



March 12th, 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 **Wednesday, 13th March 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).

📄 *Disclosure of Interests form.pdf*

Not included

3.0 REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

3.1 NILGA response to Revenue Raising

For Noting

📄 *CSC Report - NILGA Response to Revenue Raising.pdf*

Page 1

📄 *Final response letter to Sharon Magee re Rates Measures Consultation.pdf*

Page 2

📄 *Response letter to Neil Gibson re Revenue Raising Context Consultation 170124.pdf*

Page 5

4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

4.1 Council Remote/Hybrid Meetings

For Noting

📄 *CSC Report - Remote Meetings Regs.pdf*

Page 10

📄 *App 1 - Letter to council chief execs re remote meetings after 6 March 2024.pdf*

Page 12

📄 *Appendix 2 - Standing Orders.pdf*

Page 14

4.2 Review of Policy on Invitations to Civic Functions, Visits and Council Events

For Decision

📄 *CSC Report - Civic Events Policy.pdf*

Page 85

📄 *Policy on Invitations to Civic Functions (including guidance note) Amended Jan 2020.pdf*

Page 87

ToR - Focus Group Civic Events Policy Feb 24.pdf **Page 96**

4.3 D:Day 80 - Programme Update

For Noting

CSC Report DDay 80 Update.pdf **Page 98**

App 1 D-Day 80 Working Group Minutes 21.2.24.pdf **Page 100**

App 2 - DDay 80 Tracking Update for CSC.pdf **Page 103**

4.4 Review of Roles & Responsibilities of Councillors

For Noting

CSC Report DfC Review March 2024.pdf **Page 104**

Appendix 1 Terms of Reference (ToR) for Review of the Roles and Responsibilities of Councillors.PDF **Page 106**

5.0 REPORT OF HEAD OF FINANCE

5.1 Treasury Out-Turn - Quarter 3 of 2023/2024

For Noting

CSC Report - Treasury outturn Q3 202324.pdf **Page 108**

Treasury Report - Q3 202324.pdf **Page 110**

Prudential indicators - Q3 202324.pdf **Page 119**

6.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

6.1 Workforce Reports

For Noting

CSC Report Workforce Report - March 2024.pdf **Page 121**

Attendance Managment Report Analysis for Period Ending on 31st December 2023.pdf **Page 123**

Recruitment Committee Report - Advert & Selection.pdf **Page 134**

Recruitment Committee Report - Appointments.pdf **Page 135**

Copy of Appendix Profile working 15 02 2024.pdf **Page 136**

7.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

7.1 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).

7.2 Bad Debt Write-Off Request

For Decision

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

7.3 National Living Wage (NLW) Increase Requests

For Decision

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

7.4 Provision of Catering and Bar Services at Lagan Valley Island

For Decision

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

7.5 Efficiency Review Steering Group (ERSG) Meetings

For Decision

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.

8.0 ANY OTHER BUSINESS

Committee:	Corporate Services Committee
Date:	13 th March 2024
Report from:	Director of Finance & Corporate Services

Item for:	Noting
Subject:	NILGA Response to Revenue Raising

1.0	<u>Background and Key Issues</u>	
	Members will be aware of recent Department of Finance consultations on revenue raising opportunities across the public sector in NI and the specific consultation on the revenue raising opportunities from the NI rates system. NILGA have now prepared responses, which are as a result of extensive engagement across the NILGA membership and with unanimous cross party-political agreement.	
1.1	NILGA responses to Land & Property Services and the Department of Finance are attached for Members' information.	
2.0	<u>Recommendation</u>	
	It is recommended that the contents of this report be noted.	
3.0	<u>Finance and Resource Implications</u>	
	N/A	
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	
	N/A	
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.	
	N/A	

Appendices:	Letter from NILGA to LPS regarding Revenue Raising Letter from NILGA to Department of Finance regarding Revenue Raising
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Sharon Magee
Chief Executive
Land & Property Services
Department of Finance
Lanyon Plaza
7 Lanyon Place
Belfast, BT1 3LP



the voice of local government

29th January 2024

Dear Sharon

Revenue Raising – Rates Measures Consultation

Thank you for working so closely with NILGA in relation to the above rates measures consultation. The information you provided and your participation in our recent policy event was extremely helpful to our members and council finance officers. We would particularly like to thank you for the additional ‘council-specific’ breakdown of how these measures impact across the 11 council areas.

The rates measures consultation is one of a suite of active and forthcoming consultations, issued at the behest of the Secretary of State for Northern Ireland, about which NILGA has grave concerns.

Firstly, NILGA is of the view that that these issues should be dealt with by incoming NI Executive Ministers. These are devolved matters and rates are devolved taxes. Our members have serious concerns regarding the potential undermining of local democratic decision-making that these consultations foreshadow.

There is little to no information on how the revenue raising consultations will interrelate, or what their potential cumulative impact might be. The wider cumulative context, could include a proposed 15% hike in the regional rate, and we are unsure at present if that figure will include water charges. We also note that the ongoing discussions regarding a ‘fiscal floor’ include consideration on taxable capacity, which is also likely to impinge on local government.

NILGA is of the view that these revenue raising consultations are poorly timed in the context of the wider cost of living crisis, with the potential to cause great financial difficulty for people and businesses across Northern Ireland, should the proposals be brought to bear. We believe strongly that it is the wrong time in the current economic context, to be

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introducing these changes, particularly given the limited revenue that would be raised, even if all proposals were implemented.

The rates measures consultation does not appear to have been designed using an appropriate evidence base, and there is scant information on the evidence for, or information surrounding the proposals as they impact on the economy as an ecosystem. There is insufficient information to form a sound opinion on the proposals, and no future plan or strategy evident.

Some of the rates measures proposals have the potential to increase income for some councils but could disrupt the distribution of rates income. There is not enough information to enable us to have a full picture of the economic impact of these proposals, in what is a largely SME-based economy.

Councils and LPS must keep in mind that the rating system impacts on each council differently in terms of income and what each council is trying to achieve locally, and given the high potential for cumulative or interactive impacts of the various rates measures proposals, NILGA believes that it would be inadvisable to 'cherry pick' individual reliefs in the absence of a wider review.

It is imperative that councils have certainty in what is currently a very volatile 'macro' environment. NILGA highlights the cumulative impact of recent pay agreements and recent cuts including substantial cuts to the rates support grant and complete withdrawal of animal welfare and good relations funding (which came mid-year unexpectedly with council finance officers unable to prepare for this change). To balance out finances for coming years, councils need to be sure of their rate setting process, since rates provide 80% of council income.

We would also take this opportunity to highlight the alarm expressed by our members and senior council officers regarding the proposed 15% increase to the regional rate and its potential local impact, which we firmly believe would hamper councils in setting a reasonable district rate.

There is already a great deal of uncertainty for councils in trying to establish what their district rate should be, and the variation between councils of the relationship between the regional and district rate is highlighted.

Any change of the magnitude of 15% would require a substantial lead-in period, within a timeframe cognisant of the legal timeline and framework for district rates setting. It is noted that if councils reduce their rate correspondingly to minimise the impact on ratepayers, they would effectively be subsidising the regional rate.

The situation is already very difficult for councils who are being asked to make decisions in the absence of a more complete financial picture, with no clarity at present, including on how these proposals are going to impact on ratepayers. There is insufficient information at

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present about where this is going to land, and consequently NILGA is unable to give a view on the overall impact.

We note that LPS intends to issue further more detailed consultation, should it be decided to take forward any of the rated measures proposals. NILGA will participate in more detail when appropriate but at this point in time we would again thank you for the information you have been able to give and we look forward to a time when we can have a more fruitful, pragmatic, evidenced-based discussion on modernisation of the rates system in Northern Ireland.

Yours sincerely,



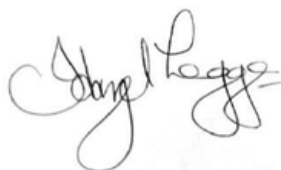
Cllr Matt Garrett
President (SF)



Cllr Alison Bennington
Vice-President (DUP)



Cllr Billy Webb
Vice-President (All)



Ald Hazel Legge
Vice-President (UUP)



Cllr Brian Tierney
Vice-President (SDLP)



the voice of local government

Neil Gibson
Permanent Secretary
Department of Finance
Clare House
303 Airport Road
Belfast
BT3 9ED

17th January 2024

Dear Neil

Financial Context for Revenue Raising Consultations

Thank you for providing some overarching context for the suite of active and forthcoming revenue raising consultations issued at the behest of the Secretary of State for Northern Ireland, about which NILGA has grave concerns. The information you provided, including the presentation and discussion at Stormont Pavilion on 9th November was extremely helpful to our members and council finance officers.

Firstly, NILGA is of the view that that these issues should be dealt with by incoming NI Executive Ministers. These are devolved matters requiring local decisions. Our members have serious concerns regarding the potential undermining of local democratic decision-making that these consultations foreshadow.

There is little to no information on how the revenue raising consultations will interrelate, or what their potential cumulative impact might be. The wider cumulative context, could include a proposed 15% hike in the regional rate, and we are unsure at present if that figure will include water charges. We also note that the ongoing discussions regarding a 'fiscal floor' include consideration of taxable capacity, which is also likely to impinge on local government.

NILGA is of the view that these revenue raising consultations are poorly timed in the context of the wider cost of living crisis, with the potential to cause great financial difficulty for people and businesses across Northern Ireland, should the proposals for revenue raising be brought to bear. We believe strongly that while modernisation is undoubtedly necessary, and we would assure government that councils are committed to working towards transformation and improvement of public services, this is the wrong time - in the current economic context - to be introducing these changes, particularly given the limited revenue that would be raised, even if all proposals were implemented.

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Although the need for more resources is clearly identified, an appropriate evidence base and case for change does not appear to have been developed for the emerging specific proposals, and there is scant information on how the proposals impact on the economy as an ecosystem. There is insufficient information to form a sound opinion on the proposals, and no future plan or strategy evident.

Some of the proposals have the potential to benefit councils but could disrupt current systems e.g. the distribution of rates income. There is not enough information to enable us to have a full picture of the economic impact of these proposals, in what is a largely SME-based economy.

Government must keep in mind that the revenue raising proposals could impact each council differently in terms of income and what each council is trying to achieve locally, and given the high potential for cumulative or interactive impacts of the various proposals, NILGA believes that it would be inadvisable to 'cherry pick' individual revenue-raising policies in the absence of a wider review. We look forward to a successful outcome from the ongoing political discussions in relation to setting a fiscal floor, which we believe will set Northern Ireland on a much more sustainable, appropriately funded pathway.

'Fiscal Floor' Discussions

NILGA would like to highlight that in the Fiscal Council technical report there was reference to the impact on domestic rates in their information on the 127% fiscal floor figures (which included taxable capacity), indicating that around £22m may be available to local government in the event that this option was chosen and taxable capacity was included in the calculations. NILGA is keen to ensure that early discussions with local government take place in the event that the 'taxable capacity option' is chosen, to discuss how this possible revenue stream to councils might be applied.

NILGA notes that the UK government is responsible for the sustainability of UK public finances, to which NI and devolved government contributes its part.

We are of the view that the biggest threat to the sustainability of the Executive's finances in terms of its ability to deliver services comparable to those in the rest of the UK is the 'Barnett Squeeze' but we believe that perhaps too much credence is currently being given to the idea that NI's public finance issues can be fixed by further devolution of tax raising powers, revenue raising for 'super-parity' and/or a move to a needs-based system based on replication of the Welsh model.

NILGA is of the view that Northern Ireland *should* move to a needs-based system but that it is necessary to better explore what 'relative need' means in the Northern Ireland context.

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It is also clear that there is much to be learned from the Welsh experience, in particular:

- NI should build in regular review to ensure that ‘need’ continues to be met over time. Failure to do this is considered to be a major flaw in the Welsh system.
- The Welsh have never received 115% nor are they likely to for many years to come – instead there is a ‘transitional arrangement’ in place without a definite end.
- Wales is yet to diverge from England in terms of income tax and is still tied to England in terms of block grant allocation. Council tax has instead increased, which is a less progressive lever of raising revenues than income tax.
- The biggest demonstrable impact in the Welsh system has been a continuing uplift in council taxes. This may mirror the proposed 15% regional rate uplift in Northern Ireland but more information will be needed for a valid assessment. Welsh council funding is on an unsustainable path, with the funding gap growing each year (even after inflation and pay pressures diminish).
- 124% for Northern Ireland isn’t enough. We need at least 127% to bring us back to 2015 levels.
- Wales has effectively had to put an ‘emergency budget’ in place this year to counter the impact of inflation

It is clear that the Welsh model, while an improvement on the prior system, is not a panacea and should not be regarded as such.

NILGA Response to Consultation Question 4: “Are there public services that could be delivered by others (e.g. local government, voluntary & community sector or private sector) or are there are other areas in which greater collaboration could deliver better outcomes?”

Although not ruling out the potential for local government to deliver new services, such as through transfer of function, NILGA is keen to emphasise that councils require both the legal vires to deliver, and the provision of corresponding and negotiated ongoing funding.

As a priority, NILGA is keen to see government put in place a legislated ‘New Burdens’ mechanism in Northern Ireland, to ensure appropriate funding for councils is transferred with any future transfer of function.

Councils **will not** take on a new function (including ‘by stealth’) without transfer of agreed levels of accompanying funding, thus negating the potential for cost savings. It is therefore difficult to see how a transfer of delivery would provide a saving for government.

Our experience as a sector is that grant funding can be removed arbitrarily (e.g. animal welfare and good relations funding), so grants, while welcome, are neither a satisfactory nor sustainable arrangement.

A more sustainable system including all costs, would need to be found – to include e.g. maintenance budgets. The experience of transfer of off-street car parking at the time of local government reform was not a particularly positive one in this regard.

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Councils are actively involved in working collaboratively with each other, with NDPBs and with government departments to deliver shared outcomes e.g. through community planning, but would observe that there are distinct barriers in terms of sharing/pooling budgets, and movement of money between councils and departments (e.g. to give effect locally using developer contributions). More effective legislation and policy would be helpful to drive change, and to give effect to our shared commitment to improving the efficiency of public services.

Local Government Finance

NILGA is keenly aware of the frequently expressed (government) view that in Northern Ireland, councils can raise their own revenue via rates. We would emphasise at this juncture that a transfer of function in the current circumstances would force councils to raise the district rate, which a) could be construed as double taxation, with a lack of transparency about how the regional rate is spent and b) is a less progressive tax when compared with e.g. a locally applied income tax.

It is imperative that councils have certainty in what is currently a very volatile 'macro' economic environment. NILGA highlights the cumulative impact of recent pay agreements and recent cuts including substantial cuts to the rates support grant and complete withdrawal of good relations and animal welfare funding (which came mid-year unexpectedly with council finance officers unable to prepare for this change). To balance out finances for coming years, councils need to be sure of their income within a timeline conducive to informing their rate setting process, since district rates provide 80% of council income.

Local government is keen to see a fundamental strategic review of the rates support grant to ensure the purpose and need for this support is fully understood across government. It is likely that revisiting first principles would be helpful in ensuring this critical enhancement of council finances is modernised appropriately and rendered sustainable.

We would also take this opportunity to highlight the alarm expressed by our members and senior council officers regarding the proposed 15% increase to the regional rate and its potential local impact, which we firmly believe would hamper councils in setting a reasonable district rate.

Any change of the magnitude of 15% would require a substantial lead-in period, within a timeframe cognisant of the legal timeline and framework for district rates setting. It is noted that if councils reduce their rate correspondingly to minimise the impact on ratepayers, they would effectively be subsidising the regional rate.

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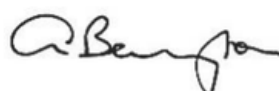
The situation is very difficult for councils who are being asked to make decisions in the absence of a more complete financial picture, with no clarity at present, including on how these proposals are going to impact on ratepayers. There is insufficient information at present about where this is going to land, and consequently NILGA is unable to give a view on the overall impact.

We note that further more detailed consultation will be undertaken on key issues. NILGA will participate in more detail when appropriate but at this point in time we would again thank you for the information you have been able to give and we look forward to a time when we can have a more fruitful, pragmatic, evidenced-based discussion on modernisation of the Northern Ireland fiscal system.


Yours sincerely,



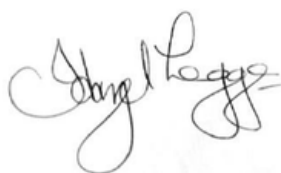
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Vice-President (All)



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Vice-President (UUP)



Clr Brian Tierney
Vice-President (SDLP)

Committee:	Corporate Services Committee
Date:	13 March 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Noting
Subject:	Council Remote/Hybrid Meetings

Background

- 1.0 The purpose of this report is to provide Members with an update regarding the Communities Minister's decision in relation to the Regulations pertaining to the power of Councils to hold remote and hybrid meetings.
- 1.2 Specifically, with effect after 6 March 2024, the flexibility to hold Council/Committee meetings remotely, or by hybrid means, expires.
- 1.3 The letter attached at **Appendix 1** from the Department for Communities, dated 1 March 2024, provides an update regarding Minister Lyons' decision on this matter.
- 1.4 The Coronavirus emergency legislation provided Councils with the flexibility to hold meetings by remote or hybrid means. This included an enabling power for the Department to make subordinate legislation regarding remote/hybrid meetings. The Order in relation to the ability of Councils to hold remote/hybrid meetings has been extended a number of times by the Department with the current extension to 24 March 2024.
- 1.5 The Order, unless extended (which to date it has been), expires 40 days from the date of being made. However, now that the Assembly has returned the 40-day approval period for the current extension Order is due to expire on 6 March 2024.

Key Issues

- 1.6 The Minister decided not to extend the Order under the Coronavirus legislation so therefore as of 6 March 2024 there is no legislation in place for Councils to be able to facilitate Members attending Council meetings remotely.
- 1.7 The Local Government (Meetings and Performance) Act (Northern Ireland) 2021 provides a power for the Department to make regulations for the purpose of or in connection with ensuring district councils meetings may be held remotely. The Minister has asked the Department to proceed on regulations under the 2021 Act instead of the Coronavirus emergency legislation. The Department has not provided a timeline for the implementation of this new legislation.
- 1.8 The position regarding Members' attendance at full Council and Committee meetings will revert to the position prior to the Coronavirus legislation. Therefore after 6 March 2024, Members must attend all full Council and Committee meetings in person until new legislation is in place.
- 1.9 What this now means for the Council after 6 March pending new legislation is:
- In order for a Councillor to be deemed to be present, be able to vote and participate at full Council and Committee meetings they must be physically in attendance (Local Government (Northern Ireland) Act 2014).

<p>1.10</p>	<ul style="list-style-type: none"> Members can attend remotely at other meetings facilitated by the Council which do not involve decision making, for example, Party Group Leaders meetings, Working Group / Focus Group meetings and workshops. Members of the public speaking in relation to quasi-judicial matters can attend remotely, for example, speakers at the Planning Committee and speakers in relation to Entertainment Licences. Any reference in Council Standing Orders in relation to remote/hybrid meetings which refer to Members' remote attendance at full Council and Committee meetings are set aside at the present time. A report will be brought to the Full Council Meeting to be held on 26 March 2024 to amend Standing Orders accordingly. The sections to be removed are highlighted in yellow in the Standing Orders attached at Appendix 2. <p>Officers will continue to liaise with Department Officials about the matter and report back to Members.</p>		
<p>2.0</p>	<p><u>Recommendation</u></p> <p>It is recommended that Members agree to:</p> <ul style="list-style-type: none"> Note the contents of this report. 		
<p>3.0</p>	<p><u>Finance and Resource Implications</u></p> <p>The requirement for Members to be physically present for all Council and Committee meetings will impact the Members' catering and travel/subsistence budgets.</p>		
<p>4.0</p>	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>		
<p>4.1</p>	<table border="1"> <tr> <td data-bbox="207 1218 1254 1308"> <p>Has an equality and good relations screening been carried out?</p> </td> <td data-bbox="1254 1218 1489 1308"> <p>No</p> </td> </tr> </table>	<p>Has an equality and good relations screening been carried out?</p>	<p>No</p>
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<p>Appendices:</p>	<p>Appendix 1 – Letter from the Department for Communities Appendix 2 – Council Standing Orders</p>
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To: Council Chief Executives

**Causeway Exchange
1-7 Bedford Street
Belfast
BT2 7EG**

Telephone: (028) 90582 3346
e-mail: anthonycarleton@communities-ni.gov.uk
Our ref:
Date: 1 March 2024

Dear Chief Executive

Council Remote/Hybrid Meetings

Section 78 (local authority meetings) of the Coronavirus Act 2020 ("CVA") contained provision to provide councils with the flexibility to hold meetings by remote or hybrid means during the Coronavirus emergency. This included an enabling power for the Department to make subordinate legislation regarding remote/hybrid meetings and the Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (Northern Ireland) 2020 were subsequently made and came into operation on 1 May 2020.

The expiry date of section 78 of the Coronavirus Act 2020 has been extended a number of times, with the current extension Order - the Coronavirus Act 2020 (Extension of Provisions Relating to Local Authority Meetings) (No. 3) Order (Northern Ireland) 2023 - extending the provisions to 24 March 2024, thus allowing councils to continue to hold remote/hybrid meetings under the Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (NI) 2020.

The section 78 extension orders were made under the Assembly's confirmatory procedure which means that, whilst an Order comes into operation once made, it will cease to have effect 40 days from the date of making unless it has been approved by resolution of the Assembly (the 40 day period does not include any time in which the Assembly is dissolved, in recess for more than 4 days or adjourned for more than 6 days). The 40-day approval period for the current extension Order is due to expire on 6 March 2024.

The CVA was intended as emergency legislation. The Communities Minister, Minister Lyons, having considered whether it is appropriate for the current extension order to be put before the Assembly for approval and whether another extension order should be made to extend the provisions of section 78 of the CVA for a further 6 months, has concluded that there is no justification for the continued extension of provisions of the CVA.

The current extension Order (S.R. 2023 No. 140) will cease to have effect by virtue of section 96(7) of the Coronavirus Act after 6 March 2024 (although that does not affect anything previously done under or by virtue of the order). This will mean that the



Department for
Communities
www.communities-ni.gov.uk

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Commonities

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provisions which enable councils to hold remote/hybrid meetings will fall and legislation will revert back to the position before the Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (NI) 2020 were made.

Councils should therefore make arrangements to ensure they are positioned to hold meetings in person after 6 March 2024.

The Local Government (Meetings and Performance) Act (Northern Ireland) 2021 provides a power for the Department to make regulations for the purpose of or in connection with ensuring district councils meetings may be held remotely. The Minister has asked that the Department proceed on regulations under the 2021 Act instead.

The Department will continue to update councils regularly on this matter.

Yours sincerely

Anthony Carleton
Director
Local Government & Housing Regulation



**Lisburn &
Castlereagh
City Council**

Standing Orders

**Incorporating amendments required
under the Local Government
(Coronavirus) (Flexibility of District
Council Meetings) Regulations
(Northern Ireland) 2020 & Local
Government (Meetings and
Performance) Bill 2021**

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7 March 2024

Administrative update incorporated in June 2023 to reflect amendments to the Committee Structure agreed at Council in March 2023

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Text in red refers to temporary changes as a result of the Local Government (Coronavirus) (Flexibility of District Council Meetings) Regulations (Northern Ireland) 2020 and following the enactment of the Local Government (Meetings and Performance Bill)

1. Annual and Monthly Meetings

- (1) The Council shall every year hold an Annual General Meeting.
- (2) In every year that is not a local election year the Council shall hold an Annual Meeting during the first week of the month in June.
- (3) In any year which is a Local Government election year, the Annual Meeting shall be held within twenty-one days immediately following the election, at such time as the Council may fix at the offices of the Council or at such other place as the Department may direct.
- (4) A meeting of the Council for the transaction of general business of the Council shall, subject to any deviation which special circumstances may render desirable, be held on the Fourth Tuesday of every month at 19.00. Other meetings of the Council for the transaction of general business shall be held as the Council considers necessary.

~~Under Regulation 2(1) The Council may alter the frequency or move, postpone or cancel such meetings without requirement for further notice.~~

- (5) Meetings of the Council shall not take place on a Public or Bank Holiday, or a Sunday. When the date of a meeting falls on one of these days, the meeting shall be held on the next following weekday instead or as soon as possible thereafter as determined by the Mayor in consultation with the Chief Executive.

2. Time and Place of Meetings

The Annual Meeting and other meetings of the Council shall be held in the Council Chamber or at the location specified in the summons to attend the meeting, except where otherwise fixed by statute or by special summons.

~~Under Regulation 3(1) a Council meeting is not limited to a meeting of persons, any of whom or all of whom, are present in the same place and any reference to a 'place' where the meeting is to be held. The Council Chamber includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.~~

3. Convening Special Meetings

- (1) The Mayor of the council may call a meeting of the Council at any time.
- (2) The Mayor of the Council may call a meeting of the Council if a requisition for such a meeting, signed by five members or one-fifth of the whole number of Members, whichever is the greater, is presented to them; and, if they refuse to call a meeting on such a requisition or if, without so refusing, they do not

call such a meeting within the period of seven days from the date of service of the requisition on them, any five Members or one-fifth of the whole number of Members, whichever is the greater, may on that refusal or on the expiration of that period forthwith call a meeting of the Council.

4. **Notice and Summons of Meetings**

Five days at least before a meeting of the Council, a Committee or Sub Committee:

- (1) notice of the time and place of the intended meeting shall be published at the offices of the Council or on the Council's website. Where the meeting is called by Members, the notice shall be signed by them and shall specify the business proposed to be transacted thereat;
- (2) a summons to attend the meeting, specifying the business proposed to be transacted thereat and signed by the Clerk shall be left at, or sent by ordinary post to the usual place of residence of every Member or electronically to an agreed email address. Want of service of this summons shall not affect the validity of a meeting;
- (3) except in the case of business required by statute, or where in the opinion of the Mayor of the meeting the business should be considered by the meeting as a matter of urgency, no business shall be transacted at a meeting of the Council, a Committee or Sub-Committee other than that specified in the summons relating thereto.

5. **Chair to be taken**

At each meeting of the Council, the Chair shall be taken at the time for which the meeting is convened, and business immediately proceeded with.

6. **Chairperson of Meeting**

- (1) At a meeting of the Council, the Mayor of the Council, if present, shall preside.
- (2) If the Mayor of the Council is unable to attend a meeting of the Council, the Deputy Mayor of the Council, if present, shall preside.
- (3) If both the Mayor and Deputy Mayor are unable to attend a meeting of the Council, the nominating officer of the political party whose member is Mayor of the Council shall nominate a Member to preside in their absence.
- (4) If discussion arises on the allocation of the position of Mayor, the Clerk or Chief Officer shall exercise the powers of the Mayor to assist in the regulation of that discussion.
- (5) Any power of the Mayor of the Council in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.

7. Quorum

- (1) Subject to sub-paragraph 7.4, no business shall be transacted at a meeting of the Council unless at least one-quarter of the whole number of Members are present.

~~Under Regulation 3(3), reference to a Member being present, can refer to being present through remote attendance. A Member is in remote attendance if they are able:~~

~~(a) to hear, and where practicable see, and be so heard, and where practicable be seen by, the other members in attendance;~~

~~(b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and~~

~~(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.~~

~~A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance outlined above are not met. In such circumstances the Chair may, as deemed appropriate:~~

~~(i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in a, b and c above;~~

~~(ii) count the number of Members in attendance for the purposes of the quorum; or~~

~~(iii) continue to transact the remaining business of the meeting in the absence of the remote attendance.~~

- (2) If during a meeting, the person presiding, after the number of Members present is counted, declares that a meeting is inquorate and it is unlikely that there will be a quorum present within a reasonable time, he shall declare the meeting adjourned.
- (3) Any uncompleted business on the agenda of a meeting adjourned under Standing Order 7(2) above, shall be tabled for discussion at the reconvened meeting. No business, other than the uncompleted business on the agenda of the meeting adjourned, may be discussed at the reconvened meeting.
- (4) Where more than one-quarter of the Members become disqualified at the same time then, until the number of Members in office is increased to not less than three-quarters of the whole number of Members, the quorum of the Council shall be determined by reference to the number of Members remaining qualified instead of by reference to the whole number of Members.

8. Admission to Meetings

- (1) Subject to the provisions of this Standing Order, every meeting of the Council and Standing Committees shall be open to the public.

~~Under Regulation 6, a meeting being 'open to the public' includes access to the meeting through remote means including (but not limited to) video conferencing, live webcast and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend in person.~~

~~If the Chairman is made aware that the meeting is not accessible to the public through remote means, due to any technological failure of provision, then the Chairman shall adjourn the meeting immediately.~~

~~If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman or the next meeting of the Council or committee.~~

- (2) The public and press may attend only in those parts of the Council Chamber or other location being used provided for their accommodation at meetings of the Council, unless specifically excluded in accordance with the provisions of Standing Order 10; or as required by the Council to comply with provisions in relation to Fire Safety and Health and Safety.
- (3) The admission of the public is upon the understanding that they must continue at all times to be seated, and that no expression of opinion or noise of any kind be allowed from them.
- (4) At all times during which a Meeting of the Council is open to the public, the Council shall, so far as is practicable, cause to be made available to duly accredited representatives of newspapers, attending for the purpose of reporting proceedings at the meeting, reasonable facilities for taking reports of these proceedings and, on payment by those representatives or their newspapers of any expenses which may be incurred, for transmitting such reports to their newspapers.
- (5) Taking photographs or recording of proceedings or the use of any other means by members of the public to enable persons not present to see or hear any proceedings (whether at that time or later) or making of any oral or digital report of any proceedings as they take place shall be prohibited unless expressly permitted by the Council.
- (6) The use of social media by Members of the Council, members of the public or journalists shall be permitted, during those proceedings that are open to the public, to the extent that its use does not disrupt proceedings.

9. **Record of Attendances at Meetings**

The names of the Members present at a meeting **including Members attending remotely**, together with those Members departing and entering the meeting of the Council and Committees shall be recorded by the attendance clerk and recorded to the minutes of the meeting.

10. **Exclusion of the Public**

- (1) The public shall be excluded from a meeting of the Council whenever it is likely that, during the transaction of an item of business, confidential information would be disclosed to them in breach of an obligation of confidence.
- (2) The Council may by resolution exclude the public from a meeting of the Council (whether during the whole or part of the proceedings at the meeting) for such special reasons as may be specified in the resolution being reasons arising from the nature of the business to be transacted or of the proceedings at the meeting.
- (3) The Presiding Mayor may at any time during the proceedings, if they think it necessary to secure order, direct the removal of any individual or group of individuals from the meeting or order the public to be excluded from the meeting.
- (4) The Council, having excluded the public, shall only consider the matter referred to it by the resolution. If it should be deemed necessary to consider any matter not included in the resolution, the public shall be re-admitted and the Mayor may ask leave of the Council to take up the consideration of such additional matters as may be deemed desirable.
- (5) The Council, having excluded the public, shall not have the power to adjourn its own sittings or to adjourn a debate to a future sitting. If the business referred to in the resolution is not transacted, the Council may be resumed and a member of the Council may move that the Council again exclude the public on a future day to deal with the business specified in the resolution which was not transacted.
- (6) If the Council, with the public excluded, has transacted part of the business referred to it, without being able to reach a decision on all the business so referred, a Member of the Council may, with leave of the Council, report on the progress to that point and ask the Council's permission to sit again.
- (7) When the Council, having transacted business with the public excluded, submits its report to the Council, a motion for its adoption shall then be moved and put. No questions or discussion shall be permitted on the report or the motion for its adoption.

11. Deputations

- (1) Deputations, from any source, shall only be admitted to address the Council provided the Clerk has received notice in writing no less than 10 days' notice prior to the date of the meeting, of the intended deputation and a statement of its objective.

~~Under Regulation 3(4), any persons delivering a deputation in order to exercise a right to speak at the meeting with the permission of the Council, is in remote attendance at any time if all three of the following conditions are satisfied, that the person or persons in remote attendance is able at that time:~~

- ~~(i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in remote attendance;~~
~~(ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and~~
~~(iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.~~

~~A member of the public will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance outlined above are not met. In such circumstances the Chair may, as deemed appropriate:~~

- ~~(i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in a, b and c above;~~
~~(ii) suspend consideration of the item of business in relation to the person or persons attendance until such times as a following item of business on the agenda has been transacted and the conditions for remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest, or~~
~~(iii) continue to transact the remaining business of the meeting in the absence of the person in remote attendance.~~

- (2) Where a Committee of the Council has been given by the Council delegated authority to deal with a matter on behalf of the Council the request of any deputation relating to such matter shall be referred only to that Committee and there shall be no recourse to the Council.
- (3) The deputation shall be confined to the presentation of a statement, or copy of resolutions, and shall not make more than two short addresses by any two members of the deputation. The totality of the addresses shall not exceed 15 minutes.
- (4) Deputations should not be repetitive and, where possible, issues of a similar or linked nature should be contained in one deputation. Where a deputation has made a presentation to the Council, the Council may decline to accept another deputation on the same issue from the same individual or group or

from any other group on the same issue within six months of the original presentation.

12. **Order of Business**

Subject to any statutory requirements to the contrary including the Annual General Meeting, the order of business at every meeting of the Council shall be as follows:

- a) business of the Right Worshipful the Mayor;
- b) apologies;
- c) declaration of Members' interests;
 - (i) conflict of interest on any matter before the meeting (Members to confirm the specific item)
 - (ii) pecuniary and non pecuniary interest (Member to complete the Disclosure of Interest form)
- d) confirmation of the Minutes of the last stated meeting and of all adjourned meetings and special meetings held since the last stated meeting shall be read provided that if a copy of the minutes has been forwarded to the Members before the meeting and is not challenged, the minutes may be taken as read and shall be signed by the Chairman;
- e) matters arising;
- f) deputations;
- g) business required by statute to be transacted at the meeting;
- h) adoption of the minutes of the proceedings of any Committees and consideration of reports, if any, from such Committees, with the exception of those matters delegated to the Planning Committee;
- i) reports of officers;
- j) reports of members on Boards, public bodies, agencies etc., if any, may be considered and such orders given thereon as may be deemed necessary;
- k) reports on decisions/recommendations subject to the reconsideration procedure; and
- l) consideration of motions of which due notice has been given, in the order in which they have been received.
- m) any other relevant business.

Provided that the order of business as aforesaid may at any time be altered or varied if, in the opinion of the majority of the Members present, it is expedient to do so.

13. **Minutes of the Council**

13.1 **Keeping of; as evidence; etc.**

- (1) Minutes of the proceedings of a meeting of the Council, or of a Committee or Sub-Committee, shall be drawn up and entered in a bound book kept for that purpose.
- (2) No discussion shall take place upon the Minutes except upon their accuracy and any question of their accuracy shall be raised by motion. If no such motion is raised, the Chairman shall then sign the minutes.

- (3) Any minute purporting to be signed as mentioned in sub-paragraph (1) shall be received in evidence without further proof.
- (4) Until the contrary is provided, a meeting of the Council or of a Committee or Sub-Committee thereof in respect of the proceedings of which a minute has been so made and signed shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified, and where the proceedings are proceedings of a Committee or Sub-Committee, the Committee or Sub-Committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minutes.

13.2 **Signing of Minutes**

The minutes of a meeting of the Council shall be signed at the next ensuing meeting of the Council by the Mayor presiding, if approved by the meeting at which they fall to be signed.

14. **Submission of Minutes**

- (1) In order to give sufficient time for the printing of the Minutes and for their perusal by the Members of the Council, Minutes of meetings of a Committee held less than five clear days before the meeting of the Council shall not be submitted to that meeting for approval. This may be disapplied where a Committee considers the matter to be of extreme urgency and records such a decision in its Minutes.
- (2) It shall be the duty of a Committee, through the Mayor/Chair or their representative, when its Minutes are submitted for approval, to call the attention of the Council to any resolution or matter of an unusual or special character contained therein.

15. **Minutes of Committees**

- (1) A motion or amendment shall not be made or proposed, or any discussion allowed on the proceedings of Committees with reference to any matter within the remit of a Committee which does not appear on the Minutes submitted to the meeting of the Council.
- (2) Any Member wishing to raise an issue regarding any matters appearing in the Minutes submitted to the Council for approval and who states their request in writing to the Chairperson of the Committee twenty-four hours before the commencement of the meeting of the Council shall be entitled to a reply when the proceedings of the particular committee are submitted for approval.
- (3) A reply to an issue raised at the meeting regarding any matter in the Minutes without written notice, shall be at the discretion of the Chairperson of the Committee.
- (4) Any matter in the Minutes of a Committee on which a request for reconsideration, under Section 41 of the 2014 Act, has been lodged with the Clerk of the Council shall be identified, and may not be the subject of discussion at that meeting.

16. **Motions**

- (1) Every motion shall be relevant to some matter:
 - (i) in relation to which the Council:
 - a) has power or duties;
 - b) is not prevented from taking action on by other legislation;
 - (ii) which directly affects the Local Government District or its residents;
and
 - (iii) for which the Council is legally competent.

16.1 **On notice**

- (1) Notice of every motion, other than a motion which under Standing Order 16.2 may be moved without notice, shall be given in writing (which includes electronic correspondence), signed by the Member or Members of the Council giving the notice, to the Clerk not less than 10 clear days before the next meeting of the Council. The motion must be clear in meaning otherwise it shall be rejected until such time as it is resubmitted in clear language, and not later than seven clear days before the meeting.
- (2) A motion shall be rejected if the wording or nature of the motion is considered unlawful or improper.
- (3) All notices shall be dated and numbered as received, and entered in a register to be kept for that purpose, and circulated to every Member of Council. This register shall be open to inspection by every Member of the Council.
- (4) Notices of motion shall be entered by the Clerk in their proper place upon the Summons Paper in the order in which they are received.
- (5) If a motion set out in the Summons is not moved either by a Member who gave notice, or by some other Member on his behalf, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (6) If the subject matter of any motion, of which notice has been properly given, comes within the remit of any Committee it shall, upon being moved and seconded, stand referred without discussion to that Committee, or to such other Committee as the Council may determine, for consideration and report. The Chairperson presiding may, if they consider it urgent and necessary to the dispatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.
- (7) If a notice of motion fails to be considered at a meeting of the Council, such notice of motion will only be included on the Summons Paper for the following meeting if submitted in writing to the Clerk by the

Member concerned not later than 10 clear days, at least, before the Council meeting.

- (8) Any notice of motion which fails to be considered at two consecutive meetings will not be accepted for inclusion on the Summons Paper for a period of six months from the date of the second meeting at which the matter has failed to be considered.

16.2 Without notice

The following motions may be moved without notice:

- a) to appoint a Chairperson of the meeting at which the motion is moved;
- b) in relation to the accuracy of the Minutes;
- c) to change the order of business in the agenda;
- d) to refer something to an appropriate body or individual;
- e) to appoint a Committee or members thereof arising from an item on the summons for the meeting;
- f) to receive reports or adoption of recommendations of Committees or officers and any resolutions flowing from them;
- g) to withdraw a motion;
- h) to amend a motion;
- i) to authorise the sealing of documents;
- j) to proceed to the next business;
- k) that the question be now put;
- l) to adjourn a debate;
- m) to adjourn a meeting;
- n) to suspend Standing Orders, in accordance with Standing Order 27.1;
- o) to exclude the public and press in accordance with Section 42 of the 2014 Act;
- p) to not hear further a Member named under Standing Order 25.3 or to exclude them from the meeting under Standing Order 25.4.

17. Amendments

When a motion is under debate at any meeting of the Council, an amendment or further motion shall not be received, with the exception of the following:

- a) to amend the proposal; or
- b) that the Council do now adjourn; or
- c) that the debate be adjourned; or
- d) that the question be now put; or
- e) that the Council do proceed to the next business.

17.1 To amend the Proposal

- (1) An amendment must be legitimate and within the scope of the notice convening the meeting. It must not be a direct negative; must be relevant to the proposal which it seeks to amend, and not inconsistent with anything already agreed upon at the same meeting. An amendment must relate solely to the proposal which it seeks to amend, and not be, in effect, a new proposition on a different matter,

and must not place a greater responsibility on the meeting than the original proposal.

- (2) An amendment to a motion shall be either:
 - a) to refer a subject of debate to a Committee or to an officer for consideration or re-consideration;
 - b) to leave out words;
 - c) to leave out words and insert or add others; or
 - d) to insert or add words.

but such omission, insertion or addition of words shall not have the effect of directly negating the motion before the Council.

- (3) When an amendment upon an original proposal has been moved, the question to be put shall be "That the amendment be made". Where any amendment is agreed, the question to be put shall be "That the proposal as amended, be agreed". Where any amendment is rejected the question of the substantive proposal shall be put.

17.2 That the Council Do Now Adjourn

- (1) Any Member of the Council who has not already spoken to the proposal or amendment then under debate may move "that the Council do now adjourn". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal, which shall be put to the vote without debate.
- (2) In the event of the proposal for the adjournment being carried the Chair shall (unless stated in the proposal) fix the date for the adjourned meeting for the continuation of the debate on the proposal or amendment under discussion at the time of the adjournment and for the transaction of the remaining business (if any) on the Agenda for the meeting so adjourned.
- (3) A second proposal "that the Council do now adjourn" shall not be made within half-an-hour unless, in the opinion of the Chair, the circumstances are materially altered.

17.3 That the Debate be Adjourned

- (1) Any Member of the Council who has not already spoken to the proposal or amendment then under debate may move "that the debate be adjourned". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.
- (2) Before putting to the meeting a proposal "that the debate be adjourned", the Chairperson presiding shall call on the mover of the proposal or amendment under discussion to reply on the question of adjournment and, after such reply, which will not prejudice the right of

the mover of a proposal to reply on the original question, shall put the proposal for adjournment of the debate to the vote without further debate.

- (3) If the proposal be carried, the Council shall proceed to the next business on the agenda, and the discussion of the adjourned debate shall be resumed at the next meeting of the Council unless a special meeting of the Council shall be called for the purpose.
- (4) On resuming an adjourned debate, the Member who moved its adjournment shall be entitled to speak first. A second proposal "that the debate be adjourned" shall not be made within half-an-hour. A Member shall not move or second more than one proposal for the adjournment of the same debate.

17.4 That the Question Be Now Put

- (1) Any Member who has not already spoken to the proposal or amendment then under debate may move "that the question be now put". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding it.
- (2) If the Chairperson is of the opinion that the subject before the Council has been sufficiently discussed, he shall put the proposal "that the question be now put" to the vote without debate and if same is carried, the proposal or amendment under discussion shall be put to the Council.
- (3) A second proposal "that the question be now put" shall not be made on the discussion of the same question within half-an-hour.
- (4) A Member shall not move or second more than one proposal "that the question be now put" on the discussion of the same question.

17.4 That the Council Do Now Proceed to the Next Business

- (1) Any Member of the Council who has not already spoken to any proposal or amendment then under debate may move, "that the Council do proceed to the next business". Such a proposal must be seconded, but it need not be reduced to writing. The mover and seconder shall not speak beyond formally moving and seconding the proposal which shall be put to the vote without debate.
- (2) If the Chairperson is of the opinion that the subject before the Council has been sufficiently discussed, he shall put the proposal "that the Council do proceed to the next business" to the vote without debate and if same is carried the proposal or amendment under discussion shall be put to the Council.

- (3) When a proposal is carried “that the Council do proceed to the next business”, the question under discussion shall be considered as dropped.
- (4) A second proposal “that the Council do proceed to the next business” shall not be made on the same question within half-an-hour.
- (5) A Member shall not move or second more than one proposal “that the Council do proceed to the next business” on the discussion of the same question.

18. **Amendments to Regulatory Decisions**

- (1) No amendment may be moved to a Minute which is a Regulatory Decision.
- (2) For the purpose of these Standing Orders, a Regulatory Decision is a determination of an application for planning permission or any decision, determination, action, direction, order, approval, refusal, or enforcement action in exercise of powers of the Council as the local planning authority for those powers specified in Executive Arrangements Regulations; or any application for which the Council is the licensing authority.

19. **Rules of Debate**

19.1 **Motions and amendments to be reduced to writing and seconded**

- (1) A Motion or Amendment shall not be discussed unless it has been proposed and seconded and, unless notice has already been given in accordance with Standing Order 16.1, it shall, if required by the Chairperson presiding, be put into writing and handed to the Chairperson presiding before it is further discussed or put to the meeting.
- (2) A Member when seconding a motion or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate.

19.2 **Alternation of motion**

- (1) A Member may alter a motion of which they have given notice as proposed with the consent of the meeting. The meeting's consent will be signified without discussion.
- (2) A Member may alter a motion which they have moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (3) Only alterations which could be made as an amendment may be made.

19.3 **Withdrawal of motion**

- (1) A Member may withdraw a motion of which they have given notice under Standing Order 16.1 at any time after the meeting has commenced provided that they have not moved the motion or spoken on it and has the consent of the meeting. The meeting's consent will be signified without discussion.
- (2) A member may withdraw any other motions which they have moved with the consent of both the meeting and seconder. The meeting's consent will be signified without discussion.
- (3) No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

19.4 **Mode of address and dress code**

The established mode of address is to stand (if able to do so) and address the Council's Chairperson. While a Member is speaking, the other Members shall remain seated unless rising to a point of order or in personal explanation. A Member shall direct their speech to the question under discussion or to a personal explanation or to a point of order.

For meetings of full Council, the dress code shall be business attire.

19.5 **Precedence in speaking**

Whenever two or more Members rise together to speak, the Chairperson shall decide who has precedence.

19.6 **Place of Member speaking**

A Member when addressing the Chairperson shall stand in the place allocated to them in the Council Chamber.

19.7 **Member called to order**

If any Member, while speaking, be called to order, they shall resume their seat and shall not again address the Council until the Chairperson has disposed of the question of order.

19.8 **Definition of point of order**

A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or provision and the way in which they consider it has been broken.

19.9 **Member may raise a point of order**

A Member may raise a point of order and shall be entitled to be heard immediately.

19.10 **Ruling of Chairperson on point of order**

The ruling of the Chairperson on a point of order shall not be open to discussion.

19.11 **Member to speak to motion**

A Member who speaks shall direct their speech strictly to the motion under discussion, or an amendment thereof.

19.12 **Member shall not speak more than once**

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:

- a) to speak once on an amendment moved by another Member;
- b) if the motion has been amended since they last spoke, to move a further amendment;
- c) if their first speech was on an amendment moved by another Member to speak on the main issue whether or not the amendment on which they spoke was carried;
- d) in the exercise of a right to reply given by Standing Order 19.19;
- e) on a point of order.

19.13 **Duration of speeches**

Except with the permission of the Council, a Member, in introducing a motion, shall not speak for more than ten minutes and in replying, for more than five minutes. Other Members shall not speak for more than five minutes.

19.14 **Addressing the Council**

The Council during its sitting, shall not, unless with the consent of the Council, be addressed by any person who is not a Member of the Council.

19.15 **Only one motion / amendment may be moved and discussed at a time**

- (1) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of
- (2) If an amendment is not carried, other amendments to the original motion may be moved.
- (3) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

19.16 **When a motion is under debate no other motion shall be moved**

When a motion is under debate no other motion shall be moved except the following:

- a) to amend the motion;
- b) to adjourn the meeting;
- c) to adjourn the debate;
- d) to proceed to the next business;
- e) that the question be now put;
- f) that a Member be not further heard;
- g) by the Chairperson under Standing Order 23.4, that a Member do leave the meeting.

19.17 **Chairperson rising during debate**

Whenever the Chairperson rises or otherwise calls the meeting to order during a debate, a Member then speaking shall cease and the Council shall be silent.

19.18 **Chairperson not to receive motion for direct negative**

The Chairperson shall not receive a motion for a direct negative to a question but, on the conclusion of the debate, the question shall be put and resolved in the affirmative or negative.

19.19 **Mover's right of reply**

The mover of a motion has a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.

20. **Voting**

20.1 **Majority**

Subject to any statutory provisions to the contrary, any matter will be decided by a simple majority of those Members present **including via remote attendance.**

~~The Chairman will take all votes by roll-call and the number of votes for, against or abstaining from the vote will be noted. Details of how Members voted will not be kept or minuted unless a recorded vote is requested.~~

20.2 **Chairperson's casting vote**

If there are equal numbers of votes for and against, the Chairperson will have a second or casting vote.

20.3 **Qualified majority**

[The specification of decisions which are required to be taken by a qualified majority is a statutory requirement on a Council under Section 40(1) of the 2014 Act]

A qualified majority shall be required in relation to the Council's decision on:

- (a) the adoption of executive arrangements or prescribed arrangements as the Council's Form of Governance (Section 19 of the 2014 Act) **[mandatory];**
- (b) the adoption of paragraph 3(2) of Schedule 1 to the 2014 Act as the method to be adopted for filling positions of responsibility **[mandatory];**
- (c) the adoption of Part 2 of Schedule 1 to the 2014 Act as the method for filling positions of responsibility **[mandatory];**
- (d) the adoption of paragraph 3(3) of Schedule 2 to the 2014 Act as the method to be adopted for appointing Councillors to Committees **[mandatory];**
- (e) the suspension of Standing Orders, other than Standing Orders 20.3, 21, 22 and 23, which cannot be suspended.

20.4 **Show of hands**

Unless a ballot or recorded vote is demanded under Standing Order 20.5, the Chairperson will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

20.5 **Recorded vote**

If, before a vote is called, any Member present **including via remote attendance** at the meeting demands it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

21. **'Call-In' Process**

[The specification of provision for the reconsideration of a decision is a statutory requirement under Section 41(1) of the 2014 Act, as is the specification of a requirement to obtain the opinion of a practicing barrister or solicitor (Section 41(2))]

21.1 **Decisions subject to call-in**

- (1) The following decisions may be subject to call-in in such manner as is specified in these Standing Orders
 - (a) a decision of the Council;
 - (b) a decision of the executive;

- (c) an executive decision taken under joint arrangements in accordance with Section 26 of the 2014 Act;
- (d) a key decision taken by an officer or officers of the Council;
- (e) a decision taken by a Committee under delegated authority in accordance with Section 7 of the 2014 Act;
- (f) a decision taken by a Committee to make a recommendation for ratification by the Council; and
- (g) a decision of the Planning Committee.

The following decisions shall not be subject to call-in:

- (a) a decision which is deemed to be a case of special urgency in accordance with regulation 24 of the 2014 Executive Arrangements Regulations;
 - (b) a decision where an unreasonable delay could be prejudicial to the Council's or the public's interests;
 - (c) a decision taken by an officer or officers which is not a key decision;
 - (d) a decision by the executive which serves only to note a report from or the actions of an officer or officers;
 - (e) a decision which is required to be taken by a special resolution.
- (3) No decision shall be subject to call-in more than once for each of the reasons specified in Section 41(1) of the 2014 Act.

21.2 Call-in procedure

- (1) A call-in must be submitted in writing to the Clerk by 10am on the fifth working day following:
 - (a) in the case of a decision of the Council, the date of the Council meeting at which the decision was taken; and
 - (b) in the case of a decision of a committee, the date on which the decision to which the call-in related was published.
- (2) If a call-in is received after the relevant period specified in paragraph (1), it must be deemed inadmissible.
- (3) A call-in shall:
 - (a) specify the reasons why a decision should be reconsidered; and
 - (b) subject to sub-paragraph (6) of this standing order, be deemed to be inadmissible if the reasons are not specified.
- (4) In the case of a call-in submitted under Section 41(1)(b) of the 2014 Act, Members must state in the reasons specified under sub-paragraph 3 (a) of this Standing Order:
 - (a) the community that would be affected by the decision; and
 - (b) the nature and extent of the disproportionate adverse impact.

- (5) Within one working day of receipt of a call-in, the Clerk must confirm that:
 - (a) it has the support of 15 per cent of the Members of the Council; and
 - (b) the reasons for the call-in have been specified.
- (6) Where the reasons have not been specified on the requisition the Clerk must notify the Members making the requisition that it must be considered inadmissible if reasons are not specified in writing within the specified period.
- (7) Within one working day of receipt of an admissible call-in submitted under Section 41(1)(b) of the 2014 Act, the Clerk must seek the opinion of a practicing solicitor or barrister in accordance with Section 41(2) of the 2014 Act.
- (8) When the legal opinion obtained in accordance with Section 41(2) of the 2014 Act is received the Clerk must:
 - (a) Furnish the opinion to Members; and
 - (b) Include the decision on the agenda for the next available meeting of the Council.

21.3 The call-in process: Committee arrangements

- (1) For the purpose of reconsideration of a decision pursuant to a call-in the minutes of a Committee which record a decision -
 - (a) taken under delegated authority; or
 - (b) for ratification by the Council
 must be published within two working days of the conclusion of the meetings. That date of publication must be regarded as the date of publication for the purposes of a call-in.
- (2) If a call-in is not received by the deadline specified in paragraph 21(2) of this Standing Order, the decision specified in -
 - (a) paragraph (1)(a) of this Standing Order must be implemented; or
 - (b) paragraph (1)(b) of this Standing Order must be tabled for ratification by the Council.
- (3) The tabling for ratification of a decision to which paragraph (1)(b) of this Standing Order, or the implementation of a decision to which paragraph (1)(a) must be postponed until the decision has been reconsidered. The decision maker may rescind the decision at any time prior to the decision being reconsidered.
- (4) If a call-in is made in accordance with Standing Order 21.2, paragraph 3 and Section 41(1)(a) of the 2014 Act, the Council must appoint an ad hoc Committee of the Council, the membership of which will be -
 - (a) the Chairpersons of all Committees of the Council; and

- (b) the Deputy Chairpersons of all Committees of the Council to consider the process adopted by the decision-making committee.
- (5) The Chairperson and Deputy Chairperson of the Committee which was responsible for the decision which is the subject of the call-in must not have voting rights at a meeting of the Committee appointed in accordance with sub-paragraph (4).
- (6) The members of the ad hoc committee who are present shall choose a Member to preside at the meeting.
- (7) The Members who submitted the call-in, or a Member on their behalf, must be invited to attend the meeting at which the decision subject to the call-in is considered and may, upon the request of the Chairperson, address the meeting, but must not have voting rights unless they are members of the ad hoc committee.
- (8) A Committee appointed in accordance with sub-paragraph (4) of this Standing Order may -
 - (a) refer the decision back to the decision maker;
 - (b) in the case of a decision taken under delegated authority, support the decision; or
 - (c) in the case of a decision for ratification by the Council, refer this decision to the Council.
- (9) Where a decision has been supported in accordance with sub-paragraph (8) of this Standing Order, that decision must -
 - (a) be approved;
 - (b) be inserted in the Register of Decisions; and
 - (c) become operative from the date of the meeting at which the Committee appointed in accordance with sub-paragraph (4) of this Standing Order confirmed support for the decision.

21.4 The call-in process: Council decisions

- (1) If a call-in is not received within the period specified in Standing Order 21.2 paragraph (1) in respect of a decision, that decision may be implemented after that period expires.
- (2) The implementation of a decision must be postponed until the decision has been reconsidered.
- (3) The Clerk must place a call-in on the agenda for the next Meeting of the Council.

22. Positions of Responsibility etc. – Time Limits

[The specification of the period within which the nominating officer of a political party should exercise the powers conferred by paragraphs 2(1), 4(1)

and 6(1), and for the person nominated to take up the position of responsibility is a statutory requirement under Schedule 1 to the 2014 Act]

- (1) Subject to paragraph (2) of this Standing Order, in relation to positions of responsibility selected in accordance with paragraphs 2(1) and 2(2) or paragraph 4(1) or paragraphs 6(1) and 6(2) of Schedule 1 to the 2014 Act, the period specified for -
 - (a) the nominating officer to select a position of responsibility and the term for which it must be held; and
 - (b) the person nominated to accept the selected position is 15 minutes.
- (2) An extension to the period specified in sub-paragraph (1) of this Standing Order may be granted subject to the approval of the Council. Such an extension may be requested by -
 - (a) the nominating officer;
 - (b) the person nominated to hold the selected position; or
 - (c) another Member.

23. **Appointment of More than One Committee**

[The specification of the application of paragraphs 2 to 4 of Schedule 2 to the 2014 Act in the circumstances where a Council decides to appoint more than one committee is a statutory requirement]

- (1) Where the Council appoints more than one committee at the same meeting in accordance with paragraph 5 of Schedule 2 to the 2014 Act, for the purposes of determining the number of places that must be allocated across the parties and independent members of the Council, it must agree -
 - (a) the number of Committees to be appointed; and
 - (b) the number of Councillors that shall constitute the membership of each Committee.
- (2) The total number of places to which a nominating officer of a party may nominate Members who stood in the name of that party when elected must be calculated in accordance with paragraphs 2 to 4 of Schedule 2 of the 2014 Act and any resolution of the Council made thereunder.
- (3) A nominating officer's function under paragraph 2(1)(b) of Schedule 2 of the 2014 Act shall be exercised in such manner as to ensure that -
 - (a) all members of a Committee are not nominated by the same nominating officer;
 - (b) a nominating officer of a party may nominate Members who stood in the name of that party to fill the majority of places on a Committee, if the majority of Members stood in the name of that party; and
 - (c) subject to (a) and (b), the number of Members nominated by each nominating officer of a party, in so far as is reasonably practicable, bear the same proportion to the number of places on that committee as is borne by the number of Members who stood in the name of that party.
- (4) Nominations made in accordance with sub-paragraph (3) of the Standing Order shall take into account any positions of responsibility on a Committee held by a Member who stood in the name of a party.

24. Rescission of a Preceding Resolution

- (1) No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed by a Member unless the notice thereof given in pursuance of Standing Order 2 bears the names of at least 15% of the Members of the Council.
- (2) When any such motion or amendment has been disposed of by the Council, it shall not be open to any Member to propose a similar motion within a further period of six months.
- (3) This Standing Order shall not apply to motions moved in pursuance of a recommendation of a Committee [or a Call-in].

25. Members Conduct

25.1 **Standing to speak**

When a Member **present in the chamber** speaks at the Council they must stand (if able to do so) and address the meeting through the Chairperson. If more than one Member stands, the Chairperson will ask one to speak and the others must sit.

25.2 **Chairperson standing**

When the Chairperson stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

25.3 **Member not to be heard further**

If at a meeting any Member of the Council, misconducts himself/herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively or by willfully obstructing the business of the Council, the Chairperson or any other Member may move "that the Member named be not further heard". The motion, if seconded, shall be put and determined without discussion.

25.4 **Member to leave the meeting**

If the Member named continues to behave improperly after such a motion is carried, the Chairperson or any other Member may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

Where a Member is required to leave a meeting, the means of remote access is to be severed in order to ensure that they are removed from all discussion.

25.5 **General disturbance**

When the Chairperson is of the opinion that the due and orderly dispatch of business is impossible, they in addition to any other powers vested in them may, without question put, adjourn the meeting of the Council for such period as they in their discretion shall consider expedient.

26. **Disturbance by the Public**

26.1 **Removal of member of the public**

If a member of the public interrupts proceedings, the Chairperson will warn the person concerned. If they continue to interrupt, the Chairperson will order their removal from the meeting.

26.2 **Clearance of part of a meeting**

If there is a general disturbance in any part of the meeting open to the public, the Chairperson may call for that part to be cleared.

27. **Suspension and Amendment of Standing Orders**

27.1 **Suspension**

A Member may move a motion for the suspension of one or more of these Council Standing Orders. A motion under this Standing Order shall require the support of a qualified majority vote within the meaning of Section 40 of the 2014 Act. Suspension can only be for the duration of the meeting. The minutes of the meeting must record the reason for the suspension. Mandatory Standing Orders may not be suspended by a Council.

27.2 **Amendment**

Any motion to, add to, vary or revoke these Standing Orders will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

28. **Interpretation of Standing Orders**

The ruling of the Chairperson as to the interpretation, construction or application of any of these Standing Orders or as to any proceedings of the Council, shall not be challenged at any meeting of the Council.

29. **Committees**

29.1 **Council in Committee**

The Council may at any meeting resolve itself into Committee for the purpose of transacting any business on the agenda for that meeting subject to the provisions of 10 above.

The Council in Committee shall not consider any matter not referred to it by the resolution resolving the Council into Committee. In exceptional circumstances where it is deemed necessary to consider a matter not included in the terms of reference, the Council shall be resumed, and the Chairman may ask leave of the Council to take up the consideration in Committee of such additional matters as may be deemed desirable.

The Council in Committee shall not have power to adjourn its own sittings, or to adjourn a debate to a future sitting but, if the business referred to it be not transacted, the Council may be resumed and the Chairman may move that the Council be again put into Committee on a future day. If the Council in Committee shall have transacted part of the business referred to it, without being able to reach a decision on all the business referred to it, the Chairman may, with leave of the Committee, report progress, and ask the Council for permission to sit again.

While the Council is in Committee, a motion may be made at the conclusion of any speech "That the Chairman do leave the Chair" or "That the Chairman do report progress". The former resolution, if carried, shall supersede the business of the Committee and when the Council shall be resumed, no report shall be made by the Chairman.

If the Chairman be directed to report the resolutions or other proceedings of the Committee, the Council shall be resumed and the report having been received without question put, a motion for its adoption shall be moved, which motion shall be put without debate.

29.2 **Appointment of Committees**

The Mayor and Deputy Mayor of the Council shall be ex officio members of every Committee appointed by the Council (except Planning Committee)

The following Committees shall be Standing Committees of the Council and shall consist of the number of Members (exclusive of the Mayor and Deputy Mayor) specified opposite each Committee:

Corporate Services Committee	15 Members (plus 2 ex-officio Members)
Environment & Sustainability Committee	15 Members (plus 2 ex-officio Members)
Communities & Wellbeing Committee	15 Members (plus 2 ex-officio Members)
Regeneration & Growth Committee	15 Members (plus 2 ex-officio Members)
Governance and Audit Committee	15 Members (plus 2 ex-officio Members)
Planning Committee	11 Members

29.3 Quorum at Committees

Except where authorised by a statute or ordered by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless at least one-third of the whole number of the Committee is present. In the case of Planning Committee, business shall not be transacted unless at least one-half of the whole number of the Committee is present.

29.4 Notice of and summoning of Committee Meetings

The Notice and Summons of a Committee meeting shall be in accordance with 4 above.

29.5 Order of Business

The order of business at every Committee meeting shall be as follows:

- a) Apologies;
- b) Confirmation of the minutes of the last stated meeting and of all adjourned meetings and special meetings held since the last meeting;
- c) Declaration of Members' Interests (Member must withdraw from meeting during discussion of item);
- d) Reports of Officers;
- e) Presentations and deputations;
- f) Any Other Business.

29.6 Day and hour of Committee Meetings

Committees will be held on a monthly basis (except for July and August) as outlined below:

*Planning Committee	- 1 st Monday in every month
Communities & Wellbeing Committee	- 1 st Tuesday of every month
Environment & Sustainability Committee	- 1 st Wednesday of every month
Regeneration & Growth Committee	- 1 st Thursday of every month
Governance and Audit Committee	- Quarterly on the 2 nd Thursday of the relevant month
Corporate Services Committee	- 2 nd Wednesday of every month

*Planning Committee meetings will be held every month including July and August.

In addition each Committee shall, from time to time, fix additional meetings at a day and hour to be notified to Council and also may vary the date and time of the scheduled meeting for the efficient conduct of business.

29.7 **Special Meetings of Committees**

The Chairman of a Committee or the Mayor may call a Special Meeting of a Committee at any time. Subject to any statutory provision in that behalf, a Special Meeting shall also be called on the requisition of not less than three members of the Committee, delivered in writing to the Clerk to the Committee concerned. The summons to the Special Meeting shall set out the business to be considered thereat, and no business other than that set out in the summons shall be considered at that meeting.

29.8 **Reports of Committees**

A Standing Committee shall report to the meeting of the Council immediately following the meeting of such Standing Committee.

29.9 **Adoption of Minutes of Standing Committees and Special Committees**

The minutes of proceedings at a meeting of a Standing Committee or Special Committee shall be circulated with the notice convening the appropriate meeting of the Council.

29.10 **Voting in Committee**

Voting at a meeting of a Committee or Sub-Committee shall be by the same method as decided at Council meetings.

29.11 **Standing Orders of Committees**

All Standing Orders of the Council shall, with necessary modification apply to Committee and Sub-Committee meetings.

29.12 **Duties of Standing Committees**

The Standing Committees shall have charge of and be responsible to the Council for the several matters hereinafter respectively described as far as the same come within the jurisdiction of the Council, and such other matters within the jurisdiction of the Council as shall arise from time to time and shall not have been specifically entrusted to a particular Committee, and shall give effect to the several Statutes, Orders and Regulations governing said matters as the same are hereinafter set forth and all other Statutes, Orders and Regulations relating thereto and hereafter for the time being in force and shall superintend and control the several departments necessary for the carrying out of said matters, that is to say -

Corporate Services Committee

The purpose of the Corporate Services Committee is to set the strategic direction of the Council through the Corporate Plan and oversee all aspects of financial management and the effective use of all Council resources.

Environment & Sustainability Committee

The purpose of the Environment and Sustainability Committee is to set strategic direction for the Council in relation to all matters pertaining to the Environmental Services function.

Communities & Wellbeing Committee

The purpose of the Communities and Wellbeing Committee is to set the strategic direction for the Council in enhancing the health and wellbeing of communities, by way of policies, initiatives and programmes and the effective use of Council resources.

Planning Committee

The purpose of the Planning Committee is to hear evidence from officers, supporters and objectors to development proposals in line with the attached Protocol for the Operation of the Lisburn & Castlereagh Planning Committee. In addition, the committee should have regard for planning precedents and appeals against their decisions. A key aspect of the committee is to continue to keep under review, and scrutinise performance of, the development management function within this Council area.

Regeneration & Growth Committee

The purpose of the Regeneration and Growth Committee is to lead on programmes and initiatives that support the Corporate and Community Plan objectives by giving due consideration to matters pertaining to regeneration, economic stimulus, Council's estate and prosperity growth within the Council area.

Governance and Audit Committee

The purpose of the Governance & Audit Committee is to provide independent assurance of the adequacy of all aspects of the risk management framework and the internal control environment. It provides independent review of Lisburn & Castlereagh City Council's governance, performance management, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

In addition to the above a Terms of Reference for each Committee is appended to this document.

29.13 Format of Planning Committee Meetings

In accordance with any statutory requirements and best practice, the Planning Committee will develop a protocol for the effective and efficient conduct of Committee Business.

29.14 **Chairman Responsible**

The Chairman of each Committee shall be responsible to the Council for the general direction of the business entrusted to his Committee, and he shall take charge of, or in his absence arrange for, the moving of the adoption of the Report of his Committee at the meeting of the Council to which it is submitted.

29.15 **Sub-Committees**

Each Standing Committee may appoint Sub-Committees for specific purposes. A Sub-Committee shall meet as often as necessary for the transaction of the business for which it was appointed. The Report of the Sub-Committee shall, whether appointed under this Standing Order or otherwise, be submitted to the parent Committee for confirmation prior to being brought before the Council.

29.16 **Attendance at Committees and Sub-Committees**

Every Member of the Council may attend meetings of any Committee or Sub-Committee and, subject to permission of the Chairman of the Committee or Sub-Committee, shall be heard on any matter, but he shall not, unless he is a Member of the Committee or Sub-Committee, vote in any division or propose any resolution or amendment.

29.17 **Policing and Community Safety Partnership**

Under Schedule 13 (3) of the Justice (Northern Ireland) Act 2011, the Council shall exercise its power to appoint 10 political Members of the PCSP so as to ensure that, so far as practicable, the political Members reflect the balance of parties prevailing among the Members of the Council immediately after the last Local General Election. In accordance with Section 10 (1) (a) of the Act, the Council shall appoint a Chair from among the political members. In appointing to the office of Chair, the Council shall ensure that, so far as practicable:

- a person is appointed to that office for a term of 12 months at a time or, for a period ending with the reconstitution date next following that person's appointment;
- that the office is held in turn by each of the four largest parties represented on the Council immediately after the last Local General Election.

30. **Seal**

30.1 **Custody of Seal**

The Common Seal of the Council shall be kept in a safe place secured by a lock, the keys of which shall be in the custody of the Chief Executive of the Council or a deputy authorised by him for the purpose.

30.2 **Sealing of Documents**

The Common Seal of the Council shall not be affixed to any document unless the sealing has been authorised by a resolution of the Council or of the Corporate Services Committee to which the Council have delegated their powers in this behalf, but a resolution of the Council authorising the acceptance of any tender, the purchase, sale, letting or taking of any property, the issue of any stock, the presentation of any petition, memorial, or address, the making of any rate or contract, or the doing of any other thing, shall be a sufficient authority for sealing any document necessary to give effect to the resolution.

30.3 **Attesting Seal**

Every instrument to which the seal of the Council is affixed shall be signed by a Member of the Council and by the Chief Executive or some other person appointed by the Council for the purpose.

30.4 **Record of documents sealed to be kept**

An entry of the sealing of every deed and other document to which the Corporate Seal shall have been affixed shall be made in the minutes of the Meeting of the Council at which the affixing of the Seal took place.



**Lisburn &
Castlereagh
City Council**

Appendix A

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Access To Council & Committee Meetings, Agenda, Reports, Minutes & Recordings – Protocol

Version Control

Version	Date	Author / Amendments	Status
5.0	28 May 2015	C Connolly	Agreed (G & A 12.05.15)
6.0	04 February 2016	A McCann	Agreed
7.0	12 December 2019	A McCann	Agreed
8.0	08 February 2023	C Adamson	Agreed

Introduction

This protocol has been developed in accordance with the provisions in Part 8 (Access to Meetings and Documents) of the Local Government Act (Northern Ireland) 2014 and the Council's Standing Orders.

With the exception of the provision relating to audio recordings, this applies to all meetings of the Council and Committees which are open to the public.

Summary of Provisions of the Legislation and Associated Actions

(1) Open Meetings

All meetings of the Council (and Committees) are open to the public except to the extent to which they are excluded (either during the whole or part of proceedings). They can only be excluded in accordance with Part 8 42 (2) of the Local Government Act (NI) 2014:-

- The public must be excluded from a meeting of Council during an item of business whenever it is likely, in the view of the nature of business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence; and nothing in this Part authorises or requires the disclosure of confidential information in breach of the obligation of confidence.

The legislation provides a definition of confidential business (Part 8 42 (3) Schedule 6 and exempt information (Section 51)).

(2) "In Committee"

Where an item is deemed confidential, then this will be dealt with "In Committee" and the members of the public and, if appropriate, the relevant officers, will be asked to leave. This must be done by resolution of the committee with the Chairman identifying the following:

- what proceedings or part thereof will be dealt with "In Committee" and also
- the description of the exempt information giving rise to the exclusion of the public.

Please see Schedule 6 Part 1 of the Act, attached under separate cover, for definition of what constitutes exempt information.

The agenda for meetings should include further information on confidential matters which gives rise to the exclusion of the public e.g. "Report from HR Business Partner on HR Matters"

Action – In preparing reports, the Chief Executive and Directors should ensure that items being dealt with 'In Committee' are separate from the main report, and the agenda provides appropriate information on what is being discussed in Committee.

At the meeting, the Chief Executive / Director should advise the Chairman of the requirement to get a proposer and seconder to both go and come out of "In Committee" and for the Chair to give the description of the exempt information giving rise to the exclusion of the public.

(3) Notice of Meeting and Agenda

These are required to be available at the Council offices 5 days in advance of the meeting or if called later, as soon as possible in advance of the meeting. This is also a requirement under Standing Orders.

Action – Members' Services have arrangements in place for the agenda to be placed at the concierge desk at LVI Rotunda. In addition, the Schedule of Meetings, on a quarterly basis, has been placed on Council website.

Note: - In order to comply with the above, for Committees where Members' Services currently draft reports (G&A and Corporate Services), all relevant information should be with Members' Services by close of play on the Monday of the week prior to the meeting. In relation to the Planning Committee report, which is issued 7 days prior to the meeting, the report should be with Members' Services at latest by 9am, 7 days prior to the meeting taking place.

For all other Committees, all relevant information should be with Members' Services by close of play on Tuesday.

Note:- For all tabled and additional reports for Council/Committee, the relevant Director should have the prior approval of the Mayor/Chairman.

Note:- Special meetings of Committee and Council should only be held in exceptional circumstances such as to deal with timebound funding and contractual issues which cannot wait to next Council or Committee meeting.

(4) Access to reports

Reports are required to be available for inspection (excluding confidential items) by members of the public at least five days before the meeting or as it becomes available. Members should be sent the reports in the first instance and then made available to the public.

Action – Reports will be available for inspection between 9.00am and 5.00pm from Members' Services at LVI.

- (i) At the meeting a reasonable number of copies of the agenda and reports, subject to exclusion of any item deemed confidential, must be made available for inspection by members of the public in attendance.
- (ii) Hard copies of reports will be provided by Members' Services for the Chair of Committee (Mayor for Council meetings).
- (iii) As an interim, it has been agreed that hard copies of the Planning Committee reports will be circulated to all Members of the Planning Committee.

Action - Members' Services will provide 3 copies of the report (excluding items deemed confidential) and the agenda for all meetings with 6 copies for meetings of the Planning Committee and Full Council. This will be kept under review. Directors are to advise if there is an item which is likely or has potential to warrant increased public attendance.

Agreed -

- that agenda and report for all meetings (excluding confidential items) be placed on the Councils Website at least 5 days prior to the meeting or as soon as they become available

(5) Minutes

Draft minutes are required to be published 2 days after the meeting.

Action – Members' Services will produce the draft minute and following approval by Chief Executive / Director and then Chair of Committee, will place these in the relevant committee folder in Sharepoint and email Members to advise of this.

The legislation requires that a Council "as soon as is reasonably practicable" place on its website a copy of the minutes.

Action - After the minutes of a meeting have been agreed (i.e ratified by Council), Members' Services will forward to MCU for posting on the Council website. Once there are trained administrators, Members' Services will undertake this task.

(6) Audio Recordings and Webcast

The legislation requires a Council to make an audio recording of any meeting of the Council which is open to the public. The recording must be made available at the Council offices for a period of 6 years from the date of the meeting and published on the Council website for two years.

Whilst this only applies to the monthly meeting of Council it was agreed in October 2022 to provide the following:

- Audio recordings of standing committee meetings;
- Livestream of Council Meetings;
- Webcast recordings of Council meetings.

Audio recordings of standing committee meetings

- Where an item is deemed to be confidential and considered "In Committee" the recording will be paused.
- Audio recordings will be uploaded to the Council website within two days following ratification of minutes at the monthly Council Meeting.
- Audio recordings will be available on the Council website for a period of two years and available at the Council offices for a period of 6 years.

Livestream and webcast recordings of Council meetings

- Council meetings will be livestreamed through the Council's website.
- Where an item is deemed confidential and considered "In Committee" the broadcast and recording will be paused.
- A webcast recording will be published on the Council website following approval of the minutes by the Mayor and Chief Executive.
- Webcast recordings will be available on the Council website for a period of two years and available at the Council offices for a period of 6 years.

Action – At this juncture, Centre Management will arrange for a technician to be in attendance at monthly meetings of Council to facilitate the livestream and record these meetings (excluding any items deemed confidential and "In Committee"). After the meeting Member Services will check the recording to ensure that any item "In Committee" has not been recorded and that the audio quality is adequate. Dependent on the items discussed at the meeting, the Chief Executive or relevant Director may also be asked to review this. Members' Services will then forward to MCU a copy of the linked recording and this will be posted on the website.

Local Government Act (Northern Ireland) 2014

SCHEDULE 6

ACCESS TO INFORMATION : EXEMPT INFORMATION

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).
4. 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.
5. Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the Council proposes -
 - (a) to give under any statutory provision a notice by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any statutory provision.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Appendix B

LISBURN & CASTLEREAGH CITY COUNCIL**Governance & Audit Committee****Terms of Reference****1. Statement of Purpose**

The Governance & Audit Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Governance & Audit Committee is to provide independent assurance of the adequacy of all aspects of the risk management framework and the internal control environment. It provides independent review of Lisburn & Castlereagh City Council's governance, performance management, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

These Terms of Reference summarise the core functions of the Governance & Audit Committee.

2. Membership

The Governance & Audit Committee is appointed from, and reports to, full Council, it is comprised of 15 Members (plus 2 ex-officio Members) of the Council appointed by the Council, and one independent member. The Chair of the Committee will be rotated annually between members.

3. Meetings

The quorum for the Governance & Audit Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Governance & Audit Committee will meet at least four times a year and will normally be attended by the Chief Executive, the Head of Internal Audit and officers as required. A representative of the Northern Ireland Audit Office (NIAO) will also be invited to attend.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director/s.

4. Responsibilities

The Governance & Audit Committee has the following responsibilities:

Governance and Control

- Monitor and review Council's corporate governance arrangements including stewardship.
- Review the Annual Governance Statement.
- Agree and monitor governance related policies such as register of interests, whistleblowing and anti-fraud policies.
- Consider the Council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
- Consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- Review the assessment of fraud risks and potential harm to the Council from fraud and corruption and monitor the Anti-Fraud and Corruption Policy Statement and Strategy.

Strategic & Corporate Risk Management

- Agree the Risk Management Policy and Strategy.
- Understand and challenge the risk management framework, and evaluate how well the arrangements are actively working in the Council.
- Review and challenge the adequacy and effectiveness of control processes in responding to risks within the Council's governance, operations, compliance and information services.

Internal Audit

- Agree the Internal Audit Charter and Strategy.
- Agree the appointment of external providers of internal audit services (following Council procurement).
- Agree the risk-based Internal Audit Plan, including Internal Audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources in addition to any significant changes.
- Review reports from Internal Audit on Internal Audit's performance during the year, including year end opinion and compliance with public sector internal audit standards.

External Audit

- Review the following reports from the external auditor, including but not limited to
 - Report to Those Charged with Governance
 - Performance Improvement report
- Comment on the scope and depth of external audit work and to ensure it gives value for money
- Advise and make recommendations on the effectiveness of relationships between external and internal audit and other inspection agencies or relevant bodies.

Financial reporting

- Review the Annual Statement of Accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from audit that need to be brought to the attention of the Council.

Performance

- Agree the Performance Improvement Plan.
- Monitor performance at Council and Directorate level against Corporate Plan KPI's including corporate, statutory and other targets, including but not limited to, Performance Improvement.

The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise.

5. Internal Working Groups

There are no internal working groups reporting to the Governance and Audit Committee. The Committee may agree to establish other working groups as required throughout the term.

Any matters relating to the operation of the Party Group Leaders Forum will sit with the Governance and Audit Committee.

Group	Meeting	Representation in Current Term	Term
Party Group Leaders Forum	June Council Meeting	1 representative from each political party with 3 or more members	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Governance and Audit Committee as required. Other external representation may be agreed as necessary throughout the term.

External Group	Meeting	Representation in Current Term	Term
NILGA's Reform, Devolution and Improvement Network	June Council Meeting	1 position	4 years

Agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Corporate Services Committee

Terms of Reference

1. Statement of Purpose

The Corporate Services Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Corporate Services Committee is to set the strategic direction of the Council through the Corporate Plan and oversee all aspects of financial management and the effective use of all Council resources.

These Terms of Reference summarise the core functions of the Corporate Services Committee.

2. Membership

The Corporate Services Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Corporate Services Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Corporate Services Committee will meet, typically the second Wednesday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director/s.

4. Responsibilities

The Corporate Services Committee has the following responsibilities:

Finance

- Approve and monitor the Council's financial strategy and all matters relating to its implementation, including all revenue and capital financing, budgets and setting of the District rates.
- Monitor and review financial performance, including but not limited to:

- Management accounts (generally quarterly)
 - Repairs & Renewals reports
 - Bad Debts
 - Reserves
- Agree and review Council's financial policies.

Human Resources and Organisational Development

- Agree and monitor strategic direction of Human Resources including but not limited to:
 - organisational design/structures
 - policy development
 - Chief Executive and Chief Officer acquisition
 - payroll and pensions
 - attendance management
 - relevant Industrial Relations
 - workforce statistics
 - capacity building
 - Elected Member Professional Development requests
- Agree and monitor compliance with equality obligations across the Council.

Efficiency Review

- Agree the outcomes from the Efficiency Review Steering Group in line with delegated responsibilities.

Capital Programme

- Review and agree the priority projects for inclusion in the Capital Programme from the ideas captured list.
- Agree and monitor the capital programme approach including overall affordability limits and change control at programme level.
- Approve and monitor overall capital finance strategy for the Council in line with the prudential guidelines.
- Review Post Project Evaluations at programme level including assessment of new and emerging financial and other risks.
 - Agree policies and procedures connected with the delivery of the Council's Capital Programme, eg frameworks, approach to risk etc.

Procurement and Contract Management

- Agree and monitor Procurement Strategy.
- Note or agree procurement / tender outcomes (retrospective) and related contract management matters at Council level including all STA's in line with policy.

Members will note that the Accounting Manual / Scheme of Delegation will require updating but it would be anticipated that changes would include:

- **Officers ability to appoint suppliers where certain conditions have been met (eg MEAT criteria applied, lowest or only tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender).**

Commercial & Innovation

- Agree and review IT Strategy and future Digitisation programme

Governance

- Agree the Corporate Plan.
- Agree Council Constitution including Standing Orders, Scheme of Delegation and Scheme of Allowances.
- Agree civic ceremonial events programme and attendance at related engagements.
- Agree and monitor Customer care related policies.
- Agree and monitor corporate communications strategy and policies.
- Monitor Information Governance.

Budget Oversight

Approve and monitor annual service budgets for Corporate Services Directorate, Human Resources Directorate and Chief Executive's Office as part of the rates setting process.

Other

- Agree business cases and investment decisions in line with the capital governance process for Finance and Corporate Services Directorate, Organisation Development and Innovation Directorate and Chief Executive's Office.
- Agree relevant Service Level Agreements/ Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation
 - Consultation directly affects the Local Government District or its residents
 - Consultation relates to an area for which the Council is legally competent.

5. Internal Working Groups

The internal working groups in the table below report to the Corporate Services Committee. The Committee may agree to establish other working groups as required throughout the term.

Working Group	AGM / First Home Committee	Number of Positions	Term
Efficiency Review Steering Group	First home committee meeting of Corporate Services Committee	2 representatives from larger parties and one from smaller parties	4 years
Elected Members' Development Steering Group	First home committee meeting of Corporate Services Committee	1 representative from each political party at point of election	4 years
Chief Executive Appraisal	First home committee meeting of Corporate Services Committee	1 representative from each political party (of 2 or more Elected Members) with largest party rep acting as Chair	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Corporate Services Committee as required. Other external representation may be agreed as necessary throughout the term

External Group	AGM / First Home Committee	Representation in Current Term	Term
National Association of Councillors	Annual Meeting of Council	8 positions	4 years
Northern Ireland Local Government Association	Annual Meeting of Council	8 positions	
Diversity Champion	June Council	1 position	4 years
Knockagh Monument Joint Committee	June Council	2 positions	4 years
NILGA's Regional Elected Member Development Working Group	June Council	1 position	4 years
Somme Advisory Council	June Council	2 positions	4 years

Agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Communities & Wellbeing Committee

Terms of Reference

1. Statement of Purpose

The Communities and Wellbeing Committee is a key component of Lisburn and Castlereagh City Council's Corporate Governance Framework.

The purpose of the Communities and Wellbeing Committee is to set the strategic direction for the Council in enhancing the health and wellbeing of communities, by way of policies, initiatives and programmes and the effective use of Council resources.

These Terms of Reference summarise the core functions of the Communities and Wellbeing Committee.

2. Membership

The Communities and Wellbeing Committee is appointed from and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Communities and Wellbeing Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Communities and Wellbeing Committee will meet, typically, the second Tuesday of each month (except in July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with appropriate Director/s.

4. Responsibilities

The Communities and Wellbeing Committee has the following responsibilities:

Communities and Community Planning

- Agree the Council's functions in the development, implementation and review of the Community Plan and its associated Partnerships.

- Monitor the Council's community facilities and other designated amenities to develop and implement activities and initiatives to promote engagement and community wellbeing.
- Monitor the Community Support Plan including the provision of Advice Services.
- Agree and monitor policies, frameworks and partnerships that support community engagement and wellbeing initiatives.
- Agree and monitor the Council's events' calendar.
- Monitor the Council's Museum, Heritage and Arts services and initiatives.

Sports and Recreation Services

- Monitor the Council's leisure facilities and other designated amenities to develop and implement activities and initiatives to promote wellbeing and physical activity.
- Monitor sports development programmes and associated activities.
- Agree and monitor policies, frameworks and partnerships that support sport and wellbeing initiatives.

Parks and Amenities

- Agree and monitor policies, frameworks and partnerships related to parks, biodiversity, open spaces, sports pitches, golf course fairways and greens and countryside access.

Grant Aid and Financial Assistance

- Agree grant-aid awards frameworks and associated funds to promote community, sports and arts/cultural development.
- Agree and monitor major funding programmes, such as the Investment Programme, the Community Investment Fund and other external sources of funding.

Financial Oversight

- Approve the draft estimates of expenditure relevant for the Committee

Peace Programmes and Policing and Community Safety Partnership

- Agree and monitor strategies and action plans related to externally-funded programmes such as Good Relations, PCSP and Peace programmes.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process.
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement / tender outcomes and related contract management matters at Council level including all STAs in line with policy.

Members will note that the Accounting Manual / Scheme of Delegation will require updating but it would be anticipated that changes would include:

- ***Officers ability to appoint suppliers where certain conditions have been met (e.g. MEAT criteria applied, lowest or only tender in addition to tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender).***

Budget Oversight

Approve and monitor annual service budgets the Leisure and Community Wellbeing Directorate as part of the rates setting process.

Other

- Agree business cases for the Leisure and Community Wellbeing Directorate,
- Agree relevant Service Level Agreements/ Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation
 - Consultation directly affects the Local Government District or its residents
 - Consultation relates to an area for which the Council is legally competent

5. Internal Working Groups

There are currently no established internal working groups. The Committee may agree to establish Working Groups as required throughout the term.

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through the Community Wellbeing Directorate as required. Other external representation may be agreed as necessary throughout the term.

External Group	Meeting	Representation Current Term	Term
Age Friendly Champion	June Council Meeting	1 position	4 years
Engage with Age	June Council Meeting	1 position	4 years
Lagan Valley Regional Park	June Council Meeting	2 positions	4 years
Lagan Navigation Trust	June Council Meeting	1 position	4 years
Laurelhill Sports Zone	June Council Meeting	1 position	4 years

Lisburn & Castlereagh Housing Liaison Forum	June Council Meeting	9 positions	4 years
Sport Lisburn & Castlereagh	June Council Meeting	2 positions	4 years
Lisburn & Castlereagh Advice Services	June Council Meeting	2 positions (observers)	4 years
NILGA's NI Strategic Migration Partnership	June Council Meeting	1 position	4 years
Parenting Champions	June Council Meeting	3 positions	4 years
Peace Plus Partnership	June Council Meeting	13 positions	4 years
Reserve Forces Cadets (Veteran's Champion)	Annual Meeting of Council	1 position	4 years
Strategic Community Planning Partnership	June Council Meeting	4 positions	4 years
Ulster Grand Prix & Bike Week Steering Group	June Council Meeting	2 positions Mayor and Committee Chairperson	1 year – annual appointment

The Committee will agree, at the beginning of each new Council term, Members' attendance at events, arising from the Council's membership of the above outside bodies, taking place in Northern Ireland. The Council will be responsible for the payment of Members' authorised expenses for the duration of the Council mandate

The functions and responsibilities detailed are not exhaustive and the Committee will deal with relevant matters as they arise.

Date agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Regeneration and Growth Committee

Interim Terms of Reference

1. Statement of Purpose

The Regeneration and Growth Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework.

The purpose of the Regeneration and Growth Committee is to lead on programmes and initiatives that support the Corporate and Community Plan objectives by giving due consideration to matters pertaining to regeneration, economic stimulus, Council's estate and prosperity growth within the Council area.

These Terms of Reference summarise the core functions of the Regeneration and Growth Committee.

2. Membership

The Regeneration and Growth Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members, plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Regeneration and Growth Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Regeneration and Growth Committee will meet, typically on the first Thursday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers aligned to the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director/s.

4. Responsibilities

The Regeneration and Growth Committee has the following responsibilities:

Place Shaping and Place Making

- Agree an Area Plan and associated planning policies.

- Develop, agree and monitor planning policies and frameworks that support sound land and transport use as well as sustainable growth which contribute to and have regard for the corporate objectives and the regional frameworks.
- Review planning and scrutinise land use policy to deliver sustainable communities, and places to work, live and socialise.
- Monitor the Planning Development Management function performance and improvement including evolving policy requirements.

Economic Development and Regeneration

- Agree initiatives and programmes supporting economic stimulus and sustainable job growth opportunities.
- Agree the delivery of urban and rural regeneration programmes in line with available funding.
- Agree plans for promotion and encouraging progress in bringing forward key development sites in partnership with relevant stakeholders.
- Agree interventions to attract, at a local level, direct foreign investment.
- Agree the policies and plans to promote the strategic benefits of the Council area to maximise growth at national and international forums.

Assets

- Agree estates strategies as well as related policies and programmes.
- Agree acquisition and disposal of land and property assets including Community Asset Transfers, vesting and other matters.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement/tender outcomes and related contract management matters at Council level including all STA's in line with policy.

Members will note that the Accounting Manual/Scheme of Delegation will require updating but it would be anticipated that changes would include:

- **Officers ability to appoint suppliers where certain conditions have been met (eg MEAT criteria applied, lowest or only tender in addition to tender value falling within business case value) or where sufficient budget has been included in estimates for matters which do not require business case (NB no longer just lowest cost tender)**

Budget Oversight

- Approve and monitor annual service budgets as part of the rates setting process.

Other

- Agree relevant Service Level Agreements / Memoranda of Understanding.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation;
 - Consultation directly affects the Local Government District or its residents;
 - Consultation relates to an area for which the Council is legally competent.
- Approval for the Director, in consultation with the Chairperson and Vice Chairperson, to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee. *Will require update to Scheme of Delegation*
- Approval for the Director to consider and approve grant aid up to £1,000 should requests be in line with existing policy and should sufficient funding be available within existing budgets.
- Agree annual discretionary fee setting and any potential waivers.

5. Internal Working Groups

The internal working groups in the table below report to the Regeneration and Growth Committee. The Committee may agree to establish other working groups as required throughout the term.

Working Group	AGM/Home Committee	Number of Positions	Term
Brokerstown Road (LD1) Sub Committee (Killultagh & Lisburn South DEAs)	Regeneration and Growth Committee	2 positions Chair and Vice Chair of the day	1 year
Steering Group Coopers Mill/Millmount	Regeneration and Growth Committee	6 positions Castlereagh East DEA Members	4 years

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Regeneration and Growth Committee as required. Other external representation may be agreed as necessary throughout the term.

External Group	AGM/Home Committee	Representation within Current Term	Term
Lagan Navigation Trust	June Council Meeting	2 positions	4 years
Lagan Valley Regional Park	June Council Meeting	3 positions	4 years

Belfast-Dublin Eastern Economic Corridor	June Council Meeting	3 positions:	4 years
Belfast Region City Deal Engagement Forum	June Council Meeting	4 positions	4 years
Belfast Regional Tourism Partnership	June Council Meeting	2 positions	4 years
LDP Spatial Working Groups: a) Metropolitan Spatial Working Group b) Neighbouring Council Spatial Working Group	June Council Meeting	2 positions	1 year
NILGA Place Shaping & Infrastructure Policy & Learning Network	June Council Meeting	1 position	4 years

Agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Environment and Sustainability Committee

Terms of Reference

1. Statement of Purpose

The Environment and Sustainability Committee is a key component of Lisburn & Castlereagh City Council's corporate governance framework.

The purpose of the Environment and Sustainability Committee is to set strategic direction for the Council in relation to all matters pertaining to the Environmental Services function. These Terms of Reference summarise the core functions of the Environment and Sustainability Committee.

2. Membership

The Environment and Sustainability Committee is appointed from, and reports to, full Council. It is comprised of 15 Elected Members plus 2 ex-officio Members (Mayor and Deputy Mayor) appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Environment and Sustainability Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present."

The Environment and Sustainability Committee will meet, typically the first Wednesday of each month (except July and August) and will normally be attended by the appropriate Director/s and other officers in line with the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director/s.

4. Responsibilities

The Environment and Sustainability Committee has the following responsibilities:

Building Control and Sustainability

- Agree new street naming applications which do not meet agreed policy.

- Agree applications for a change to a street name or a second language.
- Agree and review Council's Policy in relation to the Building Control Service functions.
- Agree and review Council's Strategy and Policy in relation to Climate and Sustainability.

Environmental Health, Risk and Emergency Planning

- Approve the designation of an area for the purpose of street trading.
- Approve Entertainment Licences in premises outside the scheme of delegation.
- Agree and review Council's policy in relation to Enforcement & Regulatory Policy.
- Agree and review relevant Policies and Strategies including, but not limited to, Safeguarding, Cemeteries and Off Street Parking.
- Agree and review rules and regulations for Cemeteries.
- Agree and review the Council's Emergency Plan.

Waste Management and Operations

- Agree and review the implementation of the Council's Sub Regional Waste Management Plan and Policies.
- Agree and review the relevant Policies and Strategies including but not limited to Street Cleansing and Fleet.

Capital Programme

- Agree business cases and investment decisions in line with the capital governance process.
- Seek and agree third party funding related to capital projects.
- Monitor and evaluate outcomes of capital projects.

Procurement and Contract Management

- Note or agree procurement / tender outcomes and related contract management matters at Council level including all STA's in line with policy.

Budget Oversight

Approve and monitor annual service budgets for the Environmental Services Directorate as part of the rates setting process.

Other

- Agree business cases for Environmental Services Directorate.
- Agree relevant Service Level Agreements / Memoranda of Understanding.
- Agree annual discretionary fee setting and any potential waivers.
- Agree responses to consultations where the following conditions apply:
 - Council has power or duties;
 - Council is not prevented from taking action by other legislation;
 - Consultation directly affects the Local Government District or its residents;
 - Consultation relates to an area for which the Council is legally competent.
- Approval for the Director, in consultation with the Chairperson and Vice Chairperson,

to submit all applications for third-party grant-aid funding in furtherance of agreed programmes and corporate objectives with acceptance returning to committee.

5. Internal Working Groups

There are currently no established internal working groups. The Committee may agree to establish Working Groups as required throughout the term.

6. External Representation

The Council is represented on a number of external bodies as set out below. Outcomes are reported through Environment and Sustainability Committee as required. Other external representation may be agreed as necessary throughout the term.

External Body	AGM / First Home Committee or Council	Number of Positions	Term
Arc21	Annual Meeting of Council	3 positions	4 years
Drainage Council for Northern Ireland		1 position	4 years
Northern Ireland Local Government Partnership on Traveller Issues	June Council Meeting	1 position	1 year
Sustainable NI's All Party Group on Sustainable Development	June Council Meeting	2 positions	4 years

Agreed by Council – March 2023

LISBURN & CASTLEREAGH CITY COUNCIL

Planning Committee

Terms of Reference

1. Statement of Purpose

The Planning Committee is a key component of Lisburn & Castlereagh City Council's Corporate Governance Framework with the exception that it operates in a quasi-judicial manner with delegated authority for determining planning applications.

The purpose of the Planning Committee is to hear evidence from officers, supporters and objectors to development proposals in line with the attached Protocol for the Operation of the Lisburn and Castlereagh Planning Committee. In addition, the committee should have regard for planning precedents and appeals against their decisions. A key aspect of the committee is to continue to keep under review, and scrutinise performance of, the development management function within this Council area.

These Terms of Reference summarise the core functions of the Planning Committee.

2. Membership

The Planning Committee is appointed from the full Council who note the minutes of their determinations. It is comprised of 11 Elected Members, with no ex-officio Members, appointed to the Committee each year at the Annual Meeting of Council.

3. Meetings

The quorum for the Planning Committee is set out in Section 29.3 of the Council's Standing Orders.

"Except where authorised by statute or order by the Council, business shall not be transacted at a meeting of any Committee (except Planning) unless as least one third of the whole number of the Committee is present. In the case of Planning Committee, business shall not be transacted unless at least one-half of the whole number of the Committee is present."

The Planning Committee will meet, typically on the first Monday of each month, and will normally be attended by the appropriate Director and Head of Planning and Capital Development, and/or other authorised planning officers aligned to the agenda of the meeting.

Other special meetings can be convened as deemed appropriate by the Chair in consultation with the appropriate Director.

4. Responsibilities

The Planning Committee has the following delegated responsibilities as per the Protocol:

- Determine major planning applications

- Determine all applications made on behalf of the Council
- Determine all referred applications from the delegated planning list on the basis that the procedures set out within the attached Protocol are followed
- Hear pre determination submissions from applicants as required
- Determine applications referred by the Head of Planning and Capital Development
- Monitor and review overall performance of the planning function
- Monitor the number of enforcement notices and convictions pursued

Agreed by Council – March 2023



**Lisburn &
Castlereagh
City Council**

**Protocol for the Operation of the
Lisburn & Castlereagh City Council
Planning Committee**

Reviewed: March 2021

Effective Date: 03 May 2021

www.lisburncastlereagh.gov.uk



Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee

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PURPOSE OF THE PROTOCOL

1. The purpose of this Protocol is to outline practical handling arrangements for the operation of Lisburn & Castlereagh City Council's Planning Committee (the "Committee").
2. The Protocol should be read in conjunction with the relevant provisions of the Council's Standing Orders and the Code of Conduct for Councillors. It is not intended to replace either document.

REMIT OF THE PLANNING COMMITTEE

Development Plan

3. The Committee will have an oversight role to ensure that the Local Development Plan is monitored annually, particularly in terms of the availability of housing and land for economic development. The Committee will also need to ensure that the Plan is reviewed every 5 years, giving consideration to whether there is a need to change the Plan strategy or zonings, designations and policies.

Development Management

4. The main role of the Planning Committee in relation to development management is to consider planning applications made to the Council as the Local Planning Authority and to decide whether or not they should be approved. The Planning Committee will have full delegated authority, meaning that the decisions of the Planning Committee will not go to the full Council for ratification.

Enforcement

5. The enforcement of planning controls will be delegated to authorised Officers, with the Planning Committee receiving quarterly reports on the progress of enforcement activities.

SIZE OF THE PLANNING COMMITTEE

6. A membership and quorum, as outlined in the Council's Standing Orders, is required for the Planning Committee to convene. Business shall not be transacted unless 50% of the Members of the Committee are present.
7. The Lisburn & Castlereagh City Council Planning Committee will comprise 11 Members with no substitutions permitted.
8. The Head of Planning and Capital Development (or authorised planning officer) is expected to attend all Planning Committee meetings, in addition to Planning Officers presenting their reports.

FREQUENCY OF MEETINGS

9. In accordance with the Council's Standing Orders, Planning Committee meetings will usually be held on a monthly basis. The Planning Committee will normally meet on the first Monday in every month. The Committee shall from time to time fix its own day and hour of meeting and notify the Council. The following will be published on the Council's website at least 5 working days in advance of the meeting:
 - Committee meeting dates and times; and

- The Schedule of Applications to be determined by the Planning Committee

SCHEME OF DELEGATION

10. A Scheme of Delegation is where decision making for local applications is delegated to an appointed Officer rather than the Council, thereby enabling speedier decisions and improved efficiency. Section 31(1) of the Planning Act (Northern Ireland) 2011 requires a Council to produce a Scheme of Delegation for operation in its area.
11. The Council's Planning Scheme of Delegation relates only to applications falling within the category of **local development** as defined under regulation 2 of The Planning (Development Management) Regulations (Northern Ireland) 2015. Certain statutory restrictions that apply to the Council's Scheme of Delegation prevent certain types of applications from being delegated to Officers, thereby requiring them to be determined by the Planning Committee. These restrictions are set out in Part A of the Council's approved Scheme of Delegation.
12. The Council's Scheme of Delegation is approved by the Department for Infrastructure in accordance with Section 31 of the Planning Act (Northern Ireland) 2011.
13. In accordance with regulation 10 of the Planning (Development Management) Regulations (Northern Ireland) 2015, the Scheme is available to view on the Council's website www.lisburncastlereagh.gov.uk. A copy is also available at the Island Civic Centre, The Island, Lisburn, Co Antrim, BT27 4RL.
14. The Scheme of Delegation will be reviewed periodically to ensure that it remains current and relevant.

ENFORCEMENT

15. Planning Officers will prepare a quarterly report on the progress of formal enforcement cases which will be circulated to all Members of the Council, detailing the number of notices issued, and convictions obtained, as opposed to providing details of individual cases.

REFERRAL OF DELEGATED APPLICATIONS TO THE PLANNING COMMITTEE

Weekly List of Delegated Applications with recommendation to refuse and/or approve with objections received

16. Where applications have been delegated to Officers and the decision is to refuse planning permission, **Members of the Council** will be notified by email of the recommendation and the reason for the recommendation. If a recommendation is to approve and objections have been received, **Members of the Council** will also be notified by email of the nature of the objections and how they have been considered. If considered appropriate, Members can then request that an application be referred to the Planning Committee for determination.
17. Planning reasons explaining why the application should be determined by the Planning Committee must accompany all such requests. Members should refer to paragraphs 9 of

DMPN 15 – Councils Schemes of Delegation which offers examples of sound and appropriate reasons for referral¹.

18. In such cases, Members **must** submit a request to the Planning Unit via email to the planning@lisburncastlereagh.gov.uk inbox clearly stating the planning reason(s) for the request. A Member has 5 working days from the date of the email notification sent to Members under paragraph 16 above in which to submit a request.
19. On receipt of a request, the Chairperson (or Vice Chairperson where applicable) shall liaise with an authorised officer where the reasons provided are not considered sound or appropriate.
20. Where it is agreed that the reason(s) is not sound or appropriate, the referring Member will be advised accordingly.
21. A notification email will be issued to all Members on a weekly basis to advise which applications have been referred to Planning Committee.
22. The Head of Planning and Capital Development or authorised officer may also consider it prudent to refer a delegated application to the Planning Committee for determination. Where the authorised officer considers it prudent to refer a delegated application to Committee, the matter will be discussed and agreed with the Chairperson presiding on this application.

FORMAT OF PLANNING COMMITTEE MEETINGS

23. Lisburn & Castlereagh City Council will operate its Planning Committee in accordance with its own Standing Orders. The Schedule of Applications to be determined by the Planning Committee will be posted to the Planning Portal website 5 working days prior to the Committee Meeting.

Standard Items

24. The agenda will allow for the inclusion of the following items:
 - Notice of meeting;
 - Apologies;
 - Approval of the minutes of the previous meeting;
 - Declaration of Interests;
 - Schedule of Planning Applications;
 - Other Reports for Noting
 - Development Plan and Enforcement matters (quarterly)AOB

Committee Papers

25. All Planning Committee Members will be sent an agenda in advance of the Committee meeting. The following papers (where appropriate) will also be provided:
 - Minutes of the previous meeting for approval as a complete record;

¹ https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dmpn-15-scheme-of-delegation-v1-april-2015_0.pdf

- Schedule of Applications to be Determined (including those brought back following deferral) for consideration by the Committee;
 - Details of applications of regional significance which will have an impact upon the Council area and the Council is a statutory consultee or where it may wish to make a representation;
 - Performance Management Reports;
 - Details of Local Development Plan issues (as required);
 - Details of relevant Enforcement Matters (as required); and
 - Details of proposed Pre-determination hearings (as required).
26. A Pre-Planning Committee Meeting may be held with the Chairperson and Vice Chairperson and other officials in advance of the scheduled Committee meeting taking place.
27. Where necessary, Planning Officers will prepare an addendum report to provide Members with any relevant updates since the agenda was issued.
28. Planning Committee meetings will be open to the public except when access may be restricted in accordance with Section 42 of the Local Government Act (Northern Ireland) 2014.

Declaration of Interests

29. At the beginning of **every** meeting, Members will be asked to declare whether they have a pecuniary and/or significant private or personal non-pecuniary interest in any item on the agenda.
30. Should a Member declare such an interest they must have regard for the Members Code of Conduct and it is recommended that they leave the meeting room for the duration of that item unless they have registered to speak on the item. Members will then be invited to return to the meeting room and notified of the Committee's decision before the meeting recommences. In this circumstance the Member will be invited into the room to address the Committee and answer questions at an appropriate time.
30. Where a Member, in advance of the relevant Committee meeting, has taken a firm view on a planning application (in essence they have "pre-determined" the application) that Member should make an open declaration at the beginning of the relevant meeting and leave the meeting room for that entire item unless they have registered to speak on the item. In this circumstance the Member will be invited into the room to address the Committee and answer questions at an appropriate time.
31. Once discussions are complete, the Member(s) will be invited to return to the meeting room. Notification of the Committee decision will be provided to the Member(s) before the meeting reconvenes.

PRE-DETERMINATION HEARINGS

32. The Planning Committee has a **mandatory** requirement to hold pre-determination hearings for those major applications which have been referred to the Department for Infrastructure for call-in consideration but returned to the Council for determination. The pre-determination

hearing should be heard by the Planning Committee and the related application should be decided by the Planning Committee.

33. The Council may also hold pre-determination hearings, at their own discretion, where it is considered necessary to take on board local community views as well as those in support of the development. In deciding whether to apply discretion, Members will take into account the following:
- Relevance of the objections in planning terms;
 - The extent to which relevant objections are representative of the community, particularly in the context of pre-application community consultation and
 - The numbers of representations against the proposal in relation to where the proposal is and the number of people likely to be affected by the proposal.
34. Applicants and those who have submitted relevant representations will be afforded an opportunity to be heard by the Council before it takes a decision. When holding a pre-determination hearing, the procedures will be the same as those applied to normal Planning Committee meetings. The Planning Officer will produce a report detailing the processing of the application to date, and the planning issues to be considered. In circumstances whereby the Committee decides to hold the hearing on the same day as it wishes to consider and determine the application, the report to Members will also include a recommendation.
35. Pre-determination hearings should take place **after** the expiry of the period for making representations on the application but **before** the Committee meets to discuss the application. Whilst the Committee will endeavour to hold its pre-determination hearings out with the Committee meeting at which the application will be considered, it is recognised that this may not always be possible.

PUBLIC SPEAKING

Procedures for Public Speaking

36. The following procedures will apply to Lisburn & Castlereagh City Council Planning Committee meetings.

Registering Requests

37. Failure to comply with the following criteria will result in an invalid request to speak:
- Requests to speak should be received in writing to the Planning Unit or by email to planning@lisburncastlereagh.gov.uk no later than 12 noon on the last working day prior to the scheduled Committee meeting.
 - The request must state whether they wish to speak in support or in opposition to a planning application.
 - Requests must be accompanied with a legible written representation of no longer than two sides of an A4 page. This can be written or typically typed in a font such as Arial, minimum size 10, summarising the points to be addressed and provide supplementary information (to include, for example, photographs or otherwise) in support of their case. The written submission is not intended to replace a speaking note if a speaker wishes

to expand on the points raised in the meeting. Exceptions to this, so as to accommodate equality of access, will be at the discretion of the Chairperson.

- A contact number and/or email address must be provided to allow individuals to be invited to/participate in meetings either in person or remotely through on-line access.
- Late requests may be accepted by the Chairperson in exceptional circumstances.

Circulation of Information

38. The written representation submitted when registering to speak will be circulated to Members in advance of the Committee meeting. Any written representation received after this time will **not** be circulated unless it is agreed by the Chairperson.
39. No documentation must be circulated at the meeting to Members by speakers. If speaking remotely the sharing of any media will not be permitted.
40. MPs/MLAs and all Members may speak about an application. They will be afforded **3 minutes**. Where more than one elected representative is registered to speak for or against a proposal they are encouraged to seek areas of common ground to avoid duplication of issues and questions. Where possible elected representatives are encouraged to share the speaking time allowed.
41. Members of the public in support or objection to a proposal will be afforded **3 minutes** to speak about an application. Where more than one person is registered to speak for or against a proposal only one person from those objecting to the proposal and one person in support of the proposal will be allowed to speak.

Questions of Clarification

42. Members of the Planning Committee can seek clarification from those individuals who have addressed the Committee through the Chairperson. Members must not enter into a debate on any issue raised until the Chairperson opens the formal debate of all issues before the Committee.
43. When invited by the Chairperson, Planning Officers can address any issues raised and Planning Committee Members can question Planning Officers through the Chairperson.
44. The Chairperson may agree to accept representations outside these procedures.

COMMITTEE DECISIONS

45. The main role of the Planning Committee is to consider applications made to the Council as the Local Planning Authority and decide whether or not they should be approved.

Committee Decision Making Options

46. The Committee will discuss applications presented to it before taking a vote.
47. Where the recommendation by the officer is accepted the following options are available;
 - Approve the application with conditions as recommended;
 - Approve the application with amended conditions;
 - Refuse the application for the reasons recommended;

- Refuse the application with additional or different reasons recommended
48. Where the recommendation by the officer is not accepted the following options are available:
- Approve the application demonstrating how the relevant policy has been fully engaged with appropriate conditions in consultation with an authorised officer;
 - Approve the application with conditions to be drafted by an authorised officer and approved by Members at the next Planning Committee meeting;
 - Refuse the application with a precise reason or reasons for refusal demonstrating how the relevant policy has been fully engaged.
49. Members must be present for the complete discussion on the item otherwise they cannot take part in the debate or vote on that item.
50. The Chairperson of the Planning Committee has a casting vote.

Decisions Contrary to officer recommendation

51. The decision as to whether planning permission should be approved or refused lies with the Committee. The views, opinions and recommendations of Planning Officers may on occasion be at odds with the views, opinions or decision of the Planning Committee or its Members. This is acceptable where planning issues are finely balanced.
52. The Committee can accept or place a different interpretation on, or give different weight to the various arguments and material considerations.
53. If the Committee is minded to make a decision contrary to Officer recommendation in accordance with paragraph 48 then:
- The proposer of the motion to go against the Planning Officer's recommendation, or the Chairperson, should state the planning reasons for the proposed decision before a vote is taken. The reasons should be clear, necessary, reasonable and be based on material planning considerations;
 - The Authorised Planning Officer present at the meeting should be given the opportunity to comment upon whether the proposed reasons for the decision are valid and, if an approval is proposed, to recommend appropriate conditions;
 - A detailed minute of the Committee's reasons for departing from the recommendation should be taken and a copy placed on the application file.

Appeal contrary to officer recommendation

54. In the event of an appeal against a refusal of planning permission contrary to Officer recommendation, the Committee should decide who should attend the appeal to defend the decision. The following options are available:
- Members who proposed and seconded a motion to refuse contrary to Officer recommendation may be called as Council witnesses; and
 - Different Planning Officers from those who made the original recommendation and/or decision making process may be used.

Decisions Contrary to Local Development Plans

55. Councils are required by the Planning (Notification of Applications) Direction 2017 to formally notify the Department where they are minded to grant planning permission for certain types of application.

56. The direction restricts the grant of planning permission and requires a council to send information to the Department.
57. The schedule attached to the notification direction sets out the following circumstances when councils should notify the Department.
 - A major development application which would significantly prejudice the implementation of the local development plans objectives and policies;
 - A major development application which would not be in accordance with any appropriate marine plan adopted under the Marine Act (Northern Ireland) 2013; or
 - A government department or statutory consultee has raised a significant objection to a major development application.
58. If a Committee Member proposes, seconds or supports a decision which is contrary to the Local Development Plan or which will significantly prejudice the implementation of the Local Development Plan's objectives and policies, they will need to provide valid planning reasons to justify their decision and/or clearly explain why their decision will not significantly prejudice the implementation of the Local Development Plan's objectives and policies.
59. If the decision would significantly prejudice the implementation of the current and/or emerging Local Development Plan's objectives and policies then the Planning Officer must be given the opportunity to comment on the reasons provided by Members under paragraph 58 above and on whether the decision requires referral to the Department for Infrastructure.
60. The reasons for any decisions which are made contrary to the Local Development Plan will be formally recorded in the minutes and a copy placed on the application file.

DEFERRALS

61. The Planning Committee can decide to defer consideration of an application to a future meeting for the following reasons:
 - For further information;
 - Further negotiations; and/or
 - For a site visit.
62. Members should be aware that deferrals will inevitably have an adverse effect on processing times, and therefore should be an exception. Deferral of a decision to a later Committee meeting can, however also be used to allow time for reflection, where the Committee is minded to refuse a proposal against officer recommendation. This can allow time to reconsider, manage the risk associated with the action, seek legal advice and ensure that Planning Officers can provide additional reports and draft reasons for refusal.

SITE VISITS

63. It is important that requests for site visits are handled in a consistent and organised manner, and that administrative and procedural arrangements on site are understood. The reasons for a site visit should be clearly stated and minuted.
64. Site visits form part of the meeting of the Planning Committee and Members intending to declare a pecuniary and/or significant private or personal non-pecuniary interest in an application or who have pre-determined an application should not attend the site visit. As minimum, those Members who proposed and seconded the site visit should make every

effort to attend, so that they understand the issues when the matter is considered at the following Planning Committee meeting. If a Member is unable to attend as site visit they should give consideration to their ability to participate in the decision making process when the item is returned to a later meeting.

Arranging a site visit

65. Where a site visit is deemed to be required by Members, the site visit will be carried out in accordance with relevant legislation and guidance in place at the time of the site visit.
66. A Planning Officer will contact the applicant/agent to arrange access to the site. Invitations will be sent to Members of the Planning Committee. Only Members of the Planning Committee, Planning Officers and Council Officials will be permitted to attend the site visit.
67. The full Planning Committee should attend unless there are good reasons not to.
68. It is important for the integrity of the planning process that Planning Committee Members do not carry out their own unaccompanied site visits.
69. A record of the date of the site visit, attendees and any other relevant information will be retained.

Site Visit Procedure

70. The Chairperson of the Planning Committee will oversee the conduct of site visits. They will start promptly at the time notified to Members and interested persons. At the request of the Committee Chairperson, the Planning Officer may be invited to describe the proposal to Members. Whilst Committee Members will be expected to be familiar with the Planning Officer's report, plans/drawings may be used where necessary.
71. The Planning Officer may indicate 'matters of fact' in relation to the proposal and surrounding land which Members can then take account of. Through the Committee Chairperson, Members can ask the Planning Officer for factual clarification on any planning matter relating to the proposal or surrounding land, such as distances to adjoining properties or the location of proposed car parking.
72. At no time during the site visit should Members debate the merits of the planning application. To do so out with the Planning Committee meeting might imply that Members had made their minds up.
73. At no time during the site visit should the applicant, their agent, any objector or any other Member of the public be allowed to address Members. The public right to address the Planning Committee does not arise until the item is reached on the Committee agenda.
74. In order to assist Members to retain their objectivity, they should keep together in one group with the Chairperson, Planning Officers and Council Officials and should avoid breaking away into smaller groups. Once the site visit is concluded, Members should leave the site promptly.

Record Keeping

75. The Council will keep a record of Member's attendance at the site visit.
76. The record will be presented to the next meeting of the Planning Committee scheduled to discuss the particular application.

REVIEW OF DECISIONS

77. Best practice suggests that in order to assess the quality of decision making, Members should inspect a sample of implemented planning decisions on an annual basis.
78. Lisburn & Castlereagh City Council's Planning Committee will on an annual basis inspect a sample of implemented planning decisions to assess the quality of the decision making.
79. In addition, to give assurances that the Scheme of Delegation is operating effectively, this inspection will also include a sample of decisions delegated to officers.

LEGAL ADVISER

80. The Lisburn & Castlereagh City Council Planning Committee will have access to legal advice on planning matters at each of its meetings.

REVIEW OF PROTOCOL

81. The reform of local government saw the majority of planning functions transfer to Local Councils in April 2015. This Protocol will therefore be monitored and procedures reviewed as necessary to ensure that they remain current and relevant to the operational needs of the Lisburn & Castlereagh City Council Planning Committee.

TRAINING

82. A Member shall not participate in decision making at meetings of the Planning Committee if they have not attended the training prescribed by the Council.
83. Members of the Planning Committee shall also endeavour to attend any other specialised training sessions provided, since these are designed to extend the knowledge of the Member on planning law, regulations, procedures and development plans and to generally assist the Member in carrying out their role properly and effectively.

Committee:	Corporate Services Committee
Date:	13 March 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Decision
Subject:	Review of Policy on Invitations to Civic Functions, Visits and Council Events

1.0	<p><u>Background and Key Issues</u></p> <p>The Policy on Invitations to Civic Functions, Visits and Council Events was last revised in January 2020 – policy attached at Appendix 1. This policy now requires review to ensure our events remain inclusive and diverse.</p> <p>As part of the review, a standard programme of annual events would be produced to help reduce reporting requirements to Committee.</p> <p>It is proposed that an Elected Member Focus Group is established to inform the development of the new policy (one Member per party including independent Members) plus relevant officers.</p> <p>The draft Terms of Reference are attached at Appendix 2.</p>	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members:</p> <ul style="list-style-type: none"> • Note the planned review of the Policy on Invitations to Civic Functions, Visits and Council Events. • Agree to establish an Elected Member Focus Group in line with the Terms of Reference at Appendix 2. • Provide party nominations to the focus group to the Acting Member Services and PCSP Manager by 27 March 2024. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Expenditure relating to agreed civic events will be met through the Civic and Ceremonial budget.</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?	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out</p> <p>The reviewed policy when finalised will be subject to an equality and good relations screening.</p>	
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 Needs Impact Assessment will be considered when the reviewed policy has been finalised.	
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Appendices:	Appendix 1 - Policy on Invitations to Civic Functions, Visits and Council Events Appendix 2 – Terms of Reference for Elected Member Focus Group
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LISBURN & CASTLEREAGH CITY COUNCIL**POLICY ON INVITATIONS TO CIVIC FUNCTIONS, VISITS
& COUNCIL EVENTS****Version Control**

Versio n	Date	Author / Amendments	Status
5.0	June 2017	CS Committee agreed	Ratified by Council 27.06.17
5.1	January 2020	PCSP/Member Services Manager / Amendments to S 8	Ratified by Council 28.01.2020

1. Introduction

The Council organises and hosts a number of civic functions and events each year. In addition the Council invites dignitaries and other high profile visitors to the Council area. The purpose of this policy is to outline the protocol to be followed.

It is important that any Council expenditure is appropriate, justifiable and proportionate. In accepting any invitation, the Committee and/or Council must be mindful of the provisions of the Code of Conduct.

All civic events must have Committee or Council approval.

All invitations to the Mayor must be sent to the Mayor's Secretary in the first instance.

In respect of invitations to MPs and MLAs, dependent on the geographical location of the event, consideration should be given to issuing invitations to MLAs for that area and, where there is uncertainty, clarity be sought from the Mayor and Party Group Leaders Forum.

2. Related Policies

This policy should be read in conjunction with the following related Council policies:-

- Code of Conduct
- Advisory Note Office of Mayor
- Photographic and Public Relations Protocol

3. Role of the Mayor

The Mayor will, as a matter of course, receive guests and preside at civic functions. At such functions, he/she will have precedence except when a member of the Royal Family and/or Her Majesty's Lord Lieutenant are in attendance.

At other Council functions, the Mayor should be seated at the top table and if he/she is to speak, he/she should speak early in the engagement.

The Mayor shall have precedence in all places in the City Council area, except in the company of Royalty, or Her Majesty's Lord Lieutenant, who would then take precedence.

4. Events

The Council organises a number of events each year. These can be classified as follows:-

Major Civic Function – This refers to a function/event of major importance of which affects the whole of the Council area (for example – Freedom of City, Mayor's Annual Installation Dinner). This is organised through the Central Support Services Unit who will be responsible for sending out invitations for this event. Progress on

these will be reported through the Corporate Services Committee or its successor committee.

- All Members and their spouses/guests will be invited
- The Chief Executive and Director's and their spouses/guest will be invited
- Her Majesty's Lord Lieutenant
- High Sherriff
- Freemen of the City
- MP
- MLAs

Other invitations will be decided by the Mayor in consultation with the Chief Executive or Director/Head of Service responsible for organising the event and with the outside body where appropriate.

Invitations will be issued by Central Support Services in the name of the Mayor.

Smaller Event/Function - this refers to a function/event which falls clearly within the responsibility of a Committee or which is specific to one particular area of the City.

The Mayor, the Deputy Mayor, the Vice Chairman of the relevant Committee and the members of the Committee or Members from the DEA (whichever is appropriate) only will be invited.

The Chief Executive and Directors will also be invited.

Other invitations will be decided by the Committee Chairman in consultation with the Chief Executive and/or Director responsible for the event and the outside body, where appropriate.

The invitations for these events will be sent out the Department responsible in the name of the Committee Chairman. However in cases where the Mayor and the relevant department, agreed joint funding of the event, the invitations for these events will be send out by the Mayor's Office, in the name of the Mayor and the relevant Committee Chairman.

In cases where the function/event is being part funded by the Mayor, then the invitations will be sent out in the name of the Mayor and the Committee Chairman.

5. Royal Visits

These usually take 2 forms:-

(a) Visit by a Member of the Royal Family to the City Council area

As Hillsborough Castle is located within the Lisburn and Castlereagh City Council area, there is at least one formal occasion (garden party) to which the Mayor and Chief Executive are invited. During a Royal Visit, the Principal is accompanied at

all times by Her Majesty's Lord Lieutenant who will introduce the Mayor and guest and Chief Executive and Guest.

Prior to such visits, the NIO will advise the Council if they can invite guests and provide guidance on this. It is a matter for the Mayor to decide on these guests, in consultation with the Chief Executive and in accordance with the guidance issued by the NIO.

(b) Visit by a Member of the Royal Family to a Council Facility

The details of this visit will be a matter for the NIO who will discuss with the Chief Executive and the Mayor.

The event will be co-ordinated by the Mayor, Chief Executive and Central Support Services.

Subject to discussions with the NIO, invitations will be issued, in the name of the Mayor to:-

- Chief Executive and spouse/guest
- All Members and their spouses/guests
- High Sherriff
- MP
- MLAs

Other guests in keeping with the nature and purpose of the visit and in accordance with guidance/requirements issued by NIO.

During a Royal Visit, the Principal is accompanied at all times by Her Majesty's Lord Lieutenant who will introduce the Mayor and guest and Chief Executive and spouse/guest. The Mayor and Chief Executive will accompany the Principal at all times during the visit to the Council facility.

In advance of the visit, the Head of Service (Marketing and Communications) will liaise with the NIO press office and co-ordinate arrangements for media and publicity.

6. Visits to the Council

There are occasions where the relevant Committee organises visits to the Council area e.g. economic development/tourism, Britain in Bloom.

The format and itinerary for such visits are a matter for the Committee Chairman in consultation with the Director.

The itinerary must provide that the Mayor as the first citizen should formally welcome the visitors to the City Council area.

7. Overseas visits agreed by Council

There are occasions where the relevant Committee agrees to organise an overseas visits (outside of Northern Ireland) by a Council delegation e.g. economic development/tourism, Britain in Bloom.

The format and itinerary for such visits are a matter for the Committee Chairman in consultation with the Director. The Mayor as the first citizen must be invited to participate in such visits. The relevant Officer should liaise with the Mayor's secretary at the earliest opportunity.

8. Invitations Received from Outside Groups

When an invitation is received by the Council from an outside group the following process should be applied:

Any invitation that relates to the specific remit of a Standing Committee should be brought to that Committee for consideration. Following approval, invitations will be sent out by the Department responsible in the name of the Committee Chairman.

If an invitation relates to or includes an invitation to all Members and is not specific to the remit of any of the Standing Committees, the invitation should be brought to Council for consideration. Following approval, invitations will be sent out in the name of the Mayor, by the Mayor's Secretary.

If during the consideration process, details of which should be included in the Officer's report, the Committee/Council decides it is appropriate to support the event, the type of support being provided should be specified. If attendance at an event has been agreed, nominees should, as far as possible, also be identified at this point.

Examples of the type of support, the protocol regarding which Members should be invited and other factors to be considered have been outlined in the guideline attached (**Appendix 1**).

9. Invitations received by the Mayor from Outside Groups

The Mayor will receive invitations for Council representation at outside functions and the invitations will be at the discretion of the Mayor but should include the appropriate Chairman of Committee if applicable.

The Mayor in consultation with the Chief Executive or relevant Director will agree on Officer representation if any.

Invitations will be sent out in the name of the Mayor, by the Mayor's Secretary for these events.

10. Council organised public events

The Council organises numerous public events. The relevant Department should ensure that the Mayor's Secretary is made aware of these events as soon as they are scheduled. The Mayor's Secretary will discuss with the Mayor and advise the appropriate Department if the Mayor will/will not attend.

All Members of Council should also be made aware of such events.

11. Mayoral Functions

The Mayor will organise appropriate receptions with expenditure incurred through the Mayor's budget. Invitations for these will be at the discretion of the Mayor.

Any Officer's attendance will be agreed by the Mayor in consultation with the Chief Executive or relevant Director.

The Mayor's Secretary (or nominee) will attend functions as appropriate.

12. Other Events

The Council organises meetings, workshops, conferences on an ongoing basis which relate to specific projects or initiatives of the relevant committee. The format, programme and Chairmanship of these are a matter for the Chairman of the Committee in consultation with the Chief Executive or relevant Director. The Mayor's Secretary should be informed of the date and time, and should discuss with the appropriate Officer what, if any, formal role the Mayor should have.

Appendix 1

Guidelines for considering Invitations Received from Outside Groups

When an invitation is received by the Council from an outside group the following process should be applied:

- (a) Any invitation that relates to the specific remit of a Standing Committee should be brought to that Committee for consideration;
- (b) If an invitation relates to or includes an invitation to all Members and is not specific to the remit of any of the Standing Committees, the invitation should be brought to Council for consideration.

Before formal consideration is given to any request, Officers should ensure that the outside group has provided a range of support options available to the Council and these options should be included in the report provided to Members.

Support may take the form of either monetary or non-monetary assistance and may include the following examples;

- (a) Sponsorship of materials required for an event; e.g. placing an advertisement in an official programme, sponsoring a menu card etc.;
- (b) Promoting an event through Council resources (where appropriate) e.g. through Social Media pages, email to all Councillors and/or staff, provision of particular equipment – in line with the relevant Policy owned by Leisure and Community Wellbeing Directorate.
- (c) A monetary donation to assist the outside group with an event, usually in lieu of attendance by Council Members or staff;
- (d) Councillors/Officers attending an event, either in part or in its entirety e.g. a networking session, pre-event launch, a seminar, a fundraiser charity concert or dinner.

Any invitation considered at Council or Committee should be presented in a report for Members consideration. For the purposes of audit, any invitation that has been recommended to be accepted, should have a clear and justifiable reason which is directly linked to the work of the Council e.g. to an aim, value or strategy of the organisation. If an invitation does not meet this criteria then the Council should discuss if it may be appropriate for the outside organisation to offer a level of non-monetary assistance.

All decisions relating to the Council supporting an event should be clearly recorded in the minute of the meeting.

If the Council or Committee recommends to 'take a table' at an event, then the minute should read "that the Council has agreed, depending on availability of Councillors, to purchase a number of places at a table, up to a maximum of one table". Only once attendees have confirmed his/her availability should any places be booked.

In order to encourage early receipt of invitations, any request received at least two months in advance of the event taking place will be more favourably considered with those considered with less than two months, more likely to receive non-monetary support only.

(a) Considered by Standing Committee:

When a Standing Committee considers an invitation and decides it is appropriate to support an event, the level of support should be identified during that Committee meeting with all relevant details and rationale being included in the minute of the meeting. The Director will remind the Chairman in advance of the meeting and include a prompt in the speaking notes that a clear decision relating to this item must be taken at the meeting.

If the Committee considers this request and feels it is appropriate to be represented at this event, where possible, the maximum number of places that should be booked will be agreed at that meeting (subject to Council ratification) and places will be offered to the following persons (listed in preference depending on level of representation required):

1. The Chairman of any relevant Standing Committee
2. The Vice-Chairman of any relevant Standing Committee
3. An Alderman/Councillor of the Standing Committee
4. An Alderman/Councillor of the Council

The Right Worshipful, the Mayor has the prerogative to attend any event in his/her official capacity. Where appropriate this may be extended to include the Deputy Mayor.

If required, an invitation will also be issued to the Chief Executive (or nominee) or an Officer from the relevant Department.

As far as practicable, only once attendees have confirmed his/her availability should any places be booked.

When it is necessary to issue invitations to Members, these invitations will be sent out by the Department responsible in the name of the Committee Chairman. The name and date of the event, as well as a list of Members attending, should be provided to the Member Services Unit for information purposes.

All requests should be registered in line with relevant policies including the Council's Gifts and Hospitality Policy.

(b) Considered by Full Council:

When the Council considers an invitation and decides it is appropriate to support an event, the level of support should be identified during that Council meeting with all relevant details and rationale being included in the minute of the meeting. The Chief Executive will remind the Mayor in advance of the meeting and include a prompt in the speaking notes that a clear decision relating to this item must be taken at the meeting.

If the Council feels it is appropriate to be represented at this event, where possible the maximum number of places that should be booked will be agreed at the Council meeting and the places will be offered to the following persons (listed in preference depending on level of representation required):

1. The Right Worshipful, the Mayor
2. The Deputy Mayor
3. The Chairman of any relevant Standing Committee (if applicable)
4. The Vice-Chairman of any relevant Standing Committee (if applicable)
5. An Alderman/Councillor of the relevant Standing Committee (if applicable)
6. An Alderman/Councillor of the Council

If required, an invitation will also be issued to the Chief Executive or nominee.

If the Council decides that there should be cross party representation at an event, the Mayor and the Deputy Mayor have the option of attending in their official role with their Party being offered an additional place. Nominees from the Political Parties should be sought during that meeting and only after confirmation has been received from these Members should the Council make any financial commitment in this regard.

Depending on the nature of the invitation, it may be appropriate that individuals are asked to attend for a particular reason e.g. the Council's Diversity Champion may wish to attend an event or representatives from local businesses.

As far as practicable, only once attendees have confirmed his/her availability should any places be booked.

When it is necessary to issue invitations to Members, these will be sent out in the name of the Mayor, by the Mayor's Secretary for these events. The name and date of the event, as well as a list of Members attending, should be provided to the Member Services Unit for information and validation of expenses purposes.

LISBURN & CASTLEREAGH CITY COUNCIL

Members' Focus Group Draft Terms of Reference

Background

The Council's Policy on Invitations to Civic Functions, Visits and Council Events was last revised in January 2020.

To ensure the Council's activities remains up to date, inclusive and representative of all citizens, a review of the policy is required.

Scope

The Focus Group is not a formal working group. It is a consultative forum to assist with:

- Reviewing the current Policy on Invitations to Civic Functions, Visits and Council Events;
- Agreeing the standard programme of annual civic events; and
- Developing a new Civic Events Policy and other associated policies.

Governance

The outcomes of the Focus Group will be reflected in reports which will come forward to the Corporate Services Committee for consideration.

Membership

- One representative from each political party, including Independents.
- Acting Member Services/PSCP Manager
- Administration Manager
- Relevant officers from appropriate teams as necessary

Meetings

It is anticipated there will be a limited number of meetings of the Focus Group which will be convened on an ad hoc basis. The group will cease meeting when the policy has been agreed.

Committee:	Corporate Services Committee
Date:	13 March 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 second meeting on 21 February. 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 20 March 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 21 February 2024. • Note the progress update in relation to the planned activities. 	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Expenditure relating to agreed civic events will be met through the Civic and Ceremonial budget.</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?	In progress
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out</p> <p>The reviewed policy when finalised will be subject to an equality and good relations screening.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	In progress
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out.</p> <p>A rural Needs Impact Assessment will be considered when the reviewed policy has been finalised.</p>	

Appendices:	Appendix 1 – Minutes of DDay 80 Working Group 21 February 2024 Appendix 2 – Programme Update Tracking Document
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Lisburn & Castlereagh City Council D Day Working Group Meeting 21st February 2024 Minutes	
In Attendance	<ul style="list-style-type: none"> • Chair of D Day Working Group, Alderman Hazel Legge • Chair of Communities and Wellbeing, Councillor Thomas Beckett • Councillor Gary Hynds • Councillor Aaron McIntyre • Councillor Pat Catney • HOS, Corporate Communications and Administration • Administration Manager • Civic Events Officer • Acting Arts Service Manager • Events Admin Apprentice • Admin Assistant CC&A • Communications Assistant • Communications Officer
1.	<p>Welcome & Introduction</p> <p>Chairperson Ald Legge welcomed all attendees to the meeting of the working group and opened proceedings.</p> <hr/> <p>Member Apologies</p> <ul style="list-style-type: none"> • Mayor, Cllr Andrew Gowan • Chair of Corporate Services, Alderman Owen Gawith • Cllr Brian Higginson
2.	<p>Officer Update</p> <p>SK provided the group an overview of the programme that was agreed by CSC, discussing actions required for each as below:</p> <ul style="list-style-type: none"> • 3 Council Flower Beds incorporating D Day theme <ul style="list-style-type: none"> – A budget of £2,500 is now agreed – GL is the lead officer and will finalise arrangements before the end of March 2024 • D Day 80 Grant Fund Programme <ul style="list-style-type: none"> – A budget of £35,000 was agreed, for an allocation of £500 max per applicant – LW confirmed that applications would open W/C 4th March 2024 and end on 22nd March for the programme. • Comms Campaign <ul style="list-style-type: none"> – KG and BB will manage the Comms campaign and development of promotional webpage – details to be brought to next meeting • City Centre Screening of Footage <ul style="list-style-type: none"> – Planned to occur during the day of the 6th June

	<ul style="list-style-type: none"> - This is to be done within existing budgets - SK will contact PA and PMcC • Museum Activities <ul style="list-style-type: none"> - SK will contact PA, per the prior entry - This is to be done within existing budgets, with PA to determine a schedule of events • Period Themed Tea Dance <ul style="list-style-type: none"> - PMcC to update group in relation to this event at next meeting - An exact date is not yet confirmed, but it is to happen W/C 3rd June, prior to the Beacon Lighting event - A budget of £2,000 has been allocated for this event • Social Media Campaign for Local WW2 Stories <ul style="list-style-type: none"> - KG to coordinate this campaign, Mayor's Office and VMcC to collaborate in issuing letters from the Mayor to local families with WW2 involvement - This is to be done within existing budgets • Beacon Lighting Event <ul style="list-style-type: none"> - A budget of £16,000 - £18,000 had been agreed for this event - Format was broadly discussed. <ul style="list-style-type: none"> ▪ Location will be Castle Gardens - Light refreshments are to be provided for Members and VIPs at LVI prior to move to Castle Gardens - SK is to investigate the capacity of Castle gardens and any implications this has from a Health & Safety perspective - Appropriate educational and entertainment are to be put on in castle gardens during the day if feasible - FB noted that historical displays from re-enactment or museum groups may be appropriate and to be scoped - Ald Legge requested confirmation from FB of involvement from The Band Of The Royal Irish Regiment in the event <ul style="list-style-type: none"> ▪ FB awaiting confirmation of their availability for the event, but has noted they may be available for an additional performance earlier in the week ▪ FB suggested this may allow their potential participation in another of the events prior to the beacon lighting
3.	<p>Members' Comments</p> <p>The Members made a number of points in relation to each element of the programme, which are outlined below:</p> <ul style="list-style-type: none"> • 3 Council Flower Beds incorporating D Day theme <ul style="list-style-type: none"> - A request was made to consider a flower bed beside the war memorial in Hilden <ul style="list-style-type: none"> ▪ It was noted that the existing locations were chosen for their coverage of the entire Council area ▪ If budget permits, further locations for LCCC flower beds will be explored • D Day 80 Grant Fund Programme

	<ul style="list-style-type: none"> - Reference was made to ensuring an inclusive approach with involvement of groups and individuals from all backgrounds. • Museum Activities <p>It was suggested that schools from the council area could be invited to participate in educational events in line with current school curriculum</p> <ul style="list-style-type: none"> ▪ Concerns were raised that schools may not have necessary budget to transport students to events ▪ A proposal for Zoom workshops for schools was posed as one alternative • Social Media Campaign for Local WW2 Stories <ul style="list-style-type: none"> - It was suggested that information be gathered from war memorials within the Lisburn & Castlereagh area <ul style="list-style-type: none"> ▪ SK noted that Central Support may potentially hold records of these memorials, and will investigate • Beacon Lighting Event <ul style="list-style-type: none"> - It was suggested that schools be asked to provide some of the entertainment <ul style="list-style-type: none"> ▪ It was noted that efforts should be made to invite schools from different areas, Integrated and Maintained schools and Special Education schools ▪ Friends school, Dundonald High School, Beachlawn, Lagan Integrated College and St Joseph’s Primary School, Lisburn were agreed as potential partners – FB to raise with Mayor - In relation to historical displays from re-enactment or museum groups, some suggestions were made by members <ul style="list-style-type: none"> ▪ Ulster Military Vehicles Club ▪ War Years Remembered ▪ Ulster Aviation Society - It was suggested that churches in the council area could ring their bells at the time of the beacon lighting. <ul style="list-style-type: none"> ▪ Concerns were raised that this may not be in keeping with the nature of the commemoration ▪ SK to review the guidance
<p>4.</p>	<p>AOB</p> <p>No other business was raised or discussed</p>
<p>5.</p>	<p>Date and Time of next meeting: Wednesday 20th March, 14:00 loc TBD</p>

Appendix 1 D Day 80th Anniversary Programme - June 24					
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. Designers working up the shape and design.
DDay 80 Grant Fund Programme	04/03/2024	£35,000	Angela McCann	Ongoing	Grant scheme launched on 4th March. Closing date is 22nd March. Launch comms issued. Members of the Working Group will be invited to attend various events and follow up PR activities will be planned.
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	Details tbc - museum sourcing footage.
Museum exhibition	tbc	existing budgets	Paul Allison	Ongoing	Talks on two topics are currently being planned.
Museum talks	30/05/24-07/06/24	existing budgets	Paul Allison	Ongoing	DDay Display in Museum currently being planned to run from 30th May - 7th June.
Period themed tea dance	06/06/2024	£2,000.00	Paul McCormick	Ongoing	Tea dance in planning 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/Angela McCann	Ongoing	Agreed location is Castle Gardens. Format agreed by Working Group. Involvement of traders being considered.

Committee:	Corporate Services Committee
Date:	13 March 2024
Report from:	Head of Corporate Communications and Administration

Item for:	Noting
Subject:	Review of Roles and Responsibilities of Councillors

	<p><u>Background</u></p>
1.0	Attached at Appendix 1, is the terms of reference for an independently led review of the roles and responsibilities of Councillors provided by the Department for Communities.
1.1	A panel has been established to take forward this work and has requested to meet with Councillors.
1.2	<p><u>Key Issues</u></p> <p>It has been recommended that the review makes recommendations on the system and level of allowances which would be available to councillors taking into consideration the role and responsibilities of councillors since April 2015 and schemes of remuneration for councillors in other jurisdictions in Britain and Ireland. This should include:</p> <ul style="list-style-type: none"> • Allowances (basic, attendance and special responsibility) • Chair & vice chair allowances • Dependants' carers' allowance • Pension scheme • Severance scheme • Travel & Subsistence • Maternity/Paternity and Long-Term Sickness • Range of members services and support
1.4	If Members would like to engage in this process, please contact the Acting Member Services/PSCP Manager by Wednesday 20 March. Your details will be passed on to the panel who will make contact to arrange your participation.
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members agree to:</p> <ul style="list-style-type: none"> • Note the contents of this report. • Contact the Acting Members Services/PSCP Manager by Wednesday 20 March to confirm participation.
3.0	<p><u>Finance and Resource Implications</u></p> <p>Any costs associate with Member travel to or from meetings will be met.</p>

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 Department for Communities initiative.	
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 Department for Communities initiative.	

Appendices:	Appendix 1 – Terms of Reference for the Review of Councillors Roles and Responsibilities
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TERMS OF REFERENCE FOR REVIEW OF THE ROLES AND RESPONSIBILITIES OF COUNCILLORS

In December 2021, Minister Hargey agreed that a further independently led review of the roles and responsibilities of councillors is now timely.

On the 1st May 2013, a Councillors' Remuneration Panel for NI, comprising a chairperson and four members, was set up to consider allowances for councillors, from June 2014 - March 2015 (Shadow Period) and from 1st April 2015 and beyond.

The Panel was asked to consider and make recommendations on:

- The system and level of allowances which would be available to councillors from 1 April 2015 taking into consideration the role and responsibilities of councillors post-reform, the proposed new governance arrangements (particularly in relation to Special Responsibility Allowances) and schemes of remuneration for councillors in other jurisdictions in Britain and Ireland;
- The system of remuneration /allowances which would apply for a council chairperson and vice-chairperson; and
- The allowances which would be payable to councillors during the shadow period.

The Panel submitted its report to the DOE Minister (Mark H Durkan) on the 1 November 2013, making ten recommendations. The DOE Minister considered the recommendations made by the panel in conjunction with the views of the Political Reference Group for the Local Government Reform Programme and also representations made to him by the groups including the National Association of Councillors.

Prior to the review in 2013, on 11 October 2004 the then Secretary of State agreed that there should be an independent review of councillors' remuneration in NI. On 1 March 2005, the then Minister with responsibility for local government announced that

she was setting up a working group to conduct the review. The remit of the working group was to make recommendations to the Minister on the options for a system of remuneration for councillors in NI taking into consideration schemes of remuneration in other jurisdictions in the UK and Ireland. The final report was published in June 2006.

It is proposed that the 2023 independently led review of the roles and responsibilities of councillors should make recommendations on:

- The system and level of allowances which would be available to councillors taking into consideration the role and responsibilities of councillors since April 2015 and schemes of remuneration for councillors in other jurisdictions in Britain and Ireland. This should include:
 - Allowances (basic, attendance and special responsibility)
 - Chair & vice chair allowances
 - Dependants' carers' allowance
 - Pension scheme
 - Severance scheme
 - Travel & Subsistence
 - Maternity/Paternity and Long-Term Sickness
 - Range of members services and support

A working group will be appointed to take forward the review and membership will be as follows:

- Independent chair
- NAC representative
- NILGA representative
- NICVA representative
- ICTU representative
- NI Chamber of Commerce representative
- Independent member
- DfC Official

Committee:	Corporate Services
Date:	13 th March 2024
Report from:	Head of Finance

Item for:	Noting
Subject:	Treasury Outturn Quarter 3 2023/2024

1	<u>Background and Key Issues</u>
1.1	In February 2023, to comply with the requirements of the Local Government Finance Act (NI) 2011, Council approved the annual Treasury Management Strategy and associated Prudential Indicators for the financial year 2023/2024.
1.2	The attached reports on the Prudential and Treasury Indicators 2023 details the Council's performance against the indicators approved for 2023/2024 for up to 31 st December 2023.
1.3	The key issues arising from the 9 months up to and include December 2023 year are: <ul style="list-style-type: none"> • Total spend on Capital Projects in the first half of the year amounted to £7.2m. • Both the Operational Boundary and the Authorised Borrowing Limit were deemed adequate for the year. • No new loans or finance lease agreements have been entered into in the 2023/2024 financial year so far • The balance of external loans at 31st December 2023 was £20.58m. • As at 31st December 2023, the Council's short term investments (held in various institutions) were £15.41m. • The Treasury Indicators remain within the approved limits during the year.
1.4	The Council continues to receive Treasury Management advice from its professional advisor, Arlingclose.
2.	<u>Recommendation</u> It is recommended that Members note the information contained in the report.
3.	<u>Finance and Resource Implications</u> <ul style="list-style-type: none"> • As highlighted above
4.	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>

	Has an equality and good relations screening been carried out?	No
	Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out This is a financial report for noting only.	
	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
	Brief summary of the key issues identified and proposed mitigating actions or rationale why the screening was not carried out. This is a financial report for noting only.	

Appendices:	Q3 2023/2024 Treasury Report Q3 2023/2024 Prudential Indicators
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Treasury Management Report Q3 2023/24

Lisburn and Castlereagh City Council

Introduction

In February 2023 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Council to approve treasury management semi-annual and annual reports. This quarterly report provides an additional update.

This report includes the new requirement in the 2021 Code, mandatory from 1st April 2023, of quarterly reporting of the treasury management prudential indicators. The non-treasury prudential indicators are incorporated in the Council's normal quarterly report.

The Council's treasury management strategy for 2023/24 was approved at a meeting in February 2023. The Council has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Council's treasury management strategy.

External Context

Economic background: UK inflation rates finally started to decline, mirroring the sharp but earlier drop seen in the Eurozone and US. Despite the fall, the Consumer Price Index (CPI) remained substantially in excess in the Bank of England's (BoE) 2% target, at 3.9% for November 2023. Market expectations for further rises in Bank Rate fell from October through to year end, indicating that the 5.25% level reached in August 2023 was indeed the peak for Bank Rate.

Economic growth in the UK remained weak over the period, edging into recessionary territory. In calendar Q3 2023, the economy contracted by 0.1%, following no change in Q2. Monthly GDP data showed a 0.3% contraction in October, following a 0.2% rise in September. While other indicators have suggested a pickup in activity in the subsequent months, Q4 GDP growth is likely to continue the weak trend.

July data showed the unemployment rate increased to 4.2% (3mth/year) while the employment rate rose to 75.7%. Pay growth edged lower as the previous strong pay rates waned; total pay (including bonuses) growth was 7.2% over the three months to October 2023, while regular pay growth was 7.3%. Adjusting for inflation, pay growth in real terms were positive at 1.3% and 1.4% for total pay and regular pay respectively.

Inflation continued to fall from its peak as annual headline CPI declined to 3.9% (down from 4.6%) in November 2023. The largest downward contribution came from energy and food prices. The core rate also surprised on the downside, falling to 5.1% from 5.7%.

The BoE's Monetary Policy Committee held Bank Rate at 5.25% throughout the period, although a substantial minority continued to vote for a 25 basis point rate rise. The Bank continues to tighten monetary policy through asset sales, as it reduces the size of its balance sheet. Financial market Bank Rate expectations moderated over the period as falling inflation and weakening data showed that higher interest rates were working in the UK, US, and Eurozone.

Following the December MPC meeting, Arlingclose, the Council's treasury adviser, maintained its central view that 5.25% is the peak in Bank Rate. Short term risks are broadly balanced, but over

the remaining part of the time horizon the risks are to the downside from economic activity weakening more than expected.

The lagged effect of monetary policy together with the staggered fixed term mortgage maturities over the next 12-24 months means the full impact from Bank Rate rises are still yet to be felt by households. As such, while consumer confidence continued to improve over the period, it is likely this will reverse at some point and spending will struggle. Higher rates will also impact exposed businesses; according to S&P/CIPS survey data, the UK manufacturing and construction sectors contracted during the quarter. The services sector recovered, however, with the PMI rising strongly in December, possibly due to improving consumer confidence.

The US Federal Reserve held its key interest rate at 5.25-5.50% over the period. While policymakers continued to talk up the risks to inflation and therefore interest rates, this stance ebbed over the quarter culminating in a relatively dovish outcome from the December FOMC meeting.

The European Central Bank continues to resist market policy loosening expectations, but the Eurozone CPI rate has fallen sharply as GDP growth as markedly slowed, hitting 2.4% in November (although rising to 2.9% on energy-related base effects).

Financial markets: Financial market sentiment and bond yields remained volatile, but the latter rapidly trended downwards towards the end of 2023 on signs of sharply moderating inflation and economic growth.

Gilt yields fell towards the end of the period. The 10-year UK benchmark gilt yield rose from 4.57% to peak at 4.67% in October before dropping to 3.54% by the end of December 2023. The Sterling Overnight Rate (SONIA) averaged 5.19% over the period.

Credit review: Arlingclose maintained the advised maximum duration limit for all banks on its recommended counterparty list to 35 days over the period.

In October, Moody's revised the outlook on the UK's Aa3 sovereign rating to stable from negative. This led to similar rating actions on entities that include an element of government support in their own credit ratings, including banks and housing associations. Local authorities were, however, downgraded on expectations of lower government funding.

Following the issue of a Section 114 notice, in November Arlingclose advised against undertaking new lending to Nottingham City Council. After reducing its recommended duration on Warrington Borough Council to a maximum of 100 days in September, the local Council was subsequently suspended from the Arlingclose recommended list following a credit rating downgrade by Moody's to Baa1.

Arlingclose continued to monitor and assess credit default swap levels for signs of ongoing credit stress, but no changes were made to recommended durations over the period.

Heightened market volatility is expected to remain a feature, at least in the near term and, as ever, the institutions and durations on the Council's counterparty list recommended by Arlingclose remains under constant review.

Local Context

On 31st March 2023, the Council had net investments of £15.3m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the

Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

	31.3.23 Actual £m	31.3.24 Forecast £m
General Fund CFR	41.16	45.63
Less: *Other debt liabilities	0.09	0.04
Loans CFR	41.07	45.59
External borrowing**	21.23	20.01
Internal borrowing	19.84	25.54
Less: Balance sheet resources	35.14	51.00
Net (investments)/borrowing	(15.30)	(25.46)

* finance leases, PFI liabilities and transferred debt that form part of the Council's total debt

** shows only loans to which the Council is committed and excludes option refinancing

The treasury management position on 31st December 2023 and the change during over the year is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.23 Balance £m	Movement £m	31.12.23 Balance £m	31.12.23 Rate %
Long-term borrowing	20.057	-0.591	19.466	-2.95%
Short-term borrowing	1.175	0.005	1.180	0.41%
Total borrowing	21.232	-0.586	20.646	-2.76%
Long-term investments	0.003	0.000	0.003	-12.84%
Short-term investments	15.301	0.110	15.411	0.72%
Cash and cash equivalents	13.536	7.008	20.544	51.77%
Total investments	28.840	7.117	35.957	24.68%
Net investments	7.608	7.704	15.311	101.27%

Borrowing

CIPFA's 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement and so may lead to new borrowing, unless directly and primarily related to the functions of the Council. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield unless these loans are for refinancing purposes.

The Council has not invested in assets primarily for financial return or that are not primarily related to the functions of the Council. The Council do have future plans for investments in Q4 of 2023/24, these could total approx. £25m.

Borrowing Strategy and Activity

As outlined in the treasury strategy, the Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective. The Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.

Interest rates have seen substantial rises over the last two years, although these rises began to plateau in the later months of 2023. Rates over the last 3 quarters were at the peak between June and October, since then they have fallen back to lows last seen in April 2023. Gilt yields have remained volatile, facing upward pressure following signs that UK growth had been more resilient and inflation stickier than expected. However more recent signs of slowing inflation and the perception of an increasingly struggling economy have now begun to change this sentiment, resulting in falling gilt yields and, consequently, PWLB rates.

On 31st December, the PWLB certainty rates for maturity loans were 4.19% for 10-year loans, 4.90% for 20-year loans and 4.67% for 50-year loans. Their equivalents on 31st March 2023 were 4.33%, 4.70% and 4.41% respectively.

At 31st December 2023 the Council held £20.65m of loans, a decrease of £0.58m from 31st March 2023, as part of its strategy for funding previous and current years' capital programmes. Outstanding loans on 31st December are summarised in Table 3A below.

Table 3: Borrowing Position

	31.3.23 Balance £m	Net Movement £m	31.12.23 Balance £m	31.12.23 Weighted Average Rate %	31.12.23 Weighted Average Maturity (years)
Northern Ireland Consolidated Fund	21.23	-0.58	20.65	3.0%	7.4
Total borrowing	21.23	-0.58	20.65	3.0%	7.4

The Council's short-term borrowing cost has continued to increase with the rise in Bank Rate and short-dated market rates. The average rate on the Council's short-term loans at 31st December 2023 of £1.180m was 5.7%, this compares with 5.53% on £1.175m loans 9 months ago.

The Council's borrowing decisions are not predicated on any one outcome for interest rates and a balanced portfolio of short and long-term borrowing was maintained.

There remains a strong argument for diversifying funding sources, particularly if rates can be achieved on alternatives which are below gilt yields + 0.80%. The Council will evaluate and pursue these lower cost solutions and opportunities with its advisor Arlingclose.

The UK Infrastructure Bank is one alternative source of funding which offers funding at gilt yields + 0.40% (0.40% below the PWLB certainty rate) and the possibility of more flexible funding structures than the PWLB. Funding from UKIB is generally only available for certain types of projects that meet its criteria of green energy, transport, digital, water and waste. The minimum loan size is £5 million.

Treasury Management Investment Activity

CIPFA revised TM Code defines treasury management investments as those which arise from the Council's cash flows or treasury risk management activity that ultimately represents balances which need to be invested until the cash is required for use in the course of business.

The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the year, the Council's investment balances ranged between £10 and £16.7 million due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

	31.3.23 Balance £m	Net Movement £m	31.12.23 Balance £m	31.12.23 Income Return %	31.12.23 Weighted Average Maturity days
Banks & building societies (secured deposits)	5.301	0.110	5.411	2.679%	50 Days
Money Market Funds	10.000	-	10.000	4.45%	1 Day
Total investments	15.301	0.110	15.411	3.93%	51 Days

**Weighted average maturity will apply to the first five categories above and to cash plus and bond funds.*

Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

As demonstrated by the liability benchmark in this report, the Council expects to be a long-term borrower and new treasury investments are therefore primarily made to manage day-to-day cash flows using short-term low risk instruments. The existing portfolio of strategic pooled funds will be maintained to diversify risk into different asset classes and boost investment income.

Bank Rate increased by 1% over the period, from 4.25% at the beginning of April to 5.25% by the end of December. Short term rates peaked at 5.6% for 3-month rates and 6.6% for 12-month rates during the period, although these rates subsequently began to reduce towards the end of the period.

Approximately £25m that is available for longer-term investment invested in secured bank deposits and money market funds. The council plans to increase investments over the coming year due to increasing bank balances.

The change in the Council's funds' capital values and income return over the 9-month period to 31 December is shown in Table 4.

Income returns remained above budget at 205%. The Council has budgeted £270,000 income from these investments in 2023/24. Income received up to 31st December was £554,000.

Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's medium- to long-term

investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year minimum period total returns will exceed cash interest rates.

Statutory override: In April 2023 the Department for Levelling Up, Housing and Communities (DLUHC) published the full outcome of the consultation on the extension of the statutory override on accounting for gains and losses on pooled investment funds. The override has been extended for two years until 31st March 2025 but no other changes have been made; whether the override will be extended beyond the new date is unknown but commentary to the consultation outcome suggests not. The Council will discuss with Arlingclose the implications for the investment strategy and what action may need to be taken.

Treasury Performance

The Council measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 6 below.

Table 6: Performance

	Actual £m	Budget £m	Over/ under	Actual %
Total borrowing	20.60	20.02	-0.554	-2.7%
PFI and Finance leases	0.05	0.04	1.14	2850%
Total debt	20.65	20.06	-0.504	-2.38%
Total treasury investments	15.411	15.301	0.110	0.01%

Compliance

The Chief Finance Officer reports that all treasury management activities undertaken during the year complied fully with the CIPFA Code of Practice and the Council's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 7 below.

Table 8: Investment Limits

	Q1 - Q3 Maximum	31.12.23 Actual	2023/24 Limit	Complied? Yes/No
Any single organisation, except the UK Government	£5m	UB £1m BoS £2m Sant £2m	Unlimited	Yes
Any group of organisations under the same ownership	£5m	Nil	Unlimited	Yes
Any group of pooled funds under the same management	£5m	Nil	£10m	Yes
Money Market Funds	£5m	£10m	Unlimited	Yes
Non-specified investments	£2m	Nil	£5m	Yes

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 8 below.

Table 7: Debt Limits

	Q1 - Q3 Maximum	31.12.23 Actual	2023/24 Operational Boundary	2023/24 Authorised Limit	Complied? Yes/No
Total debt	£21.15	£20.646	£75m	£90m	Yes

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Treasury Management Indicators

As required by the 2021 CIPFA Treasury Management Code, the Council monitors and measures the following treasury management prudential indicators.

1. Liability Benchmark:

This new indicator compares the Council's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £5m required to manage day-to-day cash flow.

	31.3.23 Actual	31.3.24 Forecast	31.3.25 Forecast	31.3.26 Forecast
Loans CFR	41.07	45.59	71.14	99.86
Less: Balance sheet resources	35.14	51.00	53.00	53.00
Net loans requirement	5.93	(5.41)	18.14	46.86
Plus: Liquidity allowance	15.25	5.00	5.00	5.00
Liability benchmark	21.18	(0.41)	23.14	51.86
Existing borrowing	20.057	20.013	18.875	17.789

Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £5-25m a year, minimum revenue provision on new capital expenditure based on asset life and income, expenditure and reserves. This is shown in the chart below together with the maturity profile of the Council's existing borrowing.

Whilst borrowing may be above the liability benchmark, strategies involving borrowing which is significantly above the liability benchmark carry higher risk.

2. Maturity Structure of Borrowing: This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	Upper Limit	Lower Limit	31.12.23 Actual	Complied?
Under 12 months	15%	0%	5.72%	Yes
12 months and within 24 months	20%	0%	5.48%	Yes
24 months and within 5 years	20%	0%	21.01%	No
5 years and within 10 years	30%	0%	24.15%	Yes
10 years and above	100%	0%	43.62%	Yes

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

3. Long-term Treasury Management Investments: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management limits are:

	2023/24	2024/25	2025/26	No fixed date
Limit on principal invested beyond year end	£10m	£6m	£6m	£5m
Actual principal invested beyond year end	£0m	£0m	£0m	£0m
Complied?	Yes	Yes	Yes	Yes

Long-term investments with no fixed maturity date include strategic pooled funds, real estate investment trusts and directly held equity but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

Additional indicators

Security: The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	2023/24 Target	31.12.23 Actual	Complied?
Portfolio average credit rating	A	A	Yes

Liquidity: The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

	31.12.23 Actual	2023/24 Target	Complied?
Total cash available within 3 months	£15m	£6m	Yes
Total sum borrowed in past 3 months without prior notice	£0	£0	Yes

Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk. Bank Rate rose by 1.25% from 4.25% on 1st April to 5.25% by 31st December.

Interest rate risk indicator	2023/24 Target	31.12.23 Actual	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£300,000	£15,421	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£300,000	£15,421	Yes

For context, the changes in interest rates during the quarter were:

	<u>31/3/23</u>	<u>31/12/23</u>
Bank Rate	4.25%	5.25%
1-year PWLB certainty rate, maturity loans	4.78%	5.13%
5-year PWLB certainty rate, maturity loans	4.31%	4.19%
10-year PWLB certainty rate, maturity loans	4.33%	5.37%
20-year PWLB certainty rate, maturity loans	4.70%	4.90%
50-year PWLB certainty rate, maturity loans	4.41%	4.67%

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at new market rates.

Prudential Indicators Q3 2023/24

Lisburn and Castlereagh City Council

The Council measures and manages its capital expenditure, borrowing with references to the following indicators.

It is now a requirement of the CIPFA Prudential Code that these are reported on a quarterly basis.

Capital Expenditure: The Council has undertaken and is planning capital expenditure as summarised below

	2022/23 actual	2023/24 forecast	2024/25 budget *	2025/26 budget
Capital Expenditure	£2.41m	£7.92m	£30.45m	£33.32m
Capital investments	£0m	£25m**	£0m	£0m

* £0.67m of capital expenditure in 2024/25 arises from a change in the accounting for leases and does not represent cash expenditure.

**Forecasted capital investments is approx. £25m due to increasing bank balances in recent months, these are due to be finalised in Q4 23/24.

The main capital projects include the development of Dundonald International Ice Bowl £15m, Fleet replacement programme £1.7m, Capital Recycling project £3.4m, Cemeteries programme £1.6m and BRCD Royal Hillsborough £1.4m.

Capital Financing Requirement: The Council's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt.

	31.3.2023 actual	31.3.2024 forecast	31.3.2025 budget *	31.3.2026 budget
TOTAL CFR	41.16	45.59	71.14	99.86

* £0.67m of the CFR increase in 2024/25 arises from a change in the accounting for leases

Gross Debt and the Capital Financing Requirement: Statutory guidance is that debt should remain below the capital financing requirement, except in the short term. The Council has complied and expects to continue to comply with this requirement in the medium term as is shown below.

	31.3.2023 actual	31.3.2024 forecast	31.3.2025 budget	31.3.2026 budget	31.3.2027 budget
Debt (incl. PFI & leases)	21.23	20.06	18.88	17.79	16.34
Capital Financing Requirement	41.16	45.59	71.14	99.86	113.32

Debt and the Authorised Limit and Operational Boundary: The Council is legally obliged to set an affordable borrowing limit (also termed the Authorised Limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

	Maximum debt 2023/24	Debt at 31.12.23	2023/24 Authorised Limit	2023/24 Operational Boundary	Complied? Yes/No
Total debt	£21.15m	£20.65m	£75m	£65m	Yes

Since the operational boundary is a management tool for in-year monitoring it is not significant if the boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Proportion of Financing Costs to Net Revenue Stream: Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue.

The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

	2022/23 actual	2023/24 forecast	2024/25 budget *	2025/26 budget
Financing costs (£m)	5.41	6.42	7.32	8.23
Proportion of net revenue stream	10.63%	10.37%	11.56%	11.97%

* £0.2m of the increase in financing costs in 2024/25 arises from a change in the accounting for leases and does not represent additional cost to the Council.

Treasury Management Indicators: These indicators (Liability Benchmark, Maturity Structure of Borrowing, Long-Term Treasury Management Investments) are within the Treasury Management Report Q3 2023/24.



Committee:	Corporate Services Committee
Date:	13 th March 2024
Report from:	Head of Human Resources & Organisational Development

Item for:	Noting
Subject:	Workforce Reports

1.0	<u>Background and Key Issues</u>	
	<ol style="list-style-type: none"> 1. Workforce Reports are provided on a quarterly basis to this Committee for review and scrutiny as appropriate and include: 2. Report on Attendance Management within the Council for the period up to 31st December 2023 including actions taken by the Council to support attendance and minimise absence levels. 3. Workforce This report details the number of staff employed and agency workers engaged with the Council as at 1st February 2024. 4. Recruitment This report provides detail of the current position of recruitment of posts as at 21st February 2024, both internally and externally advertised posts. 	
2.0	<u>Recommendation</u>	
	It is recommended that Members note the attached reports.	
3.0	<u>Finance and Resource Implications</u>	
	Captured within current budgets	
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	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.	Report for noting only

Appendices:

- **Attendance Management Report: Analysis for Period Ending on 31st December 2023**
- **Recruitment Committee Report - Advert & Selection**
- **Recruitment Committee Report – Appointments**
- **Appendix Workforce Profile 01/02/2024**



**ATTENDANCE MANAGEMENT:
ANALYSIS FOR PERIOD
ENDING
31 DECEMBER 2023**

1.0 OVERVIEW

This report provides Council with detailed information in relation to sickness absence levels in the organisation. The report also provides a summary of how sickness absence is being monitored and managed.

2.0 ROLLING YEAR JANUARY 2023 – DECEMBER 2023

Further information regarding Headcount and FTE of the Council is included within the Workforce Profile appendix.

Full Council	01.11.22 to 31.10.23	01.12.23 to 30.11.22	01.01.23 to 31.12.23
Total Possible Days	15,7517.85	15,7767.34	15,8223.85
Days Lost Through Short Term Sickness	2,785.1	2,799.71	2,760.38
Days Lost Through Long Term Sickness	10,207.74	10,311.74	10,314.74
Short Term Lost Time Rate	1.77%	1.77%	1.74%
Long Term Lost Time Rate	6.48%	6.54%	6.52%
Total Lost Time Rate	8.25%	8.31%	8.26%
Days lost per employee	16.04	15.96	15.90

Days lost per employee differs significantly by directorate, to the 12 months ending 31st December 2023:

- Environmental Services – 24.79
- Finance and Corporate Services – 4.99
- Leisure & Community Wellbeing – 14.96
- Organisation Development and Innovation – 4.71
- Regeneration & Growth – 14.24

2.1 ACTUAL MONTHS

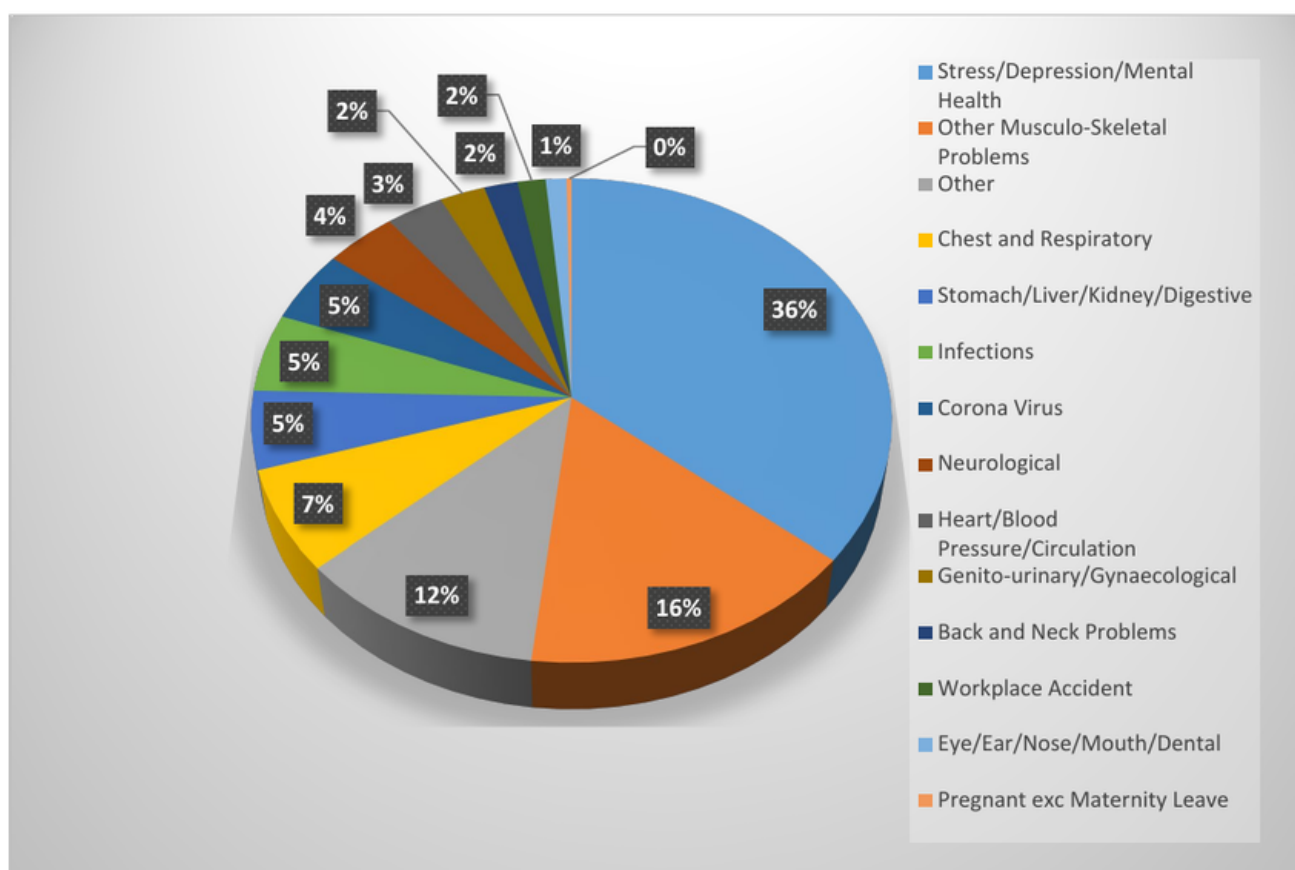
OCTOBER 2023 – DECEMBER 2023

Full Council	October 2023	November 2023	December 2023	Qtr 1
Total Possible Days	13,144.93	13,164.65	13,325.38	39,634.96
Days Lost Through Short Term Sickness	384	370.31	252.68	1,006.99
Days Lost Through Long Term Sickness	847.74	897.00	851.00	2,595.74
Short Term Lost Time Rate	2.92%	2.81%	1.90%	2.54%
Long Term Lost Time Rate	6.45%	6.81%	6.39%	6.55%
Total Lost Time Rate	9.37%	9.63%	8.28%	9.09%
Days lost per employee	1.70	1.74	1.50	4.94

2.2 Absence Analysis by Reason (Top 5) Qtr 3 October 2023 – December 2023

Reason	Days Lost Previous Qtr	Days Lost Current Qtr	Variance
Stress/Depression/Mental Health	1,270.00	1,317.00	47.00
Other Musculo-Skeletal Problems	454.00	579.00	125.00
Other	281.00	423.00	142.00
Chest and Respiratory	166.00	249.68	83.68
Stomach/Liver/Kidney/Digestive	150.13	191.80	41.67

Again the single biggest reason for sickness in the third quarter of 2023/2024 is **Stress/Depression/Mental Health** with an increase of **47 days** from the previous quarter followed by **Other/Musculo-Skeletal problems** which has increased by **125 days**. There has been an increase in illnesses that fall under the “Other” category of **142 days**. The “Other” category figures include employees who have been absent from work due to Cancer, Bereavement, Accident at work, Diabetes etc.



The pie chart overleaf provides a visual illustration of the absence reasons for sickness absence in the second quarter (October 2023 – December 2023). The list of absence reasons are in descending order e.g. the most frequent cause for long term sickness is *Stress/ Depression/ Mental Health absences (36%).

* Stress/ Depression/ Mental Health absences consists of a number of different reported illnesses including anxiety, depression, fatigue, insomnia, manic depression/bipolar, eating disorders, suicidal feelings, self-harm, personal problems, home stress, shock/trauma, PTSD and stress.

2.3 Number of Employee Absence Current vs Previous Qtr

Org Structure	Emp Absence Count Previous Qtr (FTE)	Emp Absence Count Current Qtr (FTE)	Variance
Full Council	147.88	200.31	52

The above table demonstrates that in comparison to the previous quarter (July 2023 – September 2023) there has been an increase of 52 employee absences in the third quarter of 2023/2024

2.4 Days Lost - All Employees Previous Qtr vs Current Qtr

Org Structure	Days Lost Previous Qtr (FTE)	Days Lost Current Qtr (FTE)	Variance
Full Council	3,073.29	3,657.53	584.23

The above table shows that in comparison to the previous quarter (July 2023 – September 2023) there has been an increase of 584.23 sickness absence days in the third quarter of 2023/2024.

2.5 Average Days Lost Duration Previous Qtr vs Current Qtr

Org Structure	Ave Days Lost Duration Previous Qtr (FTE)	Ave Days Lost Duration Current Qtr (FTE)	Variance
Full Council	20.78	18.26	-2.52

The above table shows the duration of sickness absence based on FTE has decreased by 2.52 days compared to the previous quarter. Whilst the number of sick days has increased, as detailed in section 2.4, the number of days that employees are absent from work has decreased.

3.0 ACTIONS TAKEN

Reducing sickness absence is and must remain a top priority for the Council.

It is imperative that all Line Managers follow the processes which are in place, utilise the support which is available, and spend the time required to make sure their staff are in work, healthy and productive.

This is important in relation to our duty of care to our workforce, as an employer, but also important in terms of finances and productivity as high absence levels can affect the performance of services provided.

3.1 SHORT TERM SICKNESS

Short-term sickness absence is broadly defined as frequent, recurring periods of sickness absence which do not relate to an underlying health issue.

A review of absence will be conducted once appropriate trigger points indicate to management that a particular employee's pattern of absence has reached a point where there may be cause for concern and a need to investigate. The use of trigger points will ensure a consistent approach to the control of absence in such circumstances.

Employees who have met the appropriate trigger points are set Targets for improvement in line with the Policy for Managing Attendance.

Employees who have reached any stage of the formal procedure more than once within a 24-month period, have a review of their absence history carried out by their Manager, in conjunction with HR, who may escalate to a further stage of the procedure, depending on the circumstances. The Policy for Managing Attendance is currently being reviewed to ensure that the Council is managing sickness absence in the most effective and efficient way possible. As part of this the current trigger points are being reviewed. Consultation with the recognised trade unions and the Absence Working Group in relation to the revised Policy for Managing Attendance is ongoing.

3.2 LONG TERM SICKNESS

Long-term sickness absence, for the purpose of the sickness absence management policy, is defined as a continuous period of absence of 28 calendar days or more.

The Policy for Managing Attendance stipulates a review of the employee's absence at the three-month stage with consideration being given to the nature of the illness and how long it is expected to continue for. If the employee does not return by the six-month stage, they may be required to attend a hearing with a Panel to consider the potential of being ill health retired or dismissed.

Absence figures for the Council are reported on a rolling yearly basis, the Council therefore needs to take into consideration that it will take time to see the impact on these figures for the Council.

3.3 EXTERNAL FACTORS

There are a number of factors influencing the rise in both our short term and long term sickness absence figures. The effects of the COVID-19 pandemic have placed additional stresses on an already overwhelmed NHS system. As a result of which NHS waiting lists in Northern Ireland are extremely lengthy and this is causing delays for many of our employees who are waiting on medical appointments and treatment.

3.4 USEL

The Council continues to work in partnership with USEL a government based organisation who can assist employers with absence relating to physical impairment or mental health issues. They offer services such as Physiotherapy and Counselling at no cost to the Council.

The Employment Services Officer keeps in regular contact with employees (normally bi-weekly).

Currently there are 12 employees on both the Workable (NI) Programme and Condition Management Programme, which is nearly at full capacity. Employees must be at work or committed to coming back to the workplace to avail of the programme. All employees have been referred to various programmes and are receiving support and assistance.

4.0 ORGANISATIONAL ACTION IN RELATION TO STAFF ABSENCE

A range of measures are in place across the Council to ensure that effective absence management can be demonstrated in all areas and areas of concern are identified and appropriate actions put in place.

The Chartered Institute of Personnel and Development (CIPD) is the professional body for HR and People development. The CIPD is committed to championing better work and working lives, building HR capabilities, shaping ideologies and setting standards for best practices. They have been setting the benchmark for excellence in HR and Learning and Development for more than 100 years with 140,000 members globally.

The Chartered Institute of Personnel and Development (CIPD) Health and Wellbeing at Work survey (September 2023) reports that the most common methods of managing short term and long term sickness absence are as follows:

Short term

Rank order of methods	L&CCC
1. Return to Work Interviews	✓
2. Trigger Mechanisms to review attendance	✓
3. Providing leave for family circumstances (e.g., carer/ emergency/ dependent/ bereavement leave) Sickness absence information given to line managers	✓
4. Employee assistance programme	✓
5. Disciplinary and/or capability procedures for unacceptable absence	✓
6. Line Managers take primary responsibility for managing absence (e.g. receive and act on absence information)	✓
7. Changes to working patterns or environment (e.g., flexible working)	✓
8. Tailored support for line managers (e.g., case conference with HR)	✓
9. Managers trained in absence handling	✓
10. Case management approach (e.g., involving HR/ OH/ line manager)	✓

Long term

Rank order of methods	L&CCC
1. Return to Work Interviews	✓
2. Employee assistance programme	✓
3. Trigger Mechanisms to review attendance	✓
4. Occupational health involvement	✓
5. Disciplinary and/or capability procedures for unacceptable absence	✓
6. Changes to working patterns or environment (e.g., flexible working)	✓
7. Case management approach (e.g., involving HR/ OH/ line manager)	✓
8. Tailored support for line managers (e.g., case conference with HR)	✓
9. Risk assessment to aid return to work	✓
10. Providing leave for family circumstances (e.g., carer/ emergency/ dependent/ bereavement leave)	✓

As indicated by the above tables all of the managing attendance methods are already utilised by Council.

In addition to the above, and in consideration of the reasons for Long Term Sickness, we are going to focus a temporary HR Officer on reducing absence and improving return to work timeframes. This will be for an initial period of 6 months, but may be up to 1 year. This post will take effect from 1 November 2023.

5.0 OTHER ACTIONS

- Attendance Improvement Notices continue to be issued to employees in accordance with the Managing Attendance Policy.
- From April 2022, 11 employees have left employment from the Council through either NILGOSC Ill Health Retirement or Ill Health dismissals. At present there is another employee who is currently being considered for Ill Health Retirement and is going through the NILGOSC Ill Health Retirement process.
- The HR & OD Unit continues to focus on the Directorates that have the highest absence levels in the Council. Meetings have been held to develop action plans to target these areas. These meetings are held on a regular basis with the relevant line managers or Head of Service if applicable. The purpose of these meetings is to ensure that managers continue to prioritise the management of sickness absence, to identify any patterns of sickness absence and to determine what support and assistance can be provided by the HR & OD Unit. Actions have been taken where employees do not appear to be complying with policy.
- Heads of Service are notified of the employees who are absent within their Units. Non-compliance issues are also captured on these reports if applicable.
- Dedicated HR Rep for Long & Short Term Sickness absence, working in partnership with Managers offering a supportive and coaching approach to tackling attendance issues.
- Encouragement of early intervention and open discussions between managers and employees to proactively tackle issues early to stop them becoming long term problems.
- Continued focus on reducing sickness and promoting Health and Wellbeing as part of regular management team meetings.
- Voluntary contribution employee Healthcare Schemes are ongoing. A number of virtual zoom presentations with one of the Healthcare Schemes to help promote their services have been organised and there are plans to organise further presentations to promote these services further.
- The Council leads the sub group for Managing Attendance established through PPMA. The Northern Ireland Fire Service and Housing Executive are also represented on the group enabling the Council to benchmark with external organisations. Meetings continue to be held on a quarterly basis.
- We have undertaken to review the Policy for Managing Attendance during 2023 and are consulting with Council recognised trade unions in relation to this as well as the Absence Working Group to ensure the revised policy and procedure are as robust and effective as is reasonably possible. The Council

plans to implement the new policy and procedure in April 2024, once it has approved at JCNF.

- A temporary HR Officer focused on improving sickness absence has been in place since November 2023, and this is expected to continue until end of October 2024.

A number of new initiatives are also in place or under development to support staff and managers across the organisation; these include:

- Further development work with representatives in each Service unit to support managing attendance in their area, and to help them support staff. This will cover areas including:
 - Regular meetings to discuss cases and underlying concerns/issues.
 - Stress Risk Assessments.
 - Identification of any issues which impact on attendance.
 - Exploring the suitability and viability of services available USEL/ Imaginelf/Family Works Counselling, StayWell Hub and Mental Health First Aiders
- We developed a Programme of Wellbeing Training for managers (mental health focus). We now have 25 trained Mental Health First Aiders across the Council.
- Developing a Health & Wellbeing Strategy.
- We are also currently reviewing the process for managing work related stress.

6.0 HEALTH & WELLBEING

There are a number of Health and Wellbeing initiatives which are being utilised to support employees in the workplace on a daily, weekly or monthly basis. Those which have been ongoing since the last report on absence are shown below:

October	November	December
October wellbeing focus – Breast Cancer Awareness	November wellbeing focus - Men’s Health	December wellbeing focus – Financial health
Stoptober - 28 day stop smoking challenge	World Diabetes Day – 14 November 2023	Christmas Wellbeing Tips
World Arthritis Day 2023		Christmas wreath workshops
Managing Anxiety in Menopause zoom session		

World Menopause Day – 18.10.2023		
Winter Hanging Basket Workshop		
Flu Vaccinations		

7.0 UPCOMING HEALTH & WELLBEING INITIATIVES

A Health & Wellbeing Survey will be sent to all employees in February 2024 to ascertain specific areas to include in the Health Assured Wellbeing Calendar of Events.

There are a number of Health & Wellbeing initiatives and activities which are planned for the next quarter, some of which have already taken place, including;

- NILGOSC Pension Information Sessions
- January wellbeing focus – Physical Health
- Help Reduce Your Dementia Risk
- February wellbeing focus - Healthy Eating for Heart Health
- Easter flower arranging

Recruitment Committee Report - Advert & Selection

Recruitment Committee Report - Advertising & Selection

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3455	00_Pre-Advert	Marketing Officer (full-time)	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Full Time
JF3434	00_Pre-Advert	Community Planning Manager	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3448	00_Pre-Advert	PCSP Assistant	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time Agency
JF3453 (Acting Up)	00_Pre-Advert	PA to the Director Communities and Wellbeing	Leisure & Community Wellbeing	Leisure & Community Wellbeing Director's Office	1	Permanent - Full Time
JF3442 (Acting up)	00_Pre-Advert	Charge-hand	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
JF3457	00_Pre-Advert	Charge-hand	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3456 (Acting Up)	00_Pre-Advert	Events officer	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
JF3450	00_Pre-Advert	Summer Scheme Leaders	Leisure & Community Wellbeing	Sports Services	7	Fixed Term - Full Time Casual
JF3451	00_Pre-Advert	Summer Scheme Assistants	Leisure & Community Wellbeing	Sports Services	32	Fixed Term - Full Time Casual
JF3452	00_Pre-Advert	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	11	Permanent - Full Time Permanent - Part Time
JF3454	00_Pre-Advert	Sports Events Coordinator	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
JF3458	00_Pre-Advert	FT x 3 and PT x 2 Health and Fitness Officers	Leisure & Community Wellbeing	Sports Services	5	Permanent - Full Time Permanent - Part Time
JF3449	00_Pre-Advert	HR Placement Student	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
JF3444	01_Advert Live	Operations Manager - Building Control	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time
JF3446	01_Advert Live	Operations Co-ordinator	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
JF3443	01_Advert Live	HR & OD Manager	Organisation Development & Innovation	HR & OD	1	Permanent - Full Time
JF3422	02_Awaiting Shortlisting	GGGG	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3438	02_Awaiting Shortlisting	Planning Officer	Regeneration & Growth	Planning & Capital Development	2	Permanent - Full Time
JF3406	04_Awaiting Interview	Enforcement officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Full Time
JF3441	04_Awaiting Interview	Cleansing Operative	Environmental Services	Waste Management & Operations	10	Permanent - Full Time Permanent - Part Time
JF3447	04_Awaiting Interview	Caretaker either one full time (37hrs) or 2 part time (37hrs over 2 weeks)	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time Fixed Term - Part Time
JF3404	04_Awaiting Interview	Special Projects Officer	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3439	04_Awaiting Interview	PT receptionist	Leisure & Community Wellbeing	Sports Services	2	Permanent - Part Time
JF3435	04_Awaiting Interview	Software Developer	Organisation Development & Innovation	IT & Commercialisation	1	Fixed Term - Full Time
JF3429	04_Awaiting Interview	Capital Programme Manager	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time
JF3437	04_Awaiting Interview	Senior Planning Officer	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time
JF3394	10_On Hold	Waste Services Officer	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3440	10_On Hold	Cleansing Supervisor	Environmental Services	Waste Management & Operations	2	Fixed Term - Full Time
JF3389	10_On Hold	Peace Project Officer	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3413	10_On Hold	Regeneration and Growth Programme Manager	Regeneration & Growth	Economic Development	1	Permanent - Full Time

Recruitment Committee Report 2 - Appointments

Recruitment Committee Report Part 2 - Appointment Stages

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3452	05_Conditional Offer Letter Pending	Leisure Assistant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3427	06_Pre-Employment In Progress	Vehicle Maintenance Fitter	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3405	06_Pre-Employment In Progress	Senior Rec Assistants DIB (Casual)	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3436	06_Pre-Employment In Progress	Casual Operations co-ordinators x 5	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3432	06_Pre-Employment In Progress	Capital Project Sponsor	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time
JF3408	07_Firm Offer Pending	Building Control Surveyor	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time
JF3408	07_Firm Offer Pending	Building Control Surveyor	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time
JF3366	08_Firm Offer Issued	Receptionist - Lagan Valley Island	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Full Time
JF3388	08_Firm Offer Issued	Finance & Administration Officer	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3267	08_Firm Offer Issued	Full & Part Time Trainee Leisure Attendant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3316	08_Firm Offer Issued	3 x F/T Health and Fitness Officer - Permanent, 1 x Health and Fitness Officer fixed term, 1 x P/T Health and Fitness	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3375	09_Terms & Conditions Returned	Planning Officer	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time

WORKFORCE PROFILE
November Committee Report

Department & Unit	Employees at 1st February 2024						Agency staff as of 8th February 2024					
	FTE			Headcount			Agency FTE			Agency Headcount		
	FT	PT	TOTAL	FT	PT	TOTAL	F/T	P/T	TOTAL	F/T	P/T	TOTAL
Chief Executive's Office												
Chief Executive's Office	2.0	0.4	2.4	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Audit, Risk & Performance	5.0	0	5.0	5.0	0.0	5.0	1.0	0.0	1.0	1.0	0.0	1.0
Total CEO	7.0	0.4	7.4	7.0	1.0	8.0	1.0	0.0	1.0	1.0	0.0	1.0
Finance and Corporate Services												
Corporate Communications & Administration	38.0	7.62	45.6	38.0	14.0	52.0	1.0	0.4	1.4	1.0	1.0	2.0
Director - Finance and Corporate Services	2.0	0.41	2.4	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Finance	15.0	0.93	15.9	15.0	1.0	16.0	1.0	0.0	1.0	1.0	0.0	1.0
Total CS	55.0	8.96	64.0	55.0	16.0	71.0	2.0	0.4	2.4	2.0	1.0	3.0
Environmental Services												
Director - Environmental Services	3.0	0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Environmental Health	38.0	5.39	43.4	38.0	9.0	47.0	3.0	0.5	3.5	3.0	1.0	4.0
Waste Management & Operations	152.0	3.78	155.8	152.0	7.0	159.0	52.6	0.0	52.6	53.0	0.0	53.0
Building Control	16.0	0.6	16.6	16.0	1.0	17.0	2.0	0.4	2.4	2.0	1.0	3.0
Total ES	209.0	9.75	218.8	209.0	17.0	226.0	57.6	0.9	58.5	58.0	2.0	60.0
Leisure and Community Wellbeing												
Communities	50.0	7.55	57.6	50.0	12.0	62.0	6.0	4.8	10.8	6.0	9.0	15.0
Director - Leisure and Community Wellbeing	2.0	0.6	2.6	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Parks and Amenities	91.0	2.53	93.5	91.0	4.0	95.0	1.0	0.0	1.0	1.0	0.0	1.0
Sports Services	108.0	32.21	140.2	108.0	72.0	180.0	7.0	1.3	8.3	7.0	3.0	10.0
Total LCW	251.0	42.89	293.9	251.0	89.0	340.0	14.0	6.1	20.1	14.0	12.0	26.0
Regeneration Growth												
Director - Service Transformation and Regeneration Growth	3.0	0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Economic Development	23.0	3.31	26.3	23.0	6.0	29.0	1.0	0.0	1.0	1.0	0.0	1.0
Planning & Capital Development	31.0	6.01	39.0	31.0	9.0	40.0	0.0	0.0	0.0	0.0	0.0	0.0
Assets	30.0	4.53	34.5	30.0	8.0	38.0	2.0	0.8	2.8	2.0	1.0	3.0
TOTAL STRG	87.0	13.85	102.9	87.0	23.0	110.0	3.0	0.8	3.8	3.0	1.0	4.0
Organisation Development and Innovation												
Director - Organisation Development and Innovation	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
Transformation Portfolio	16.0	0	16.0	16.0	0.0	16.0	2.0	0.0	2.0	2.0	0.0	2.0
Human Resources and Organisation Development	19.0	6.49	25.5	19.0	11.0	30.0	2.0	0.0	2.0	2.0	0.0	2.0
TOTAL ODI	37.0	6.49	43.5	37.0	11.0	48.0	4.0	0.0	4.0	4.0	0.0	4.0
Total Employees (FTE / Headcount)	646.0	82.3	730.4	646.0	157.0	803.0	81.6	8.2	89.8	82.0	16.0	98.0

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* These figures include all agency workers who may be placed for the following reasons: to cover vacancies, maternity, long term sick, project or seasonal work

Total Headcount February 2024			
	Full-time	Part-time	Total
Employees	646	157	803
Agency Workers	82	16	98

Total Headcount November 2023			
	Full-time	Part-time	Total
Employees	639	154	793
Agency Workers	74	9	83

Other Totals	
Detail	Number
Total fixed term workers	93
Total current secondments/transfers (internal/external)	12
Total students	5

Committee:	Corporate Services
Date:	13 th March 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:	Decision
Subject:	Bad debt write off request

1.0	<u>Background and Key Issues</u>
1.1	Two invoices were raised to [REDACTED] for hire of rooms in the Leisureplex in 2019 to the gross amount of [REDACTED]
1.2	The debtor's team within the Finance unit have been chasing the debt as per the Council's agreed procedures, including communication by letters, phonecalls and emails. The company were communicating during this time but had a number of issues in relation to the hire which included room changes, late entry and early exit from room. Sports Services tried to accommodate as best as possible and company were notified of any changes at all time.
1.3	The company are based in England and are no longer responding to phonecalls or emails from the Council.
1.4	It has been recommended by the Head of Sports Services that this debt is written off and the Council will take on board lessons learnt to ensure new users pay in advance in future.
1.5	As this is a previous year's debt, a provision for this debt was made in previous year's accounts.
1.6	If the debt is written off, there will be a charge to the Sports Services unit to the value of [REDACTED]
	<u>Recommendation</u>
	It is recommended that approval be granted to write off the debt of [REDACTED] owed from [REDACTED]
3.0	<u>Finance and Resource Implications</u>
	There will be a charge of [REDACTED] to the income cost code within the Sports Services Unit.
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 impact to the Council.	
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 impact to the Council.	

Appendices:	
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Committee:	Corporate Services Committee
Date:	13 th March 2024
Report from:	Head of Corporate Communication & Administration

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:	1 April 2024
The report will never become available:	

Item for:	Decision
Subject:	National Living Wage (NLW) Increase Requests

1.0	<p>Background</p> <p>The Council has received a request from three contractors for increased <i>contract costs/annual fees</i> to cover labour related costs as a result of the NLW wage increase from 1st April 2024.</p> <p>The National Living Wage will increase by £1.02 to £11.44 (from £10.42) per hour from 1st April 2024.</p> <p>Details of the requests are provided below.</p>
2.0	<p>The Provision of Cleaning Services at Designated Council Premises (Mount Charles)</p> <p>Mount Charles has requested a [REDACTED] on direct labour costs only from April 2024. This is to allow an uplift in salary and associated employment costs such as National Insurance and pension contributions etc, to be applied to relevant roles in line with the NLW.</p> <p>This will result in an increase of [REDACTED] to the annual cost of the contract resulting in a new annual cost for 2024/25 of [REDACTED]</p>
3.0	<p>The Provision of Caretaker/Receptionist Services at Bradford Court (DGS Service Solutions Ltd)</p> <p>DGS Service Solutions Ltd has requested a [REDACTED] on direct labour costs only from April 2024. This is to allow an uplift in salary and associated employment costs such as National Insurance and pension contributions etc, to be applied to relevant roles in line with the NLW.</p>

This will result in an increase in the contract annual cost of [REDACTED] to the annual cost of the contract resulting in a new annual cost for 2024/25 of [REDACTED]

4.0

CCTV/Security/Concierge Provision at Lagan Valley Island

Bidvest Noonan has proposed a [REDACTED] on **direct labour costs only** from April 2024. This is to allow an uplift in salary and associated employment costs such as National Insurance and pension contributions etc, to be applied to relevant roles in line with the NLW.

It should be noted that Bidvest Noonan have advised that

[REDACTED]

Negotiations have taken place with Bidvest Noonan who have advised that if the recruitment and retention in the current market would be almost impossible at Lagan Valley Island if this rate is not agreed.

This will result in an increase of [REDACTED] to the annual cost of the contract resulting in a new annual cost for 2024/25 of [REDACTED]

5.0

Do the current Contract Terms and Conditions allow for price variations?

The current contract terms and conditions allow for price variations as per below clauses:

14) Change in Law

- 14.1 During the Term, the Contractor will neither be relieved of its obligations under the Agreement nor entitled to increase the Annual Fee as a result of:
4. A General Change in Law; or
 5. A Specific Change in Law where the effect of that Specific Change in Law on the Services is reasonable foreseeable at the Commencement Date.
- 14.2 Without prejudice to clause 14.1, the Council will have absolute discretion, and no obligation, to follow the variation provisions at clause 15 in relation to any uplifted hourly rate that may be payable particularly, but not limited to, the Minimum Wage, National Living Wage increase and Apprenticeship Levy. In these circumstances, any agreed increase will be limited to a maximum of the direct cost increase to the hourly rates and is at the absolute discretion of the Council.
- 14.3 If a Specific Change in Law occurs or will occur during the Term of the Agreement (other than as referred to in Clause 14.1(b), the Contractor shall:
1. notify the Council as soon as reasonably practicable of the likely effects of that change including whether any Variation is required to the Services, Annual Fee, Service Payments or this Agreement; and
 2. provide the Council with evidence:

- a. that the Contractor has minimised any increase in costs or maximised any reduction in costs, including in respect of the costs of its sub-contractors; and
 - b. as to how the Specific Change in Law has affected the cost of providing the Services.
3. Any change in the Annual Fee, Service Payments or relief from the Contractor's obligations resulting from a Specific Change in Law (other than as referred to in Clause 14.1 (b)) shall be implemented in accordance with Clause 15
4. (Variations).

6.0 Does the variation fall within the allowances of the Procurement regulations?

Yes, the new contract value is within the 10% allowance given within the procurement regulations PRC2015 (72)(5).

The above increase request is therefore below the 10% threshold at this point. However, consideration may be given to terminating contracts prior to the final end dates if there is a risk that they will exceed this limit. Contract spend will be carefully monitored by Facilities Management.

7.0 Risk to service of both agreeing or not agreeing the price variation.

[Redacted]

[Redacted]

[Redacted]

8.0 Has Legal advice been sought?

Yes, at time of contract.

9.0 Mitigation on effect to service

<p>10.0</p>	<p>The Contract Manager will:</p> <ul style="list-style-type: none"> • Monitor contract spend regularly to ensure the Council does not exceed procurement thresholds. • Review contract spend during the contract term and consider options including contract extension or retender. <p>Outline options considered e.g., Re-tender/ potential for even higher rate increases –v – better value for money being achieved through new procurement process/ transparent governance/ Consider if next lowest tender from previous competition could deliver at their original price. Recommend preferred option.</p> <p>There are two options – (a) accept or (b) reject the increases.</p> <p>Option a is recommended – i.e. accept proposed increases to avoid contract termination and the need to retender. As this is a statutory increase any new prices will also include this additional cost. This retains continuity of service.</p> <p>Option b is not recommended, i.e. don't accept the proposed increase. This could lead to contract termination and the need to retender. As this is statutory increase any new prices will also include this additional cost. This would lead to significant operational challenges on termination of contracts.</p>		
<p>11.0</p>	<p>Decision for uplift</p> <p>Taking into account the information provided by the service providers and balanced against the risk to the services being provided it is recommended to increase the contracted rates.</p>		
<p>12.0</p>	<p>Recommendation</p> <p>It is requested that Members:</p> <p>Agree the request for increased costs as outlined in relation to the following contracts:</p> <ol style="list-style-type: none"> 1. The Provision of Cleaning Services at Designated Council Premises (Mount Charles) 2. The Provision of Caretaker/Receptionist Services Bradford Court 3. CCTV/Security/Concierge Provision at Lagan Valley Island 		
<p>13.0</p>	<p><u>Finance and Resource Implications</u></p> <p>Will be covered by existing Facilities Management budgets and other relevant Directorate budgets.</p>		
<p>14.0</p>	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>		
<p>14.1</p>	<table border="1"> <tr> <td data-bbox="188 2029 1225 2114"> <p>Has an equality and good relations screening been carried out?</p> </td> <td data-bbox="1225 2029 1497 2114"> <p>No</p> </td> </tr> </table>	<p>Has an equality and good relations screening been carried out?</p>	<p>No</p>
<p>Has an equality and good relations screening been carried out?</p>	<p>No</p>		
<p>14.2</p>	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p>		

	Considered at time of business case development	
14.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
14.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out. Considered at time of business case development.	

Appendices:	
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