

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held in the Cherry Room, Island Civic Centre, The Island, Lisburn on Wednesday 10th April 2019 at 5.00pm.**

**PRESENT:** Councillor N Anderson (Chairman)  
Councillor B Mallon (Vice-Chairman)  
The Right Worshipful The Mayor, Councillor U Mackin  
Aldermen A G Ewart MBE, M Henderson MBE and S Martin  
Councillors R B Bloomfield MBE, S Carson, J Craig, A P Ewing, T Morrow and Rhoda Walker

**OTHER MEMBERS:** Councillor J Palmer

**IN ATTENDANCE:** Chief Executive  
Head of Business and Democratic Services  
Head of Human Resources & Organisational Development  
Head of Finance (Acting)  
PSCP/Members' Services Manager  
Members' Services Officer

**Commencement of Meeting**

The Chairman, Councillor N Anderson, extended a welcome to all present. He 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 Members' 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 the Deputy Mayor, Councillor A Grehan, Councillor B Hanvey and Councillor O Gawith.

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 interests made.

3. Report of Chief Executive

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

3.1 C03 Honorary Awards Dinner

The Chief Executive advised the Committee that due to the large number of invitations received by the Council, a review would be undertaken to consider how these are responded to, particularly taking into account the cost to the public purse.

The Committee considered a request from CO3 (Chief Executives of the 3<sup>rd</sup> Sector) asking the Council to sponsor and/or attend the Honorary Awards Dinner on 14<sup>th</sup> May 2019 at the La Mon Hotel. This dinner will recognise the leadership contribution made by Senator George Mitchell in the peace process within Northern Ireland.

Following a discussion, it was proposed by Alderman M Henderson, seconded by Councillor S Carson and agreed to recommend that due to the Local Government Election there would not be sufficient time to make the necessary arrangements for the new Councillors to attend and therefore, the Council would not be able to support this event on this occasion.

**Additional Report**

3.2 D-Day Commemoration Concert

The Committee considered an invitation received from the ABF The Soldiers' Charity to attend a 75<sup>th</sup> anniversary concert entitled 'D-Day 75 – A Musical Commemoration of Ulster's Contribution to the Normandy Landings', on 8th June 2019 in Belfast Waterfront.

Following a discussion, it was proposed by Councillor S Carson, seconded by Councillor T Morrow and agreed to recommend that in line with the relevant policy, five tickets would be purchased with a view to the following Members of the new Council attending this event:

- The Right Worshipful, the Mayor;
- The Deputy Mayor;
- The Chairman of the Corporate Services Committee;
- The Vice Chairman of the Corporate Services Committee; and
- The Chief Executive

4. Reports of Head of Business and Democratic Services

It was proposed by Alderman A Ewart, seconded by Councillor B Bloomfield, and agreed that the reports and recommendations of the Head of Business and Democratic Services be adopted, subject to any decisions recorded below and other items noted.

#### 4.1 Committee Reports Format

It was proposed by Councillor S Carson, seconded by Councillor A Ewing and agreed to recommend that the new committee report format would be implemented across all Committee meetings and at Council, with effect from the 1<sup>st</sup> June 2019.

#### 4.2 Lighting Up Lagan Valley Island Requests

The Committee was provided with information outlining the following requests:

- Huntington's Disease Association NI requested that the buildings at Lagan Valley Island be lit blue on Tuesday 7<sup>th</sup> May 2019 to raise awareness as part of the global campaign 'Light It Up for HD'; and
- Action Mental Health requested that the buildings at Lagan Valley Island be lit blue or purple on Thursday 10<sup>th</sup> October 2019 to raise awareness as part of World Mental Health Day.

It was proposed by Councillor J Craig, seconded by Councillor A Ewing and agreed to recommend that these requests be approved.

#### 4.3 Customer Care (Lagan Valley Island)

The Committee considered a report outlining improvements to customer care provided at Lagan Valley Island including the relocation of services, currently provided at the second floor, third floor and the Arts Centre, be moved to the main reception point in the Civic Centre. The cemetery administration service would also be relocated to the main reception at Lagan Valley Island as part of this proposal.

It was proposed by Alderman A Ewart, seconded by Councillor B Bloomfield and agreed to recommend that the Council progress the closure and relocation of the reception services, as outlined in the report, on a phased basis with dates to be agreed by the Corporate Management Team.

### 5. Reports of Head of Finance (Acting)

It was proposed by Councillor A Ewing, seconded by Alderman M Henderson and agreed that the reports and recommendations of the Head of Finance (Acting) be adopted, subject to any decisions recorded below and other items noted.

#### 5.1 Bad Debt Write Off

Members were advised that a former employee of the Council owes a balance of £600.83 (£500.69 & VAT £100.14) arising from participation in the Council Cycle to Work Scheme agreement and Cycle Retainer Fee. The Committee was informed of the various efforts made to contact to this person but to no avail.

It was proposed by Councillor J Craig, seconded by Councillor T Morrow and agreed to recommend that this debt be written off in accordance with the Accounting Manual Volume 1.

### **Additional Report**

#### 5.2 Members ICT Provision for New Election Term

The Chairman advised that this report was being presented as an additional report to the Committee as it was the outcome of a meeting held the day before.

The Committee was provided with information relating to the provision of ICT equipment, mobile phones and broadband for Councillors following the upcoming election.

Councillor B Bloomfield requested that Councillors be contacted and advised on how Members should dispose of legacy ICT equipment.

It was proposed by Alderman M Henderson, seconded by Councillor B Bloomfield and agreed that this information be noted.

### 6. Report of Head of Human Resources and Organisational Development

#### 6.1 The Big Walk

Members were advised that through the Leisure and Community Wellbeing Directorate, a fun run/walk has been arranged at Billy Neill Soccer Centre on Friday 21<sup>st</sup> June 2019 alongside the events arranged for the day prior to the Armed Forces Day celebrations. This event complements the Council's health and wellbeing agenda and will promote the recent works undertaken at Billy Neill and it is proposed that staff participation in this event be encouraged subject to screening of the event and line managers being able to provide appropriate operational cover.

It was proposed by Alderman M Henderson, seconded by Councillor J Craig and agreed to recommend that 'The Big Walk' takes place within the working day and subject to line managers' approval, staff will be able to attend without taking leave.

### 7. Confidential Report of Chief Executive

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

### **Additional Report**

#### 7.1 Filling of Positions of Responsibility/Appointment to Committees

(Confidential for reason of information relating to an individual)

**Additional Report**

7.2 Proposed Amendments to Apportionment of Special Responsibility Allowances (SRA)

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

7.3 Citizenship Ceremonies at Hillsborough Castle

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

7.4 PSNI Long Service and Good Conduct Medal and Certificate Ceremony

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

7.5 Headcount – Post of Assistant Cemeteries Officer

(Confidential for reason likely to identify an individual)

In Committee

It was proposed by Councillor S Carson, seconded by Councillor J Craig, 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 proposed by Councillor A Ewing, seconded by Alderman A Ewart, and agreed that the Confidential Report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted.

**Additional Report**

7.1 Filling of Positions of Responsibility/Appointment to Committees

Following a discussion, it was proposed by Alderman M Henderson, seconded by Alderman S Martin and agreed to recommend that the Council adopt the default method of d’Hondt for filling positions of responsibility and the default method of Quota Greatest Remainder for the appointment of Councillors to committees.

## **Additional Report**

### 7.2 Proposed Amendments to Apportionment of Special Responsibility Allowances (SRA)

The Chairman advised that this report was presented to the Committee as an additional report as it was the outcome of a meeting held the day before.

Following a discussion, it was proposed by The Right Worshipful The Mayor, Councillor U Mackin, seconded by Councillor T Morrow and agreed that a revised report (including the removal of option two) should be brought to this month's Council meeting for further consideration.

During discussion of this item Councillor R Walker left the meeting at 5.37pm and returned at 5.40pm.

### 7.3 Citizenship Ceremonies at Hillsborough Castle

Following a discussion, it was proposed by Councillor B Bloomfield, seconded by Alderman M Henderson and agreed to recommend that Citizenship Ceremonies continue to be hosted at Lagan Valley Island.

### 7.4 PSNI Long Service and Good Conduct Medal and Certificate Ceremony

It was proposed by Alderman M Henderson, seconded by Councillor R Walker and agreed to recommend that the Council approves any expenses incurred by Members wishing to attend this event.

### 7.5 Headcount – Post of Assistant Cemeteries Officer

It was proposed by Alderman S Martin, seconded by Councillor T Morrow and agreed to recommend to Council that the Assistant Cemeteries Officer post be made permanent to lessen the Council's exposure to risk in Cemetery Administration and to progress the digitisation of historic cemetery records.

During the discussion of this item the Head of Business and Democratic Services left the meeting at 5.45pm.

## Resumption of Normal Business

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

8. Any Other Business

8.1 Re-Registration with the Information Commissioner's Office  
Councillor B Bloomfield

Councillor B Bloomfield referred to a letter received from the Information Commissioner's Office regarding the requirement for Councillors to re-register by 19 April 2019. He was advised that the Data Protection Officer had recently sent an email to Elected Members advising that they were exempt from further registration, subject to certain requirements, and the PSCP/Members' Services Manager agreed to forward this email to the Member to clarify the process.

8.2 Record of Thanks  
Chairman, Councillor N Anderson

The Chairman wanted to place his gratitude to the Chief Executive, Directors, Heads of Services and all the Council staff who have assisted him during his time as Chairman of the Corporate Services Committee on record. The Chairman also took this opportunity to wish the Members not returning the Lisburn and Castlereagh City Council, namely the Vice Chairman Councillor B Mallon, Councillor B Bloomfield and Councillor B Hanvey, all the best with their future plans.

Alderman S Martin commended the Chairman, Councillor N Anderson, for his role as Chairman of the Corporate Services Committee and in particular for bringing health issues to the forefront of the Committee's work plan, which was seconded by other Committee Members.

There being no further business, the meeting concluded at 5.50pm.

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MAYOR/CHAIRMAN