

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of the Special Meeting of the Governance and Audit Committee held in the Island Civic Centre, The Island, Lisburn, on Thursday, 3 May, 2018 at 5:32 pm**

**PRESENT:**

Councillor A Grehan (Chairman)

The Right Worshipful the Mayor  
Councillor T Morrow

Alderman W A Leathem

Councillors J Baird, R T Beckett, B Bloomfield MBE,  
S Carson, J Gallen, A Givan, A McIntyre, C Robb and  
N Trimble

**OTHER MEMBERS:**

Councillor U Mackin

**IN ATTENDANCE:**

Chief Executive  
Interim Head of Finance & IT  
Head of Human Resources & Organisation Development  
(Acting)  
Audit and Risk Manager  
Policy Officer  
Member Services Officer

Northern Ireland Audit Office

Ms C Kane, Engagement Director

**Commencement of the Meeting**

At the commencement of the meeting, the Chairman, Councillor A Grehan, outlined the evacuation procedures in the case of an emergency.

1. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of the Deputy Mayor, Councillor H Legge, Alderman S Martin and Councillors A Girvin and M Tolerton.

2. Declarations of Interest

There were no declarations of interest.

3. Confidential Business

It was agreed that the reports and recommendations of the Chief Executive be adopted, subject to any decisions recorded below.

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

“In Committee”

It was proposed by Councillor R T Beckett, 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.

3.1 Report from Chief Executive

It was agreed that the report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below.

3.1.1 Review of Council’s Payroll Function and Selected HR Processes

Councillor N Trimble arrived to the meeting during consideration of this item of business (5.35 pm).

Members having been provided with a copy of a report prepared by the Policy Officer in relation to the above matter, it was proposed by Councillor S Carson, seconded by Councillor A Givan and agreed to recommend that:

- (a) the progress made to date in dealing with the recommendations made by the Internal Audit Service in auditing the Council’s Payroll Unit be noted;
- (b) approval be given to work being carried out by the HR & OD Unit to explore a number of options around designing and implementing an integrated HR/Payroll system that would increase effectiveness and efficiency, whilst reducing error rates; and
- (c) approval be given to the introduction of the HR& OD Unit’s Payroll Protocol document (copy of which Members had been provided with) across all directorates as a means of aiding understanding of the payroll process.

At the request of Alderman W A Leathem, it was further agreed to recommend that an internal review be carried out in three months’ time to ensure that staff were adhering to the Payroll Protocol referred to in item (c) above.

The Right Worshipful the Mayor, Councillor T Morrow, left the meeting at this point (5.51 pm).

Additional Confidential Report

3.1.2 Directors' Annual Assurance Statements for the Year 2017/2018

Members having been provided, the day before the meeting, with a copy of Annual Assurance Statements for 2017/2018 from the Director of Environmental Services, Director of Leisure & Community Wellbeing and Director of Service Transformation, it was proposed by Councillor J Gallen, seconded by Councillor A McIntyre and agreed that consideration of these reports be deferred to the June meeting of the Committee in order to afford Members more time to peruse their contents. It was further noted that the Annual Assurance Statement for 2017/18 for the Department of Service Support would also be considered at the June meeting.

Following discussion, it was agreed to recommend, on a proposal by Councillor J Baird, that, in future, Directors' Assurance Statements would be considered by the Governance and Audit Committee on a six-monthly basis, in appropriate months.

On a proposal by Councillor A McIntyre, it was further agreed to recommend that liaison take place with other councils to establish best practice in relation to consideration of Assurance Statements.

At this stage, Alderman W A Leathem acknowledged the work carried out by all staff involved, in a relatively short period of time, in relation to item 3.1.1 above.

Resumption of Normal Business

It was proposed by Councillor A McIntyre, seconded by Councillor N Trimble and agreed to come out of committee and normal business was resumed.

Conclusion of the Meeting

At the conclusion of the meeting, the Chairman, Councillor A Grehan, as this was the last meeting of the Committee during her chairmanship, thanked all Officers, particularly the Chief Executive, for the help and support they had afforded her during the past year. She also extended thanks to Ms C Kane, Northern Ireland Audit Office, and representatives from KPMG.

There being no further business, the meeting was terminated at 6.06 pm.

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Mayor/Chairman