

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 14<sup>th</sup> May 2025 at 6.00 pm.**

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

Councillor The Hon N Trimble (Chair)

Councillor N Eaton (Vice-Chair)

The Right Worshipful The Mayor  
Councillor K Dickson

Aldermen A Ewart MBE, M Gregg and A Grehan

Councillors A Ewing, A Givan, B Higginson,  
C Kemp and G McCleave

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

Councillors J Harpur and J Lavery BEM

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

Councillor G Hynds

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

Alderman J Tinsley

**IN ATTENDANCE:**

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

**Commencement of Meeting**

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

Unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. Mobile phones were to be turned off or on silent mode for the duration of the meeting. Members attending remotely were asked to keep their cameras on. Finally, the Chair asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

The Director of Finance & Corporate Services outlined the evacuation procedures in the case of an emergency.

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Alderman H Legge; Councillors T Beckett and D Lynch.

Councillor A Givan entered the Chamber. (6.03 pm)

2. Declarations of Interest

There were no Declarations of Interest.

3. Meeting of Committee – Wednesday 11<sup>th</sup> June 2025

The Chair, Councillor N Trimble, referred to the June meeting of Committee scheduled to be held on Wednesday 11<sup>th</sup> June 2025.

The Chair advised that a NILGA meeting was taking place in the Council Chamber that day and was not scheduled to finish until 5.00 pm. This would provide a very tight turn-around for Facilities Management and Member Services to prepare the Chamber for the meeting to commence at 6.00 pm and time would also be needed to address any technology issues that might arise.

In line with Standing Order 29.6, any variation to the date and/or time of a scheduled meeting should be agreed by the Committee.

Councillor Trimble stated that whilst he would not be the Committee chair after the Annual Meeting and therefore not the Chair at the June meeting and also that there would be a slight variation of membership after the Annual Meeting, he would however seek agreement for the June 2025 meeting to commence at 6.30 pm for the reasons as outlined above.

It was proposed by Alderman A Ewart, seconded by Councillor B Higginson and agreed that the meeting of Committee scheduled to be held on Wednesday 11<sup>th</sup> June 2025 commence at the later time of 6.30 pm.

4. Report of Head of Corporate Communications & Administration

4.1 Review of Civic Policies

The Head of Service advised that the Council's Policy on Invitations to Civic Functions, Visits and Council Events had been developed in consultation with a Members' Focus Group, the membership of which being detailed in the report. Party group leaders had also been consulted on the policies.

In addition to the narrative report, the following had been provided:-

- Draft Civic Events Policy;
- Draft Civic Representation Procedures;
- Draft Mayoral Protocol;
- Current Policy on Invitations to Civic Functions, Visits & Council Events with changes therein being highlighted;
- Equality Screening document.

The Head of Service had recommended that the revised policies and procedures be approved and be effective from the 9<sup>th</sup> June 2025.

The Head of Service responded to Members' questions and noted a number of amendments that Members would wish to have made to the draft policies.

It was proposed by Alderman A Ewart, seconded by Councillor C Kemp and agreed that consideration of the above matter be deferred to the June 2025 meeting of Committee and in the meantime:-

- the draft policies be revised in line with Members' comments as noted by the Head of Service;
- the current Policy on Invitations to Civic Functions, Visits & Council Events be again provided, this time showing – if possible – the tracked changes in regard to the new policies and with as much detail as possible.

Councillor G Hynds asked to have placed on record that he disagrees with the use of D'Hondt to appoint to working groups as referred to in the Draft Civic Events Policy as he believes it does not favour independent members or smaller political parties or provide for transparent discussions.

#### **4.2 Veterans' Champion – Representation at National Events**

The Head of Service reported that the Council's Veterans' Champion – Alderman J Tinsley – had received formal invitations to represent the Council at the following high-profile national events:-

- VE Day 80: The Nation Celebrates at Horse Guards Parade, London on the 8<sup>th</sup> May 2025. Invitation issued by the Office for Veterans' Affairs of the Ministry of Defence on the 16<sup>th</sup> April 2025;
- Armed Forces Covenant Conference in Glasgow on the 2<sup>nd</sup> & 3<sup>rd</sup> July 2025. Invitation issued by the Armed Forces Covenant Team of the Ministry of Defence on the 9<sup>th</sup> April 2025;
- Ministry of Defence VJ Day Commemoration Service at the National Memorial Arboretum, Staffordshire on the 15<sup>th</sup> August 2025. Invitation issued by the Ministry of Defence on the 16<sup>th</sup> April 2025.

The estimated cost of a Member's attendance at each event was set out in the report.

In regard to the VE Day 80 event, the RSVP date had been the 17<sup>th</sup> April 2025 with the invitation only received on the 16<sup>th</sup> April 2025. In order to confirm the attendance of Alderman Tinsley by the required date, approval had been sought from the Committee Chair and Vice-Chair. The Head of Service outlined an issue which had been raised by the Committee Vice-Chair about the approval of events outside of scheduled committee deadlines.

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

- retrospective approval for the attendance of Alderman J Tinsley (Veterans' Champion) at the VE Day 80 event in London on the 8<sup>th</sup> May 2025 be granted, the initial approval having been granted by the Committee Chair and Vice-Chair;
- the attendance of the Veterans Champion at the undernoted events be approved:-
  - Armed Forces Covenant Conference in Glasgow on the 2<sup>nd</sup> & 3<sup>rd</sup> July 2025.
  - Ministry of Defence VJ Day Commemoration Service at the National Memorial Arboretum, Staffordshire on the 15<sup>th</sup> August 2025.
- the travel and subsistence expenditure associated with the three events referred to above be approved;

#### 4.2 Veterans' Champion – Representation at National Events (Continued)

- in future – where timelines for approval of attendance at events fall outside the formal Committee timelines, the process will include consultation with Party Group Leaders and Independent Member(s) followed by delegated approval being sought from the Committee Chair and Vice-Chair.

#### 4.3 2025 Anniversaries Programme Update

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

- Minutes of meetings of the VE Day 80<sup>th</sup> Anniversary Working Group held on the 26<sup>th</sup> March and 16<sup>th</sup> April 2025;
- Anniversary Programme (as of 1<sup>st</sup> May 2025), together with associated budgetary costs.

The Head of Service stated that the VE Day commemoration events held on the 8<sup>th</sup> May 2025 had all proceeded according to plan. The events were well attended, and feedback thereon was very positive.

The Chairman of the Committee, Councillor N Trimble, and others all placed on record their thanks to the Working Group and to the Officers involved in the organisation of the VE Day events, with a particular mention to the Head of Corporate Communications & Administration who had been the lead officer. Councillor Trimble stated that he was in no doubt that – had she been present at the meeting – Alderman H Legge, the Chairman of the Working Group, would have placed on record, her thanks to all concerned for making the events so memorable and well planned.

Alderman A Grehan left the Council during the Head of Service's presentation of this item and returned to it during discussion. (6.24 pm and 6.26 pm)

### 5. Report of Head of Finance

#### 5.1 Northern Ireland Local Government Association Service Level Fee/Subscription for 2025/2026

In addition to the narrative report, the following documents from the Northern Ireland Local Government Association (NILGA) had been provided:-

- letter dated the 30<sup>th</sup> April 2025 advising of the Council's subscription for 2025/2026 in the sum of £62,247.00 (excluding VAT);
- impact report for 2024/2025.

5.1 Northern Ireland Local Government Association (Continued)  
Service Level Fee/Subscription for 2025/2026

It was proposed by Councillor G McCleave, seconded by Councillor N Eaton and agreed to recommend that:-

- the Council's Service Level Fee to NILGA in the sum of £62,247.00 (excluding VAT) for the period 2025/2026 be approved for payment;
- NILGA's impact report for 2024/2025 be noted.

6. Report of Head of Human Resources & Organisation Development

6.1 Public Sector Apprentice of the Year

The Committee noted that Sarah Welsh, a marketing apprentice based in Sports Services, had been announced by the Department for the Economy on the 26<sup>th</sup> March 2025 as Public Sector Apprentice of the Year.

The Chair, Councillor N Trimble, congratulated Sarah on her award. The Right Worshipful The Mayor, Councillor K Dickson, concurred with these comments and stated that Sarah's success was testament to the Apprentice Programme in the Council. The Right Worshipful the Mayor stated that he would be formally congratulating Sarah on her success and invited the Chair, Councillor N Trimble, to be a part of that celebration.

6.2 Local Government Staff Commission  
Consultation: "Neurodiversity in the Workplace Guidance"  
(Extended closing date: 19<sup>th</sup> June 2025)

in addition to the narrative report on the above matter, the consultation and a draft response to it had been provided. Members were invited to submit any further comments for inclusion in the response to the Equality Unit by the 12<sup>th</sup> June 2025. (E-mail to [Equality@lisburncastlereagh.gov.uk](mailto:Equality@lisburncastlereagh.gov.uk))

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

- the draft response (as presented) to the above consultation be agreed as the Council's response thereto;
- the Chair and Vice-Chair of the Committee be delegated authority to approve any amendments to the draft response following the receipt of Members' feedback.

A number of Members welcomed the content of the Guidance document which would assist councils in supporting neurodiversity in the workplace.

## 7. Any Other Business – Non-Confidential

### 7.1 Balmoral Show 2025 – Council “stand” Councillor C Kemp

Councillor C Kemp had attended Balmoral Show earlier that day and commended the Council’s stand and the officers for showcasing the Council in such a positive way.

### 7.2 Notice of Motion re Transparency Councillor G Hynds

Councillor G Hynds sought an update on the introduction of measures to promote transparency arising from the Notice of Motion on this item, eg live streaming and recording of Council and Committee meetings.

The Director confirmed that work was ongoing with the intention of presenting a paper to Committee which covered all the measures to be introduced.

### 7.3 Balmoral Show 2025 – Road Infrastructure Councillor A Givan

Councillor A Givan referred to the queues of traffic around Sprucefield, Moira, Halftown Road and Coronation Gardens, associated with visitors travelling to Balmoral Show.

Councillor Givan suggested that the Council take an active approach in attempting to relieve the pressure in the area caused by the traffic problems. A slip road from the M1 was needed.

The Chief Executive replied that the Strategic Investment Board had published a consultation on an investment strategy for Northern Ireland. This would be reported through the Regeneration & Growth Committee which was likely to push a request that some kind of connection from the M1 motorway to the Halftown Road be considered. This request would not only be to address traffic flow associated with the Balmoral Show and other events at the Eikon Centre but also to grow the economy of the area and also Northern Ireland in general as envisaged in the City Deal and the Dublin/Belfast Corridor Programmes.

Alderman A Grehan, and Councillors A Ewing and G Hynds all supported the use of public transport by visitors to Balmoral Show as it assisted traffic management in the area and minimised frustration for visitors. The active promotion and encouragement of the use of public transport at the time of Balmoral Show was something that the Council should engage in.

7.4 VE Day Community Grants  
Councillor B Higginson

Councillor B Higginson reported that he had received a significant amount of positive feedback from community groups who had been the recipients of Council community grants for VE Day, and which had enabled groups to put on commemorative events for their areas. A maximum grant of £700.00 per application had been available.

Alderman J Tinsley joined the meeting on a remote basis during this item.  
(6.50 pm)

8. Confidential Report from Director of Finance & Corporate Services

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

8.1 Report on Tender Awards

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

Redacted report to be available following ratification by Council on the 27<sup>th</sup> May 2025 and the signing of the contracts.

8.2 Quarterly Finance Reports Draft Quarter 4 2024/2025

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

Redacted report to be available following ratification by Council on the 27<sup>th</sup> May 2025.

In Committee

It was proposed by Councillor B Higginson, seconded by Alderman M Gregg and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings, and any members of the press and public left the meeting.) (6.50 pm)

8.1 Report on Tender Awards

Presented by the Head of Assets.

Tender reports and a summary of the tenders awarded had been provided with the narrative report.

**8.1 Report on Tender Awards (Continued)**

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

- T24/25-032: Tender for the Provision of a Kerbside Sort Service for the Collection and Recycling of Multi-Materials (including Food Waste) from Households within the Lisburn & Castlereagh City Council area;
- Tender for Mobile Voice and Data Services;
- T24/25-009: The Provision of a Haulage Service for Residual & Green Wastes & Street Sweeping Wastes from Council Household Recycling Centres;
- T24/25-045: Catering and Bar Services at Lagan Valley Island.

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

**8.2 Quarterly Finance Reports Draft Quarter 4 2024/2025**

Presented by the Head of Finance.

Members noted the content of the following:-

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

The Chairman thanked the Head of Finance and her team for the considerable work which goes into the preparation of quarterly finance reports and other financial reports.

**9. Any Other Business – Confidential**

**9.1 Thanks to Chairman**

Councillor N Eaton, Vice-Chair, expressed her thanks to Councillor N Trimble for the conduct of business during his term in office. A number of other Members concurred with these comments. Councillor Trimble responded accordingly.

9.2 Officers' attendance at Events  
Alderman M Gregg

In response to a question from Alderman M Gregg, the Chief Executive confirmed an adjustment made to a social media post confirming an Officer's attendance at a recent event on behalf of Solace. The Chief Executive also confirmed that, where officers are anticipated to accompany Members to events (such as Westminster Trade Missions or the Somme Pilgrimage), this is noted in reports to the relevant committee.

9.3 Social Posts  
Alderman M Gregg

Alderman M Gregg referred to social posts which were given by officers as opposed to the Chair and/or Vice-Chair of the relevant Committee. In addition, Alderman A Ewart stated that The Right Worshipful The Mayor should have an involvement in these social posts also.

The Director noted these comments for appropriate action adding that the subject matter of social posts had to be considered so that the person involved was the appropriate one.

Resumption of Normal Business

It was proposed by Councillor A Ewing, seconded by Councillor C Kemp and agreed to come "out of Committee". Normal business and the recording were resumed. (7.04 pm)

10. Any Other Business

10.1 Thanks of Chairman

The Chair, Councillor N Trimble, referred to the meeting being the last one before the Annual Meeting on the 6<sup>th</sup> June 2025 and expressed his thanks to his Vice-Chair, Councillor N Eaton, the other members of the Committee, the Director of Finance & Corporate Services and all staff associated with the Corporate Services Committee, for their assistance and support to him during his year as Chairman. Councillor Trimble considered it a pleasure to have been the Chair of the Corporate Services Committee.

Councillor Trimble referred to Cara McCrory (Director of Finance & Corporate Services) who would be leaving the Council in the near future to take up employment elsewhere. Councillor Trimble thanked Cara for her work with the Council and wished her all the best for the future. These comments were endorsed by Alderman A Grehan.

There being no further business, the meeting concluded at 7.06 pm.

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MAYOR/CHAIR