

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of the Special Meeting of the Corporate Services Committee held in the Council Chamber, Island Civic Centre, The Island, Lisburn on Thursday 20th September 2018 at 5.33 pm.

PRESENT: Councillor N Anderson (Chairman)

The Right Worshipful The Mayor
Councillor U Mackin

Deputy Mayor
Councillor A Grehan

Alderman S Martin

Councillors R B Bloomfield MBE, S Carson, D J Craig, A P Ewing
and B Mallon

OTHER MEMBERS: Councillor J McCarthy

IN ATTENDANCE: Chief Executive
Director of Environmental Services
Director of Leisure & Community Development
Head of Central Support Services
Head of Marketing & Communications (AG)
Head of Technical Estates
Acting Head of Human Resources & Organisation Development
Interim Head of Finance & IT
Member Services' Officer

Commencement of Meeting

The Chairman, Councillor N Anderson, welcomed those present to the Special Meeting of the Corporate Services Committee particularly those non-Members of Committee who were in attendance – an invitation having been extended to all Members to be present at the Special Meeting of the Committee and proceeded to outline the evacuation procedures in the case of an emergency.

The Chairman asked that any Member entering or leaving the Meeting alert him accordingly so that the Member Services' Officer might accurately reflect arrival and departure times in the minutes.

Purpose of the Meeting

The Special Meeting of the Corporate Service Committee had been convened in order to consider the following:

- The ongoing works associated with the Space Planning Project within Lagan Valley Island (LVI)
- The return of staff to LVI from Bradford Court
- The proposed leasing arrangements for Bradford Court
- Arrangements to support agile working for officers not permanently based in LVI
- Approve the decisions as outlined in the report of the Efficiency Review Steering Group

1. Apologies

Apologies for non-attendance at the Special Meeting to which all Members had been invited were accepted and recorded on behalf of Aldermen D Drysdale, A G Ewart MBE, W A Leathem and J Tinsley; Councillors M Cahill, J Gallen, O Gawith, B Hanvey, A McIntyre, T Morrow and R Walker.

2. Declarations of Interest

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 at the Meeting.

There were no Declarations of Interest.

"In Committee"

It was proposed by Councillor D J Craig, seconded by Councillor B Bloomfield and agreed that the confidential reports of the Director of Environmental Services and the Chief Executive be considered "in Committee", in the absence of members of the press and public being present.

3. Confidential Report by the Director of Environmental Services

The Chairman advised that the reason for confidentiality was as set out in the agenda, ie:-

- Lease of Bradford Court, Relocation of Staff to Lagan Valley Island and Arrangements for Agile Working (Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information)).

Items for Consideration

- 3.1 Lease of Bradford Court, Relocation of Staff to Lagan Valley Island and Arrangements for Agile Working – At the Council Meeting 25/09/2018
This matter was deferred back to Corporate Services Committee for consideration

The Director reminded the Committee of the background and key issues in respect of the Leasing of Bradford Court, Relocation of Staff to Lagan Valley Island and arrangements for Agile Working.

The Committee noted the contents of the Director's report which covered detailed works that were underway in support of the project and updates of progress from the various working stream groups as detailed therein.

The Committee had been furnished with the following documentation:-

- Financial Appraisal that had been presented to the Corporate Services Committee on the 12th June 2018;
- Programme for Delivery of Works;
- A summary of the reports and minutes presented to the Corporate Management Team, Party Group Leaders Forum, Environmental Services Committee and Corporate Services Committee which detailed the various reports and approvals for the project to date;
- Project Communications to Members and staff updating on the project and commencement of works;
- A copy of the Employee Bulletin dated 30th August 2018;
- A copy of the summary of Bradford Court Relocation Draft Communications schedule for the projects for Members' information;
- Copy of letter received from Land & Property Services dated the 3rd May 2018 in respect of confirmation of agreement.

The Chairman invited the Committee to address any questions they may have in relation to the above and the Director of Environmental Services responded to Members' questions in respect of the various issues.

The Chief Executive entered the meeting at 5.47 pm during discussion of this matter.

It was agreed by a unanimous vote that the Committee agree to recommend that Members note the report of the Director of Environmental Services and that the update in respect of the following be approved:

- The ongoing works associated with the Space Planning Project within Lagan Valley Island
- The return of staff to Lagan Valley Island from Bradford Court
- The proposed leasing arrangements for Bradford Court, including the de-branding of Bradford Court
- The arrangements to support agile working for officers not permanently based in Lagan Valley Island
- The Bradford Court relocation draft communications plan.

Members commended the Director of Environmental Services, her staff and all other departments involved in the project for their hard work, dedication and professionalism in bringing the project together and thanked them for their ongoing contributions.

The Chief Executive concurred with Members in regard to the project and input by all departments and agreed that by the Council rationalising its estate, it would result in great benefit to the Council and its ratepayers.

The Director of Environmental Services, Heads of Central Support Services, Marketing & Communications and Technical Estates left the meeting at 5.54 pm.

4. Confidential Report by the Chief Executive

The Chairman advised that the reason for confidentiality was as set out in the agenda, i.e.:-

- Efficiency Review (Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the council or a Government Department and employees of, or office holders under, the Council.

Items for Consideration

4.1 Efficiency Review

The Chief Executive reminded Members that at the meeting of the Corporate Services Committee held in November 2017 it had been agreed that the Efficiency Review Steering Group continue to progress with Phase 2 of the Efficiency Review on the same arrangements as Phase 1. It had been further agreed that the Corporate Services Committee would approve and implement the recommendations of the Efficiency Review Steering Group in respect of Phase 2 which was approved at its June 2018 meeting of the Committee.

Members were advised that the Efficiency Review Steering Group had met on the 10 September, 2018 and had considered the detailed proposals for the approach to Phase 3 Finance and Human Resources and Organisation Development matters.

Members were provided with updates from the Interim Head of Finance & IT and Acting Head of HR & Organisation Development as detailed in the Chief Executive's report.

The Chief Executive responded to Members questions in respect of this matter.

It was proposed by Councillor S Carson, seconded by Councillor D J Craig and agreed to recommend that the decisions as outlined in the report of the Efficiency Review Steering Group at its meeting held on the 10 September 2018 be agreed.

The Right Worshipful The Mayor, Councillor U Mackin, and Councillor D J Craig commended the Chief Executive and staff involved for their hard work and input into this project.

“Resumption of Normal Business”

It was proposed by Councillor D J Craig, seconded by Councillor A P Ewing and agreed to come “out of Committee” and normal business was resumed.

Conclusion of the Meeting

At the conclusion of the meeting, Councillors S Carson, N Anderson, D J Craig and A P Ewing thanked both the Chief Executive and the Interim Head of Finance & IT who are leaving the Council for their commitment and dedication to this Committee and the Council over the years and sincerely wished them well for their future.

There being no further business, the Special Meeting concluded at 6.13 pm.

MAYOR/CHAIRMAN