



October 11th, 2022

To: Chairman

Councillor S Hughes

Vice-Chairman

Councillor U Mackin

Aldermen

A G Ewart MBE, O Gawith, M Henderson MBE, S Martin, S P Porter and J Tinsley

Councillors

R Carlin, A P Ewing, J Lavery BEM, S Lowry, J McCarthy, T Mitchell, The Hon N Trimble

Ex-Officio

The Right Worshipful The Mayor, Councillor S Carson

Deputy Mayor, Councillor M Guy

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 12th October 2022 at 6:00 pm** for the transaction of the undernoted Agenda.

Members are requested to attend..

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

David Burns, Chief Executive, Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES

2.0 DECLARATIONS OF MEMBERS' INTERESTS

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

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

 *Disclosure of Interests form.pdf*

Not included

3.0 REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

3.1 DEA Local Investment Programme - Q2 Report

 *CSC report - DEA Investment Programme - Q2.pdf*

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 *Copy of Appendix 1 DEA Investment Programme - 2022-2023 Quarter 2 Report.pdf*

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 *Copy of Appendix 2 DEA Investment Programme - 2021-2022 Update.pdf*

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3.2 Retention & Disposal Schedule for Planning

 *CSC Report Template Retention and Disposal Schedule.pdf*

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 *App 1 Planning Retention and Disposal Schedule (Aug 2022 - updated for PD noti...pdf*

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 *App 2 Extract from DOE Disposal Schedule.pdf*

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3.3 Finance & Corporate Services - Performance Report

 *CS Report - Performance Report Q1 KPI's 2022 23.pdf*

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 *App 1 Budget Summary Report Qtr 1 Corporate Services.pdf*

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 *App II Service KPIs Finance & CS.pdf*

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4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

4.1 Audio & Video

 *CSC Report Video Audio Recording of Meetings - Final.pdf*

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	Appendix 1 Sample Minutes.pdf	Page 46
	Appendix 2 Equality Screening Recordings of Council Meetings and Minutes.pdf	Page 48
4.2	Update of Protocol for opening Books of Condolence	
	CSC Report Sept 22 - Books of Condolence Final.pdf	Page 64
	Appendix 1 - Policy on Opening a Book of Condolence Revised FB 270722.pdf	Page 67
	Appendix 2 - Equality Screening Books of Condolence.pdf	Page 71
4.3	Health Working Group - Minutes and Update	
	CSC Report - HWG items.pdf	Page 83
	Appendix 1 HWG 310522 updated 080922.pdf	Page 87
	Appendix 2 HWG Appendix BHSCT report.pdf	Page 92
4.4	Registration Service	
	CSC Report Sept 22 - Registration Final.pdf	Page 94
4.5	Lagan Valley Island - Building illumination requests	
	CSC REPORT ILLUMINATION REQUESTS.pdf	Page 97
	Appendix 1 North West Migrants Forum.pdf	Page 103
	Appendix 2 Department of Justice.pdf	Page 105
	Appendix 3 Leukaemia and Lymphoma NI.pdf	Page 106
	Appendix 4 - Relate NI.pdf	Page 107
	Appendix 5 - World Arthritis Day.pdf	Page 109

5.0 REPORT OF HEAD OF FINANCE

5.1	Estimates 2023/2024	
	CSC Report - Schedule of meetings for Estimates 23-24.pdf	Page 110
	Proposed Programme for the Striking of a District Rate for Financial Year Commencing 1 April 2023.pdf	Page 113

6.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

6.1 Boundary Rectification at Maghaberry Community Centre lands - Rectification 2

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



Not included



Not included



Not included

6.2 Contract Variations

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



Not included



Not included



Not included

6.3 Digital Council Business Case: Telephony & Digital Platform

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



Not included



Not included



Not included

6.4 Tender for the Provision of a Learning Management System - Business Case

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



Not included



Not included



Not included

6.5 Procurement of Catering Services - Lagan Valley Island

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



Not included



Not included



Not included

6.6 Citywide Residents' Magazine

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



Not included



Not included



Not included



Not included

6.7 Management Accounts Period 5

Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information); or (ii) related to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office bearers under, the Council.



Not included



Not included

7.0 ANY OTHER BUSINESS



Corporate Services Committee

12th October 2022

Report from:

Director of Leisure and Community Wellbeing

Item for Decision

TITLE: DEA Local Investment Programme – Quarter 2 Report

Background and Key Issues:

Background

1. The £1.7 million DEA Local Investment Programme for 2022-2023 was launched in February 2022 and consists of 69 short term, medium valued outcome based projects that could be delivered within the 2022-2023 financial year timeframe. This phase 2 pilot is funded from collective 'in year' spend, reserves and identified external funding sources similarly to the phase 1 pilot.
2. Work is also continuing to finalise delivery of the remaining 7 projects as part of the DEA Local Investment Programme for 2021-2022.
3. Project Sponsors and Project Managers continue to profile project spend for both the 2021-2022 and 2022-2023 programmes and inform the Portfolio Office (PMO) of any variances. Members should note that to ensure the effective delivery of the overall programme there may be movement within project budgets but overall profiled budget returns indicate that both programmes will meet spend targets as expected.

Issues

1. A full update on the progress of all 69 projects included in the DEA Investment Programme 2022-2023 (for Quarter 1) is detailed in **Appendix 1**. Members should note that 13 projects are in the planning phase, 47 projects have started and are progressing well, whilst 9 projects have completed (highlighted in green).

2. A full update on progress of the 34 Council funded projects included in the DEA Investment Programme 2021-2022 is detailed in **Appendix 2**. It should be noted that 7 Projects (highlighted in yellow) have been delayed from early 2022 to allow for 'in person' event attendance to enable more robust consultation and participation after Covid restrictions have been lifted (e.g. community consultations for feasibility studies or archaeological digs). In the case of capital focused projects, delays have been due to unforeseen issues such as procurement or contractual matters, with all of these issues expected to be resolved to allow for significant progress and completion during the summer period. It is expected that only the electric connection at Lisburn BMX track will incur significant delay with a connection date scheduled for January 2023 due to the fact the project is beholden to NIE scheduling capabilities.
3. A monitoring and evaluation process and benefits realisation plan is currently under development to evaluate the successes of the first year of the programme and continue to capture the learning to be adopted for future tranches of the DEA Investment Programme. The evaluation report has been tracked against the following community plan themes; Children & Young People, The Economy, Health & Wellbeing, Where We Live, and Our Community. It is expected that the final evaluation report will be included in the papers for the October meeting of the Corporate Services Committee.

Recommendation:

It is recommended that Members:

1. Note the updates on the DEA Local Investment Programme 2022-2023 (**Appendix 1**) and the DEA Local Investment Plan 2021-2022 (**Appendix 2**) and agree the actions as outlined in the appendices to progress all projects accordingly.

Finance and Resource Implications:

Overall both the 2021-2022 and 2022-2023 programmes are currently within budget and expected to meet spend targets set out at the beginning of respective programmes.

Screening and Impact Assessment

1. Equality and Good Relations

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

Yes

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

No

Option 2

Screen out with
mitigation

Yes

Option 3

Screen in for
a full EQIA

No

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

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

Yes

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

Yes

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

N/A

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

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Appendix 1 – DEA Investment Programme - 2022-2023 Quarter 2 Report
Appendix 2 – DEA Investment Programme - 2021-2022 Update

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Project	Project overview	DEA	Allocated budget	Update - September 2022
Repainting and refurbishment of Ramblers Bridge (McIlroy Park footbridge)	Repainting and refurbishment of Ramblers Bridge (McIlroy Park footbridge)	Lisburn North	£45,000.00	Project has not yet commenced however planned date for work to begin mid August. KPI's for this project have been identified with the aim to prolong the life of the bridge at Ramblers Bridge whilst upgrading the surface to a non-slip surface with pedestrian/cycle access. Expected completion date of 28th April 2023.
Christmas Pole Mount Scheme	Council wide Christmas Pole Mount Scheme to be developed. Towns and villages to be identified after a needs assessment has been concluded	COUNCIL WIDE	£68,000.00	This project has commenced. It has been identified that 53 additional poles are required to be adapted to facilitate the powering of Festive Lights. Approx cost £13,250.00 Purchase order raised and send to DFI.
Child Protection training for Dundonald Arts Corridor	Child protection training for Dundonald Arts Corridor	Castlereagh East	£300.00	Project commenced on 1st June 2022. Dundonald Arts Corridor Group engaged to progress with Child Protection training. Anticipated completion date 31st October 2022.
Moneyreagh Social Enterprise (Church Project)	Moneyreagh Social Enterprise (Church Project) - the funding is to undertake minor construction works including site excavation, installation of a concrete base, connection of utilities and other fixed costs to ensure the functionality of the facility	Castlereagh East	£20,000.00	This project is has commenced. There was a meeting on site on 27th July 2022 to discuss. Site survey carried out on 3rd August 2022. Planned completion mid autumn 2022.
Active Travel Map and 15 Year Strategy	Funding for an Active Travel Map (mapping existing provision for alternative modes of transport and developing a 15 year strategy to improve facilities) Definition: Active Travel is the use of alternative modes of transport connecting homes, services and employment without the use of private car	COUNCIL WIDE	£20,000.00	This project is ongoing with progress underway for developing a 15 year strategy to improve facilities along with an Active Travel Map. A committee item will be brought to the Leisure and Community Services Development Committee in September 2022.
Moat Park Fairy Trail	Refurbishment of Path (Arts Unit are to supply the fairy art related items)	Castlereagh East	£15,000.00	The Fairy Trail is almost complete pending some additional items and approvals for associated signage estimated at £3,000. The refurbishment of the path is to be completed by Parks & Amenities in autumn 2022
Phone Box Environmental Project	Encouragement of community led environmental enhancements to remaining traditional red phone boxes within towns and villages. Funds will be used to repurpose phone boxes within identified communities	COUNCIL WIDE	£5,000.00	This project is ongoing with further mapping carried out with decisions being made by Open Reach regarding available kiosks for adoption.
Traffic calming measures on Huguenot Drive - Hilden	Traffic Calming measures on Huguenot Drive and traffic calming signs at new builds in Bridge and Mill Street housing	Lisburn North	£4,000.00	This project has not yet started however it is anticipated work on this project will commence in the coming months
Community Environmental Fund	Environmental fund to address emerging environmental and waste related project ideas across all seven DEA areas	COUNCIL WIDE	£70,000.00	This project is ongoing with the terms and conditions of the Community Environment Fund being developed over the summer period.

Community Facilities Fund	Community Facilities Fund. An evaluation of 21/22 will take place. Based on the findings of the evaluation, it is anticipated that the Programme could be launched in 22/23 and delivered in 23/24.	COUNCIL WIDE		This project is ongoing with a review being undertaken of previous grant to establish learning, criteria and guidance.
Connecting You (for those digitally excluded - to enable access to Technology)	An extension of the 21/22 project "Connecting You" This aims to distribute devices to include, possibly refurbished, to those digitally excluded. A partnership approach with Community Planning partners and some local businesses will be developed to deliver this project	COUNCIL WIDE	£25,000.00	This project is a continuation from 21/22 Connecting You programme. Partnerships are being established with Community Planning and local businesses to facilitate distribution of these items.
Accredited Training for Community Groups	Accredited training including Community Capacity Building OCN, Social Enterprise OCN and Designated Safeguarding Officer Training	COUNCIL WIDE	£10,000.00	This project commenced 1st April 2022 with an anticipated completion date of 31st March 2023. There has been no training delivered in July due to groups not meeting however a training Calendar is being developed for Sept – December. 2 groups have engaged for bespoke training to be delivered through August – this is currently being developed by officers.
Community Bursary Scheme	The Community Development Bursary is designed to support community/voluntary group members to apply for financial assistance towards costs associated with further educational studies that contribute to community development. The aim is to build and develop the capacity of local communities and also representatives of community/voluntary organisations across the Council area	COUNCIL WIDE	£5,000.00	This project is progressing with the scheme application stage closing in May 2022. Two individuals applied and were deemed successful. The Letter of Offer has been issued and returned by applicants, with payments being processed.
Bespoke health checks with community groups	Bespoke health checks with community groups to deliver personalised support services to volunteers including funding/finance forecasts, needs assessments, policy development and action plans	COUNCIL WIDE	£6,000.00	This project is progressing on an ongoing basis with one completed during Summer Months – Hill Street Residents Group.
PCSP Project Support Programme	PCSP Project Support Programme. This comprises of grant funding to deliver targeted community safety programmes by local groups across the city	COUNCIL WIDE	£45,000.00	This project is progressing on an ongoing basis. The closing date for applications was Friday 27 May 2022. Applications were assessed on Wednesday 1 June 2022. <ul style="list-style-type: none"> • A total of 23 applications were received. • 22 applications were eligible for assessment • 12 applications met the threshold to qualify for funding • The total amount of funding awarded is £52,817.22

Arts Grants/Community Festivals Funding	Arts Grants and Community Festivals funding across all 7 DEA areas	COUNCIL WIDE	£85,000.00	Currently, all awards have been allocated with the Tyrone Guthrie Bursary Scheme and Young Artist of the Year schemes closing on 31 August 2022 and therefore to be allocated.
Speed Indicator Devices	Managed by PCSP with requests from local Communities validated by PSNI and the DfI	COUNCIL WIDE	£15,000.00	This project is progressing on an ongoing basis as requests are received from local communities further validated by the PSNI and DfI. Due to the high demand for speed indicator devices the PCSP agreed in June 2021 that new requests and existing devices would be reviewed by the Road Safety Sub-Group every six months. The next meeting of the Road Safety Sub-Group is September 2022. All new speed indicator devices will be deployed on a six month rotational basis. An extension for a further six months may be considered based on supporting evidence.
Flaxie Buds Bonanza Day	This is an annual museum take-over day for under-fives and their families. In 2022 it is hoped to expand the programme to 5 days	Lisburn South	£2,000.00	Project starting 25/03/2023 as one day annual event to engage families with under 5's to visit the Museum and to make them aware of the various facilities and activities available.
Cultural Take Out	Lisburn Museum hopes to develop more partnerships with the ageing population, care providers and care homes in developing their offer.	Lisburn South	£1,500.00	Project progressing on an ongoing basis. Project involves taking out boxes to families referred by third parties and engaging with Care Homes in the LCCC district collaborating with the Health and Social Care Trust. 81 Cultural take out boxes have been provided this year, benefiting 349 participants.
Get Outdoors	To encourage a sense of place and belonging. A series of established outdoor talks and tours and activities organised by Museum staff	COUNCIL WIDE	£2,000.00	Project progressing on an ongoing basis with events planned to commence again in the autumn months.
Education at Home Packs	Working with our community and statutory partners, Lisburn Museum hopes to reach out to the home by offering aspects of education programming to vulnerable, at risk or isolated children, working in partnership as appropriate	COUNCIL WIDE	£1,000.00	Project progressing on an ongoing basis as and when requests are received targeting home schooling families. This project works in collaborating with Health & Social Care providers. No packs have been issued during the summer months and will commence again from September.
Education Tasters	Using zoom or similar technology, staff will send out support materials to offer interactive sessions with schools and community groups: e.g. Schools Programme (Linen, The Victorians, etc.) and adult programmes based on our temporary exhibitions and projects e.g. Hilden School, NI Centenary and Reminiscence. A Crafts element will also be available.	COUNCIL WIDE	£1,000.00	Project progressing on an ongoing basis however no taster boxes have been issued during the summer months and will commence again in September. Due to Covid-19 pandemic, groups have been reluctant to avail of these boxes.

Community Support Grant	Financial support up to £5,500 to support for groups for the development of programme activities and running costs. Total DfC contribution of £165,000.00	COUNCIL WIDE	£244,812.00	This project is progressing with scoring and award stage now completed. The groups have been issued with notification of outcome of application. The grant is now progressing with payments.
DIY Community Fund	Support for community groups to help refurbish community facilities and purchase materials such as carpet, paint & equipment	COUNCIL WIDE	£30,000.00	This project has commenced with this grant going live on 4th August 2022 with a closing date of 4th September 2022 with a social media campaign delivered to promote this fund.
Community Arts Project Programme	DEA Wide Community Arts Programme	COUNCIL WIDE	£23,000.00	<p>To date, following on from the recent QPJ events in June 2022, the creation of bespoke artworks for the 'Crown in the Making' installation at ISLAND AC is currently being carried out in each DEA facilitated by a professional community artist. Each community group is creating 10 light bulbs to be installed into the crown in August 2022 to then be showcased in the council's Civic Centre until 30 September 2022. Cost: £3,000.</p> <p>Arts Encounters projects are being carried out in each DEA under a variety of themes and partnerships built at a grass-roots level responding to community need. £14,000 (£2,000 each DEA). One of the projects was an LGBTQ+ for which a Case Study was provided.</p> <p>Community Arts Training Sessions are being carried out in each of the main council funded community centres/facilities for local community group activists across the DEA's. £3,500 (£500 each DEA).</p> <p>Community Arts Walkway Exhibitions of local community arts work representing each DEA will be promoted in ISLAND Arts Centre from September 2022-March 2023 (£2,000 total for all DEA's).</p> <p>Hallowe'en and Christmas creative workshop events are planned across all DEA's (£4,500 total for all DEA's).</p>
Digital Inclusion Workshops	Workshops to be held DEA wide with local community groups regarding digital awareness	COUNCIL WIDE	£2,500.00	This project commenced on 1st June 2022 with an anticipated completion date of 31st March 2023. Report being brought to the Leisure and Community Services Development Committee.
Sam McBratney Digital Art & Literature Trail	To be developed in Lisburn North & Lisburn South but will be available across the whole Council area	COUNCIL WIDE	£132,000.00	<p>This project is ongoing with regular negotiations taking place with Walker Books regarding agreeing and signing off each item as part of the two city trails.</p> <p>Project on-going due to legislative contractual agreements</p>

Participatory Budgeting Scheme	<p>Circa £15,000 per DEA - Lisburn South 1 August 2022 – 28 August 2022 Open for applications 24 September 2022 - Community Market Place event – Trinity Church Hall</p> <p>Downshire East 26 September 2022 – 23 October 2022 Open for applications 19 November 2022- Community Market Place event – Venue TBC</p> <p>Lisburn North 28 November 2022 – 31 December 2022 Open for applications 28 January 2023 - Community Market Place event – Venue TBC</p>	COUNCIL WIDE	£45,000.00	This project has commenced with Lisburn South Grand Choice opening for applications on 1st August 2022. Voting will be in person at a Community Decision Event on 24 September in Trinity Church Hall, Lisburn from 11.00am – 3.00pm. The scheduled community zoom workshops are scheduled for Tuesday 2 August 2022 at 3.00pm, Tuesday 2 August 2022 at 7.00pm, Thursday 4 August 2022 at 3.00pm, Thursday 4 August 2022 at 7.00pm. Applications will open for Downshire East on 26th September and the Community Decision event will take place on the 19th November. Applications will open for Lisburn North on 28th November and the Community Decision event will take place on the 28th January 2023.
Digital Grant Aid System for LCCC	Digital Grant Aid System to improve the assessment of electronic applications and submissions to support customers, businesses and communities	COUNCIL WIDE	£20,000.00	Initial meetings have taken place to establish role of this system and department involvement.
Salto Car Park Improvements	Improvement to Car Park network to assist users of the Gym and School. Traffic control solution to assist users of Salto Carpark, Lisburn Central PS, Leisureplex and potentially limited overflow for Lagan Valley Hospital Car Park to alleviate parking on neighbouring street	Lisburn South	£30,000.00	This project is ongoing with progress toward the final stages. Awaiting on final quotation for project completion. Project completion date of 31st October 2022 is currently on target
DEA Recovery Sports Fund	Support to local sports groups and community groups for sports equipment/facilities. To help increase participation, develop clubs facilities (minor), equipment and coach education.	COUNCIL WIDE	£100,000.00	This project has commenced with applications now being accepted for the 'Keep the Ball Rolling' fund- closing date 26th August 2022. Clubs are able to submit an application for future projects/items or claim for those already actioned from April 2022 - time of submission. Review of submissions September 2022 with award notification expected by October 2022.

Family Fit Series	<p>Family Fit series - Family focused fitness scheme - This consists of an 8 week running coaching programme at Aberdelghy starting Thursday 11th August running until Thursday 29th September. There will be two sessions, Couch to 5km for families with children aged 8 and up and 5km-10km for families with children aged 12 and up</p> <p>There will then be The Mary Peters Running Festival supported by Lisburn and Castlereagh City council which will be held on Sunday 2nd October at the Eikon Centre. Family Circuits at Grove Activity Centre – Free sessions running 6th October -27th October, 10th November – 1st December. Thursday 8th December Santa Dash at Lough Moss, City of Lisburn 5km Championship Race Friday 24th March.</p>	COUNCIL WIDE	£15,000.00	This project will commence on 11th August 2022 with the first event being the coached run programme at Aberdelghy which will run for eight weeks in total. This includes a Couch to 5k for families with children aged 8 and over and also a 5km-10km run programme.
Affordable Warmth Scheme	The Affordable Warmth Scheme helps tackle fuel poverty and energy inefficiency in privately owned houses. The scheme targets low income households. You could get help to install insulation, central heating and new windows	COUNCIL WIDE	£53,280.00	This project is ongoing with the Scheme now delivering 20 referrals per month as requested by DfC. 20 were delivered by the Council in June 2022. LCCC has written to the Department suggesting Scheme alterations to assist with the current cost of living crisis.

Oil Stamp Saving Scheme	Buying heating oil in small quantities costs householders more per litre. Buying heating oil in larger quantities is more cost effective. The oil stamp scheme allows householders to buy £5 oil stamps from local retailers and Council premises helping them to budget and spread the cost of central heating oil	COUNCIL WIDE	£6,500.00	This project has commenced with a soft launch to prove procedures took place with a chosen partner in June. Number of outlets and suppliers to be increased over coming months and an official launch agreed.
Mayor's Civic Innovation Fund	Mayor's Civic Innovation Fund - Youth Entrepreneurship, Social Enterprise and Inclusion awards.	COUNCIL WIDE	£15,000.00	Project has not yet commenced. Planned start date 5th September 2022 with an expected end date of 31st March 2023 with KPI's indicated. This project will consist of awards for Youth Entrepreneurship, Social Enterprise and Inclusion.
Youth Entrepreneurship Programme	Working in partnership with secondary schools to promote entrepreneurship including skills development and digital careers aspirations	COUNCIL WIDE	£15,000.00	Project has not yet commenced. Planned start date of 5th September 2022 with an expected end date of 31st March 2023 with KPI's indicated. This project will consist of recruitment experience, Business Challenge Competition via Google Classroom and supporting 8 young people participate in a Prince's Trust employability programme.
HGV Academy	Training Academy to address a locally identified skills shortage in HGV sector. Vocational Training Intervention to include licence applications, medicals and all training relevant to HGV sector. Targeted roll out to circa 10 participants. Also applied for as part of LMP programme – outcome yet to be confirmed	COUNCIL WIDE	£25,000.00	This project has not yet commenced however a new programmes manager has been recruited to take this and other LMP initiatives forward. DfE grant allocation now confirmed and the letter of offer processed. Project will proceed to delivery when new manager is in place and the team has been recruited. Estimated start date circa 1st October 2022.
Community Markets	Pilot Technical Support initiative to Community groups to deliver local markets in towns and villages within the Council area. Capacity building support provided to identify civic space for hosting local markets and subsequent management	COUNCIL WIDE	£50,000.00	This pilot scheme will be launched in September/October through Communities with an expected completion date of 31st March 2023. Funding has been sourced from Small Settlements.
Footfall Animation Initiative - Bow Street Mall	A range of ED initiatives to animate and generate increased footfall in Bow Street Mall, eg. Indoor Market Projects	Lisburn South	£15,000.00	Project has not yet commenced with a planned start date of 30th September 2022 and a target completion date of 31st March 2023. This project will aim to generate increased footfall to Bow Street Mall as part of the wider Christmas and Light Festival programme.

Hillsborough Forest	The installation of an electric barrier at the entrance to Hillsborough Forest car park that can be lowered on weekends to deter anti-social behaviour and unnecessary noise along Park Street	Downshire West	£10,000.00	This project is currently on hold as DEARA conduct consultations with local residents who reside on the grounds. Procurement exercise planned to commence in approximately three months.
Parklet at the Cardan	Installation of outdoor infrastructure to create an outside space that helps support hospitality businesses to continue trading in line with government guidelines.	Lisburn South	£50,900.00	This project is ongoing. Awaiting response from DfI regarding Streetworks License and planning permission. Contractor will be appointed subject to approval from DfI.
Urban Investment Fund - 2nd call	Financial support package to support businesses opening up or expanding in the urban centres of Lisburn, Carryduff and Dundonald.	COUNCIL WIDE	£65,000.00	Project commenced 1st February 2022 with an expected completion date of September 2022. 7 businesses have completed and opened and 1 is still ongoing.
Home Safety Initiatives	Council provision of winter warmer packs through the home safety check scheme. The packs are for immediate short term support to help residence stay warm during cold weather. Items in pack could include: gloves, thermal scarfs etc and information leaflets	COUNCIL WIDE	£1,000.00	This project has commenced however there have been no further packs issued due to the warmer weather. It is expected further packs will be issued when the summer period ends.
Environmental Services - Community Engagement	Continuation of the Responsible Dog Ownership programme in local primary schools providing advice and guidance to primary 7 pupils to promote their safety around dogs and highlighting the importance of being a responsible dog owner. Council Enforcement Officers will have a target to deliver the programme 15 schools	COUNCIL WIDE	£2,500.00	This project is expected to commence on 2nd January 2023 with an anticipated completion date of 31st March 2023. The project will target primary 7 pupils to raise awareness of the importance of responsible dog ownership.
Safety Advisory Group Guidance & Support	Lisburn & Castlereagh Council area maintains a Safety Advisory Group (SAG) for sports grounds and public outdoor events. The SAG provides specialist knowledge, advice and guidance to event organisers on how their event may impact attendees and the wider community. The aim is to ensure that event organisers consider all safety aspects to provide an enjoyable and safe event	COUNCIL WIDE	£20,000.00	The SAG continues to meet on a monthly basis according to the events planned.
Live Here Love Here	Supporting delivery of the KNIB Live Here Love Here campaign delivery including community grants scheme, Adopt a Spot & Big Spring Clean initiatives	COUNCIL WIDE	£20,000.00	Ongoing support will be provided over the 22/23 year to assist with the delivery of Live Here Love Here (LHLH) programmes.
Dog Control & Environmental Communications Campaign	Dog Control & Environmental Communications Campaign	COUNCIL WIDE	£25,000.00	This project is ongoing with initial meeting with ASG consultants who were awarded the contract to design the Dog Fouling Campaign on 28th July 2022 to discuss product development.

Hydebank Dog Exercise Area	Dog Exercise Area at Hydebank	Castlereagh South	£5,000.00	This project has not yet started however this is anticipated this project will commence in October.
Irrigation System for Dungoyne Bowling Green	Irrigation System for Dungoyne Bowling Green	Castlereagh East	£20,000.00	This project has commenced. Currently the tender documentation is progressing through the procurement process. Tenders will be advertised in August 2022. Financial Appraisal complete and awaiting final approval.
Maghaberry Dog Exercise area	Maghaberry dog exercise area	Killultagh	£3,000.00	This project is ongoing . Currently awaiting exact location for the exercise area.
Primary School Biodiversity Projects	Biodiversity projects with 7 primary schools, 1 from each DEA area	COUNCIL WIDE	£7,000.00	This project runs in line with the academic calendar and will commence at start of new school term
Killeaton Open Space	New hedging, fencing, gates, bins and planting etc	Lisburn South	£46,235.00	This project is ongoing with a meeting arranged with residents regarding the exact position of the path and the flood defences. Work is to be completed post summer.
Refurbish Entrance to Union Locks	Refurbish Entrance to Union Locks - Gates, fencing bins , seating and signage	Downshire West	£5,000.00	This project is nearing completion with the benches, bins and fence to be installed to finalise the project.
Bat Talks / Walks	Bat Talks/Walks - Available to all members of the public via website and advertised on Council Social Media platforms	COUNCIL WIDE	£200.00	Project has not yet commenced with a planned launch date of 30/09/2022 and a target completion date of 31/12/2022. Planned programme will consist of the following dates: Friday 2nd Sept Lagan Navigation Trust with LVRP Wed 14th Sept Moira Tues 20th Sept Moat Park Tues 27th Sept Glenmore
Allotment and Horticultural Workshops	Allotment and Horticultural Workshops with community groups and Schools and with individual Allotment holders. This is funded via PHA	COUNCIL WIDE	£25,000.00	This project is ongoing with one horticultural project commenced. The target completion date for this project is 31st March 2023.
Distribution of Fire Wood to Food Banks	Distribution of fire wood to food banks from tree maintenance works to combat fuel poverty	COUNCIL WIDE	£1,200.00	This project is ongoing with fire wood in storage and being prepared for processing to foodbanks in October/November 2022.
Irrigation System for Milne Barbour Bowling Green	Irrigation System for Milne Barbour Bowling Green	Lisburn North	£20,000.00	This project has commenced with tender documentation currently in the procurement process. The tenders will be advertised in August 2022. Financial Appraisal complete and awaiting final approval

Eco Schools	Supporting the KNIB Eco Schools programme, to include the Wheelie Big Challenge	COUNCIL WIDE	£10,942.00	This project has commenced with the Eco Schools award ceremony held on 9th June to recognise achievements for the 21/22 year. Hosted by L&CCC. Schools honoured at the Green Flag event included: Ballycarrickmaddy Primary School, Brookfield Special School, Carr Primary School, Meadow Bridge Primary School, Oakwood Integrated Primary School, St Ita's Primary School, Pond Park Primary School
Community Compost Scheme	Offering community groups & schools free compost for use on non-profit projects within the Council area.	COUNCIL WIDE	£2,000.00	This project is ongoing with schools being identified for distribution of compost FOC across the council area.
Real Nappy Trial	Offers the opportunity to try reusable nappies for free for two weeks, as well as a refund on the cost of buying reusable nappies	COUNCIL WIDE	£1,000.00	This project is ongoing with the real nappy trial offering the opportunity to try reusable nappies for two weeks free of charge.
Compost Week Promotions	Promotional activities including compost giveaway to householders at Household Recycling Centres	COUNCIL WIDE	£1,500.00	This project has now completed as of 7th May 2022.
Gazebos to support Community and Business events	Supporting businesses and communities to realise programmes and events	COUNCIL WIDE	£12,000.00	This project is complete. This project is complete with 9 gazebos purchased, 68 sides and 72 weights. This supported approximately 8 events with circa 20,000 visitors
Parking/Greenway Infrastructure	Creation of a Car Park on Blaris Road through the development of a small parcel of land to accommodate users of the Lagan towpath and the newly opened (DFI Funded) greenway route which connects this location to the Sprucefield Park & Ride and on to the Maze Long Kesh area	Downshire West	£130,000.00	This project has now completed with parking for up to 23 vehicles and includes two family parking spaces and two disabled parking spaces. There are plans to install two EV charging points in due course.
Polytunnel @ LCCC Plant Nursery	Polytunnel @ LCCC Plant Nursery	COUNCIL OPERATIONAL	£20,000.00	Project complete. Polytunnels have been installed at the LCCC Plant nursery.
New seating on path from entrance to MLK to Lower Maze Hall.	New seating on path from entrance to MLK to Lower Maze Hall	Downshire West	£2,000.00	Project now complete. Seating and bins installed at site and can be used by the public.
Old Warren Youth Centre	Create level kick around area and new fencing for Youth Centre	Lisburn South	£5,000.00	This project has now completed with improvement works to Old Warren Youth Centre including gates and fencing installed.
Distribution of recycled plant materials from winter bedding	Distribution to individuals and community groups of recycled plant materials from winter bedding	COUNCIL WIDE	£2,000.00	This project is now complete with joint PR with Kappa. The plant material was distributed to council facilities on 30th May 2022.

Food Safety Guidance & Support - Natasha's Law	Natasha's Law was introduced for the purpose of providing clear allergen information on food products that are packaged to protect and inform allergen sufferers. EHSU will continue to provide guidance and support to new and existing businesses to comply with their legal responsibilities which will inevitably protect the public with food allergens and intolerances	COUNCIL WIDE	£2,100.00	Project complete with 76 food businesses receiving advisory visits
Hills Street Tree Planting	Tree planting, extended path network and supply of 8x8 container for Community Group	Lisburn North	£5,000.00	This project is now complete. This project has consisted of Trees planted in the area, a pathway installed, a bonfire base installed and a container for community storage installed.

Project	Area of investment	Project overview	Allocated budget	Update - September 2022
Participatory Budgeting CE	Castlereagh East	Online PB initiative to give local people opportunity to decide what projects are funded	£0.00	Project now complete. 1877 individuals voted online in compliance with government guidelines. A total of £15,000 was awarded to 16 projects via PCSP funds in Castlereagh South and Castlereagh East.
Community Facilities Fund CE	Castlereagh East	Funding to support improvements/repairs to community facilities	£20,000.00	Project now complete. Grant Payments of £20,000 have now been made to two Community Projects from the Community Facilities Fund. Project has now completed as of 31st March 2022.
Bring Facility Dundonald	Castlereagh East	Development of Bring Facility in Dundonald	£10,045.12	This project has now completed at Dundonald Ice Bowl with the bring facility allowing the facility to bring plastic bottles, pots, tubs and trays as well as glass, textiles and cardboard to our 'bring facilities'. This is in addition to kerbside recycling and our home recycling centres.
Participatory Budgeting CS	Castlereagh South	Online PB initiative to give local people opportunity to decide what projects are funded	£0.00	Project now complete. 1877 individuals voted online in compliance with government guidelines. A total of £15,000 was awarded to 16 projects via PCSP funds in Castlereagh South and Castlereagh East.
Community Facilities Fund CS	Castlereagh South	Funding to support improvements/repairs to community facilities	£0.00	Project did not progress as the group withdrew their application.
Drumbo Village Plan Pilot	Downshire East	Drumbo Village Plan Pilot	£5,000.00	This project has not yet commenced however it is anticipated this project will commence in October 2022.
Community Facilities Fund DE	Downshire East	Grant funding for improvements to local community facilities	£53,756.00	Project Complete with grant payments awarded to 5 community projects from the Community Facilities Fund. One further letter of offer will be awarded to a sixth Community Group in due after a due diligence check has been completed
Community Facilities Fund DW	Downshire West	Grant funding for improvements to local facilities	£15,128.00	Project is now complete with grant payments awarded to two Community Projects from the Community Facilities Fund. This project has completed as of 31st March 2022.
Participatory Budgeting DW	Downshire West	Online PB initiative to give local people opportunity to decide what projects are funded	£0.00	Project is now complete. Over 800 people visited the event that was held on Saturday 9th April 2022. 752 votes were cast. Over £15,000 was awarded to 16 projects via PCSP funds.
Hillsborough Toilet upgrade	Downshire West	Upgrading of welfare facilities within Hillsborough Forest Park	£68,000.00	This project is now complete which has consisted of installing new floors, toilets with concealed cisterns, new flush system, and a new integrated wash hand basin. The facility is now open to the public.

Community Facilities Fund LN	Lisburn North	Grant funding for improvements to local community facilities	£69,948.00	This project is nearing completion. Approval of lease to go to Corporate Services Committee in September 2022.
Planters at Hill Street Entrance	Lisburn North	Provide planters at entrance to Hill Street	£5,423.00	This project is now complete with planters installed at the entrance to Hill Street. Parks and Amenities cleaned the area and provided weed control to the entrance to enhance the appearance of area also.
Community Facilities Fund K	Killultagh	Grant funding for improvement to local facilities	£67,000.00	Project is now complete with grant payments awarded to 7 community projects through the Community Facilities Fund. This project has now completed as of 31st March 2022.
Bus Shelter for Maghaberry	Killultagh	Acquisition and installation of bus shelter in Maghaberry	£17,180.00	This project has now completed with the bus shelter available to use by the public.
Bring Facility in Maghaberry	Killultagh	Development of Bring Facility in Maghaberry	£9,581.88	This project has now completed at Maghaberry Community Centre with the bring facility allowing the facility to bring plastic bottles, pots, tubs and trays as well as glass, textiles and cardboard to our 'bring facilities'. This is in addition to kerbside recycling and our home recycling centres.
Community Facilities Fund LS	Lisburn South	Grant funding for improvements to local community facilities	£30,434.00	Project complete with grant payments awarded to 4 Community Projects through the Community Facilities Fund. This project has now completed as of 31st March 2022.
Signposting from Lagan Towpath	Lisburn South	Improve the signposting along the Lagan Towpath	£10,000.00	This project has now completed with installation of signage at Lagan Valley Island tow Path. User survey will be conducted in 2022-2023.
Cultural Diversity Fund	COUNCIL WIDE	Support to local groups to promote cultural diversity, - arts, culture, music and language	£0.00	Fund did not proceed
Technical Assistance & Feasibility Fund	COUNCIL WIDE	Technical and Feasibility Fund to support community organisations with the cost of researching their proposed idea to see if it is viable and sustainable	£31,684.00	This project is now complete with grant payments awarded to 7 Community Projects from the Technical Assistance & Feasibility Fund.
Acquisition of Fogging Machines	COUNCIL WIDE	Purchase and supply of fogging machines to appropriate venues	£0.00	Project did not progress
DEA Recovery Sports Fund	COUNCIL WIDE	Support to local groups to source equipment/facilities	£105,078.00	Project now complete. 50 applications were received through the 'Keep the Ball Rolling' Fund with 47 clubs awarded with the grant sharing a total of £105,078.
Mayor's Civic Innovation Fund	COUNCIL WIDE	2 year Grant Fund supporting innovation	£30,000.00	Project complete with grants awarded to three organisations Alderwoods Studios – Youth Entrepreneurship Award, Yalla CIC – Social Enterprise Award, Orchardville – Inclusion Award

New Dog Fouling dispensers	COUNCIL WIDE	Placement of dispensers in key locations	£5,000.00	Project complete with five additional dispensers now installed at Hillsborough Park, Lough Moss Leisure Centre and Billy Neill MBE Country Park.
Design Projects with schools - dog fouling street stencilling	COUNCIL WIDE	Collaborative project with local schools to address dog fouling	£5,000.00	This project is now complete with schools. Stencil currently in manufacturing. Nine schools engaged with regarding responsible dog ownership. These were Seymour Hill PS, St Aloysius PS, St Ita's PS, Tonagh PS, Knockmore PS, Largeymore PS, Meadowbridge PS, Brownlee PS, Carr PS
IT Infrastructure improvements	COUNCIL OPERATIONAL	Increased robustness of IT capacity	£61,618.00	This project is nearing completion with only 1 Windows 7 device remaining to be replaced.
FIDO machine	COUNCIL OPERATIONAL	Acquisition of Faeces Intake Disposal Operation Machine	£32,500.00	This project is now complete. The FIDO machine will safely remove dog fouling from local roads, pavements and grassy areas whilst also cleaning the area. It will allow the Street Cleansing Team to cover more areas and pay particular attention to more troublesome spots.
Temporary Welfare & office facilities	COUNCIL OPERATIONAL	Staff facilities modular unit to Blaris Cemetry & Carryduff HRC office replacement	£152,200.00	This project has now completed with the buildings occupied.
Annahilt Village Plan Pilot	Downshire East	Annahilt Village Plan Pilot	£5,000.00	This project is ongoing. Linemarking - consent received from land owner to progress. To draw up options for approval. 2 consultations were held with the residents at the end of June and they were issued with a draft Action Plan in July.
Dromara Feasibility Study	Downshire East	Financial support for feasibility study for Dromara Village	£8,000.00	This project is ongoing with surveys issued to the village which closed at the end of June.
Moirá Demesne Archaeological Study and Community Dig (linked to Castle Gardens project)	Downshire West	Archaeological study of 2 x venues including organised community dig	£15,000.00	Specification for procurement is currently being drafted.
Castle Gardens Archaeological Study and Community Dig	Lisburn North	(linked to Moirá Demesne project)	£15,000.00	This project has not yet commenced however an application has been made to the Historic environment Division for £10000 grant to extend Castle gardens dig one month. Specification for procurement is currently being drafted.
Lisburn BMX Track electric connection	Lisburn North	Exploration of connection to local supply (Bells Lane)	£29,000.00	NIE has profiled this project into its Capital Works Programme for Quarter 4 2022/2023 with an expected completion date of end January 2023.
Bus Shelter for Glenavy	Killultagh	Acquisition and installation of bus shelter in Glenavy	£20,380.00	The project is nearing completion. The bus shelter has been installed with electricity connection to be scheduled.

Rural Village Enhancement - Bins & Signs	COUNCIL WIDE	Upgrade of rural waste bins, tourist and amenity signs with new LCCC logo	£39,845.00	This project is ongoing. The designs and content of the blue blade signage is still going through approvals and being updated by the contractor - Rainbow Signs.
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Corporate Services Committee

12th October 2022

Report from:

Head of Planning and Capital Development

Item for Decision

TITLE:

Retention and Disposal Schedule for Planning

Background and Key Issues:

Background

1. As Members will be aware, ten Councils and Department for Infrastructure (Planning) have been working collaboratively on a joint project to develop and configure a new IT system for delivering the planning function.
2. Good progress is made in completing the design and the system is due to Go Live in late Autumn of this year.
3. The following key benefits of the new planning portal system include:
 - Submission of applications online
 - Linked front and back-office allowing for improved efficiency by streamlining administrative processes
 - Improved validation and workflows to better manage workloads
 - Improved Consultee interface
 - Better user experience from an intuitive modern interface, making it easier for users to engage with the planning process
4. To support the successful implementation of the new Planning IT System a new Retention and Disposal Schedule for Planning has been created to reflect how this and other Councils

will manage planning records in the future. This is separate to the general Council policy of Retention and Disposal (which is currently under review).

Key Issues

1. This new schedule replaces a section of the DOE Disposal of Records schedule which was adopted by the Department for Infrastructure (see Appendix 2). The schedule relates to the work activities associated with Development Management, Enforcement and Local Development Plan functions. It also includes details of the type of record, statutory provisions, retention period and action for the end of administrative life of record [and retention period].
2. The schedule relates to both hard copy and electronic documents and will be used to inform the rules for the new Planning Portal which is expected to come into operation in late Autumn.
3. This detail is required to be appended to the wider corporate Retention & Disposal schedules prior to the introduction of the new Planning Portal.
4. PRONI (Public Record Office of Northern Ireland) have been consulted and they recommended that all Planning Authorities should be applying the same rules to make it easier for citizens to understand.
5. Subject to agreement to append the planning schedule in the general Council schedule a request for final approval with PRONI will still be required.

Recommendation:

It is recommended that Members agree:

- (i) the new Retention and Disposal Policy for Planning Records; and
- (ii) that the Planning Retention and Disposal Schedule is appended to the Council schedule for the retention and disposal of records as a replacement to the DOE Disposal of Records Schedule.

Finance and Resource Implications

There are no financial or resource implications associated with this Disposal Schedule.

Screening and Impact Assessment

1. Equality and Good Relations

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

Yes/No

If no, please provide explanation/rationale

This is a report updating the committee on the New Planning Portal – Retention & Disposal Rules and EQIA is not required.

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	Yes/No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	Yes/No
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If no, please given explanation/rationale for why it was not considered necessary:

This is a report updating the committee on the New Planning Portal – Retention & Disposal Rules and Rural Needs Impact Assessment is not required.

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

SUBJECT TO PLANNING APPROVAL: N/A

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

APPENDICES:

- App 1 Planning Retention and Disposal Schedule (New)
- App 2 Extract from Disposal of Records Schedule for Department of Environment, 2012 (Existing)

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

Yes/No

If Yes, please insert date:

Retention and Disposal Policy for Planning Records (2022)

PLANNING - Paper and Electronic Records				
Sub-work Area – Basic Work Activities	Type of Records	Statutory provisions/Authority	Retention Period	Action at end of administrative life of record (and retention period)
Development Management	All Planning Registers: <ul style="list-style-type: none"> Register for Applications* Register for Simplified Planning Zones and Enterprise Zones Register of Enforcement Notices Register of Orders and Directions <p>*This includes Section 26 (Regionally Significant Applications), Section 29 (Call-In Applications) and EIA Assessments & Statements.</p>	Section 242 (1) of the Planning Act (Northern Ireland) 2011 Articles 24, 25, 26 and 27 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017	Permanent	Permanent retention by Councils Councils may choose to use electronic storage for these registers.
	Planning Application files including related Appeal, Public Inquiry and Judicial Review records. Case Types included: Advertisement; Conservation Area Consent; Discharge of Condition; Request for EIA Determination; Determination - Listed Buildings Consent; Section 26 Determination; Full; Hazardous Substance Consent; Hazardous Substances Deemed Consent; Listed Building Consent; Certificate of Lawfulness (Existing); Certificate of Lawfulness (Proposed); Modify or Discharge a Planning Agreement; Non Material Change; Outline; Proposal of Application Notice; Reserved Matters; Review of Mineral Permissions; Section 54 Application; Transboundary Application; Tree Preservation Order; Urgent Crown Development; Urgent Crown Listed Building Consent; and Works on Protected Trees.	The Planning Act (Northern Ireland) 2011	6 years (from date of last paper / action on the file once case is closed / concluded)	Information required for Planning Registers is retained but remaining data and documentation to be destroyed
	Preliminary Enquiries and Pre-Application Discussions (PADs)	Non-statutory	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	Permitted Development Notifications	The Planning Act (Northern Ireland) 2011 Parts 14, 16, 18 and 32 of the Schedule to the Planning (General Permitted Development) Order (Northern Ireland) 2015	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	Invalid applications	The Planning Act (Northern Ireland) 2011	6 years (from date of last paper / action on the file once case is closed / returned)	Destroy

Retention and Disposal Policy for Planning Records (2022)

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	Third party representations on Planning Application files, including related Appeal, Public Inquiry and Judicial Review records	The Planning Act (Northern Ireland) 2011	3 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
	Applications for Certificate of Alternative Development Value (CADVs)	The Certificates of Alternative Development Value Regulations (Northern Ireland) 2015 The Land Compensation (Northern Ireland) Order 1982	6 years (from date of last paper / action on the file once case is closed / concluded)	Destroy
Enforcement	Register of Enforcement Notices	Section 242 (1) of the Planning Act (Northern Ireland) 2011 Article 26 of the Planning (General Development Procedure) Order (Northern Ireland) 2015 The Planning (Environmental Impact Assessment) Regulations (Northern Ireland) 2017	Permanent	Permanent retention by Council
	Enforcement Files	Planning Act (NI) 2011	2 years (from date of last paper / action on the file once case is closed / concluded)	Information required for Register of Enforcement Notices is retained but remaining data and documentation to be destroyed.
Development Plan	Records associated with all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Background Information - 6 years after adoption of plan	Destroy
			Published Plan	Permanent Retention by Council. Transfer a copy to PRONI after 6 years.
	Records associated with Publications (Conservation Area Design Booklets, Design Guides etc)	The Planning (Local Development Plan) Regulations (Northern Ireland) 2015	Background Information - 6 years after publication.	Destroy
			Publications	Permanent Retention by Council. Transfer a copy to PRONI after 6 years.

ICT Telecommunications Management	Records associated with the management and maintenance of telecommunication networks. Includes telephones, voicemail, video conferencing and radio systems.	Destroy 2 years after closure
ICT Application & System Support, Application Development	Records associated with the provision of support services in relation to the departments information technology infrastructure.	Determination on review 5 years after closure - Destroy.
Applications - Certificates - Built Environment	Records associated with Certificates of Alternative Development Value, Lawfulness Proposed Use/Development, Lawfulness Existing Use/Development.	Destroy 10 years after closure
Applications - Certificates- Built Environment	Records associated with Property Certificates which establish a value for land which is being acquired by an authority possessing powers of compulsory acquisition.	Destroy 3 years after closure
Applications - Consents - Built Environment	Records associated with the Planning (Control of Advertisements) Regulations (NI) 1992 relating to consent to display an advertisement.	Destroy 3 years after closure
Applications - Consents - Built Environment	Records associated with consents to fell / lop a tree covered by TPO, demolish within a Conservation Area, Hazardous substances on land, work on listed buildings, work on Scheduled Monuments.	Permanent transfer to PRONI 10 years after closure
Applications - Determinations	Records associated with Article 40 of the Planning (NI) Order 1991 includes Article 40 Determination, need for EIA ,need for Listed Building Consent.	Destroy 10 years after closure
Applications - Determinations	Records associated with Land Development Values requests to release a Statutory Charge under The Land Development Values (Compensation) Act NI (1965) which enables the Department to recover compensation paid under this legislation if land has been or is likely to be developed.	Destroy 7 years after closure
Applications - Enquiries	Records associated with applications received from the public requesting advice or an opinion on development proposals. Includes applications for Property Certificates and Pre application enquiries.	Permanent Local Archive 10 years after closure
Applications - Grants	Records associated with the provision of grant aid to District Councils, Industry, the Voluntary Sector and the public.	Destroy 7 years after closure
Applications - Grants - Built Environment	Records associated with applications under Article 52 of the Planning (NI) Order 1991 includes Conservation Area Grant, Historic Building Grant and Townscape Heitage Initiative.	Permanent - Local Archive 10 years after closure
Applications - Grants - Interreg 3A	Records associated with EU Structural Fund programmes	Destroy 7 years after closure of programme.

Applications - Licences	Records associated with applications received from the public, District Councils and industry for licences to carry out certain activities.	Permanent Local Archive 10 years after closure
Applications - Permissions - Built Environment	Records associated with applications received from the public requesting planning permission. Includes outline permission, Reserved matters and full permission. (Includes applications in respect of Article 31 of the Planning (NI) Order 1991.	Review 10 years after closure. Public Register Records - Permanent - Local Archive - All other records Destroy.
Education	Records associated with the development and management of public awareness campaigns and special events.	Close at year end - 3yrs - Destroy
Enforcement - Agricultural Pollution, Air Quality, Chemicals, Climate Change, Control of Major Accidents Hazards (COMAH), Drinking Water, EU Emissions Trading Scheme, Genetically Modified Organisms, Industrial Pollution, Local Environmental Quality, Noise, Waste, Water, Land Quality, Carbon Reduction Commitment, Radiation, Historic Buildings, Historic Monuments	Records associated with the execution of enforcement procedures in relation to Environmental Protection and Built Environment functions.	<ul style="list-style-type: none"> • Determination on review 1 year from date of closure. Destroy if no enforcement or legal action taken. • Major cases of significant public interest Permanent Transfer to PRONI 5years after closure
Enforcement - Driver Licensing, Driver Testing, Road Transport Industries, Vehicle Licensing, Vehicle Testing, Driver Instruction	Records associated with the execution of enforcement procedures to ensure that vehicle standards are met and the conditions of licences upheld.	Determination on review 1 year from date of closure. Destroy if no enforcement or legal action taken.
Enforcement - Designated Areas, Habitats, Species	Records associated with the execution of enforcement procedures in relation to the protection and conservation of the natural environment and wildlife.	<ul style="list-style-type: none"> • Determination on review 1 year from date of closure. Destroy if no enforcement or legal action taken. • Major cases of significant public interest Permanent Transfer to PRONI 5years after closure
Liaison - Archaeological Sites, Historic Buildings, Historic Monuments, Shores and Seabed Planning, District Councils, Other LG Organisations, Departmental	Records associated with the provision of advice and the establishment of links and communications with Departments and Organisations includes the formation of Partnership arrangements with specified bodies.	Permanent transfer to PRONI 5 years after closure
Planning Development Plans - Planning Land Use Monitoring, Planning Research, District Council Pilot Studies	Records associated with all aspects of the process, preparation and publication of development plans from plan initiation to plan adoption stages.	Permanent transfer to PRONI 10 years after closure
Planning Reform	Records associated with the Reform / RPA programme for the planning system which involves the implementation of policy, legislative, procedural and organisational reforms across the whole of the planning system.	Permanent transfer to PRONI 5 years after closure

Protection - Archaeological Sites , Historic Buildings, Historic Monuments, Planning Conservation Areas,Shores and Seabed	Records associated with the protection of existing development and land use including the conservation of historic monuments and buildings; archaeological sites and objects;areas of architectural and historic interest ;and coastal sites, foreshore and sea-bed .	Permanent transfer to PRONI 10 years after closure
Statutory Advisory Bodies - Historic Buildings Council (HBC), Historic Monuments Council (HMC), Council for Nature Conservation and the Countryside (CNCC), Joint Nature Conservation Committee (JNCC)	Records associated with advising the Department of the Environment on various matters relating to historic buildings, historic monuments and nature conservation.	Permanent - transfer to PRONI 5 years after closure
Planning Marine Plans - Northern Ireland Marine Plan	Records associated with all aspects of the process, preparation and publication of the Northern Ireland Marine Plan.	Permanent - transfer to PRONI 10 years after closure
Applications - Consents - Environmental Protection	Records associated with applications received from the public and industry requesting consent to carry out various activities e.g. Utility Discharge - Effluents, Utility Discharge - Sewer Systems,Discharge - Trade Effluent, Authorisations Under Agricultural Regs etc	Close end of year - 5years -Destroy Permanent - local archive - Public Register Records
Applications - Consents , Protection - Radiation	Records associated with applications from hospitals, universities, industry etc requesting consent to accumulate and dispose of radioactive waste, includes records associated with monitoring of the storage and use of radioactive material.	Review 50 years. Destroy
Applications - Notifications - Environmental Protection	Records associated with the pre-notification and verification of movements of waste as evidenced by Consignment Notes issued to the Department.Includes Hazardous Waste Consignment Notes and Transfrontier Shipment Notifications.	Permanent - Local Archive 10 years after closure
Applications - Registration - Environmental Protection	Records related to applications received from operators of processes for the issue of authorisations under the Industrial Pollution Control (Northern Ireland) Order 1997 and permits under the Greenhouse Gas Emissions Trading Scheme 2003	Permanent - Local Archive 10 years after closure
Applications - Registration - Environmental Protection	Records associated with applications for registration of sites, domestic and industrial, under the Private Water Supply Regulations includes Register of Private Water Supplies.	Permanent - Local Archive 10 years after closure
Applications - Registration - Environmental Protection	Records associated with information relating to the approval of WEEE Compliance Schemes .	Destroy 10 years after closure

Protection - Air Quality, Chemicals, Climate Change, Drinking Water, Genetically Modified Organisms, Industrial Pollution, Noise, Waste, Water, Local Environmental Quality, Soils	Records associated with monitoring and safeguarding the quality of air, water, drinking water and land.	Determination on review 5 years after closure - Destroy.
Applications Finance - Statutory Approvals, Capitalisation Direction Applications Administration - Exhumations, Lands, Calculation & payment of grants to district councils - Construction Products Grant, General Grant, Emergency Planning Grant Scheme, Emergency Financial Assistance Schemes, Section 29 Grants Payments to Councillors - Allowances, Annual Returns, Travel & Subsistence	Records associated with applications from district councils for various activities.	Destroy 7 years after closure
Applications Finance - Loan Sanctions	Records associated with applications from District Councils for Departmental approval, under Section 61 of the Local Government Act (NI) 1972, for the Department's approval to borrow monies to finance capital schemes.	Closed at year end - held for period of loan repayment (up to 50yrs) - Review 7 years - Destroy
Applications Administration - Borough Status	Records associated with applications received from District Councils seeking to alter their status to that of a Borough Council.	Permanent - transfer to PRONI 7 years after closure
Local Government Modernisation and Reform - Communications	Records associated with communicating the implementation of the modernisation and reform programme to stakeholders.	Destroy 5 years after closure
Applications - Consents - Natural Heritage	Records associated with applications received from landowners and managers of land within designated areas seeking Departmental agreement for various activities. Also records associated with applications seeking permission to carry out works on a designated site and Capital Works Agreements, Management of Sensitive Sites (MOSS) Scheme, Rights Only Management Agreement records.	Destroy 10 Years after Date Inactive
Applications - Licences - Natural Heritage	Records associated with applications to carry out activities that are normally prohibited under the Wildlife (Northern Ireland) Order 1985 and the Conservation (Natural Habitats) Regulations (Northern Ireland) 1985.	Destroy 5 years after closure
Protection - Biodiversity, Designated Areas, Habitats, Species, Operational Management, Landscapes, Countryside Access	Records associated with the protection and conservation of the natural environment.	Permanent - transfer to PRONI 5 years after closure

Applications - Licences - Drivers	Records associated with applications received from the public requesting the issue of a licence to an individual to drive a motor vehicle or to train others to drive.	Permanent - Local Archive until superseded - Destroy upon renewal of licence
Applications - Notifications - Drivers	Records associated with forms received from the public notifying the authority about changes to or confirmation of their personal circumstances as regards the retention of their driver's licence.	Destroy 1 year after closure
Applications - Testing : Driver	Records associated with applications received from the public requesting an appointment to sit a driving test.	Destroy 5 years after closure
Applications - Testing : Vehicles	Records associated with applications received from the public requesting an appointment to have their vehicle tested to ensure it meets the required standards.	Destroy 1 year after closure
Applications - Testing : Vehicles	Records associated with applications received from the public for Tachograph Accreditation.	Destroy 5 years after closure
Applications - Testing : Vehicles	Records associated with applications for the carriage of dangerous goods under The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations (Northern Ireland) 2006 and the Carriage of Explosives Regulations (Northern Ireland) 2006 issued to a vehicle.	Destroy 2 years after closure
Applications - Testing : Driver Instruction	Records associated with the management and processing of applications submitted by the public in relation to obtaining a driver or vehicle licence; or a driving or vehicle test.	Destroy 5 years after closure
Operations - Driver Licensing , Driver Testing, Road User Behaviour and Attitudes, Vehicle Licensing , Vehicle Standards, Vehicle Testing , Road Transport Industries, Driver Instruction	Records associated with monitoring and improving of road safety standards.	Determination on review 5 years after closure - Destroy.
Operations - Taxi Licensing	Records associated with the collection of operational information relating to Taxi Licensing.	Destroy 5 years after closure
Programmes - DVA Driver Licensing, DVA Vehicle Licensing, DVA Road Transport and Licensing Division (RTLTD), RSD Road Freight Operator Licensing Programme, DVA Change Programme, Road Safety Strategy Review 2007 Programme, Learning to Drive, Road Safety Strategy to 2020 Delivery Programme	Records associated with the collection of individual project information into an overall programme of work.	Destroy 5 years after closure

Statistics and Research	Records associated with developing, managing and validating statistical analysis and research, including the management of research needs across the <i>Department</i> , the dissemination of relevant statistical data and the provision of support and advice.	Destroy 5 years after closure
Equality Analysis and Monitoring	Records associated with provision of statistical advice and support provided to meet Departmental obligations to establish and promote equality of opportunity and good community relations <i>in all that they do</i> , as defined by Section 75 of the Northern Ireland Act.	Destroy 5 years after closure



Corporate Services Committee

12th October 2022

Report from:

Director of Finance & Corporate Services

Item for Decision

TITLE: Finance & Corporate Services Performance Report

Background and Key Issues:

1. This paper deals with the following areas:
 - Summary budget reports covering the Q1 period 1 April – 30 June 2022.
 - Q1 2022/23 KPI's

Finance & Corporate Services Summary Budget Reports – Q1

2. A Budget Summary report for quarter 1 (April to June 22) is attached. This reflects the Finance and Corporate Services Directorate's draft budget report for the first quarter of the financial year and is subject to review.
3. Final Management accounts for periods 1 to 4 (April to July) will be presented at Corporate Services Committee in October.

Q1 2022/23 Finance & Corporate Services KPI's

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

Council and reported through Governance & Audit Committee) and operational metrics/service KPIs (set by Council and reported internally via Council Committees).

5. Appendix 2 provides an outline of performance for Q1 (April - June 22) for the operational metrics/service KPIs.

Recommendation:

It is recommended that Members note and scrutinise:

- 1. Summary budget reports for the Finance & Corporate Services Directorate covering the period 1st April 2022 to 30th June 2022 – Appendix 1.
- 2. The outturn of operational metrics/service KPIs for Q1 (April to June 22) – Appendix 2.

Finance and Resource Implications

None

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1 Screen out without mitigation	Yes/No	Option 2 Screen out with mitigation	Yes/No	Option 3 Screen in for a full EQIA	Yes/No
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

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

No

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

N/A

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

- Appendix 1 Management Accounts for Q1 (April to June 22)
- Appendix 2 Operational metrics/Service KPIs for Q1 (April to June 22)

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services - April 2022 to June 2022

Month:-

Apr-22

Department

Expenditure:

Payroll

Department	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
Director of Finance & Corporate Services	270,800	22,442	22,758	316
Corporate Communications & Admin	2,571,290	214,117	188,799	(25,318)
Finance	614,380	51,198	47,447	(3,751)
HR	1,195,560	102,725	90,869	(11,856)
Total Payroll Expenditure:	4,652,030	390,482	349,873	(40,609)

Non-Payroll

Director of Finance & Corporate Services	119,000	5,083	9,613	4,530
Corporate Communications & Admin	2,188,060	179,394	455,500	276,106
Finance	198,080	31,771	16,890	(14,881)
HR	623,100	48,301	35,686	(12,615)
Total Non-Payroll Expenditure:	3,128,240	264,549	517,689	253,140

Total Expenditure	7,780,270	655,031	867,562	212,531
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Income:

Director of Finance & Corporate Services	0	0	0	0
Corporate Communications & Admin	(727,500)	(84,178)	(72,093)	12,085
Finance	(26,780)	(1,667)	(6,259)	(4,592)
HR	(367,190)	(1,250)	19,325	20,575
Total Income:	(1,121,470)	(87,095)	(59,026)	28,069

Overall Net Position:

Director of Finance & Corporate Services	389,800	27,525	32,371	4,846
Corporate Communications & Admin	4,031,850	309,333	572,206	262,873
Finance	785,680	81,302	58,078	(23,224)
HR	1,451,470	149,776	145,880	(3,896)
Net Overall Position	6,658,800	567,935	808,536	240,600
Total Net Overall Position	6,658,800	567,935	808,536	240,600

Month:-

May-22

Department

Expenditure:

Payroll

Department	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
Director of Finance & Corporate Services	270,800	44,883	46,800	1,917
Corporate Communications & Admin	2,571,290	428,233	401,686	(26,547)
Finance	614,380	102,396	100,553	(1,843)
HR	1,195,560	205,451	170,626	(34,825)
Total Payroll Expenditure:	4,652,030	780,963	719,664	(61,299)

Non-Payroll

Director of Finance & Corporate Services	119,000	5,168	3,817	(1,351)
Corporate Communications & Admin	2,188,060	348,586	573,578	224,992
Finance	198,080	71,532	75,439	3,907
HR	623,100	58,268	58,205	(63)
Total Non-Payroll Expenditure:	3,128,240	483,553	711,039	227,486

Total Expenditure	7,780,270	1,264,516	1,430,703	166,187
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Income:

Director of Finance & Corporate Services	0	0	0	0
Corporate Communications & Admin	(727,500)	(111,037)	(90,609)	20,428
Finance	(26,780)	(3,333)	271	3,604
HR	(367,190)	(2,500)	2,791	5,291
Total Income:	(1,121,470)	(116,870)	227,486	29,324

Overall Net Position:

Director of Finance & Corporate Services	389,800	50,051	50,617	566
Corporate Communications & Admin	4,031,850	665,782	884,655	218,873
Finance	785,680	170,595	176,263	5,668
HR	1,451,470	261,219	231,622	(29,597)
Net Overall Position	6,658,800	1,147,646	1,343,157	195,511
Total Net Overall Position	6,658,800	1,147,646	1,343,157	195,511

Month:-

Jun-22

Department

Expenditure:

Payroll

Director of Finance & Corporate Services

Corporate Communications & Admin

Finance

HR

Total Payroll Expenditure:

Annual Budget	Budget to date	Total Actual & Committed	Total Variance
270,800	67,475	64,927	(2,548)
2,571,290	642,350	608,459	(33,891)
614,380	153,594	149,453	(4,141)
1,195,560	289,176	256,013	(33,163)
4,652,030	1,152,595	1,078,852	(73,743)

Non-Payroll

Director of Finance & Corporate Services

Corporate Communications & Admin

Finance

HR

Total Non-Payroll Expenditure:

119,000	11,250	14,165	2,915
2,188,060	905,025	1,066,619	161,594
198,080	105,942	117,256	11,314
623,100	131,000	92,785	(38,215)
3,128,240	1,153,217	1,290,825	137,608

Total Expenditure

7,780,270	2,305,812	2,369,677	63,865
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Income:

Director of Finance & Corporate Services

Corporate Communications & Admin

Finance

HR

Total Income:

0	0	0	0
(727,500)	(160,372)	(160,188)	184
(26,780)	(5,000)	(16,604)	(11,604)
(367,190)	(3,750)	(4,809)	(1,059)
(1,121,470)	(169,122)	(181,601)	(12,479)

Overall Net Position:

Director of Finance & Corporate Services

Corporate Communications & Admin

Finance

HR

Net Overall Position

389,800	78,725	79,092	367
4,031,850	1,387,003	1,514,890	127,887
785,680	254,536	250,105	(4,431)
1,451,470	416,426	343,989	(72,437)
6,658,800	2,136,690	2,188,076	51,386

Total Net Overall Position

6,658,800	2,136,690	2,188,076	51,386
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Performance Summary

Finance & Corporate Services

(Type = 'Service')

Tuesday 30th of August 2022



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

Finance & Corporate Services	2 Green
Human Resources and Organisational Development	2 Red1 Grey
Facilities Management	1 Grey
Finance	2 Red

FINANCE & CORPORATE SERVICES

DUE 1ST JUL 22

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

TARGET
3

ACTUAL
2.76

STATUS
Green

TARGET 3
ACTUAL 2.76

Notes: Covid related absence has not been included as Covid absence cannot currently be included in the triggers for monitoring under the policy. If Covid related absence was to be included the figure would be 3.39.

FINANCE & CORPORATE SERVICES

DUE 1ST JUL 22

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

TARGET
12

ACTUAL
10.97

STATUS
Green

TARGET 12
ACTUAL 10.97

Notes: Covid related absence has not been included as Covid absence cannot currently be included in the triggers for monitoring under the policy. If Covid related absence was to be included the figure would be 14.24.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST JUL 22

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

TARGET
4

ACTUAL
3.77

STATUS
Red

TARGET 4
ACTUAL 3.77

Notes: There are still difficulties with capturing training in hours and minutes from the current Learning Management System (LMS). Whilst the majority of employee training has been captured manually some training has been unable to be measured. A new LMS is being procured and is due to be implemented by the end of the FY 22/23, we expect to see more comprehensive reporting from this system and all training should be captured.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST JUL 22

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

TARGET
2

ACTUAL
0.135

STATUS
Red

TARGET 2
ACTUAL 0.135

Notes: Members were canvassing for elections during Q1 and this affected their availability for training. They will participate in NILGA training courses which run from August to January and this KPI will improve later in the year.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST OCT 22

209 : Health & Wellbeing Health & Wellbeing Initiatives .The number and type of Health & Wellbeing Initiatives delivered during 2022/23

TARGET
6

ACTUAL

STATUS
Grey

TARGET
ACTUAL

6

Notes: We have already met this target as 8 events have been held during Q1: April - Menopause Sessions x 4, Mindful Moments Session x 3, Easter Flower Arranging, Discussing the Ukraine conflict with our young folk, May - Back to the Office – a successful transition - Zoom sessions, June - Step Challenge, Men's Health Week - Challenges & Choices, Create your own Hanging Basket x 3

FACILITIES MANAGEMENT

DUE 1ST APR 23

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

TARGET
85%

ACTUAL

STATUS
Grey

TARGET
ACTUAL

85%

Notes: We have met this target to date, Customer Satisfaction levels in Corporate Communications & Administration remained consistently high at over 90% satisfaction throughout Q1

FINANCE

DUE 1ST JUL 22

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

TARGET
100%

ACTUAL
90.56%

STATUS
Red

TARGET
ACTUAL

100%

90.56%

Notes: This target will be challenging until the introduction of a new finance system. The new system is in implementation stage and is expected to go live by the end of the financial year 22/23. The average across NI Councils for quarter 1 was 81.76%

FINANCE

DUE 1ST JUL 22

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

TARGET
90%

ACTUAL
78.54%

STATUS
Red

TARGET
ACTUAL

90%

78.54%

Notes: This target will be challenging until the introduction of a new finance system. The new system is in implementation stage and is expected to go live by the end of the financial year 22/23. The average across all 11 NI Councils for quarter 1 was 64.98%.



Corporate Services

12th October 2022

Report from:

Head of Corporate Communications & Administration

TITLE:

- (i) Recordings of Council and Committee Meetings
- (ii) Format of Minutes

Background and Key Issues:

PART 1: RECORDING OF MEETINGS

1. Background

- In November 2021, Council agreed in principle, a Notice of Motion recommending that webcast recordings of all Council and Committee meetings should be published on the Council's website.
- At the Corporate Services Committee meeting on 9 February 2022, Members agreed that changes to the format of minutes should also form part of this consideration.

2. Current Position

2.1 Access to Meetings

- In line with the Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (Northern Ireland) 2020, all Council and Committee meetings continue to be held using a hybrid model.
- All meetings are currently broadcast live online to maximise public access. This was in direct response to the pandemic.

- The public gallery has now re-opened so the public may attend in person.

2.2 Recording

- In compliance with the Local Government Act (NI) 2014, audio recordings of Full Council Meetings are available on the Council website for two years. This obligation does not apply to committees or sub committees which are not currently recorded or published.

3. Operational/Financial Considerations

- Live streaming can only be facilitated from the Council Chamber which requires the continued assistance of a technician. Whilst there has been no direct cost up until now, there will be a base line cost of a minimum of **£6,455** per year going forward due to availability of technicians employed by the Arts Centre. This is due to the Arts Centre returning to a full programme of activities post pandemic.
- It should be noted that meetings in the chamber also require an additional Member Services Officer to operate the PA system.
- Prior to the pandemic, this related to Full Council and Planning meetings only. Committees were held in the Cherry Room with one Member Services Officer and no technical support required.
- Publishing recordings also requires additional support from Corporate Communications staff to edit and publish on a timely basis.

4. GDPR Considerations

Legal advice was sought in relation to potential GDPR issues. No significant issues have been highlighted. A Data Privacy Impact Assessment (DPIA) has been completed.

5. The Proposal

To meet the objective of increased transparency, mindful of the need to keep costs to a minimum, it is recommended that:

- All Council and Committee meetings continue in the Council Chamber.
- Full Council Meetings continue to be live streamed as there are generally over 20 people watching. Webcast recordings of Full Council meetings to be made available on the Council website for 2 years.
- Committee meetings to no longer be live streamed as there are generally fewer than 10 people watching (3-4 of whom are usually council staff). This will remove the additional cost of a technician.
- Audio recordings to be produced for all Committee meetings and made available on the Council website for 2 years.

PART 2: FORMAT OF MINUTES

- At the Corporate Services Committee meeting on 9 February 2022, it was agreed that the proposal to adopt a streamlined style for minutes should be considered following a decision to publish webcasts and/or audio recordings of meetings.
- Publishing recordings (audio or video) on the Council website, reduces the requirement for detailed minutes.
- To provide greater consistency, it is proposed that minutes are simplified to contain a summary of the report item followed by the detailed recommendation. Any discussion and/or Members' comments/questions would not be detailed in the minute unless specifically requested. A comparative example is attached at **Appendix 1**.
- Where there has been a vote, discussions will be summarised along with the outcome.
- The provision of concise minutes together with recordings would increase transparency and accountability in relation to decision making processes.
- The Planning Service has confirmed that a comprehensive minute from Planning Meetings is required to illustrate how Members engaged with the planning policy in reaching their decisions. The minutes for the Planning Committee will not be included as part of this proposal.

Recommendation:

Part 1: Notice of Motion – Transparency and Accountability in Local Government

It is recommended that Members agree to:

- continued streaming of Full Council meetings
- publish webcast recordings of Full Council meetings on the Council website
- stop streaming Committee meetings
- publish audio recordings of all Committee meetings on the Council website

Part 2: Format of Minutes

It is recommended that (subject to agreement of publishing recordings of meetings):

- With the exception of the Planning Committee, that minutes of Council and Committee Meetings are a summary of the decision item as outlined in the report.

Finance and Resource Implications:

No financial implications
Efficiencies in use of officers' time

Screening and Impact Assessment

1. Equality and Good Relations

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

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1 Screen out without mitigation	No	Option 2 Screen out with mitigation	Yes	Option 3 Screen in for a full EQIA	No
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Equality screening has concluded that there is no need to carry out a full equality impact assessment on the proposal to provide recordings of meetings on the Council website and to streamline the format of minutes. The proposed changes are fairly minor procedural changes and are likely to be slightly beneficial for a number of groups. However, the potential for minor negative impact was identified for those who would not find audio minutes accessible. Mitigating factors were identified and measures can be put in place.

Insert link to completed Equality and Good Relations report:

Attached at **Appendix 2**

2. Rural Needs Impact Assessment:

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

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

Not applicable

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Appendix 1 – Example of Minutes

Appendix 2 – Equality Screening

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

**Extract from minutes of the
Development Committee Meeting held on 3 March 2022**

Original minute:

4.2 Closure of NI Rural Development Programme 2014- 2020 and Lagan Rural Partnership Ltd Local Action Group

The Head of Economic Development outlined the background and key issues in connection with the closure of the NI Rural Development Programme (NIRDP) 2014-2020 and the Lagan Rural Partnership Local Action Group (LAG).

A copy of the final Lagan Rural Partnership Newsletter had been furnished to the Committee.

The report circulated outlined the final grant payments that had been administered under the four funding schemes operated by Lagan Rural Partnership.

The Head of Economic Development reported that on Monday 28th March 2022 the LAG would meet for the final time, it being noted that many of the LAG members had given many years of voluntary service to this organisation in order to improve the lives of rural residents and bolster rural businesses. The final meeting of the LAG would be followed by a meal in Lighters Restaurant and also attended by The Right Worshipful the Mayor, Alderman S Martin, the Chairperson of the Development Committee, Alderman A Grehan, and Council Officers.

Alderman A G Ewart, Chairman of the LAG, having referred to the success of the Lagan Rural Partnership over the past number of years put on record his thanks and appreciation to the efforts of the Council's Rural Development team and also to the commitment and support of the social partners on the LAG, a number of which had been involved from the start of the Rural Development Programme.

Alderman W J Dillon, a member of the LAG, expressed thanks to the Chairman of the LAG, Alderman A G Ewart, for his efforts and commitment to the LAG, and also the manner in which he had chaired the group for many years. Alderman Dillon also commended the efforts of the Officers and staff on the LAG team which had ensured a very successful programme of activity across the rural communities.

The Chairperson, Alderman A Grehan, drew the Committee's attention to the tribute to the late Councillor Margaret Tolerton who had been a member of the LAG since 2009 and had also held the position of Chair of the LAG. The late Councillor Tolerton who had played an active role in the delivery of two of the NI Rural Development Programmes in this region and had been a great advocate for rural communities and businesses, sadly passed away in February 2021.

It was proposed by Councillor A Swan, seconded by Councillor A Givan, and agreed to recommend that:

- a) the planned closure of the NIRDP and the LAG Board be noted,

- b) the Committee extends appreciation for the contribution of the LAG Members and for the efforts of the Council Officers in managing this programme, and
- c) an update report be brought back to the Committee regarding any future replacement schemes arising from the Rural Framework Strategy currently being finalised by DAERA.

Proposed format of minute:

4.2 Closure of NI Rural Development Programme 2014- 2020 and Lagan Rural Partnership Ltd Local Action Group

The Head of Economic Development outlined the background and key issues in connection with the closure of the NI Rural Development Programme (NIRDP) 2014-2020 and the Lagan Rural Partnership Local Action Group (LAG).

A copy of the final Lagan Rural Partnership Newsletter had been furnished to the Committee.

The report circulated outlined the final grant payments that had been administered under the four funding schemes operated by Lagan Rural Partnership.

It was proposed by Councillor A Swan, seconded by Councillor A Givan, and agreed to recommend that:

- d) the planned closure of the NIRDP and the LAG Board be noted,
- e) the Committee extends appreciation for the contribution of the LAG Members and for the efforts of the Council Officers in managing this programme, and
- f) an update report be brought back to the Committee regarding any future replacement schemes arising from the Rural Framework Strategy currently being finalised by DAERA.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template

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

Background

In November 2021 the Council agreed in principle to adopt a Notice of Motion recommending webcast recordings of all Council and Committee meetings to be published on the Council's website.

Current Provision of Recordings by LCCC

In compliance with the Local Government Act (Northern Ireland) 2014 (Section 47) audio recordings of Full Council Meetings are currently published on the LCCC website for a period of two years. This legal obligation does not apply to Committee, Sub-Committee or Working Group meetings.

Further to the agreed Notice of Motion, a recommendation has been made to produce video recordings of Full Council meetings and audio recordings of all Committee meetings to be published on the Council website for two years.

In addition to the publication of recordings Members agreed at the Corporate Services Committee meeting held on 9 February 2022 that streamlining the format of minutes should also form part of this project.

Name of the activity/policy/project

At its Full Monthly Council Meeting on 23 November 2021 the following Notice of Motion was adopted:

“That this Council recognises the importance of transparency and accountability in local government and agrees that strengthening public access to decision-making is key to improving public trust and confidence at Lisburn & Castlereagh City Council.

The Council agrees that it is in both ratepayers and public interest to grant access to Video and Audio recordings of Full Council and Committee meetings following the Live Stream. It therefore agrees to publish these recordings online, leaving them freely accessible to the public going forward”.

To fulfil the aim of the Notice of Motion recordings of Council and Committee meetings will be published on the Council's website.

It was further agreed by Council in February 2022 that consideration would be given to streamlining the format of minutes which would provide a consistent and succinct approach to the presentation of minutes.

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

This project is a new initiative for the Council.

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

The intended aims/outcomes of this project are:

- To provide openness and transparency to the Council's decision making process by publishing recordings of all Council and Committee meetings.
- To provide enhanced access to all Council and Committee meetings for members of the public.
- To provide a standardised format for minutes of all Council and Committee meetings with the exception of the Planning Committee which requires a detailed record of proceedings.
- To manage this process in the most cost effective way.

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.

The main objectives of the proposed activity are not targeted at any specific Section 75 groups however the publication of recordings and standardised minutes may provide incidental benefits for some Section 75 groups.

Who initiated or developed the activity/policy/project?

The activity is a result of a notice of motion adopted by the Council and will be developed by the Member Services Unit within the Corporate Communications and Administration Department.

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

The project is owned by Lisburn & Castlereagh City Council and will be implemented by the Corporate Communications and Administration Department.

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

Yes

If yes, give brief details of any significant factors.

Financial implications due to budget pressures may impact the quality of the arrangements put in place.

Legal implications e.g. GDPR issues will have to be monitored.

Technical issues may mean that there are delays in publication in occasion.

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

Staff

- Chief Executive
- Senior Management Team
- Heads of Service
- Member Services Unit
- Technicians
- Corporate Communications Unit
- IT Services
- All Staff

Service users

- Rate payers
- Members of the public
- Media

Other public sector organisations

The following public sector organisations will be impacted as representatives who attend Council and Committee meetings on a regular basis will be captured in the recordings to be published:

- DfI – Roads Services
- Northern Ireland Water Services
- Northern Ireland Housing Executive

Voluntary/community/trade unions

N/A

Other

- Elected Members
- Other stakeholders who have reason to engage with the Council through formal structures

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

Name of policy/strategy/plan	Who owns or implements?
Standing Orders	LCCC
Local Government Act (NI) 2014	Northern Ireland Assembly
Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (Northern Ireland) 2020	Department for Communities
Local Government (Meetings and Performance) Bill 2021	Department for Communities
LCCC Access to Council and Committee Meetings and Agenda Report Minutes Protocol	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.

The following information has been considered in developing options for the recordings of Council meetings and streamlining minutes:

- Financial implications involved
- Consultation with Party Group Leaders on preferred options
- Practices adopted by other Councils for both publishing recordings of meetings and format of minutes
- Legal advice around GDPR issues
- The number of people watching the current live streams

Section 75 Category	Details of evidence/information
To develop options for the publication of recordings of meetings and reviewing the Council's format for minutes, consideration has been given to the practices of other councils. The opinions of staff and Elected Members concerned have also been taken into account.	
Religious Belief	<p>We do not hold information on the categories of people who access our meetings and minutes.</p> <p>Elected Members, staff and the general public who are likely to be affected by the proposed changes will come from a range of backgrounds.</p>
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependants	

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	No different needs or experiences identified in relation to religious belief, political opinion.
Political Opinion	
Racial Group	Council information should be accessible for everyone including people who do not have English as their first language. This may require modification to the

	Council website, including recordings of meetings and minutes. Provision of information in alternative languages would be investigated if requested.
Age	It is anticipated that this category is more likely to want or need access to recordings of meetings or obtain copies of minutes. They may also prefer access to the live stream which will no longer be available for committees.
Marital Status	No different needs or experiences identified for these groups in relation to the proposed changes.
Sexual Orientation	
Men & Women Generally	No different needs or experiences identified for these groups in relation to the proposed changes.
Disability	People with different disabilities have different access needs when it comes to information. Recordings will be accessible for those with visual impairments but those with hearing impairment will need written content or subtitles. We therefore need to make sure that our minutes/information are available in a range of formats to suit different disabilities. Arrangements will be made on request. They may also prefer access to the live stream which will no longer be available for committees.
Dependants	People who have dependent children or adults, including those with disabilities, may not be able to attend meetings and therefore would benefit from being able to access a recording at a time that suited them. Streamlined minutes will also provide a succinct account of the business. They may also prefer access to the live stream which will no longer be available for committees.

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	No differential impact by religious belief or political opinion as the proposed changes apply equally to all.	None
Political Opinion		
Racial Group	Recordings of meetings could potentially disadvantage those whose first language is not English.	Minor – negative
	Succinct minutes will also be easier transcribed by the current Browsealoud software.	Minor - positive
Age	Some older people may appreciate the opportunity to access recordings in their own time.	Minor – positive
	However, some members of the public may not have the necessary technology or skills to access recordings and may prefer to obtain a hard copy of the minutes. They may also prefer access to the live stream.	Minor - negative
Marital Status	No different impact identified for these groups	None
Sexual Orientation		
Men & Women Generally		

Disability	<p>Anyone who is unable to attend meetings will find it useful to access recordings in their own time and at their own pace.</p> <p>However, recordings may be suitable for some people with certain disabilities but less accessible for those with hearing impairment. The provision of subtitles will be considered. They may also prefer access to the live stream which will no longer be available for committees.</p>	<p>Minor – positive</p> <p>Minor - negative</p>
Dependants	<p>The ability to access recordings of meetings may facilitate people who have caring responsibilities. They may also prefer access to the live stream which will no longer be available for committees.</p>	<p>Minor - positive</p>

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 opportunity identified
Political Opinion		No opportunity identified
Racial Group	<p>Whilst our corporate information on the website can be translated using the Browsealoud assistive</p>	

	<p>software, the Council could possibly do more to make those from racial minorities, newcomers to the area aware of council business, including meetings.</p> <p>People for whom English is not their first language may require translations.</p>	
Age	Older people who cannot access recordings can be provided with a hard copy of the minutes.	
Marital Status		No opportunity identified
Sexual Orientation		No opportunity identified
Men & Women Generally		No opportunity identified
Disability	<p>Recordings and minutes will be published on the Council's website. Anyone who is unable to listen to attend meetings will find it useful to access recordings in their own time and at their own pace.</p> <p>If requested consideration needs to be given to those with hearing difficulties and subtitles provided. The public gallery is accessible for those with disabilities who wish to attend the live meetings.</p>	
People with and without Dependents	The ability to listen to audio recordings after the meeting has taken place may facilitate people who have caring responsibilities.	

Equality Action Plan 2021-2025

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

No

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

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

If yes, give details/specify which action.

The publication of recordings of meetings will provide access to the Council’s decision making process for those who are unable to physically attend meetings. They can access the recording in their own time and at their own pace.

The recordings will be complimented by streamlined minutes which will provide a summary of main recommendations adopted by the Council at its meetings.

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

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief	No direct impact on good relations for any of these groups identified in relation to the proposed changes.	
Political Opinion		
Racial Group		

*See Appendix 1 for details.

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

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		No specific good relations opportunities identified
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.

Consideration was given to the potential implications of the proposed activity for the different equality categories.

We do not anticipate any particular impacts on grounds of multiple identity from the proposed project.

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>It has been concluded that there is no need to carry out a full equality impact assessment on the proposal to publish recordings of Council/Committee meetings on the Council website, remove the streaming of committees and to streamline the format of minutes.</p> <p>The proposed changes are fairly minor procedural changes and are likely to be slightly beneficial for a number of groups.</p> <p>However potential for minor negative impact was identified for those who are unable to access the recordings and who may prefer to watch a live stream – see Mitigation section below.</p>
<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)

It is recognised that whilst publishing recordings of all Council and Committee meetings will benefit some groups this may not be accessible to everyone. The

Council will therefore be prepared to make alternative provision for those who cannot access recordings. All public galleries are open and are accessible for this with disabilities.

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

It is recognised that whilst publishing recordings of all Council and Committee meetings will benefit some groups this may not be accessible to everyone. The Council will therefore be prepared to make alternative provision for those who cannot access recordings by providing hard copies of minutes or making alternative arrangements on a case by case basis.

The minutes published on the Council's website can be transcribed into alternative languages using the browsealoud software which supports the Council's website. This will provide access for those whose first language is not English.

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

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.

Not Applicable.

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

No

Part 4. Monitoring

Following consideration and equality screening, it is identified that there may be some issues in accessing the recordings of Council meetings for certain Section 75 groups. For example, older people who do not have access to the internet, people with hearing difficulties or people whose first language is not English. It

may be necessary for hard copies of minutes to be provided on request or subtitles to be provided for recordings. The browsealoud software which facilitates the Council website can generate an audio of the minutes in alternative languages.

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:

What will be monitored, how and frequency	Monitoring will be undertaken by:
<p>The new arrangements will be reviewed on an annual basis. The following will be monitored:</p> <ul style="list-style-type: none"> the number of complaints or issues raised by Members, staff and the general public; the number of times the recordings are viewed the demand for alternative provision/adjustments 	Cathy Adamson, Acting Member Services Manager
	Will be signed-off by:
	Frances Byrne Head of Corporate Communications & Administration

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Cathy Adamson	Acting PCSP/Member Services Officer	29.07.22

Reviewed by:	Equality Officer	11.08.22
Approved by: Frances Byrne	Head of Service	19.08.22

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.

Revised Template @ April 2022



Corporate Services Committee

12th October 2022

Report from:

Head of Corporate Communications & Administration

Item for Decision

TITLE:

Update of Protocol for Opening of Books of Condolence

Background and Key Issues:

1. Background

- The Council's Protocol on Opening Books of Condolence was last updated in 2016.
- During the COVID-19 Pandemic, in line with health and safety measures, Council successfully operated virtual books of condolence.
- The advantages of a virtual book of condolence are:
 - Aligned to Council's digital strategy objectives
 - Reduced cost
 - More accessible
 - Less staffing required
 - Easier to monitor and amend
- There are many instances where organisations have moved to virtual books of condolence including central government e.g. the official book of condolence following the passing of Her Majesty the Queen was virtual.

2. Current Position

- Books of Condolence are opened at the discretion of the Mayor. The criteria is unchanged from the original policy, only the operational arrangements have been amended.

- Whilst the revised policy is based on virtual books, it includes provision for the Mayor to permit physical books in exceptional circumstances.

3. Operational and Financial Considerations

- Opening a physical book of condolence under the current policy can cost up to £225 each time.
- In the last 5 years, Council has opened 13 books of condolence, 7 virtual and 6 physical.
- Staff are also required at each location to regularly monitor the books.
- There is no direct cost to open a virtual book.
- Corporate Communications Staff monitor the online books as part of day to day work.

Recommendation:

It is recommended that:

- Members agree to the revised policy as attached.

Finance and Resource Implications:

The implementation of the revised policy will lead to a financial saving of approx. £225 per book.

Screening and Impact Assessment

1. Equality and Good Relations

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

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1 Screen out without mitigation	No	Option 2 Screen out with mitigation	Yes	Option 3 Screen in for a full EQIA	No
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

It has been concluded that there is no need to carry out a full equality impact assessment on the proposal to provide online books of condolence on the Council website. The proposed changes are likely to be slightly beneficial for a number of groups. However potential for minor negative impact was identified for those who are unable to access the recordings which will be mitigated.

Insert link to completed Equality and Good Relations report:

Attached at Appendix 2

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

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

No

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

Not applicable

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Appendix 1 – Revised Policy: Books of Condolence
Appendix 2 – Equality Screening

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

PROTOCOL FOR OPENING OF BOOKS OF CONDOLENCE

Version 21.0
Version Control

Date	Author / Amendments	Status
November 2016	C S Services	Final CSC 12.16
	Corporate Security & Advice	December 2016
December 2016		Revised June 2022

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1. Protocol for Opening Books of Condolence

Books of Condolence are recognised as a way for people to express their sympathies and to show their awareness of an incident or disaster and consolation for its victims.

2. Purpose

The purpose of the protocol is to provide clarity and guidance on the process to be followed in relation to considering and implementing a request to open Books of Condolence.

3. Scope

The protocol is to assist the Mayor of the day in making a request and members of staff involved in the authorisation and implementation of the process.

4. Criteria for considering opening Books of Condolence

The Mayor of the day will consider opening a book of condolence under the following circumstances:

- In the event of the death of a Member of the Royal Family
- A tragedy occurs which has a significant impact in Lisburn & Castlereagh
- A national/international tragedy occurs which impacts locally in Lisburn & Castlereagh and/or across Northern Ireland
- In the event of the death of a national/international public figure which impacts locally in Lisburn & Castlereagh and/or across Northern Ireland
- In the event of the death of a prominent Northern Ireland public figure who was born in, lived in or had significant impact on the Lisburn & Castlereagh area
- Other tragic circumstances at the discretion of the Mayor of the day

5. Protocol

5.1 Request to Open a Book of Condolence

In accordance with the criteria above, the Mayor of the day can request the opening of Books of Condolence. This should be discussed with the Head of [Central Support Services Corporate Communications and Administration](#) in the first instance with the matter being referred to the Director and / or Chief Executive if appropriate for further advice.

In the case of an individual, the Mayor's Office may wish to make contact with the bereaved family to gain their consent for opening a book of condolence and discuss arrangements for receipt of same.

Once agreed, the Head of Books of Central Support Services Corporate Communications and Administration will liaise with the Head of Marketing and Communications to ensure that appropriate wording is printed on the book and agree the appropriate communications. The Mayor will be the first signatory in any book of condolence opened and the book should not be made available to the public until he the Mayor has signed.

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5.2 Locations Access to Books of Condolence

The designated locations for members of the public to access books of condolence are:

- Lagan Valley Island, Lisburn
- Bradford Court, Castlereagh
- Lagan Valley Leisureplex
- Dundonald International Icebowl
- Irish Linen Centre / Lisburn Museum

A small table, with tablecloth and chair will be required at each location. A small posy of flowers should be ordered and placed on each table.

Each location will assign a 'responsible person' to review the book on a daily basis to ensure appropriate content. Any comments considered to be inappropriate or offensive will be removed as they are not in keeping with the objective of the book, i.e. to express sympathy and support.

All Books of Condolence will be virtual and will be accessed via the Council's corporate website. Corporate Communications will make arrangements for anyone who requires support in adding their comments.

In exceptional circumstances, the Mayor may open a physical book/s of condolence in Lagan Valley Island and/or another appropriate location.

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In such cases, a small table, with a tablecloth and chair will be required. A small posy of flowers should be ordered and placed on the table.

A 'responsible person' will be assigned to review virtual and physical books on a daily basis to ensure appropriate content. Any comments considered to be inappropriate or offensive will be removed/will not be published as they are not in keeping with the objective of the book, i.e. to express sympathy and support.

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5.3 Closure of Books

Books of Condolence will normally be held open for a period of 4-6 weeks and a final review of comments will be undertaken prior to delivery of books to appropriate recipients.

5.5 Arrangements for delivery of books to appropriate recipients

Appropriately ~~bound and~~ branded copies of Books of Condolence will be forwarded to ~~the~~ bereaved family or affected community as appropriate. The Head of ~~Central Support Services Corporate Communications and Administration~~ will make enquiries to ascertain the address for sending books of condolence in respect of incidents/disasters affecting a large group of people. In instances where this cannot be provided, they will be held in council archives in accordance with retention and disposal arrangements.

In some instances, and where it is feasible to do so, the Mayor may wish to meet to deliver the books in person.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template

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

Background

The Council's Protocol for Opening Books of Condolence was last updated in 2016. During the COVID-19 Pandemic, in line with health and safety measures, Council successfully operated virtual books of condolence. The revised Protocol aims to continue to practice opening virtual books, with the physical books opened in exceptional circumstances only at the Mayor's discretion.

Name of the activity/policy/project

Revision of the Protocol for Opening Books of Condolence

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

The new policy is a minor update on an existing policy with no change to the criteria.

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

The intended aims/outcomes of this project are:

- To build on good practice in support of the Council's digital strategy
- To increase access to Books of Condolence by making them available virtually
- To reduce cost associated with books of condolence
- To reduce staff time monitoring and amending the books

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.

The main objectives of the proposed activity are not targeted at any specific Section 75 groups however the provision of online Books of Condolence may provide incidental benefits for some Section 75 groups.

Who initiated or developed the activity/policy/project?

Corporate Communications and Administration

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

The project is owned by Lisburn & Castlereagh City Council and will be implemented by the Corporate Communications and Administration Department.

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

No

If yes, give brief details of any significant factors.

N/A

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

Staff

- Chief Executive
- Senior Management Team
- Heads of Service
- Corporate Communications Unit

Service users

- Rate payers
- Members of the public

Voluntary/community/trade unions

N/A

Other

- Elected Members

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

Name of policy/strategy/plan	Who owns or implements?
Digital Innovation Strategy	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.

The following information has been considered in revising the Protocol for Opening Books of Condolence:

- Financial implications
- Consultation with the Mayor
- Review of previous practice
- Review of practices in other organisations

Section 75 Category	Details of evidence/information
Religious Belief	<p>We do not hold information on the categories of people who contribute to Books of Condolence.</p> <p>Elected Members, staff and the general public who are likely to be affected by the proposed changes will come from a range of backgrounds.</p>
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependents	

Needs, experiences and priorities

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

Section 75 Category	Details of needs/experiences/priorities

Religious Belief	No different needs or experiences identified in relation to religious belief, political opinion.
Political Opinion	
Racial Group	Council information should be accessible for everyone including people who do not have English as their first language. The online book can be translated into a range of languages using existing software.
Age	Any older person affected by mobility issues can access the books from any location.
Marital Status	No different needs or experiences identified for these groups in relation to the proposed changes.
Sexual Orientation	
Men & Women Generally	No different needs or experiences identified for these groups in relation to the proposed changes.
Disability	People with different disabilities have different access needs when it comes to information. Online books can be more accessible for those with mobility issues. Anyone with sight impairment can also use the website's Browsealoud software to read out the commentary.
Dependants	People who have dependent children or adults, including those with disabilities, may benefit from being able to access books of condolence online.

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	No differential impact by religious belief or political	None
Political Opinion		

	opinion as the proposed changes apply equally to all.	
Racial Group	Transcriptions into a range of languages available through Browsealoud software.	Minor – positive
Age	<p>Some older people may appreciate the opportunity to access books of condolence in their own time and at their own pace rather than travel to a physical location.</p> <p>However, some older members of the public may not have the necessary technology or skills to access or contribute to online books of condolence.</p>	<p>Minor – positive</p> <p>Minor - negative</p>
Marital Status	No different impact identified for these groups	None
Sexual Orientation		
Men & Women Generally		
Disability	For people with certain disabilities, e.g. sight impairment or mobility issues, online books may provide easier access.	Minor – positive
People with and without Dependants	Online books may better meet the needs of those who cannot travel to a physical	Minor - positive

	location due to caring responsibilities.	
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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 opportunity identified
Political Opinion		No opportunity identified
Racial Group	Whilst our corporate information on the website can be translated using the Browsealoud assistive software, the Council could possibly do more to make those from racial minorities, newcomers to the area aware of council business, including books of condolence.	
Age	Older people who cannot access recordings can be provided with telephone assistance.	
Marital Status		No opportunity identified
Sexual Orientation		No opportunity identified
Men & Women Generally		No opportunity identified
Disability	Anyone who is unable to travel to a physical location will find it useful to access books of condolence online.	
People with and without Dependants	The ability to contribute to books of condolence online may facilitate people who have caring responsibilities.	

Equality Action Plan 2021-2025

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

No

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

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

If yes, give details/specify which action.

Online provision will provide enhanced access to books of condolence for those who are unable to attend a physical location to sign.

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

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief	No direct impact on good relations for any of these groups identified in relation to the proposed changes.	
Political Opinion		
Racial Group		

*See Appendix 1 for details.

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

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		

Political Opinion		No specific good relations opportunities identified
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.

Consideration was given to the potential implications of the proposed activity for the different equality categories.

We do not anticipate any particular impacts on grounds of multiple identity from the proposed project.

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
Option 1	

<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>It has been concluded that there is no need to carry out a full equality impact assessment on the proposal to provide online books of condolence on the Council website.</p> <p>The proposed changes are likely to be slightly beneficial for a number of groups.</p> <p>However potential for minor negative impact was identified for those who are unable to access the recordings – see Mitigation section below.</p>
<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? 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.

It is recognised that whilst providing online books of condolence will benefit some groups, this may not be accessible to everyone. The Council will therefore be prepared to make alternative arrangements for anyone who cannot access the books online, e.g. an officer can input the comments for someone who cannot access the book.

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

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.

Not Applicable.

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

No

Part 4. Monitoring

Following consideration and equality screening, it is identified that there may be some issues in accessing online books of condolence for certain Section 75 groups. For example, older people who do not have access to the internet. It may be necessary for arrangements to be made to facilitate the contributions of those who cannot access online books.

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:

The new arrangements will be reviewed on an annual basis. The following will be monitored:

- The number of people accessing the online books.
- Public experience on using the virtual book.

Monitoring will be undertaken by the Corporate Communications team and will be signed off by the Head of Corporate Communications & Administration.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Frances Byrne	Head of Service, CCA	29.07.22
Reviewed by:	Equality Officer	12.08.22
Approved by: Frances Byrne	Head of Service, CCA	15.08.22

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.

Revised Template @ April 2022



Corporate Services Committee

12th October 2022

Report from:

Head of Corporate Communications & Administration

Item for Decision

TITLE: Health Working Group Minutes and Update

Background and Key Issues:

1. Further to the Annual Meeting of Council on the 7th June 2022, the Party Group Leaders have nominated members to the Health Working Group. The membership is as follows:-

PARTY/POST	REPRESENTATIVE
Chairman of CSC (of the day)	Cllr S Hughes (Chairman)
Vice-Chairman of CSC (of the day)	Cllr U Mackin (Vice-Chairman)
Mayor of the Day	The Right Worshipful The Mayor Cllr S Carson
IND (formerly DUP)	Cllr N Anderson (Independent from 26.09.2021. DUP party group leader confirmed on 22.06.2022 that Cllr Anderson remains on HWG as the DUP nominee, taking account of legal position re defections)
UUP	Cllr H Legge
ALLIANCE	Cllr F Cole
SDLP	Cllr J McCarthy
SINN FEIN	Cllr G McCleave
SDLP (formerly GREEN)	Cllr S Lee (SDLP as from 05.08.2022. Taking account of legal advice previously received re defections – Cllr Lee remains on the Health Working Group)

2. A meeting of the Health Working Group took place on the 31st May 2022. The minute of that meeting is presented for adoption along with an additional note provided by BHSCT following ratification of the minutes. The SE Trust provided responses to queries raised at the meeting and these were forwarded to all Members of Council on the 10th August 2022.
3. A meeting of the Health Working Group to which the Chairman has agreed that all Members of Council should be invited shall be held on the 10th October 2022.
4. The South Eastern Health & Social Care Trust facilitated a tour by the Health Working Group on the 24th August 2022 of the Lagan Valley Hospital and the Lisburn Primary & Community Care Centre.
5. A statement made by the South Eastern Health & Care Trust on the 5th July 2022 in regard to the outcome of its recent consultation on Urgent & Emergency Care at the Lagan Valley Hospital was issued to all Members on the 8th July 2022. The statement was also included in the July 2022 Items for Noting schedule.

Recommendation:

It is recommended that:

- the 2022/23 membership of the Health Working Group is noted.
- the minutes of the meeting of the Health Working Group held on the 31st May 2022 are adopted.
- Members note the HWG updates as outlined in the report.

Finance and Resource Implications:

N/A

Screening and Impact Assessment

1. Equality and Good Relations

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

No

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

Option 2

Screen out with
mitigation

Option 3

Screen in for
a full EQIA

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

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

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

N/A

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

1. Minutes of meeting of the Health Working Group held on the 31st May 2022.
2. Additional note provided by BHSCCT

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

LISBURN & CASTLEREAGH CITY COUNCIL

Report of Meeting of the Health Working Sub-Group held remotely and in the Council Chamber, Island Civic Centre, on Monday 31st May 2022 at 6.00 pm

PRESENT

Councillor J Lavery BEM (Chairman)

Alderman M Henderson (Zoom)

Councillors N Anderson, S Lee (Zoom),
J McCarthy (Zoom) and G McCleave (Zoom)

OTHER MEMBERS IN ATTENDANCE

Aldermen D Drysdale (Zoom) and S P Porter

Councillors A Ewing, A Gowan, C McCready,
U Mackin, Jenny Palmer and John Palmer

IN ATTENDANCE:

Lisburn & Castlereagh City Council
Head of Corporate Communications & Administration
Member Services/PCSP Assistant (EW)
Member Services Officer (BF)

Belfast Health & Social Care Trust
Mr Bryan Nelson, Co-Director Public Health

South Eastern Health & Social Care Trust
Ms Helen Moore, Assistant Director Planning & Performance
Dr David Robinson, Director of Hospital Services

1. Apologies

Apologies for non-attendance were accepted on behalf of the Right Worshipful the Mayor Alderman S Martin and Councillors D J Craig and H Legge; together with the Chief Executive (Mr D Burns), Mrs C McWhirter (Community Planning Manager) and Ms R Coulter (Chief Executive, SEHSCT).

2. Declarations of Interest

No declarations of interest were made.

3. Report of meetings of 8th November 2021 and 29th November 2022

The reports of the meetings of 8th November 2021 and 29th March 2022 were presented for notation purposes. It was reported that those reports had been adopted by the Corporate Services Committee at its meeting on 16th May, 2022.

The Members were advised that, in respect of the minutes of the meeting of 8th November, the Trust had requested further that the item under the heading, 'Lagan Valley Hospital Capital Programme – Car-Parking on Site and

Surrounding Area', that the following wording be omitted, i.e., 'The availability of funding had been reduced due to Covid-19, but the car-parking options were still being looked at'. The Working Group noted that the Trust's request to amend further the minute had been received subsequent to their adoption by the Corporate Services Committee. It was agreed, therefore, that the request to amend the minute further be noted.

4. South Eastern Health & Social Care Trust

A table of responses which had been received from the Trust in respect of issues raised by Members had been circulated in advance of the meeting. The Trust's representatives provided further updates as follows:

4.1 Review of Urgent and Emergency Care Services

Dr Robinson informed the Working Group that a public consultation on the temporary changes to urgent and emergency care services at Lagan Valley Hospital had closed on 22nd April. He reminded Members that the temporary decision in October 2021, to reduce the emergency department opening hours (from 8am – 8pm Monday to Friday & to 8am – 6pm Monday to Friday) and to introduce a Phone First service, had been made in response to the significant shortage of suitably-qualified emergency medical staff, and the ability to maintain the highest quality standards of care for patients. The aims and objectives of the consultation exercise were outlined.

The Working Group noted that the Trust would provide an update on the outcome of the consultation at a future meeting.

4.2 SEHSCT Capital Programme

The Working Group was provided with an update on the Trust's Capital Programme, including a reference to the Lisburn Primary and Community Care Centre commissioning and the preparation for transfer of services. Reference was made to the Department of Health's 10-year capital plan, the future delivery of which is subject to the confirmation of funding. The Members were reminded that the Health Minister Robin Swann had officially opened the new Acute Services Block at the Ulster Hospital in November 2021.

In addition, an update was provided on the new laundry construction project for the Trust at the Ulster Hospital, the car-parking facilities at the Ulster Hospital Emergency Department and car-parking on the Lagan Valley site. A 400-space car-parking facility at the Hillsborough Road, servicing the Lagan Valley Hospital, opened on 4th July for staff with parking permits, with a phased opening having occurred on 23rd June to permit parking on site during the Lisburn Marathon.

4.3 Covid-19 and Monkeypox

The Working Group was informed that the pressures on overall hospital services as a result of Covid-19 had eased somewhat since the peak in winter,

but that the Trust's services were still being impacted upon by the number of staff contracting the virus. It was indicated that pressures remained on acute services and that the delays experienced in discharging patients was exacerbating the situation. He indicated that, as part of the Trust's Covid-19 recovery process, a blended approach in undertaking patient assessments was being provided.

Dr Robinson referred also to the emergence of Monkeypox as a matter of concern and outlined the steps which had been taken to address and manage the virus in conjunction with the Public Health Agency.

4.4 Day Procedure Centre

The representatives of the Trust provided an update on the work of the Day Procedure Centre in Lagan Valley Hospital, which had been designated a regional facility for Northern Ireland to provide a range of general surgery services. Despite the work of the Centre having been impacted upon by the pandemic, it was reported that over 5,000 patients had been treated at the Centre. It was noted that the Health Minister Robin Swann had recently designated Omagh Hospital as Northern Ireland's second regional Day Procedure Centre.

4.5 Lagan Valley Hospital - Midwife-led Maternity Unit

Dr Robinson provided an overview of the circumstances which had led to a temporary pause in birthing services at the Lagan Valley Hospital's midwife-led maternity unit. He stressed that the move had been a precautionary action due to concerns raised regarding a very small number of cases in the unit. Those cases formed part of an active review and the Trust was engaging with the families involved. He added that a review panel was being appointed and its terms of reference drafted. Whilst a definitive date for any review outcome could not be identified, Dr Robinson stressed that the process was ongoing and that the Trust would undertake to brief the Working Group on its conclusion. It was pointed out that expectant mothers would be offered alternative care, including Midwifery Led care in the Home from Home Unit in the Ulster Hospital, and that all current ante-natal and post-natal services would continue to be provided in the Unit.

(Councillor G McCleave left the meeting at 6.54pm)

5. Belfast Health & Social Care Trust

The Chairman invited Mr B Nelson from the Belfast Health & Social Care Trust to present his report. Mr Nelson thanked the Chairman for the opportunity to address the Group and stated that a number of items had already been reported on by the SE Trust.

Mr Nelson reported that mental health services continued to experience an increase in cases, particularly amongst younger people, and there had been an increase in the number of patients presenting at emergency departments.

In this regard, the Trust had been working on a number of initiatives with statutory and voluntary agencies and the Mental Health Champion, Siobhan O' Neill. He added that, across the Trust, there had been significant pressures in maintaining services as a result of staff absences linked to the pandemic and that there had been a reliance on bank and agency staff to provide a continuity of service.

(Councillor C McCready left the meeting at 7.20pm)

(Alderman D Drysdale left the meeting at 7.24pm)

6. Members' Queries and Questions

6.1 Chairman, Councillor J Laverty

The Chairman, Councillor J Laverty, raised concerns regarding an incident which had been drawn to his attention regarding the experience of a child who had attended recently the A & E Department at the Ulster Hospital. He reported that, whilst the child had arrived at the department in the early afternoon, she had not been assessed by the late-evening and she and her guardians had been left distressed when they were advised that the A & E would be closing at midnight and treatment would not be provided on that evening.

The Chairman pointed out that the facility operated on a 24-hour basis and requested clarity as to why the situation had occurred and sought an assurance that patients would not be left in a similar situation going forward.

The representatives of the Trust indicated that they would investigate the incident and report back to the Chairman in due course.

6.2 Alderman P Porter

Alderman P Porter referred to the level of respite services which were currently being provided at the Rowan Day Centre and the Hillhall Residential and Resource Centre. He expressed concern that the services provided pre-pandemic had not been restored and that full clarity and a report was required as to when the Trust intended to resume that level of service, since the situation was impacting adversely on vulnerable groups and individuals.

The representatives of the Trust undertook to provide clarity to Alderman P Porter in respect of the comments made.

6.3 Councillor G McCleave

In response to a question regarding amendments which had been made to the protocols for moving patients currently based in Ward 27 of the Downshire Hospital, the Trust officials undertook to liaise with the Service Lead responsible to determine if there had been any change to the protocols.

6.4 Councillor N Anderson

Councillor N Anderson raised a number of concerns in relation to the provision of neurology and mental health services. He sought also further information regarding the community dental provision for NHS patients, in respect of which the Trust officials agreed to provide clarity.

6.5 Thanks to Officials

The Chairman, Councillor Lavery, thanked the officials from both Trusts for their attendance and stressed how much the Council appreciated the work which they carried out on behalf of the community.

The officials from the Belfast and South Eastern Health & Social Care Trusts left the meeting at 7.49 pm.

(Councillor A Ewing left the meeting at 7.49pm)
(Alderman P Porter and Councillors A Gowan and A Swan left the meeting at 8.15pm.)

5. Report of the Community Planning Manager

In the absence of the Community Planning Manager, the Head of Corporate Communications & Administration presented the Council's Mental Health Report for May 2022.

It was agreed that the report from the Community Planning Manager be noted.

There being no further business, the meeting ended at 8.20pm.

FRANCES BYRNE

Head of Corporate Communications & Administration

Belfast Health & Social Care Trust

Update to Lisburn and Castlereagh City Council

31st May 2022

Bryan Nelson Co-Director Public Health

Out-of-Hours Service

At the Health Working Group on the 8th November, Councillor Anderson referred to a question he had raised at the previous meeting in regards to the rumoured relocation of the out-of-hours service from Knockbracken to the Royal Victoria Hospital site. A response is set out below:

“Further to previous response on 2nd April 2021 the position with the Out of Hours service remains unchanged with the service provided for a number of locations across Belfast. There have been a few occasions when due to rota coverage issues, that patients who require to be seen by a Doctor may be asked to attend an out of hours centre that may not be their normal centre.

It was highlighted that the majority of out of hours consultations are dealt with via the phone, some require a home visit and others the patient to travel to the clinic.”

Update on Recruitment of Staff from Overseas

BHSCT International Nurse Recruitment Program -The Trust has recently developed a Nursing Workforce Strategy aimed at reducing the current nursing vacancy rate within 2 to 3 years and maintaining that over the longer term.

The Trust plans to implement a number of measures to reduce the vacancy rate including improvements in staff recruitment, retention and absence management. However, these initiatives will take some time and will not generate any significant reduction in the vacancy rate in the short to medium term. It has been agreed that the best way to substantially increase staffing levels quickly is to scale up international nurse recruitment which has been a successful, regional initiative since 2015/16.

Plans are in place to recruit 1,000 international nurses in 2021/22 and 2022/23. A team has been established within the Nursing and HR directorates to support international nurses through recruitment, relocation and induction and to support Trust wards and departments.

COVID-19

Ongoing pressure on systems, COVID numbers reduced but as we know people still testing positive, today over 300

Carers

Trust working to support Carers in their valuable role. The Trust have established a Carers Network with 30 people signed up and initial induction taken place. Further meeting of the network next week will look at the review of the Trust Carers Strategy. Trust recently held a workshop to consider the process and outcomes around carers' grants and carer assessments, plan to pilot the Carers Conversation Wheel that has been successfully rolled out in SE Trust plus establish a Carers Support Framework including a page tiger resource of available support. Ongoing pressure in respect of budget and resource for this important area of work. Carers Week starts on Mon 6th June with the theme – 'Making Carers visible, valued and supported' of plenty of activities and information available.

Community Planning – Health Priorities

Refresh ongoing, three main themes emerging in Belfast that we will work across both Trust areas to build on the work of the Complex Lives initiative with partner organisations (BHSCT, BCC, PSNI, HE, C&V sector), this whole system approach seeks to support people with complex lives initially focusing on a group of people who may have a combination of challenges including homelessness, drug and alcohol misuse, offending behaviour, mental ill health, poor physical health.

Ukrainian Refugee Scheme

Trust support for the **Ukrainian Refugee scheme**, working in partnership with Belfast City Council and other partners in the Ukraine Assistance Centre – Trust focusing on health and wellbeing needs, GP registration etc.



Corporate Services Meeting

12th October 2022

TITLE: Centralisation of Registration Service – Update report

Background and Key Issues:

1. Background

In March 2022, Corporate Services Committee agreed a recommendation to centralise the Registration Service staff together to deliver the service solely from Lagan Valley Island. Members requested an update report to be brought to committee after six months.

2. Progress Update

The relocation of all registration equipment from Bradford Court to Lagan Valley Island is complete with the full service now located on the 1st Floor at Lagan Valley Island.

Communication has been issued to the public via the Council's social media channels and the website has been updated to reflect the changes.

GRO has notified all of the local authority registration offices.

The registration team has notified funeral directors and local hospitals to help communicate this to members of the public.

3. Impact on Service

Customer satisfaction in relation to Registration Services is measured through a KPI as part of the Council's wider Customer Care objectives. For quarter one, customer satisfaction is consistently above 90%. There have been no complaints received in relation to service delivery since the new arrangements were implemented.

4. Compliments received

The Registration Team support people at some of the most emotional times during their lives. They continue to receive frequent compliments on the level of service provided. Below are examples of some of the positive feedback received during this period in relation to marriages.

Customers attending birth registrations have not provided feedback. The process for monitoring customer satisfaction has been reviewed. Plans are in place to amend the feedback mechanism to make it easier for those registering births to rate their experience.

Testimony 1: *I can't express strongly enough how happy I am that my ceremony took place at Lagan Valley Island. Everything was perfect from beginning to end. The staff are delightful. They are professional yet friendly which is so refreshing as often staff cannot get that mix quite correct. From the gentleman at the door to the ladies on reception, we even got a smile and greeting from the one I guess one would call a groundsman. When registering our wedding and leaving our paperwork in with the admin team we were attended to by a lovely lady, who was absolutely lovely and made us feel so comfortable.*

Testimony 2: *All the Civic Centre staff we encountered were very nice and helpful. Mary, who performed the ceremony was excellent and made us feel so at ease that everything went perfectly, so thank you.*

Testimony 3: *The staff made us feel welcome from the first call. Carol was extremely helpful and accommodating when we had to make a last minute change. She was warm and welcoming and conducted the ceremony in both a professional and personable manner. Jenni helped us with the paperwork when we declared our intent to marry. She explained the whole process carefully and was extremely helpful in answering all our questions. We loved that Carol came to say hi at this stage too, so we already knew her before the big day. We were extremely pleased with the service provided at Lisburn, the staff went over and above our expectations.*

Testimony 4: *I needed a date in a hurry due to illness in the family and Carol McClelland went out of her way to accommodate us and get us the date we wanted. I will forever be grateful to her for this. Our children have performed with the Lambeg Players over the years at the Lagan Valley Arts Centre so having our service there made absolute sense and it felt so welcoming and personal. My wee mum who is 86 and very fragile was treated like royalty and so well looked after. All the staff are a credit to the City of Lisburn.*

Recommendation:

It is recommended that:

- Members note the update provided

Finance and Resource Implications:

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

If no, please provide explanation/rationale

Equality screening was carried out on the initial decision

If yes, what was the outcome?:

Option 1 Screen out without mitigation		Option 2 Screen out with mitigation		Option 3 Screen in for a full EQIA	
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

1. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?		Has a Rural Needs Impact Assessment (RNIA) template been completed?	No	
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If no, please given explanation/rationale for why it was not considered necessary:

Rural Needs impact assessment was carried out on the original decision

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

SUBJECT TO PLANNING APPROVAL: No

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

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:



Corporate Services Committee

12th October 2022

Report from:

Head of Corporate Communications & Administration

Item for Noting

TITLE:

Lagan Valley Island – Building Illumination Requests

Background and Key Issues:

The planned Corporate Services Committee meeting in September was cancelled during the mourning period following the passing of Her Majesty the Queen.

In the absence of the meeting, the Chair and Vice Chair considered light up requests 1 and 2 as set out below:

1. North West Migrants Forum, Black History Month - 21st October 2022

A request was received from North West Migrants Forum on 7th June 2022 to light up Red on Friday 21st October to mark Black History Month. The recommended date coincides with 'Wear Red Day - Show Racism the Red Card'. During October, the UK celebrates Black History Month. The aims of Black History Month are to celebrate the achievements and contributions of black people not just in the UK but around the world.

The request states that illuminating council buildings is one way of recognising the achievements and contributions of people of African and Caribbean heritage and encouraging people to learn more. An illumination request has been submitted to all 11 councils in Northern Ireland.

The work of "North West Migrants Forum" can be viewed via the following link:-
<https://www.nwmf.org.uk/>

This request has been approved by the Chair and Vice Chair.

2. Department of Justice, Anti-Slavery Day - 18th October 2022

A request was received from Department of Justice on 1st August 2022 to light up Red on Tuesday 18th October to mark Anti-Slavery day as a statement against this heinous crime and raise awareness of Modern Slavery and Human Trafficking. An illumination request has been submitted to all 11 councils in Northern Ireland.

Further information on Anti-Slavery day can be viewed via the following link:
<https://www.antislaveryday.com>

This request has been approved by the Chair and Vice Chair.

3. Leukaemia & Lymphoma NI, Blood Cancer Awareness Month - 1st September 2022

A request was received on 5th July 2022 to light up Red on the 1st September 2022 to mark Blood Cancer Awareness Month.

This request does not meet two of the criteria in the policy as detailed below:

- the specified timeframe required for illumination requests (2 months) was not met
- the month of September has reached capacity for illuminations.

Following consideration by the Mayor, Chair and Vice Chair of Corporate Services, no exceptional circumstances were identified. This request was therefore declined.

4. Relate NI, Relationships Week - 4th September 2022

A request was received on 19th July 2022 to light up Blue and Orange on the 4th September 2022 to mark Relate NI, the leading relationship support charity in NI 75th anniversary of supporting relationships and families across Northern Ireland.

This request does not meet two of the criteria in the policy as detailed below:

- the specified timeframe required for illumination requests (2 months) was not met
- the month of September has reached capacity for illuminations.

This request was considered by the Mayor, Chair and Vice Chair of Corporate Service committee, and was approved under exceptional circumstances due to the significance of the Charity's 75th anniversary.

5. World Arthritis Day – 12th October 2022

A request was received on 18th August 2022 to light up Blue on the 12th October 2022 to mark World Arthritis Day Relate NI, to raise awareness of this debilitating condition and highlight how people with the condition can get support.

This request does not meet two of the criteria in the policy as detailed below:

- the specified timeframe required for illumination requests (2 months) was not met
- the month of October has reached capacity for illuminations.

Following consideration by the Mayor, Chair and Vice Chair of Corporate Services, no exceptional circumstances were identified. This request was therefore declined.

6. National Hygiene Week 3rd – 9th October 2022

A request was received on 6th September to light up for National Hygiene Week between 3rd and 9th October.

This request does not meet two of the criteria in the policy as detailed below:

- the specified timeframe required for illumination requests (2 months) was not met
- the month of October has reached capacity for illuminations.

Following consideration by the Mayor, Chair and Vice Chair of Corporate Services, no exceptional circumstances were identified. This request was therefore declined.

7. International Dyslexia Day 8th October 2022

A request was received on 27th September to light up turquoise for International Dyslexia Day 2022 on 8th October.

This request does not meet two of the criteria in the policy as detailed below:

- the specified timeframe required for illumination requests (2 months) was not met
- the month of October has reached capacity for illuminations.

Following consideration by the Mayor, Chair and Vice Chair of Corporate Services, no exceptional circumstances were identified. This request was therefore declined.

8. Developmental Language Disorder (DLD) Awareness Day – 14th October 2022

A request was received on 29th September to light up purple for Developmental Language Disorder (DLD) Awareness Day 2022 on 14th October.

This request does not meet two of the criteria in the policy as detailed below:

- the specified timeframe required for illumination requests (2 months) was not met
- the month of October has reached capacity for illuminations.

Following consideration by the Mayor, Chair and Vice Chair of Corporate Services, no exceptional circumstances were identified. This request was therefore declined.

9. Light up to Mark the Passing of Her Majesty the Queen

Following a request at a Special Council Meeting on 10th September, it was agreed by the Mayor, Chair and Vice Chair of Corporate Services, under exceptional circumstances to light up Lagan Valley Island, Union Bridge and Castle Gardens purple to mark the passing of Her Majesty, Queen Elizabeth II.

Recommendation:

It is recommended that Members:

1. Note the approval of the Chair and Vice Chair of the requests below which comply with the Building Illuminations Policy:
 - Red on 21st October 2022 to mark Black History Month
 - Red on 18th October 2022 to mark Anti-Slavery Day
2. Note the reason for approving the below illumination request under exceptional circumstances:
 - Relationships Week, 4th September 2022
3. Note the reasons for declining the below illumination requests:
 - Leukaemia & Lymphoma NI
 - World Arthritis Day
 - National Hygiene Week
 - International Dyslexia Day
 - Developmental Language Disorder (DLD) Awareness Day
4. Note the light up to mark the passing of Her Majesty, Queen Elizabeth II

Finance and Resource Implications:

Cost per illumination is approx. £157.50

Screening and Impact Assessment

1. Equality and Good Relations

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

No

If no, please provide explanation/rationale

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

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
---	-----	--	-----	---	-----

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No
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If no, please give explanation/rationale for why it was not considered necessary:

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

3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?	No	Has an Environmental & Sustainability Screening been completed?	No
---	----	--	----

If no, please provide explanation/rationale:

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

- Appendix 1 – North West Migrants Forum Request
- Appendix 2 – Department of Justice Request
- Appendix 3 - Leukaemia & Lymphoma NI
- Appendix 4 – Relate NI
- Appendix 5 – World Arthritis Day

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

From: e.kasmetli@nwmf.org.uk [<mailto:e.kasmetli@nwmf.org.uk>]

Sent: 07 June 2022 12:35

To: LVI Reception <Lvi.Reception@lisburncastlereagh.gov.uk>

Subject: Request for Buildings' light up for Black History Month in October

To whom it may concern,

I am writing to request Lisburn and Castlereagh City Council to illuminate their buildings - Red on the 21st of October to celebrate Black History Month. The recommended date coincides with Wear Red Day - Show Racism the Red Card.

During October, the UK Celebrates Black History Month. The aims of Black History Month are to celebrate the achievements and contributions of black people not just in the UK but around the world.

A similar request will be submitted to all 11 councils in Northern Ireland.

What is Black History Month

Black History Month celebrates the contribution to the culture and history of black people over the years. Started in 1926, as just a week of celebration, now Black History is celebrated around the world.

In the UK, it started as a way to remember important people and moments in history that were instrumental to the lives of black people globally, but it continues as an opportunity to understand more about black history in general.

Black history month was first celebrated in the UK in London in 1987 and has gone on to be one of the largest recognised racial themed festivals UK wide.

In 2020 the Black Lives Matter protests brought to the fore the many challenges black people face across the globe. Here in Northern Ireland, it highlighted racial discrimination and the struggle to achieve racial equality.

The North West Migrants Forum has been steadfast in campaigning for racial equality and the recognition of black people in Northern Ireland.

Illuminating council buildings is one way of recognising the achievements and contributions of people of African and Caribbean heritage and encouraging people to learn more.

During October, North West Migrants Forum will launch a new series of events and presentations to call attention to the importance of Black History Month with a highlight of the Black History Month Summit, which will be held for the second consecutive year in Derry, to encourage the public to participate in this day of action and wear red to promote anti-racism.

Thank you for your time and I look forward to your positive response.

Kind Regards,

Evangelia Kasmetsli

North West Migrants Forum

<https://www.nwmf.org.uk/>



From: Black, Richard [<mailto:richard.black@justice-ni.gov.uk>]

Sent: 01 August 2022 14:36

To: The Town Clerk or Chief Executive Antrim and Newtownabbey Bor

<TheTownClerkorChiefExecutiveAntrimandNewtownabbeyBor@nigov.net>;

'enquiries@ardsandnorthdown.gov.uk' <enquiries@ardsandnorthdown.gov.uk>; The Town Clerk or Chief Executive Armagh City, Banbridge and Craigavon Borough Council

<info@armaghbanbridgecraigavon.gov.uk>; The Town Clerk or Chief Executive Belfast City Council

<TheTownClerkorChiefExecutiveBelfastCityCouncil@nigov.net>; The Town Clerk or Chief Executive Causeway Coast and Glens Bo

<TheTownClerkorChiefExecutiveCausewayCoastandGlensBo@nigov.net>; 'info@derrystrabane.com'

<info@derrystrabane.com>; The Town Clerk or Chief Executive Fermanagh and Omagh Distric

<TheTownClerkorChiefExecutiveFermanaghandOmaghDistric@nigov.net>; The Town Clerk or Chief Executive Lisburn and Castlereagh Cit

<TheTownClerkorChiefExecutiveLisburnandCastlereaghCit@nigov.net>; The Town Clerk or Chief Executive Mid and East Antrim Borough

<TheTownClerkorChiefExecutiveMidandEastAntrimBorough@nigov.net>; The Town Clerk or Chief

Executive Mid Ulster District Council <info@midulstercouncil.org>; 'info@nmandd.org'

<info@nmandd.org>

Cc: OKeefe, Aongus <aongus.okeefe@justice-ni.gov.uk>; Pedlow, Ronnie <Ronnie.pedlow@justice-ni.gov.uk>

Subject: 18th October 2022 Anti Slavery Day - Request to light up Council Buildings Red

Hi

The 18th October 2022 is Anti-Slavery Day and I am writing to ascertain if it would be possible to light up Council buildings red as a statement against this heinous crime and raise awareness of Modern Slavery and Human Trafficking within your Council District and Northern Ireland

I look forward to hearing positively from your Council

Regards

Richard

Richard Black

Modern Slavery Human Trafficking Branch | Safer Communities Directorate | Department of Justice, Room 4.20 Castle Buildings, Stormont Estate, Belfast, BT4 3SG, T: 028 90528651 | Email: Richard.Black@justice-ni.gov.uk | M: 07599101103

-----Original Message-----

From: LCCC [mailto:enquiries@emails.lisburncastlereagh.gov.uk]

Sent: 05 July 2022 16:00

To: Civic Events Officer <CivicEvents.Officer@lisburncastlereagh.gov.uk>

Subject: Someone has filled out form: Building Illuminations

Someone has filled out form: Building Illuminations Here are the details:

Full name: Collette McMorrow

Email address: c.mcmorrow@qub.ac.uk

Information on the cause: We are the only charity in NI dedicated to blood cancer research and September is Blood Cancer Awareness Month. We are contacting all councils in NI to request buildings be lit in red on the 1st September 2022 (or on any available date in September, based on your availability) to help raise awareness of these diseases.

Name of charity/organisation: Leukaemia & Lymphoma NI Phone number: 02890 972 928 Please detail below any plans the charity/organisation has in place to promote the requested illumination: If approved, we will promote it across our social media; are the council able to do the same?

We will issue press releases to local/national papers, would it be possible to get a quote from your Mayor/Chairperson or appropriate council member?

We have A5 leaflets detailing symptoms etc. If you would like a stock of these for circulating in your district, please let me know.

Proposed date: 01/09/2022

Registered charity number (if applicable): NIC 105452 Requested colour: Red

Hi Carole,

Many thanks for your call on Tuesday afternoon. I have resubmitted the request, but will copy the information here too.

Information on the cause

Relate NI, the leading relationship support charity in NI, are about to celebrate their 75th anniversary of supporting relationships and families across Northern Ireland. They currently provide counselling services at various locations from Belfast to Foyle, Newry to Coleraine and Ballymena to Omagh, as well as online and telephone options. You can find out more about our work on our website: <https://www.relateni.org/>

In order to mark the occasion of their 75th anniversary and to draw further public attention to the importance of relationships to our wellbeing, Relate NI have secured commitment from Belfast City Council that they will light up their city hall on our anniversary date on September 4th

They are now reaching out to other council areas to enquire about the possibility of implementing something similar on September 4th or anytime during Relationships Week? (5th-10th September 2022).

Proposed date

Anytime during Relationships Week? (5th-10th September 2022).

Name of charity/organisation

Relate NI

Registered charity number

102102

Requested colour

Blue and orange.

Full name

Stephen Maginn

Email address

stephenmaginn@relateni.org

Phone number

07597477876

Warm regards

Cllr. Simon P. Lee BD, MTh, MEd

Lisburn and Castlereagh City Council
Civic Headquarters,
Lagan Valley Island,
Lisburn,
Co. Antrim,

From: John McCormick [<mailto:J.McCormick@versusarthritis.org>]
Sent: 18 August 2022 12:33
To: Community Services <Community.Services@lisburncastlereagh.gov.uk>
Subject: Lighting up for World arthritis Day - 12 October

Hi

I wasn't sure who to contact so hopefully you can steer me in the right direction.

12 October 2022 is World Arthritis Day, which seeks to raise awareness of this debilitating condition and highlight how people with the condition can get support.

We have a Versus Arthritis support group in Lisburn and we were wondering if Council might agree to light up one of your civic buildings in blue to mark the day and maybe take part in a photo opportunity?

Look forward to hearing from you

Best wishes
 John

John McCormick
 Policy and Engagement Manager Northern Ireland
 t: 028 9078 2946
 m: 07773 031988
 e: J.McCormick@versusarthritis.org
 w: [versusarthritis.org](https://www.versusarthritis.org)

1 Shore Road
 Belfast
 County Antrim
 BT15 3PG



We are Versus Arthritis. Arthritis Care and Arthritis Research UK have come together to do more for people with arthritis. Find out more at [versusarthritis.org](https://www.versusarthritis.org)

[You can read our Privacy Notice here](#)

Versus Arthritis
 Patron Her Royal Highness The Duchess of Cornwall
 A Company limited by guarantee no. 490500
 Registered Charity in England and Wales 207711, Scotland SC041156
 Registered Office: Copeman House, St Mary's Court, St Mary's Gate, Chesterfield S41 7TD



Corporate Services Committee

12th October 2022

Report from:

Joanne Hewitt, Head of Finance

Item for Decision

TITLE:

Estimates 2023-2024 – Schedule of Meetings

Background and Key Issues:

A schedule of meetings for the preparation of the annual estimates for the financial year commencing 1st April 2023 is attached for Member's approval.

Recommendation:

It is recommended that the schedule of meetings for the preparation of the Estimates for 2023/2024 be approved.

Finance and Resource Implications:

None

Screening and Impact Assessment

1. Equality and Good Relations

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

No

If no, please provide explanation/rationale

Not applicable.

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
---	-----	--	-----	---	-----

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

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

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

Not applicable.

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

3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?	No	Has an Environmental & Sustainability Screening been completed?	No	
---	----	--	----	--

If no, please provide explanation/rationale:

Not applicable

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Proposed Programme for the Striking of a District Rate for Financial Year Commencing 1 April 2023.

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

PROPOSED PROGRAMME FOR THE STRIKING OF A DISTRICT RATE FINANCIAL YEAR COMMENCING 1ST APRIL 2023

9th November 2022 (6.00 pm) - Wednesday

Meeting of the Corporate Services Committee at which the first draft of the 23/24 estimates will be considered.

14th December 2022 (6.00 pm) - Wednesday

Update presented to Corporate Services Committee of the 23/24 draft estimates.

3rd January 2023 (6.00 pm) - Tuesday

Meeting of the Leisure & Community Development Committee at which the estimates of Leisure & Community Wellbeing will be considered.

4th January 2023 (6.00 pm) - Wednesday

Meeting of the Environmental Services Committee at which the estimates of Environmental Services will be considered.

5th January 2023 (6 pm) - Thursday

Meeting of the Development Committee at which the estimates of Service Transformation will be considered.

10th January 2023 (6.00 pm) – Tuesday

Meeting of the Capital Projects Committee at which the estimates of Capital Projects will be considered.

11th January 2023 (6.00 pm) - Wednesday

Meeting of the Corporate Services Committee at which the estimates of Finance and Corporate Services and Governance & Audit will be considered.

25th January 2023 (6.00 pm) - Wednesday

Special Meeting of the Corporate Services Committee to consider the Striking of a Rate for the Year 23/24 and the making of a recommendation to the Council as to the Rate to be struck.

9th February 2023 (6.00 pm) - Thursday

Special Meeting of the Council to receive a recommendation from the Special Meeting of the Corporate Services Committee as to the Rate to be adopted for the Year 23/24



Corporate Services Committee

12th October 2022

Report from:

Joanne Hewitt, Head of Finance

Item for Decision

TITLE: Local Government Staff Commission

Background and Key Issues:

1. At the Corporate Services Committee meeting held on 16th May, it was agreed to defer payment of the 2022/2023 contribution to the Local Government Staff Commission pending correspondence being received from the Chief Executive of NILGA.
2. Correspondence from NILGA in relation to matters raised was presented to the Corporate Services Committee held on 8th June. In addition NILGA provided details there was a request made for further details on NILGA's future plans and, in particular those sections in relation to "Planning for The Future" and "Elected Member Development and the basis of cost calculations for Lisburn & Castlereagh City Council's contribution. This information was provided through the August Noting Schedule.
3. The 2022/2023 contribution to the Local Government Staff Commission of £31,359 was approved to be paid by Corporate Services Committee on 8 June 2022.
4. It was agreed at the June Council meeting, on a proposal by Alderman W J Dillon, and seconded by Councillor Jenny Palmer, that the recommendation in relation to the Council's contribution of £31,359 (excluding VAT) for the year 2022-2023 to the Local Government Staff Commission to be processed for payment be referred back to the Committee for further consideration.

Recommendation:

It is recommended that Members consider approval for payment the Council's contribution of £31,359 (excluding VAT) for the 2022/23 financial year.

Finance and Resource Implications:

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

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

Administrative decision in line with relevant policies.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

No

Option 2

Screen out with
mitigation

No

Option 3

Screen in for
a full EQIA

No

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

No

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

No

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

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services Committee

Confidential

12th October 2022

Confidential Report from:

Head of Assets – [REDACTED]

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

When will the report become unrestricted:

Specify when
report will
become available

following
completion of
the registry of
the transfer
deed

Redacted
report
available

Never

Item for Noting

TITLE:

**Boundary Rectification at Maghaberry Community Centre Lands –
Rectification 2**

Background and Key Issues:

Background

1. The Council/ Maghaberry Community Centre jointly owns an area of land at Maghaberry Road, Maghaberry, Moira.
2. As part of a Section 76 development agreement certain lands were transferred from the then developers, [REDACTED] to the Council and originally progressed by the Leisure Services Directorate.

3. The lands were transferred for the use of a community centre, play area, multi-use games area (MUGA) and football pitch.
4. A number of iterations of the land boundaries and land swaps have been ongoing for a number of years before the land boundary was agreed and registered with Land Registry. **Appendix 1.**
5. Following completion of the adjacent [REDACTED] housing development, by the developer [REDACTED] a discrepancy in the boundary between individual house properties in the development and Council's land has been identified. The issue is that the boundary denoted on the ordnance survey map used to register the land transfer is at odds with the physical boundary denoted by the hedge-line.
6. A previous boundary rectification requested was approved at the meeting of the Corporate Services Committee November 2020 as shown on the map ref Rectification 1. **Appendix 1**

Key Issues

1. The current landowner/ developer [REDACTED] requested the Council to consider a further boundary rectification to reconcile the differences between ownership boundary and physical boundary.
2. The area involved is a relatively small irregular strip of land as identified as Rectification 2 on the map. **Appendix 1.**
3. The site transferred to the Council by the same Developer has largely been developed with the exception of the playing fields proposal and it would be considered that the boundary rectification does not affect the proposed future development of the pitch. With this in mind it is recommended that the Council agrees to the boundary rectification outlined in Deed of Transfer. **Appendix 2.**
4. The Community Centre Trustees and co-owners of the site have agreed to the boundary rectification and completion of the transfer deed on their part.
5. At a meeting held on the 16 September 2022 which took place due to the cancellation of the September meeting of CSC as a mark of respect for the passing of HM The Queen, the Chair and Vice-Chair of the Corporate Services Committee approved the request to rectify the boundary at the Maghaberry Community Centre lands and the Transfer Deed to be signed and Sealed at Full Council.

Recommendation:

It is recommended that Members note the approval by the Chair and Vice Chair of the Corporate Services Committee of the request to rectify the boundary at the Maghaberry Community Centre lands as outlined and the Transfer Deed signed and sealed at Full Council.

Finance and Resource Implications:

Screening and Impact Assessment

1. Equality and Good Relations

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

No

If no, please provide explanation/rationale

N/A, does not affect any of the Section 76 Groups

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

Yes/No

Option 2

Screen out with
mitigation

Yes/No

Option 3

Screen in for
a full EQIA

Yes/No

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

Yes

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

No

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

Not required as relates to and existing land arrangement

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

SUBJECT TO PLANNING APPROVAL:

No

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

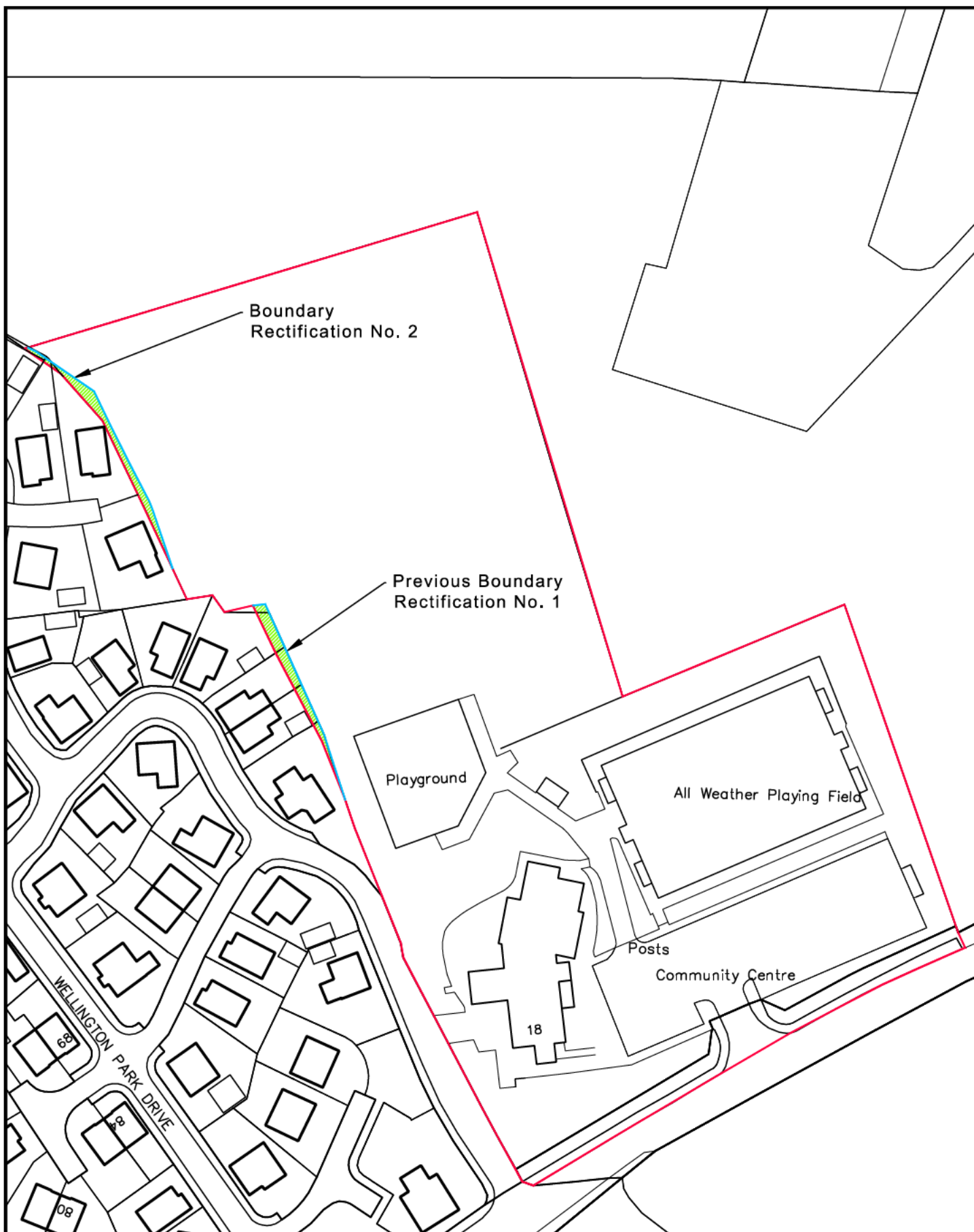
APPENDICES:

Appendix 1 - Land boundary overview
Appendix 2 -

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



**Service Transformation
Assets**
Civic Headquarters
Lagan Valley Island
Lisburn BT27 4RL
Tel: 028 9250 9250
www.lisburncastlereagh.gov.uk
Director of Service Transformation

title:
**MAGHABERRY COMMUNITY CENTRE
BOUNDARY RECTIFICATION LOCATION MAP**

os ref:	164/10 & 11	scale(s):	1:1250
date:	Aug. 2022	drawn by:	

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CS&LA581

Corporate Services Committee

Confidential

12th October 2022

Confidential Report from:

Head of Assets

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

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Following
Ratification at
Full Council

Never

Item for Noting

TITLE:

Report on future consistent approach for the Council to take when current service providers/ contractors submit requests for an increase in specific tender rates

Background and Key Issues:

Background

1. In recent weeks the Council has received a number of requests from service providers for increased tender rates to cover increasing costs to deliver their service under current contractual obligations.
2. The service providers have indicated that a number of unsustainable costs have increased due to various factors related to but not limited to:
 - a. Russia/Ukraine conflict
 - b. National Insurance
 - c. The National Minimum Wage and Living Wage
 - d. Energy and Fuel
 - e. Manufacturing and Component parts

- f. General Inflation etc
- g. Brexit

The list attached (**see Appendix 1**) details contracts for which the Council has received a request to increase the contracted rates and the reason for the request.

Key Issues

1. Currently the Council uses a number of differing contractual terms and conditions over various types of contracts. Consequently it is difficult to be consistent in the approach when facing the unprecedented cost pressures that exist across many of the markets that we are trading in.
2. Terms and conditions within contracts typically include a retail price index on annual tenders but do not provide a solution to the cost point pressure in some of the commodities such as energy and cost of living.
3. So as to be as consistent and fair as possible, whilst still demonstrating value for money and remaining compliant within the procurement legislative framework, officers have developed a series of steps outlined below when approached by suppliers for increased tender rates on current contracts.

Next Steps

1. Current contracts rate review requests are being processed as follows in line with recent legal advice:
 - a) Request evidence from the service provider/contractor in order to establish the reason for the uplift in the tender prices and the justification of rates
 - b) Review the terms and conditions which the contract award was based on for a solution on how to deal with the request
 - c) Take into consideration if any requested increases could have been foreseen at the time of submitting a tender
 - d) Is the variation permitted within the allowances of the Public Contract Regulations
 - e) Consider the implications of not agreeing to the uplift request ie termination of contract and service provision. Would it be a better option to grant the increases based on the evidence submitted by the contractor for a limited period and retender, or alternatively contribute towards the increase
 - f) If it is agreed to vary the contract and pay or contribute to the uplifts it would be recommended to proceed on the basis of an open book arrangement to allow for the fluctuation of rates, increases and subsequent decreases relevant to the variation
 - g) Any final decision to proceed with a variation for increase in the tendered rates should be agreed with the Head of Finance and Departmental Director in line with the Procurement Regulations, Accounting Manual and Scheme of Delegation in order to ensure that any budget implications are understood and mitigation measures addressed
 - h) In order to ensure full governance coverage the final decision should be reported to the relevant home committee for noting in line with the Councils Scheme of Delegation in relation to any uplift in tender rate. The report should outline the rationale for decision to agree to any price uplift requests and inform increased

budget implications and mitigation measures. A report template example is attached at **Appendix 2**.

2. The Strategic Procurement Working Group will take on board the learning from this period and follow guidance based on Central Procurement Directorate (CPD). The clauses within the guidance provides both the Council and potential bidders/successful contractor with clear guidance at the time of tendering on how a change in law and/or a variation to a contract will be considered and managed. This will reduce any ambiguity on the sides of both parties.
3. It is important, and will be emphasised to the budget holder, that a review of the service delivery model should be undertaken when there is significant cost escalation. The basic assumptions around the approach to the market may have fundamentally changed and alternative service delivery models should be considered in consultation with the respective committees. This should address the basis of the commission and the budget availability.

Recommendation:

It is recommended that the Committee note the above information.

Finance and Resource Implications:

High risk of overall cost increases leading to budget provision implications. Also risk of service disruption or cancellation.

Budget provision for 1 April 2023 onward will be made in the 2023/24 annual Estimates

Screening and Impact Assessment

1. Equality and Good Relations

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

No

If no, please provide explanation/rationale

Equality and Good Relations screening his deemed not to be required as this is a contract for works services and will not affect any of the Section 75 groups.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

Yes/No

Option 2

Screen out with
mitigation

Yes/No

Option 3

Screen in for
a full EQIA

Yes/No

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

N/A

Insert link to completed Equality and Good Relations report:

N/A

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

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

No

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

A Rural Impact Assessment is deemed not to be required as this is a contract for works services and will apply equally to all communities across the Council area

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

N/A

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:



HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services Committee

Confidential

12th October 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

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

When will the report become unrestricted:

Specify when
report will
become available

December 2022
(or when new
contracts in
place)

Redacted
report
available

Never

Item for Noting

TITLE: **Digital Council Business Case:** Telephony and Digital Platform

Background and Key Issues:

Context

1. At a meeting of Corporate Services Committee in April 2022 Members approved the business case for investment in a number of priority digital and technical solutions which will provide the Council with:
 - **A modern fit for purpose Telephony system**
 - **A new Council website**

- **Customer care and systems for tracking and maintaining customer records and replace end of life legacy systems (FOI, Registration, Bookings etc)**

2. This report provides an update on the recent procurement exercises which were undertaken by the Portfolio Office to deliver these new systems, as detailed below:

Procurement Digital Platform

1. The Council's new Digital Platform was procured through a G-Cloud Call off contract in July 2022 with the contract awarded to Placecube for their cloud product Digital Place (www.placecube.com). Placecube were the only supplier to submit a bid with tender costs of £410,000 for 4 years (with an additional £80,000 included in the overall Council budget should the Council wish to extend the contract after 4 years).
2. This digital platform is specifically designed to deliver public services and is already being used extensively by Councils across the UK (eg Bristol, Camden, Sutton, Dorset). The platform will enable the Council to not only develop a new customer care system and other systems for tracking and maintaining customer records and replacement of end of life systems, but will also develop the new Council website.
3. The innovative 'cube' approach means that the Council can straight away start to use cubes which have already been developed by other Councils, and can work with engineers and technicians from Placecube to develop other bespoke systems as required.
4. Kick off meetings have already been held with Placecube representatives and appropriate Council staff in order to commence project discovery and development on the above listed priority systems.
5. **Appendix 1** sets out the actual tender costs which are in line with the approved business case.

Procurement Telephony System

1. A procurement exercise was run through e-tenders for a new cloud based telephony system. Tenders closed on the 8th August and attracted significant commercial interest from bidders as detailed in the [REDACTED]
2. Key Council objectives included:
 - Bring the Lisburn and Castlereagh City Council communications infrastructure up to date.
 - Provide a resilient reliable solution which is secure and stable.
 - Provide an infrastructure that delivers a "work anywhere" solution in keeping with the Council's business continuity plans and any future hybrid working policies.
 - Improve customer service manageability and provide a customer contact hub.
 - Provide a solution capable of supporting the Council for at least the next 5 years.
3. Tender evaluation took place on 16th August and a preferred bidder Eircom UK Ltd was identified. This was the lowest cost tender at a total cost of £252,843.50 over the five year

contract period, with an option of a further 1+1 year contract extension at an overall contract cost of £332,621.70. The business case has been updated to reflect the actual five year tender costs and is included as part of [REDACTED]

4. The proposal from Eircom will mean that the Council will be part of an existing local Council cloud cluster with three other Northern Ireland Councils (Mid & East Antrim, Mid Ulster, Fermanagh & Omagh) albeit each Council has a separate and independent contract but sharing costs for the same cloud platform (Local Government Private Platform).
5. Eircom propose to include Lisburn and Castlereagh City Council on this private cloud platform bringing to bear the shared costs and additional benefit of collaboration between similar organisations. Having undergone a complete refresh in the past two months with all hardware and solutions updated and replaced, the Platform offers the Council a communications infrastructure which will meet our telephony requirements over the next 7-10 years.
6. As the Council currently pays Datatrix in the region of £93K on an annual basis for the current VoIP telephony system, after the initial one off set up cost with Eircom, there will be annual revenue savings realised which will be reflected in the annual estimates setting.
7. The contract with Eircom has now commenced in order to ensure timelines for installation, testing and system go live dates are met.

Recommendation:

It is recommended that Members note the Digital Council update report and the award of the following tenders:

1. Digital Platform – Placecube 4 year contract at a total cost of £410,000 (with an additional £80,000 included in the overall council budget should the council wish to extend the contract after 4 years).
2. Eircom Ltd UK – new council telephony system 5 year contract at a cost of £252,843.50 (and optional contract two year extension on a 1+1 basis at a total overall contract cost of £332,621.70).

Finance and Resource Implications:

1. Digital Platform capital cost of £170,000 (includes £80,000 contribution from revenue as part of COVID funding), and annual revenue costs of £80,000 as part of the annual estimates process, off-set by savings in existing IT Contracts over a period.
2. Telephony system revenue costs of £252,843.50 over the five year period of the contract (and optional 2 year extension at overall cost of £332,621.70) as part of the annual estimates process, met from existing resources.

The interdependencies of our current systems are built into the proposed solution therefore the organisation will achieve efficiencies from year 1 from the ongoing retirement of end of life and legacy systems and the new telephony contract.

There are no further identified resource implications.

Screening and Impact Assessment

1. Equality and Good Relations

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

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

No

Option 2

Screen out with
mitigation

Yes

Option 3

Screen in for
a full EQIA

No

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

The IT Strategy Refresh and Digital & Innovation strategy were both screened out with mitigation as albeit no negative impacts have been identified some mitigations should be considered to ensure all section 75 categories can potentially benefit equitably from the programme.

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

Yes

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

Yes

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

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

The RNIA template identifies that whilst the Digital Platform & Telephony Project will not impact on people in rural areas differently from people in urban areas, continued monitoring and evaluation will be in place to ensure there is equitable delivery of the project according to the need and demand identified in rural areas within each DEA.

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

[REDACTED]

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

[REDACTED]

Corporate Services Committee

Confidential

12 October 2022

Confidential Report from:

Head of Human Resources and Organisation Development

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Never

Item for Noting

TITLE: **Tender for the Provision of a Learning Management System – Business Case**

Background and Key Issues:

1. This report was due to come before the September Committee for decision. Members will be aware that the Committee had been cancelled following the death of Her Majesty, Queen Elizabeth II. Due to the timescales involved, the Chair and Vice Chair agreed to the progressing of this tender process with the report to come before this Committee for noting.
2. The Local Government Training Group (LGTG) is a Shared Service with aims to contribute to the development and building of knowledge and skills across all eleven councils.

3. Lisburn and Castlereagh City Council is the current host Council for this shared service and as such is responsible for the procurement of learning services associated with the group.
4. The LGTG service delivers core services to all councils, its specific functions are:
 - To assist in the identification of training needs.
 - To provide a forum for the consideration of identified needs.
 - To facilitate the planning, implementation and evaluation of training programmes.
 - To assist in the determination and allocation of resources.
 - To provide access to a learning management system (LMS)
5. The Learning Management System is designed to offer councils an alternative to in house or face to face learning, it also allows employees to access compliance training, personal development opportunities and health and wellbeing information.
6. The contract for the current Learning Management System Provision expires on 25 December 2022.
7. A business case has been completed and is attached at Appendix 1. This business case looks at options and estimated costs for the provision of a Learning Management System for Local Government and sets out the recommendation that a new procurement process should begin as soon as possible to enter into contract with an external contractor.

Recommendation:

1. It is recommended that Members note the agreement of the Chair and Vice Chair of this Committee to the commencement of the tender process to procure a Learning Management System through an Open tender process.

Finance and Resource Implications:

1. The Learning Management System is expected to be a cost of [REDACTED] which will be budgeted to the LGTG, with Councils having the opportunity to spend a further [REDACTED] of their own budget should they wish to avail of additional services from the Learning Management System provider.

Screening and Impact Assessment

1. Equality and Good Relations

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

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

Yes

Option 2
Screen out with
mitigation

N/A

Option 3
Screen in for
a full EQIA

N/A

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

No

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

No

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

N/A to this contract

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

3. Environmental & Sustainability Impact Assessment:

Has consideration been
given to environmental
impact?

No

Has an Environmental & Sustainability
Screening been completed?

No

If no, please provide explanation/rationale:

Not applicable to this contract

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

1 [REDACTED]
2 – LMS Equality Screening

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening

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

Name of the activity/policy/project

Procurement of new Learning Management System (LMS) on behalf of Local Government Training Group (LGTG)

The LGTG is a Shared Service with aims to ensure the timely implementation of initiatives which will support the Local Government Reform process, the transformation agenda and contribute to the building of knowledge and skills across all eleven councils. Lisburn and Castlereagh City Council is the current host Council for this shared service.

The Learning & Development service aims to deliver core services to Councils. Its specific functions are:

- To assist in the identification of training needs.
- To provide a forum for the consideration of identified needs.
- To facilitate the planning, implementation and evaluation of training programmes.
- To assist in the determination and allocation of resources.
- Provide access to a learning management system (LMS).

The LGTG commissioned the procurement and provision of a shared Learning Management System which has been available to the staff of all eleven councils.

The Learning Management System is designed to offer Councils an alternative to in house or face to face learning. It enables employees to access a wide range of compliance training, personal development opportunities and health and wellbeing information.

The original contract is due to expire on 25 December 2022 and the Board of the LGTG has taken the decision to procure a new LMS to continue the service.

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

The existing LMS contract expires in December 2022; this screening relates to the business case to allow for a new procurement exercise.

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

The aim of the proposed procurement is to appoint a contractor to deliver a Learning Management System that will provide a cost-effective, quality shared learning resource to support learning and development needs of staff in all councils in Northern Ireland. This project is to procure a new system to continue and further improve existing provision.

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.

Provision of learning and development opportunities via the Learning Management System is intended to benefit all staff in the eleven councils. Effective training is ultimately intended to benefit council residents and service users. The system will provide a wide range of training, including training on equality, diversity and good relations, which will enable staff to better meet the needs of different Section 75 groups.

Who initiated or developed the activity/policy/project?

This procurement project was initiated by the LGTG Board and SOLACE NI.

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

The procurement and contract will be managed by the LGTG co-ordinator who is part of the HR OD team within LCCC, on behalf of the LGTG and all eleven Councils.

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

Yes - this project is limited by both budget and time.

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

Stakeholders include:

Management and staff of all local NI District Councils

Elected Members

Service-users to whom councils deliver services

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

Name of policy/strategy/plan	Who owns or implements?
LCCC procurement guidance	LCCC
Council corporate plans	All councils

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.

In planning the procurement of a new contractor, a range of information has been considered. This includes feedback from councils and the LGTG on the operation of the previous contract. Consideration has been given to the technical requirements for the contract and the needs of end users – council staff and elected members.

Section 75 Category	Details of evidence/information
Religious Belief Political Opinion Racial Group Age Marital Status Sexual Orientation Men & Women Generally Disability People with and without Dependants	<p>We do not have information on the equality characteristics of potential applicants for this contract but it is likely that they will represent a range of groups as the tender will be publicised across the EU.</p> <p>Those who will use the LMS will be staff and Elected Members of all local councils and will represent all equality categories.</p>

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>No evidence of specific needs/issues in relation to the procurement of a suitable contractor other than:</p> <ul style="list-style-type: none"> - the need to ensure a fair and transparent procurement and selection/appointment process - the appointed contractor will require accessibility knowledge and expertise - the appointed contractor will be required to be an equal opportunities employer and service provider. <p>In relation to the provision of learning and development resources, there is a need to ensure that materials are representative of and accessible to all groups of user (for example, disabled or older people and those who may not have English as a first language). The Local Government Training Group will be responsible for ensuring that content is appropriate.</p>
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
Dependants	

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	No differential impact – the procurement exercise will take place via open European tender and should attract applicants from a wide range of backgrounds.	None
Political Opinion		
Racial Group	In relation to resources provided by the new LMS, there should be no differential impact as these will be made available to all staff in councils as per each council's learning and development and other relevant policies.	None
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependents		

* See Appendix 1 for details.

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

Section 75 Category	IF Yes, provide details	If No, provide details
---------------------	-------------------------	------------------------

Religious Belief Political Opinion Racial Group Age Marital Status Sexual Orientation Men & Women Generally Disability People with and without Dependants	In relation to provision of resources, there is opportunity to provide further equality related content which will be intended to promote equality generally by enhancing staff knowledge and skills.	No opportunity in relation to the appointment of a contractor as the procurement guidelines will be followed to ensure an open and fair procurement. There are clauses in the documentation to ensure that contractors must demonstrate compliance with all relevant legislation, including equality legislation.
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Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025?

Yes, provision of the LMS will contribute to Theme 5: Training – actions 5.1-5.3.

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

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, in relation to the eventual content of the LMS which may include learning resources relevant to disability.

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

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief Political Opinion Racial Group	No direct impact in relation to the procurement and contractor appointment. In relation to provision of resources, potential for indirect positive impact if good relations related content is provided on the LMS.	None Minor

*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 Political Opinion Racial Group	There is potential to ensure LMS content is included that will increase staff knowledge and skills around good relations. This may ultimately help to better promote good relations.	Not relevant to the procurement of a contractor.

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.

None identified.

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
Option 1 Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]	Equality screening has concluding there is no need to undertake a detailed equality impact assessment on this project as no negative impacts have been identified. Provision of effective learning and development opportunities is likely to be positive for staff and should ultimately benefit council service users.
Option 2 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>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? If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

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

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

Two elements to monitoring:

- 1) Monitoring the activity generally as part of normal review and evaluation or service improvement**
- 2) monitoring by equality category.**

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:

The procurement process and operation of the contract will be managed and monitored by the LGTG co-ordinator, who reports to the HR&OD Manager in LCCC, the host council, and to the Board of the LGTG.

Individual councils will be responsible for monitoring their own use and feeding this back to the co-ordinator. There will be monitoring of use of the LMS and its effectiveness to ensure value for money. There will also be evaluation of the content of the LMS, with users encouraged to provide feedback.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Aimee White	Local Government Training Group Co-ordinator	10.06.22
Reviewed by:	Equality Officer	10.06.22
Approved by: Caroline Magee	Head of HR & OD	30.06.22

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.

Revised Template @ April 2022



Corporate Services Committee

Confidential

12 October 2022

Confidential Report from:

Head of Corporate Communications and Administration

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Following
Council
Ratification

Never

Item for Decision

TITLE:

CityWide Residents' Magazine

Background and Key Issues:

1. Background

- Council has historically produced two to three editions of CityWide per year.
- This involves the design, print and delivery of 68,000 copies of a 16 page, full colour, A4 magazine to every household and business in the area costing approximately [REDACTED] per edition.
- Production of CityWide was paused during the COVID-19 pandemic to allow prioritisation of other communications activities as part of the emergency response.
- On 8 December 2022, Corporate Services Committee agreed the production of a Spring/Summer 2022 edition which would include a range of opportunities for residents to provide feedback to inform future production. This was issued in March 2022 and cost [REDACTED].

- This report considers the feedback from residents whilst also taking into consideration operational and financial pressures faced by Council in determining the way forward for CityWide from 2023/24.
- There is budget available in 2022/23 for a CityWide to be printed and distributed as per normal arrangements before the end of the financial year.

2. Findings

- CityWide, Spring 2022 contained five competitions designed to encourage engagement which would potentially provide an indication of readership. It also included a survey to obtain residents' views on the CityWide magazine, incentivised by a prize donated by the Haslem Hotel. The responses are recorded below with a summary of findings. A full report is attached at Appendix 1.

Responses to Competitions

Posted competition entries	Emailed entries – hard copy source	Emailed entries – digital source	Total Responses
154	1426	16	1596

Responses to Survey

Posted survey entries	Online survey – hard copy source	Online survey – digital source	Total Responses
137	413	18	568

- In total, 2,164 responses were received across all competitions and the survey against 68,000 copies issued (3.2%). There may also be some duplication i.e. those who completed the survey also engaged in the competitions. The majority of those who responded use digital platforms to do so.
- 95.6% of survey respondents said the content was excellent or good.
- The most useful content was listed as information on events, bins, competitions and contact information.
- Survey respondents indicated they would like to see more information on events and local news.
- 436 said they would like to receive CityWide three times per year.
- 496 people said they would like to receive CityWide by post.

In addition, the following findings from a recent older peoples' survey conducted in 2021 are relevant:

- 75% of survey respondents felt they had good access to information on services and activities.
- Council magazines are the way that most respondents (older people) prefer to hear about council services and activities.
- Councils and others need to be pro-active in building older people's confidence in knowing how to access information, where to go for it and who to ask for help when they need it.

The LCCC Customer Experience Survey conducted in 2021 stated that 45.4% of people's preferred way of receiving information on council services is via email, whilst only 3.1% indicated a preference for being contacted by post.

There is also evidence that across Northern Ireland, online citizen engagement has increased. For example, in 2021, 80% of census information was collected online. The main method of booking for COVID-19 tests and certificates has been online as well as registering for the electoral roll.

3. Conclusion

Residents seem generally happy with the content of CityWide and this should be kept under continuous review to keep the content fresh and relevant.

With 2,164 responses across the competitions and survey, there is some evidence of good engagement with the magazine. However, with 68,000 copies circulated, the survey itself (568 responses) represents the views of less than 1% of those receiving the magazine.

The majority of responses to the survey and competitions were received through email or online submission.

4. Proposal

The pre-COVID budget for CityWide was [REDACTED]. This was reduced in subsequent years to [REDACTED] (21/22) and then [REDACTED] (22/23) as the magazine was not produced due to the pandemic.

In shaping the future publication of CityWide, consideration is given to the information provided by residents following the Spring 2022 edition. This should be balanced with the current operational and financial pressures within the Council. It is also important to note digital trends as outlined in a range of surveys and available publications. Any proposal should also align with the Council's Digital Innovation Strategy and support our commitment to environmental sustainability.

5. Options for Distribution

Option 1: Status Quo, 68,000 copied printed and delivered

To continue with current practice, printing and delivering 68,000 copies to homes and businesses in the LCCC area would lead to an annual approximate cost of:

- 2 editions: [REDACTED]
- 3 editions: [REDACTED]

Option 2: Digital edition with opt in for posted or emailed copy

This option would mean production of CityWide in digital format using the website, social media and council Ezines for electronic distribution. The final printed edition in 2022/23 would advise residents of the change in format and ask for email or postal addresses to be provided to develop a database for future distribution (opt in). Printed and emailed versions would also be available on request.

It is difficult to estimate demand for printed copies however approximate annual costs based on 5000 copies plus delivery costs including second class postage would be:

- 2 Editions - [REDACTED]
- 3 Editions – [REDACTED]

Option 3: Digital edition with print run for local collection and opt in email copy

This option focuses mainly on a digital solution using the website, social media and council Ezines but recognises that this is not the most appropriate format for all.

To mitigate, 5000 copies would be printed and distributed to community facilities and local pick up points where they could be picked up by residents, targeting older people specifically. Stock levels will be monitored and replenished if required. Appendix 3 outlines the distribution approach.

Residents will also be able to opt in to receive an emailed copy through the collection of emails addresses from the Winter 2022 edition.

Costs per year are estimated at:

- 2 Editions - [REDACTED]
- 3 Editions – [REDACTED]

Option 4: Digital Only

The most cost effective way to produce CityWide is in a digital only format. There is no direct cost associated with a digital version, however there is insufficient evidence to show that this will reach a significant number of residents.

6. Preferred Option

In considering all of the information available, **Option 3 (2 editions)** is recommended for consideration from 2023/24 financial year.

This would lead to a significant reduction in costs and supports the Council's digital ambition and commitment to environmental sustainability. It is also a more targeted approach for those who may have difficulty in accessing online information.

Recommendation:

It is recommended that Members:

1. Note the intention to produce a printed edition of CityWide before the end of the financial year in line with current arrangements.
2. Approve Option 3: the production of 2 editions of CityWide from 2023/24 financial year with a mainly digital approach supported by printed copies for local collection and distribution as well as an 'opt in' for emailed versions as outlined above.

Finance and Resource Implications:

The 2022/23 budget for CityWide is [REDACTED] to allow for an edition to be published before the end of the financial year.

The cost of Option 2 is estimated at [REDACTED] and will be included in the estimates for 23/24.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	Yes	Option 3 Screen in for a full EQIA	N/A
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

Appendix 2

2. Rural Needs Impact Assessment:

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

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

N/A

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

- 1. Feedback Report
- 2. Equality Screening
- 3. Distribution proposal

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

CityWide – March 2022: Engagement Report

The March 2022 edition of CityWide magazine was posted to 68,000 homes and businesses in the Lisburn and Castlereagh area. A digital version of the magazine was also made available on the council website and analytics state that it was accessed 245 times.

This spring 2022 edition included five competitions to help understand the readership of the magazine. The competitions were promoted on the council's social media channels. Readers could enter the competitions digitally (via email) and by post (by sending in contact details to the council's freepost address).

A survey was also included to encourage readers to provide feedback on various aspects of the magazine. This was incentivised with a meal for two and overnight stay donated by the Haslem Hotel.

Table 1 shows a breakdown of the competition entries captured.

Table 1

Competition	Posted entries	Emailed entries from hard copy source	Emailed entries from digital source	Total
Poppy seeds	46	342	5	393
Compost	90	699	9	798
Vitality membership	9	285	0	294
LVI family ticket	9	100	2	111

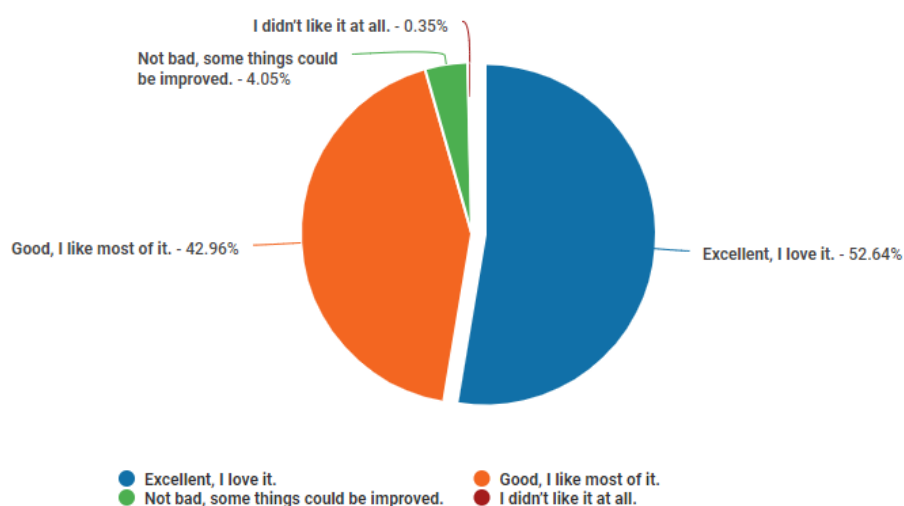
Table 2 shows a breakdown of the responses to the survey.

Table 2

Competition	Hard Copy survey	Online survey – hard copy source	Online survey – digital source	Total
Haslem Hotel stay	137	413	18	568

Question 1: What do you think of this edition of CityWide?

- Excellent – 299
- Good I like most of it – 244
- Not bad, somethings could be improved – 23
- I didn't like it at all - 2



Question 2: What did you find most useful about the magazine?

Bin collection updates	<div><div></div></div>	65.49%	372
Events information	<div><div></div></div>	76.41%	434
Competitions and giveaways	<div><div></div></div>	68.31%	388
Business articles	<div><div></div></div>	19.19%	109
Environmental articles	<div><div></div></div>	43.84%	249
Useful contacts	<div><div></div></div>	48.59%	276
Information on elected members	<div><div></div></div>	20.95%	119
Council news	<div><div></div></div>	27.46%	156
Other (please specify): Show	<div><div></div></div>	3.70%	21
Answered: 568 Skipped: 0		Response Total:	568

Comments made under 'Other' included information on Queen's Platinum Jubilee, apprenticeships and generally what's going on in the area.

Question 3: Was there anything you didn't like about the magazine?

Content – 21

Shelf life – 40

Number of pages – 51

Other – 467

Comments made under '**Other**' mostly included, "Nothing", "N/A" so an option of 'No' should have been offered to the reader.

A small number of comments were made on the thickness and expense of the paper used.

Question 4: What would you like to see in future editions of CityWide?

The most common answers to this question were as follows:

Local news - 139

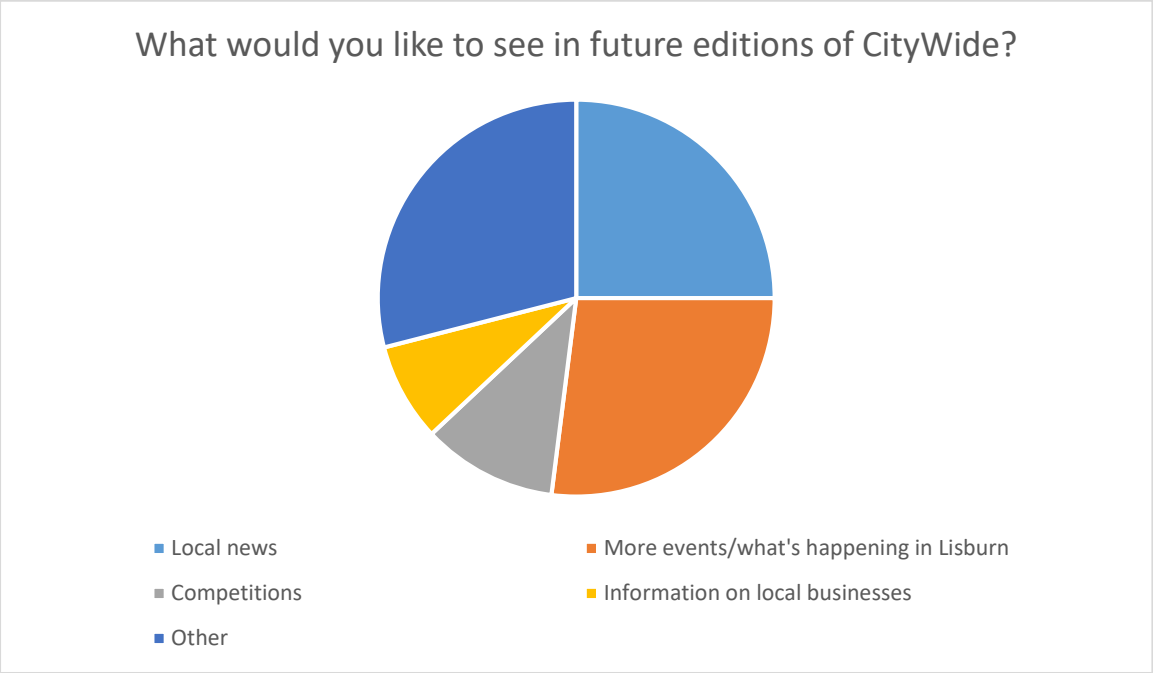
More events/what’s happening in Lisburn - 154

Competitions - 63

Information on local businesses - 48

Other - 164

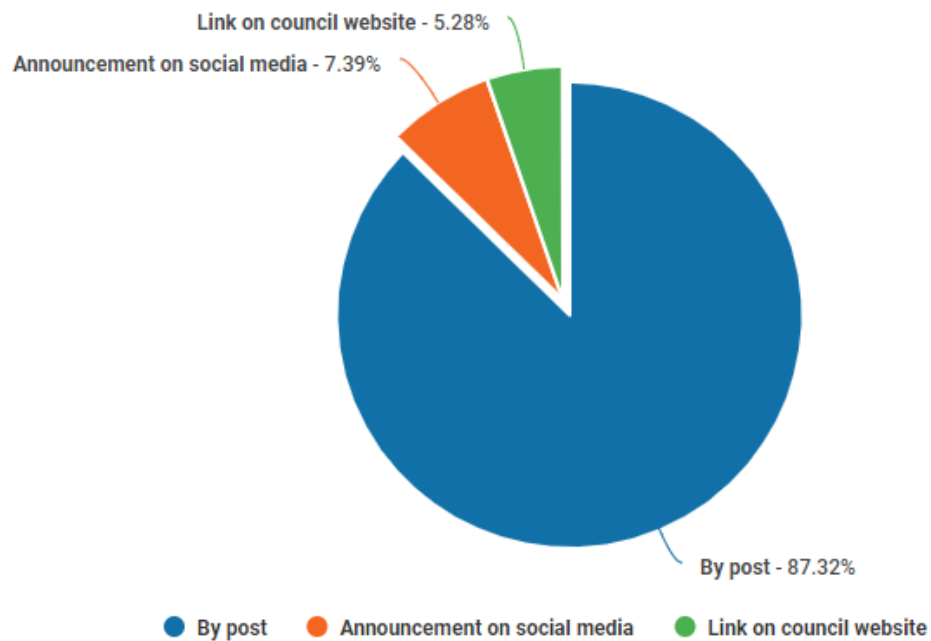
‘Other’ included a variety of responses. The most popular being event information and news for the over 60s, gardening tips, recipes and more information specific to Castlereagh area.



Question 5: How often would like to receive CityWide?

Once a year	<div><div></div></div>	2.29%	13
Twice a year	<div><div></div></div>	20.60%	117
Three times a year	<div><div></div></div>	76.76%	436
Never	<div><div></div></div>	0.35%	2
Answered: 568 Skipped: 0		Response Total:	568

Question 5: How would like to receive CityWide?



Question 5: Do you have any other comments or suggestions for the magazine?

The answers to this question were very similar to those of question 4 with 38% of readers saying they liked or loved the magazine.

Other answers included a request for information on small businesses in the council area, local news and more updates on what's on.

However, a number of people commented on the thickness of paper saying it should be of a lower grade to save costs. A few people also mentioned that the font was too small and hard to read when placed as light coloured text on a dark background.

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template

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

Background

Council has historically produced two to three editions of CityWide per year. This involves the design, print and delivery of 68,000 copies of a 16 page, A4 magazine to every household and business in the area.

Production of CityWide was paused during the COVID-19 pandemic to allow prioritisation of other communications activities as part of the emergency response.

The latest edition was issued in March 2022 edition and included a range of opportunities for residents to provide feedback to inform future production.

Name of the activity/policy/project

CityWide Residents' Magazine

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

This is a revision of existing procedure in relation to the distribution of the magazine.

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

The intended aims/outcomes of this project are:

- To reduce the production and distribution costs associated with CityWide
- To align with the objective of the Council's Digital Innovation Strategy
- To increase sustainability and reduce the use of paper
- To continue to meet the needs of residents in relation to information provision

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.

The main objectives of the proposed activity are not targeted at any specific Section 75 groups. The magazine is targeted at all households and businesses in the council area. The proposed changes to distribution are intended to reduce costs so may have minor consequential benefits for all ratepayers.

Who initiated or developed the activity/policy/project?

Corporate Communications and Administration

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

The project is owned by Lisburn & Castlereagh City Council and will be implemented by the Corporate Communications and Administration Department.

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

Yes

If yes, give brief details of any significant factors.

Cost is a significant factor as the cost of print production and distribution is rising. There is also a significant focus on sustainability and environmental impacts of printing. Council is committed to environmental sustainability.

Lack of digital skills and access to technology may negatively impact the desired outcome.

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

- Chief Executive
- Senior Management Team
- Heads of Service
- Corporate Communications Unit

Service users

- Rate payers
- Local businesses

Voluntary/community/trade unions

- Various community and voluntary groups

Other

- Elected Members

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

Name of policy/strategy/plan	Who owns or implements?
Digital Innovation Strategy	Portfolio Office
Interim Corporate Plan	HR&OD

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.

The following information has been considered in revising the approach to distribution of CityWide:

- Older People's Survey carried out by Communities Team
- Financial implications and review of costs
- Feedback from residents following CityWide Spring/Summer 2022
- Review of previous practice
- Review of practices in other organisations
- Customer Experience Survey undertaken by Portfolio Office

Section 75 Category	Details of evidence/information
Religious Belief	<p>We do not hold information on the categories of people who read CityWide however, we have considered the demographics of LCCC residents as reported in Census 2011.</p> <p>Elected Members, staff and the general public who are likely to be affected by the proposed changes will come from a range of backgrounds.</p>
Political Opinion	
Racial Group	
Age	
Marital Status	
Sexual Orientation	
Men & Women Generally	
Disability	
People with and without Dependents	

Needs, experiences and priorities

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

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	No different needs or experiences identified in relation to religious belief, political opinion.
Political Opinion	

Racial Group	Council information should be accessible for everyone including people who do not have English as their first language. There is a need to ensure that key corporate information can be made available in other languages where needed and is well promoted to new residents to the area and to those who may not have English as a first language
Age	Some older people may prefer a hard copy magazine delivered and/or older people are less likely to have easy access to online channels
Marital Status	No different needs or experiences identified for these groups in relation to the proposed changes.
Sexual Orientation	
Men & Women Generally	No different needs or experiences identified for these groups in relation to the proposed changes.
Disability	People with different disabilities have different access needs when it comes to information. Online magazines can be more accessible for those with sight impairment through the Browsealoud software on the Council's website.
People with and without Dependents	No different needs or experiences identified for these groups in relation to the proposed changes.

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	No differential impact by religious belief or political opinion as the proposed changes apply equally to all.	None
Political Opinion		
Racial Group	No impact	None

Age	Some older members of the public may not have the necessary technology or skills to access an online magazine.	Minor – negative
Marital Status	No different impact identified for these groups	None
Sexual Orientation		
Men & Women Generally		
Disability	For people with certain disabilities, e.g sight impairment online access may be more appropriate than hard copy. Browsealoud software is available on the council website for those with sight impairment.	Minor – positive
People with and without Dependants	No different impact identified for these groups	

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 opportunity identified
Political Opinion		No opportunity identified
Racial Group	Whilst our corporate information on the website can be translated using the Browsealoud assistive software, the Council could possibly do more to make those from racial minorities and newcomers to the area	

	aware of council business, including CityWide Magazine.	
Age	Older people who cannot access online information can be supported by contacting the Council directly to request a hard copy through local distribution.	
Marital Status		No opportunity identified
Sexual Orientation		No opportunity identified
Men & Women Generally		No opportunity identified
Disability	Anyone who is unable to access CityWide online can be encouraged to contact the Council to obtain a hard copy or to collect from a local centre.	
People with and without Dependents		No opportunity identified

Equality Action Plan 2021-2025

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

Yes, Action 2.1 Access to Information

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

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

If yes, give details/specify which action.

Online provision generally provides enhanced access as an alternative to hard copy. Hard copy will still be available on request from the Council or on an opt in basis. The magazine itself also presents opportunities to promote positive attitudes through use of images and content.

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

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief Political Opinion Racial Group	No direct impact on good relations for any of these groups identified in relation to the proposed changes.	

*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 Political Opinion Racial Group		No specific good relations opportunities identified

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.

Consideration was given to the potential implications of the proposed changes for the different equality categories.

We do not anticipate any particular impacts on grounds of multiple identity from the proposed project.

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
Option 1 Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]	
Option 2 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]	It has been concluded that there is no need to carry out a full equality impact assessment on the proposal to move to a more digitally focussed distribution method for CityWide with alternative distribution methods within the community. A potential minor negative impact was identified for those who are unable to access online information due to lack of skills and/or lack of access to technology. See Mitigation section below.
Option 3 Screen in for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	

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? 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.

It is recognised that whilst providing mainly online access to CityWide will yield cost savings that may potentially benefit ratepayers and will be welcomed by many, there will be some who face challenges due to a lack of technical skills and/or access to technology. The Council will therefore be prepared to make alternative arrangements for anyone who cannot access CityWide online. Hard copies will be available on request. Hard copies will also be made available in community locations and actively distributed by Communities colleagues.

We consider that these mitigations should be adequate to ensure that access is available for all, but this will be kept under review.

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

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:

The distribution arrangements will be reviewed following publication of each edition of CityWide. The following will be monitored:

- The number of people accessing the digital magazine
- Complaints and unsolicited feedback
- Comments on social media
- Regular feedback from CityWide surveys
- Hard copy stock levels in community locations
- Feedback from focus groups or consultations.

Monitoring will be carried out by the Communications team, reporting to the Head of Corporate Communications and Administration.

Part 5 - Approval and authorisation

	Position/Job Title	Date
--	---------------------------	-------------

Screened by: Frances Byrne	Head of Service, CCA	10/08/22
Reviewed by:	Equality Officer	08/09/22
Approved by: Frances Byrne	Head of Service, CCA	10/09/22

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.

Revised Template @ April 2022

Distribution Method for Option 3: Mainly Digital with printed copies for local collection/delivery targeting older people

How to reach them:

Community Development Officers engage with community groups regularly and would be an effective means of distributing CityWide magazine by either handing them out or leaving copies at venues older people may visit i.e. doctor surgeries, local shops etc.

Copies will also be placed where older people live i.e. sheltered accommodation and care homes.

There is a Seniors Information Network in the council area that represents community groups and could help get copies to their members.

Locations to collect CityWide (list is not exhaustive)

Libraries

Lisburn City Library
Carryduff Library
Moira Library

GP surgeries

Lisburn Health Centre
Hillsborough Medical Practice
Moira Surgery
Carryduff Surgery

Community Centres

Bridge Community Centre
Hillhall Community Resource Centre
Lisburn Downtown Centre
Lisburn North Community Association
Old Warren Community Association
Knockmore Community Association
Atlas Centre
Hilden Community Association
Royal Hillsborough Village Centre
St James' Community Centre
Hope House, Moira

Other

Royal Hillsborough Visitor Information Centre
Lisburn Foodbank
Dundonald Foodbank
Ballymacash Sports Academy
Community Advice Lisburn & Castlereagh
City of Lisburn Salto Gymnastics
Lagan Valley Hospital

Appendix 3

Sheltered Accommodation	Address	Postcode	DEA
Cairnshill Court	20 Cairnshill Court, Belfast	BT8 6TX	Castlereagh South
Blaris Fold Beechland Drive	Beechland Drive	BT28 1LN	Lisburn South
Ballymacross Hostel	12 Mourne View Park, Lisburn	BT28 2UQ	Lisburn South
Old Manor House	430 Lisburn Rd, Belfast	BT9 6GN	Lisburn North
Edgar Boyd Court	Killynure Gardens, Carryduff	BT8 8RT	Lisburn South
Belsize Court	Belsize Road	BT8 8RT	Lisburn North
Wood Glen	Glenavy Road, Lisburn	BT28 3UE	Lisburn North

Care Homes	Address	Postcode	DEA
Lisburn Care Home	119B Hillsborough Road, Lisburn	BT28 1JX	Lisburn South
El Shammah Residential Home	2 North Circular Road	BT28 3AH	Lisburn North
Link Community Care	34A Crescent Business Park	BT28 2GN	Lisburn South
Rosevale Care Home	173 Moira Road, Lisburn	BT28 1RW	Lisburn South
Pond Park Care Home	2 Derriaghy Road, Lisburn	BT28 3SF	Killultagh
Brae Valley House	2 Breda Terrace	BT8 7BY	Castlereagh South

Council Venues:

Activity Centres

Glenmore Activity Centre
Kilmakee Activity Centre
Grove Activity Centre

Leisure Centres

Lagan Valley LeisurePlex
Lough Moss Leisure Centre

Golf courses

Castlereagh Hills Golf Course
Aberdelgy Golf Course

Other council venues

Dundonald International Ice Bowl
Island Arts Centre
Lagan Valley Island

Appendix 3

Irish Linen Centre and Lisburn Museum

Corporate Services Committee

Confidential

12th October 2022

Report from:

Joanne Hewitt, Head of Finance

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

When will the report become unrestricted:

Specify when
report will
become available

-

Redacted
report
available

Post negotiation

Never

-

Item for Noting

TITLE: Management Accounts – Period 5 (August)

Background and Key Issues:

Period 4 - Management Accounts

1. Attached is the set of Management Accounts for the period ended 31 August 2022.
2. This shows a summary of each directorate and any opportunities or risks that may arise before the end of the financial year.

3. It is to be noted that the net profiled expenditure for the period is **£566,506 below the approved estimates (2.76% underspend)** for the financial year 2022/2023. This is the position excluding costs funded from earmarked reserves, which are listed separately in the appendix.

4. The underspend as at period 5 of £567k is summarised below:

- Payroll Underspend - £479k
- Non-payroll Overspend - £1,009k
- Income Overachievement - £1,096k

Analysis of current position

5. In terms of *payroll* expenditure, the Council is carrying a number of vacant posts and therefore the costs have not materialised.

6. These posts have been advertised / are being advertised but the recruitment market remains challenging.

[REDACTED]

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

9. Utility costs – there continues to be price uncertainty relating to electricity and gas charges. Costs were £613k over profiled budget for period 5 (£1,365,407 actual vs £752,199 budget). Periods 1- 5 account for approx. 38% of the annual budget.

[REDACTED]

11. In terms of *income*, there are areas which are underachieving (mainly in Sports Services) which are offset by areas that are overachieving. Some of the key income streams and performance to date are detailed below:

- Vitality membership income is tracking income at 21% ahead of budget by the end of P5 (actual to date £668,922 v budget to date £551,000).
- Ten pin bowling income is tracking income at 27% ahead of budget at the end of period 5 (actual to date £280,182 v budget to date £220,687).
- Income from golf courses has performed better than anticipated, (£588,117 actual to date v £464,008 budget to date) achieving 27% over planned budget at P5.

- Trade Waste collection has performed better than anticipated (£400,559 actual v budget to date £315,000) achieving 27% over planned budget at P5.
- Income received from the rental of Bradford Court is tracking at £71k ahead of budget at period 5.
- Investment income is tracking well above profiled budget at period 5 with income at £68,822 compare to a budget of £8,333. This is due to the increase in investment interest rates, which is expected to continue for the coming months.
- Income for building control is slightly under profiled budget for period 5 (£466,711 actual to date v £497,128 budget to date).
- Planning fees income is tracking 14% below profiled budget for period 5 with actual income of £394,068 compared to a period 5 budget of £458,332.

Other Considerations going forward

12. Payroll

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- Both the regional and local pay awards will have an impact on average holiday payments and overtime payments.
- Ongoing recruitment challenges. Resources are stretched and challenged across the organisation. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.
- Impact of availability of cover that may be required for absence.
- Chancellor statement that the increase in NIC contributions (1.25% for employer and employee contributions) which came in April 2022, is to be reversed from November 6th 2022.

13. Non Payroll

- Inflation is currently 9.9% (As at 19th September 2022). The August 2022 Bank of England report suggests that inflation may rise to 13.3% in the coming months whilst other sources are estimating higher inflationary increases (for example Citi estimate consumer inflation to rise to 18.6% in January 2023).

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- Legal costs and the costs of judicial reviews – at this stage the future risk is not quantified but included for Member's information.
- Rising utility costs – current impact up to period 5 is detailed above. If the current average prices continue, it is estimated to have an adverse impact of approx. £1.59m

over and above the budgets agreed. Assets have advised a forecast of approx. 100% increase in current cost per unit to materialise early 2023, therefore this is likely to have a significant additional impact on both the current financial year and the 2023/2024 estimates.

- Fuel costs – the current volatility of the market continues to be a risk for the remainder of the financial year.
- Increasing prices for current and new contracts, including vehicle material costs remains a risk for the remainder of the financial year.

14. Income

- If inflation/cost of living continues to increase, as expected over the coming months, there is a risk that footfall within the leisure facilities may reduce / memberships may be cancelled.
- As part of the rates setting process, the income budgets for conferencing and theatre within Lagan Valley Island were reduced. These budgets are profiled later in the financial year. There remains a significant risk that the expected income for these areas will be less than predicted in the coming months due to the inflationary increases/cost of living increases.

15. Capital/construction costs

- As with revenue projects, there is a risk of increasing contractors prices in relation to capital projects.
- Due to EU quotas for global imports being exhausted earlier than expected, British steel producers will have to pay a 25% tariff to sell certain construction products into Northern Ireland. This may have a major impact of the cost of construction products that are required for a number of the Council's capital projects

16. Penny Product

- LPS provide a forecasted outturn to Finance in relation to the Penny Product. The forecasted outturn based on period 5 reports is a positive outturn of £1,040,802. The majority of this relates to the current position of the non-domestic district rates.
- De-rating grant – A forecasted outturn for quarter 1 has been received. This is currently sitting as a risk on the Management Accounts to the value of £2,113. A forecasted outturn will be received each quarter moving forward.

Current and future cost pressures

17. Analysis of current and future cost pressures for all Councils have been carried out and communicated with DfC through SOLACE. A letter has been received from DfC in relation to these pressures.
18. It is highly unlikely at this stage that any funding/assistance will be available from DfC.
19. The Association of Local Government Finance Officers (ALGFO) continue to liaise with DfC on a regular basis.

Moving Forward

20. Finance continue to have regular monthly budget meetings with each Department and will continue to monitor the current and any future risks or opportunities.

Recommendation:

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

Finance and Resource Implications:

As above

Screening and Impact Assessment

1. Equality and Good Relations

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

No

If no, please provide explanation/rationale

Not applicable.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

N/A

Option 2

Screen out with
mitigation

N/A

Option 3

Screen in for
a full EQIA

N/A

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

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

No

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

Not applicable.

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

Management Accounts – Period 5

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

LISBURN AND CASTLEREAGH CITY COUNCIL
2022/2023 MANAGEMENT ACCOUNTS

Period 5

2022/23

Comments

SUMMARY BY DIRECTOR

	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	
	£	£	£	£	
Finance & Corporate Services	6,658,800	2,999,822	3,200,700	(200,878)	-6.28%
Governance & Audit	691,660	256,167	297,439	(41,272)	-13.88%
Leisure & Community Wellbeing	13,476,870	6,175,861	6,028,247	147,614	2.45%
Environmental Services	20,151,120	8,500,537	8,783,507	(282,970)	-3.22%
Service Transformation	7,783,410	1,994,312	2,183,312	(189,000)	-8.66%
Total	48,761,860	19,926,699	20,493,205	(566,506)	-2.76%

Costs excluded from above covered by reserves:

Planning JR costs & Legal Fees	284,301	284,301
LDP	115,956	115,956
Corporate Legal Fees	115,660	115,660
Leisure new equipment	179,084	179,084
COVID Costs (from 21/22 reserves balance b/fwd)	178,020	178,020

RISKS - Costs projected for remainder of Fin Year

Additional risk of any further pay awards	Not yet known	-
Price Increases of Fuel	50,000	50,000
Price increases of Utilities	1,592,208	1,592,208
Actual penny product q1		2,113
Impact of inflationary increases on materials	Not yet known	-
Vehicle materials	30,000	30,000
JR & Legal costs not covered in reserves	Not yet known	-
		-
TOTAL RISKS		

OPPORTUNITIES -

APP forecasted outturn - based on August data from LPS	1,040,802
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TOTAL OPPORTUNITIES	1,040,802
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Payroll/non Payroll/ Income Summary per Directorate to Period 5					Explanation
Finance & Corporate Services	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	
	£	£	£		
Payroll	4,652,030	1,822,179	1,934,799	(112,620)	Open roles within Corporate Services, HR and Finance currently being recruited. An accrual has been made for the pending pay award.
Non-Payroll	3,128,240	1,581,023	1,540,993	40,030	Overspend mainly driven by increases in utility costs and rising inflation impact on goods and services
Income	(1,121,470)	(403,380)	(275,092)	(128,288)	Bank Interest higher than expected due to increase in interest rates.
Total Net - Service Support	6,658,800	2,999,822	3,200,700	(200,878)	-6.28%

Governance & Audit	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	Explanation
	£	£	£		
Payroll	618,730	224,417	257,831	(33,414)	Payroll underspend mainly due to unfilled roles, offset by Agency costs . An accrual has been made for the pending pay award.
Non-Payroll	72,930	47,844	39,608	8,236	Overspend consultant fees partially offset by Internal Audit (Outsourced)
Income	-	(16,094)	-	(16,094)	Recoupment of seconded policy officer.
Total Net - Governance and Audit	691,660	256,167	297,439	(41,272)	-13.88%

Leisure & Community Wellbeing	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	Explanation
	£	£	£		
Payroll	12,895,580	5,317,712	5,406,521	(88,809)	An accrual has been applied up to Period 5 for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts are currently being recruited.
Non-Payroll	8,455,960	4,927,052	4,121,229	805,823	Mainly due to increases in utility costs in Leisure Centres as well as increases in Contractors costs, materials and chemicals due to impact of rising inflation .
Income	(7,874,670)	(4,068,903)	(3,499,503)	(569,400)	Sports services income is over budget particularly in Vitality, DIIB, Golf Courses and CHGC. However this trend may not continue due to current economic climate.
Total Net - Leisure and Community Wellbeing	13,476,870	6,175,861	6,028,247	147,614	2.45%

Environmental Services	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	Explanation
Payroll	11,155,900	4,644,847	4,700,552	(55,705)	An accrual has been applied up to Period 5 for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts are currently being recruited.
Non-Payroll	12,480,010	5,663,229	5,658,983	4,246	Overspends in Insurance Premium costs across the directorate £17k, Self Insurance Fund £23k, Animal Welfare £16k, (Fuel £85k, and Vehicle Mats £70k both due to inflationary pressures), these have been largely offset by the following underspends Waste haulage costs (£118k) and Arc21 contracts (£162k).
Income	(3,484,790)	(1,807,539)	(1,576,028)	(231,511)	Current under achievement in Building Control income of £30k is being off set by over achievements in Cemetery income (£60k), Off Street Parking Charges (£18k), Trade Refuse Collection (£86k) and ARC 21 MRF (£61k).
				-	
Total Net - Environmental Services	20,151,120	8,500,537	8,783,507	(282,970)	-3.22%

Service Transformation	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	Explanation
Payroll	5,455,580	2,090,150	2,278,629	(188,479)	An accrual has been applied up to Period 5 for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts within Development are currently being recruited.
Non-Payroll	8,760,340	3,614,371	3,463,561	150,810	Funded Projects offset by income accrual.
Income	(6,432,510)	(3,710,209)	(3,558,878)	(151,331)	Additional income accruals offset by expenditure funded projects.
				-	
Total Net - Service Transformation	7,783,410	1,994,312	2,183,312	(189,000)	-8.66%