

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Governance and Audit Committee held in the Council Chamber and Remote Locations on Thursday, 22 June, 2023 at 6:00 pm

PRESENT IN CHAMBER:

Councillor R McLernon (Chairman)
Mr E Jardine (Independent Member and Vice-Chairman)
Deputy Mayor
Councillor G McCleave
Alderman O Gawith
Councillors D Bassett, S Burns, D J Craig, A P Ewing, C Kemp, P Kennedy, A Martin and M McKeever

PRESENT IN REMOTE LOCATION:

Alderman S P Porter
Councillors P Burke and S Lowry

OTHER MEMBERS PRESENT IN REMOTE LOCATION:

Alderman M Gregg
Councillor R Carlin

IN ATTENDANCE:

In Chamber:

Chief Executive
Director of Finance and Corporate Services
Director of Organisation Development and Innovation
Director of Regeneration and Growth
Acting Director of Environmental Services
Head of Communities
Acting Head of Environmental Health, Risk and Emergency Planning
Performance Improvement Officer
Risk Officer
IT Officer
Technician
Member Services Officers

In Remote Location:

Internal Audit Manager

Northern Ireland Audit Office

Mr P Barr (present in Chamber)

Commencement of the Meeting

At the commencement of the meeting, the Chairman, Councillor R McLernon, welcomed those present. He pointed out that, unless the item on the agenda was considered under confidential business, this meeting would be audio recorded.

At this point, the Member Services Officer read out the names of the Elected Members and Officers in attendance at the meeting.

The Chairman, Councillor R McLernon, asked that mobile phones be put on silent or switched off for the duration of the meeting. The Director of Organisation Development and Innovation outlined the evacuation procedures in the case of an emergency.

The Chairman welcomed to the meeting Mr Patrick Barr, Northern Ireland Audit Office (NIAO).

1. Apologies (00:01:49)

It was agreed to accept apologies for non-attendance at the meeting on behalf of The Right Worshipful the Mayor, Councillor A Gowan, and Councillor J Gallen.

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

There were no declarations of interest.

3. Report from the Performance Improvement Officer

3.1 Compliments and Complaints Report – Quarter 4 2022/23 (00:02:29)

Members were provided with, and noted the contents of, a copy of a comparative report taken from the Council's Customer Care System detailing the number of comments, complaints and compliments in Quarter 4 of 2022/23.

3.2 Performance Improvement Objectives, Case Studies & Associated KPIs – 4th Quarter Review (00:05:00)

Members were provided with a copy of:

- (a) a quarterly monitoring document (covering January – March 2023) on all projects that demonstrated improvement against the 2022/23 Performance Improvement Objectives, including the relevant Performance Improvement KPIs. An additional section was included detailing some case studies and customer feedback that had demonstrated improvement during quarter 4; and
- (b) a report from the 'Performance Management System' detailing the Performance Improvement Key Performance Indicators (KPIs) for the period January – March 2023.

3.2 Performance Improvement Objectives, Case Studies & Associated KPIs – 4th Quarter Review (Contd)

Members noted from the report of the Performance Improvement Officer, information in relation to KPI References 218 and 219.

It was proposed by Alderman O Gawith, seconded by Councillor D J Craig and agreed to recommend that the reports at (a) and (b) be approved.

3.3 Service KPIs – Quarter 4 2022/23 All Directorates (00:10:15)

Members were provided with, and noted the contents of, a copy of reports detailing the quarter 4 2022/23 KPIs for each directorate. During discussion, when a number of queries were responded to by Officers present, the Acting Director of Environmental Services confirmed that the status of KPI 214 should have stated 'Red'.

3.4 Service KPIs – All Directorates 2023/24 (00:26:24)

Members having been provided with a copy of reports detailing the proposed KPIs for each Service Directorate for 2023/24, it was proposed by Councillor D J Craig, seconded by Councillor D Bassett and agreed to recommend that these be approved.

3.5 Performance Improvement Policy Review (00:29:00)

Members having been provided with a copy of a reviewed Performance Improvement Policy, it was proposed by Alderman O Gawith, seconded by Councillor C Kemp and agreed to recommend that this be approved.

3.6 Performance Improvement Plan 2023/24 (00:30:07)

Members having been provided with a copy of the Performance Improvement Plan for 2023/24, it was proposed by the Deputy Mayor, Councillor G McCleave, seconded by Councillor M McKeever and agreed to recommend that it be approved, for publication by 30 June, 2023.

3.7 Consultation Report on the Draft Performance Improvement Objectives 2023/24 (00:31:57)

Members having been provided with a copy of the consultation report on the draft Performance Improvement Objectives for 2023/24, it was proposed by Councillor D Bassett, seconded by Councillor C Kemp and agreed to recommend that it be approved, for publication by 30 June, 2023.

4. Report from the Risk Officer

4.1 Corporate Risk Register (00:35:34)

The Risk Officer set out in her report, an update in respect of the quarterly review of the Corporate Risk Register. Members were provided with, and noted the

4.1 Corporate Risk Register (Contd)

contents of, a copy of the Corporate Risk Dashboard, together with Risk Dashboards for each of the Service Directorates.

4.2 Corporate Risk CRR1 Serious Injury – Deep Dive (00:43:00)

As previously agreed, a deep dive had been undertaken in respect of Corporate Risk CRR1 Serious Injury. Members had been provided with a copy of a report on this matter and a verbal presentation was made by the Acting Head of Environmental Health, Risk and Emergency Planning. The report and presentation were noted by Members.

5. Report from the Chief Executive

5.1 Party Group Leaders Forum (00:49:01)

The Acting Head of Environmental Health, Risk and Emergency Planning, Performance Improvement Officer and Risk Officer left the meeting at this point (6.50 pm).

Members were provided with a copy of a report providing a number of options in respect of the make-up of the Party Group Leaders Forum.

The Deputy Mayor, Councillor G McCleave, proposed that Option 5 be approved, i.e. representation of all parties (currently DUP, UUP, APNI, SF, SDLP and 1 Independent). This proposal was seconded by Councillor D Bassett.

A counter proposal was made by Councillor D J Craig and seconded by Councillor A P Ewing that Option 1 be approved, i.e. that the status quo remain – parties with 3 or more Elected Members be represented, with single or dual Member parties having access to anything discussed at meetings of the Forum.

The counter proposal in the name of Councillor D J Craig was put to the meeting and, on a vote being taken, was declared 'carried', the voting being 11 in favour and 3 against.

5.2 Contract Register Update (00:55:05)

Members were provided with a copy of a report outlining a number of improvements to the Contract Register, as recommended by Internal Audit. It was proposed by Alderman O Gawith, seconded by Councillor A P Ewing and agreed to recommend that the improvements be endorsed and that progress made to date be noted.

Prior to moving to Confidential Business, the Chairman, Councillor R McLernon, asked if there was Any Other Business. No Members wished to raise any matters.

6. Confidential Business

The matters contained in the confidential report would be dealt with “In Committee” due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

“In Committee”

It was proposed by Councillor D J Craig, seconded by Councillor A P Ewing and agreed that the following matters be considered “in committee”, in the absence of members of the press and public being present.

6.1 Report by Internal Audit Manager

6.1.1 Internal Audit 2023/24 Plan – Progress Report
(Report will be made available on 30 June, 2023)

The Director Regeneration and Growth and Acting Director of Environmental Services left the meeting at this point (7.02 pm).

Members were provided with, and noted the contents of, a copy of an Internal Audit Progress Report summarising internal audit work and progress against the Operational Plan since the last meeting of the Committee on 13 March, 2023. A copy of any internal audit reports referred to in the progress report were also provided in full on SharePoint for Members’ information.

6.1.2 Internal Audit Annual Report FY2023
(Report will be made available on 30 June, 2023)

The Head of Communities left the meeting at this point (7.06 pm).

Members having been provided with a copy of the Internal Audit Annual Report for 2023, it was proposed by Councillor D Bassett, seconded by Councillor D J Craig and agreed to recommend that it be approved.

6.1.3 Chief Executive’s Assurance Statement
(Report will not be made available)

Members were provided with, and noted the contents of, the Chief Executive’s Assurance Statement.

Resumption of Normal Business

It was proposed by Alderman O Gawith, seconded by Councillor D Bassett, and agreed to come out of committee and normal business was resumed.

7. Any Other Business

There was no other business.

There being no further business, the meeting was terminated at 7.12 pm.

Mayor/Chairman