

**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 14<sup>th</sup> December 2022 at 6.00 pm.**

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

Councillor S Hughes (Chairman)  
Councillor U Mackin (Vice-Chairman)  
Aldermen A G Ewart MBE, S P Porter and J Tinsley  
Councillors A P Ewing, J McCarthy, T Mitchell and The Hon N Trimble

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

Aldermen O Gawith, M Henderson MBE and S Martin  
Councillors J Lavery BEM and S Lowry

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

Alderman A Grehan  
Councillor A Swan

**OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION**

Councillor A Gowan

**IN ATTENDANCE:**

Chief Executive (Remote)  
Director of Finance & Corporate Services  
Director of Service Transformation (Remote)  
Head of Finance  
Head of Human Resources & Organisation Development (Remote)  
Head of Parks & Amenities  
Head of Planning & Capital Development  
Administration Manager (Remote)  
Acting PCSP/Member Services Manager  
Communications Manager (Remote)  
Member Services Officers (RN & BF)

**Commencement of Meeting**

The Chairman, Councillor S Hughes, extended a welcome to those present and advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business.

The names of those Elected Members who were in attendance at the meeting, both in person and on a remote basis, were read out by the Member Services Officer.

The Chairman stated that unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. The Chairman also reminded everyone to ensure that mobile phones were turned off or on silent mode for the duration of the meeting.

The Director of Finance & Corporate Services proceeded to outline the evacuation procedures in the case of an emergency. Finally the Chairman 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 (00:02:19)

Apologies for non-attendance at the meeting were accepted and recorded on behalf of The Right Worshipful The Mayor, Councillor S Carson; Councillor R Carlin and the Head of Corporate Communications & Administration.

2. Declarations of Interest (00:02:36)

The Chairman 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 (00:03:08)

3.1 Finance & Corporate Services – Performance Report (00:03:12)

Members had been provided with reports on the following in regard to the Finance & Corporate Services Directorate:-

- Management Accounts for Q2 (1<sup>st</sup> July - 30<sup>th</sup> September 2022);
- Operational Metrics/Service KPIs for Q2;
- Finance & Corporate Services Risk Dashboard

It was agreed that the reports referred to above be noted.

Councillor A Gowan joined the meeting remotely. (6.06 pm)

4. Report of Head of Corporate Communications & Administration (00:04:06)

In the absence of the Head of Corporate Communications & Administration who had presented an apology for non-attendance, her reports were presented as follows:-

4.1 Somme Pilgrimage (00:04:25)

Presented by the Acting PCSP/Member Services Manager.

4.1.1 2022 Somme Pilgrimage – Attendance Report

It was agreed to recommend that the report of attendance at the 2022 Somme Pilgrimage as prepared by the Head of Parks & Amenities be noted.

4.1.2 2023 Somme Pilgrimage

Various proposals for attendance at the 2023 Somme Pilgrimage were reported on. The 2023 Somme Pilgrimage would be within the first year of the new Council mandate.

It was proposed by Councillor N Trimble, seconded by Alderman O Gawith and agreed that:-

- Option 3 be adopted for attendance at the 2023 Somme Pilgrimage, ie Mayor of the Day (or his nominee), Chairman of the Corporate Services Committee (or his nominee) and the Chief Executive (or his nominee) as Lead Officer. In addition, should any Member wish to attend in 2023, the Council would make travel/accommodation arrangements on his/her behalf with all costs being met by that Member;
- attendance at the Somme Pilgrimage for the remaining years of the new Council mandate (ie 2024, 2025 and 2026) be considered at a Corporate Services Committee meeting of the new mandate and after the Somme Pilgrimage 2023, ie September 2023 meeting of Committee.

Alderman S Martin joined the meeting remotely during this item. (6.14 pm)

4.2 Civic Events 2023/2024 (00:24:45)

Presented by the Administration Manager.

#### 4.2.1 Calendar of Events

It was agreed to recommend that the report of Civic events for 2023/2024 (both those established and others currently approved) be noted.

#### 4.2.2 Freedom of the City for The Gettys

Whilst a date for the above event was not yet confirmed, the timescale for such an event would not be within the 2022/2023 financial year for which a provisional budget had been agreed. (Event could be within the 2023/2024 financial year.)

It was proposed by Councillor N Trimble, seconded by Councillor T Mitchell and agreed to recommend that the previously agreed provisional budget for the above event be earmarked in Reserves going forward.

It was further agreed that a report be presented to the February 2023 meeting of the Committee covering the following issues:-

- the outcome of any further discussions with the Gettys in relation to the date and format of the event;
- costs for the event that have been incurred to date.

### 5. Report of Head of Finance (00:32:03)

#### 5.1 Repairs & Renewals Quarter 2 of 2022/2023 (00:32:13)

It was agreed to recommend that the breakdown of the Repairs & Renewals spend for 2022/2023 (Q2), together with the explanatory report be noted.

The Head of Parks & Amenities explained the reasons relating to “Tree Maintenance”.

The Head of Finance agreed to inform Alderman S Martin off-line of information in regard to the entry for “Replacement Christmas Lighting”.

### 6. Report of Head of Human Resources & Organisation Development (00:40:57)

#### 6.1 Workforce Reports (00:41:03)

It was agreed to recommend that reports on the undernoted topics in relation to Council staff across all Departments be noted:

- Attendance Management
- Workforce
- Recruitment

6.1 Workforce Reports (Continued)

It was agreed that future reports differentiate the reasons for leaving the Council's employment on the grounds of ill health.

Alderman S Martin asked to have placed on record, his appreciation of the Health & Wellbeing initiative on "Skills Building for Children with ADHD and Autistic Traits".

7. Agenda Item Brought Forward (00:47:50)  
Any Other Business

As the remainder of the business before the meeting was of a confidential nature, the Chairman sought agreement to bring forward Item 8 of the agenda – Any Other Business – so that items of a non-confidential nature might be raised when proceedings were being recorded. This was agreed.

7.1 Presentation by COLD (Carers of Learning Disabled)  
to special meeting of Health Working Group on 13<sup>th</sup> December 2022  
(00:48:07)

Alderman S P Porter referred to a presentation made by the group COLD (Carers for Learning Disabled) to a special meeting of the Health Working Group on the 13<sup>th</sup> December 2022. Alderman Porter asked that COLD's presentation be made available to any Member who might wish to have it. This was agreed.

8. Confidential Report from Director of Finance & Corporate Services (00:49:05)

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

8.1 Parks Accommodation & Equipment Husbandry  
(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 once a new lease has been signed.

8.2 Xerox Managed Print Contract Renewal  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

Report to become available in April 2023.

8.3 Deed of Rectification at Lyngrove Hill, Glenavy  
(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 completion of the registry of deeds.

8.4 Box Office Ticketing System – Financial Appraisal

(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 when the tender process is complete.

8.5 Update on Catering Provision at Lagan Valley Island

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

Redacted report to be available following Council ratification. (19<sup>th</sup> December 2022)

8.6 Legal Services – Business Case

(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 Council ratification. (19<sup>th</sup> December 2022)

8.7 Estimates' Process 2023/2024 – Update

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

Report to never be redacted. (Final estimates will be released.)

8.8 Estimates – Finance & Corporate Services and Governance & Audit considerations

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

Report to never be redacted. (Final estimates will be released.)

8.9 Management Accounts Period P7

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (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 employee of, or office bearers under, the Council.

Redacted report to be available after full Council meeting. (19<sup>th</sup> December 2022)

8.10 Treasury Management & Prudential Indicators 2021/2022

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

Report will become available after full Council meeting. (19<sup>th</sup> December 2022)

8.11 Treasury Management & Prudential Indicators 2022/2023

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

Report will become available post-Council meeting. (19<sup>th</sup> December 2022)

8.12 Transfer of Use of Reserves

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

Report will become available after full Council meeting. (19<sup>th</sup> December 2022)

8.13 Efficiency Review Steering Group – 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 employee of, or office bearers under, the Council.

Redacted report to be made available.

8.14 Hybrid Working Pilot – Survey for Elected Members

(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 employee of, or office bearers under, the Council.

Redacted report will be available following Council ratification. (19<sup>th</sup> December 2022)

In Committee

It was proposed by Councillor A P Ewing, seconded by Councillor T Mitchell and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings.)

8.1 Parks Accommodation & Equipment Husbandry

Presented by the Head of Parks & Amenities.

It was proposed by Alderman S P Porter, seconded by Councillor T Mitchell and agreed to recommend that - as an interim measure, the leasing of Unit 24 Altona Road, Lisburn be approved in principle, pending a future long-term Accommodation Strategy and Asset Management Plan. The lease would be presented to a future meeting of the Committee and be presented to the Council for sealing in due course.

Photographs of Unit 24 Altona Road, Lisburn had been provided by way of information.

## 8.2 Efficiency Review Steering Group

The Director of Service Transformation and the Head of Planning & Capital Development were in attendance for the above item. In order to release the Head of Planning & Capital Development from the meeting at the earliest opportunity, it was agreed that the above item and the other item being presented by the Head of Human Resources & Organisation Development be considered at this point in the meeting.

It was proposed by Alderman J Tinsley, seconded by Councillor J McCarthy and agreed to recommend that:-

- the minutes and action notes of the meetings of the Efficiency Review Steering Group held on the 9<sup>th</sup>, 15<sup>th</sup> and 24<sup>th</sup> November 2022 be noted;
- the recommendations of the ERSG in respect of amendments to the staffing structure as detailed in the report of the 24<sup>th</sup> November 2022 be approved.

The Head of Parks & Amenities left the Chamber during presentation of this item. (7.07 pm)

The Head of Planning & Capital Development left the Chamber at the conclusion of this item. (7.12 pm)

During further discussion later in the meeting, the Director of Finance & Corporate Services noted comments made in relation to the wording of an item in the report of the 9<sup>th</sup> November 2022 relating to one of the Council's assets.

## 8.3 Hybrid Working Pilot – Survey for Elected Members

Presented by the Head of Human Resources & Organisation Development.

A survey for completion by Elected Members so as to capture their views of Hybrid Working within the Council was provided in draft form. The outcome of the survey when completed would form part of a report on this matter being presented to a future meeting of the Committee

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

- the content of the draft survey as presented be approved;
- any comments that Members might wish to have addressed in the survey be conveyed to their Party Group Leader and thereafter to the Head of Human Resources & Organisation Development by the 20<sup>th</sup> December 2022.



#### 8.4 Xerox Managed Print Contract Renewal

Presented by the Director of Service Transformation.

The business case for the above contract was provided for consideration

It was proposed by Alderman S P Porter, seconded by Councillor N Trimble and agreed to recommend that:-

- the Business Case for the new Managed Print Service contract be approved;
- the contract renewal with Xerox for the Council's managed print service as part of the Department of Finance's Shared Service Framework be proceeded with.

#### 8.5 Deed of Rectification at Lyngrove Hill, Glenavy

In the absence of the Head of Assets, his report was presented by the Director of Service Transformation.

The following items had been provided:-

- Transfer Map;
- Transfer Deed;
- Deed of Rectification.

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

- the request to execute the Indenture of Rectification rectifying the Transfer Deed to reflect the intention of the parties at the time of execution of the Transfer as outlined be approved;
- the Deed of Rectification to include the Map, be signed and sealed at full Council.

The Director assured Members that he was building the the necessary skills within the Assets Unit for asset-related issues to be dealt with.

#### 8.6 Box Office Ticketing System – Financial Appraisal

In the absence of the Head of Corporate Communications & Administration, her report was presented by the Administration Manager.

The following documents had been provided:-

8.6 Box Office Ticketing System – Financial Appraisal (Continued)

- Preliminary Expenditure Application;
- Financial Appraisal;
- Link to Equality & Good Relations report.

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

- the Preliminary Expenditure Application and the Financial Appraisal be approved;
- the undertaking of a procurement exercise for the implementation of a new Box Office Ticketing System be approved.

8.7 Update on Catering Provision at Lagan Valley Island

In the absence of the Head of Corporate Communications & Administration, her report was presented by the Administration Manager with a verbal update from the Director of Finance & Corporate Services.

A report providing an update on the catering provision at Lagan Valley Island was provided and its content noted, together with an update that – since the report had been uploaded – Stepping Stones were now indicating that they would take on the coffee dock rather than LCCC having to take it on. This meant that the contents of the report now only required noting.

Councillor T Mitchell left and returned to the Chamber during discussion of this item. (7.44 pm and 7.46 pm respectively)

Alderman A G Ewart left and returned to the Chamber during discussion. (7.47 pm and 7.50 pm respectively)

8.8 Legal Services – Business Case

In the absence of the Head of Corporate Communications & Administration, her report was presented by the Administration Manager.

The following documents were provided:-

- Business Case including Preliminary Expenditure Application;
- Equality & Good Relations screening document.

It was proposed by Councillor J McCarthy, seconded by Alderman S P Porter and agreed to recommend that:-

8.8 Legal Services – Business Case (Continued)

- the Business Case (with Preliminary Expenditure Application) be approved;
- a procurement exercise be commenced so as to secure a new framework by the 1<sup>st</sup> July 2023.

The Administration Manager agreed to have information in relation to legal fees provided to Alderman S P Porter.

8.9 Estimates' Process 2023/2024

A progress report in regard to the 2023/2024 estimates process at a corporate level was presented by the Director of Finance & Corporate Services. The Director and the Head of Finance responded to Members' questions.

The Director also gave a verbal report in relation to the first-stage Estimated Penny Product and its effect on the draft estimates. The Director noted comments made about the wording in relation to a Council asset.

It was agreed to recommend that the progress report, together with the verbal update, in regard to the 2023/2024 estimates at a corporate level be noted.

Councillor A P Ewing left and returned to the Chamber during discussion of this item. (8.13 pm and 8.15 pm respectively)

Alderman M Henderson left the meeting remotely during this item. (8.23 pm)

8.10 Estimates' Process – 2023/2024 within Finance & Corporate Services Directorate and Governance & Audit

A report in regard to the 2023/2024 estimates' process within the Finance & Corporate Services Directorate and Governance & Audit was presented by the Director of Finance & Corporate Services. The Director and the Head of Finance responded to Members' questions.

It was proposed by Alderman S Martin, seconded by Councillor J McCarthy and agreed to recommend that:-

- the progress report in regard to the 2023/2024 estimates for the Finance & Corporate Services directorate and Governance & Audit be noted;
- the non-payroll budgets as listed be accepted;
- the policies associated with Alternative Delivery Models be accepted.

8.10 Estimates' Process – 2023/2024 within Finance & Corporate Services Directorate and Governance & Audit (Continued)

It was also agreed that a revision in the budget for the provision of Broadband to Members be considered. This matter would also be part of discussions by an all-party Members' focus group, the establishment of which was being considered.

It was further noted that a report on the provision of Broadband to Members would be presented to the Committee early in 2023.

Councillor U Mackin left and returned to the Chamber during discussion of this item. (8.25 pm and 8.30 pm respectively)

8.11 Management Accounts Period P7

Presented by the Head of Finance.

It was agreed that the Management Accounts for the period ending the 31<sup>st</sup> October 2022, together with an extensive narrative report by way of explanation, be noted.

Alderman J Tinsley left the Chamber during discussion of this item. (8.54 pm)  
The Acting PCSP/Member Services Manager left the Chamber during discussion. (8.54 pm)

8.12 Treasury Management and Prudential Indicators 2021/2022

Presented by the Head of Finance.

Members had been provided with the 2021/2022 Outturn Treasury Management Report, detailing the Council's performance against the indicators approved for 2021/2022.

It was agreed to recommend that the 2021/2022 Outturn Treasury Management Report be noted.

The Acting PCSP/Members Services Manager returned to the Council during discussion. (8.55 pm)

8.13 Prudential Indicators and Treasury Management 2022/2023

Presented by the Head of Finance.

Members had been provided with a report on the Prudential and Treasury Indicators for April – September 2022 setting out a review of the Council's performance against the indicators approved for 2022/2023.

It was agreed to recommend that the above-mentioned report be noted.

8.14 Transfer of Use of Reserves

Presented by the Head of Finance.

The following documents in relation to the item entitled “Coronation of His Majesty, King Charles III” as presented to the meeting of the Leisure & Community Development Committee on the 6<sup>th</sup> December 2022 had been provided:-

- Link to the report;
- Draft minute.

It was proposed by Councillor N Trimble, seconded by Alderman S P Porter and agreed to recommend that the transfer of Reserves from the remaining amount in the “Royal Hillsborough” budget as set out in the Head of Service’s report be approved, the purpose of the budget being for the (i) Hardship Programme and related activities; and (ii) the King’s Coronation Programme.

8.15 Efficiency Review Steering Group

Dealt with under Item 8.2.

8.16 Hybrid Working Pilot – Survey for Elected Members

Dealt with under Item 8.3.

9. Any Other Business – Confidential

9.1 Decision Time  
Councillor N Trimble

Councillor N Trimble commented that he had found Decision Time to be somewhat slow during the course of the meeting.

9.2 Bridge at Lagan Valley Island – Health & Safety issues  
Councillor N Trimble

Councillor N Trimble drew attention to a bridge at Lagan Valley Island whereby railings were recessed into it, thereby creating a ledge which posed health and safety issues.

The Director of Finance & Corporate Services advised that this matter would be passed to the Service Transformation directorate for consideration.

9.3 CityWatch CCTV  
Alderman S Martin

In response to comments from Alderman S Martin concerning CityWatch, the Director of Finance & Corporate Services advised that this matter would be raised with the Director of Service Transformation.

Resumption of Normal Business (00:49:44)

It was proposed by Alderman S P Porter, seconded by Councillor N Trimble and agreed to come "out of Committee". Normal business and audio recording were resumed.

10. Any Other Business (00:49:49)

Dealt with at Item 7.

At the conclusion of the meeting, the Chairman, Councillor S Hughes, wished those present a very Happy Christmas and a prosperous New Year.

There being no further business, the Meeting concluded at 9.02 pm.

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MAYOR/CHAIRMAN