

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Corporate Services Committee held in the Chestnut Suite, Island Civic Centre, The Island, Lisburn on Wednesday 13th February 2019 at 6.00pm.

PRESENT:

Councillor N Anderson (Chairman)

Councillor B Mallon (Vice-Chairman)

The Right Worshipful The Mayor
Councillor U Mackin

Alderman A G Ewart MBE and S Martin

Councillors R B Bloomfield MBE, S Carson, J Craig, A P Ewing, T Morrow and Rhoda Walker

IN ATTENDANCE:

Chief Executive

Head of Business and Democratic Services

Head of Finance (Acting)

Head of Marketing and Communication Unit

Head of Human Resources & Organisational Development

Head of Building Control

Head of Estates Services

Member Services Officer

Commencement of Meeting

The Chairman, Councillor N Anderson, extended a welcome to all present. He 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 Alderman M Henderson MBE, Councillor O Gawith and Councillor A McIntyre.

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. Alderman S Martin and Councillor A Ewing declared an interest in relation to Agenda Item 7.1.

3. Minutes of Meeting

It was proposed by Councillor S Carson, seconded by Councillor J Craig, and agreed that the minutes of the Committee held on 9th January 2019, as adopted by the Council at its meeting on 22nd January 2019, be confirmed and signed.

It was proposed by Councillor S Carson, seconded by Councillor J Craig agreed that the minutes of the Special Committee held on 30th January 2019, as adopted by the Council at its meeting on 7th February 2019, be confirmed and signed.

The Committee was provided with a copy of the minutes of the Health Working Group meeting of 7th February 2019.

It was proposed by Alderman S Martin, seconded by Councillor B Hanvey, and agreed to recommend to Council that the decisions of the Health Working Group be ratified at its meeting on 26th February 2019 so that the appropriate action could proceed.

4. Presentation from The Laurence Trust
(Item 6.1 refers).

The Chairman, Councillor N Anderson welcomed Mrs Pam Nugent, Founding Member and Mr Christopher Nugent, Chairman of The Laurence Trust to the meeting advising Members they were attending the meeting to outline the work undertaken by The Laurence Trust.

With the aid of a power-point presentation, Members were provided with information on:

- The number of eating disorders that could affect people;
- The complexities of eating disorders, which are a psychological condition and often are used as a coping mechanism;
- The facts relating to eating disorders:
 - BEAT - UK Eating Disorder Charity;
 - 1.25m people in UK have eating disorders;
 - 10% of sufferers in NI are male;
 - 3 in 4 suicides in NI are male;
 - Within Mental Health conditions, anorexia is the highest cause of death;
 - Children under 10 with eating disorders are most likely to be male.
- Who The Laurence Trust are;
 - Founded in 2012 following the death of their son/brother Laurence;
 - Their aim is to raise awareness of eating disorders especially among males – have had a number of successful media campaigns and engagement

- sessions with university students and medical personnel and have a webpage and phone line available to the public;
- To provide information and support to those affected and their families;
- Key focuses are early intervention, prevention and recovery; and
- Future aims of The Laurence Trust:
 - Increase public awareness of eating disorders;
 - Improve access to health care;
 - Offer support by using the Maudsley Training Guidebook which provides information for the sufferer and their family in a very difficult situation;
 - Increase collaboration with the HSCNI and Community Services; and
 - Let people know that help is available.

Following the presentation Mrs Nugent and Mr Nugent responded to a number of questions from Members, in particular Members wanted to know what the Council could do to assist their work.

Mrs Nugent highlighted a number of issues which the charity had encountered including the lack of specific facility within NI to assist with eating disorders, the misunderstanding of mental health and eating disorders by GPs and Health Professionals, that death certificates do not list eating disorders as the cause of death which masks the severity of the problem and the lack of engagement by the Health and Social Care NI.

In particular, Mrs Nugent referred to a piece of research that was undertaken by the Health Department to explore the options of NI having a centre of excellence specifically for eating disorders but that she can find no evidence of the outcome of this and highlighted that access to treatment in NI is extremely difficult. People who are severely ill are sent to England or young people can receive treatment in NI at Beechcroft, which is an inpatient facility for children and young people suffering from a range of mental health condition and this is not helpful for those who suffer anxiety linked with their eating disorder. All these issues are coupled with the lack of support on how families can manage at home - where the sufferer spends the majority of their time - which is why the interaction and engagement with the HSC NI is so vital to their work. Mrs Nugent wants The Laurence Trust to engage with young men in schools, hostels and prisons at a pastoral care level to prevent eating disorders and assist with their recovery.

It was agreed to recommend that the Council support the work undertaken by The Laurence Trust by:

- Writing to the HSCNI to ask that the posters provided by The Laurence Trust are accepted and displayed within doctors surgeries or other health centres; and

- Displaying posters within the Council's leisure facilities and educate staff, particularly in gym facilities, of this psychological condition which may affect some of the users they are in daily contact with.

The Chairman, Councillor N Anderson, thanked them for attending and they left the meeting at 6.30pm.

Head of Democratic and Business Services left the meeting at 6.30pm.

5. Confidential Report of Chief Executive

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

5.1 Recruitment of Posts

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

5.2 Efficiency Review

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

5.3 Bad Debt Write off

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

5.4 Tender for Provision of Photography Services

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

5.5 Action Plan – Members of the Planning Committee

The Chief Executive advised Members that Item 5.5 no longer needed to be considered 'In Committee' and it was agreed that this would be considered following the other items in his report, 'Out of Committee'.

In Committee

It was proposed by Councillor J Craig, seconded by Councillor S Carson, 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 proposed by Councillor B Bloomfield, seconded by Councillor J Craig, and agreed that the Confidential Report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted.

5.1 Recruitment of Posts

It was proposed by Alderman A Ewart, seconded by the Deputy Mayor, Councillor A Grehan and agreed to recommend that the request to extend the fixed term contracts of the Belfast Regional City Deal Coordinator, Project Support Officer and Project Officer until 31st March 2020 be approved. It was further agreed that the two fixed term Project Manager posts would be created for a period of two years i.e. until 31st March 2021, within the Service Transformation Directorate.

Councillor T Morrow left the meeting during the discussion of this item at 6.31pm.

The Chief Executive sought Members permission to move Agenda Item 5.2 to the end of the confidential report, which was agreed. Members moved to Agenda Item 5.3.

5.3 Bad Debt Write off

It was proposed by Councillor R Walker, seconded by Councillor J Craig and agreed to recommend that in accordance with the Accounting Manual Volume 1, the Bad Debt totalling £1,000 from Drumbo Football Club would be written off.

The Head of Finance (Acting) left the meeting at the conclusion of this item (6.33pm).

5.4 Tender for Provision of Photography Services

It was proposed by the Vice Chairman, Councillor B Mallon, seconded by Councillor S Carson and agreed to note that the tender for the provision of photographic services were awarded to Pacemaker Press International, McAuley Multimedia Ltd and Press Eye Ltd.

5.2 Efficiency Review

The Head of Marketing and Communications Unit and the Member Services Officer left the meeting for the discussion of this item (6.38pm).

Members were furnished with a confidential tabled paper at this point in the meeting and these papers were returned at the conclusion of this discussion.

In line with a review carried out within the Building Control Team, the Efficiency Review Steering Group had received a presentation of a business case by the Head of Building Control on 12th February 2019. The Efficiency Review Steering Group had welcomed the proposal and were supportive of the recommendations being presented to the Corporate Services Committee.

It was proposed by Alderman A Ewart, seconded by Councillor J Craig and agreed, that under delegated authority the recommendations outlined be approved.

The Head of Building Control left the meeting at 6.42pm.

In line with a review carried out within the Dundonald Ice Bowl Plant Maintenance team, the Efficiency Review Steering Group had received a presentation of a business case by the Head of Estates on 12th February 2019. The Efficiency Review Steering Group had welcomed the proposal and were supportive of the recommendations being presented to the Corporate Services Committee.

It was proposed by Alderman A Ewart, seconded by Alderman S Martin and agreed, that under delegated authority the recommendations outlined be approved.

The Head of Estates Services left the meeting at 6.50pm.

The Chief Executive presented a revised Leadership Team Structure to the Corporate Services Committee, having received support for this from the Efficiency Review Steering Group on 12th February 2019. This proposal aims to strengthen the Council's approach to Community Planning, mitigate risks to the Council and support our continuous improvement journey. Following a range of questions from Members, which the Chief Executive and Head of HR & OD responded to, Members welcomed the revised structure.

It was proposed by the Deputy Mayor, Councillor A Grehan, seconded by Councillor S Carson and agreed, that under delegated authority the proposals outlined be approved.

In line with a review carried out within the Business and Democratic Service, the Efficiency Review Steering Group had received a presentation of a business case from the Chief Executive on 12th February. This proposal aims to streamline the Council's approach to Customer Services with more enquiries being dealt with through the reception on the ground floor. As a first phase, this proposal requested that enquiries to the first floor should only be for Registration, between the hours of 09.30 and 16.15 hours with all other first floor enquiries now being received on the ground floor. Officers would explore further ways to improve the customer service at Lagan Valley Island in due course. The Efficiency Review Steering Group welcomed the report and were supportive of the recommendations being presented to the Corporate Services Committee.

It was proposed by the Councillor J Craig, seconded by Councillor S Carson and agreed, that under delegated authority the recommendations outlined be approved.

Resumption of Normal Business

It was proposed by Councillor S Carson, seconded by Councillor J Craig, and agreed to come “out of Committee” and normal business was resumed.

Head of Business and Democratic Services and the Members Services Officer returned to the meeting at 7.24pm.

5.5 Action Plan – Members of the Planning Committee

Per agreement outlined above, this item was considered ‘Out of Committee’.

Members were advised that in the new Council term, new training would be provided to Members and officers who will be involved with the planning function of the Council. This training is part of the continuous improvement measures being undertaken by the Director and it is anticipated that this training will assist the Members and officers to make more informed decisions, safeguard Members and the Council in relation to the determinations made and enhance customer experience. Member were provided with an action plan which outlined how recommendations, made through the Department for Communities, would be achieved.

It was proposed by Councillor S Carson, seconded by Councillor B Hanvey and agreed to recommend that the Action Plan detailed, including the mandatory training programme for Members and officers of the Planning Committee, be approved.

6. Reports of Head of Business and Democratic Services

It was proposed by Councillor R Walker, seconded by Councillor B Bloomfield, and agreed that the reports and recommendations of the Head of Business and Democratic Services be adopted, subject to any decisions recorded below and other items noted.

6.1 Presentation by The Laurence Trust

It was noted that this item had been dealt with earlier in the meeting at Item 4.

6.2 Commonwealth Fly a Flag Day – Monday 11th March 2019

Members were advised that Commonwealth Day was the second Monday in March and that this commemorative day had been marked by the Council with the flying of a specially commissioned flag and an attendant reception. Commonwealth Day will fall on 11th March 2019 and, in accordance with previous years, this event had been placed in the Mayor’s diary. It was proposed by Councillor R Walker, seconded by Councillor B Bloomfield and agreed to recommend that approval be given to cover any expenditure incurred in relation to the event.

Councillor J Craig left the meeting during the discussion of this item (7.30pm).

6.3 Signing of Council and Committee Minutes

It was proposed by Councillor R Walker, seconded by Councillor B Bloomfield and agreed to recommend that the new procedure relating to the signing of Council and Committee minutes are adopted with the following changes taking affect:

- Council and Planning Committee minutes signed in line with current practice;
- Committee minutes, if ratified without change, will be signed after each Council meeting; if changes have been made, these minutes will be signed prior to the start of each Committee meeting by the Chairman; and
- Signing of minutes (excluding Council and Planning Committee minutes) would no longer be listed on the Agenda or form part of the meeting papers.

Councillor S Carson asked if the procedure regarding the 'Items for Noting Schedule' had been rolled out across all Committees yet, as following papers received for the Development Committee, there were still a number of Items for Noting included in the main report. The Chief Executive advised that if items were deemed significant then they would still be included in the main monthly Committee Report but that he would make the relevant Director aware of these comments.

The Vice Chairman, Councillor B Mallon, left and then returned to the meeting during the discussion of this item at 7.31pm and 7.33pm respectively.

The Head of Business and Democratic Services left the meeting (7.33 pm).

7. Reports of Chief Executive

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

7.1 NILGA 2019/2020 Work Plan and Subscription Costs

Alderman S Martin declared an interest in relation to this item as he is an alternate office bearer for NILGA. Councillor A Ewing declared an interest as a Member of National Association of Councillors, which was discussed during the course of this item.

It was proposed by Councillor S Carson, seconded by Councillor A Ewing and agreed that the Work Plan of the Northern Ireland Local Government Association for 2019/2020 be approved. It was further noted that the payment of the Council's subscription of 2019/2020 of £43,610 would be paid on receipt of an invoice in April 2019.

Alderman A Ewart commented on the level of subscription being paid by the Council to NILGA and sought clarification regarding what NILGA has achieved for the Lisburn and Castlereagh City Council. It was proposed by Alderman A Ewart, seconded by the Vice Chairman, Councillor B Mallon and agreed that the Chief Executive would write to NILGA seeking this information.

It was further proposed by Alderman S Martin, seconded by The Right Worshipful, the Mayor, Councillor U Mackin and agreed that a similar letter would also be sent to the National Association of Councillors seeking this information.

The Head of Human Resources and Organisational Development left the meeting during the discussion of this item (7.35pm).

7.2 The Royal British Legion Lisburn Branch – Financial Assistance Request

Members were provided with a letter from the Royal British Legion, Lisburn Branch dated 21st January 2019, seeking financial assistance to allow veterans to attend a wreath laying event at the Island Bridge, Dublin on 13th July 2019.

It was agreed by Councillor S Carson, seconded by Councillor R Walker and agreed that under the provisions outlined in the Financial Assistance Policy, that the Royal British Legion Lisburn Branch would be granted £500.

7.3 Local Authorities Members Association Spring Conference

Members were provided with a letter from the Local Authorities Members Association (LAMA) dated the 4th February 2019, inviting Alderman M Henderson MBE to attend the LAMA Spring Conference in Carrick-on-Shannon on 6th – 8th March 2019.

It was proposed by Councillor B Bloomfield, seconded by Councillor B Hanvey and agreed to recommend that Alderman M Henderson MBE attends this conference.

8. Any Other Business

There was no other business.

There being no further business, the meeting concluded at 7.40pm.

MAYOR/CHAIRMAN