

**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 12<sup>th</sup> March 2025 at 6.03 pm.**

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

Councillor The Hon N Trimble (Chair)  
Aldermen A Ewart MBE, M Gregg and A Grehan  
Councillors T Beckett, A Ewing, A Givan, J Harpur, B Higginson, C Kemp and J Lavery BEM

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

Deputy Mayor  
Councillor R Carlin  
Councillor G McCleave

**OTHER MEMBERS OF COUNCIL PRESENT IN COUNCIL CHAMBER:**

Councillor U Mackin

**OTHER MEMBERS OF COUNCIL PRESENT IN a REMOTE LOCATION:**

Aldermen S Skillen and J Tinsley  
Councillor G Hynds

**IN ATTENDANCE:**

Director of Finance & Corporate Services  
Director of Organisation Development & Innovation  
Head of Assets  
Head of Corporate Communications & Administration  
Head of Human Resources & Organisation Development  
Head of Finance  
Member Services Officers (RN & EW)

**Commencement of Meeting**

Due to technical difficulties, the meeting did not commence until 6.03 pm.

The Chair, Councillor N Trimble, 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. Unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. Mobile phones were to be turned off or on silent mode for the duration of the meeting.

In line with Members' request, a screen was now in place to allow those Members in the Chamber to see those persons attending the meeting on a remote basis. One screen showed online participants, with the other screens defaulting to the active speaker throughout the meeting. The Chair stressed the importance of those in remote attendance keeping their cameras on so as to be seen, otherwise those in the Chamber would not be aware of the remote attendance. The Chair also drew attention to the fact that messages in the Chat function would be visible.

The Director of Finance & Corporate Services outlined the evacuation procedures in the case of an emergency. Councillor G Hynds joined the meeting on a remote basis during this announcement. (6.04 pm)

Finally, the Chair 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.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillor N Eaton (Vice-Chair); Alderman H Legge and Councillor D Lynch.

The Chair extended deepest sympathy to Alderman Legge on the recent passing of her father, Mr Terry McAlister. The Chair assured Alderman Legge that thoughts and prayers were with both her and her wider family circle at this time.

2. Declarations of Interest

The Chair 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 with the papers for the meeting, and which were also available in the Chamber.

Alderman S Skillen declared the following interests in respect of Item 3.1 of the report of the Head of Corporate Communications & Administration – “2025 Anniversaries Working Group – Update” (section relating to VE Day 80 Grant Fund Programme):-

- Member of Ballybeen Improvement Group. Pecuniary interest.
- Member of (i) Dundonald Purple Vine Orange Lodge 1056; (ii) Ballybeen Women's Centre; (iii) Davarr Community Initiative and (iv) BEACHH (Ballybeen Education & Cultural Heritage Hub). (All are non-pecuniary interests.)

2. Declarations of Interest (Continued)

Alderman M Gregg reminded Members of the changes in procedure relating to Declarations of Interest, particularly in relation to the Committee's responsibility (and not just that of the Member) and also in relation to being absent for the duration of the item in question, either by leaving the Chamber or by going into the Waiting Room if on Zoom

3. Report of Head of Corporate Communications & Administration

3.1 2025 Anniversaries Working Group – Update

Alderman S Skillen left the meeting on a remote basis at the commencement of this item. (6.09 pm)

In addition to the narrative report, copies of the undernoted items had been provided and were duly noted:-

- Minutes of meeting of the VE Day 80<sup>th</sup> Anniversary Working Group held on the 17<sup>th</sup> February 2025;
- Anniversary Programme (as of 24<sup>th</sup> February 2025), together with associated budgetary costs.

In relation to the "Period Themed Tea Dance" on the 8<sup>th</sup> May 2025, the Head of Service advised that remedial works in Market Square might necessitate the event being held in Castle Gardens.

3.2 Use of Lagan Valley Island Car Park – 21<sup>st</sup> April 2025  
Apprentice Boys of Derry

Members were advised that – at its meeting held on the 4<sup>th</sup> June 2024 – the Communities & Wellbeing Committee had agreed the use of Wallace Park by the Apprentice Boys of Derry to support their parade on the 21<sup>st</sup> April 2025.

The location for the conclusion and dispersal of the parade had been Largymore Link. Having considered all factors, the PSNI now considered that location to be unsuitable and had recommended that the car park at Lagan Valley Island be used for the parking of the buses and the dispersal of the parade.

It was proposed by Alderman A Ewart, seconded by Councillor B Higginson and agreed to recommend that - given the timeframe, the use of Lagan Valley Island Car Park for the following be approved in principle:-

- the dispersal of the Apprentice Boys of Derry parade on the 21<sup>st</sup> April 2025;
- the parking of the associated 60-65 buses (54-seaters and minibuses);
- 10 portable toilets on site.

3.2 Use of Lagan Valley Island Car Park – 21<sup>st</sup> April 2025 (Continued)  
Apprentice Boys of Derry

The Committee noted that the approval in principle was subject to:-

- all required insurances, risk assessments and health and safety arrangements being in order;
- an assessment of the car park capacity once details of the buses (numbers and sizes) had been received.

Alderman S Skillen returned to the meeting on a remote basis after the conclusion of this item. (6.12 pm)

4. Report of Head of Human Resources & Organisation Development

4.1 Neonatal Policy

Members were advised of the introduction in Great Britain of the Neonatal Care (Leave and Pay) Bill which provides up to 12 weeks' leave and statutory pay to parents of babies requiring specialist neonatal care. This matter had also been raised at the meeting of Council on the 28<sup>th</sup> March 2023.

It was proposed by Councillor J Lavery, seconded by Councillor C Kemp to agree the draft Neonatal Policy with the amendment that, subject to no identified legal reason not to, the inclusion at section 4.3 of Foster Parents in the list of those persons eligible for Neonatal Leave if they met the eligibility criteria. It was agreed to accept the amendment and that, subject to Council approval, the policy be presented to the Council's recognised trade unions for formal consultation.

Alderman S Skillen thanked the Officers for the formulation of this policy.

4.2 Workforce Reports

Reports on the undernoted topics in relation to Council staff across all Departments had been provided with the report and their contents duly noted.

- Attendance Management Report for period ended 31<sup>st</sup> December 2024;
- Recruitment Reports – (i) Advert & Selection; and (ii) Appointments;
- Workforce Profile.

The Head of Service elaborated on certain parts of his report and responded to a number of questions from Members.

5. Any Other Business – Non-Confidential

No other business of a non-confidential nature was raised.

6. Confidential Report from Director of Finance & Corporate Services

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

6.1 Report on Tender Awards

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

Redacted report to be available following ratification by Council on the 25<sup>th</sup> March 2025 and the signing of contracts.

6.2 National Living Wage Increase Requests

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

Redacted report to be available on the 1<sup>st</sup> April 2025.

6.3 Quarterly Finance Reports – Q3 of 2024/2025

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

Redacted report to be available following Council ratification on the 25<sup>th</sup> March 2025.

6.4 Treasury Reports – Q3 of 2024/2025

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

Report to be available following Council ratification on the 25<sup>th</sup> March 2025.

6.5 Reserves as at 31<sup>st</sup> March 2024

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

Redacted report to be available following Council ratification on the 25<sup>th</sup> March 2025.

In Committee

It was proposed by Councillor A Ewing, seconded by Councillor B Higginson and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings, and any members of the press and public left the meeting.) (6.23 pm)

## 6.1 Report on Tender Awards

Councillor G Hynds left the meeting on a remote basis at the commencement of this item. (6.25 pm)

Presented by the Head of Assets.

Tender Reports and a Summary of Tenders Awarded had been provided with the narrative report.

It was proposed by Alderman M Gregg, seconded by Councillor B Higginson and agreed to recommend that the tenders awarded in regard to the following contracts, together with the attendant tender reports, be noted:-

- T24/25-022: Servicing & Maintenance of Council Waste Compactor Machines, Compactor Containers and Open Containers at Council sites;
- T24/25-038: Gamified Numeracy Learning Programme;
- Provision of Agency Workers;
- T24/25-023: Supply of Marquees and Associated Equipment;
- T24/25-035: Programme of Minor Works for 10 vacant Shopfronts In Lisburn City Centre;
- T24/25-034: Appointment of an Integrated Consultancy Team to produce an Outline Business Case (OBC) for the Delivery of an Environmental Scheme in Carryduff Town Centre.

It was further agreed on the Proposal made by Alderman Gregg and seconded by Councillor Higginson to recommend that the signing and sealing of the Tender documents be approved.

The Head of Assets responded to Members' questions both in relation to some of the actual contracts referred to above and also in regard to the tendering process in general. A progress report on the new Procurement regulations would be made to the June 2025 meeting of Committee.

Alderman S Skillen left the meeting during discussion of this item. (6.27 pm)

## 6.2 National Living Wage Increase Requests

Presented by the Head of Corporate Communications & Administration.

The Head of Service had provided a comprehensive report on this matter, and the Officers responded to a number of questions thereon.

It was proposed by Alderman M Gregg, seconded by Councillor A Givan and agreed to recommend that – in order to allow for the continuity of service to be delivered - the requests for increased tender costs for the following contracts be approved as detailed in the Head of Service's report:-

6.2 National Living Wage Increase Requests (Continued)

- Provision of Cleaning Services at Designated Council Premises;
- Provision of CCTV/Security/Concierge Provision at Lagan Valley Island;
- Provision of Caretaker/Receptionist Service at Bradford Court.

It was agreed that a report be made to a future meeting in regard to those contracts which – over the course of the current financial year – had sought and received an increase in price over that agreed in the award of tender.

The Director of Finance & Corporate Services gave an assurance that any increases in price requested over the life of a contract were actively challenged with the contractor and that further consideration would be made in relation to contract wording.

Councillor G Hynds returned to the meeting on a remote basis during discussion of this item. (6.45 pm)

6.3 Quarterly Finance Reports – Q3 of 2024/2025

Presented by the Head of Finance.

Members noted the content of the following:-

- the information contained in the narrative report;
- the report on Repairs & Renewals for Q3 of 2024/2025;
- the report on Department for Communities' budgets for Q3 of 2024/2025.

In regard to the Repairs & Renewals 2024/2025 Schedule, it was agreed that future reports include narrative as to why the "Year to Date Actual" figure was greater than the "Year to Date Budget" figure in respect of significant variances.

Councillor J Harpur left the Chamber during discussion. (6.48 pm)

6.4 Treasury Reports – Q3 of 2024/2025

Presented by the Head of Finance.

Members noted the content of the following:-

- the information contained in the narrative report;
- the Treasury Management Report for Q3 of 2024/2025 including the Prudential and Treasury Indicators for that period, setting out a review of the Council's performance against the indicators approved for 2024/2025 up to the 31<sup>st</sup> December 2024.

It was agreed that a breakdown of External Loans be provided to a future meeting.

6.4 Treasury Reports – Q3 of 2024/2025 (Continued)

Councillor J Harpur returned to the Chamber during discussion. (6.50 pm)

6.5 Reserves as at 31st March 2024

Presented by the Head of Finance.

Information on the Reserves Summary as at the 31<sup>st</sup> March 2024 had been presented to the Committee on the 9<sup>th</sup> October 2024. That meeting had requested a report on the earmarking of additional monies in regard to the Local Development Plan. The Head of Finance reported extensively on this matter, and also identified other projects being funded through Reserves, underspends or other funds.

It was proposed by Councillor B Higginson, seconded by Alderman M Gregg and agreed to recommend that:-

- the report on Reserves be noted;
- an increase in the earmarked Local Development Plan as detailed in the report be approved;
- subject to approval of the associated business case, the use of the Waste Fund for the procurement of four refuse collection vehicles be approved.

7. Any Other Business – Confidential

No other business of a confidential nature was raised.

Resumption of Normal Business

It was agreed to come “out of Committee”.

8. Any Other Business

Dealt with under Item 5.

The meeting concluded at 6.55 pm.

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MAYOR/CHAIR