

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 12th September 2017 at 7.22 pm.

PRESENT:

Councillor S Carson (Chairman)

The Right Worshipful The Mayor
Councillor T Morrow

Deputy Mayor
Councillor H Legge

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, B Mallon, A McIntyre, C Quinn and
A Redpath

OTHER MEMBERS:

Alderman J Tinsley

Councillor J Palmer

IN ATTENDANCE:

Chief Executive
Director of Service Support
Director of Service Delivery (Regulated)
Director of Service Transformation
Head of Central Support Services
Head of Marketing & Communications (Mrs C Bethel)
Acting Head of Human Resources & Organisation Development
Financial Accounting Manager
IT Project Officer
Member Services' Officer

Commencement of Meeting

The Chairman, Councillor S Carson, extended a welcome to all present and apologised for the delay in the commencement of the meeting which had been occasioned by the Capital Projects Committee meeting having gone past 7.00 pm. The Chairman 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 Councillors M H Tolerton and R Walker. Councillor J Craig advised those present that Councillor Tolerton had been admitted to hospital. Members' thoughts and best wishes were with Councillor Tolerton.

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 declaration was made during the course of the Meeting:-

- Councillor A P Ewing – Item 2 of Report of Head of Central Support Services - “South Eastern Health & Social Care Trust consultation document on Efficiencies/“2017/2018 Financial Planning Savings Plan”. (Member of South Eastern Local Commissioning Group.)

3. Minutes of Meeting

It was proposed by Councillor O Gawith, seconded by Councillor B Mallon and agreed that the Minutes of the meeting of the Committee held on the 13th June 2017 as adopted by the Council at its meeting held on the 27th June 2017 be confirmed and signed.

Alderman J Tinsley entered the meeting. (7.25 pm)

4. Confidential Report of Director of Service Support

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

It was proposed by Alderman S Martin, seconded by Councillor A Redpath and agreed that the confidential report of the Director of Service Support be considered “in Committee”, in the absence of members of the press and public being present.

It was proposed by Councillor C Quinn, seconded by Councillor A Grehan and agreed that the confidential report and recommendations of the Director of Service Support be adopted, subject to any decisions recorded below and other items noted:-

4.1 Voluntary Severance

4.1.1 Efficiency Review: Organisation Design
Request for Voluntary Severance

(Confidential for reason of information which was likely to reveal the identity of an individual.)

Presented by the Acting Head of Human Resources & Organisation Development.

It was proposed by Councillor J Craig, seconded by Alderman T Jeffers and agreed to recommend that the request for voluntary severance by the current Head of Operational Services be acceded to with a termination date of the 30th September 2017.

4.1.2 Extension to Fixed-term Contract

(Confidential for reason of information which was likely to reveal the identity of an individual.)

Presented by the Acting Head of Human Resources & Organisation Development.

It was proposed by Councillor A Redpath, seconded by Councillor B Bloomfield and agreed to recommend that the extension of the fixed-term contract of the Lead Head of Planning and Building Control to a date not exceeding the 31st March 2018 (at which stage the RPA Severance would apply) be approved.

The Director of Service Delivery (Regulated) and the Director of Service Transformation left the meeting. (7.30 pm)

The Head of Central Support Services, the Head of Marketing & Communications, the Financial Accounting Manager and the IT Project Officer entered the meeting. (7.30 pm)

4.2 Outsourcing

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

Presented by Director of Service Support.

It was proposed by Alderman S Martin, seconded by Councillor J Craig and agreed to recommend that the content of the Feasibility Study Report on Outsourcing be approved, together with the recommendations contained therein.

The Right Worshipful The Mayor, Councillor T Morrow, entered the meeting. (7.31 pm)

4.3 Investors in People – Lunchtime Event

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

Presented by the Acting Head of Human Resources & Organisation Development.

The Acting Head of Service verbally reported an alternative option for the event in terms of catering.

It was proposed by Alderman A Ewart, seconded by Councillor A Grehan and agreed to recommend that the holding of the Investors in People lunchtime event on the 11th December 2017 be approved and that it be on the basis of the proposal as set out in the report.

4.4 Citizenship Ceremonies – Temporary Venue

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

Presented by the Head of Central Support Services.

The Head of Service made a verbal report in respect of the above matter and – in particular to a meeting with a number of Her Majesty's Lord Lieutenants on the 5th September 2017.

The Head of Service verbally reported a proposal that during the period when Hillsborough Castle would be out of commission due to renovations, ie approximately one year commencing the 1st October 2017, Citizenship Ceremonies would take place in the Cherry Room, Lagan Valley Island. During that period, the suitability of another location would be investigated.

It was agreed to recommend that the proposals as set out above be accepted.

4.5 Catering Contract

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

Presented by the Head of Central Support Services.

It was agreed to recommend that the update on catering at Lagan Valley Island be noted and that the actions as outlined under the "Made in Lisburn & Castlereagh" brand be agreed.

4.6 Aghalee Playing Fields – Alleged Encroachments

(Confidential for reason of information which revealed that the Council proposed to give under any statutory provision a notice by virtue of which requirements are imposed on a person.)

It was agreed to recommend that the report on the alleged encroachments onto Council lands at Aghalee Playing Fields be noted.

It was proposed by Alderman S Martin, seconded by Councillor A Redpath and agreed that a policy be prepared in regard to the manner by which alleged encroachments were dealt with, such a policy to include the reporting mechanism to Committee in respect of such items.

4.7 Royal Irish Rangers Association
50th Anniversary – Reception & Beating of Retreat

(Confidential for reason of information related to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.)

It was agreed to recommend that the revised date for the Beating of Retreat (by the Bugles, Pipes, Drums and Band of the Royal Irish Regiment) at Lagan Valley Island, together with an associated reception to mark the 50th anniversary of the Royal Irish Rangers be noted.

4.8 Bye-Laws

(Confidential for reason of information which revealed that the Council proposed to make an order or direction under any statutory provision.)

It was agreed to recommend that clarification of the minute of the meeting of Committee held on the 13th June 2017 be noted, ie that all of the undernoted draft Bye-Laws would be published for a six-week consultation period prior to formal adoption:-

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

4.9 Efficiency Review – Organisation Design

(Confidential for reason of information which was likely to reveal the identity of individuals.)

It was agreed to recommend that information in relation to the ongoing Efficiency Review – in particular Phase 2 thereof - be noted.

4.10 Efficiency Review – Voluntary Severance Expressions of Interest

(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 employees of, or office holders under, the Council.)

It was agreed to recommend that information regarding the voluntary severance process be noted, such information including the number of requests received by way of Expressions of Interest for Voluntary Severance.

It was further agreed that a time-line for dealing with this matter be presented to the Committee at its next meeting, together with a progress report each month.

4.11 Absence Management

(Confidential for reason of information which was likely to reveal the identity of individuals.)

It was agreed to recommend that the undernoted information be noted:-

- excerpt from the Local Government Auditor's report on absence levels within all Councils;
- report on absence management within the Council.

4.12 Occupational Health Tender

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

It was agreed to recommend that – as outlined in the Director's report - the contract for the Provision of Occupational Health be noted.

4.13 HR & OD Workforce Data

(Confidential for reason of information which was likely to reveal the identity of individuals.)

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 2015-2017:-

- Workforce Profile – Headcount, Contract (permanent/fixed term/full-time/part-time) and Agency Workers. The report did not take account of the new structures and the transition of employees to these departments. This transition would occur on a phased basis and reports from October 2017 would advise accordingly.

4.13 HR & OD Workforce Data (Continued)

- Absence – Days lost per employee and percentage across the Council (includes “Total absence days per month”)
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks)
- Recruitment – Internal trawls and open competition.

4.14 Single Status Update: Appeals

(Confidential for reason of information which was likely to reveal the identity of individuals.)

It was agreed to recommend that the progress report in respect of the number of job evaluation appeals outstanding from the former Councils’ Single Status process and the percentages of appeals both successful and unsuccessful be noted.

4.15 Treasury Management Process

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

It was agreed to recommend that information on Treasury Management be noted, ie the opening of a number of new accounts which would be used in accordance with the approved Treasury Management Annual Investment Strategy and cash flow requirements for the year 2017-18.

4.16 Insurance Report

(Confidential for reason of information which was likely to reveal the identity of individuals.)

It was agreed to recommend that the report on Insurance Claims up to the 30th June 2017 be noted.

4.17 Freedom of Information - Requests

(Confidential for reason of information related to individuals.)

It was agreed to recommend that the summary of Freedom of Information requests received in June – August 2017 be noted.

It was proposed by Councillor A Ewing, seconded by Councillor B Mallon and agreed to come “out of Committee” and normal business was resumed.

Members having confirmed that there were no further items of confidential business that they would wish the Chief Executive to respond to, the Chief Executive left the meeting. (7.50 pm)

5. Report of Director of Service Support

It was proposed by Councillor O Gawith, seconded by Councillor A Ewing and agreed that the report and recommendations of the Director of Service Support be adopted, subject to any decisions recorded below and other items noted:-

5.1 Report of Head of Central Support Services

Presented by Head of Central Support Services.

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

5.1.1 War Memorials – Policy for Inscription of Names

Members had been provided with copy of a draft policy in respect of the Inscription of Names on War Memorials and their comments were invited thereon.

It was proposed by Councillor B Mallon, seconded by Councillor A McIntyre and agreed to recommend that:-

- the draft policy for the Inscription of Names on War Memorials be adopted;
- a call for potential names to be added to the war memorials take place in advance of the commemorations to mark the centenary in 2018 of the end of World War I.

5.1.2 Health & Social Care Board
Pre-Consultation on “Re-Shaping Stroke Services”
(Closing Date: 15 September 2017)

Further to the meeting of Council on the 25th July 2017, Members had been provided with copy of a draft response to the above document which had been prepared in consultation with the Chairman of the Committee and which took account of comments that had been submitted by Members.

It was proposed by Councillor B Bloomfield, seconded by Councillor A Grehan and agreed to recommend that:-

- the draft response to the above document be accepted as the Council's response thereto;
- in line with the authority delegated by the Council on the 25th July 2017, the response be submitted to the HSCB by the stipulated closing date of the 15th September 2017.

5.1.3 South Eastern Health & Social Care Trust – Efficiencies

- (a) Consultation Document
“2017/2018 Financial Planning Savings Plan”
(Closing Date: 5th October 2017)

Members were advised that the South Eastern Health & Social Care Trust had been set a savings target of £10.85m, to be achieved in the second half of the current financial year. This was part of an overall £70m savings plan across the Health & Social Care system, in order to meet the statutory requirement for financial break-even in 2017/18.

The above consultation document was available at [http://www.setrust.hscni.net/pdf/savings_plan_final\(1\).pdf](http://www.setrust.hscni.net/pdf/savings_plan_final(1).pdf). An attendant press release dated the 24th August 2017 from the SE Trust had been provided with the Head of Service’s report and its content duly noted. Also provided and noted was a copy of a Belfast Health & Social Care Trust press release issued on the 24th August 2017 in regard to their required savings. The Belfast Trust’s consultation document was available at http://www.belfasttrust.hscni.net/pdf/2017_2018_Financial_Planning_Savings_Plan.pdf.

Members were advised that a meeting of the Health Working Group had been arranged for the 2nd October 2017 to primarily discuss the SE Trust consultation document. Officials from the SE Trust would be present at that meeting.

It was agreed to recommend that:-

- any comments which Members might wish to make on the South Eastern Health & Social Care Trust’s consultation document entitled “2017/2018 Financial Planning Savings Plan” be provided to the Head of Central Support Services by the close of business on the 22nd September 2017 so that they might be reported to the Health Working Group on the 2nd October 2017 for inclusion in any response that might be formulated by that Group;
- delegated authority be sought from the Council at its meeting to be held on the 26th September 2017 for the Health Working Group to agree the Council’s response to the consultation document, such a response being finalised by the Head of Central Support Services in consultation with the Chairman of the Committee (who also chairs the Health Working Group);
- the Council’s response be reported to the Corporate Services Committee on the 10th October 2017 for noting.

5.1.3 South Eastern Health & Social Care Trust – Efficiencies
(Continued)

(b) Public Consultation Events

It was agreed to recommend that:-

- details of South Eastern Health & Social Care Trust public consultation events be noted;
- details of Belfast Health & Social Care Trust public consultation events be noted;
- the attendance of any Member at any of the public consultation events be approved with approved expenses being paid in this regard.

5.1.4 Health & Social Care in Northern Ireland
Regional Consultation Documents
(Closing Date: 6th November 2017)

The following draft documents and the local plans for each of the six health and social care trusts in Northern Ireland were available at
<https://consultations.nidirect.gov.uk/hscni-belfast-trust/equality-disability-plans:->

- Regional Equality Action Plan
- Regional Disability Action Plan

It was agreed to recommend that the content of the above-mentioned consultation documents be noted.

It was further agreed to recommend that details of a regional consultation event being held in Ballymena on the 3rd October 2017 be awaited.

5.1.5 Northern Ireland Confederation for Health & Social Care
Discussion Session - “Caring for Carers”
Long Gallery, Stormont - 13th September 2017

All Members of Council had been notified of the above event on the 10th July 2017. The only expenses incurred would have been those in relation to travel.

The Committee noted that that no Member had indicated a request to be registered for the above event.

5.1.6 Policy Forum Seminar
“Priorities for Primary Care in Northern Ireland”
8th November 2017 – Belfast

Members had been provided with details of the above seminar, the cost of a Member’s attendance thereat having been estimated at £221.70.

It was agreed to recommend that – should any Member wish to attend the above seminar – they notify Member Services accordingly for registration to be made. It was further agreed that the Council be responsible for payment of any approved expenses that might be incurred in this regard.

5.1.7 World Mental Health Day – 10th October 2017
Lighting Up of Council Buildings in Purple

Members had been provided with a copy of a letter from AMH Mental Health (received by e-mail on the 3rd July 2017) asking that the Council consider lighting its offices in purple on World Mental Health Day, the 10th October 2017. The same request had been acceded to in 2016.

It was proposed by Councillor B Mallon, seconded by Councillor B Bloomfield and agreed to recommend that the above request be acceded to.

5.1.8 Front Road, Lisburn
Wayleave Agreement to Northern Ireland Electricity plc

Members were advised of a request from Northern Ireland Electricity plc for a Wayleave Agreement in relation to underground cabling works at Front Road, Lisburn so as to provide a service to the Drumbo & District Men’s Shed. Technical & Estates Services had no objection to this request.

It was agreed to recommend that the request from Northern Ireland Electricity plc as detailed above be acceded to.

5.1.9 Council Chamber

Members were advised that – as part of a review of the Council’s requirements, visits to Newry, Mourne & Down District Council and Armagh City, Banbridge & Craigavon Borough Council had been arranged for the 27th September 2017. The purpose of such visits was to view and discuss the sound systems installed in their respective Council Chambers.

Arrangements had been made for the Chairman and Vice-Chairman to participate in the visits. The other Members of the Committee were invited to participate in the visit also but no other Member asked to be included in the visit.

5.1.9 Council Chamber (Continued)

It was agreed to recommend that the attendance of Elected Members in the fact-finding visits to Newry, Mourne & Down District Council and Armagh City, Banbridge & Craigavon Borough Council on the 27th September be approved.

The Head of Marketing & Communications left the meeting at 7.59 pm and re-entered it at 8.00 pm.

5.1.10 Health Working Group

(a) Membership 2017/2018

Further to the Annual Meeting of Council on the 19th June 2017 and verbal updates made at the meeting in relation to APNI and UUP representation, the Committee noted that the confirmed membership of the Health Working Group for 2017/2018 was as follows:-

PARTY/POST	REPRESENTATIVE
Chairman of CSC (of the day)	Councillor S Carson
Vice-Chairman of CSC (of the day)	Councillor C Quinn
Mayor of the day	Councillor T Morrow
DUP	Councillor M H Tolerton
UUP	Alderman M Henderson MBE
ALLIANCE	Alderman S Martin
SDLP	Councillor B Harvey
TUV	Councillor A Girvin

In line with a previous decision that the Chairman and Vice-Chairman of the Health Working Group be the Chair and Vice-Chair of the Corporate Services Committee, the Committee noted that Councillors S Carson and C Quinn were therefore Chairman and Vice-Chairman respectively of the Health Working Group for 2017/2018.

(b) Meeting – 16th May 2017

The Committee noted that – due to being inquorate - the meeting of the Health Working Group called for the 16th May 2017 had to be abandoned. Officials from the Regulation & Improvement Authority had been in attendance to make a presentation but had not been received.

(c) Meeting – 2nd October 2017

As previously advised, Members noted that a meeting of the Health Working Group would take place on the 2nd October 2017, the primary purpose of the meeting being to discuss the consultation document from the South Eastern Health & Social Care Trust entitled “2017/2018 Financial Planning Savings Plan”.

5.1.10 Health Working Group (Continued)

(d) Future of Health Working Group/
Consideration of health-related matters

A discussion took place on the most effective way for the Council to deal with health-related matters and if the role of the Health Working Group was still relevant.

It was proposed by Alderman S Martin, seconded by Councillor A Redpath and agreed that:-

- the Health Working Group be stood down for routine health-related matters as from the 3rd October 2017 (ie after the meeting on the 2nd October 2017) and only be convened on an ad-hoc basis for matters having a significant impact on the Council's area; the decision to call such a meeting being left to the discretion of the Chairman;
- health-related matters be considered by the Corporate Services Committee.

The Chairman of the Committee, Councillor S Carson, indicated his agreement to the above course of action.

5.1.11 National Malaya & Borneo Veterans' Association (NI Branch)
Service at Pantridge Memorial, LVI – 30th September 2017

The Committee noted that the service of the Northern Ireland Branch of the National Malaya & Borneo Veterans' Association at the Pantridge Memorial, Lagan Valley Island was being held on Saturday 30th September 2017.

5.1.12 Council Constitution

It was agreed to recommend that the ongoing review and update of the Council's Constitution be noted. An attendant workplan had been appended to the Head of Service's report and its content duly noted. Further reports would be brought to the relevant Committee for approval.

5.1.13 Lisburn & Castlereagh Policing & Community Safety Partnership

(a) Vice-Chairman

The Committee noted that – at a special meeting of the Independent Membership of the Lisburn & Castlereagh Policing & Community Partnership held on the 15th August 2017 – Mr Philip Dean had been elected as Vice-Chairman for 2017/2018.

5.1.13 Lisburn & Castlereagh Policing & Community Safety Partnership
(Continued)

(b) Minutes of Meetings

It was agreed to recommend that the minutes of the following meetings of the Lisburn & Castlereagh Policing & Community Safety Partnership be noted:-

- Meeting in Private held on the 21st February 2017
- Meeting in Public held on the 21st March 2017
- Special Meeting in Private held on the 16th May 2017
- Meeting in Public held on the 16th May 2017

(c) Schedule of Meetings

It was agreed to recommend that the schedule of forthcoming meetings of the Lisburn & Castlereagh PCSP be noted.

(d) Annual Report 2016/2017

It was agreed to recommend that the 2016/2017 Annual Report of the Lisburn & Castlereagh Policing & Community Safety Partnership be noted.

The Head of Central Support Services left the Meeting. (8.03 pm)

5.2 Report of Head of Finance & IT

Members were advised that Mrs Leah Scott, Head of Finance & IT, had resigned from the Council's employ to take up another post elsewhere. Leah's last day at work had been the 6th September 2017. The Chairman wished Leah all the best in her new post and thanked her for her contribution to the work of the Council.

The report was presented by the Financial Accounting Manager.

It was proposed by Councillor A McIntyre, seconded by Councillor C Quinn and agreed that the report and recommendations of the Head of Finance & IT be adopted, subject to any decisions recorded below and other items noted:-

5.2.1 Estimates 2018-2019 – Programme of Meetings

An updated timetable reflecting the current names of Committees was provided at the meeting.

It was agreed to recommend that the timetable for the preparation of the Estimates for 2017-2018 be approved.

The Right Worshipful The Mayor, Councillor T Morrow, and Alderman J Tinsley left the meeting. (8.04 pm)

5.2.2 Data Protection Policy

Members were advised that new legislation for the General Data Protection Regulation (GDPR) would come into effect on the 25th May 2018. Public bodies would have greater responsibility for the management and regulation of the information they held.

In order to comply with the new regulations, the IT Project Officer had developed a draft Data Protection Policy and this was appended to the Head of Service's report.

The Chairman of the Committee extended a welcome to the IT Project Officer who was in attendance to present an overview on the implications of the new legislation.

The IT Project Officer thanked Members for the opportunity to present to the Committee and with the aid of PowerPoint, he made a presentation in relation to data protection. The presentation focused on:-

- definition of personal data
- data protection principles
- individual responsibilities
- the replacement of the Data Protection Act 1998 by the General Data Protection Regulation (GDPR) on the 25th May 2018
- key areas of the General Data Protection Regulation (GDPR)
- recommended steps from the Information Commissioner to deal with data protection.

The Director advised that she would be bringing a future report to Committee in respect of a dedicated Data Protection Officer within the Council.

The IT Project Officer answered various questions put to him by Members and he was thanked for his informative presentation.

During the course of the presentation, Councillor A Redpath left the meeting at 8.08 pm.

The Right Worshipful The Mayor, Councillor T Morrow, re-entered the meeting during the presentation. (8.15 pm)

It was proposed by Councillor O Gawith, seconded by Councillor C Quinn and agreed to recommend that:-

- the presentation from the IT Project Officer in regard to Data Protection be noted;
- the draft Data Protection Policy which had been developed to comply with the new General Data Protection Regulation be approved.

5.2.3 Financial Statement

It was agreed to recommend that the financial statement for the period ended the 31st July 2017 be noted, the net profiled expenditure being 4.31% below the approved estimates for the financial year 2017/2018.

5.2.4 Forecast First Quarter Actual Penny Product (APP) 2017/2018

It was agreed to recommend that content of a letter dated the 26th July 2017 from Land & Property Services regarding the Forecast First Quarter Actual Penny Product (APP) Analysis for 2017/2018 be noted. The APP Analysis Sheet was available on request.

5.2.5 Report on Reserves at 31st March 2017

Further to a request at the meeting of Committee on the 14th May 2017, it was agreed to recommend that a report regarding the available reserves at the 31st March 2017 be noted.

Councillor J Palmer left the meeting. (8.32 pm)

5.3 Report of Head of Marketing & Communications

Presented by the Head of Marketing & Communications (Mrs C Bethel).

It was proposed by Councillor B Bloomfield, seconded by Councillor B Mallon 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:-

5.3.1 Citywide

It was agreed to recommend that the progress report in relation to the ongoing work on the compilation and production of CityWide be noted. Four pages of information on waste management would be included in the publication.

5.3.2 Projects undertaken by Marketing & Communications

It was agreed to recommend that the work undertaken by Marketing & Communications to assist in a number of Council initiatives and events be noted.

5.3.3 Media Coverage

It was agreed to recommend that media coverage reports for the months of June – August 2017 be noted.

The Head of Service (Marketing & Communications), the Financial Accounting Manager and the IT Project Officer left the Meeting. (8.37 pm)

5.4 Report of Acting Head of Human Resources & Organisation Development

Presented by the Acting Head of Human Resources & Organisation Development.

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

5.4.1 Investors in People – Silver Accreditation

The Committee was aware that the Council was already in receipt of Bronze accreditation under Investors in People. The Acting Head of Service reported formal notification on the 31st July 2017 that the Council had been successful in achieving the Silver Level of accreditation. The executive summary of the Assessor's Report was provided with the Acting Head of Service's report and its content noted. The full report was available to Members on request from the Acting Head of Service. The significant achievement by the Council in obtaining Silver Accreditation was noted by Members.

In her report, the Acting Head of Service listed a number of key areas which the Assessor had identified as being particular worthy of note.

The Acting Head of Service reported that two places had been provided to the Council to attend an IiP Celebration event on the 20th September 2017 in Belfast Castle. It was agreed to recommend that the Chairman of the Corporate Services Committee and the Chief Executive attend this event.

5.4.2 NI Local Government Officers Superannuation Committee (NILGOSC) Pension Administration Strategy

Members had been provided with the finalised NILGOSC Pension Administration Strategy which would replace the NILGOSC Service Level Agreement as from the 1st October 2017. In her report, the Acting Head of Service detailed the purpose and objectives of the Strategy.

The Acting Head of Service (Human Resources & Organisation Development) left the Meeting. (8.40 pm)

5.5 Northern Ireland Local Government Association
Annual Conference & Dinner
12th October 2017 - La Mon Hotel, Castlereagh

In furtherance of a previous decision, it was agreed to recommend that the registration of Aldermen J Dillon MBE, D Drysdale, A Ewart MBE, M Henderson MBE and S Martin; and Councillors A Givan and U Mackin at the NILGA conference and dinner on the 12th October 2017 be noted and that the Council be responsible for the payment of approved expenses in this regard.

The Committee also noted that:-

- as the Council was availing of three places at the conference, it would only be responsible for the payment of four places.
- The Right Worshipful The Mayor, Councillor T Morrow, was welcoming delegates to the conference. NILGA was enrolling Councillor Morrow on the conference and dinner and meeting the costs thereof.
- the Chief Executive was one of the speakers at the conference and NILGA was meeting the costs associated with her attendance.

Furthermore, the Committee was reminded of the Council's decision at its meeting held on the 25th July 2017 that the menu at the Gala Awards Dinner be sponsored at a cost of £700 + VAT, and that, in order to ensure value for money, the Chief Executive would liaise with NILGA's Chief Executive regarding the possibility of obtaining additional marketing for the Council at this event.

The Director of Service Support verbally reported that four of the Council's entries/teams for the awards had been shortlisted. In line with past practice, it was proposed that an additional two tables be taken at the dinner with relevant staff representing each of the four shortlisted entries being guests at those tables. This was agreed.

5.6 Northern Ireland Festival of Remembrance
Belfast Waterfront - Saturday 4th November 2017
Request for Sponsorship

Members had been provided with copy of a letter dated the 7th August 2017 from the Royal British Legion inviting the Council to support the NI Festival of Remembrance on the 4th November 2017 by availing of one of the promotional packages.

5.6 Northern Ireland Festival of Remembrance
Belfast Waterfront - Saturday 4th November 2017
Request for Sponsorship (Continued)

It was proposed by Councillor B Mallon, seconded by Alderman T Jeffers and agreed that:-

- the Council support the NI Festival of Remembrance on the 4th November 2017 by means of a half page advertisement in the programme at a cost of £600.00;
- the Chairman and Vice-Chairman of the Committee (or their nominees) be nominated to attend the above event, the Council to be responsible for the payment of approved expenses in this regard.

5.7 Somme Pilgrimages

5.7.1 2017 Pilgrimage – Report of Attendance

The Committee noted that the following persons had represented the Council at the centenary of the Battle of the Somme in France and Belgium from the 29th June – 3rd July 2017:-

- Alderman D Drysdale, Councillors J Craig, O Gawith, A Givan, B Hanvey, A McIntyre, L Poots and N Trimble
- The Head of Parks & Amenities
- Mr Adrian Donaldson (former Director of Corporate Services and acting on a consultancy basis)

The Committee also noted a report on the Pilgrimage as prepared by the Head of Parks & Amenities.

5.7.2 2018 Pilgrimage – Attendees & Arrangements

Members were reminded that - at its meeting held on the 28th January 2015, the Council (in Shadow form) had agreed that a maximum of eight Members, plus Officers, attend the Somme Pilgrimage in 2018. The number of officers for this nature and size of trip is normally two.

The Director advised that preliminary work had commenced on this visit in terms of accommodation. In order to achieve best price for flights etc, it was considered important that flights be booked as soon as they became available on the relevant website.

It was agreed to recommend that the names of the attendees for the Somme Pilgrimage in 2018 (eight Members and two Officers) be identified as soon as possible and that arrangements for the visit progress as appropriate.

5.7.2 2018 Pilgrimage – Attendees & Arrangements (Continued)

The Committee was aware that – in addition to the eight Members - the holder of the office of Mayor could attend the Pilgrimage also. The Chairman advised that this would be taken into account during discussion by the Party Group Leaders Forum as to attendees for the Pilgrimage.

5.8 “Salute” Magazine – Remembrance Day Edition
Invitation to take Advertisement Space

Members had been provided with copy of an e-mail dated the 31st July 2017 from the publisher of “Salute” magazine (which is distributed to current servicemen (via British Forces Post Office) and to ex-servicemen organisations) inviting the Council to take out advertising space in the magazine. Also provided had been a related flyer. The advertising rates were detailed in the Director’s report and it was noted that councils were being given a 50% discount.

It was agreed that – as in a previous year – an advertisement in “Salute” be not proceeded with as the magazine had a primarily Scottish/English circulation.

5.9 Band of the Royal Marines
Beating Retreat – 13th May 2017 – Castle Gardens, Lisburn

It was agreed to recommend that a letter of thanks dated the 23rd May 2017 from the Reserve Forces & Cadets Association for Northern Ireland addressed to The Right Worshipful The Mayor of that date, Councillor R B Bloomfield MBE, in respect of the Beating Retreat on the 13th May 2017 be noted.

6. Any Other Business

6.1 La Mon Firebomb – 17th February 1978
40th Anniversary Commemorations
Deputy Mayor, Councillor H Legge

The Deputy Mayor, Councillor H Legge, sought an update in relation to the Council’s proposals to commemorate the 40th anniversary of the La Mon firebomb and also the matter of the La Mon Bursary.

The Director gave a verbal update and advised that a progress report would be made to the Committee in October 2017.

6.2 Armed Forces Day – Regional Event
Councillor B Mallon

Councillor B Mallon sought an update on a future regional Armed Forces Day being held in the Council's area.

The Director advised that she had sought an update on this matter and that a progress report would be made to the Committee in October 2017.

There being no further business, the meeting terminated at 8.50 pm.

MAYOR/CHAIRMAN