

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 11<sup>th</sup> September 2019 at 6.06pm.**

**PRESENT:** Councillor R Carlin (Chairman)  
Alderman S P Porter (Vice-Chairman)  
Deputy Mayor, Councillor J McCarthy  
Aldermen A G Ewart MBE and S Martin  
Councillors S Carson, A P Ewing, M Guy, D Honeyford, S Hughes, J Gallen, J Lavery BEM, U Mackin, John Palmer, A Swan and N Trimble

**OTHER MEMBERS:** Alderman A Grehan and Councillors S Lee and C McCready

**IN ATTENDANCE:** Chief Executive  
Director of Service Transformation  
Director of Environmental Services  
Head of Human Resources & Organisational Development  
Head of Finance (Acting)  
PSCP/Member Services Manager  
Administration Manager  
Head of Operational Services  
Regeneration & Infrastructure Manager  
Member Services Officer

**Commencement of Meeting**

The Chairman, Councillor R Carlin, extended a welcome to all present to the meeting. He then proceeded to outline the evacuation procedures in the case of an emergency.

The Chairman asked that any Member entering or leaving the meeting 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 The Right Worshipful the Mayor, Councillor A Givan.

During the discussion of this item the Deputy Mayor, Councillor J McCarthy entered the meeting at 6.08pm.

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 Members made the following Declarations of Interest:

Councillor A Ewing declared a pecuniary interest in relation to **Item 6.9 (Agenda Item 5.9 refers) Participatory Budgeting** as the Chairman of the Lisburn and Castlereagh Policing and Community Safety Partnership (PCSP).

Councillor U Mackin declared a pecuniary interest in relation to **Item 5.4 (Agenda Item 4.4 refers) NILGA Corporate Plan 2019-23** as a Member of the NILGA Executive.

Alderman S Martin declared a pecuniary interest in relation to **Item 5.4 (Agenda Item 4.4 refers) NILGA Corporate Plan 2019-23** as a Member of the NILGA Executive.

Councillor U Mackin declared a non-pecuniary interest in relation to **Item 4.2 (Agenda Item 8.1 refers) Elected Members appointed by Council as Directors/Charity Trustees on Outside Bodies – Legal Advice** as a Board Member of the Lagan Rural Partnership.

3. Presentation from Land & Property Services (LPS) – Business Rates Review

The Chairman, Councillor R Carlin, welcomed Mr Alan Brontë, Director of Rating Policy, to the meeting and advised the Committee that Mr Brontë was attending the meeting to discuss the review of Business Rates.

With the aid of a PowerPoint presentation, Members were provided with the following information:

- Background to Review of Business Rates;
- Outcome of July's Innovation Lab; and
- Details of forthcoming Public Consultation formally being launched on Monday 16<sup>th</sup> September 2019.

Members were advised that it was important that people respond to the consultation when it launched and asked that the Council make people within the Council area aware of this consultation. Members were encouraged to ask people to provide solutions that could be considered and adopted.

Following a number of questions from Members, the Chairman Councillor R Carlin, thanked Mr Brontë for his informative presentation and for attending the meeting. It was agreed that this presentation be noted.

During the discussion of this item Councillor Hon. N Trimble left and returned to the meeting at 6.10pm and 6.19pm respectively.

During the discussion of this item the Regeneration & Infrastructure Manager left the meeting at 6.15pm.

At the conclusion of this item Mr A Brontë and the PCSP/Member Services Manager left the meeting at 6.32pm. The PCSP/Member Services Manager returned to the meeting at 6.33pm.

4. Confidential Items from the Confidential Report of Chief Executive

4.1 Elected Members appointed by Council as Directors/Charity Trustees on Outside Bodies – Legal Advice  
(Agenda Item 8.1 Refers)

The Chairman, Councillor R Carlin, informed the Committee that he had agreed that Agenda Items 8.1 and 8.5 should be considered at this point of the meeting to allow relevant officials and the Solicitor, attending for only one item to leave as early as possible.

The Chairman advised that the reasons for confidentiality relating to these items were as set out in the agenda.

It was proposed by Councillor J Laverty, seconded by Alderman S Martin, and agreed that this item should be considered “in Committee”, in the absence of members of the press and public.

The Chairman, Councillor R Carlin, welcomed Ms Sarah Burrows from Edwards & Co Solicitors, to the meeting and advised Members that Ms Burrows had provided the legal advice relating to this item and was in attendance to answer Members’ questions.

Following a discussion, it was proposed by Alderman S Martin, seconded by the Vice-Chairman Alderman S P Porter and agreed to recommend that Council adopt Option Four as outlined in the recommendation of the report.

During the discussion of this item the Director of Transformation left the meeting at 6.36pm.

At the conclusion of this item Ms S Burrows and the PCSP/Member Services Manager left the meeting at 6.51pm. The PCSP/Member Services Manager returned to the meeting at 6.52pm.

At the conclusion of this item, Councillor Hon. N Trimble left the meeting at 6.51pm.

4.2 Efficiency Review: Consideration of Structures within the Operational Services and Finance Units and Facilities Management Section  
(Agenda Item 8.5 Refers)

It was proposed by the Vice-Chairman Alderman S P Porter, seconded by Councillor U Mackin and agreed to recommend that the structures as outlined in the Efficiency Review Steering Group report be approved. It was further agreed to recommend that approval be granted to progress discussions with relevant post holders with a view to an agreed release of officers, where no suitable alternative employment has been identified, as soon as reasonably practicable.

At the conclusion of this item the Director of Environmental Services and the Head of Operational Services left the meeting at 6.59pm.

Resumption of Normal Business

It was proposed by Councillor A P Ewing, seconded Alderman S Martin, and agreed to come "out of Committee" and normal business was resumed.

5. Report of Chief Executive

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

5.1 Registration, Disclosure and Declaration of Interests  
(Agenda Item 4.1 Refers)

The Local Government Commissioner for Standards has requested that Members be reminded of the obligation set out in Section 28 of the Local Government Act 1972, requiring Elected Members to declare any pecuniary interest, direct or indirect, that they may have in any matter coming before a meeting of Council or Committee. Members were also reminded of the rules listed in the NI Local Government Code of Conduct regarding the Registration, Disclosure and Declaration of Interests, including the responsibility of the Member to update this information with the Council within 28 days of any changes.

It was proposed by Alderman A G Ewart, seconded by Councillor A Swan and agreed to note the information detailed in the report in respect to the Registration, Disclosure and Declaration of Interests. It was further agreed to recommend that all Councillors be reminded of their requirement to:

- (i) Verbally declare their interest;
- (ii) The nature of the interest;
- (iii) Leave the room for all pecuniary interests and significant private or personal non-pecuniary interests (except for instances where exceptions apply); and

- (iv) Complete the hard copy Declaration of Interest form.

It was further agreed to recommend to Council that details contained in the Registration of Interest forms be published on the Council's website, except where an exemption applies.

During the discussion of this item the Head of Finance (Acting) left and returned to the meeting at 7.00pm and 7.02pm respectively.

During the discussion of this item Councillor Hon. N Trimble returned to the meeting at 7.01pm.

5.2 Report from Somme Pilgrimage 2019 and Provision for Future Visits  
(Agenda Item 4.2 Refers)

The Committee received a report detailing the Somme Pilgrimage for 2019 including the delegation which represented the Council at a number of events in France and Belgium. Members who attended this year's trip, asked that their thanks and congratulations to the Council staff who organised this visit, in particular Mr Ross Gillanders, be recorded.

The Committee agreed to note the report on the Council's 2019 visit to the Somme.

The Committee was asked to consider provision for future visits and after considering the recommendation contained in the Officer's report, it was proposed by Councillor D Honeyford and seconded by Councillor M Guy, that the following recommendation be considered:

- (i) That Members be given the opportunity to attend the Somme Pilgrimage only once at the Council's expense and that Councillors who wish to attend on a second occasion, except for the Mayor and the Deputy Mayor of the day and Chairman and Vice-Chairman of the Corporate Services Committee of the day, may join the Council's delegation at their own cost;
- (ii) That CMT nominate a Lead Officer for the 2020 Somme Pilgrimage and approves the associated expenditure;
- (iii) That once selected the Lead Officer would have responsibility for planning the 2020 Somme Pilgrimage; and
- (iv) That to assist with future planning and budget estimates, that nominations until July 2022 be sought from Party Leaders.

Following a discussion, the below amendment was proposed to section (i) by Councillor J Gallen and seconded by Councillor Hon. N Trimble:

- (i) Members be given the opportunity to attend the Somme Pilgrimage only once every five years;

The Chairman, Councillor R Carlin, referred to the amendment made and, at the request of Councillor D Honeyford, a recorded vote was taken. The

amendment was carried with the voting being 11 in favour of, 5 against and 0 abstention, as set out below:

In favour: Aldermen S P Porter and A G Ewart and Councillors J Gallen, John Palmer, A Swan, S Hughes, N Trimble, S Carson, J Laverty, U Mackin and A P Ewing.

Against: Alderman S Martin and Councillors R Carlin, M Guy, D Honeyford and the Deputy Mayor, Councillor J McCarthy.

Abstain: None

5.3 Membership of the Council's Working Groups  
(Agenda Item 4.3 Refers)

Following an agreement arising the June meeting of the Corporate Services Committee, the membership of the various Council's Working Groups were brought back to the Committee for Members information.

Alderman A Grehan advised the Committee that Councillor M Guy had replaced Alderman S Martin on the Elected Member Development Steering Group.

The Committee noted the Membership of the Health Working Group, the Efficiency Review Steering Group, the amended Elected Member Development Steering Group and the Chief Executive Appraisal Group.

During the discussion of this item Councillor S Hughes left the meeting at 7.31pm.

5.4 NILGA Corporate Plan 2019-23  
(Agenda Item 4.4 Refers)

Members were furnished with a copy of NILGA's Corporate Plan 2019-2023 and were asked to provide comments regarding the ongoing and new challenges in partnership with local Councils and other key partners.

The Committee was informed that comments could be submitted to Member Services up to Thursday 26<sup>th</sup> September to allow a response to be drafted by the deadline of Monday 30<sup>th</sup> September 2019.

It was proposed by the Deputy Mayor, Councillor J McCarthy, seconded by Alderman A G Ewart and agreed that the officers would respond with Councillors' comments to NILGA's Corporate Plan by the stated deadline.

5.5 Call In Requisition Form  
(Agenda Item 4.5 Refers)

The Committee considered a draft Call In Requisition Form to be used by Members when requesting the reconsideration of a Committee or Council

decision in line with Standing Orders and the requirements of the Local Government Act.

It was proposed by Alderman A G Ewart, seconded by the Deputy Mayor, Councillor J McCarthy and agreed to recommend that this template be adopted and implemented by the Council.

During the discussion of this item Councillor S Hughes returned to the meeting at 7.33pm.

**5.6 LCCC Investment Plan – Digital Strategy**  
(Agenda Item 4.6 Refers)

The Committee was informed that the Council, in line with its 10 Year Investment Plan, had commissioned Connected Places Catapult (CPC) to undertake and develop a digital scoping exercise which included a number of consultation exercises with various stakeholders. CPC had completed a report for the Council's consideration entitled 'Lisburn & Castlereagh City Council Digital Transformation Roadmap' which was presented by the Chief Executive.

Members welcomed the findings outlined in this report and in particular, the proposed suggestions for making the Council's services more accessible to the end user. The Chief Executive advised of his intention to create Digital Champions who would drive key challenges and engage with internal and external stakeholders and invited any Elected Member interested in taking up this role to contact him.

It was proposed by the Vice-Chairman Alderman S P Porter, seconded by Councillor S Hughes and agreed to recommend that Council adopt the digital roadmap recommendations, inclusive of the development of a digital framework and an IT strategy.

During the discussion of this item Councillor S Carson left and returned to the meeting at 7.34pm and 7.37pm respectively.

**5.7 Uplift of Minimum Procurement Threshold**  
(Agenda Item 4.7 Refers)

The Committee was advised that the Council's Minimum Procurement Threshold was the lowest across all Northern Ireland Councils at £1,500 (excluding VAT). It was recommended that this limit would be increased, while ensuring processes were in place to guarantee best Value for Money and that the Council supported businesses within its area in the first instance.

It was proposed by the Vice-Chairman Alderman S P Porter, seconded by Councillor J Lavery and agreed to recommend that Council increase the Minimum Procurement Threshold limit from £1,500 to £3,000 (excluding VAT) and that this would be reflected in an amendment to the Accounting Manual.

5.8 Conradh na Gaeilge – Request for Presentation on Irish Language Standards in Council  
(Agenda Item 4.8 Refers)

The Committee considered a request received by Conradh na Gaeilge to present to the Council regarding language promotion, best-practice models in other Councils and to generally talk about the role of the Irish language in local communities.

It was proposed by Councillor D Honeyford, seconded by Councillor J Gallen and agreed that the Committee should receive this presentation.

5.9 Performance Improvement KPIs – 1<sup>st</sup> Quarter Review  
(Agenda Item 4.9 Refers)

The Committee received an update regarding the Service Support Directorate Key Performance Indicators (KPIs) for the first quarter of 2019-2020.

Members noted this information.

5.10 Service Support Annual Departmental Plan 2019/20  
(Agenda Item 4.10 Refers)

The Chief Executive presented the Service Support Annual Departmental Plan 2019-2020 to the Committee, advising Members that the Department's objectives and priorities were set in line with the context, themes and priorities of the Council's overarching Corporate Plan 2018-2022.

It was proposed by Councillor Hon. N Trimble, seconded by Councillor S Carson and agreed to recommend that Service Support Annual Departmental Plan for 2019-2020 be approved.

5.11 Business Continuity Policy  
(Agenda Item 4.11 Refers)

The Committee was furnished with a copy of the Business Continuity Policy for consideration and approval.

It was proposed by Councillor M Guy, seconded by Councillor J Gallen and agreed to recommend that the Business Continuity Policy be approved and implemented.

6. Report from Business and Democratic Services

In the absence of a Head of Service, the report from Business and Democratic Services was presented by the PCSP/Member Services Manager and Administration Manager.

It was agreed to recommend that the report and recommendations from Business and Democratic Services be adopted, subject to any decisions recorded below and other items noted.

6.1 Presentation from Land and Property Services regarding Review of Business Rates  
(Agenda Item 5.1 Refers)

Members noted that this was dealt with earlier in the meeting under Item 3.

6.2 External Lighting of the Council Chamber at Civic Headquarters  
(Agenda Item 5.2 Refers)

Members were provided with the draft policy on External Lighting of the Council Chamber at Civic Headquarters for consideration. During a discussion, Members raised a number of suggestions (listed below) relating to the protocol used for this purpose and asked officers to consider these going forward:

- (i) A register of annual requests be compiled with the Charity/organisation being consulted approximately 3 months prior to the light up;
- (ii) Requests should be received in writing where possible, which should negate the possibility of excluding a particular charity or community group linked with a particular day;
- (iii) Improved communication with Members and public to increase awareness of why the building is illuminated;
- (iv) Better lead in times for requests to be considered and arranged; and
- (v) Other days which are nationally/internationally celebrated by other civic/public buildings could be considered by Council and included in a register without receiving a written request from a Charity.

It was proposed by the Vice-Chairman, Alderman S P Porter, seconded by Alderman S Martin and agreed to recommend that the External Lighting of the Council Chamber at Civic Headquarters be approved.

During the discussion of this item Alderman A G Ewart left and returned to the meeting at 7.50pm and at 7.52pm respectively.

6.3 Correspondence from RBL re Wreath Laying, Island Bridge  
(Agenda Item 5.3 Refers)

Members received information provided by the Lisburn Branch of the Royal British Legion (RBL) regarding their visit to Island Bridge, Dublin on the 13<sup>th</sup> July 2019 to attend a wreath laying service which the Council awarded a grant of £500 towards. The information received meets all audit requirements. Members noted this update.

6.4 Northern Ireland Festival of Remembrance 2019  
(Agenda Item 5.4 Refers)

Members were advised that a request had been received from the Belfast Branch of the Royal British Legion (RBL) asking the Council to provide financial support to the Northern Ireland Festival of Remembrance by placing an advertisement in the official programme for this event. This event will take place on Saturday 2<sup>nd</sup> November 2019 at Belfast. Members considered the sponsorship options contained in the report.

It was proposed by the Vice-Chairman, Alderman S P Porter, seconded by Councillor A P Ewing and agreed to recommend that the Committee place a half page advert in the official programme for the Northern Ireland Festival of Remembrance 2019 at a cost of £500. It was further agreed, that the Council would purchase four tickets for the Mayor and his guest, the Chairman and Vice-Chairman of this Committee or their nominees.

6.5 Northern Ireland Garrison Support Unit Fireworks Display at Lisburn Station (Thiepval Barracks)  
(Agenda Item 5.5 Refers)

The Committee received correspondence from the Station Staff Office in Thiepval Barracks seeking financial assistance totalling £5,000 for the annual Lisburn Station Fireworks Display on 5<sup>th</sup> November 2019. As in previous years, a collection be taken on the night with the proceeds being donated to the Mayoral Charity.

It was proposed by the Vice-Chairman, Alderman S P Porter, seconded by Councillor A Swan and agreed to recommend that an award of £5,000 be granted to the Northern Ireland Garrison Support Unit at Lisburn Station, Thiepval Barracks for its annual fireworks display.

6.6 NAC Executive Meetings – Approval of Expenses  
(Agenda Item 5.6 Refers)

Members noted that Councillor Hon. N Trimble was appointed to the Executive of the National Association of Councillors.

It was proposed by Alderman A G Ewart, seconded by the Vice-Chairman S P Porter and agreed to recommend that Councillor Hon. N Trimble be authorised to attend any of the meetings organised by the National Board of the NAC held in England and that any expenses associated with this be approved.

6.7 Report on Diversity Motion  
(Agenda Item 5.7 Refers)

At the Council meeting on Tuesday 25<sup>th</sup> June 2019, it was agreed that as part of the Notice of Motion considered that night, officers would bring back a report on how the Council can positively affirm that all members of the LGBT community, living, working or visiting the Council area should be accepted and

valued as equal citizens as part of a safe, welcoming and inclusive society. This report was presented to the Committee by the PCSP/Member Services Manager and it was agreed to recommend that the Council accept this report. Members noted that the Deputy Mayor, Councillor J McCarthy was the Elected Member Diversity Champion.

6.8 'Innovation in Public Health' Conference  
Titanic Belfast, Wednesday 27<sup>th</sup> November 2019  
(Agenda Item 5.8 Refers)

Members were informed that the Joint Public Health Annual Conference entitled 'Innovation in Public Health' which will take place on 27<sup>th</sup> November 2019 at Titanic Belfast. This conference is free to attend but pre-registration is essential and closes on 4<sup>th</sup> October 2019.

It was proposed by Councillor J Lavery, seconded by Councillor S Hughes and agreed to recommend that Members of the Health Working Group be advised of this conference. It was further agreed that the attendance by any Councillor and associated expenses in relation to this conference be approved.

6.9 Participatory Budgeting  
(Agenda Item 5.9 Refers)

Members were advised that the PCSP Action Plan 2019/2020 has committed to developing a Participatory Budgeting (PB) Pilot Project within one district electoral area. PB is a scheme that allows local people the opportunity to identify and discuss what matters in their local community and to vote on their priorities. The PCSP/Member Services Manager proposed that the draft initiative in the Council area be launched in the Killultagh DEA in November 2019 with the initiative being taken forward on a partnership basis with other statutory agencies. An associated budget of £15,000 would be required for the projects to be progressed with an upper funding limit of £1,000 per project being applied. £10,000 of this funding has already been secured from various partners.

After a discussion, it was proposed by the Vice-Chairman Alderman S P Porter, seconded by Councillor D Honeyford and agreed to recommend that the Council agrees this initiative. It was further recommended that the Council awards a grant of £5,000 to this initiative.

6.10 National Police Memorial Day  
(Agenda Item 5.10 Refers)

The Committee was advised that an invitation to attend the National Police Memorial Day in Glasgow's Royal Concert Hall on Sunday 29<sup>th</sup> September 2019 has been received.

It was proposed by Councillor Hon. N Trimble, seconded by Councillor A P Ewing and agreed to recommend that the Chairman and Vice-Chairman of the Corporate Services Committee or their nominees be invited to attend this event.

**Additional Item:**

6.11 Ancre Somme Association – 10<sup>th</sup> Anniversary Black Tie Dinner

The Committee was advised that an invitation has been received inviting Members to attend a Black Tie Dinner on Saturday 26<sup>th</sup> October 2019 at Brownlow House, celebrating the 10<sup>th</sup> anniversary of the Ancre Somme Association.

It was proposed by Councillor John Palmer, seconded by Councillor A P Ewing and agreed to recommend that places at this event be booked for the Right Worshipful, the Mayor, the Deputy Mayor, the Chairman and Vice-Chairman of this Committee (or their nominees) at a cost of £35 per person.

6.12 Leaving Legacy for the Former Lord-Lieutenant for the County of Antrim, Mrs Joan Christie CVO, OBE  
(Agenda Item 5.11 Refers)

The Committee was advised that following the contributions provided by four Councils towards the Gala Dinner held on 22<sup>nd</sup> March 2019 to mark the retirement of Mrs Joan Christie CVO, OBE a sum of £3,735.25 had not been spent. As this was a not-for-profit event, Mrs Christie has asked that this money be gifted to the NI Children's Hospice for their 'I'm Coming Home' project.

It was proposed by Alderman A G Ewart, seconded by Alderman S Martin and agreed to recommend that the Council accede to this request.

Alderman S Martin commented on figures reported in a regional newspaper regarding the costs associated with Freedom of City events held by Lisburn and Castlereagh City Council, especially compared to how much other Councils spend on similar events.

It was further proposed by Alderman S Martin, seconded by Alderman A G Ewart and agreed that a report regarding the proposed expenditure for the two upcoming Freedom of City events be brought to the Committee prior to these events taking place.

6.13 Aghalee Playing Fields – Encroachment  
(Agenda Item 5.12 Refers)

The Chairman advised that this item should be considered "in Committee" and not in the presence of public and that the reasons for confidentiality were as follows:

- (i) Confidential for reason of Information which is likely to reveal the identity of an individual; and
- (ii) Confidential for reason of Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings

It was proposed by Councillor A P Ewing, seconded by Councillor A Swan, and agreed that this item should be considered “in Committee”, in the absence of members of the press and public.

It was proposed by Councillor D Honeyford, seconded by the Deputy Mayor, Councillor J McCarthy and agreed that the recommendations as outlined in the report be agreed.

#### Resumption of Normal Business

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

During the discussion of this item, Alderman A Grehan and Councillor C McCready left the meeting at 8.31 and 8.35pm respectively.

#### 6.14 Corporate Uniform Policy and Corporate Dress Code Policy (Agenda Item 5.13 Refers)

The Committee was provided with a copy of the Corporate Uniform Policy and the Corporate Dress Code Policy. Members considered the recommendation that each Directorate would decide which staff were front line staff and would be expected to wear the Corporate Uniform with the remaining Council staff adhering to the Corporate Dress Code Policy. The Chief Executive and the Administration Manager responded to a number of comments made by Members and in particular, outlined the work that had been undertaken to review the current position regarding the Corporate Uniform including a working group and staff survey. The Chief Executive provided Members with reassurance that by adopting a Corporate Dress Code that standards would not slip regarding the professionalism required by Council employees.

It was proposed by Alderman S Martin, seconded by Councillor S Hughes and agreed to recommend that the Corporate Uniform Policy and Corporate Dress Code Policy should be approved and forwarded to trade unions for consultation. It was further agreed, that the adoption of this policy would be reviewed again in one year’s time with a follow up report being brought to the Committee for consideration.

During the discussion of this item Councillor M Guy and Councillor S Lee left the meeting at 8.38pm and 8.40pm respectively. During the discussion of this item the PCSP/Member Services Manager left the meeting at 8.45pm.

During the discussion of this item, the Head of Human Resources and Organisational Development left and returned to the meeting at 8.55pm and 8.58pm respectively.

#### Suspension of Meeting:

It was proposed by Councillor A Swan, seconded by Councillor J Gallen and agreed that the meeting be suspended at 8.59pm.

Re-Commencement of Meeting:

The meeting reconvened at 9.05pm with all Elected Members and officers in attendance directly before the suspension returning to the meeting, with the exception of the Deputy Mayor, Councillor J McCarthy.

6.15 Requests to Light up LVI  
(Agenda Item 5.14 Refers)

The Committee considered the below requests seeking the Civic Offices at Lagan Valley Island to be lit up:

- (i) Pancreatic Cancer UK – World Pancreatic Cancer Day:  
Building to be illuminated in purple on 21st November 2019 to mark World Pancreatic Cancer Day.
- (ii) Baby Loss Awareness Week – Wave of Light:  
Building to be illuminated in blue on the 15th October 2019 as part of the global Wave of Light in support of Pregnancy and Infant Loss Remembrance Day.
- (iii) Motor Neurone Disease Association:  
Building to be illuminated in blue on Sunday 6th October 2019 to support the 40th Anniversary of the Motor Neurone Disease Association.
- (iv) International Mito Patients:  
Building to be illuminated green on Saturday 14th September 2019 to support mitochondrial awareness week.

Members were asked to note that the date for the International Mito Patients light up will occur before the next Council meeting and therefore, will not receive ratification from full Council.

It was proposed by Councillor S Hughes, seconded by the Vice-Chairman, Alderman S P Porter and agreed to recommend that these requests be acceded to.

During the discussion of this item, the Deputy Mayor, Councillor J McCarthy entered the meeting at 9.08pm.

**Tabled Item:**

6.16 Extension of Uniform Contract

The Committee was asked to consider a tabled item requesting permission to extend the current contract with Tailored Image until the 31<sup>st</sup> August 2020, in line with the original procurement exercise.

It was propose by Councillor A Swan, seconded by Councillor A P Ewing and agreed to recommend that the Council accede to this request.

Following the conclusion of this item the Administration Manager left the meeting at 9.11pm.

7. Report of Head of Finance (Acting)

It was agreed to recommend that the report and recommendations of the Head of Finance (Acting) be adopted, subject to any decisions recorded below and other items noted.

7.1 Bad Debt Write Off  
(Agenda Item 7.1 Refers)

The Committee was advised that there was an outstanding debt of £23,624.67 which the Council inherited on 1<sup>st</sup> April 2015 when the provision of off street car parking was transferred to Local Councils. Members were advised that this would have no effect on the Council's finances as there was a bad debt provision included at time of transfer. Members were advised that there was an outstanding debt of £5,693.89 inherited 1<sup>st</sup> April 2015. This debt has been included in a provision held in the balance sheet, therefore will have no financial impact in this financial year. Members received an update regarding additional outstanding debt accumulated since 1<sup>st</sup> April 2015 and were advised that Transport NI are actively pursuing it.

Following a discussion, it was proposed by Councillor A Swan, seconded by Councillor D Honeyford and agreed to recommend that this request be acceded to.

7.2 Estimates 2020-2021 – Schedule of Meetings  
(Agenda Item 6.2 Refers)

The Head of Service provided the Committee with a proposed schedule of meetings for the preparation of annual estimates for the Financial Year commencing the 1<sup>st</sup> April 2020.

It was proposed by Councillor J Laverty, seconded by Councillor J Gallen agreed to recommend that Council approve this meeting schedule.

7.3 Management Accounts – Quarter 1 2019/2020  
(Agenda Item 6.3 Refers)

The Committee was provided with a set of Management Accounts for the quarter ended 30<sup>th</sup> June 2019 which shows a summary of each directorate and opportunities or risks that may arise before the end of the Financial Year. Members were asked to note the net profiled expenditure for the period is £99,036 below the approved estimates (0.77% underspend) for the financial year 2019/2020. Members agreed to note the report.

Following the conclusion of her report, the Head of Finance (Acting) left the meeting at 9.15pm.

8. Report of Head of Human Resources and Organisational Development

It was agreed to recommend that the report and recommendations of the Head of Human Resource & Organisation Development (HR&OD) be adopted, subject to any decisions recorded below and other items noted.

8.1 Employee Engagement – Investors in People Event  
(Agenda Item 7.1 Refers)

The Committee received an update regarding the Council's effort in achieving the 'Gold Standard' accreditation awarded by Investors in people. As part of the ongoing engagement with employees, the Head of Human Resources and Organisational Development requested that a lunchtime event for staff in December be approved which will provide an opportunity to update staff on the IIP assessment and a range of other issues as well as recognising the work undertaken by staff throughout the year.

It was proposed by Councillor Hon. N Trimble, seconded by Councillor A Swann and agreed to recommend to Council that a lunchtime engagement event in December 2019, under the auspices of Investors in People, be approved and the arrangements for the event proceed. It was further agreed to recommend that the Council approve the expenditure as outlined under Option 3 of the report.

8.2 Workforce Reports  
(Agenda Item 7.2 Refers)

The Committee received update reports relating to the Council's Attendance Management, Workforce and Recruitment and were asked to note the improvements made to attendance figures and workforce.

It was agreed that Members note this report.

8.3 NAC – Certificate for Elected Members  
(Agenda Item 7.3 Refers)

The National Association of Councillors (NAC) have been involved in setting up a University Certificate for Councillors, in conjunction with Sunderland University which has been designed to provide an informative and wide ranging experience as part of Members' training process. The application process has opened and Members have been invited to participate.

Councillor A P Ewing advised that he was previously participated in a similar programme to this and would highly recommend any Member enrol in this programme and advised that while the course was quite time intensive, it was well worth undertaking, not only due to training benefits but from meeting other Councillors from other locations and sharing experiences.

It was proposed by the Vice-Chairman, Alderman S P Porter, seconded by Councillor A Swan agreed to recommend that Council approves the circulating of the programme to all Elected Members for review and application as relevant in accordance with the Council's Elected Member Development Policy.

9. Confidential Report of Chief Executive

The Chairman advised that the reasons for confidentiality were as set out in the agenda, i.e.

9.1 Elected Members appointed by Council as Directors/Charity Trustees on Outside Bodies – Legal Advice

(Confidential for reason of information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.)

9.2 Request for Delegated Authority for future appropriate short term lease opportunities at Bradford Court

(Confidential for reason of information relating to the financial or business affairs of any particular person [including the Council holding that information].)

9.3 Recruitment of Posts: Leisure and Community Wellbeing

(Confidential for reason of 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.)

9.4 Retrospective Approval – Additional Appointment

(Confidential for reason of 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.)

9.5 Efficiency Review: Consideration of Structures within the Operational Services and Finance Units and Facilities Management Section

(Confidential for reason of 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.)

In Committee

It was proposed by Alderman A G Ewart, seconded by Councillor S Hughes, and agreed that the Confidential Report of the Chief Executive be considered "in Committee", in the absence of members of the press and public.

It was agreed that the Confidential Report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted.

9.1 Elected Members Appointed by Council as Director/Charity Trustees on Outside Bodies – Legal Advice  
(Agenda Item 8.1 Refers)

Members noted that this item had been dealt with earlier in the meeting (item 4.1 refers).

9.2 Request for Delegated Authority for Future Appropriate Short Term Lease Opportunities at Bradford Court  
(Agenda Item 8.2 Refers)

It was proposed by Councillor S Carson, seconded by Councillor Hon. N Trimble and agreed to recommend that the Council grant delegated authority to the Chief Executive as proposed in the report.

9.3 Recruitment of Posts: Leisure and Community Wellbeing  
(Agenda Item 8.3 Refers)

It was proposed by Councillor J Lavery, seconded by the Vice-Chairman, Alderman S P Porter and agreed to recommend that Council approves the recruitment of one part time Health and Wellbeing Officer.

9.4 Retrospective Approval – Additional Appointment  
(Agenda Item 8.4 Refers)

It was proposed by Councillor A Swan, seconded by Councillor A P Ewing and agreed to recommend that Council accept the approval granted by the Chairman and Vice-Chairman of the Corporate Services Committee allowing a member of Senior Management to accept an appointment as a Board Trustee.

9.5 Efficiency Review: Consideration of Structures within the Operational Services and Finance Units and Facilities Management Section  
(Agenda Item 8.5 Refers)

Members noted that this item had been dealt with earlier in the meeting (item 4.2 refers).

Resumption of Normal Business

It was proposed by Alderman A G Ewart, seconded Councillor Hon. N Trimble, and agreed to come “out of Committee” and normal business was resumed.

10. Any Other Business

10.1 Commending of the Chief Executive  
Vice-Chairman, Alderman S P Porter

The Vice-Chairman, Alderman S P Porter wanted to commend the Chief Executive for not only undertaking his duties in managing the Council but also, due to the current management issue within the Service Support Directorate, the extra workload he has taken on as acting Director. The Chairman, Councillor R Carlin seconded this vote of thanks by the Vice-Chairman, Alderman S P Porter.

There being no further business, the meeting concluded at 9.30pm.

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MAYOR/CHAIRMAN