

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 8 September 2015 at 7.00 pm

IN THE CHAIR: Alderman J Tinsley

PRESENT: The Right Worshipful the Mayor, Councillor RT Beckett

Aldermen M Henderson MBE, T Jeffers, WA Leathem, S Martin, G Rice MBE

Councillors S Carson, O Gawith, A Grehan, B Hanvey, V Kamble, J McCarthy, B Mallon, John Palmer, A Redpath,

IN ATTENDANCE: Director of Corporate Services
Director of Development and Planning
Head of Service (Central Support)
Head of Service (MCU)
Head of Service (Human Resources and Organisational Development)
Equality Officer
Committee Secretary

Commencement of the Meeting

The Chairman asked that any Member entering or leaving the meeting alert him accordingly so that the Committee Secretary 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 Alderman WJ Dillon MBE.

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.

During the course of the meeting, the following Declarations of Interest were made:-

- Alderman S Martin in Item 4.3.1 ‘Elected Member Development Charter’ on the basis that he was Chair of NILGA Workforce and a Member of the Development Committee
- Councillor John Palmer in Item 4.9 ‘Hillsborough Old Guard: Memorial Service and Reception for Mayor of Martinsart – Request for Assistance’ on the basis that he was a Committee Member of Hillsborough Old Guard

3. Minutes of Meeting

It was proposed by the Deputy Mayor, Councillor A Redpath, seconded by Councillor B Mallon, and agreed that the minutes of the meeting of the Corporate Services Committee held on 9 June 2015 as adopted by the Council at its meeting held on 23 June 2015 be confirmed and signed.

4. Report from the Director of Corporate Services

It was proposed by Councillor B Mallon, seconded by Alderman M Henderson MBE, and agreed to adopt the report and recommendations of the Director of Corporate Services subject to decisions recorded below and at Item 6 (Deferred Items) and items noted.

Items for Decision:

4.1 Lisburn Commerce Against Crime – Camera System

It was proposed by Alderman G Rice MBE, seconded by Councillor John Palmer and agreed that responsibility for Lisburn Commerce Against Crime’s camera system transfer from the Economic Development Section to the Policing & Community Safety Partnership

4.2 Report of Head of Central Support Services

It was proposed by Councillor S Carson, seconded by Alderman G Rice MBE and agreed to adopt the reports and recommendations of the Head of Central Support Services subject to decisions recorded below and items noted.

4.2.1 Duncan's Reservoir, Lisburn - Replacement of Sub-Station

It was proposed by Councillor S Carson, seconded by Alderman WA Leathem, and agreed that it be recommended that NIE be granted approval for the replacement of the sub-station at Duncan's Reservoir, Lisburn.

4.2.2 Hillsborough Sporting Club Lease

It was proposed by the Deputy Mayor, Councillor A Redpath, seconded by Councillor O Gawith, and agreed to recommend that the Council renew the lease with Hillsborough Sporting Club for a 10 year period commencing on 1 December 2015.

4.2.3 Policy on Room Use and Hire at Lagan Valley Island and Bradford Court

(Alderman S Martin arrived at 7.10 pm)

It was proposed by Councillor B Hanvey, seconded by Alderman G Rice MBE, and agreed that it be recommended that the policy on room use and hire of rooms at Lagan Valley Island and Bradford Court be adopted with this being reviewed pending the outcome of the accommodation review. It was also agreed to recommend that the policy in respect of Members' use of facilities at Lagan Valley Island be reaffirmed.

4.2.4 Her Majesty Queen Elizabeth II – 90th Birthday Celebrations (2016)

The Head of Central Support Services advised that in June 2016 three days of national celebrations would take place to mark the 90th Birthday of her Majesty Queen Elizabeth II. In order to mark this, it was proposed to establish a working group comprised of the Mayor, the Chair of Corporate Services Committee, the Chair of Leisure & Community Services Committee and relevant officers to put together a programme of events to mark this occasion. The Vice Chair and the Deputy Mayor had indicated that they would like to be part of the Working Group.

It was proposed by Councillor B Mallon, seconded by Councillor A Grehan, and agreed to recommend that a working group be formed as outlined above to put together a programme of events to mark the 90th birthday of Queen Elizabeth II and that a progress report be brought back to Committee.

4.2.5 Childhood Cancer Foundation: International Childhood Cancer Awareness Month - September 2015

It was proposed by Alderman M Henderson MBE, seconded by Alderman WA Leathem and agreed that it be recommended that the Council agree to a request from the Childhood Cancer Foundation to light the Council offices at Lagan Valley Island in gold on 25-28 September 2015.

4.2.6 Action Cancer – Breast Cancer Awareness Month - Lighting Up of Council Buildings in Pink - October 2015

It was proposed by Alderman M Henderson MBE, seconded by Alderman WA Leathem and agreed that it be recommended that the Council agree to a request from Action Cancer to light the Council offices at Lagan Valley Island in pink on a nominated day in October 2015.

4.2.7 Pancreatic Cancer Awareness: Lighting Up of Council Buildings in Purple – 1 November 2015

It was proposed by Alderman M Henderson MBE, seconded by Alderman WA Leathem and agreed that it be recommended that the Council agree to a request from Wallace High School to light the Council offices at Lagan Valley Island in purple on 1 November 2015.

4.2.8 Health Working Group – Minutes of Meeting of 8 June 2015

It was proposed by Alderman M Henderson MBE, seconded by Councillor J McCarthy, and agreed to recommend that the minutes of the Health Working Group of 8 June 2015 be approved.

Items for Noting:

4.2.9 Lisburn & Castlereagh Policing and Community Safety Partnership

4.2.9.1 Chairman

Members noted that Councillor Scott Carson would be the Chairman of Lisburn & Castlereagh Policing & Community Partnership for 2015/2016.

4.2.9.2 Appointment of Independent Members

Members noted that Lisburn & Castlereagh PCSP had been reconstituted on 31 August 2015 and were provided with details of the Independent Members.

4.2.10 Local Policing Team and Neighbourhood Policing Team Model

Members noted correspondence dated 21 August 2015 from PSNI regarding the introduction of two local policing teams and the neighbourhood policing teams in Lisburn and Castlereagh as from 7 September 2015.

(The Head of Central Support Services left at 7.25 pm)

4.3 Report of Head of Human Resources & Organisation Development

It was proposed by Councillor A Grehan, seconded by Alderman M Henderson MBE and agreed to adopt the reports and recommendations of the Head of Human Resources and Organisation Development subject to decisions recorded below and items noted.

Items for Decision:

4.3.1 Elected Member Development Charter

It was proposed by Alderman M Henderson MBE, seconded by Alderman G Rice MBE and agreed that it be recommended that:

- (a) the Council agree that the HR & OD Unit commence working towards the accreditation of the Elected Member Development Charter
- (b) A Members Development Steering Group be established and a strategy be developed for delivery of Member development training for the medium term.

4.3.2 Investors in People (IIP)

It was proposed by Alderman M Rice MBE, seconded by Alderman M Henderson MBE, and agreed that it be recommended that the Council agree that the HR & OD Unit commence working towards the accreditation of the IIP Standard and that a Project Team be established and an initial assessment take place to provide an understanding of the Council's current performance against the 9 indicators, which would then lead to a work plan to achieve the IIP Standard.

Items for Noting:

4.3.3 The Draft Local Government Reorganisation (Compensation for Diminution of Emoluments) Regulations (Northern Ireland) 2015

Members noted the Council's response to the above Regulations, namely that the proposals were in keeping with the extant Council's pay protection policies under single status and would not compromise existing employee rights under TUPE Regulations.

4.3.4 Consultation on a Public Sector Exit Payment Cap

Members were advised that on 31 July 2015 HM Treasury had issued consultation proposing legislation to cap the total value on exit payments in public sector employment. Members were provided with and noted a copy of the Council's response which was an agreed response with the LGSC and other Councils.

4.4 Report of Head of Marketing & Communications

It was proposed by Alderman G Rice MBE, seconded by Councillor B Hanvey, and agreed to adopt the reports and recommendations of the Head of Marketing and Communications subject to decisions recorded below and items noted.

Items for Decision:

4.4.1 Christmas Lights Switch-On 2015

The Head of Marketing and Communications reported on meetings held over the summer with the Right Worshipful the Mayor and the Chair of Corporate Services Committee with regard to the Christmas Switch-On Event. Members were provided with a detailed update on proposals for the event.

It was proposed by Councillor S Carson, seconded by Councillor J McCarthy, and agreed that it be recommended that the Council agree that the event continue to be progressed and that further updates be provided in due course.

4.4.2 CityWide

The Head of Marketing and Communications advised that the Council's 16-page CityWide magazine would be produced and distributed to all homes and businesses in the new Council area in November 2015.

It was proposed by Alderman M Henderson MBE, seconded by Councillor John Palmer, and agreed to recommend that work on the CityWide magazine be progressed as outlined above.

Item for Noting:

4.4.3 Media Coverage

Members noted details of media coverage for June, July and August 2015.

4.5 Report of Equality Officer

It was proposed by Alderman G Rice MBE, seconded by Councillor J McCarthy, and agreed to adopt the report and recommendations of the Equality Officer subject to decisions recorded below.

4.5.1 Diversity Matters

Members considered a detailed report by the Equality Officer on the request by the Local Government Staff Commission that Councils endorse the Equality & Diversity Framework and appoint Diversity Champions.

It was proposed by Alderman G Rice MBE, seconded by Councillor O Gawith, and agreed that it be recommended that the Council endorse the Equality and Diversity Framework; appoint two Diversity Champions (one Member and one Officer); and appoint one Disability Champion.

It was further agreed that Members notify the Chair if they wished to be considered as either Diversity Champion or Disability Champion and that the appointment of the Champions would be brought to the next meeting of the Committee.

4.5.2 Consultation on Proposals to Extend Age Discrimination Legislation

The Equality Officer presented a verbal report on OFMDFM's consultations on proposals to extend age discrimination legislation.

It was agreed that all Members be advised that the consultation documents were available on request from the Equality Officer and that any comments should be forwarded to him by Friday 2 October 2015 in order that the Council's response might be submitted before the deadline.

(The Equality Officer left the meeting at 7.55 pm)

4.6 Deferral of Remaining Items in Director of Corporate Services' Report

It was agreed to defer consideration of remaining items in the Director of Corporate Services Report until later in the meeting to allow the Head of Service (Marketing and Communications) and the Head of Service (Human

Resources and Organisation Development) to present their confidential reports.

5. Confidential Business

The Chair advised that the following matters of confidential business would be dealt with 'in committee':

- (i) Report of Head of Marketing and Communications
 - Freedom of Information
(Confidential for reason of information relating to individuals)
- (ii) Report of Head of Human Resources & Organisation Development
 - Council's Protocol for Organisation Design
 - Industrial Tribunal Case
(Confidential for reason of information which is likely to reveal the identity of individuals and also labour relations matters)

'In Committee'

It was proposed by Councillor A Redpath, seconded by Alderman M Henderson MBE, and agreed that the items in the Confidential Report be considered 'In Committee' in the absence of members of the press and public.

5.1 Report of the Head of Marketing and Communications

5.1.1 Freedom of Information

Members noted summaries of Freedom of Information requests received in June, July and August 2015.

(The Head of Marketing and Communications left the meeting at 8.05 pm)

5.2 Report of Head of Human Resources & Organisation Development

Items for Noting

5.2.1 Council's Protocol for Organisation Design

Members noted the Protocol for Organisation Design and accompanying Work Plan.

5.2.2 Industrial Tribunal Case

Members noted an update in respect of an ongoing Industrial Tribunal case.

It was proposed by Councillor A Redpath, seconded by Alderman G Rice MBE and agreed that the Committee come “Out of Committee”

(The Head of Human Resources and Organisation Development left the meeting at 8.10 pm)

6. Report of Director of Corporate Services – Deferred Items

6.1 Corporate Services Departmental Plan – 1 October 2015 - 31 March 2017

It was proposed by Councillor A Grehan, seconded by Councillor B Mallon, and agreed that it be recommended that the Council approve the Corporate Services Departmental Plan for the period 1 October 2015 – 31 March 2017.

6.2 Police Service For Northern Ireland: “Charging For Special Services” Policy

Members were reminded of the Committee’s decision in May 2015 to invite officials from the Police Service for Northern Ireland (PSNI) to attend a future meeting of the Committee in order to make a presentation on its “Charging for Special Services” Policy.

It was agreed to recommend that, in light of further information provided by PSNI regarding its charging policy, the request for a presentation to the Committee be cancelled.

6.3 Citizen Ceremonies

Members noted an update on negotiations with Historic Royal Palaces (HRP) regarding charges for citizenships ceremonies. It was agreed to recommend that the Council proceed to take on the administration of Citizenship Ceremonies at Hillsborough Castle and that Officers continue to prepare a Memorandum of Understanding with HRP on the basis of the cost proposal as detailed above with a further report being made to Committee.

6.4 Hillsborough Old Guard: Memorial Service and Reception for Mayor of Martinsart – Request for Assistance

It was proposed by Alderman G Rice MBE, seconded by Alderman M Henderson MBE, and agreed to recommend that the Council accede to a request from Hillsborough Old Guard for financial assistance for the holding of a memorial service and a reception for the Mayor of Martinsart in or around 28 June 2016 to mark the association of Hillsborough and Martinsart in the centenary of the shell attack on Martinsart.

6.5 United Nations – 70th Anniversary

It was agreed to recommend that the Council agree that a Civic Reception and Photo-Call be hosted by The Right Worshipful The Mayor to mark the 70th anniversary year of the founding of the United Nations organisation.

6.6 Commemorative Events in 2016

6.6.1 100th Anniversary of the Battle of the Somme

It was proposed by Alderman M Henderson, seconded by Councillor O Gawith and agreed to recommend that the Council, in partnership with the Royal British Legion, organise a commemorative event to mark the 100th anniversary of the Battle of the Somme on 1 July 2016.

6.6.2 Armed Forces Day

Members were provided with a copy of a letter dated 11 August 2015 from the Reserve Forces & Cadets Association for Northern Ireland regarding the hosting of Armed Forces Day by local authorities on a rotational basis together with a copy letter dated 4 August 2015 from the Headquarters 38 (Irish) Brigade providing more details.

After discussion it was proposed by Alderman W.A. Leathem, seconded by Alderman G Rice MBE and agreed that officers be asked to carry out further investigations on the costs and arrangements involved in hosting an Armed Forces Day on a rotational basis and whether this could be done in partnership with RUAS. It was also agreed to recommend that the Council's preference would be to host the event in 2018, which was the 100th anniversary of the end of WWI.

6.7 Citizens UK Resettlement Programme

Members noted correspondence dated 19 August 2015 from a resident of Dollingstown regarding the Citizens UK Resettlement Programme and seeking the Council's support for this initiative.

(The Deputy Mayor, Councillor A Redpath left at 8.35 pm)

Items for Noting:

6.8 Translink Presentation – Service Provision in the Council's Area

Members noted that, following a recommendation by the Party Leaders Group Forum in relation to presentations, the presentation by Translink in relation to service provision in the Council's area would now be made to a Special Meeting of the Council.

6.9 Waiting Facilities at Cairnshill and Sprucefield Park & Ride

Members noted correspondence dated 26 June 2015 and 3 August 2015 from Transport NI about the impact of budgetary cuts on the Park & Ride facilities at Cairnshill and Sprucefield.

The Chair indicated that representatives of Transport NI would be making a presentation to a special meeting of the Council and he asked that officers advise the representative of Transport NI that Members would wish to discuss park and ride facilities at that meeting.

6.10 Enforcement of Bus Priority Measures

Members noted correspondence from the Department for Regional Development in respect of the permitted use of bus lanes.

6.11 Somme Pilgrimage 2015

Members noted details of those Members and officers who had represented the Council at the 99th Anniversary of the Battle of the Somme from 29 June – 2 July 2015. Members also noted and welcomed a detailed report on the trip by the Transition Manager.

6.12 Reserve Forces & Cadets Association for Northern Ireland Meeting – 25 July 2015

Members noted that papers arising from the meeting of the Reserve Forces & Cadets Association on 25 July 2015 were available for information.

6.13 Payments to Councillors

Members noted correspondence dated 28 August 2015 from the Local Government Policy Division of the Department of the Environment confirming that 'councillor allowances were payable to councillors as councillors' (as opposed to a party).

6.14 Lagan Valley Island – Potential for Changes to the Canal Side & Lock Gates

Members noted that an independent review of existing site arrangements at Lagan Valley Island had been carried out by RoSPA (The Royal Society for the Prevention of Accidents) and were advised that a full report would be tabled at a further meeting.

7. Any Other Business

7.1 Mayor's Dinner

In response to a query by Councillor A Grehan, the Director of Corporate Services advised that he did not expect the catering contract to be in deficit at the end of the year; however there were factors, such as the level of bookings, that were outside the control of officers.

7.2 Out of Hours Doctors Service at Lagan Valley Hospital

Councillor John Palmer updated Members on the Out of Hours Doctors Service at Lagan Valley Hospital

There being no further business, the meeting ended at 8.52 pm

Chair