

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 10<sup>th</sup> June 2026 at 6.00 pm.**

**PRESENT IN COUNCIL CHAMBER (COMMITTEE):**

Alderman P Porter (Chair)  
Councillor R McLernon (Vice-Chair)  
The Right Worshipful The Mayor  
Councillor B Higginson  
Alderman A Ewart MBE  
Councillors J Bamford, A Ewing, J Harpur,  
J Lavery BEM, U Mackin and M McKeever

**PRESENT IN A REMOTE LOCATION (COMMITTEE)**

Alderman O Gawith and Councillors K Dickson, R Carlin and G McCleave

**PRESENT IN COUNCIL CHAMBER (NON-COMMITTEE)**

Councillor G Hynds and P Catney

**PRESENT IN A REMOTE LOCATION (NON-COMMITTEE)**

Alderman J Tinsley

**IN ATTENDANCE:**

Chief Executive  
Director of Finance & Corporate Services  
Director of Organisation Development & Innovation  
Head of Assets  
Head of Finance  
Head of Governance & Communications  
Head of HR & OD  
Head of Sports Services  
IT Officer  
Member Services Officers (HB & FA)

## Commencement of Meeting

The Chair, Alderman P Porter, welcomed everyone to the meeting and advised that it would be audio recorded unless the item on the agenda was to be considered under confidential business.

He also stated that he hoped that he and his new Vice-Chair would have as good a year on the committee as the previous Chair and Vice-Chair had during the previous twelve months.

The Director of Finance & Corporate Services reminded those present that unauthorised recording was not permitted, as per 8.6 of the Council's Standing Orders, and that mobile phones were to be turned off or on silent mode for the duration of the meeting. Members attending remotely were asked to keep their cameras on. The Director also asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

The Director then outlined the evacuation procedures in the case of an emergency.

### 1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of The Hon Councillor N Trimble and Councillor T Beckett.

### 2. Declarations of Interest

There were no Declarations of Interest.

Councillor K Dickson joined remotely at 6.03 pm during the opening announcements.

### 3. Report of Director of Finance & Corporate Services

#### 3.1 Livestreaming of Meetings

Councillor R Carlin joined the meeting remotely at 6.03 pm at the beginning of Item 3.1. Alderman J Tinsley joined the meeting remotely at 6.14 pm during Item 3.1.

The Director of Finance & Corporate Services had provided a report in connection with livestreaming committee meetings, in addition to the Full Council meetings, following a Notice of Motion on Transparency. Four options were presented with costings provided.

It was proposed by Alderman A Ewart and seconded by Councillor R McLernon and agreed to recommend:

3.1 Livestreaming of Meetings (Cont'd)

- Option 4, Livestream Full Council Meetings and upload video recordings of Full Council Meetings and Committee Meetings in 1-3 working days;
- Officers to table a report at Council to adjust Standing Orders and Protocol and;
- Review the position after 6-12 months.

Councillor G Hynds welcomed the report and thanked Councillor P Catney who had seconded his Notice of Motion. He also thanked the Chair, Alderman P Porter, for his support.

Councillor Catney thanked Councillor Hynds for bringing the Notice of Motion on Transparency and he thanked the Chief Executive and congratulated the Director of Finance & Corporate Services for his work progressing this.

Four other Members spoke in support of introducing Option 4 which was the best value for money and would be an improvement in transparency for the Council.

4. Report of the Head of Governance & Communications

4.1 Lagan Valley Island – Building Illumination Request

The Head of Governance & Communications provided a narrative report and a copy of the letter from Minister for Communities, Gordon Lyons. The letter outlined that 2026 is the 250<sup>th</sup> anniversary of the United States Declaration of Independence and invited the Council to illuminate one of its civic buildings.

Councillor J Harpur did not support the Officer's recommendation to illuminate Lagan Valley Island on 4<sup>th</sup> July 2026 on the grounds of poor governance . He also explained that it would set a precedent for other countries to make similar requests and highlighted the consequences of the current USA administration.

There was further discussion with several Members speaking in favour of the illumination request to celebrate the links between Northern Ireland and the USA.

It was proposed by Alderman A Ewart, and seconded by Councillor A Ewing, that the Officer's recommendation be approved. This was put to the meeting and on a recorded vote being taken, declared 'carried' the voting being:

Vote

In favour Alderman A Ewart, Alderman P Porter (Chair), The Right Worshipful The Mayor Councillor B Higginson, Councillor A Ewing, Councillor J Laverty, Councillor R McLernon (Vice-Chair) and Councillor U Mackin (7)

Against Alderman O Gawith, Councillor J Bamford, Councillor K Dickson, Councillor J Harpur and Councillor M McKeever (5)

4.1 Lagan Valley Island – Building Illumination Request (Cont'd)

Abstained Councillor R Carlin and Councillor G McCleave (2)

Councillor P Catney also spoke about the stained glass window which was agreed to be installed at Lisburn First Presbyterian Church to commemorate Frederick Douglass and asked if this project could be completed during 2026 which is the 250<sup>th</sup> anniversary of the USA.

Councillor Catney left the Chamber at 6.25 pm at the end of Item 4.1.

5 Report of Head of HR & Organisation Development

5.1 Equality Report

The Head of HR & Organisation Development had provided an Equality Report as well as additional information including the:

- Equality Action Plan (EAP) Progress 2025-2026
- Disability Action Plan 2021-2025
- EAP Equality Screening,
- Disability Action Plan Equality Screening
- Equality Commission NI Section 75 Screening Template and the documents listed below.

It was proposed by Councillor J Bamford, seconded by Councillor A Ewing, that the Officer's recommendation be agreed, namely;

- The Annual Progress Report 2025-2026 for the Council be issued to the Equality Commission for Northern Ireland
- The draft Equality Action Plan be progressed to public consultation
- The draft Disability Action Plan 2026-2030 is progressed to public consultation
- The updated Equality Screening Template be issued to the Equality Commission for Northern Ireland

5.2 Elected Member Development

The Head of HR & OD provided a narrative report and minutes of a previous meeting of the Elected Member Development Steering Group meeting which had taken place in January.

## 5.2 Elected Member Development (Cont'd)

It was proposed by The Right Worshipful The Mayor, Councillor B Higginson, seconded by Councillor J Harpur, that the Officer's recommendations be agreed, namely:

- Cease the publication of the quarterly L&D Programme
- Start time of sessions to move to 6.30pm
- Sandwiches, but no hot food, will be served
- Training for newly elected or co-opted Councillors, including training offered in election year will continue to be arranged
- Training for elected members outside of the above will be increasingly focused on bespoke requests.

## 5.3 Workforce Reports

The Head of Service provided a narrative report and also explained that the reports presented a 'snapshot in time'.

- Attendance Management Report: Analysis for Period Ending 31<sup>st</sup> March 2025
- Recruitment Committee Report - Advert & Selection
- Recruitment Committee Report – Appointments
- Appendix Workforce Profile

The Head of Service responded to Members' questions.

The reports were duly noted.

## 6. Any Other Business (Non-Confidential)

### 6.1 Peaceful Protests Councillor G Hynds

Councillor G Hynds explained that he supported and had attended the peaceful protests which had taken place in Lisburn on Tuesday evening, while recognising the concerns of local people.

There was further discussion among Members about the protests, expressing sadness to see such violence on the streets of Belfast. Members conveyed that their thoughts and prayers were with the victim of the stabbing attack and his family.

They expressed concern that young people may become caught up in violence which could lead to a criminal record, instead of having a good future. Members also condemned the violence against people from ethnic minorities.

Confidential Business

“In Committee”

It was proposed by Councillor A Ewing, seconded by Councillor J Harpur, and agreed that the Confidential Reports be considered “in Committee”. (Recording was paused at this stage in proceedings. The member of the press left the Chamber and there were no members of the public in attendance in the public gallery).

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

In addition, the report at item 7.3.4 was confidential due to 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.

7. Report of Head of Assets

7.1 Tender Awards

Redacted report to be provided following ratification and signing of contracts.

The undernoted tender reports and quotation report and a summary of those awarded had been provided with the narrative report and their contents duly noted.

- T25/26-034 PPM & RM 15: Sewage & Drainage Pump Systems
- T25/26-075 Resurfacing Programme – Phase 2
- T25/26-067 Haulage of Leachete from Moss Road Landfill Site and Cesspool Waste from Carryduff HRC
- T25/26-070 Provision of Generalist Advice Services
- Q25/26-063 Supply and Installation of a Prefabricated Inspection Pit with associated works at Central Services Depot.

Councillor Hynds left the Chamber at 6.57 pm at the end of Item 7.1 and returned at 7.00 pm at the start of Item 7.3.

7.1.2 Outline Business Case – Lighting Schemes at Carryduff Park and Lough Moss.

Redacted report to become available on award of contract.

7.1.2 Outline Business Case – Lighting Schemes at Carryduff Park and Lough Moss (Cont'd)

The Head of Assets had provided a narrative report, Business Case and Equality Screening about a new lighting scheme at Carryduff Park and Lough Moss.

It was proposed by Councillor J Harpur, seconded by The Right Worshipful The Mayor, Councillor B Higginson, that the Officer's recommendation be agreed,

Councillor K Dickson left remotely at 7.02 pm at the end of Item 7.2.

7.2 Report of Head of Finance Management Accounts (Period 12)

Redacted report to be made available after Full Council.

The Head of Finance provided a narrative report, Management Accounts for Period 12 and a Building Resilience report were provided to Members. The reports were duly noted.

7.3 Report of Head of Human Resources & Organisation Development

7.3.1 LGTG JAM Card

Report will become available after award of contract.

The Head of HR & OD had provided a narrative report and an Equality Screening regarding the JAM card. It was proposed by The Right Worshipful the Mayor, Councillor B Higginson, seconded by Councillor M McKeever, and agreed to recommend that the procurement of Jam Card training, as outlined, be approved.

7.3.2 Report of Head of HR & OD Renewal of iTrent

The Head of HR & OD had provided a narrative report about iTrent Renewal. It was proposed by Councillor R McLernon, seconded by Councillor A Ewing, that the renewal of iTrent be approved.

7.3.3 Report of Head of HR & OD Tender for Occupational Health Services

Redacted report to become available after award of contract.

An Occupational Health (OH) Business Case, Equality Screening and Rural Needs Impact Assessment were provided in addition to a narrative report.

It was proposed by Councillor M McKeever, seconded by Councillor J Bamford, and agreed to recommend that Option 3 in respect of the tender for Occupational Health Services, as outlined, be approved.

7.3.4 Report of Head of HR & OD  
Acting Up and Honorarium

Report to become available post consultation with JCNF.

It was proposed by Councillor J Bamford, seconded by Alderman A Ewart, and agreed to approve the amended Acting Up & Honoraria Policy to progress to JCNF for consultation.

7.4 Report of Director of Organisation Development & Innovation  
Efficiency Review Steering Group (ERSG) Meetings

Redacted report to be available following ratification by Council.

It was proposed by Councillor R McLernon, seconded by Councillor A Ewing, and agreed to recommend that the Officer's recommendations, as outlined, be agreed.

Conclusion of Meeting

The Chair, Alderman P Porter, thanked everyone for their attendance, and there being no further business - the meeting concluded at 7.24 pm.

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MAYOR / CHAIR