



December 8th, 2022

To: Chairman

Councillor S Hughes

Vice-Chairman

Councillor U Mackin

Aldermen

A G Ewart MBE, O Gawith, M Henderson MBE, S Martin, S P Porter and J Tinsley

Councillors

R Carlin, A P Ewing, J Lavery BEM, S Lowry, J McCarthy, T Mitchell, The Hon N Trimble

Ex-Officio

The Right Worshipful The Mayor, Councillor S Carson

Deputy Mayor, Councillor M Guy

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 14th December 2022 at 6:00 pm** for the transaction of the undernoted Agenda.

Members are requested to attend..

A light buffet shall be available in Lighters Restaurant from 5.30 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 Performance Reports - Q2

📎 *CS Performance Report Q2 KPI's 2022 23.pdf*

Page 1

📎 *Appendix 1 Budget Summary Draft Qtr 2 Corporate Services.pdf*

Page 4

📎 *Appendix 2 Q2 Service KPIs.pdf*

Page 7

📎 *Appendix 3 Finance Corporate Services Risk Register.pdf*

Page 10

4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

4.1 Somme Pilgrimage 2022 and 2023

📎 *CSC Report - Somme.pdf*

Page 11

📎 *Appendix 1 - Somme 2022 Highlight Report.pdf*

Page 15

4.2 Civic Events 2023/2024

📎 *CSC Report Civic Events 2023 Final.pdf*

Page 33

📎 *Appendix 1 - 2023-24 Civic Events Calendar.pdf*

Page 36

5.0 REPORT OF HEAD OF FINANCE

5.1 Repairs & Renewals - Q2 2022/2023

📎 *CSC Report - Repairs and renewals quarter 2.pdf*

Page 38

6.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

6.1 Workforce Reports

📄 *CSC Report - Workforce Reports.pdf*

Page 43

📄 *Workforce - Absence.pdf*

Page 47

📄 *Workforce Profile.pdf*

Page 54

📄 *Recruitment.pdf*

Page 55

7.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

7.1 Parks Accommodation & Equipment Husbandry

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

7.2 Xerox Managed Print Contract Renewal

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

7.3 Deed of Rectification at Lyngrove Hill, Glenavy

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

7.4 Box Office Ticketing System - Financial Appraisal

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

7.5 Update on Catering Provision at Lagan Valley Island

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

7.6 Legal Services - Business Case

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

7.7 Estimates' Process 2023/2024 Update

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

7.8 Estimates - Finance & Corporate Services and G & A considerations

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

7.9 Management Accounts - Period 7

Confidential for reason of information (i) related to the financial or business affairs of any particular person (including the Council holding that information) and (ii) related 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 bearers under, the Council.

7.10 Treasury Management 2021/2022

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

7.11 Treasury Management 2022/2023

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

7.12 Transfer of Use of Reserves

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

7.13 Efficiency Review Steering Group - Update

Confidential for reason of information related 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 bearers under, the Council.

7.14 Hybrid Working Pilot - Survey for Elected Members

Confidential for reason of information related 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 bearers under, the Council.

8.0 ANY OTHER BUSINESS



Corporate Services Committee

14th December 2022

Report from:

Director of Finance & Corporate Services

Item for Decision

TITLE:

Finance & Corporate Services Performance Report

Background and Key Issues:

1. This paper deals with the following areas:

- Management Accounts covering the period 1st July 2022 to 30th September 2022
- Q2 2022/23 KPI's
- Directorate Risk Dashboard

2. Finance & Corporate Services Management Accounts – Q2

Attached at Appendix 1 are the following trading summaries:

- Period 1 (1st July – 31st July 2022)
- Period 2 (1st August – 31st August 2022)
- Period 3 (1st September – 30th September 2022)

3. Q2 2022/23 Finance & Corporate Services KPI's

The Council operates a broad range of KPI's including statutory targets, for example, percentage of household waste collected that is sent for recycling (set externally and reported internally via Council Committees), performance improvement targets (set by Council and reported through Governance & Audit Committee) and operational metrics/service KPIs (set by Council and reported internally via Council Committees).

Appendix 2 provides an outline of performance for Q1 (July – September 22)) for the operational metrics/service KPIs for the Finance & Corporate Services Committee.

4. Directorate Risk Dashboard

Appendix 3 provides the current Directorate risk dashboard.

All risks remain the same with Finance & Corporate Services retaining nine departmental risks of which two are high risk and the remaining seven are medium risk. The two high departmental risks are:

- Data Sharing – risk remains significant until completion of cyber security training for all staff and members as well as upgrade of current IT systems.
- Financial Sustainability – failure to deliver a balanced budget and longer term financial sustainability remains high due to ongoing challenges associated with the out workings from the pay deals together with other pressures such as utilities, waste and inflationary pressures.

Recommendations

It is recommended that Members note and scrutinise:

1. Appendix 1 – The Q2 Finance & Corporate Services Management Accounts
2. Appendix 2 - The outturn of operational metrics/service KPIs for Finance & Corporate Services Q2 (July-September 22)
3. Appendix 3 - Finance & Corporate Services Risk Dashboard

Finance and Resource Implications:

None

Screening:

Equality and
Good
Relations

N/A

Environmental
Impact
Assessment

N/A

Rural Impact
Assessment

N/A

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 1 – Q2 Finance & Corporate Services Management Accounts
 Appendix 2 - Operational metrics/service KPIs for Q2 (July-September 22)
 Appendix 3 - Directorate Risk Dashboard

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services - July 2022 to Sept 2022

Month:-

Jul-22

Department

Expenditure:

Payroll

Department	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
Director of Finance & Corporate Services	270,800	90,066	86,788	(3,279)
Corporate Communications & Admin	2,571,290	857,407	866,089	8,682
Finance	614,380	204,792	197,383	(7,410)
HR	1,195,560	391,902	334,309	(57,593)
Total Payroll Expenditure:	4,652,030	1,544,167	1,484,569	(59,599)

Non-Payroll

Director of Finance & Corporate Services	119,000	14,833	16,844	2,011
Corporate Communications & Admin	2,188,060	1,080,117	1,160,606	80,489
Finance	198,080	118,923	154,264	35,341
HR	623,100	164,300	133,666	(30,635)
Total Non-Payroll Expenditure:	3,128,240	1,378,174	1,465,379	87,205

Total Expenditure	7,780,270	2,922,341	2,949,948	27,606
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Income:

Director of Finance & Corporate Services	0			0
Corporate Communications & Admin	(727,500)	(242,718)	(315,923)	(73,205)
Finance	(26,780)	(6,667)	(51,284)	(44,618)
HR	(367,190)	(5,000)	(6,110)	(1,110)
Total Income:	(1,121,470)	(254,385)	(373,317)	(118,933)

Overall Net Position:

Director of Finance & Corporate Services	389,800	104,899	103,632	(1,268)
Corporate Communications & Admin	4,031,850	1,694,806	1,710,772	15,966
Finance	785,680	317,048	300,363	(16,687)
HR	1,451,470	551,202	461,865	(89,338)
Net Overall Position	6,658,800	2,667,956	2,576,630	(91,326)
Total Net Overall Position	6,658,800	2,667,956	2,576,630	(91,326)

Month:-

Aug-22

Department

Expenditure:

Payroll

Department	Annual Budget	Budget to date	Total Actual & Committed	Total Variance
Director of Finance & Corporate Services	270,800	112,658	109,124	(3,534)
Corporate Communications & Admin	2,571,290	1,071,523	1,014,691	(56,832)
Finance	614,380	255,991	251,122	(4,869)
HR	1,195,560	494,627	447,242	(47,385)
Total Payroll Expenditure:	4,652,030	1,934,799	1,822,179	(112,620)

Non-Payroll

Director of Finance & Corporate Services	119,000	14,917	21,098	6,181
Corporate Communications & Admin	2,188,060	1,196,946	1,226,543	29,597
Finance	198,080	121,529	135,878	14,349
HR	623,100	207,601	197,505	(10,096)
Total Non-Payroll Expenditure:	3,128,240	1,540,993	1,581,023	40,030

Total Expenditure	7,780,270	3,475,792	3,403,202	(72,590)
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Income:

Director of Finance & Corporate Services	0			0
Corporate Communications & Admin	(727,500)	(260,509)	(326,737)	(66,228)
Finance	(26,780)	(8,333)	(69,125)	(60,792)
HR	(367,190)	(6,250)	(7,518)	(1,268)
Total Income:	(1,121,470)	(275,092)	(403,380)	(128,288)

Overall Net Position:

Director of Finance & Corporate Services	389,800	127,575	130,222	2,647
Corporate Communications & Admin	4,031,850	2,007,960	1,914,497	(93,463)
Finance	785,680	369,187	317,875	(51,312)
HR	1,451,470	695,978	637,229	(58,749)
Net Overall Position	6,658,800	3,200,700	2,999,822	200,878
Total Net Overall Position	6,658,800	3,200,700	2,999,822	200,878

Month:-

Sep-22

Department

Expenditure:

Payroll

Director of Finance & Corporate Services

Corporate Communications & Admin

Finance

HR

Total Payroll Expenditure:

Annual Budget	Budget to date	Total Actual & Committed	Total Variance
270,800	135,249	132,615	(2,634)
2,571,290	1,285,640	1,252,477	(33,163)
614,380	307,189	307,966	777
1,201,370	540,108	548,635	8,527
4,657,840	2,268,186	2,241,692	(26,494)

Non-Payroll

Director of Finance & Corporate Services

Corporate Communications & Admin

Finance

HR

Total Non-Payroll Expenditure:

119,000	17,500	22,795	5,295
2,188,060	1,321,669	1,478,326	156,657
198,080	127,500	145,735	18,235
554,439	222,499	213,295	(9,204)
3,059,579	1,689,169	1,860,150	170,981

Total Expenditure

7,717,419	3,957,355	4,101,842	144,487
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Income:

Director of Finance & Corporate Services

Corporate Communications & Admin

Finance

HR

Total Income:

0	0	0	0
(727,500)	(322,450)	(340,872)	(18,422)
(26,780)	(10,000)	(92,027)	(82,027)
(304,339)	(111,839)	(114,167)	(2,328)
(1,058,619)	(444,289)	(547,066)	(102,777)

Overall Net Position:

Director of Finance & Corporate Services

Corporate Communications & Admin

Finance

HR

Net Overall Position

389,800	152,749	155,410	2,661
4,031,850	2,284,859	2,389,931	105,072
785,680	424,689	361,674	(63,015)
1,451,470	650,768	647,763	(3,005)
6,658,800	3,513,066	3,554,776	41,710

Total Net Overall Position

6,658,800	3,513,066	3,554,776	41,710
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Performance Summary

Finance & Corporate Services

(Type = 'Service')

Thursday 1st of December 2022



Red = Target missed or measure overdue
Amber = Measure due but not complete
Green = Target met or exceeded
Grey = Measure not yet due

Finance & Corporate Services	2 Red
Human Resources and Organisational Development	2 Red 1 Green
Facilities Management	1 Grey
Finance	2 Red

FINANCE & CORPORATE SERVICES

DUE 1ST OCT 22

211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced. **Actual absence**

TARGET
3

ACTUAL
4.55

STATUS
Red

TARGET	3	3
ACTUAL	2.76	4.55

Notes: Covid related absence has not been included as Covid absence cannot currently be included in the triggers for monitoring under the policy. If Covid related absence was to be included the figure would be 4.08.

FINANCE & CORPORATE SERVICES

DUE 1ST OCT 22

211 : Organisational Absence LCCC Organisation - The average number of working days lost due to absences reduced. **Rolling Year Absence**

TARGET
12

ACTUAL

STATUS
Red

TARGET	12	12
ACTUAL	10.97	

Notes: This information is not yet available. This will be populated at a later date.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST OCT 22

14 : Employee Training Number of hours of off the job training per employee. **Number of Hours**

TARGET
8

ACTUAL
7.02

STATUS
Red

TARGET	4	8
ACTUAL	3.77	7.02

Notes: A total of 7.02 per person is below the 8 hour per person target. There was a limited training programme offered in July and August (given annual leave).

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST OCT 22

15 : Elected Member Training Total number of hours of training per elected member. **Number of Hours**

TARGET
4

ACTUAL
0.49375

STATUS
Red

TARGET	2	4
ACTUAL	0.135	0.49375

Notes: Relevant training had been planned but attendance levels were poor. In line with a recommendation from the ERSG (Efficiency Review Steering Group) there are no plans for any elected member training in Q3.

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

DUE 1ST OCT 22

209 : Health & Wellbeing Health & Wellbeing Initiatives .The number and type of Health & Wellbeing Initiatives delivered during 2022/23

TARGET
6

ACTUAL
16

STATUS
Green

TARGET 6
ACTUAL 16

Notes: 8 events were held during Q1 and a further 8 were held in Q2. The Wellbeing focus for July was Family Health. As part of this a number of initiatives were advertised through StayWell including, Parents Guide – School Transitions, Building Resilience – Top Tips for Parents, Is Your Child Ready for Social Media and Action Mental Health – Resources for Young People. In August the Council promoted Psoriasis Awareness month, cycling to work, protecting the environment. In September the Council promoted a zoom 'Workshop for Families dealing With School Changes - Dealing with Transitions'.

FACILITIES MANAGEMENT

DUE 1ST APR 23

199 : Customer Experience Rating Customer satisfaction levels in relation to a number of LVI service offerings such as weddings/registration, conferencing and theatre. **Customer Satisfaction**

TARGET
85%

ACTUAL

STATUS
Grey

TARGET 85%
ACTUAL

Notes: Whilst this target is not measured formally until year end, it is tracked informally, with current customer satisfaction levels reaching 94%.

FINANCE

DUE 1ST OCT 22

16 : Prompt Payment Prompt Payment Indicators .Percentage supplier invoices paid within 30 Days

TARGET
100%

ACTUAL
86.46%

STATUS
Red

TARGET 100% 100%
ACTUAL 90.56% 86.46%

Notes: This target will be challenging until the introduction of a new finance system. The new system is in implementation stage and is expected to go live by the end of the financial year 22/23. The average across all 11 NI Councils for quarter 2 is 87.66%.

FINANCE

DUE 1ST OCT 22

16 : Prompt Payment Prompt Payment Indicators .Percentage supplier invoices paid within 10 days

TARGET
90%

ACTUAL
73.76%

STATUS
Red

TARGET 90% 90%
ACTUAL 78.54% 73.76%

Notes: This target will be challenging until the introduction of a new finance system. The new system is in implementation stage and is expected to go live by the end of the financial year 22/23. The average across all 11 NI Councils for quarter 2 is 66.06%.

DASHBOARD KEY / INDICATOR

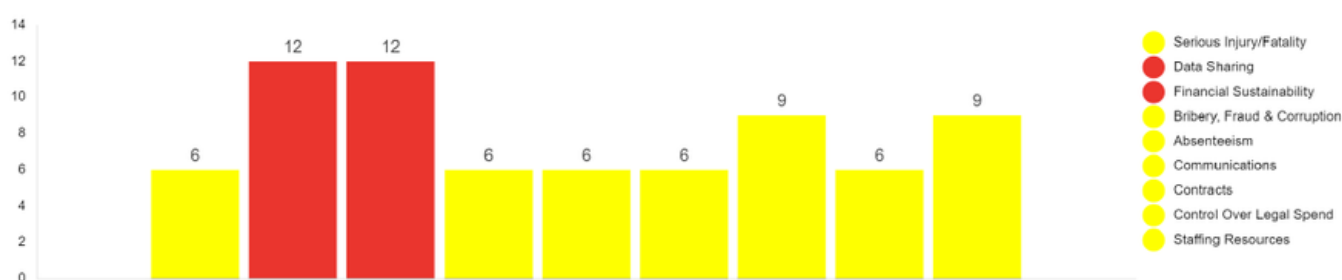
Risk Rating	
Key Symbol	Descriptor
●	Low (1-4)
●	Medium (5-11)
●	High (12-16)

Fluctuation Key	
Symbol	Descriptor
↑	Risk Increase
↓	Risk Decrease
↔	Remains Same
*	New Risk

Risk Matrix				
Likelihood	Minor	Moderate	Major	Catastrophic
Very Likely	4	8	12	16
Likely	3	6	9	12
Unlikely	2	4	6	8
Very Unlikely	1	2	2	4
	Minor	Moderate	Major	Catastrophic

FINANCE & CORPORATE SERVICES RISK SUMMARY

Finance & Corporate Services Departmental Risks



FINANCE & CORP SERVICES DEPARTMENTAL RISK REGISTER

Finance & Corporate Services Risk Register

Ref.	High Risk	Risk	Risk Description	Risk Owner	Inherent Risk	Current Controls	Residual Risk	Fluctuation since last review	Rationale	Additional Acti
Total		Count 9								
CRR 1	⚠	Serious Injury/Fatality	Breach in internal H&S arrangements resulting in injuries / loss of life / illness.	Emergency Planning Officer	8	CRR 1 Serious Injury / Fatality	6	↔		CRR 1 Serious Injury / Fatality
CRR 5	⚠	Data Sharing	Poor or inadequate data sharing agreements resulting in unintended data breach	TPO Manager	16	CRR 5 Data Sharing	12	↔		CRR 5 Data Si
CRR 7	⚠	Financial Sustainability	Failure to deliver balanced budget 2022/23 and longer term financial resilience and sustainability.	HOS Finance	16	CRR 7 Financial Sustainability	12	↔		CRR 7 Financi Sustainability
FCS 1	⚠	Bribery, Fraud & Corruption	Lack of effective internal control and governance framework, resulting in internal control failure, increased risk of bribery, fraud and/or corruption.	Director of Finance & Corporate Services	9	FCS 1 Bribery Fraud Corruption	6	↔		FCS 1 Bribery Corruption
FCS 2	⚠	Absenteeism	Risk of insufficient staffing resources due to high levels of absenteeism within the Council impacting on service delivery and over-reliance on agency staff resulting in increased financial costs.	Director of Finance & Corporate Services	9	FCS 2 Absenteeism	6	↔		FCS 2 Absenteeism
FCS 3	⚠	Communications	The risk of inadequate, delayed or inaccurate information and/or communications resulting in operational delays or reputational damage as a result of under resource and/or lack of coordination.	Director of Finance & Corporate Services	9	FCS 3 Communications	6	↔		FCS 3 Communicatio
FCS 4	⚠	Contracts	Mismanagement of contracts due to lack of central oversight/management resulting in financial inefficiencies and potential contract procurement breaches.	Director of Finance & Corporate Services	12	FCS 4 Contracts	9	↔		FCS 4 Contrac
FCS 5	⚠	Control Over Legal Spend	Overspend on Legal Costs	Director of Finance & Corporate Services	8	FCS 5 Legal Spend	6	↔		FCS 5 Legal S
HR 2	⚠	Staffing Resources	Loss of key staff/knowledge due to sickness, leave or unfilled posts resulting in associated negative impact on service delivery	HOS HR & OD	9	HR 2 Staffing Resources	9	↔		HR 2 Staffing Resources



Corporate Services Committee

14th December 2022

Report from:

Head of Corporate Communications and Administration

Item for Decision

TITLE: Somme Pilgrimage 2022 & 2023

Background and Key Issues:

Somme Pilgrimage 2022

1. Members are provided with a highlight report attached at Appendix 1 following the Council trip to the Somme in July 2022. The report has been prepared by the Lead Officer, Mr Ross Gillanders, Head of Parks and Amenities.

Context for previous Somme trips

2. It was agreed by the Shadow Council at its meeting held on 28th January 2015 that the Council would send a delegation to the Somme Pilgrimage each year. It was further agreed that:
 - Each Member would be given the opportunity to attend once during the Council's 4-year term;
 - A maximum of 8 Members plus supporting officers as required attend each year.
3. In 2019 ten members / staff attended (£11,808.70) and in 2022 ten members / staff attended (£8402.40). There was no Council representation in the 2020 and 2021 years due to COVID.

Considerations for future Somme Trips

4. Due to significant financial pressures and the need to reduce costs across all services and activities, Officers have explored alternative delivery model(s). As part of this, officers have identified some options for Members' consideration specifically in relation to the Somme, ensuring that the Council is represented at such an important civic event.
5. In addition, the proposed timings for Local Government elections, annual meeting and first Corporate Services Committee of a new term, means that the Council will need to agree arrangements (for at least 2023) as there wouldn't be sufficient time to plan and make the necessary arrangements for 2023 if the decision is held until the term. This also allows for the budget to be confirmed for the estimates and officers to start to plan / make preliminary bookings which can be firmed up post-election.
6. The proposal for 2023, is for the Council to be represented at the event and the options reflect various alternatives.

Option 1 - Status Quo	Option 2	Option 3
<p>Allow provision for up to 8 Members (plus 2 supporting officers)</p> <p>This is consistent with previous arrangements (agreed in Jan 2015) where each Member would have the option to attend on one occasion during the Council term with up to a maximum of eight Members per trip.</p>	<p>3 attendees (Mayor of the Day, the Chair of Corporate Services Committee and the Chief Executive or his nominee as the lead officer)</p> <p>Plus, one Member nominated by each party not already represented through the Mayor and Chair</p>	<p>3 attendees (Mayor of the Day, the Chair of Corporate Services Committee and the Chief Executive or his nominee as the lead officer)</p> <p>NB if other Members want to attend, the Council can organise travel on their behalf, but all costs must be met by the Member. There may also be further costs for the Council if an additional officer is required.</p>
Potential Budget for 2023 £10,000	Potential Budget for 2023 up to £8,000	Potential Budget for 2023 up to £3,000

7. Members are asked to consider the options and agree the preferred approach.
8. As it is an election year, it may be appropriate to implement this arrangement for one year to be reviewed by the new Corporate Services Committee at the start of the new term.

Recommendation:

It is recommended that the Corporate Services Committee:

1. Agrees which option is preferred for attendance at the Somme 2023.
2. Agrees that this is re-visited at the first Corporate Services Committee of the new Council term for the remaining 3 years.

Finance and Resource Implications:

Provision will be made in the 2023/24 Members' travel budget.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

The proposal is in accordance with agreed Council policy.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

N/A

Option 2

Screen out with
mitigation

N/A

Option 3

Screen in for
a full EQIA

N/A

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

No

Has a Rural Needs Impact
Assessment (RNIA) template been
completed?

No

If no, please given explanation/rationale for why it was not considered necessary:

The proposal will have no detrimental impact on rural needs

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 1 – Summary of Somme Pilgrimage 2022

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

The Battle of the Somme Commemoration Visit:

29th June 2022- 2nd July 2022

Introduction

On the morning of Wednesday 29th June 2022, a delegation from Lisburn & Castlereagh City Council consisting of:

- The Mayor (Councillor Scott Carson), Councillors Andrew Ewing, Andrew Gowan, Jenny Palmer and Alex Swan;
- Mr David Burns (Chief Executive), Mrs Louise Moore (Director of Leisure & Community Wellbeing) and Mr Ross Gillanders MBE (Head of Parks & Amenities)

travelled to France to attend the 106th anniversary of the Battle of the Somme commemorations. They were joined in Paris by Alderman Amanda Grehan who travelled independently.

Each councillor was given a detailed reading guide to the locations to be visited. The brief had been prepared by Dr Ciaran Toal, Research Officer at the Irish Linen Centre & Lisburn Museum and highlighted to councillors those soldiers who gave their lives, with specific links to the Lisburn and Castlereagh area.

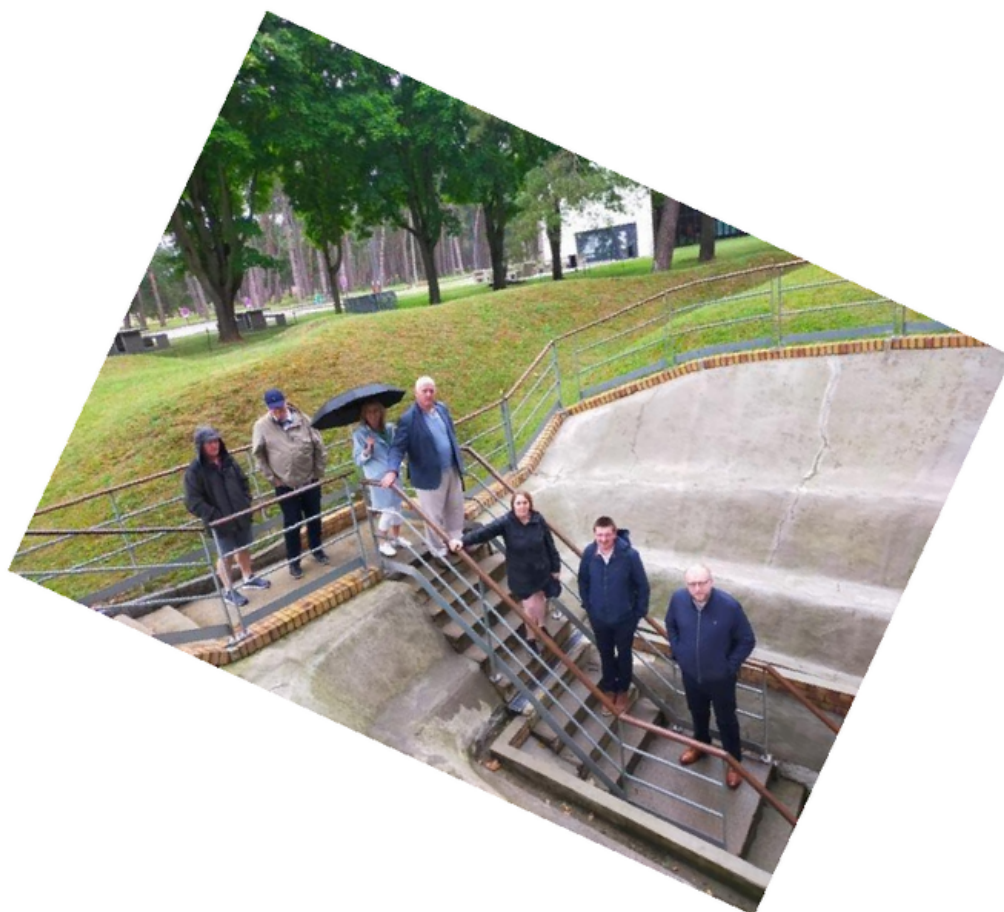
On arrival at Paris Charles de Gaulle Airport, the party travelled to Peronne where they were accommodated for the next three nights.

Thursday 30th June 2022

The next morning the party set off to visit the Canadian National Memorial at Vimy Ridge. The French Army suffered 150,000 casualties in several battles to try and recapture the ridge from the Germans over several years. In 1917, the task was then given to the Canadian Corps of 4 divisions, the first time that the Canadian Expeditionary Force participated in a battle together. The ridge was heavily defended by 4 divisions of the German 6th Army. Tunnels were dug by Welsh and English miners to enable the Canadian Corps to advance to the front line underground and, accompanied by a well-planned artillery barrage, the Canadians captured the ridge in a day and all their objectives in 3 days, with the loss of 3,598 soldiers killed and 7,000 wounded. An unknown number of Germans were killed and over 4,000 taken prisoner. The fierce battle became a symbol of Canadian national achievement and sacrifice. Today a 100 hectare (250 acres) portion of the battlefield (including the ridge) serves as a memorial park, staffed by Canadian students on voluntary secondments. It has one of the most impressive WW1 memorials, which is situated on the top of the ridge and, during WW2, Hitler gave orders that it was not to be destroyed and a German battalion were tasked to guard it.

Prepared by R Gillanders

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The delegation visited the battlefield, Visitors' Centre and memorial, and had a guided tour of the restored tunnels and trench system.

Prepared by R Gillanders

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Canadian National Memorial at Vimy Ridge

Prepared by R Gillanders

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The delegation then made its way towards Ypres, Belgium, a historic city devastated during the Great War (1914-1918).

On route to Ypres, the delegation visited the Irish Peace Tower at Messines and visited the memorial to the battle, which saw the 36th (Ulster Division) and the 16th (Irish) Division fighting side by side. It was said at the time that the soldiers got on so well that the 'troubles' in Ireland would be over when they came home as friends, but tragically the war continued and many of them subsequently were killed.

The plaque at Messines reads:

"From the crest of this ridge which was the scene of the horrific carnage in the First World War on which we have built a peace park and round tower to commemorate the thousands of young men from all parts of Ireland who fought a common enemy, defended democracy and the right of all nations, whose graves are in shockingly uncountable numbers and those who have no graves, we condemn war and the futility of war. We repudiate and denounce violence, aggression, intimidation, threats and unfriendly behaviour.

As Protestants and Catholics, we apologise for the terrible deeds we have done to each other and ask forgiveness. From this sacred shrine of remembrance, where soldiers of all nationalities, creeds and political allegiances were united in death, we appeal to all people in Ireland to help build a peaceful and tolerant society. Let us remember the solidarity and trust that developed between Protestant and Catholic soldiers when they served together in these trenches.

As we jointly mark the armistice of 11 November 1918, when the guns fell silent along this western front, we affirm that a fitting tribute to the principles for which men and women from the island of Ireland died in both World Wars would be permanent peace."

Representatives at the Irish Peace Tower, Messines.



The penultimate visit on Thursday was to Tyne Cot Cemetery which is the largest graveyard commemorating Commonwealth forces in the world. Here the group had an opportunity to tour the graves and memorials and view the names of local men who perished in the conflict, including Private Samuel Topping and Sgt Henry McVeigh. Both men were killed in August 1917 and are commemorated on the Tyne Cot Memorial to the Missing. Private Topping, 11th Battalion Royal Irish, served with the 36th (Ulster) Division, while Derriaghy-born Sgt McVeigh served with the 16th (Irish) Division.



This was a particularly poignant visit for Councillor Jenny Palmer who was able to see the names of both her great grandfather (Rifleman Samuel Topping Royal Irish Rifles) from Low Road Lisburn and his nephew (Fusilier Henry Topping – Royal Irish Fusiliers) on the tablets on the walls of Tyne Cot cemetery. Her great grandfather was reported as killed in action in Belgium on the 16th August 1917, the same date that his nephew was also killed.

Prepared by R Gillanders

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Tyne Cot Cemetery

Prepared by R Gillanders

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The final visit was in the evening when the group attended the service of commemoration at the Menin Memorial Gate, Ypres. On every day of the year The Last Post is sounded here at 8.00 pm in honour of United Kingdom and Commonwealth personnel who fought and died in the Ypres Salient prior to August 1917. The Memorial lists 54,000 names who died in the Ypres Salient and have no known graves.

Following this Service, the delegation returned to Peronne arriving at the hotel at 2230 hrs.



The Menin Gate wreath laying party of Alderman Amanda Grehan, Councillor Jenny Palmer and Mrs Louise Moore.

Friday 1st July 2022

With improved weather, the group departed early in the morning for the Somme area of Northern France. The first stop of the day was to Martinsart where on the evening of June 28, 1916, a few days before the commencement of the Battle of the Somme, men of the 13th Battalion of the Royal Irish Rifles were moving out of the French Village of Martinsart to take up forward positions on the Somme when they were hit by a German artillery shell. Fourteen men died immediately and a further nine died in the days that followed as a result of their wounds. Of the twenty three who died, ten were from Hillsborough, eleven from Dromore and two were from Banbridge.



Martinsart Cemetery

Later that morning the delegation attended the Commonwealth Service of Remembrance at Thiepval, the Northern Ireland Service of Remembrance at the Ulster Tower, and the Irish Service of Remembrance at Guillemont. During each of the three services the delegation laid a wreath on behalf of the people of Lisburn & Castlereagh City Council.

Prepared by R Gillanders

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The Commonwealth Service of Remembrance at Thiepval.





Northern Ireland Service of Remembrance at the Ulster Tower

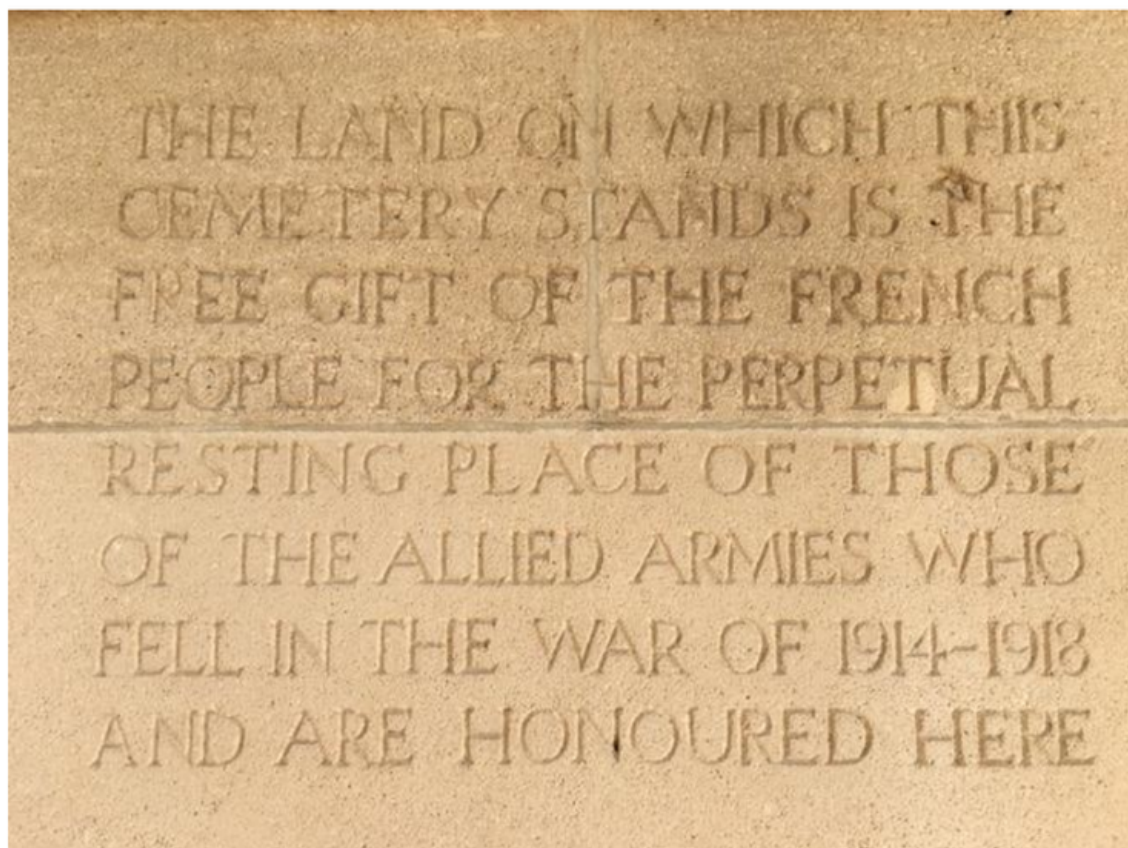


Northern Ireland Service of Remembrance at the Ulster Tower



Irish Service of Commemoration at Guillemont

Members of the delegation were deeply moved by the services and the extent of the commemorations to those who gave their lives on the Somme.



Prepared by R Gillanders

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Between services, Councillor Andrew Gowan visited the nearby cemetery of Regina Trench, a Canadian Cemetery where his great grandfather is buried. Corporal Richard Elliott was aged 32 when he died on 1st October 1916 whilst serving with the Canadian Infantry (Quebec Regiment).



Prepared by R Gillanders

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For anyone wishing to research the service of a loved one who died in World War 1 in the service of the Canadian forces then the following web site is particularly informative.

www.veterans.gc.ca/eng/remembrance/memorials/canadian-virtual-war-memorial

The countryside of Northern France and Belgium is awash with war cemeteries from all nations. The memorial below is quite a rare find and one that we must not forget.



Following the conclusion of all formal services on 1st July, Alderman Amanda Grehan paid a very personal pilgrimage to the grave of her late great uncle who is buried at Puchevillers British Cemetery.

Private Oliver Crossey of the 13th Battalion, the Royal Irish Rifles, died of wounds on 30 June 1916 aged 20. He was from Thompson's Row, Culcavy, Hillsborough.

Prepared by R Gillanders



Prepared by R Gillanders

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Saturday 2nd July 2022

On checking out of the hotel in Peronne, the delegation made its way to the Lochnagar mine crater on the 1916 Somme battlefields in France which is the largest man-made mine crater created in the First World War on the Western Front. It was laid by the British Army's 179th Tunnelling Company Royal Engineers underneath a German strongpoint called "Schwaben Höhe". The mine was exploded two minutes before 07.30 am Zero Hour at the launch of the British offensive against the German lines on the morning of 1st July 1916.



The party left for a guided tour of the Somme trenches beside the Ulster Tower which have been meticulously restored by volunteers of the Somme Association.





Our Somme Association tour guide, Austen, shows the Mayor a device found in the trenches used to assist in polishing brass buttons.

Prepared by R Gillanders

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Beaumont Hamel was the last stop which highlighted the huge sacrifice that one small community made. It was named after the Royal Newfoundland Regiment, which had provided one battalion of 800 men to serve with the British and Commonwealth Armies.



The Caribou is one of 5 such memorials on the Western Front which commemorate the location where the 1st Battalion of the Newfoundland Regiment was in action.

Prepared by R Gillanders

Conclusion

This was a highly successful visit in commemoration of the Battle of the Somme on its 106th Anniversary and it had a major impact on those taking part. The group attended 4 (four) services of commemoration and laid 4 (four) wreaths on behalf of the people of Lisburn and Castlereagh at the Menin Gate, Thiepval Memorial, Ulster Tower and Guillemont.

The graves at Martinsart, so pertinent to Lisburn & Castlereagh, were visited and our respects paid.

Three of the party were able to make very sentimental visits to the graves of their loved ones at Tyne Cot, Regina Trench and Puchevillers.

Recommendation

It is recommended that the report on the 2022 Battle of the Somme Commemoration Visit be noted.



Corporate Services Committee

14 December 2022

Report from:

Head of Corporate Communications & Administration

Item for Decision **delete as appropriate*

TITLE: 2023/24 Civic Events

Background and Key Issues:

1. Council hosts a number of civic events each year. For information, Appendix 1 sets out the established programme of events which are already approved for 2023/24. The cost of these events are included as part of the estimates process each year.
2. It should be noted that Council may receive other requests throughout the year to host additional civic events e.g. in relation to the coronation of the King.

3. Freedom of the City

In 2019, Council agreed to award Freedom of the City to the Gettys. In January 2022, Members agreed to defer any decision on format for this event until further information was available in relation to their attendance. An update was provided in March 2022 confirming that a date had yet to be agreed. A provisional budget of £19,550 was agreed for this event to take place in 2022/23 subject to approval of format and numbers.

Engagement with the Gettys has continued and whilst they had indicated that they may be available in May/June 2023, this has not been confirmed. This takes us into a new financial year.

Due to the uncertainty in relation to the date of this event, it is recommended that the agreed £19,550 budget for this event is earmarked in reserves going forward.

Recommendations:

It is recommended that Members:

- Note the 2023 calendar of Civic Events
- Approve the earmarked reserve budget for Gettys’ FOC.

Finance and Resource Implications:

£19,550k required to be earmarked in reserves for Gettys’ Freedom of the City

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

No change in policy

If yes, what was the outcome?:

Option 1 Screen out without mitigation	N/A	Option 2 Screen out with mitigation	N/A	Option 3 Screen in for a full EQIA	N/A
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No	
--	----	---	----	--

If no, please given explanation/rationale for why it was not considered necessary:

Not relevant

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?	No	Has an Environmental & Sustainability Screening been completed?	No	
---	----	---	----	--

If no, please provide explanation/rationale:

Not Relevant

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL: No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

- APPENDICES:
- Appendix 1 2023 Civic Events Calendar

HAS IT BEEN SUBJECT TO CALL IN TO DATE? No

If Yes, please insert date:

Appendix 1: 2023/24 CIVIC EVENTS CALENDAR

Date	Event	Location
13 th March 2023	Raise a Flag for the Commonwealth Additional requirement to include the flag of peace agreed by Mayor.	LVI Flag Raising Area & Lighters, Studio
May 2023 tbc	Garden of Reflection Annual Service Format to be agreed by Mayor.	LVI - Garden of Reflection
20 th June 2023 08.30am – 10am	Armed Forces Flag Raising	LVI - Flag Raising Area
June 2023 tbc	Lisburn Half Marathon Bomb Memorial Service	Memorial Plaque, Market Place, Lisburn
3 rd September 2023 9.30am – 11am	Merchant Navy Day Flag Raising	LVI Flag Raising Area & Cherry, Lighters for Robing
9 th September 2023 08.30am – 10am	Emergency Services Day Flag Raising	LVI- Flag Raising Area
September /October 2023	NMBVA Pantridge Memorial	LVI Pantridge Memorial, Rotunda Areas, Cherry
Nov 2023	Remembrance Sunday	Lisburn & Hillsborough
Nov 2023	Poppy Appeal Events	Lisburn War Memorial

Additional Events		
May/June 2023 Date to be confirmed by Gettys	Gettys Freedom of the City (previously agreed by CSC)	LVI – Chamber and Island Hall



Corporate Services Committee

14th December 2022

Report from:

Head of Finance (Joanne Hewitt)

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

(select from the list below reason why report is confidential and delete as appropriate)

N/A

When will the report become unrestricted:

Specify when
report will
become available

N/A

Redacted
report
available

N/A

Never

N/A

Item for Noting

TITLE:

Repairs and Renewals Quarter 2 2022/2023

Background and Key Issues:

1. Within the estimates process each financial year, a list of the projects within the Repairs and Renewals reserve is presented as part of each Directorate's report to home Committees.
2. Attached is a listing of the actual spend within each of the projects for quarter 2 of the current financial year.
3. The current spend within the projects listed is £530,399 from a profiled quarter 2 budget of £855,450
4. The current Repairs and Renewals list is being reviewed in relation to projected year end spend that will inform the requirements for the 2023/2024 estimates. This may include some projects being delivered in the 2023/24 year instead of being delivered in the remaining months of the current financial year. This is being kept under review and work is progressing.

5. Based on progress, completion of works and potential for increased cost of materials / supplies, it is possible that there may need to be a transfer from the reserve. NB for the purposes of the 2023/24 estimates, the assumption at present is that the contribution to the reserve will remain at £400k.

Recommendation:

It is recommended that Members note that report and attached breakdown of the repairs and renewals spend for quarter 2 2022/2023

Finance and Resource Implications:

Repairs and renewals are funded through a reserve held within the Balance Sheet with a contribution from revenue budgets on an annual basis.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1 Screen out without mitigation	Yes/No	Option 2 Screen out with mitigation	Yes/No	Option 3 Screen in for a full EQIA	Yes/No
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No	
--	----	---	----	--

If no, please given explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

If no, please provide explanation/rationale:

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES: Repairs and Renewals – Quarter 2 2022/2023

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Repairs and Renewals - Quarter 2 2022/2023

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Location (4 digits) Description	Annual Budget	YTD Budget	Total Act/Comm
Replace stage curtains (Island hall)	8,000	8,000	5,671
Replace existing lighting to LED	10,000	5,000	-
Replace & upgrade AVE Equipment	10,000	10,000	9,989
Digital Infrastructure (Island Hall)	20,000	-	-
Digital Infrastructure (LVI)	10,000	-	-
Replacement of Christmas Tree & Decorati	5,000	-	-
Hillsborough Village Centre - replace fl	2,000	2,000	-
Castle Gardens Terrace Project	29,700	29,700	29,700
Hillsborough Compound	20,000	20,000	16,262
Bowling Green equipment	30,000	30,000	-
Lough Moss Community Space	20,000	20,000	5,604
Lisburn Cemetery entrance works	30,000	30,000	12,056
Billy Neill - New Paths	30,000	30,000	32,477
Play Area Replacement Equipment	15,000	10,000	2,915
Grounds Maint Equipment Replacement	15,000	15,000	13,454
P&A infrastructure replacement	17,500	12,500	4,320
Countryside Access Improvements	17,000	5,000	11,006
AGC Maintenance Inhouse	20,000	-	3,461
CHGC Maintenance Inhouse	25,000	10,000	1,057
Sports Pavilions	15,000	5,000	6,345
Cemetery Headstone Works	25,000	13,000	4,036
Playing Field Drainage	25,000	10,000	11,899
Goal Posts / Nets	12,000	12,000	-
Tree Maintenance	150,000	126,000	115,153
Replacement Christmas Lighting	5,000	5,000	-
Bridge CC - Damp at rear remedial	6,000	6,000	-
ILC replacement photographic IT Equipmen	8,500	-	-
IAC replacement blinds	6,000	6,000	-
IAC replacement tables for worktops	5,000	5,000	-
Hillsborough Village Centre - Replacemen	5,000	5,000	-
Bridge CC - Replacement CCTV	4,000	4,000	-
Maghaberry CC - Replacement CCTV	3,500	3,500	-
Moneyreagh CC - Replacement CCTV	3,000	3,000	-
Ballyoran Units - Emergency Lighting	10,500	10,500	-
ILC - Repairs to Lift	29,000	29,000	29,300
ILC - Replacement to Air Con	25,000	-	-
ILC - Upgrade Intruder Alarm	25,000	-	-
LVLP Replacement Pool Filtration Plant	70,000	-	-
LVLP Maintenance Programme	30,000	30,000	-
LCC-Activity Centres Sports Equipment	45,000	45,000	7,497
DIIB Refurbishment Programme	40,000	8,000	20,350
Lough Moss Refurbishment Programme	8,750	8,750	7,385
CHGC Refurbishment Programme	10,000	10,000	4,398
AGC Maintenance Prog - Contract	50,000	50,000	40,696
CHGC Maintenance Prog. Contract	50,000	50,000	9,265
Fuel extraction system	37,000	37,000	43,407
Civic Amenity Upgrade	5,000	2,500	-
Compactors & Cont	34,000	15,000	6,713
Traffic seperators	3,000	1,500	-
Bring Bank	2,000	1,000	26

HRC Road Markings	5,000	2,500	6,761
Signage Replacement	3,000	1,500	2,188
CSD Refurbishment	22,145	10,000	6,467
Central Service - Boiler Replacement	108,000	-	-
Stabilisation of walls at Aghalee and Po	50,000	20,000	-
Intruder Alarm Bradford Court	6,000	-	-
Fire alarm Billy Neil	8,000	-	-
Replacement water storage tank BillyNeil	30,000	4,500	11,000
Replace exterior lighting fitments at Ca	8,000	8,000	6,233
Replacement wall at Moira Demense	55,000	-	-
Car Park at Hillsborough (including char	70,000	70,000	-
Replacement Christmas Lighting	-	-	41,590
Hilden War Memorial	-	-	1,719
	1,446,595	855,450	530,399



Corporate Services Committee

14th December 2022

Report from:

Head of Human Resources and Organisation Development

Item for Noting

TITLE:

Workforce Reports

Background and Key Issues:

1. Reports on workforce are appended to this report for review and scrutiny as appropriate and include.
2. **Report on Attendance Management** within the Council for the period up to 30th September 2022 including actions taken by the Council to support attendance and minimise absence levels. You will note a slight rise on the previous year, however, one of the major causes of absence in 21/22 was COVID.
3. **Workforce** This report details the number of staff employed and agency workers engaged with the Council as at 22nd November 2022.
4. **Recruitment** This report provides detail of the current position of recruitment of posts as at 22nd November 2022, both internally and externally advertised posts.
5. CMT continues to scrutinise agency and recruitment matters to ensure continued financial management and probity. Members had requested details of the number of posts which are not being filled at this time with explanations of why this is the case. I can advise Members of the following:
 - There are 28 posts not currently filled by any means within the structure or out for recruitment including through agency. Of these:
 - 20 are pending structural reviews
 - 2 are due to the temporary postholder leaving and the substantive postholder returning imminently

- 2 are being held until April with commencement in August (Students)
- 1 is pending full time replacement consideration
- 3 are apprenticeships which found permanent appointment within the Council and have not been replaced – these will be included in the next recruitment drive for apprentices

Recommendation:

It is recommended that Members note the attached reports.

Finance and Resource Implications:

Captured within current budgets

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

If no, please provide explanation/rationale

Update report only

If yes, what was the outcome?:

Option 1 Screen out without mitigation	Yes/No	Option 2 Screen out with mitigation	Yes/No	Option 3 Screen in for a full EQIA	Yes/No
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

If no, please given explanation/rationale for why it was not considered necessary:

Update report only

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

If no, please provide explanation/rationale:

Update report only

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Attendance Review, Workforce, Recruitment

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:



**ATTENDANCE MANAGEMENT:
ANALYSIS FOR PERIOD
ENDING
30 September 2022**

1.0 OVERVIEW

This report outlines absence information and details measures that have been put in place by the Council with the aim of getting the absence figures moving on a downward trend.

2.0 THREE MONTH ABSENCE FIGURE COMPARISON

Chief Executives Office	July 2022	Aug 2022	Sept 2022
Total Possible Days	214	211	203
Days Lost Through Short Term Sickness	0.00	10.00	0
Days Lost Through Long Term Sickness	0.00	0.00	21
Short Term Lost Time Rate	0.00%	4.74%	0.00%
Long Term Lost Time Rate	0.00%	0.00%	10.34%
Total Lost Time Rate	0.00%	4.74%	10.34%
Total days lost	0.00	10.00	21.00
Days lost per employee	0.00	0.90	2.17

Finance & Corporate Services	July 2022	Aug 2022	Sept 2022
Total Possible Days	1,259.00	1,397.00	1,435.00
Days Lost Through Short Term Sickness	27.00	5.00	10.00
Days Lost Through Long Term Sickness	19.00	43.00	27.00
Short Term Lost Time Rate	2.14%	0.36%	0.70%
Long Term Lost Time Rate	1.51%	3.08%	1.88%
Total Lost Time Rate	3.65%	3.44%	2.58%
Total days lost	46.00	48.00	37.00
Days lost per employee	0.69	0.65	0.54

Environmental Services	July 2022	Aug 2022	Sept 2022
Total Possible Days	3,958.00	4,391.00	4,515.00
Days Lost Through Short Term Sickness	39.00	130.00	91.00
Days Lost Through Long Term Sickness	248.00	296.00	317.00
Short Term Lost Time Rate	0.99%	2.96%	2.02%
Long Term Lost Time Rate	6.27%	6.74%	7.02%
Total Lost Time Rate	7.25%	9.70%	9.04%
Total days lost	287.00	426.00	408.00
Days lost per employee	1.38	1.84	1.90

Leisure & Community Wellbeing	July 2022	Aug 2022	Sept 2022
Total Possible Days	4,832.00	5,591.00	5,651.00
Days Lost Through Short Term Sickness	65.00	117.00	109.00
Days Lost Through Long Term Sickness	300.00	354.00	337.00
Short Term Lost Time Rate	1.35%	2.09%	1.93%
Long Term Lost Time Rate	6.21%	6.33%	5.96%
Total Lost Time Rate	7.55%	8.42%	7.89%
Total days lost	365.00	471.00	446.00
Days lost per employee	1.44	1.60	1.66

Service Transformation	July 2022	Aug 2022	Sept 2022
Total Possible Days	1,569.00	1,830.00	1,842.00
Days Lost Through Short Term Sickness	20.00	4.00	35.00
Days Lost Through Long Term Sickness	86.00	117.00	104.00
Short Term Lost Time Rate	1.27%	0.22%	1.90%
Long Term Lost Time Rate	5.48%	6.39%	5.65%
Total Lost Time Rate	6.76%	6.61%	7.55%
Total days lost	106.00	121.00	139.00
Days lost per employee	1.22	1.39	1.58

Full Council	July 2022	Aug 2022	Sept 2022
Total Possible Days	11,832.00	13,420.00	13,646.00
Days Lost Through Short Term Sickness	151.00	266.00	245.00
Days Lost Through Long Term Sickness	653.00	810.00	806.00
Short Term Lost Time Rate	1.28%	1.98%	1.80%
Long Term Lost Time Rate	5.52%	6.04%	5.91%
Total Lost Time Rate	6.80%	8.02%	7.70%
Total days lost	804.00	1,076.00	1,051.00
Days lost per employee	1.22	1.68	1.46

2.1 QUARTER ABSENCE DAYS LOST BY REASON

For comparison purposes, the following tables show the **top five** causes of sickness absence in the periods April – June 2022 and July – September 2022.

Actual Quarter Absence Days Lost April 22 - June 22	
---	--

Stress/Depression/Mental Health	802
Corona Virus	460
Other Musculo-Skeletal Problems	273
Other	269
Heart/Blood Pressure/Circulation	206

Actual Quarter Absence Days Lost July 22 - Sept 22	
--	--

Stress/Depression/Mental Health	984
Other	560
Other Musculo-Skeletal Problems	459
Corona Virus	396
Back and Neck Problems	145

3.0 CAUSES OF ABSENCE

The main causes of the absence in the Quarter Period July 2022 to September 2022 were Stress/Depression Mental Health (984 days), Other (560 days), Musculoskeletal (459 days), Corona Virus (396 days) and Back and Neck Problems (145 days). The “Other” category includes matters such as Cancer and bereavement reaction.

4.0 ACTIONS TAKEN

4.1 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.

4.2 LONG TERM SICKNESS

Long-term sickness absence, for the purpose of the sickness absence management policy, is defined as a continuous period of absence for 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 will 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.

4.3 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 8 employees on both the Workable (NI) Programme and Condition Management Programme. Employees must be at work or coming back to the workplace to avail of the programme. All employees have been referred to various programmes and are receiving support and assistance.

5.0 OUTCOMES

Analysis has also been completed for the quarter to September 2022 and is a total of 2931 days lost to absence. With Covid-related absences of 396 days removed this reduces the total to 2535 days lost to sickness absence, an increase of 402 days from the previous quarter.

728 First Improvement Notices, 165 Second Improvement Notices and 64 Third Improvement notices have been issued to date for employees who have met the appropriate trigger points.

From 1st April 2015, 52 employees have left employment of the Council through either ill health retirement or ill health dismissals

There are currently 34 employees who are off 28 or more calendar days on Long Term Sickness. 21 of these 34 have been absent for over 3 months.

6.0 OTHER ACTIONS

- 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.
- Heads of Service are notified on a monthly basis of the employees who are absent within their Units. Non-compliance issues are also captured on these reports.
- Policy Training for all new Line Managers continues to take place.
- 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 have been introduced. It had been planned to hold additional roadshows to encourage more employees and members to join. However due to the pandemic this has not been possible. We have however organised virtual zoom presentations with one of the Healthcare Schemes to help promote their services. The in-person roadshows will be reorganised when feasible to do so.
- Re-establishment of a Council working group comprising of representatives from various units in the Council particularly areas where there are higher absence levels.
- 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 2022/23.

7.0 HEALTH & WELLBEING

There are a number of Health and Wellbeing activities 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:

June	July	August	September
Step Challenge	Summer Safety Tips	Zoom Workshop for Families dealing With School Changes - Dealing with Transitions	Skills Building for Children with ADHD and Autistic Traits
Men's Health Week - Challenges & Choices		Help and support for Parents and Students at results time	World Suicide Prevention Day
Create your own Hanging Basket		Cycle to Work Day	Psoriasis Awareness Month
Healthy Eating			Protecting the Environment

8.0 UPCOMING HEALTH & WELLBEING INITIATIVES

There are a number of Health & Wellbeing initiatives and activities which are planned for the next quarter including;

- Mens Health Awareness
- World Menopause Day
- Breast Cancer Awareness
- HSF Health Plan presentation
- Promotion of Help For All - Cost of Living Event on 17th November 2022
- Christmas Wreath Making

WORKFORCE PROFILE
December 2022 Committee Report

Unit	Employees at 22 November 2022			Agency staff as of 22 November 2022		
	FTE			Agency FTE		
	FT	PT	TOTAL	F/T	P/T	TOTAL
Chief Executive's Office						
Chief Executive's Office	2	0.4	2.4	0	0	0
Audit, Risk & Performance	6	0.8	6.8	1	0	1
Total CEO	8	1.2	9.20	1	0	1
Finance and Corporate Services						
Corporate Communications & Administration	34	7.03	41.03	2	1.23	3.23
Director - Finance and Corporate Services	2	1	3	0	0	0
Finance	11	0.8	11.8	2	0	2
Human Resources and OD	18	3.7	21.7	2	0	2
Total CS	65	12.53	77.53	6	1.23	7.23
Environmental Services						
Director - Environmental Services	4	0	4	0	0	0
Environmental Health	40	4.79	44.79	5	0	5
Waste Management & Operations	157	4.96	161.96	39	0	39
Building Control	22	2.51	24.51	1	0	1
Total ES	223	12.26	235.26	45	0	45
Leisure and Community Wellbeing						
Communities	50	7.22	57.22	4	2.11	6.11
Director - Leisure and Community Wellbeing	2	0.6	2.6	1	0	1
Parks and Amenities	81	2.94	83.94	5	0.5	5.5
Sports Services	106	30.34	136.34	1	0.41	1.41
Total LCW	239	41.1	280.10	11	3.02	14.02
Service Transformation						
Director - Service Transformation	3	0	3	0	0	0
Economic Development	17	2.71	19.71	4	0	4
Planning - LDP	2	2.01	4.01	0	0	0
Planning	25	3.63	28.63	2	0	2
Assets	29	4.14	33.14	1	0.8	1.8
Transformation	12	0	12	2	0	2
TOTAL ST	88	12.49	100.49	9	0.8	9.8
Total Employees (FTE / Headcount)	623	79.58	702.58	72	5.05	77.05

* 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 December 2022	Full-time	Part-time	Total
Employees	623	148	771
Agency Workers	72	9	81

Total Headcount August 2022	Full-time	Part-time	Total
Employees	614	159	773
Agency Workers	83	11	94



COMMITTEE REPORT - RECRUITMENT

DECEMBER 2022

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at initial prep stage

Service	Unit	Ref	Job Title	Category	Status
Environmental Services	Environmental Health	JF3157	Animal Welfare Administrator	Fixed Term: Full Time	To be advertised
Finance & Corporate Services	Facilities Management	JF3172	Porter	Casual	To be advertised
Finance & Corporate Services	Facilities Management	JF3173	Assistant Duty Officer	Casual	To be advertised
Leisure & Community Wellbeing	Sport Services	JF3204	Health & Fitness Officer	Casual	To be advertised
Leisure & Community Wellbeing	Sports Services	JF3205	Assistant Plant Engineer	Permanent: Full Time	To be advertised

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

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Vacancies at initial prep stage

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3206	Caravan Park Warden	Casual	To be advertised
Leisure & Community Wellbeing	Sports Services	JF3207	Recreation Assistant	Casual	To be advertised
Leisure & Community Wellbeing	Sports Services	JF3208	Customer Sales Advisor	Casual	To be advertised
Leisure & Community Wellbeing	Sports Services	JF3209	Assistant Maintenance Fitter	Permanent: Full Time	To be advertised
Leisure & Community Wellbeing	Sports Services	JF3210	Electrical Maintenance Fitter	Permanent: Full Time	To be advertised

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022***Vacancies at initial prep stage***

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3214	Area Manager Local Facilities	Permanent: Full Time	To be advertised
Leisure & Community Wellbeing	Sports Services	JF3216	Admin Assistant - LVLP	Permanent: Full Time	To be advertised

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Selection (Internal Trawls)

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Communities	JF3213	Special Projects Officer	Fixed Term: Full Time	Expression of Interest Closed – Selection Underway
Corporate Services	Centre Management	JF3211	Events Sales Officer	Fixed Term: Full Time	Expression of Interest Closed – Selection Underway
Leisure & Community Wellbeing	Communities	JF3215	Community Planning Support Officer	Fixed Term: Full Time	Expression of Interest Closed – Selection Underway
Leisure & Community Wellbeing	Communities	JF3212	Community Support Officer	Fixed Term: Full Time	Expression of Interest Closed – Selection Underway

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Shortlisting Stage

Service	Unit	Ref	Job Title	Category	Status
Service Transformation	Transformation Portfolio Office	JF3128	IT Field Technician	Permanent: Full Time	Shortlisting
Service Transformation	Transformation Portfolio Office	JF3129	IT Technician Support	Permanent: Full Time	Shortlisting
Leisure & Community Wellbeing	Communities Arts Service	JF3158	Arts Receptionist	Temporary: Part Time: Fixed Term 18 months: 22.5 hours per week	Shortlisting
Service Transformation	Economic Development	JF3159	Tourism Development Officer	Permanent: Part Time:	Shortlisting

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Shortlisting Stage

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Communities	JF3161	Admin Assistant	Fixed Term: Part Time	Shortlisting
Leisure & Community Wellbeing	Parks & Amenities	JF3163	Outdoor Facilities Officer	Permanent: Full Time	Shortlisting
Leisure & Community Wellbeing	Parks & Amenities	JF3192	Assistant Ranger	Permanent: Full Time	Shortlisting
Environmental Services	Environmental Health	JF3194	Environmental Health Officer	Permanent: Full Time	Shortlisting

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Shortlisting Stage

Service	Unit	Ref	Job Title	Category	Status
Finance & Corporate Services	Human Resources & Organisational Development	JF3195	HR & OD Manager	Permanent: Full Time	Shortlisting
Service Transformation	Economic Development	JF3198	VIC Supervisor	Permanent: Full Time	Shortlisting
Leisure & Community Wellbeing	Communities – Arts Service	JF3201	Arts Attendant	Fixed Term: Part Time	Shortlisting
Service Transformation	IT Services	JF3128	IT Technician	Permanent: Full Time	Shortlisting

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Interview Stage

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Communities	JF3162	Arts & Events Technician	Casual	Interview
Leisure & Community Wellbeing	Sports Services	JF3170	Receptionist	Permanent: Part Time	Interview
Leisure & Community Wellbeing	Sports Services	JF3171	Bowling Control Clerk	Permanent: Full Time Casual	Interview
Environmental Services	Environmental Health	JF3176	Health & Safety Advisor	Permanent: Full Time	Interview

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Interview Stage

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3179	Operations Coordinator – LVLP/DIIB	Casual	Interview
Leisure & Community Wellbeing	Parks & Amenities	JF3184	Chargehand	Permanent: Full Time	Interview
Leisure & Community Wellbeing	Sports Services	JF3186	Sales Booking & events Coordinator – DIIB	Casual	Interview
Service Transformation	Economic Development	JF3187	Programmes Officer	Permanent: Full Time	Interview

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Interview Stage

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3196	Senior Recreation Assistant – DIIB	Casual	Interview
Leisure & Community Wellbeing	Sports Services	JF3197	Receptionist – DIIB	Casual	Interview
Environmental Services	Building Control	JF3199	Building Control Surveyor	Permanent: Full Time	Interview

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Interview Stage

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3196	Senior Recreation Assistant – DIIB	Casual	Interview
Leisure & Community Wellbeing	Sports Services	JF3197	Receptionist – DIIB	Casual	Interview
Environmental Services	Building Control	JF3199	Building Control Surveyor	Permanent: Full Time	Interview

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Pre-employment Checks

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3079	Recreation Assistant	Casual	Pre-employment Checks
Finance & Corporate Services	Finance	JF3104	Management Accountant	Permanent: Full Time	Pre-employment checks
Service Transformation	Economic Development	JF3123	Economic Development Manager	Permanent: Full Time	Pre-employment checks
Finance & Corporate Services	Finance	JF3156	Clerical Officer	Fixed Term: Full Time	Pre-employment checks
Finance & Corporate Services	Finance	JF3164	Accountant	Permanent: Full Time	Pre-employment checks

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Pre-employment Checks

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3165	Health & Fitness Officer	Full & Part Time 1 x Permanent 1 x Fixed Term until March 2023 Casual	Pre-employment Checks
Leisure & Community Wellbeing	Sports Services	JF3166	Leisure / Trainee Leisure Assistants	1 x Part Time (Dryside) 8 x Full Time & 4 x Part Time 15 x Casual Positions	Pre-employment Checks
Leisure & Community Wellbeing	Sports Services	JF3167	Senior Leisure Assistant	Permanent & Casual Positions 1 x Full Time 37 hours per week 5 x Casual Positions	Pre-employment Checks

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Pre-employment Checks

Service	Unit	Ref	Job Title	Category	Status
Finance & Corporate Services	Corporate Communications & Administration	JF3169	Corporate Communications Manager	Permanent: Full Time	Pre-employment checks
Leisure & Community Wellbeing	Sports Services	JF3174	Swimming Teacher	2 Part-time posts: 6 Month Maternity Cover 2 Year Fixed Term	Pre-employment checks
Leisure & Community Wellbeing	Parks & Amenities	JF3177	GGGG	Permanent: Full Time	Pre-employment checks
Leisure & Community Wellbeing	Sports Services	JF3178	Receptionist – LVLP	Casual	Pre-employment checks

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Pre-employment Checks

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3180	Trainee Leisure Assistant	Permanent: Full Time	Pre-employment checks
Leisure & Community Wellbeing	Sports Services	JF3181	Senior Cashier	Permanent: Full Time	Pre-employment checks
Environmental Services	Environmental Health	JF3183	Cleansing Operative with Driving Duties	Permanent: Full Time x 5	Pre-employment checks
Leisure & Community Wellbeing	Sports Services	JF3185	Recreation Assistant Ice Rink & Indiana Land	Permanent: Full Time & Part Time X5	Pre-employment checks

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022***Vacancies at Pre-employment Checks***

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Parks & Amenities	JF3190	Apprentice – GGGG	Fixed Term – Full time	Pre-employment Checks
Finance & Corporate Services	Facilities Management	JF3202	Front of House Steward	Casual	Pre-employment Checks

COMMITTEE REPORT – RECRUITMENT NOVEMBER 2022

Vacancies at Awaiting final Paperwork / Firm Offers (issued / to be issued) / Qualifications / Declined offer

Service	Unit	Ref	Job Title	Category	Status
Leisure & Community Wellbeing	Sports Services	JF3167	Senior Leisure Assistant	Permanent: Full Time	Awaiting Final Offer

Corporate Services Committee

Confidential

14th December 2022

Confidential Report from:

Head of Parks & Amenities

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Once a new
lease has been
signed

Never

Item for Noting

TITLE: **Parks Accommodation and Equipment Husbandry**

Background and Key Issues:

As part of the Waste Transformation Programme, Environmental Services secured DAERA funding in 2018/19 for the roll out of the Kerbside Pilot. This funding [REDACTED] was used to support pilot costs including the leasing costs associated with the warehouse at Greenwood over a 4 year period. The premises were 31,172 square feet including 1,840 sq ft of offices [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Since taking a lease of this warehouse other Council services have made use of the storage, albeit in a temporary capacity and recognising that this was time limited until June 2023 and was never available as a long term option.

In 2021 a planned refurbishment of the depot at Altona was completed [REDACTED]. There were several components to this refurbishment and included enhanced office accommodation for waste and operational staff, along with office accommodation for three of the P&A officers based there. In 2021 a restructured Parks & Amenities Unit was then in search of new larger accommodation to facilitate not only approx. 23 staff (office and operational staff) but also to secure their valuable plant, equipment and fleet.

In August 2021, a section (23 staff) of the Parks & Amenities Unit moved out of Altona Road Depot accommodation, which Internal Audit had identified as both inadequate and inappropriate, and consequently moved into the temporary Environmental Services facility at Greenwood Business Park utilising spare space. Internal Audit reports supported this action and highlighted the need for secure storage and equipment husbandry needs to not only prevent theft but also to protect the value of the asset by garaging the equipment undercover overnight to prevent unnecessary rust and deterioration.

The unit at Greenwood also accommodates storage for:

- Irish Linen Museum artefacts including the fire engine
- Sports Services gym equipment and boxing ring
- Economic Development gazebos and signage
- Corporate Services office furniture and office infrastructure
- Building Maintenance pole mounted lights and Christmas lights
- Environmental Health home safety equipment
- City Centre Management benches and infrastructure

The lease at Greenwood is coming to an end in June 2023 and the Council is required by end of 2022 to declare its intention to extend the lease or submit its intention to leave in 6 months' time. If the latter is chosen then suitable alternative accommodation is required for a section (23) of the Parks & Amenities Unit.

Environmental Services will have vacated the Greenwood premises in January 2023. With no further grant to call upon, smaller and more affordable accommodation is required.

Assets & Estates have identified a potential alternative accommodation at Unit 24 Altona Road comprising 12,072 sq ft (including 2,182 sq ft of offices) for Member consideration – see **Appendix 1[P&A]** attached. The heads of terms for the lease would be:

- Lease term – 10 years from 23 December 2022.
- Rent free – 1 month
- Rent review – 5 years
- Break option – 5 years

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

A small partition within open plan office maybe required [REDACTED] and IT cabling / networking maybe required. This will be met in the current financial year from in-year underspends and efficiencies within P&A.

In November 2019 Environmental Services Committee and the Capital Projects Committee approved the Financial Appraisal that recognised that a new depot and various waste-related facilities are required to meet the medium and long term needs and objectives of the council and these would be best placed on a new site. However, it is also recognised that a realistic time expectancy for this work to be undertaken is around 10 years.

It is proposed that the Council avail of this smaller and more affordable temporary rental accommodation at 24 Altona Road as a holding position pending a wider estate review. Part of this review will involve a business case for cheaper storage facilities and welfare facilities being constructed on our own lands at key satellite sites for P&A operational teams. One option may be to make incorporate a sizeable proportion of the Parks & Amenities staff and equipment needs on the new site co-located with waste services.

Should we have no further need of the rental in a shorter timeframe then we can either avail of the break clause at year 5 or sub lease the unit. Until then staff must continue to have a safe working environment with basic welfare and drying facilities with safe vehicular access.

At present these costs are not included within the current draft of the estimates for 2023/2024, therefore if approved will need to be incorporated into the overall estimates calculation. However officers are working corporately to ensure that this is not an additional cost over and above the current estimates for the new financial year.

Recommendation:

It is recommended that Members approve in principle the leasing of Unit 24 Altona Road as detailed within the report as an interim measure pending a future long term Accommodation Strategy and Asset Management Plan.

The lease will be presented at a later Committee and will be required to go to Council for sealing in due course.

Finance and Resource Implications:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

At present these costs are not included within the current draft of the estimates for 2023/2024, therefore if approved will need to be incorporated into the overall estimates calculation.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

If yes, what was the outcome?

Option 1

Screen out
without mitigation

No

Option 2

Screen out with
mitigation

No

Option 3

Screen in for
a full EQIA

No

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

No

Has a Rural Needs Impact
Assessment (RNIA) template been
completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 1 [P&A]-CONFIDENTIAL-Photos of Unit 24 Altona Road

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Unit 24 Altona Road



Corporate Services Committee

Confidential

14th December 2022

Confidential Report from:

Director of Service Transformation

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

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

When will the report become unrestricted:

Specify when report will become available	April 2023	Redacted report available	N/A	Never	N/A
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Item for Decision

TITLE: **Xerox Managed Print Contract Renewal**

Background and Key Issues:

Background

1. The Council currently has a managed print service with Xerox. The current print contract is expiring end of January 2023 and the equipment is now reaching end of life. There is a requirement to continue the print service across the council and renew the contract with Xerox.
2. The aim of the contract renewal is to deliver a replacement managed print service, across all locations of the council. This will provide continued functionality (Print/Copy/Scan/Fax), and also deliver a continued Secure Print solution across the estate and help reduce paper wastage. The new contract will utilise the Department for Finance (DFP) Shared

Services framework and will deliver technology benefits, improve user experience along with significant savings across the entire council.

3. With this new managed print service IT will have a holistic view of the entire print estate and access to detailed management information around volumes and costs in each area/department. This will allow the council to adopt strict guidelines/print policy to help reduce costs further (by defaulting to B&W and setting printers to duplex/double sided printing) and deliver against environmental goals (new Multi-Function technology reduces power consumption).
4. Xerox currently hold a contract as part of the IT Assist Managed Print Service Framework, Contract Ref. ID 184719 in conjunction with the CCS RM6741 Lot 2 contract for a managed print service. A Continuation Agreement of contract ID 184719 – DFP-IT Assist-Managed Print Services was signed on 29/10/2020 to extend the original 5 year contract (signed back in 2016) for another 5 years to 26/01/2026. This is for service and support across all equipment supplied under the contract.
5. Further to this a subsequent variation document from CPD signed on 28/07/2021, which was to allow the purchasing of any new/additional equipment for a further 2 years (i.e. 7 years in total) ie up to 28/07/2023.
6. This updated contract permits the council to renew the current contract with Xerox as the sole supplier, and allows Xerox to supply new hardware and software. As before, whilst Xerox are using the IT Assist Framework, Xerox will have an individual contract directly with the council to ensure the new contract is tailored to the council's specific requirements.
7. It's proposed that the new contract will be for a 5-year contract period which would include full service and support for the duration.

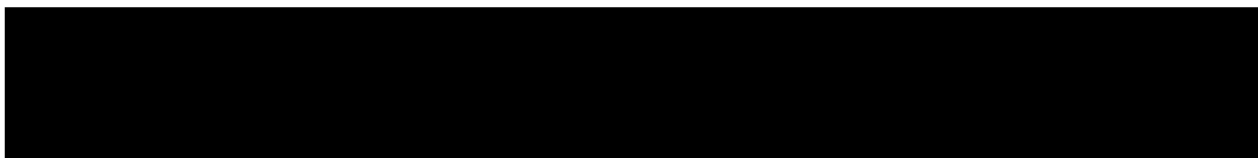
Implications of not proceeding:

- a) Missing out on significant cost savings associated with the Department of Finance Shared Services contract (approved by CPD).
- b) Deterioration on print service due to aged equipment.
- c) User frustration at poor performance of aged equipment.
- d) Not being able to take advantage of new technology.
- e) No holistic view of the new council's print spend and management information on print volumes across the council.

New Contract Budget

1. In line with the council's efficiency review and digital strategy 'paper-light' approach, it is proposed that a reduced number of printers will be ordered (59 to 47), and all printers will be set by default to mono, as colour printing is ten times more expensive than black and white.

2.



	Financial Summary		
	Current costs Per QTR	Proposed Costs Per QTR	% REDUCTION in costs
Total Fixed Charges QTR			
Total Variable charges QTR (based on above average volumes):			
Overall TOTAL charge per Quarter:			

Recommendation:

It is recommended that Members consider and:

1. Approve the business case for the new managed print service contract.
2. Agree to proceed with the contract renewal with Xerox for the council's managed print service as part of the Department for Finance (DFP) Shared Services framework.

Finance and Resource Implications:



Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

Yes

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1

Screen out without mitigation

N/A

Option 2

Screen out with mitigation

N/A

Option 3

Screen in for a full EQIA

N/A

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

N/A

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

N/A

Has a Rural Needs Impact Assessment (RNIA) template been completed?

N/A

If no, please give explanation/rationale for why it was not considered necessary:

N/A

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

N/A

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services Committee

Confidential

14th December 2022

Confidential Report from:

Head of Corporate Communications and Administration

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

(select from the list below reason why report is confidential and delete as appropriate)

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

When tender
process is
complete

Never

Item for Decision

TITLE:

Box Office Ticketing System – Financial Appraisal

Background and Key Issues:

1. Lisburn and Castlereagh City Council (LCCC) operates two successful theatres: The Island Hall (400 seater) in the Council's Civic Centre and Studio Theatre in ISLAND Arts Centre (100 seater). A full schedule of quality programming is put in place each year with many sell-out shows generating income and attracting visitors from within the council area and beyond.

2. An integrated Box Office ticketing system is vital to support the service delivery and communication with customers in relation to ticket sales. Currently, a software package provided by a company called Spektrix facilitates event ticket sales through a range of channels including online, in-person and by telephone. This contract is due to expire on 24 May 2023.

[REDACTED]

3. Current Costs

The estimated contract value for a 4 year contract is [REDACTED] based on pre-pandemic revenue sales and new market prices.

The current contract was based on a [REDACTED] flat fee, which covers the first [REDACTED] of sales processed through the system per annum. Sales thereafter attract a service charge of [REDACTED] Emails are charged at [REDACTED] per send through [REDACTED].

Pre-COVID-19 (2019/2020) 60% of tickets were sold online, 26% via in-person sales, and 14% by phone. The below table shows the cost paid to the current service provider in 19/20 was [REDACTED].

Year	Ticket Sales	Revenue Processed	Emails Sent	Spektrix Charge	Email Charge	Total Cost
01.04. 19 - 31.03.20	[REDACTED]	[REDACTED]	141,187	[REDACTED]	[REDACTED]	[REDACTED]

4. Projected Costs

It is recommended that the contract is procured on the basis of one year with the option to extend for a further three periods of 12 months. This allows flexibility to adapt to any changing needs throughout the period of the contract.

Taking into consideration initial outlay at year 1, current market prices and inflation, the projected costs over four years are set out in the table below:

	Year 1	Year 2	Year 3	Year 4
Total costs	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Recommendation:

It is recommended that Members consider the financial appraisal and approve a new procurement exercise to be undertaken to implement a new box office ticketing system.

Finance and Resource Implications:

The budget is held by IT services and has been considered as part of the 2023/24 estimates process.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

Option 2
Screen out with
mitigation

Option 3
Screen in for
a full EQIA

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

Add link

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

Has a Rural Needs Impact
Assessment (RNIA) template been
completed?

If no, please given explanation/rationale for why it was not considered necessary:

Not relevant

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, “This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration”.

APPENDICES:



HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Corporate Services Committee

Confidential

14th December 2022

Report from:

Joanne Hewitt, Head of Finance

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information). or
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.

When will the report become unrestricted:

Specify when
report will
become available

-

Redacted
report
available

After full Council

Never

-

Item for Noting

TITLE: Management Accounts – Period 7 (October)

Background and Key Issues:

Period 7 - Management Accounts

1. Attached is the set of Management Accounts for the period ended 31 October 2022.
2. This shows a summary of each directorate and any opportunities or risks that may arise before the end of the financial year.

3. It is to be noted that the net profiled expenditure for the period is **£532,291 below the approved estimates (1.93% underspend)** for the financial year 2022/2023. This is the position excluding costs funded from earmarked reserves, which are listed separately in the appendix.
4. The position has increased from 1.01% underspent in period 6.
5. The underspend as at period 7 of £532k is summarised below:
 - Payroll Underspend - £573k
 - Non-payroll Overspend - £797k
 - Income Overachievement - £756k

Analysis of current position

6. In terms of *payroll* expenditure, the Council is carrying a number of vacant posts and therefore the costs have not materialised.
7. These posts have been advertised / are being advertised but the recruitment market remains challenging.
8. Both the national and local pay offers have been formally agreed and provision has been made within the period 7 management accounts (for payment due up to and including period 7).
9. The payroll underspend increased from £281,458 in period 6 to £572,877 in period 7.
10. The strike action during September/October would have had a significant impact on the payroll expenditure and would account for a large portion of this movement. It is anticipated some of this payroll movement, as a result of strike action, would be offset by increased costs from waste as recyclable material would likely be sent to landfill as a result of contamination. There is no financial risk at present but may materialise in period 8 once reconciliations of waste tonnages are completed.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

13. In terms of *non-payroll* there are a number of factors which contribute towards the current overspend position:
14. Utility costs – there continues to be price uncertainty relating to electricity and gas charges. Costs were £888k over profiled budget for period 7 (£1,934,163 actual vs £1,045,335

budget). Periods 1- 7 account for approx. 53.55% of the annual budget as profiled spend is weighted to the winter months.



16. In terms of *income*, there are areas which are underachieving which are offset by areas that are overachieving. Some of the key income streams and performance to date are detailed below:

- Vitality membership income is tracking income at 18% (P6 - 26%) ahead of budget by the end of P7 (actual to date £902,722 v budget to date £763,000). This has reduced due to the strike action.
- Income from golf courses has performed better than anticipated, (£636,276 actual to date v £480,296 budget to date) achieving 32% over planned budget at P7 (P6 – 30%).
- Trade Waste collection has performed better than anticipated (£397,332 actual v budget to date £315,000) achieving 26% over planned budget at P7.
- MRF income is tracking well above profiled budget as at period 7 with income at £72,843 compared to a profiled budget of £16,000.
- Investment income is tracking well above profiled budget at period 7 with income at £151,221 compare to a budget of £11,666. This is due to the increase in investment interest rates, which is expected to continue for the coming months.
- Income for building control is 9% (P6 – 10%) under profiled budget for period 7 (£612,307 actual to date v £671,950 budget to date).
- Planning fees income is tracking 10% (P6 – 7.5%) below profiled budget for period 7 with actual income of £581,138 compared to a period 7 budget of £641,664.

Other Considerations going forward

17. Payroll

- Both the regional and local pay awards will have an impact on future average holiday payments and overtime payments.
- Ongoing recruitment challenges. Resources are stretched and challenged across the organisation. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.
- Impact of availability of cover that may be required for absence.
- Chancellor statement that the increase in NIC contributions (1.25% for employer and employee contributions) which came in April 2022, has been reversed from November 6th 2022.

18. Non Payroll

- Inflation is currently 11.1% The Bank of England has stated that it expects inflation to remain above 10% for a few months before starting to come down, whilst other sources are estimating higher inflationary increases (for example Citi estimate consumer inflation to rise to 18.6% in January 2023).

- Rising utility costs – current impact up to period 7 is detailed above. The overall forecasted impact has been reduced due to the price cap of non-domestic energy costs being introduced. The potential overspend is expected to be around £1.2m. It is however likely to have a significant additional impact on the 2023/24 estimates as the price cap is only in place to March 2023.
- Fuel costs – the current volatility of the market continues to be a risk for the remainder of the financial year. The risk on the Management accounts has been increased to £100K to reflect the current trends of increasing prices.
- Increasing prices for current and new contracts, including vehicle material costs remains a risk for the remainder of the financial year.
- A risk remains in relation to trade waste refunds. This is due to the likelihood of refunds being issued for trade waste customers who did not receive the service they have paid for upfront during the weeks of the industrial action.
- It is expected an underspend within Waste Services will materialise from November 2022 onwards. This is due to the delay in the procurement for the new residual waste treatment contract, which is not expected to be in place until, at the very least, April 2022.

19. Income

- If inflation/cost of living continues to increase, as expected over the coming months, there is a risk that footfall within the leisure facilities may reduce / memberships may be cancelled.
- As part of the rates setting process, the income budget for conferencing within Lagan Valley Island were reduced. These budgets are profiled from period 6 onwards in the financial year. Although income is tracking on target at present, there remains a risk that the expected income for these areas will be less than predicted in the coming months due to the inflationary increases/cost of living increases.

20. Capital/construction costs

- As with revenue projects, there is a risk of increasing contractors prices in relation to capital projects.
- Due to EU quotas for global imports being exhausted earlier than expected, British steel producers will have to pay a 25% tariff to sell certain construction products into Northern

Ireland. This may have a major impact of the cost of construction products that are required for a number of the Council's capital projects.

21. [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

DfC Covid allocation

22. An updated Accounts Direction has been issued to allow Councils to be able to use any unspent earmarked Covid funds to cover the cost of living financial pressures.

23. The expenditure earmarked to be funded from the DfC monies is currently being reviewed by CMT.

Current and future cost pressures

24. Analysis of current and future cost pressures for all Councils have been carried out and communicated with DfC through SOLACE.

25. The Association of Local Government Finance Officers (ALGFO) continue to liaise with DfC on a regular basis.

Moving Forward

26. Finance continue to have regular monthly budget meetings with each Department and will continue to monitor the current and any future risks or opportunities.

Recommendation:

It is recommended that Members note the information contained in this report.

Finance and Resource Implications:

As above

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

Not applicable.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

N/A

Option 2

Screen out with
mitigation

N/A

Option 3

Screen in for
a full EQIA

N/A

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

No

Has a Rural Needs Impact
Assessment (RNIA) template been
completed?

No

If no, please given explanation/rationale for why it was not considered necessary:

Not applicable.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Management Accounts – Period 7

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

LISBURN AND CASTLEREAGH CITY COUNCIL
2022/2023 MANAGEMENT ACCOUNTS

Period 7

2022/23

Comments

SUMMARY BY DIRECTOR

	Annual Budget	YTD P7 Act & Comm £	YTD P7 Budget £	Variance £	
Finance & Corporate Services	6,658,800	3,814,884	3,975,296	-	160,412 -4.04%
Governance & Audit	691,660	405,719	410,082	-	4,363 -1.06%
Leisure & Community Wellbeing	13,476,870	8,338,963	8,007,575	331,388	4.14%
Environmental Services	20,151,120	11,474,730	11,901,480	-	426,750 -3.59%
Service Transformation	7,783,410	3,083,387	3,355,541	-	272,154 -8.11%
Total	48,761,860	27,117,683	27,649,974	(532,291)	-1.93%

Costs excluded from above covered by reserves:

Planning JR costs & Legal Fees	249,332	249,332
LDP	115,955	115,955
Corporate Legal Fees	39,699	39,699
Leisure new equipment	179,084	179,084
COVID Costs (from 21/22 reserves balance b/fwd)	163,676	163,676
		747,746

RISKS - Costs projected for remainder of Fin Year

National pay offer (£1,925) - 5 months of year.	715,940
Additional risk of local pay awards - 5 months	361,465
Price Increases of Fuel	100,000
Price increases of Utilities	327,544
Impact of inflationary increases on materials and chemicals	43,000
Vehicle materials	20,000

based on price cap for winter consumption

TOTAL RISKS

OPPORTUNITIES -

TOTAL OPPORTUNITIES

Payroll/non Payroll/ Income Summary per Directorate to Period 6					Explanation
Finance & Corporate Services	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	
	£	£	£		
Payroll	4,649,840	2,615,176	2,664,968	(49,792)	Open roles within Corporate Services, HR and Finance currently being recruited. An accrual has been made for the pending pay award.
Non-Payroll	3,067,579	1,954,329	1,863,284	91,045	Overspend mainly driven by increases in utility costs and rising inflation impact on goods and services
Income	(1,058,619)	(754,621)	(552,956)	(201,665)	Bank Interest higher than expected due to increase in interest rates .
Total Net - Service Support	6,658,800	3,814,884	3,975,296	(160,412)	-4.04%
					Explanation
Governance & Audit	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	
	£	£	£		
Payroll	618,730	358,989	360,896	(1,907)	
Non-Payroll	72,930	63,824	49,186	14,638	
Income	-	(17,094)	-	(17,094)	
Total Net - Governance and Audit	691,660	405,719	410,082	(4,363)	-1.06%
					Explanation
Leisure & Community Wellbeing	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	
	£	£	£		
Payroll	12,895,580	7,348,621	7,553,768	(205,147)	An accrual has been applied for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts are currently being recruited.
Non-Payroll	8,460,010	5,995,866	5,227,983	767,883	Mainly due to increases in utility costs in Leisure Centres as well as increases in Contractors costs, materials and chemicals due to impact of rising inflation.
Income	(7,878,720)	(5,005,524)	(4,774,176)	(231,348)	Sports services income is over budget particularly in Vitality, DIIB, Golf Courses and CHGC. This trend may not continue due to current economic climate. In October, due to the industrial action , the income received for Sport services is below average by £xxx compared to a normal month .
Total Net - Leisure and Community Wellbeing	13,476,870	8,338,963	8,007,575	331,388	4.14%

					Explanation
Environmental Services	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	
Payroll	11,155,900	6,399,851	6,503,381	(103,530)	An accrual has been applied for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts are currently being recruited. Due to the impact of industrial action , OSU payroll costs for October are lower than those budgeted.
Non-Payroll	12,480,010	7,397,051	7,572,949	(175,898)	Overspends across the directorate include: Insurance Costs £75.5 (Premiums £12k, Self Insurance Fund £63.7k) and Vehicle Mats £12.5k both due to inflationary pressures, these have been offset by the following underspends within Waste Management: Civic Amenity various Waste haulage and disposal costs (£112k) and Arc21 contracts (£232k). Whilst both fuel and vehicle materials costs for October are lower than expected, due to Industrial action, these are projected to rise in November due to back log of collections and maintenance.
Income	(3,484,790)	(2,322,172)	(2,174,850)	(147,322)	Current under achievement in Building Control income of £59.6k is being off set by over achievements in Cemetery income (£51.5k), Off Street Parking Charges (£32.7k), Trade Refuse Collection (£82k) and ARC 21 MRF (£56.8k). Again due to Industrial Action it is anticipated that potential refunds may adversely impact on current over achievement in relation to Trade Refuse Collection.
Total Net - Environmental Services	20,151,120	11,474,730	11,901,480	(426,750)	-3.59%
Service Transformation	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	Explanation
Payroll	5,455,580	2,965,952	3,178,453	(212,501)	An accrual has been applied for the pending pay award, this has largely been offset by a number of vacant posts across the directorate. The majority of these posts within Development are currently being recruited.
Non-Payroll	8,760,340	4,677,157	4,577,575	99,582	Funded Projects offset by income accrual.
Income	(6,432,510)	(4,559,722)	(4,400,487)	(159,235)	Additional income accruals offset by expenditure funded projects.
Total Net - Service Transformation	7,783,410	3,083,387	3,355,541	(272,154)	-8.11%

Corporate Services Committee

Confidential

14th December 2022

Report from:

Head of Finance (Joanne Hewitt)

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

(select from the list below reason why report is confidential and delete as appropriate)

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when
report will
become available

After Full
Council

Redacted
report
available

N/A

Never

N/A

Item for Noting

TITLE:

Prudential Indicators and Treasury Management – 2021/2022

Background and Key Issues:

In February 2021, 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 2021/2022.

The attached report on the Prudential and Treasury Indicators 2021 details the Council's performance against the indicators approved for 2021/2022.

The key issues arising from the 2021/2022 financial year are:

- Total spend on Capital Projects in the year amounted to £4.2m
- Both the Operational Boundary and the Authorised Borrowing Limit were deemed adequate for the year.
- No new loans or finance lease agreements were entered into in the 2021/2022 financial year.
- The balance of external loans at 31st March 2022 was £22.258m
- As at 31st March 2022, the Council's short term investments (held in various institutions) were £15.25m with interest ranging from 0.05% to 0.15%
- The Treasury Indicators remain within the approved limits during the year.

The Council continues to receive Treasury Management advice from its professional advisor, Arlingclose.

Recommendation:

It is recommended that Members note the information contained in this report.

Finance and Resource Implications:

As above

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

Not applicable.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

N/A

Option 2

Screen out with
mitigation

N/A

Option 3

Screen in for
a full EQIA

N/A

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

Not applicable.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

If no, please provide explanation/rationale:

Not applicable.

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Prudential Indicators and Treasury Management 2021/2022

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

Treasury Management Outturn Report 2021/22

Introduction

In February 2021 the Authority 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 Authority to approve treasury management semi-annual and annual reports. This report deals with the annual outturn for 2021/22.

The Authority's treasury management strategy for 2021/22 was approved at a meeting on 25 February 2021. The Authority had invested £7.25m as at 31 March 2021 and was 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 Authority's treasury management strategy.

Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year and, as a minimum, a semi-annual and annual treasury outturn report.

The Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Authority's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 25 February 2021.

External Context

Economic background: The continuing economic recovery from coronavirus pandemic, together with the war in Ukraine, higher inflation, and higher interest rates were major issues over the period.

Bank Rate was 0.1% at the beginning of the reporting period. April and May saw the economy gathering momentum as the shackles of the pandemic restrictions were eased. Despite the improving outlook, market expectations were that the Bank of England would delay rate rises until 2022. Rising, persistent inflation changed that.

UK CPI was 0.7% in March 2021 but thereafter began to steadily increase. Initially driven by energy price effects and by inflation in sectors such as retail and hospitality which were re-opening after the pandemic lockdowns, inflation then was believed to be temporary. Thereafter price rises slowly became more widespread, as a combination of rising global costs and strong demand was exacerbated by supply shortages and transport dislocations. The surge in wholesale gas and electricity prices led to elevated inflation expectations. CPI for February 2022 registered 6.2% year on year, up from 5.5% in the previous month and the highest reading in the National Statistic series. Core inflation, which excludes the more volatile components, rose to 5.2% y/y from 4.4%.

The government's jobs furlough scheme insulated the labour market from the worst effects of the pandemic. The labour market began to tighten and demand for workers grew strongly as employers found it increasingly difficult to find workers to fill vacant jobs. Having peaked at 5.2% in December 2020, unemployment continued to fall for the remainder of the financial year with the labour market data for the three months to January 2022 highlighting an unemployment rate at 3.9% while the employment rate rose to 75.6%. Headline 3-month average annual growth rate for wages were

4.8% for total pay and 3.8% for regular pay. In real terms, after adjusting for inflation, total pay growth was up 0.1% while regular pay fell by 1.0%.

With the fading of lockdown - and, briefly, the 'pingdemic' - restraints, activity in consumer-facing sectors improved substantially as did sectors such as oil and mining with the reopening of oil rigs but materials shortages and the reduction in the real spending power of households and businesses dampened some of the growth momentum. Gross domestic product (GDP) grew by an upwardly revised 1.3% in the fourth calendar quarter of 2021 according to the final estimate (initial estimate 1.0%) and took UK GDP to just 0.1% below where it was before the pandemic. The annual growth rate was revised down slightly to 7.4% (from 7.5%) following a revised 9.3% fall in 2020.

Having increased Bank Rate from 0.10% to 0.25% in December, the Bank of England hiked it further to 0.50% in February and 0.75% in March. At the meeting in February, the Monetary Policy Committee (MPC) voted unanimously to start reducing the stock of its asset purchase scheme by ceasing to reinvest the proceeds from maturing bonds as well as starting a programme of selling its corporate bonds.

In its March interest rate announcement, the MPC noted that the invasion of Ukraine had caused further large increases in energy and other commodity prices, with the expectation that the conflict would worsen supply chain disruptions around the world and push CPI inflation to around 8% later in 2022, even higher than forecast only a month before in the February Monetary Policy Report. The Committee also noted that although GDP in January was stronger than expected with business confidence holding up and the labour market remaining robust, consumer confidence had fallen due to the squeeze in real household incomes.

GDP growth in the euro zone increased by 0.3% in calendar Q4 2021 following a gain of 2.3% in the third quarter and 2.2% in the second. Headline inflation remains high, with CPI registering a record 7.5% year-on-year in March, the ninth successive month of rising inflation. Core CPI inflation was 3.0% y/y in March, was well above the European Central Bank's target of 'below, but close to 2%', putting further pressure on its long-term stance of holding its main interest rate of 0%.

The US economy expanded at a downwardly revised annualised rate of 6.9% in Q4 2021, a sharp increase from a gain of 2.3% in the previous quarter. In its March 2022 interest rate announcement, the Federal Reserve raised the Fed Funds rate to between 0.25% and 0.50% and outlined further increases should be expected in the coming months. The Fed also repeated its plan to reduce its asset purchase programme which could start by May 2022.

Financial markets: The conflict in Ukraine added further volatility to the already uncertain inflation and interest rate outlook over the period. The Dow Jones started to decline in January but remained above its pre-pandemic level by the end of the period while the FTSE 250 and FTSE 100 also fell and ended the quarter below their pre-March 2020 levels.

Bond yields were similarly volatile as the tension between higher inflation and flight to quality from the war pushed and pulled yields, but with a general upward trend from higher interest rates dominating as yields generally climbed.

The 5-year UK benchmark gilt yield began the quarter at 0.82% before rising to 1.41%. Over the same period the 10-year gilt yield rose from 0.97% to 1.61% and the 20-year yield from 1.20% to 1.82%.

The Sterling Overnight Rate (SONIA) averaged 0.39% over the year.

Credit review: In the first half of FY 2021-22 credit default swap (CDS) spreads were flat over most of period and are broadly in line with their pre-pandemic levels. In September spreads rose by a few basis points due to concerns around Chinese property developer Evergrande defaulting but then fell back. Fitch and Moody's revised upward the outlook on a number of UK banks and building societies on the Authority's counterparty to 'stable', recognising their improved capital positions compared to 2020 and better economic growth prospects in the UK.

Fitch also revised the outlook for Nordea, Svenska Handelsbanken and Handelsbanken plc to stable. The agency considered the improved economic prospects in the Nordic region to have reduced the baseline downside risks it previously assigned to the lenders.

The successful vaccine rollout programme was credit positive for the financial services sector in general and the improved economic outlook meant some institutions were able to reduce provisions for bad loans. However, in 2022, the uncertainty engendered by Russia's invasion of Ukraine pushed CDS prices modestly higher over the first calendar quarter, but only to levels slightly above their 2021 averages, illustrating the general resilience of the banking sector.

Having completed its full review of its credit advice on unsecured deposits, in September Arlingclose extended the maximum duration limit for UK bank entities on its recommended lending list from 35 days to 100 days; a similar extension was advised in December for the non-UK banks on this list. As ever, the institutions and durations on the Authority's counterparty list recommended by Arlingclose remains under constant review.

Revised CIPFA Codes, Updated PWLB Lending Facility Guidance

In August 2021 HM Treasury significantly revised guidance for the PWLB lending facility with more detail and 12 examples of permitted and prohibited use of PWLB loans. Authorities that are purchasing or intending to purchase investment assets primarily for yield will not be able to access the PWLB except to refinance existing loans or externalise internal borrowing. Acceptable use of PWLB borrowing includes service delivery, housing, regeneration, preventative action, refinancing and treasury management.

CIPFA published its revised Prudential Code for Capital Finance and Treasury Management Code on 20th December 2021. The key changes in the two codes are around permitted reasons to borrow, knowledge and skills, and the management of non-treasury investments.

The principles of the Prudential Code took immediate effect although local authorities could defer introducing the revised reporting requirements until the 2023/24 financial year if they wish.

To comply with the Prudential Code, authorities must not borrow to invest primarily for financial return. This Code also states that it is not prudent for local authorities to make investment or spending decision that will increase the CFR unless directly and primarily related to the functions of the authority. Existing commercial investments are not required to be sold; however, authorities with existing commercial investments who expect to need to borrow should review the options for exiting these investments.

Borrowing is permitted for cashflow management, interest rate risk management, to refinance current borrowing and to adjust levels of internal borrowing. Borrowing to refinance capital expenditure primarily related to the delivery of a local authority's function but where a financial return is also expected is allowed, provided that financial return is not the primary reason for the expenditure. The changes align the CIPFA Prudential Code with the PWLB lending rules.

Unlike the Prudential Code, there is no mention of the date of initial application in the Treasury Management Code. The TM Code now includes extensive additional requirements for service and commercial investments, far beyond those in the 2017 version.

The Authority will follow the same process as the Prudential Code, i.e. delaying changes in reporting requirements to the 2023/24 financial year.

Local Context

On 31st March 2021, the Authority had net borrowings of £24.241m and £7.25m of investments 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

	31.3.22 Actual £m
General Fund CFR	45.321
Capital Investment	2.122
REFCUS	2.111
Total CFR	49.554
Less: *Other debt liabilities	
Borrowing CFR	49.554
Sources of Finance	(0.332)
Internal borrowing	
Less: Direct Revenue Contribution	(0.535)
Less: Minimum Revenue Contribution	(4.789)
Net CFR	43.898

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

Lower official interest rates have lowered the cost of short-term, temporary loans and investment returns from cash assets that can be used in lieu of borrowing. The Authority pursued its strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, in order to reduce risk and keep interest costs low.

The treasury management position at 31st March 2022 and the change during the year is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.21 Balance £m	Movement £m	31.3.22 Balance £m	31.3.22 Rate %
Long-term borrowing**	24.241	(1.854)	22.387	5.98%
Short-term borrowing	-		-	-
Total borrowing	24.241	(1.854)	22.387	5.98%
Long-term investments	0.003	0.000	0.003	7.1%

Short-term investments	7.250	8,000	15.250	0.2%
Cash and cash equivalents	14.137	(4.000)	10.137	0.09%
Total investments	21.389	4.001	25.390	
Net borrowing	2.852	(5.855)	(3.003)	

** includes HP liabilities

Borrowing Update

The Authority was not planning to borrow to invest primarily for commercial return and so is unaffected by the changes to the Prudential Code.

Borrowing strategy

At 31st March 2022 the Authority held £22.258m of loans, excluding £129k of HP Liabilities (a decrease of £1.854 m compared to 31st March 2021, as part of its strategy for funding previous [and current] years' capital programmes. Outstanding loans on 31st March are summarised in Table 3 below.

Table 3: Borrowing Position

	31.3.21 Balance £m	Net Movement £m	31.3.22 Balance £m	31.3.22 Weighted Average Rate %	31.3.22 Weighted Average Maturity (years)
Northern Ireland Consolidated Fund	24.069	(1.811)	22.258	7.8%	7.4%
Total borrowing	24.069	(1.811)	22.258	7.8%	7.4%

The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

Treasury Investment Activity

CIPFA published a revised Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes on 20th December 2021. These define treasury management investments as investments that arise from the organisation's cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.

Table 4: Treasury Investment Position

	31.3.21 Balance £m	Net Movement £m	31.3.22 Balance £m	31.3.22 Income Return %	31.3.22 Weighted Average Maturity days
Banks & building societies (unsecured)	7.251	(1.998)	5.253	0.02%	25 days
Money Market Funds	2.000	8.000	10.000	0.08%	1 day
Total investments	9,251	6,002	15.253		26 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 Authority 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 Authority'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.

Non-Treasury Investments

The definition of investments in CIPFA's revised 2021 Treasury Management Code covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. Investments that do not meet the definition of treasury management investments (i.e. management of surplus cash) are categorised as either for service purposes (made explicitly to further service objectives) and or for commercial purposes (made primarily for financial return).

These investments generated £46,233 of investment income for the Authority after taking account of direct costs, representing a rate of return of 0.003%. £8m of the £14m investments were invested 4 months before the year end.

Treasury Performance

The Authority 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 %
Borrowings	22.26	25.27		
PFI and Finance leases	0.13	n/a		
Total debt	22.39	25.27	(2.88)	89%
Investments	5 CCLA (MM) 5 Fed. (MM) 2 BoS 2 Santander	£15m Money Market (MM). Max allowed		
Total treasury investments	14	15	(1)	93%

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 Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 7 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 7 below.

Table 7: Debt Limits

	31.3.22 Actual	2021/22 Operational Boundary	2021/22 Authorised Limit	Complied? Yes/No
Borrowing	£22.39m	£60m	£70m	Yes
Total debt	£22.39m	£60m	£70m	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.

Table 8: Investment Limits

	2021/22 Maximum	31.3.22 Actual	2021/22 Limit	Complied? Yes/No
Any single organisation, except the UK Government	£5m	Nil	£5m	Yes
Any group of organisations under the same ownership	£5m	£2m	£5m	Yes`
Any group of pooled funds under the same management	£10m	Nil	£10m	Yes
Money Market Funds	£15m	£10m	£15m	Yes

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority 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.

	31.3.22 Actual	2021/22 Target	Complied?
Portfolio average credit [rating]	A+ rating	A	Yes

Liquidity: The Authority 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 / it can borrow each period without giving prior notice]. The Council currently has £10m invested on the money markets which requires 1 days notice to be served to be returned to the Council and £4m on cash deposits which requires 32 days and 35 days notice respectively to be served on the two cash deposits. £1.25m is held in UB and is available immediately.

	31.3.22 Actual	2021/22 Target	Complied?
Total cash available within 3 months	£15.25m	£6m	Yes
Total sum borrowed in past 3 months without notice	-	-	Yes

Interest Rate Exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

Interest rate risk indicator	31.3.22 Actual	2021/22 Limit	Complied ?
Upper limit on 1-year revenue impact of a 1% <u>rise</u> in rates	131,662	200,000	Yes
Upper limit on 1-year revenue impact of a 1% <u>fall</u> in rates	141,591	200,000	Yes

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

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

	31.3.22 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	4.97%	15%	0%	Yes
12 months and within 24 months	5.25%	15%	0%	Yes
24 months and within 5 years	16.6%	20%	0%	Yes
5 years and within 10 years	29.3%	30%	0%	Yes
10 years and above	43.79%	100%	0%	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.

Principal Sums Invested for Periods Longer than a year: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end were:

	2021/22	2022/23	2023/24
Actual principal invested beyond year end	£6m	-	-
Limit on principal invested beyond year end	£8m	£6m	£6m
Complied?	yes	N/A	N/A

Although the Council has £14m invested at year end, £10m of this was invested on the money markets which requires 1 days notice to be served to be returned. The additional £4m was invested on cash deposits which requires 32 or 35 days notice respectively to be served.

Other

IFRS 16: The implementation of the new IFRS 16 Leases accounting standard was due to come into force for local authorities from 1st April 2022. Following a consultation CIFPA/LASAAC announced an optional two year delay to the implementation of this standard a decision which was confirmed by the Financial Reporting Advisory Board in early April 2022. Authorities can now choose to adopt the new standard on 1st April 2022, 2023 or 2024. LCCC intends to adopt the new standard on the 1st April 2024 at the latest.

Corporate Services Committee

Confidential

14th December 2022

Report from:

Head of Finance (Joanne Hewitt)

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

(select from the list below reason why report is confidential and delete as appropriate)

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

When will the report become unrestricted:

Specify when report will become available	Post Council	Redacted report available	N/A	Never	N/A
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Item for Noting

TITLE: Prudential Indicators and Treasury Management – In year review 2022/2023

Background and Key Issues:

In February 2022, 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 2022/2023.

The attached report on the Prudential and Treasury Indicators for the period April to September 2022 details the Council's performance against the indicators approved for 2022/2023.

The key issues arising from the period April to September 2022 are:

- Total spend on Capital Projects in the 6 month period to September 2022 amounted to £3.69m
- The Capital Financing Requirement of £69.98m is adequate for the full financial year.
- Both the Operational Boundary and the Authorised Borrowing Limit are deemed adequate for the year.
- No new loans or finance lease agreements have been entered into in the time period.
- The balance of external loans at 30th September 2022 is £21.71m
- As at 30th September 2022, the Council's investment (held in various institutions) was £15.25m with interest ranging from 0.2% to 1.27%
- The Treasury Indicators remain within the approved limits during the year.

The Council continues to receive Treasury Management advice from its professional advisor, Arlingclose.

Recommendation:

It is recommended that Members note the information contained in this report.

Finance and Resource Implications:

As above

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

Not applicable.

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

N/A

Option 2

Screen out with
mitigation

N/A

Option 3

Screen in for
a full EQIA

N/A

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

Not applicable.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

If no, please provide explanation/rationale:

Not applicable.

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in

accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration”.

APPENDICES:

Prudential Indicators and Treasury Management – In year review
2022/2023

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date:

PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT 2022/23
APRIL 2022 – SEPTEMBER 2022

1. BACKGROUND

In February 2022, 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 2022/2023.

This report details the performance, for the period April to September 2022, against the Prudential and Treasury Indicators approved for the 2022/2023 financial year.

2. CAPITAL EXPENDITURE INDICATORS

The Local Government Finance Act (NI) 2011 and CIPFA Prudential Code require the Council to set and monitor a series of Prudential Indicators for capital expenditure and financing. These Prudential Indicators should ensure that the capital investment plans of the Council are affordable, prudent and sustainable.

2.1 CAPITAL EXPENDITURE

The estimated capital expenditure for the 2022/2023 financial year was £27.11m. From April to September 2022, there has been capital expenditure committed to the value of £3.69m.

Department	Estimate 2022/2023	April to Sept 2022/23
Total estimates of capital expenditure	£27.11m	£3.69m

A summary of the capital expenditure to September 2022 is detailed in the table below together with the funding profile:

Capital Project	Net capital expenditure committed April to September 2022
IT Infrastructure – LAN switches	£639k
Fleet Replacement	£569k
Recycling Project	£371k
DIIB redevelopment	£266k
Boiler Replacement works	£263k
Hillsborough Forest	£235k
Laurelhill 3G pitch	£200k
Digital Platform	£170k
IT Finance system	£167k
Other projects	£810

2.2 CAPITAL FINANCING REQUIREMENT

The Capital Financing Requirement measures the Council's underlying need to borrow for capital purposes. This is essentially the Council's outstanding debt, necessary to finance the Council's capital expenditure. The Indicator approved in February 2022 was:

Indicator	Estimate 2022/23 £m
Estimates of capital financing requirement (CFR)	69.98

This has not been exceeded from April to September 2022. Due to the reduced spend within the capital programme for the first 6 months, it is highly unlikely the CFR will be the level estimated for the full financial year.

Authorities can finance schemes in a variety of ways. These include;

- The application of useable capital receipts
- A direct charge to revenue
- Application of a capital grant
- Contributions received from another party
- Borrowing.

It is only the latter method that increases the Capital Financing Requirement (CFR) of the Council.

3. EXTERNAL DEBT INDICATORS

3.1 OPERATIONAL BOUNDARY AND AUTHORISED LIMIT

With reduced capital expenditure, the Council is forecast to remain well within both the Operational Boundary and Authorised Borrowing Limit set for the 2022/2023 financial year as follows:

Indicator	Estimate 2022/23
Operational boundary (for borrowing)	£65m
Authorised limit (for borrowing)	£75m

The authorised limits are consistent with approved capital investment plans and the Council's Treasury Management Policy and Practice documents, but allow sufficient headroom for unanticipated cash movements.

4. **TREASURY MANAGEMENT INDICATORS**

4.1 **ACTUAL EXTERNAL DEBT**

This is a factual indicator showing actual external debt for the previous financial year.

During the period April to September, loan and lease principal repayments of £0.682m were made against existing borrowing, resulting in a level of borrowing at 30th September 2022 of £21.71m

An assessment of the Council's cashflow position forecasts that the current level of borrowings is adequate and therefore, no further borrowing will be required before the end of the financial year.

Therefore, after further repayments on existing loans are made in February 2022 of £0.56m, the level of external borrowing at 31st March 2023 is forecast to be £21.15m.

4.2 **DEBT RELATED TREASURY ACTIVITY LIMITS**

The table below shows the position at 30th September of all debt related treasury activity limits.

Indicator	Limit for 2022/2023	Actual at 30/09/2022
Fixed interest rate exposure – upper limit	100%	100%
Variable interest rate exposure – upper limit	30%	0%

4.3 **INVESTMENT ACTIVITY**

The objectives of the Council's investment strategy are safeguarding the repayment of the principal and interest on its investments on time, with the investment return being a secondary objective. The current investment climate continues to be one of overriding risk consideration, particularly that of counterparty risk. In line with advice provided by treasury management consultants, officers continue to implement an operational investment strategy of placing short-term investments with approved high-quality counterparties.

The estimated income generated through investment was £20,000 for the 2022/2023 financial year due to the interest rates at time of striking rates. For the period April to 30th September 2022, interest of £75,527 has been earned on investment deals with approved financial institutions as summarised below:

Financial Institution	Average deposit size	Average Interest rate	Interest earned
CCLA	5,000,000	1.15%	28,703
Federated Investors	5,000,000	1.18%	29,594

Bank of Scotland	2,000,000	0.2%	2,020
Ulster Bank	1,250,000	1.27%	7,927
Santander	2,000,000	0.7%	7,283

The Council's limit for total principal sums invested for periods longer than 364 days is 10%. As at the date of this report, the Council has not entered into any such investments.

The total balance of funds held in investment accounts at 30th September 2022 was £15.25m

Corporate Services Committee

Confidential

14th December 2022

Confidential Report from:

Head of Finance

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

(select from the list below reason why report is confidential and delete as appropriate)

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

When will the report become unrestricted:

Specify when
report will
become available

Following
Council
ratification

Redacted
report
available

Never

Item for Decision

TITLE: Transfer of Use of Reserves

Background and Key Issues:

1. At the Leisure & Community Development Committee in December, a report was presented regarding the Coronation of His Majesty, King Charles III.
2. The Committee are in favour that part of the reserve (£50k) is used to fund the King's Coronation and the remaining £34k is reallocated to deal with hardship programmes.
3. Corporate Services approved the original earmarking of reserves for Royal Hillsborough.

4. This report documents the new usage of the remaining balance in the reserve ie £50k for King's Coronation and £34k for Hardship Programme and related activities.

Recommendation:

It is recommended that Members consider and approve the transfer of reserves from the remaining £84k Royal Hillsborough budget as follows:

1. £34k is allocated to the Hardship Programme and related activities; and
2. £50k is earmarked for the Kings Coronation Programme.

Finance and Resource Implications:

Transfer of reserves from the Royal Hillsborough budget of £84k to:

£50k Kings Coronation Programme 2023

Up to £34k for the Hardship Programme and related activities.

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No
Draft
Programme
will be
screened.
Funding
programme
has been
screened
under CSP

If no, please provide explanation/rationale

If yes, what was the outcome?:

Option 1

Screen out
without mitigation

NA

Option 2

Screen out with
mitigation

NA

Option 3

Screen in for
a full EQIA

NA

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

Appendix 1 Copy of Minute from December 2022 LCDC

Appendix 2 Link to Kings Coronation Report December 2022 LCDC

[https://sharepoint.lcccweb.co.uk/Leisure and Community Dev Committee/LCDC%20Coronation%20Report.pdf](https://sharepoint.lcccweb.co.uk/Leisure_and_Community_Dev_Committee/LCDC%20Coronation%20Report.pdf)

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

Yes/No

If Yes, please insert date:

Corporate Services Committee

Confidential

14 December 2022

Confidential Report from:

Head of Human Resources and Organisation Development

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

(select from the list below reason why report is confidential and delete as appropriate)

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.

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

☒

Never

☐

Item for Decision

TITLE: Efficiency Review Steering Group

Background and Key Issues:

1. The Efficiency Review Steering Group (ERSG) met on 9th, 15th and 24th November 2022
2. It was agreed that the role of the ERSG would include the consideration of overall efficiencies and to that end, the group invite has been extended to the 3 larger parties due

to the extent of the financial challenges facing the Council. Whilst ERSG is a sounding board for wider efficiencies transformation, any matters outside of structural reviews are brought forward to Home Committees for consideration and approval.

3. **Review of Planning and Capital Development**

The Head of Planning and Capital Development, supported by the Director of Transformation and Head of HR&OD outlined the proposals to the change to the Planning and Capital Development Unit. In summary, this proposal will see the following:

- A reduction in the overall Planning Headcount of 2.2FTE
- An increase in the Capital Development Headcount of 1FTE
- An overall decrease in headcount of 1.2FTE

[REDACTED]

[REDACTED]

[REDACTED]

Recommendation

1. It is recommended that Members note the minutes and action notes of the ERSG on 9th 15th and 24th November 2022
2. It is further recommended that Members approve the recommendations of the ERSG in respect of the restructure of the Planning and Capital Development Unit.

Finance and Resource Implications:

1. [REDACTED]

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

Option 1
Screen out
without mitigation

N/A

Option 2
Screen out with
mitigation

N/A

Option 3
Screen in for
a full EQIA

N/A

Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been
given to Rural Needs?

No

Has a Rural Needs Impact
Assessment (RNIA) template been
completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

N/A

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

3. Environmental & Sustainability Impact Assessment:

Has consideration been
given to environmental
impact?

No

Has an Environmental & Sustainability
Screening been completed?

No

If no, please provide explanation/rationale:

N/A

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:



HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

Corporate Services Committee

Confidential

14 December 2022

Confidential Report from:

Head of Human Resources and Organisation Development

Local Government Act (Northern Ireland) 2014

Schedule 6 - Access to Information: Exemption Information

(select from the list below reason why report is confidential and delete as appropriate)

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.

When will the report become unrestricted:

Specify when
report will
become available

Redacted
report
available

Following
Council
Ratification

Never

Item for Decision

TITLE:

Hybrid Working Pilot – Survey for Elected Members

1. At the November 2022 meeting of Corporate Services, Members agreed to note the contents of the interim report on the Hybrid Working Pilot and agreed to the continuing of the hybrid working arrangements until such times as a formal decision is reached in relation to this way of working.
2. As part of the review of the hybrid working, it is appropriate to garner the view of Elected Members of their experience of working with employees during the pilot period.

[REDACTED]

[REDACTED]

5. This work will complement the wider efficiency programme and consider the following areas:

a. Our Digital Strategy

- i. Rollout of the appropriate technology equipment to all staff based on their role and worker style and a funding model to support ongoing refresh of equipment.
- ii. Development and embedding of future IT service models and processes that best support flexible and remote working.
- iii. Our investment in infrastructure to support remote access to applications and services.

b. Our People Strategy

- i. Leadership and Management - Embedding strong leadership and management to successfully lead teams through new ways of working.
- ii. Embedding smarter working as “business as usual” – supporting managers and teams through communications, engagement, and tools.
- iii. Transforming the culture of the organisation to drive modern, effective, and productive ways of working.

c. Our Asset Strategy: Accommodation Working Group

- i. Assessing our future space requirements for LCCC staff and translating this into a strategy for our assets (namely offices) – including exploiting opportunities for income generation and cost reduction.
- ii. Delivering future office model solutions, technology and layouts that maximise performance, productivity, and support staff wellbeing.

Recommendation

[REDACTED]

Finance and Resource Implications:

- 1. Not known but likely to have a positive impact on comparable utility costs

Screening and Impact Assessment

1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

If no, please provide explanation/rationale

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

If yes, what was the outcome?:

Option 1 Screen out without mitigation	<input type="text" value="N/A"/>	Option 2 Screen out with mitigation	<input type="text" value="N/A"/>	Option 3 Screen in for a full EQIA	<input type="text" value="N/A"/>
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Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)

Insert link to completed Equality and Good Relations report:

2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
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If no, please give explanation/rationale for why it was not considered necessary:

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

3. Environmental & Sustainability Impact Assessment:

Has consideration been given to environmental impact?	<input type="text" value="No"/>	Has an Environmental & Sustainability Screening been completed?	<input type="text" value="No"/>
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If no, please provide explanation/rationale:

As this proposal is for a pilot, no screening has been carried out. This will be undertaken throughout the period of the pilot.

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

SUBJECT TO PLANNING APPROVAL:

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

APPENDICES:

HAS IT BEEN SUBJECT TO CALL IN TO DATE?

No

If Yes, please insert date: