

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 11TH October 2016 at 7.00 pm.

PRESENT:

Councillor O Gawith (Chairman)

The Right Worshipful The Mayor
Councillor R B Bloomfield, MBE

Aldermen W J Dillon MBE, D Drysdale,
A G Ewart, T Jeffers and W A Leathem

Councillors S Carson, J Craig, A Ewing,
A Grehan, B Hanvey and B Mallon

OTHER MEMBERS:

Alderman J Tinsley and Councillor J Palmer

IN ATTENDANCE:

Director of Corporate Services
Head of Central Support Services
Head of Marketing & Communications (Mrs C Bethel)
Head of Technical & Estates Services
Head of Sports Services
Head of Parks & Amenities
Acting Head of Human Resources & Organisation Development
Committee Secretary

The Chairman, Councillor O Gawith, welcomed Members to the meeting.

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 Deputy Mayor, Alderman S Martin; Councillors R T Beckett, V Kamble and A McIntyre; and the Head of Finance & IT.

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 Declarations of Interest were made during the course of the meeting:-

- Councillor J Craig – Item 9 of Report of Head of Central Support Services – “Moneyrea Primary School – Draft Development Proposal 479 for Establishment of Nursery Unit for 26 Pupils”. (Member of Education Authority)
- Councillor J Palmer – Item 2 of Confidential Report of Acting Head of Human Resources & Organisation Development - “Agency Workers”. (Son is an agency worker employed by Council)

3. Minutes of Meeting

It was proposed by Alderman W J Dillon, seconded by Alderman A G Ewart and agreed that the minutes of the Meeting of Committee held on the 13th September 2016 as adopted by the Council at its Meeting held on the 27th September 2016 be confirmed and signed.

4. Reports of Director of Corporate Services

To be dealt with later in the meeting.

5. Confidential Report of Director of Corporate Services

It was proposed by Councillor B Mallon, seconded by Councillor S Carson and agreed to bring forward the confidential report of the Director of Corporate Services as a number of officers from Environmental Services and Leisure & Community Services were in attendance for one item in the report of the Acting Head of Human Resources & Organisation Development.

The Director advised that:-

- the report of the Head of Central Support Services was confidential because of (i) information relating to the financial/business affairs of a particular organisation and (ii) information relating to individuals;
- the report of the Head of Finance & IT was confidential because of information relating to an individual;

5. Confidential Report of Director of Corporate Services (Continued)

- the report of the Acting Head of Human Resources & Organisation Development was confidential because of (i) information that was likely to reveal the identity of individuals and (ii) labour relations matters;
- the report of the Head of MCU was confidential because of information relating to individuals.

It was proposed by Councillor S Carson, 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

To be dealt with later in meeting.

5.2 Report of Head of Finance & IT

To be dealt with later in meeting.

5.3 Report 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 Alderman A G Ewart and agreed that the confidential report and recommendations of the Acting Head of Human Resources & Organisation Development be adopted, subject to any decisions recorded below and other items noted:-

5.3.1 Voluntary Severance: Amendments to Severance Payments

To be dealt with later in meeting.

5.3.2 Agency Workers

The Heads of Parks & Amenities, Sports Services and Technical & Estates Services were in attendance for this item of business.

Further to the previous meeting of Committee, Members had been provided with a schedule detailing the posts that agency workers were engaged in within the Council and the reasons for this.

5.3.2 Agency Workers (Continued)

It was agreed to recommend that the schedule of information pertaining to agency workers be noted.

The Heads of Parks & Amenities, Sports Services and Technical & Estates Services left the meeting. (7.03 pm)

5.3.3 Payment of Overtime in Holiday Pay

A decision in respect of the above matter had been deferred from the previous meeting of the Committee.

As investigations with other councils as to their approach on this issue were ongoing, it was noted that a report on this matter would be made to the Committee in due course.

5.3.4 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.

5.3.5 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
- Short Term Absence for the periods 1st April 2015 – 31st July 2016
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks)
- Recruitment – Internal trawls and open competition.

Councillor A Ewing entered the meeting. (7.05 pm)

5.3.6 Voluntary Severance: Amendments to Severance Payments

It was agreed to recommend that amendments to two severance awards which had been agreed by the Committee in April 2016 be approved for payment, such amendments being occasioned by the employees in question having left the Council's employ post 1st April 2016 when the NJC pay award had become applicable.

5.3.7 Staffing Structure

A lengthy discussion took place about the ongoing process in respect of the filling of the organisation structure and – related to this – the number of staff employed by the Council post RPA, the number of agency staff employed and the opportunities which did or might exist for severance. In considering the number of staff post RPA and the number of agency staff Members were asked to be mindful of the following:-

- the number of staff who had transferred into the new Council;
- that due to vacancy controls during the RPA process, it had been necessary to employ agency workers to cover relevant vacant posts.

It was agreed to recommend that the organisational structure for all departments as agreed by the Council in December 2015 be provided for the next meeting of the Committee, such a structure to show the status for each post. Members were aware that an Away Day was imminent but that time constraints might not allow for this item to be considered and therefore the Committee meeting was considered a more appropriate forum for discussion.

The Chairman asked that the information referred to above be made available to Members well in advance of the meeting so as to allow them to have maximum time to consider it.

5.4 Report of Head of Central Support Services

Presented by Head of Central Support Services.

It was proposed by Alderman W A Leathem, seconded by Councillor J Craig and 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:-

5.4.1 Land at Glenmore Drive, Lisburn – Purchase of

It was agreed to recommend that – subject to the Development Committee at its meeting to be held on the 12th October 2016 accepting a recommendation to agree to progress the purchase of the land at Glenmore Drive, Lisburn at the value outlined - the matter of the acquisition of that land be progressed by Corporate Services.

5.4.2 Officers authorised to direct Persons from Council Property

Members had been provided with a schedule of Officers being recommended as authorised persons to direct persons from Council properties.

It was agreed to recommend that the Officers as listed in the schedule referred to above be authorised to direct persons from Council properties.

5.5 Report of Head of Finance & IT

In the absence of the Head of Finance & IT, her report was presented by the Director of Corporate Services.

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

5.5.1 Insurance Officer (PT) – Voluntary Severance

It was agreed to recommend that the Council accedes to the request for voluntary severance from the Insurance Officer (PT) for release under the RPA Staff Severance Scheme on the 30th November 2016.

5.6 Report of Head of Marketing & Communications

Presented by Head of Marketing & Communications.

It was agreed that the confidential report and recommendation of the Head of Marketing & Communications be adopted, subject to any decisions recorded below and other items noted:-

5.6.1 Freedom of Information

It was agreed to recommend that the summary of Freedom of Information requests received in September 2016 be noted.

Further to a request made by the Committee at its previous meeting, the Head of Service drew Members' attention to the inclusion in the schedule of the source of the requests, ie private individual or business.

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

6. Reports of Director of Corporate Services

6.1 Report of Head of Central Support Services

Presented by Head of Central Support Services.

It was proposed by Alderman A G Ewart, seconded by Councillor S Carson 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:-

6.1.1 Ceremonial Insignia for Members' Robes
and for Former Mayors

The Committee was reminded of the decisions taken at the previous meeting. This item of business had subsequently been referred back to the Committee from the meeting of Council held on the 27th September 2016. Additional information had been provided with the Head of Service's report.

It was proposed by Councillor B Mallon, seconded by Councillor A Grehan and agreed to recommend that:-

- the provision of the Mayoral jewel be offered to those Members of the Council who had served as Mayor of their respective legacy council and – if they wished to have such jewel – it be subject to a minimum contribution of 50% of the cost by each Member concerned;
- a Mayoral jewel be presented to Mayors of Lisburn & Castlereagh City Council in recognition of their Mayoral service and be not subject to a contributory payment from the recipients;
- the proposed jewel to be sourced as outlined in Option 1 of the additional information provided by the Head of Service in her report.

6.1.2 Lagan Valley Island
Carpet in Council Chamber

It was proposed by Councillor B Mallon, seconded by Councillor B Hanvey and agreed to recommend that:-

- the replacement of the centre of the Council Chamber carpet to incorporate the new crest at an approximate cost of £7,200.00 be progressed through the formal procurement process;
- subject to the availability of funding, the work be carried out in the current financial year.

6.1.3 Registration Unit
Appointment System at Bradford Court

The Committee was aware that – by way of a pilot scheme - an appointment system for the Registration Unit based within Bradford Court had been introduced on the 13th June 2016. The Head of Service reported that the pilot scheme had been beneficial from a number of aspects.

6.1.3 Registration Unit
Appointment System at Bradford Court (Continued)

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

- the appointment system for the Registration Unit based at Bradford Court be implemented on a permanent basis;
- an appointment system for the Registration Unit based at Lagan Valley Island be introduced at a future date.

6.1.4 Corporate Uniform - Policy

The Head of Service referred to the decision of the Committee at its meeting held on the 10th November 2015 that tenders be sought for the provision of a new corporate uniform to enable a further report to be brought to the Committee regarding the cost, design and entitled personnel. At that stage, the tender could not be awarded.

Members had been provided with a draft policy in respect of the provision of Corporate Uniform. This draft policy had been considered by the Corporate Management Team.

It was agreed to recommend that:-

- the draft policy in respect of the provision of Corporate Uniform be accepted subject to the provision of and the wearing of the uniform being by all employees below and including Heads of Service, it being noted that other appropriate staff would be covered by PPE;
- the draft policy duly amended as referred to above be referred to the trade unions for consultation.

6.1.5 Mobile Phones for Council staff - Policy

Members had been provided with a draft policy in respect of the Supply and Use of Mobile Phones and Sim Cards by Council staff.

It was proposed by Councillor A Grehan, seconded by Alderman D Drysdale and agreed to recommend that the draft policy on the Supply and Use of Mobile Phones and Sim Cards by Council staff be adopted and implemented.

6.1.6 Contract for Provision of Legal Services

Members were reminded of the Committee's decision at its meeting held on the 10th May 2016 that the contract for Legal Services be extended until the 30th November 2016.

It was agreed to recommend that the current contract for the provision of Legal Services be extended until the 31st March 2017 to facilitate the procurement process for the new contract.

6.1.7 Health Working Group – 9th September 2016
Decisions Requiring Action

Members were aware that a meeting of the Health Working Group had taken place on the 9th September 2016. The Head of Service sought permission to take the necessary action in respect of the undernoted decisions.

(a) Dementia Friendly Communities Steering Group
South Eastern Steering Group
Council representatives

It was agreed to recommend that the decision of the Health Working Group on the 9th September 2016 to nominate Councillors B Hanvey, V Kamble and M H Tolerton to serve on the South Eastern Steering Group of the Dementia Friendly Communities Steering Group be endorsed and that the appropriate action be taken in this regard.

(b) South Eastern Health & Social Care Trust
Presentation

It was agreed to recommend that a letter be sent to the South Eastern Health & Social Care Trust thanking them for their presentation to the Health Working Group on the 9th September 2016 and reminding them of any action which they were to take.

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

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

It was agreed to recommend that:-

- any comments which Members might wish to make on the above consultation be conveyed to the Head of Service for submission to the Department of Health;

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

- the Head of Service make contact with Horizons Support Group to enquire if there were any comments which they would like to have included in the Council’s response;
- in the event of a submission resulting from the consultation with Horizons and/or the receipt of any comments from Members, the Council’s final response in this regard be presented to the Committee at its next meeting for information purposes only.

It was also noted that the option remained for political parties to make submissions in this regard.

6.1.9 Moneyrea Primary School
Draft Development Proposal 479
Establishment of Nursery Unit for 26 Pupils
(as from 1st September 2017)
(Closing Date: 9th November 2016)

Councillor D Craig, a member of the Education Authority, declared an interest in the above matter.

It was agreed to recommend that correspondence dated the 10th September 2016 from the Education Authority together with attendant documentation in relation to Draft Development Proposal 479 for the establishment of a nursery unit at Moneyrea Primary School for 26 part-time pupils with effect from the 1st September 2017 or as soon as possible thereafter, be noted with the option remaining for political parties to make submissions thereto.

6.1.10 Northern Ireland Confederation for Health & Social Care
Discussion Series

Members had been provided with a copy of an e-mail dated the 27th September 2016 from the Northern Ireland Confederation for Health & Social Care regarding the undernoted discussion series:-

| Title | Date | Time | Venue |
|---|-------------|----------------------|--|
| “Clinical Leadership: An essential ingredient in delivering sustainable change. Are we doing enough?” | 19.10.2016 | 4.30 pm – 6.00 pm | HSC Board, 12-22 Linenhall Street, Belfast |
| “Michelle O’Neill MLA Minister for Health: Continuing Reform – Building on the Bengoa Recommendations | 02.11.2016 | | Long Gallery, Stormont |

6.1.10 Northern Ireland Confederation for Health & Social Care Discussion Series

| Title | Date | Time | Venue |
|--|------------|-------------------|--|
| "Stephen Dalton, Chief Executive of the NHS Confederation: Brexit, NHS Reform and Balancing the Books" | 16.11.2016 | 4.00 pm – 5.45 pm | Knockbracken Hall, Knockbracken Healthcare Park, Belfast |

The fee per person for each of the events was £35.00. The only other expenses which would be incurred would be those in relation to travel.

It was agreed to recommend that:-

- any Member who might wish to attend any of the above discussion series events notify the Head of Service accordingly;
- approved expenses be paid in regard to any Member's attendance at any of the discussion series events.

6.1.11 South Eastern Health & Social Care Trust Smoke Free Policy Committee – Council Representation

Further to its previous meeting, the Committee noted that Paul Woods represented Lisburn & Castlereagh City Council, Ards & North Down Borough Council and part of Newry & Mourne District Council on the "Smoke Free Policy Committee". Mr Woods is a Tobacco Control Officer employed by Ards & North Down Borough Council and is authorised to enforce the Smoke Free legislation.

The SE Trust Smoke Free Policy goes above and beyond the legislative requirements and cannot be enforced by the Tobacco Control Officer. Any infringements by staff, patients or visitors should be reported to the SE Trust.

6.1.12 Pancreatic Cancer Awareness Lighting Up of Council Buildings in Purple 17th November 2016

Members noted the appreciation of the Pancreatic Cancer Research Fund in regard to the decision of the Committee at its previous meeting to light Lagan Valley Island in purple on World Pancreatic Day, the 17th November 2016.

6.1.13 Health Working Group Minutes of Meeting – 14th April 2016

It was agreed to recommend that the minutes of the meeting of the Health Working Group held on the 14th April 2016 be noted.

6.1.14 Lisburn & Castlereagh Policing & Community Safety Partnership

(a) Chairman

The Committee noted that the Chairman of the Lisburn & Castlereagh Policing & Community Partnership as from the 1st September 2016 was Alderman M Henderson MBE.

(b) Minutes of Meetings

It was agreed to recommend that the minutes of the following meetings of the Lisburn & Castlereagh Policing & Community Safety Partnership be noted:-

- Meeting in Private held on the 29th June 2016
- Meeting in Private held on the 16th August 2016
- Special Meeting in Private held on the 16th August 2016
- Meeting in Public held on the 16th August 2016

(c) Schedule of Meetings

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

(d) Public Realm CCTV System transferring to Central Support Services

It was agreed to recommend that the transfer of the management of the Public Realm CCTV system within the Council's area to Central Support Services (PCSP Manager) with effect from the 1st November 2016 be noted.

6.1.15 National Malaya & Borneo Veterans' Association (NI Branch) Service at Pantridge Memorial, LVI 1st October 2016

It was agreed to recommend that a letter of thanks dated October 2016 which The Right Worshipful The Mayor, Councillor B Bloomfield, had received from the National Malaya & Borneo Veterans Association in respect of the service held at Pantridge Memorial on the 1st October 2016, and the associated reception, be noted.

The Head of Central Support Services left the meeting. (7.55 pm)

6.2 Report of Head of Finance & IT

To be dealt with later in meeting.

6.3 Report of Acting Head of Human Resources & Organisation Development

Presented by the Acting Head of Human Resources & Organisation Development.

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

6.3.1 Suite of Policies

Members had been provided with copies of the undernoted policies and their comments were invited thereon:-

- Trade Union Facilities Agreement
- Policy and Procedure on Acting Up
- Agile Working (Flexible Working and Working from Home) (
- Family Rights at Work
- Use of Social Media, Networking and Blogging (employee)
- Capability Procedure
- Dignity at Work

No comments were offered on the policies and it was agreed to recommend that prior to their implementation, the policies be progressed for consultation with Trade Unions at the next Local Trade Union meeting and the LCCC Joint Consultative Committee.

6.3.2 Voluntary Contribution Healthcare Scheme

Members had been provided with a copy of the Voluntary Contribution Healthcare Scheme which was being introduced for employees and which would also be made available for Members with the contributions being deducted by the Human Resources and Organisation Development Unit payroll section. There would be a choice of two providers.

It was agreed to recommend that:-

- the Voluntary Contribution Healthcare Scheme be made available to any Member who might wish to avail thereof;
- a briefing session from the providers of the schemes be arranged for Members.

6.3.3 Organisation Design: Filling of Posts

The Acting Head of Service referred to decisions of the Committee on the 12th January and 13th September 2016 in relation to posts which were unable to be filled from within the Council whereby a Business Case Report for the filling of such posts would have to be presented to the relevant committee for approval.

The Acting Head of Service had recommended that front-line operational posts and student placement posts, which were confirmed on the current organisation structure, progress for recruitment up to and including external recruitment without further Committee approval being required.

Following discussion, it was agreed to recommend that the agreed internal recruitment process take place, and if external recruitment is required in relation to front-line operational posts thereafter, then the Director advise the Chair and Vice-Chair of the relevant committee. The details of the recruitment of posts are included in the monthly HR&OD Workforce Data report.

Councillor S Carson left and returned to the meeting after the decision had been taken but during further discussion. (7.57 pm and 8.00 pm).

6.3.4 Investors In People (IIP) Assessment and Employee Recognition Event

It was agreed to recommend that:-

- a report and action plan in relation to the Investor in People accreditation Bronze Standard be noted;
- as part of the Council's employee engagement and recognition strategy, and in support of the Investors in People process, approval be given for The Right Worshipful The Mayor, Councillor B Bloomfield, to host an engagement event on the 21st December 2016, details of which were noted.

6.3.5 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.

6.3.6 Number of Staff per Head of Population

In furtherance of a decision of the Committee at its previous meeting, it was agreed to recommend that comparative information on the numbers of staff per head of population for similar-sized councils in Northern Ireland be noted.

6.3.7 Employee Health & Wellbeing

It was agreed to recommend that information on a Public Health Agency initiative be noted. The initiative was a one-year Health and Wellbeing Support Service aiming to mentor and support public and private sector organisations through a structured four-stage process with the ultimate aim of improving the health and wellbeing of the workforce.

6.4 Report of Head of Marketing & Communications

Presented by the Head of Marketing & Communications.

It was proposed by Councillor J Craig, seconded by Councillor B Hanvey and agreed to recommend that the report and recommendations of the Head of Marketing & Communications be adopted, subject to any decisions recorded below and other items noted:-

6.4.1 Christmas Card

It was proposed by Councillor B Mallon, seconded by Alderman W A Leathem and agreed to recommend that Option 1 which depicted the Lisburn Public Realm Scheme be selected as the Council's Christmas Card for 2016.

The Acting Head of Human Resources & Organisation Development left the meeting. (8.06 pm)

Later in the meeting, the Director noted comments made by Members that other locations in the Council's area, particularly those in the Castlereagh area, should be considered for the Christmas card in future years.

6.4.2 Media Plan – Emergency Planning Implementation Group

It was agreed to recommend that a Media/Communications Plan for use in the event of an emergency be approved. This plan would be included in future Emergency Planning training for Members.

Alderman J Tinsley left the meeting. (8.07 pm)

6.4.3 Digital Comms

It was agreed to recommend that:-

- a Social Media Policy, outlining the current use of work-related social media sites for Officers with responsibilities, be approved;
- the intention to procure some independent digital communications advice to include appropriate guidance and support for Elected Members and Officers as part of their Council business, be noted.

6.4.4 Crowd Control Event Training

Members noted that a training session with the PSNI and the Council's Environmental Services in relation to event management/health and safety was being held on Monday 17th October at 6.00 pm in the Cherry Room.

It was agreed to recommend that Members contact Human Resources to notify them of their attendance/non-attendance.

It was suggested to Members that any issues they might have in relation to the requirement on the Council to erect barriers at events could be raised at the above training session.

6.4.5 Christmas Switch-On

It was agreed to recommend that a progress report in respect of arrangements for the Christmas Switch-On on the 17th November 2016 be noted.

6.4.6 Media Coverage

It was agreed to recommend that the media coverage report for September 2016 be noted.

The Head of Service noted Members' comments that social media coverage was more relevant when it was uploaded on the actual day of an event.

The Right Worshipful The Mayor, Councillor B Bloomfield, expressed his appreciation to the Heads of MCU and their staff for the publicity associated with his events. The Right Worshipful The Mayor expressed concern that events in the Castlereagh area did not enjoy extensive coverage. The Head of Service stated that the Castlereagh area was sandwiched between two newspaper areas and as such was inclined to lose out on coverage. For this reason, on-line coverage of events could be viewed as a more effective tool.

6.4.7 IT & Telephone System

A number of Members expressed concern about recent interruptions in the Council's IT and telephone system due to technical problems. They suggested that a group text to Members notifying them of such interruptions would be beneficial in that Members would know where the problem rested and would not think the problem was down to their equipment.

The Director reminded Members that – apart from a cyber-attack earlier in the year – there had been no major incidents of an IT or telephony nature.

The Head of Marketing & Communications left the meeting. (8.20 pm)

6.5 Report of Head of Finance & IT

In the absence of the Head of Finance & IT, her report was presented by the Director of Corporate Services.

It was proposed by Alderman W J Dillon, seconded by Alderman A G Ewart 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:-

6.5.1 Treasury Management Advice

Further to a request from the Chairman of the Corporate Services Committee, Members were provided with a report which gave consideration to the potential for refinancing Council loans given the current interest rates.

It was agreed to recommend that:-

- the report on Interest Rates be noted;
- in view of the significant funds now available to the Council for investment, the firm of Arling Close be appointed through the collaborative procurement arrangement with other NI Councils at an annual cost of £4,500.

Alderman D Drysdale sought information in respect of the Council's claims for VAT refunds. The Director agreed to seek an update on this matter and to advise Alderman Drysdale accordingly.

6.5.2 Financial Statement
Period ended the 31st August 2016

It was noted that the net profiled expenditure for the period ended the 31st August 2016 was 8.00% below the approved estimates for the financial year 2016/2017.

6.5.3 Reserves/General Fund

Further to the meeting of Committee on the 21st June 2016, Members were provided with a report on Reserves/General Fund, the content of which was noted.

Councillor J Palmer asked if the Council had received information about landfill tax in recent days. The Director agreed to seek clarification on this matter and to advise Councillor Palmer accordingly.

Alderman A G Ewart left the meeting. (8.26 pm)

6.6 Consumer Council – Presentation to Committee

In furtherance of a decision of Council on the 23rd August 2016, the Director reported that the Consumer Council had accepted the Council's invitation to address the Corporate Services Committee on their report entitled "Empowering Consumers – Beginning a Conversation on Consumer Priorities for the Northern Ireland Electricity Network" and had indicated availability for the meeting on the 8th November 2016.

It was agreed to recommend that representatives from the Consumer Council be received by the Committee at its meeting to be held on the 8th November 2016.

6.7 University of Birmingham and the Housing Executive "Tenant Involvement in Governance – Where Next for Northern Ireland" - Half Day Workshops 19th October 2016 – Twickenham House, Ballymena 20th October 2016 – Belfast Castle 21st October 2016 – Marlborough House, Craigavon

Members noted details of the above workshops which had been notified to all Members on the 16th September 2016. Councillor A Girvin had indicated his intention to attend the seminar at Belfast Castle on the 20th October 2016. There was no fee for the workshops - the only expenses that would be incurred would be those in relation to mileage.

It was agreed to recommend that:-

- the attendance of Councillor A Girvin at the "Tenant Involvement in Governance" workshop being held at Belfast Castle on the 20th October 2016 be approved with the Council being responsible for the payment of approved expenses in this regard;
- the attendance of any other Member who might indicate their intention to attend any of the "Tenant Involvement in Governance" workshops be approved and that approved expenses be paid also.

6.8 Northern Ireland Veterans Association 50th Anniversary of Operation Banner Parade March & Service in Lisburn - Mid August 2019

Members had been provided with a copy of a letter dated the 23rd September 2016 from the Northern Ireland Veterans Association advising of the 50th anniversary of Operation Banner in mid-August 2019 and of the association's intention to hold a parade march and service in Lisburn to mark that anniversary. The occasion would start in Wallace Park, parade through Lisburn taking in significant locations and finish with a drumhead service in Wallace Park.

6.8 Northern Ireland Veterans Association
50th Anniversary of Operation Banner
Parade March & Service in Lisburn - Mid August 2019 (Continued)

Given that the use of Wallace Park was being requested, the Committee noted that the Leisure & Community Development Committee would be the lead Committee in this matter and that the above correspondence would also be reported to that Committee.

It was agreed to recommend that:-

- correspondence dated the 23rd September 2016 from the Northern Ireland Veterans Association advising of the intention to hold an event in Lisburn (using Wallace Park) in mid-August 2019 to mark the 50th anniversary of Operation Banner be noted;
- the Leisure & Community Development Committee be advised that the Corporate Services Committee was supportive of the proposed event and the use of Wallace Park and would acknowledge that – given the significance and large scale of the event – the Council’s assistance in the organisation of the event was likely to require the support of Corporate Services.

6.9 Department for Communities
Consultation – “Draft Local Government (Payment to Councillors)
Regulations (NI) 2016”
(Closing Date: 30th November 2016)

The above consultation document was available at
<https://www.communities-ni.gov.uk/consultations>.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

6.10 Translink
Consultation – Draft Disability Action Plan (Revised)
(Closing Date: 23rd November 2016)

Members noted the content of the above consultation, with the option remaining for political parties to make submissions thereto.

6.11 Fermanagh & Omagh District Council
Equality Screening Report (April – September 2016)
(Closing Date: 25th November 2016)

The above report from Fermanagh & Omagh District Council detailed a number of policies which had been screened for Equality of Opportunity and Good Relations. The documents were available at <http://www.fermanaghomagh.com/your-council/consultations/current-consultations/>.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

6.12 Local Government Auditor's Report 2016

Members noted receipt of the above report and that it had also been reported to the Governance & Audit Committee on the 21st September 2016. The report was available at <https://www.niauditoffice.gov.uk/publication/local-government-auditors-report-2016>.

6.13 Post Office

6.13.1 Convenience Store & Petrol Station,
1 Saintfield Road, Lisburn, BT27 5BA
Opening of New Style Local Branch

Members noted the content of a letter dated the 12th September 2016 from the Post Office advising that a new style local branch post office would be opening at the convenience store and petrol station at 1 Saintfield Road, Lisburn, BT27 5BA, on Wednesday 19th October 2016 at 1.00 pm.

6.13.2 Dundonald Post Office,
Spar, 756 Upper Newtownards Road,
Dundonald, BT16 1LA
Change to Main Style Branch

Members noted the content of a letter dated the 29th September 2016 from the Post Office advising that Dundonald Post Office would change to a main style branch on Thursday 17th November 2016 at 1.00 pm. To facilitate this change, the branch would close on Tuesday 8th November 2016 at 5.30 pm.

6.14 Northern Ireland Fire & Rescue Service
Annual Report & Statement of Accounts 2015/2016

Members noted the publication of the above report and that it was available at <https://www.nifrs.org/wp-content/uploads/2012/05/NIFRS-Annual-Report-2015-16-1.pdf>.

Additional Report

6.15 National Association of Councillors
Annual General Meeting & Conference –
“Community Health & Housing”
Adelphi Hotel, Liverpool
4th – 6th November 2016

Members had been provided with details of the above AGM and conference, the cost of a Member’s attendance thereat being estimated at £633.30.

It was proposed by Alderman D Drysdale, seconded by Alderman W A Leathem and agreed to recommend that the undernoted Members who served on the National Association of Councillors be nominated to attend the above AGM and conference with the Council being responsible for the payment of approved expenses in this regard:-

- Councillor A Grehan
- Alderman M Henderson
- Alderman T Jeffers

It was further agreed that Alderman T Jeffers, the Council’s representative for meetings of the NAC’s National Executive/General Management Committee make enquiries about the Council being advised of forthcoming NAC events on a regular basis.

6.16 Department for Communities – Members’ Allowances

6.16.1 Proposed Amendments to Councillor Allowance Guidance
re Councillor broadband, telephone calls and mobile data
costs

It was agreed to recommend that correspondence dated the 10th October 2016 from the Department for Communities regarding proposed amendments to Councillor Allowance Guidance in respect of flexibility of councils paying for councillor broadband, telephone calls and mobile data costs be noted.

The Director stated that the letter proposed to give councils discretion for the provision of broadband and data but not for office consumables. The Director had again raised this matter with the Department and had drawn attention to the fact that other councils were in fact providing ink cartridges to Members. The Director also asked that the NAC representatives raise with this matter with the Department.

6.16.2 Addenda to Guidance on Councillor Allowances

It was agreed to recommend that the Addenda to Guidance on Councillor Allowances regarding Dependants' Carers' Allowance and Travel & Subsistence Allowances as contained in Local Government Circular LG 04/2015 be noted.

7. Confidential Report of Director of Corporate Services

Dealt with under Item 5.

8. Any Other Business

8.1 Mrs Heather Moore – Bereavement

The Chairman, Councillor O Gawith, advised Members of the death earlier that day of the mother of Mrs Heather Moore, Director of Environmental Services.

It was agreed that a letter of sympathy be sent to Mrs Moore.

8.2 Councillor B Mallon – Forthcoming Marriage

The Chairman, Councillor O Gawith, congratulated Councillor B Mallon on his forthcoming marriage and wished Councillor Mallon and his fiancée all the best for their wedding and their future lives together. Councillor Mallon thanked the Chairman for his good wishes.

There being no further business, the meeting terminated at 8.40 pm.

MAYOR/CHAIRMAN