



April 13th, 2022

To: Chairman

Councillor J Laverty, BEM

Vice-Chairman

Alderman M Henderson, MBE

Aldermen

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

Councillors

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

Ex-Officio

The Right Worshipful The Mayor, Alderman S Martin

Deputy Mayor, Councillor T Mitchell

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 13th April 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 HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

3.1 South Eastern Health & Social Care Trust - Consultation on Urgent & Emergency Care at Lagan Valley Hospital

📎 *CSC Report LVH Consultation Response.pdf*

Page 1

3.2 LVI Illumination Requests

📎 *CSC REPORT ILLUMINATION.pdf*

Page 6

3.3 Lisburn & Castlereagh Policing & Community Safety Partnership - Minutes of Meetings

📎 *CSC Report - PCSP Minutes.pdf*

Page 9

📎 *PCSP 16 12 2021 Minute.pdf*

Page 12

📎 *PCSP Policing 150222 Cleared.pdf*

Page 18

📎 *PCSP Private Minute 150222 Cleared_.pdf*

Page 21

4.0 REPORT OF HEAD OF FINANCE

4.1 Local Government Staff Commission - Contribution for 2022/2023

📎 *CSC Report Local Government Staff Commission.pdf*

Page 25

📎 *Letter to Cara McCrory - Lisburn Castlereagh CC (002).pdf*

Page 28

📎 *LGSC Management Plan 21 23.pdf*

Page 30

📎 *LGSC Financial Scheme 2022-23.pdf*

Page 46

5.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

5.1 Employers for Disability - Membership

6.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

6.1 Royal Hillsborough Concert & Fireworks

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

6.2 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).

6.3 Engagement of Internal Audit Manager

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

6.4 Council initiatives to remember those who have lost their lives through the Covid-19 Pandemic and also those who have lost their lives due to Suicide

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

 **CSC Report - Covid Memorial and Suicide Initiative.pdf** **Not included**

 **Equality Screening Suicide Initiative 05.04.22.pdf** **Not included**


6.5 Security Contract Award - Update

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

 **CSC Report Conf Bradford Court Security Receptionist Contract Award Update.pdf** **Not included**

6.6 Mobile Telephony and Data Services Contract

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

 **CSC Report - Contract Award Mobile Telephony and Data Services.pdf** **Not included**

6.7 Freedom of the City

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

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


6.8 Theatre and Conferencing

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


 **CSC Report Theatre and Conferencing - April 2022.pdf** **Not included**

6.9 Consolidation of Scheme of Allowances payable to Councillors

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.

 **CSC Report - Scheme of Allowances.pdf** **Not included**

 **Appendix 1 LCCC scheme of Allowances 2021-2022 - Amended March 2022.pdf** **Not included**

 **Appendix 2 LCCC scheme of Allowances 2022 - 2023.pdf** **Not included**

6.10 Management Accounts Period 11

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.

CSC Report Management Accounts - Period 11.pdf

Not included

App Management accounts Period 11.pdf

Not included

6.11 Hybrid Working

Confidential for reason of information 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.

HR_OD_Conf_Hybrid_Working_Pilot.pdf

Not included

Appendix A Survey Summary.pdf

Not included

Appendix B Hybrid Focus Group - Summary.pdf

Not included

Appendix C Summary HOS-Survey-Focus Group March 22 FINAL.pdf

Not included

Appendix D HYBRID WORKING PILOT PROTOCOL.pdf

Not included

APPENDIX E - Considerations and KPIs.pdf

Not included

Appendix F Q&A Following Workshop.pdf

Not included

6.12 Council's Leave Policy - Update

Confidential for reason of information 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.

HR_OD_Conf_Leave_Policy.pdf

Not included

6.13 Buy-Back of Pension

Confidential for reason of information (i) relating to any individual; (ii) which is likely to reveal the identity of an individual; (iii) relating to the financial or business affairs of any particular person (including the Council holding that information).

7.0 ANY OTHER BUSINESS



Corporate Services Committee

13th April 2022

Report from:

Head of Corporate Communications & Administration (Frances Byrne)

Item for Decision

TITLE: **Public Consultation on the temporary changes to Urgent and Emergency Care Services at Lagan Valley Hospital, Lisburn**

Background and Key Issues:

1. Background

2. The South Eastern Health and Social Care Trust launched a public consultation about the temporary changes to Urgent and Emergency Care Services at Lagan Valley Hospital on 23 February 2022. The consultation closes on 22 April 2022. The consultation document can be viewed here <https://setrust.hscni.net/wp-content/uploads/2022/02/LVH-Urgent-and-Emergency-Care-Public-Consultation-Document.pdf>
3. Delegated authority was granted to the Corporate Services Committee by Council on 22 March 2022 to agree the Council's response for submission before the closing date of 22 April 2022.

4. Consultation Response

To develop a corporate response to this consultation, Members were asked to provide their comments to the Member Services Manager by 18 March 2022. One response was received.

5. In addition, Members were advised that individual and/or party responses to the online consultation survey can be submitted using the following link:

<https://consultations2.nidirect.gov.uk/hsc/public-consultation-sehsct-lvh/consultation/subpage.2022-02-21.7237401746/>

Representatives from the SE Trust also held an engagement session with Elected Members on 29 March 2022 to present further information on the changes, listen to Members' feedback and answer questions as part of the consultation process.

6. The following draft response has been prepared based on Members' comments received by email and views expressed at the meeting with the Trust on 29 March. The response is structured to address the specific questions in the consultation survey. It should be noted that the views of Members were varied.
7. At the outset Members wanted recorded their sincerest appreciation to the South Eastern Trust and to all Health and Social Care staff who work tirelessly to support our health care needs.

7.1 The Consultation Document outlines the reasons why the Trust temporarily reduced the opening hours at Lagan Valley Hospital Emergency Department. Do you consider that temporarily reducing the opening hours of the department was a reasonable response to the patient safety concerns outlined in the document?

- Lisburn & Castlereagh City Council acknowledges that the decision to reduce the opening hours was not based on budgetary constraints but due to a shortage of suitably trained medical staff equipped to act as senior decision makers to treat and care for patients. It is accepted that this workforce challenge is not unique to the South Eastern Health and Social Care Trust or Northern Ireland – it is a challenge echoed across Urgent and Emergency Care Service providers throughout the UK.
- It is recognised that the drain on medical staff and the long working hours within Lagan Valley Hospital Emergency Department could not be sustained and the measures put in place were intended to protect staff and patient safety.
- Disappointment was expressed by some Members that the Phone First system was put in place prior to any external consultation.
- Council accepts the temporary reduction in opening hours of the Lagan Valley Hospital Emergency Department was an unavoidable measure in response to the patient safety concerns highlighted by the Trust in the consultation document, however it does not have the support of all the Members.

8. The Trust has implemented a 'Phone First' model to mitigate the risk to patient safety and proposes temporarily renaming the department an 'Urgent Care Centre' to better reflect the services provided. Do you consider these actions are reasonable and will address some of the challenges faced by the service and facilitate patients receiving treatment in a timely, suitable and safe environment based on their clinical need?

- Council accepts that the LVH Emergency Department could no longer appropriately use the term "Accident & Emergency Unit" and welcomes with a degree of reluctance the new definition as an "Urgent Care Centre". It is felt that this title is more reflective of the services currently provided.

- Members reported to have received positive feedback from a number of users of the Phone First service.
- Some Members expressed concern that the reduction in hours could only mean a reduction in service for patients. Assurances were provided by Trust Officials that patient waiting times have been reduced. The Trust explained that some patients may feel they are still waiting to be seen but quite often appointment times offered to patients do not suit them and the appointment they choose may be a number of days away. Council accepts this explanation.

9. The outcome of initial equality screening considerations is available on the Trust website at <https://setrust.hscni.nle/getinvolved/consultations/> Do you have any further views on the assess impact of the proposals and any other potential impacts you feel we should consider?

- Engagement with people with caring responsibilities is extremely important and the Trust needs to ensure this group is consulted as part of the public consultation process.
- Consultation sessions with GP surgeries should form an integral part of the consultation procedure.

10. The Rural Needs Act places a duty on public authorities, including government departments, to have due regard to rural needs when developing, adopting, implementing or revising policies, strategies and plans and when designing and delivering public services. The Trust's Rural Needs Assessment for this consultation is available on the Trust website. Do you have any evidence to suggest that the actions taken by the Trust create an adverse differential impact?

- The Council welcomes the Trust's actions to mitigate the potential negative impact on patients from rural areas including:
 - Enhancing Enhanced Care at Home
 - Rapid Access Services
 - The anticipatory care/enhanced clinical care to care homes
 - The roll out of the short term assessment team model of intermediate care

11. Please provide any other comments that you wish to make.

- Concern was expressed that the Phone First service has resulted in the Emergency Department at Lagan Valley Hospital becoming a minor injuries unit.
- It was also felt that pressure will be put on Accident & Emergency Departments in other hospitals as people with serious injuries who need urgent treatment will avoid Lagan Valley Hospital.
- One Member questioned the longer term intention of the Trust for the "Urgent Care Centre" at LVH and requested that it be open and transparent about its future plans.
- A Member raised concern that residents in the Lagan Valley area would have to travel to Craigavon or Belfast to access accident & emergency services. These hospitals are already under huge pressure and questions the logic of reducing services at LVH.

- The general operation of the LVH was questioned by a Member who stated that for a period of time it would appear that the hospital has not be operating to full capacity whilst other hospitals are reported to be overflowing.
- Lisburn & Castlereagh City Council values its relationship with the South Eastern Health and Social Care Trust. This is of utmost importance to Council Members who are appreciate the extremely positive way in which the Trust engages with them.

12. A meeting of the Health Working Group will be scheduled for early June 2022 where representatives from the Trust will share the outcome of the public consultation and future plans.

Recommendation:

13. It is recommended that Members approve the response, on behalf of the Council, to the South Eastern Health and Social Care Trust for submission before 22 April 2022 subject to any further comments requested for inclusion.

Finance and Resource Implications:

None

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

The South Eastern Health and Social Care Trust has conducted an equality and good relations screening as part of its consultation process.

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?	No	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:

The South Eastern Health and Social Care Trust has conducted a rural needs impact assessment screening as part of its consultation process.

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

APPENDICES:	None
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HAS IT BEEN SUBJECT TO CALL IN TO DATE?	No
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If Yes, please insert date:



Corporate Services Committee

13th April 2022

Report from:

Head of Corporate Communications & Administration (Frances Byrne)

Item for Noting

TITLE:

Lagan Valley Island – Building Illumination Requests

Background and Key Issues:

1. New illumination requests are presented below for Members' consideration:

Light Up for St Patricks Day, 17th March 2022

2. A request was received from the Mayor on the 17th March 2022 to light up Green to mark St. Patricks Day.
3. Exceptional circumstances for the illumination were agreed in recognition of the ongoing Irish Language festival that Council is supporting, primarily through the Arts Centre.
4. The Festival had to be scaled back due to the impact of the pandemic, however approval for this Illumination will enable LCCC to continue to meet the objectives of this initiative, namely on promotion & awareness grounds.
5. Exceptional circumstances were agreed by Chair, Vice Chair and Mayor.
6. The building was illuminated on Thursday 17th March 2022.

HSC Northern Ireland Adoption & Foster Care, Foster Care Fortnight 9th -22nd May 2022

7. A request was received on the 5th April 2022 from HSC Northern Ireland Adoption & Foster Care to light up Turquoise and Yellow (rotation) on 9th May 2022 to mark the beginning of Foster Care Fortnight. The request did not meet the policy criteria of two calendar months' notice.
8. Exceptional circumstances for the illumination were identified in respect of the upcoming Freedom of the City award that Council is conferring on HSC on 21st May.
9. Exceptional circumstances were agreed by Chair, Vice Chair and Mayor.

Recommendation:

It is recommended that Members note:

1. The exceptional circumstances for the additional Illumination added to the calendar in March 2022 to mark St. Patricks Day.
2. The exceptional circumstances for the approval of the illumination on the 9th May to mark Foster Care Fortnight.

Finance and Resource Implications:

None.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

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

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

N/A

Option 2
Screen out with
mitigation

N/A

Option 3
Screen in for
a full EQIA

N/A

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

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

No

If no, please 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:

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

13th April 2022

Report from:

Head of Corporate Communications & Administration (Frances Byrne)

Item for Noting

TITLE:

Lisburn & Castlereagh City Council Policing & Community Safety Partnership
Minutes of Meetings

Background and Key Issues:

1. The minutes of meetings of the Lisburn & Castlereagh City Council Policing & Community Safety Partnership are presented to the Corporate Services Committee for noting following their adoption by the PCSP.
2. The minutes of the following meetings of the Lisburn & Castlereagh PCSP are presented for noting:-
 3. Private Meeting of the PCSP held on the 16th December 2021;
 4. Meeting of Policing Committee held on the 15th February 2022;
 5. Special Private Meeting of the PCSP held on the 15th February 2022.

Recommendation:

1. It is recommended that the minutes of the PCSP meetings held on the 16th December 2021 and the 15th February 2022 are noted.

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
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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 Private Meeting held on the 16th December 2021
2. Minutes of Policing Committee held on the 15th February 2022
3. Minutes of Special Private Meeting held on the 15th February 2022

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

PCSP 16 12 2021

LISBURN & CASTLEREAGH CITY COUNCIL

12

Minutes of the Meeting of the Policing and Community Safety Partnership held remotely by zoom on Thursday 16 December 2021 at 6.00 pm

PRESENT:

Councillor M Guy (Chairperson)
Councillor N Anderson
Councillor A Ewing
Councillor A Gowan
Councillor A McIntyre
Councillor S Skillen
Mr J Bentley
Ms G Conroy
Mrs Y Craig
Mr G Doran
Mr D McBurney
Ms A Twomey (Vice-Chairperson)
Mrs P Yellamaty

IN ATTENDANCE:

Acting PCSP/Member Services Manager
PCSP Officer (JB)
PCSP Officer (SA)
Member Services Officer (PS)

Designated Organisations

Chief Inspector J Wilson, Police Service of Northern Ireland
J Harkness, Youth Justice Agency
E Millar, Education Authority

Commencement of the Meeting

The Chairperson, Councillor M Guy, welcomed everyone to the meeting, which was being held via zoom due to the current Covid-19 restrictions. She expressed her thanks to those who had also attended the PCSP strategy event held the previous Tuesday and advised that the survey would be re-circulated to anyone who hadn't been able to attend so that they could provide feedback in respect of matters discussed.

1. Apologies

It was agreed to accept an apology for non-attendance at the meeting on behalf of Councillor H Legge, Mrs P Leeson, Mr D Marley, Councillor R Carlin, Councillor R McLarnon, Ms A Landa, Mr G Clifton and Superintendent J Mullan.

2. Declaration of Conflicts of Interest

The Chairperson sought any Declarations of Conflicts of interest from those present, the following declarations were made:

- Councillor A Gowan declared an interest in Item 4 of the Report of the Acting PCSP Manager – Funding Application Under £500 for Anahilt & Magheraconluce Community Association due to his involvement with the group. He said he would withdraw for the duration of the discussion.
- During the course of the meeting Councillor S Skillen declared an interest in Item 5 of the Report of the Acting PCSP Manager – Funding Application Over £500 for Ballybeen Improvement Group due to her involvement with the group. She said she would withdraw for the duration of the discussion.

3. Minutes

It was agreed by the Partnership that the Minutes of the following Meetings be confirmed and signed.

- (a) Private Meeting held on 21 September 2021 (Proposed by Mr D McBurney, seconded by Ms A Twomey)
- (b) Public Meeting held on 19 October 2021 (Proposed by Mr D McBurney, seconded by Ms A Twomey)
- (c) Meeting of the Policing Committee held on 16 November 2021 (Proposed by Ms A Twomey, seconded by Mrs Y Craig)

4. Update from Statutory Partners

Representatives from Statutory Organisations had been asked to provide updates on the work of their respective organisations with regards to community safety priorities, the following updates were provided:

Update from Chief Inspector J Wilson, PSNI

Chief Inspector J Wilson updated that there had not been much change since his last update to the Partnership. There had been an increase in crime particularly in harassment and possession of drugs. Regarding burglary, at this point there had only been eleven additional burglaries on the previous year despite the easing of covid restrictions. He highlighted a small dip in clearance rates due to ongoing investigations, he also outlined the problems in identifying shop-lifters due to the wearing of masks.

He outlined the ongoing 'Seasons Greetings' operation which and provide information on recent arrests in respect of those caught driving whilst over the legal alcohol limit.

Mr J Bentley asked how much over the limit the drivers had been and he was advised by Chief Inspector Wilson that one had been at a level of 90 and one had been at a level of over 100, he reminded members that police prosecuted at a level of 40.

Mr Bentley commented that it was sad to see that people continued to flout the law in this respect.

Update from Ms J Harkness, Youth Justice Agency

Ms Harkness advised that it would now appear that face to face contact might be suspended going forward. She advised that referrals were continuing and outlined a vaping project which was to be rolled out in conjunction with the PSNI. She also advised of a project ongoing with a children's home in Lisburn. She advised that her organisation's Performance Impact Report had been produced and would be circulated in due course.

Update from Ms E Millar, Education Authority

Ms Millar advised that the Lisburn and Castlereagh Youth Council was now up and running with 28 members and she looked forward to this developing. She advised of an event being organised by the Youth Council which would feed into the PCSP's Action Plan. She advised that detached and outreach work was ongoing and paid tribute to staff who continued to work tirelessly as they had done throughout the pandemic.

5. Report of the Acting PCSP/Member Services Manager

It was agreed that the report and recommendations of the Acting PCSP/Member Services Manager be adopted, subject to any decisions recorded below, and other items noted.

5.1 Road Safety Sub Group Update

Members of the Partnership were reminded that at the Private Meeting of the PCSP held in June 2021, it had been agreed to establish a Road Safety Sub-group to bring forward recommendations to the Partnership on the following matters –

- The evaluation and proposed relocation of existing speed indicator devices (SIDS)
- The assessment of new requests for SIDs
- The procurement of additional SIDs

An update was provided on meetings held since September and on those proposed to take place in the future and were advised that a further update on all of the work of the sub-group would be presented to the Partnership in February together with recommendations for their consideration.

It was agreed that the above information be noted.

5.2 Tracker Project Update

Members of the Partnership were reminded that they had approved funding of £5,000 for a Tracker Initiative which allowed participants who signed up to the scheme a £200 discount on the purchase of tracker devices. Members were provided with an update on the scheme and were advised that a total of nine applications had been received and funded to date as one additional application had been received since the report to members had been circulated. Members

were advised that there would be a big push in the final quarter to issue the remainder and those present were encouraged to publicise the scheme.

It was agreed that the above information be noted.

5.3 Correspondence from Department for Infrastructure – A1 Junctions Phase 2 Road Improvement Scheme.

Members were provided with a copy of information recently issued by the Department for Infrastructure by way of an update on the A1 Junctions Phase 2 – Road Improvement Scheme. It was agreed that the information be noted.

(Councillor A Gowan left the meeting at 6.23pm having declared an interest in the following item).

5.4 Applications for funding under £500

After consideration of the applications, it was proposed by Councillor N Anderson, seconded by Mr J Bentley and agreed by the Partnership that the following applications for funding under £500 be approved subject to the discussion outlined below.

Group	Project	Amount requested
Anahilt & Magheraconluce Community Association	Road Safety Project with local school and community – December 2021 to March 2022	£499
Glenavy Hurling Club	ASB Project December 2021 to March 2022	£500
PSNI	Engagement event with Culcavy youth	£500
PSNI	Engagement event with Derriaghy Village Community Association December 2021	£500
PSNI	Engagement event with Hilden Residents Community Group (Glenmore Youth Club ASB Project)	£500
PSNI	Engagement event with Seymour Hill and Conway Resident Group and youth club – 10 December 2021	£500
Ballymacash Sports Academy	Soccer Camp – 3 January 2022	£500
PSNI/Beach	Engagement Event at Ballyoran Centre, Ballybeen, December 2021	£479
PSNI	Crime Prevention Event at Enler Centre, Ballybeen – December 2021	£100

Lisburn Chess Club

Some concern had been expressed that the application was a bit weak in terms of outcomes and it was agreed that PCSP Officers continue to monitor the project and provide support to the group and that guidance on form filling be explored with the Community Services Unit in the Council. The importance of safeguarding procedures being put in place was also highlighted and the PCSP Officer (SA) undertook to take this on board.

(Councillor A Gowan returned to the meeting at 6:35 pm)

(Councillor S Skillen left the meeting at 6.37 pm having declared an interest in the following item).

5.5 Applications for Funding over £500

After consideration of the applications, it was proposed by Councillor N Anderson, seconded by Mr D McBurney and agreed by the Partnership that the following applications for funding over £500 be approved.

Group	Project	Amount requested
Lisburn Chess Club	Engagement with hard to reach individuals December 2021	£1000
The Resurgam Trust	Early Intervention Street Art Project in Lisburn City Centre January 2022	£1480
Onus	Provide a further three Domestic Abuse Awareness Raising Sessions with Community Groups January to March 2022	£2000
Ballybeen Improvement Group	Saturday Twilight Soccer Intervention Programme in Ballybeen Estate January 2022 to March 2022	£4600

Resurgam Trust

Councillor N Anderson highlighted an issue which had arisen with a similar project in the past and requested that this be highlighted to the group.

5.6 Participatory Budgeting Initiative (PB) – Grand Choice

Members of the Partnership were reminded that a report had been brought before them in September 2021 regarding the PB initiative Grand Choice which was to be rolled out in the Downshire West DEA before Christmas. They were advised that due to the rapidly changing Covid situation, a decision had been taken to postpone the event. An online event had been held earlier in the year but due to negative feedback it had been agreed that a digital platform was not conducive to this type of event.

The Partnership was advised that officers would continue to monitor this situation with a view to hosting an event in Spring 2022.

Councillor A Gowan asked what would happen if it transpired that a face to face event could not take place and the Acting PCSP Manager advised that other options might have to be considered if that were to be the case.

It was agreed that the above information be noted.

5. Any Other Business

The Chairperson, Councillor M Guy thanked those present for attending and wished everyone a Merry Christmas.

There being no further business, the meeting was terminated at 6.48 pm.

Chairperson

PCSP 15 02 2022

18

LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the Meeting of the Policing Committee of Lisburn & Castlereagh City Council Policing and Community Safety Partnership held remotely by zoom on Tuesday 15 February 2022 at 6.30 pm****PRESENT:**

Councillor N Anderson
 Councillor R Carlin
 Councillor A Ewing
 Councillor A Gowan
 Councillor H Legge
 Councillor A McIntyre
 Councillor S Skillen
 Mr J Bentley
 Ms G Conroy
 Mrs Y Craig
 Ms A Landa
 Mr D McBurney
 Ms A Twomey (Vice Chairperson - in the Chair)
 Ms P Yellamaty

IN ATTENDANCE:

Acting PCSP Manager
 PCSP Officer (JB)
 PCSP Officer (SA)
 Member Services Officer (BF)

Designated Organisations

Superintendent J Mullan, Police Service of Northern Ireland
 Chief Inspector J Wilson, Police Service of Northern Ireland

Commencement of the Meeting

The Vice Chairperson, Ms A Twomey, welcomed everyone to the meeting which was being held via zoom due to Covid-19 restrictions.

1. Apologies

It was agreed to accept an apology for non-attendance at the meeting on behalf of the Chairperson, Councillor M Guy.

2. Declaration of Interest

There were no declarations of interest made.

3. Quarter 3 PSNI Report on the policing of the District

The Vice Chairperson, Ms A Twomey, invited Superintendent J Mullan to present her report regarding B District's Performance against the Local Policing Plan during the nine month period from April 2021 to the end of December 2021. The report had been circulated to Members in advance of the meeting for consideration

(i) Burglary

The Partnership was advised that there had been a 2.7% increase in the total number of burglaries when compared to the same period in 2020. Residential burglaries had increased by 9.2%, whilst business and community burglaries were down by 19.5%, but it was reported that there was no discernible pattern to the burglaries taking place in the district. Superintendent J Mullan added that burglary and cold calling remained a priority and there were now 14 "No Cold Calling" zones in the district with two further applications being progressed.

(ii) Work of the Reducing Offending Unit

The Superintendent outlined the work of Reducing Offending Unit and gave examples of the positive work which had been carried out as part of a multi-agency strategy in conjunction with the PBNI, NI Prison Service and the Youth Justice Agency.

(iii) Domestic Violence

The Partnership was advised that there had been an increase of 63 in the number of offences reported, but a decrease in the overall number of incidents which indicated that people felt more confident in coming forward to police. The PSNI's onsite Women's Aid Support Officer was currently off, but the service remained unaffected since referrals continued to be processed by Women's Aid.

(iv) Drug Activity

It was reported that 44 property searches had been carried out during the reporting period, with over 230 person searches conducted. Addressing the concerns of the community in respect of illegal drugs remained a priority and all available resources continued to focus on the disruption of the drugs trade. The PSNI's social media messaging campaign continued to highlight a proactive approach to combatting drugs and their dangers.

(v) Antisocial Behaviour

The Partnership was informed that antisocial activity has decreased by 23.71% when compared to the same period in the previous year. That reduction had been achieved through partnership working with CityWatch and other key agencies. Street Pastors had now been introduced in Lisburn and continued to work in the Dundonald area providing a neutral and reassuring presence to the local community.

(vi) Work of the Youth Diversion Officer

During the reporting period, there had been a decrease in referrals to the Youth Diversion Officer. However, the total number of referrals had increased by 5.73% on the previous year.

PCSP 15 02 2022

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(vii) Roads Policing

It was reported that two people had lost their lives on the roads in the district during the reporting year and that road safety remained a priority. In partnership with the PCSP and the DfI, there were currently 22 speed indicator devices across the district located at areas of greatest community concern. The Superintendent provided the Partnership with a detailed breakdown of the figures for detections made during the period, together with the number of arrests which had been made for drink or drugs driving.

(viii) Crime Rates and Trends

This information, which was presented in a table format, was taken as read.

(ix) Public Confidence in Policing

This information was taken as read.

(x) Crime Prevention

Superintendent Mullan outlined the ongoing work of the Crime Prevention Officer.

(xi) Hate Crime

The Partnership was advised that there had been an increase in hate crimes reported but that no particular trends had been identified. The Members were given an overview of the work undertaken to address this issue.

(xii) The Support Hub

Superintendent J Mullan outlined the content of her report in this regard and indicated that officers continued to attend Project Echo, which took an inequalities-focused approach to health and wellbeing across the district.

(xiii) Work to Transition Communities away from paramilitary influence

The Partnership noted the information which had been provided in the report in this matter.

Further to answering questions from the Partnership, the Vice Chairperson thanked Superintendent J Mullan and Chief Inspector J Wilson for attending and presenting the report.

There being no further business, the meeting ended at 7:02 pm.

Chairperson

LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the Special Private Meeting of the Policing and Community Safety Partnership held via Zoom on Tuesday 15th February 2022 at 7.15pm****PRESENT:**

Councillor N Anderson
 Councillor R Carlin
 Councillor A Ewing
 Councillor A Gowan
 Councillor H Legge
 Councillor A McIntyre
 Councillor S Skillen
 Mr J Bentley
 Ms G Conroy
 Mrs Y Craig
 Ms A Landa
 Mr D McBurney
 Ms A Twomey (Vice Chairperson - in the Chair)
 Ms P Yellamaty

IN ATTENDANCE:

Acting PCSP Manager
 PCSP Officer (JB)
 PCSP Officer (SA)
 Member Services Officer (BF)

Designated Organisations

Superintendent J Mullan, Police Service of Northern Ireland
 Chief Inspector J Wilson, Police Service of Northern Ireland
 Mr D Marley, Northern Ireland Housing Executive
 Ms N Bradshaw, Probation Board for Northern Ireland
 Mr G Clifton, Northern Ireland Fire and Rescue Service

Commencement of the Meeting

The Vice-Chairperson, Ms A Twomey, opened the meeting and extended a special welcome to Ms Nicola Bradshaw, who had been co-opted onto the Partnership to represent the Probation Board NI, and to Mr Gerry Clifton, who was attending his first meeting as a representative of the Northern Ireland Fire and Rescue Service.

1. Apologies

It was agreed that apologies be recorded on behalf of the Chairperson, Councillor M Guy, together with Ms E Millar, EA Youth Service, and Mrs J Harkness, Youth Justice Agency.

2. Report of the Acting PCSP Manager**2.1 Draft Strategic Assessment for 2022/25 and Action Plan for 2022/23**

The Partnership was reminded that a Strategic Assessment Planning Day had been held on 14th December, 2021, which had been facilitated by Mr Phil Rankin of Blue Moss consultants. Accordingly, the Acting PCSP Manager outlined the principal aspects of a Draft Strategic Assessment for 2022/25 and a PCSP Action Plan for 2022/23, copies of which had previously been circulated. She reported that the documents had been drafted to ensure that the Partnership's strategy and action plan reflected local policing and community safety needs.

The Acting PCSP Manager explained that the Strategic Assessment for 2022/25 had been presented in draft format to enable PCSP officers, in conjunction with the PSNI, to re-examine a number of statistics contained within the document. She reported that PCSP officials would meet with the PSNI in this regard with a view to submitting the final document to the Department of Justice and the Northern Ireland Policing Board by 1st March, 2022. The Partnership was requested to approve the Strategic Assessment in its draft format, subject to the course of action outlined.

The Acting PCSP Manager outlined the contents of a letter which had been received from the Department of Justice (DoJ), dated 3rd February, 2022, which had indicated that the Northern Ireland Executive had agreed that its main priority over the following three-years would be the health and social care budget. As a result, it was anticipated that PCSPs would be required to operate under the assumption that there would be a 2% reduction in their overall budget for 2022/23, which would equate to £5,502 in the Council area.

It was noted that the Chairperson, Councillor M Guy, had written previously to the Justice Minister to raise concerns regarding the proposed reduction to the PCSP budget and the Partnership agreed that those concerns should be conveyed also to the Finance Minister.

The Partnership was given an overview of the Action Plan for 2022/23, which had been developed to reflect the financial reduction and drafted in accordance with priorities and emerging issues identified within the Draft Strategic Assessment. Members were advised that the Action Plan would be submitted to the Department of Justice and Northern Ireland Policing Board by 1st March, but that comments and suggestions in respect of the document could be forwarded to PCSP staff prior to that date.

Discussion ensued in respect of the documents presented, particularly regarding how the Partnership might address and highlight both hate and cyber-crime as part of its work, and how this might be reflected within future Strategic Assessments and Action Plans.

After further discussion, it was, proposed by Ms Y Craig, seconded by Councillor A Ewing, and agreed that the Partnership approve, in principle, the Draft Strategic Assessment for 2022/25 and the PCSP Action Plan for 2022/23, subject to PCSP and PSNI officials re-examining a number of statistics contained within the Draft Strategic Assessment, with a view submitting the

final documents to the Department of Justice and Northern Ireland Policing Board by 1st March, 2022.

2.2 Road Safety Sub-Group – Update

The Partnership was informed that the Road Safety Sub-Group had met on four occasions since September 2021 to review the location and efficiency of existing Speed Indicator Devices (SIDs) and to assess new applications for such devices. The Acting PCSP Manager, together with the PCSP Officers, outlined the rationale which had been used in this exercise and gave an overview of the proposals which had been submitted for consideration. It was noted that the proposals to relocate the SIDs had been made after community consultation, together with an assessment of the number of breaches or disregard of the devices by motorists. In addition, the Sub-Group had proposed that consideration be given to rotating the location of all the SIDs in the district. This would mean restricting the allocation of a SIDs for a period of six months, extending to a maximum of 12 months, to allow for a fair and equitable approach in addressing and servicing all requests.

In accordance with the Action Plan for 2021/22, a procurement exercise had been undertaken to procure four new devices at a cost of £13,800, and it was reported that those devices would be installed by the end of March, 2022. Also, the Sub-Group, at its meeting in January, had discussed the possibility of purchasing four further devices in the 2021/22 financial year. However, following an analysis of the budget, it had not been deemed possible to proceed, but provision had been included within the Action Plan for 2022/23 to enable the purchase of four additional devices.

After discussion, during which Members paid tribute to the officers and the Chairperson for the manner in which they had overseen the review, it was proposed by Mr J Bentley, seconded by Mr D McBurney, and agreed that the Partnership approve the following course of action:

- That the following SIDs, as recommended by the Road Safety Sub-Group, be relocated subject to the recommendations from both the PSNI and Department for Infrastructure:

	Site	DEA	Installed	Comments
1	Hillsborough Road Moneyreagh	Castlereagh South	05/2019	Relocate - community consultation
2	Front Road Drumbo	Downshire East	05/2019	Relocate - low breaches
3	Belfast Road, Glenavy	Killultagh	05/2019	Relocate - total disregard of device
4	Ravarnet	Downshire East	08/2019	Relocate - community consultation
5	Soldierstown Road, Aghalee	Killultagh	11/2020	Relocate - community consultation,
6	Hillsborough Road, Carryduff	Castlereagh South	12/2020	Carryout consultation with local residents

- That four new SIDs be installed at locations which had been identified as having the highest priority by the Sub-Group subject, to the recommendations from both the PSNI and Department for Infrastructure.
- That all SIDs be rotated on a six-month cycle, unless evidence had been provided to extend the provision to 12 months.

2.3 Applications for Funding under £500

Members considered the following applications for funding and it was proposed by Councillor N Anderson, seconded by Mrs Y Craig, and agreed that the Partnership approve the applications as set out below:

Group	Project	Amount
Lisburn City Old Vehicles Club	Road Safety Project – March 2022	£497
Lisburn LOL District No 6	Parade Marshalling Training – February/March 2022	£500
PSNI	Engagement event with Seymour Hill & Conway CA to deter ASB (Boxing Training)	£486

2.4 Participatory Budgeting Update – Downshire West

The Partnership was advised that the Grand Choice participatory budgeting initiative, would take place in the Downshire West DEA in St John's Parish Centre, Moira, on Saturday 9 April 2022 from 11am to 3pm. The event, which would be a physical market place format, to include a community event with exhibitors, information stalls and other activities, would open for applications on 21st February and close on 20th March 2022. Members of the community would be invited to visit each of the projects and vote for the top 10 projects of their choice. The winners would be announced week commencing 11th April, 2022.

The Partnership noted the information provided and it was agreed that as many Members as possible should attend and support the event.

There being no further business, the meeting ended at 8:21 pm.

Chairperson



Corporate Services Committee

13th April 2022

Report from:

Head of Finance (Joanne Hewitt)

Item for Decision

TITLE:

Local Government Staff Commission contribution for 2022/23

Background and Key Issues:

1. Please see attached correspondence from the Staff Commission dated the 12 April 2022 in response to the Council's letter regarding levels of services provided.

Recommendation:

1. Members are asked to consider the correspondence and the approval of the payment of £31,359 (excluding VAT) to be paid by 30th April 2022.

Finance and Resource Implications:

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

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

If yes, what was the outcome?:

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
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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. Local Government Staff Commission letter of 12 April 2022.
2. Local Government Staff Commission Management Plan 2021/23.
3. Local Government Staff Commission Financial Scheme 2022/23.
4. Local Government Staff Commission Management Structure.
5. Letter to Local Government Staff Commission dated 25 March 2022.

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

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

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

E.mail: info@lgsc.org.uk Website: www.lgsc.org.uk

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HH/VD

12 April 2022

Ms Cara McCrory
Director of Finance & Corporate Services
Lisburn and Castlereagh City Council
Civic Headquarters
Lagan Valley Island
Lisburn BT27 4RL

Dear Cara

LOCAL GOVERNMENT STAFF COMMISSION - DISSOLUTION FUNDING and CONTINUING OPERATIONS 2022/2023

Thank you for your letter dated 25 March 2022 and I note the concerns of the Council's Corporate Services Committee.

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

In response to the points you have raised please see below:

- The LGSC is an Arm's Length Body of the Department for Communities and as determined by the Local Government Act (NI) 1972 as amended by the Housing Orders (NI) 1976 and 1981 has a statutory responsibility for the: *"general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of Councils and the Northern Ireland Housing Executive and of making recommendations to Councils and NIHE on such matters."*
- In accordance with Schedule 3, paragraph 7 of the Local Government Staff Commission (NI) 1972, the budget for the operation of the Local Government Staff Commission is to be apportioned between all District Councils and the NIHE.
- The Commission's Management Plan 2021-2023 and financial scheme 2022-23 details the current activities carried out by the Commission and its budget provision. Both these documents are approved by the Commission and by the Department for Communities and enclosed for your information.
- Current Management structure (*Enclosed*). No staff were furloughed during the pandemic.

Chairman: Mr Bumper Graham


Director of Corporate Services: Mrs Helen Hall MSc, BA, FCIPD

- By Ministerial appointment the Commission consists of 9 Members and a Chairperson and are in receipt of remuneration.

Once a decision has been made regarding dissolution, the Commission will of course communicate this with Councils at the earliest possible opportunity.

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

Yours sincerely



Helen Hall
Director of Corporate Services

Enc.

ACHIEVING EXCELLENCE
THROUGH PEOPLE

MANAGEMENT PLAN

SEPTEMBER 2021 - 31 MARCH 2023



The Local Government Staff Commission
for Northern Ireland



CHAIRPERSON'S INTRODUCTION

The Commission welcomes the Ministers decision to carry out a follow-up consultation to ascertain if there are any reasons that the Executive decision to dissolve the Commission should be reconsidered.

The coronavirus (COVID-19) outbreak and following containment measures will have a long-lasting impact on the economy, businesses and working lives. Organisations have had to make rapid changes to how they operate, including how and where jobs are carried out, as well as planning for, or returning staff to work safely. Employees in turn, must navigate new ways of working, as well as adapt to changing circumstances in their personal life.

To reflect the Ministers' decision and the revised timeframe the Management Plan for the Commission has been updated for the period September 2021 to March 2023. The Plan reflects stakeholder requirements and takes account of the changing needs of Councils and the Northern Ireland Housing Executive (NIHE). It aims to support the recovery and renewal of services ensuring that our sector not only recovers from the pandemic but continues to improve and transform.

In focusing on these activities, continuing to work with our strategic partners and responding to stakeholder needs, the Commission aims to support and develop the HR capacity in councils and the NIHE, thereby assisting to improve organisational effectiveness within the local government sector.

The Management Plan is not designed to describe all the Commission's day-to-day work. It is supported by a portfolio of action plans which will be reviewed continually to track our progress and respond to emerging opportunities and challenges.



Bumper Graham

A handwritten signature in blue ink, which appears to read 'Bumper Graham', written over a light blue diagonal striped background.

STATUS OF THE COMMISSION

The Local Government Staff Commission for Northern Ireland (The Commission) is an Executive Non-Departmental Public Body established under the Local Government Act (NI) 1972. The Commission's powers were later extended under the Housing Orders 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.

The Commission is an Arm's Length Body of the Department for Communities (DfC), and the Department determines the Staff Commission's performance framework considering the Department's wider strategic aims and current key commitments. The areas of operation, timeline and actions required by the Commission are set out in this Plan. The Minister is accountable to the Assembly for the activities and performance of the Staff Commission. The Departmental Accounting Officer has designated the Director of Corporate Services of the Staff Commission as the Staff Commission's Accounting Officer.

In general, the terms of reference for the Commission are to exercise:

'general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of councils and the Northern Ireland Housing Executive and of making recommendations to councils and the Northern Ireland Housing Executive on such matters.'

[Local Government Act (Northern Ireland) 1972 as amended by the Housing Orders (NI) 1976 and 1981]

Appendix 1 provides further details of the Commission's statutory remit and specific functions.



To ensure that Councils and the Northern Ireland Housing Executive (NIHE) have effective recruitment practices which treat all applicants fairly and equitably.



REVIEW OF LOCAL GOVERNMENT STAFF COMMISSION

In October 2013, the then Environment Minister announced that the Commission would be wound up on 31 March 2017.

This decision was subsequently agreed by the Executive Committee, at their meeting on 19 June 2014. However, to date it has not been possible to have necessary Dissolution Order in place to wind up the Commission. On this basis, the Department for Communities reconstituted the Commission membership from 01 April 2017 up to the final dissolution date.

In June 2021 the Minister for Communities decided that, given the passage of time that had evolved since the review in 2012, a follow-up consultation should be carried out to ascertain if there are any reason that the Executive decision to dissolve the Commission should be reconsidered. It is expected that the consultation will commence in the autumn of 2021.



To ensure fair and equitable treatment for all by promoting an environment free from all forms of unlawful discrimination and where diversity is valued.



VISION STATEMENT

“
ACHIEVING EXCELLENCE
THROUGH PEOPLE”

VALUES

- ✓ **Accountable** to all our stakeholders.
- ✓ **Proactive** in the delivery of value-added services to support the sector.
- ✓ **Receptive** through listening to and considering the range of views of our stakeholders.
- ✓ **Responsive** through our services and support to our stakeholders.
- ✓ **Collaborative** in our approach to partnership working and engagement with stakeholders.



“
To ensure that local
government sustains
flexible, ‘fit for purpose’
organisations, which can
respond to change and
meet customer needs
in an atmosphere of
continuous improvement.”

”

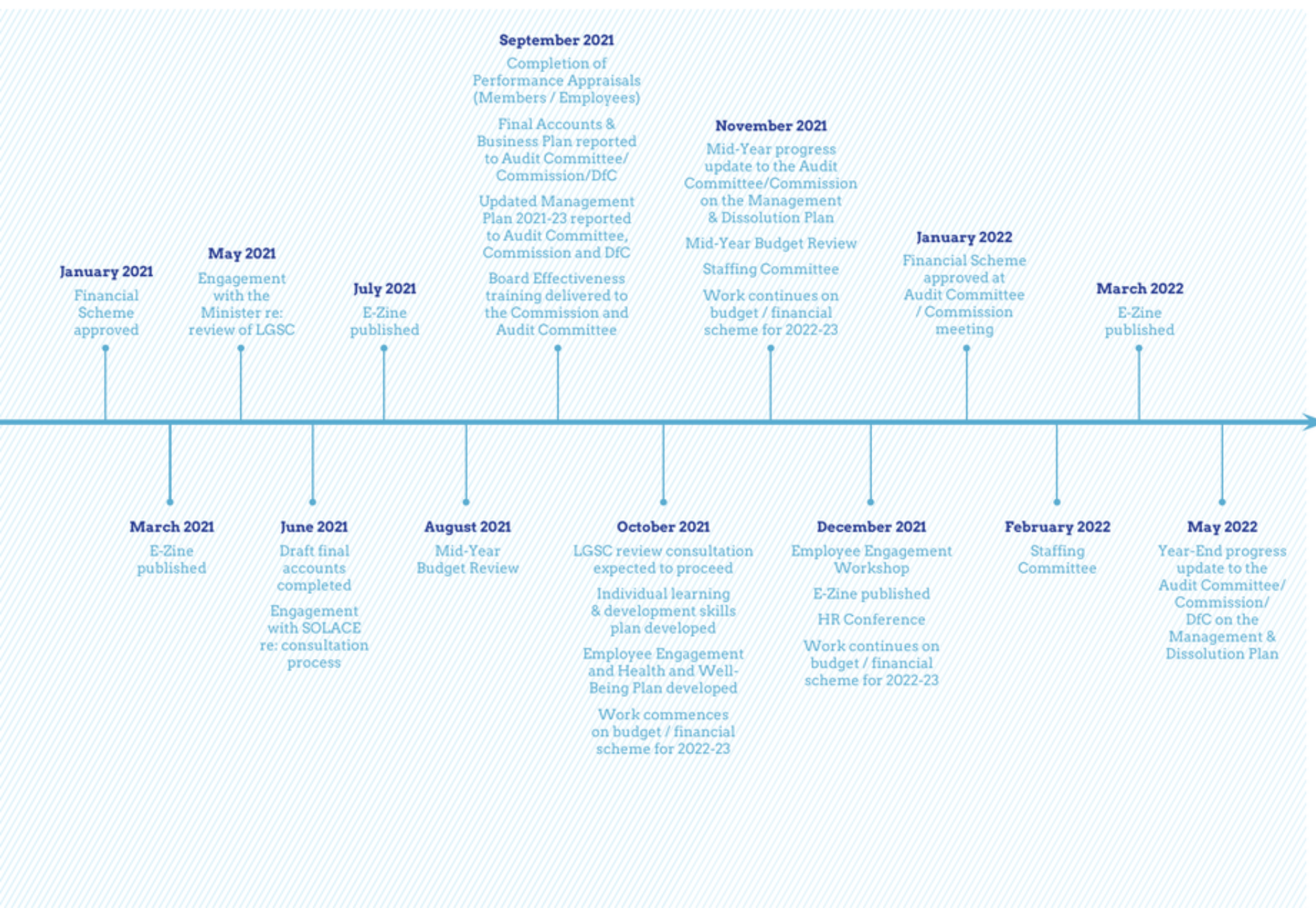


PERFORMANCE MANAGEMENT CYCLE



“
To develop and
implement solutions
for local government
which will deliver on
the workforce issues
necessary to address
the business priorities
of the sector.”

PERFORMANCE MANAGEMENT TIMELINE



PERFORMANCE OBJECTIVES

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MANAGEMENT PLAN - SEPTEMBER 2021 - 31 MARCH 2023

Objective	Actions	Timeline	Responsible Officer(s)
We will develop an overall strategy for the establishment of a Negotiating Forum.	<p>We will progress a programme of work to ensure that the regional machinery will:</p> <ol style="list-style-type: none"> Have robust operating and governance arrangements in place. Facilitate maximum engagement between and be representative of and owned by the main stakeholders i.e., the 11 councils and the main recognised trade unions. Engage with stakeholders to create an agenda that is pro-active, performance driven, productive and effective, and produce agreements that are relevant to the needs of the sector. Give leadership on relevant people and organisational development matters. Ensure employers side representatives are nominated directly by the 11 councils. Provide advice, assistance, and independent secretariat facilities as required. <p>Measured by:</p> <ul style="list-style-type: none"> Development of a strategy for the establishment of a Negotiating Forum within the agreed timeframe. 	Sep 2021 - Feb 2022	<p>Director of Corporate Services</p> <p>Principal HR Advisor</p>
We will support the Department to undertake the 'Review of the Local Government Commission - 2021' consultation.	<p>Actions include:</p> <ol style="list-style-type: none"> Consultation design and approval process. Procurement/appointment of a facilitator. Design of workshops/focus groups. Organisation and delivery of workshops/focus groups. Data collection and analysis. Reporting. <p>Measured by:</p> <ul style="list-style-type: none"> Consultation completed in line with the timetable agreed by DfC. 	Sep 2021 - Mar 2022	<p>Director of Corporate Services</p> <p>Principal HR Advisor</p>

PERFORMANCE OBJECTIVES

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MANAGEMENT PLAN - SEPTEMBER 2021 - 31 MARCH 2023

Objective	Actions	Timeline	Responsible Officer(s)
We will assist Councils to implement the Code of Procedures on Recruitment and Selection and provide advice on best practice in recruitment and selection as required.	<p>Actions Include:</p> <ol style="list-style-type: none"> Provide assistance with recruitment exercises for senior posts in Councils and the NIHE, as required in line with agreed procedures. Provide advice on best practice recruitment and selection training on an ongoing basis. Attend meetings of the recruitment working group when appropriate and provide assistance, as required. Advise Councils and the NIHE on the use of assessment centres and situational judgement tests, as required. Implement the Observer Strategy for the recruitment of senior posts. Review of the Code of Practice for Recruitment & Selection, to include assessment testing and assist Councils to implement new techniques. Review the regional competency framework. Issue a new Code of Procedures to Councils to coincide with the Dissolution Order and provide training to Councils on the provisions of the new Code. <p>Measured by:</p> <ul style="list-style-type: none"> The number of senior recruitment exercises the Commission has provided assistance with. Revised Code of Procedures in place. Revised Competency Framework in place. Agreed arrangements in place post-dissolution. 	Oct 2021 - Mar 23	Director of Corporate Services Principal HR Advisor
We will provide advice and assistance in respect of the Code of Conduct for local government officers.	<p>We will work in partnership with local Councils to:</p> <ol style="list-style-type: none"> Provide professional advice and assistance regarding HR and OD matters including complaints, grievance, and disciplinary matters. Develop e-learning materials to support the Code of Conduct. Assist with the smooth transition in accordance with the dissolution order for new arrangements post-dissolution. <p>Measured by:</p> <ul style="list-style-type: none"> Number of employee relations cases supported. Have arrangements in place post-dissolution. Develop e-learning materials to support Councils. 	Oct 2021 - Mar 2023	Director of Corporate Services Principal HR Advisor



PERFORMANCE OBJECTIVES

Objective	Actions	Timeline	Responsible Officer(s)
<p>To develop a talent management strategy for the sector which provides a robust approach to succession planning, talent acquisition, identification, and development.</p>	<p>We will work in partnership with local Councils to:</p> <ol style="list-style-type: none"> Establish and provide the secretariat for a regional Talent Management Working Group. Scope the understanding of talent management within the sector. Develop a concise definition of talent management and a model of best practice. Develop a talent management strategy for the sector which provides a robust approach to succession planning, talent acquisition, identification, and development. <p>Measured by:</p> <ul style="list-style-type: none"> Development of a Talent management Strategy for the sector. 	<p>Oct 2021 - Jun 2022</p>	<p>Director of Corporate Services Principal HR Advisor</p>
<p>We will deliver an equality and diversity programme to support Councils and NIHE to ensure fair and equitable workplaces.</p>	<p>We will work with the sector to:</p> <ol style="list-style-type: none"> Design and support the delivery of an Equality and Diversity Strategy 2021-2023. Establish robust arrangements to include governance and training for the role of Diversity Champions (Ambassadors) to encourage networking, disseminating best practice. (Elected Members and Officers). Provide advice and assistance in relation to best practice arrangements for high level governance, education and training and reporting arrangements to ensure commitment and buy-in. Provide advice and assistance in relation to queries on equality and diversity. Facilitate regular meetings of the Statutory Duty Network to address common issues and collaborate on sector wide initiatives and support councils and the NIHE to implement their Section 75 duties and Disability Action Plans. Provide best practice events on issues such as absence management and health and wellbeing. Assist with the smooth transition of the work of the Equality and Diversity Group in accordance with the Local Government Staff Commission (Dissolution) Order (NI) 2017 (currently in draft form) for new arrangements post dissolution. <p>Measured by:</p> <ul style="list-style-type: none"> Development and delivery of an Equality & Diversity Strategy. Review of the role of Diversity Champions and roll out off training. A number of Equality & Diversity events supported. Robust arrangements in place post-Dissolution. 	<p>Sep 2021 - Mar 2023</p>	<p>Director of Corporate Services Principal HR Advisor</p>

PERFORMANCE OBJECTIVES

Objective	Actions	Timeline	Responsible Officer(s)
<p>We will support Councils and NIHE to improve and maintain people's mental wellness through the delivery of the regional Mental Health Strategy.</p>	<p>We will work with the sector to:</p> <p>Implement the regional Mental Health Strategy to include:</p> <ul style="list-style-type: none"> • Delivery of a Health and Well-being Conference (half-day best practice Health and Well-Being event to launch the mental health toolkit, video and feature a best practice speaker. • The creation of a video to celebrate the innovative work that has been taking place across all 11 Councils and NIHE featuring Minister, Commission Members, Mayors, Council Chairpersons, Board Members, Mental Health Champions, and people who have been supported. This will be an example of the sector's commitment to the Health and Well- Being of staff and of shared learning across the sector. • Development of a Mental Health Toolkit (in partnership with Business in the Community). • Commission formal research to establish a baseline position for the sector and use this as a benchmark to determine the impact and outcomes of the Mental Health Strategy. • Lead on the roll out of the 'Wellbeing Hub' across the local Councils and NIHE. <p>Measured by:</p> <ul style="list-style-type: none"> • Delivery of Mental Health Strategy. • A number of Health & Wellbeing events. • % customer satisfaction. 	<p>Sep 2021 - Mar 2022</p>	<p>Director of Corporate Services Principal HR Advisor</p>



To ensure that effective, productive and harmonious working environments and staff/management relationships are sustained within local government.



PERFORMANCE OBJECTIVES

Objective	Actions	Timeline	Responsible Officer(s)
<p>We will support Councils and NIHE in the provision of HR and OD advice and assistance.</p>	<p>We will work with the sector to:</p> <ol style="list-style-type: none"> Provide advice and assistance as required. Promote best practice through 'LGSC News' and other mediums. Attendance at regional networking meetings and engage with all relevant stakeholders to understand their needs e.g. PPMA Assist with investigations and independent consultancy support as required. Develop a Formal Investigation Toolkit and roll out a programme of training to provide guidance and support to managers who undertake the role of Investigating Officer as part of formal Disciplinary, Capability and other related policies and procedures. <p>This toolkit will provide advice and guidance in respect of the following areas:</p> <ul style="list-style-type: none"> The Importance of Robust Workplace Investigations The Investigation Process Step 1 - Investigators Appointed/Terms of Reference Agreed Step 2 - Devise a Plan/Investigation Interviews Step 3 - Collate and Analyse Information Step 4 - Create Report Step 5 - Forward Report to Employee Relations <ol style="list-style-type: none"> Provide support to the Local Government Training Board with the Transition Strategy and the development and implementation of a project plan. Provide update reports from LGTG Board to the Commission to allow the Commission to exercise its oversight role. <p>Measured by:</p> <ul style="list-style-type: none"> Number of editions of 'LGSC News' published. Provision of expert consultancy support. Number of sectoral working groups LGSC contribute to. Evidence of advice/support. Delivery of employment law update seminars as required. 	<p>Sep 2021 - Mar 2023</p>	<p>Director of Corporate Services Principal HR Advisor</p>

PERFORMANCE OBJECTIVES

Objective	Actions	Timeline	Responsible Officer(s)
<p>To continue to implement a sound system of control to support the Commission's objectives in accordance with Government Accounting Northern Ireland.</p>	<p>Actions Include:</p> <ul style="list-style-type: none"> a. Preparation and publication of Annual Report and Accounts. b. Ensure sound systems of control and good governance are in place for all Commission business. <ul style="list-style-type: none"> • Arrange Audit Committee meetings as required. • Facilitate NIAO as required. • Review and update the Commission's Risk Register. • Provision of a secretariat service to all Commission. • Compliance with equality reporting arrangements. • Update policies as per DOF and DfC instruction. • Prepare responses for FOI and Data Protection meetings. • Annual review of systems to ensure compliance with GDPR legislation. • Ongoing liaison with Public Records Office NI to ensure special circumstances are agreed to enable PRONI to take delivery of files less than 20 years old. <p>Measured by:</p> <ul style="list-style-type: none"> • Annual Reports and Accounts published. • Unqualified audit opinion. • Compliance with all necessary regulation and policy. 	<p>Sep 2021 - Mar 2023</p>	<p>Accounting and Dissolution Officer</p> <p>Director of Corporate Services</p> <p>Principal HR Advisor</p>
<p>To ensure the efficient and effective day to day management of the Commission's Financial Affairs in accordance with Government Accounting Practice and Accounts Direction issued by DfC / NIAO.</p>	<p>Actions Include:</p> <ul style="list-style-type: none"> a. Preparation of financial schemes and ongoing budgetary management practices. b. Budget reports presented at Commission and Audit Committee meetings on a bi-annual basis. c. Preparation of budgetary performance reports on a monthly basis for scrutiny by the Director of Corporate Services. d. Preparation and publication of Annual Report and Accounts e. Processing of salaries, allowances receipts and payments in line with agreed timelines. f. Monthly bank reconciliation prepared and monitored by the Director of Corporate Services. <p>Measured by:</p> <ul style="list-style-type: none"> • Annual Report and Accounts published in accordance with the timeline defined by DfC. • Unqualified audit opinion with financial statement. • Financial Scheme in place. • Payment of salaries and allowances on agreed date. • Meet statutory prompt payment targets. • Delivery of services within budget. 	<p>Sep 2021 - Mar 2023</p>	<p>Accounting and Dissolution Officer</p> <p>Director of Corporate Services</p>

PERFORMANCE OBJECTIVES

Objective	Actions	Timeline	Responsible Officer(s)
<p>To progress the necessary governance and resource actions to ensure the efficient and orderly dissolution of the Commission.</p>	<p>Actions Include:</p> <ul style="list-style-type: none"> a. Review assets and update asset Register, as necessary. b. Implement all governance arrangements relating to the Commission's dissolution as agreed by the DfC-LGSC Dissolution Project Board. c. Prepare for handover to DfC Dissolution Group and Public Records Office. d. Dispose of remaining assets. e. Review of accommodation provision. f. Draft final accounts and handover of server, etc., to the Department for Communities. <p>Measured by:</p> <ul style="list-style-type: none"> • Orderly dissolution of the Commission. 	<p>Sep 2021 - Mar 2023</p>	<p>Director of Corporate Services</p> <p>Principal HR Advisor</p> <p>Accounting and Dissolution Officer</p>

“
To provide the highest level of public service standards in all areas of the Commission's operation.
 ”



APPENDIX 1

Legislation

In addition to the Commission's general oversight role as detailed in the introduction of this document, the following specific functions are detailed in the Local Government Act (Northern Ireland) 1972, as amended by the Housing Orders (NI) 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.

The functions of the Staff Commission shall include:

- a) *Establishing in such a manner as the Staff Commission thinks fit, bodies (to be known as "advisory appointment panels") for the purpose of giving advice to councils on the suitability of applicants for appointment to the office of clerk and to other offices for which qualifications are prescribed under section 41 (including the making of a selection of persons who may be treated as eligible for such appointments);*
- b) *Establishing a code of procedure for securing fair and equal consideration of applications to councils and to the Executive¹ by persons seeking to be employed by them as officers, and fair and equal treatment of persons who are so employed;*
- c) *Assessing the probable future requirements of councils and of the Executive for the recruitment of officers and securing publicity for the opportunities that are available to persons who may seek employment as such officers;*
- d) *Promoting co-operation between councils, the Executive, public bodies, government departments and educational institutions in matters connected with the recruitment, training and terms and conditions of employment of officers, and promoting the temporary transfer of officers (with their consent) in pursuance of arrangements made between councils, between councils and the Executive or between councils or the Executive and any such bodies, departments or institutions;*
- e) *Promoting or assisting the development of, or providing, facilities for the training of officers;*
- f) *Promoting or assisting the establishment of, or establishing, procedures for the negotiation between councils, the Executive and officers of councils or the Executive or associations representing any of them, of standard rates of remuneration, or other terms and conditions of employment, for officers of councils or the Executive and recommending the adoption by councils and the Executive of rates, terms and conditions so negotiated.*

¹The term 'Executive' refers to the Northern Ireland Housing Executive





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

Commission House
18-22 Gordon Street
Belfast BT1 2LG

Tel: 028 9031 3200

Fax: 028 9031 3151

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LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND



**FINANCIAL SCHEME OF
THE LOCAL GOVERNMENT STAFF COMMISSION**

and

ACCOMPANYING EXPLANATORY MEMORANDUM

for the period

1 APRIL 2022 TO 31 MARCH 2023

CONTENTS

- Projected Financial Scheme for 2022/23
- Funding Requirements
- Explanatory Memorandum

FINANCIAL SCHEME FOR 2022/23

	Projected Expenditure 2022/23	
	£	£
Section A - Recurrent Expenditure		
1. Payroll-Related Costs		
1.1 Employment Costs	67,048	
1.2 Secondment Costs	163,301	
1.3 Consultancy Costs	20,440	
1.4 Deficit Recovery Contribution (NILGOSC)	-	
Total		250,790
2. Chairman's Allowance		15,900
3. Travel and Subsistence Payments		
3.1 Commission Staff	3,000	
3.2 Commission Members	2,000	
Total		5,000
4. Members' Allowance		15,120
5. Rates and Insurance		
5.1 Rent	55,500	
5.2 Rates	21,208	
5.3 Insurance	3,735	
Total		80,443
6. Running Costs		
6.1 Electricity	12,500	
6.2 Cleaning	3,800	
6.3 Maintenance and Repairs	3,500	
6.4 Printing	1,569	
6.5 Stationery and Office Expenses	6,500	
6.6 Postage/Telephone/Fax	3,189	
6.7 Professional Fees	29,640	
6.8 Audit (External/Internal)	16,000	
6.9 Advertising	400	
6.10 Website & IT Development Costs	28,887	
Total		105,985
7. Conferences, Courses and Training		20,000
8. Hospitality		1,000
Section A Sub Total - Recurrent Expenditure		494,238

**FINANCIAL SCHEME FOR 2022/23
(continued)**

	Projected Expenditure 2022/23	
	£	£
Section A Sub Total b/f		494,238
9. Miscellaneous		
9.1 Publications/Subscriptions Fee	3,000	
9.2 Bank Charges	500	
9.3 Disposal of Building Costs	-	
9.4 Other	300	
Total		3,800
10. Research and Development		8,000
11. Sponsorship		
Section A Total - Recurrent Expenditure		506,038
Section B - Capital Expenditure		
1. IT and Premises Equipment		10,000
TOTAL EXPENDITURE		516,038
FUNDED BY		
		£
Estimated Excess Surplus Funds		40,000
Councils / NIHE Contributions		476,038
TOTAL FUNDING		516,038

**LOCAL GOVERNMENT STAFF COMMISSION
FOR NORTHERN IRELAND
EXPLANATORY MEMORANDUM IN RESPECT OF THE
2022/23 FINANCIAL SCHEME**

SECTION A – RECURRENT EXPENDITURE

1. Payroll-Related Costs

Payroll-related costs have increased from the previous financial scheme. They have been updated to reflect the changes in staffing requirements proposed by the Staffing Sub Committee and agreed by the Commission in August 2021.

2. Chairman's Allowance

The Chairman's allowance remains unaltered. It includes the full year allowance plus Employer NIC

3. Travel and Subsistence Payments

Members' travel and subsistence has been reduced from the 2021/2022 budget. Travel costs in 2022/2023 are budgeted to be lower due to Commission meetings being held virtually and minimal staff travel due to national lockdown.

4. Members' Allowance

Member's allowances budget has increased. This increased budget is calculated based on the number of members and the number of Commission meetings and Audit Committee meetings allowing for all members attendance at the meetings. This figure also includes four meetings for the Dissolution Project Board in the final year of operation of the Commission.

5. Rent, Rates and Insurance

Following the sale of Commission House to Belfast City Council on 31 March 2021 LGSC will continue to rent Commission House on a rolling monthly contract thereafter as per the terms of the lease agreement. The rent for 22/23 remains at the current rate of £55,500. This has been included in the Financial Scheme. (Rental Business Case approved by Department for Communities).

An increase to rates has been included due to potential increase in rates by Belfast City Council. Rates for 2021-2022 were discounted due to the pandemic however are expected to return to pre-pandemic levels plus an increase.

Insurance has been increased due to an additional premium for Professional indemnity cover.

6. Running Costs

Total running costs has decreased by 5%. The three main contributors to this decrease are 1) Cleaning costs, 2) Maintenance & Repairs, 3) Postage and Phone

1) Cleaning costs have reduced to pre-pandemic levels with deep cleaning no longer being carried and a reduction in the number of staff and visitors using Commission House.

2) Maintenance and Repairs are reduced due to no planned or scheduled major works required.

3) Postage and phone costs are reduced due to lower levels of post and the use of Teams for phone call costs.

Some of these savings are offset by an increase in 4) Electricity Costs 5) Professional Fees and 6) IT costs

4) Whilst the projected outcome for electricity costs in 21-22 is under budget, it is considered prudent that the budget for 22-23 be maintained at pre-pandemic levels together with an uplift for current and forecast higher prices.

5) Professional fees have increased due to higher Audit fees (internal and external) and budget provision for legal advice and compliance.

6) IT costs for monthly services contracts have remained the same with the addition of Nivec video conferencing x 10 meetings being the main contributor for the increase.

Costs for Stationery and Office Expenses have remained as per the 21-22 budget since the current levels of stock will be sufficient to cover requirements through to dissolution.

7. Conferences, Courses and Training

This figure has remained the same and is based on Employment Law 21/22 update and planned programme of activity including delivery of an Equality and Diversity, Talent Management, Investigations and Chief Executives Forum Training events as well as a Code of Conduct eLearning event.

8. Hospitality

The hospitality budget is unchanged and set at minimal levels to reflect the current situation regarding attendance in Commission House.

9. Miscellaneous

This figure remains unaltered.

10. Research and Development

The figure in this sub-head remains the same and is based on planned research and development in Talent Management.

11. Sponsorship

This sub-head relates to the sponsorship and promotion of an Equality and Diversity Award (NILGA Local Government Awards). The budget for these awards has been removed for the 22/23 year.

SECTION B – CAPITAL EXPENDITURE

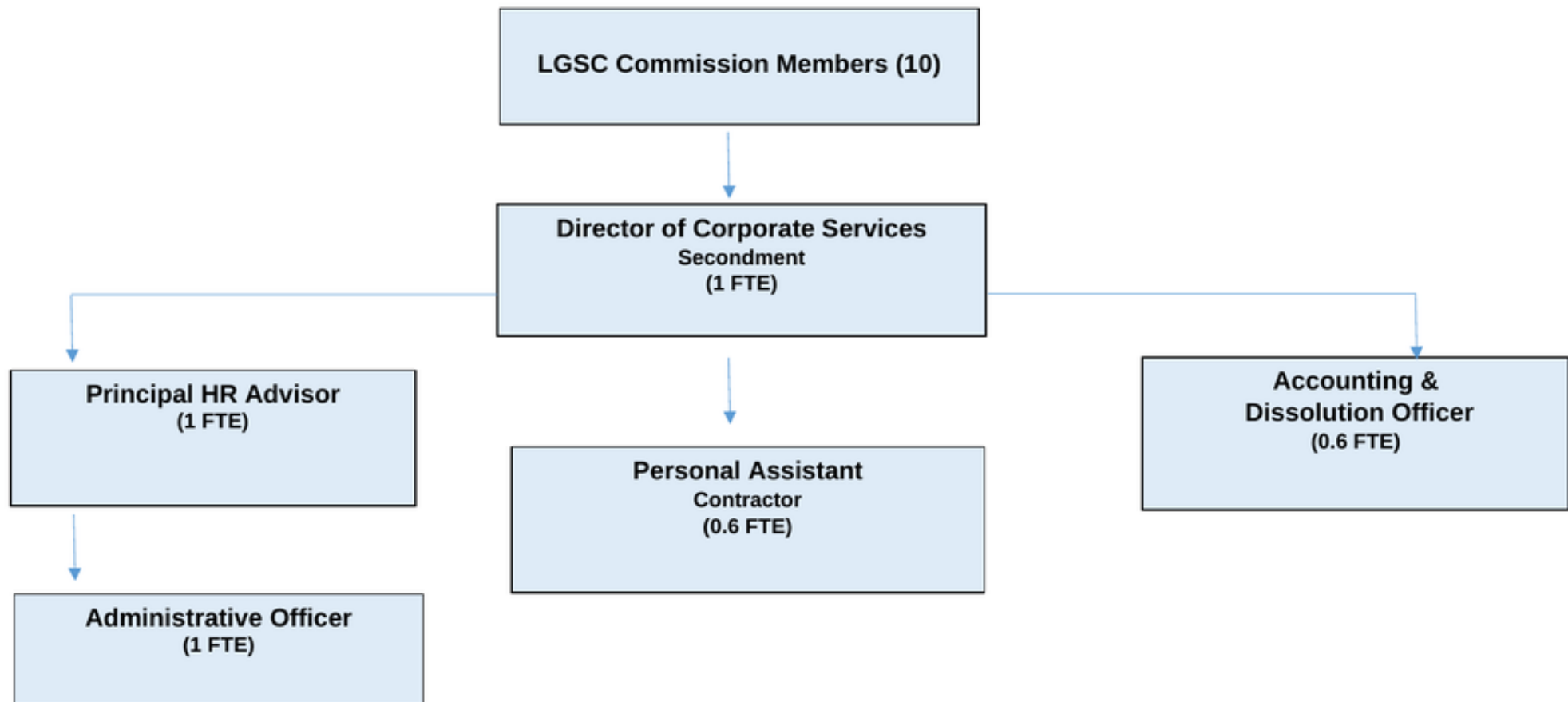
1. IT and Premises Equipment

There are no plans for significant Capital spend. Capital budget remains the same as last year. The car park gate which is the Commission's responsibility (security) may need to be replaced.

LOCAL GOVERNMENT STAFF COMMISSION ORGANISATION STRUCTURE



53





Civic Headquarters
Lagan Valley Island
Lisburn BT27 4RL
Tel: 028 9244 7300
www.lisburncastlereagh.gov.uk



25 March 2022

Our Ref: CMcC/JH/vo

BY EMAIL ONLY

Helen Hall
Local Government Staff Commission
helen.hall@lgsc.org.uk
Commission House
Gordon Street
Belfast
BT1 2LG

Dear Mrs Hall

Dissolution Funding and Continuing Operations 2022/2023

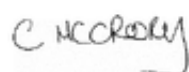
Further to your letter dated 10th February 2022 and associated invoice, the Corporate Services Committee of Lisburn and Castlereagh City Council would like to express concerns that, despite discussions taking place on winding up the Local Government Staff Commission since 2015, it continues to exist and would request that the following information is provided as a matter of urgency:

- The total financial requirement for the 2022/2023 financial year is estimated to be £516,038. Please provide a breakdown of what this funding covers.
- Details of the current activities being carried out by the Local Government Staff Commission.
- The current management structure of the Local Government Staff Commission.
- Confirmation if there are commissioners currently in post and if they are in receipt of remuneration.
- Details of how many staff are currently in post and if any of these were affected by furlough during the pandemic.

- A justification for an increase in funding given that the pandemic may have resulted in fewer activities and less expenditure, thereby possibly leading to savings.
- A justification as to why the Council should pay for an organisation whose future is the subject of a consultation and on which a delay in the outcome of that consultation is not the fault of the Council.

Please note, the payment of the Council's contribution to the Local Government Staff Commission will be deferred pending receipt of the information requested above.

Yours Sincerely



Cara McCrory
Director of Finance and Corporate Services

cc Anthony Carleton
Department for Communities
anthonycarleton@communities-ni.gov.uk



Corporate Services Committee

13th April 2022

Report from:

Head of Human Resources and Organisation Development (Caroline Magee)

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)

N/A

When will the report become unrestricted:

Specify when
report will
become available

N/A

Redacted
report
available

N/A

Never

N/A

Item for Decision

TITLE: Employers for Disability Membership

Background and Key Issues:

1. Council is currently a member of "Employers for Disability" (EfD) and membership is due for renewal.
2. EfD membership includes access to awareness raising and training resources, advice and information both tailored to the specific employer, as well as generic, and the dissemination of good practice across member employers.
3. In addition member employers can avail of a free briefing/awareness session in respect of disability matters or one half-day training session, again this can be tailored to the specific requirements of the employer member. To support such initiatives there is access to online resources such as awareness briefings, training resources and publications.

- 4. A range of events and seminars are held throughout the year covering training, accessibility and employment related matters for those with disabilities and the networking opportunities provided by such events serves to facilitate the implementation of good practice across employer members. These events are either free or where a fee is charged available at reduced rates to employer members.
- 5. As part of our membership, Council has availed of the free briefing session and training session, has met with EfD on a number of occasions to discuss various matters, including potential disability awareness training input, and attended a number of relevant events.
- 6. The cost of membership renewal for 2022/23 remains at the 2021/22 level of £695

Recommendation:

It is recommended that Members approve the payment of the EfD membership for 2022/23.

Finance and Resource Implications:

Captured within current budgets.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

Not applicable to this report however, this supports the Councils commitment to Equality and access for all.

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 screening 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 to this report

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: EfD Membership Services and Fees

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:

Membership Services and Fees 2022-2023

Employers for Disability NI is the only NI employer organisation promoting Disability Positive practice by supporting employers and disabled people. It is funded by member employers and provides a range of free and discounted services for members.

1.0 Membership Categories and Fees, 2022 - 2023

Category	No. of Employees	Fee (NB: VAT not applicable)	Value of free training provided with membership
Member Category 1	1-999	695	£700 +VAT
Member Category 2	1000-4999	1195	£933 +VAT
Member Category 3	5000-9999	1595	£1400 +VAT
Member Category 4	10000+	1995	£1400 +VAT
Lead Partner Category 1	N/A	2995	£2100 +VAT
Lead Partner Category 2	N/A	5995	£4200 +VAT

*Charities can avail of a 50% discount in their category

2.0 Free Training/Awareness

We offer a number of free hours of awareness/training to members annually:

Member Category 1: One training/awareness session (up to three hours, worth £700.00 plus VAT)

Member Category 2: Two training/awareness sessions (up to four hours, worth £933.33 plus VAT)

Member Categories 3 & 4: Two training/awareness sessions (up to six hours, worth £1,400.00 plus VAT)

Lead Partner Category 1:

- ❖ Up to nine hours (max six sessions) worth £2,100.00 plus VAT
- ❖ One free place at training/awareness sessions organised and delivered by Employers for Disability NI
- ❖ Marketing and promotion on emails and website

Lead Partner Category 2:

- ❖ Up to 18 hours (max 12 sessions) worth £4,200.00 plus VAT
- ❖ Two free places at training/awareness sessions organised and delivered by Employers for Disability NI
- ❖ Marketing and promotion on emails and website

NB: When booking additional hours, or attendance at an Employers for Disability NI event, members and Lead Partners receive a 25% discount. Charities will avail of all free services and 50% of the training hours in their category.

3.0 Other Free Member Services

Membership also provides access to the following **free** services:

Disability Advice Line (non-member fee: £50 per hour)

Employer Support Service: Advice and assistance to help resolve disability-related issues, case management, mediation/conciliation (member-only service)

Employee Support Service: Advice and advocacy to help employees manage stress and resolve disability-related issues (member-only service)

Online Jobs Bulletin Board (non-member fee: £50 per advertisement)

Member-only area of website: resources including videos, articles, research findings etc.

4.0 Discounted Member Services

The following services are available at a discounted rate to members:

Disability Positive Accreditation

Research: brief surveys and focus groups with employees on disability-related issues

Cognitive Behavioural Therapy

Therapeutic Massage

5.0 Discounts from External Organisations

A **10% discount** on the following professional services has been negotiated for members:

- ❖ **All In Accessibility Consultancy:** access audit
- ❖ **Mind Skills Training and Coaching:** suicide prevention
- ❖ **TextHelp:** software to support people with dyslexia
- ❖ **Specialistern:** autism awareness and support
- ❖ **Comerton and Hill Solicitors:** employment law

Please contact info@efdni.org to access these discounted services.

Corporate Services Committee

Confidential

13th April 2022

Confidential Report from:

Director of Service Transformation (Donal Rogan)

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

September 2022
(or when new
contracts in
place)

Never

Item for Decision

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

Background and Key Issues:

Context

1. Technology, data analysis and performance tracking are at the forefront of our transformation journey. In relation to our customer service offering, inconsistencies exist across the Council as a result of ageing technology. Our telephony contract was extended to November 2022 pending wider consideration of the digital platforms needed, whilst our website does not offer the level of

interaction expected in today's society. Furthermore many of our customer records management systems are at end of life with emergency support only in place until December 2022.

Background

1. As part of the Digital & Innovation Strategy's Connected Customer Pillar, Officers undertook initial customer engagement research to identify how our customers currently interact with the council and importantly to identify how they actually prefer to engage with the council. As part of the work programme customer engagement experiences with the council were reviewed and suitable solutions identified to improve customer experience. This included a reduction in the number of telephone calls and in-person interactions with council staff.
2. The research provided a better understanding of the current Customer Experience across LCCC Services, and demonstrated the need for a modernised and transformational approach to Customer Service delivery. There is now a need to invest in the right digital tools, particularly secure and dependable digital software which will require a council investment in new software solutions.
3. The Council is currently driving a strategic programme of IT and Digital change management across a number of key corporate systems and processes and now has a need to acquire digital & technical solutions which will provide the council with:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
4. A Project Initiation Request & Strategic Outline Case (PIRSOC) with an associated Business Case has been developed for the technology aspect of this programme. This includes a new council Website, a new Cloud Telephony system and Digital Experience Platform. [REDACTED]
[REDACTED]

Key recommendations emerging from the Business Case include:

a) Development of a new Digital Platform (incorporating a new council website) and new cloud based Telephony system to address the following customer service issues:

- Single view of the Customer – a reduction in duplication of entry, more efficient processing of Service Requests/ complaints/FOIs/ Comments & Compliments, better data insight to inform responses and decision-making
- Increased Self-Service for customers via new Council website and more integrated digital services (Self-Service is both the cheapest & most efficient channel for volume engagement)
- Significantly better communication opportunities with customers e.g. 'Cab to customer' automated emails to customers regarding common issues such as contaminated bins. This will significantly reduce phone calls, freeing up agents to support callers who are not confident in using digital services.

Key components of a Digital Platform will be:

- Website (s) – so no need for separate contract
- Online form-builder
- Online transactions
- Mapping - integration with Address lookup gazetteer
- Automation of current admin processes to inform customers in real time, of progress against their specific request-e.g. an automated email generated to customer when action complete
- Case-Management
- Contact-Management (Single view of customer)
- Customer Account - personalised service, tracking of requests, history, locality relevant news, tailored emails

Considerations

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

5. Officers will aim to undertake procurement of the above-mentioned as soon as possible, in order to minimise outlined risks and achieve implementation within the proposed timeline:

■ [REDACTED]



[Redacted text block]

Recommendation:

It is recommended that Committee considers and agrees:

To progress with Option 1 of the appended Business Case in order to realise planned efficiencies and modernise telephony and end of life software systems.

Finance and Resource Implications:

[Redacted text block]

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

[Redacted text block]

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)

This Digital Council project 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 project.

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:



HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services Committee

Confidential

13th April 2022

Confidential Report from:

Head of Corporate Communications and Administration (Frances Byrne)

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

After the Suicide
Memorial Space
has been
launched

Never

Item for Decision

TITLE: Council initiatives to remember those who have lost their lives during the COVID-19 Pandemic and those who have lost their lives due to Suicide

Background and Key Issues:

1. At the Corporate Services Committee meeting in January 2022, Members agreed to a memorial initiative dedicated to those who have lost their lives during the COVID-19 pandemic. This included the development of two memorial spaces to include a bespoke bench, trees with low level planting at each with an online book of memories. Locations were agreed as Moat Park and at Lagan Valley Island. This work is well underway with the

procurement exercise completed and benches ordered. The planned timeframe for completion of May 2022 will not be met due to a shortage of steel at present.

2. Members further agreed to receive a report on a similar initiative dedicated to those affected by suicide. In recognition of the sensitivity of this subject, it was considered that that further consultation would be required.
3. In consultation Alderman Porter (Proposer of the initiative), the Chair of Corporate Services and the Mayor, the following groups were identified as key stakeholders to be consulted:
 - Emerge Counselling Services
 - LCCC Food Bank
 - Dundonald Foodbank
 - Healthy Living Centre
 - Resurgam

Two consultation sessions were set up. Only one group attended (Emerge Counselling) As a follow up, the groups were asked to send any views by email.

4. Comments from Emerge

- Would welcome a Garden of reflection as long it is done in a tasteful way and the garden is maintained.
- A sculpture or bench would be appropriate and should include diversity, race, and religion.
- Slight concern regarding location at LVI due to proximity to water, although agreed that the rear of the Island Centre would be appropriate. Message should be reflective – in memory of loved ones.
- Careful consideration should be given in regards to its promotion.
- Do not include names of those who have passed.
- A plaque should be included to explain the reason that the garden/sculpture/bench is there, when it was opened and what it is for.
- Supportive messages of hope could be included on the sculpture/bench.
- Flowers to be included in the garden – no lillies– perhaps sunflowers or forget me nots

5. Comments from Resurgam

- Conscious some families feel great stigma through loss through suicide and that might be a barrier to them engaging.
- Equally, can see why some families who have lost members through suicide would specifically want to recognise and remember their life - everyone is entitled to remember their loved one in whatever way they are comfortable with.

6. Comments from YMCA

- Think this is a very important initiative and one which YMCA is happy to support.

- Having a designated space for reflection will help young people, families and communities to take the next steps forward.

7. Proposal

Based on the feedback received, a reflective space at LVI would appear to be appropriate. This would include a bespoke bench with imagery reflecting the feedback provided by the groups and a plaque explaining the purpose of the reflective space.

- **Concept:** A bespoke bench with a unique design placed in an identified location at Lagan Valley Island with low level planting.
- **Location:** Lagan Valley Island
- **Cost:** [REDACTED]
- **PR:** Photocall with Alderman Porter and Chair of Corporate Services along with relevant community groups.
- **Estimated Timeframe:** Completion and launch planned by September 2022. This may be subject to change based on availability of materials.

It is recommended that Members:

1. Note the update provided in relation to the COVID-19 Memorial Initiative.
2. Agree the proposal in relation to the initiative to support families and remember those who have lost their lives to suicide to allow officers to progress the procurement exercise.

Finance and Resource Implications:

[REDACTED]

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

The Equality Screening has indicated that it is not considered that this proposal requires a detailed equality impact assessment. No negative impacts have been identified.

It may be necessary to proactively promote the initiative to some groups and ensure that it is inclusive and accessible in practice.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

Yes

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:

See Appendix 1

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 relevant

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:

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

Council Initiative to remember those who have lost their lives due to Suicide.

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

This is a new activity.

It relates to a proposal submitted at Corporate Services Committee requesting that Officers progress an initiative to remember those who have lost their lives due to Suicide.

It was agreed that Officers should consider options for a reflective space for anyone impacted by loss due to Suicide.

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

Further to a consultation exercise with community groups within the LCCC area, feedback suggested that a small garden, plaque or bench would be a suitable option to consider in relation to this proposal.

The objective is to provide a reflective space in the Lisburn and Castlereagh City Council at Lagan Valley Island where anyone can visit to reflect and remember those who have lost their lives due to suicide.

The space identified will be a small area at Lagan Valley Island, Lisburn, with a bench and a plaque explaining the purpose of the space.

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 initiative is not targeted at any particular equality groups. It is anticipated that the space for reflection would be used by all groups.

Who initiated or developed the activity/policy/project?

It was proposed by an Elected Member and approved by the Corporate Services Committee that a working group would be established to progress the initiative.

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

Owned by Lisburn & Castlereagh City Council

To be implemented by Corporate Communication & Administration Department

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

No

If yes, are they: financial, legislative, other? Give brief details of any significant factors.

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon?

Staff	N/A
Service Users	Residents and Businesses in the Lisburn and Castlereagh City Council area and visitors to Lagan Valley Island.
Other Public Sector Organisations – please list	Health Care Organisations
Voluntary/Community/Trade Unions – please list	Emerge Counselling Services LCCC Food Bank Dundonald Foodbank Healthy Living Centre Resurgam YMCA
Other – please list (eg, Elected Members, delivery partners, contractors, etc)	Elected Members

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

Name policy/strategy/plan	Who owns or implements?
LCCC INTERIM Corporate Plan 2021-24	LCCC
LCCC Community Plan 2017 / 2032	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.

In developing this proposal, NISRSA statistics on suicide by age, gender and geographical area have been considered and relevant groups consulted.

A consultation exercise was undertaken in February 2022 to understand initial views on a proposal for a reflective space.

In consultation with the working group, the Proposer of the initiative the Chair of Corporate Services and the Mayor, the following groups were identified as key stakeholders, those consulted included:

Emerge Counselling Services
LCCC Food Bank
Dundonald Foodbank
Healthy Living Centre
Resurgam
YMCA

Two separate consultation sessions were offered and stakeholders were also able to submit feedback by email.

Feedback from the consultation (See Appendix) was generally positive indicating that a space for reflection would be appropriate.

Feedback suggested that the space should not include names or memorial messages; rather it should be a space to remember those who have lost their lives and celebrate their life and provide hope to those who have been impacted by suicide.

Section 75 Category	Details of evidence/information
Religious Belief	<p>Census 2011 data for LCCC – 23.95% of the LCCC population were brought up in the Catholic religion and 66.9% were brought up in the Protestant & Other Christian religions. 9.14% identified as no religion or ‘other non-Christian’.</p> <p>There are no official statistics on deaths from suicide by religious group. It is considered that people of all religions and none may be impacted by suicide.</p>
Political Opinion	<p>Local Government Elections 2019:</p> <p>In terms of elected representatives, members of LCCC belong to a range of parties across the political spectrum: DUP – 15; UUP – 11; Alliance – 9; SDLP – 2; Sinn Fein – 2; Green Party NI – 1.</p> <p>Vote share: 37.5% - DUP; 27.5% - UUP; 22.5% - APNI; 5% - SDLP; 5% - Sinn Fein; and 2.5% - Green Party. This amounts to a combined ‘Unionist’ vote of 65%.</p> <p>There are no official statistics on deaths from suicide by political opinion. It is considered that people of all political opinions and none may be impacted by suicide.</p>
Racial Group	<p>Census 2011 data suggests approximately 2% of the population are from a Black or Minority Ethnic group. LCCC has small populations of different nationalities, including a small number of Syrian Refugees who have come here through the government resettlement scheme.</p> <p>There are no official statistics on deaths from suicide by racial group. It is considered that people of all racial groups may be impacted by suicide.</p>
Age	<p>Census 2011 data on age of LCCC population:</p> <p>0-15 years - 20.3%</p> <p>16-64 years – 62.3%</p> <p>65+ years – 17.4%</p> <p>LCCC has a slightly higher than national average of people over 65 years, with 2% of older people over 85 years.</p>

	<p>Official statistics show that deaths from suicide occur among all age groups but the highest number is for the 25-39 age group.</p> <p>Families and those affected by suicide may be from all age groups.</p>
Marital Status	<p>Census data: 36% single; 51% married (including civil partnership); 3% separated; 4% divorced; 6% widowed.</p> <p>There are no official statistics on deaths from suicide by marital status. It is considered that people may be impacted by suicide regardless of marital status.</p>
Sexual Orientation	<p>There are no specific figures available on how many people may be Gay, Lesbian, Bi-sexual in Lisburn & Castlereagh City Council Area. No Census statistics for the LGB category. ONS 2017 data suggests around 2% of the population identify as LGB but support groups claim the percentage may be much higher due to reluctance to disclose. People in this group can often feel excluded or marginalised in society.</p> <p>There are no official statistics on deaths from suicide by sexual orientation. It is considered that people of all sexual orientations may be impacted by suicide.</p>
Men & Women Generally	<p>LCCC population reflects the national picture – 51% female (Census data).</p> <p>NISRA statistics show that a higher percentage of males lost their lives to suicide than females.</p>
Disability	<p>Just over 18% of the LCCC population declared a disability or long term health condition that impacts their day to day activities (Census 2011 data).</p> <p>Official statistics on deaths from suicide do not record disability. It is considered that people may be impacted by suicide regardless of disability.</p>
Dependence	<p>People with dependants may have personal responsibility for the care of a child (or children), a person with a disability, and/or a dependent older person. Census data for LCCC 2011 suggests 46.3% of residents have dependants.</p> <p>There are no official statistics on deaths from suicide by dependency status. It is considered that people</p>

	with and without dependants may be impacted by suicide.
--	---

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.

The consultation indicated that a reflective space located at Lagan Valley Island would be considered appropriate and acceptable to people of different backgrounds due to its accessibility. Lagan Valley Island would also be considered a neutral space in the Lisburn area.

The space chosen needs to be accessible to all age groups.

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	The main need is to have a space for reflection that is considered acceptable to people from different religious backgrounds so that it will be welcomed and used by all.
Political Opinion	The main need is to have a space that is considered acceptable to people from different community backgrounds so it will be welcomed and used by all.
Racial Group	People from minority ethnic communities need to feel welcome and included in any such initiative.
Age	Older people may have physical accessibility issues and difficulties with accessing information about any initiative. It needs to be promoted to ensure that all age groups are made aware of the initiative.
Marital Status	No evidence of specific needs identified in relation to this proposal
Sexual Orientation	No evidence of specific needs identified in relation to this proposal
Men & Women Generally	No evidence of specific needs identified in relation to this proposal

Disability	People with disabilities may have accessibility issues and difficulties with accessing information about any initiative. The space must be physically accessible for those with disabilities.
Dependency	Parents with babies and children in prams and buggies or people who have disabled dependants may have accessibility needs.

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?

It is anticipated that there should be no differential impact by Section 75 categories provided the initiative is perceived as inclusive of all categories. People of all backgrounds have been affected by suicide and are likely to want to visit any reflective space.

The chosen space will be accessible to all age groups.

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 identified – the proposed initiative will recognise everyone who has been impacted by suicide	None
Political Opinion	No differential impact identified	None
Racial Group	No differential impact identified	None
Age	No differential impact identified	None
Marital Status	No differential impact identified	None
Sexual Orientation	No differential impact identified	None
Men & Women Generally	No differential impact identified	None
Disability	No differential impact identified	None
Dependants	No differential impact identified	None

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

Section 75 Category	IF Yes, provide details	If No, provide details
Religious Belief	The initiative can be promoted widely by LCCC via its social media platforms and on its website to ensure awareness of the space with more targeted promotion in relation to the groups outlined above that may have difficulty accessing information.	
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
Dependants		

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?

No direct opportunity identified

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	It is not anticipated that the provision of a space for reflection will have any direct impact on good relations for any group. However, providing shared spaces that bring people together for a common may indirectly create a positive impact.	None
Political Opinion		
Racial Group		

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	Publicity around this memorial is potentially an opportunity to make the point that all groups have been affected by Suicide. There is an opportunity to emphasise what we share/have in common.	

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.

The Council recognises that no individual is exclusive to just one group and this has been given consideration with respect to this proposal.

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 negative impacts identified (or only entirely 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 impacts identified which can easily be mitigated. Most activity will probably fall into this category.
- 3) **Screen in for full equality impact assessment** – potential for significant (and 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	
Option 2 Screen out with mitigation – some potential impacts identified but they can be addressed with appropriate mitigation	it is not considered that this proposal requires a detailed equality impact assessment. No negative impacts have been identified and it is considered that the proposal will be well received by all groups. However, it is recognised that it may be necessary to proactively promote the

	initiative to some groups and ensure that it is inclusive and accessible in practice.
Option 3 Screen in for a full Equality Impact Assessment (EQIA)	

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?

The initiative will be made inclusive and accessible for all groups by ensuring that the location chosen is easily accessible. Bench design will be considered to ensure that it is inclusive for all groups.

The space will be promoted as a space for all through PR and messaging. This will also be considered when the space is being unveiled or launched. Accessibility of information/communications will also be considered.

Timetabling and prioritising for EQIA (only relevant to Option 3) - Not applicable

If the activity/policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the activity/policy in terms of its priority for equality impact assessment.

Priority criterion	Rating
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to a public authority's functions	
Total Rating Score	

Part 4. Monitoring

Two elements to monitoring:

- 1) Monitoring the activity generally as part of normal review and evaluation or service improvement and 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).

The Commission recommends that where the activity/policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact (See Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance).

Effective monitoring will help the 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.

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

Any comments and feedback from the public and relevant community/support groups will be noted.

Stephanie Kelly will be responsible for monitoring by collating feedback from the public and community / support groups. Frances Byrne, as Head of Service, will sign-off on an annual basis.

Part 5 - Approval and authorisation

Screened by:	Position/Job Title	Date
Stephanie Kelly	Administration Manager	29.03.22
Reviewed by: Mary McSorley	Equality Officer	30.03.22
Approved by:		
Frances Byrne	Head of Service	05.04.22

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

- 'signed off' and approved by a senior manager responsible for the activity/policy
- sent to the Equality Officer for the quarterly screening report to consultees and internal reporting
- published on the LCCC website accompanied by a copy of the policy/project/plan being screened
- made available to the public on request.

Evidence 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.

Appendix 2

Feedback received from Suicide Initiative Consultation

Emerge

- Would welcome a Garden of reflection as long it is done in a tasteful way and the garden is maintained.
- A sculpture or bench would be appropriate and should include diversity, race, religion
- Slight concern regarding location at LVI due to proximity to water, although agreed that the rear of the Island Centre would be an appropriate space. Message should be reflective – in memory of loved ones
- Careful consideration should be given in regards to its promotion
- Do not include names of those who have passed
- A plaque should be included to explain the reason that the garden/sculpture/bench is there, when it was opened and what it is for
- Supportive messages of hope could be included on the sculpture/bench
- Flowers to be included in the garden – no Lillies– sunflowers or forget me nots

Resurgam

Conscious some families feel great stigma through loss through suicide and that might be a barrier to them engaging. Equally, can see why some families who have lost members through suicide would specifically want to recognise and

remember their life - everyone is entitled to remember their loved one in whatever way they are comfortable with.

YMCA

Think this is a very important initiative and one which YMCA is happy to support.

Having a designated space for reflection will help young people, families and communities to take the next steps forward.

Corporate Services Committee

Confidential

13th April 2022

Confidential Report from:

Head of Corporate Communications & Administration (Frances Byrne)

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

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

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Post contract
award

Never

Item for Decision

TITLE: Security Contract Award - update

Background and Key Issues:

1. At the meeting of Corporate Services Committee in November 2021, Members approved an extension to the current contract arrangements for the Security/Receptionist Service contract at Bradford Court. The purpose of this extension was to facilitate a re-tender for the Bradford Court requirements following failure to appoint a preferred bidder for this service as part of the overall security tender. The business case was approved in February 2022 with estimated costs of [REDACTED]
2. A summary of the procurement outcome is detailed below:

Tenders were received from:

[REDACTED]

3. STAGE 1 – Mandatory Eligibility Criteria

[REDACTED]

[REDACTED]

4. STAGE 2 – Mandatory Selection Criteria

[REDACTED]

- Company Experience
- Quality Standards

The tenderer met all the requirements of the criteria and proceeded to the next stage.

5. STAGE 3 – Award Criteria

In this stage, the tender was evaluated on the following:

- Quality (40%)
- Price (60%)

The Tender results after evaluation at this stage were:

Company Name	Quality (40%)	Cost (60%)	Overall % Score
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Recommendation:

Based on the above, it is recommended that Members note the contract for Caretaker and Reception Services at Bradford Court will be awarded to [REDACTED], commencing 1 June 2022.

Finance and Resource Implications:

The cost of this service has been considered as part of the 22/23 estimates process.

Screening and Impact Assessment

1. Equality and Good Relations

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

If no, please provide explanation/rationale

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)

It is considered that there will be no adverse effects from the provision of Caretaker/Receptionist Services at Bradford Court on any equality group. There may be some minor positive impacts for some groups who may benefit from the provision of an in-person receptionist service.

Insert link to completed Equality and Good Relations report:

<https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75/equality-screening-reports>

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

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

If no, please 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:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services Committee

Confidential

13th April 2022

Confidential Report from:

Head of Corporate Communications & Administration (Frances Byrne)

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

On award of
contract

Redacted
report
available

Never

Item for Noting

TITLE: Mobile Telephony and Data Services Contract

Background and Key Issues:

1. Lisburn & Castlereagh City Council commenced a mobile phone contract with Vodafone in February 2020. This was procured from Lot 6 of the Public Sector Network (PSN) Connectivity and Services Framework which permits direct award without further competition. This contract expires in June 2022.
2. It was agreed at the Corporate Services Committee Meeting held on 9 February 2022 that the procurement for the new mobile telephone and data services would also be procured using Lot 6 of the Public Sector Network (PSN) Connectivity and Services Framework.

The approximate annual value of the new contract based on current connections is

- [illegible]

- 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 relevant

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

April 2022

Confidential

Report from:

Head of Corporate Communications and Administration (Frances Byrne)

Item for Decision

TITLE: Freedom of the City Events (HSC and The Getty's)

Background and Key Issues:

1. Context

At its meeting in March 2022 it was agreed that the outline arrangements as detailed in the report for the Freedom of the City event for the HSC be agreed and that the event be based on Option 6 as detailed in the report but duly amended to reflect a reduction in the number of civic guests as put forward at the meeting.

It was also agreed that a further report would be brought back to provide an update on progress regarding arrangements for the HSC Freedom of the City and progress relating to the Getty Freedom of the City.

2. Progress Update

2.1 HSC Freedom of the City

Date confirmed – 21st May 2022

Venue – Castle Gardens – 1pm-4pm

Guest List - Civic Guest list (90) & 320 invites to be issued to HSC

Proposed Budget - £40k (approx)

Budget Breakdown

No. Guests	420
████████	████████
████████	████████
████████	████████
████████	████████
████████	████████
████████	████████

Members requested that Council Officers engage with the relevant staff in the trust to plan and agree the format of the event. Discussions have been undertaken with the SE Trust and Operational/Logistical arrangements are being progressed in consultation with the SE Trust. In addition, Members are requested to note the following update provided by the SE Trust:

SE Trust will identify representatives to be invited from each of the HSC Trusts and Ambulance Service and will issue the invites on behalf of LCCC.

SE Trust have confirmed the Deputy Chief Executive of the SE Trust will be accepting on behalf of the HSC.

SE Trust have suggested that staff picnic benches with engraved plaque may be a suitable gift option to consider.

For members noting, due to the nature of this event the Freedom Resolution will be proposed at April's full council meeting. The passing of the resolution will then allow for a Special Freedom Ceremony to take place as part of proceedings in Castle Gardens on the 21st May.

As this event has been agreed to be held outdoors officers have progressed hiring a Marquee Company to arrange suitable covering for the Freedom Ceremony / afternoon tea as a contingency against adverse weather elements (rain / heat).

2.2 Freedom of the City – Keith and Krysten Getty

In August 2019, Council approved a request for the Freedom of the City to be conferred upon Keith & Kristyn Getty to acknowledge their achievements. A budget of £17k was later agreed at CSC (on the basis of 240 guests and based on the same format of a Freedom of the City event in 2019). The event did not proceed due to the COVID-19 pandemic.

Contact has been made with the Getty's management company and it has been confirmed that they will be returning to Northern Ireland in the coming months. They have provided their availability and a suitable date has been identified as Monday 27th June.

It is proposed that the format of the event should remain the same as originally agreed with the Getty's pre-covid as follows:

Date: Monday 27th June

Time: 11am-3pm

Venue: Lagan Valley Island (Special Council Meeting: Chamber, Lunch: Island Hall)

Number of guests: 240

Budget: A £20k budget has been included in the civic events budget to take into account expected supplier cost increases since the original budget was agreed over two years ago.

Budget Breakdown

No. Guests	240
██████	██████
██████	██████
██████	██████

Subject to approval, officers will engage further with the Getty's regarding the format and content of this event and progress operational arrangements.

Recommendation:

Recommendation

It is recommended that Members:

- Note the progress update regarding the HSC Freedom of the City and agree the date proposed for the Getty's Freedom of the City to allow officers to progress arrangements.

Finance and Resource Implications:

A £20k Budget for the Getty's Freedom of the City has been included in the 2022/2023 estimates.

A £40k Budget for the HSC Freedom of the City is to be funded by DFC money.

Screening and Impact Assessment

1. Equality and Good Relations

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

No

If no, please provide explanation/rationale

Not applicable.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

Option 2

Screen out with
mitigation

Option 3

Screen in for
a full EQIA

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

No

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

No

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

Not applicable.

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

SUBJECT TO PLANNING APPROVAL:

No

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

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services Committee

Confidential

13th April 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	After full Council	Redacted report available	-	Never	-
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Item for Noting

TITLE: Consolidated Scheme of Allowances payable to Councillors

Background and Key Issues:

1. Circular LG 10/2022 from the Local Government & Housing Regulation Division of the Department for Communities has been received and is attached.
2. This consolidated circular is required to determine and reflect an increase in maximum rates for Basic and Special Responsibility Allowance from 1 April 2021 and an increase in Dependents' Carers' Allowance from 1 April 2022.

3. This consolidated circular is required to determine and reflect an increase in maximum rates for Basic Allowance (from £15,486 to £15,757) and Special Responsibility Allowance (from £76,335 to £76,671) from 1 April 2021.
4. The revised rates enclosed in the circular for Basic Allowance and Special Responsibility Allowance have been used to update the Council's Scheme of Allowances Payable to Councillors for the period 1st April 2021 – 31st March 2022 and this Scheme is attached for Members' approval.
5. The revised rates enclosed in the circular for Dependants' Carers' Allowance have been used to update the Council's Scheme of Allowances Payable to Councillors for the period 1st April 2022 – 31st March 2023.

Recommendation:

It is recommended that:-

1. the revised rates for Basic and Special Responsibility Allowance applicable from 1 April 2021 be accepted and applied from that date;
2. Circular LG 10/2022 from the Local Government & Housing Regulation Division which consolidates all Councillor allowances be noted; and
3. the Council's updated Scheme of Allowances Payable to Councillors for the period 1st April 2021 – 31st March 2022 be approved.
4. the Council's updated Scheme of Allowances Payable to Councillors for the period 1st April 2022 – 31st March 2023 be approved.

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:

Appendix 1 - LCCC Scheme of Allowances 2021-2022
Appendix 2 – LCCC Scheme of Allowances 2022-2023
Appendix 3 – Circular LG 10/2022 Consolidate Councillor Allowance
Circular – Updated March 2022

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

LISBURN & CASTLEREAGH CITY COUNCIL

SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS

1 APRIL 2021 – 31 MARCH 2022

This Scheme is made under Section 31 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019. The scheme has been prepared in accordance with the Department of Communities circular LG 10/2022 Consolidated Councillor Allowances Circular – issued March 2022.

1. Definitions

1.1 In this scheme:

- ‘approved duty’ is as defined in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 as
 - (a) attendance at a meeting of a council, or any of its committees or sub-committees, or at a meeting of a joint committee or any of its sub-committees; or
 - (b) the doing of anything approved by a council or a joint committee, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, joint committees or any of its sub-committee
- ‘Department’ means the Department of Communities;
- ‘guidance’ means the Department of Communities Guidance issued in March 2022 and
- ‘Regulations’ means the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

2. Commencement Date

2.1 This scheme of allowances shall be operational from 1 April 2021.

3. Basic Allowance

3.1 Subject to sub-paragraph 3.3 and paragraph 8 below, for the period ending on 31 March 2022, a basic allowance of £15,757 shall be paid to each councillor. Where appropriate this shall be paid pro-rata.

3.2 Not more than one basic allowance is payable to any councillor.

3.3 The Basic Allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. From 1 April 2021, this element within the Basic Allowance is £1,109.

4 Special Responsibility Allowance (SRA)

4.1 For the period ending on 31 March 2022, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1.

4.2 Subject to paragraph 8 below, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

5 Chairperson/Vice- Chairperson Allowance

5.1 For the period ending 31 March 2022, an allowance of £26,982 will be payable to the Chairman (Mayor) of the Council.

5.2 For the period ending 31 March 2022, an allowance of £8,636 will be payable to the Vice Chairman (Deputy Mayor) of the Council.

6 Dependants' Carers' Allowance

6.1 Councillors are entitled to claim a dependants' carers' allowance towards reimbursement of actual reasonable costs necessarily incurred in providing care for a dependant while carrying out an approved duty.

6.2 A dependant lives with the claimant and is defined as:

- a child under 16 years old;
- a child 16 years old or more, where there is medical/social work evidence that full-time care is required;
- an adult with a recognised physical/mental disability where there is medical/social work evidence that full-time care is required; or
- an elderly relative requiring full-time care.

6.3 A dependants' carers' allowance shall be payable based upon actual receipted costs or the appropriate hourly rate, whichever is the lower up to the monthly maximum. Payment will be at the rates given in paragraph 6.4, which are subject to the limits determined by the Department.

6.4 For the period ending on 31 March 2022, the hourly rate of dependants' carers' allowance for standard care shall be £8.91, and for specialised care shall be £17.82. The monthly maximum for standard care paid to individual councillors shall be £463.00, and the monthly maximum for specialised care shall be £927.00. Councillors may claim only one DCA in respect of each occurrence of approved duty. One DCA is payable even if there are 2 or more children/dependants being cared for.

7 Travel and Subsistence Allowances

7.1 A councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred. The amount claimed should not exceed expense incurred. (Annex A)

7.2 The rates of travel allowance for travel by public transport shall not exceed the actual amount paid. Where reasonably available, the cheapest available form of public transport should be used, except in urgent cases.

7.3 The rates of travel allowance for travel by private vehicle shall be the amounts shown below, which are within the maximum determined by the Department for Communities.

TYPE OF VEHICLE	RATE
A pedal cycle	20.0p per mile
A motorcycle of all capacities	24.0p per mile
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p per mile 13.7p per mile*
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p per mile 14.4p per mile*
A motor car of cylinder capacity exceeding 1,199cc	65.0p per mile 16.4p per mile*
An electric car	45.0p per mile 25.0p per mile**
Passenger rate (per passenger)	5.0p

* For mileage above 8,500 miles

**For mileage above 10,000 miles

7.4 The rates of subsistence shall be the amounts shown below, which are within the maxima determined by the Department for Communities.

PERIOD/MEAL	RATES	
	British Isles £	London £
An absence involving an overnight stay only , away from the normal place of residence	100.70	122.45
Breakfast allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	11.50	11.50
Lunch allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	13.50
Tea allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	4.70	4.70
Evening meal allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	20.95
Sub-total for meals	50.65	50.65
Total maximum rate (absence of 24 hours)	151.35	173.10

8 General

8.1 This scheme may be revoked and amended at any time.

8.2 If an amendment to this scheme is made which affects payment of a basic allowance or special responsibility allowance in the year in which the amendment is made, then in relation to each of the periods:

- (a) beginning with the year and ending with the day before that day on which the first amendment in that year takes effect; or
- (b) beginning with the day on which an amendment takes effect and ending with the day before that day on which the next amendment takes effect, or (if none) with the year,

the entitlement to such allowance shall reflect the proportion of the year when entitlement existed.

8.3 Where the term of office of a councillor begins or ends other than at the beginning or end of a year, entitlement to a basic allowance shall reflect the proportion of the year when entitlement existed.

8.4 Where a councillor has during part of, but not throughout, a year such special responsibilities as attract entitlement to a special responsibility allowance, that entitlement shall reflect the proportion of the year when entitlement existed.

8.5 Where a councillor, in accordance with section 59(5) or section 60(1) of the Local Government Act (Northern Ireland) 2014, is suspended from carrying out the duties of a councillor, the part of basic allowance, special responsibility allowance and /or chairperson/vice chairperson allowance payable for the period of suspension to the councillor will be withheld.

9 Claims and Payment

9.1 Payments regarding basic allowance and special responsibility allowance shall be made in instalments of one-twelfth of the amount specified in this scheme on the 26th of each month unless it falls on a weekend or public holiday when it will be paid on the nearest preceding working day.

9.2 Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.

10 Publication

10.1 As soon as possible after the end of the year to which the scheme applies (bearing in mind that the legislation gives councillors 3 months in which to submit claims), the Council will arrange for the allowances paid to each councillor to be published on its website.

10.2 The minimum information which will be published is as follows:

- the name of the councillor;
- all positions held (eg chairperson or member of (name) committee) by the councillor concerned;
- basic allowance paid;
- special responsibility allowance paid;
- dependants' carers' allowance paid;
- Mayor and Deputy Mayor's expenses;
- mileage expenses;
- other travel expenses;

- subsistence costs, divided into 2 columns, the first relating to accommodation costs and the second relating to meals;
- attendance at courses, conferences and visits expenses; and
- total expenses.

SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

1. Valid from 1 April 2021

Position	Annual Allowance
Chairman (Corporate Services Committee)	£ 9,436
Chairman (Development Committee)	£ 9,436
Chairman (Environmental Services Committee)	£ 9,436
Chairman (Governance & Audit Committee)	£ 3,775
Chairman (Leisure & Community Development Committee)	£ 9,436
Chairman (Planning Committee)	£11,324
Chairman (Capital Projects Committee)	£ 5,662
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Vice Chairman (Governance & Audit Committee)	£ 1,132
Vice Chairman (Leisure & Community Development Committee)	£ 2,831
Vice Chairman (Planning Committee)	£ 3,397
Vice Chairman (Capital Projects Committee))	£ 1,699
Partnership Panel Member	£ 614
TOTAL	£76,671

RULES WITH RESPECT TO THE PAYMENT OF TRAVEL ALLOWANCES

- 1.** The rate for travel by public service shall not exceed the amount of the ordinary first class fare or any available cheap first class fare, provided that the sum paid shall not exceed the actual amount disbursed by the councillor or committee member.
- 2.** The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred— (a) on special supplements, reservation of seats and deposits or portorage of luggage; and
(b) on sleeping accommodation engaged by the councillor or committee member for an overnight journey subject, however, to reduction by one third of any subsistence allowance payable for that night.
- 3.** The rate for travel by taxi shall not exceed—
(a) in cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
(b) in any other case, the amount of the fare which the councillor or committee member would have been entitled to claim if travelling by appropriate public service.
- 4.** The rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the councillor or committee member who hired it, provided that where the council so approves, the rate may be increased to an amount not exceeding the actual cost of the hiring.

5. Fares for travel by air shall be payable if either—

(a) the rate for travel by air does not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence expenses consequent on travel by air; or

(b) the council resolves, either generally or specially, that the saving in time is so substantial as to justify payment of the fare for travel by air, in which case there may be paid an amount not exceeding—

(i) the ordinary or any available cheap fare for travel by regular air service; or

(ii) where no such service is available, or in any case of urgency, the fare actually paid by the councillor or committee member.

6.—(1) If a councillor or committee member uses a private motor vehicle in preference to a public service, or where a public service is not available, the rates per mile payable shall be determined by the council within the maximum rates determined by the Department in respect of the types of vehicles specified in sub-paragraph (2).

(2) The types of vehicles specified for the purposes of sub-paragraph (1) are—

(a) a pedal cycle;

(b) a solo motor cycle of cylinder capacity not exceeding 149cc;

(c) a solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc;

(d) a solo motor cycle exceeding 499cc cylinder capacity or a motor cycle with a sidecar;

(e) a motor car or tri-car of cylinder capacity not exceeding 450cc;

(f) a motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc;

(g) a motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc; and

(h) a motor car or tri-car of cylinder capacity exceeding 1,199cc.

(3) The rates payable under sub-paragraph (1) may be increased—

(a) where other councillors or committee members are conveyed in the same vehicle on the business of the council, by an additional rate per mile determined by the council for the carriage of each additional passenger;

(b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees; or

(c) in the case of an absence overnight from the usual place of residence, by an amount determined by the council for garaging a motor car, tri-car, or a motor vehicle of any other type, but not exceeding the amount actually paid by the councillor or committee member.

(4) For the purpose of this paragraph, cylinder capacity shall be calculated in the manner prescribed by regulation 43 of the Road Vehicles (Registration and Licensing) Regulations 2002(1), provided that where the engine of a car has been rebored the calculation shall be based on the engine as it was when new.

7. Subsistence allowances shall be payable in respect of both an absence involving an absence overnight from the usual place of residence and an absence not involving an absence overnight from the usual place of residence.

8. The rates determined in respect of an absence overnight from the usual place of residence shall cover a continuous period of absence of twenty-four hours.

9. For an absence overnight of a period less than twenty-four hours, an appropriate amount in respect of any meal allowance shall be deducted from the maximum rate determined.

10. Any rate determined shall be reduced by an appropriate amount in respect of any meal provided free of charge by any body during the period to which the allowance relates.

11.—(1) For an absence from the usual place of residence overnight in London or exceptionally in any other place in the British Isles approved by the Department, the rates may be increased by a supplementary allowance of such amount as the council may determine. (2) For the purpose of this paragraph London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

LISBURN & CASTLEREAGH CITY COUNCIL

SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS

1 APRIL 2022 – 31 MARCH 2023

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 - (b) the doing of anything approved by a council or a joint committee, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, joint committees or any of its sub-committee
- ‘Department’ means the Department of Communities;
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- ‘Regulations’ means the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

2. Commencement Date

2.1 This scheme of allowances shall be operational from 1 April 2022.

3. Basic Allowance

3.1 Subject to sub-paragraph 3.3 and paragraph 8 below, for the period ending on 31 March 2023, a basic allowance of £15,757 shall be paid to each councillor. Where appropriate this shall be paid pro-rata.

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3.3 The Basic Allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. From 1 April 2022, this element within the Basic Allowance is £1,109.

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4.1 For the period ending on 31 March 2023, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1.

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5.1 For the period ending 31 March 2023, an allowance of £26,982 will be payable to the Chairman (Mayor) of the Council.

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- a child under 16 years old;
- a child 16 years old or more, where there is medical/social work evidence that full-time care is required;
- an adult with a recognised physical/mental disability where there is medical/social work evidence that full-time care is required; or
- an elderly relative requiring full-time care.

6.3 A dependants' carers' allowance shall be payable based upon actual receipted costs or the appropriate hourly rate, whichever is the lower up to the monthly maximum. Payment will be at the rates given in paragraph 6.4, which are subject to the limits determined by the Department.

6.4 For the period ending on 31 March 2023, the hourly rate of dependants' carers' allowance for standard care shall be £9.50, and for specialised care shall be £19.00. The monthly maximum for standard care paid to individual councillors shall be £494.00, and the monthly maximum for specialised care shall be £988.00. Councillors may claim only one DCA in respect of each occurrence of approved duty. One DCA is payable even if there are 2 or more children/dependants being cared for.

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7.1 A councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred. The amount claimed should not exceed expense incurred. (Annex A)

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- (b) beginning with the day on which an amendment takes effect and ending with the day before that day on which the next amendment takes effect, or (if none) with the year,

the entitlement to such allowance shall reflect the proportion of the year when entitlement existed.

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- basic allowance paid;
- special responsibility allowance paid;
- dependants' carers' allowance paid;
- Mayor and Deputy Mayor's expenses;
- mileage expenses;
- other travel expenses;

- subsistence costs, divided into 2 columns, the first relating to accommodation costs and the second relating to meals;
- attendance at courses, conferences and visits expenses; and
- total expenses.

SCHEDULE 1

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1. Valid from 1 April 2022

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Chairman (Environmental Services Committee)	£ 9,436
Chairman (Governance & Audit Committee)	£ 3,775
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Chairman (Planning Committee)	£11,324
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Vice Chairman (Governance & Audit Committee)	£ 1,132
Vice Chairman (Leisure & Community Development Committee)	£ 2,831
Vice Chairman (Planning Committee)	£ 3,397
Vice Chairman (Capital Projects Committee))	£ 1,699
Partnership Panel Member	£ 614
TOTAL	£76,671

RULES WITH RESPECT TO THE PAYMENT OF TRAVEL ALLOWANCES

- 1.** The rate for travel by public service shall not exceed the amount of the ordinary first class fare or any available cheap first class fare, provided that the sum paid shall not exceed the actual amount disbursed by the councillor or committee member.
- 2.** The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred— (a) on special supplements, reservation of seats and deposits or portage of luggage; and
(b) on sleeping accommodation engaged by the councillor or committee member for an overnight journey subject, however, to reduction by one third of any subsistence allowance payable for that night.
- 3.** The rate for travel by taxi shall not exceed—
(a) in cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and
(b) in any other case, the amount of the fare which the councillor or committee member would have been entitled to claim if travelling by appropriate public service.
- 4.** The rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the councillor or committee member who hired it, provided that where the council so approves, the rate may be increased to an amount not exceeding the actual cost of the hiring.

5. Fares for travel by air shall be payable if either—

(a) the rate for travel by air does not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence expenses consequent on travel by air; or

(b) the council resolves, either generally or specially, that the saving in time is so substantial as to justify payment of the fare for travel by air, in which case there may be paid an amount not exceeding—

(i) the ordinary or any available cheap fare for travel by regular air service; or

(ii) where no such service is available, or in any case of urgency, the fare actually paid by the councillor or committee member.

6.—(1) If a councillor or committee member uses a private motor vehicle in preference to a public service, or where a public service is not available, the rates per mile payable shall be determined by the council within the maximum rates determined by the Department in respect of the types of vehicles specified in sub-paragraph (2).

(2) The types of vehicles specified for the purposes of sub-paragraph (1) are—

(a) a pedal cycle;

(b) a solo motor cycle of cylinder capacity not exceeding 149cc;

(c) a solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc;

(d) a solo motor cycle exceeding 499cc cylinder capacity or a motor cycle with a sidecar;

(e) a motor car or tri-car of cylinder capacity not exceeding 450cc;

(f) a motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc;

(g) a motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc; and

(h) a motor car or tri-car of cylinder capacity exceeding 1,199cc.

(3) The rates payable under sub-paragraph (1) may be increased—

(a) where other councillors or committee members are conveyed in the same vehicle on the business of the council, by an additional rate per mile determined by the council for the carriage of each additional passenger;

(b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees; or

(c) in the case of an absence overnight from the usual place of residence, by an amount determined by the council for garaging a motor car, tri-car, or a motor vehicle of any other type, but not exceeding the amount actually paid by the councillor or committee member.

(4) For the purpose of this paragraph, cylinder capacity shall be calculated in the manner prescribed by regulation 43 of the Road Vehicles (Registration and Licensing) Regulations 2002(1), provided that where the engine of a car has been rebored the calculation shall be based on the engine as it was when new.

7. Subsistence allowances shall be payable in respect of both an absence involving an absence overnight from the usual place of residence and an absence not involving an absence overnight from the usual place of residence.

8. The rates determined in respect of an absence overnight from the usual place of residence shall cover a continuous period of absence of twenty-four hours.

9. For an absence overnight of a period less than twenty-four hours, an appropriate amount in respect of any meal allowance shall be deducted from the maximum rate determined.

10. Any rate determined shall be reduced by an appropriate amount in respect of any meal provided free of charge by any body during the period to which the allowance relates.

11.—(1) For an absence from the usual place of residence overnight in London or exceptionally in any other place in the British Isles approved by the Department, the rates may be increased by a supplementary allowance of such amount as the council may determine. (2) For the purpose of this paragraph London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.



Department for

Communities

An Roinn

Pobal

Department for

Commonities

www.communities-ni.gov.uk

Chief Executive of each District Council
Finance Officer of each District Council
Other Interested Parties

Local Government and Housing
Regulation Division
Finance Branch
Causeway Exchange
1-7 Bedford Street
BELFAST
BT2 7EG
Phone: 028 9082 3346
email: Anthony.carleton@communities-ni.gov.uk

Our ref: CO1-21-1742

28 March 2022

Circular LG 10/2022

Dear Sir/Madam

**CONSOLIDATED COUNCILLOR ALLOWANCES CIRCULAR – UPDATED
MARCH 2022**

This Local Government Circular provides a consolidated record of all councillor allowances and supersedes Local Government Circular 07/2021.

This consolidated circular is required to determine and reflect an increase in maximum rates for Basic and Special Responsibility Allowance from 1 April 2021 and an increase in Dependants' Carers' Allowance from 1 April 2022.

All determinations are made by the Department under section 31 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

If you have any queries on the content of this circular please contact Jeff Glass on 028 9082 3375 or Ian Lewis on 028 9082 3506 or by email jeff.glass@communities-ni.gov.uk or ian.lewis@communities-ni.gov.uk.

Yours faithfully

ANTHONY CARLETON
Director
Local Government and Housing Regulation

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5. Subsistence Allowances	6

1. Basic Allowance

- valid from 1 April 2021

Basic Allowance	Maximum £15,757 per annum ≠
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≠ (The basic allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. In 2015/16 this element was £1,000 and each year this amount is uplifted in line with the increase applied to the basic allowance, therefore this element within the basic allowance is £1,109 from 1 April 2021.)

2. Dependants' Carers' Allowance

- valid from 1 April 2021 – 31 March 2022

The following table states the maximum rates for dependants' carers' allowance.

Dependants' Carers' Allowance	Hourly Rate	Maximum monthly amount
Standard	£8.91 [^]	£463
Specialist	£17.82	£927

[^](Based on national living wage)

- valid from 1 April 2022

The following table states the maximum rates for dependants' carers' allowance.

Dependants' Carers' Allowance	Hourly Rate	Maximum monthly amount
Standard	£9.50 [^]	£494
Specialist	£19.00	£988

[^](Based on national living wage)

3. Travel Allowances

– valid from 1 April 2017

The following table states the maximum rates for travel allowances.

Type of Vehicle	Rate per Mile
A pedal cycle	20.0p
A motor cycle (all engine capacities)	24.0p
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p *13.7p
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p *14.4p
A motor car of cylinder capacity exceeding 1,199cc	65.0p *16.4p
An electric car	45.0p **25.0p
Passenger rate (per passenger)	5.0p

* For mileage above 8,500 miles

**For mileage above 10,000 miles

4. Special Responsibility Allowance

– valid from 1 April 2021

The following table states the maximum rate of Special Responsibility Allowance that a council may pay. The maximum rate is based on the size of the council population. Each council's population figures are updated each year by the Northern Ireland Statistics and Research Agency and it is the duty of each council to operate within the total maximum rate appropriate to its population band. For ease the maximum any councillor can receive, within each band, is also provided.

Population of council	Maximum Special Responsibility Allowance £	Maximum (1/5 th) for individual councillor £
Less than 120,000	55,479	11,096
120,000 to 199,000	77,671	15,534
200,000 +	119,835	23,967

5. Subsistence Allowances

– valid from 1 April 2015

The following table states the maximum rates for subsistence; however, where councils believe it is necessary there is flexibility for councils to increase these rates by applying a suitable measure of price inflation.

PERIOD/MEAL	RATES £	
	British Isles	London
Accommodation allowance - An absence involving an overnight stay, away from the normal place of residence. This rate does not include any meal allowance.	100.70	122.45
Breakfast allowance - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	11.50	
Lunch allowance - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	
Tea allowance - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	4.70	
Evening meal allowance - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	

Corporate Services Committee

Confidential

13th April 2022

Report from:

Joanne Hewitt, Head of Finance

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

When will the report become unrestricted:

Specify when
report will
become available

-

Redacted
report
available

After full Council

Never

-

Item for Noting

TITLE: Management Accounts – Period 11

Background and Key Issues:

Period 11 - Management Accounts

1. Attached is the set of Management Accounts for the period ended 28th February 2021.
2. This shows a summary of each directorate and any opportunities or risks that may arise before the end of the financial year.

3. It is to be noted that the net profiled expenditure for the period is **£3.66m below the approved estimates (8.29% underspend)** for the financial year 2021/2022. The percentage underspend has decreased from 9.63% in period 10. This is the position excluding the average holiday pay costs (£463k), Covid related Income (£446k) and Covid expenditure (£1.57m) with funding for these held within earmarked reserves.
4. The underspend as at period 11 of £3.66m is summarised below:
- Payroll Underspend - £2.14m
 - Non-payroll Underspend - £0.65m
 - Income Overachievement - £0.87m
5. The Council received £3.49m from DfC in March 2021 to support the Council moving forward, which is held within the earmarked reserves. The specific criteria for the earmarked reserves, as discussed at November's Corporate Services committee, are detailed below:
- Waste Management costs as a result of Covid, including the 4 categories disallowed by DAERA (quarter 1 is funded through DAERA).
 - Any deficit in current year DfC Covid loss of income/expenditure funding i.e. allocation from £17m.
 - One off expenditure that does not have an ongoing/recurrent revenue spend required.
 - Expenditure required on enhancing services i.e. Covid has highlighted weaknesses or there is a change needed to deliver a better operating model. This would allow for digital costs or fixed term posts to respond to new ways of working or as part of an efficiency review.
6. DfC have confirmed with Treasury that there is £17m for all NI Councils for covid funding for the current financial year (2021/2022).
7. The estimates for the current year 2021/22 included an assumption that Council will receive £1m funding from DfC.
8. Notification has been received that LCCC's allocation of £1,832,861 for Covid funding for 2021/2022 will be transferred into the Council's bank account before the end of the financial year. This funding is to alleviate the impact of exceptional losses and costs that councils incurred as a consequence of Covid-19.
9. An Accounts Direction has been issued to the Council to instruct this money to be transferred to a useable reserve on the balance sheet and ring-fenced, which is the same as last financial year's funding.

Analysis of Underspend

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

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

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

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

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

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

14. Legal and Judicial review costs continue to be significant. Legal costs are £265k over budget year to date (at P10 the overspend was £284k against budget year to date). This includes [REDACTED]

15. As Members will be aware from the risks section of the management accounts each month, there are a number of risks that have started to materialise in the last few months that are included within the P11 actuals including fuel, utilities and waste related costs.

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

- The assumption for leisure income overall is based on much lower levels particularly within the first quarter, with income rising thereafter. This assumption has been validated to this point as Leisureplex is tracking income at 24% behind budget (previously tracking 21% below budget at P10) by the end of P11 (actual to date £983,732 v budget to date £1,287,960).
- Income from golf courses has performed better than anticipated, (£556,174 actual to date v £416,352 budget to date) achieving 34% over planned budget at P11;

- Income for building control performed better than anticipated (£1,104,970 actual to date v £798,526 budget to date) achieving 38% more than original planned budget at P11;
- Car park income is tracking above its target budget at P11 (actual to date £530,830 v budget to date £524,560).
- Income from the Island Hall was profiled from December to March due to the restrictions that had been in place. **As at period 11, the Island Hall income is tracking substantially below its target budget (86% below budget).**

Other Considerations going forward

17. Payroll

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

18. Non Payroll

- DAERA Covid funding claim for quarter 1 submitted. DAERA has advised all Councils that there will be no further funding for Q2 21/22 onwards. As noted above, the remainder of the COVID DAERA related costs will be funded through the DfC monies (£3.495m allocation).
- **Inflation has increased from 5.5 in January 22 to 6.2% in February 22. The latest Bank of England report is suggesting inflation may rise to 10% in the coming months.**
- Resources have been stretched and challenged in support areas including but not limited to IT, Human Resources and Finance - demand for these support services continues to grow creating potential bottlenecks / risks for all services;
[REDACTED]
- Royal Hillsborough and other unforeseen community initiatives. [REDACTED]
- Legal costs and the costs of judicial reviews [REDACTED]
- Rising utility costs – **Estimated £10k risk for March.**

- Fuel costs - £25k risk for March, which has increased due to the volatility of the market notwithstanding the 5p reduction as provided in the Spring statement.

19. Income

- Impact of further restrictions –There are no restrictions that will impact the income levels for period 12. The focus is now on encouraging customers back to certain amenities / activities such as theatre and conferencing.

20. Penny Product

- LPS provide a forecasted outturn to Finance in relation to the Penny Product. The forecasted outturn based on period 11 reports is a positive outturn of £1,124,918 which equates to approx. 2.31% in revenues.
- Due to the unprecedented nature of the ongoing Covid-19 pandemic, LPS have confirmed they will be providing Finance with a monthly forecast for the Penny Product.
- De-rating grant – A forecasted outturn for quarter 3 has been received. This is currently sitting as a risk on the Management Accounts to the value of £73,605. A forecasted outturn will be received each quarter.

Moving Forward

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

2022/2023 Potential Financial Risks and mitigations

22. There continues to be pressures in relation to increasing costs and management are already considering a range of potential mitigations.

23. Fleet fuel increases are already being felt in the current financial year, which has been highlighted on the management accounts previously. This will be a major risk for the 2022/23 financial year

- Within the estimates process, an increase of £0.23 pl on Derv was incorporated into the agreed budgets for 2022/23.
- Each £0.10 pl increment equates to an increase of approx. £6.4k expenditure per month.
- To put this into perspective, an order was placed in March with a price of £1.3749 pl, which equates to £16k more than the 2022/23 monthly estimate.
- The 5p reduction announced in the Spring Statement is a temporary cut which will remain in place until March 23.

24. A report was presented at Development Committee in April in relation to the procurement of energy supplies. The risk of a possible overspend within the 2022/23 year was highlighted due to the uncertainty surrounding energy commodity prices. Given the current energy volatility due to both Brexit and particularly the Ukrainian/Russian conflict, no supplier will enter into a fixed price contract.

25. Based on current market trends and indicative pricing from the suppliers, bills for the month of April and beyond are likely to increase by 200% for Electricity and 400% for gas over the previously tendered rates. However, these are only indicative and the percentage increase could be higher or lower. In an attempt to lower potential risk, a number of cost mitigating measures will need to be considered in order to deduce energy consumption. The energy reduction programme will be accelerated as quickly as possible.

26. [REDACTED]

[REDACTED]

28. The above risks, and any others that materialise, will continue to be monitored over the coming months and will be included within the management accounts where relevant to ensure Members are kept up to date with the potential impacts.

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 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".

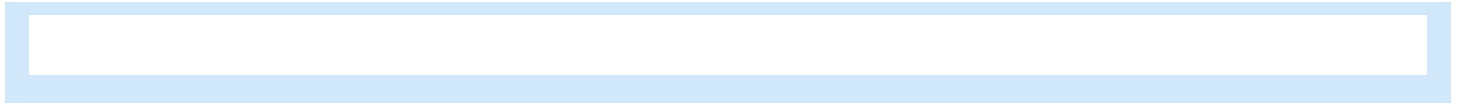
APPENDICES:

Management Accounts – Period 11

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



LISBURN AND CASTLEREAGH CITY COUNCIL
2021/2022 MANAGEMENT ACCOUNTS

Period 11

2021/22

SUMMARY BY DIRECTOR

	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
	£	£	£	£	
Finance & Corporate Services	6,680,710	5,477,794	5,985,780	(507,986)	-8.49%
Governance & Audit	142,920	940,368	1,065,482	(125,114)	-11.74%
Leisure & Community Wellbeing	14,429,430	11,580,912	12,950,675	(1,369,763)	-10.58%
Environmental Services	18,342,730	15,452,413	16,800,926	(1,348,513)	-8.03%
Service Transformation	7,535,490	7,052,959	7,363,362	(310,403)	-4.22%
Total	47,131,280	40,504,446	44,166,225	(3,661,779)	-8.29%

Average holiday Pay	462,511	462,511
Covid Costs	1,568,868	1,568,868

Covid Income	(445,887)	(445,887)
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YTD (UNDERSPEND) / OVERSPEND	42,089,938	44,166,225	(2,076,287)	-4.70%
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RISKS - Costs projected for remainder of Fin Year

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Legal Costs overspend for remainder of year.	27,500
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Average Holiday pay (not included in reserves)	69,000
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Price Increases of Fuel	25,000
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Price increases of Utilities	10,020
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De-rating grant - forecasted outturn quarter 3	73,605
--	--------

TOTAL RISKS	
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OPPORTUNITIES -

APP forecasted outturn - based on period 11 forecasted outturn	1,124,918
--	-----------

Covid 21/22 funding from DfC	1,832,861
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TOTAL OPPORTUNITIES	2,957,779
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Payroll/non Payroll/ Income Summary per Directorate to Period 10					
Finance & Corporate Services	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
	£	£	£		
Payroll	4,398,900	3,756,928	4,015,743	(258,815)	
Non-Payroll	3,280,710	2,586,602	2,871,638	(285,036)	
Income	(998,900)	(865,736)	(901,601)	35,865	
Total Net - Service Support	6,680,710	5,477,794	5,985,780	(507,986)	-8.49%
Governance & Audit	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
	£	£	£		
Payroll	878,270	672,838	805,111	(132,273)	
Non-Payroll	264,650	304,382	260,371	44,011	
Income	(1,000,000)	(36,851)	-	(36,851)	
				-	
Total Net - Governance and Audit	142,920	940,368	1,065,482	(125,114)	-11.74%
Leisure & Community Wellbeing	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
	£	£	£		
Payroll	12,135,020	10,113,593	11,106,856	(993,263)	
Non-Payroll	8,549,610	7,035,008	7,124,276	(89,268)	
Income	(6,255,200)	(5,567,689)	(5,280,457)	(287,232)	
				-	
Total Net - Leisure and Community Wellbeing	14,429,430	11,580,912	12,950,675	(1,369,763)	-10.58%

Environmental Services	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
Payroll	10,446,520	9,341,930	9,589,954	(248,024)	
Non-Payroll	11,010,240	9,463,004	9,980,896	(517,892)	
Income	(3,114,030)	(3,352,521)	(2,769,924)	(582,597)	
Total Net - Environmental Services	18,342,730	15,452,413	16,800,926	(1,348,513)	-8.03%
Service Transformation	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
Payroll	5,257,344	4,366,412	4,877,027	(510,615)	
Non-Payroll	6,522,420	6,031,819	5,835,898	195,921	
Income	(4,244,274)	(3,345,273)	(3,349,563)	4,290	
Total Net - Service Transformation	7,535,490	7,052,959	7,363,362	(310,403)	-4.22%

Corporate Services Committee

Confidential

13th April 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)

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

Following
Council
Ratification

Never

Item for Decision

TITLE:

Hybrid Working Pilot

1. The ongoing pandemic due to Covid-19 since the spring of 2020, has forced us to reconsider many work-related elements within LCCC. For two years we have, as suggested by government, adopted the policy for employees to work from home where possible. In line with this, some departments have operated a quota basis where a limited and controlled number can come into the office on certain days if required; to avail of printers; access files etc. consistent with LCCC Covid-19 regulations.

2. In accordance with the agreed Interim People Strategy and the Interim Corporate Plan, a consideration of what the transition from remote working back into the workplace will look like, the policies and processes in place to support this and consideration of the future operating model has been undertaken. A working group was set up and has met on a number of occasions to consider the practical details around a move to a new formal way of working.
3. Currently, approximately 40% of our workforce can avail of working from home/hybrid working on the basis of the government guidance to work from home where possible.
4. Hybrid Working is defined as *‘a way of structuring work, communication, hours and physical locations to enable our staff to be as productive as possible no matter where, when or who they work with.’*

REVIEW OF ACTIONS AND NEXT STEPS

5. The cross-functional working group has been meeting since late 2021. The intention is to introduce a ‘pilot’ for six months using this period to take stock and evaluate the effectiveness of such a model along with all relevant stakeholders, including Elected Members.
6. Each HOS reviewed the potential implications and considerations of introducing some form of a hybrid model/policy.
7. To complement this and garner wider feedback from relevant staff, we have also completed ‘Pulse’ survey in conjunction with a service wide focus group. This was specifically for anyone who had availed of some form of hybrid working (even for a short period) during the pandemic period spanning 24 months. Feedback although mixed was generally positive about how LCCC had managed the process and the many challenges the pandemic provided.



8. The consultation outcomes were considered in the development of a hybrid working protocol to use during the period of the hybrid working pilot, noting that if successful, this will be reflected on and developed further into a hybrid working policy at the end of the pilot.

Next Steps

9. The next key step is to agree a model for the pilot period. This is in the form of a Protocol. Post pilot this may develop into a more formal ‘policy’ however, as no terms and conditions will be changed/ affected during pilot phase, a formal policy is not required at this point.

Hybrid Working Protocol – Parameters for Agreement

[REDACTED]

Key considerations of the above

10. By moving to the above model within the protocol, we will have approx. 84% of staff **not** working from home on any given day.
11. Should we not progress with the proposed model, Council runs the risk of having to deal with a large number of flexible working requests.
12. Not progressing with a hybrid model has the potential to impact on an extremely challenging recruitment market through both attraction and retention of staff. Progressing with the model has the potential to widen the pool of applicants to posts. As at 5 April 2022, 762 jobs posted on NIJobs.com were advertised as “hybrid”.

[REDACTED]



Recommendation

1. It is recommended that Members consider the proposal for a Pilot Hybrid Working Protocol for a period of six months, during which time the effectiveness of this way of working will be evaluated for implementation if and as appropriate.

Finance and Resource Implications:

1. Not known but likely to have a positive impact on comparable utility costs

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

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

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?	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:

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

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:

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

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:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services Committee

Confidential

13 April 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)

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

Following
Council
Ratification

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Item for Decision

TITLE: **The Parental Bereavement (Leave & Pay) Act (NI) 2022**

1. The purpose of this report is to advise the Corporate Services Committee of a new piece of upcoming legislation; The Parental Bereavement (Leave & Pay) Act (NI) 2022. The Parental Bereavement (Leave & Pay) Act (NI) 2022 received Royal Assent on 21 March 2022 and it is anticipated that it will become law at some point in April 2022, although at present we have not been provided with an exact date as to when this piece of legislation will take effect from.

2. BACKGROUND

3. The Parental Bereavement (Leave & Pay) Act (NI) 2022 provides employees in Northern Ireland with the same entitlement to leave and pay which employees in Great Britain already possess. The NI legislation will provide employees with two weeks Parental Bereavement Leave if a child dies before the age of 18 years old or is stillborn (after 24 weeks of pregnancy).
4. In order to be eligible for Statutory Parental Bereavement Pay employees will be required to have at least 26 weeks' continuous employment, by the end of the week before the week of the child's death. In addition employees must also meet the weekly earnings threshold.
5. The NI Assembly has indicated that they are considering extending the right to Parental Bereavement Leave and Pay to those who suffer a miscarriage (before 24 weeks of pregnancy), but no timescale has been provided in relation to this.
6. The Parental Bereavement (Leave & Pay) Act (NI) 2022 is expected to mirror or be identical to similar employment legislation in GB. Therefore whilst the NI Act is not published yet the following provides information in relation to eligibility and how leave is taken in GB as this will give an indication as to how it will also be applied in NI.
7. Under the equivalent legislation in GB, eligible employees include:
 - Biological parents and intended parents (i.e. parents using a surrogate).
 - Adoptive and "natural" parents
 - Parents "in fact", who lived with the child and had day-to-day care responsibilities for at least four weeks preceding the death of the child
 - The partner of the child's parent who lives with the child and child's parent in an enduring family relationship.
8. Under the GB legislation employees are entitled to take two weeks' leave from the first day of their employment for each child who has died or was stillborn if they are eligible. Eligible employees can take either:
 - 2 consecutive weeks
 - 2 separate weeks of leave
 - Only one week of leave
9. Under the GB legislation the leave:
 - can start on or after the date of the death or stillbirth
 - must finish within 56 weeks of the date of the death or stillbirth
10. Under the GB legislation if the employee is taking another type of statutory leave e.g. maternity, adoption or paternity leave when the child dies or stillbirth happens **their Parental Bereavement Leave must start after the other leave has ended**, although it does not have to be taken immediately after the other statutory leave ends, as long as it is

taken with 56 weeks of the date of the death or stillbirth. In addition employees can take Parental Bereavement Leave between blocks of Shared Parental Leave which was booked before the child died.

11. The Parental Bereavement (Leave & Pay) Act (NI) 2022 is expected to mirror or be similar to the above.

12. PROPOSAL FOR CONSIDERATION

13. The Council's Leave Policy will need to be updated to comply with the legislation once it comes into effect. At present Council employees are entitled to three paid working days in the event of the death of a child.

14. It is proposed that once the Parental Bereavement (Leave & Pay) Act (NI) 2022 comes into effect, the Leave Policy is amended [REDACTED]. Parental Bereavement Leave period being paid at the statutory rate for eligible employees.

15. At present in GB the Statutory Parental Bereavement Pay is £151.97 a week or 90% of an employee's average weekly earnings (whichever is lower), it is anticipated that this will also apply to NI.

Recommendation

1. It is recommended that Members:
- Note the introduction of the Parental Bereavement (Leave & Pay) Act (NI) 2022
 - Agree to the change to the Council's Leave Policy

Finance and Resource Implications:

1. 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

Update on legislation which must be implemented by Council.

If yes, what was the outcome?:

Option 1

N/A

Option 2

N/A

Option 3

N/A

Screen out
without mitigation

Screen out with
mitigation

Screen in for
a full EQIA

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

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

No

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

No

If no, please 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:

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:

N/A

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:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date: