5th June 2017

Chairman: Councillor O Gawith
Vice-Chairman: Councillor B Mallon
Aldermen: J Dillon MBE, D Drysdale, A Ewart, T Jeffers, W Leathem,
Councillors: T Beckett, S Carson, J Craig, A Ewing, A Grehan, B Hanvey,
V Kamble, and A McIntyre

Ex-Officio: The Right Worshipful The Mayor, Councillor B Bloomfield MBE,
Deputy Mayor, Alderman S Martin

The Monthly Meeting of the Corporate Services Committee will be held in the
Council Chamber, Island Civic Centre, The Island, Lisburn on Tuesday 13th June
2017 at 6.30 pm for the transaction of business on the undernoted Agenda.

All Members are invited to attend for consideration of the item on Filling of
Posts in New Council Structures.

Please note that hot food will be available prior to the meeting from 6.00 pm in
Lighters Restaurant.

You are requested to attend.

DR THERESA DONALDSON
Chief Executive
Lisburn and Castlereagh City Council
Agenda

1. Apologies

2. Declaration of Interest

3. Minutes – Meeting of the Corporate Services Committee held on 9th May 2017 (Copy Attached).

4. Report from Director of Service Support

   1. Report of Head of Central Support Services
      - Legal Services Tender
      - Policy on Invitations to Civic Functions, Visits and Council Events
      - Chairman of PCSP
      - Corporate Stationery
      - Health Working Group

   2. Report of Head of Finance & IT
      - Financial Appraisal for the Council’s Wide Area Network
      - Accounting Manual Update
      - Financial Statement
      - Provisional Actual Penny Product (APP) 2016/17 Rate Year.
      - District Rates Table of Statistics.

   3. Report of Acting Head of Human Resources and Organisation Development
      - Elected Member Development Steering Group
      - Review of NJC ‘Green Book’ Pay Spine

   4. Report of Head of Marketing and Communications
      - Digital Communications
      - Projects Undertaken by Marketing and Communications
      - Media Coverage

5. Northern Ireland Garrison Support Unit
   Fireworks Display at Lisburn Station (Thiepval Barracks)
   Request for financial assistance.

7. Northern Ireland Local Government Association Annual Conference & Exhibition – 12 October 2017 – La Mon Hotel, Castlereagh

8. Annahilt Post Office.


10. William Keown Trust.
5. Confidential Report from Director of Service Support

Confidential Business Report – Members are requested to go to the Confidential Section of the Corporate Services Committee folder on SharePoint to access information

1. Report of the Head of Central Support Services
   (Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information)
   • Provision of Cleaning, Security and Concierge Services – Business Case
   • Byelaws
   • Retirement of Her Majesty’s Lord Lieutenant for County Antrim
   • NILGA – Bradford Court
   • Citizenship Ceremonies

2. Report of the Head of Finance & IT
   (Confidential for reason of information which is likely to reveal the identity of an individual)
   • Officers Broadband

3. Report of the Acting Head of Human Resources and Organisation Development
   (Confidential for reason of information which is likely to reveal the identity of an individual)
   • Suite of Policies and Protocols
   • Efficiency Review – Voluntary Severance
   • Employee Engagement
   • Payment of Overtime in Holiday Pay
   • HR & OD Workforce Date
   • Single Status Update: Appeals

4. Report of the Head of Marketing and Communications
   (Confidential for reason of information which is likely to reveal the identity of an individual)
   Freedom of Information – Confidential In Committee
5. Outsourcing
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information)

6. Filling of Posts in New Council Structures
(Confidential for reason of information which is likely to reveal the identity of an individual)

7. Absence
(Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a government department and employees of, or office holders under, the Council)

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

9. Draft Operational Partnership Agreement Between Strategic Investment Board Ltd and Lisburn & Castlereagh City Council
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information)

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

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

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

13. Rolling Year Absence Figures for Corporate Services
(Confidential for reason of information which is likely to reveal the identity of an individual)
6. Any other Business

-OoOOoo-

To: Members of Lisburn & Castlereagh City Council
LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Corporate Services Committee held in the Cherry Room, Island Civic Centre, The Island, Lisburn on Tuesday 9th May 2017 at 7.00 pm.

PRESENT:

Councillor O Gawith (Chairman)
The Right Worshipful The Mayor
Councillor R B Bloomfield, MBE

Deputy Mayor
Alderman S Martin

Aldermen A Ewart and T Jeffers

Councillors T Beckett, S Carson, J Craig, A Ewing, V Kamble, A McIntyre and B Mallon

OTHER MEMBERS:

Alderman J Tinsley

Councillors N Anderson, J Palmer and C Quinn

IN ATTENDANCE:

Chief Executive
Director of Service Support
Director of Environmental Services
Director of Leisure Services
Director of Service Transformation
Head of Central Support Services
Head of Finance & IT
Lead Head of Development
Lead Head of Planning & Building Control
Audit & Risk Manager
Member Services’ Officer

Commencement of Meeting

The Chairman, Councillor O Gawith, extended a welcome to the Chief Executive, Directors and a number of Heads of Service who were in attendance for items in the Director’s report. The Chairman extended a particular welcome to Ms Sinead Clarke, the recently appointed Director of Service Support, and wished her well in her post.

Ms Clarke thanked the Chairman for his kind comments and expressed her gratitude at being tasked to lead the Service Support directorate. Ms Clarke went on to explain the skills and experience she felt she was bringing to the post and outlined those areas which she considered to be of chief importance at the present time.
Ms Clarke gave as assurance that she would be building on the wider civic links already in place, especially those of a military nature, and that should Members wish her to engage with any particular stakeholders, they should contact her accordingly. Ms Clarke assured Members of her support to them in their role as Elected Representatives. Finally Ms Clarke thanked Members for their best wishes, support and words of encouragement which she had enjoyed since her appointment.

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 meeting were accepted and recorded on behalf of Aldermen J Dillon MBE and W Leathem.

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 of Interest.

3. Minutes of Meeting

It was proposed by Councillor A McIntyre, seconded by Councillor J Craig and agreed that the Minutes of the meeting of the Committee held on the 11th April 2017 as adopted by the Council at its Meeting held on the 25th April 2017 be confirmed and signed.

The Deputy Mayor, Alderman S Martin, entered the meeting. (7.03 pm)

4. Confidential Report of Director of Service Support

The Director sought agreement to bring forward her confidential report so as to allow a number of Officers to leave the meeting once her confidential report had been considered. This was agreed.

The Chairman advised that:

- the report of the Director of Service Support on Human Resource & Organisation Development items was confidential for reason of information which was likely to reveal the identity of individuals;
4. **Confidential Report of Director of Service Support** (Continued)

- the report of the Head of Central Support Services was confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information);

- the report of the Director of Service Support on the Efficiency Review was confidential for reason of information which was likely to reveal the identity of individuals.

Councillor J Palmer entered the Meeting. (7.05 pm)

It was proposed by Councillor J Craig, seconded by Councillor A Ewing and agreed that the confidential report of the Director of Service Support be considered “in Committee”, in the absence of members of the press and public being present.

It was proposed by Councillor B Mallon, seconded by Councillor A McIntyre and agreed that the confidential report and recommendations of the Director of Service Support be adopted, subject to any decisions recorded below and other items noted:-

4.1 **Confidential Report by Director of Service Support on Human Resource & Organisation Development (HR&OD) Items**

Presented by the Director of Service Support.

It was proposed by Councillor A Ewing, seconded by Councillor S Carson and agreed that the confidential report and recommendations of the Director of Service Support on HR&OD items be adopted, subject to any decisions recorded below and other items noted:-

4.1.1 **Report regarding the Filling of Posts in New Council Structures**

The Chief Executive and Directors were in attendance for this item of business.

Further to a progress report in respect of the above matter which had been presented to the Committee at its previous Meeting, a detailed and all-encompassing report on the filling of posts in the new council structures was circulated with the Director’s report. For Members’ assistance, a hard copy of the schedule of posts under consideration for filling was provided at the Meeting.

The Director explained the content of her report and answered several questions in respect thereof. During the course of discussion, the Director agreed to:-
4.1.1 Report regarding the Filling of Posts in New Council Structures (Continued)

- provide to the next meeting, the number of posts which were filled on a part-time or job share basis or in any other ways by which the number of hours worked per week was less than 37;

- have an expression of interest trawl repeated in order to afford all employees the opportunity to apply for severance/voluntary redundancy.

After lengthy discussion it was proposed by Councillor S Carson and seconded by Alderman A Ewart that this item of business be deferred until after the Away Day which was yet to be arranged.

After further discussion during which reference was made to the imminent Summer recess and the need to progress this matter, it was proposed by Councillor S Carson, seconded by Alderman A Ewart and – on a show of hands, agreed to recommend:-

- that this item of business be deferred to a Special Meeting of the Committee to which all Members of Council would be invited to attend;

- that - given that the availability of a suitable date for such a meeting was limited - the above item be deferred to the next meeting of the Committee (13th June 2017 at 7.00 pm) which would be held in the Council Chamber and to which all Members would be invited. This item would be first on the agenda of the business for consideration.

4.1.2 Mechanism for Monitoring Headcount Post of Good Relations Support Officer

The Director of Leisure & Community Services was in attendance for this item of business.

During discussion of this item and prior to any decision being taken, Alderman J Tinsley and Councillor N Anderson left the meeting. (7.37 pm). Councillor Anderson later returned to the meeting at 7.42 pm, again before any decision was taken.

Further to the previous meeting of the Committee, the Director of Leisure & Community Services presented the business case for the filling of the post of Good Relations Support Officer on a fixed term basis. The filling of this post had already been agreed by the Leisure Services Committee.
4.1.2 Mechanism for Monitoring Headcount
Post of Good Relations Support Officer (Continued)

Following discussion, it was proposed by Alderman A Ewart, seconded by Councillor J Craig and agreed to recommend that:

- consideration of the above item of business be deferred pending Officers seeking clarification in writing from the Executive Office that the Council’s Action Plan submission to the District Council Good Relations Programme for 2017-2018, would not be approved for funding unless the Good Relations staffing structure included the post of Good Relations Support Officer to reflect the view of the Executive Office that the staffing resource required to be adequately proportionate to support the implementation of the Council’s proposed Action Plan Programme;

- the Executive Office be asked to comment on the fact that seeking for more staff to be in place was somewhat contradictory to the Assembly’s overall view of staffing efficiencies and reductions.

4.1.3 HR & OD Workforce Data

It was agreed to recommend that reports in respect of the following be noted, such reports being in accordance with the Council’s Strategic Workforce Plan 2015-2017:

- Workforce Profile – Headcount, Contract (permanent/fixed term/full-time/part-time) and Agency Workers
- Absence – Days lost per employee and percentage across the Council (includes “Total absence days per month”)
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks)
- Recruitment – Internal trawls and open competition.

The Director verbally advised Members that a revised Policy for Managing Attendance would be presented to the Committee at its next meeting for consideration with a view to adoption. The revised policy would be more robust in its attempts to manage absenteeism.

4.1.4 Single Status Update: Appeals

It was agreed to recommend that the progress report in respect of the number of job evaluation appeals outstanding from the former Councils’ Single Status process and the percentages of appeals both successful and unsuccessful be noted.

Councillors T Beckett and J Craig left the meeting. (7.55 pm)
The Director of Environmental Services, the Director of Leisure & Community Services, the Lead Head of Development and the Lead Head of Planning & Building Control left the meeting. (7.55 pm)
4.2 **Confidential Report by Head of Central Support Services**

Presented by the Head of Central Support Services.

It was proposed by Alderman A Ewart, seconded by Councillor A Ewing and agreed that the confidential report and recommendations of the Head of Central Support Services be adopted, subject to any decisions recorded below and other items noted:-

4.2.1 **Provision of Corporate Uniform & Associated Services**

It was agreed to recommend that:-

- the report of a meeting of a sub-committee of the Corporate Services Committee held on the 23rd March 2017 to open tenders received for the supply of Corporate Uniform and Associated Services be noted.

- the recommendation of the Tender Evaluation Report in respect of the contract for the Supply and Delivery of Corporate Uniform and Associated Services for a period of two years with the option for the Council to extend for three further periods of 12 months be accepted.

Councillor T Beckett returned to the meeting at 8.00 pm.

4.3 **Efficiency Review**

Presented by Director of Service Support.

Members had been provided with a progress report in regard to the Efficiency Review from which it was noted that Phase 1 thereof was complete and that work had commenced on Phase 2 already agreed by Council, ie:-

- a review of the allocation of functional areas across Directorates with the aim of releasing efficiencies;

- building on Phase 1 by assessing and comparing workforce profile and headcount and to identify areas for efficiency gains across the Council.

In regard to the Efficiency Review Steering Group, the Director noted that Councillor U Mackin served on this group and not Alderman W Leathem. The Director agreed to have this membership amended.

It was proposed by Councillor B Mallon, seconded by Councillor A McIntyre and agreed to come “out of Committee” and normal business was resumed.
5. **Report of Director of Service Support**

Presented by Director of Service Support.

It was proposed by Councillor A Ewing, seconded by Councillor A McIntyre and agreed that the report and recommendations of the Director of Service Support be adopted, subject to any decisions recorded below and other items noted:-

5.1 **Report of Head of Central Support Services**

Presented by Head of Central Support Services.

It was proposed by Councillor S Carson, seconded by Councillor A McIntyre and agreed that the report and recommendations of the Head of Central Support Services be adopted, subject to any decisions recorded below and other items noted:-

5.1.1 **Millbrook Car Park – Proposed Garden of Reflection**

It was agreed to recommend that the decisions of the Environmental Services Committee at its meeting held on the 5\(^{th}\) April 2017 in relation to the proposed Garden of Reflection at the Millbrook Car Park be endorsed, ie that:-

- Option 2 as appended to the report be identified as the preferred siting of the Garden of Reflection at the Princess Diana Memorial Garden with this being progressed through the Corporate Services Committee;

- the Garden of Reflection concept design as outlined, together with the additional provision for CCTV monitoring of the site, be approved.

Furthermore the Environmental Services Committee had asked Corporate Services to inspect the sculpture in the Princess Diana Memorial Garden. Members were advised that this matter has been referred to the Island Arts Centre Manager who had confirmed that a refurbishment was due in Autumn 2017 as part of a Good Relations project.

5.1.2 **Lagan Valley Island – Lighting Options**

The Head of Service referred to meeting of the Committee on the 10\(^{th}\) May 2016 when it had been reported that Centre Management was investigating various lighting options for Lagan Valley Island in view of the considerable number of requests that are received for LVI to be lit in various colours to mark charity initiatives.

Condition surveys had recently been carried out on the eternal lighting at LVI and these had identified that exterior floodlighting and downlighters required replacement over the next two years. It was therefore considered an opportune time to review the lighting so as to easier accommodate requests for the building to be lit in different colours.
5.1.2 Lagan Valley Island – Lighting Options (Continued)

It was agreed to recommend that:

- the current blue lights on the rooftop of Lagan Valley Island (above the Council Chamber) be replaced with colour-changing LEDs thus enabling the colour change to be visible from a greater distance;

- costs in respect of the above be included in the Draft Estimates of Income and Expenditure for 2018/2019.

The Head of Service agreed to continue to consult with the Estates Unit to clarify certain aspects of the coloured lighting.

5.1.3 Health Working Group
Meeting – 16th May 2017

Members were aware that the next meeting of the Health Working Group was on Tuesday 16th May 2017 at 2.30 pm. In line with a previous decision, all Members of Council would be invited to attend the meeting for the presentation by the Regulation & Quality Improvement Authority.

The Head of Service verbally reported that the Commissioner for Older People for Northern Ireland had declined the invitation to address the Working Group in regard to his ongoing investigation into the Dunmurry Manor Care Home as the legislation under which that investigation was being carried out required it to be done in private.

5.1.4 Lisburn & Castlereagh Policing & Community Safety Partnership
Schedule of Meetings

It was agreed to recommend that the schedule of forthcoming meetings of the Lisburn & Castlereagh PCSP be noted.

The Head of Central Support Services left the Meeting. (8.05 pm)

5.2 Report of Head of Finance & IT

Presented by Head of Finance & IT.

It was proposed by Councillor A Ewing, seconded by Councillor A McIntyre and agreed that the report and recommendations of the Head of Finance & IT be adopted, subject to any decisions recorded below and other items noted:-
5.2.1 Treasury Management Strategy

Members had been provided with an updated Treasury Management Strategy which incorporated amendments relating largely to provisions on investments and their limits. The amendments would allow alternative means by which the Council could invest.

It was agreed to recommend that the revised Treasury Management Strategy be adopted.

5.2.2 Financial Statement

**Period ended the 31st March 2017**

It was noted that the net profiled expenditure for the period ended the 31st March 2017 was 7.13% below the approved estimates for the financial year 2016/2017.

The Head of Service verbally reported that a report on Reserves would be presented to the September 2017 meeting of the Committee.

5.2.3 Prompt Payment Statistics as at 31st March 2017

It was agreed to recommend that a report on the prompt payment to suppliers for the financial year ending the 31st March 2017 be noted.

Councillor J Craig re-entered the meeting. (8.08 pm)

5.2.4 Performance of Transaction Support as at 31st March 2017

It was agreed to recommend that a report on the performance of the Finance Unit in the processing of transactions for the year ending the 31st March 2017 be noted.

The Head of Finance & IT left the Meeting. (8.10 pm)

5.3 Report of Director of Service Support on HR&OD Items

**Investors in People: Continuous Assessment**

Dealt with later in the meeting.

5.4 Ulster Defence Regiment

**Memorial at Bradford Court - Relocation**

Further to the previous meeting of the Committee, Members had been provided with a copy of a letter dated the 24th April 2017 from the Minister of Westbourne Presbyterian Church confirming that his Church was honoured to accept the UDR and RIR memorial plaques for relocation in the Church building at 149a Newtownards Road, Belfast.
5.4  **Ulster Defence Regiment**  
**Memorial at Bradford Court – Relocation**  
(Continued)

A special service would be held for the re-dedication of the memorials and invitations would be extended to representatives from the relevant councils including former Councillors of Castlereagh.

It was agreed to recommend that:-

- the decision of Westbourne Presbyterian Church to accept the Ulster Defence Regiment and Royal Irish Regiment memorials for relocation from Bradford Court to that location be welcomed;

- the Director of Service Support be delegated authority to incur the necessary expenditure for Westbourne Presbyterian Church to hold a reception after the Service of Rededication.

Alderman T Jeffers made Members aware that Westbourne Presbyterian Church would be undergoing renovation and that their architects were making provision within the plans for the memorials referred to above. Accordingly the Service of Rededication could be someway off.

In response to comments from Alderman Jeffers about two flags located at Bradford Court, the Chief Executive confirmed that an all-encompassing report on memorabilia etc from Bradford Court was being prepared by the Head of Central Support Services for presentation to the Committee at a later date. Comments in regard to the flags would be conveyed to the appropriate officer.

5.5  **“Battle’s Over”**  
**“A Nation’s Tribute – 11th November 2018 – 100 Years of Remembrance”**  
**World War 1 Beacons of Light – 11th November 2018**

Members had been provided with a copy of the above publication which related to the lighting of beacons across the United Kingdom on the 11th November 2018 to mark the centenary of the end of World War 1.

In response to a same-type initiative in 2016, the Council had lit a beacon on the 21st April 2016 to mark Queen Elizabeth II’s 90th birthday.

It was agreed to recommend that:-

- the Council participate in the “Battle’s Over” initiative by the lighting of a beacon on the 11th November 2018 to mark the centenary of the end of World War 1;
5.5  “Battle’s Over”  
“A Nation’s Tribute – 11th November 2018 – 100 Years of Remembrance”  
World War 1 Beacons of Light – 11th November 2018  (Continued)

- in notifying the “Battle’s Over” organisers of the Council’s decision to participate in the initiative, they be reminded to have the Council’s participation acknowledged in the official publication which – it was understood – was updated every three months;

- the Council’s beacon lighting be open to the public with such public attendance being actively encouraged.

A further report would be made to the Committee in due course.

5.6  Seafarers UK  
Merchant Navy Day – Sunday 3rd September 2017

Members were reminded of the decision of the Committee at its meeting held on the 21st June 2017 to participate in Merchant Navy Day by the flying of the Red Ensign which had been subsequently purchased for the event.

It was agreed to recommend that:-

- the Council participate in Merchant Navy Day on the 3rd September 2017 by the flying of the Red Ensign;

- in consultation with the Chairman of the Committee and The Right Worshipful The Mayor, the Head of Central Support Services be delegated authority to arrange the event and the associated reception and to incur the necessary expenditure in this regard.

5.7  Department of Foreign Affairs & Trade (Reconciliation & Commemorations Team)  
Centenary of the Battle of Messines Ridge  
Island of Ireland Peace Park, Mesen, Belgium  
7th June 2017

Members had been provided with correspondence dated the 25th April 2017 from the Reconciliation & Commemorations Team of the Department of Foreign Affairs & Trade of the Irish Government inviting two representatives of the Council to attend an Ireland-UK ceremony at the Island of Ireland Peace Park in Mesen, Belgium to mark the centenary of the Battle of Messines Ridge on the 7th June 2017. The cost of a Member’s attendance had been estimated at £757.16.
It was agreed to recommend that:-

• the invitation from the Reconciliation & Commissions Team of the Department of Foreign Affairs & Trade of the Irish Government inviting two representatives of the Council to attend an Ireland-UK ceremony at the Island of Ireland Peace Park in Mesen, Belgium to mark the centenary of the Battle of Messines Ridge on the 7th June 2017 be accepted;

• the attendees at the above ceremony be the Deputy Mayor, Alderman S Martin, and an Officer, it being noted that The Right Worshipful The Mayor, Councillor R B Bloomfield, was unable to attend the event as he had a long-standing engagement on the 7th June 2017;

• the Council be responsible for the payment of approved expenditure in regard to the attendance of its representatives as referred to above.

5.8 National Police Memorial Day  
Sunday 24th September 2017 - St David’s Hall, Cardiff

The Director reported the receipt of details of the National Police Memorial Day being held on the 24th September 2017 in St David’s Hall, Cardiff.

In view of the Committee’s decision at its meeting held on the 10th May 2016 to only consider attendance at the National Police Memorial Day in future years if it was being hosted in Northern Ireland, it was agreed to recommend that details of the 2017 event being held in Cardiff on the 24th September 2017 be noted.

5.9 Translink “Bus & Train Week”  
5th – 11th June 2017

It was agreed to recommend that information received on the 3rd May 2017 in relation to Translink’s “Bus & Train Week” which will run from the 5th-11th June 2017 be noted.

5.10 Regimental Association of the Ulster Defence Regiment CQC  
45th Anniversary of Formation of WUDR (Greenfinches)  
Celebratory Event – Saturday 6th October 2018

Further to the previous meeting of the Committee, it was agreed to recommend that the receipt of an e-mail dated the 3rd May 2017 from the UDR Regimental Association thanking the Council for its decision to hold a celebratory event at Lagan Valley Island on the 6th October 2018 in regard to the above be noted.
5.11 Report of Director of Service Support on Human Resource & Organisation Development (HR&OD) Items

Presented by Director of Service Support.

It was agreed that the report and recommendations of the Director of Service Support in regard to HR&OD items be adopted, subject to any decisions recorded below and other items noted:-

5.3.1 Investors in People: Continuous Assessment

The Committee was aware that the Council had been confirmed as meeting the requirements of the Investors in People Core Standard to Bronze Level.

As the IiP process was one of continuous improvement and assessment, it was proposed that a further assessment against the standard to the Silver Level of accreditation take place in June 2017.

It was agreed to recommend that the continuous assessment of the IiP Accreditation for the Council take place in June 2017.

6. Confidential Reports of Director of Service Support

Dealt with at Item 4.

7. Any Other Business

There was no other business.

There being no further business, the meeting terminated at 8.25 pm.

___________________________________
MAYOR/CHAIRMAN
REPORT BY DIRECTOR OF SERVICE SUPPORT

PURPOSE AND BACKGROUND

The purpose of this report is to set out for Members’ consideration, a number of recommendations relating to the operation of the Council.

The following decisions are required:

- To consider the report of the Head of Central Support Services.
- To consider the report of the Head of Finance & IT.
- To consider the report of the Acting Head of HR & OD.
- To consider the report of the Head of Marketing & Communications.
- To consider the request from the Northern Ireland Garrison Support Unit in Thiepval Barracks for financial assistance in the sum of £5,000 towards their annual Lisburn Station Fireworks Display on the 2nd November 2017.
- To consider nominations to National Association of Councillors conference entitled Essential Training for Elected Members being held in The Crowne Plaza Hotel, Stratford Upon Avon.
- To consider nominations to the Northern Ireland Local Government Association Conference and Exhibition being held on the 12th October 2017 in La Mon Hotel.
- To note the contents of correspondence from the Post Office in regard to the temporary closure of Annahilt Post Office.
- To note the contents of a letter from the Post Office in regard to Maghaberry Post Office local public consultation decision.
- To note the correspondence from The William Keown Trust thanking Lisburn and Castlereagh City Council for the generous donation of £1500 towards the work of the Trust.
ITEMS FOR DECISION

1. **REPORT OF HEAD OF CENTRAL SUPPORT SERVICES**

   Attached at Appendix 1 DSS is a report from the Head of Central Support Services in respect of items under her remit.

   **Recommendation**

   It is recommended that the report of the Head of Central Support Services be considered.

2. **REPORT OF HEAD OF FINANCE & IT**

   Attached at Appendix 2 DSS is a report from the Head of Finance & IT in respect of items under her remit.

   **Recommendation**

   It is recommended that the report of the Head of Finance & IT be considered.

3. **REPORT OF ACTING HEAD OF HR & OD**

   Attached at Appendix 3 DSS is a report from the Acting Head of HR & OD in respect to items under her remit.

   **Recommendation**

   It is recommended that the report from the Acting Head of HR & OD be considered.

4. **REPORT OF HEAD OF MARKETING AND COMMUNICATION**

   Attached in Appendix 4 DSS is a report from the Head of Marketing and Communication in respect of items under her remit.

   **Recommendation**

   It is recommended that the report from the Head of Marketing and Communication be considered.

5. **NORTHERN IRELAND GARRISON SUPPORT UNIT**

   **FIREWORKS DISPLAY AT LISBURN STATION (THIEPVAL BARRACKS)**

   **THURSDAY 3RD NOVEMBER 2016**

   **REQUEST FOR FINANCIAL ASSISTANCE**

   Attached at Appendix 5 DSS is a copy of a letter dated the 24th May 2017 from the Northern Ireland Garrison Support Unit in Thiepval Barracks seeking financial
Assistance for their annual Lisburn Station Fireworks Display on the 2nd November 2017.

The event is opened to the local community and a collection will be made for the Mayor’s Charity.

The Council awarded financial assistance in the sum of £5,000 for the 2016 event. This year financial assistance of £5,000 is again being sought.

**Recommendation**

It is recommended that the request from the Northern Ireland Garrison Support Unit in Thiepval Barracks for financial assistance in the sum of £5,000 towards their annual Lisburn Station Fireworks Display on the 2\textsuperscript{nd} November 2017 be considered.


Attached at Appendix 6 DSS are details of the above conference. The cost of a Member’s attendance has been estimated at £708.00.

**Recommendation**

It is recommended that attendance at the National Association of Councillors Conference – Essential Training for Members be considered.

7. **NORTHERN IRELAND LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE & EXHIBITION 12\textsuperscript{TH} OCTOBER 2017 LA MON HOTEL, CASTLEREAGH**

Attached hereto under Appendix 7 DSS are details of the above conference and exhibition for which the cost of a Members’ attendance is £170.00, including Gala Awards Dinner.

It is to be noted that for every 3 places booked at the NILGA Conference and Gala Awards Dinner by 30\textsuperscript{th} June 2017, 3 free places will be given.

**Recommendation**

It is recommended that;

- nominations to NILGA’s annual conference and exhibition being held on the 12 October 2017 be considered.

- the Council be responsible for the payment of expenditure of any approved expenditure that may be incurred in regard to NILGA conference and exhibition on the 12 October 2017.
ITEMS FOR NOTING

8. **ANNAHILT POST OFFICE**

Attached at Appendix 8 DSS is a copy of a letter dated 3 May 2017 from the Post Office advising that since the temporary closure of Annahilt Post office in April 2016, they had been exploring their options and that no suitable solution had been identified.

The Post Office apologises that they have been unable to restore a service locally and states that, due to the length of time the Post Office has been closed, it would need to be satisfied that any new opportunity would be sustainable for both the Post Office and the operator and would not adversely impact the viability of the remaining network of Post Office branches.

**Recommendation**

It is recommended to note the contents of correspondence from the Post Office in regard to the temporary closure of Annahilt Post Office.

9. **MAGHABERRY POST OFFICE – LOCAL PUBLIC CONSULTATION DECISION**

Attached at Appendix 9 DSS is a copy of a letter dated 22 May from the Post Office regarding the Local Public Consultation Decision. The Post Office confirmed that it had received two individual responses from customers and local representatives during the consultation period, welcoming the longer opening times at the new location.

**Recommendation**

It is recommended to note the contents of the correspondence from the Post Office in regard to Maghaberry Post Office local public consultation decision.

10. **WILLIAM KEOWN TRUST**

It is recommended to note correspondence from The William Keown Trust thanking Lisburn and Castlereagh City Council for the generous donation of £1500 towards the work of the Trust and confirming that they are looking forward to the presentation of their Personal Achievement Awards on 19th June at Lagan Valley Island.

**Recommendation**

It is recommended that the correspondence from The William Keown Trust be noted.
PURPOSE AND BACKGROUND

The purpose of this report is to set out for Members’ consideration a recommendation relating to the operation of the Council.

The following decision is required:

<table>
<thead>
<tr>
<th>Decision</th>
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<tbody>
<tr>
<td>To agree the extension of the current legal services contract and</td>
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<td>delegated authority for the CS Committee to agree the outcome of the</td>
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<td>tender evaluation process.</td>
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<tr>
<td>To agree the Policy on Invitations to Civic Functions, Visits &amp; Council</td>
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<tr>
<td>Events.</td>
</tr>
<tr>
<td>To agree the update with regards to the chairman of PCSP for 2017/18</td>
</tr>
<tr>
<td>To agree the extension of the contract for Corporate Stationery.</td>
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<tr>
<td>To note the update regarding the Health Working Group.</td>
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</tbody>
</table>

ITEM FOR DECISION

1. LEGAL SERVICES TENDER

I wish to advise that under Appendix 1 CSS is the timetable for the procurement exercise as agreed by Corporate management team. Accordingly the existing legal services contract requires to be extended until 31 December 2017 to allow for the completion of the tender process. In addition delegated authority is sought for the Corporate Services Committee to agree the outcome of the tender process.

Recommendation

It is recommended that the above timetable be noted, that the current contract be extended until 31 December 2017 and that the Corporate Services Committee be given delegated authority to agree the outcome of the tender process.
2. **POLICY ON INVITATIONS TO CIVIC FUNCTIONS, VISITS & COUNCIL EVENTS**

Attached under [Appendix 2 CSS](#) for Members consideration is a draft policy on invitations to Civic Functions, Visits & Council Events. The Council organises and hosts a number of civic functions and events each year. In addition the Council invites dignitaries and other high profile visitors to the Council area. The purpose of this policy is to outline the protocol to be followed.

**Recommendation**

It is recommended that, subject to any comments which the Committee may wish to make that the above policy be agreed.

3. **CHAIRMAN OF PCSP 2017/18**

The Chairman of PCSP for the year 2017/18 is due to be nominated with the Alliance Party due to hold the chairmanship for the year.

**Recommendation**

It is recommended that the Nominating Officer for the Alliance Party advise the Head of Central Support Services by 30 June 2017 of the name of the nominee for chairman of the PCSP.

3. **CORPORATE STATIONERY**

The contract for the supply of corporate stationery is due for renewal at the end of August 2017.

**Recommendation**

It is recommended that in accordance with the provisions of the corporate stationery contract, the timeframe be extended for a further 12 months until 31 August 2018.

4. **HEALTH WORKING GROUP**

Further to the meeting of the Health Working Group scheduled to be held on the 16th May 2017, I wish to advise Members that the RQIA have left information for all Members on their work. This will be available at the meeting and also by contacting the Head of Central Support Services.
Recommendation

It is recommended that the above be noted.

CARMEL CONNOLLY
HEAD OF CENTRAL SUPPORT SERVICES
2ND JUNE 2017
**delegated authority to be sought**
LISBURN & CASTLEREAGH CITY COUNCIL

POLICY ON INVITATIONS TO CIVIC FUNCTIONS, VISITS & COUNCIL EVENTS

Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author / Amendments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>18 January 2017</td>
<td>C Connolly</td>
<td>Draft</td>
</tr>
<tr>
<td>2.0</td>
<td>6 March 2017</td>
<td>C Connolly</td>
<td>Draft with information from Development</td>
</tr>
<tr>
<td>3.0</td>
<td>11.04.17</td>
<td>C Connolly</td>
<td>CMT agreed</td>
</tr>
<tr>
<td>4.0</td>
<td>09.05.17</td>
<td>C Connolly</td>
<td>Draft – PGLF agreed</td>
</tr>
</tbody>
</table>
1. **Introduction**

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

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

All civic events must have Committee or Council approval.

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

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

2. **Related Policies**

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

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

3. **Role of the Mayor**

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

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

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

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

**Major Civic Function** – this refers to a function / event of major importance or which affects the whole of the council area (for example -Freedom of City, Mayor’s Annual Installation Dinner). This is organised through the Central Support Services Unit who will be responsible for sending out invitations for this event. Progress on these will be reported through the Corporate Services Committee or its successor committee.

- All Members and their spouses / guests will be invited
- The Chief Executive & Directors and their spouses / guests will be invited
- Her Majesty’s Lord Lieutenant
- High Sherriff
- Freemen of the City.
- MP
- MLAs

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

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

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

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

The Chief Executive & Directors will also be invited.

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

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

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

These usually take 2 forms:-

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

As Hillsborough Castle is located within the Lisburn & Castlereagh City Council area, there is at least one formal occasion (garden party) to which the Mayor and Chief Executive are invited. During a Royal Visit, the Principal is accompanied at all times by Her Majesty’s Lord Lieutenant who will introduce the Mayor and guest and Chief Executive & Guest.

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

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

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

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

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

- Chief Executive & Spouse / Guest
- All Members and their spouses / guests
- High Sherriff
- MP
- MLAs

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

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

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

6. **Visits to the Council**

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

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

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

7. **Overseas visits agreed by Council**

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

The format and itinerary for such visits are a matter for the Committee Chair in consultation with the Director. The Mayor as the first citizen must be invited to participate in such visits. The relevant officer should liaise with the Mayors Secretary at the earliest opportunity.

8. **Invitations Received by the Council from Outside Groups**

When the Council decides it is appropriate to book a table at a dinner / event organised by an outside group, the Mayor, The Deputy Mayor, the Chair & Vice Chair of the relevant Standing Committee and the Chief Executive (or nominee) will be invited.

The Mayor, in consultation with the Chief Executive and / or relevant Director, will decide on other invitations.

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

9. **Invitations Received by Standing Committees from Outside Groups**
When a Standing Committee decides it is appropriate to book a table at a dinner / event organised by an outside group, the Mayor, The Deputy Mayor, the Chairman & Vice Chair of the relevant Standing Committee and the Chief Executive (or nominee) will be invited.

The Committee Chair, in consultation with the Chief Executive or relevant Director, will decide on other invitations.

Invitations will be sent out by the Department responsible in the name of the Committee Chair.

10. **Invitations received by the Mayor from Outside Groups**

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

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

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

11. **Council organised public events**

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

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

12. **Mayoral Functions**

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

Any Officer’s attendance will be agreed by the Mayor in consultation with the Chief Executive or relevant Director.
The Mayors Secretary (or nominee) will attend functions as appropriate.

13. **Other Events**

The Council organises meetings, workshops, conferences on an ongoing basis which relate to specific projects or initiatives of the relevant committee. The format, programme and chairmanship of these are a matter for the Chair of the Committee in consultation with the Chief Executive or relevant Director. The Mayor’s Secretary should be informed of the date and time, and should discuss with the appropriate officer what if any formal role the Mayor should have.
The purpose of this report is to set out for Members’ consideration a number of recommendations relating to the operation of the Council.

The following decisions are required:

| To approve the Financial Appraisal for the Councils Wide Area Network; |
| To approve Accounting Manual updates; |
| To note the financial statement for the period ended the 30 April 2017; |
| To note correspondence from Land & Property Services in relation to APP finalisation for 2016/17. |
| To note the District Rates Table of Statistics |

**ITEMS FOR DECISION**

1. **FINANCIAL APPRAISAL FOR THE COUNCILS WIDE AREA NETWORK**

Please note that this item will be dealt with under Confidential Business as it contains information relating to the financial or business affairs of any particular person (including the council holding that information).

2. **ACCOUNTING MANUAL UPDATE**

Following a recent legal case the Accounting Manual (Vol 2) has been reviewed to include confirmation that Equality Screening has been completed as part of the Financial Appraisal process.

**Recommendation**

It is recommended that the Council approves the proposed amendments to the Financial Appraisal Form.
ITEMS FOR NOTING

3. **FINANCIAL STATEMENT**

The financial statement for the period ended the 30th April 2017 is attached to this report under Appendix 2 Finance & IT. It is to be noted that the net profiled expenditure for the period is 9.32% above/below the approved estimates for the financial year 2017/2018.

**Recommendation**

It is recommended that the financial statement for the period ended the 30th April 2017 be noted.

4. **PROVISIONAL ACTUAL PENNY PRODUCT (APP) 2016/17 RATE YEAR**

Attached at Appendix 3 Finance & IT is a copy of a letter dated the 12th May 2017 from Land & Property Services in respect of the above matter.

**Recommendation**

It is recommended that the attached information be noted.

5. **DISTRICT RATES TABLE OF STATISTICS**

The Department for Communities recently circulated Rate Statistics circular LG 13/2017 outlining details of the Councils district rates for 2017/18.

The information is available via the following website:


**Recommendation**

It is recommended that the above information be noted.

LEAH SCOTT
HEAD OF FINANCE & IT
30th MAY 2017
Dr Theresa Donaldson  
Chief Executive  
Lisburn and Castlereagh City Council  
Island Civic Centre  
The Island  
LISBURN  
BT274RL

Dear Theresa

PROVISIONAL ACTUAL PENNY PRODUCT (APP) 2016/17 RATE YEAR

Land & Property Services (LPS) has completed an initial assessment of the Actual Penny Product (APP) outturn for the 2016/17 rating year. Details of your Council’s provisional outturn arising from those calculations are set out in the attached Schedules. The calculations remain subject to scrutiny by audit but we do not anticipate any material change to the figures arising from that process.

You will see from the provisional figures that Lisburn and Castlereagh City Council has a projected positive outturn of £69,974.48. We plan to finalise the figures by the end of August 2017 and will write to you again in early September 2017 to confirm that final position. It is expected that adjustments to reflect the settlement outturn will be made by the Department in the Council’s November 2017 monthly payment.

I hope this early notice of the APP projected outturn for 2016/17 rate year will be of assistance for your accounting and financial management purposes.

Should you have any queries about the 2016/17 provisional outturn calculations or other issues please contact Laura Mooney on 02890 336775 or e-mail Laura at Laura.Mooney@finance-ni.gov.uk

Yours sincerely

Judith Andrews  
Director of Revenues & Benefits

Land & Property Services  
Lanyon Plaza  
7 Lanyon Place  
TOWN PARKS  
BELFAST  
BT1 3LP

Tel: 02890 336780  
E-Mail: Judith.andrews@finance-ni.gov.uk

12th May 2017

JUDITH ANDREWS
APPENDIX 3 DSS

LISBURN & CASTLEREAGH CITY COUNCIL
MEETING OF CORPORATE SERVICES COMMITTEE
TUESDAY 13TH JUNE 2017

REPORT BY ACTING HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT

PURPOSE AND BACKGROUND

The purpose of this report is to set out for Members’ consideration, a number of recommendations relating to the operation of the Council.

ITEMS FOR NOTING

1. ELECTED MEMBER DEVELOPMENT STEERING GROUP

The Elected Member Development Steering Group met on 26 April 2017 and attached at Appendix 1 HR&OD is the report and action notes from this meeting.

Recommendation

It is recommended that the information relating to the Elected Member Development Steering Group be noted.

2. REVIEW OF NJC ‘GREEN BOOK’ PAY SPINE

As part of the 2016-2018 pay deal, the NJC agreed to conduct a review of the NJC pay spine, the primary reason for which is the introduction of the National Living Wage. The NJC had aimed to conclude the review by 30 June 2017, however, due to the complexities involved, this date is no longer achievable. Attached at Appendix 2 HR&OD is an update on the matter which refers to the complexities involved, specifically the reference to the calculations for remuneration matters for those whose contracts are for term-time working. This update advises that work is continuing at a steady pace we will be kept informed of developments.

Recommendation

It is recommended that the information relating to the review if the NJC Green Book Pay Spine be noted.

CAROLINE MAGEE
ACTING HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT
5TH JUNE 2017
ELECTED MEMBER DEVELOPMENT STEERING GROUP
WEDNESDAY, 26 APRIL 2017 AT 5.30PM

MEETING REPORT AND ACTION NOTES

ELECTED MEMBERS
Cllr Nathan Anderson DUP
Cllr Hazel Legge UUP
Ald Stephen Martin APNI
Cllr Andrew Girvin TUV
Cllr John Gallen SDLP

OFFICERS
Caroline Magee, Human Resources & Organisation Development Manager

APOLOGIES
Sinead Clarke, Head of Human Resources & Organisation Development

Declarations of interest: None received.

<table>
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<th>Report &amp; Actions:</th>
<th>Actioned by:</th>
<th>Target date:</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Cllr Anderson welcomed all to the meeting and extended a special welcome to Mr Derek McCallan and Ms Fiona Douglas from NILGA who were in attendance to present at the meeting.</td>
<td>Noted by all</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td><strong>Matters Arising</strong>&lt;br&gt;There were no matters arising that were not covered on the current agenda</td>
<td>Noted by all</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>3.1 NILGA Member Development Programme (Presentation by Mr Derek McCallan)</td>
<td>All matters noted.</td>
<td>28 April 2017</td>
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<td></td>
<td>Mr McCallan presented to the group (copy presentation provided). Additional questions were responded to as summarised below:</td>
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<tr>
<td></td>
<td>Mr McCallan outlined that they were considering an ‘NVQ’ type qualification for Elected Members. To recognise the</td>
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</table>
work that Members undertake during their term. This matter is still in the design phase.

Members outlined the requirement for specialist training specifically around the Planning committee. Mr McCallan advised that this matter was on the table and referred to the NILGA: *Making Planning Work* seminar on 17 May 2017.

Mr McCallan outlined that they were also working on a future induction for Councillors programme which will include core competencies and a toolkit of learning.

Mr McCallan advised that the regional group for Member Development meets three times per year.

The Chair thanked Mr McCallan and Ms Douglas for attending the meeting.

<table>
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<tr>
<th>3</th>
<th>3.2 Review of Revised Development Strategy: Councillor Role Profiles and Training Evaluation Process</th>
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<tbody>
<tr>
<td></td>
<td>Members were asked if they had any initial comments on the role profiles for Elected Members. It was agreed that the skills and knowledge section should include a reference to knowledge of Standing Orders.</td>
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<td></td>
<td>Members agreed that the Training Evaluation form was too detailed and that this should be reduced to no more than a two-page document.</td>
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<tr>
<td></td>
<td>HR &amp; OD Manager to make amendments for further consideration.</td>
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<td></td>
<td>June 2017</td>
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<thead>
<tr>
<th>3</th>
<th>3.3 Report on Training Activities for 2016/2017</th>
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<tr>
<td></td>
<td>Members noted the above report.</td>
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<td></td>
<td>Noted by all</td>
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<td></td>
<td>N/A</td>
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<p>| 3 | 3.4 Training Activities for 2017 and Review of Training Brochure |</p>
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<tr>
<td>3.</td>
<td>The HR&amp;OD Manager outlined that the Ombudsman will attend with the Social Media training provider for the upcoming Social Media training to provide information from the Ombudsman’s Office on this subject. Emergency Planning Training for Members will also be arranged (a one-hour course). Members asked that no training be arranged prior to the upcoming Elections. Members had received the proposed brochure and the Chair thanked all involved in producing this document.</td>
<td>HR&amp;OD Manager to follow-up on the proposed training to ensure that no training is arranged until after the 8 June Elections. No training prior to 12 June 2017.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Actions for Presentation on 14 June 2017 at 6.30pm</strong></td>
<td>6 June 2017 Presentation to Council on 14 June 2017.</td>
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<td></td>
<td>The HR&amp;OD Manager outlined the logistics for the presentation to all Elected Members on 14 June 2017 (15 minute presentation followed by 15 minutes of questions). Members discussed the format of the presentation and agreed that the HR&amp;OD Manager would draft the presentation for review and agreement. The presentation must be submitted by 6 June 2017.</td>
<td>HR&amp;OD Manager to draft for review and agreement. To be submitted to the Committee Section by 6 June 2017</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Any Other Business</strong></td>
<td>None</td>
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<td>6.</td>
<td><strong>Date, Time and Venue for next meeting</strong></td>
<td>20 June 2017</td>
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<td></td>
<td>Members agreed that this should arranged for <strong>20 June 2017 at 5.30pm.</strong></td>
<td>HR &amp; OD Manager to organise</td>
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</table>
National Joint Council for Local Government Services

Employers' Secretary
Simon Pannell

Address for correspondence
Layden House
76-80 Turnmill Street
London EC1M 5LG
Tel: 020 7187 7373
info@local.gov.uk

Trade Union Secretaries
Rehana Azam, GMB
Fiona Farmer, Unite
Heather Wakefield, UNISON

Address for correspondence
UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 3650845
localgovernment@unison.co.uk

To: Chief Executives in England, Wales and N Ireland
(copies for HR and Finance Directors)
Members of the National Joint Council

17 May 2017

Dear Chief Executive,

Review of Term Time Working: Update

Since we last wrote to you on 29 November with details of the terms of reference for this joint review, we have established a joint working group consisting of local authority officers and trade union lay members, working alongside LGA and NJC trade union officials, who have practical and technical expertise in day-to-day employment and remuneration issues relating to term time employees.

We have agreed that the working group will seek to produce advisory guidance for incorporation into Part 4 of the National Agreement 'Green Book'. The guidance is likely to include an online calculator to assist employers and trade union representatives in understanding how remuneration for annual leave, sickness and maternity/paternity leave might be calculated for term time employees.

You will understand that the issues to be covered are complex and we will not therefore be able to conclude the review by 30 June, as we had initially hoped. However, work is continuing at a steady pace and we will keep you informed of developments.

Yours sincerely,

Simon Pannell
Rehana Azam
Fiona Farmer
Heather Wakefield

Joint Secretaries

Page 1 of 1
REPORT BY HEAD OF MARKETING AND COMMUNICATIONS

PURPOSE AND BACKGROUND

The purpose of this report is to set out for Members’ consideration, a number of recommendations relating to the operation of the Council.

The following decisions are required:
- To agree the Digital Communications recommendations as per the Audit recently undertaken.
- To note Projects undertaken by the Marketing and Communications Unit
- To note the Media Coverage for April and May 2017.

ITEM FOR DECISION

1. DIGITAL COMMUNICATIONS

At the October Corporate Services Committee meeting, it was reported that a procurement exercise be undertaken to procure some independent digital communications advice to assist the Council in its ongoing development of online platforms.

The first stage of this piece of work is now complete with an Audit of current Council social media activity having taken place and associated recommendations reached. A full copy of this Audit can be made available at Members’ request.

A summary of the recommendations is provided below:
- Amendments to Social Media and Networking Policy to strengthen controls
- Establishment of clearer digital communications objectives
- Consolidating Council-controlled social media sites for maximum impact
- Deletion of relatively inactive Council social media sites
- Centralised controls established via MCU
- Consideration of an Escalation Policy as an effective control mechanism
- Consideration of social media as an effective Emergency and crisis planning tool
• Introduction of a Social Media monitoring system for better evaluation of activity and return on investment (Sprout Social to review activity to be trialled.)
• Development of engagement and tone (less broadcast information)
• Focus on targeted audiences
• Content development, use of hashtags etc
• Third party content sharing to increase audiences

1.1 Training

Training for Elected Members in the use of social media has also been organised for 28th June from 5pm-8pm in the Chestnut Suite. The NI Local Government Commissioner’s Office will also make a presentation during this training highlighting Elected Member responsibilities when using this communication platform. Morrow Communications will also provide social media insights and how to maximise effectiveness on social media.

A training/workshop session has also been arranged for those officers across the Council involved in the management of Council social media sites to consider how best to incorporate the findings of the audit into the ongoing work of the Council and maximise impact of social media activity.

Following these sessions, MCU will use these findings and incorporate these recommendations into the development of a Digital Communications Strategy for the Council to be brought to a future meeting of the Corporate Services Committee for further consideration.

Recommendation

It is recommended that the Committee accept the recommendations arising from the digital communications audit that has taken place and that, subject to their approval, that they are, going forward, incorporated into a Digital Communications Strategy for the Council.

It is also recommended that the Members note the date of 28th June for Training for Elected Members and presentation by the NI Local Government Commissioner’s Office in regards to this area of work.

ITEMS FOR NOTING

2. PROJECTS UNDERTAKEN BY MARKETING AND COMMUNICATIONS

2.1 COMMUNITY PLAN

MCU worked with the Chief Executive’s Office to update and publish the Lisburn & Castlereagh Community Plan. The launch of the plan involved design and production of the Plan, PR, social media posts and updating website information.
2.2 **MADE IN LISBURN CASTLEREAGH**

MCU is working closely with Economic Development on the first-ever Made in Lisburn Castlereagh event, taking place in the Island Hall, 13th June 2017. MCU, in conjunction with event organisers, has worked on the event branding and promotional campaign for the event including a social media plan, PR, video production and is represented on the event steering group.

2.3 **MIPIM UK**

MCU is also working closely with Economic Development to create a promotional campaign for the Council’s presence at MIPIM UK, in October. This will involve pre and post-event publicity, targeted direct mail, website content, press releases, co-ordination of photographs and feature articles/advertising. MCU will also have an input into the procurement of the exhibition stand including overseeing the design.

2.4 **INVESTMENT PR**

MCU is working with Economic Development and the Planning Unit to create a promotional plan for a calendar of Council investment related events with the aim of co-ordinating all marketing activity. MCU will be involved in regular meetings with both Units to assist with communications.

2.5 **TAKE THE LEAD**

MCU continues to work with the Dog Control Service with the ‘Take the Lead’ campaign. This has involved new branding, leaflets, graphic panels and social media posts. MCU will now work on van vinyls, signage and updating all printed materials with the new branding.

2.6 **SIGNAGE**

The Graphic Design Service is currently working on developing new branded signage at:
- Lagan Park Multi Use Games Area
- Duck Park signage.
- Village / Boundary signage.
- Blade signage for Tourism.
- Community /Leisure signage schedule under consideration
2.7 **DOG CAMPAIGN**

A suite of literature to promote responsible dog ownership has been development including:
- Leaflets X 2 sorts, Roller Banners x 2 sorts.
- Press Ads x 2 sorts done / ongoing.
- Fun Dog Show material, flyers and social media.
- Vehicle Graphics to be updated.

2.8 **ARMY COVENANT**

The Graphic Design Service has recently completed the design and production of the Army Covenant for signing as well as an invitation and associated material for the signing of the Covenant Event.

2.9 **DRAFT PERFORMANCE IMPROVEMENT PLAN 2017**

Working with the Chief Executive’s Office the draft Performance Improvement Plan was designed which is currently out for consultation and promotion of same. A four page Summary Document is also in production.

2.10 **BIODIVERSITY PLAN**

In conjunction with Leisure Services a 48 page Biodiversity Plan is currently in the design stage.

2.11 **LOCAL DEVELOPMENT PLAN 2017**

The Graphic Design Service, designed and produced the draft local Development Plan. All documents will be updated pending outcomes of the consultation period.

2.12 **GRAPHIC DESIGN FRAMEWORK TENDER**

The Tender process is now complete and framework in place to assist departments with additional graphic design requirements. Operational from the 1st of June.

2.13 **GO FOR IT CAMPAIGN**

The interim programme is in place and MCU is offering promotional support in terms of case studies of different local businesses that took part in the programme to ensure monthly targets are met. PR has been arranged to promote the fact that the Council is leading on the new programme that will operate across all 11 councils. Once a delivery partner has been procured MCU will lead the promotion on the full new programme that will run for the next 2-3 years.
2.14 **BUSINESS SOLUTIONS**

MCU continues to provide ongoing promotional support for council initiatives that support local businesses in the area in terms of social media and press releases.

This includes promotion of the Atlanta trade programme in partnership with Berrien County.

2.15 **FOOD WASTE**

MCU is continuing to work with Technical Services on recycling. This includes plans to develop an online questionnaire on recycling services.

2.16 **FAIRTRADE CITY**

Fairtrade City status has been achieved and MCU as one of the Fairtrade Group members provided PR and raised awareness. It also designed pull-up graphics and will be continuing to raise awareness of this new accreditation.

**Recommendation**

It is recommended Members note the above.

3. **MEDIA COVERAGE**

Media coverage for April and May is detailed in (Appendix 1 MCU).

**Recommendation**

It is recommended Members note the above.

**MCU HEAD OF SERVICE**

5th June 2017
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<tr>
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<th>Press Release Type</th>
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<tr>
<td>Council launches Local Development Plan</td>
<td>Press release and photo</td>
<td>Ulster Star (7&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star online (2&lt;sup&gt;nd&lt;/sup&gt;)</td>
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<tr>
<td>Mayor and Mayoress support Rally for Haiti</td>
<td>Press release and photo</td>
<td>Ulster Star (7&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star online (4&lt;sup&gt;th&lt;/sup&gt;)</td>
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<tr>
<td>Ewan is British Champion Gymnast</td>
<td>Press release and photo</td>
<td>Ulster Star (7&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star online (4&lt;sup&gt;th&lt;/sup&gt;)</td>
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<tr>
<td>Sixty Year Celebration for Local Business</td>
<td>Press release and photo</td>
<td>Ulster Star (14&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>£81k for Mary Peters Trust from former Mayor</td>
<td>Press release and photo</td>
<td>Ulster Star (14&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star online (11&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Mayor Celebrates ‘Care Day NI’ with Young People in Care Charity</td>
<td>Press release and photo</td>
<td>Lisburn Advertiser (Apr)</td>
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<td>Local Schools Come Together to Talk About the Environment</td>
<td>Press release</td>
<td>Lisburn Advertiser (Apr)</td>
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<tr>
<td>Lisburn &amp; Castlereagh Businesses Go Dutch</td>
<td>Press release and photo</td>
<td>Lisburn Advertiser (Apr)</td>
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<td>Local Community Contribution Recognised at Gala Awards</td>
<td>Press release and photo</td>
<td>Lisburn Advertiser (Apr)</td>
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<td>Rosie’s Gift Emporium Opens in Lisburn</td>
<td>Press release and photo</td>
<td>Lisburn Advertiser (Apr)</td>
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<td>Local Network Gets Social and Personal</td>
<td>Press release and photo</td>
<td>Lisburn Advertiser (Apr)</td>
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<tr>
<td>Take the Lead – Don’t Give your Dog a Bad Name</td>
<td>Press release and photo</td>
<td>Southside Advertiser (Apr)</td>
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<tr>
<td>Lisburn Castlereagh Aiming to be a Fairtrade City</td>
<td>Press release and photo</td>
<td>Southside Advertiser (Apr)</td>
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<tr>
<td>New sensory wildlife garden for Moira Demesne</td>
<td>Press release and photo</td>
<td>Ulster Star (21&lt;sup&gt;st&lt;/sup&gt;)</td>
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### Media Enquiries

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<tr>
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<tr>
<td>04/4/17</td>
<td>John Mulgrew, Belfast Telegraph</td>
<td>TKMaxx planning application at Drumkeen Business Park</td>
<td>04/04/17</td>
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<td>26/4/17</td>
<td>Brendan Hughes, Irish News</td>
<td>Query on Standards Commissioner</td>
<td>26/04/17</td>
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<td>Event Description</td>
<td>Press Release Details</td>
<td>Publications</td>
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<td>Lisburn Castlereagh at Westminster – Pioneering Council, Strong Vision</td>
<td>Press release and photos</td>
<td>Ulster Tatler (May)</td>
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<td>NI Chamber Ambition Magazine (May/June issue)</td>
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<td>Local Schools come together to talk about the Environment</td>
<td>Press release and photo</td>
<td>Southside Advertiser (1st)</td>
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<td>Lisburn jobs boost – Assa Abloy £1.8 million investment</td>
<td>Press release and photos</td>
<td>Irish News (1st)</td>
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<td>Press release and photo</td>
<td>Insider Media Online (2nd)</td>
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<td>Specify online (3rd)</td>
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<td>Ulster Star (5th)</td>
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<td>Mayor hosts quiz for Tiny Life charity</td>
<td>Photos</td>
<td>Ulster Star (5th)</td>
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<td>Canine Capers at family fun day</td>
<td>Press release, photo and advert</td>
<td>Lisburn Advertiser (9th)</td>
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<td>Council launches Local Development Plan</td>
<td>Press release</td>
<td>Lisburn Advertiser (9th)</td>
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<td>Mary Peters Trust to benefit from former Mayor’s charity</td>
<td>Press release and photo</td>
<td>Lisburn Advertiser (9th)</td>
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<td>New sensory wildlife garden for Moira Demesne</td>
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<td>Lisburn Advertiser (9th)</td>
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<td>Moss Road gets a breath of new life</td>
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<td>Refurbishment of Kilmakee and Hill Street playparks</td>
<td>Press release and photos</td>
<td>Ulster Star (12th)</td>
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<td>Ulster Star online (4th)</td>
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<td>Hillsborough goes green for this year’s Britain in Bloom</td>
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<td>Ulster Star online (11th)</td>
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<td>Council area earns Fairtrade City status</td>
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<td>Ulster Star online (10th)</td>
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<td>Council raises awareness on use of Drones in public places</td>
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<td>Coca Cola Bursary</td>
<td>Press release and photo</td>
<td>Ards Chronicle (11&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star online (4&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>‘Business Games’ concludes with local eatery crowned champion</td>
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<td>Ulster Star (12&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star online (8&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Council Hosts Beating Retreat in Honour of HMS Hibernia</td>
<td>Press release and photos</td>
<td>Ulster Star (19&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star online (18&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Tatler (June)</td>
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<td>Public Realm Judicial Review</td>
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<td>Ulster Star (19&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Mayor to host charity vintage tea evening</td>
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<td>Ulster Star online (16&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>PCSP new Neighbourhood Watch Scheme</td>
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<td>Ulster Star online (16&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Britain in Bloom stand at Balmoral Show</td>
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<td>Ulster Star online (15&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Book of Condolence opens at Council facilities</td>
<td>Press release</td>
<td>Irish News (24&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star (26&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Ulster Star online (24&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Local Entrepreneur connects for success – Deepak Samson</td>
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<td>Ulster Star online (24&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Dog Owner fined £300</td>
<td>Press Release</td>
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<td>StreetVelodrome Tour is coming to Lisburn in June</td>
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<td>Ulster Star online (24&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Launch of Draft Performance Improvement Plan</td>
<td>Press Release and photo</td>
<td>Ulster Star (26&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Don’t leave your dog in a hot car</td>
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<td>Ulster Star online (24&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Launch of Lisburn &amp; Castlereagh Community Plan</td>
<td>Press Release and photo</td>
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<td>Ulster Star online (24&lt;sup&gt;th&lt;/sup&gt;)</td>
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<td>Bus and Train week</td>
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<td>Lisburn and Castlereagh tops for property investment</td>
<td>Statement</td>
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<td>09/05/17</td>
<td>Neill Cobain, Ulster Star</td>
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<td>Ryan Smith, Belfast Live</td>
<td>Shopping Centre application in Carryduff</td>
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<td>Nicola Alexander, UTV</td>
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<td>12/05/17</td>
<td>Ita Duncan, BBC</td>
<td>Outcome of Judicial Review</td>
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<td>Chris Ames, Highways Magazine</td>
<td>Outcome of Judicial Review</td>
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<td>15/05/17</td>
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<td>Beating Retreat event</td>
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<td>16/05/17</td>
<td>John Mulgrew, Belfast Telegraph</td>
<td>Planning application</td>
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<td>22/05/17</td>
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<td>Update on proposed Crematorium</td>
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<td>Duncan Elder, Ulster Star</td>
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<td>Public Realm Judicial Review update</td>
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<td>Moira Crematorium</td>
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<td>Margaret Canning, Belfast Telegraph</td>
<td>Comment on: Barclay’s research reveals Lisburn &amp; Castlereagh as top NI property investment hotspot</td>
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<td>31/05/17</td>
<td>Brendan Hughes, Irish News</td>
<td>Query on Election Literature</td>
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</tbody>
</table>
Mrs Sinead Clarke  
Director of Corporate Services  
Lisburn & Castlereagh City Council  
Civic Headquarters  
Lagan Valley Island  
Lisburn  
BT27 4RL  
Date: 24 May 2017

Dear Sinead

Lisburn Station intend to hold their annual Station Fireworks Display on Thursday 02 November 2017.

Over the past number of years we have been honoured to work in partnership with Lisburn City Council in hosting the event and last 2 years with Lisburn & Castlereagh City Council, opening it up to all the, VIPs, Community Groups, local schools, Councillors, Churches, Youth Groups and Emergency Services. Over the years it has grown in popularity, and I am aware it is now an event that much of the Community looks forward to.

Our intention is to hold a similar event this year within Thiepval Barracks providing entertainment, food, and fun, culminating in a spectacular fireworks display for all the family.

Last year we raised money for the Mayor’s charity by having a collection on entering the event, it is our intention to do the same this year for the Mayor’s chosen charity.

The Council have been very generous with a donation to assist with funding the event of £4000 in previous years which was increased to £5000 last year. We would be very grateful for a similar donation as last year as this helped enable us to grow the event even further which we would like to continue to do.

It would be much appreciated if you could let me know as soon as possible if the Council are willing to support the event and how much they are willing to contribute.

I look forward to hearing from you in the near future.

Yours sincerely,

Brighthin Carlisle  
Station Staff Officer

Reference: NIGSU/SSO

LISBURN & CASTLEREAGH CITY COUNCIL  
RECEIVED  
26 MAY 2017  
SECRETARIAT CORPORATE SERVICES
18/5/2017

Essential Training for Elected Members
The Crowne Plaza Hotel, Stratford Upon Avon
23rd-25th June 2017

Dear Colleagues,

The National Association of Councillors have consulted with our members over an extended period regarding training for councillors.

We are at present working on bespoke training packages to be delivered directly to councils.

This conference will focus on Essential Training for members and will feature several workshops and speakers, including Members Personal Safety, Equality and Diversity, New Members and dealing with the press. This event will provide opportunities to hear quality speakers, participate in Q&A sessions and contribute to conference workshops. The conference will benefit elected members from every tier of local government whether they are new or more experienced councillors.

To book your places at this Conference please complete the form attached and return it to me by email or post.

Yours Faithfully

B. Nelson

Councillor Brian Nelson
General Secretary

Contact
Office: 0191 378 9947
Mobile: 07791 574 879

Website: www.nationalassociationofcouncillors.org
Email: generalsecretary@nationalassociationofcouncillors.org

Representing local government councillors nationwide
NATIONAL ASSOCIATION OF COUNCILLORS

Conference

Essential Training for Elected Members

The Crowne Plaza Hotel, Stratford Upon Avon, 23rd-25th June 2017

Delegate Booking Form

Name of Delegate..............................................................................................................................................

Organisation ......................................................................................................................................................

Delegate’s Address...........................................................................................................................................

Postcode............................................................Telephone Number...........................................................................

Authorising Signature................................................Order No if reqd.................................................................

Printed Name...................................................................................................................................................

Position...........................................................................................................................................................

Organisation......................................................................................................................................................

To Register – Complete the delegate details above, and either:- Email a copy of this form to Cllr Brian Nelson
Generalsecretary@nationalassociationofcouncillors.org

or Post form to NAC Bookings, 16 Frederick St North, Meadowfield, Durham DH7 7NB

Delegate Fees: £350 plus VAT – Metropolitan, County, Unitary, Borough & District Councils

£295 plus VAT - Town, Parish and Community Councils

INVOICE – please send invoice to ....................................................................................................................................

Accommodation is available for delegates at the Conference Hotel at the special NAC Conference Delegate rate
of £60 plus VAT per night. The accommodation fee is payable by delegate on departure from the hotel unless
otherwise indicated on the booking form.

Delegate Accommodation Friday & Saturdays nights YES / NO

Local Authority to be billed direct for accommodation YES / NO

Please note that double and family rooms are also available (prices available on request)
Local Enterprise, Global Reach

Sustaining Communities, Strengthening Democracy and Developing the Future of Northern Ireland

NILGA Annual Conference, Exhibition & Gala Awards Dinner
12th October 2017, La Mon Hotel, Castlereagh

iEER
Interreg Europe
## Local Need, Global Reach
Sustaining Communities, Strengthening Local Democracy and Developing the Future of Northern Ireland
NILGA Annual Conference and Gala Awards Dinner
12th October 2017, La Mon Hotel, Castlereagh

### Session One
**Opening**
- 8.30 - 9.30 Registration
- 9.30 - 9.35 Welcome to Lisburn & Castlereagh City Council
  - Mayor, Lisburn & Castlereagh City Council
- 9.35 - 9.55 Ministerial Keynote Address – A partnership approach to government
  - The Executive Office Joint Ministerial Leadership / NI Secretary of State / Irish Minister
- 9.55 - 10.15 NILGA Welcome & Address
  - Alderman Arniold Hatch, NILGA President
- 10.15 - 10.25 SOLACE Address
  - Dr Theresa Donaldson, SOLACE Chair & CEO, Lisburn & Castlereagh City Council
- 10.25 - 10.40 Principal Sponsor's Address – Local Enterprise, Global Reach
- 10.40 - 11.10 Refreshment Break / Networking / Engagement with sponsors / exhibitors

### Session Two
**Sustaining Communities – Councils Shaping Places & Inspiring People**
- 11.10 - 11.25 Keynote Address - Department for Communities – Putting the Programme for Government into Practice
  - Minister / Leo O'Reilly Permanent Secretary
- 11.25 - 11.55 Community Planning
  - Getting it Right – Inspired Outcomes
- 11.55 - 12.10 Championing what's local – Creating a Sense of Place and Pride – Exemplar Initiatives
- 12.10 - 12.30 Panel Debate
- 12.30 - 14.00 Lunch / Networking / Engagement with sponsors / exhibitors

### Session Three
**Strengthening Local Democracy – Local Government in a Global Context – Power with Outcomes**
- 14.00 - 14.15 Keynote Address Commonwealth Local Government Forum’s General Secretary, Dr Greg Munro - The Commonwealth Aberdeen Agenda / Subsidiarity made Real – 12 Good Practice Principles
  - Interactive Session with Stratagem NI
- 14.50 - 15.05 Panel Q & A
- 15.05 - 15.30 Refreshment Break / Networking / Engagement with sponsors / exhibitors

### Session Four
**Getting NI Fit for the Future - Local Solutions to Global Issues Can Be Council Led**
- 15.30 - 15.55 Brexit Made Local, Brexit (Repatriation, Post Great Repeal Act, Funding, Devolution) – Speakers Needed
  - (EER Partner, Inter Trade Ireland + Speaker, maybe WLGA)
- 16.25 - 16.40 Plenary Session / Q & A
- 16.40 - 16.55 Key Note Address - VIP / Minister
- 16.55 - 17.00 Conference Resolution
- Conference Close & Local Government Gala Awards Prelude
NILGA ANNUAL CONFERENCE, EXHIBITION & GALA AWARDS DINNER  
12th OCTOBER 2017. LA MON HOTEL, CASTLEREAGH.  
BOOKING FORM - ANTRIM & NEWTOWNABBEE BOROUGH COUNCIL

EARLY BIRD DISCOUNT OFFER  
BOOK 3 PLACES AT THE NILGA CONFERENCE  
& GALA AWARDS DINNER BY 30th JUNE 2017 &  

(NAMES CAN BE PROVIDED AT A LATER DATE).

Please return booking forms by Friday 30th June 2017 to: Sarah Little, Northern Ireland Local Government Association (NILGA), Bradford Court, Upper Galwally, Castlereagh, BT8 6RB or via email to s.little@nilga.org

All Day Delegate including Gala Awards Dinner (Per Person): £170 + VAT

Contact name of person responsible for bookings and payment: ____________________________

Council: ____________________________ Address: ____________________________

Email: ____________________________ Tel: ____________________________

I would like to register for _______ places at the 2017 NILGA Conference & Exhibition as detailed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Dietary/access requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>£170 + VAT</td>
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<td>FREE</td>
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</tbody>
</table>

Additional places will be charged at the standard £170 + vat rate.

Please invoice me at the address provided for (the total amount) £ ________ quoting order no. ________ OR I enclose a cheque for £ ________ made payable to NILGA.

Please note that all council invoices will be issued one week after the event. 
By signing the form I accept the terms and conditions as detailed below.

Authorised Signature ______________ Please Print Name ______________

Accommodation: Please contact reservations at La Mon Hotel on 028 9044 8631 to arrange accommodation at preferential rates quoting NILGA. (£79.00 single B&B, £99.00 Double / Twin, B&B & £129.00 Triple B&B). Accommodation is offered on a first come, first served basis.
NILGA ANNUAL CONFERENCE, EXHIBITION & GALA AWARDS DINNER
12th OCTOBER 2017. LA MON HOTEL, CASTLEREAGH.
BOOKING FORM -

1. ARDS AND NORTH DOWN BOROUGH COUNCIL
2. ARMAGH CITY, BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL
3. ANTRIM & NEWTOWNABBIE BOROUGH COUNCIL
4. BELFAST CITY COUNCIL
5. COUNCIL CAUSEWAY COAST AND GLENS BOROUGH COUNCIL
6. DERRY CITY & STRABANE DISTRICT COUNCIL
7. FERMANAGH AND OMAGH DISTRICT COUNCIL
8. LISBURN & CASTLEREAGH CITY COUNCIL
9. MID AND EAST ANTRIM BOROUGH COUNCIL
10. MID ULSTER DISTRICT COUNCIL
11. NEWRY, MOURNE AND DOWN DISTRICT COUNCIL
Dr Theresa Donaldson - Chief Executive  
Lisburn & Castlereagh City Council  
Lagan Valley Island  
1 The Island  
LISBURN  
BT27 4RL

3 May 2017

Dear Dr Donaldson

Annabilt Post Office®
261 Ballynahinch Road, Annabilt, Hillsborough, Co Down, BT26 6BP

As you may know the above Post Office has been closed since April 2016, due to operational reasons.

You may recall I wrote to you in December 2016 to update you on the situation and to ask if you had any suggestions that would help me to restore a service locally. Unfortunately since the closure, we have been unable to identify a suitable solution. I’m therefore writing to you and other local representatives to advise you that as there have been no suitable opportunities to restore a service, this branch will remain temporarily closed.

I would of course explore any suitable opportunities if there are any significant changes in the area in the future. However due to the length of time the branch has been closed, we would need to satisfy ourselves that any new opportunity would be sustainable for both the Post Office and the operator, and that it would not adversely affect the viability of the remaining network of Post Office branches.

If you are made aware of any changes in the area in the future or have any questions about this matter please write to me via the Communication and Consultation Team at the address shown below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them “In Confidence”.

We regret that we have been unable to restore a service locally and have provided details at the end of this letter of alternative branches in the area, which we hope our customers will continue to use.

We’re carrying out this communication in line with our Code of Practice. You can find more information about the Code at the end of this letter.

If others in your organisation are interested in this announcement, please feel free to let them know about it.

Yours sincerely

Janese Sung

Janese Sung
Network Operations Manager
How to contact us:

✉️ comments@postoffice.co.uk  📞 Customer Helpline: 03457 22 33 44
✉️ FREEPOST Your Comments  📞 Textphone: 03457 22 33 55
✉️ www.postoffice.co.uk

Please note this is the full address to use and no further address details are required.

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

Alternative access to Post Office services:

- Hillsborough Post Office, 8 Ballynahinch Street, Hillsborough, Co Down, BT26 6AW
- Ballynahinch Post Office, Lisburn Street, Ballynahinch, Co Down, BT24 8BD

This communication process has been agreed with the independent statutory consumer watchdog, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council, and is being carried out in line with our Code of Practice for changes to the Post Office network, which we have agreed with them. If you’d like copies of the Code they are available on our website at: www.postofficeviews.co.uk. If you think that the process has not been properly followed and wish to make a complaint, then please write to us or email us via the contact details included in our posters and letters and let us know why. We’ll examine your complaint and respond to you as soon as we can. We will provide you with the relevant contact points for the consumer watchdog, so if you are still not satisfied when you have received our response, you can ask them for their assistance.
Dr Theresa Donaldson - Chief Executive
Lisburn & Castlereagh City Council
Civic Headquarters
Lagan Valley Island
1 The Island
LISBURN
BT27 4RL

22 May 2017

Dear Dr Donaldson

Maghaberry Post Office®
19A Maghaberry Road, Moira, Craigavon, BT67 0JF

Local Public Consultation Decision

I'm writing to confirm that we have moved the above Post Office branch to Spar, 23 Maghaberry Road, Moira, Craigavon, BT67 0JF, where it is now operating as one of our new local style Post Office branches. As previously explained, the current premises were no longer available for Post Office use from Thursday 30 March 2017 and the branch closed on this date. The new service opened at Spar, 23 Maghaberry Road on Friday 31 March 2017.

Whilst in order to maintain a service the decision had already been made to move Maghaberry branch, we asked for your views on the service offer at the new location. We received two individual responses from customers and local representatives during the consultation period. The customer feedback welcomed the longer opening times that would be available at the new location.

I have carried out a final review of our original proposal and the feedback received during the local public consultation period. I was pleased to learn of the positive feedback and we are also delighted that this branch is part of the modernisation plans for our network, offering Post Office services that will meet customer needs whilst helping to provide long term viability and future sustainability. We already have over 3600 branches offering Post Office services in this new way and customer and operator feedback has been very encouraging.

We recognise that the Post Office plays an important part in the lives of customers, particularly to elderly and disabled customers, and we want our services to be as accessible as possible. Access at the new premises is level with a wide automatic door at the entrance. Inside, the new branch is in line with Post Office specifications, with sufficient space for the new style local Post Office to operate alongside the retail offer. We have worked closely with the new operator on the internal layout and some fixtures, fittings and retail stock have been re-aligned to ensure clear access into the premises. The entrance, aisles and queuing area will be kept free from obstructions ensuring adequate space is available for customers to move around the store and access Post Office services with ease.

The new local style Post Office operates from a Post Office serving point located at the shop counter, enabling customers to carry out a wide range of Post Office products and services alongside retail transactions. The change also means that local residents benefit from significantly longer opening hours, including Wednesday and Saturday afternoons and Sunday opening. These new hours will allow customers to spread their visits and access our services seven days a week and at times that suit them better. Full details of the new branch are provided at the end of this letter together with a list of the products and services which are available.
You can also find a copy of this letter on our website at postofficeviews.co.uk. When entering the website you will be asked to enter the code for this branch: 27971599

This change to the Post Office network is being carried out in accordance with the Code of Practice for changes to the network, as agreed with the independent statutory consumer watchdog. A full copy of the Code of Practice is available on our website at www.postofficeviews.co.uk, or by contacting us at the address provided at the end of this letter.

Thank you for considering our proposal.

Yours sincerely

Suzanne Richardson
Regional Network Manager

How to contact us:

✉️ postofficeviews.co.uk
📞 comments@postoffice.co.uk
☎️ Customer Helpline: 03457 22 33 44
️ Textphone: 03457 22 33 55
✉️ FREEPOST Your Comments

Please note this is the full address to use and no further address details are required.

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.
| **Address** | Spar  
|            | 23 Maghaberry Road  
|            | Moira  
|            | Craigavon  
|            | BT67 0JF |
| **Opening hours** | Mon 07:00 - 23:00  
|                  | Tue 07:00 - 23:00  
|                  | Wed 07:00 - 23:00  
|                  | Thu 07:00 - 23:00  
|                  | Fri 07:00 - 23:00  
|                  | Sat 07:00 - 23:00  
|                  | Sun 07:00 - 23:00  |
| **Distance** | 240 metres away from the previous branch, along varied terrain. |
| **Products & Services** | The majority of Post Office products and services will still be available. |
| **Accessibility & accessibility works** | **Access and facilities**  
|                        | Access is level and via a wide automatic door.  
|                        | Internally, there is a hearing loop and space for a wheelchair.  
| **Parking** | There is parking with disabled bays on the forecourt outside the premises. |
| **Retail** | Convenience store |
| **Date of Relocation** | Friday, 31 March 2017 |
## Maghaberry Post Office® services available

Your operator or our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at [www.postoffice.co.uk](http://www.postoffice.co.uk)

<table>
<thead>
<tr>
<th>Mail</th>
<th>New branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>First &amp; Second Class mail</td>
<td>✓</td>
</tr>
<tr>
<td>Stamps, stamp books (1st class 6 &amp; 12 only, 2nd class 12 only)</td>
<td>✓</td>
</tr>
<tr>
<td>Special stamps (Christmas issue only) &amp; postage labels</td>
<td>✓</td>
</tr>
<tr>
<td>Signed For</td>
<td>✓</td>
</tr>
<tr>
<td>Special Delivery</td>
<td>✓</td>
</tr>
<tr>
<td>Home shopping returns</td>
<td>✓</td>
</tr>
<tr>
<td>Inland small, medium &amp; large parcels</td>
<td>✓</td>
</tr>
<tr>
<td>Express &amp; contract parcels</td>
<td>✓</td>
</tr>
<tr>
<td>British Forces Mail (BFPO)</td>
<td>✓</td>
</tr>
<tr>
<td>International letters &amp; postcards (inc. signed for &amp; Airsure)</td>
<td>✓</td>
</tr>
<tr>
<td>International parcels up to 2kg &amp; printed papers up to 5kg</td>
<td>✓</td>
</tr>
<tr>
<td>Parcelforce Worldwide International parcels</td>
<td>✓</td>
</tr>
<tr>
<td>Articles for the blind (inland &amp; international)</td>
<td>✓</td>
</tr>
<tr>
<td>Royal Mail redirection service</td>
<td>✓</td>
</tr>
<tr>
<td>Local Collect</td>
<td>✓</td>
</tr>
<tr>
<td>Drop &amp; Go</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Withdrawals, deposits and payments

| Post Office Card Account | ✓ |
| Personal & Business Banking cash withdrawals, deposits & balance enquiries using a card. Also enveloped cheque deposits and barcoded deposit slips. | ✓ |
| Postal orders | ✓ |
| Moneygram | ✓ |
| Change giving | ✓ |

### Bill payments

| Automated bill payments (card or barcoded) | ✓ |
| Key recharging | ✓ |
| Transcash (without barcode) | ✓ |

### Travel

| Pre-order travel money | ✓ |
| On demand travel money | Euros/Dollars |
| Travel insurance referral | ✓ |

| Mobile Top-ups & E vouchers | ✓ |
| National Lottery Terminal | ✓ |

### Payment by cheque

Products marked ✗ are available at Moira Post Office, 23 Main Street, Moira, Craigavon, BT67 0LE

| Opening times: | Mon – Wed | 08:30 – 17:30 |
|                | Thu – Fri | 09:00 – 17:30 |
|                | Sat      | 09:00 – 13:00 |
ADDITIONAL REPORT

LISBURN & CASTLEREAGH CITY COUNCIL
CORPORATE SERVICES COMMITTEE – 13 JUNE 2017

REPORT BY CHIEF EXECUTIVE

PURPOSE AND BACKGROUND

The purpose of this report is to set out for Members’ consideration a number of recommendations relating to the operation of the Council.

The following decisions are required:-

| To consider the proposal to reduce the frequency of the Governance & Audit Committee from monthly to quarterly given the advantages as outlined in the report |
| To approve that the committee positions on the Environmental Services Committee and Governance & Audit Committee formerly held by NI21 remain vacant for the period 2017/2018 |
| To note the selection for filling of positions of Chair and Vice-chair for the Capital Projects Committee for the remaining two years and that this Committee will meet on a bi-monthly basis |

1 ANNUAL GENERAL MEETING

Members are advised that arising from the Special Party Group Leaders Forum meeting held on 6 June 2017, which had been convened to discuss preparatory issues relating to the Annual Meeting of Council, the following items were discussed:-

1.1 Governance & Audit Committee

Members will be aware of proposals to review the structures and governance arrangements of the Governance and Audit Committee so that the work of the Committee reflects the changing needs and focus of the Council.

A number of proposals have been considered by the Party Group Leaders aimed at enhancing the Committee’s effectiveness, all of which took account of the relevant legislation and the requirements of other Council Committees.

After some discussion, the Party Group Leaders Forum supported reducing the frequency of the Committee from monthly to quarterly given the advantages outlined
in the report. However, it was felt that the composition of the Committee should remain as originally constituted.

**Recommendation**

It is recommended to consider the above proposal.

1.2 **Committee Membership**

Members will be aware that the Local Government Act 2014 makes it clear that Councillors are appointed by the nominating officer to a committee or committees for the term of the Council and that they are appointed in the name of the party for which they stood at the time of the election.

Members will note that a position was allocated to the NI21 in the 2017/2018 year for each of the following committees:-

- Environmental Services Committee
- Governance & Audit Committee

Legal advice has been sought on this matter which does not provide conclusive evidence as to how to proceed. Legislation refers that regulations would be drawn up to deal with this issue but no regulations have been produced to date.

Correspondence has been forwarded to Mr Basil McCrea, of NI21, who has chosen not to nominate to the above two positions.

On the basis of the above information, it is recommended that the above positions remain vacant for the year 2017/2018.

**Recommendation**

It is recommended to approve the above.

1.3 **Capital Projects Committee**

Members will be aware that the Statutory Formula dictates the following order for selection of the filling of the position of Chair and Vice-chair for the Capital Projects Committee in the remaining two years of the Council term (four positions).

- DUP
- UUP
- SDLP
- DUP

In this regard, the following selection was put forward:-

DUP - Chairman of Capital Projects Committee – 2017/2018
DUP – Vice-Chairman of Capital Projects Committee – 2017/2018
The Capital Projects Committee will take place on a bi-monthly basis and slot into the date and time of where the Governance & Audit Committee would have been held.

**Recommendation**

It is recommended to note the above.

**DR THERESA DONALDSON**
**CHIEF EXECUTIVE**
**7 JUNE 2017**