



April 5th, 2024

To: Chairperson, Alderman O Gawith

Vice-Chairperson, Councillor A Ewing

Aldermen A G Ewart MBE, M Guy and H Legge

Councillors T Beckett, P Burke, R Carlin, K Dickson, N Eaton, A Givan, B Higginson, C Kemp, U Mackin and The Hon N Trimble

Ex-Officio

The Right Worshipful The Mayor, Councillor A Gowan

Deputy Mayor, Councillor G McCleave

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Thursday, 11th April 2024** at **6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

A hot meal shall be available in the **Members' Suite from 5.15 pm.**

David Burns, Chief Executive, Lisburn & Castlereagh City Council

Agenda

1.0 APOLOGIES





2.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).
- (ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

3.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

3.1 D-Day 80 - Programme Update

For Noting

- | | |
|---|---------------|
|  CSC Report DDay 80 Update.pdf | Page 1 |
|  App 1 D-Day 80 Working Group Minutes 20.03.24 (approved).pdf | Page 3 |
|  App 2 DDay 80 Tracking Update for CSC.pdf | Page 5 |
|  App 3 Updated_S75_Equality__GR_Screening_Template Revised Draft D Day 80.pdf | Page 6 |

4.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

4.1 Report on Tender Awards

For Noting

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

4.2 Management Accounts Period 11 of 2023/2024

For Noting

Confidential for reason of information relating to the financial or business affairs of any particular

person (including the Council holding that information).

4.3 Capital Programme - Update

For Decision

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

5.0 ANY OTHER BUSINESS

Committee:	Corporate Services Committee
Date:	11 April 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Noting
Subject:	DDay 80 Programme Update

1.0	<p><u>Background and Key Issues</u></p> <p>The DDay 80 Working Group held its third meeting on 20 March. Minutes are attached at appendix 1.</p> <p>Appendix 2 sets out the progress to date in planning the various activities.</p> <p>The next meeting will take place on 10 April 2024.</p>	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members:</p> <ul style="list-style-type: none"> • Note the minutes of the DDay 80 Working Group on 20 March 2024. • Note the progress update in relation to the planned activities. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Programme budget has been agreed and will be funded from reserves.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>See appendix 3.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p>	

Appendices:

- Appendix 1** – Minutes of DDay 80 Working Group 20 March 2024
- Appendix 2** – Programme Update Tracking Document
- Appendix 3** – Equality Screening Documentation

Lisburn & Castlereagh City Council D Day Working Group Meeting 20th March 2024 Minutes	
In Attendance	<ul style="list-style-type: none"> • Chair of Communities and Wellbeing, Cllr Thomas Beckett • Alderman Hazel Legge • Cllr Gary Hynds • Cllr Brian Higginson • Cllr Aaron McIntyre • Cllr Pat Catney • Civic Events Officer • Head of Communities • Administration Manager • Museum Manager • Communications Officer • Events Apprentice
1.	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting of the D-Day 80 Working Group.</p> <p>Apologies</p> <ul style="list-style-type: none"> • Head of Parks and Amenities • Head of CC&A • Communications Assistant • Communications Officer • City Centre Development Officer
2.	<p>Officer Update</p> <p>Flowerbeds discussed: flowers will be in the three flowerbeds (Moat Park, Castle Gardens and Royal Hillsborough) and officer to report back on what design can be done.</p> <p>Cllr Hynds requested an update on the suggested Hilden flowerbed. Officer to report back at next meeting following discussion with Head of Parks and Amenities.</p> <p>Closing date for grants is Monday 25th March. Additional reminders will be issued by Comms. Members to share on social media.</p> <p>A proposed activity sheet was circulated and discussed in relation to Museum plans for in advance of Beacon event.</p> <p>Cllr Catney asked about American GIs and it was agreed to follow up.</p> <p>Ald Legge asked for a certificate to be issued instead of or alongside the Mayor's letters noting that there was an official one on the D-Day website.</p>

	<p>It was agreed that the cost schedule would be shared before the next meeting.</p> <p>There was conversation around the logistics in relation to the Beacon event. It was agreed that a map of Castle Gardens would be shared. A site meeting to be organised for early next week.</p> <p>It was agreed that the entertainment be provisionally booked.</p> <p>Officers is to follow up with the schools regarding entertainment on the evening also.</p>
3.	<p>Beacon Options</p> <p>Delivery costs of the two beacons are to be obtained as there will be extra charges for delivery to non UK mainland addresses.</p> <p>There was a conversation around which beacon the group preferred and the majority preferred the second one on page 25. Order to be progressed.</p>
4.	<p>Members' Comments</p> <p>Named young person to be contacted regarding possibly of reading a poem.</p> <p>Local churches to be invited and possibly included in proceedings.</p> <p>Museum to advise if a recruitment station could be provided on the day.</p> <p>Contact to be made with a local band who could play a 15/20minutes set in their uniform with music from the era. A donation would be required to cover costs.</p>
5.	<p>AOB</p> <p>None.</p>
6.	<p>Next Meeting</p> <p>Wednesday 10th April, 3pm, Cherry Room</p>

Appendix 2 D Day 80th Anniversary Programme - June 24 (Updated March 2024)					
EVENT / PROJECT	DATE	BUDGET REQUIRED	LEAD OFFICERS	STATUS	PROGRESS TRACKING COMMENTS
Launch of programme and development of comms campaign to include a dedicated webpage to promote programme of events.	N/A	existing budgets	Pamela Beatty	Ongoing	Programme launched and website live. Implementation ongoing in line with programme activities.
3 Council flowerbeds incorporating D Day theme (Moat Park/Castle Gardens/Royal Hillsborough	Before end of May (due to growing season)	£2,500.00	Gareth Lennox	Ongoing	Planting planned to take place last week in May 2024. Shape and design being worked on currently.
DDay 80 Grant Fund Programme	04/03/2024	£23,400.00	Angela McCann	Ongoing	Grant scheme launched on 4th March and closed on 25th March. Members of the Working Group will be invited to attend various events and follow up PR activities will be planned. 47 applications received at a total of £23,400. This has come in below the budget of £35,000.
City Centre Screening of Historical Footage - to run for a week in advance of 6 June	From 30/05/24	existing budgets	Paul Allison/Paul McCormick	Ongoing	Museum has sourced footage and arrangements are being made with City Centre Management.
Museum exhibition	Mid to late May - to run through the summer	existing budgets	Paul Allison	Ongoing	DDay Display in Museum currently being planned to run from 30th May - 7th June
Museum talks	30/05/24-07/06/24 tbc	existing budgets	Paul Allison	Ongoing	Talks on two topics are currently being planned.
Community Outreach and Workshops	Mid April	existing budgets	Paul Allison	Ongoing	Planning underway to be hosted in the ILCLM
Period themed tea dance	06/06/2024	£2,000.00	Paul McCormick	Ongoing	Tea dance planned for afternoon of 6th June. Includes voucher scheme for local shops.
Social Media Campaign for Local WW2 Stories Mayor's Letters Issued to Families	tbc	existing budgets	Pamela Beatty/Mayor's Office/Victoria McClean	Ongoing	Plans currently being scoped by Mayor's Office and Corporate Comms
Beacon Lighting Event	06/06/2024	£16,000-18,000	Frances Byrne/Gareth Lennox/Paul Allison	Ongoing	Agreed location is Castle Gardens. Format agreed by Working Group. Involvement of traders being considered. Museum to support daytime activity through outdoor displays.

£45,900.00

Lisburn & Castlereagh City Council

Section 75 Equality and Good Relations Screening template (Oct 2022)

Part 1. Information about the activity/policy/project being screened

1. Introduction

This screening has been completed on Lisburn and Castlereagh City Council's proposed programme of events to mark the 80th anniversary of D Day [D-Day 80 - Lisburn & Castlereagh \(lisburncastlereagh.gov.uk\)](https://lisburncastlereagh.gov.uk).

In developing the programme, LCCC has given give due care and consideration to promoting good relations. The Principles of Remembering will be central to the programme of events.

2. Engagement

In February 2024, LCCC agreed to progress plans to mark the 80th anniversary of D Day within the LCCC area. Following discussions at Corporate Services Committee, an LCCC DDay 80 Working Group was formed to include a nominated Elected Member, one from each political party represented on Council, alongside a number of nominated LCCC Officers to take forward operational plans.

The Working Group meets monthly to develop and deliver the programme of activities and projects to mark the anniversary within the Lisburn and Castlereagh City Council area. The DDay 80 Working Group's Terms of Reference can be viewed at appendix 1.

A DDay 80 Anniversary Guide has been provided to all Councils by the National Association of Civic Officers providing detailed guidance and recommendations for ways in which Councils can take part in marking this anniversary. [D-Day-80-Anniversary-Guide.pdf \(naco.uk.com\)](https://naco.uk.com)

One of the recommendations included in the guide is a Beacon Lighting event which has been considered by the Working Group and approved by the Corporate Services Committee. The event will take place on Thursday 6th June 2024 at Castle Gardens and a programme of activities are being considered to coincide with the event which focuses on attracting people to Lisburn City Centre.

Name of the activity/policy/project

Programme of events to mark the DDay 80 Anniversary

Is this activity/policy/project – an existing one, a revised one, a new one?

New

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

The overall aim is to commemorate and mark DDay 80 within the Lisburn and Castlereagh City Council area.

Objectives include:

- To deliver a programme of events which will provide an opportunity to reflect and commemorate the 80th anniversary of DDay.
- In line with the guide provided by the NACO, this will include recognition of this anniversary within the LCCC area concluding with a Beacon Lighting Service on 6th June at 9.15pm.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

- We are committed to marking the anniversary in a spirit of mutual respect, inclusiveness and reconciliation that promotes inclusion and good relations across all Section 75 groups. However, some Section 75 groups (in particular, religious belief, political opinion) may have a greater interest in marking this anniversary than others and might therefore be more likely to engage with/benefit from the programme of events.
- The event programme has been designed to be as inclusive as possible and to have a positive impact on a range of section 75 categories.
- The event programme is also designed to be suitable for all ages and reasonable adjustments will be made where necessary to accommodate those with disabilities and their carers.

Who initiated or developed the activity/policy/project?

Lisburn and Castlereagh City Council Corporate Services Committee

Who owns and who implements the activity/policy/project?

Lisburn and Castlereagh City Council

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

Yes

Financial: There are budget constraints that need to be considered. Any planned events need to be managed within the agreed budgets. There is also a set time frame for the Beacon Lighting event which must take place on 6 June at 9.15pm.

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Service users

Other public sector organisations

Voluntary/community/trade unions

Other – Elected Members

LCCC staff

Members of the public

The programme should have a positive impact on the economy, tourism, and wider civic society stakeholders.

Other policies/strategies/plans with a bearing on this activity/policy/project

Name of policy/strategy/plan	Who owns or implements?
LCCC Equality Scheme and related policies	LCCC
Dignity at Work Policy	LCCC
Policy on Invitations to Civic Functions	LCCC
Armed Forces Covenant	LCCC

Available evidence

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Most up to date NISRA population data from Census 2021 (published 22/09/22)
[Lisburn and Castlereagh Census Data](#)

Section 75 Category	Details of evidence/information
Religious Belief	2021 Census data recorded that 27% of the LCCC population were brought up in the Catholic religion; 58% were brought up in the Protestant & Other Christian religions; 2% other religions; and 13% declared no religion.
Political Opinion	The majority political opinion in LCCC district is Unionist.
Racial Group	Census 2021 data indicates that around 4% of the LCCC population were from a minority ethnic group (similar to the NI population) and 6% were born outside the UK or Ireland.
Age	The LCCC population recorded in Census 2021 totalled 149,106: 19% (0-15 years) 30% (16-39 years) 33% (40-64 years) 18% (65+ years)
Marital Status	For the 16+ population in relation to marital and civil partnerships: Census 2021 33% single 52% married or in a civil partnership 3% separated 6% divorced or formerly in a civil partnership 6% widowed or surviving partner from a civil partnership

Sexual Orientation	In 2017, the ONS published data indicating that 1.2% of the household population in NI identified as Lesbian, Gay or Bisexual
Men & Women Generally	The LCCC population (2021) was 51% female and 49% male. This reflects the overall NI position. Females outlive males (their life expectancy is longer) and therefore there will be more females in the older population.
Disability	Census 2021 data (most recent available) indicated that 21.7% of the LCCC population had a long-term health problem or disability.
People with and without Dependants	People with dependants may have personal responsibility for the care of a child (or children), a person with a disability, and/or a dependent older person. Census data for LCCC 2021 found 48.3% of residents had dependant children.

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
Religious Belief	Although not all Protestants are necessarily Unionist and not all Catholics are Nationalist, those from a Protestant, Unionist background are more likely to commemorate DDay 80 compared to those of a Catholic, Nationalist background. The proposed programme of events has been considered to include a community, educational and historical focus allowing for inclusion for all religious groups where

	possible. Local churches and schools will be invited to take part.
Political Opinion	As above
Racial Group	n/a
Age	The programme of events is considered to be suitable for all age ranges.
Marital Status	n/a
Sexual Orientation	n/a
Men & Women Generally	n/a
Disability	Access to events will be inclusive, ensuring parking, viewing and access arrangements during the events. Reasonable adjustments will be made where necessary. A sign language interpreter will be provided for the evening event of the Beacon Lighting. A quiet space will be available for those who may require it.
People with and without Dependants	n/a

Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?

Section 75 Category	Details of likely impact – will it be positive or negative? If none anticipated, say none	Level of impact - major or minor* - see guidance below
Religious Belief	D Day is considered to be more closely associated with the Protestant/Unionist Community.	Minor
Political Opinion	As above	Minor

Racial Group	The events are designed to be as inclusive as possible and to have a positive impact on a range of section 75 categories	None
Age	The events planned are considered to be suitable for all ages.	None
Marital Status	N/A	None
Sexual Orientation	N/A	None
Men & Women Generally	N/A	None
Disability	N/A	None
People with and without Dependants	N/A	None

2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories

Section 75 Category	IF Yes, provide details	If No, provide details
Religious Belief		No. Although the event is more closely associated with the Protestant/Unionist community, the event is designed to be as inclusive as possible and have a positive impact on a range of section 75 categories through a range of mitigations.
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

Equality Action Plan 2021-2025 [new question]

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? Yes/**No** If yes, specify which action.

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025) [new]

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

Yes/**No** [delete as appropriate] If yes, give details/specify which action.

3 To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

It is not anticipated that this policy will impact on good relations between people of different religious belief, political opinion or racial group as the policy does not differentiate towards any of these groups.

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
Religious Belief	DDay 80 is considered to be more closely associated with the Protestant/Unionist community therefore a differential impact is likely to be experienced by the Catholic/Nationalist community.	Minor
Political Opinion	DDay 80 is considered to be more closely associated with the Protestant/Unionist community therefore a differential impact is	Minor

	likely to be experienced by the Catholic/Nationalist community.	
Racial Group	None	None

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief		No. Although the event is more closely associated with the Protestant/Unionist community as stated above, the event was designed to be as inclusive as possible.
Political Opinion		
Racial Group		

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

- Council is aware that no one individual sits exclusively within just one of the designated groups. This has been given consideration in developing this policy and undertaking this screening exercise.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project.

There are 3 possible outcomes:

- 1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
- 2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
- 3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	Reasons/Evidence
<p>Option 1</p> <p>Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]</p>	
<p>Option 2</p> <p>Screen out with mitigation – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]</p>	<p>Although not all Protestants are necessarily Unionist and not all Catholics are Nationalist, those from a Protestant, Unionist background are more likely to commemorate DDay 80 compared to those of a Catholic, Nationalist background. The event programme is designed to be as inclusive as possible and had a positive impact on a range of section 75 categories with a focus on ensuring accessibility for those with</p>

	disabilities. It is also considered to be suitable for all ages.
<p>Option 3</p> <p>Screen in for a full Equality Impact Assessment (EQIA)</p> <p>[If option 3, complete timetabling and prioritising section below]</p>	

Mitigation (Only relevant to Option 2)

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations?

Yes

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

- A range of schools from different sectors will be invited to participate in various activities e.g flower bedding, beacon lighting event, museum activities.
- There will be a distinct focus on the historical significance of DDay 80, encouraging participation from an educational perspective
- Representatives from the main churches will be invited to attend/participate in activities
- There is a particular focus on ensuring accessibility for those with disabilities with plans in places where appropriate for the use of sign language interpreters, wheelchair access and quiet spaces.

Timetabling and prioritising for full EQIA (only relevant to Option 3)

N/A

If the activity/policy has been '**screened in**' for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Is the activity/policy affected by timetables established by other relevant public authorities? Yes/**No**. If yes, please provide details.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission's Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

Comments and Complaints from Attendees

Requests for reasonable adjustments prior to and during the event programme.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Stephanie Kelly	Administration Manager	27.03.24
Reviewed by: Annie Wilson	Equality Officer	
Approved by: Frances Byrne	Head of Corporate Communications and Administration	03.04.24

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

- a) The policy/project is significant in terms of its strategic importance;
- b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Minor impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;

- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

- a) The policy has no relevance to equality of opportunity or good relations;
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Updated Template @ Oct 2022

Committee:	Corporate Services Committee
Date:	12 th June 2024
Report from:	Head Of Assets

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	N/A
When will a redacted report become available:	Redacted report to be provided to Member Services Unit following ratification and signing of contracts.
The report will never become available:	N/A

Item for:	Noting
Subject:	Report on Tender Awards

1.0	<p><u>Background and Key Issues</u></p> <p>Currently under the terms of the Councils Scheme of Delegation and terms of reference for the new committee structures, certain tenders can be awarded as follows, "(I) If the Most Economically Advantageous Tender (MEAT), lowest, or only tender received is recommended for award, officers of the Council have delegated authority on acceptance but a report must be submitted to the relevant Committee for noting. In all other cases a detailed report must be submitted to the relevant Committee for approval. If the expenditure is to be funded by a loan, the report should seek approval for this."</p> <p>Following consideration of the reporting of Tenders it was agreed that all tenders awarded under the Scheme of Delegation would be brought to the attention of the Corporate Services Committee for Noting.</p> <p><u>Key Issues</u></p> <p>Interested Contractors were invited to submit tenders through the eTendersNI portal and tenders were returned as follows;</p> <ol style="list-style-type: none"> 1. T23/24-029 - Annahilt Environmental Improvement Scheme 2. T23/24-035 - Food and Drink Programme 3. T23/24-036 - Tender for the Build, Installation, Development, Maintenance and Support of a Website, Registration Portal, Database and Case Management System for the NI Landlord Registration Scheme for Lisburn and Castlereagh City Council. <p>The above tenders were unlocked by the Procurement Officer, the relevant Head of Service approved the tender opening reports and the tenders were forwarded to the contract management leads within each responsible Service Unit for evaluating against the agreed criteria.</p> <p>Enquiries have been made to contractors who showed initial interest in requesting tender information, but who did not make a return to ascertain why they did not submit a tender.</p>
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	The tender was assessed and recommended for award as detailed in the Tender reports ([REDACTED]). The successful tenderer recommended was the lowest cost and compliant tender received.	
2.0	<u>Recommendation</u> It is recommended that Members note the award of the tenders for the contract noted above and detailed within the [REDACTED]. It is further recommended that Members approve the signing and sealing of the tender documents as necessary.	
3.0	<u>Finance and Resource Implications</u> Budget provision has been included in the annual estimates.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out; The Contracts are deemed to benefit all section 75 groups equally and therefore it was deemed that no screening was required.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out. A Rural Impact Assessment is deemed not to be required as these are contracts for works and services and will apply equally to all communities across the Council area	

Appendices:	[REDACTED]
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Summary of Tenders awarded.

	TENDER TITLE	SUPPLIER AWARDED	TENDER VALUE
1	T23/24-029 Annahilt Environmental Improvement Scheme	John McQuillan Contracts 11 Ballinderry Rd Lisburn, BT28 2SA	
2.	T23/24-035 – Food and Drink Programme	Babble Belfast, 54 Bloomfield Avenue, Belfast, BT5 5AD	
3.	T23/24-036 - Tender for the Build, Installation, Development, Maintenance and Support of a Website, Registration Portal, Database and Case Management System for the NI Landlord Registration Scheme for Lisburn and Castlereagh City Council.	Cranmore Consulting Ltd	

1.



TENDER REPORT FOR

T23/24-029 ANNAHILT ENVIRONMENTAL IMPROVEMENT SCHEME

Tender Returns

Following tendering of this project, tenders were returned from ten Contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on 21/01/24.

The tender opening report was approved by the Head of Economic Development.

Tenders were returned from the following contractors:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]

4. [REDACTED]

5. [REDACTED]

6. [REDACTED]

7. [REDACTED]

8. [REDACTED]

9. [REDACTED]

10. John McQuillan Contracts
11 Ballinderry Rd
Lisburn
BT28 2SA

[REDACTED]

The tenders were passed to Economic Development/Regeneration & Infrastructure for evaluation and information, checked by:
Yvonne Burke, Regeneration & Infrastructure Manager
Jonathan Thompson, Project Manager, Atkins Realis (Faithful & Gould)
Jonathan Clarke, Quantity Surveyor, Atkins Realis (Faithful & Gould)

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which were pass/fail. If they fail on one then the contractor's price would not be considered.

10 tenders were evaluated on the information they provided.

All clarifications were received on time.

Therefore, in accordance with the tendering instructions 0 contractors were excluded from evaluation.

Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender from John McQuillan Contracts was arithmetically checked.

Tenders were ranked with the tender with the lowest price being awarded the contract.

Tenderer	Tender Price	Rank
John McQuillan Contracts		1

Recommendation

It is recommended that the contract is awarded to **John McQuillan Contracts, 11 Ballinderry Rd, Lisburn BT28 2SA** in the sum of [REDACTED], being the lowest and most economically advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

Prepared by:

Yvonne Burke, Regeneration & Growth Programme Manager
Date 15/04/24

2.



TENDER REPORT FOR T23/24-035 FOOD AND DRINK PROGRAMME

Tender Information

Tourism Department let a tender competition for Food and Drink Programme for a period of one year +1 +1 with an estimated spend of £430,000 over the three years, £130,000 for year one and £150,000 for each to the following two years as per approved business case.

Tender Returns

Following tendering of this project, tenders were returned from two Contractors, electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on 29th April 2024.

The tender opening report was approved by the Head of Economic Development.

There were two Tenders returned from the following contractors:

Babble Belfast,
54 Bloomfield Avenue
Belfast BT5 5AD



The tenders were forwarded to the Economic Development section, Tourism Department for evaluation and information, checked by:

Andrew Kennedy, Tourism Development Manager
Veronica Kearney, Tourism Development Officer
Margaret McAvoy, Tourism Development Officer

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which were pass/fail. If they fail on one, then the contractor's price would not be considered.

Two tenders were evaluated on the information they provided.

Babble:

Award Criteria	Score
Quality	450/450
Cost	49/50
Total	499/500



Award Criteria	Score
Quality	410/450
Cost	50/50
Total	460/500

All clarifications were received on time.

Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender from [REDACTED] was arithmetically checked.

Tenders were ranked as per the MEAT (Most Economically Advantageous Tender) process with the tender with the highest overall score being awarded the contract.

Tenderer	Tender Price	Rank
Babble Belfast	[REDACTED]	1 st
[REDACTED]	[REDACTED]	2 nd

The lowest priced bidder did not come first. The evaluation was based on award criteria of 90% quality and 10% price. The first ranked supplier scoring a total of 499/500. The second ranked supplier scoring a total of 460/500.

Recommendation

It is recommended that the contract is awarded to Babble Belfast, 54 Bloomfield Avenue, Belfast in the sum of [REDACTED], being the most economically advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory timeframe as detailed in the contract documentation.

Prepared by:
Veronica Kearney
Tourism Development Officer

Date 20/5/2024

3.



**REF T23/24-036 - Tender Report for the Build,
Installation, Development, Maintenance and
Support of a Website, Registration Portal,
Database and Case Management System for the
NI Landlord Registration Scheme for Lisburn and
Castlereagh City Council.**

Tender Returns

Following tendering of this project, tenders were returned from eleven (11) Contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on Friday 17th May 2024.

The tender opening report was approved by the Head of Portfolio, IT and Commercialism (acting).

Tenders were returned from the following contractors:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Cranmore Consulting Ltd
73 Church View, Holywood, BT18 9LN

Tender Sum Total: [REDACTED]

[REDACTED]

The tenders were passed to Project Management team for evaluation and information, checked by the following Panel Members:

Sally Courtney Panel Chair	Head of Environmental Health, Risk and Emergency Planning (Acting) & LCCC Project Director for the Transfer of the LRS Functions
David Grimley	DfC - Contract Manager with responsibility for contract that manages system in DfC
Terence Murphy	LCC Digital & Innovation Officer
Maria Curran	LCCC Project Management Officer for the Transfer of the LRS Functions

Open Tender Evaluation

Stage 1 Evaluation – Mandatory Criteria

The tenderers were required to meet a number of Council mandatory criteria which were pass/fail. If they fail on one, then the contractor's price would not be considered.

Eleven (11) tenders were evaluated on the information they provided. All clarifications were received on time.

Upon evaluation of the eleven (11) bids received, five (5) contractors passed Stage 1.

Therefore, in accordance with the tendering instructions six (6) contractors who failed were excluded from the Stage 2 evaluation.

Stage 2 Evaluation – Quality and Pricing Schedule

As per the procedures set out in "Conditions of Tendering" this exercise awarded a 60% score based on quality and 40% score based on lowest price. Once the remaining five (5) contractors were scored against the quality criterion and cost, the tenders were provided with a combined percentage score, with the contractor with the highest percentage being awarded the contract.

Recommendation

It is recommended that the contract is awarded to **Cranmore Consulting Ltd** in the sum of [REDACTED] + VAT, as the highest percentage scoring tender with a score of 85% and the Most Economically Advantageous Tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the time period as detailed in the contract documentation.

Prepared by: Maria Curran, Project Management Officer

Date: 29th May 2024

Committee:	Corporate Services
Date:	11 th April 2024
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Noting
Subject:	Management Accounts – Period 11 2023/2024

1.0	<p><u>Background and Key Issues</u></p> <p>Period 11 - Management Accounts</p>
1.1	Attached is the set of Management Accounts for the period ended 29 th February 2024 (Period 11).
1.2	This shows a summary of the current position for each Directorate along with any opportunities or risks that may arise before the end of the financial year.
1.3	It is to be noted that the net profiled expenditure for the period is £3,940k below the approved estimates (7.70% underspend) for the financial year 2023/2024. This is the position including costs funded from earmarked reserves, which are listed separately in the appendix.
1.4	<p>The underspend as at period 11 (including items funded from reserves) is summarised below:</p> <ul style="list-style-type: none"> • Payroll Underspend - £1,526k • Non-payroll Underspend - £231k • Income Overachievement - £2,182k <p><i>Analysis of current position</i></p>
1.5	In terms of <i>payroll</i> expenditure, there was a significant focus on recruitment in recent months. The Council is still experiencing difficulty in recruiting/ filling a range of specific posts across the organisation and agencies are unable to provide alternative temporary resource.
1.6	In terms of <i>non-payroll</i> there are a number of factors which contribute towards the draft year-end overspend position:

1.7 Utility costs - Costs were £1,488k under profiled budget for period 11 (£2,105,439 actual vs £3,593,891 budget) primarily due to the extension of the Government Energy Scheme which has been confirmed until 31 March 2024.

1.8 

1.9 

1.10 In terms of *income*, there are areas which underachieved which have been offset by areas that have overachieved. Some of the key income streams and performance are detailed below:

- Vitality membership tracking income at 36.60% ahead of budget (actual £1,930,126 v budget £1,412,952).
- Golf Course income is performing better than anticipated, (£810,109 actual v £561,841 budget) achieving 44.2% over planned budget at P11.
- Trade Waste collection is slightly below budget (£406,056 actual v budget £424,000).
- MRF (Material Recovery Facilities which deals with sorting waste) income is significantly below the period 11 budget with income at £33,580 compared to a period 11 budget of £126,204. This is due to the downturn in world markets for recycled materials. It is highly unlikely this income shortfall will be reversed by the year end.
- Investment income continue to achieve substantially above budget with income at £1,142,565, compared to a period 11 budget of £247,500. This is due to the increase in investment interest rates and the levels of cash the Council has currently to invest. We continue to maximise all cash investments in line with our Treasury Strategy.
- Income for building control was 10.3% below budget (£865,416 actual v £965,481 budget).
- Planning fees income is tracking at 27.9% below budget with actual income of £743,799 compared to period 11 budget of £1,031,245.



1.11 *Penny Product*

- The Penny Product is the revenue raised for a District Council by one penny of District rates and is made up of 3 components - District Rates, De Rating Grant and Transferred functions Grant.

- LPS provide a forecasted outturn to Finance in relation to the Penny Product. The latest forecasted position is a negative outturn of £630,836. This figure has increased from £590,631 in period 9. NB A negative outturn would mean that LPS would clawback monies from the Council.
- De-rating grant – A forecasted outturn for quarter 3 is a negative outturn of £13,783. This has reduced from £24,715 in quarter 2. The de rating grant relates to an allowance for non-domestic properties that qualify for relief.
- Transferred Function Grant – this is set during the estimates process and does not change throughout the year.

Ongoing Financial Risks for 2023/2024

1.12 Payroll

- Whilst the Council has appointed a number of new staff, the recruitment market remains challenging. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.

1.13 Non Payroll

- Inflation, although reducing, continues to remain high. (3.8% in February 2024)
[REDACTED]
- Increasing prices for current and new contracts, including vehicle material costs remains a risk
[REDACTED]
- Grove Facility – As part of the estimates process for 2023/2024, it was agreed that the operating budget for Grove Activity Centre would be removed due to the anticipated community transfer of the asset. As the asset has not transferred, the operating costs for the centre will need to be funded from reserves.

1.14 Capital/construction costs

- As with revenue projects, there is a risk of increasing contractors prices in relation to capital projects.

1.15 Central Government Funding Pressures

- In the absence of funding for the delivery of Animal Welfare, this statutory function will have to be covered by Council. This is a regional service delivered in collaboration with the other 10 councils. There are a number of fixed and variable costs associated with the service delivery. It is anticipated that the budget required to deliver the service for LCCC is approximately £15k for the remainder of the current financial year. There is no financial provision within the current budget as funding had been anticipated.

1.16 Analysis of potential funding pressures for all Councils is being carried out. The Association of Local Government Finance Officers (ALGFO) continue to liaise with DfC on a regular basis in relation to funding pressures.

	<i>Moving Forward</i>	
1.17	Finance continue to have regular budget meetings with each Department and will continue to monitor the current and any future risks or opportunities.	
1.18	Any transfers to reserves will be in line with the approach approved by Corporate Services Committee in February 2024.	
2.0	<u>Recommendation</u>	
	It is recommended that Members note the information contained in this report.	
3.0	<u>Finance and Resource Implications</u>	
	As Above	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out This is a financial report for noting only.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out. This is a financial report for noting only.	

Appendices:	Management Accounts – Period 11 2023/2024
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LISBURN AND CASTLEREAGH CITY COUNCIL
2023/2024 MANAGEMENT ACCOUNTS

Period 11

2023/24

SUMMARY BY DIRECTOR

	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
	£	£	£	£	
Organisation Development & Innovation	4,184,297	3,595,378	3,849,627	(254,249)	-6.60%
Finance & Corporate Services	5,501,130	3,600,487	4,912,186	(1,311,698)	-26.70%
Governance & Audit	423,023	368,495	388,804	(20,309)	-5.22%
Community Health & Wellbeing	16,316,970	12,037,031	14,892,221	(2,855,189)	-19.17%
Environmental Services	22,176,000	19,659,170	20,380,187	(721,017)	-3.54%
Regeneration & Growth	6,913,020	6,692,161	6,736,616	(44,455)	-0.66%
Total	55,514,440	45,952,723	51,159,640	(5,206,917)	-10.18%

Costs excluded from above covered by reserves:

Grove Activity Centre (no budget)	171,242		171,242
Spend to save - Parks & Amenities equipment	104,480		104,480
Kings Coronation (no budget)	56,376		56,376
Community grants additional spend	96,099		96,099
Community Hardship Grants	182,878		182,878
CIF Ballymacash SA Funding	9,118		9,118

Total	55,514,440		51,159,640	
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RISKS - Costs projected for remainder of Fin Year

De-rating penny product q3	13,470	Negative outturn
Actual penny product	630,836	Negative outturn
Government funded programmes-risk of funding gap,e.g. Animal welfare	15,000	In the absence of funding for the delivery of Animal Welfare, this statutory function will have to be covered by Council. Approx. cost impact of £15k.
Election costs expected overspend	435,100	Mainly due to higher costs from EONI
TOTAL RISKS	1,094,406	

OPPORTUNITIES -

Delay in awarding Residual Waste Treatment Contract	150,000
Cost reduction in utilities - calculated on a straight line basis	300,000
TOTAL OPPORTUNITIES	450,000

Payroll/non Payroll/ Income Summary per Directorate to Period 11					Explanation
Organisation Development & Innovation	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
	£	£	£		
Payroll	2,351,827	2,080,608	2,154,057	(73,449)	Underspend in payroll mainly due to the Director and two HOS posts which had been vacant for a time. Other posts have been vacant at various times during the year
Non-Payroll	2,183,970	1,873,067	2,044,684	(171,617)	Various small underspends in HR- training/ Development/ health & well Being
Income	(351,500)	(358,298)	(349,115)	(9,183)	LGTD monthly accrual to offset expenditure.
Total Net - Organisation Development & innovation	4,184,297	3,595,378	3,849,627	(254,249)	-6.60%
Finance & Corporate Services	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	
	£	£	£		
Payroll	3,783,300	3,352,136	3,465,316	(113,180)	Underspend due to vacant posts in LVI Centre mgt ,Central support (partly covered by agency) and in Registration post not filled .
Non-Payroll	2,731,970	2,097,062	2,357,098	(260,037)	Legal costs overspent on profiled budget . Utilities are underspent at month 11 and this is expected to continue in all council sites.
Income	(1,014,140)	(1,848,710)	(910,228)	(938,482)	Increased interest on invested funds.
Total Net - Service Support	5,501,130	3,600,487	4,912,186	(1,311,698)	-26.70%
Governance & Audit	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	Explanation
	£	£	£		
Payroll	352,453	318,030	322,799	(4,769)	Small underspend due to unfilled post in CE office offset by agency costs in Audit
Non-Payroll	70,570	52,465	66,005	(13,540)	Internal audit budget not spent but offset by Audit manager costs
Income	-	(2,000)	-	(2,000)	On budget
Total Net - Governance and Audit	423,023	368,495	388,804	(20,309)	-5.22%

Community Health & Wellbeing	Annual Budget	YTD P11	YTD P11	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	14,353,110	12,566,900	13,094,319	(527,419)	Underspend is mainly driven by P&A weekly payroll and in Sports Services Salaries & wages - this underspend is partly due to unfilled posts and acting up positions starting on lower scale points.
Non-Payroll	10,380,850	8,327,042	9,055,586	(728,544)	This mainly due to substantial underspends in utility costs and in reactive maintenance because of lower prices than expected .The overspend in Community grants is covered by reserves.
Income	(8,416,990)	(8,856,911)	(7,257,685)	(1,599,226)	Sport services income in Vitality, DIIb and Golf club are well over anticipated budget. Footfall has increased in all areas and in particular the indoor areas have had greater use due to wet summer and also due to poor weather over Christmas holidays.
				-	
Total Net - Community Health & Wellbeing	16,316,970	12,037,031	14,892,221	(2,855,189)	-19.17%

Environmental Services	Annual Budget	YTD P11	YTD P11	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	12,348,110	10,845,294	11,347,632	(502,338)	Unfilled posts in all areas - Within Building Control recruitment in currently underway in relation to 2 x vacant BCS posts. In Environmental health, there are a number of vacant posts some of which have not been recruited due to continuing acting up arrangements.
Non-Payroll	13,631,230	11,929,687	12,430,478	(500,791)	This is mainly driven by decreases in utility and fuel prices . Move to 100% Residual Waste Treatment has been delayed and actual waste haulage costs lower than those budgeted.
Income	(3,803,340)	(3,115,811)	(3,397,923)	282,112	Underachievement in income at Period 10 is due to the withdrawal of Animal Welfare funding, continued underachievement of income in relation to recycling and under performance in relation to Off Street Car Park Charges. Building Control income whilst still showing an adverse variance against profiled budget has continued to show signs of recovery.
				-	
Total Net - Environmental Services	22,176,000	19,659,170	20,380,187	(721,017)	-3.54%

Regeneration & Growth	Annual Budget	YTD P11	YTD P11	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	5,663,030	4,726,633	5,139,944	(413,311)	There are unfilled posts in Capital & Planning unit and 9 unfilled posts in Development. Recruitment of certain posts did not prove successful despite a number of attempts to recruit them.
Non-Payroll	5,133,277	4,495,713	4,511,590	(15,877)	Overspends in maintenance , materials and planning portal costs are offset by various underspends within Development. These underspends are mainly due to timing delays in project delivery as a result of unfilled posts.
Income	(3,883,287)	(2,530,186)	(2,914,919)	384,733	Planning fees are lower than anticipated budget due to current market conditions
				-	
Total Net - Regeneration & Growth	6,913,020	6,692,161	6,736,616	(44,455)	-0.66%