

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 10th April 2018 at 5.30 pm.

PRESENT:

Councillor S Carson (Chairman)

The Right Worshipful The Mayor
Councillor T Morrow

Aldermen A G Ewart MBE, T Jeffers and S Martin

Councillors R B Bloomfield MBE, D J Craig, A P Ewing,
O Gawith, A Grehan, A Redpath and R Walker

IN ATTENDANCE:

Chief Executive
Head of Central Support Services
Head of Marketing & Communications (Mrs C Bethel)
Acting Head of Human Resources & Organisation Development
Interim Head of Finance & IT
Member Services' Officer

Commencement of Meeting

The Chairman, Councillor S Carson, extended a welcome to all present and 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.

By way of information, the Chairman advised that Councillor B Hanvey had now assumed the position of Vice-Chairman of the Committee. However Councillor Hanvey had presented an apology for that evening's meeting due to a prior commitment.

1. **Apologies**

Apologies for non-attendance at the Meeting were accepted and recorded on behalf of the Deputy Mayor, Councillor H Legge; Councillors B Hanvey, A McIntyre, B Mallon and M H Tolerton.

The Chairman advised Members that Councillor Mallon and his wife had become parents of a baby daughter within the past few days and he extended congratulations and best wishes to them.

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.

The following declarations were made during the course of the Meeting:-

- Councillor D J Craig - Item 2 of Report of Chief Executive – “Air Ambulance Northern Ireland - Funding Support”. (Wife is employed by the Northern Ireland Ambulance Service which services Air Ambulance Northern Ireland);
- Councillor A P Ewing – Item 3 of Report of Head of Central Support Services – “South Eastern Health & Social Care Trust – Car Parking Provision”. (Member of South Eastern Local Commissioning Group).

Councillor A Redpath entered the Meeting. (5.35 pm)

3. Minutes of Meeting

It was proposed by Alderman A G Ewart, seconded by Councillor O Gawith and agreed that the minutes of the Meeting of Committee held on the 13th March 2018 as adopted by the Council at its Meeting held on the 27th March 2018 be confirmed and signed.

4. Confidential Report of Chief Executive

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

- 30th anniversary of Lisburn Half Marathon Bombing - Confidential for reason of information which is likely to reveal the identity of individuals
- Efficiency Review Steering Group - Confidential for reason of information relating to individuals
- Data Protection Resource - Confidential for reason of information which is likely to reveal the identity of an individual
- HR & OD Workforce Data - Confidential for reason of information which is likely to reveal the identity of individuals

4. Confidential Report of Chief Executive (Continued)

- Corporate Services – Central Support Services Unit Risk Register - Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information)
- Insurance Report - Confidential for reason of information which is likely to reveal the identity of individuals
- Freedom of Information - Confidential for reason of (i) information relating to the financial or business affairs of any particular person (including the Council holding that information); and (ii) information relating to individuals

It was proposed by Councillor A P Ewing, seconded by Alderman T Jeffers and agreed that the confidential report of the Chief Executive be considered “in Committee”, in the absence of members of the press and public being present.

It was proposed by Councillor A Grehan, seconded by Councillor A P Ewing and agreed that the confidential report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted:-

4.1 30th Anniversary of Lisburn Half Marathon Bomb

It was proposed by Alderman A G Ewart, seconded by Councillor A Redpath and agreed to implement the actions agreed in the Head of Service’s report.

4.2 Efficiency Review Steering Group

It was proposed by Councillor O Gawith, seconded by Councillor A P Ewing and agreed to approve the recommendations of the Efficiency Review Steering Group at its meeting held on the 13th March 2018.

4.3 Data Protection Resource

It was agreed to recommend that a report on the resourcing of the Data Protection needs of the Council in accordance with the General Data Protection Regulation (GDPR) requirements be presented to the May 2018 meeting of the Committee.

4.4 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:-

- Absence Management Report (including schedule of Long-Term Absence)
- Schedule of rolling year absence
- Graph of "Total Sickness Days Lost"
- Workforce Profile - Headcount, Contract (permanent/fixed term/full-time/part-time) and Agency Workers.
- Schedule of Internal Trawls and Open Competition.

4.5 Central Support Services Unit Risk Register

It was agreed to recommend that the Unit Risk Register for Central Support Services be noted.

4.6 Insurance Report

It was agreed to recommend that the report on insurance claims up to the 31st March 2018 be noted.

4.7 Freedom of Information Requests

It was agreed to recommend that the summary of Freedom of Information requests received in March 2018 be noted.

It was proposed by Councillor A Redpath, seconded by Councillor O Gawith and agreed to come "out of Committee" and normal business was resumed.

5. Report of Interim Head of Finance & IT

It was proposed by Councillor R B Bloomfield, seconded by Councillor D J Craig and agreed that the report and recommendations of the Interim Head of Finance & IT be adopted, subject to any decisions recorded below and other items noted:-

5.1 Data Protection Policies & Procedures

The Committee noted that in preparation for the implementation of the General Data Protection Regulation (GDPR) in May 2018, existing data protection procedures had been reviewed and revised with a comprehensive set of 30 policies being put in place to also include a suite of standard templates for employee usage. The policies had been placed on SharePoint and were also available at the Meeting.

5.1 Data Protection Policies & Procedures (Continued)

It was proposed by Councillor A P Ewing, seconded by Councillor O Gawith and agreed to recommend that the revised Data Protection Policies and Procedures be approved, it being noted that they would be subject to an overall policy review that was planned for later in the year.

The revised procedures formed part of the GDPR Implementation Plan that had been drawn up by the Information Governance Manager and circulated to all Directors and Heads of Service. It would be brought to each individual Committee in due course.

The Chairman reminded Members of the requirement that they register with the Information Commissioner's Office prior to May 2018. Careful thought was required as to which category/categories, each Member should register under.

The Interim Head of Finance & IT confirmed that the training sessions for Members which were being held in the near future would address – amongst other matters – the issue of registration.

Councillor R Walker entered the Meeting. (5.50 pm)

5.2 Financial Statement

It was agreed to recommend that the financial statement for the period ended the 28th February 2018 be noted, the net profiled expenditure being 5.25% below the approved estimates for the financial year 2017/2018.

6. Report of Head of Central Support Services

It was proposed by Councillor D J Craig, seconded by Councillor A Redpath 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:-

6.1 Armed Forces Day – Saturday 30th June 2018
Flying of specially commissioned Armed Forces Day Flag at
Lagan Valley Island – Week commencing Monday 25th June 2018

Members were advised that Armed Forces Day 2018 was Saturday 30th June 2018.

It was proposed by Alderman A G Ewart, seconded by Councillor R Walker and agreed to recommend that - as in previous years - the Armed Forces Day flag be hoisted (this year on Monday 25th June 2018) and that the Head of Central Support Services be delegated authority to incur expenditure associated with any appropriate reception for this event.

6.2 Bye-Laws

Further to the Meeting of Committee held on the 13th June 2017, Members noted that the undernoted bye-laws would now be submitted to the Department for agreement, no issues having been notified in the public consultation period:-

- Consumption of Intoxicating Liquor in Designated Places
- Leisure and Community Facilities
- The Control of Tattooing, Acupuncture, Cosmetic Piercing, Electrolysis and Semi-Permanent Skin Colouring
- Lisburn Market

6.3 South Eastern Health & Social Care Trust
Car Parking Provision & Concessionary Fees

Members noted the content of an e-mail dated the 4th April 2018 from the South Eastern Health & Social Care Trust by way of response to issues raised at the previous Meeting of Committee in relation to car parking provision and concessionary fees at the Trust's hospitals.

6.4 Lisburn & Castlereagh Policing & Community Safety Partnership
Minutes of Meetings

It was agreed to recommend that the minutes of the following meetings of the Lisburn & Castlereagh PCSP be noted:

- Meeting held in Private on the 15th January 2018
- Meeting of Policing Committee held on the 20th February 2018
- Special Meeting of the Policing Committee held on the 27th February 2018

6.5 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.

7. Report of Head of Marketing & Communications

It was proposed by Councillor A Redpath, seconded by Councillor O Gawith and agreed that the report and recommendations of the Head of Marketing & Communications be adopted, subject to any decisions recorded below and other items noted:-

7.1 Ongoing Work undertaken by MCU to support the activities of the Council

It was agreed to recommend that the work undertaken by Marketing & Communications to assist in the undernoted Council initiatives and events be noted:-

- London Investment events, ie Tower of London Tourism Showcase, Westminster Business Networking Event, Food & Drink Programme
- Lisburn & Castlereagh City Business Awards
- Dog Control Order (Extended consultation)
- Sir Richard Wallace Bi-Centenary Celebrations
- “Spring Flings and Easter Things” campaign at Moat Park
- “Be Part of Here” campaign
- Corporate Plan
- Performance Improvement Plan
- Community Action Plan
- Annual Report
- Service for First Responders & Emergency Services on 22nd April 2018

In regard to the Annual Report, the Head of Service made a verbal recommendation that a budget of £5,000 maximum be set aside for pre-printing works associated with the co-ordination of the content, layout etc of the Annual Report. This budget would only be utilised if required as the intention was to carry out the work in house as far as possible.

It was proposed by Alderman A G Ewart, seconded by Councillor J Craig and agreed that the verbal recommendation to set aside a budget of £5,000 maximum for pre-printing works associated with the co-ordination of the content, layout etc of the Annual Report be accepted.

7.2 Media Coverage

It was agreed to recommend that the schedule of media coverage for the month of March 2018 be noted.

8. Report of Acting Head of Human Resources & Organisation Development

It was proposed by Councillor R Walker, seconded by Councillor D J Craig and agreed that the report and recommendations of the Acting Head of Human Resources & Organisation Development be adopted, subject to any decisions recorded below and other items noted:-

8.1 Elected Member Development Steering Group

It was agreed to recommend that the report and action notes from the meeting of the Elected Member Development Steering Group held on 12th March 2018 be noted. An attendant report from the recent Elected Member Development Charter assessment and the action plan for progressing to Charter Plus were also noted.

8.2 Employee Health & Wellbeing

It was agreed to recommend that the feedback from the “Love Yourself” week and the ongoing work in respect of Employee Health and Wellbeing be noted. Funding for the week had been supported by the Local Government Training Group.

8.3 Feedback from External Organisations

It was agreed to recommend that the undernoted items of correspondence be noted:-

- letter of thanks dated the 15th February 2018 from Northern Ireland Co-Operation Overseas in respect of a visit to the Council by a delegation of professionals from the Human Resources Management Authority (HRMA) in Montenegro;
- e-mail dated the 20th March 2018 from the National Association of Councillors thanking the Council for facilitating the appointment of an administrative post on its behalf.

8.4 Policy on Bereavement Leave

The Chairman, Councillor S Carson, asked that the policy on Bereavement Leave be brought to the Committee for examination. This was agreed.

9. Report of Chief Executive

It was proposed by Councillor A Redpath, seconded by Councillor A P Ewing and agreed that the report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted:-

9.1 Citizens Advice Lisburn & Castlereagh
Presentation re Welfare Reform

Members were reminded that Citizens Advice Lisburn & Castlereagh had been due to present to that evening's meeting of the Committee in respect of the forthcoming Welfare Reforms and Universal Credit.

In view of the fact that the Welfare Reforms and Universal Credit had been put back to October 2018, Citizens Advice had cancelled their presentation and asked to be received in October 2018.

It was agreed to recommend that the cancellation of Citizens Advice Lisburn & Castlereagh's presentation to that evening's meeting be noted and that they be invited to make their presentation to the Meeting of Committee on the 9th October 2018 with all Members of Council being invited to attend.

9.2 Air Ambulance Northern Ireland
Funding Support

Members were reminded that Air Ambulance Northern Ireland had presented to the Council at its Special Meeting held on the 19th February 2018. The special meeting of Council had agreed that potential funding support be progressed through the Corporate Services Committee for consideration.

The Chief Executive reported on the nature of assistance which other councils in Northern Ireland had provided to Air Ambulance NI. By way of information Members were also advised that the collection from the Service for First Responders & Emergency Services at Christ Church on the 22nd April 2018 was being given to Air Ambulance NI, this having been requested by the Minister of Christ Church.

Following discussion, it was agreed that:-

- the collection at the Service for First Responders & Emergency Services on 22nd April 2018 be matched by a donation from the Council through the Mayoral budget;
- discussions take place with Air Ambulance NI as to how the Council might become involved in the sponsorship of one of its fundraising events.

- 9.3 Moss Road Post Office
Consultation on proposed move from 102-104 Moss Road, Lambeg,
BT27 4NU to G&T Beacom Ltd, 105-107 Moss Road, Lambeg,
BT27 4NX
(Closing Date for Comments: 26th April 2018)

Members had been provided with consultation documentation from the Post Office regarding the relocation of Moss Road Post Office from 102-104 Moss Road, Lambeg, BT27 4NU to G&T Beacom Ltd, 105-107 Moss Road, Lambeg, BT27 4NX, as from June or July 2018.

Members offered no comments on the relocation and, accordingly, it was agreed to recommend that the content of the consultation be noted.

- 9.4 Northern Ireland Festival of Remembrance
Belfast Waterfront - Saturday 3rd November 2018
Request for Sponsorship

Members had been provided with copy of a letter received by e-mail on the 12th March 2018 from the Royal British Legion inviting the Council to support the NI Festival of Remembrance on the 3rd November 2018 by availing of one of the promotional packages.

It was proposed by Alderman A G Ewart, seconded by Councillor A Grehan and agreed to recommend that the Council supports the NI Festival of Remembrance on the 3rd November 2018 by means of a half page advertisement in the programme at a cost of £600.00, it being noted that no complimentary tickets were included in this or any of the packages.

- 9.5 Ancre Somme Association
Ribbon of Poppies 2018

Members had been provided with a copy of a letter dated the 20th March 2018 from the Ancre Somme Association (based at the Lurgan & Brownlow Royal British Legion) regarding its "Ribbon of Poppies Campaign 2018" which seeks to promote the growing of Flanders Poppies in designated areas of the United Kingdom to commemorate the 100th anniversary of the end of World War 1.

Packets of poppy seeds are available at www.ancresommeassociation.co.uk at a cost of £1.00 per packet. The profits from the sale of the poppies would go to the William McFadzean VC Commemoration Society.

It was proposed by Councillor O Gawith, seconded by Councillor A Grehan and agreed to recommend that the correspondence from the Ancre Somme Association regarding its "Ribbon of Poppies Campaign 2018" be referred to the World War 1 Working Group for consideration.

9.6 Veterans' Gateway Newsletter

It was agreed to recommend that the March 2018 edition of "Veterans' Gateway" from the Royal British Legion be noted, Veterans' Gateway being termed as the first point of contact for veterans seeking support.

10. Any Other Business

10.1 Mrs Rita Crawford Morrison (Deceased)
Chairman of Committee, Councillor S Carson

Councillor S Carson informed Members of the passing on the 6th April 2018 of Mrs Rita Crawford Morrison, the mother and mother-in-law of two victims of the La Mon atrocity – Elizabeth McCracken and her husband Ian.

Despite her frailty and advanced years, Mrs Morrison had attended the La Mon commemorative events at Lagan Valley Island on the 17th February 2018.

It was agreed that – through the Mayor's Office - a letter of sympathy be sent to Mrs Morrison's extended family.

10.2 Relocation of UDR Association memorial to
Westbourne Presbyterian Church
(Alderman T Jeffers)

Alderman T Jeffers referred to the agreed relocation of the UDR Association memorial from Bradford Court to Westbourne Presbyterian Church, Belfast.

Alderman Jeffers undertook to source a further copy of a letter from the Minister of Westbourne Presbyterian Church in this regard and to pass it to the Chief Executive.

It was agreed that the Chairman of the Committee together with the Chief Executive be delegated authority to progress the relocation of the UDR Association memorial from Bradford Court to Westbourne Presbyterian Church.

There being no further business, the Meeting concluded at 6.28 pm.

MAYOR/CHAIRMAN