

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Corporate Services Committee held in the Council Chamber, Island Civic Centre, The Island, Lisburn on Tuesday 13th March 2018 at 5.30 pm.

PRESENT:

Councillor S Carson (Chairman)

The Right Worshipful The Mayor
Councillor T Morrow

Deputy Mayor
Councillor H Legge

Aldermen A G Ewart MBE, T Jeffers and S Martin

Councillors R B Bloomfield MBE, A P Ewing, O Gawith,
A Grehan, A McIntyre, B Mallon, A Redpath and R Walker

OTHER MEMBERS:

Aldermen D Drysdale and J Tinsley

Councillor B Hanvey

IN ATTENDANCE:

Lisburn & Castlereagh City Council

Chief Executive
Director of Service Transformation
Head of Central Support Services
Head of Marketing & Communications (Ms A Goddard)
Acting Head of Human Resources & Organisation Development
Interim Head of Finance & IT
Member Services' Officer

South Eastern Health & Social Care Trust

Ms Roisin Coulter, Director of Planning, Performance & ICT

Commencement of Meeting

The Chairman, Councillor S Carson, welcomed all present to the meeting - in particular those non-Members of the Committee who had been invited for the presentation by the South Eastern Health & Social Care Trust and also an item arising from the Away Day of the 24th January 2018.

The Chairman outlined the evacuation procedures in the case of an emergency and also 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 Councillors J Craig and M H Tolerton.

Councillor J Gray MBE - a non-Member of the Committee - had also presented an apology for non-attendance.

2. Declarations of Interest

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

The following declarations were made:-

- Councillor A P Ewing – Item 1 of Report of Head of Central Support Services – “South Eastern Health & Social Care Trust presentation”. (Member of South Eastern Local Commissioning Group);
- Councillor A P Ewing - Item 4 of Report of Chief Executive – “National Association of Councillors – Annual Membership 2018/2019”. (Member of National Association of Councillors);
- Alderman T Jeffers - Item 1 of Report of Head of Central Support Services – “South Eastern Health & Social Care Trust presentation”. (Chairman of Inter-Agency Working Group at the Ulster Hospital Dundonald)
- Alderman S Martin – Item 8 of Confidential Report of Chief Executive – “Contract for the Provision of Legal Services”. (Former employee of one of the legal firms tendering for the contract). Alderman Martin advised that he would be leaving the meeting during discussion of this item.

3. Minutes of Meeting

It was proposed by Alderman T Jeffers, seconded by Councillor A P Ewing and agreed that the minutes of the meeting of Committee held on the 13th February 2018 as adopted by the Council at its meeting held on the 27th February 2018 be confirmed and signed.

4. South Eastern Health & Social Care Trust - Presentation

As the officials from the South Eastern Health & Social Care Trust were not yet in attendance, it was agreed the confidential report of the Chief Executive be brought forward for consideration.

5. Confidential Report of Chief Executive

The Chairman advised that the reasons for confidentiality were as set out in the agenda, ie:-

- Away Day (24th January 2018) - Outcomes Report on Building Blocks/ Governance/Programming - Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).
- Antrim Street Car Park, Lisburn - Works by NI Water in Spring 2018 - Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).
- Head of Service within Service Transformation Directorate - 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.
- Consideration of Fixed Term Posts - Confidential for reason of information which is likely to reveal the identity of individuals.
- VAT Case – Compound Interest Claim - Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).
- Corporate Services – Departmental Unit Risk Registers - Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).
- HR & OD Workforce Data - Confidential for reason of information which is likely to reveal the identity of individuals
- Freedom of Information Requests - Confidential for reason of information relating to individuals.
- Contract for the Provision of Legal Services - Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

It was proposed by Councillor R B Bloomfield, seconded by The Right Worshipful The Mayor, Councillor T Morrow, and agreed that the confidential report of the Chief Executive be considered “in Committee”, in the absence of members of the press and public being present.

The Deputy Mayor, Councillor H Legge, entered the meeting. (5.37 pm)

It was proposed by Councillor A P Ewing, seconded by Councillor A McIntyre 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 Away Day (24th January 2018)
Outcomes Report on Building Blocks/Governance/Programming

Presented by the Director of Service Transformation.

It was proposed by Councillor O Gawith, seconded by Alderman A G Ewart and agreed that the “Proposed Next Steps” and the Governance Model of the Outcomes Report on Building Blocks/Governance/Programming be accepted.

It was proposed by Alderman A G Ewart, seconded by Alderman D Drysdale and agreed to come “out of Committee” and normal business was resumed.

6. South Eastern Health & Social Care Trust - Presentation

The Chairman of the Committee, Councillor S Carson, extended a welcome to Ms Roisin Coulter, Director of Planning, Performance & ICT. (5.40 pm)

Ms Coulter thanked the Chairman for the opportunity to address the Committee and apologised for the non-attendance of her colleague, Mr Brendan Whittle (Director of Children’s Services) who was unable to be present.

The Trust had been furnished with a number of items for response prior to the meeting. The responses had been received the previous day and had been placed on SharePoint. The issues were as follows and Ms Coulter explained the Trust’s responses thereto:-

- arrangements that the Trust was considering to try and stop people from parking all day on the Lagan Valley Hospital site but who were not using or visiting the hospital;
- progress on the £70m investment which had been promised some years ago;
- anticipated opening date of the Lisburn Primary & Community Care Centre at the Lagan Valley Hospital site;

- obstacles which had delayed the provision of the Lisburn Primary & Community Care Centre;
- confirmation if an on-site pharmacy would be provided as part of the Lisburn Primary & Community Care Centre;
- need for the diabetic clinic at the Lagan Valley Hospital to be properly resourced as it did not enjoy the same facilities/number of staff as its counterpart at the Ulster Hospital Dundonald.
- procedure for the provision of hearing aid batteries and tubing.

A question in relation to the disposal of the former Seymour House site at Dunmurry had subsequently been submitted. Ms Coulter confirmed that the disposal of this asset was being progressed as it was surplus to the Trust's requirements. The lands on which the neighbouring Lindsey House and the Horticultural Unit were situated were outside of the Seymour House lands and would not therefore be affected by its disposal.

Ms Coulter answered several questions put to her by Members and agreed to:-

- provide details of those users of the LVH who would be exempt from car parking charges at that hospital;
- provide the capacity/usage of the multi-storey car park at the Ulster Hospital;
- provide details of the number of staff using the multi-storey car park at the Ulster Hospital;
- provide details of any plans to extend the multi-storey car park at the Ulster Hospital;
- advise the staff of the Emergency Department at the Ulster Hospital of the thanks expressed by Alderman T Jeffers who had attended the unit on a number of recent occasions.

Ms Coulter expressed her appreciation of the relationship which the Trust enjoyed with the Council and stressed that this was of increasing importance as the Council and other agencies moved towards community planning.

Ms Coulter was thanked for her attendance and informative answers and she left the meeting at 6.20 pm.

It was agreed to recommend that the presentation on behalf of the SE Trust be noted.

Councillor A Redpath entered the meeting during Ms Coulter's presentation.
(5.45 pm)

7. Confidential Report of Chief Executive (Continued)

It was proposed by Councillor O Gawith, seconded by Councillor R Walker and agreed that the remainder of the confidential report of the Chief Executive be considered “in Committee”, in the absence of members of the press and public being present.

7.1 Antrim Street Car Park, Lisburn
Works by NI Water in spring 2018

It was proposed by Alderman T Jeffers, seconded by Councillor B Bloomfield and agreed to recommend that:-

- the decisions of the Environmental Services Committee at its meeting held on the 7th March 2018 to grant and approve a Licence and a Lease to NI Water in regard to the Antrim Street Car Park be supported and that the legalities of this matter be progressed by Corporate Services.
- the Directors of Environmental Services and Service Transformation be kept advised of developments in this regard.

7.2 Head of Service within Service Transformation Directorate

It was proposed by Alderman S Martin, seconded by Alderman T Jeffers and agreed to recommend that the progressing of the Structure considered by the Efficiency Review Steering Group in respect of the Service Transformation Directorate be approved ; specifically the vacant Head of Service role (Planning and Capital Development) and associated actions.

The Director of Service Transformation left the meeting. (6.22 pm)

7.3 Consideration of Fixed Term Posts

Presented by Acting Head of Human Resources & Organisation Development.

It was proposed by Councillor O Gawith, seconded by Councillor B Hanvey and agreed to recommend that the report on fixed-term contracts for the Service Support Directorate and the Chief Executive’s Office be noted and that the filling on a permanent basis of the posts detailed in category one (front-line posts) and category four (recruitment difficulties) be approved in principle at this stage.

The other posts would be considered as the Efficiency Review progressed. The Efficiency Review Steering Group would further consider this matter with a composite report being taken to the Corporate Services Committee for agreement in April 2018.

The Acting Head of Human Resources & Organisation Development made a verbal report in respect of a meeting of the Efficiency Review Steering Group

held earlier that day arising from which it was agreed to recommend on a Proposal made by Councillor A McIntyre and seconded by Councillor A Grehan that:-

- proposals in regard to the filling of posts that are vacant or that may become vacant up to September 2018 be reported to the relevant committee and then to the Corporate Services Committee for approval, where these posts are being proposed to be filled on a permanent basis;
- of the 139 posts that are currently filled by means of Fixed-Term Contracts, 71 of these be made permanent.

7.4 VAT Case – Compound Interest Claim

It was agreed to recommend that the action in relation to VAT cases - Compound Interest Claims, be noted.

The Interim Head of Finance agreed to advise Alderman D Drysdale of:-

- the amount of VAT/Statutory Interest Claim that had been refunded to Castlereagh Borough Council;
- the account to which the refund was lodged at the time.

7.5 Corporate Services Departmental Unit Risk Registers

It was agreed to recommend that the Departmental Unit Risk Registers for Corporate Services be noted. The action plan for Central Support Services had not been available and would be presented to the Committee at its next meeting.

The staff involved in the preparation of the registers were commended for their work in this regard.

Risk Management Training for Members was being held on the 21st and 22nd March 2018.

7.6 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:-

- Absence Management Report (including schedule of Long-Term Absence)
- Schedule of rolling year absence
- Graph of "Total Sickness Days Lost"

- Workforce Profile - Headcount, Contract (permanent/fixed term/full-time/part-time) and Agency Workers.
- Schedule of Internal Trawls and Open Competition.

7.7 Freedom of Information Requests

It was agreed to recommend that the summary of Freedom of Information requests received in January and February 2018 be noted.

Alderman S Martin left the meeting. (6.33 pm)

7.8 Contract for the Provision of Legal Services

It was agreed to recommend that the tender report in respect of the above contract be noted, the tenders having been opened on the 6th March 2018.

The Head of Central Support Services noted comments about other publications in which a tender for the provision of legal services could be placed at the time of the next procurement exercise in this regard.

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

Alderman S Martin re-entered the meeting. (6.35 pm)

8. Report of Interim Head of Finance & IT

It was proposed by Councillor R B Bloomfield, seconded by Councillor A P Ewing and agreed that the report and recommendations of the Interim Head of Finance & IT be adopted, subject to any decisions recorded below and other items noted:-

8.1 Financial Statement

It was agreed to recommend that the financial statement for the period ended the 31st January 2018 be noted, the net profiled expenditure being 5.86% below the approved estimates for the financial year 2017/2018.

8.2 Action Plan – Internal Audit Report on Debtors

It was agreed to recommend that the Action Plan in regard to the Internal Audit on Debtors be noted.

9. Report of Head of Central Support Services

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

9.1 South Eastern Health & Social Care Trust – Presentation

Dealt with under Item 6.

9.2 Southern Health & Social Care Trust
Consultation - "Proposal for the Future of Community Equipment"
(Closing Date: 30th April 2018)

The above consultation was available at
<http://www.southerntrust.hscni.net/pdf/PUBLIC%20CONSULTATION%20DOCUMENT.pdf>.

It was agreed to recommend that the consultation be noted, no Member having any comment to make thereon.

9.3 Reports for Committees & Council – Revised Format

It was noted that the revised format of reports would be rolled out to Committees and Council in May 2018.

Members were encouraged to submit any comments they might have on the revised format to the Head of Service at the earliest opportunity.

The Interim Head of Finance & IT left the meeting. (6.38 pm)

9.4 Department of Health for NI – Promoting Organ Donation &
Transplantation in NI
NI Local Government Association – Response Note

The Department of Health consultation on "Promoting Organ Donation & Transplantation in NI" had closed on the 5th March 2018.

It was agreed to recommend that the NILGA comment paper in relation to the Local Government Code of Practice relevant to the above consultation be noted.

9.5 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.

10. Report of Head of Marketing & Communications

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

10.1 Production of Council Annual Report 2016/2017

The Head of Service outlined the intention to produce an annual report for 2017/2018 and to the nature of content.

It was proposed by Alderman A G Ewart, seconded by Alderman S Martin and agreed that a 2017/2018 Annual Report be produced with the timescales and scheduling being agreed by the Chief Executive with Corporate Communications.

10.2 Adverse Weather Communications

It was agreed to recommend that the Head of Service's report on the communications that had been put into place during the recent period of adverse weather (1st – 4th March 2018) be noted.

Councillor R B Bloomfield thanked the staff for the information provided during this time.

10.3 La Mon Media Coverage

It was agreed to recommend that the media coverage report in relation to the La Mon commemoration event on the 17th February 2018 be noted.

Councillor A P Ewing expressed his appreciation to the staff who had been involved with the organisation of this event.

10.4 Corporate Plan Consultation

Members were advised that the Corporate Plan entitled "Growth and Connecting 2018-2022" was out to consultation with a closing date of 19th March 2018. The methods of consultation were noted.

10.5 Environmental Services consultation on Waste Management

Members noted that the above consultation had run from the 5th – 23rd February 2018. A Waste/Recycling feature in the Ulster Star on the 23rd March 2018 would feature winners of prizes in this regard.

The Head of Central Support Services left the meeting. (6.40 pm)

10.6 Dog Control Order Consultation

Alderman J Tinsley left the meeting during discussion of this item (6.42 pm)

The Head of Service reported on the methods of consultation associated with the above.

The Head of Service noted Members' comments about widening the methods of consultation for this matter and indeed to extend the closing date for the receipt of comments so as to maximise response. She undertook to take this matter up with the Head of Environmental Health.

10.7 Media Coverage

It was agreed to recommend that the schedules of media coverage for the months of December 2017 – February 2018 be noted.

Councillor A Redpath left the meeting. (6.46 pm)

11. Report of Chief Executive

It was proposed by Councillor A McIntyre, seconded by Councillor A Grehan and agreed that the report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted:-

11.1 Local Government Staff Commission for Northern Ireland Dissolution Funding & Continuing Operations 2018/2019

Members had been provided with copy of a letter dated the 22nd February 2018 from the Local Government Staff Commission for Northern Ireland from which it was noted that the Dissolution Order to wind up the Staff Commission would be in place in the near future but that a financial scheme was required for the Commission to perform its statutory functions.

The Council's contribution for 2018/2019 had been calculated at £28,363.00.

It was proposed by Councillor A McIntyre, seconded by Councillor A Grehan and agreed to recommend that the Council's contribution to the Local Government Staff Commission for 2018/2019 in the sum of £28,363.00 be paid.

11.2 Armagh City, Banbridge & Craigavon Borough Council Consultation – "The Council's Audit of Inequalities & Equality Action Plan 2018-2019" (Closing Date: 27th April 2018)

The above consultation was available at
<https://armaghbanbridgecraigavon.citizenspace.com/governance-and-democratic-services/audit-of-inequalities-and-equality-action-plan-con/>.

Copy of a draft response as prepared by the Equality Officer had been provided with the Chief Executive's report.

It was proposed by Alderman A G Ewart, seconded by Councillor A Grehan and agreed to recommend that the response of the Equality Officer to the above document be accepted as the Council's response thereto and be submitted to Armagh City, Banbridge & Craigavon Borough Council by the stipulated closing date of the 27th April 2018.

Alderman D Drysdale left the meeting. (6.50 pm)

11.3 Framework for Promoting a Culture of Lawfulness

Members had been provided with a copy of a paper from the Department of Justice entitled "Promoting a Culture of Lawfulness". An attendant paper entitled "Framework for Promoting a Culture of Lawfulness: Executive Programme for Tackling Paramilitary Activity, Criminality and Organised Crime" had also been provided.

Members considered a report by the Policy Officer on this matter which addressed the involvement of the Department for Communities and other agencies. The DfC had since put forward a number of proposals as follows:-

- That a range of issues are now taken forward in support of the Executive's Programme for Tackling Paramilitary Activity, Criminality and Organised Crime, with particular regard to Action A6. This action invites Community Planning Partnerships to focus on building community confidence in the rule of law and embedding a culture of lawfulness.
- That the Framework for Promoting a Culture of Lawfulness, as amended to reflect feedback from discussions, may be an appropriate document to support how community planning partnerships may incorporate the concept of embedding lawfulness within community plans.
- That funding from DfC of approximately £10,000.00, which is intended to help facilitate discussions around how partnerships address these issues in ways that are specific to individual areas using the Framework to create a common understanding, is split equally across all Strategic Community Planning Partnerships. If approved, this funding is expected to be distributed during March 2018.

The precise nature of discussions would remain a matter for each Community Planning Partnership, although discussions were expected to involve representatives of the PCSP and were likely to incorporate input from the DoJ team charged with taking forward the overall Executive Programme.

DfC had also requested that, as part of these discussions, partnerships explore how the use of participatory budgeting might enhance the opportunity to build confidence in the rule of law and embed a culture of lawfulness within the local area.

It was proposed by Alderman S Martin, seconded by Councillor A Grehan and agreed to recommend that – subject to clarification of issues regarding the funding of £10,000:-

- the use of the Framework for Promoting a Culture of Lawfulness, to support the Strategic Community Planning Partnership in incorporating the concept of embedding lawfulness within community plans, be approved;
- the equal splitting of funding across all Strategic Community Planning Partnerships to assist in facilitating discussions around how partnerships address the issue outlined in ways that are specific to individual areas using the Framework to create a common understanding be approved.

11.4 National Association of Councillors (NI Region)
Annual Membership 2018/2019

Members had been provided with copy of an invoice from the National Association of Councillors (NI) by way of the Council's membership fees for 2018/2019. The invoice was in the sum of £3,200.00.

It was proposed by Councillor A McIntyre, seconded by Councillor A Grehan and agreed to recommend that the invoice in the sum of £3,200.00 from the National Association of Councillors (NI) by way of the Council's membership fees for 2018/2019 be paid.

11.5 Commonwealth Day (12th March 2018) &
Commonwealth Big Lunches (12th March – 22nd April 2018)

Members had been provided with copy of a letter dated the 9th February 2018 from the Foreign & Commonwealth Office in regard to Commonwealth Day on the 12th March 2018 and to Commonwealth Big Lunches running from the 12th March 2018 to the 22nd April 2018.

Members were reminded that the flag for Commonwealth Day had been raised by the Council on the 12th March 2018.

Members noted that – at its meeting held on the 6th March 2018 - the Leisure and Community Wellbeing Committee had considered this correspondence and had recommended that the Council support the concept of the "Big Lunch", as it encouraged community spirit and that - this year and given the short notification - the Council's Community Services staff organise a Lunch event in the Bridge Community Centre for representatives of registered local community groups, with the Mayor, and the Chairman of the Leisure & Community Development Committee in attendance.

Alderman D Drysdale re-entered the meeting. (6.53 pm)

12. Any Other Business

12.1 2 Rifles Homecoming Event/Royal Visit – 9th March 2018
Councillor S Carson

The Chairman of the Committee, Councillor S Carson, expressed his thanks to the Chief Executive and all staff who had been involved in the organisation of the 2 Rifles Homecoming event on the 9th March 2018 which had been attended by HRH Prince Edward, Earl of Wessex. These comments were endorsed by other Members present.

Councillor Carson expressed his disappointment that the local television media had not covered the event despite them having been notified of it.

Alderman D Drysdale left the meeting. (6.58 pm)

12.2 Meeting format
Alderman S Martin

Alderman S Martin asked that the format of meetings be looked at so that the time spent by those officers who might have a few items to report was at a minimum. The Chief Executive noted these comments for consideration.

Alderman J Tinsley re-entered the meeting. (7.00 pm)

12.3 Northern Ireland Local Government Association
Training Programme - "Local Planning Programme for Elected Members"

The Acting Head of Human Resources & Organisation Development referred to an issue raised at the Elected Member Development Steering Group the previous evening in respect of a training programme being organised by NILGA and for which it was seeking two nominees from each Council.

It was proposed by Alderman A G Ewart, seconded by Councillor B Mallon and agreed to recommend that the Chairman and Vice-Chairman of the Planning Committee (or their nominees) be nominated for the "Local Planning Programme for Elected Members" of the Northern Ireland Local Government Association.

There being no further business, the meeting concluded at 7.01 pm.

MAYOR/CHAIRMAN