

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held in the Chestnut Suite, Island Civic Centre, The Island, Lisburn on Wednesday 9<sup>th</sup> October 2019 at 6.00pm.**

**PRESENT:** Councillor R Carlin (Chairman)  
Alderman S P Porter (Vice-Chairman)  
The Right Worship, the Mayor, Councillor A Givan  
Aldermen A G Ewart MBE and S Martin  
Councillors S Carson, A P Ewing, J Gallen, M Guy, D Honeyford, J Lavery BEM, U Mackin, John Palmer, A Swan and N Trimble

**OTHER MEMBERS:** Alderman A Grehan

**IN ATTENDANCE:** Chief Executive  
Head of Human Resources & Organisational Development  
Head of Finance (Acting)  
PSCP/Member Services Manager  
Administration Manager  
Member Services Officer

**Commencement of Meeting**

The Chairman, Councillor R Carlin, extended a welcome to all present to the meeting. He then proceeded to outline the evacuation procedures in the case of an emergency.

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

1. **Apologies**

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillor S Hughes.

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 made.

Councillor M Guy entered the meeting at 6.03pm.

3. Presentation from NI Committee of Irish Congress of Trade Unions

The Chairman, Councillor R Carlin, welcomed Mr Owen Reidy, Assistant General Secretary of the Irish Congress of Trade Unions, to the meeting and advised the Committee that Mr Reidy was attending the meeting to discuss the “Better Work Better Lives” campaign.

Mr Reidy provided Members with booklets entitled ‘The Trade Union Campaign for Better Work, Better Lives – Policy Options for a Fair Share for all’ and provided the Councillors with more information via an oral presentation. During this presentation, Members were provided with the following information relating to the Trade Union campaign:

- The “Better Work, Better Lives” campaign focuses on three themes:
  - a) Tackle low pay and insecure work and promote better decent work;
  - b) Seek a reversal to the cuts to the block grant and demand improved investment in our public services; and
  - c) Demand an immediate end to the 1% public sector pay cap
- The Northern Ireland Committee of the Irish Congress of Trade Unions consists of over 30 trade unions and have strong working relationships with a range of employers across NI.
- Listed a range of policy areas for consideration including Investment in Childcare and Gender Equality in the Workplace.
- That a forum for social dialogue should be established by devolved institutions (or by the UK and RoI governments) to allow ideas and potential policies to be developed by those people with the relevant and ‘on the ground’ experience.

During the question and answer session after this presentation, Members thanked Mr Reidy for his presentation and for the clear, concise booklet that he provided on this matter. Following a number of questions from the Members, the Chairman Councillor R Carlin, thanked Mr Reidy for his informative presentation and for attending the meeting. It was proposed by Alderman A G Ewart, seconded by Councillor A Swann and agreed to recommend that the Council note this presentation.

At the conclusion of this item Mr Reidy left the meeting at 6.40pm.

4. Report of Chief Executive

It was agreed to recommend that the report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted.

## Tabled Item

### 4.1 National Association of Councillors

Members were advised that Alderman M Henderson has been nominated to take the post of either the Vice-President or Vice-Chairman of the National Association of Councillors (NAC).

It was proposed by the Vice-Chairman Alderman S P Porter, seconded by Councillor Hon. N Trimble and agreed to recommend that a letter of support be issued by the Council to the NAC in support of Alderman M Henderson. It was further agreed that more detail regarding the frequency and level of expenses that would be associated with this position would be brought back to the Committee for consideration.

During the discussion of this item the Right Worshipful, the Mayor Councillor A Givan left the meeting at 6.44pm.

## 5. Report from Business and Democratic Services

In the absence of a Head of Service, the report from Business and Democratic Services was presented by the PCSP/Member Services Manager.

It was agreed to recommend that the report and recommendations from Business and Democratic Services be adopted, subject to any decisions recorded below and other items noted.

### 5.1 Presentation from Irish Congress of Trade Unions (Agenda Item 4.1 Refers)

Members noted that this was dealt with earlier in the meeting under Item 3.

### 5.2 Establishment of Support Hub (Agenda Item 4.2 Refers)

With the aid of a PowerPoint Presentation, the PCSP/Member Services Manager updated the Committee regarding the recently established Support Hub within the Council area, as outlined in the Council's Community Plan. Members were advised that the Support Hub was an officer led forum which meets on a monthly basis, chaired by the PCSP Manger and brings together a range of statutory bodies to facilitate early, better quality information sharing and decision making to work together to improve a person's situation.

Members were advised that the inaugural meeting of the Lisburn and Castlereagh Support Hub took place on 7<sup>th</sup> October 2019 during which 24 individual cases were reviewed, allowing for better, more meaningful cross agency cooperation and support. The PCSP Manager advised that the cases can only be reviewed after consent has been received by the individual and that confidentiality between all stakeholders involved was paramount.

The Council will receive funding of £3,600 from the Department of Justice for three years to assist with the administration of the Support Hub.

Following this presentation, Members welcomed the establishment of a Support Hub within the Council area. Councillors asked a number of questions, especially in relation to confidentiality issues and the monitoring process, which were answered by the PCSP Manager.

It was proposed by Councillor A Swan, seconded by Councillor A P Ewing and agreed to note the content the establishment of the Support Hub for the Lisburn and Castlereagh City Council area and the achievement of a key objective in the Community Plan.

During discussion of this item, Councillor John Palmer left the meeting at 6.58pm.

5.3 Consolidated Guidance on Councillors' Allowances – Updated September 2019  
(Agenda Item 4.3 Refers)

Members were furnished with updated guidance which accompanied the recent updated Local Government (Payment to Councillors) Regulations (Northern Ireland) 2019 which came into operation on 1<sup>st</sup> October 2019.

Members were asked to consider this guidance and in particular the changes that relate to the following issues:

- Schedules 1 and 2 of the 2012 Regulations have been incorporated into the guidance;
- The amount claimed for subsistence should be inclusive of VAT;
- The amount claimed for subsistence should not include any alcohol; and
- Each Council's Scheme of Allowance must state that where a Councillor is suspended from carrying out the duties of a Councillor, in accordance with Section 59 (5) of the Local Government Act (NI) 2014, the part of basic allowance, special responsibility allowance, or Chairperson/Vice Chairperson allowance payable to the Councillor in respect of the period for which the Councillor is suspended, must be withheld.

It was proposed by the Vice-Chairman Alderman S P Porter, seconded by Councillor Hon. N Trimble and agreed to recommend that the Local Government Circular on Councillors' Allowances be agreed and that where applicable, the Scheme of Allowance be updated to reflect the changes accordingly.

**Tabled Item**

5.4 Northern Ireland Veterans' Association

Members received correspondence from the Northern Ireland Veterans' Association (NIVA) inviting Councillors to attend a reception to celebrate the

5.4 Northern Ireland Veterans' Association (cont)

successful 50<sup>th</sup> anniversary commemoration of Operation Banner that took place in Lisburn on 17<sup>th</sup> August 2019. It was proposed by Councillor Hon. N Trimble, seconded by the Vice-Chairman, Alderman S P Porter and agreed that this invitation should be issued to all Councillors and that those wishing to attend advise Member Services. It was further agreed that any expenses associated be with this event be approved.

6. Report of Head of Human Resources and Organisational Development

It was agreed to recommend that the report and recommendations of the Head of Human Resource & Organisation Development (HR&OD) be adopted, subject to any decisions recorded below and other items noted.

6.1 People Strategy 2019-2020  
(Agenda Item 5.1 Refers)

Members were furnished with the draft People Strategy for the Council 2019-2022. The Head of Human Resources and Organisational Development advised the Committee that the strategy was devised with the Council's Vision, Strategy and Values in mind whilst ensuring that the Council's workforce would be well positioned to meet the challenges ahead. In developing this strategy the HR & OD Unit carried out analysis of the existing workforce and the following documents:

- Corporate Plan
- Community Plan
- Investment Plan
- Performance Improvement Plan
- Corporate Risk Register
- Investors in People feedback report
- External Government and Professional body reports such as NI Audit Office Report, LGA 'Outside the Box' report on the Council workforce of tomorrow and CIPD Workforce Trends reports.

The HR & OD Unit also consulted with CMT, Heads of Service and Trade Unions and asked that Elected Members provide her with feedback, if any, regarding this strategy before further consultation with focus groups continues.

Following a number of questions which were answered by the Head of HR & OD, it was proposed by Councillor A Swan, seconded by Councillor A P Ewing and agreed to recommend that the draft People Strategy be agreed, allowing for further consultation to take place.

7. Confidential Report of Chief Executive

The Chairman advised that the reasons for confidentiality were as set out in the agenda, i.e.

7.1 Extension to Cleaning and Security Contracts

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

7.2 Decision Notice from Information Commissioner's Office

(Confidential for reason of Information relating to any individual.)

7.3 Average Holiday Pay

(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.)

7.4 2019 Review of Business Rates – Draft response

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

In Committee

It was proposed by Councillor A Swan, seconded by Councillor A P Ewing, and agreed that the Confidential Report of the Chief Executive be considered "in Committee", in the absence of members of the press and public.

It was agreed that the Confidential Report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted.

7.1 Extension to Cleaning and Security Contracts  
(Agenda Item 6.1 Refers)

It was proposed by Alderman A G Ewart, seconded by Councillor J Lavery and agreed to recommend that the current Cleaning and Security Contracts be extended to 30<sup>th</sup> November 2020 in line with the original procurement exercise.

7.2 Decision Notice from Information Commissioner's Office  
(Agenda Item 6.2 Refers)

It was proposed by Alderman A G Ewart, seconded by Councillor Hon. N Trimble and agreed to recommend that the Council note the content of the recent Information Commissioner's Office Decision Notice and it was further agreed to recommend that the Council accept the recommendations outlined in the report.

7.3 Average Holiday Pay  
(Agenda Item 6.3 Refers)

It was proposed by Alderman A G Ewart, seconded by Councillor J Lavery and agreed to recommend that the proposal for the payment of average holiday pay going forward and any back pay (Holiday Pay Adjustment) which may be payable be progressed for consultation with Trade Unions prior to being implemented.

7.4 2019 Review of Business Rates – Draft Response  
(Agenda Item 6.4 Refers)

Members considered the draft response to the 2019 Review of Business Rates and it was proposed by Councillor S Carson, seconded by Alderman S Martin and agreed to recommend that the draft response, subject to Members' comments, be approved and issued before the end of the consultation process.

**Tabled Item**

7.5 Freedom of the City Events

**Amendment at Council Meeting on 22<sup>nd</sup> October 2019**

**At the Council meeting held on 22<sup>nd</sup> October 2019 it was agreed that this item would be referred back to the Corporate Services Committee for further consideration.**

Members were presented with information regarding the costs associated with the upcoming Freedom of City Events. Following a discussion, it was proposed by Councillor M Guy and seconded by Alderman S Martin that officers re-examine how the costs associated with these events could be further reduced.

The Chairman, Councillor R Carlin, referred to the proposal made and, at the request of Councillor M Guy, a recorded vote was taken. The proposal fell with the voting being 5 in favour of, 7 against and no abstentions recorded, as set out below:

In favour: Alderman S Martin and Councillors R Carlin, J Gallen, M Guy, D Honeyford

Against: Alderman S P Porter and Councillors S Carson, A P Ewing, J Lavery, U Mackin, A Swan and N Trimble

Abstain: None

Following this vote, it was proposed by the Vice-Chairman, Alderman S P Porter and seconded by Councillor Hon. N Trimble that the cost saving initiatives, as outlined within the report, be approved in relation to organising the future Freedom of City Events. After a show of hands this proposal was carried, with the voting being 7 in favour of, 5 against and no abstentions

recorded, and it was agreed that this proposal would be recommended to Council.

During the discussion of this item and before the voting took place, Alderman A G Ewart left the meeting at 7.52pm.

Resumption of Normal Business

It was proposed by Councillor A P Ewing, seconded Alderman S Martin, and agreed to come "out of Committee" and normal business was resumed.

8. Any Other Business

8.1 Name Plates for Officers  
Vice-Chairman, Alderman S P Porter

The Vice-Chairman, Alderman S P Porter requested that name plates be provided to officers presenting across all Committees and the Council meeting and it was agreed that this would be progressed by officers.

There being no further business, the meeting concluded at 8.06pm.

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MAYOR/CHAIRMAN