

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 11th January 2023 at 6.00 pm.

PRESENT IN COUNCIL CHAMBER (COMMITTEE):

Councillor S Hughes (Chairman)

Councillor U Mackin (Vice-Chairman)

Aldermen A Ewart MBE, O Gawith, S Martin, P Porter and J Tinsley

Councillors J Lavery BEM and The Hon N Trimble

PRESENT IN A REMOTE LOCATION (COMMITTEE):

The Right Worshipful The Mayor

Councillor S Carson

Deputy Mayor,
Councillor M Guy

Alderman M Henderson MBE

Councillors R Carlin, A Ewing, S Lowry, J McCarthy and T Mitchell

OTHER MEMBERS OF COUNCIL PRESENT IN COUNCIL CHAMBER

Alderman A Grehan

Councillor A Swan

OTHER MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION

Councillors A Gowan, M Gregg and S Skillen

IN ATTENDANCE:

Chief Executive

Director of Finance & Corporate Services

Director of Service Transformation (Remote)

Head of Corporate Communications & Administration

Head of Finance

Head of Human Resources & Organisation Development

Head of Parks & Amenities (Remote)

Portfolio Manager

Communications Manager

Acting PCSP/Member Services Manager

Member Services Officer (RN)

Commencement of Meeting

The Chairman, Councillor S Hughes, extended a welcome to those present and wished everyone a Happy New Year.

The Chairman advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business.

The names of those Elected Members who were in attendance at the meeting, both in person and on a remote basis, were read out by the Acting PCSP/Member Services Manager.

The Chairman stated that unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. The Chairman also reminded everyone to ensure that mobile phones were turned off or on silent mode for the duration of the meeting.

The Director of Finance & Corporate Services proceeded to outline the evacuation procedures in the case of an emergency. Finally the Chairman asked that any Member entering or leaving the meeting alert the Acting PCSP/Member Services Manager accordingly so that this might be accurately reflected in the minutes.

1. Apologies (00:02:22)

There were no apologies.

2. Declarations of Interest (00:03:12)

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 with the papers for the meeting and which were also available in the Chamber.

There were no Declarations of Interest.

3. Report of Director of Finance & Corporate Services (00:04:00)

3.1 DEA Local Investment Programme – Quarter 3 Report (00:04:14)

In the absence of the Director of Leisure & Community Wellbeing, her report was presented by the Portfolio Manager who also answered questions from Members.

3.1 DEA Local Investment Programme – Quarter 3 Report (Continued)

Members had been provided with update reports in regard to the following:-

- DEA Local Investment Programme 2021-2022;
- DEA Local Investment Plan 2022-2023.

It was agreed that the reports referred to above be noted.

It was further agreed that:-

- Councillor J Lavery be advised of the date for the commencement of the groundworks associated with the “Moneyreagh Social Enterprise” scheme;
- the schedules be amended so as to reflect the correct DEA for some of the Lisburn-located projects.

Alderman S Martin entered the Council Chamber during discussion of this item of business. (6.10 pm)

4. Report of Head of Corporate Communications & Administration (00:10:16)

4.1 Lagan Valley Island – Building Illumination Requests (00:10:24)

It was proposed by Councillor J Lavery, seconded by Councillor N Trimble and agreed to recommend that the requests for LVI illuminations as set out below be acceded to, both requests being in compliance with the Building Illuminations’ Policy:-

Organisation	Date	Colour
Stepping Stones – 25 years of service	31 st January 2023	Yellow
National Heart Month	19 th February 2023	Red

It was further agreed that a letter be sent to Stepping Stones acknowledging with thanks their 25 years of service to the community.

The Head of Service confirmed that a report in regard to the effectiveness of light-ups and any measures which could be taken to better enhance the activities of the charities concerned was being worked on and would be presented to the Committee in the near future.

5. Agenda Item Brought Forward (00:12:10)
Any Other Business

As the remainder of the business before the meeting was of a confidential nature, the Chairman sought agreement to bring forward Item 6 of the agenda – Any Other Business – so that items of a non-confidential nature might be raised when proceedings were being recorded. This was agreed.

No items were raised.

6. Confidential Report from Director of Finance & Corporate Services (00:12:42)

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

6.1 Parks Accommodation & Equipment Husbandry
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

Redacted report to be available once a new lease has been signed.

6.2 IT Strategy Refresh Tender - Update
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

Report will become available in November 2023.

6.3 Estimates' Process 2023/2024 – Update
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

Final estimates will be released.

6.4 Estimates – Finance & Corporate Services and Chief Executive's Office
(Confidential for reason of information relating to (i) the financial or business affairs of any particular person (including the Council holding that information) and (ii) 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, of office holders under, the Council.)

Final report on rates will be released post the rate-setting process.

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

Redacted report to be available after Estimate-setting process.

6.6 Management Accounts Period P8

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) related 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 employee of, or office bearers under, the Council.

Redacted report to be available after full Council meeting. (24th January 2023)

6.7 Change in Grade of Post

(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.

Redacted report to be available following Council ratification. (24th January 2023)

6.8 Efficiency Review Steering Group – Update

(Confidential for reason of information related 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 employee of, or office bearers under, the Council.

Redacted report will be available following Council ratification. (24th January 2023)

In Committee

It was proposed by Councillor N Trimble, seconded by Alderman P Porter and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings.)

6.1 Parks Accommodation & Equipment Husbandry

Presented by the Head of Parks & Amenities.

Members had been provided with the Financial Appraisal to support the leasing of Unit 24 Altona Road, Lisburn as an interim measure pending a future long-term Accommodation Strategy and Asset Management Plan. The draft lease was not available for presentation to the Committee.

6.1 Parks Accommodation & Equipment Husbandry (Continued)

It was proposed by Alderman S Martin, seconded by Alderman O Gawith and agreed to recommend that:-

- the financial appraisal for the leasing of Unit 24 Altona Road, Lisburn be approved;
- given that the draft Lease had not been available for the Committee meeting, the Chairman of the Corporate Services Committee and the Director of Finance & Corporate Services be delegated authority to approve the said Lease which would be presented directly to the meeting of Council on the 24th January 2023 for signing and sealing;
- the signing and sealing of the Lease at the Council meeting on the 24th January 2023 be subject to Council ratification on that date of the minutes of this meeting of the Corporate Services Committee.

6.2 IT Strategy Refresh Tender - Update

Presented by the Director of Service Transformation, with the Portfolio Manager also present for this item of business. The officers responded to questions from Members.

The following documents were provided with the report:-

- Updated Tender Evaluation Report;
- Tender Breakdown;
- Business Case updated with tender costs.

It was proposed by Councillor N Trimble, seconded by Alderman J Tinsley and agreed to recommend that the contract for the provision and implementation of an IT Cloud Transition and On-Going Support Service at Lisburn & Castlereagh City Council be awarded to the firm as detailed in the report at the costs as detailed over the five year duration of the contract, with an optional 1+1 extension at the cost as detailed and including costs as detailed for security and call-off days.

Councillor J McCarthy joined the meeting remotely during discussion of this item of business. (6.22 pm)

6.3 Estimates' Process 2023/2024 – Update

Presented by the Director of Finance & Corporate Services. Officers present responded to Members' questions.

An update on the Draft Estimates' process at a corporate level was provided and its content duly noted.

6.3 Estimates' Process 2023/2024 – Update (Continued)

The Chairman and a number of Members thanked the Officers for the work involved in the preparation of the Draft Estimates.

Alderman M Henderson left the meeting on a remote basis during discussion of this item of business. (6.48 pm)

The Chief Executive left the Chamber during discussion of this item of business at 6.50 pm and returned at 6.54 pm.

Councillor S Skillen left the meeting remotely during discussion of this item of business. (6.53 pm)

6.4 Estimates – Finance & Corporate Services and Chief Executive's Office

Presented by the Director of Finance & Corporate Services. Officers present responded to Members' questions.

A report on the Draft Estimates for Finance & Corporate Services and for the Chief Executive's Office had been provided.

The Director of Finance & Corporate Services verbally advised of two additional costs which required to be incorporated in the Draft Estimates, ie:-

- costs associated with an approved absence of a member of staff during the 2023/2024 year;
- costs associated with the gritting of Lagan Valley Island.

It was proposed by Alderman S Martin, seconded by Councillor N Trimble and agreed to recommend that, subject to the inclusion of the two additional costs as referred to above, the Draft Estimates as presented for Finance & Corporate Services and for the Chief Executive's Office be approved and be submitted into the overall Draft Estimates of the Council for the year commencing the 1st April 2023.

It was further agreed that:-

- the Director of Service Transformation inform Members of any updates in relation to the tenancies of Bradford Court;
- the Head of Finance respond to Alderman J Tinsley in relation to a query on overtime costs.

The Deputy Mayor, Councillor M Guy, left the meeting remotely at the conclusion of this item of business. (7.11 pm)

6.5 Building Resilience

Presented by the Director of Finance & Corporate Services. The Director and Head of Finance responded to Members' questions.

A report on building resilience from a financial perspective had been provided.

It was proposed by Alderman S Martin, seconded by Councillor N Trimble and agreed that the report referred to above be deferred for consideration to the February 2023 meeting of the Committee.

Councillor A Ewing joined the meeting remotely during discussion of this item of business. (7.18 pm)

Councillor T Mitchell left the meeting remotely during discussion of this item of business. (7.21 pm)

6.6 Management Accounts Period P8

Presented by the Head of Finance.

It was agreed that the Management Accounts for the period ending the 30th November 2022, together with an extensive narrative report by way of explanation, be noted.

Councillor N Trimble left the Chamber at the conclusion of this item of business. (7.27 pm)

6.7 Change in Grade of Post

Presented by the Head of Human Resources & Organisation Development. The Head of Service and the Chief Executive responded to Members' questions.

The following documents in relation to a post within Leisure & Wellbeing had been provided:-

- Job Description;
- Evaluation Report by external consultant.

It was proposed by Alderman J Tinsley, seconded by Alderman S Martin and agreed to recommend that the evaluation of a post within Leisure & Wellbeing be approved for recruitment.

The Director confirmed that work in regard to revisions to the Scheme of Delegation was well underway and that a report on this matter would be presented to the Committee in the near future. There also existed the likely requirement for a workshop to be held with Members.

6.7 Change in Grade of Post (Continued)

The Chief Executive confirmed that work in relation to “Positions of Responsibility” was ongoing and that a report thereon would be presented to the Committee during the current Council mandate.

Councillor N Trimble returned to the Chamber during this item of business and before a decision was taken. (7.30 pm)

At this juncture in the meeting, the Chairman, Councillor S Hughes, asked that all Officers with the exception of the Chief Executive, leave the Council Chamber and remote locations for consideration of the next item of confidential business.

The following Officers left the meeting at 7.40 pm (both from the Chamber and remotely):-

- Director of Finance & Corporate Services
- Director of Service Transformation
- Head of Corporate Communications & Administration
- Head of Finance
- Head of Human Resources & Organisation Development
- Head of Parks & Amenities
- Portfolio Manager
- Communications Manager
- Acting PCSP/Member Services Manager
- Member Services Officer

6.8 Efficiency Review Steering Group - Update

A report on the above matter was tabled and presented by the Chief Executive.

The Chief Executive outlined the proposed structural changes as detailed within the report appendix.

The Chief Executive responded to Members’ questions.

It was proposed by Alderman S Martin, seconded by Councillor N Trimble and agreed that the structures as outlined in the Efficiency Review Steering Group report be progressed. Alderman P Porter requested that his abstention be noted.

All officers apart from the Director of Service Transformation, the Head of Parks & Amenities and the Portfolio Manager returned to the meeting. (8.32 pm)

7. Any Other Business – Confidential

7.1 Procedure for Payment of Invoices
Alderman O Gawith

At the request of Alderman O Gawith, the Head of Finance clarified the procedure for the payment of invoices received by the Council.

7.2 Freedom of the City for The Gettys

The Head of Corporate Communications & Administration made Members aware of a date which had been agreed with The Gettys for the conferral on them of the Freedom of the City.

Resumption of Normal Business (00:13:04)

It was proposed by Councillor U Mackin, seconded by Councillor N Trimble and agreed to come “out of Committee”. Normal business and audio recording were resumed.

8 Any Other Business (00:13:04)

Dealt with at Item 5.

There being no further business, the Meeting concluded at 8.37 pm.

MAYOR/CHAIRMAN