

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 13<sup>th</sup> November 2024 at 6.00 pm.**

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

Councillor The Hon N Trimble (Chair)

Aldermen A Ewart MBE, M Gregg and H Legge

Councillors T Beckett, A Ewing, A Givan, J Harpur, B Higginson,  
C Kemp, J Lavery BEM, D Lynch and G McCleave

**PRESENT IN A  
REMOTE LOCATION  
(COMMITTEE)**

Councillor N Eaton (Vice-Chair)

The Right Worshipful The Mayor  
Councillor K Dickson

Alderman A Grehan

**OTHER MEMBERS  
OF COUNCIL  
PRESENT IN  
COUNCIL CHAMBER:**

Councillors P Catney and G Hynds

**IN ATTENDANCE:**

Chief Executive (Remote)  
Director of Finance & Corporate Services  
Director of Organisation Development & Innovation  
Head of Assets  
Head of Corporate Communications & Administration  
Head of Human Resources & Organisation Development  
HR Manager  
Member Services Officers (RN & CH)

**Commencement of Meeting**

The Chair welcomed all present to the meeting, in particular Councillor Declan Lynch who had replaced former Councillor Paul Burke on the Council following his resignation.

The Chair advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business. Unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. Mobile phones were to be turned off or on silent mode for the duration of the meeting.

The Director of Finance & Corporate Services outlined the evacuation procedures in the case of an emergency.

Finally, the Chair asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

1. Apologies

An apology for non-attendance at the meeting was accepted and recorded on behalf of the Deputy Mayor, Councillor R Carlin.

2. Declarations of Interest

The Chair invited Members to declare any interests they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided with the papers for the meeting and which were also available in the Chamber.

There were no Declarations of Interest.

3. Report of Director of Finance & Corporate Services

The report of the Director of Finance & Corporate Services was considered later in the meeting.

4. Report of Head of Corporate Communications & Administration

4.1 VE 80 Working Group – Appointment of Chair

The Head of Service reported an update on the VE 80 Working Group and outlined that a Chair had not been appointed at its first meeting held on the 6<sup>th</sup> November 2024.

Agreement had subsequently been received for:-

- a report on the appointment of a Chair to be brought to the Corporate Services Committee;
- the business at hand to be continued, with the outworking of the officers' discussions and a draft programme for VE 80 to be presented to Members. It was noted that the draft programme would be presented at the December 2024 meeting of Committee.

4.1 VE 80 Working Group – Appointment of Chair (Continued)

It was proposed by Councillor C Kemp and seconded by Alderman M Gregg that Alderman H Legge be nominated as Chair of the VE 80 Working Group.

Councillor P Catney, a non-member of the Corporate Services Committee but a member of the VE 80 Working Group, outlined the reasons as to why he had nominated Councillor G Hynds as Chair of the Working Group at the meeting held on the 6<sup>th</sup> November 2024. These were for reasons of cross community participation and the sharing of such posts. Councillor Hynds thanked Councillor Catney for his comments.

Councillor B Higginson supported these comments and proposed that Councillor G Hynds be nominated as Chair of the VE 80 Working Group. This proposal was seconded by Councillor A Givan.

The proposal in the name of Councillor C Kemp and seconded by Alderman M Gregg that Alderman H Legge be nominated as Chair of the VE 80 Working Group was put to the meeting. A show of hands was taken, the voting being eight votes in favour, six votes against and two abstentions.

The Chair, Councillor N Trimble, declared the Proposal carried that Alderman H Legge be elected Chair of the VE 80 Working Group.

Councillors P Catney, B Higginson, G Hynds and C Kemp all voiced their support for Alderman Legge as Chairman of the VE 80 Working Group and expressed the hope that it would deliver as well as the working group for D-Day 80 had. Alderman Legge thanked the Members for their confidence in electing her as Chair of the Working Group and expressed the hope that by all working together, a successful celebratory programme could be delivered.

Councillor P Catney raised a query as to how appointments to working groups (not specifically just chairs) are made. The Head of Corporate Communications & Administration agreed to look at this matter to see if anything could be done to address the query raised.

Councillor P Catney left the Chamber at the conclusion of this item. (6.15 pm)

5. Report of Director of Finance & Corporate Services

5.1 Notice of Motion  
Paris Declaration and Support for Fast-Track Cities Initiative

A Notice of Motion on the subject of “HIV, TB & Viral Hepatitis” had been proposed by Councillor J Harpur and seconded by Councillor C Kemp at the meeting of Council held on the 22<sup>nd</sup> October 2024. The Council had agreed that the Notice of Motion be referred to the Corporate Services Committee for consideration. The notice of motion was set out in the Director’s report.

5.1 Notice of Motion  
Paris Declaration and Support for Fast-Track Cities Initiative (Continued)

Councillor Harpur presented his Notice of Motion and elaborated on its content. The notice of motion called on the Council to designate itself as a Fast-Track City by signing up to the Paris Declaration of Fast-Track Cities. This declaration outlines a set of commitments to achieve the objectives of the Fast-Track Cities initiative which is a global partnership between cities and municipalities around the world and has four core partners. It aims to achieve zero HIV-related stigma and discrimination; and the achievement of targets going towards zero HIV infections and zero AIDS related deaths by 2030. In Northern Ireland, the Fast-Track Cities initiative is led by the charity “Positive Life”. If it were to sign up to the Paris Declaration of Fast-Track Cities, the Council would be required to make a room available to facilitate HIV testing for four days per year.

Councillor J Harpur proposed his Notice of Motion, the content being as set out in the Director’s report, and this was seconded by Councillor C Kemp who in supporting the Notice of Motion advised that Positive Life was the only dedicated charity in Northern Ireland for this matter and that they had encouraged councils to sign up to the Paris Declaration of Fast-Track Cities initiative. Councillor Harpur outlined that the financial ask was that the Council support Positive Life in providing Council facilities up to four days each year.

Councillor G McCleave spoke in favour of the Notice of Motion.

Councillor A Givan spoke in opposition to the Notice of Motion citing the obligations placed on the Council if it were to sign up to the Paris Declaration and supporting the Fast-Track Cities initiative. There would be financial implications to the Council. In addition, the NHS budget was already under pressure and people with other illnesses would appreciate also the opportunity to be fast-tracked through the health system.

Councillor B Higginson also had concerns about the financial implications to the Council if it were to sign up to the Paris Declaration.

The Chair, Councillor N Trimble, shared the concerns raised in regard to resource commitment by the Council. The Chair added that normally agreements from Notices of Motion are usually aspirational and that any cost implications are usually brought back by officers after the fact. This was confirmed by the Director of Finance & Corporate Services.

The proposal in the name of Councillor J Harpur and seconded by Councillor C Kemp that the Notice of Motion which included a commitment by the Council to sign up to the Paris Declaration and Support for the Fast-Track Cities initiative, be adopted was put to the meeting. A show of hands was taken, the voting being 10 votes in favour and six votes against. The proposal to adopt the Notice of Motion and to the signing up to the Paris Declaration and Support for the Fast-Track Cities initiative was therefore carried.

5.1 Notice of Motion  
Paris Declaration and Support for Fast-Track Cities Initiative (Continued)

The Director of Finance & Corporate Services advised that she would liaise with Councillor Harpur about the usage of a Council facility for four days per year. A further report on financial implications for the four days would be presented to the Committee early in the New Year.

6. Any Other Business – Non-Confidential

6.1 Festival of Remembrance – Lagan Valley Island - 8<sup>th</sup> November 2024  
Councillor B Higginson

Councillor B Higginson expressed his thanks to all who had been involved in the organisation of the Festival of Remembrance event held at Lagan Valley Island on the 8<sup>th</sup> November 2024. The performers were also congratulated. It had been a very successful and poignant event. These comments were endorsed by Councillor G Hynds.

Alderman A Grehan and Councillor N Eaton left the meeting on a remote basis.  
(6.45 pm)

7. Confidential Report from Director of Finance & Corporate Services

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

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

Redacted report to be available following ratification and signing of contracts.

7.2 2025/2026 Corporate Pricing Points & Budget Assumptions  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information.)

Redacted report to be available in February 2025 following completion of the Estimates' process.

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

Redacted report to be available following policy implementation.

7.4 Housing Ideation: Innovation Project

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

Report will never become available.

In Committee

It was proposed by Alderman M Gregg, seconded by Councillor C Kemp and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings, and any members of the press and public left the meeting.) (6.46 pm)

7.1 Housing Ideation: Innovation Project

It was agreed that the above item be discussed at this stage in the meeting as the Chief Executive was still available on a remote basis should he be required.

Presented by the Director of Organisation Development & Innovation.

This item had been discussed by the Committee at its previous meeting and then referred back by the Council at its meeting held on the 22<sup>nd</sup> October 2024.

Members noted the content of the narrative report on this item and on a Proposal made by Councillor B Higginson and seconded by Alderman M Gregg, it was agreed to recommend that the development of the commercial opportunity ideation report to include further models and options for consideration be agreed, with particular thoughts and directions raised by Members both at this and the previous meeting to be included in any future report.

At the conclusion of this item of business:-

- Councillor G McCleave left the Chamber. (6.55 pm)
- The Right Worshipful The Mayor, Councillor K Dickson, left the meeting on a remote basis. (6.56 pm)
- The Chief Executive left the meeting on a remote basis. (6.56 pm)

7.2 Report on Tender Awards

Presented by the Head of Assets who also responded to Members' questions.

Tender Reports and a Summary of Tenders Awarded had been provided with the narrative report.

7.2 Report on Tender Awards (Continued)

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

- F23/24-009 – Destination Royal Hillsborough: BRCD - Cost Consultant & Quantity Surveyor
- T24/25-001 – Resurfacing Programme;
- T24/25-015 – Supply of General Hardware Supplies;
- T23/24-033 – Refurbishment of former Hilden Primary School.

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

Alderman M Gregg queried on the criteria breakdown regarding quality and social value and asked for this to be clearer in future reports.

During discussion:-

- Councillor G McCleave returned to the Chamber. (7.00 pm)
- Councillor D Lynch left the Chamber. (7.01 pm)

7.3 2025/2026 Corporate Pricing Points & Budget Assumptions

Presented by the Director of Finance & Corporate Services.

The Director of Finance & Corporate and the Head of Corporate Communications & Administration responded to Members' questions.

It was proposed by Councillor B Higginson, seconded by Alderman A Ewart and agreed to recommend that:-

- the content of the narrative report which included budget assumptions in the 2025/2026 Estimates' process be noted;
- the charge proposals as outlined in the report to support the budget setting process for 2025/2026 be agreed.

During discussion:-

- Councillor D Lynch returned to the Chamber. (7.05 pm)
- Councillor T Beckett left the Chamber. (7.08 pm)

7.4 Pay Protection Policy

Presented by the Head of Human Resources & Organisation Development.

The Head of Human Resources & Organisation Development, together with the Director of Organisation Development & Innovation and the Director of Finance & Corporate Services, responded to Members' questions.

It was proposed by Councillor C Kemp and seconded by Alderman M Gregg that the draft Pay Protection Policy as presented be approved for review and formal consultation with the Council's recognised trade unions.

An amendment was proposed by Councillor B Higginson and seconded by Councillor J Lavery that the draft Pay Protection Policy as presented but with the pay protection being extended for a further two years be approved, for review and formal consultation with the Council's recognised trade unions.

The amendment in the name of Councillor B Higginson and seconded by Councillor J Lavery was put to the meeting. A show of hands was taken, the voting being seven votes in favour and five votes against.

The amendment was carried, it therefore being agreed to recommend that the draft Pay Protection Policy as presented but with the pay protection being extended for a further two years be approved for review and formal consultation with the Council's recognised trade unions.

During discussion:-

- Alderman H Legge left and returned to the Chamber. (7.25 pm and 7.30 pm)
- Councillor B Higginson left and returned to the Chamber. (7.45 pm and 7.47 pm)

7.5 Housing Ideation: Innovation Project

Dealt with under Item 7.1.

8. Any Other Business – Confidential

8.1 Vacant Posts  
Alderman M Gregg

Alderman M Gregg sought clarification on a recruitment matter.

The Head of Human Resources & Organisation Development responded to the comments, and the Director of Organisation Development & Innovation advised that a report on all structures together with vacancies, fixed-term and agency would be made to the Efficiency Review Steering Group in December 2024.



Resumption of Normal Business

It was proposed by Councillor J Lavery, seconded by Alderman M Gregg and agreed to come “out of Committee”. Normal business and audio recording were resumed.

9. Any Other Business

Dealt with under Item 6.

The meeting concluded at 8.10 pm.

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MAYOR/CHAIR