

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held in the Cherry Room, Island Civic Centre, The Island, Lisburn on Tuesday 8<sup>th</sup> November 2016 at 7.00 pm.**

**PRESENT:**

Councillor O Gawith (Chairman)

Aldermen D Drysdale, A G Ewart and T Jeffers

Councillors R T Beckett, S Carson, J Craig, A P Ewing, A Grehan, B Hanvey, A McIntyre and B Mallon

**OTHER MEMBERS:**

Alderman J Tinsley

Councillors T Morrow and John Palmer

**IN ATTENDANCE:**

Lisburn & Castlereagh City Council

Chief Executive

Director of Corporate Services

Director of Environmental Services

Director of Leisure & Community Services

Head of Central Support Services

Head of Finance & IT

Head of Parks & Amenities

Acting Head of Human Resources & Organisation Development

Facilities Manager, Lagan Valley Island

Committee Secretary

figpc (Catering Procurement Consultants)

Ms Tricia Massey, Procurement Consultant

Consumer Council Northern Ireland

Mr Richard Williams – Head of Policy (Energy)

Ms Hannah Brown – Policy Officer (Energy)

The Chairman, Councillor O Gawith, welcomed Members to the meeting. In particular, the Chairman extended best wishes to Councillor B Mallon on his recent marriage.

The Chairman asked that any Member entering or leaving the meeting alert him accordingly so that the Committee Secretary might accurately reflect arrival and departure times in the minutes.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of The Right Worshipful The Mayor, Councillor R B Bloomfield, MBE; Aldermen W J Dillon MBE and W A Leathem; and Councillor V Kamble.

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.

The following Declaration of Interest was made during the course of the meeting:-

- Councillor A P Ewing – Item 6 of Report of Head of Central Support Services – “Belfast Health & Social Care Trust’s consultation – “Improving Ophthalmology Outpatient Services: A Consultation on the Development of Ophthalmic Clinical Centres in Northern, Southern and South Eastern Local Commissioning”. (Member of South Eastern Local Commissioning Group)

3. Minutes of Meeting

It was proposed by Councillor A Grehan, seconded by Councillor A P Ewing and agreed that the minutes of the meeting of Committee held on the 11<sup>th</sup> October 2016 as adopted by the Council at its meeting held on the 25<sup>th</sup> October 2016 be confirmed and signed.

4. Consumer Council - Presentation

To be dealt with later in the meeting.

Councillor John Palmer entered the meeting. (7.02 pm)

5. Report of Director of Corporate Services

To be dealt with later in the meeting.

6. Confidential Reports of Director of Corporate Services

It was proposed by Councillor A McIntyre, seconded by Councillor B Mallon and agreed to bring forward the confidential reports of the Director of Corporate Services as the Chief Executive and Directors were in attendance for items of business in the report of the Acting Head of Human Resources & Organisation Development and the Council's catering consultant was in attendance for an item of business in the report of the Head of Central Support Services.

The Chairman advised that:-

- the reports of the Acting Head of Human Resources & Organisation Development were confidential for reason of information which was likely to reveal the identity of individuals;
- the report of the Head of Central Support Services was confidential for reason of information:-
  - (i) which revealed that the Council proposed to give under any statutory provision, a notice by virtue of which requirements were imposed on a person or to make an order or direction under any statutory provision; and
  - (ii) 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.

It was proposed by Councillor A McIntyre, seconded by Councillor B Mallon and agreed that the items in the confidential reports of the Director of Corporate Services be considered "in Committee", in the absence of members of the press and public being present.

It was agreed that the confidential reports and recommendations of the Director of Corporate Services be adopted, subject to any decisions recorded below and other items noted:-

6.1 Reports of Acting Head of Human Resources & Organisation Development

Presented by Acting Head of Human Resources & Organisation Development.

It was proposed by Councillor A Grehan, seconded by Councillor A McIntyre and agreed that the confidential reports and recommendations of the Acting Head of Human Resources & Organisation Development be adopted, subject to any decisions recorded below and other items noted:-

6.1.1 HR&OD Workforce Data: Organisation Structures

To be dealt with later in the meeting.

6.1.2 HR&OD Workforce Data: Detailed Absence Report

It was agreed to recommend that the undernoted information be noted:-

- Short Term Absence for the period 1<sup>st</sup> August 2015 – 30<sup>th</sup> September 2016;
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks);
- updated report on the actions taken and those being considered to reduce the level of absenteeism.

The Acting Head of Service advised that future absence reports would include a figure for the “total absence days per month”.

6.1.3 HR&OD Workforce Data: Organisation Structures

It was agreed to recommend that the undernoted information be noted:-

- the organisational structures for each department as agreed in December 2015 and duly amended to reflect the current status for each post;
- the detailed process for the design and implementation of the agreed structures;
- Workforce Profile – Headcount, Contract (permanent/fixed term/full-time/part-time) and Agency Workers;
- Recruitment schedule – Internal trawls and open competition.

Councillor A Grehan expressed her appreciation to the Acting Head of Service in respect of the information provided above.

#### 6.1.4 Single Status Update: Appeals

It was agreed to recommend that the progress report in respect of the number of job evaluation appeals outstanding from the former Councils' Single Status process and the percentages of appeals both successful and unsuccessful be noted.

#### Additional Report

#### 6.1.5 Internal Audit - Staffing Arrangements

It was agreed to recommend that the proposed measures for the posts within the Internal Audit section of the Chief Executive's Office be approved up to the 30<sup>th</sup> September 2017, ie:-

- the extension of the contracts for the posts of Audit & Risk Manager, Internal Auditor and Audit Assistant, it being noted that the permanent replacement of these posts would be considered in the period up to the 30<sup>th</sup> September 2017;
- that - given that the current incumbent of the post of Internal Auditor was an agency worker - this fixed-term post be trawled in accordance with the Council's recruitment protocol.

The Chief Executive, the Director of Environmental Services and the Acting Head of Human Resources & Organisation Development left the meeting.  
(7.11 pm)

#### 6.2 Report of Head of Central Support Services

Presented by Head of Central Support Services.

It was agreed that the confidential report and recommendations of the Head of Central Support Services be adopted, subject to any decisions recorded below and other items noted:-

#### 6.2.1 Hillsborough Road Lisburn – Woodland Area

It was agreed to recommend that the progress report in regard to the above matter be noted - in particular that letters would be issued to relevant persons within the next few days, the content of which having been agreed with the Council's legal advisors.

### 6.2.2 Catering Contract

The Facilities Manager (Lagan Valley Island) and the Council's consultant on the Catering Contract, Ms Tricia Massey, entered the meeting. (7.13 pm)

The Director of Leisure & Community Services and Councillor A McIntyre left the meeting during discussion of this item and prior to any decision being taken. (7.16 pm and 7.27 pm respectively.)

The officers and catering consultant answered Members' questions in relation to this matter.

It was proposed by Councillor S Carson, seconded by Alderman A G Ewart and agreed to recommend that:-

- the update on the results of the pre-market engagement exercise in relation to the Catering Contract be noted;
- Option 3 be progressed.

The Facilities Manager (Lagan Valley Island) and the Council's consultant on the Catering Contract, Ms Tricia Massey, left the meeting at 7.40 pm.

It was proposed by Alderman A G Ewart, seconded by Councillor S Carson and agreed to come "out of Committee" and normal business was resumed.

## 7. Report of Director of Corporate Services

Presented by Director of Corporate Services.

It was proposed by Councillor S Carson, seconded by Councillor A P Ewing and agreed that the report and recommendations of the Head of Central Support Services be adopted, subject to any decisions recorded below and other items noted:-

### 7.1 Support to Events

The Head of Parks & Amenities was in attendance for this item of business.

Members had been provided with a copy of a report regarding Support to Events as prepared by the Head of Parks & Amenities.

It was agreed to recommend that the content of the report on Support to Events be noted.

The Head of Parks & Amenities left the meeting. (7.41 pm)

7.2 Consumer Council – Presentation to Committee

To be dealt with later in the meeting.

7.3 Report of Head of Central Support Services

Presented by Head of Central Support Services.

It was proposed by Councillor A P Ewing, seconded by Alderman A G Ewart and agreed that the report and recommendations of the Head of Central Support Services be adopted, subject to any decisions recorded below and other items noted:-

7.3.1 World Diabetes Day – 14<sup>th</sup> November 2016  
Lighting up of Council Buildings in Blue

Members had been provided with copy of an e-mail dated the 20<sup>th</sup> October 2016 from Diabetes UK asking that the Council consider lighting its offices in blue on World Diabetes Day, the 14<sup>th</sup> November 2016.

It was agreed to recommend that Lagan Valley Island be lit in blue on World Diabetes Day, the 14<sup>th</sup> November 2016.

7.3.2 Contracts for the Supply & Delivery of Corporate Stationery

It was agreed to recommend that – in line with the terms thereof - the contracts with Minprint Limited of 401 Castlereagh Road, Belfast, BT5 6QP and The Pierce Partnership Limited of 17 Dargan Crescent, Duncrue Estate, Belfast, BT3 9RP, for the supply and delivery of Corporate Stationery, be extended for a one-year period.

7.3.3 Provision of Mobile Phones/Allowance to Elected Members

It was agreed to recommend that the report in respect of the provision of mobile phones be noted.

7.3.4 Corporate Uniform

Further to the previous meeting of Committee, Members were advised that the Corporate Uniform policy had been forwarded for consultation with trade unions and that - in the meantime - a procurement exercise was progressing for the provision of corporate uniform for staff below Head of Service level.

7.3.5 Department of Health  
“Consultation on Protect Life 2 – A Draft Strategy for  
Suicide Prevention in the North of Ireland”  
(Closing Date: 4<sup>th</sup> November 2016)

Further to the previous meeting of the Committee, the Head of Service verbally reported that no comments in respect of the above consultation had been received from Elected Members or from the Horizons Support Group. No submission had therefore been made to the Department.

7.3.6 Belfast Health & Social Care Trust  
Consultation – “Improving Ophthalmology Outpatient Services:  
A Consultation on the Development of Ophthalmic Clinical  
Centres in Northern, Southern and South Eastern Local  
Commissioning Group/Trust Areas”

The Committee noted the content of a letter dated the 10<sup>th</sup> October 2016 from the Belfast Health & Social Care Trust advising that a consultation outcomes report in respect of the above consultation was available at <http://www.belfasttrust.hscni.net/about/Consultations.htm>. The Committee was reminded that it had noted the consultation document at its meeting held on the 21<sup>st</sup> June 2016.

7.3.7 Lisburn & Castlereagh Policing & Community Safety  
Partnership - Schedule of Meetings

It was agreed to recommend that the schedule of forthcoming meetings of the Lisburn & Castlereagh PCSP be noted.

The Head of Central Support Services left the meeting. (7.45 pm)

7.4 Report of Head of Finance & IT

Presented by the Head of Finance & IT.

It was proposed by Alderman A G Ewart, seconded by Councillor B Mallon and agreed that the report and recommendations of the Head of Finance & IT be adopted, subject to any decisions recorded below and other items noted:-

7.4.1 Insurance/Health & Safety IT Package – Financial Appraisal

The Committee had been provided with the financial appraisal in respect of a new Insurance and Health & Safety IT package.

It was agreed to recommend that the financial appraisal for a new Insurance and Health & Safety IT package be approved and that the provision of the package be funded from the Repair & Renewal Fund.

7.4.2 Financial Statement  
Period ended the 30<sup>th</sup> September 2016

It was noted that the net profiled expenditure for the period ended the 30<sup>th</sup> September 2016 was 8.00% below the approved estimates for the financial year 2016/2017.

7.4.3 Report on Prompt Payment Statistics

It was agreed to recommend that a report on Prompt Payment Statistics be noted.

7.4.4 Forecast Second Quarter Actual Penny Product  
(APP 2016-2017)

It was agreed to recommend that the content of a letter dated the 26<sup>th</sup> October 2016 from Land & Property Services in respect of the Forecast Second Quarter Actual Penny Product for 2016-2017 be noted.

The Head of Finance & IT left the meeting. (7.50 pm)

7.5 Report of Acting Head of Human Resources &  
Organisation Development

Presented by the Director of Corporate Services in the absence of the Acting Head of Human Resources & Organisation Development who had left the meeting.

It was agreed that the report and recommendation of the Acting Head of Human Resources & Organisation Development be adopted, subject to any decisions recorded below and other items noted:-

7.5.1 Local Government Staff Commission  
People & Organisation Development Conference -  
"Transformation in Practice",  
La Mon House Hotel & Country Club, Belfast  
8<sup>th</sup> & 9<sup>th</sup> December 2016

Members had been provided with the invitation and programme in respect of the above conference. The only expenses applicable would be those in relation to travel.

It was proposed by Alderman A G Ewart, seconded by Councillor A P Ewing and agreed to recommend that there be no Member representation at the above conference.

7.6 Somme Pilgrimage 2017 - Attendees

The Committee was reminded of the decision of the Shadow Council at its meeting held on the 28<sup>th</sup> January 2015 that:-

- each Member be given the opportunity to attend (the Somme Pilgrimage) once during the Council's four-year term;
- a maximum of eight Members plus supporting officers/drivers/guides attend each year;
- a maximum of eight Members, plus Officers, attend in 2017 and 2018.

With regard to the 2017 Pilgrimage, the Director advised that he was in receipt of nine Member nominations, one of whom having already attended (in 2016).

It was proposed by Councillor A Grehan, seconded by Councillor B Mallon and agreed to recommend that the decisions of the Shadow Council be upheld for 2017, ie that a maximum of eight members attend with none of those attendees having attended before during the current Council term. Officer participation would be two persons.

In addition to the above, it was agreed to recommend that – subject to there being no additional cost to the Council – a ninth Member could attend.

7.7 Belfast Rapid Transit Route  
Public Information Events  
Colin Glen Library, Dairy Farm Centre  
Thursday 3<sup>rd</sup> November 2016 (10.00 am – 5.00 pm)  
Monday 7<sup>th</sup> November 2016 (1.00 pm – 8.00 pm)

Members had been provided with copy of an e-mail dated the 26<sup>th</sup> October 2016 from the Department for Infrastructure regarding public information events being held in relation to work on the Belfast Rapid Transit route on the Stewartstown Road between the Michael Ferguson Roundabout and the McKinsty Road Roundabout. All Members had been notified of these information events on the 27<sup>th</sup> October 2016. Expenses would be those in relation to mileage.

It was agreed to recommend that the attendance of any Member at either of the public information events on the 3<sup>rd</sup> and 7<sup>th</sup> November 2016 in relation to work to the Belfast Rapid Transit route be approved and that approved expenses be paid also.

7.8 Translink  
Lagan Valley Public Transport Political Stakeholder Update  
Meeting at Lisburn Bus Station to include Bus Tour to Moira  
Park & Ride Development Site  
Friday 25<sup>th</sup> November 2016 (10.30 am – 11.45 am)

Further to the issue of the report for the meeting, the Director verbally reported that the date for the Translink political stakeholder event had been re-arranged to Friday 25<sup>th</sup> November 2016. All Members had been notified of the revised arrangements on the 7<sup>th</sup> November 2016.

It was agreed to recommend that the attendance of any Member at the Translink political stakeholder event commencing at Lisburn Bus Station on the 25<sup>th</sup> November 2016 be approved and that approved expenses be paid also. The only likely expenses would be those in relation to travel.

7.9 Welfare Reform

7.9.1 Department for Communities  
(Communications & Engagement Unit)  
Presentation to Committee - 13<sup>th</sup> December 2016

Officials from the Communications & Engagement Unit of the Department for Communities had sought to make a presentation to the Council on issues pertaining to Welfare Reform.

It was agreed to recommend that:-

- officials from the Communications & Engagement Unit of the Department for Communities be received by the Committee at its meeting to be held on the 13<sup>th</sup> December 2016 in order to discuss issues pertaining to Welfare Reform.
- all Members of the Council be invited to attend the Corporate Services Committee meeting on the 13<sup>th</sup> December 2016 for the presentation on Welfare Reform.

7.9.2 Citizens Advice  
Training – “Overview of Social Security Benefit System &  
Welfare Reform”  
24<sup>th</sup> November 2016 (10.30 am – 1.00 pm)  
Citizens Advice Regional Office – 26 Donegal Pass, Belfast

Members had been provided with details of the above seminar for which there was no fee. The only expenses that would be incurred would be those in relation to travel.

7.9.2 Citizens Advice  
Training – “Overview of Social Security Benefit System & Welfare Reform”  
24<sup>th</sup> November 2016 (10.30 am – 1.00 pm)  
Citizens Advice Regional Office – 26 Donegal Pass, Belfast  
(Continued)

It was agreed to recommend that:-

- all Members of Council be notified of the Citizens’ Advice training event entitled “Overview of Social Security Benefit System & Welfare Reform” being held in Belfast on the 24<sup>th</sup> November 2016;
- the attendance of any Member at the above event be approved and that approved expenses be paid also.

7.10 Northern Ireland Local Government Commissioner for Standards  
“Want to complain about a Councillor’s conduct?”

Members had been provided with copy of a leaflet entitled “Want to complain about a Councillor’s conduct?” from the Northern Ireland Commissioner for Standards (NICS).

The Council had been provided with a limited number of the leaflet which would be placed at the reception areas of Bradford Court and Lagan Valley Island and the Committee was invited to consider if this leaflet should be placed on the Council’s website.

It was agreed to recommend that the Northern Ireland Commissioner for Standards’ leaflet entitled “Want to complain about a Councillor’s conduct?” be placed on the Council’s website.

7.11 Northern Ireland Local Government Officers’ Superannuation  
Committee  
Annual Report & Accounts 2015/2016 & Funding Strategy Statement

It was agreed to recommend that the content of Circular 09/2016 from the NI Local Government Officers’ Superannuation Committee in relation to the Annual Report & Accounts 2015/2016 and the Funding Strategy Statement of that organisation be noted.

The annual report and the Funding Strategy Statement were available at the meeting and could be accessed at <http://www.nilgosc.org.uk/annual-reports-and-corporate-plan> and <http://www.nilgosc.org.uk/funding-and-valuation> respectively.

Councillor T Morrow left the meeting. (8.00 pm)

8. Consumer Council Northern Ireland – Presentation to Committee

The Chairman, Councillor O Gawith, extended a welcome to the undernoted officials of the Consumer Council who were in attendance to present on the Consumer Council's findings of its report entitled "Empowering Consumers – Beginning a Conversation on Consumer Priorities for the Northern Ireland Electricity Network":-

- Mr Richard Williams – Head of Policy (Energy)
- Ms Hannah Brown – Policy Officer (Energy)

Mr Williams thanked the Committee for the opportunity to address the meeting and – with the aid of PowerPoint – made a presentation in regard to the report referred to above. Copies of the report were also distributed to those members present.

Alderman J Tinsley left the meeting during the presentation. (8.02 pm)  
Councillor A P Ewing left and returned to the meeting during Members' questions. (8.30 pm and 8.37 pm respectively.)

After the officials had answered Members' questions, the Chairman thanked them for their attendance and informative presentation and they left the meeting. (8.40 pm)

9. Confidential Reports of Director of Corporate Services

Dealt with under Item 6.

10. Any Other Business

10.1 Members' Allowances – Office Consumables (Ink Cartridges)  
Councillor A Grehan

Councillor A Grehan advised that she had raised the issue of the provision to Members of office consumables – in particular that of ink cartridges - at a meeting of the National Association of Councillors the previous day.

In an e-mail dated the 8<sup>th</sup> November 2016, the Admin Assistant for the NAC (NI Region) had advised Councillor Grehan that – based on policy guidelines set out in various documents from the Department for Communities – it was the NAC's understanding that councillors' ink cartridges are classed as consumables to be paid for by individual councillors out of their £1,000 consumables allowance, and that councils do not have the discretion to pay for them.

10.1 Members' Allowances – Office Consumables (Ink Cartridges)  
Councillor A Grehan (Continued)

It was agreed that the report of Councillor Grehan in regard to this matter together with the content of the e-mail dated the 8<sup>th</sup> November 2016 from the NAC as reported by Councillor Grehan be noted.

10.2 Electricity Charges  
Alderman D Drysdale

The Committee noted comments made by Alderman D Drysdale in relation to electricity charges applicable in Northern Ireland.

There being no further business, the meeting terminated at 8.45 pm.

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MAYOR/CHAIRMAN