



January 14th, 2026

**Chairperson:** Councillor B Higginson

**Vice-Chairperson:** Councillor J Bamford

**Aldermen:** A Ewart MBE, M Gregg and P Porter

**Councillors:** T Beckett, R Carlin, K Dickson, A Ewing, J Harpur, J Lavery BEM, G McCleave, R McLernon, N Parker and The Hon N Trimble

**Ex Officio:** The Right Worshipful the Mayor, Alderman A Grehan

Deputy Mayor, Alderman H Legge

### **Notice of Meeting**

A special meeting of the **Corporate Services Committee** will be held on **Wednesday, 14th January 2026 at 6:00 pm** for the transaction of the undernoted Agenda. Members are requested to attend.

A hot meal shall be available in **Lighters Restaurant** from 5.15 pm.

**David Burns, Chief Executive, Lisburn & Castlereagh City Council**

# Agenda

## 1.0 APOLOGIES

## 2.0 DECLARATIONS OF MEMBERS' INTERESTS

## 3.0 REPORT OF HEAD OF GOVERNANCE & COMMUNICATIONS

### 3.1 St Patrick's Day - Presentation of Shamrock

*For Decision*

📄 *CSC Report - Presentation of Shamrock - 140126 (1).pdf*

*Page 1*

📄 *20260107-Lisburn\_Castlereagh\_Council\_CEO\_letter\_CO2RIRISH.pdf*

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## 4.0 CONFIDENTIAL REPORT FROM CHIEF EXECUTIVE

### 4.1 Report on Tender Awards

*For Noting*

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

### 4.2 Quarterly Update on the Financial Position of the Capital Programme 2025 - 2030

*For Decision*

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

#### **4.3 Movements & Changes in the Capital Programme to November 2025**

*For Decision*

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

#### **4.4 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).

#### **4.5 Estimates 2026/2027 - Directorate Position**

*For Decision*

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

#### **4.6 Estimates 2026/2027 - Corporate Update**

*For Noting*

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

#### **4.7 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, or office holders under, the Council.

#### **4.8 Finance and Legal Support**

### **5.0 ANY OTHER BUSINESS**

<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	14 January 2026
<b>Report from:</b>	Head of Governance & Communications

<b>Item for:</b>	Decision
<b>Subject:</b>	St Patrick's Day – Presentation of Shamrock

1.0	<b><u>Background and Key Issues</u></b>
1.1	St Patrick's Day is the foremost day in the Regimental Calendar for the Royal Irish Regiment. In 1900, Queen Victoria ordered all ranks in Her Majesty's Irish regiments to wear a sprig of shamrock in their headdress to commemorate the gallantry of Irish soldiers during the Second Boer War.
1.2	The 2 <sup>nd</sup> Battalion of the Royal Irish Regiment (2 R IRISH) host a Presentation of Shamrock event annually at Thiepval Barracks, with the presentation of shamrocks to soldiers and officers by a high ranking official. The event itself regularly involves cadets, veterans and soldiers' families.
1.3	Previously, this Council has supported the Army in bringing events traditionally held within Thiepval Barracks into community settings. This includes the Friendship Cup football match between the UK Armed Forces and the Irish Defence Force, held at the Bluebell Stadium in Lisburn on 13 November 2024.
1.4	As part of its continued drive to engage wider and further with communities, 2 R IRISH is planning to hold its annual St Patrick's Day Presentation of Shamrock event in Royal Hillsborough on Saturday 14 <sup>th</sup> March 2026.
1.5	It is anticipated that the Band of the Royal Irish, soldiers of 2 R IRISH, cadets and veterans will parade through Royal Hillsborough for an official presentation of shamrocks to soldiers and officers in front of family and guests at the Court House.
1.6	Thereafter, a light lunch would be provided for soldiers, veterans, cadets and guests within the grounds of Hillsborough Castle.
1.7	Recognising our commitments through the Armed Forces Covenant, a request has been made to the Council to provide support to bring this event into the community for the first time.
1.8	Due to the strength of our relationship, 2 R IRISH would wish to involve the Council in this event and have requested support with infrastructure delivery.
1.9	With this event being the first of its kind in public in Northern Ireland, it is likely to receive significant attention in the press and media and comes at a time when our planned investment in Royal Hillsborough through the Belfast Region City Deal takes a step forward through consideration of a planning application in January.
1.10	Subject to a positive outcome of that planning application, it is anticipated that public realm works could commence early in 2027. Therefore, this event by 2 R IRISH would help to further promote both the Council area and more specifically, Royal Hillsborough, in advance of the planned works.
1.11	It is proposed that the Council provides funding support from in-year underspend of £10,000 to meet event infrastructure costs. In the event that no yearend underspend is available, costs could be met from uncommitted reserves. This funding will likely meet the costs of terraced seating,

1.12	giant screens for community viewing and official programmes. Other funding sources are being explored by 2 R IRISH for food and beverage for guests and participants.	
1.13	In consultation with 2 R IRISH, Elected Members would be invited to this event with roles for the Mayor, Chair of Corporate Services and the Veterans Champion to be explored. Due to our commitment to driving tourism to the area, roles for the Hillsborough Fort Guard are also being investigated.	
1.13	The Council-led Safety Advisory Group will provide coordinated input of blue light services to consider any event management plan.	
2.0	<p><b><u>Recommendation</u></b></p> <p>It is recommended that the Committee agrees to £10,000 being made available to support infrastructure and event planning for the Presentation of Shamrock in Royal Hillsborough.</p>	
3.0	<p><b><u>Finance and Resource Implications</u></b></p> <p>This can be met from anticipated in year underspend.</p>	
4.0	<p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></p>	
4.1	Has an equality and good relations screening been carried out?	Yes/ No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out</p> <p>Proposals are covered by the Council's Civic Events Policy and Armed Forces Covenant</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes/ No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out.</p> <p>N/A</p>	

**Appendices:**

Letter from Commanding Officer, 2 R IRISH



Commanding Officer  
2<sup>nd</sup> Battalion The Royal Irish Regiment  
Thiepval Barracks  
Lisburn  
BFPO 801  
[REDACTED]

David Burns Esq  
Chief Executive  
Lisburn and Castlereagh City Council  
Civic Headquarters  
Lagan Valley Island  
Lisburn  
Co Antrim  
BT27 4RL

07 January 2026

David

**Presentation of Shamrock  
Sat 14 March 2026  
Royal Hillsborough**

As you may be aware, St Patricks Day is one of the key events within the Royal Irish Regimental calendar. To commemorate those gallant Irish soldiers who fought at Ladysmith during the Second Boer War, Queen Victoria ordered all ranks in Her Majesty's Irish Regiments to wear a sprig of shamrock in their head-dress – this tradition continues to this day.

As an Army Reserve (ARes) Battalion, we normally host a Presentation of the Shamrock annually on a weekend within the confines of our barracks.

In 2026, as part of the Regiment's wider engagement with civic society, the 2<sup>nd</sup> Battalion The Royal Irish Regiment (2 R IRISH) plan to hold the first Presentation of the Shamrock in living memory throughout the whole island of Ireland within your Borough at Hillsborough Castle on Saturday 14 March 2026. The event will consist of two elements:

**1. Wider social engagement.**

- a. A parade consisting of the Golden Thread of those who "*may serve (Cadets), are serving (2 R IRISH soldiers) and have served (Veterans)*" will march through Hillsborough to the Castle where the public can watch and participate thus enhancing good relations with society.
- b. Plan to erect large screens with a live video feed at the Courthouse to enable the public to watch the Presentation of the Shamrock as well as listening to the background of St Patrick and the history of the event. A brochure will be produced for the public to download outlining the day's events.

- c. Potential to showcase the Belfast Region City deal development of 'Destination Royal Hillsborough' on the large screens in the pre-parade footage.
2. **Presentation of the Shamrock.** The parade will form up in the Square between the Courthouse and Castle. Seating will be erected for invited guests (up to 400 pax) within the Square. Participants and guests will then retire to the Castle for traditional Irish Stew. A hard copy brochure is planned to be produced.

Given the strength of the relationship between the Council and the Armed Forces, we are requesting support with infrastructure delivery and event planning particularly with financing towards seating, large outdoor screens, audio and visual equipment to provide live feed, brochure development and print as well as co-ordination of traffic, public spaces, blue light services and liaison with the residents and business owners of Hillsborough.

To deliver the aspiration of this public event, we would request financial support from the Council of between £10k and £15k to cover infrastructure elements outlined above.

On behalf of the Battalion, I am grateful for the opportunity in outlining our proposal. Should you have any questions or queries, please do not hesitate to get in touch.



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<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	14 January 2026
<b>Report from:</b>	Head of Assets

## CONFIDENTIAL REPORT

<b>Reason why the report is confidential:</b>	NI Local Government Act 2014 Schedule 6 Access to Information: Exempt Information Part 1  3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).
<b>When will the report become available:</b>	N/A
<b>When will a redacted report become available:</b>	Redacted report to be provided to Member Services Unit following ratification and signing of contracts.
<b>The report will never become available:</b>	N/A

<b>Item for:</b>	Noting
<b>Subject:</b>	Report on Tender Awards

1.0	<p><b><u>Background and Key Issues</u></b></p> <ol style="list-style-type: none"> <li>Officers of the Council have delegated authority to accept successful tenders if they are in keeping with MEAT (Most Economically Advantageous Tender) principles (for tenders advertised prior to the new Legislation as noted in previous Committee's) lowest, or only tender received, with the tender outcomes reported to the Corporate Services Committee for noting.</li> <li>Report on Tender Awards in upcoming Committees will report on the MAT (Most Advantageous Tender) principles for tenders advertised post the 24 February 2025 date. This was when the new Procurement Act went live.</li> </ol> <p><b><u>Key Issues</u></b></p> <p>Interested Contractors were invited to submit tenders through the eTendersNI portal and tenders were returned as follows:</p> <p style="text-align: center;">T25/26-022 PPM &amp; RM 25: Kitchen Grease Extract Systems</p> <p>The above tender competition was unlocked by the Procurement Officer, the relevant Head of Service approved the tender opening report and the tender was forwarded to the contract management leads within each responsible Service Unit for evaluating against the agreed criteria.</p> <p>Enquiries have been made to contractors who showed initial interest in requesting tender information, but who did not make a return to ascertain why they did not submit a tender.</p>
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	The tender was assessed and recommended for award as detailed in the Tender report ( <b>see attached Appendix</b> ). In this case, the successful tenderer recommended was the only compliant tender received and therefore the Most Advantageous Tender.	
2.0	<b><u>Recommendation</u></b>	
	It is recommended that Members note the award of the tenders for the various contracts noted above and detailed within the <b>attached Appendices</b> . It is further recommended that Members approve the signing and sealing of the Tender documents as necessary.	
3.0	<b><u>Finance and Resource Implications</u></b>	
	Budget provision has been included in the annual estimates.	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
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 <b><u>or</u></b> rationale why the screening was not carried out;  The Contracts are deemed to benefit all section 75 groups equally and therefore it was deemed that no screening was required.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out.  A Rural Impact Assessment is deemed not to be required as these are contracts for works and services and will apply equally to all communities across the Council area	

<b>Appendices:</b>	<b>APPENDIX XX1 – Summary Tender Awards APPENDIX XX2 – Service Unit Tender Reports</b>
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## Summary Tender Awards

	TENDER TITLE	SUPPLIER AWARDED	TENDER VALUE
1	T25/26-022 PPM & RM 25: Kitchen Grease Extract Systems	VENTILATION SURVEYS & SERVICES LTD Saunders House Springbank Industrial Estate Springbank Road Belfast BT17 0QL	██████████ + VAT

Service Unit Tender Reports

1.



TENDER REPORT FOR

**T25/26-022 PPM & RM 25: Kitchen Grease  
Extract Systems**

### Tender Information

Regeneration & Growth / Assets let a tender competition for PPM & RM 25: Kitchen Grease Extract Systems for a period of 1+1+1+1 with an estimated [REDACTED] budget.

The tender competition was let via an open tender competition advertised on eTendersNI and the Council Website

### Tender Returns

Tenders were returned from one Contractor, electronically via the eTendersNI website. The tenders were opened by the Procurement Unit on 21<sup>st</sup> July 2025.

The tender opening report was approved by the Head of Assets

Tenders were returned from the following contractors:

Tenderer name and address;	Tenderer Cost £
VENTILATION SURVEYS & SERVICES LTD Saunders House Springbank Industrial Estate Springbank Road Belfast BT17 0QL	[REDACTED]

### Tender Evaluation

Tenders received were issued to Assets for evaluation.

#### Stage 1 – Selection Criteria Evaluation

One tender was evaluated on the information they provided against the evaluation criteria published in the tender documents.

Tenderers received were required to meet mandatory selection criteria which were assessed on a pass/fail basis i.e. if the evaluation panel agree a tender or any tender does not sufficiently meet the minimum requirements, that tender will not proceed to Stage 2 of the evaluation. The mandatory selection criteria for this competition were:

Stage 1 Selection Criteria	Appendix Number
Company Experience	1
Pricing Schedule	2
Delivery Method	3
Insurance Declaration	4
Form Of Tender	5
Tender Document	6
Professional & Business Standing	7
Business Continuity	8
Conflict of Interest	9
Collusion and Canvassing Declaration	10
Competence Declaration	11

## Stage 2 – Award Criteria Evaluation

As indicated in the Tender document the Award Criteria for this competition and their relative weightings were as follows;

Evaluation Factors	Max. Score	Weighting / 100%
Tender Amount (PPM)	5	60%
Tender Amount (Reactive Schedule of Rates)	5	10%
Delivery Method	5	20%
Compliance	5	10%

This Tender was evaluated and ranked resulting in the Contractor being awarded the contract as the Most Advantageous Tender (MAT)

The final scores and ranking for the tender competition are as follows:

Tenderer Name	Quality Score out of <?>	Tender Cost	Cost Score out of <?>	Combined Score out of 100	Rank
Ventilation Surveys and Services Ltd	██████	██████	██████	██████	1st

### Recommendation

With delegated authority, it is recommended that the contract is awarded to Ventilation Surveys and Services Ltd in the sum of ██████ + VAT, being the most advantageous tender.

Please note that the bid was ██████, however the contract value will remain ██████ to provide some level of contingency for unforeseen remedial or reactive works.

Taking account of the information returned within the tender submission, the evaluation panel are content that this contractor will be able to complete the works to the required quality and within the time period detailed in the tender documentation.

Prepared by:

**Senior Estates Contracts Manager**

**Date: 13.11.25**

<b>Committee:</b>	Corporate Services
<b>Date:</b>	14 <sup>th</sup> January 2026
<b>Report from:</b>	Head of Finance

## CONFIDENTIAL REPORT

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

<b>Item for:</b>	Noting
<b>Subject:</b>	Debt write off request

1.0	There are a number of outstanding invoices owed from [REDACTED] in relation in the hire of [REDACTED] to the value of £1,354.13. (£1,128.44 plus £225.69 VAT)
1.1	The Finance Section have been chasing this debt including the issuing of relevant letters and phone calls.
1.2	[REDACTED] have ceased trading and [REDACTED] is now leased to another party. The finance team have been notified that the gentleman renting [REDACTED] in the name of [REDACTED] is sadly deceased therefore it is recommended that the debt is written off to the relevant cost code within the Community Services unit.
1.3	A provision was made within the prior year end debt provision, therefore there will be no impact in the current financial year.
1.4	Within the accounting manual, debts in excess of £500 may only be written off when authorised by the Corporate Services Committee.
2.0	<b><u>Recommendation</u></b> It is recommended that the above debt write off is approved.
3.0	<b><u>Finance and Resource Implications</u></b> The debt of £1,354.13 (£1,128.44 plus £225.69 VAT) will be written off against the relevant cost code. As this was provided for within the prior year end bad debt provision, it will have no impact in the current financial year.
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>
	Has an equality and good relations screening been carried out? <span style="float: right;">No</span>

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

<b>Appendices:</b>	
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<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	14 January 2026
<b>Report from:</b>	Director of Organisation Development & Innovation

**CONFIDENTIAL REPORT**

<b>Reason why the report is confidential:</b>	<b>Local Government Act (Northern Ireland) 2014, Schedule 6, Part 1: Exempt Information, no.4:</b> 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.
<b>When will the report become available:</b>	
<b>When will a redacted report become available:</b>	Following ratification
<b>The report will never become available:</b>	

<b>Item for:</b>	Decision
<b>Subject:</b>	Efficiency Review Steering Group (ERSG) meetings

1.0	<p><b><u>Background and Key Issues</u></b></p> <p>Meetings of the Efficiency Review Steering Group (ERSG) took place on Tuesday, 2 September and Tuesday 4 November 2025. The notes and action plans from these meetings and presentations from the November meeting are attached.</p> <p>Members noted the recent work of the review, the current implementation stages of associated agreed structures, and the current movements within the Senior Team.</p> <p>At the September meeting, the Governance and Communications structure was reconsidered and approved for recommendation to the Corporate Services Committee that month. This subsequently ensued, and the structure approved for implementation.</p> <p>Two structures were considered at the November 2025 meeting of the ERSG. These were amendments to the approved Planning and Capital Development structure, and a restructure of the Procurement section within the Assets unit.</p>
1.1	<p><b>Amendments to the Planning and Capital Development Unit</b></p> <p>This structure was further reviewed taking account of current business need and the ambitious Capital Programme. A detailed business case was presented to the group by the Head of Planning and Capital Development, supported by the Director of Regeneration and Growth. It proposed making permanent a post within the Capital Development section and an amend to the Planning section, all of which would result in [REDACTED]</p>
1.2	<p><b>Assets Unit Procurement Section restructure</b></p> <p>This proposed restructure, the business case for which was presented by the Head of Assets, supported by the Director of Regeneration and Growth, would see the Procurement section of the unit strengthened, [REDACTED]</p>

1.3	Following scrutiny by Members and responses provided to a number of questions, Members welcomed the proposals and recommended that these progress for approval by this Committee.	
1.4	Members also noted the impact on staff where the structures could not progress at pace following the agreement to implement the restructurings. It was agreed to postpone further consideration of structures to enable implementation of those already approved. In order to provide assurance to Members in the absence of meetings until April 2026, the Director of Organisation Development and Innovation will circulate updates on progress to the ERSG on a monthly basis from December 2025 to March 2026.	
2.0	<p><b><u>Recommendation</u></b></p> <p>It is recommended that Members agree:</p> <ol style="list-style-type: none"> <li>1. The amendment to the agreed Planning and Capital Development Unit structure.</li> <li>2. The Assets Unit Restructure for Procurement</li> </ol>	
3.0	<p><b><u>Finance and Resource Implications</u></b></p> <p>Planning and Capital Development Unit structure proposal: [REDACTED]</p> <p>Assets Unit restructure for procurement: [REDACTED]</p>	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out</p> <p>There are no equality and good relations implications at this time. Should the structures be approved, any recruitment will be in accordance with the LGSC code of Procedures on Recruitment and Selection which has been screened.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out.</p> <p>Structure only.</p>	

<b>Appendices:</b>	[REDACTED]
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