

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 10th May 2016 at 7.00 pm.

PRESENT:

Alderman J Tinsley (Chairman)

The Right Worshipful The Mayor
Councillor R T Beckett

Deputy Mayor
Councillor A Redpath

Aldermen W J Dillon MBE, M Henderson MBE,
T Jeffers and W A Leathem

Councillors S Carson, O Gawith, A Grehan, B Hanvey,
V Kamble, B Mallon and John Palmer

IN ATTENDANCE:

Director of Corporate Services
Head of Central Support Services
Committee Secretary

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 Aldermen S Martin and G Rice MBE, Councillor J McCarthy, the Head of Finance & IT, the Head of Human Resources & Organisation Development and the Project Manager – Finance.

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. No declarations were made.

3. Minutes of Meeting

It was agreed that the minutes of the Meeting of Committee held on the 12th April 2016 as adopted by the Council at its Meeting held on the 26th April 2016 be confirmed and signed.

4. Report of Director of Corporate Services

It was proposed by the Deputy Mayor, Councillor A Redpath, seconded by Councillor A Grehan and agreed that the report and recommendations of the Director of Corporate Services be adopted, subject to any decisions recorded below and other items noted:-

4.1 Report of Head of Central Support Services

Presented by Head of Central Support Services.

It was proposed by Councillor S Carson, seconded by Councillor B Mallon 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:-

4.1.1 Lighting-Up of Lagan Valley Island

(a) Stroke Association – “Make May Purple”
May 2016

Members had been provided with a copy of a letter dated the 19th April 2016 from the Stroke Association requesting that the Council take part in “Make May Purple” by lighting Council buildings in purple in May 2016.

It was agreed to recommend that the “Make May Purple” initiative be supported and that Lagan Valley Island be lit in purple on the 31st May 2016.

(b) Lighting-Up Options

The Head of Service advised that - as the Council was receiving a significant number of requests for Lagan Valley Island to be lit up in support of charity initiatives - Centre Management were investigating options for enhancing the lighting of LVI. A report would be brought to a future meeting.

4.1.2 Wallace Park, Lisburn
Wayleave Agreement to British Telecommunications plc

It was agreed to recommend that a Wayleave Agreement be granted to British Telecommunications plc in relation to ongoing works associated with a CCTV upgrade in Wallace Park, Lisburn, it being noted that neither Leisure Services nor Technical Services had any objection to this Wayleave.

4.1.3 Contract for Provision of Legal Services

Members were reminded of the Committee's decision at its meeting held on the 9th June 2015 that the contract for Legal Services be extended until the 31st July 2016.

It was agreed to recommend that the current contract for the provision of Legal Services be extended until the 30th November 2016 to facilitate the procurement process for a new contract which was anticipated to be in place by the 1st December 2016.

4.1.4 Northern Ireland Confederation for Health & Social Services - Annual Conference & Exhibition
28th & 29th June 2016
La Mon Hotel, Castlereagh

Members had been provided with details of the above conference, the cost of a Member's attendance thereat having been estimated at £181.50.

Members noted that – at its meeting held on the 14th April 2016 – the Health Working Group had agreed that the Chair and Vice-Chair of the Day of the Health Working Group (which were actually the Chair and Vice-Chair of the Corporate Services Committee) be nominated to attend, the Council to be responsible for the payment of any approved expenditure that might be incurred in this regard.

No further nominations for attendance were made.

4.1.5 National Malaya & Borneo Veterans Association
(Northern Ireland Branch)
Professor Pantridge Memorial - Ceremony

Members were advised that in recent years the Northern Ireland Branch of the National Malaya & Borneo Veterans Association had – on an annual basis in October - held a ceremony at the Professor Pantridge Memorial, Lagan Valley Island.

The Head of Service reported receipt of a request from the Association that the Council permit and host the 2016 event on Saturday 1st October 2016. It was agreed to recommend that this request be acceded to.

The Head of Service stated that Councillor M H Tolerton had – as part of the Heart City initiative - reminded her that it was now 50 years since Professor Pantridge (now deceased) had invented the defibrillator. Officers would assess how this could be marked as part of the above event.

4.1.6 Royal Ulster Rifles Association
Dinner at Lagan Valley Island

Members had been provided with a copy of a letter received on the 8th April 2016 from the Secretary of the Royal Ulster Rifles Association (Lisburn Branch) seeking Council support for a dinner to be held in Lagan Valley Island in October 2016. In previous years Lisburn City Council had provided financial support for the dinner.

It was agreed to recommend that the request from the Lisburn Branch of the Royal Ulster Rifles Association for the Council to host a dinner at Lagan Valley Island in October 2016 be acceded to, the estimated costs for the event being £850.00.

4.1.7 Department of Health, Social Services & Public Safety for NI
Consultation Documents

- (a) “Draft Diabetes Strategic Framework & Implementation Plan”
(Closing date: 31st May 2016)

The above consultation was available at <https://www.health-ni.gov.uk/consultations/diabetes-strategic-framework-consultation>.

The Committee was advised that – at its meeting held on the 14th April 2016 – the Health Working Group had offered the following comments and had agreed that they be conveyed to the Corporate Services Committee for inclusion in the Council’s response to the above document:-

- the need for adequate resources to meet the growing number of people with diabetes;
- the need for adequate preventative measures in respect of all types of diabetes, and not just Type 2;
- the document was very much stand-alone and the findings needed to be integrated with other health initiatives.

The Committee offered no further comments.

It was agreed to recommend that the comments as set out above be accepted as the Council’s response to the above consultation document and be submitted to the Department of Health, Social Services & Public Safety by the stipulated closing date of the 31st May 2016.

- (b) "Innovation Scheme for Voluntary & Community Sector"
(Closing date: 3rd June 2016)

The above consultation was available at <https://www.health-ni.gov.uk/consultations/health-and-social-care-innovation-scheme>.

The Committee was advised that – at its meeting held on the 14th April 2016 – the Health Working Group had agreed that the need for the findings of the above consultation to be integrated with other health initiatives be conveyed to the Corporate Services Committee for inclusion in the Council's response to the document.

The Committee offered no further comment.

It was agreed to recommend that the comment as detailed above be accepted as the Council's response to the above consultation document and be submitted to the Department of Health, Social Services & Public Safety by the stipulated closing date of the 3rd June 2016.

4.1.8 Her Majesty Queen Elizabeth II – 90th Birthday Celebrations

The Committee noted that arrangements for the Council's events to celebrate Her Majesty Queen Elizabeth II's 90th Birthday were being progressed in association with the working group established in this regard.

The Director gave a verbal report on ticket allocation for the Royal Salute at Hillsborough Fort on the 11th June 2016.

4.1.9 Minutes of Meetings – Confidential Items

It was agreed to recommend that a procedure that had been agreed by the Corporate Management Team in respect of the recording of confidential items in minutes of meetings of the Council and its committees be noted.

4.1.10 Lisburn & Castlereagh Policing & Community Safety Partnership (PCSP)

(a) Minutes of Meetings

It was agreed to recommend that the minutes of the undernoted meetings of the Lisburn & Castlereagh PCSP be noted:-

- Meeting in Private held on the 16th February 2016
- Meeting in Public held on the 15th March 2016.

(b) Schedule of Meetings

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

4.1.11 Health Working Group
Minutes of Meeting – 8th February 2016

It was agreed to recommend that the minutes of the meeting of the Health Working Group held on the 8th February 2016 be noted.

Alderman M Henderson entered the Meeting. (7.07 pm)

Items Reported Verbally

4.1.12 Battle of the Somme – Centenary Commemorations
(1st July 2016)
Royal British Legion (Lisburn Branch)

The Head of Service made a verbal report on discussions with the Royal British Legion to progress their centenary commemorations for the Battle of the Somme on the 1st July 2016 in conjunction with the Council.

It was agreed to recommend that, in consultation with the Chairman of the Committee, Officers be delegated authority to:-

- progress arrangements for the above event with the Royal British Legion;
- incur the necessary expenditure in relation to the event and the associated refreshments.

Alderman W A Leathem stressed the importance of the event being publicised as widely as possible so as to maximise public awareness thereof.

4.1.13 2 Rifles welcome to Lisburn
Dinner – 25th April 2016

The Right Worshipful The Mayor, Councillor R T Beckett, expressed his thanks to all staff who had been involved in the organisation of the above dinner.

The Right Worshipful The Mayor advised that the Commanding Officer 2 Rifles had presented the Council with a commemorative bugle embellished with two rifles and that he would have this displayed at the next Council meeting.

Alderman T Jeffers entered the Meeting. (7.12 pm)

5. Confidential Report of Director of Corporate Services

At the request of the Director, it was agreed that Item 5 of the agenda be brought forward to this stage in the meeting and that his confidential report be considered.

The Chairman, Alderman J Tinsley, advised that:-

- the report of the Head of Central Support Services was confidential due to 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;
- the report of the Head of Human Resources & Organisation Development was confidential due to information which was likely to reveal the identity of individuals.

It was proposed by the Deputy Mayor, Councillor A Redpath, seconded by Councillor B Mallon and agreed that the items in the Confidential Report 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 report and recommendations of the Director of Corporate Services be adopted, subject to any decisions recorded below and other items noted:-

5.1 Report of Head of Central Support Services

Presented by Head of Central Support Services.

5.1.1 Registration Services – Bradford Court

Members had been provided with a report in respect of Registration Services at Bradford Court.

It was agreed to recommend that the report on Registration Services at Bradford Court be noted and that the recommendation contained therein be accepted, ie that an Appointment System for the Registration Service at Bradford Court be introduced as from Monday, 13th June 2016 on a pilot basis.

Alderman W A Leathem and the Head of Central Support Services left the Meeting. (7.15 pm)

5.2 Report of Head of Human Resources & Organisation Development

Presented by Director of Corporate Services in the absence of the Head of Human Resources & Organisation Development.

5.2.1 HR & OD Workforce Data

It was agreed to recommend that reports in respect of the following be noted, such reports being in accordance with the Council's Strategic Workforce Plan 2015-2017:-

- Workforce Profile – Headcount, Contract (permanent/fixed term/full-time/part-time) and Agency Workers
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks)
- Recruitment – Internal trawls and open competition.

The rolling absence report which was normally provided had not been available this month due to a systems' error in connection with a recent upgrade and the merging of attendance systems.

It was proposed by Alderman W J Dillon, seconded by Councillor O Gawith and agreed to come "out of Committee" and normal business was resumed.

6. Report of Director of Corporate Services (Continued)

6.1 Report of Head of Finance & IT

Presented by the Director of Corporate Services in the absence of the Head of Finance & IT.

6.1.1 Performance Indicators for Finance

It was agreed to recommend that the content of a report demonstrating the performance of the Finance Unit during 2015-16 for Prompt Payment be noted.

6.1.2 Financial Statement

The Committee noted that in order for year-end accruals to be accounted for in the production of outturn to Departments, additional time was required to deliver this and so the financial statement for the financial year ended the 31st March 2016 would not be available until the June 2016 meeting of the Committee. Outturn reports to the Departments would be provided at the same time.

6.1.3 IT Systems

In response to a question from Councillor B Hanvey, the Director advised that the merger of the predecessor councils' IT systems was now complete and that - whilst the system in place was a robust one - the threat of a cyber-attack was ever present and he urged vigilance by all users.

The Director paid tribute to the Head of Finance & IT and the IT staff for the work they had done in the merger of the two systems which had been an extremely complex project.

6.2 Report of Head of Human Resources & Organisation Development

Presented by the Director of Corporate Services in the absence of the Head of Human Resources & Organisation Development.

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

6.2.1 Staff Attendance at Seminars

Members were reminded of comments made at a previous meeting of Committee about the excessive numbers of staff who were present at Committee/Council meetings and also seminars.

Officers' attendance at meetings had been dealt with at the April 2016 meeting of the Committee.

In regard to Officers' attendance at seminars, the Head of Service provided a draft extract to be added to the Council's Training & Development Policy which would address this.

It was agreed to recommend that the draft extract on staff attendance at seminars be approved.

6.2.2 Local Government Staff Commission Consultation on Code of Procedures on Recruitment & Selection (Closing date: 27th May 2016)

Members had been provided with a draft response to the above consultation which incorporated comments made at the previous meeting of the Committee in relation to the composition of shortlisting and interview panels for the post of Chief Executive.

It was agreed to recommend that the draft response to the above consultation be accepted as the Council's response thereto and that it be submitted to the Local Government Staff Commission by the closing date of the 27th May 2016.

6.2.3 Managing in a Political Environment – Training for Officers

Members were advised that the following training had been identified for Officers:-

- “Managing in a Political Environment” for Heads of Service;
- a bespoke training course to cover working in a political environment solely for planning officers.

The “Managing in a Political Environment” programme would be delivered by the PSM Consultancy and required Elected Member involvement for Member/Officer informal interaction and also small group question and answer sessions thereby allowing for a better understanding by Officers of Members’ perspectives on the operation of Council business.

Four members (one from each of the four main political parties on the Council) were required for each course. It would be preferable that those Members participating in the planning officers’ course should have a knowledge of the Planning Committee.

It was agreed to recommend that:-

- the above training take place;
- upon notification of the dates for the training sessions - each of the four main political parties on the Council make nominations for party representation (one Elected Member per party) at the “Managing in a Political Environment” training, such nominations to be provided to the Head of Service.

6.2.4 Workplan for Implementation of Filling Posts in New Council Structures

It was agreed to recommend that the progress report on the Work Plan for the implementation of the filling of posts in the new Council structures be noted.

6.2.5 Investors In People (IIP) Accreditation Update

It was agreed to recommend that the progress report in regard to the Investors In People (IIP) Accreditation be noted.

6.3 Report of Project Manager – Finance

Presented by the Director of Corporate Services in the absence of the Project Manager – Finance.

6.3.1 Councillor Allowances

Alderman W A Leathem re-entered the meeting at 7.37 pm during discussion of this item of business but prior to any decision being taken.

Members were reminded of the Committee's decision at its previous meeting that Broadband be offered to all Members of Council in an effort to improve on the connectivity of ipads.

Members were provided with copies of the undernoted items of correspondence:-

- e-mail dated the 26th April 2016 from the Department of the Environment (Local Government Policy Division) providing clarification in relation to certain sections of Councillor Allowances Circular LG04/15 one of those being "Office Consumables" which approved the provision of hardware but not consumables. Broadband was defined as a consumable;
- relevant extract from Circular LG/04/15 advising that (1) "the Basic Allowance has been increased, in part, to cover office consumables or incidental costs incurred by councillors in their official capacity including the cost of mobile telephone calls" and (2) "it is for each council to decide if it needs to provide councillors with any IT or mobile hardware, such as laptops or printers";
- e-mail dated the 4th May 2016 from the Project Manager to the Department of the Environment (Local Government Policy Division) explaining that the Council was using Broadband as a connectivity infrastructure which would be classified as "hardware" and not as a "consumable";
- Addendum No. 3 to Circular LG 04/2015 providing addenda to Guidance on Councillor Allowances which had been issued on the 24th February 2015. Attention was drawn to point 4.v. contained therein stating that "The basic allowance is intended to cover incidental costs incurred by councillors in their official capacity, such as the use of their homes, office consumables and cost of mobile phone calls/broadband provision/mobile data charges. See point 9 for details on Councillor Support Services".

The Project Manager had recommended that the Council implement Addendum No 3 to Circular LG 04/2015, this being with immediate effect.

The Director explained that consumables also included printer paper and cartridges. Members would be offered the option of either assuming the Broadband and sim card charges and having these deducted from their allowance, or cancelling them completely and securing their own contracts if so desired (as wi-fi was freely available in public places).

6.3.1 Councillor Allowances (Continued)

Members from both predecessor councils pointed out that business cases for the provision of reports and minutes in a paperless manner had prescribed the use of iPads/Laptops and as such Broadband was required to facilitate this.

Alderman M Henderson advised that the National Association of Councillors had been informed by the Local Government Policy Division that their information was by way of “guidance” and was subject to interpretation by a council.

The Director reiterated that the Local Government Policy Division directive had been queried by the Council’s officers but that the Department had confirmed that Broadband and sim cards were included under “consumables” and that the Minister had included £1,000.00 in the Councillor’s Basic Allowance to cover such costs. Furthermore the Council was obliged to implement the directive.

It was proposed by Alderman M Henderson, seconded by the Deputy Mayor, Councillor A Redpath, and agreed to recommend that:-

- an official from the Department for Communities (Local Government Policy Division) be invited to address the Committee to explain the rationale behind this directive and the reason why councils and the National Association of Councillors were being given different explanations of the same advice;
- a decision on the implementation of Addendum No 3 to Circular LG 04/2015 be deferred pending the address by the official from the Department for Communities (Local Government Policy Division).

In addition to the above, Members suggested that the political parties and the National Association of Councillors should raise this matter with the Department for Communities (Local Government Policy Division).

6.4 Consolidated Councillor Allowances Circular updated April 2016 re Mileage Rates for Electric Cars

Members had been provided with a copy of Circular LG 12/2016 from the Local Government Policy Division of the Department of the Environment providing a consolidated record of all current councillor allowances and superseding Local Government Circular 10/2016. The consolidated circular was required so as to determine mileage rates for electric cars back-dated with effect from the 1st April 2015.

6.4 Consolidated Councillor Allowances
Circular updated April 2016 re Mileage Rates for Electric Cars
(Continued)

It was agreed to recommend that:-

- the mileage rates for electric cars back-dated to the 1st April 2015 be accepted and applied from that date;
- Circular LG 12/2016 from the Local Government Policy Division which consolidates all Councillor Allowances be noted.

6.5 Ulster Defence Regimental Association – North Down Branch
Church Parade & Service of Remembrance of the Belfast County
Sunday 15th May 2016
St John's (Orangefield) Parish Church, Castlereagh Road, Belfast

Members had been provided with a copy of a letter dated the 12th April 2016 from the North Down Branch of the Regimental Association of the Ulster Defence Regiment regarding its Church Parade & Service of Remembrance of the Belfast County being held in St John's (Orangefield) Parish Church, Castlereagh Road, Belfast on the 15th May 2016. A parade would take place in advance of the Service and light refreshments would be served afterwards.

The Director pointed out that that this annual event had previously taken place in the former Castlereagh Borough Council's area and that whilst St John's Parish Church was now within Belfast City Council's area, Members from the Castlereagh area might have an interest in attending the service.

All Members had been notified of this event on the 15th April 2016 and, to date, three Members had indicated that they would hope to attend it.

It was agreed to recommend that:-

- the attendance of any Member of Council at the North Down Branch UDR Association's Church Parade & Service being held in St John's (Orangefield) Parish Church, Castlereagh Road, Belfast on the 15th May 2016 be approved and that the Council be responsible for the payment of any approved expenditure that might be incurred in this regard;
- Members be not robed at the above Service;
- Members make their own travel arrangements to and from St John's (Orangefield) Parish Church.

6.6 Her Majesty Queen Elizabeth II - 90th Birthday Celebrations
County Service of Celebration
Sunday 29th May 2016
St Nicholas Church, Carrickfergus

6.6.1 Funding

Members were aware of the above service being hosted by the Lord Lieutenant for County Antrim.

Members were advised that the Lieutenancy did not have access to any funds and, accordingly, the Lord Lieutenant had contacted the Council and also Antrim & Newtownabbey Borough Council with a request that those councils each cover 50% of the costs for the printing of the Orders of Service. The total cost was £995.00 and Lisburn & Castlereagh City Council's share would therefore be £497.50. Mid & East Antrim Borough Council was meeting the cost of invitations, postage, flowers and the birthday cake for the event.

It was agreed to recommend that the request received on behalf of the Lord Lieutenant in respect of funding in the sum of £497.50 for the County Antrim Service of Celebration being held in St Nicholas Church Carrickfergus on the 29th May 2016 to mark the 90th birthday of Her Majesty Queen Elizabeth II be acceded to.

6.6.2 Arrangements

Members were aware that the above service had been reported to the meeting of Council on the 22nd March 2016 and also to the Corporate Services Committee on the 12th April 2016.

By the extended closing date of the 5th May 2016, 14 Members had indicated their intention to attend the service.

In his report, the Director detailed arrangements for the service including dress code, robing, chain of office and medal requirements, non-inclusion of spouses/partners, car parking, catering and time-table for the event.

Members were reminded that if a decision was taken for Members to be robed at the event, each individual Member would be responsible for the safe transportation and return to Lagan Valley Island of their robes.

Following discussion, it was agreed to recommend that:-

- the attendance of any Member who might wish to attend the County Antrim Service of Celebration being held in St Nicholas Church Carrickfergus on the 29th May 2016 to mark the 90th birthday of Her Majesty Queen Elizabeth II be approved and that the Council be responsible for the payment of any approved expenditure that might be incurred in this regard;

6.6 Her Majesty Queen Elizabeth II - 90th Birthday Celebrations
County Service of Celebration
Sunday 29th May 2016
St Nicholas Church, Carrickfergus (Continued)

6.6.2 Arrangements (Continued)

- transport departing Lagan Valley Island be provided for the Council's attendees;
- Members be robed at the event;
- Members attending the service and availing of the transport from LVI be responsible for collecting their robes from the foyer at LVI and returning them to that location after the service;
- Members attending the service but not availing of the Council transport be responsible for collecting their robes from Lagan Valley Island prior to the 29th May 2016 - bearing in mind that it was a bank holiday weekend – and retaining them in their safe keeping until their return to Lagan Valley Island.

6.7 National Police Memorial Day
Sunday 25th September 2016 - St Paul's Cathedral, London

Members had been provided with details of the National Police Memorial Day being held on the 25th September 2016 at St Paul's Cathedral London, the cost of a Member's attendance thereat having been estimated at £305.08.

It was proposed by Councillor A Grehan, seconded by Alderman W A Leathem and agreed to recommend that:-

- details of the above event be noted;
- consideration of attendance at the above event in future years be only if it was being hosted in Northern Ireland.

6.8 Northern Ireland Festival of Remembrance
Belfast Waterfront - Saturday 12th November 2016
Request for Sponsorship

Members had been provided with a copy of a letter received by way of e-mail on the 29th April 2016 from NakedPR on behalf of the NI District Committee of the Royal British Legion (NI) inviting the Council to support the NI Festival of Remembrance on the 12th November 2016 by availing of one of the donation support packages.

6.8 Northern Ireland Festival of Remembrance
Belfast Waterfront - Saturday 12th November 2016
Request for Sponsorship (Continued)

It was proposed by Councillor A Grehan, seconded by Alderman M Henderson and agreed that:-

- the Council support the NI Festival of Remembrance on the 12th November 2016 by means of the Silver Package at a cost of £800.00 plus VAT;
- the allocation of the four complimentary tickets be left to the discretion of the Chairman of the Committee in consultation with the Director of Corporate Services.

6.9 Department of Finance & Personnel for Northern Ireland
Consultation – “Alternatives to the Small Business Rate Relief
Scheme”
(Closing date: 13th May 2016)

The above consultation was available at
<https://www.dfpni.gov.uk/consultations/small-business-rate-relief-discussion-paper>.

Members had been provided with a copy of a letter dated the 19th April 2016 from the Northern Ireland Local Government Association providing NILGA's draft response to the above consultation document. This draft response had been e-mailed to Members on the 29th April 2016.

The Committee offered no further comments on the consultation document or on NILGA's draft response thereto.

It was agreed to recommend that NILGA's draft response to the above consultation document be accepted as the Council's response thereto and that both NILGA and the Department of Finance & Personnel be advised accordingly by the stipulated closing date of the 13th May 2016.

6.10 June 2016 Meeting of Committee

Members were aware that the June 2016 meeting of the Committee was scheduled for the 14th June 2016. As the Annual General Meeting of the Council was being held at 6.00 pm on that date to be followed by refreshments, it had become necessary for the meeting of the Committee (and that of the Governance & Audit Committee) to be re-scheduled.

The Chairman of the Committee had been consulted on a revised date.

It was agreed to recommend that the re-scheduled date and time for the June 2016 meeting of the Corporate Services Committee be Tuesday 21st June 2016 at 7.00 pm in the Chestnut Room.

6.11 Lisburn & Castlereagh Pensions Advice
Use of Accommodation at Bradford Court

Members were reminded of the decision of the Committee at its meeting held on the 9th June 2015 that Lisburn Citizens Advice Bureau be leased the use of one office at Bradford Court for one year and with the possible extension of a second year.

Members now noted that Lisburn Citizens Advice Bureau had vacated its office in Bradford Court on the completion of its one-year lease.

6.12 Annahilt Post Office, 261 Ballynahinch Road, Annahilt, Hillsborough,
Temporary Closure

It was agreed to recommend that the content of a letter dated the 29th April 2016 from the Post Office regarding the temporary closure for operational reasons of Annahilt Post Office as from the 5th April 2016 be noted. The Post Office was working to resume post office services at Annahilt.

A copy of this correspondence had been furnished to all Members of Council on the 4th May 2016.

6.13 Northern Ireland Local Government Officers'
Superannuation Committee
Draft Funding Strategy Statement
(Extended Closing Date: 30th June 2016)

The above statement was available at <http://www.nilgosc.org.uk/consultation>.

It was agreed to recommend that the content of Circular 05/2016 dated the 3rd May 2016 from the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) regarding its Draft Funding Strategy Statement be noted and that NILGOSC be advised accordingly.

7. Confidential Report of Director of Corporate Services

Dealt with under Item 5.

8. Any Other Business

8.1 Thanks to Committee and Officers

The Director expressed his thanks to the Chairman, Vice-Chairman and Members of the Committee for their assistance and contributions during the past year and wished them well in the next committees they might serve on.

The Chairman, Alderman J Tinsley, expressed his thanks to the Vice-Chairman (Councillor A Grehan), the other Members of the Committee, the Director, Heads of Service and Committee Secretary for their assistance and co-operation during his time as Chairman of the Committee.

8.1 Thanks to Committee and Officers (Continued)

The Vice-Chairman responded to these comments and thanked the Chairman, Director and Committee Secretary for their assistance during her term as Vice-Chairman. Alderman W A Leathem congratulated the Chairman and Vice-Chairman for the manner by which the business of the Committee had been conducted.

8.2 Lagan Valley Island – Catering
Alderman W J Dillon

In response to comments made by Alderman W J Dillon regarding catering at Lagan Valley Island, the Director:-

- advised that an update on the future provision of catering at Lagan Valley Island would be made to the Committee at its next meeting;
- undertook to convey to the current caterers, concerns in relation to the catering which had been provided at a meeting of the Northern Ireland Local Government Association held at LVI earlier that day.

8.3 Health & Social Care organisations
Smoke-free from 9th March 2016
Councillor S Carson

Councillor S Carson referred to the introduction on the 9th March 2016 of a prohibition on smoking in all Health & Social Care sites and premises in Northern Ireland.

Councillor Carson stated that – since the 9th March 2016 - he had observed instances of smoking on hospital sites within the Belfast Health & Social Care Trust (Royal Group of Hospitals) and the South Eastern Health & Social Care Trust (Lagan Valley and Ulster Hospitals). Councillor Carson enquired as to how this ban was being enforced.

It was agreed that these concerns be conveyed to the Trusts referred to above.

8.4 Market Square, Lisburn – Water Feature
Councillor John Palmer

In response to comments made by Councillor John Palmer about the non-operation of the water feature in Market Square, Lisburn, the Chairman of the Committee, Alderman J Tinsley, advised that this matter was being raised at the meeting of the Development Committee the following evening.

8.5 Alderman T Jeffers – Baby Son
Councillor John Palmer

Councillor John Palmer congratulated Alderman T Jeffers and his wife Catherine on the birth of their baby son, David Samuel. These comments were reiterated by other Members present. Alderman Jeffers responded accordingly.

There being no further business, the meeting terminated at 7.52 pm.

MAYOR/CHAIRMAN