

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 April 2017 at 7.00 pm.

PRESENT: Councillor O Gawith (Chairman)

The Right Worshipful The Mayor
Councillor R B Bloomfield, MBE

Deputy Mayor
Alderman S Martin

Aldermen A Ewart and T Jeffers

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

OTHER MEMBER: Alderman J Tinsley

Councillor J Palmer

IN ATTENDANCE: Chief Executive
Director of Corporate Services
Head of Central Support Services
Head of Finance & IT
Head of Human Resources & Organisation Development
Head of Marketing & Communications (Ms A Goddard)
Lagan Valley Island Facilities Manager
Member Services' Officer

Commencement of Meeting

The Chairman, Councillor O Gawith, welcomed all present to the meeting and asked that any Member entering or leaving it alert him accordingly so that the Member Services' Officer 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 J Dillon MBE, D Drysdale and W Leathem.

2. Declarations of Interest

The Chairman invited Members to declare any Interests they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided at the meeting.

There were no Declarations of Interest.

3. Minutes of Meeting

It was proposed by Councillor S Carson, seconded by Councillor A Ewing and agreed that the Minutes of the meeting of the Committee held on the 14th March 2017 as adopted by the Council at its Meeting held on the 28th March 2017 be confirmed and signed.

The Director verbally referred to the decision of the Committee at its meeting held on the 14th February 2017 that financial assistance in the sum of £1,000.00 be awarded to the Lisburn Branch of the Royal Ulster Rifles Association for their visit to Ypres in August 2017. This payment would be subject to proof of spend by the Association. The Director verbally reported that – earlier that day – the Association had advised him that the trip would not be proceeding. The decision regarding financial assistance would not be therefore be implemented.

4. Report of Director of Corporate Services

Presented by Director of Corporate Services.

It was proposed by Councillor A Ewing, seconded by Councillor J Craig 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 B Mallon, seconded by Councillor J Craig 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 Armed Forces Day – Saturday 24th June 2017
Flying of Specially Commissioned Armed Forces Day Flag at
Lagan Valley Island
Week commencing Monday 19th June 2017

Members were advised that Armed Forces Day 2017 was Saturday 24th June 2017.

It was agreed to recommend that - as in previous years - the Armed Forces Day flag be hoisted (this year on Monday 19th June 2017) and that the Head of Central Support Services be delegated authority to incur expenditure associated with any appropriate reception for this event.

4.1.2 National Malaya & Borneo Veterans Association (NI Branch)
Professor Pantridge Memorial - Ceremony

Members were reminded that - in recent years - the Northern Ireland Branch of the National Malaya & Borneo Veterans Association had on an annual basis and usually in October, held a ceremony at the Professor Pantridge Memorial, Lagan Valley Island. The association had requested that the Council permit and host the 2017 event on Saturday 30th September 2017.

It was agreed to recommend that the request referred to above be acceded to.

4.1.3 Regimental Association of the Ulster Defence Regiment CQC
45th Anniversary of Formation of WUDR (Greenfinches)
Celebratory Event – Saturday 6th October 2018

Members had been provided with a copy of a letter dated the 6th March 2017 from the Regimental Association of the Ulster Defence Regiment regarding the 45th anniversary in 2018 of the formation of the Women's section of the UDR known as the Greenfinches.

The association hoped to hold a 45th anniversary event for the Greenfinches in the Island Centre on Saturday 6th October 2018, such an event comprising a meal, entertainment and exhibition.

As the Ulster Defence Regiment was a Freeman of the City of Lisburn, it would enjoy a 30% discount on the use of LVI facilities for this event.

It was proposed by Councillor J Craig, seconded by Councillor A McIntyre and agreed to recommend that the request from the Regimental Association of the Ulster Defence Regiment for an event to be held at Lagan Valley Island on the 6th October 2018 to mark the 45th anniversary of the WUDR (Greenfinches) be acceded to.

4.1.4 Contracts for the Supply & Delivery of Corporate Stationery

Members were reminded that – at its meeting held on the 25th August 2015 – the Council had noted that contracts for the supply and delivery of corporate stationery had been awarded to Minprint Limited of 401 Castlereagh Road, Belfast, BT5 6QP and The Pierce Partnership Limited of 17 Dargan Crescent, Duncrue Estate, Belfast, BT3 9RP.

An option within the contracts to extend them for a one year period had been implemented by the Corporate Services Committee at its meeting held on the 8th November 2016.

Given that the original contract would be due to expire pre August 2017, it was considered appropriate for these contracts to be considered, the original contract for which being due to expire pre August 2017.

It was agreed to recommend that the renewal of the contracts for the supply and delivery of corporate stationery be proceeded with.

4.1.5 Huntington's Disease Association Northern Ireland
"LightItUp4HD" - Monday 15th May 2017
Lighting up of Council Buildings in Blue/Purple

Members had been provided with a copy of an e-mail dated the 3rd April 2017 from the Huntington's Disease Association Northern Ireland asking that the Council considers lighting its offices in blue (HD) and/or purple (Juvenile HD) on its global awareness day of Monday 15th May 2017. Attendant information had also been provided with the report.

It was agreed to recommend that Lagan Valley Island be lit in blue and/or purple on the Huntington's Disease global awareness day of Monday 15th May 2017.

4.1.6 Policy Forum Seminar
"The Future for Healthcare in Northern Ireland:
Implementing the 'Delivering Together' Recommendations"
28th June 2017 – Belfast

Members had been provided with details of the above conference for which the cost of a Member's attendance had been estimated at £221.70.

It was agreed to recommend that details of the above conference be noted, no Members being nominated for attendance.

Councillor T Beckett entered the meeting. (7.03 pm)

4.1.7 Health Working Group

(a) Minutes of Meeting – 6th December 2016

It was agreed to recommend that the minutes of the meeting of the Health Working Group held on the 6th December 2016 be noted.

(b) Meeting held on 24th March 2017 - Decisions

Members were advised that a meeting of the Health Working Group had taken place on the 24th March 2017 with the undernoted decisions having been taken. In order for action on these decisions to proceed, it was agreed to recommend that they be endorsed:-

- (i) Department of Health
Consultation on the Reformed IFR (Individual Funding Request)
Policy Document and Guide for Patients & Service Users
(Closing Date: 7th April 2017)

To endorse the decision that – by way of a response to the above consultation document, the Department of Health be advised that the Council would wish to state that any option that would make the process under consideration more transparent was to be welcomed. Given the closing date for the receipt of comments, to retrospectively endorse that decision having been actioned.

- (ii) Northern Ireland Confederation of Health & Social Care
Discussion Session – “Elective Care Plan – Transformation & Reform
of Elective Care Services”
12th April 2017 (4.00 pm – 6.00 pm)
BT Tower, Lanyon Place, Belfast

To endorse the decision that Councillor V Kamble be nominated to attend the above conference, that the appropriate arrangements be made for this attendance and that the Council be responsible for the payment of approved expenses. Given the close proximity of the date of the conference to that of the Corporate Services Committee, to retrospectively endorse the making of arrangements for this attendance

- (iii) Health & Social Care – Business Services Organisation
HSC Procurement Awareness Event for Social Care & Health Care
Providers
Lagan Valley Island – 5th May 2017 (10.00 am – 1.00 pm)

To endorse the decision to note correspondence in respect of the above and that no nominations be made for attendance at the awareness event.

4.1.7 Health Working Group (Continued)

(b) Meeting held on 24th March 2017 – Decisions (Continued)

(iv) Regulation & Quality Improvement Authority –
Presentation to Committee

To endorse the decision that the Regulation & Quality Improvement Authority be received at the next meeting of the Health Working Group which would be convened in advance of the AGM of the Council.

(v) Regulation & Quality Improvement Authority
Draft Corporate Strategy 2017-2021
(Extended closing date: 27th March 2017)

To endorse the decision that the content of the above consultation document be noted.

(vi) Autism Initiatives Northern Ireland

To endorse the decisions that:-

- the letter dated the 13th December 2016 from Autism Initiatives NI about the activities of that organisation be noted;
- Autism Initiatives NI be invited to address a future meeting of the Working Group in relation to the objectives, activities etc of their organisation;
- in making their presentation – Autism Initiatives NI be asked to comment on – at times - a perceived diagnosis of Autism by a non-medical person was too quickly assigned to a child whose behaviour might just be that of a highly energetic inquisitive child as opposed to one being on the autism spectrum.

(vii) Ulster Hospital Dundonald – Level of Cover in New Wards

To endorse the decision that clarification be sought from the SE Trust officials at their next consultative meeting with the Health Working Group about 34 staff being on duty at any one time in the new Ulster Hospital wards, 24/7.

(viii) UNISON - Request to address Health Working Group

To endorse the decision that an invitation be extended to Ms Fiona Jess, the UNISON Joint Branch Secretary (Lisburn), to address the next meeting of the Health Working Group in relation to UNISON's experience of the health care service at the Lagan Valley Hospital.

4.1.7 Health Working Group (Continued)

(b) Meeting held on 24th March 2017 – Decisions (Continued)

(ix) Suicide Awareness Training

To endorse the decision that a progress report on Suicide Awareness Training be presented to the Health Working Group at each meeting.

(x) Tullycarnet Community Hubs & Facilities

To endorse the decision that the Community Planning Manager provide Councillor A Girvin with contact details for her relevant colleagues in the Belfast and South Eastern Health & Social Care Trusts to whom Councillor Girvin could speak on the above matter.

(c) Meeting of Health Working Group – 16th May 2017

Members noted that – following consultation with the Chairman, Councillor O Gawith – a meeting of the Health Working Group had been arranged for Tuesday 16th May 2017 at 2.30 pm.

4.1.8 Band of the Royal Marines
Beating Retreat – 13th May 2017 – Castle Gardens, Lisburn

In furtherance of a previous decision, Members noted that the Beating Retreat by the Band of the Royal Marines in Castle Gardens, Lisburn was scheduled for Saturday 13th May 2017. This would be a private event by invitation only, however an earlier parade by the band through Lisburn would obviously be a public one.

4.1.9 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.

4.2 Report of Head of Finance & IT

Presented by Head of Finance & IT.

It was proposed by Councillor J Craig, seconded by Councillor A Ewing 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:-

4.2.1 Carry-Over of Revenue Budgets 2016/2017

Members had been provided with a copy of a report regarding the carry-over of revenue budgets for 2016/2017. Such carry-overs had been discussed with the relevant Director and they also complied with the policy provided in the Accounting Manual for this purpose.

It was agreed to recommend that the carry-over of 2016/2017 revenue budgets into 2017/2018 be approved.

4.2.2 Chartered Institute of Public Finance & Accountancy (CIPFA) Consultations

- (a) “Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes”
(Closing Date: 21st April 2017)

Members had been provided with a copy of the above consultation document and also a copy of the draft response thereto. Members’ comments were invited.

It was agreed to recommend that the draft response to the above consultation be accepted and be submitted to CIPFA by the stipulated closing date of the 21st April 2017.

- (b) “The Prudential Code for Capital Finance in Local Authorities”
(Closing date: 21st April 2017)

Members had been provided with a copy of the above consultation document and also a copy of the draft response thereto. Members’ comments were invited.

It was agreed to recommend that the draft response to the above consultation be accepted and be submitted to CIPFA by the stipulated closing date of the 21st April 2017.

4.2.3 Treasury Management Performance

It was agreed to recommend that a report on Treasury Management Performance for the year ended the 31st March 2017 be noted.

4.2.4 Financial Statement Period ended the 28th February 2017

It was noted that the net profiled expenditure for the period ended the 28th February 2017 was 7.00% below the approved estimates for the financial year 2016/2017.

4.3 Report of Head of Human Resources & Organisation Development

Presented by 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:-

4.3.1 Elected Member Development Steering Group

It was agreed to recommend that the minutes of the meeting of the Elected Member Development Steering Group held on the 22nd March 2017 be noted. The Head of Service advised Members that the documents referred to within the minutes were available upon request.

4.4 Report of Head of Marketing & Communications

Presented by Head of Marketing & Communications.

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

4.4.1 Citywide

The Committee noted that work was underway on the compilation and production of CityWide, which would be distributed in April 2017. The issue would contain a four page pull-out supplement on the upcoming food waste ban in landfill bins, together with a brown bin sticker and a red bin tag.

4.4.2 Digital Communications
Training for Elected Members & Officers

Further to its meeting on the 11th October 2016, the Committee noted that appropriate guidance and support for Elected Members and Officers in the use of Social Media would be arranged in April/May on dates yet to be confirmed.

4.4.3 Projects undertaken by Marketing & Communications

It was agreed to recommend that the work undertaken by Marketing & Communications to assist in the undernoted projects be noted:-

- Annual Inward Investment Visit to Westminster;
- Local Development Plan – various works in collaboration with the Planning Unit.

4.4.4 Media Coverage

It was agreed to recommend that media coverage reports for the months of January – March 2017 be noted.

5. Confidential Reports of Director of Corporate Services

The Director sought agreement to bring forward his confidential report so as to allow the Heads of Service to leave the meeting once their reports had been considered. This was agreed.

The Chairman advised that:-

- the report of the Head of Central Support Services was confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information);
- the report of the Head of Finance & IT was confidential for reason of (i) information relating to the financial or business affairs of any particular person (including the Council holding that information); and (ii) information which is likely to reveal the identity of individuals);
- the report of the Head of Marketing & Communications was confidential for reason of (i) information relating to the financial or business affairs of any particular person (including the Council holding that information); and (ii) information relating to individuals);
- the report of the Head of Human Resources & Organisation Development was confidential for reason of information which is likely to reveal the identity of individuals; and (ii) 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).

It was proposed by Councillor A Ewing, seconded by Councillor J Craig and agreed that 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.

5.1 Confidential Report by Head of Central Support Services

Presented by the Head of Central Support Services.

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

5.1.1 Catering & Hospitality Services at Lagan Valley Island

Members were reminded that - at the meeting of Council on the 28th February 2017, delegated authority had been given to the Corporate Services Committee to agree the award of the tender for the provision of catering & hospitality services at Lagan Valley Island.

A Tender Evaluation Report had been provided with the Head of Service's report.

It was agreed to recommend that - subject to their meeting the required Financial Appraisal Standard, the award of the Catering & Hospitality Services at Lagan Valley Island Concession Agreement to OCS commencing the 1st June 2017 be approved.

The Head of Service gave an assurance that she would be discussing the holding of major events at Lagan Valley Island with OCS.

The Head of Central Support Services and the LVI Facilities Manager left the meeting. (7.24 pm)

5.2 Confidential Report by Head of Finance & IT

Presented by the Head of Finance & IT.

It was proposed by Alderman A Ewart, seconded by Councillor A McIntyre and 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:-

5.2.1 Hanwood Trust

It was agreed to recommend that a report on the accounting treatment in regard to the Hanwood Trust be accepted, ie that:-

- on the basis of the advice received, the long term investment be written off in the Annual Accounts for the year ended the 31st March 2017;
- the write-off of £553,224 be transferred to the Capital Adjustment Account, therefore not affecting the District Fund balance.

5.2.2 Recovery of Off-Street Car Parking Debts

It was agreed to recommend that a report on the Recovery of Off-Street Car Parking Debts be noted and that the recommendation contained therein be accepted, ie that the debt recorded be written off the ledgers of Transport NI.

5.2.3 Insurance Claims

It was agreed to recommend that the report on Insurance Claims up to the 31st March 2017 be noted.

The Head of Finance & IT left the meeting. (7.35 pm)

5.3 Confidential Report by Head of Marketing & Communications

Presented by the Head of Marketing & Communications.

It was proposed by Councillor B Hanvey, seconded by Alderman A Ewart and 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:-

5.3.1 Tender for Provision of a Graphic Design Select List Framework

In furtherance of a previous decision, the Committee noted that the tender exercise for the provision of a Graphic Design Select List was now complete.

It was agreed to recommend that the information in regard to the award of the above tender be noted and that the tender be awarded accordingly.

Alderman J Tinsley left the meeting. (7.36 pm)

5.3.2 Freedom of Information

It was agreed to recommend that the summary of Freedom of Information requests received in January – March 2017 be noted.

The Head of Marketing & Communications left the meeting. (7.37 pm)

5.4 Confidential Report of Head of Human Resources & Organisation Development

Presented by the Head of Human Resources & Organisation Development.

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

5.4.1 Workplan for Implementation of Filling Posts in New Council Structures

Councillor A McIntyre left and re-entered the meeting during discussion of this item. (7.42 pm and 7.45 pm respectively.)

The Head of Service had recommended that:-

- the progress report on the Work Plan for the implementation of the filling of posts in the new Council structures be noted;
- the process for the filling of vacant posts be approved.

Following lengthy discussion, it was agreed to recommend that - prior to the filling of the vacant posts, an all-encompassing report on the filling of posts within the Council be presented to a future meeting.

The merits of this matter being discussed by the Elected Member Efficiency Group in the long-term was acknowledged, however the production of such a report was required at the earliest opportunity in order that recruitment on necessary posts could continue. In view of this, the report would be presented to the Committee or Council direct.

5.4.2 Mechanism for Monitoring Headcount

The Head of Service referred to a decision of the Committee on the 21st June 2016 that – in order to monitor HR and staffing issues which might result in an increase in headcount - reports on such issues be taken to the operational committee in the first instance and subsequently taken to Corporate Services Committee for agreement.

In line with the above, the Head of Service reported on the undernoted posts:-

- Good Relations Support Officer
- Policy Officer – Local Government Training Group

Following discussion, it was agreed to recommend that:-

- the filling of the post of Policy Officer (Local Government Training Group) on a fixed term basis for a period of 12 months be approved;
- a decision on the filling of the post of Good Relations Support Officer on a fixed term basis be deferred to the next meeting of the Committee to which the relevant Director would be invited to attend so as to present the case for the filling of the post;
- on future occasions when an HR and/or staffing issue might result in an increase in headcount, the relevant Director be asked to attend the Committee meeting to present the supporting case for the issue in question.

5.4.3 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
- Absence – Days lost per employee and percentage across the Council (includes “Total absence days per month”)
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks)
- Recruitment – Internal trawls and open competition.

5.4.4 Council's Joint Consultative & Negotiating Forum Uniform Policy

It was agreed to recommend that an extract from the minutes of the meeting of the Joint Consultative & Negotiating Forum held on the 9th March 2017 in regard to comments on the Uniform Policy which the Trade Union side had asked be passed on (to the Corporate Management Team and the Committee) be noted.

5.4.5 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.

5.4.6 Working Practices

In response to comments from Councillor J Palmer, the Head of Service undertook to provide him with an update in regard to the removal of Task & Finish from the Environmental Services Department.

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

Councillor B Mallon left and returned to the meeting at 8.15 pm and 8.16 pm respectively.

6. Reports of Director of Corporate Services (Continued)

6.1 National Association of Councillors (NI Region)
Annual Membership 2017/2018

The Director referred to the previous meeting of the Committee at which payment of an invoice in the sum of £3,200.00 from the National Association of Councillors (Northern Ireland Region) by way of the Council's membership of that organisation for 2017/2018 had been deferred pending the receipt of information from the NAC and the other Councils as to any Councils which might be considering the current status of their membership of the NAC.

The Director reported on information received from seven of the other 10 Councils and also the NAC.

It was agreed to recommend that the invoice in the sum of £3,200.00 from the National Association of Councillors (Northern Ireland Region) by way of the Council's membership of that organisation for 2017/2018 be paid.

6.2 Northern Ireland Water
Water & Wastewater Sites – Open Days

Members were aware that a tour of NI Water's customer relations centre on the 22nd March 2017 had been reported to the meeting of the Committee on the 14th March 2017. On the 16th March 2017, the Council had been notified that the tour had been postponed.

No re-scheduled date for a tour of the Customer Relations Centre had been identified by NI Water. However NI Water had organised open days at its water and wastewater sites. All Members had been notified on the 16th March 2017 of dates for these open days with a further copy being provided with the Director's report.

It was agreed to recommend that the attendance of any Member at any of NI Water's open days at its water and wastewater sites be approved and that approved expenses be paid in this regard, the only such expenses being those in relation to travel as the open day visits were free of charge. The Director was aware of at least one Member having attended one of the open days.

6.3 Local Government Staff Commission for NI
Continuance into 2017/2018 – Funding

Further to the meeting of Committee held on the 14th February 2017, Members noted the content of a letter dated the 20th March 2017 from the Local Government Staff Commission advising that the Council's challenge regarding the payment had been unsuccessful and that payment of £29,834 was still required.

6.3 Local Government Staff Commission for NI
Continuance into 2017/2018 – Funding (Continued)

The Director reported that a number of members of SOLACE (Society of Local Authority Chief Executives) had met with the Local Government Staff Commission to further discuss this matter. The Director verbally reported receipt of an e-mail from the Chief Executive of SOLACE advising that agreement had been sought for invoices to be re-issued but – initially - in regard to funding for a six month period. If funding was still required after that six month period, then a further invoice would be reissued for that remaining.

The Council had previously agreed that the payment be made if the challenge was unsuccessful. Accordingly it was agreed to recommend that:-

- payment to the Local Government Staff Commission by way of Lisburn & Castlereagh City Council's contribution to the 2017/2018 Management & Dissolution Plan of the Commission be made on receipt of invoice, this invoice being for the first six months of 2017/2018;
- payment for the second half of 2017/2018 be made on receipt of invoice, such an invoice only being issued by the LGSC if further funding for 2017/2018 was in fact required.

6.4 Ulster Defence Regiment
Memorial at Bradford Court - Relocation

Further to the meetings of the Committee on the 13th September 2016 and the 14th March 2017, the Director reported on options which he had pursued with the Royal British Legion (Belfast), the Trustees of the Royal Irish Regiment Museum and local Churches in East Belfast in relation to the relocation of the Ulster Defence Regiment memorial from Bradford Court.

Arising therefrom, it was proposed by Alderman T Jeffers, seconded by Councillor J Craig and agreed to recommend that, subject to the agreement of Westbourne Presbyterian Church, Belfast to accept the memorial, the Ulster Defence Regiment memorial be moved from Bradford Court to that location for erection and re-dedication.

6.5 Commissioner for Older People for Northern Ireland
Draft Disability Action Plan 2017-2020
(Closing Date: 1st May 2017)

The above consultation document was available at
<http://www.copni.org/news/copni-consults-on-draft-disability.html>.

Members noted the comments of the Equality Officer on the consultation document which recommended that the Council respond as follows:-

6.5 Commissioner for Older People for Northern Ireland
Draft Disability Action Plan 2017-2020
(Closing Date: 1st May 2017) (Contd)

- a general welcome for and support of the action measures contained within the Disability Action Plan;
- point out that within these action measures there are a number of areas which would overlap with Councils' remit and/or ongoing initiatives and that the Council would welcome an opportunity to discuss these with the Commissioner at some agreed future date.

It was agreed to recommend that the response of the Equality Officer in respect of the above consultation document be noted and that the recommendations be accepted as the Council's response thereto and be submitted to the Commission by the stipulated closing date.

The Deputy Mayor, Alderman S Martin, referred to an investigation which the Commissioner for Older People had launched in respect of the Dunmurry Manor Care Home. The Commissioner had not engaged with the Council in this regard. Members were advised that the Regulation & Quality Improvement Authority were attending a meeting of the Health Working Group on the 16th May 2017 and that they had been invited to comment on the Kingsway Private Nursing Home. Arising therefrom, it was agreed to recommend that:-

- the Commissioner for Older People for Northern Ireland be invited to address the Health Working Group on the 16th May 2017 in regard to his investigation into the Dunmurry Manor Care Home;
- if not available to attend the Health Working Group, a written update on the Commissioner's investigation be sought;
- the Regulation & Quality Improvement Authority be invited to comment on the Dunmurry Manor Care Home in addition to the Kingsway Private Nursing Home;
- all Members of the Council be invited to attend the Health Working Group on the 16th May 2017 for the presentations(s) in relation to the Dunmurry Manor Care Home and the Kingsway Private Nursing Home.

6.6 Co-Operation Ireland
Conference – “Housing Delivery: An Integrated Approach Through
Local Government”
Dunboyne Castle, County Meath - 27th April 2017

Members had been provided with details of the above conference for which the cost of a Member’s attendance had been estimated at £117.00 (based on non-residential basis)

The Director verbally reported that the Development Committee had been due to discuss this item at its meeting held on the 5th April 2017. However immediately prior to the meeting, the item had been withdrawn from the report by the Chairman in consultation with the Officers as it coincided with a Capital Projects visit to Woking by the Chair and Vice-Chair of the Development Committee and of the Leisure & Community Development Committee.

It was agreed to recommend that the Chairman and Vice-Chairman of the Corporate Services Committee be nominated to attend the above conference.

6.7 Ulster Special Constabulary Association (USCA)
Memorial to rear of Bradford Court, Forestside

It was agreed to recommend that the content of the undernoted items of correspondence be noted:-

- letter dated the 20th March 2017 from the Ulster Special Constabulary Association (USCA) expressing the hope that its memorial which was situated to the rear of Bradford Court could be located to Lisburn in the event of Bradford Court being disposed of;
- response of the Director of Corporate Services dated the 23rd March 2017 advising that:-
 - the memorial and surrounding area had been cleaned and tidied by the Council with the USCA agreeing to refurbish the gold lettering inscription;
 - if a decision is taken to dispose of Bradford Court, the Council will give consideration to the relocation of the memorial to Lisburn – assuming that such a site can be agreed, and subject to the USCA meeting any costs involved;
 - as the land on which the memorial is situated is outside the perimeter boundary of the Bradford Court site and is held by the USCA on a 10 year renewable lease which expires in 2025, the Association may wish to consider the relocation of the memorial;
 - the Council will continue to maintain the ground around the memorial but any major maintenance of the memorial itself remains the responsibility of the USCA.

6.8 Northern Ireland Public Services Ombudsman
Further Reduced Requirement & Refund

Members had been provided with a copy of a letter dated the 4th April 2017 from the Department for Communities advising of a refund of £14,581 due to the Council in respect of a further reduced requirement to fund the operation of the Northern Ireland Public Services Ombudsman.

It was agreed to recommend that the above-mentioned correspondence be noted.

6.9 Queen's University Belfast
Vice-Chancellor's Annual Report 2015-2016

Members noted the receipt of the 2015/2016 annual report of the Vice-Chancellor of Queen's University Belfast and that it was available at the meeting for Members' perusal.

7. Confidential Report of Director of Corporate Services

Dealt with at Item 5.

8. Any Other Business

8.1 Mr Adrian Donaldson, MBE DL FCMI (Director of Corporate Services)
Retirement

Councillor A Ewing reminded Members of the retirement from the Council on the 30th April 2017 of Mr Adrian Donaldson, Director of Corporate Services.

A number of Members paid tribute to Mr Donaldson for his service to the Council and to the expertise and professionalism which he had brought to it especially in terms of military knowledge. Members expressed their personal appreciation and thanks for the manner in which Mr Donaldson had carried out his duties and for the advice and assistance which he had afforded to Members in the carrying out of their duties.

The comments were reiterated by the Chief Executive who thanked Mr Donaldson for his support to her in her post and for his many contributions to the Council, especially during the time of transition and for all events with a ceremonial and military aspect. The Chief Executive gave an assurance that these military and Garrison links would be retained.

Members concluded by offering good wishes to Adrian and wishing him, his wife Pamela and his family all the best in this new chapter of their lives.

8.1 Mr Adrian Donaldson, MBE DL FCMI (Director of Corporate Services) Retirement (Continued)

Mr Donaldson thanked the Members and the Chief Executive for their appreciation and best wishes which he stated were much appreciated. Mr Donaldson stated that over the 17 years he had served in Local Government, he considered that all he did could not have been achieved without the assistance and co-operation of Members and Officers alike.

The Right Worshipful the Mayor, Councillor R B Bloomfield, advised those present that he would be hosting a reception to mark Adrian's retirement from the Council.

8.2 Ms Sinead Clarke – New appointment

The Chairman of the Committee, Councillor O Gawith, extended congratulations and best wishes to Ms Sinead Clarke on her recent appointment as Director of Service Support and wished her all the best in her new post.

There was a round of applause to mark Adrian's retirement from the Council and Sinead's appointment as Director of Service Support.

There being no further business, the meeting terminated at 8.35 pm.

MAYOR/CHAIRMAN