

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Special Meeting of the Corporate Services Committee held in the Cherry Room, Island Civic Centre, The Island, Lisburn on Thursday 17<sup>th</sup> May 2018 at 4.00 pm.**

**PRESENT:** Councillor S Carson (Chairman)

The Right Worshipful The Mayor  
Councillor T Morrow

Aldermen T Jeffers and S Martin

Councillors R B Bloomfield MBE, D J Craig,  
O Gawith, A Grehan, B Hanvey and B Mallon

**OTHER MEMBER:** Councillor N Anderson

**IN ATTENDANCE:** Lisburn & Castlereagh City Council

Chief Executive  
Acting Head of Human Resources & Organisation Development  
Member Services' Officer

Local Government Staff Commission

Dr Adrian Kerr, Chief Executive  
Mrs Lorna Parsons, Director of Recruitment & Diversity

**Commencement of Meeting**

The Chairman, Councillor S Carson, extended a welcome to all present and thanked Members for accommodating the Special Meeting of the Committee. The Chairman proceeded to outline the evacuation procedures in the case of an emergency.

The Chairman asked that any Member entering or leaving the Meeting alert him accordingly so that the Member Services' Officer might accurately reflect arrival and departure times in the minutes.

1. **Apologies**

Apologies for non-attendance at the Special Meeting were accepted and recorded on behalf of the Deputy Mayor, Councillor H Legge; Alderman A G Ewart MBE; and Councillors A P Ewing, A McIntyre and M H Tolerton.

Alderman D Drysdale, a non-member of the Committee, had also presented an apology for non-attendance.

2. Declarations of Interest

The Chairman invited Members to declare any Interests they might have in relation to the business of the Meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided at the Meeting.

There were no Declarations made.

3. Purpose of Meeting

The Special Meeting of the Corporate Services Committee had been summoned to consider the outcomes of the Efficiency Review Steering Group.

4. Confidential Report of Chief Executive

The Chairman advised that the reason for confidentiality was as set out in the agenda, ie:-

- Efficiency Review Steering Group - Outcomes  
Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.

It was proposed by Councillor D J Craig, seconded by Councillor B Mallon and agreed that the confidential report of the Chief Executive be considered "in Committee", in the absence of members of the press and public being present.

4.1 Chief Executive Recruitment

It was agreed that the above item be brought forward for discussion in order to accommodate the officials from the Local Government Staff Commission who were in attendance for this item of business.

The undernoted officials from the Local Government Staff Commission were in attendance:-

- Dr Adrian Kerr, Chief Executive
- Mrs Lorna Parsons, Director of Recruitment & Diversity

Dr Kerr outlined the recruitment process for the post of Chief Executive.

#### 4.1 Chief Executive Recruitment (Continued)

It was proposed by Councillor D J Craig, seconded by Alderman S Martin and agreed to recommend that:-

- the recruitment of a Chief Executive to Lisburn & Castlereagh City Council progress in line with the paper which had been provided by the Local Government Staff Commission and working towards Option 1 in relation to the recruitment time-table;
- a report relating to the identification of the members of the Shortlisting Panel and the agreement of documentation be made to the Council at its meeting to be held on the 22<sup>nd</sup> May 2018;
- consultancy support be provided to assist with the requirements of the appointment process, the costs of such consultancy support being detailed in the Chief Executive's report.

It was noted that further considerations in relation to the appointment of the Chief Executive post would – if so required - be reported to the June 2018 meeting of the Corporate Services Committee.

Dr Kerr and Ms Parsons left the meeting at 4.30 pm.

#### 4.2 Efficiency Review Steering Group – Outcomes

Councillor B Mallon left and re-entered the meeting during discussion of this item of business and prior to any decision being taken. (4.40 pm and 4.42 pm respectively.)

##### 4.2.1 Efficiency Review Steering Group

It was agreed to recommend that the decisions of the meeting of the Efficiency Review Steering Group held on the 3<sup>rd</sup> May 2018 be approved.

The Chief Executive undertook to investigate concerns raised about service delivery associated with staffing levels within certain functions of the Council.

##### 4.2.2 Leisure & Community Wellbeing

The Committee noted that the Director of Leisure & Community Wellbeing would be presenting service delivery proposals etc to the Leisure & Community Development Committee.

4.2.3 Chief Executive's Office and Service Support

It was proposed by Councillor D J Craig, seconded by Councillor A Grehan and agreed to recommend that the recruitment on a permanent basis of the following posts be approved:-

- Head of Risk & Audit
- Head of Finance & IT.

4.2.4 Human Resources & Organisation Development (HR&OD)  
Provision of additional consultancy support

It was proposed by Councillor O Gawith, seconded by Councillor B Hanvey and agreed to recommend that consultancy support for strategic HR&OD matters to enable the progressing of matters pertaining to the Efficiency Review be approved.

Councillor N Anderson entered the meeting. (4.50 pm)

4.2.5 Finance/Capacity building for financial modelling

It was proposed by Councillor A Grehan, seconded by Councillor O Gawith and agreed to recommend that consultancy support in respect of capacity building for financial modelling be approved, such support being:-

- based on Option C as contained within the Chief Executive's report and entitled "Embedded Consultancy Support";
- on a short-term basis with the maximum costs thereof being detailed in the Chief Executive's report.

5. Any Other Business

5.1 Wallace Park, Lisburn – Anti-Social Behaviour  
Councillor D J Craig

At the request of Councillor D J Craig, the Chief Executive agreed to have concerns associated with anti-social behaviour in Wallace Park, Lisburn raised with the Director of Leisure & Community Wellbeing and the PSNI.

5.2 Moat Park, Dundonald - CCTV  
Alderman T Jeffers

At the request of Alderman T Jeffers, the Chief Executive gave an update on matters relating to CCTV at Moat Park, Dundonald.

“Out of Committee”

It was proposed by Alderman S Martin, seconded by Councillor B Mallon and agreed to come “out of Committee” and normal business was resumed.

There being no further business, the Meeting concluded at 5.05 pm.

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MAYOR/CHAIRMAN