed and sent to all employees in June 2024. Once the results of the survey are reviewed and analysed the draft Health & Wellbeing Strategy will be finalised and training rolled out.

The results of the survey will also be taken into consideration when planning and organising Training and Health & Wellbeing events and initiatives throughout the year.

The Council currently has 25 Mental Health First Aiders who provide first aid support for employees experiencing mental health problems at work. These employees have also been trained to recognise signs and symptoms of mental ill health and respond appropriately.

There are a number of Health and Wellbeing initiatives which are being utilised to support employees in the workplace on a daily, weekly or monthly basis.

3.3 USEL

The Council continues to work in partnership with USEL a government-based organisation who can assist employers with absence relating to physical impairment or mental health issues. They offer services such as Physiotherapy and Counselling at no cost to the Council.

The Employment Services Officer keeps in regular contact with employees (normally bi-weekly).

Currently there are 12 employees on both the Workable (NI) Programme and Condition Management Programme. Employees must be at work or committed to coming back to the workplace to avail of the programme. All employees have been referred to various programmes and are receiving support and assistance.

3.4 MANAGING ATTENDANCE POLICY & TRAINING

As detailed in previous reports we have undertaken to review the Policy for Managing Attendance. After detailed consultations with local trade union representatives, Heads of Service, CMT and the Absence Working group which consisted of line manager representatives, a draft version of the new policy has been presented to the Corporate Committee. Following consultation with the trade unions, the Council plans to implement the new policy and procedure on 1 December 2024

A training programme has been developed and training is near completion to provide line managers with the support and advice to both understand their duties and responsibilities under the new policy, but also to ensure that they have the necessary skills to effectively manage sickness absence within their areas.

In the meantime, HR clinics for line managers continue to be held in the areas which have the highest sickness absence levels to provide them with the necessary support and guidance.

3.5 REPORTING

Following a review of the reporting process, an error was identified with the calculation of average working days lost within the HR System. This caused the average FTE during a period to be reported too high, and as such a lower average working days lost.

The correction of this error does mean it is unlikely that the KPI for average working days lost will be met. This is due to how the starting figure when the KPI would itself now be calculated higher.

However, this amendment does not impact the total days lost to absence during the year or the pattern of change relating to days lost.

Heads of Service will continue to be provided with sickness absence statistics on a monthly basis to help them effectively monitor and manage sickness absence levels within their units.

Recruitment Committee Report - Advert & Selection

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
1 JF3581	00_Pre-Advert	Clerical Officer	Environmental Services	Building Control & Sustainability	2	Fixed Term - Full Time
2 JF3561	00_Pre-Advert	drivers	Environmental Services	Waste Management & Operations	2	Permanent - Full Time
3 JF3578	00_Pre-Advert	Waste Policy & Development Manager	Environmental Services	Waste Management & Operations	1	Fixed Term - Full Time
4 JF3577	00_Pre-Advert	Corporate Communications Manager	Finance & Corporate Services	Corporate Communications & Administration	1	Permanent - Full Time
5 JF3576	00_Pre-Advert	Programme coordinator	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
6 JF3580	00_Pre-Advert	Procurement and Contracts Support	Regeneration & Growth	Assets	1	Permanent - Full Time
7 JF3574	01_Advert Live	Community Centre Assistant	Leisure & Community Wellbeing	Communities	1	Fixed Term - Part Time
8 JF3573	01_Advert Live	4 Gs	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
9 JF3555	01_Advert Live	Sports, Health & Wellbeing Manager	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
10 JF3560	01_Advert Live	Health & Wellbeing Rehabilitation Coordinator	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
11 JF3572	01_Advert Live	Visitor Information Centre Advisor	Regeneration & Growth	Economic Development	1	Permanent - Part Time
12 JF3579	01_Advert Live	Project Sponsor	Regeneration & Growth	Planning & Capital Development	2	Fixed Term - Full Time
13 JF3568	02_Awaiting Shortlisting	Senior Support Officer (Landlord Registration Scheme)	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Full Time
14 JF3569	02_Awaiting Shortlisting	Administration Officer (Landlord Registration Scheme)	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Full Time
15 JF3570	02_Awaiting Shortlisting	Health and Fitness Officer	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
16 JF3563	02_Awaiting Shortlisting	HR & OD Officer	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
17 JF3567	04_Awaiting Interview	Registrar (Landlord Registration Scheme)	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Full Time
18 JF3565	04_Awaiting Interview	Administration Assistant (Animal Welfare)	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Fixed Term - Full Time
19 JF3549	04_Awaiting Interview	Fleet & Admin Manager	Environmental Services	Waste Management & Operations	0.4	Permanent - Part Time
20 JF3440	04_Awaiting Interview	Cleansing Supervisor	Environmental Services	Waste Management & Operations	2	Fixed Term - Full Time
21 JF3552	04_Awaiting Interview	Head of Service – Parks and Amenities	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
22 JF3553	04_Awaiting Interview	Chargehand	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
23 JF3557	04_Awaiting Interview	Operations Manager (DIB) - Permanent post.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
24 JF3559	04_Awaiting Interview	Operation Coordinator P/T (22hrs)	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Part Time
25 JF3551	04_Awaiting Interview	Head of Service – Portfolio, IT and Commercialisation	Organisation Development & Innovation	IT & Commercialisation	1	Permanent - Full Time
26 JF3550	04_Awaiting Interview	Planning Officer	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time
27 JF3527	10_On Hold	Community Network Officer (PEACEPLUS)	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
28 JF3564	10_On Hold	Part Time Caretaker x2	Leisure & Community Wellbeing	Communities	2	Fixed Term - Part Time
29 JF3539	10_On Hold	Project Support Officer	Regeneration & Growth	Economic Development	1	Permanent - Full Time

Recruitment Committee Report 2 - Appointments

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
1 JF3545	06, Pre-Employment in Progress	Administrative Assistant	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time
2 JF3575	06, Pre-Employment in Progress	Cleansing Operative	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
3 JF3575	06, Pre-Employment in Progress	Cleansing Operative	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
4 JF3538	06, Pre-Employment in Progress	Porter	Finance & Corporate Services	Corporate Communications & Administration	1	Permanent - Full Time
5 JF3535	06, Pre-Employment in Progress	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
6 JF3546	06, Pre-Employment in Progress	Swimming Teachers	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
7 JF3575	07, Firm Offer Pending	Cleansing Operative	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
8 JF3566	07, Firm Offer Pending	Chargehand	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
9 JF3535	07, Firm Offer Pending	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
10 JF3535	07, Firm Offer Pending	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
11 JF3535	07, Firm Offer Pending	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
12 JF3535	07, Firm Offer Pending	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
13 JF3535	07, Firm Offer Pending	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
14 JF3422	08, Firm Offer Issued	GGGG	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
15 JF3535	08, Firm Offer Issued	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
16 JF3535	08, Firm Offer Issued	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
17 JF3535	08, Firm Offer Issued	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
18 JF3535	08, Firm Offer Issued	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
19 JF3535	08, Firm Offer Issued	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
20 JF3535	08, Firm Offer Issued	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
21 JF3535	08, Firm Offer Issued	Leisure Assistants FT & PT	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
22 JF3543	08, Firm Offer Issued	Plant Maintenance Fitter	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
23 JF3528	08, Firm Offer Issued	Health and Fitness Officer	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
24 JF3547	08, Firm Offer Issued	Senior Estates Contracts Officer	Regeneration & Growth	Assets	1	Permanent - Full Time
25 JF3537	10, Pending Start Date	Building Control Surveyor	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time

WORKFORCE PROFILE
December Committee Report

Department & Unit	Employees at 1st November 2024						Agency staff as of 14th November 2024					
	FTE			Headcount			Agency FTE			Agency Headcount		
	FT	PT	TOTAL	FT	PT	TOTAL	F/T	P/T	TOTAL	F/T	P/T	TOTAL
Chief Executive's Office												
Chief Executive's Office	2.0	0.4	2.4	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Audit, Risk & Performance	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
Total CEO	4.0	0.4	4.4	4.0	1.0	5.0	0.0	0.0	0.0	0.0	0.0	0.0
Finance and Corporate Services												
Corporate Communications & Administration	34.0	6.82	41.8	34.0	13.0	47.0	2.0	0.8	2.8	2.0	2.0	4.0
Director - Finance and Corporate Services	2.0	0.41	2.4	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Finance	14.0	0.93	14.9	14.0	1.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0
Total CS	50.0	8.16	59.2	50.0	15.0	65.0	2.0	0.8	2.8	2.0	2.0	4.0
Environmental Services												
Director - Environmental Services	3.0	0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Environmental Health	39.0	5.3	44.3	39.0	9.0	48.0	1.0	0.5	1.5	1.0	1.0	2.0
Waste Management & Operations	154.0	2.91	156.9	154.0	6.0	160.0	42.0	0.0	42.0	42.0	0.0	42.0
Building Control	17.0	0.6	17.6	17.0	1.0	18.0	1.0	0.0	1.0	1.0	0.0	1.0
Total ES	213.0	8.81	221.8	213.0	16.0	229.0	44.0	0.5	44.5	44.0	1.0	45.0
Leisure and Community Wellbeing												
Communities	48.0	6.77	54.8	48.0	11.0	59.0	6.5	4.9	11.5	7.0	10.0	17.0
Director - Leisure and Community Wellbeing	1.0	0.6	1.6	1.0	1.0	2.0	1.0	0.0	1.0	1.0	0.0	1.0
Parks and Amenities	92.0	1.19	93.2	92.0	2.0	94.0	5.0	0.0	5.0	5.0	0.0	5.0
Sports Services	101.0	33.19	134.2	101.0	69.0	170.0	18.0	2.8	20.8	18.0	6.0	24.0
Total LCW	242.0	41.75	283.8	242.0	83.0	325.0	30.5	7.8	38.3	31.0	16.0	47.0
Regeneration Growth												
Director - Service Transformation and Regeneration Growth	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
Economic Development	20.0	3.31	23.3	20.0	6.0	26.0	2.0	0.0	2.0	2.0	0.0	2.0
Planning & Capital Development	34.0	3.2	39.0	34.0	5.0	39.0	1.0	0.0	1.0	1.0	0.0	1.0
Assets	29.0	3.16	32.2	29.0	6.0	35.0	0.0	0.8	0.8	0.0	1.0	1.0
TOTAL STRG	85.0	9.67	96.5	85.0	17.0	102.0	3.0	0.8	3.8	3.0	1.0	4.0
Organisation Development and Innovation												
Director - Organisation Development and Innovation	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
Transformation Portfolio	16.0	0	16.0	16.0	0.0	16.0	2.0	0.0	2.0	2.0	0.0	2.0
Human Resources and Organisation Development	20.0	5.95	26.0	20.0	10.0	30.0	0.0	0.5	0.5	0.0	1.0	1.0
TOTAL ODI	38.0	5.95	44.0	38.0	10.0	48.0	2.0	0.5	2.5	2.0	1.0	3.0
Total Employees (FTE / Headcount)	632.0	74.7	709.6	632.0	142.0	774.0	81.5	10.4	92.0	82.0	21.0	103.0

* 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

Total Headcount November 2024	Full-time	Part-time	Total
Employees	632	142	774
Agency Workers	82	21	103

Total Headcount August 2024	Full-time	Part-time	Total
Employees	636	146	782
Agency Workers	86	18	104

Other Totals	
Detail	Number
Total fixed term workers	59
Total current secondments/transfers (internal/external)	11
Total students	4

Committee:	Corporate Services Committee
Date:	11 th December 2024
Report from:	Head of Assets (Leeann Vincent)

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


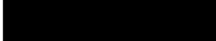

Item for:	Noting
Subject:	Report on Tender Awards

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"> F24/25-014 Lisburn & Castlereagh Transport Academy T2425-019 Schedule AT3: Supply/delivery/laying of quarry & bituminous bound materials and associated works T24/25-024 Self-Employment Support Programme 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 Tender Awards APPENDIX XX2.- Service Unit Tender Reports
--------------------	--

Summary of Tenders awarded.

	TENDER TITLE	SUPPLIER AWARDED	TENDER VALUE
1	F24/25-014 Lisburn & Castlereagh Transport Academy	Workforce Training Services 465 Antrim Road Belfast BT15 3BP	
2.	T2425-019 Schedule AT3: Supply/delivery/laying of quarry & bituminous bound materials and associated works	<ul style="list-style-type: none"> • Gibson (Banbridge) Ltd, 1 Kilmacrew Road, Banbridge. BT32 4ES • John McQuillan (Contracts) Ltd, 11 Ballinderry Road, Lisburn. BT28 2SA • Northstone (NI) Limited – Materials Division, Croaghan Quarry, Shinny Road, Coleraine. BT51 4PS 	Demand led Contract with a Value of up to 
3.	T24/25-024 Self-Employment Support Programme	Tangible Consulting Limited, 11 Glengoland Avenue, Belfast, BT17 0HY	

1.



TENDER REPORT FOR

**F24/25-014 LISBURN AND CASTLEREAGH
TRANSPORT ACADEMY**

Belfast City Council Framework

T1983 Delivery of Employment Academies

Belfast City Council Procurement team have confirmed they own the copyright and intellectual property for the Belfast Employment Academies and the DPS. Lisburn & Castlereagh City Council are a part of the Framework agreement and can use the procurement exercise completed by Belfast City Council. The contract/Framework is T1983 Delivery of Employment Academies. LCCC's requirement to run a Transport Academy offering participants the opportunity to achieve either a category C HGV Licence or category D Bus Licence would fall within Lot 3 – Practical Sector. The Framework was procured in line with the Public Contract Regulations 2015 process and is therefore fully compliant with LCCC procurement procedures.

The procurement exercise awarded the contract of delivery to a company called Workforce Training Services.

1. Workforce Training Services
465 Antrim Road
Belfast
BT15 3BP

The pricing schedule that was agreed as part of the Belfast City Council Framework T1983 – EMPLOYMENT ACADEMIES FRAMEWORK: ITT PART 2 – LOT 3, indicates that a cost of £1,656.17 is the agreed rate per participant. It is important to note that these costs do not factor in costs that are incurred should a participant fail their exam and require a re-sit and the rising costs of fuel.

A budget of £30,000 has been allocated for all aspects of project delivery. Additional costs (to cover higher training costs for Category C and D, re-tests, increased fuel expenses and tachograph cards) will be agreed separately.

Lisburn Castlereagh Labour Market Partnership, funded by DfC, has a total budget of [REDACTED] to recruit a minimum of 15 participants onto the scheme. If the budget is not fully utilised and surplus savings are identified, then LCCC will recruit additional participants until the budget is fully allocated.

The framework documentation, including the delegation of authorities report, which provided a full breakdown of the procurement exercise conducted by Belfast City Council, was passed to the Programmes Unit, Economic Development for information, this was checked by:

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

Recommendation

It is recommended that the contract is awarded to Workforce Training Services, 465 Antrim Road, Belfast, BT15 3BP in the sum of [REDACTED] **per participant** under the terms and conditions of Belfast City Council's Employment Academies Framework T1983 – Lot 3 Practical Sector. Additional costs associated with re-tests and increased fuel costs will be agreed separately. 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 28/10/2024

2.



TENDER REPORT FOR

ANNUAL TENDERS – T2425-019 SCHEDULE AT3

**SUPPLY/DELIVERY/LAYING OF QUARRY & BITUMINOUS
BOUND MATERIALS AND ASSOCIATED WORKS**

Tender Information

Assets Unit within Regeneration & Growth let a tender competition for Supply/delivery/laying of quarry & bituminous bound materials and associated works for a period of 3 years on a 1+1+1 basis with a total estimated spend of [REDACTED] 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.

Tenders were returned from the following contractors:

- Gibson (Banbridge) Ltd, 1 Kilmacrew Road, Banbridge. BT32 4ES
- John McQuillan (Contracts) Ltd, 11 Ballinderry Road, Lisburn. BT28 2SA
- Northstone (NI) Limited – Materials Division, Croaghan Quarry, Shinny Road, Coleraine. BT51 4PS

The tenders were passed to Assets for evaluation and information and checked by:

- Gerwyn Young Construction Services Manager (Assets)
- Tom Branniff Technical Officer (Assets)

Tender Evaluation

Stage 1 – Selection Criteria

Tenders received were required to meet mandatory selection criteria which were assessed on a pass/fail basis i.e. if the evaluation panel agree a tender or any tender does not sufficiently meet the minimum requirements, that tender will not proceed to Stage 2 of the evaluation. The mandatory selection criteria for this competition were:

Part 1 Company Information (including Mandatory Exclusion, and Professional & Business Standing)	(Pass/Fail)
Part 2 Insurance Requirement	(Pass/Fail)
Part 3 Competence	(Pass/Fail)
Part 4 Health & Safety	(Pass/Fail)
Part 5 Environmental Management	(Pass/Fail)
Part 6 Tender Price	(Pass/Fail)

Three tenders were evaluated on the information they provided with all meeting the mandatory criteria.

Stage 2 – Award Criteria

All three tenders progressed to Stage 2.

These tenders were evaluated on 100% cost with recommendations detailed below.

Recommendation

It is recommended that tenders be awarded to the following contractors in rank order.

RANK	SUPPLIER	ITEMS AWARDED
1st	Gibson (Banbridge) Ltd	8, 9, 10, 11, 12, 21, 22, 23, 31 & 39.
	John McQuillan (Contracts) Ltd	1a, 1b, 2a, 2b, 4, 5, 6, 7, 19, 24, 29, 30, 36, 40, 41, & 42a.
	Northstone (NI) Limited	3, 13, 14, 15, 16, 17, 18, 20, 25, 26, 27, 28, 32, 33, 34, 35, 37, 38, 42b.
2nd	Gibson (Banbridge) Ltd	15, 16, 17, 18, 19, 26, 27, 28, 29, 32, 33, 34, 35, 36, 37, 38, & 42b.
	John McQuillan (Contracts) Ltd	3, 9, 13, 14, 20, 21, 22, 23, & 25.
	Northstone (NI) Limited	1a, 1b, 2a, 2b, 4, 5, 6, 7, 8, 10, 11, 12, 24, 30, 31, 39, 40, 41 & 42a.
3rd	Gibson (Banbridge) Ltd	1a, 1b, 2a, 2b, 3, 4, 5, 6, 7, 13, 14, 20, 24, 25, 30, 40, 41, & 42a.
	John McQuillan (Contracts) Ltd	8, 10, 11, 12, 15, 16, 17, 18, 26, 27, 28, 31, 32, 33, 34, 35, 37, 38, 39, & 42b.
	Northstone (NI) Limited	19, 21, 22, 23, 29, & 36.

The tenderer ranked 1st should be asked in the first instance to supply the required item however where they are unable to supply that specific item then the next ranked contractor should be asked.

Where a combination of items are required the order should be placed with the supplier who has the lowest aggregate price for the items required.

The most economically advantageous combination should be used as appropriate.

Prepared by:



Gerwyn Young
Construction Services Manager

4th November 2024

Date

3.



TENDER REPORT FOR

**T24/25-024 SELF-EMPLOYMENT SUPPORT
PROGRAMME**

Tender Information

Economic Development (Programmes Team) led a tender competition for Self-Employment Support Programme for a period of 7 months until 30 June 2025 with an estimated spend of [REDACTED] 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 Wednesday 16th October 2024.

The tender opening report was approved by the Head of Economic Development.

Tenders were returned from the following contractors:

Company Name	Cost
1. [REDACTED]	[REDACTED]
2. [REDACTED]	[REDACTED]
3. Tangible Consulting Limited 11 Glengoland Avenue Belfast, BT17 0HY	[REDACTED]

The tenders were 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

Tender Evaluation

Stage 1 – Selection Criteria

The tenderers were required to meet a number of Council mandatory criteria which has pass/fail criteria. If they fail on one item then the contractor's price would not be considered.

- Company Experience
- Insurance Requirement
- Pricing Schedule
- Other Forms – Mandatory Exclusion Criteria, Form of Tender, Tender Document and Professional & Business Standing

Three tenders were evaluated based on the information they provided.

Three tenders passed stage 1 of the process.

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 eligible tender from Pinnacle Growth Group Ltd was arithmetically checked. Three tenders were evaluated on the information that they provided and passed this stage of the process. Tenders were ranked with the Most Economically Advantageous Tender being awarded the contract. The final scores and ranking for the tender competition are as follows;

Tenderer Name	Quality Score out of 80	Tender Cost	Cost Score out of 20	Combined Score out of 100	Rank
Tangible Consulting Ltd	80		19.23	99.23	1

Recommendation

It is recommended that the contract is awarded to Tangible Consulting Limited, 11 Glengoland Avenue, Belfast, BT17 0HY in the sum of 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:

M. Cunningham

Melissa Cunningham
Programmes Officer

Date 18/11/2024

Committee:	Corporate Services
Date:	11 th December 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:	Noting
Subject:	Finance Reports – period 8 2024/25

1.0	<u>Background and Key Issues</u>
1.1	There are a number of expenditure items that fall outside of the Management Accounts figures. These are usually presented quarterly to the Corporate Services Committee. Due to the change over in finance systems, the quarter 2 figures can not be separated therefore the appendices attached are up to the end of November 2024 (period 8)
	Repairs and Renewals
1.2	Within the balance sheet of the Council, there is a Repairs and Renewals Fund, which funds a number of specific projects that have been agreed as part of the annual estimates process.
1.3	Appendix 1 is the Repairs and Renewals spend as at the 30 th November 2024 against the profiled budget.
1.4	A few projects were delayed at the end of last financial year (LVLP alarm works) therefore there is no budget in the 2024/25 year associated with these costs.
	DfC earmarked reserves
1.5	An Accounts Direction was issued in previous financial years by DfC to earmark remaining Covid funding within the General reserves.
1.6	Set criteria was agreed and a number of projects/one-off expenditure items were agreed to be funded through these monies.
1.7	An ongoing review is being carried out regarding the projects included in the DfC listings to ensure funding is still required.
1.8	<div style="background-color: black; height: 1.2em; width: 100%;"></div>

2.0	<u>Recommendation</u>	
	It is recommended that Members note the information contained in this report.	
3.0	<u>Finance and Resource Implications</u>	
	From earmarked reserves	
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 Financial 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. Financial report for noting only.	

Appendices:	Repairs and Renewals – as at period 8 2024/25 [REDACTED]
--------------------	---

Repairs and Renewals 2024/25 - Periods 1 - 8 (April to November 2024)

Project	Annual Budget	Year to date Budget	Year to date Actual
Replace existing lighting to LED	10,000.00	10,000.00	10,027.00
Bradford Court Replacement Carpet	6,000.00	4,000.00	-
Replacement of Island Hall Light Desk	10,000.00	6,666.64	8,739.78
Re-seal of Island Hall Floor	15,000.00	-	-
Pothole repairs at LVI	60,000.00	-	-
AGC Site Dressing	15,000.00	10,000.00	6,821.09
Cemetery Headstone Works	20,000.00	13,333.36	9,883.70
CHGC Site Dressing	20,000.00	13,333.36	5,632.12
Countryside Access Improvements	17,000.00	11,333.36	-
Goal Posts / Nets	10,000.00	10,000.00	9,132.50
Grounds Maint Equipment Replacement	15,000.00	10,000.00	-
Play Area Replacement Equipment	10,000.00	6,666.64	11,487.50
Playing Field Drainage	18,000.00	12,000.00	6,142.23
Replacement Christmas Lighting	5,000.00	3,333.36	54,956.90
Sports Pavilions	30,000.00	20,000.00	13,664.70
Playing Field Renovation	53,380.00	35,586.67	26,859.66
Tree Maintenance	150,000.00	100,000.00	78,812.30
Moneyreagh works	-	-	3,196.60
ILC Air Handling units	50,000.00	33,333.36	1,260.00
AGC Maintenance Prog - Contract	51,748.00	34,498.64	13,538.17
CHGC maintenance	-	-	9,519.53
CHGC Refurbishment Programme	5,000.00	3,333.36	14,394.70
DIIB maintenance	-	-	8,854.00
Lough Moss Refurbishment Programme	14,000.00	9,333.33	20,877.45
LVLP Maintenance Programme	121,000.00	80,666.64	33,077.00
Signage Replacement	3,000.00	2,000.00	66.00
Skip inspections	-	-	1,247.90
Civic Amenity Upgrade	5,000.00	3,333.36	-
Compactors & Cont	39,645.00	26,430.00	14,162.85
HRC Road Markings	6,700.00	4,466.64	-
Replacement Christmas Lighting	30,000.00	20,000.00	4,303.50
Stabilisation of walls at Aghalee	70,000.00	17,499.99	18,715.00
Fixed Wiring Remedial Works	10,000.00	6,666.64	3,843.25
LVRP Alarm works	-	-	5,814.33
Replacement water storage tank BillyNeil	25,000.00	16,666.64	19,755.80
Window & door seals replacement LVI	40,000.00	-	-
Lighting panels LVI	40,000.00	-	-
Repaint Queens Bridge railings	25,000.00	-	-
Heating Valve Replacments (LVI)	25,000.00	-	-
TV Panels	20,000.00	-	-
Replacement wall at Moira Demense	74,550.00	5,000.00	320.00
Stabilisation of walls at Portmore	50,000.00	-	-
	1,170,023.00	529,481.99	415,105.56

Committee:	Corporate Services
Date:	11 th December 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:	<i>After full Council</i>
When will a redacted report become available:	
The report will never become available:	

Item for:	Noting
Subject:	Treasury Outturn Quarter 2 2024/25

1	<u>Background and Key Issues</u>
1.1	In February 2024, to comply with the requirements of the Local Government Finance Act (NI) 2011, Council approved the annual Treasury Management Strategy and associated Prudential Indicators for the financial year 2024/25.
1.2	The attached reports on the Prudential and Treasury Indicators details the Council's performance against the indicators approved for 2024/25 for up to 30 th September 2024.
1.3	<p>The key issues arising from the 6 months up to and include September 2024 year are:</p> <ul style="list-style-type: none"> • Both the Operational Boundary and the Authorised Borrowing Limit were deemed adequate for the period. • No new loans or finance lease agreements have been entered into during the first quarter of the financial year. • The balance of external loans at 30th September 2024 was £19.45m. • As at 30th September 2024, the Council's short term investments (held in various institutions) were £43.3m.
1.4	The Council continues to receive Treasury Management advice from its professional advisor, Arlingclose.
2.	<u>Recommendation</u> It is recommended that Members note the information contained in the report.

3.	<u>Finance and Resource Implications</u>	
	<ul style="list-style-type: none"> As highlighted above 	
4.	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
	Has an equality and good relations screening been carried out?	No
	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out This is a financial report for noting only.	
	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out. This is a financial report for noting only.	

Appendices:	Q2 2024/25 Treasury Report
--------------------	----------------------------

Treasury Management Report H1 2024/25

Introduction

In February 2024 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Council to approve, as a minimum, treasury management semi-annual and annual outturn reports.

This report includes the requirement in the 2021 Code of quarterly reporting of the treasury management prudential indicators. The non-treasury prudential indicators are incorporated in the Council's normal quarterly report.

The Council's treasury management strategy for 2024/25 was approved at a meeting in February 2024. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Council's treasury management strategy.

External Context

Economic background: UK headline consumer price inflation remained around the Bank of England (BoE) target later in the period, falling from an annual rate of 3.2% in March to 2.0% in May and then rebounding marginally to June to 2.2% in July and August, as was expected, due to base effects from energy prices. Core and services price inflation remained higher at 3.6% and 5.6% respectively in August.

The UK economy continued to expand over the period, albeit slowing from the 0.7% gain in the first calendar quarter to 0.5% (downwardly revised from 0.6%) in the second. Of the monthly figures, the economy was estimated to have registered no growth in July.

Labour market data was slightly better from a policymaker perspective, showing an easing in the tightness of the job market, with inactivity rates and vacancies declining. However, a degree of uncertainty remains given ongoing issues around the data collected for the labour force survey by the Office for National Statistics. Figures for the three months to July showed the unemployment rate fell to 4.1% (3mth/year) from 4.4% in the previous three-month period while the employment rate rose to 74.8% from 74.3%.

Over the same period average regular earnings (excluding bonuses) was 5.1%, down from 5.4% in the earlier period, and total earnings (including bonuses) was 4.0% (this figure was impacted by one-off payments made to NHS staff and civil servants in June and July 2023). Adjusting for inflation, real regular pay rose by 2.2% in May to July and total pay by 1.1%.

With headline inflation lower, the BoE cut Bank Rate from 5.25% to 5.00% at the August Monetary Policy Committee (MPC) meeting. The decision was finely balanced, voted by a 5-4 majority with four members preferring to hold at 5.25%. At the September MPC meeting, committee members voted 8-1 for no change at 5.00%, with the lone dissenter preferring Bank Rate to be cut again to 4.75%. The meeting minutes and vote suggested a reasonably hawkish tilt to rates, with sticky inflation remaining a concern among policymakers.

The latest BoE Monetary Policy Report, published in August, showed policymakers expected GDP growth to continue expanding during 2024 before falling back and moderating from 2025 to 2027.

Unemployment was forecast to stay around 4.5% while inflation was shown picking up in the latter part of 2024 as the previous years' energy price declines fell out of the figures before slipping below the 2% target in 2025 and remaining there until early 2027.

Arlingclose, the Council's treasury adviser, maintained its central view that Bank Rate would steadily fall from the 5.25% peak, with the first cut in August being followed by a series of further cuts, with November 2024 the likely next one, taking Bank Rate down to around 3% by the end of 2025.

The US Federal Reserve (the Fed) also cut interest rates during the period, reducing the Federal Funds Rate by 0.50% to a range of 4.75%-5.00% at its policy meeting in September. The forecasts released at the same time by the central bank suggested a further 1.00% of easing is expected by the end of the calendar year, followed by the same amount in 2025 and then a final 0.50% of cuts during 2026.

Having first reduced interest rates in June, the European Central Bank (ECB) held steady in July before cutting again in September, reducing its main refinancing rate to 3.65% and its deposit rate to 3.50%. Unlike the Fed, the ECB has not outlined a likely future path of rates, but inflation projections remain in line with the central bank's previous forecasts where it will remain above its 2% target until 2026 on an annual basis.

Financial markets: Sentiment in financial markets continued to mostly improve over the period, but the ongoing trend of bond yield volatility remained. The general upward trend in yields in the early part of the period was reversed in the later part, and yields ended the half-year not too far from where they started. However, the volatility in response to economic, financial and geopolitical issues meant it was a bumpy ride for bond investors during that time.

Over the period, the 10-year UK benchmark gilt yield started at 3.94% and ended at 4.00% but hit a high of 4.41% in May and a low of 3.76% in mid-September. While the 20-year gilt started at 4.40% and ended at 4.51% but hit a high of 4.82% in May and a low of 4.27% in mid-September. The Sterling Overnight Rate (SONIA) averaged 5.12% over the period to 30th September.

Credit review: Arlingclose maintained its advised recommended maximum unsecured duration limit on all banks on its counterparty list at 100 days.

Having had its outlook increased by Fitch and ratings by S&P earlier in the period, Moody's upgraded Transport for London's rating to A2 from A3 in July.

Moody's also placed National Bank of Canada on Rating Watch for a possible upgrade, revising the outlook on Standard Chartered to Positive, the outlook to Negative on Toronto Dominion Bank, and downgrading the rating on Close Brothers to A1 from Aa3.

S&P upgraded the rating on National Bank of Canada to A+ from A, and together with Fitch, the two rating agencies assigned Lancashire County Council with a rating of AA- and A+ respectively.

Credit default swap prices were generally lower at the end of the period compared to the beginning for the vast majority of the names on UK and non-UK lists. Price volatility over the period was also generally more muted compared to previous periods.

Financial market volatility is expected to remain a feature, at least in the near term and, credit default swap levels will be monitored for signs of ongoing credit stress. As ever, the institutions and durations on the Council's counterparty list recommended by Arlingclose remain under constant review.

Local Context

On 31st March 2024, the Council had net investments of £4.11m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while balance sheet resources are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

	31.3.24 Actual £m	31.3.25 Forecast £m
General Fund CFR	39.89	71.15
Less: *Other debt liabilities	0.05	0.01
External borrowing**	20.01	18.87
Internal borrowing	19.83	52.27
Less: Balance sheet resources	23.98	53.00
Net investments	4.15	0.74

* finance leases, PFI liabilities and transferred debt that form part of the Council's total debt

** shows only loans to which the Council is committed and excludes optional refinancing

The treasury management position at 30th September and the change over the six months is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.24 Balance £m	Movement £m	30.9.24 Balance £m
Long-term borrowing	18.879	-0.004	18.875
Short-term borrowing	1.178	-0.017	1.161
Total borrowing	20.057	-0.021	20.036
Long-term investments	0.003	0.000	0.003
Short-term investments	24.206	19.097	43.303
Cash and cash equivalents	25.596	-9.622	15.974
Total investments	49.805	9.475	59.280
Net investments	29.748	9.496	39.244

Borrowing Strategy and Activity

As outlined in the treasury strategy, the Council's chief objective when borrowing has been to strike an appropriately risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective. The Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. At the present time short term interest rates are higher than long term interest rates.

After substantial rises in interest rates since 2021 many central banks have now begun to reduce rates, albeit slowly. Gilt yields were volatile over the 6-month period and have reduced slightly between April and September 2024. Much of the downward pressure from lower inflation figures was counteracted by upward pressure from positive economic data. Data from the US continues to impact global bond markets including UK gilt yields.

The PWLB certainty rate for 10-year maturity loans was 4.80% at the beginning of the half year and 4.79% at the end. The lowest available 10-year maturity rate was 4.52% and the highest was 5.18%. Rates for 20-year maturity loans ranged from 5.01% to 5.57% during the half year, and 50-year maturity loans from 4.88% to 5.40%.

Whilst the cost of short-term borrowing from other local authorities spiked to around 7% in late March 2024, primarily due a dearth of LA-LA lending/borrowing activity during the month, as expected shorter-term rates reverted to a more normal range and were generally around 5.00% - 5.25%.

CIPFA's 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement and so may lead to new borrowing, unless directly and primarily related to the functions of the Council. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield unless these loans are for refinancing purposes. The Council has no new plans to borrow to invest primarily for financial return.

Table 3: Borrowing Position

	31.3.24 Balance £m	Net Movement £m	30.9.24 Balance £m	30.9.24 Weighted Average Rate %	30.9.24 Weighted Average Maturity (years)
DOF (Northern Ireland Consolidated Fund)	20.01	-0.57	19.45	6.82	6.25
Total borrowing	20.01	-0.57	19.45	6.82	6.25

The Council's borrowing decisions are not predicated on any one outcome for interest rates and a balanced portfolio of short- and long-term borrowing was maintained.

There remains a strong argument for diversifying funding sources, particularly if rates can be achieved on alternatives which are below gilt yields + 0.80%. The Council will evaluate and pursue these lower cost solutions and opportunities with its advisor Arlingclose.

Treasury Investment Activity

The CIPFA Treasury Management Code defines treasury management investments as those investments which arise from the Council's cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.

The Council holds invested funds, representing income received in advance of expenditure plus balances and reserves held. During the half year, the Council's investment balances ranged between £2 and £14 million due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

	31.3.24 Balance £m	Net Movement £m	30.9.24 Balance £m	30.9.24 Income Return %	30.9.24 Weighted Average Maturity Days
Banks & building societies (secured deposits)	4.206	14.097	18.303	4.600	86
Local authorities and other govt entities	10.000	5.000	15.000	4.675	229
Money Market Funds	10.000	0.000	10.000	5.254	1
Total investments	24.206	19.097	43.303	4.840	

Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

As demonstrated by the liability benchmark in this report, the Council expects to be a long-term investor and treasury investments therefore include both short-term low risk instruments to manage

day-to-day cash flows and longer-term instruments where limited additional risk is accepted in return for higher investment income to support local public services.

Bank Rate reduced from 5.25% to 5.00% in August 2024 with short term interest rates largely being around these levels. The rates on Debt Management Account Deposit Facility (DMADF) deposits ranged between 4.08% and 4.76% and money market rates between 4.8% and 5.3%.

The change in the Council's funds' capital values and income return over the 6-month period is shown in Table 4.

Income returns remained above budget at 74%. The Council has budgeted £554,000 income from these investments in 2024/25. Income received up to 30th September was £407,278, whilst a further £175,027 has been declared and is due to be paid by October.

Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's medium- to long-term investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year minimum period total returns will exceed cash interest rates.

Treasury Performance

The Council measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 5 below.

Table 5: Performance

	Actual £m	Budget £m	Over/ under	Actual %
Total borrowing	20.04	20.04	-	-
Total debt	20.04	20.04	-	-
<i>Investments</i>	5 CCLA 5 Fed 2 BOS 2 Santander 14 SDS 15 Local Govt	£10m MM £5m other	28.303	189%
Total treasury investments	43.303	15.00	28.303	189%

Compliance

The Chief Finance Officer reports that all treasury management activities undertaken during the half year complied fully with the principles in the Treasury Management Code and the Council's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 6 below.

Table 6: Investment Limits

	2024/25 Counterparty Limit	30.9.24 Actual	2024/25 Sector Limit	Complied? Yes/No
Any single organisation, except the UK Government	£5m	£2m Sant £2m BOS	Unlimited	Yes
Any group of organisations under the same ownership	£5m	Nil	Unlimited	Yes
Any group of pooled funds under the same management	£5m	Nil	Unlimited	Yes
Secured investments with banks and building societies	£3m	£14m	Unlimited	Yes
Money Market Funds	£5m	£10m	Unlimited	Yes
Non-specified investments	£2m	Nil	£10m	Yes

Compliance with the Authorised Limit and Operational Boundary for external debt is demonstrated in table 7 below.

Table 7: Debt and the Authorised Limit and Operational Boundary

	H1 2024/25 Maximum	30.9.24 Actual	2024/25 Operational Boundary	2024/25 Authorised Limit	Complied? Yes/No
Total debt	£20.04m	£19.47m	£75m	£90m	Yes

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Treasury Management Prudential Indicators

As required by the 2021 CIPFA Treasury Management Code, the Council monitors and measures the following treasury management prudential indicators.

1. Liability Benchmark:

This indicator compares the Council's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £5m required to manage day-to-day cash flow.

	31.3.24 Actual	31.3.25 Forecast	31.3.26 Forecast	31.3.27 Forecast
Loans CFR	39.89	71.14	99.86	113.32
Less: Balance sheet resources	23.98	53.00	53.00	53.00
Net loans requirement	15.91	18.14	46.86	60.32
Plus: Liquidity allowance	5.00	5.00	5.00	5.00

Liability benchmark	20.91	23.14	51.86	65.32
----------------------------	--------------	--------------	--------------	--------------

Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing, minimum revenue provision on new capital expenditure based on asset life and income, expenditure and reserves all increasing by inflation of [2.5]% p.a.

Whilst borrowing may be above the liability benchmark, strategies involving borrowing which is significantly above the liability benchmark carry higher risk.

2. **Maturity Structure of Borrowing:** This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	Upper Limit	Lower Limit	30.9.24 Actual	Complied?
Under 12 months	15%	0%	5.79%	Yes
12 months and within 24 months	15%	0%	5.42%	Yes
24 months and within 5 years	20%	0%	21.49%	No
5 years and within 10 years	30%	0%	23.47%	Yes
10 years and above	100%	0%	43.82%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment. Although the Council has not complied to the 20% limit for the period 24 months and within 5 years, they are slightly over by £298k or 1.49%, the Council will have sufficient funds to make this repayment at that time.

3. **Long-term Treasury Management Investments:** The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management limits are:

	2024/25	2025/26	2026/27	No fixed date
Limit on principal invested beyond year end	£10m	£6m	£5m	£5m
Actual principal invested beyond year end	£5m	£0m	£0m	£0m
Complied?	Yes	Yes	Yes	Yes

Long-term investments with no fixed maturity date include strategic pooled funds, real estate investment trusts and directly held equity but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

Additional indicators

Security: The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	2024/25 Target	30.9.24 Actual	Complied?
Portfolio average credit rating	A	A	Yes

Liquidity: The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

	30.9.24 Actual	2024/25 Target	Complied?
Total cash available within 3 months	£28.13m	£6m	Yes
Total sum borrowed in past 3 months without prior notice	£0m	£0m	Yes

Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk.

Interest rate risk indicator	2024/25 Limit	30.9.24 Actual	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£800,000	£194,347	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£800,000	-£194,541	Yes

For context, the changes in interest rates during the half year were:

	31/3/24	30/9/24
Bank Rate	5.25%	5.00%
1-year PWLB certainty rate, maturity loans	5.36%	4.95%
5-year PWLB certainty rate, maturity loans	4.68%	4.55%
10-year PWLB certainty rate, maturity loans	4.74%	4.79%
20-year PWLB certainty rate, maturity loans	5.18%	5.27%
50-year PWLB certainty rate, maturity loans	5.01%	5.13%

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at new market rates.

Committee:	Corporate Services
Date:	11 th December 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:	Noting
Subject:	Management Accounts – Period 8 2024/2025

1.0	<p><u>Background and Key Issues</u></p> <p>Period 8 - Management Accounts</p>
1.1	Attached is the set of Management Accounts for the period ended 30 th November 2024 (Period 8).
1.2	This shows a summary of the current position for each Directorate along with any opportunities or risks that may arise before the end of the financial year.
1.3	It is to be noted that the net profiled expenditure for the period is £418k overspent to approved estimates (1.09% overspent) for the financial year 2024/2025. This is the position including costs funded from earmarked reserves, which are listed separately in the appendix.
1.4	<p>The overspend as at period 8 (including items funded from reserves) is summarised below:</p> <ul style="list-style-type: none"> • Payroll Underspend (£540k) • Non-payroll Overspent £2,166k • Income Overachievement (£1,208k) <p>Analysis of current position</p>
1.5	The P8 management accounts reflect the 2024/25 agreed pay award.
1.6	

1.7



1.8 There have been pressures across a number of service contracts which have been reported to Home Committees in terms of above inflation uplifts which are being monitored and tracked.

1.9 Ballymacash Sports Academy have made a claim against the Community Investment Fund (CIF) for £93,442. This is reflected in the Management accounts and will be funded directly from reserves.

1.10 The cost associated with moving the City Centre management team from rental accommodation to the ILC Museum has cost associated to the value of £64,204. These costs were approved by the Regeneration & Growth Committee in February 2024. There was a delay in moving therefore the costs have been reflected in the current financial year.

1.11 In terms of income, there are areas which have over achieved and are offset by areas that have under achieved. Some of the key income streams and performance are detailed below:

- Investment income continues to exceed budget. (Actual - £984,634 v Budget £180,000) at period 8. This is due to the increase in investment interest rates with BOE base rate remaining at a high level. We continue to maximise all cash investments in line with our Treasury Strategy.
- Vitality membership tracking income at 17.79% ahead of budget (actual £1,737,467 v budget £1,475,000) as a result of both the change in VAT treatment (from period 4) and increase in footfall.
- Income for building control is 19.2% ahead of budget (£857,320 actual v £719,105 budget). This is mainly driven by an increase in Inspection fees (£411,949 actual v £293,451 Budget)
- Golf Course income is tracking 2.1% less than profiled budget at Period 8, (£625,307 actual v £638,750 budget). There are 2 new revenue streams - Virtual Studio – Castlereagh Hills and the Driving Bay - Aberdelghy. Annual budget has been set high in anticipation of increased usage via the Vitality offering, will continue to monitor in coming months.
- Trade Waste collection tracking 4.53% below budget £19,654 (£414,466 actual v budget £434,120). This will continue to be monitored in the coming months.
- Planning fees income is tracking at 23.6% below budget with actual income of £573,002 compared to period 8 budget of £750,000. Across NI, in 2023/24, Planning applications declined reflecting a slowdown in the construction industry and uncertainty, in particular around mortgage rates. However, the NI economy remains buoyant and mortgage interest rates have stabilised which hopefully will reestablish the housing market to forecast levels. In addition, the Council continues to receive a number of Pre-Application notification for major type planning developments, giving confidence to the forecast income
- Parking charges currently behind the profiled P8 budget by 17.9%. Actual £300,977 v Budget £366,665. This will continue to be monitored in the coming months.

1.12

- The Penny Product is the revenue raised for a District Council by one penny of District rates and is made up of 3 components - District Rates, De Rating Grant and Transferred functions Grant.
- LPS provide a forecasted outturn to Finance in relation to the Penny Product. The forecast outturn for Lisburn and Castlereagh City Council is a positive sum of around £1,586K. This is mainly due to bad debt write off being lower than budgeted. As the year progresses, it is anticipated this will change.
- De Rating Grant – The forecasted outturn based on quarter 1 figures is a negative outturn of £131k, due to a number of properties changing the use of their buildings, therefore not qualifying for de-rating relief.
- Transferred Function Grant – this is set during the estimates process and does not change throughout the year.

1.13

Ongoing Financial Risks for 2024/2025

1.14

- Staff costs are closer to budget with some posts covered by agency due to particular roles not attracting the right permanent candidate.

1.15

- [REDACTED]
- Increasing prices for current and new contracts, including material costs & contracts Security & Cleaning.
- Waste Services cost particularly from Jan 2025 when the current landfill contract terminates.

1 16

- As with revenue projects, there is a risk of increasing contractor's prices in relation to capital projects.

1.17

- Risk of other reductions in funding from Central Government. Director leisure & Community Wellbeing recently conducted a workshop on 3rd party funding.

Moving Forward

1.10

2.0

	It is recommended that Members note the information contained in this report.	
3.0	<u>Finance and Resource Implications</u>	
	As 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. This is a financial 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. This is a financial report for noting only.	

Appendices:	Management Accounts – Period 08 2024/2025
--------------------	---

LISBURN AND CASTLEREAGH CITY COUNCIL
2024/2025 MANAGEMENT ACCOUNTS

Period 8

2024/25

SUMMARY BY DIRECTOR

	Annual Budget	YTD P8 Act & Comm	YTD P8 Budget	Variance	
	£	£	£	£	
Organisation Development & Innovation	4,319,980	3,291,939	2,884,050	407,889	14.14%
Finance & Corporate Services	5,458,380	2,751,172	3,678,798	(927,625)	-25.22%
Governance & Audit	492,520	321,035	348,001	(26,965)	-7.75%
Community Health & Wellbeing	15,125,950	9,967,906	10,403,157	(435,251)	-4.18%
Environmental Services	23,100,260	15,491,107	15,601,909	(110,802)	-0.71%
Regeneration & Growth	7,553,220	5,541,490	5,483,020	58,470	1.07%
Total	56,050,310	37,364,650	38,398,935	(1,034,285)	-2.69%

Costs excluded from above covered by reserves:

Spend to save - Parks & Amenities equipment	26,500		26,500
Ballymacash CIF	93,442		93,442
Comm. Group Grants	13,987		13,987
Dday	38,753		38,753
Light Festival	45,000		45,000
Small Settlements	350,298		350,298

Total	56,050,310		38,398,935	

RISKS - Costs projected for remainder of Fin Year

De-rating penny product	131,525
TOTAL RISKS	131,525

OPPORTUNITIES -

Actual penny product as at October 24 Positive outcome mainly due to write offs being behind schedule	(1,586,421)
TOTAL OPPORTUNITIES	(1,586,421)

Payroll/non Payroll/ Income Summary per Directorate to Period 4

Explanation

Organisation Development & Innovation	Annual Budget	YTD P8 Act & Comm	YTD P8 Budget	Variance	
	£	£	£		
Payroll	2,460,460	1,846,885	1,632,692	214,194	Increased costs of apprentices have added to the overspend in Payroll.
Non-Payroll	2,188,660	1,577,912	1,382,359	195,553	IT payments ahead of profiled budget, timing issues.
Income	(329,140)	(132,858)	(131,000)	(1,858)	Mainly on budget
Total Net - Organisation Development & innovation	4,319,980	3,291,939	2,884,050	407,889	14.14%

Finance & Corporate Services	Annual Budget	YTD P8 Act & Comm	YTD P8 Budget	Variance	
	£	£	£		
Payroll	3,927,710	2,592,242	2,618,080	(25,838)	Tracking slightly below budget.
Non-Payroll	2,520,460	1,656,295	1,709,886	(53,591)	Utility costs lower than anticipated.
Income	(989,790)	(1,497,364)	(649,169)	(848,196)	Higher bank interest from investments than budgeted. Expected to continue for remainder of year.
Total Net - Service Support	5,458,380	2,751,172	3,678,798	(927,625)	-25.22%

Governance & Audit	Annual Budget	YTD P8 Act & Comm	YTD P8 Budget	Variance	Explanation
	£	£	£		
Payroll	418,650	238,154	279,099	(40,945)	Tracking below headcount
Non-Payroll	73,870	83,381	68,902	14,480	Spend ahead of profiled budget, will rectify before year end.
Income	-	(500)	-	(500)	
				-	
Total Net - Governance and Audit	492,520	321,035	348,001	(26,965)	-7.75%

Community Health & Wellbeing	Annual Budget	YTD P8	YTD P8	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	14,496,080	9,751,803	9,550,143	201,660	Use of agency and casuals to cover absence & vacant roles with Communities & Leisure the main driver of the overspend.
Non-Payroll	9,861,160	6,702,651	6,876,906	(174,255)	Mainly due to underspend in utility costs within facilities.
Income	(9,231,290)	(6,486,548)	(6,023,892)	(462,656)	Increase footfall and change of VAT impact from period 4. Expected overachievement to continue uo to year end.
Total Net - Community Health & Wellbeing	15,125,950	9,967,906	10,403,157	(435,251)	-4.18%

Environmental Services	Annual Budget	YTD P8	YTD P8	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	12,902,390	8,066,216	8,552,891	(486,675)	Underspends across the Directorate are due to unfilled posts within each of the sections for up to period 8. Recruitment exercises ongoing to fill these posts.
Non-Payroll	13,888,210	10,010,584	9,592,680	417,904	Mainly due to overspends against profiled budget within waste services due to delay in change in operating model . Small overspends across the directorate.
Income	(3,690,340)	(2,585,693)	(2,543,662)	(42,032)	Building Inspection fees remain higher than expected. Continued over performance will largely depend on market conditions. This over achievement is off set by Under achievements in Parking charges and trade refuse collection.
Total Net - Environmental Services	23,100,260	15,491,107	15,601,909	(110,802)	-0.71%

Regeneration & Growth	Annual Budget	YTD P8	YTD P8	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	5,993,490	3,583,065	3,985,038	(401,973)	Unfilled posts across the Directorate. Recruitment exercises continue.
Non-Payroll	4,215,890	3,137,772	2,824,356	313,416	Building Maintenance spend ahead of budget. Tourism development ahead of budget. City Centre management team move to the ILC Museum, expenditure approved in 23/24.
Income	(2,656,160)	(1,179,347)	(1,326,374)	147,027	Planning fees behind budget for period 8. In 2023/24 Planning applications declined across NI reflecting a slowdown in the construction industry.
Total Net - Regeneration & Growth	7,553,220	5,541,490	5,483,020	58,470	1.07%