



March 23rd, 2023

**TO: The Right Worshipful the Mayor, Aldermen and Councillors
of Lisburn & Castlereagh City Council**

A meeting of Lisburn & Castlereagh City Council will be held on **Tuesday, 28th March 2023** at **7:00 pm** in the Council Chamber and remote locations for the transaction of the business on the undernoted agenda.

For those Members attending this meeting remotely, the Zoom details are included in the Outlook invitation that has been issued.

A hot buffet will be served in Lighters Restaurant at 6.00 pm for those Members who have confirmed in advance.

DAVID BURNS
CHIEF EXECUTIVE
LISBURN & CASTLEREAGH CITY COUNCIL

Agenda

1.0 BUSINESS OF THE RIGHT WORSHIPFUL THE MAYOR

[📄 Mayor and Deputy Mayor Engagements for Council Meeting Mar 2023.pdf](#)

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2.0 APOLOGIES

3.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
- (ii) pecuniary or non-pecuniary interest (Member to complete disclosure of interest form)

4.0 COUNCIL MINUTES

4.1 Council Meeting - 28 February, 2023

[📄 MM 28.02.2023 Draft Minutes for Adoption.pdf](#)

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5.0 MATTERS ARISING

6.0 DEPUTATIONS

(None)

7.0 BUSINESS REQUIRED BY STATUTE

7.1 Signing of Legal Documents

Lisburn and Castlereagh City Council and The Woodland Trust, Kempton Way, Grantham, Lincolnshire NG31 6LL – Deed of Covenant in respect of Tree Planting and Woodland Maintenance and Carbon Sequestration relating to land at Billy Neill MBE Country Park, Comber Road, Belfast BT16 1RQ

8.0 ADOPTION OF MINUTES OF COMMITTEES

8.1 Environmental Services Committee - 1 March, 2023

[📄 ESC 01.03.2023 Draft Minutes for Adoption.pdf](#)

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8.2 Development Committee - 2 March, 2023

[📄 DC 02 03 2023 draft minutes for Adoption.pdf](#)

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- 8.3 Leisure and Community Development Committee - 7 March, 2023**
📄 *LCDC 070323 draft minutes for adoption.pdf* *Page 32*
- 8.4 Corporate Services Committee - 8 March, 2023**
📄 *CSC 08 03 2023 DRAFT minutes for adoption.pdf* *Page 40*
- 8.5 Governance and Audit Committee - 13 March, 2023**
📄 *G A 13.03.2023 Draft Minutes for Adoption.pdf* *Page 54*
- 8.6 Planning Committee (For Noting) - 6 February, 2023**
📄 *PC 06.02.2023 - Ratified Minutes - FOR NOTING.pdf* *Page 59*

9.0 REPORT FROM CHIEF EXECUTIVE

- 9.1 Delegated Authority - Operational/Strategic Decisions up to Annual Meeting**
📄 *Item Delegated Authority.pdf* *Page 68*
- 9.2 Request to Set Aside Bye-Laws - Wallace Park**
📄 *Item Request to Set Aside Byelaws Railway Street Presbyterian Church (002).pdf* *Page 70*

10.0 REPORTS FROM MEMBERS ON BOARDS

(None)

11.0 REPORTS ON DECISIONS SUBJECT TO THE RECONSIDERATION PROCEDURE

(None)

12.0 NOTICES OF MOTION

- 12.1 No.1 on the subject of "Postbox to Heaven" - in the name of Councillor H Legge**
📄 *NOM1 - Postbox to Heaven.pdf* *Page 73*

13.0 CONFIDENTIAL BUSINESS

- 13.1 Standing Committees**

Confidential due to containing information relating to the financial or business affairs of any particular person (including the council holding that information)

<i>Confidential Report - Committees.pdf</i>	<i>Page 74</i>
<i>Appendix 1 - List of Attendees at Members' Workshops - March 2023.pdf</i>	<i>Page 81</i>
<i>Appendix 2 Corporate Services TOR.pdf</i>	<i>Page 82</i>
<i>Appendix 3 G&A TOR.pdf</i>	<i>Page 90</i>
<i>Appendix 4 Communities and Wellbeing ToR.pdf</i>	<i>Page 95</i>
<i>Appendix 5 - Regeneration Growth TOR (updated 23.03.2023).pdf</i>	<i>Page 102</i>
<i>Appendix 6 ESC TOR - March 2023.pdf</i>	<i>Page 108</i>
<i>Appendix 7 Planning TOR.pdf</i>	<i>Page 114</i>
<i>Appendix 8 - CE Report- Filing of Position of Responsibility and Appointments to Committees.pdf</i>	<i>Page 116</i>

14.0 ANY OTHER BUSINESS

MAYOR'S ENGAGEMENTS FOR FULL COUNCIL MEETING

Tuesday 22nd February

Mayor to host reception for Seymourhill & Conway Residents Association & Derriaghly Village Community Association, LVI

Friday 24th February

Mayor to host Anahilt Primary School, LVI

Mayor to attend Health and Wellbeing Fair, Lisburn City Library

Mayor to attend Business Awards 2023, La Mon Hotel

Saturday 25th February

Mayor to attend Girl Guides tree planting Ceremony, Girlguiding Moira garden

Mayor to attend Ceremony of the Keys Parade - Hillsborough Old Fort Guard, St Malachy's Parish Church

Tuesday 28th February

Mayor to attend Citizenship Ceremony, Hillsborough Castle

Wednesday 1st March

Mayor to attend Danske Bank Schools Cup Semi Final RBAI v Wallace, Kingspan Stadium

Mayor to host reception for NI Motorcycle PLUS Show, presenting cheque to Mayoral Charities, LVI

Thursday 2nd March

Mayor to speak at Connect 55 Plus meeting, Dromara

Mayor to host reception for Emerge NI, LVI

Saturday 4th March

Mayor to open 'Ireland on the Water Expo', Eikon Centre

Mayor to attend Grand Choice Event for the Lisburn North District Electoral Area, Harmony Hill Presbyterian Church Hall

Monday 6th March

Mayor to attend Volunteer Friendly Awards, Bridge Community Centre

Tuesday 7th March

Mayor to host reception for 25th Anniversary of Stepping Stones, LVI

Wednesday 8th March

Mayor to open International Women's Day, LVI

Thursday 9th March

Mayor to host Dromara Primary School, LVI

Mayor, Chief Executive and Officers to meet with Madame Zhang from Chinese Consulate, Mayor's Parlour

Mayor to attend Community Awards, La Mon Hotel

Saturday 11th March

Mayor to open new Clinic 'All active Pilates & Physio Clinic', Hillsborough

Mayor to attend Annual Orange Community Awards Ceremony, LVI

Monday 13th March

Mayor to host Commonwealth Flag Raising Day, LVI

Tuesday 14th March

Mayor to host reception for Include Youth, LVI

Mayor to host reception for Life After Charity, LVI

Wednesday 15th March

Mayor to attend Candlelit Vigil for baby Frank McIllduff, Moira

Mayor to host reception for Hilden Community Association & Hillstreet Community Association, LVI

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LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the Monthly Meeting of Council held in the Council Chamber and remotely on Tuesday 28 February, 2023 at 7:00 pm****PRESENT IN CHAMBER:**

The Right Worshipful the Mayor
Councillor S Carson

Deputy Mayor
Councillor M Guy

Aldermen J Baird, W J Dillon MBE, D Drysdale,
A G Ewart MBE, A Grehan, S Martin and S P Porter

Councillors N Anderson, R T Beckett, D J Craig,
A P Ewing, A Givan, A Gowan, M Gregg, S Hughes,
J Lavery BEM, S Lee, H Legge, S Lowry J McCarthy,
G McCleave, C McCready, A McIntyre, R McLernon,
U Mackin, T Mitchell, S Mulholland, Jenny Palmer, John
Palmer, S Skillen, A Swan and N Trimble

PRESENT IN REMOTE LOCATION:

Aldermen O Gawith and J Tinsley, Councillors R Carlin,
F Cole and J Gallen

IN ATTENDANCE:

Lisburn & Castlereagh City Council

Chief Executive
Director of Finance and Corporate Services
Director of Leisure and Community Wellbeing
Director of Service Transformation
Head of Waste Management and Operational Services
Head of Corporate Communications and Administration
Member Services Officers
Technician
IT Officer

Reverend R Higginson, Mayor's Chaplain

Commencement of the Meeting

At the commencement of the meeting, the Chief Executive outlined the evacuation procedures in the case of an emergency.

Councillors M Gregg and R McLernon entered the meeting at 7.02 pm.

The Right Worshipful the Mayor, Councillor S Carson, welcomed those present to the remote meeting of Council which was being live streamed to enable members of the public to hear and see the proceedings. He advised that, unless the item on the agenda was considered under confidential business, the meeting would be broadcast online and members of the public could be captured on the livestream. Data captured on the

Commencement of the Meeting (Cont'd)

livestream was processed in the exercise of official authority which covered public functions and powers which were set out in law and to perform a specific task in the public interest.

The Member Services Officer read out the names of the Elected Members and Officers in attendance at the meeting.

The Right Worshipful the Mayor requested that all mobile phones be put on silent or switched off for the duration of the meeting and pointed out that, in accordance with the Council's Standing Orders, whilst the meeting was being live-streamed, unauthorised recording was not permitted.

Condolences

The Right Worshipful the Mayor, Councillor S Carson, expressed condolences in relation to the following bereavements:

- Mother of Elizabeth Heath (Mrs Betty Johnston), our colleague who works in the Council's Registration Team
- Father of James Tate, (Mr James Tate) our colleague who is the Duty Officer at Glenmore Activity Centre
- Father of Kerrie Sims (Mr William David Parks) our colleague who works within the Environmental Health Services team.

Statement on the attempted murder of Detective Chief Inspector John Caldwell in Omagh on Wednesday 22nd February 2023

Councillors J Gallen and S Skillen joined the meeting at 7.06 pm.

At this juncture The Right Worshipful the Mayor put on record his condemnation of the attempted murder of serving police officer, Detective Chief Inspector, John Caldwell, in front of his sons in Omagh on Wednesday evening, 22 February 2023. The Right Worshipful the Mayor trusted that appropriate justice would be served and that we all stand together against such terrorism and activity in our Province. He stated that his thoughts and prayers were with DCI Caldwell, his family, friends and colleagues at this time.

The Right Worshipful the Mayor invited a representative from each political party to address the Council on the attempted murder of DCI John Caldwell.

During his address, Councillor D J Craig spoke of his deep sadness and great shock on hearing of the attempted murder of a serving police officer the previous week which brought forward very sad memories of having lost family members in similar circumstances. Councillor Craig paid tribute to the work of DCI Caldwell and also to his commitment to giving up his own time to train young people at the football club where this atrocity happened. He also paid tribute to all PSNI Officers in carrying out their duties, often in danger, on a daily basis. He referred to the fact that DCI Caldwell's

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Statement on the attempted murder of Detective Chief Inspector John Caldwell in Omagh on Wednesday 22nd February 2023 (Cont'd)

family members and many others, including young children, will be traumatised for life for having witnessed this horrendous event last week. Councillor Craig concluded by condemning the actions of the terrorists and asked that a letter from the Council be sent to the Chief Constable of the PSNI with regard to this incident and conveying the Council's sympathy to the PSNI and to the family of DCI Caldwell and also to the local Commander.

Councillor A Swan, Councillor S Lowry, Councillor J McCarthy and Councillor R Carlin, on behalf of their respective political parties, as well as Councillor N Anderson who was an Independent Member of Council, spoke in support of the comments made by The Right Worshipful the Mayor and also by Councillor D J Craig, and put on record their condemnation of the actions against DCI John Caldwell. A number of the Members wished DCI Caldwell a speedy recovery and indicated their support to a letter of condemnation and sympathy be sent from the Council to the Chief Constable of the PSNI.

Prayers

The Right Worshipful the Mayor, Councillor S Carson, welcomed his Chaplain, Reverend Roger Higginson, Lisburn Free Presbyterian Church, to the meeting. Reverend Higginson gave an address and said a prayer during which he too remembered the bereaved families referred to by the Mayor and all those affected by the attempted murder of DCI Caldwell.

The Right Worshipful the Mayor, Councillor S Carson, thanked Reverend Higginson for his attendance and Reverend Higginson left the meeting (7.28 pm).

1. Business of The Right Worshipful the Mayor

1.1 Mayor's Engagements

The Council noted a number of engagements attended by The Right Worshipful the Mayor, Councillor S Carson, and the Deputy Mayor, Councillor M Guy, since the last meeting of Council. The Right Worshipful the Mayor highlighted in particular two fundraising events, namely; the Easter movie day on Thursday, 6 April 2023 in the Island Hall, the movie being Peter Rabbit 2, and the vintage tea party and concert at Café Vicryn on Wednesday, 22 March.

2. Apologies

It was agreed to record apologies for non-attendance at the meeting on behalf of Alderman M Henderson MBE.

3. Declarations of Interest

There were no declarations of interest made at the meeting.

4. Council Minutes

4.1 Meeting of Council held on 24 January, 2023

It was proposed by Alderman A G Ewart, seconded by Councillor D J Craig, and agreed that the minutes of the meeting of Council held on 24 January, 2023 be confirmed and signed.

Matters Arising

Page 43 Item 13.1

Kerbside Collection Full Business Case

Alderman S P Porter thanked the Chief Executive for permitting a much fuller minute on the discussion of the above matter which had been considered under confidential business at the meeting of Council on 24 January 2023. Alderman Porter stated that he was disappointed that his proposal had not been accepted at that meeting and proceeded to make a number of further comments on this matter. The Chief Executive gave an assurance that normal reporting procedures would be followed and that full engagement with relevant parties would take place in due course.

4.2 Special Meeting of Council held on 31 January, 2023

It was proposed by Councillor S Lowry, seconded by Councillor N Trimble, and agreed that the minutes of the Special meeting of Council held on 31 January, 2023 be confirmed and signed.

Matters Arising

Alderman S Martin indicated that he wished to raise a matter arising from the minutes of the Special meeting of Council held on 31 January 2023. As the matter in question had been dealt with under Confidential Business, it was agreed that Alderman S Martin's issue be considered later in the meeting under Any Other Confidential Business (item 14.1 below refers).

4.3 Special Meeting of Council held on 9 February, 2023

It was proposed by Councillor S Hughes, seconded by Alderman J Baird, and agreed that the minutes of the Special meeting of Council held on 9 February, 2023 be confirmed and signed.

5. Matters Arising

Dealt with under items 4.1 and 14.1.

6. Deputations

There were no deputations.

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7. Business Required by Statute(i) Signing of Legal Documents

It was proposed by Alderman J Baird, seconded by Councillor Jenny Palmer, and agreed that the following legal documents be signed at the meeting:

- Lease between Lisburn and Castlereagh City Council and GP Federation Support Unit CIC, Bradford Court Ground Floor, 1 Bradford Court, Belfast BT8 6RB
- Lisburn and Castlereagh City Council and Workforce Training Services, 465 Antrim Road, Belfast BT15 3BP – Award Letter to Workforce Training Services as the Supplier to deliver the Construction Academy (F22/23-012)
- Lisburn and Castlereagh City Council and People 1st, 89 Malone Road, Belfast BT9 6SP – Award Letter to People 1st as the Supplier to deliver the Health & Social Care Employment Academy (F22//23-011)
- Lisburn and Castlereagh City Council and BI Electrical Services (NI) LTD trading as Greenview, 11 Michelin Road, Mallusk, Newtownabbey BT36 4PT – Contract for Boiler Replacement Programme
- Lisburn and Castlereagh City Council and JT Sheds & Joinery, 65A Bridge Street, Lisburn BT28 1XZ – Contract for Supply, Construct and Install of 10 Wooden Huts (T22/23/-040)
- Lisburn and Castlereagh City Council and Faithful+Gould Limited, Woodcote Grove, Ashley Road, Epsom, Surrey KT18 5BW – Contract for the Provision of Multi-Disciplinary Services for Small Settlements Environmental Improvements Project

8. Adoption of Minutes of Committees**Environmental Services Committee****1 February, 2023**

Proposed by Councillor M Gregg

Seconded by Councillor C McCreedy

Development Committee**2 February, 2023**

Proposed by Alderman A G Ewart

Seconded by Alderman A Grehan

Leisure & Community Development Committee**7 February, 2023**

Proposed by Councillor A McIntyre

Seconded by Councillor A Gowan

Corporate Services Committee**8 February, 2023**

Proposed by Councillor S Hughes

Seconded by Councillor U Mackin

Matters ArisingPage 90 Item 4.5Health Working Group

Councillor J Laverty highlighted the concerns he had raised at the meeting of the Corporate Services Committee meeting on 8 February 2023 in relation to the absence of a response from the South Eastern Health & Social Care Trust to questions he had raised at meetings of the Health Working Group (HWG) in May 2022 and October 2022 in connection with provision of care for young people.

Following intervention by the Council a response from the SE Trust had been issued to the Council on 9 February 2023 with an undertaking by the Trust to respond to the outstanding issues with Councillor Laverty directly. Councillor Laverty expressed disappointment that to date he had not yet received any further response from the Trust and enquired what the Council could do to address such issues. He also pointed out that he had experienced a similar issue with another government body previously.

Alderman W J Dillon highlighted a related issue that he had experienced recently with the Department for Infrastructure, Roads.

The Chief Executive gave an assurance that he would engage with Officers to consider the best way to track and follow up on outstanding responses from other bodies and government departments and also undertook to:

- a) follow up with the Chief Executive of the South Eastern Health & Social Care Trust in connection with the outstanding response to Councillor J Laverty, and
- b) follow up with DfI Roads Officials in response to the issue raised by Alderman W J Dillon.

Planning Committee**9 January, 2023**

and

Special Planning Committee**9 January, 2023**

The minutes of the Planning Committee meeting of 9 January, 2023 and Special Planning Committee meeting also of 9 January 2023 had been circulated for noting only as these minutes had been agreed at the subsequent meeting of the Planning Committee on 6 February, 2023. It was proposed by Alderman J Tinsley, seconded by Councillor John Palmer, and agreed that their contents be noted.

9. Report from Chief Executive

There were no reports from the Chief Executive.

10. Reports from Members on Boards

There were no reports from Members on Boards.

11. Reports on Decisions Subject to the Reconsideration Procedure

There were no reports on decisions subject to the reconsideration procedure.

12. Notice of Motion

12.1 50th Anniversary of Greenfinches in Northern Ireland
Alderman J Tinsley

A copy of the undernoted Notice of Motion in the name of Alderman J Tinsley had been circulated to Members with the Notice convening the meeting:

“This Council honours the 50th Anniversary of Greenfinches in Northern Ireland; remembers that on the 6th July 1973 the Ulster Defence Regiment Bill permitted the recruitment of women into the Ulster Defence Regiment. Women were given the code word ‘Greenfinch’ and defended Northern Ireland against terrorists; we are forever grateful for their commitment and sacrifice.

To mark this anniversary and in particular the Greenfinches who served in Lisburn & Castlereagh, we ask the Council to recognise their service in an appropriate way.”

The Notice of Motion as proposed by Alderman J Tinsley, was seconded by Councillor S Skillen.

Alderman J Tinsley stated that being the Council’s Veterans’ Champion it was a great honour to bring forward and propose his Notice of Motion,

At the outset Alderman Tinsley referred to the attempted murder of DCI John Caldwell in Omagh the previous week which, he stated, had brought back many horrific memories to those who had served in Northern Ireland.

Alderman Tinsley, having served himself in the UDR for a number of years, elaborated on his Notice of Motion during which he referred to Greenfinches having formed a vital component to the UDR in the prevention of terrorism in Northern Ireland. At one point there was in the region of 700 Greenfinches enrolled. Greenfinches whilst they did not carry a weapon whilst on duty, had many important duties including searching and first aid. Alderman J Tinsley remembered the four Greenfinches who had paid the ultimate sacrifice; the first Greenfinch killed was Eva Martin and the following year Gillian Liggett, and later Margaret Hearst and Heather Kerrigan. Many more Greenfinches had been seriously injured and one would never know how many lives they saved.

Alderman Tinsley concluded by stating that it was only right this Council marks the 50th Anniversary of the Greenfinches of the UDR.

Councillor S Skillen having seconded the Notice of Motion also addressed the Council during which she said how very proud she was to have the opportunity to second this Notice of Motion as her mother had served in the Greenfinches, and her father and father-in-law had both served in the UDR. Councillor Skillen stated

12.1 50th Anniversary of Greenfinches in Northern Ireland (Cont'd)
Alderman J Tinsley

that the Greenfinches faced the same threat as their male colleagues, and that whilst trained in weaponry, Greenfinches did not carry a weapon when on duty.

In finishing Councillor Skillen referred to the memorial to two soldiers in Market Square in front of the Irish Linen Centre/Lisburn Museum, one of which was a Greenfinch, and finished with a poem on the subject of the Greenfinch.

Councillor S Lowry (APNI), Alderman W J Dillon (UUP), Councillor Jenny Palmer (UUP), Councillor A Swan (UUP), Alderman D Drysdale (DUP) and Councillor N Anderson (IND) spoke in support of the Notice of Motion.

Councillor G McCleave (SF), Councillor J McCarthy (SDLP) and Councillor J Gallen (SDLP), and having expressed disappointment at this Notice of Motion had come before the Council, spoke in opposition to the Notice of Motion.

Alderman J Tinsley addressed the Council again during which he thanked Members for participating in the debate this evening and also thanked Councillor S Skillen for having seconded the Motion. Alderman Tinsley stated that it was disappointing to hear the comments by those Members opposing his Motion and concluded by reading, once again, the names of those Greenfinches who had paid the highest price.

The Notice of Motion on the subject of the 50th Anniversary of Greenfinches in Northern Ireland was put to the meeting, a recorded vote having been taken at the request of Alderman S P Porter. The Motion was declared 'carried,' the voting being recorded as follows:

For the Notice of Motion: Councillor N Anderson, Alderman J Baird, Councillor R T Beckett, Councillor F Cole, Councillor D J Craig, Alderman W J Dillon, Alderman D Drysdale, Alderman A G Ewart, Councillor A P Ewing, Alderman O Gawith, Councillor A Givan, Councillor A Gowan, Councillor M Gregg, Alderman A Grehan, Deputy Mayor, Councillor M Guy, Councillor S Hughes, Councillor J Laverty, Councillor H Legge, S Lowry, Councillor C McCready, Councillor A McIntyre, Councillor R McLernon, Councillor U Mackin, Alderman S Martin, Councillor T Mitchell, Councillor Jenny Palmer, Councillor John Palmer, Alderman S P Porter, Councillor S Skillen, Councillor A Swan, Alderman J Tinsley, Councillor N Trimble and The Right Worshipful the Mayor, Councillor S Carson. **33**

Against the Notice of Motion: Councillor R Carlin, Councillor J Gallen, Councillor S Lee, Councillor J McCarthy and Councillor G McCleave **5**

13. Any Other Business

It was agreed that Any Other business of a non-confidential nature (agenda item 14 refers) be considered at that point in the meeting.

13.1 Toilet Facilities in Lisburn City Centre
Alderman A G Ewart

Alderman A G Ewart reminded the Council of the issue he had raised at the meeting of Council in July 2021 in connection with the need for toilet facilities in Lisburn City Centre, and stated that whilst Alderman S P Porter had raised the same issue about a year ago no reports in this regard had come forward.

Alderman J Tinsley and Councillor J McCarthy left the meeting at 8.32 pm.

In response the Chief Executive referred to the report on Toilet Provision in the Council area that had been presented to the Environmental Services Committee in December 2022 and advised that further reports on this matter would come forward in due course.

13.2 PCSP Designated Bodies
,Councillor N Anderson

Councillor A McIntyre left the meeting at 8.33 pm.

Councillor N Anderson outlined his concerns about road safety issues which were raised time and time again at meetings of the Lisburn & Castlereagh Policing and Community Safety Partnership (PCSP). Councillor Anderson also referred to the number of Speed Indicator Devices (SIDs) that were erected around the Lisburn and Castlereagh area and the pertinent information that these devices provided; however the absence of DfI Roads Officials at PCSP meetings made road safety issues difficult to progress and resolve.

Councillor Anderson emphasised the need for DfI Roads to be in attendance at meetings of the PCSP and requested that the Council writes to the Department of Justice, Department for Infrastructure, the Chief Constable of the PSNI and the Secretary of State for Northern Ireland to convey this Council's concerns and to request that consideration be given to DfI Roads being included as a designated body on PCSPs.

13.3 National Association of Councillors (NAC) Leadership Workshop
Thursday, 23 March 2023
Councillor H Legge

Councillor N Trimble left the meeting at 8.35 pm.

Councillor H Legge, on behalf of Alderman M Henderson, Chairman of the NAC (NI Region), drew the Council's attention to the forthcoming NAC Leadership Workshop on Thursday, 23 March 2023 from 10.00 am – 3.00 pm at Craigavon Civic Centre and which would be facilitated by Mr Derek McCallan. Details on the workshop would be circulated in due course.

13.4 Unightly Condition of Lisburn Sprucefield Park & Ride Facility
Councillor C McCready

Councillor C McCready expressed concern about the unsightly condition of the Park and Ride facility at Sprucefield and whilst he had spoken to the Acting

Director of Environmental Services about this matter, he acknowledged that cleaning of litter at this location was not the responsibility of the Council.

Councillor A McIntyre returned to the meeting at 8.36 pm.

13.4 Unsightly Condition of Lisburn Sprucefield Park & Ride Facility (Cont'd)
Councillor C McCready

In view of the many people passing through the Lisburn & Castlereagh Council area along this corridor on a daily basis Councillor McCready asked that DfI Roads Officials be contacted to convey the concerns of the Council and to request that this area be cleaned up as soon as possible and that this area be monitored going forward.

13.5 Council Chamber – Heating
Alderman W J Dillon

Alderman W J Dillon raised concern about the cool temperature of the Council Chamber and stated that he was aware that this issue had been raised at the Corporate Services Committee meeting earlier this month.

The Right Worshipful the Mayor advised that he was aware that engineers had been on site recently to rectify this issue and acknowledged that the Council had a duty of care towards Members and staff.

13.6 New Lisburn Primary and Community Care Centre at Lagan Valley Hospital: Need for Marshalls to Direct Traffic in and out of the Site and Requirement for Parent & Baby Parking at Lagan Valley Hospital
Councillor Jenny Palmer

Councillor Jenny Palmer having welcomed the opening of the new Primary and Community Care Centre in Lisburn raised concern in relation to the long queues of traffic outside the Primary Care Centre and along the main road. Councillor Palmer stated that it was apparent that most of these people did not know how to avail of the new car park and that it was remiss of Lagan Valley Hospital in not having anyone on site to direct traffic in and out of the hospital site, which would be particularly helpful to new patients.

Councillor Jenny Palmer also highlighted the need for dedicated parent and baby parking spaces in the new car park at the Lagan Valley Hospital site, as there appeared to be disabled parking only.

Councillors J McCarthy and N Trimble returned to the meeting at 8.39 pm.

It was agreed, at the request of Councillor Jenny Palmer that the Council conveys to the SE Trust the issue of the need for someone to direct traffic in and out of the new Primary and Community Care Centre site and also the need for parent and baby parking spaces to be made available in the new car park on this site.

13.7 Grand Choice Event – Harmony Hill Presbyterian Church
Councillor John Palmer

Councillor John Palmer referred to the forthcoming Grand Choice Event that was taking place on Saturday, 4 March 2023 by Lisburn PCSP in Harmony Hill Presbyterian Church when there would be 24 projects on display from 11 am – 3 pm.

The Right Worshipful the Mayor advised that he was looking forward to seeing the projects on display and encouraged Members to support this worthwhile event.

“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 press or members of the public.

14. Any Other Confidential Business

14.1 Matter Arising from the Minutes of the Special Meeting of Council held on 31 January 2023 (Page 52 Item 4)
Alderman S Martin

The Chief Executive responded to comments raised in respect of an HR matter.

Councillor N Anderson left the meeting at 8.55 pm.

14.2 Matter Arising from the Minutes of the Meeting of Council held on 24 January 2023 (Page 42 Item 13.1 Kerbside Collection Full Business Case)

The Chief Executive provided clarification and assurances thereon in response to comments and questions from a Member in relation to the Kerbside Collection proposals.

Resumption of Normal Business

It was proposed by Councillor D J Craig, seconded by Councillor N Anderson, and agreed to come out of committee and normal business was resumed. The live stream of the meeting was recommenced at this stage (9.26 pm).

Conclusion of the Meeting

At the conclusion of the meeting, The Right Worshipful the Mayor, Councillor S Carson, thanked those present for their attendance.

There being no further business for consideration, the meeting was terminated at 9.26 pm.

Mayor

ESC 01 03 2023

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LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the Environmental Services Committee held in the Council Chamber, Island Civic Centre, and remotely, on Wednesday 1st March 2023 at 6.00 pm****PRESENT IN CHAMBER:**

Councillor M Gregg (Chairman)

Councillor C McCready (Vice-Chairman)

Alderman J Baird

Councillors A P Ewing, A Givan and A McIntyre

PRESENT IN REMOTE LOCATION:

Deputy Mayor Councillor M Guy

Aldermen D Drysdale, M Henderson and S P Porter

Councillors F Cole, S Lee, S Lowry, R McLernon and S Skillen

IN ATTENDANCE:**In Chamber:**

Chief Executive

Acting Director of Environmental Services

Head of Service (Building Control)

Acting Head of Service (Environmental Health)

Project Manager (Waste Management and Operational Services)

Member Services Officers (CH, CR)

In Remote Location

Environmental Health Manager (DMcL)

Commencement of the Meeting

At the commencement of the meeting, the Chairman, Councillor M Gregg, welcomed those present to the meeting of the Environmental Services Committee, including those who were seated in the public gallery. The Chairman advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business. 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 M Gregg, stated that, whilst the meeting was being recorded, unauthorised recording was not permitted, as per the Council's Standing Orders.

He asked that mobile phones be put on silent or switched off for the duration of the meeting. The Chairman proceeded to outline the evacuation procedures in the case of an emergency.

1. Apologies (00:02:10)

It was agreed to accept apologies for non-attendance at the meeting on behalf of The Right Worshipful the Mayor Councillor S Carson, Councillor T Mitchell, Director of Environmental Services, Mrs H Moore and Head of Waste Management and Operational Services, Mr W Muldrew.

2. Declarations of Interest (00:02:31)

The following interests were declared:

- Councillor A P Ewing in respect of item 8.4 'Landlord Registration Scheme' given that he was a landlord;
- Alderman J Baird in respect of item 5.1 'Commencement of Sections 1-12 of the Private Tenancies Act (Northern Ireland) 2022' and item 8.4 'Landlord Registration Scheme' given that he was a landlord;
- Councillor F Cole in respect of item 8.4 'Landlord Registration Scheme' given that she was a landlord.

3. Report by the Acting Director of Environmental Services (00:03:03)

3.1 Environmental Services Performance Report (00:03:18)

The Acting Director outlined the principal aspects of the above-mentioned report, together with the details contained within a table of key performance indicators, which gave an overview of the Department's performance and budget summary during quarter three of the financial year 2022/2023.

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

- the Q3 Environmental Services Budget Summary Reports covering the period 1st October 2022 to 31st December 2022 be noted;
- the outturn of operational metrics/service KPIs for Q3, 1st October to 31st December 2022 be noted; and
- the outturn of Performance Improvement KPIs for Q3, 1st October to 31st December 2022 be noted.

4. Report by the Head of Service (Building Control) (00:04:03)

4.1 Street Naming - Off Belfast Road, Lisburn (00:04:11)

The Head of Service (Building Control) reported that Doherty Architectural Services had proposed street names (first and second preference), as set out in his report, for a development of 18 dwellings situated off the Belfast Road, Lisburn. Members were provided with a copy of the development layout.

It was proposed by Councillor AP Ewing, seconded by Councillor A McIntyre and agreed to recommend that the street name Derryvolgie Lane be approved to the proposed development of 18 dwellings off the Belfast Road, Lisburn.

4.2 Street Naming - Off Millmount Road, Dundonald (00:04:54)

It was reported that Lagan Homes (NI) Ltd. had proposed street names (first and second preference), as set out in his report, for a stretch of infrastructure road linking the Millmount and Greengraves Roads, Dundonald, as part of a phased development of 350 dwellings. Members were provided with a copy of the development and site layouts.

It was proposed by Vice-Chairman Councillor C McCready, seconded by Councillor A Givan, and agreed to recommend that the street name Millmount Quarry Road be approved to the proposed stretch of infrastructure road linking the Millmount and Greengraves Roads, Dundonald.

4.3 Street Naming - Off Mealough Road, Carryduff (00:05:28)

It was reported that Lagan Homes (NI) Ltd. had proposed street names (first preferences), as set out in his report, for a development of 75 dwellings as part of a phased development off the Mealough Road, Carryduff. Members were provided with a copy of the development layout.

It was proposed by Alderman M Henderson, seconded by Vice-Chairman Councillor C McCready, and agreed to recommend that the street names Mealough Place, Mealough Gardens, Mealough Lane and Mealough Crescent be approved to the proposed development phase of 75 dwellings off the Mealough Road, Carryduff.

4.4 Department for the Economy Consultation - Draft Circular Economy Strategy for Northern Ireland (00:06:25)

Councillor A McIntyre entered the meeting at (6.06 pm).

The Committee considered a report which provided information in connection with a consultation launched by the Department for the Economy in relation to the Draft Circular Economy Strategy for Northern Ireland. It was reported that the closing date for the consultation was 20th March 2023, however the Department had confirmed that a late amendment would be accepted as long as an original submission was made by the consultation closing date above.

Members were provided with a copy of the draft response to be submitted on behalf of the Council and were encouraged to submit any comments for inclusion to the Head of Service by 15th March 2023.

Following discussion, it was proposed by Councillor A Givan, seconded by Councillor S Lowry, and agreed to recommend that:

- Members provide any comment on the draft response to the Head of Service by 15th March 2023; and
- the Council's response in relation to the Draft Circular Economy Strategy for Northern Ireland be approved.

5. Report by the Acting Head of Service (Environmental Health) (00:09:48)

5.1 Commencement of Sections 1-12 of the Private Tenancies Act (Northern Ireland) 2022 (00:09:50)

The Committee considered a report which outlined further details in relation to the previously advised changes to the Private Tenancies Act (Northern Ireland) 2022, due to take effect from 1st April 2023. It was reported that Councils were required to specify the level for 3 new Fixed Penalty Notices, which related to offences within Sections 1 to 6.

The Committee noted that all eleven Councils had recommended the maximum fixed penalty for all three offences to ensure consistency and uniformity across the sector. Members had been provided with a copy of the Private Tenancies Act (Northern Ireland) 2022, Guidance Sections 1-6 for consideration.

It was proposed by Vice-Chairman Councillor McCready, seconded by Councillor A Givan and agreed to recommend that the fixed penalty charges for the offences, as set out in the report, relating to the commencement of Sections 1-12 of the Private Tenancies Act (Northern Ireland) 2022 be approved.

5.2 Environmental Crime Education and Enforcement Report (00:12:29)

Further to the report considered by the Committee at its meeting in February 2023 on the authority given to the Council under the Waste and Contaminated Land (Amendment) (2011 Act) (Commencement No.3) Order (Northern Ireland) 2022, to enforce Articles 4 and 5 of the Waste and Contaminated Land (Northern Ireland) Order 1997, the Acting Head of Service (Environmental Health) provided an update on the Councils current Crime Education and Enforcement activities in relation to the above.

The Committee agreed to recommend that the report on Crime Education and Enforcement Activities be noted.

5.3 Changes to Fixed Penalties for illegal dumping, littering, dog fouling and other environmental crime as set out in The Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Regulations (Northern Ireland) 2022 (00:14:27)

Further to the report considered by the Committee at its meeting in February 2023 in relation to changes to the fixed penalty regime, which came into effect on 30th December 2022, for a number of environmental offences such as; illegal dumping, littering, dog fouling, dog control orders, audible intruder alarms and graffiti/flyposting through the Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Regulations (Northern Ireland) 2022, the Acting Head of Service (Environmental Health) provided an update on proposed tariffs associated with fixed penalty notices.

A copy of the considerations in relation to proposed fixed penalty increases and a proposed fixed penalty fees comparison table had been furnished to Members. Officers responded to a number of comments and questions from the Committee arising from the report.

5.3 Changes to Fixed Penalties for illegal dumping, littering, dog fouling and other environmental crime as set out in The Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Regulations (Northern Ireland) 2022 (Cont'd)

Following discussion, it was proposed by Alderman J Baird, seconded by Vice-Chairman Councillor C McCready, and agreed to recommend that the fixed penalty fees as detailed in appendix 3B of the report be approved;

It was further agreed that:

- a letter would be sent to the Department of Agriculture, Environment and Rural Affairs (DAERA) requesting an improved notice period on changes to regulations to allow for adequate planning of any changes being implemented;
- a report would be tabled to the April 2023 Environmental Services Committee in relation to the Council's key enforcement statistics in comparison with other Councils. (It was noted that the report would not be able to provide direct comparisons, as every council carried out different levels of enforcement and not all Environmental Health Departments carried out the same functions); and
- Officers would consider publishing Quarterly statistics via Council social media platforms in relation to how many fines had been issued for dog fouling.

6. Report by the Project Manager (Waste & Operational Services) (00:35:00)

6.1 Scheduled Replacement of Four 26 Tonne Refuse Collection Vehicles (00:35:10)

The Project Manager (Waste & Operational Services) outlined the background and key issues in relation to the scheduled replacement of four 26 tonne Refuse Collection Vehicles (RCV), which were 15 years old and have covered over 144,000 kilometre each. It was reported that the industry recommendation and optimum replacement interval for the type of vehicle was seven years. Officers responded to a number of comments and questions from the Committee arising from the report.

The Chairman, Councillor M Gregg requested that the appreciation of the Committee to the workshop team for all their work on keeping the vehicles roadworthy be recorded. These sentiments were endorsed by Councillor AP Ewing, who acknowledged the work of the Mechanic and Depot teams on all their work in keeping the vehicles on the road.

The Chairman requested that it be put on record that future use of electric vehicles as an alternative to current vehicles was currently being considered and explained that Officers faced a number of challenges in relation to the infrastructure of this option.

Following a number of comments by Members of the Committee, it was proposed by Alderman J Baird, seconded by Councillor A Givan, and agreed to recommend that the procurement of four replacement RCV's, and the disposal of four existing RCV's, once the replacements are operational be approved;

6.1 Scheduled Replacement of Four 26 Tonne Refuse Collection Vehicles
(Cont'd)

It was further agreed that a report would be brought back to a future Environmental Services Committee, which would outline the efficiencies made from the newly purchased vehicles.

The Chairman, Councillor M Gregg, advised that Any Other Business would be considered at this point in the meeting.

7. Any other Business (Agenda item 8.0 refers) (00:49:10)

7.1 Sprucefield Park and Ride Public Litter Bin (00:49:18)

Alderman J Baird left the meeting at (6.53 pm).

The Vice-Chairman Councillor C McCreedy queried if there was a public litter bin in place at the Sprucefield Park and Ride, and if not, if one could be installed. It was agreed that the Waste Management and Operational Services Project Manager would investigate and report back to Councillor McCreedy directly on the matter.

8. Confidential Report from the Acting Director of Environmental Services (Agenda item 7.0 refers) (00:50:12)

The Chairman, Councillor M Gregg, advised that the confidential report item would be dealt with "In Committee" due to (1) containing information relating to the financial or business affairs of any particular person (including the Council holding that information), and (2) due to information which is likely to reveal the identity of an individual and (3) information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

"In Committee"

It was proposed by the Vice-Chairman Councillor C McCreedy, seconded by Councillor A Givan, and agreed that the following matters be considered "in committee", in the absence of members of the press and public being present.

The member of the press seated in the public gallery left the meeting (6.51 pm).

8.1 T22/23-004 Supply and Delivery of PPE for the Depot
(Agenda item 7.1 refers) (Report to be published following award of contract)

The Committee agreed to recommend that the award of the tender for the Supply and Delivery of Personal Protective Equipment to Safety Solutions Limited be noted.

- 8.2 F22/23-010 Supply and Delivery of Plastic Refuse Sacks (Black Bags)
(Agenda item 7.2 refers)
(Report to be published following award of contract)

Following discussion, the Committee agreed to recommend that the award of the tender for the Supply and Delivery of Plastic Refuse Sacks (Black Bags) to Paramount Packaging (UK) Limited be noted.

- 8.3 Extension of Contract for the Provision of a Dry Material Recovery Facility MRF Extension (Agenda item 7.3 refers)
(Report to be published 1 October 2024)

Alderman J Baird returned to the meeting at (6.56 pm).

It was proposed by Alderman J Baird, seconded by Alderman M Henderson, and agreed to recommend that the recommendation as detailed in the report be approved.

- 8.4 Landlord Registration Scheme (Agenda item 7.4 refers)
(Report will not be made available)

Councillor S Skillen left the meeting at (7.02 pm) and re-joined remotely at (7.05 pm).

Following a number of comments and questions by Members of the Committee It was proposed by Councillor A Givan, seconded by Councillor R McLernon, and agreed to recommend that:

- Lisburn & Castlereagh City Council to act as the host Council for the transfer of the Landlord Registration Scheme, subject to appropriate terms being agreed with DfC be approved; and
- the recruitment of a temporary Project Management Officer to oversee transition and transfer of the Landlord Registration Scheme be approved.

- 8.5 Review of Planning Enforcement, Sustainability and Corporate Energy Resources (Agenda item 7.5 refers)
(Report will not be made available)

The Head of Service (Building Control) presented this item of business and Provided an update on the background and key issues in relation to the above matter.

The Committee agreed to recommend that the agreed restructures as outlined in the report and recruitment of a Climate and Sustainability Officer be noted.

9. Confidential Any Other Business

9.1 JR Proceedings Update (Mullaghaglass Landfill Site)

The Acting Head of Service (Environmental Health) provided a verbal update to the Committee on the above matter. The Committee were advised that the full judgement would be made available to Members on request.

9.2 Cottonmount Landfill Site

Alderman D Drysdale provided a verbal update to the Committee in relation to the arc21 position on the above and asked what plans were in place by the Council going forward. The Acting Director of Environmental Services agreed to provide an update on the matter at a future Environmental Services Committee.

9.3 Future Waste Landfill Regulations

Alderman D Drysdale requested it was brought to Officers attention that by 2030, Westminster was proposing heavy restrictions on landfill waste and waste travelling out of the UK.

Resumption of Normal Business

It was proposed by Councillor AP Ewing, seconded by Alderman J Baird, and agreed to come out of committee and normal business was resumed.

There being no further business, the meeting concluded at 7.17 pm.

Mayor/Chairman

DC 02 03 2023

23

LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of Meeting of the Development Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Thursday 2nd March, 2023 at 6.02 pm****PRESENT IN
THE CHAMBER:**

Alderman A G Ewart, MBE (Chairman)

Vice Chairperson, Alderman A Grehan

Aldermen J Baird, W J Dillon MBE and D Drysdale

Councillors R T Beckett, A Givan, C McCready,
U Mackin and A Swan**PRESENT IN A
REMOTE LOCATION:**

The Right Worshipful the Mayor, Councillor S Carson

Deputy Mayor, Councillor M Guy

Councillors F Cole, J Gallen, H Legge, G McCleave
and S Mulholland**IN ATTENDANCE**Director of Service Transformation (Council Chamber)
Head of Economic Development (Council Chamber)
Head of Assets (Remote)
Member Services Officers (BS and RN)
IT Officer**Commencement of Meeting**

The Chairman, Alderman A G Ewart, extended a welcome to all present to the March meeting of the Development Committee.

The Chairman advised that the meeting was being audio recorded unless the item was being considered under confidential business.

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

The Chairman asked that any Member entering or leaving the meeting advise the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

The Chairman outlined the evacuation procedures in the case of an emergency.

1. Apologies (00:02:48)

Apologies for non-attendance at the meeting were accepted and recorded on behalf of the Head of Planning and Capital Development.

2. Declarations of Interest (00:02:59)

During the course of the meeting the following declarations of interest were declared:

- Councillor C McCready in connection with item 4.2 (Lagan Navigation Trust – Navigation House – Update and Way Forward) in view of him being a Council nominee on the Lagan Navigation Trust.
- Alderman D Drysdale in connection with item 4.2 (Lagan Navigation Trust – Navigation House – Update and Way Forward) in view of him being a former member of the Lagan Navigation Trust.

3. Report by Director of Service Transformation (00:03:20)

3.1 Service Transformation Performance Reports (00:03:23)

The Committee had been furnished with a copy of the undernoted documents:-

- Service Transformation Management Accounts for 1st October 2022 to 31st December 2022, and
- Outturn of operational metrics/service KPIs for Q3 (1st October 2022-December 2022)

The Director responded to a question from a Member in connection with issues relating to the operation of the new Planning Portal and also in relation to other challenges in the Planning Unit, and undertook to arrange for the Head of Planning and Capital Development to contact the Member directly on the issues raised.

Councillor H Legge joined the meeting at 6.07 pm.

It was proposed by Alderman W J Dillon, seconded by the Vice Chairperson, Councillor A Grehan, and agreed that the content of the above-mentioned performance reports be noted.

4. Report by Head of Economic Development (00:07:44)

4.1 Update on Dublin-Belfast Economic Corridor (DBEC) (00:07:56)

The Committee considered a further update on the Dublin-Belfast Economic Corridor (DBEC).

The Committee had been furnished with a copy of the final DBEC Strategy document together with a copy of the associated draft Action Plan.

The Head of Economic Development responded to comments from a Member in connection with any lessons that could be learned from the Belfast Region City Deal framework.

The Director of Service Transformation also responded to the comments raised by Members wished to put on record his thanks and appreciation for the effort and commitment of those Members on the DBEC working group.

Councillor C McCready entered the meeting at 6.15 pm having been in attendance remotely up to that point.

It was proposed by Alderman J Baird, seconded by Councillor U Mackin, and agreed that the content of the draft DBEC draft Action Plan be noted and that any feedback from Members be forwarded to either the Director or Officers in the Economic Development Unit.

4.2 Update on Award of Delivery Agent to deliver the Into Employment Programme as per the Labour Market Partnership Action Plan 2022/2023 (00:15:15)

Further to the Committee's decision in relation to the reallocation of monies within the Labour Market Partnership Action Plan 2022/2023 (from the Self-Employment Options for Prison Leavers Programme), the Head of Economic Development outlined the background and key issues in connection with the award of the delivery agent to deliver the Employment Programme.

The Committee had been furnished with a copy of a detailed analysis outlining the delivery agent's understanding of deprivation levels across the Lisburn & Castlereagh City Council area.

Alderman J Baird left the meeting at 6.24 pm.

The Head of Economic Development and the Director of Service Transformation responded to questions from Members in connection with unemployment issues arising from the above-mentioned detailed analysis. The Head of Economic Development undertook to provide information on the numbers of long-term unemployed who are re-employed to the Member directly.

4.2 Update on Award of Delivery Agent to deliver the Into Employment Programme as per the Labour Market Partnership Action Plan 2022/2023 (Cont'd)

The Director of Service Transformation commented on the Jobs Fair that had taken place recently in the Lisburn LeisurePlex in partnership with the Department for Communities and undertook to provide a matrix on the outcome of that event to the Committee in due course.

Alderman J Baird returned to the meeting at 6.27 pm.

A further question was raised by a Member in relation to the termination of European Social Fund (ESF) funding and highlighted that ESF funding had been invaluable in targeting the most vulnerable people in society including ex-offenders and people with disabilities.

It was proposed by Councillor F Cole, seconded by the Vice Chairperson, Alderman A Grehan, and agreed to recommend that:

- a) the detailed analysis by the delivery agent on deprivation across the Lisburn & Castlereagh City Council area be noted,
- b) the contract for the delivery of the Into Employment Programme be awarded to People 1st, the Committee being satisfied that they had demonstrated their understanding of deprivation and how their recruitment processes will be developed to reach this target audience, and
- c) a letter from the Council be sent to the Permanent Secretary of the Department for the Economy enquiring what funding would be put in place to replace ESF funding to ensure that those in most need do not go unsupported.

5. Confidential Report from Director of Service Transformation (00:25:15)

The Chairman advised that the Confidential report items were confidential due to containing information relating to the financial or business affairs of any particular person (including the Council holding that information).

In addition the report in connection with Lagan Navigation Trust was confidential due to containing 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.

In Committee

It was proposed by Alderman J Baird, seconded by Councillor A Givan, and agreed that the Confidential Report of the Director of Service Transformation be considered “in Committee” in the absence of press or members of the public. The audio recording was paused at this stage in proceedings.

5.1 Food and Drink Programme - Year 1 Evaluation – Year 2 Proposal (Redacted report to be published following contract period)

This report was presented by the Head of Economic Development.

The Director of Service Transformation’s report outlined the background and key issues in connection with an evaluation of year 1 of the Council’s Food and Drink Programme and also the proposals for year 2.

The Director of Service Transformation responded to questions from the Committee in connection with issues arising from the report and assured the Committee that he and his team were following up on the issues raised.

It was proposed by Alderman W J Dillon, seconded by Councillor U Mackin, and agreed to recommend that the content of the attached evaluations on the year one Food and Drink events be noted and that the recommendations in connection with year two of the Food and Drink programme of events, as outlined in the report, be agreed.

5.2 Lagan Navigation Trust – Navigation House – Update and Recommended Way Forward (Redacted report to be published following ratification in April 2023)

Councillor C McCready left the meeting at 6.46 pm.

The Director of Service Transformation’s report outlined an update and recommended way forward in connection with a number of matters relating to the Lagan Navigation Trust.

Alderman J Baird left the meeting at 7.08 and returned again at 7.11 pm.

During discussion the Director of Service Transformation responded to a number of matters arising from the report.

It was proposed by Alderman J Baird, seconded by Councillor A Swan, and agreed to recommend that the recommendations on the way forward for the Lagan Navigation Trust, as outlined in the Director’s report, be agreed.

The Director undertook to bring a further report on the issues raised to the Committee in due course.

5.2 Lagan Navigation Trust – Navigation House – Update and Recommended Way Forward (Cont'd)

Alderman D Drysdale put on record that he had not taken part in either the debate or subsequent decision of the Committee on this matter.

Councillor C McCreedy returned to the meeting at 7.12 pm.

5.3 ITT for the provision of Parklet on Bachelors Walk
(Redacted Report to be published post project completion)

The Committee had been furnished with a copy of the e-tender opening report for the provision of a parklet on Bachelors Walk, Lisburn.

It was proposed by Alderman J Baird, seconded by the Vice Chairperson, Alderman A Grehan, and agreed to recommend that the tender be awarded as outlined in the report, at a cost of £50,900, with funding being met 100% by the Department for Communities under the Covid Revitalisation Funding.

5.4 New Entrepreneurship Support Service proposals – UK Shared Prosperity Fund
(Redacted Report to be published following completion of application and procurement process)

The Head of Economic Development presented this item of business.

The Committee had been furnished with a copy of the final draft document outlining the proposed management and governance arrangements for the new Entrepreneurship Support Service.

It was proposed by the Vice Chairperson, Alderman A Grehan, seconded by Alderman J Baird, and agreed that:

- a) the Director's update on the new Entrepreneurship Support Service proposals including the emerging position of roles and responsibilities, be noted, and
- b) further update reports be brought to Committee on receipt of the Letter of Offer.

The Director of Service Transformation responded to further comments from a Member.

5.5 Update on Award of Delivery Agent to deliver the Economic Inactivity Linked to Disability Programme as per the Labour Market Partnership Action Plan 2022/23

The Head of Economic Development presented this item of business.

The Committee had been furnished with a copy of the tender report for the Economic Inactivity Linked to Disability Programme.

5.5 Update on Award of Delivery Agent to deliver the Economic Inactivity Linked to Disability Programme as per the Labour Market Partnership Action Plan 2022/23
(Cont'd)

It was proposed by the Vice Chairperson, Alderman A Grehan, seconded by Councillor A Swan, and agreed that the update on the award of the delivery agent to deliver the Economic Inactivity Linked to Disability Programme be noted being the most economically advantageous tender received.

5.6 Tender Reports for (a) Play Ground Equipment and (b) Planned Preventative Maintenance Inspections for Thermostatic Mixing Valves (TMV's)
(Report to be published following ratification of award and placing of order)

The Head of Assets presented this item of business.

The Committee had been furnished with copies of the tender reports for (a) playground equipment and (b) Planned Preventative Maintenance Inspections for Thermostatic Mixing Valves (TMV's).

It was proposed by Councillor A Givan, seconded by Alderman J Baird, and agreed that the award of the tenders as outlined in the report circulated be noted, being the lowest compliant tender cost received.

5.7 Financial Appraisal for Annual Tender Building Maintenance and Minor Works
(Report to be published following ratification of award and placing of order)

The Head of Assets presented this item of business.

The Committee had been furnished with a copy of the financial appraisal in connection with the annual tender Building Maintenance and Minor Works as approved by Financial Services.

It was proposed by Alderman J Baird, seconded by Councillor A Swan, and agreed to recommend that the financial appraisal in connection with the annual tender for building maintenance and minor works be agreed and that the tender progresses to the procurement stage.

6. Any Other Confidential Business

6.1 Westminster Investment Event – Update

Following a verbal report by the Director of Service Transformation it was proposed by Alderman J Baird and seconded by Councillor F Cole, that the Committee seeks delegated authority to the Chairman, Alderman A G Ewart, the Vice Chairperson, Alderman A Grehan, and the Director of Service Transformation in regard to any decision

6.1 Westminster Investment Event – Update (Cont'd)

deemed necessary relating to the Westminster Investment event. It was noted that the delegated authority would require to be approved retrospectively on this occasion.

6.2 Tourism NI Grant Funding

Following a verbal report by the Director of Service Transformation it was proposed by Alderman J Baird, seconded by Alderman W J Dillon, and agreed to recommend that the Committee seeks delegated authority to the Chairman, Alderman A G Ewart, the Vice Chairperson, Alderman A Grehan, and the Director of Service Transformation in regard to a Tourism NI funding matter relating to Royal Hillsborough and that a retrospective report on the matter raised be brought to the Committee.

6.3 Labour Market Partnership Budget Allocation

Following a verbal report by the Head of Economic Development it was proposed by Alderman J Baird, seconded by Councillor A Swan, and agreed to recommend that the Committee seeks delegated authority to the Chairman, Alderman A G Ewart, the Vice Chairperson, Alderman A Grehan, and the Director of Service Transformation in regard to any necessary procurement for the Labour Market Partnership programmes to enable the grant funding to be utilised by the financial year end.

6.4 Balmoral Show 2023

Following a verbal report by the Director of Service Transformation, it was proposed by Councillor U Mackin, seconded by Alderman W J Dillon, and agreed to recommend that:

- a) a budgetary matter in connection with a trader's space at the 2023 Balmoral Show be agreed, and
- b) a report by the Director of Service Transformation be brought to the April meeting of the Committee in connection with the matter raised.

6.5 Promotion of Hillsborough as a Tourism Destination

The Director of Service Transformation responded to Members' comments in connection with the need for appropriate promotion of Hillsborough as a major tourism destination and undertook to bring a comprehensive report to the Committee to include details on the promotional activities of by Tourism NI and Visit Belfast.

6.6 Special Spring Farmers Market, Castle Gardens, Lisburn, Saturday, 11 March 2023
Chairman, Alderman A G Ewart

The Chairman, Alderman A G Ewart, drew the Committee's attention to the Special Spring Farmers Market that was taking place in Castle Gardens on Saturday 11th March 2023 from 11.00 am – 3.00 pm.

Resumption of Normal Business

It was proposed by Councillor C McCready, seconded by Councillor A Givan, and agreed to come out of Committee and normal business was resumed.

7. Any Other Business (00:25:28)

7.1 Lisburn & Castlereagh Business Awards (00:25:30)
Chairman, Alderman A G Ewart

The Chairman welcomed the success of the Lisburn & Castlereagh Business Awards that had taken place on Friday, 3 March 2023 at La Mon House Hotel. The Chairman conveyed congratulations to the businesses who had won awards or had been short listed and to those businesses that had entered to take part in this awards ceremony. He also congratulated Officers and staff who had worked extremely hard on this event and asked the Director of Service Transformation to pass on his thanks and appreciation to all the Officers and staff concerned.

The Vice Chairperson, Alderman A Grehan, wished to be associated with the Chairman's sentiments and welcomed in particular the success of the Down Royal Racecourse on winning an award on the night, which she stated was another jewel in our crown in the Lisburn City area.

7.2 World Book Day – 2 March 2023 (00:27:17)
Councillor F Cole

Councillor F Cole wished to acknowledge the excellent job of schools and Libraries NI for their efforts with World Book Day which was taking place today, 2 March 2023, and which encouraged children of all ages to come together to share the joy of reading.

Conclusion of Meeting

The Chairman, Alderman A G Ewart, thanked everyone for their attendance and there being no further business for consideration the meeting was concluded at 8.07 pm.

Chairman

LCD 07 03 2023

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LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of the Leisure and Community Development Committee held in the Island Civic Centre, Lisburn, and remotely, on Tuesday 7th March 2023 at 6.00pm

PRESENT: Councillor A McIntyre (Chairman);
Alderman A Grehan; Councillors R T Beckett,
D J Craig, A Gowan, J Lavery BEM, H Legge
and T Mitchell.

**PRESENT IN A
REMOTE LOCATION:** The Right Worshipful the Mayor, Councillor S Carson;
Deputy Mayor Councillor M Guy;
Aldermen M Henderson and S Martin;
Councillors R Carlin, S Mulholland, Jenny Palmer
and S Skillen.

IN ATTENDANCE: Director of Leisure and Community Wellbeing
Head of Communities
Head of Parks and Amenities
Acting Head of Parks and Amenities
Head of Sports Services
Member Services Officers (BF and BS).

1. Apology

An apology was submitted on behalf of Councillor N Anderson.

(The Chairman welcomed Mr S Mackle, Acting Head of Parks and Amenities, to the meeting).

2. Declarations of Interest

Regarding item 4.6, King's Coronation Grant Aid, Councillor A Gowan indicated that he was a member of a parent teacher association for a school which had applied for funding.

In respect of item 4.4, Community Festivals Funding, Deputy Mayor Councillor M Guy reported that a relative was associated with a group which had applied for funding.

3. Report of Director of Leisure and Community Wellbeing

3.1 Departmental Performance Report – Quarter Three

The Director outlined the principal aspects of the above-mentioned report, together with the details contained within a table of key performance indicators, which gave an overview of the Department's performance and budget summary during quarter three of the financial year 2022/2023.

The Committee, on the proposal of Councillor T Mitchell, which was seconded by Councillor D J Craig, agreed to note the following:

- the budget summary report for 1st October to 31st December;
- the outturn of operational metrics/service for 1st October to 31st December

- the performance improvement targets and KPIs for 1st October to 31st December.

4. Report of the Head of Communities

4.1 Community Support Grant Aid 2023/24

The Committee was reminded that applications for support under the Department for Communities (DfC) Community Support Grant Aid Programme had closed on 21st February. The Head of Communities reported that 83 applications had been received and assessed, of which 77 had been successful. The total amount of funding claimed had been £263,504, which was 37.4% in excess of the £165,000 grant-aid available to the Council.

The Director referred to the Committee's meeting of 6th February, during which she had been authorised to submit a proposal to DfC for additional funding, which could be used to address any shortfall. She indicated a response was still awaited and recommended that the Committee defer the matter to enable it to re-consider, at its meeting on 4th April, a revised report including options that would reflect any potential additional funding received from DfC.

It was proposed by Councillor D J Craig, seconded by Alderman A Grehan, and agreed that the Committee defer consideration of the report and that the Council, at its meeting on 28th March, be requested to delegate authority to the Committee to approve a revised report at its meeting on 4th April.

4.2 DEA Investment Programme Review & Launch of Facilities Fund 2023/24

The Head of Communities spoke to a report which reviewed the outcomes of the Council's Community Facilities Fund, which had been introduced in May 2021, with an associated budget of £280,000. In addition, the Committee was provided with an overview of key aims and objectives for the second round of the programme, which would, if approved, be delivered in line with several amendments to enhance accessibility and provide a more equitable distribution of funding across the seven Council District Electoral Areas (DEAs).

During discussion on the under-representation of applications from particular DEAs, the Head of Communities indicated that she would be happy to meet with Members within such electoral areas to examine what assistance could be provided to encourage groups to apply for funding under the programme. In addition, comments made by Councillor D J Craig regarding ensuring the inclusion of a criteria to prohibit the ability of groups or organisations who received funding in the first round in certain DEAs were noted.

It was proposed by Councillor S Skillen, seconded by Councillor D J Craig, and agreed that the Committee note the report and agreed further that the second round of the funding programme proceed in line with the recommendations arising from the review of the first round of the programme.

4.3 Minutes of the King's Coronation Working Group

The Committee, on the proposal of Councillor H Legge, which was seconded by Alderman A Grehan, noted the contents of the minutes of the King's Coronation Working Group of 11th January 2023.

4.4 Communities Festivals Fund 2023/24

(Deputy Mayor Councillor M Guy withdrew from the meeting whilst this matter was under discussion).

The Committee was reminded that applications for support under the above-mentioned Fund had closed on 17th January. The Head of Communities outlined the key aspects of a Table of Outcomes which was appended to the report and indicated that 34 applications had been received and assessed against a pre-agreed criteria, of which 31 had been successful, with three ineligible. The total amount deemed eligible for support, based on a weighted score, was £72,379.96, whilst the amount available was £57,000. Accordingly, the Committee was advised that it had been necessary to reduce the amounts awarded by 21.24% in order to remain within the original budget.

It was proposed by Councillor D J Craig, seconded by Councillor R T Beckett, and agreed that the Committee defer, to its meeting on 4th April, consideration of the report to enable the Director to examine if an amount could be identified from within Council budgets to address the shortfall in funding.

4.5 Housing Liaison Forum

(Deputy Mayor Councillor M Guy re-joined the meeting).

The Committee noted the contents of the minutes of the Housing Liaison Forum of 14th November 2022.

4.6 King's Coronation Grant Aid Programme

(Councillor A Gowan withdrew from the meeting whilst this matter was under discussion).

Further to the Committee's decision of 6th December, when it had agreed that a sum of £45,000 be allocated to support community initiatives and events to mark the Coronation on 6th May, with a maximum amount of £500 per application, the Head of Communities outlined the principal aspects of a Table of Outcomes.

She reported that 101 applications had been deemed eligible for support and that the total amount requested had been £50,495. Since that amount was 11% in excess of budget, it had been recommended that the grants be reduced accordingly, and that the groups/events be awarded £445 each.

During discussion, Members referred to the unique nature of the King's Coronation and suggested that the Council re-examine its budgets to identify if an amount could be re-allocated to ensure that the groups received £500, rather than the reduced amount.

Other Members pointed out that, whilst the Coronation was indeed a unique occasion, a precedent would be set in providing additional funds to a grant programme, which had exceeded its budget, when such funds were not available to supplement other grant schemes which had been presented to the meeting.

Proposal

Moved by Alderman A Grehan,
Seconded by Councillor S Mulholland,

That the Committee agrees to adopt the recommendation and all eligible groups be allocated £445.

Amendment

Moved by Councillor S Skillen,
Seconded by Councillor D J Craig,

That the Committee agrees that the recommendation be adopted, subject to the proviso that each group be awarded £500, rather than £445, and that the Director undertakes to re-examine budgets with a view to identifying if an amount could be re-allocated to address the shortfall in funding.

(At the request of Councillor D J Craig, it was agreed that a recorded vote be entered into the minutes).

The amendment was put to the Committee and nine Members voted in favour, with six against, and it was declared carried.

In favour: The Right Worshipful the Mayor S Carson, Councillor R T Beckett, Councillor D J Craig, Alderman M Henderson, Councillor J Laverty, Councillor H Legge, Councillor T Mitchell, Councillor Jenny Palmer and Councillor S Skillen.

Against: Councillor R Carlin, Alderman A Grehan, Deputy Mayor Councillor M Guy, Councillor S Mulholland, Councillor A McIntyre and Alderman S Martin.

The amendment was put to the Committee as the substantive motion and passed without the requirement of a further vote.

4.7 Policing & Community Safety Partnership (PCSP)

(Councillor A Gowan re-joined the meeting).

It was proposed by Councillor D J Craig, seconded by Councillor H Legge, and agreed that the Committee note the contents of the Policing & Community Safety Partnership's Action Plan for 2023/24.

Arising from discussion, Councillor D J Craig, The Right Worshipful the Mayor and Councillor Jenny Palmer referred to the success of the PCSP's most recent Participatory Budget event, which had taken place at Harmony Hill Presbyterian Church Hall on 3rd March. Members referred to the considerable numbers that had attended and paid tribute to the staff involved for delivering an excellent example of community engagement and partnership working. The Head of Communities outlined how the initiative would be built upon and undertook to convey the Members' comments to the staff involved.

5. Report of the Head of Parks and Amenities

5.1 Lisburn Baptist Church

It was proposed by Alderman A Grehan, seconded by Councillor H Legge, and agreed that the Committee grant approval to Lisburn Baptist Church to hold a religious service at Wallace Park on Easter Sunday, 9th April. It was agreed also that the relevant byelaw, regarding the hosting of religious services in parks and open spaces, be temporarily set aside for this purpose.

5.2 UK Shared Prosperity Fund

The Head of Parks and Amenities reported that, in response to an application submitted under the above-mentioned fund, the Council had been awarded a grant of £103,752, which was to be spent by the end of the financial year 2022/23. He explained that the funding would be used in the planting of trees at the new cemetery extension, the provision of disability-friendly paths at the Billy Neill MBE Country Park and miscellaneous improvement works at the Lough Moss Leisure Centre.

The Committee noted the information provided and paid tribute to officers for the work undertaken in securing the funds.

5.3 Live Christmas Trees

The Head of Parks and Amenities reminded the Committee that the Council procured approximately 23 harvested Christmas trees for towns and villages across the district each year. He explained that a pilot project was to be introduced through the planting of four metre high sustainable trees at Annahilt, Stoneyford, Maghaberry and Moat Park for use each Christmas.

The Committee noted the information provided.

5.4 Woodland Trust – Carbon Credits

Moved by Councillor M Henderson
Seconded by Councillor A Gowan and

Resolved – that the Committee agrees to recommend to the Council that the Deed of Covenant in Respect of Tree Planting and Woodland Maintenance and Carbon Sequestration between the Council and the Woodland Trust at the Billy Neill MBE Country Park be signed and sealed.

5.5 Use of Wallace Park - Lisburn Féile

The Head of Parks and Amenities reported that a request had been received by the above-mentioned organisation to use Wallace Park on the afternoon of Friday 28th July for the purposes of a family fun-day event.

A number of Members expressed concern that more clarity was required regarding the impact that the event might have on the park, particularly in respect of the number of days on which it might be closed, the event's size and scope and disruption it may have on other users.

Other Members pointed out that similar requests had been approved by the Committee without the level of scrutiny outlined and it was suggested that the application be approved, as submitted, since the issues raised would be considered in due course as part of the event plan submitted.

Proposal

Moved by Councillor R Carlin,
Seconded by Councillor S Mulholland,

That the Committee agrees to grant the use of Wallace Park to Lisburn Féile for the purpose outlined.

Amendment

Moved by Councillor R T Beckett,
Seconded by Councillor D J Craig,

That the Committee agrees to defer consideration of the request for one month to enable further information to be provided regarding the size and scope of the event, together with an outline of the impact that the event could have on the park's availability and the potential disruption it may have on other users

The amendment was put to the Committee and on a vote was declared lost by seven votes to nine.

The proposal was then put to the Committee and was declared carried without the requirement for a further vote.

6. Report of the Head of Parks and Amenities

6.1 Mary Peters Trust – Request for Funding

The Committee was informed that correspondence had been received from the Mary Peters Trust requesting the Council to consider making a financial contribution of £1,000 to the Trust to assist in its work with young people through sport across Northern Ireland and the Council area.

It was proposed by Councillor D J Craig, seconded by Councillor J Laverty, and agreed that the Committee approve a donation of £1,000 to the Mary Peters Trust, provision for which had been included within the departmental budgets.

7.0 Any Other Business - Non-Confidential Matters

7.1 Dance World Cup - Portugal

At the request of Councillor S Skillen, the Director undertook to examine the feasibility of the Council making a financial contribution to a young person from Dundonald who would be representing Northern Ireland at the 2023 Dance World Cup in Portugal.

7.2 World Drumming Record

Councillor T Mitchell advised the Committee that Lisburn resident Allistair Brown would be attempting to break the world drumming record in May and he was hoping to secure a public space for this purpose. In response, the Director undertook to consult with officers to consider if a suitable Council venue could be identified.

7.3 Seymour Hill Play Park

The Head of Parks and Amenities provided further clarity to Councillor D J Craig regarding the upkeep of a play park and BMX track in the Seymour Hill estate and on the future maintenance of the site.

7.4 Mr Ross Gillanders

The Committee was reminded that the meeting was the last that would be attended by Mr Ross Gillanders, Head of Parks and Amenities, before he retired from the Council. The Chairman and several other Members, on behalf of the political parties, paid tribute to Mr Gillanders and thanked him for the valuable contribution he had made during his time with the Council and wished him a long and happy retirement.

The Head of Parks and Amenities thanked the Members for their kind remarks.

(Councillors R T Beckett and H Legge left the meeting at 19:34 and returned at 19:37).

8. Confidential Report of the Director of Leisure & Community Wellbeing

The Chairman advised that the reason for confidentiality for the following matters was by virtue of the Local Government Act (2014) Northern Ireland, i.e., 'information relating to the financial or business affairs of any particular person (including the Council holding that information)'.

It was proposed by Councillor D J Craig, seconded by Councillor H Legge, and agreed that the confidential report of the Director of Leisure and Community Wellbeing be considered in committee, in the absence of members of the press and public.

8.1 Procurement of Cemetery Equipment

Proposed by Alderman A Grehan,
Seconded by Councillor D J Craig and

Resolved – that the Committee notes award of contract in respect of the above-mentioned tendering exercise.

8.2 Golfing Business Appraisals

Proposed by Councillor A Gowan,
Seconded by Councillor D J Craig and

Resolved – that the Committee approve the business cases for the work outlined at the Council's golf courses.

9. Resumption of Normal Business

It was proposed by Councillor T Mitchell, seconded by Councillor A Gowan, and agreed that normal business be resumed.

There being no further business, the meeting ended at 20:45.

Chairman

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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 8th March 2023 at 6.00 pm.****PRESENT IN COUNCIL CHAMBER (COMMITTEE):**

Councillor S Hughes (Chairman)

Councillor U Mackin (Vice-Chairman)

Aldermen A Ewart MBE, O Gawith, S Martin and P Porter

Councillors A Ewing, J Laverty BEM, T Mitchell, and The Hon N Trimble

PRESENT IN A REMOTE LOCATION (COMMITTEE):The Right Worshipful The Mayor
Councillor S Carson

Councillors R Carlin and S Lowry

OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION

Alderman A Grehan

IN ATTENDANCE:Director of Finance & Corporate Services
Director of Service Transformation
Head of Assets
Head of Communities
Head of Corporate Communications & Administration
Head of Finance
Head of Human Resources & Organisation Development
Member Services Officers (CH & RN)**Commencement of Meeting**

The Chairman, Councillor S Hughes, 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 (00:02:15)

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Aldermen M Henderson MBE and J Tinsley.

2. Declarations of Interest (00:02:42)

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.

The following declaration was made:-

Councillor T Mitchell - Item 7.1 of Confidential Report of Director of Finance & Corporate Services - "Community Investment Fund Update - Ballymacash Sports Academy" – (Shareholder of Ballymacash Sports Academy) Councillor Mitchell left the meeting for the duration of this item of business.

3. Report of Director of Finance & Corporate Services (00:03:36)

3.1 Finance & Corporate Services – Performance Report (00:03:46)

The following appendices to the report in regard to the performance of the Finance & Corporate Services Directorate had been provided:-

- Management Accounts for Q3 (1st October – 31st December 2022);
- Operational Metrics/Service KPIs for Q3.

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

3.2 Acquisitions & Disposals' Policy (00:04:20)

Presented by the Director of Service Transformation.

The following appendices to the report had been provided:-

- Draft Policy for the Acquisition and Disposal of Land and Property;
- Department for Communities guidance for District Councils entitled "Local Government Disposal of Land at Less Than Best Price".

3.2 Acquisitions & Disposals' Policy (Continued)

The Director outlined the background to the preparation of an Acquisitions & Disposals Policy.

It was proposed by Councillor N Trimble, seconded by Councillor U Mackin and agreed to recommend that the draft Policy on Acquisitions and Disposals be approved and that – post the pre-requisite engagement as outlined in the report – it be forwarded for public consultation. The final policy in draft form would then be presented to Members for consideration and adoption.

The Committee was reminded that in the redrafting of the terms of reference for the various committees, Acquisitions and Disposals would be within the remit of the future Regeneration & Growth Committee.

3.3 Community Assets Transfer Policy (00:07:50)

Presented by the Director of Service Transformation.

The following appendix to the report had been provided:-

- Community Assets Transfer Draft Policy and Guidance.

The Director provided the background to the preparation of a Community Assets Transfer Policy.

It was proposed by Alderman P Porter, seconded by Councillor N Trimble and agreed to recommend that the draft Policy and Guidance on Community Assets Transfer be approved and that – post the pre-requisite engagement as outlined in the report – it be forwarded for public consultation. The final policy in draft form would then be presented to Members for consideration and adoption.

The Committee was reminded that in the redrafting of the terms of reference for the various committees, Community Asset Transfer would be within the remit of the future Regeneration & Growth Committee.

The Director of Service Transformation left the Chamber. (6.15 pm)

4. Report of Head of Corporate Communications & Administration (00:13:51)

4.1 Health Working Group (00:14:00)

4.1.1 Special Meeting – 13th December 2022

A special meeting of the Health Working Group had been held on the 13th December 2022 to receive representatives of the group COLD (Carers of Learning Disabled). The minutes of that meeting were provided.

It was proposed by Alderman P Porter, seconded by Councillor J Lavery and agreed to recommend that the aforementioned minutes be adopted.

4.1.1 Special Meeting – 13th December 2022 (Continued)

The South Eastern Health & Social Care Trust had been requested to respond to the Council and/or COLD in regard to issues raised at the above meeting. The Head of Service stated that such engagement had taken place with a number of Members. Other issues had been conveyed to the Trust for response.

4.1.2 Meeting – 27th March 2023

A meeting of the Health Working Group to which all Members had been invited to attend was scheduled for the 27th March 2023. In addition to their usual update, the SE Trust had been asked to address issues raised by COLD. Furthermore an official from the Department of Health would be in attendance to address Members' concerns about GP services.

The Director of Service Transformation returned to the Chamber during this item of business. (6.16 pm)

4.1.3 Engagement with Health Trusts

In response to comments from Councillor J Lavery, the Head of Service confirmed that the mechanism by which the Council would engage with Health Trusts in the future, eg by way of a Special Meeting of Council as opposed to the Health Working Group, was currently being considered within ongoing discussions on the terms of reference of the various committees. A change in procedure for engagement with the Health Trusts would be presented for agreement.

4.1.4 Mrs Margaret O'Kane – Retirement from SE Trust

Alderman P Porter made Members aware of the recent retirement from the South Eastern Health & Social Care Trust of Mrs Margaret O'Kane (Director of Adult Services and Prison Healthcare). Mrs O'Kane had been employed by the Trust for a considerable number of years and in other Health Trusts prior to that. Alderman Porter and Alderman S Martin paid tribute to the work carried out by Mrs O'Kane, particularly in the areas of disabled persons and mental health.

It was agreed that the Chairman of the Committee and The Right Worshipful The Mayor send a letter to Mrs O'Kane wishing her a long, happy and healthy retirement and expressing appreciation for her long and dedicated service with the SE Trust and the Health Service in general.

The Director of Service Transformation left the Chamber during this item of business. (6.20 pm)

4.2 Members' Focus Groups: IT Provision and Noting Schedule Review (00:20:25)

4.2.1 Members' Focus Group Terms of Reference & Membership

The Head of Corporate Communications & Administration outlined the background to the formation of a Members' Focus Group to consider Members' requirements in the carrying out of their Council duties. The group would consider such matters in advance of the new Council term commencing May 2023.

The terms of reference for the Members' Focus Group, together with the membership thereof, were provided and their contents duly noted.

4.2.2 IT Provision and Noting Schedule Review

It was proposed by Councillor U Mackin, seconded by Alderman A Ewart and agreed to recommend that the following recommendations as made by the Members' Focus Group be agreed:-

"Items for Noting" schedule

To be renamed the "Information & Correspondence" schedule with a separate schedule being published for each committee and being released on Decision Time at the same time as the reports for the monthly meeting of that committee.

Broadband

Members to source their own Broadband provision and to claim the allowance that is made available for such provision. (Contracts arranged by the Council will be terminated on the 30th May 2023 so those Members affected should source and install their own Broadband in advance of that date. IT Services can – if so required - assist in the identification of a suitable Broadband package.)

Mobile Devices

Provision of iPads to continue with a trial taking place to assess the suitability of laptops. The option of a laptop would be trialled by the Planning Committee and any other Member who might wish to be part of the trial.

Printers and Ink

Printer to be available on request.

(Ink is not provided as Members received an uplift in allowance in 2015 to cover consumables. Information dated the 9th February 2023 from the Department of Communities in regard to this matter had been provided with the report.)

4.2.2 IT Provision and Noting Schedule Review (Continued)

Stationery

Personalised digital letterheads to be provided with a hard copy version available on request.

Business cards available on request.

Date stamps provided.

Meeting Packs

Hard copies of meeting packs to be provided on request to the Mayor, to Chairs of Committee for their respective committee; to members of the Planning Committee for that committee only. (Also to any Member with a specific need.)

This procedure is in line with pre-Covid arrangements; in support of digital and sustainability agenda; and as supported by Local Government Circular LG 23/2019 (Section 9 v) which states "Councils should not provide councillors with hard copies of electronic documents where the council has provided a portable IT device".

Training and/or Support

To be provided in regard to the following:-

- Broadband support
- Use of iPads
- Decision Time
- SharePoint
- Outlook
- GDPR

Mobile Phones

IT Services to facilitate a clinic for Members in the new term advising on mobile phone provision, including security risks associated with each arrangement, ie provision by the Council or a monthly allowance in lieu of a Council-provided device.

Councillor J Lavery referred to user difficulties associated with joining a meeting remotely but in the absence of a hard copy of papers for that meeting and asked that consideration be given to the provision of hard copies in such circumstances. The Head of Service took this point on board but was hopeful that the provision of a device to address this scenario should suffice.

The Director of Service Transformation entered the Chamber during presentation of this item of business. (6.22 pm)

4.3 Lagan Valley Island – Building Illumination Requests (00:23:49)

4.3.1 Requests

It was proposed by Councillor N Trimble, seconded by Councillor T Mitchell and agreed to recommend that the requests for LVI illuminations as set out below be acceded to, both requests being in compliance with the Building Illuminations' Policy:-

Organisation	Date	Colour
Fostering Fortnight	16 th May 2023	Yellow
Go Blue for Meso (Mesothelioma UK)	7 th July 2023	Blue

The Committee noted that the following requests had been approved under Exceptional Circumstances

Organisation	Date	Colour
European Victims' Day	11 th March 2023	Red
National Day of Reflection	23 rd March 2023	Yellow

The Committee also noted that – in line with the policy – a request from Leukaemia & Lymphoma (LLNI) to light LVI in red on the 1st September 2023 to mark the commencement of Blood Cancer Awareness Month had been declined.

4.3.2 St Patrick's Day

Alderman S Martin enquired if the building would be lit for St Patrick's Day, the 17th March 2023. The Head of Corporate Communications & Administration agreed to look into this matter.

This matter is further reported under Any Other Business later in the meeting. (Item 7.1)

5. Report of Head of Finance (00:26:40)

5.1 Car Parking Bad Debt Write-Off (00:26:53)

The Head of Finance reported on the matter of Bad Debt associated with the car parking function which had transferred to the Council on the 1st April 2015. The Head of Service also drew attention to the revised figure in regard to that notified to the Committee in November 2022.

5.1 Car Parking Bad Debt Write-Off (Continued)

It was proposed by Councillor N Trimble, seconded by Councillor A Ewing and agreed to recommend that the debt recorded in relation to car parking is written off the ledgers of the Department for Infrastructure.

The following issues relating to car parking provision in the Council's area were raised. These matters would be referred to the Environmental Services directorate for progressing:-

- the introduction of one hour free on-street parking so as to attract shoppers and to assist local businesses;
- the tariffs that apply for parking by the disabled in Council car parks, ie do they enjoy free car parking, and - if not - could that be introduced.

Alderman A Grehan joined the meeting remotely during discussion of this item of business. (6.33 pm)

5.2 Local Government Staff Commission (00:32:12) Contribution for 2023/2024

Members had been provided with copy of a letter dated the 22nd February 2023 from the Local Government Staff Commission for Northern Ireland from which it was noted that the provisional date for dissolution of the LGSC had been extended to the 31st March 2025. A financial scheme up to the 31st March 2024 in the first instance was therefore required.

The Council's contribution for 2023/2024 had been calculated at £25,974.00 to be paid by the 30th April 2023.

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

- payment of the Council's contribution to the Local Government Staff Commission (LGSC) be deferred;
- a letter be forwarded to the LGSC:-
 - expressing dissatisfaction that the provisional date for its dissolution had again been extended, this time to the 31st March 2025; and
 - seeking the following:-
 - the remit of the LGSC, together with details of their activities over the past 12 months so that a comparison between remit and tasks carried out could take place;

5.2 Local Government Staff Commission
Contribution for 2023/2024 (Continued)

- the Key Performance Indicators of the LGSC;
- LGSC's customer service survey/questionnaire.

6. Report of Head of Human Resources & Organisation Development (00:38:10)

6.1 Workforce Reports (00:38:20)

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

- Workforce
- Attendance Management
- Recruitment

There was a lengthy discussion on attendance management during which those employees absent due to ill health were wished a speedy recovery.

A number of Members placed on record their appreciation of the work carried out by the HR & OD Team in supporting employees in times of illness and for the initiatives put in place to encourage and support good mental health.

The Head of Service confirmed that the installation of a new HR system would allow for the provision of the actual cost of absenteeism, not just a general average daily rate. Such information would be provided to the Committee on a quarterly basis with the Workforce reports.

Councillor N Trimble left and returned to the Chamber during discussion of this item of business. (6.45 pm and 6.47 pm respectively)

The Head of Corporate Communications & Administration left and returned to the Chamber during discussion. (6.54 pm and 6.55 pm respectively)

7. Agenda Item Brought Forward (00:55:40)
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 Lagan Valley Island (00:55:57)
Illumination for St Patrick's Day (17th March 2023)

Further to earlier in the meeting when Members had expressed concern that – given discussions in previous years – the above light-up was not scheduled for 2023, the Director of Finance & Corporate Services confirmed that the illumination of LVI to mark St Patrick's Day was indeed not on the schedule of light-ups for 2023 nor was it an annualised date for a light-up.

It was proposed by Alderman S Martin, seconded by Councillor U Mackin and agreed that:-

- the light-up of LVI on the 17th March 2023 to mark St Patrick's Day be supported;
- St Patrick's Day be included in the annual calendar of light-ups;
- the annual calendar of light-ups be initially populated with annual Council commemorations such as St Patrick's Day and Armistice Day/Remembrance Sunday; with charities being added thereafter.

The consultees for Exceptional Circumstances, ie The Right Worshipful The Mayor (Councillor S Carson) and the Chairman and Vice-Chairman of the Committee (Councillors S Hughes and U Mackin) were in agreement that Lagan Valley Island should be lit on the 17th March 2023 to mark St Patrick's Day. Therefore under Exceptional Circumstances, the above light-up would take place.

8. Confidential Report from Director of Finance & Corporate Services (01:03:17)

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

8.1 Community Investment Fund Update – Ballymacash Sports Academy
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information)).

Report to be available on completion of funding process.

8.2 Parks Accommodation & Equipment Husbandry – New Lease
(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 new lease has been signed.

8.3 Estates' Strategy 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 be available post negotiations.

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8.4 Box Office Ticketing System

(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 tender process is complete.

8.5 Management Accounts Period 10

(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. (28th March 2023)

8.6 Shared Cost Additional Pension Contribution

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

Report to never become available.

In Committee

It was proposed by Councillor J Laverty, seconded by Councillor A Ewing and agreed that the Confidential Report of the Director be considered "in Committee". (Recording was paused at this stage in proceedings.)

Councillor T Mitchell left the Chamber (7.05 pm)

The member of the press left the Chamber (7.06 pm)

8.1 Community Investment Fund Update – Ballymacash Sports Academy

Having declared an interest in this item of business, Councillor T Mitchell had already left the Chamber.

In the absence of the Director of Leisure & Community Wellbeing, her report was presented by the Head of Communities.

The following appendix to the report had been provided:-

- Letter dated the 14th February 2023 from Ballymacash Sports Academy.

8.1 Community Investment Fund Update – Ballymacash Sports Academy (Continued)

It was proposed by Alderman P Porter, seconded by Councillor N Trimble and agreed to recommend that - subject to the following conditions - the proposal from Ballymacash Sports Academy to phase its development as outlined in the report be agreed:-

- Partner funders being in agreement;
- Phase 1 to not materially impact the business case outcomes of the financial sustainability of the scheme;
- Regulatory compliance being attained.

Given that the above conditions had been recommended for agreement by the Committee, it was further agreed to recommend that a Letter of Offer be issued to Ballymacash Sports Academy reflecting the updated position.

The Director of Service Transformation agreed to confirm that the Council's involvement in this scheme from a financial point of view was all in order.

The Head of Corporate Services & Administration left and returned to the Chamber during discussion of this item. (7.12 pm and 7.15 pm respectively)

8.2 Parks Accommodation & Equipment Husbandry New Lease at Altona Road, Lisburn

Presented by the Head of Assets.

The following appendices to the report had been provided:-

- Lease for Unit 24 Altona Road, Lisburn;
- Lease Map for Unit 24 Altona Road, Lisburn.

It was proposed by Alderman A Ewart, seconded by Councillor A Ewing and agreed to recommend that the Lease for Unit 24 Altona Road, Lisburn be approved and be submitted to Council for signing and sealing.

Councillor N Trimble left and returned to the Chamber during presentation of this item of business. (7.26 pm and 7.27 pm respectively)

Councillor T Mitchell returned to the Chamber during presentation of this item. (7.27 pm)

8.3 Estates Strategy Update

Presented by the Director of Service Transformation.

The report set out an update on a series of disposals and the following appendices to the report had been provided:-

- “Policy & Procedures in Response to Encroachment on Council Lands/Properties”;
- Proposed action plan of improvements arising from Audit recommendations.

The Director of Service Transformation noted a number of comments in regard to several of the projects listed on the Action Plan.

It was agreed to recommend that the update on the series of disposals be noted.

Having scrutinised the action plan, it was agreed to recommend that its content be noted.

The Head of Communities left the Chamber during presentation of this item. (7.29 pm)

8.4 Box Office Ticketing System

Presented by the Head of Corporate Communications & Administration.

Details in regard to the contract which had been awarded for a new integrated box office ticketing system were noted.

Councillor A Ewing left the Chamber during presentation of this item. (7.52 pm)
Councillor S Lowry left the meeting on a remote basis. (7.53 pm)

8.5 Management Accounts Period 10

Presented by the Head of Finance.

It was agreed that the Management Accounts for the period ending the 31st January 2023, together with an extensive narrative report by way of explanation, be noted. Also noted was an updated position as at January 2023 of the 2022/2023 expenditure items being funded by monies from the Department for Communities.

It was noted that point 15 of the Head of Service’s report in regard to Waste Services should read April 2023 and not April 2022.

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The Director of Service Transformation and the Head of Assets left the Chamber during presentation of this item of business. (7.54 pm)

Councillor A Ewing re-entered the Chamber during discussion of this item. (7.55 pm)

8.6 Shared Cost Additional Pension Contribution

Presented by the Head of Human Resources & Organisation Development.

It was proposed by Alderman O Gawith, seconded by Councillor J Lavery and agreed to recommend that – given that the conditions for the buy-back of lost pension had been met - the buy-back of pension for a Council employee through a Shared Cost Additional Pension Contribution (SCAPC) be approved.

9. Any Other Business – Confidential

There were no items of a confidential nature raised under Any Other Business.

Resumption of Normal Business

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

10. Any Other Business (01:03:56)

Dealt with at Item 7.

There being no further business, the Meeting concluded at 7.59 pm.

MAYOR/CHAIRMAN

GAC 13.03.2023

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LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of the Meeting of the Governance and Audit Committee held on Monday, 13 March, 2023 at 6:00 pm****PRESENT IN CHAMBER:**

Alderman D Drysdale (Chairman)

Aldermen O Gawith, and J Tinsley

Councillor A Swan

PRESENT IN REMOTE LOCATION:The Right Worshipful the Mayor
Councillor S Carson

Councillor Jenny Palmer (Vice-Chairperson)

Alderman S Martin

Councillors J Gallen, J McCarthy, G McCleave, C McCready
and John Palmer**INDEPENDENT MEMBER:**

Mr E Jardine (present remotely)

IN ATTENDANCE:**In Chamber:**

Chief Executive

Director of Service Transformation

Head of Human Resources and Organisation Development

Performance Improvement Officer

Risk Officer

IT Officer

Member Services Officers (BS CH)

In Remote Location:

Director of Finance and Corporate Services

Internal Audit Manager

Northern Ireland Audit Office

Mr Richard Ross (present remotely)

Commencement of the Meeting

At the commencement of the meeting, the Chairman, Alderman D Drysdale, welcomed those present to the meeting of the Governance and Audit Committee. He pointed out that the meeting would be audio recorded unless the item on the agenda was considered under confidential business. The Chairman asked that mobile phones be put on silent or switched off for the duration of the meeting. The Chief Executive outlined the evacuation procedures in the case of an emergency.

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The Chairman, Alderman D Drysdale, welcomed to the meeting Mr Richard Ross, Northern Ireland Audit Office (NIAO).

1. Apologies (00:02:17)

It was agreed to accept apologies for non-attendance at the meeting on behalf of the Deputy Mayor, Councillor M Guy, Alderman S P Porter, Councillor J Craig, Councillor S Lowry and the HoS of Finance, Mrs J Hewitt.

2. Declarations of Interest (00:02:48)

There were no declarations of interest.

3. Report by Performance Improvement Officer (00:03:14)

3.1 Complaints Report – Q3 2022/23 (00:03:26)

Councillor C McCready joined the meeting remotely at (6.08 pm).

Members were provided with a copy of a comparative report taken from the Council's Customer Care System detailing the number of comments, complaints and compliments in Quarter 3 (October – December inclusive) of 2022/23. The Committee agreed to recommend that the Q3 Complaints Report be noted.

Members also noted a verbal update by The Performance Improvement Officer in relation to a 'Model Complaints Handling Procedure' for the Public Sector which had been developed by the Northern Ireland Public Service Ombudsman (NIPSO). It was reported that the Council had already successfully implemented a similar process last year and that work would take place in the coming months to ensure that the Council's procedure incorporated the NIPSO recommendations. A reviewed procedure would then be brought to the Committee for consideration in June.

3.2 Performance Improvement Objectives, Case Studies & Associated KPIs – 3rd Quarter Review (00:05:37)

Councillor J McCarthy joined the meeting remotely at (6.10 pm).

Members were provided with a copy of:

- (a) a quarterly monitoring document (covering October – December 2022) on all projects that demonstrated improvement against the 2022/23 Performance Improvement Objectives, including the relevant Performance Improvement KPI. An additional section was included detailing some case studies and customer feedback that had demonstrated improvement during Quarter 3; and
- (b) a report from the 'Performance Management' System (Dashboard) detailing the Performance Improvement Key Performance Indicators (KPIs) results for the organisation for the period October – December 2022 inclusive.

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3.2 Performance Improvement Objectives, Case Studies & Associated KPIs – 3rd Quarter Review (Cont'd)

Members noted from the report of the Performance Improvement Officer, that 17 KPIs had been achieved by the end of December, therefore 100% of the Council's Performance Improvement KPIs scheduled for completion at the end of Q3 had been achieved.

Following discussion, it was proposed by Councillor A Swan, seconded by Alderman J Tinsley and agreed to recommend that the reports at (a) and (b) above be approved.

3.3 Draft Performance Improvement Objectives and Projects 2023-24
(00:10:10)

Members having been provided with a copy of the Draft Performance Improvement Objectives and Projects for 2023/24, it was proposed by Alderman O Gawith, seconded by Councillor S Swan and agreed to recommend that these be approved.

4. Report by Head of Finance (00:12:17)

4.1 Delegated Authority for Signing Annual Accounts in June 2023 (00:12:24)

The Head of Human Resources and Organisation Development and the Performance Improvement Officer left the meeting at (6.16 pm).

The Chief Executive presented this item of business and outlined the background in relation to the above matter.

It was proposed by Alderman S Martin, seconded by Vice-Chairperson Councillor Jenny Palmer and agreed to recommend that delegated authority to the meeting of the Governance & Audit Committee on 29 June, for the purpose of noting the Council's Financial Statements 2022/23 be approved, and that these be forwarded to the Northern Ireland Audit Office accordingly.

5. Report by Internal Audit Manager (00:13:13)

5.1 Governance and Audit Committee Self-Evaluation Outcome Report
(00:13:21)

Members were provided with a copy of an Outcome Report in respect of a Governance and Audit Committee Self-Evaluation exercise that had been undertaken in February 2023. The Committee agreed to recommend that the Governance & Audit Committee Self Evaluation Outcome Report be noted.

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5.2 NIAO Audit Strategy for 2022/23 (00:14:03)

Members were provided with a copy of the NIAO Strategy for 2023/23. Mr R Ross, NIAO, made a verbal presentation to the Committee in respect of the Strategy, highlighting significant risks identified that could impact on the audit and answered queries raised. The Committee agreed to recommend that that 2022/23 Audit Strategy be noted.

6. Report from the Risk Officer (00:20:24)

6.1 Corporate Risk Register (00:20:33)

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 contents of, a copy of the Corporate Risk Dashboard.

The Director of Service Transformation provided a verbal update in relation to the actions currently being implemented to reduce CRR 6 IT/Cyber Security Threats. It was reported that an internal audit was due to be carried out on completion of the upgraded systems, with it being anticipated that the risk rating would be reduced.

Members having been asked to identify the next two corporate risks to undergo deep dive in the new financial year it was proposed by Vice-Chairperson Councillor Jenny Palmer, seconded by John Palmer and agreed to recommend that these would be 'Health and Safety' and 'Asset Management'.

7. Confidential Business (00:26:27)

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 Alderman S Martin, seconded by Councillor G McCleave and agreed that the following matters be considered "in committee", in the absence of members of the press and public being present.

7.1 Confidential Report by Internal Audit Manager

7.1.1 Internal Audit Progress Report – March 2023 (Redacted report to be published 31/03/2023)

Members were provided with a copy of an Internal Audit Progress Report – March 2023. This report summarised internal audit work and progress against the Operational Plan since the last meeting of the Committee on 8 December, 2022. A copy of any internal audit reports referred to in the progress report were also provided in full on SharePoint for Members' information.

The Committee agreed to recommend that the Internal Audit Progress Report be noted.

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7.1.2 Draft Audit Strategy 2023-2026 / Draft Internal Audit 2023/24 Operational Plan (Redacted report to be published 31/03/2023)

Members having been provided with a copy of the draft Internal Audit Strategy 2023-26 and Internal Audit Operational Plan 2023/24, it was proposed by Councillor A Swan, seconded by Vice-Chairperson Councillor Jenny Palmer and agreed to recommend that they be approved.

Resumption of Normal Business

It was proposed by Councillor A Swan, seconded by Vice-Chairperson Councillor Jenny Palmer, and agreed to come out of committee and normal business was resumed.

8. Any Other Business (00:26:52)

8.1 Governance and Audit Self-Evaluation Questionnaire (00:26:58)

The Chairman, Alderman D Drysdale raised a query in relation to completing the Governance and Audit Self-Evaluation Questionnaire. It was agreed by the Committee that a copy of the CIPFA principles would be issued to Members alongside the Questionnaire going forward for reference purposes.

There being no further business, the meeting ended at 6.36 pm.

Mayor/Chairman

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LISBURN & CASTLEREAGH CITY COUNCIL**Minutes of Planning Committee Meeting held in the Council Chamber and in Remote Locations on Monday, 6 February, 2023 at 10.00 am****PRESENT IN CHAMBER:**

Alderman J Tinsley (Chairman)

Councillor John Palmer (Vice-Chairman)

Aldermen W J Dillon MBE, D Drysdale, O Gawith and A Grehan

Councillors D J Craig, M Gregg, U Mackin and A Swan

IN ATTENDANCE IN CHAMBER:

Director of Service Transformation
 Head of Planning & Capital Development
 Principal Planning Officer (RH)
 Senior Planning Officers (RT and MCO'N)
 Member Services Officers

Mr B Martyn (Cleaver Fulton Rankin) – Legal Advisor

Commencement of Meeting

At the commencement of the meeting, the Chairman, Alderman J Tinsley, welcomed those present to the Planning Committee. The Chairman pointed out that, unless the item on the agenda was considered under confidential business, this meeting would be audio recorded. The Head of Planning & Capital Development outlined the evacuation procedures in the case of an emergency.

1. **Apologies** (00:02:37)

There were no apologies.

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

2. **Declarations of Interest** (00:04:12)

Alderman W J Dillon advised that he had been contacted by the applicant of planning applications LA05/2021/0571/O and LA05/2021/0572/O. He had listened to what the applicant had to say but had offered no opinion.

Alderman O Gawith advised that in respect of planning application LA05/2021/0324/F, the immediate neighbour was his friend and the neighbour on the other side had previously asked him for advice.

Councillor U Mackin advised that, in respect of planning application LA05/2021/1014/O, he had received an email from the applicant. He had acknowledged the email but had made no comment on the application.

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2. Declarations of Interest (Contd)

Councillor John Palmer advised that, in respect of planning applications LA05/2021/0571/O and LA05/2021/0572/O, one of the objectors had been in correspondence with his wife, Councillor Jenny Palmer.

3. Minutes of Meeting of Planning Committee held on 9 January, 2023 and Special Meeting of Planning Committee held on 9 January, 2023 (00:06:12)

It proposed by Councillor U Mackin, seconded by Councillor A Swan and agreed that the minutes of the meeting of Committee held on 9 January, 2023 and the special meeting of Committee held on 9 January, 2023 be confirmed and signed.

4. Report from the Head of Planning & Capital Development

4.1 Schedule of Applications (00:06:50)

The Chairman, Alderman J Tinsley, advised that the below application had been withdrawn from today's schedule and would be considered at a special meeting of the Planning Committee to be convened later in the month. This would afford adequate time to consider correspondence received on Friday:

- LA05/2021/0033/F – Proposed mixed use development comprising 153 residential units in a mix of apartments, semi-detached and detached units with associated private amenity provision and public open spaces; 28 Class B2 and B4 industrial/employment units (4,272 square metres in total); a neighbourhood centre (965 square metres in total) comprising a petrol filling station with associated convenience store and 4 retail units (2 class A1 and 2 Sui Generis hot food bars); associated car parking; landscaping; creation of new accesses from Carrowreagh Road and Ballyoran Lane with associated works to the public road; and other ancillary development at lands formerly occupied by the Rolls Royce factory north of Upper Newtownards, south of Inspire Business Centre, east of Ballyoran Lane and west of Carrowreagh Road, Dundonald

4.1.1 Applications to be Determined (00:08:10)

The Legal Advisor, Mr B Martyn, highlighted paragraphs 43-46 of the Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee which, he advised, needed to be borne in mind when determinations were being made.

Due to technical difficulties, it was agreed that the non-planning schedule report items would be considered at this point, followed by the schedule of applications.

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4.2 Planning Monitoring Framework 2021/22 (00:12:40)

It was proposed by Councillor M Gregg seconded by Councillor D J Craig and agreed to note information on the content of the Planning Monitoring Framework 2021/22. A further report would be provided upon receipt of the associated report, providing infographics for the overall position and for each council area.

4.3 Appeal Decision in respect of Planning Application LA05/2020/0506/O
(00:14:25)

It was proposed by Councillor M Gregg seconded by Councillor D J Craig and agreed to note information set out in the report in respect of the decision of the Planning Appeals Commission (PAC) regarding the above planning application.

4.4 Appeal Decision in respect of Planning Application LA05/2019/0168/F
(00:16:30)

It was proposed by Councillor M Gregg seconded by Councillor D J Craig and agreed to note that the appeal in respect of the above planning application had been withdrawn.

4.5 Notification by Telecommunication Operator(s) of Intention to Utilise Permitted Development Rights (00:18:07)

It was proposed by Councillor M Gregg seconded by Councillor D J Craig and agreed to note from the report, information regarding notification by telecommunication operators to utilise Permitted Development Rights at a number of locations.

4.6 Organisational and Personnel Changes in the Department for Infrastructure – Planning Group (00:18:36)

It was proposed by Councillor M Gregg seconded by Councillor D J Craig and agreed to note correspondence indicating key changes in personnel in the Department for Infrastructure, as well as a guide to the operational responsibilities of the Planning Group with oversight of the planning system.

The schedule of applications, under item 4.1, were now considered.

(i) LA05/2021/1263/F – Proposed two storey dwelling with alterations to existing garage so it is part of the curtilage and accessed from 5 Ballycrune Road at site between 277 Ballynahinch Road and 1B Ballycrune Road, Annahilt (00:20:00)

The Principal Planning Officer (RH) presented the above application as outlined within the circulated report.

The Committee received Mr J Todd in order to speak in support of the application and he addressed a number of Members' queries.

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- (i) LA05/2021/1263/F – Proposed two storey dwelling with alterations to existing garage so it is part of the curtilage and accessed from 5 Ballycrune Road at site between 277 Ballynahinch Road and 1B Ballycrune Road, Annahilt (Contd)

Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed unanimously to adopt the recommendation to approve the application.

- (ii) LA05/2022/0699/O – Residential development at land adjacent to and to the rear of no.74 Glebe Road and to the rear of nos.233-239 Ballynahinch Road, Annahilt (00:35:20)

The Senior Planning Officer (MCO’N) presented the above application as outlined within the circulated report.

The Committee received Mr J Quinn in order to speak in support of the application and he addressed a number of Members’ queries.

A number of Members’ queries were responded to by Planning Officers.

Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed unanimously to adopt the recommendation to refuse the application.

Adjournment of Meeting

The Chairman, Alderman J Tinsley, declared the meeting adjourned for a comfort break at this point (11.04 am).

Resumption of Meeting

The Chairman, Alderman J Tinsley, declared the meeting resumed (11.13 am).

- (iii) LA05/2021/1014/O – Proposed infill dwelling and garage 50 metres northeast of 75 Drennan Road, Lisburn (01:03:03)

The Senior Planning Officer (RT) presented the above application as outlined within the circulated report.

The Committee received Mr M McNeill, accompanied by Mr G Clingan, in order to speak in support of the application and they addressed a number of Members’ queries.

A number of Members’ queries were responded to by Planning Officers.

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- (iii) LA05/2021/1014/O – Proposed infill dwelling and garage 50 metres northeast of 75 Drennan Road, Lisburn (Contd)

Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed unanimously to not adopt the recommendation to refuse the application.

Given that the Officer recommendation to refuse planning permission had fallen, it was proposed by Councillor U Mackin, seconded by Councillor M Gregg and agreed that, in approving the planning application, a number of reasons were offered.

On a vote being taken, it was agreed unanimously to approve the granting of planning permission to this application and that the precise wording of the conditions agreed in principle, as set out above, be delegated to the Head of Planning & Capital Development.

Adjournment of Meeting

The Chairman, Alderman J Tinsley, declared the meeting adjourned for lunch (12.31 pm).

Resumption of Meeting

The Chairman, Alderman J Tinsley, declared the meeting resumed (1.19 pm).

- (iv) LA05/2021/0571/O – Site for infill dwelling 60m south west of 4a Magees Road, Ballinderry Upper, Lisburn
&
(v) LA05/2021/0572/O – Site for infill dwelling 100m north east of 6 Magees Road, Ballinderry Upper, Lisburn (02:20:32)

Having declared an interest in the above applications, Councillor John Palmer left the meeting at 1.20 pm.

At the outset, Alderman O Gawith proposed that the above applications be deferred for a site visit in order that Members could view the sites and ascertain whether they deemed them to constitute small gap sites in otherwise substantial continuous frontage. Alderman Gawith stressed that he would reserve judgement until he had seen the sites. This proposal was seconded by Councillor D J Craig.

The Head of Planning & Capital Development urged caution in discussing policy considerations given that Officers had not yet presented the applications and Members had not yet heard from the applicant or objectors. If a site visit was proposed, it should be for the purposes of (a) viewing the site and (b) considering whether the proposal would be consistent with established pattern of development.

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- (iv) LA05/2021/0571/O – Site for infill dwelling 60m south west of 4a Magees Road, Ballinderry Upper, Lisburn
&
- (v) LA05/2021/0572/O – Site for infill dwelling 100m north east of 6 Magees Road, Ballinderry Upper, Lisburn (Contd)

On a vote being taken, it was agreed that the application would not be deferred to a site visit, the voting being 3 in favour and 5 against.

Alderman O Gawith stated that he would abstain from the vote in respect of these applications.

The Senior Planning Officer (RT) presented the above applications as outlined within the circulated report.

The Committee received the following speakers in order to speak on the applications:

- Mr P Mobbs in opposition to the application;
- Councillor N Trimble in opposition to the application;
- Mr T Holdsworth in support of the application; and
- Councillor R T Beckett in support of the application.

The above speakers addressed a number of Members' queries.

A number of Members' queries were responded to by Planning Officers.

Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed to adopt the recommendation to approve planning application LA05/2021/0571/O, the voting being 8 in favour, none against and one abstention.

Having considered the information provided within the report of the Planning Officer, the Committee agreed to adopt the recommendation to approve planning application LA05/2021/0572/O, the voting being 8 in favour, none against and one abstention.

At the request of Councillor M Gregg, it was agreed that a condition be applied to the planning permission for the above applications requiring that any trees removed be replaced two for one, consistent with the Council policy for the replacement of trees.

Councillor John Palmer returned to the meeting following consideration of these applications (2.43 pm).

Adjournment of Meeting

The Chairman, Alderman J Tinsley, declared the meeting adjourned for a comfort break at this point (2.43 pm).

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Resumption of Meeting

The Chairman, Alderman J Tinsley, declared the meeting resumed (2.48 pm).

- (vi) LA05/2021/0324/F – Conversion of existing dwelling to two apartments at 49 Castlevue Park, Moira (03:44:22)

Having declared an interest in this application, Alderman O Gawith did not return to the meeting at this point.

The Principal Planning Officer (RH) presented the above application as outlined within the circulated report.

The Committee received Mr J McElroy in order to speak in support of the application and he addressed a number of Members' queries.

A number of Members' queries were responded to by Planning Officers.

Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed unanimously to adopt the recommendation to refuse the application.

Alderman O Gawith returned to the meeting (3.07 pm).

- (vii) LA05/2020/0853/O – New dwelling (detached) between 23a and 23 Ballinderry Road, Aghalee, Craigavon (04:03:56)

The Principal Planning Officer (RH) presented the above application as outlined within the circulated report.

The Committee received Mr J McElroy in order to speak in support of the application and he addressed a number of Members' queries.

A number of Members' queries were responded to by Planning Officers.

Vote

Having considered the information provided within the report of the Planning Officer, the Committee agreed unanimously to adopt the recommendation to refuse the application.

5. Any Other Business

- 5.1 Update on Planning Portal (04:36:25 and 04:46:42)
Chairman, Alderman J Tinsley

At the request of the Chairman, Alderman J Tinsley, the Head of Planning & Capital Development provided an update in respect of the new planning portal. He

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5.1 Update on Planning Portal (Contd)
Chairman, Alderman J Tinsley

referred to challenges that had been encountered in using both the front-end and back-end of the system. A number of programmed fixes were planned to take place throughout this month and those would hopefully address issues around data migration problems. It was the intention of the Department to keep the Client Project Team in place until June/July to assist local authorities. Difficulties being experienced by Planning Officers in relation to the planning portal were being raised both with the Department and with the system designers.

The Head of Planning & Capital Development took account of comments made regarding the benefit of training being given to Members in respect of accessing the new planning portal. He acknowledged that technology being used by Members of the Planning Committee required to be updated and that was currently being addressed. In agreeing to implement training for Members, he took account of further comments regarding the timing of this, ie. this being considered once the programme fixes had been carried out this month and the fact that Committee makeup was likely to change following the forthcoming elections.

5.2 Update on Knockmore Link Road (04:44:36)
Councillor A Swan

Councillor A Swan sought an update on the Knockmore Link Road. The Head of Planning & Capital Development advised that two meetings had taken place with the Department in respect of the Local Development Plan. It was hoped to have a timetable of when the plan would be adopted which would likely be an important consideration in relation to the Knockmore Link Road. The Department had advised that it remained on track in terms of its assessment of the Planning Appeal Commission report. It was anticipated that by mid-March it should be clearer when the report would be released and the type of direction that would come from the Department. However, that did not speak to the planning application. The Head of Planning & Capital Development confirmed that he would be seeking an urgent meeting with the new Chief Planning Officer, Mr A Beggs, to discuss this specific application.

"In Committee"

It was proposed by Councillor D J Craig, seconded by Alderman O Gawith and agreed that the following item be considered "in committee", in the absence of members of the press and public being present (4.06 pm).

5.3 Update on Ongoing Judicial Reviews
Councillor A Swan

Alderman D Drysdale left the meeting during consideration of this item of business (4.15 pm).

The Legal Advisor, Mr B Martyn, provided a verbal update in relation to ongoing judicial reviews.

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5.3 Update on Ongoing Judicial Reviews (Contd)
Councillor A Swan

The Legal Advisor provided Members with a case law update on apparent bias in relation to a recent case in the High Court in England.

Resumption of Normal Business

It was proposed by Councillor John Palmer, seconded by Councillor D J Craig and agreed to come out of committee and normal business was resumed.

5.4 Special Meeting of Planning Committee (05:02:00)
Chairman, Alderman J Tinsley

As referred to under item 4.1 earlier, the Chairman, Alderman J Tinsley, advised that a special meeting of the Planning Committee would be convened in order to consider planning application LA05/2021/0033/F.

The Head of Planning & Capital Development stated that provisional dates of either 13 or 20 February, 2023 were currently being held; however, he had been made aware that amended plans were to be submitted and, should those changes be significant, it may be necessary to go through the consultation and neighbour notification process again and the special meeting would then be further delayed.

There being no further business, the meeting was terminated at 4.24 pm.

Chairman/Mayor



Meeting of Council

28 March 2023

Report from:

Chief Executive

Item for Decision

TITLE: Delegated Authority – Operational/Strategic Decisions up to Annual Meeting

Background and Key Issues:

1. Members will be aware that as a result of the LG Elections which are taking place on 18 May 2023, there are a number of operational arrangements being put in place in the run up to polling day.
2. As there will be no Council or committee meetings during May 2023, authority is sought to delegate powers to the Chief Executive, in consultation with the Mayor, to take urgent operational or strategic decisions up to the Annual Meeting.

Recommendation:

It is recommended that authority is delegated to the Chief Executive, in consultation with the Mayor, to take urgent decisions as outlined above.

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	<input type="text" value="n/a"/>	Option 2 Screen out with mitigation	<input type="text" value="n/a"/>	Option 3 Screen in for a full EQIA	<input type="text" value="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)

N/A

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
---	---------------------------------	---	---------------------------------

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

N/A

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

SUBJECT TO PLANNING APPROVAL:

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?

If Yes, please insert date:



Meeting of Council

28 March 2023

Report from:

Chief Executive

Item for Decision

TITLE: Request to Set Aside the Byelaws

Background and Key Issues:

1. A request has been received on behalf of Railway Street Presbyterian Church to hold a religious service in Wallace Park on Sunday 9th April from 0630-0700 hrs to celebrate Easter. Similar events have been held previously and at the Leisure and Community Development Committee in March 2023 a similar request for Easter Sunday 0830-0900, was recommended for approval. Organisers estimate an attendance of between 30-50 people.
2. The event if approved will require Council temporarily setting aside the Byelaws which prohibit the following activities to preach, lecture or take part in any meeting for political, religious or any purpose or take part in any public show, performance or demonstration, except with the prior consent of the Council and in such part of the facility as may be set aside for that purpose.
3. If minded to support this request then with Council's approval, this Byelaw can be set aside for the duration of the event. The organisers will then be required to engage with the Safety Advisory Group (SAG) and comply with all usual booking requirements.

Recommendation:

It is recommended that Members

1. Approve the request to hold a religious service in Wallace Park on a Sunday 9th April to celebrate Easter; and

2. That the Council approve the setting aside of the Byelaws to enable this request to progress.

Finance and Resource Implications:

Nil

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

Events are screened in an overall programme

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 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?
If Yes, please insert date:



Councillor Hazel Legge
Civic Headquarters, Lagan Valley Island, Lisburn BT27 4RL
M: 07711 226264
Email: hazel.legge@lisburncastlereagh.gov.uk
www.lisburncastlereagh.gov.uk



17 March 2023

To:

Mr David Burns
Chief Executive
Lisburn & Castlereagh City Council

Following a recent initiative in Antrim & Newtownabbey Council, I am proposing that we grant Agreement in Principle for LCCC to consider the installation of a "Postbox to Heaven" in all Council owned cemeteries within our Council area to provide a potential outlet for those grieving the loss of a loved one.

Proposed by
Cllr Hazel Legge

Seconded by
Cllr Jenny Palmer

LISBURN & CASTLEREAGH
CITY COUNCIL
17 MAR 2023
CHIEF EXECUTIVES OFFICE

①



**Lisburn &
Castlereagh
City Council**

Meeting of Council

Confidential

28 March 2023

Confidential Report from:

Chief Executive

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

After
confirmation
from DfC

Redacted
report
available

Never

Item for Decision

TITLE: Standing Committees

Background and Key Issues:

Background

1. At Corporate Services on 8 February 2023 and ratified by Council on 28th February 2023, Members agreed for officers to undertake work in relation to a review and reduction of the current Standing Committees, reducing the overall number from seven to six.
2. To support this work two Member briefings were held on 14th and 15th March 2023 (Attendee list -Appendix 1). Officers have also been liaising with the Department for Communities (DfC) regarding Special Responsibility Allowances.

3. This report summarises the proposals for changes to the Standing Committees, the proposed approach to filling of positions of responsibility and proposals regarding Special Responsibility Allowances.

Context

Standing Committees

4. Standing Committees will be constituted as follows with draft Terms of Reference as outlined in Appendix 2 – 7.
 - Corporate Services Committee
 - Governance & Audit Committee
 - Communities & Wellbeing Committee
 - Regeneration and Growth Committee
 - Environment & Sustainability Committee
 - Planning Committee and related Planning Protocol
5. For ease of reference and transparency, there is a section within each draft Terms of Reference which highlights movement in business between legacy committee structures together with other notable changes in reporting.

Key Changes

Roles and Responsibilities

6. Taking cognisance of feedback from the Member briefings, the following key changes have been made within the draft Terms of References:
 - Environmental Services Committee renamed as Environment & Sustainability Committee to reflect the significance of the sustainability agenda within core business.
 - Identification of potential policy related changes eg street naming to reflect discussions
 - Minor wording changes to scope / responsibilities to minimise duplication
 - Explanation of acronyms / abbreviations
7. Members note that there will time needed to ensure the Constitution, Standing Orders, Scheme of Delegation, Accounting Manual and other specific policy / processes are updated to reflect the changes arising from the Terms of Reference.

Internal Working Groups

8. Whilst all internal working groups will be kept under review, the following internal working groups will be stood down:
 - Environmental & Sustainability Working Group
 - Health Working Group

9. Members also made suggestions regarding membership for the two Regeneration and Growth Working Groups – Brokerstown Road and Steering Group for Coopers Mill/Millmount with a view to having the membership reflect entire DEA areas. These amends have been incorporated.
10. It would be desirable to have nominations for all internal working groups at the first Committee meeting following the AGM but Members may wish to review / refresh Terms of Reference for specific internal working groups.

External Representation

11. There is significant representation by Members on various external groups / bodies. As such Members are encouraged to review the basis/ roles they undertake within each of the bodies on an ongoing basis.
12. During the course of this review, it has been identified that there are several external bodies which no longer operate, or the external group has not met frequently during the course of the last term or where member representation has been replaced by officer representation. Clarification has also been sought on specific roles eg Age Friendly role is separate to Engage with Age role. These changes have been detailed in the supplementary section of the relevant Terms of Reference.
13. Contextualise so it is clear that their written reports relate to matters on these external bodies. Members may submit a written report to Member Services in relation to matters pertaining to external bodies where they represent Council interests for inclusion within the Committee Information and Correspondence Schedule.
14. It would be desirable to have nominations for all external bodies which are not appointed through D'Hondt at the first meeting for each Standing Committee following the AGM.

Filling of Positions

15. Schedule 1 of the 2014 Act includes detailed provisions relating to the filling of positions of responsibility and specifies the operation of the procedures / methods that are available to the council, namely:-
 - D'Hondt (statutory formula) – default method
 - Sainte-Lague
 - Single Transferable Vote (STV)
16. Appendix 8 includes a copy of a report that was presented to Corporate Services in April 2019 in advance of the May 2019 election, explaining each of the three procedures/

methods. Council agreed to adopt the D'Hondt system which is the default method for the allocation of positions in 2019.

17. It is recommended that this method is used for the filling of positions at the annual meeting in June 2023, post Local Government elections on 18th May.

18. A listing of all positions to be filled through this method shall be shared with party nominating officers as soon as it is available.

Special Responsibility Allowance (SRA)

19. At the briefings Members expressed a desire to ensure that members of the planning Committee were recognised whilst operating within the 50% maximum limit. Officers have written to DfC seeking confirmation for the proposal outlined below which incorporates the following:

- Compliance with 50% limit in respect of members receiving SRA (recognising DfC long term commitment to review to the role and responsibilities of councillors)
- Independent member taking on role of Vice Chair for Governance and Audit Committee funded through main budget rather than SRA
- Partnership Panel appointment being subsumed within the Chair of Corporate Services role (no longer a D'Hondt position).

20. If DfC approval is not attained, there will be a need for members to consider alternative options (eg no payments to Vice Chairs) but a further paper will be presented for approval with these options, if required.

Position	Committee	Total SRA payments	Number of Meetings	Payments
Chairman	Governance & Audit	1	6	5,745
Chairman	Communities and Wellbeing	1	10	9,575
Vice Chair	Communities and Wellbeing	1	10	2,872
Chairman	Environmental Services	1	10	9,575
Vice Chair	Environmental Services	1	10	2,872
Chairman	Planning	1	12	11,489
Vice Chair	Planning	1	12	3,447
Chairman	Regeneration and Growth	1	10	9,575
Vice Chair	Regeneration and Growth	1	10	2,872

Chairman	Corporate Services	1	10	9,575
Vice Chair	Corporate Services	1	10	2,872
All Members of Planning Committee (9 members at 10% of chair)		9	12	10,340
Total		20		80,809

Recommendation:

21. Members consider and approve the new Standing Committees and related Terms of Reference for the following:

- Corporate Services Committee
- Governance & Audit Committee
- Communities & Wellbeing Committee
- Regeneration and Growth Committee
- Environment & Sustainability Committee
- Planning Committee

22. Members note that there will be time needed to ensure the Constitution, Standing Orders, Accounting Manual and other specific policy / process are updated to reflect the changes arising from the Terms of Reference.

23. Members approve the use of the D'Hondt method which is the default method for the allocation of positions for the next Council term.

24. Members note management's intention to provide a listing of all positions to be filled through D'Hondt method in addition to other positions to party nominating officers as soon as it is available.

25. Subject to DfC approval, Members consider and approve the proposed approach for Special Responsibility Allowances which includes:

- Compliance with 50% limit in respect of members receiving SRA (recognising DfC long term commitment to review to the role and responsibilities of councillors)
- Independent member taking on role of Vice Chair for Governance and Audit Committee and therefore funded through main budget
- Partnership Panel appointment being subsumed within the Chair of Corporate Services role (no longer a separate D'Hondt position)

Finance and Resource Implications:

Incorporated into budgets but may be additional payment for Independent Member or Vice-Chair of Governance and Audit Committee to reflect proposals regarding SRA payments.

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

No change to activities

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:

N/A

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

SUBJECT TO PLANNING APPROVAL: No

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

APPENDICES:

Appendix 1 - Attendee List for Member Briefings 14 and 15 March 2023
Appendix 2 - Corporate Services Committee
Appendix 3 - Governance & Audit Committee
Appendix 4 - Communities & Wellbeing Committee
Appendix 5 - Regeneration & Growth Committee
Appendix 6 - Environmental & Sustainability Committee
Appendix 7 - Planning Committee
Appendix 8 – Copy of report to CSC in April 2019

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Appendix 1

ELECTED MEMBERS' WORKSHOP – TERMS OF REFERENCE FOR HOME COMMITTEES**ATTENDANCE LIST****WORKSHOP ON 14TH MARCH 2023 AT 6.00PM****PRESENT IN**

COUNCIL CHAMBER: Aldermen A G Ewart, A Grehan, M Henderson and J Tinsley
Councillors R T Beckett, J Craig, H Legge and U Mackin

PRESENT IN A REMOTE

LOCATION: Aldermen D Drysdale, O Gawith, S P Porter
Councillors J Gallen, A Givan, A Gowan, M Gregg, J Lavery, A
McIntyre, S Skillen and N Trimble

IN ATTENDANCE:

Chief Executive
Director of Finance & Corporate Services
Director of Leisure & Community Wellbeing
Director of Service Transformation
Acting Director of Environmental Services
Members Services Officers

WORKSHOP HELD ON 15TH MARCH AT 6.00PM**PRESENT IN**

COUNCIL CHAMBER: Alderman J Baird, S Martin,
Councillors A P Ewing, A Swan, N Trimble

PRESENT IN A REMOTE

LOCATION: Councillors N Anderson, R McLernon, Jenny Palmer, John Palmer,
S Skillen

IN ATTENDANCE:

Chief Executive
Director of Finance & Corporate Services
Director of Leisure & Community Wellbeing
Director of Service Transformation
Acting Director of Environmental Services
Members Services Officer

LISBURN & CASTLEREAGH CITY COUNCIL

Corporate Services Committee

Draft Terms of Reference

1. Statement of Purpose

The Corporate Services Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Corporate Services Committee is to set the strategic direction of the Council through the Corporate Plan and oversee all aspects of financial management and the effective use of all Council resources.

These Terms of Reference summarise the core functions of the Corporate Services Committee.

2. Membership

The Corporate Services Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Corporate Services Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Corporate Services Committee will meet, typically the second Wednesday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director/s.

4. Responsibilities

The Corporate Services Committee has the following responsibilities:

Finance

- Approve and monitor the Council's financial strategy and all matters relating to its implementation, including all revenue and capital financing, budgets and setting of the District rates.
- Monitor and review financial performance, including but not limited to:
 - Management accounts (generally quarterly)
 - Repairs & Renewals reports
 - Bad Debts
 - Reserves
- Agree and review Council's financial policies.

Human Resources and Organisational Development

- Agree and monitor strategic direction of Human Resources including but not limited to:
 - organisational design/structures
 - policy development
 - Chief Executive and Chief Officer acquisition
 - payroll and pensions
 - attendance management
 - relevant Industrial Relations
 - workforce statistics
 - capacity building
 - Elected Member Professional Development requests
- Agree and monitor compliance with equality obligations across the Council.

Efficiency Review

- Agree the outcomes from the Efficiency Review Steering Group in line with delegated responsibilities.

Capital Programme

- Review and agree the priority projects for inclusion in the Capital Programme from the ideas captured list.
- Agree and monitor the capital programme approach including overall affordability limits and change control at programme level.
- Approve and monitor overall capital finance strategy for the Council in line with the prudential guidelines.
- Review Post Project Evaluations at programme level including assessment of new and emerging financial and other risks.

- Agree policies and procedures connected with the delivery of the Council's Capital Programme, eg frameworks, approach to risk etc.

Procurement and Contract Management

- Agree and monitor Procurement Strategy.
- Note or agree procurement / tender outcomes (retrospective) and related contract management matters at Council level including all STA's in line with policy.

Members will note that the Accounting Manual / Scheme of Delegation will require updating but it would be anticipated that changes would include:

- **Officers ability to appoint suppliers where certain conditions have been met (eg MEAT criteria applied, lowest or only tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender).**

Commercial & Innovation

- Agree and review IT Strategy and future Digitisation programme

Governance

- Agree the Corporate Plan.
- Agree Council Constitution including Standing Orders, Scheme of Delegation and Scheme of Allowances.
- Agree civic ceremonial events programme and attendance at related engagements.
- Agree and monitor Customer care related policies.
- Agree and monitor corporate communications strategy and policies.
- Monitor Information Governance.

Budget Oversight

Approve and monitor annual service budgets for Corporate Services Directorate, Human

Resources Directorate and Chief Executive's Office as part of the rates setting process.

Other

- Agree business cases and investment decisions in line with the capital governance process for Finance and Corporate Services Directorate, Organisation Development and Innovation Directorate and Chief Executive's Office.
- Agree relevant Service Level Agreements/ Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation
 - Consultation directly affects the Local Government District or its residents
 - Consultation relates to an area for which the Council is legally competent.

5. Internal Working Groups

The internal working groups in the table below report to the Corporate Services Committee. The Committee may agree to establish other working groups as required throughout the term.

Working Group	AGM / Home Committee	First Representation within Current Term	Proposed Representation in New Term	Term
Efficiency Review Steering Group	First home committee meeting of Corporate Services Committee	2 representatives from larger parties and one from smaller parties(Based on TOR revised Sept 22)	Post Election with review of Terms of Reference at an appropriate point in the new term.	4 years
Elected Members' Development Steering Group	First home committee meeting of Corporate Services Committee	1 representative from each political party at point of election	Post Election	4 years
Chief Executive Appraisal	First home committee meeting of Corporate Services Committee	1 representative from each political party (of 2 or more Elected Members) with largest party rep acting as Chair	Post Election	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Corporate Services Committee as required. Other

external representation may be agreed as necessary throughout the term

External Group	AGM / First Home Committee	Representation in Current Term	Proposed Representation in New Term	Term in
National Association of Councillors	Annual Meeting of Council	8 positions	Post Election Determined by D'hondt	4 years
Northern Ireland Local Government Association	Annual Meeting of Council	8 positions	Post Election Determined by D'hondt	
Diversity Champion	June Council	1 position (Aligned with Decision 11/9/19)	Post Election	4 years
Knockagh Monument Joint Committee	June Council	2 positions (Aligned with Decision 13/11/19)	Post Election	4 years
NILGA's Regional Elected Member Development Working Group	June Council	1 position (Aligned with Decision 8/10/19)	Post Election	4 years
Somme Advisory Council	June Council	2 positions (Aligned with Decision 9/6/21)	Post Election	4 years

This section highlights specific changes for Members' information and does not form part of the TOR.

7. Subscriptions

Association	Current Annual Fees (NB May vary year on year)
National Association of Councillors	£3,200
Northern Ireland Local Government Association	£52,540
Friend of the Somme Association	£1,000
Knockagh Monument Joint Committee – Maintenance and upkeep of Knockagh Monument and costs incurred relating to the Annual Service of Remembrance	£2,000
Local Government Staff Commission	£25,974
Local Government Training Group	Amount until decision on future of service is known
Society of Local Authority Chief Executives	Circa £5,000

- The Committee will agree at the beginning of each new Council term, Members' attendance at events, arising from the Council's membership of the above outside bodies, taking place in Northern Ireland. The Council will be responsible for the payment of Members' authorised expenses for the duration of the Council mandate.
- The Committee will agree at the beginning of each new Council term for the Council's NAC representatives and Executive Member(s) to attend local government events outside Northern Ireland organised by NAC and that any expenses associated with this be met by the Council for the duration of the Council mandate.

The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise.

8. Movements to and From other Home Committees

Activity	New Reporting
Monitoring of Corporate Plan and Corporate KPI's	Governance & Audit Committee
Insurance	Environmental Committee
Land and property acquisitions and	

disposals and corporate landlord eg Estates Strategy, leases, Community Asset Transfer	Regeneration & Growth Committee
Governance related policies such as register of interests/ anti-fraud / whistleblowing	Governance & Audit Committee
DEA / CIF Programmes	Communities & Wellbeing Committee
PCSP and HWG	Communities & Wellbeing working groups
Theatre and conferencing	Communities & Wellbeing Committee
Events (except civic events)	Communities & Wellbeing Committee

9. Items which will no longer be reported at committee

Activity	Proposed Alternative Approach
Training for Elected Members and minutes of the Elected Member Development Steering Group	Provided to the meeting following the EMDSG meeting through the noting schedule, with the exception of requests for Member Professional Development financial support requests which will continue to go to the Committee in line with the Policy
Illumination of building at LVI	Approved by Chair and Vice Chair of Corporate Services Committee along with the Mayor, including exceptional circumstances. Provided as required through Information and Correspondence schedule
Other Consultations	Details will be reported through Information and Correspondence Schedule
Examples of other matters including but not limited to the following: <ul style="list-style-type: none"> • Chief Executive Appraisal • NJC Awards • Increases in national living wage – contract variations 	Always reported through Information and Correspondence Schedule
Written reports from Members nominated to	

external bodies.

10. Matters delegated to officers - Proposal for No Reporting at Committee

- Approval of posts which have been re-evaluated to an increased scale where there is sufficient substantive budget within the service's accounts to cover the additional cost.
- Approval of flexible or early retirements where there is no cost to the Council or where there is minimal cost and detailed justification.
- Selection of Corporate Stationery.

11. Other Matters where Member agreement is sought to delegate authority

- Where subscriptions are included and approved as part of the estimates process, one report will be brought to Council to enable payments to be made, provided there is no change is required to the agreed budget.

12. Nominations to the following External Bodies are no longer applicable:-

External Body	Reason for no longer applicable
Lagan Valley Hospital – Multi-Agency Group	No longer meeting
Ulster Hospital Multi-Agency Group	No longer meeting

LISBURN & CASTLEREAGH CITY COUNCIL

Governance & Audit Committee

Terms of Reference

1. Statement of Purpose

The Governance & Audit Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Governance & Audit Committee is to provide independent assurance of the adequacy of all aspects of the risk management framework and the internal control environment. It provides independent review of Lisburn & Castlereagh City Council's governance, performance management, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

These Terms of Reference summarise the core functions of the Governance & Audit Committee.

2. Membership

The Governance & Audit Committee is appointed from, and reports to, full Council, it is comprised of 15 Members (plus 2 ex-officio Members) of the Council appointed by the Council, and one independent member. The Chair of the Committee will be rotated annually between members.

Work underway to ascertain whether Independent Member may serve as the Vice-Chairman or whether Vice-Chairman does not receive a Special Responsibility Allowance.

3. Meetings

The quorum for the Governance & Audit Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Governance & Audit Committee will meet at least four times a year and will normally be attended by the Chief Executive, the Head of Internal Audit and officers as required. A representative of the Northern Ireland Audit Office (NIAO) will also be invited to attend.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director/s.

4. Responsibilities

The Governance & Audit Committee has the following responsibilities:

Governance and Control

- Monitor and review Council's corporate governance arrangements including stewardship.
- Review the Annual Governance Statement.
- Agree and monitor governance related policies such as register of interests, whistleblowing and anti fraud policies.
- Consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- Review the assessment of fraud risks and potential harm to the Council from fraud and corruption and monitor the Anti-Fraud and Corruption Policy Statement and Strategy.

Strategic & Corporate Risk Management

- Agree the Risk Management Policy and Strategy.
- Understand and challenge the risk management framework, and evaluate how well the arrangements are actively working in the Council.
- Review and challenge the adequacy and effectiveness of control processes in responding to risks within the Council's governance, operations, compliance and information services.

Internal Audit

- Agree the Internal Audit Charter and Strategy.
- Agree the appointment of external providers of internal audit services (following Council procurement).
- Agree the risk-based Internal Audit Plan, including Internal Audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources in addition to any significant changes.

- Review reports from Internal Audit on Internal Audit's performance during the year, including year end opinion and compliance with public sector internal audit standards.

External Audit

- Review the following reports from the external auditor, including but not limited to
 - Report to Those Charged with Governance
 - Performance Improvement report
- Comment on the scope and depth of external audit work and to ensure it gives value for money
- Advise and make recommendations on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial reporting

- Review the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from audit that need to be brought to the attention of the Council.

Performance

- Agree the Performance Improvement Plan.
- Monitor performance at Council and Directorate level against Corporate Plan KPI's including corporate, statutory and other targets, including but not limited to, Performance Improvement.

The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise.

5. Internal Working Groups

There are no internal working groups reporting to the Governance and Audit Committee. The Committee may agree to establish other working groups as required throughout the term.

Any matters relating to the operation of the Party Group Leaders Forum will sit with the Governance and Audit Committee.

Group	Meeting	Representation Current Term	in Proposed Representation in New Term	Term
Party Group Leaders Forum	June Council Meeting	1 representative from each political party with 3 or more members	Post Election	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Governance and Audit Committee as required. Other external representation may be agreed as necessary throughout the term.

External Group	Meeting	Representation Current Term	in Proposed Representation in New Term	Term
NILGA’s Reform, Devolution and Improvement Network	June Council Meeting	1 position	Post Election	4 years

This section highlights specific changes for Members’ information and does not form part of the TOR.

7. Subscriptions

- None

8. Movements to and from other Home Committees

Activity	New Reporting
Monitoring of Corporate Plan and Corporate KPI’s	Governance & Audit Committee
Governance related policies such as register of interests/ anti fraud / whistleblowing	Governance & Audit Committee

9. Items which will no longer be reported at committee

Activity	Proposed Alternative Approach
NIAO / CIPFA and other best practice guides	Provided through Information and Correspondence schedule
Written reports from Members nominated to external bodies	Provided through Information and Correspondence schedule

10. Matters delegated to officers - Proposal for No Reporting

- None

11. Other Matters where Members' agreement is sought for delegated authority

- None

LISBURN & CASTLEREAGH CITY COUNCIL

Communities and Wellbeing Committee

Draft Terms of Reference

1. Statement of Purpose

The Communities and Wellbeing Committee is a key component of Lisburn and Castlereagh City Council's Corporate Governance Framework.

The purpose of the Communities and Wellbeing Committee is to set the strategic direction for the Council in enhancing the health and wellbeing of communities, by way of policies, initiatives and programmes and the effective use of Council resources.

These Terms of Reference summarise the core functions of the Communities and Wellbeing Committee.

2. Membership

The Communities and Wellbeing Committee is appointed from and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Communities and Wellbeing Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Communities and Wellbeing Committee will meet, typically, the second Tuesday of each month (except in July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with appropriate Director/s.

4. Responsibilities

The Communities and Wellbeing Committee has the following responsibilities:

Communities and Community Planning

- Agree the Council's functions in the development, implementation and review of the Community Plan and its associated Partnerships.
- Monitor the Council's community facilities and other designated amenities to develop and implement activities and initiatives to promote engagement and community wellbeing.
- Monitor the Community Support Plan including the provision of Advice Services.
- Agree and monitor policies, frameworks and partnerships that support community engagement and wellbeing initiatives.
- Agree and monitor the Council's events' calendar.
- Monitor the Council's Museum, Heritage and Arts services and initiatives.

Sports and Recreation Services

- Monitor the Council's leisure facilities and other designated amenities to develop and implement activities and initiatives to promote wellbeing and physical activity.
- Monitor sports development programmes and associated activities.
- Agree and monitor policies, frameworks and partnerships that support sport and wellbeing initiatives.

Parks and Amenities

- Agree and monitor policies, frameworks and partnerships related to parks, biodiversity, open spaces, sports pitches, golf course fairways and greens and countryside access.

Grant Aid and Financial Assistance

- Agree grant-aid awards frameworks and associated funds to promote community, sports and arts/cultural development.
- Agree and monitor major funding programmes, such as the Investment Programme, the Community Investment Fund and other external sources of funding.

Financial Oversight

- Approve the draft estimates of expenditure relevant for the Committee

Peace Programmes and Policing and Community Safety Partnership

- Agree and monitor strategies and action plans related to externally-funded programmes such as Good Relations, PCSP and Peace programmes.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process.
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement / tender outcomes and related contract management matters at Council level including all STAs in line with policy.

Members will note that the Accounting Manual / Scheme of Delegation will require updating but it would be anticipated that changes would include:

- ***Officers ability to appoint suppliers where certain conditions have been met (e.g. MEAT criteria applied, lowest or only tender in addition to tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender).***

Budget Oversight

Approve and monitor annual service budgets the Leisure and Community Wellbeing Directorate as part of the rates setting process.

Other

- Agree business cases for the Leisure and Community Wellbeing Directorate,
- Agree relevant Service Level Agreements/ Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation
 - Consultation directly affects the Local Government District or its residents
 - Consultation relates to an area for which the Council is legally competent

5. Internal Working Groups

There are currently no established internal working groups. The Committee may agree to establish Working Groups as required throughout the term.

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through the Community Wellbeing Directorate as required. Other external representation may be agreed as necessary throughout the term.

External Group	Meeting	Representation Current Term	Proposed Representati on New Term	Term
Age Friendly Champion	June Council Meeting	1 position Aligned with LCDC	Post-Election	4 years

		decision 04.06.2019		
Engage with Age	June Council Meeting	1 position Aligned with LCDC decision 04.06.2019	Post-Election	4 years
Lagan Valley Regional Park	June Council Meeting	2 positions Aligned with the LCDC decision of 07.01.2020	Post-Election	4 years
Lagan Navigation Trust	June Council Meeting	1 position Aligned with LCDC decision 05.11.2019	Post-Election	4 years
Laurelhill Sports Zone	June Council Meeting	1 position Aligned with LCDC decision 04.06.2019	Post-Election	4 years
Lisburn & Castlereagh Housing Liaison Forum	June Council Meeting	9 positions Aligned with LCDC decision 03.09.2019	Post-Election	4 years
Lisburn & Castlereagh Local Sports Advisory Council	June Council Meeting	2 positions Aligned with LCDC decision 04.06.2019	Post-Election	4 years
Lisburn & Castlereagh Advice Services	June Council Meeting	2 positions (observers) Aligned with LCDC decision 04.06.2019	Post-Election	4 years
NILGA's NI Strategic Migration Partnership	June Council Meeting	1 position Aligned with LCDC decision 04.06.2019	Post-Election	4 years
Parenting Champions	June Council Meeting	3 positions Aligned with LCDC decision 04.06.2019	Post-Election	4 years
Peace Plus Partnership	June Council Meeting	13 positions Aligned with LCDC decision 04.06.2019	Post-Election	4 years
Reserve Forces Cadets	June Council Meeting	1 position. Aligned with AM decision 24.05.2019	Post-Election	4 years
Strategic Community Planning Partnership	June Council Meeting	4 positions Aligned with LCDC decision 04.06.2019	Post-Election	4 years
Ulster Grand Prix & Bike Week Steering	June Council Meeting	2 positions Mayor and	Post-Election	1 year – annual

Group		Chair Aligned with LCDC decision 04.06.2019		appointment
Veterans' Champion	June Council Meeting	4 years	Post-Election	4 years

The Committee will agree, at the beginning of each new Council term, Members' attendance at events, arising from the Council's membership of the above outside bodies, taking place in Northern Ireland. The Council will be responsible for the payment of Members' authorised expenses for the duration of the Council mandate

The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise.

This section highlights specific changes for Members' information and does not form part of the TOR.

7. Subscriptions

Association	Current Annual Fees (NB May vary year on year)
NI Museums Council	£400
Irish Museums Association	£60
British Pathe	£1,300
Rural Community Network	£200
Northern Ireland Community Voluntary Action	£350
Tourism NI Grading Scheme	£125
Play Resource	£150
Arts Marketing Association	£150
Association of British Theatre Technicians	£250
Arts Professional Association	£150
Autism NI Impact	£1,295

8. Movements to and from other Home Committees

Activity	New Reporting
DEA/CIF Programmes (from CSC)	Communities and Wellbeing Committee
PCSP	Communities and Wellbeing Committee
Theatre and Conferencing (from CSC)	Communities and Wellbeing Committee
Events	Communities and Wellbeing Committee

In respect of the Health Working Group, it is proposed that this function would come under the auspices of a full Council meeting on a twice-yearly basis.³

9. Items which will no longer be reported to committee

Activity	Proposed Alternative Approach
PCSP	To be reported through the Information and Correspondence Schedule
Community Planning	To be reported through the Information and Correspondence Schedule
PEACE PLUS Minutes	To be reported through the Information and Correspondence Schedule
Operational Matters – opening hours etc.	To be reported through the Information and Correspondence Schedule

10. Membership of outside bodies which are no longer applicable

NI Museums Council	Discontinued	No appointment as per legal advice of 09.19	N/A	N/A
Belfast Hills Partnership	Discontinued	No appointment as per legal advice of 09.19	N/A	N/A
Lagan Valley Rural Transport	Discontinued	No appointment as per legal advice of 09.19	N/A	N/A
Lisburn Commerce Against Crime	Discontinued	No appointment as per legal advice of 09.19	N/A	N/A
Lough Neagh Partnership	Discontinued	No appointment as per legal advice of 09.19	N/A	N/A

11. Matters delegated to officers - Proposal for No Reporting at Committee

- Approval of posts which have been re-evaluated to an increased scale where there is sufficient substantive budget within the service's accounts to cover the additional cost
- Approval of flexible or early retirements where there is no cost to the Council or where there is minimal cost and detailed justification.

12. Other Matters where Member agreement is sought to delegate authority

- Where subscriptions are included and approved as part of the estimates process, one report will be brought to Council to enable payments to be made, provided there is no change required to the agreed budget. Approval will be sought from Home Committee if invoice exceeds budget.
- Approval for the Director, in consultation with the Chairperson and Vice Chairperson, to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee.
- Approval for the Director to consider and approve grant aid up to £1,000 should requests be in line with existing policy and should sufficient funding be available within

existing budgets.

LISBURN & CASTLEREAGH CITY COUNCIL

Regeneration and Growth Committee

Draft Terms of Reference

1. Statement of Purpose

The Regeneration and Growth Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Regeneration and Growth Committee is to lead on programmes and initiatives that support the Corporate and Community Plan objectives by giving due consideration to matters pertaining to regeneration, economic stimulus, Council's estate and prosperity growth within the Council area.

These Terms of Reference summarise the core functions of the Regeneration and Growth Committee.

2. Membership

The Regeneration and Growth Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Regeneration and Growth Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Regeneration and Growth Committee will meet, typically on the first Thursday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers aligned to the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director/s.

4. Responsibilities

The Regeneration and Growth Committee has the following responsibilities:

Place Shaping and Place Making

- Agree an Area Plan and associated planning policies.
- Develop, agree and monitor planning policies and frameworks that support sound land and transport use as well as sustainable growth which contribute to and have regard for the corporate objectives and the regional frameworks.
- Review planning and scrutinise land use policy to deliver sustainable communities, and places to work, live and socialise.
- Monitor the Planning Development Management function performance and improvement including evolving policy requirements.

Economic Development and Regeneration

- Agree initiatives and programmes supporting economic stimulus and sustainable job growth opportunities.
- Agree the delivery of urban and rural regeneration programmes in line with available funding.
- Agree plans for promotion and encouraging progress in bringing forward key development sites in partnership with relevant stakeholders.
- Agree interventions to attract, at a local level, direct foreign investment.
- Agree the policies and plans to promote the strategic benefits of the Council area to maximise growth at national and international forums.

Assets

- Agree estates strategies as well as related policies and programmes.
- Agree acquisition and disposal of land and property assets including Community Asset Transfers, vesting and other matters.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement/tender outcomes and related contract management matters at Council level including all STA's in line with policy.

Members will note that the Accounting Manual/Scheme of Delegation will require updating but it would be anticipated that changes would include:

- **Officers ability to appoint suppliers where certain conditions have been met**

(eg MEAT criteria applied, lowest or only tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender)

Budget Oversight

- Approve and monitor annual service budgets as part of the rates setting process.

Other

- Agree relevant Service Level Agreements / Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation;
 - Consultation directly affects the Local Government District or its residents;
 - Consultation relates to an area for which the Council is legally competent.
- Approval for the Director, in consultation with the Chairperson and Vice Chairperson, to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee. *Will require update to Scheme of Delegation*
- Approval for the Director to consider and approve grant aid up to £1,000 should requests be in line with existing policy and should sufficient funding be available within existing budgets.
- Agree annual discretionary fee setting and any potential waivers.

5. Internal Working Groups

The internal working groups in the table below report to the Regeneration and Growth Committee. The Committee may agree to establish other working groups as required throughout the term.

Working Group	AGM/Home Committee	Representation within Current Term	Proposed Representation in New Term	Term
Brokerstown Road (LD1) Sub Committee (Killultagh & Lisburn South DEAs)	Regeneration and Growth Committee	2 positions Regeneration and Growth Chair and Vice Chair of the day – agreed at DC 05.06.19	Post Election DEA Members Killultagh & Lisburn South. Chair/Vice-Chair agreed from within that membership	1 year
Steering Group Coopers Mill/Millmount	Regeneration and Growth Committee	6 positions Castlereagh East DEA Members – agreed at DC 04.09.19	Post Election DEA Members Castlereagh East. Chair/Vice-Chair agreed from within that membership	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Regeneration and Growth Committee as required. Other external representation may be agreed as necessary throughout the term.

External Group	AGM/Home Committee	Representation within Current Term	Proposed Representation in New Term	Term
Lagan Navigation Trust	June Council Meeting	2 positions (Aligned with decisions: DC 02.10.19 & LCDC 05.11.19)	Post Election	4 years
Lagan Valley Regional Park	June Council Meeting	3 positions (Aligned with decisions: DC 02.10.19 LCDC 07.01.20)	Post Election	4 years
Belfast-Dublin Eastern Economic Corridor	June Council Meeting	3 positions: (Aligned with 1 member from each of the 3 largest political parties – agreed at DC 06.01.21)	Post Election	4 years
Belfast Region City Deal Engagement Forum	June Council Meeting	4 positions (Aligned with DC Chair of the day plus 1 rep from each of the 3 largest political parties – notification from Portfolio Manager 05.05.20)	Post Election	4 years
Belfast Regional Tourism Partnership	June Council Meeting	2 positions (Aligned with DC Chair and Vice Chair of the day – agreed at DC 05.06.19)	Post Election	4 years
LDP Spatial Working Groups: a) Metropolitan Spatial Working Group b) Neighbouring Council Spatial Working Group	June Council Meeting	2 positions (Aligned with decision at DC 05.06.19)	Post Election	1 year
NILGA Place Shaping & Infrastructure Policy & Learning Network	June Council Meeting	1 position (Aligned with Email notification from CE Office 13.10.19)	Post Election	4 years

This section highlights specific changes for Members' information and does not form part of the TOR.

7. Subscriptions

Association	Home Committee	Current Annual Fees (may vary year on year)
Social Enterprise NI Corporate Membership	Regeneration and Growth Committee	£500
Northern Ireland Chamber of Commerce		£2,500
Lisburn Chamber of Commerce		£525
Visit Belfast (Belfast Region Tourism Partnership)		£30,000 plus £6,000 Gold Sponsorship Package
Association of Town Centre Management		£330

- The Committee will agree, at the beginning of each new Council term, Members' attendance at events, arising from the Council's membership of the above outside bodies, taking place in Northern Ireland. The Council will be responsible for the payment of Members' authorised expenses for the duration of the Council mandate.
- The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise.

8. Movements to and from other Home Committees

Activity	New Reporting
Disposals and Acquisitions and the like of Council property (formally CSC)	Regeneration and Growth Committee
Procurement Strategy	Corporate Services Committee
Events Programme	Communities and Wellbeing Committee
IT and Digital Strategies	Corporate Services Committee

9. Items which will no longer be reported at Committee

Activity	Proposed Alternative Approach
Other consultations	Details will be reported through Information and Correspondence Schedule
Planning Enforcement	Details will be reported through Information and Correspondence Schedule
Written reports from Members nominated to external bodies	To be reported through Information and Correspondence Schedule

10. Matters delegated to officers - Proposal for No Reporting

- Approval of posts which have been re-evaluated to an increased scale where there is sufficient substantive budget within the service's accounts to cover the additional cost.
- Approval of flexible or early retirements where there is no cost to the Council or where there is minimal cost and detailed justification.
- Actions arising from partnership meetings.

11. Other Matters where Member agreement is sought to delegate authority

- Where subscriptions are included and approved as part of the estimates process, one report will be brought to Council to enable payments to be made, provided there is no change required to the agreed budget.
- Approval for the Director, in consultation with the Chairperson and Vice Chairperson, to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee.
- Approval for the Director to consider and approve grant aid up to £1,000 should requests be in line with existing policy and should sufficient funding be available within existing budgets.

LISBURN & CASTLEREAGH CITY COUNCIL

Environment and Sustainability Committee

Draft Terms of Reference

1. Statement of Purpose

The Environment and Sustainability Committee is a key component of Lisburn & Castlereagh City Council's corporate governance framework.

The purpose of the Environment and Sustainability Committee is to set strategic direction for the Council in relation to all matters pertaining to the Environmental Services function.

These Terms of Reference summarise the core functions of the Environment and Sustainability Committee.

2. Membership

The Environment and Sustainability Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Environment and Sustainability Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Environment and Sustainability Committee will meet, typically the first Wednesday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director/s.

4. Responsibilities

The Environment and Sustainability Committee has the following responsibilities:

Building Control and Sustainability

- Agree new street naming applications which do not meet agreed policy.
- Agree applications for a change to a street name or a second language.
- Agree and review Council's Policy in relation to the Building Control Service functions.
- Agree and review Council's Strategy and Policy in relation to Climate and Sustainability.

Environmental Health, Risk and Emergency Planning

- Approve the designation of an area for the purpose of street trading.
- Approve Entertainment Licences in premises outside the scheme of delegation.
- Agree and review Council's policy in relation to Enforcement & Regulatory Policy.
- Agree and review relevant Policies and Strategies including, but not limited to, Safeguarding, Cemeteries and Off Street Parking.
- Agree and review rules and regulations for Cemeteries.
- Agree and review the Council's Emergency Plan.

Waste Management and Operations

- Agree and review the implementation of the Council's Sub Regional Waste Management Plan and Policies.
- Agree and review the relevant Policies and Strategies including but not limited to Street Cleansing and Fleet.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process.
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement / tender outcomes and related contract management matters at Council level including all STA's in line with policy.

Members will note that the Accounting Manual / Scheme of Delegation will require updating but it would be anticipated that changes would include:

- **Officers ability to appoint suppliers where certain conditions have been met (e.g. MEAT criteria applied, lowest or only tender in addition to tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender).**

Budget Oversight

Approve and monitor annual service budgets for the Environmental Services Directorate as part of the rates setting process.

Other

- Agree business cases for Environmental Services Directorate.
- Agree relevant Service Level Agreements / Memoranda of Understanding.
- Agree annual discretionary fee setting and any potential waivers.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation;
 - Consultation directly affects the Local Government District or its residents;
 - Consultation relates to an area for which the Council is legally competent.
- Approval for the Director, in consultation with the Chairperson and Vice Chairperson, to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee.

5. Internal Working Groups

There are currently no established internal working groups. The Committee may agree to establish Working Groups as required throughout the term.

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Environment and Sustainability Committee as required. Other external representation may be agreed as necessary throughout the term.

External Body	AGM / First Home Committee or Council	Number of Positions	Proposed Representation in New Term	Term
Arc21	Annual Meeting of Council	3 positions	Post-Election Determined by D'hondt	4 years
Drainage Council for Northern Ireland	June Council Meeting	1 position (aligned with decision ESC 01.01.21)	Post-Election	4 years
Northern Ireland Local Government Partnership on Traveller Issues	June Council Meeting	1 position (aligned with decision ESC 01.09.21)	Post-Election <i>N.B Officer only representation to be considered.</i>	4 years
Sustainable NI's All Party Group on Sustainable Development	June Council Meeting	2 positions (aligned with decision ESC 05.06.19)	Post-Election	4 years

7. Subscriptions

Association	Current Annual Fees (NB May vary year on year)
Leisurewatch	£5,100
RIAMS (Regulatory Information and Management Systems)	£5,650
ONUS	£600
CADNA (Computer Aided Noise Abatement)	£1,000
CIRIA (Construction Industry Research and Information Association)	£500
British Parking Association	£250
LAEOG (Local Authority Events Organisers Group)	£100
Local Government Partnership on Traveller Issues	£500
Purple Guide	£30
ITSA Trading Standards (Institute of Trading Standards Administration)	£65
Housing Rights Membership	£110
NI Safety Partnership Membership	£200

APEA (Association of Petroleum and Explosives Administration)	£50
LARAC Membership (Local Authority Recycling Advisory Committee Membership)	£445
NIEL Membership (Northern Ireland Environment Link Membership)	£160
TAG Membership (Technical Advisory Group)	£305
Local Authority Building Control (LABC)	£1,150
British Standards Institute (BSI)	£1,110
Construction Information Services (IHS Global Ltd)	£7,050

The Committee will agree, at the beginning of each new Council term, Members' attendance at events, arising from the Council's membership of the above outside bodies, taking place in Northern Ireland. The Council will be responsible for the payment of Members' authorised expenses for the duration of the Council mandate.

The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise

This section highlights specific changes for Members' information and does not form part of the TOR.

8. Movements to and From other Home Committees

Activity	New Reporting
Climate & Sustainability (new)	Environmental Services Committee

9. Items which will no longer be reported at Committee

Activity	Proposed Alternative Approach
Street Naming Applications	Decisions to be delegated to Officers if proposal is non-controversial and meets the Councils agreed Street Naming & Numbering Policy. All applications for a street plate with a name other than English will remain a Committee decision
Operational Matters – opening hours etc.	To be reported through the Information and Correspondence Schedule
Other Consultations	Details will be reported through Information and Correspondence Schedule
Examples of other matters including but not limited to the following:	Always reported through Information and Correspondence Schedule

<ul style="list-style-type: none"> • Minutes from external bodies • Minutes from Internal Officer Working Groups where relevant • Annual reports for external bodies where relevant • Management Performance Statistics • Health Initiative 	
Written reports from Members nominated to External Bodies	

10. Matters delegated to officers – proposal for No Reporting at Committee

Approval of posts which have been re-evaluated to an increased scale where there is sufficient substantive budget within the services accounts to cover the additional cost.

Approval of flexible or early retirements where there is no cost to the Council or where there is minimal cost and detailed justification.

Instigation/withdrawal of legal action under delegated function.

11. Other Matters where Member agreement is sought to delegate authority

Where subscriptions are included and approved as part of the estimates process, one report will be brought to Council to enable payments to be made, provided there is no change required to the agreed budget. Approval will be sought from Home Committee if invoice exceeds budget.

Approval for the Director, in consultation with the Chairperson and Vice Chairperson, to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee.

12. Nominations to the following External Bodies are no longer applicable:-

External body	Reason for no longer applicable
Environmental & Sustainability Working Group	To be subsumed into the core business of the Committee

LISBURN & CASTLEREAGH CITY COUNCIL

Planning Committee

Draft Terms of Reference

1. Statement of Purpose

The Planning Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework with the exception that it operates in a quasi-judicial manner with delegated authority for determining planning applications.

The purpose of the Planning Committee is to hear evidence from officers, supporters and objectors to development proposals in line with the attached Protocol for the Operation of the Lisburn and Castlereagh Planning Committee. In addition, the committee should have regard for planning precedents and appeals against their decisions. A key aspect of the committee is to continue to keep under review, and scrutinise performance of, the development management function within this Council area.

These Terms of Reference summarise the core functions of the Planning Committee.

2. Membership

The Planning Committee is appointed from the full Council who note the minutes of their determinations. It is comprised of 11 Elected Members, with no ex-officio Members, appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Planning Committee is set out in Section 29.3 of the Council's Standing Orders.

“Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present. In the case of Planning Committee, business shall not be transacted unless at least one-half of the whole number of the Committee is present.”

The Planning Committee will meet, typically on the first Monday of each month, and will normally be attended by the appropriate Director and Head of Planning and Capital Development, and/or other authorised planning officers aligned to the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director.

4. Responsibilities

The Planning Committee has the following delegated responsibilities as per the Protocol:

- Determine major planning applications
- Determine all applications made on behalf of the Council
- Determine all referred applications from the delegated planning list on the basis that the procedures set out within the attached Protocol are followed
- Hear pre determination submissions from applicants as required
- Determine applications referred by the Head of Planning and Capital Development
- Monitor and review overall performance of the planning function
- Monitor the number of enforcement notices and convictions pursued

REPORT TO PARTY GROUP LEADERS FORUM FOR POST ELECTION ARRANGEMENTS FOR NEW COUNCILLORS.

BACKGROUND

In advance of the forthcoming local election on 2 May 2019, the Department for Communities has reissued guidance on the practical operation of the provisions in the Local Government Act (Northern Ireland) 2014 (the 2014 Act) for the filling of positions of responsibility on a council and for appointing councillors to committees.

The purpose of the reissue is to assist councillors and Party Groupings to prepare for the incoming set of councillors and to help insure a smooth transition to the new council term.

The Department has advised that there have been no material changes to the content of the guidance since it was last issued.

KEY POINTS FOR CONSIDERATION

1. FILLING POSITIONS OF RESPONSIBILITY ON A COUNCIL

Section 6 of the Local Government Act (Northern Ireland) 2014 specifies the positions of responsibility which must be allocated across the political parties and independent councillors represented on any council in accordance with the provisions of the Act.

Schedule 1 to the 2014 Act includes detailed provisions in relation to the filling of positions of responsibility and specifies the operation of the procedures that are available to a council: That is:-

- d'Hondt (see Part 1 of Schedule 1)
- Sainte-Laguë (see Part 1 of Schedule 1)
- Single Transferable Vote (STV) (see Part 2 of Schedule 1)

D'Hondt is the default method of filling positions of responsibility. The council may, by a qualified majority, decide to adopt the Sainte-Laguë method (paragraph 3(2) of Schedule 1) or the STV method (paragraph 1 of Schedule 1) as an alternative. However, the council must follow one of the above methods when allocating members of the council to the positions of responsibility.

As provided for in Schedule 1 the majority of positions of responsibility will be held for a one year term of office. Council may choose to operate executive arrangements, in which case membership of a cabinet-style executive will be held for the council term from one local government election to the next. The term of office on an external statutory body will be for the period specified by that body.

Information on the application of each of the above procedures has been appended at Appendix 1.

When using either the d'Hondt or Sainte-Laguë method, councils and nominating officers for the political parties should have regard to the provisions in Schedules 1 and 2 to the Justice Act (Northern Ireland) 2011 in relation to the appointment of political members of a Policing and Community Safety Partnership or a District Policing and Community Safety Partnership (see appendix 2 for details).

2. APPOINTING COUNCILLORS TO COMMITTEES

In accordance with paragraph 5 of Schedule 2 to the Local Government Act (Northern Ireland) 2014, council standing orders must make provision for the appointment of councillors to committees in cases where the council decides to appoint more than one committee at the same time.

Schedule 2 to the Local Government Act (Northern Ireland) 2014 makes detailed provision in relation to the appointment of councillors to committees and specifies the operation of the procedures that are available to a council: That is by adopting the:-

- Quota Greatest Remainder
- Droop Quota

Council must follow one of the above methods when appointing councillors to committees.

Quota Greatest Remainder is the default method for appointing councillors. However, council may decide, by a qualified majority, to adopt the Droop Quota method as an alternative.

Calculations are attached for a worked example (see appendix 3) where:

- The council with 40 members
- The appointment is for 6 committees
- There are 15 members per committee.

It is important to note that the reference point in relation to political party strengths is the number of members who stood in the name of each party when elected, at the last local election.

3. DECLARATION OF ACCEPTANCE OF OFFICE

Section 7 of the Local Government Act (Northern Ireland) 1972 (“the 1972 Act”) states that a person elected¹ to the office of councillor cannot act in that office until they have made, and served on the Clerk/Chief Executive of the council, a declaration on acceptance of office.

The declaration required by section 7 is the *Declaration of a Councillor*, as set out in Part 1 of Schedule 1 to the 1972 Act, the wording of which is replicated in Appendix 4 of this report.

It is important that all councillors are made aware that, under paragraph (2) of section 7, if a person elected to the office of councillor fails to make the necessary declaration, and serve it on the Clerk/Chief Executive of the council, within the period of two months from the day of their election, the office of that person shall at the end of that period become vacant.

The Declaration of a Councillor contains a statement affirming that the councillor has read and will observe the Northern Ireland Local Government Code of Conduct for Councillors, as revised from time to time (“the Councillors’ Code”) in the performance of their functions as a councillor.

Councillors can view the statement online, prior to being asked to complete the Declaration of a Councillor. The link to do so is reproduced below: -

<https://www.communities-ni.gov.uk/publications/ni-local-government-code-conduct-councillors>

To assist councillors, a link to the Local Government Commissioner for Standards’ guidance on the Councillors’ Code is also provided below:-

<https://nipso.org.uk/site/wp-content/uploads/2018/02/Guidance-for-Councillors-from-the-Northern-Ireland-Commissioner-for-Complaints-April-2017-2-1.pdf>

Under section 16 of the Local Government Act (Northern Ireland) 2014, persons who are not councillors, but who are appointed to committees, are required to complete and sign a declaration. The form of that

¹ The term “elected” is defined in section 148 of the 1972 Act as including “appointed, nominated or otherwise selected or returned”.

declaration (i.e. the *Declaration on Appointment to a Committee of a Person who is Not a Councillor*) is set out in Schedule 3 to the 2014 Act and is replicated in Appendix 5 to this report.

The declaration set out in Schedule 3 to the 2014 Act requires a person who is not a councillor and who is appointed to a council committee to affirm that they have read and, in the performance of their functions as a member of the committee, will observe the Councillors' Code (as revised from time to time).

The Chief Executive's Office shall inform the Department when all councillors have completed their declarations, as soon as possible after the election but no later than 31 July in the year of the election.

APPENDIX 1:

APPLICATION OF D'HONDT (Default Method)

Step 1 The complete list of positions to be allocated across the political parties and independents, over the full term of the council, should be recorded on a schedule by the clerk to the council. The schedule should also record the term of the appointment. The list must include all positions and appointments including appointments to external statutory bodies.

Step 2 The clerk to the council should record the number of elected members by political party, as elected at the general local government election.

Members elected as independents shall be recorded individually.

The number of 1st preference votes cast for each political party and for each independent member should also be recorded.

Fig 1

	Party A	Party B	Party C	Party D	Ind. 1	Ind. 2
Members	6	5	3	3	1	1
1 st Pref. Votes	5,434	4,203	2,620	3,633	1012	960

The appointment of members to positions will be made by the nominating officers of the respective political parties when called upon by the clerk to the council.

A nominating officer may decline to nominate a member for a position when asked to do so. In such a circumstance, the nominating officer of the political party with the next highest allocation quotient, as calculated following the procedures set out below, will be asked to nominate a member.

Step 3 The nominating officer of the political party with the greatest number of elected members will select the position they wish a member of the council, elected on behalf of their party, to fill and the year (or where appropriate, the time period) for the appointment. Selection will be by party preference and not by a prescribed order. If the term selected is the first year of the council's term, the nominating officer should also name the member to hold the position.

[See Note 1 below in relation to the situation where two or more political parties have the same number of members.]

Using the example in Fig 1, the nominating officer for Party A will make the first selection as this party has the greatest number of elected members.

$$\begin{array}{r}
 6 \text{ (number of members)} \\
 \hline
 1 + 0 \text{ (Positions allocated)}
 \end{array} = 6$$

The position and term of appointment selected, and the party which will fill the position, should be recorded on the schedule prepared at Step 1. If appropriate, the name of the member to hold the position should also be recorded.

Step 4 Following the filling of a position, the strength (the number of elected members) of the party that has selected the position is recalculated. The resultant figure is referred to as the notional strength. This is done by dividing the number of members elected on behalf of that party by 1 plus the number of positions already allocated to that particular party.

Using the example in Fig 1, the recalculated notional strength for Party A after the first position has been allocated is 3.

$$\frac{6 \text{ (number of members)}}{1 + 1 \text{ (positions allocated)}} = 3$$

This is the notional strength that will be used for that party when determining the party to nominate a member for the next position.

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
	6/1+1 = 3					
Position 2	3	5	3	3	1	1

Step 5 The nominating officer of the political party that **now** has the greatest notional strength or allocation quotient will be asked to select a position of responsibility to be held by a member of their party and the term for which it is to be held. If the term selected is the first year of the council’s term, the nominating officer should also name the member to hold the position. [See Note 1 below in relation to the situation where the notional strength for two or more political parties is the same.]

In this example, the nominating officer of Party B may make the nomination as that party’s notional strength (5) is the greatest.

This process is repeated until all of the remaining identified positions of responsibility have been allocated.

The divisor to determine that party’s notional strength increases, as subsequent positions are allocated to the same party.

Using Fig 1, the allocation of a second position to Party A would result in their notional strength or allocation quotient reducing to 2

$$\frac{6 \text{ (Party Strength)}}{1 + 2 \text{ (Positions already allocated)}} = 2$$

Note 1 Where the notional strength (in terms of elected members) for two or more political parties is the same, the determination of the political party to make a selection is made by reference to the number of 1st preference votes cast for the respective parties at the last general local government election, rather than the number of elected members. In such cases, the calculation is made by dividing the 1st preference votes for the relevant parties by 1 plus the number of positions already allocated to each relevant party. In the example in Fig 1 above, parties A, C and D will have the same notional strength following the allocation of the first two positions as shown below:

Fig 2

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
Position 2	3	5	3	3	1	1
Position 3	3	2.5	3	3	1	1

The determination of the party that will make the third selection is shown below:

Fig 3

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
1 st Pref Votes	5,434		2,620	3,633		
Positions Allocated	1		0	0		
Calculation	5,434 / (1+1)		2,620 / (1+0)	3,633 / (1+0)		
Quotient	2,717		2,620	3,633		

As Party D has the highest allocation quotient based on 1st preference votes, its nominating officer makes the third selection. In this example, 1st preference votes cast is also used to determine which party will make the fourth selection – as indicated in the table below which shows the order of selection for eight positions.

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
Position 2	3	5	3	3	1	1
Position 3	3	2.5	3	3	1	1
Position 4	3	2.5	3	1.5	1	1
Position 5	2	2.5	3	1.5	1	1
Position 6	2	2.5	1.5	1.5	1	1
Position 7	2	1.6	1.5	1.5	1	1
Position 8	1.5	1.6	1.5	1.5	1	1

APPLICATION OF SAINTE-LAGUË

Step 1 The complete list of positions to be allocated across the political parties and independents, over the full term of the council, should be recorded on a schedule by the clerk of the council. The schedule should also record the term of the appointment. The list must include all positions and appointments including appointments to external statutory bodies.

Step 2 The clerk of the council should record the number of elected members by political party, as elected at the general local government election.

Members elected as independents shall be recorded individually.

The number of 1st preference votes cast for each political party and for each independent member shall also be recorded.

Fig 1

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Members	6	5	3	3	1	1
1 st Pref Votes	5,434	4,203	2,620	3,633	1012	960

The appointment of members to positions will be made by the nominating officers of the respective political parties when called upon by the clerk to the council.

A nominating officer may decline to nominate a member for a position when asked to do so. In such a circumstance, the nominating officer of the political party with the next highest allocation quotient, as calculated following the procedures set out below, will be asked to nominate a member.

Step 3 The nominating officer of the political party with the greatest number of elected members will select the position they wish a member of the council, elected on behalf of their party, to fill and the year (or where appropriate, the time period) for the appointment. Selection will be by party preference and not by a prescribed order. If the term selected is the first year of the council’s term, the nominating officer should also name the member to hold the position.

[See Note1 below in relation to the situation where two or more political parties have the same number of members.]

Using the example in Fig 1, the nominating officer for Party A will make the first selection as this party has the greatest number of elected members.

$$\begin{aligned}
 &6 \text{ (number of members)} \\
 &\text{-----} \\
 &1 + (2 \times 0) \text{ (Positions allocated)}
 \end{aligned}
 = 6$$

The position and term of appointment selected, and the party which will fill the position, should be recorded on the schedule prepared at Step 1. If appropriate, the name of the member to hold the positions should also be recorded.

Step 4 Following the filling of a position, the strength (the number of elected members) of the party that has been allocated the position is recalculated. The resultant figure is referred to as the notional strength. This is done by dividing the number of members elected on behalf of that party by 1 plus twice the number of positions already allocated to that particular party.

Using the example in Fig 1, the recalculated notional strength for Party after the first position has been allocated A is 2.

$$\frac{6 \text{ (number of members)}}{1 + (2 \times 1) \text{ (Positions allocated)}} = 2$$

This is the notional strength that will be used for that party in the determination of the party to nominate a member for the next position.

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
	6/(1+(2x1)) = 2					
Position 2	2	5	3	3	1	1

Step 5 The nominating officer of the political party that now has the greatest notional strength or allocation quotient will be asked to select a position of responsibility to be held by a member of their party and the term for which it is to be held. If the term selected is the first year of the council’s term, the nominating officer should also name the member to hold the position. [See Note 1 below in relation to the situation where the notional strength for two or more political parties is the same.]

In this example the nominating officer of Party B may make the nomination as its notional strength (5) is the greatest.

This process is repeated until all of the remaining representative positions have been allocated.

The divisor to determine that party’s notional strength increases by two, as subsequent positions are allocated to the same party.

Using Fig 1, the allocation of a second position to Party A would result in their quotient reducing to 1.2

$$\frac{6 \text{ (Party Strength)}}{1 + (2 \times 2) \text{ (Positions allocated)}} = 1.2$$

Note 1 Where the notional strength (in terms of elected members) for two or more political parties is the same, the determination of the political party to make a selection is made by reference to the number of 1st preference votes cast for the respective parties at the last general local government election, rather than the number of elected members. In such cases, the calculation is made by dividing the 1st preference votes for the relevant parties by 1 plus twice the number of positions already allocated to each relevant party.

In the example in Fig 1 above, parties C and D will have the same notional strength following the allocation of the first two positions as shown below:

Fig 2

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
Position 2	2	5	3	3	1	1

The determination of the party that will make the third selection is shown below:

Fig 3

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
1 st Pref Votes	5,434	4,203	2,620	3,633	1012	960
Positions Allocated			0	0		
Calculation for position 3			$2,620 / (1 + 0)$	$3,633 / (1 + 0)$		
Quotient			2,620	3,633		

As Party D has the highest allocation quotient based on 1st preference votes, its nominating officer makes the third selection – as indicated in the table below which shows the order of selection for eight positions.

	Party A	Party B	Party C	Party D	Ind 1	Ind 2
Position 1	6	5	3	3	1	1
Position 2	2	5	3	3	1	1
Position 3	2	1.66	3	3	1	1
Position 4	2	1.66	3	1	1	1
Position 5	2	1.66	1	1	1	1
Position 6	1.2	1.66	1	1	1	1
Position 7	1.2	1	1	1	1	1
Position 8	0.9	1	1	1	1	1

APPLICATION OF SINGLE TRANSFERRABLE VOTE

Step 1 The complete list of positions of responsibility to be filled by members of political parties and independents, over the full term of the council, should be recorded on a schedule by the clerk to the council. The schedule should also record the term of the appointment. The list must include all positions and appointments including appointments to external statutory bodies.

Step 2 The clerk to the council shall make a copy of the schedule available to every member of the council and seeking nominations for each of the positions identified on the schedule.

Step 3 Those council members seeking election shall deliver to the clerk of the council, by a date agreed by the council, a nomination paper specifying the position of responsibility to which election is sought and the term for which the position would be held. The member’s nomination must be supported by at least two other councillors.

Step 4 Once the deadline for the submission of nomination papers has passed, the clerk to the council shall publish a statement setting out for each position of responsibility, and term of office, the persons nominated for election to that position, in alphabetic order of surname. The clerk to the council shall also arrange for the preparation of ballot papers which will enable members of the council to signify their selection preference in relation to the candidates for a position of responsibility.

The ballot paper should specify the position of responsibility, the term for which it is to be held, the particulars of the candidates for that position and should contain the facility for members to record their order of preference for candidates.

Step 5 The clerk to the council shall make appropriate arrangements for members to cast their votes, and for the counting of those votes.

Step 6 First Stage

After all members have cast their votes the clerk to the council shall sort the ballot papers by position of responsibility and, the candidates which have first preference votes.

The number of first preference votes will be counted and recorded for each candidate for each position of responsibility and term of office.

The number of valid ballot papers for each position of responsibility and term of office shall also be recorded by the clerk to the council.

Step 7 The Quota

The clerk to the council will determine the quota of votes which will be sufficient to secure election by dividing the number of valid ballot papers by 2 with the consequent result being increased by 1:

$$\begin{array}{r} 38 \text{ (valid ballot papers)} \\ \text{-----} \\ 2 \end{array} + 1 = 20$$

Step 8 The Count

The counting of votes cast will be conducted in accordance with Rules 49 – 51 as specified in Schedule VI to the Electoral Law Act (Northern Ireland) 1962.

A candidate shall not be deemed to be elected until the procedures set out in paragraphs (1) to (3) of rule 51 has been complied with.

Step 9 If a candidate is put forward for election to a number of positions of responsibility that are mutually exclusive, in a given year, for example, the chairperson and vice-chairperson of the council and, the candidate is elected to one of these positions the clerk to the council will need to put in place arrangements to resolve the issue.

DEPARTMENT OF JUSTICE GUIDANCE NOTE

APPOINTING COUNCILLORS TO POLICING AND COMMUNITY SAFETY PARTNERSHIPS

1. The Local Government Act (Northern Ireland) 2014 (“the Local Government Act”) makes provision for the filling of positions of responsibility on a council to ensure that these positions are allocated across the political parties and independents represented on a council. Schedule 1 of the Act specifies the procedures for filling those positions and provides that a council may adopt either the d’Hondt or Sainte-Laguë formula method or the Single Transferrable Vote for filling positions of responsibility.
2. Section 6 of the Local Government Act lists those positions that are positions of responsibility, with section 6(1)(f) specifying that this includes being appointed as an external representative of a council (i.e. a person nominated by the council to serve on an external public body established by or under statutory provision).
3. Section 20 of the Justice Act (Northern Ireland) 2011 (“the Justice Act”) makes provision that each council must establish a Policing and Community Safety Partnership (PCSP) for its district. It also provides that the district council for Belfast must also establish District Policing and Community Safety Partnerships (DPCSP). The political members appointed by a council to PCSPs, under the Justice Act, are therefore filling positions of responsibility. Political members appointed by the council for Belfast to the DPCSPs are also filling positions of responsibility.
4. Paragraph 3(3) of Schedule 1 to the Justice Act provides that a council, in exercising its power to appoint political members to PCSPs, shall ensure, so far as is practicable, that the political members reflect the balance of parties prevailing among members of the council immediately after the last local general election.
5. Paragraph 3(1) of Schedule 2 to the Justice Act makes similar provision in respect of DPCSPs and provides that the council for Belfast, in exercising its power to appoint political members, shall ensure, so far as is practicable, that the political members of all the DPCSPs, taken together, reflect the balance of parties prevailing among the members of the council immediately after the last local general election.
6. A council, following a local general election, must adhere to the provisions of the Local Government Act, in relation to the filling of positions of responsibility. [Local Government Circular 02/2019](#) provides guidance on the practical application of each of the approaches specified in the Local Government Act, i.e. d’Hondt, Sainte-Laguë or Single Transferrable Vote. However, in doing so,

the council must also observe the provisions of the Justice Act in relation to the balance of parties on PCSPs and DPCSPs.

7. Where the council is using either the d'Hondt or Sainte-Laguë method for filling positions of responsibility, the clerk to the council could calculate the number of councillors each political party would nominate for membership of the PCSP (and in the case of Belfast the DPCSPs), to satisfy the political balance provisions of the Justice Act. An appropriate method (for example, one of the methods set out in Schedules 1 (i.e. d'Hondt or Sainte-Laguë) and 2 (i.e. Quota Greatest Remainder or Droop Quota) to the Local Government Act should be used for this purpose. This information would then be provided to the nominating officers of each of the political parties represented on the council, to inform their selection of positions of responsibility that they wish members of their party to fill. The nomination of members to the PCSP (and in the case of Belfast the DPCSPs) is then a matter for each nominating officer.
8. Where a council adopts the Single Transferrable Vote method for the filling of positions of responsibility, all the members of the council should be reminded of the council's statutory obligations in relation to the nomination of its political members of the PCSP (and in the case of Belfast the DPCSPs). The clerk to the council may also wish to notify members of the number from each of the political parties that would be required to be nominated to the PCSP (or DPCSPs) to satisfy the political balance requirements of the Justice Act.

APPLICATION OF QUOTA GREATEST REMAINDER (Default Method)**Appointing a single committee**

- Step 1 Determine the number of councillors to be appointed to the committee.
- Step 2 Divide the number of councillors on the council by the number of committee places to be filled by councillors to calculate the quota:

$$\frac{40 \text{ (number of councillors)}}{15 \text{ (councillors membership of committee)}} = 2.667$$

- Step 3 Divide the number of councillors who stood for each political party at the last local government election by the quota calculated at step 2. Independents should be treated as if they were a 1 member party.

The resultant whole numbers represent the number of members that the nominating officer of each political party or independent may appoint to the committee.

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Quota	2.667	2.667	2.667	2.667	2.667	2.667	
Party Allocation	5.6243	3.7495	2.6247	1.8748	0.7499	0.375	
Positions	5	3	2	1			11

In this example, this stage of the process provides only for the appointment of 11 members of the committee.

Any remaining places on the committee shall be filled by the nominating officers of each political party, on the basis of the greatest residual remainders once the whole numbers have been removed from the Party Allocation, as shown below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Remainders	0.6243	0.7495	0.6247	0.8748	0.7499	0.375	
Positions		1	1	1	1		4

Therefore, the total number of places on the committee for each Party/Independent is:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Total Positions	5	4	3	2	1		15

Step 4 The number of total positions on the committee includes positions of responsibility. Therefore, the nominating officer of each party must take account of party members who have been appointed to fill a position of responsibility on the committee. For example, in the above scenario, if a member of Party A has been appointed as the Chairperson of the committee, then the nominating officer of that party may only nominate a further four members of the committee.

Appointing more than one committee

Step 1 Determine the total number of members across all the committees

Step 2 Divide the number of councillors on the council by the number of committee places to be filled by councillors to calculate the quota:

$$\frac{40 \text{ (number of councillors)}}{90 \text{ (councillor membership of committees)}} = 0.444$$

Step 3 Divide the number of councillors who stood for each political party at the last local government election by the quota calculated at step 2. Independents should be treated as if they were a 1 member party.

The resultant whole numbers represent the number of members that the nominating officer of each political party or independent may appoint to the committees.

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Quota	0.444	0.444	0.444	0.444	0.444	0.444	
Party Allocation	33.784	22.523	15.766	11.261	4.5045	2.2523	
Positions	33	22	15	11	4	2	87

In this example, this stage of the process provides only for the appointment of 87 members across the six committees.

Any remaining places to be filled across the committees shall be filled by the nominating officers of each political party, on the basis of the greatest, residual remainders, once the whole numbers have been removed from the Party Allocation, as shown below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Remainders	0.784	0.523	0.766	0.261	0.5045	0.2523	
Positions	1	1	1				3

Therefore, the total number of committee places (across all the committees) for each Party/Independent is:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Total Positions	34	23	16	11	4	2	90

- Step 4 In accordance with paragraph 5 of Schedule 2 to the Local Government Act (Northern Ireland) 2014, standing orders must make provision for the appointment of councillors to committees in cases where council decides to appoint more than one committee at the same time. Councils may wish to include a requirement that each nominating officer must ensure that:
- not all the members of a committee are nominated by the same nominating officer (i.e. in this example the nominating officers of parties A, B or C cannot nominate members to hold all the places on a particular committee);
 - a nominating officer of a party may nominate members to fill the majority of places on a committee, if the majority of members of the council were elected as members of that party (i.e. in this example as Party A holds 37.5% of the seats on the council, the nominating officer of Party A may nominate members to hold 37.5% of the seats on a committee; and
 - subject to (a) and (b) and as far as is practicable, the number of members which each nominating officer nominates to a particular committee is in proportion to the number of members of that party elected to the council.

- Step 5 When nominating councillors to be members of a committee, the nominating officer of each party shall take account of members of their party who have been appointed to fill a position of responsibility on that committee.

APPLICATION OF DROOP QUOTA

Appointing a single committee

- Step 1 Determine the number of councillors to be appointed to the committee.
- Step 2 Divide the number of councillors on the council by the number of committee places to be filled by councillors to calculate the quota:

$$\frac{40 \text{ (number of councillors)}}{15 \text{ (councillor membership of committee) + 1}} + 1 = 3.5$$

- Step 3 Divide the number of councillors elected from each political party at the last local government election by the quota calculated at step 2. Independents should be treated as if they were a 1 member party.

The resultant whole numbers represent the number of members that the nominating officer of each political party or independent may appoint to the committee.

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Members	15	10	7	5	2	1	
Quota	3.5	3.5	3.5	3.5	3.5	3.5	
Party Allocation	4.286	2.857	2	1.429	0.571	0.286	
Positions	4	2	2	1			9

In this example, this stage of the process provides for the appointment of 9 members of the committee.

Any remaining places on the committee shall be filled by the nominating officers of each political party, on the basis of the greatest residual remainders, once the whole numbers have been removed from the Party Allocation as shown below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Remainders	0.286	0.857	0.0	0.429	0.571	0.286	
Positions	1	1		1	1	1	5
		1					1

The total number of places on the committee for each Party/Independent is as below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Remainders	5	4	2	2	1	1	15

Positions (11 rounds of further allocations)	11	11	11	11	11	11	66
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In the above example the additional places to be filled, on the basis of the remainders, is arrived at after 11 separate rounds of allocation for each party.

Therefore, the total number of committee places (across all the committees) for each Party/independent is as below:

	Party A	Party B	Party C	Party D	Party E	Ind 1	
Total Positions	21	17	15	14	12	11	90

- Step 4 In accordance with paragraph 5 of Schedule 2 to the Local Government Act (Northern Ireland) 2014, standing orders must make provision for the appointment of councillors to committees in cases where a council decides to appoint more than one committee at the same time. Councils may wish to include a requirement that each nominating officer must ensure that:
- not all the members of a committee are nominated by the same nominating officer (i.e. in this example the nominating officers of parties A, B or C cannot nominate members to hold all the places on a particular committee);
 - a nominating officer of a party may nominate to fill the majority of places on a committee members, if the majority of members of the council were elected as members of that party (i.e. in this example as Party A hold 37.5% of the seats on the council the nominating officer of Party A may nominate members to hold 37.5% of the seats on a committee; and
 - subject to (a) and (b) and as far as is practicable, that the number of members which each nominating officer nominates to a particular committee is in proportion to the number of members of that party elected to the council.

- Step 5 When nominating councillors to be members of a committee, the nominating officer of each party shall take account of members of their party who have been appointed to fill a position of responsibility on that committee.

APPENDIX 4

“Section 7 of the Local Government Act (Northern Ireland) 1972 (“the 1972 Act”) states that a person elected² to the office of councillor cannot act in that office until they have made, and served on the Clerk/Chief Executive of the council, a declaration on acceptance of office”.

Declaration of a councillor under section 7 of the Local Government Act (Northern Ireland) 1972

I.....having been chosen Councillor for the District ofhereby declare that I take the said office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability.

I affirm that I have read and will observe the Northern Ireland Local Government Code of Conduct for Councillors (as revised from time to time) in the performance of my functions as a councillor.

Dated this.....day of Signed.....

² The term “elected” is defined in section 148 of the 1972 Act as including “appointed, nominated or otherwise selected or returned”.

“Section 16 of the Local Government Act (Northern Ireland) 2014, persons who are not councillors, but who are appointed to committees, are required to complete and sign a declaration. The form of that declaration (i.e. the *Declaration on Appointment to a Committee of a Person who is Not a Councillor*) is set out in Schedule 3 to the 2014 Act”

Declaration, under section 16 of the Local Government Act (Northern Ireland) 2014, on Appointment to a Committee of a Person who is not a Councillor

Having been appointed as a member of [*name the committee*]

I declare that I accept the appointment and that I will duly and faithfully fulfil the duties of a member of that committee to the best of my judgement and ability.

I affirm that I have read and in the performance of my functions as a member of that committee will observe the Northern Ireland Local Government Code of Conduct for Councillors (as revised from time to time).

Signed _____ Date: _____