

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 13th September 2016 at 7.00 pm.

PRESENT: Councillor O Gawith (Chairman)

The Right Worshipful The Mayor
Councillor R B Bloomfield, MBE

Deputy Mayor
Alderman S Martin

Aldermen W J Dillon MBE, D Drysdale, A G Ewart,
T Jeffers and W A Leathem

Councillors R T Beckett, S Carson, J Craig, A P Ewing,
A Grehan, B Hanvey, V Kamble, B Mallon and A McIntyre

OTHER MEMBER: Councillor H Legge and John Palmer

IN ATTENDANCE: Lisburn & Castlereagh City Council

Director of Corporate Services
Head of Central Support Services
Head of Finance & IT
Head of Marketing & Communications (Ms A Goddard)
Acting Head of Human Resources & Organisation Development
Rural Development Manager
Committee Secretary

Electoral Office for Northern Ireland

Mr Graham Shields, Chief Electoral Officer

The Chairman, Councillor O Gawith, welcomed Members to the meeting.

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

The Chairman referred to the recent passing on the 1st September 2016 of Ms Marita Jaschob, a Members' Services Officer, and as a mark of respect to Marita, invited those present to stand and observe a minute's silence. It was agreed that a letter of sympathy be sent to Marita's family.

Alderman W J Dillon expressed sympathy to Mr Adrian Donaldson, Director of Corporate Services, on the recent passing of his mother, Mrs Elizabeth Donaldson. Mr Donaldson thanked Alderman Dillon for his kind words.

The Chairman also referred to an incident at Lagan Valley Island on the 1st September 2016, when a member of the security team had suffered a cardiac arrest. The prompt and expert actions of the LVI Centre Management team in administering CPR and using the defibrillator had allowed the employee in question to be taken to hospital where cardiac procedures were carried out. The Director was pleased to report that the security guard was recovering and was very grateful to the LVI staff for their swift actions which undoubtedly had helped to save his life. Alderman W J Dillon, Chairman of the Pantridge Trust, reminded Members that the defibrillator had been invented by Professor Frank Pantridge (now deceased) and it was good to know that this equipment and its application had been so crucial in this incident.

1. Apologies

There were no apologies.

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 of Interest were made during the course of the meeting:-

- Alderman D Drysdale – Item 3 of Report of Head of Central Support Services – “Visit to Hyroease Flotation Centre at Inspire Business Park, Dundonald, on 12th August 2016”. (Chairman of Inspire Business Park.)
- Councillor B Mallon – Item 4.1 of Report of Head of Central Support Services – “Request from AMH Action Mental Health to light the Council buildings on the 10th October 2016 to mark World Mental Health Day”. (Provides policy support to Action Mental Health.)
- Alderman S Martin – Item 10 of Report of Head of Central Support Services – “Libraries NI: Lisburn City Library – Opening Hours”. (Member of Board of Libraries NI.)
- Alderman S Martin – Item 2 of Report of Acting Head of Human Resources & Organisational Development – “Elected Member Development Steering Group”. (Chairman of NILGA Elected Member Development Working Group.)

- Alderman S Martin – Item 6 of Report of Acting Head of Human Resources & Organisational Development – “Meeting of Local Government Training Group’s Elected Member Development Steering Group on 18th May 2016”. (Member of Local Government Training Group’s Elected Member Development Steering Group.)
- Mr Adrian Donaldson (Director of Corporate Services) – Item 2 of Report of Head of Central Support Services – “Mayoral & Chief Executive Portraits and Council Chamber at Bradford Court”. (Trustee of Royal Irish Regiment Museum which will be involved in discussions about relocation of the Belfast UDR Battalion’s Memorial.)
- Mr Adrian Donaldson (Director of Corporate Services) – Item 3 of Confidential Report of Acting Head of Human Resources & Organisational Development – “Draft Local Government Reorganisation (Compensation for Diminution of Emoluments) Regulations (Northern Ireland) 2015”. (Relevant human resources’ issue.)

3. Minutes of Meeting

It was proposed by Councillor S Carson, seconded by Councillor A McIntyre and agreed that the minutes of the Meeting of Committee held on the 21st June 2016 as adopted by the Council at its Meeting held on the 28th June 2016 be confirmed and signed.

4. Closure of Regional Electoral Offices
Presentation – Mr Graham Shields, Chief Electoral Officer for Northern Ireland

To be dealt with later in the meeting.

5. Reports of Director of Corporate Services

It was agreed that the reports and recommendations of the Director of Corporate Services be adopted, subject to any decisions recorded below and other items noted:-

5.1 Closure of Regional Electoral Offices
Attendance of Chief Electoral Officer for Northern Ireland

To be dealt with later in the meeting.

5.2 Council EU-Funded Projects

The Rural Development Manager was in attendance at the meeting in order to answer any questions which Members might have on this matter.

Members noted the content of a schedule of Council projects which are either totally or partially funded by the European Union. This information was being presented to Members in light of the outcome of the EU Referendum to exit Europe and the potential financial implications thereof.

The Rural Development Manager advised that clarification was awaited as to whether any funding guarantees were in respect of the Council or in respect of the applicants within their "Letters of Offer". Further clarity might also be forthcoming within the Chancellor's autumn statement.

The Rural Development Manager left the meeting. (7.10 pm)

5.3 Report of Head of Finance & IT

It was agreed to bring forward the report of the Head of Finance & IT as she was required to leave the meeting early.

Presented by Head of Finance & IT.

It was agreed that the report and recommendations of the Head of Finance & IT be adopted, subject to any decisions recorded below and other items noted:-

5.3.1 Estimates 2017-2018 – Programme of Meetings

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

5.3.2 Financial Statement Period ended the 31st July 2016

It was noted that the net profiled expenditure for the period ended the 31st July 2016 was 6.00% below the approved estimates for the financial year 2016/2017.

5.3.3 Capital Programme

It was agreed to recommend that a report on the progress of expenditure on the Council's capital programme for the period up to the 31st July 2016 be noted.

5.3.4 Forecast First Quarter Actual Penny Product (APP) 2016/2017

It was agreed to recommend that the undernoted items of correspondence which had been received from Land & Property Services in relation to the Forecast First Quarter Actual Penny Product (APP) for 2016/2017 be noted:-

- letter dated the 1st August 2016;
- APP Analysis Sheet.

6. Confidential Report of Director of Corporate Services

It was agreed to bring forward the confidential report of the Head of Finance & IT as she was required to leave the meeting early. The confidential report of the Head of Marketing & Communications was also considered at this point in the meeting.

The Director advised that:-

- the report of the Head of Finance was confidential for reason of information which was likely to reveal the identity of individuals;
- the report of the Head of Marketing & Communications was confidential for reason of information which related to individuals.

It was proposed by Councillor A McIntyre, seconded by Councillor S Carson and agreed that the items in the confidential report of the Director of Corporate Services be considered “in Committee”, in the absence of members of the press and public being present.

It was agreed that the confidential report and recommendations of the Director of Corporate Services be adopted, subject to any decisions recorded below and other items noted:-

6.1 Report of Head of Finance & IT

Presented by Head of Finance & IT.

It was agreed that the confidential report and recommendations of the Head of Finance & IT be adopted, subject to any decisions recorded below and other items noted:-

6.1.1 IT Manager – Voluntary Severance

The Head of Service verbally reported a revised total cost of release and a revised payback period in respect of the above severance.

It was agreed to recommend that the request for voluntary severance from the IT Manager for release under the RPA Staff Severance Scheme on the 30th November 2017 be acceded to. The Head of Service advised of the nature of work which the employee would be carrying out pre-severance.

6.1.2 Insurance Reports

It was agreed to recommend that the report on Insurance Claims up to the 31st August 2016 be noted.

The Head of Service reminded Members that – whilst all claims were listed, they could in time be withdrawn or closed. She gave an assurance that all claims were robustly defended.

The Head of Finance & IT left the meeting. (7.20 pm)

6.2 Report of Head of Marketing & Communications

Presented by Head of Marketing & Communications.

It was agreed that the confidential report and recommendation of the Head of Marketing & Communications be adopted, subject to any decisions recorded below and other items noted:-

6.2.1 Freedom of Information

It was agreed to recommend that the summary of Freedom of Information requests received in June – August 2016 be noted.

The Head of Service agreed to investigate if the source of a request could be included in the schedule, ie private individual or business.

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

7. Reports of Director of Corporate Services (Continued)

7.1 Report of Head of Marketing & Communications

Presented by the Head of Marketing & Communications.

It was agreed to recommend that the report and recommendations of the Head of Marketing & Communications be adopted, subject to any decisions recorded below and other items noted:-

7.1.1 Christmas Lights Switch On 2016 Lisburn City Centre – 17th November 2016 Thursday, 17th November 2016 (6.30 pm to 7.30 pm)

Members had been provided with a detailed report on proposals for the above event.

It was agreed to recommend that the report on proposals be accepted and that the event continue to be progressed.

In response to comments made by Members about the crowd control measures which were usually put in place for this event, the Head of Service confirmed that a meeting had been held with the PSNI in this regard and that MCU would also be attending a meeting of the Safety Advisory Group (SAG) with regard to the issues pertaining to crowd control measures that had been raised.

The Director advised that an event safety awareness training seminar was being organised for Members. The PSNI would be present at that forum and the opportunity would exist for Members to air their concerns on health and safety measures put in place at various events.

7.1.2 Citywide

The Committee noted that work was underway on the compilation and production of CityWide, which would be distributed in November 2016.

It was agreed to recommend that work on the CityWide magazine be progressed as outlined with Elected Members and Council information, updates and area news.

7.1.3 Projects undertaken by Marketing & Communications Unit

The Committee noted that the undernoted projects had been undertaken by the Marketing & Communications Unit:-

- Ulster Grand Prix
- Reusable Nappy Scheme
- 'Go For It' Campaign
- Half Marathon, 10K & Fun Run
- Recycle Week promotions (12th – 18th September 2016)
- Waste Management Communications
- Planning Portal

7.1.4 Media Coverage

It was agreed to recommend that the media coverage reports for June – August 2016.

The Head of Marketing & Communications left the meeting. (7.25 pm)

7.2 Reports of Head of Central Support Services

Presented by Head of Central Support Services.

It was proposed by Councillor A P Ewing, seconded by Councillor B Mallon and agreed that the reports and recommendations of the Head of Central Support Services be adopted, subject to any decisions recorded below and other items noted:-

7.2.1 Ceremonial Insignia

(a) Former Mayors

Further to the previous meeting of Committee, Members were provided with a report which had been prepared in respect of the above matter. Photographs and sample insignia were circulated at the meeting.

A lengthy discussion took place following which it was agreed on a Proposal made by Alderman W A Leathem, seconded by Councillor A McIntyre and agreed to recommend that:-

- the provision of insignia for past Mayors be in regard to past Mayors of Lisburn & Castlereagh City Council, the first recipient being Councillor R T Beckett;
- the purpose of the insignia being to recognise past mayoral status and to be worn at civic and ceremonial events;
- Option 2 of the report be progressed in principle, ie Sterling Silver Gilt Jewel (36mm x 45mm) sourced from Fattorini;
- Fattorini be asked to provide a design for an insignia which would include a bar depicting mayoral status of the legacy councils, this insignia to be worn by Mayors of the legacy councils who were serving Members of Lisburn & Castlereagh City Council;
- actual designs for the Lisburn & Castlereagh City Council full insignia and the bar insignia for the legacy councils be sourced from Fattorini and presented to the Committee at its next meeting at which time the decisions taken in principle would be confirmed or otherwise.

(b) Mayoral Chains of Lisburn & Castlereagh City Council

In response to comments from Alderman W A Leathem, the Head of Service confirmed that the provision of ceremonial insignia for Lisburn & Castlereagh City Council was being investigated and that a report would be made to the Committee in due course.

7.2.2 Mayoral & Chief Executive Portraits and Council Chamber at Bradford Court

With the establishment of Lagan Valley Island as the Council headquarters, Members were invited to consider the issue of Mayoral and Chief Executive Portraits (new Council and the legacy Councils) and also issues relating to the Council Chamber at Bradford Court and also memorial effects at that location.

A paper outlining options in this regard had been provided with the Head of Service's report.

(a) Mayoral & Chief Executive Portraits

The Director left the meeting to speak to the Chief Electoral Officer and returned to it during discussion. (7.45 pm and 7.47 pm).

After lengthy discussion, it was agreed to recommend that:-

- portraits of Lisburn & Castlereagh City Council mayors and chief executives be placed in the corridor linking the Council Chamber with the 1st Floor Rotunda;
- portraits of the Legacy Councils' mayors and chief executives from 2002 onwards be placed in the curved corridor to the left of the Chamber and next to the canal, 2002 being the year in which Lisburn Council was conferred with City status and it being Lisburn City Council which was the Legacy Council in RPA. This corridor would be included in tours of LVI;
- portraits of the Legacy Councils' mayors and chief executives pre-2002 be placed in the corridor to the right of the Chamber;
- the above be progressed in consultation with the Chairman and Vice-Chairman of the Committee with a report to a future meeting.

(b) Council Chamber, Bradford Court

After lengthy discussion, it was agreed to recommend that the recommendations of the report be accepted, ie that:-

- any reusable furniture be redistributed within the Council including the relocation of appropriate desks to the Council Chamber at LVI;
- options for the resale and disposal of other furniture be investigated and progressed, such items to be in an appropriate condition for resale;
- the relocation and rededication of the stained glass windows ("Victims of La Mon" and "Innocent Victims of Terrorism") from Bradford Court to an appropriate area at Lagan Valley Island (possibly adjacent to the portraits) be considered in consultation with the relevant groups.

The Director confirmed the units and organisations that were still based in Bradford Court.

(c) Other memorials

It was agreed to recommend that:-

- options for the relocation of the memorial to the Belfast Battalions of the Ulster Defence Regiment be explored with the Royal British Legion (Belfast) and the Trustees of the Royal Irish Regiment Museum.
- a further report be made to the Committee in relation to memorial trees for Elected Members and Council employees who died in service and the re-location of existing trees in the memorial garden at Bradford Court.

7.2.3 Hydroease Flotation Centre
C3 Inspire Business Park, Dundonald
Visit on Friday, 12th August 2016

Members had been provided with copy of an e-mail dated the 8th August 2016 from Ms Julie-Ann Spence (Senior Journalist & Entertainment Editor at the Ulster Star) regarding the Hydroease Flotation Centre at Dundonald which seeks to provide pain relief for people suffering from fibromyalgia.

The centre had agreed to facilitate a visit thereto on Friday 12th August 2016 at 11.00 am and Councillor O Gawith (Chairman of the Committee and of the Health Working Group) had agreed to this. All Members were notified accordingly on the 9th August 2016.

It was agreed to recommend that the attendance of any Member who might have visited the Hydroease Flotation Centre at Dundonald on the 12th August 2016 be retrospectively approved and that approved expenses be paid in this regard.

Councillor A McIntyre left the meeting. (7.55 pm)

7.2.4 Lighting Up of Council Buildings

(a) World Mental Health Day – 10th October 2016
Lighting Up of Council Buildings in Purple

Members had been provided with a copy of a letter from AMH Mental Health asking that the Council consider lighting its offices in purple on World Mental Health Day, the 10th October 2016.

It was agreed to recommend that Lagan Valley Island be lit in purple on World Mental Health Day, the 10th October 2016.

(b) Pancreatic Cancer Awareness
Lighting Up of Council Buildings in Purple
17th November 2016

Members had been provided with a copy of an e-mail dated the 27th June 2016 from the Pancreatic Cancer Research Fund asking that the Council consider lighting its offices in purple on a nominated day in November 2016 which is Pancreatic Cancer Awareness Month. World Pancreatic Cancer Day is the 17th November 2016.

It was agreed to recommend that Lagan Valley Island be lit in purple on World Pancreatic Day, the 17th November 2016.

7.2.5 Christ Church Lisburn – 175th Anniversary
Request for Financial Assistance

Members had been provided with copy of an e-mail dated the 2nd September 2016 from the Department for Communities referring to a

request which they had received from Christ Church Lisburn for funding towards an event to celebrate 175 years of ministry to the people of Lisburn. Christ Church had received a quotation of £3,000 for the use of Hillsborough Castle for their event.

It was agreed to recommend that - by way of assisting Christ Church Lisburn in their celebratory event - they be offered the use of Lagan Valley Island at the reduced rate applicable to charities.

Councillor A McIntyre re-entered the meeting. (7.58 pm)

7.2.6 Department of Justice for Northern Ireland Consultation – “Witness Charter - A Charter for Witnesses of Crime”
(Closing Date: 27th September 2016)

The above consultation was available at <https://www.justice-ni.gov.uk/consultations/consultation-draft-witness-charter>.

It was agreed to recommend that any comments which Members might wish to make on the above consultation be conveyed to the Head of Service for submission to the Department of Justice.

7.2.7 Health Working Group

(a) Membership 2016/2017

Further to its previous meeting, the Committee noted that the confirmed membership of the Health Working Group for 2016/2017 was as follows:-

PARTY/POST	REPRESENTATIVE
Chairman of CSC (of the day)	Councillor O Gawith
Vice-Chairman of CSC (of the day)	Councillor B Mallon
Mayor of the day	Councillor R B Bloomfield
DUP	Councillor M Tolerton
UUP	Alderman M Henderson
ALLIANCE	Councillor V Kamble
SDLP	Councillor B Hanvey
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 O Gawith and B Mallon were therefore Chairman and Vice-Chairman respectively of the Health Working Group for 2016/2017.

(b) Minutes of Meeting

It was agreed to recommend that the minutes of the meeting of the Health Working Group held on the 14th April 2016 be noted.

7.2.8 South Eastern Health & Social Care Trust
No-Smoking Policy

It was agreed to recommend that correspondence dated the 13th June 2016 from the South Eastern Health & Social Care Trust by way of a response to the Council's concerns on the implementation of the no-smoking policy at South Eastern Health & Social Care Trust premises be noted.

The Head of Service agreed to confirm the Council's representative on the Smoke Free Policy Committee of the SE Trust.

7.2.9 National Malaya & Borneo Veterans' Association (NI Branch)
Service at Pantridge Memorial, LVI – 1st October 2016

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 1st October 2016.

7.2.10 Libraries NI
Lisburn City Library - Opening Hours

Members were reminded of a Libraries NI consultation document in respect of the above matter which had been considered by the Committee at its previous meeting.

Members now noted copy of a letter dated the 5th August 2016 from Libraries NI advising that the Minister for Communities had allocated an additional £225,000 to Libraries NI to ensure that the reduction in opening hours of the 14 busiest libraries which had been planned for November 2016 so as to live within budget this year, would not now be required. Lisburn Library was one of the 14 which would have been affected.

7.2.11 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 16th August 2016 - Ms Christine McCullough had been elected as Vice-Chairman for 2016/2017.

(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 19th April 2016
- Meeting in Public held on the 17th May 2016

(c) Schedule of Meetings

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

- (d) Lisburn Commerce Against Crime CCTV Scheme
Transfer to Corporate Services Department for
Management through Lisburn Policing & Community
Safety Partnership

Members were reminded of the decision of the Development Committee in September 2015 that the CCTV project and related budget be transferred to the Corporate Services Department following the agreement of the financial appraisal. At its meeting in January 2016, the Development Committee had agreed the CCTV Scheme Financial Appraisal 2015-18, subject to approval by Financial Services, with funding committed of up to £141,600 for the year 2015-16.

The scheme was to be managed through the Lisburn Policing & Community Safety Partnership.

Members had been provided with the progress report on the operation of the CCTV System, the content of which was noted.

Additional Report

7.2.12 Health Working Group – Conference Nominations

- (a) South Eastern HSC Trust Family Nurse Partnership
Programme - Invitation to 1st Year Celebratory Event
30th September 2016
Laganview Enterprise Centre, Lisburn

Details of the above event had been reported to the meeting of the Health Working Group held on the 9th September 2016. Councillor M H Tolerton had been nominated to attend the event. The only expenses would be those in relation to travel.

It was agreed to recommend that the attendance of Councillor M H Tolerton at the 1st year celebratory event of the Family Nurse Partnership Programme being held at the Laganview Enterprise Centre, Lisburn on the 30th September 2016 be agreed; that arrangements for attendance progress and that the Council be responsible for the payment of approved expenses.

- (b) "Excellence in Local Government & Excellence in
Healthcare" - Local Government Meeting
25th & 26th October 2016
Hilton Hotel, Templepatrick

Details of the above event had been reported to the meeting of the Health Working Group held on the 9th September 2016. The Chairman (Councillor

O Gawith) and Councillor A Girvin had been nominated to attend the event. The only expenses would be those in relation to travel.

It was agreed to recommend that the attendance of Councillors O Gawith and A Girvin at the Local Government meeting entitled "Excellence in Local Government & Excellence in Healthcare" being held in Templepatrick on the 25th & 26th October 2016 be agreed; that arrangements for attendance progress and that the Council be responsible for the payment of approved expenses.

(c) Policy Forum Seminar
Improving Mental Health Provision in NI:
Prevention, Treatment & Developments in Care
17th January 2017 - Belfast

Details of the above seminar had been reported to the meeting of the Health Working Group held on the 9th September 2016. Alderman M Henderson and Councillor B Hanvey had been nominated to attend the seminar. The cost of a Member's attendance had been estimated at £223.00.

It was agreed to recommend that the attendance of Alderman M Henderson and Councillor B Hanvey at the Policy Forum Seminar entitled "Improving Mental Health Provision in Northern Ireland: Prevention, Treatment and Developments in Care" being held in Belfast on the 17th January 2017 be agreed; that arrangements for attendance progress and that the Council be responsible for the payment of approved expenses.

7.2.13 Heart City

It was agreed to recommend that the provision by Central Support Services of organisational support to the Heart City lunch event being held at Lagan Valley Island on Monday 3rd October 2016 be noted.

The Head of Central Support Services left the meeting. (8.02 pm)
Alderman W A Leathem left the meeting. (8.03 pm)

7.3 Report of Head of Finance & IT

Dealt with under Item 5.3.

8. Closure of Regional Electoral Offices
Presentation – Mr Graham Shields, Chief Electoral Officer for Northern Ireland

The Chairman, Councillor O Gawith, extended a welcome to Mr Graham Shields, Chief Electoral Officer for Northern Ireland, who had been invited to address the meeting on the issue of the closure of Regional Electoral Offices.

Mr Shields thanked the Committee for the opportunity to address the meeting and explained that the modernisation of electoral services in Northern Ireland which included changes within the Electoral Office was necessary to address the following issues:-

- Digitalisation Process – On-line registration would go live in Northern Ireland at end of 2016 or within the first few days of 2017. This would impact on the working practices of the Electoral Offices and reduce the number of staff required.
- Normalisation Process – This will bring election procedures into line with those in Great Britain whereby local councils will have a greater role in the delivery of the election process.
- Sustainability of Election Offices – Budget cuts dictate that operating structures of the election offices have to change to keep them financially viable.

Mr Shields advised that a consultation process on “The Future Delivery of Electoral Services” would be launched in September 2016 for a period of 12 weeks. Decisions on the way forward would be announced early in 2017.

Mr Shields stated that the role of the local councils in relation to Election Office work could be in terms of:-

- a larger role in all elections (similar to the current role in local government elections), ie receipt of nomination papers and the staffing of Count Centres;
- counter service provision in principle council offices for ID checks, the taking of photographs for election cards, the provision of blank registration forms for completion and submission to the Electoral Office.

The Electoral Office would maintain and update the Registers of Electors and would be responsible for the organisation of Polling Days, ie staffing for Polling Days and the training of those staff.

Regarding the loss in revenue to the Council when the Lagan Valley LeisurePlex was used as a Count Centre, Mr Shields stated that the Electoral Office would hope to use three super-size Count Centres where up to six counts could take place at one time. LVLP was not one of those facilities envisaged to be a super-size Count Centre.

After Mr Shields had answered Members’ questions, the Chairman thanked him for his attendance and informative presentation and he left the meeting. (8.30 pm)

Councillor B Hanvey left and re-entered the meeting during discussion. (8.25 pm and 8.27 pm)

9. Confidential Report of Director of Corporate Services (Continued)

The Director advised that the report of the Acting Head of Human Resources and Organisation Development was confidential for reason of information (1) which was likely to reveal the identity of individuals and (2) information which 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 proposed by Councillor A P Ewing, seconded by Councillor A McIntyre and agreed that the items in the confidential report of the Director of Corporate Services be considered "in Committee", in the absence of members of the press and public being present.

It was agreed that the confidential report and recommendations of the Director of Corporate Services be adopted, subject to any decisions recorded below and other items noted:-

9.1 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 McIntyre, seconded by Councillor A P Ewing and agreed that the confidential report and recommendations of the Acting Head of Human Resources & Organisation Development be adopted, subject to any decisions recorded below and other items noted:-

9.1.1 Payment of Overtime in Holiday Pay

It was proposed by the Deputy Mayor, Alderman S Martin, seconded by Alderman A G Ewart and agreed to recommend that a decision in respect of the above matter be deferred pending the Committee's consideration of a report as to the approach which other Councils in Northern Ireland were taking in this regard, with SOLACE being asked if they had a position on this matter.

9.1.2 Request to undertake Development Programme

It was agreed to recommend that the attendance of an Elected Member on the Next Generation Leadership Programme being held at Queen's University Belfast from the 28th November – 2nd December 2016 be approved. The fees were £1,400.00 of which the Local Government Training Group would contribute £700.00.

The Director of Corporate Services (having declared an interest in the next item under discussion) and Councillor B Mallon left the meeting. (8.37 pm.)

9.1.3 Draft Local Government Reorganisation (Compensation for Diminution of Emoluments) Regulations (Northern Ireland) 2015

It was agreed to recommend that the proposal in relation to the pay protection of employees as a result of RPA be approved and that this be raised with the Trade Unions for agreement prior to implementation.

Councillor R T Beckett left the meeting at 8.39 pm and returned to it at 8.40 pm. The Director re-entered the meeting at 8.40 pm.

9.1.4 Single Status Update: Appeals

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.

Councillor B Mallon re-entered the meeting at 8.42 pm.

9.1.5 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 2015-2017:-

- Workforce Profile – Headcount, Contract (permanent/fixed term/full-time/part-time) and Agency Workers
- Short Term Absence for the periods April 2015 – March 2016 through to July 15 – June 16.
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks)
- Recruitment – Internal trawls and open competition.

The Acting Head of Service verbally updated Members on amendments to the Long Term Absence schedule.

It was further agreed that the content of a report outlining absence data for the Council and the actions being taken, together with additional proposed measures to manage absenteeism, be noted.

The Deputy Mayor, Alderman S Martin, conveyed concerns raised by two other Standing Committees in relation to absenteeism. A lengthy discussion took place about this matter. The Officers gave assurances that all measures were being taken to address absenteeism and that additional measures as contained in the above-mentioned report were proposed.

A lengthy discussion also took place on the Workforce Profile arising from which it was agreed that reports be made to the next meeting of Committee in respect of the following:-

- the number of staff per head of population for similar-sized councils in Northern Ireland;
- details of posts that agency workers were engaged with within the Council and the reasons for this.

9.1.6 Review of NJC “Green Book” Pay Spine

It was agreed to recommend that the following information in respect of the above review be noted:-

- Agreed Terms of Reference;
- Memorandum dated the 1st July 2016 from NILGA outlining the key points from the Pay Scale Group Meeting.

9.1.7 Appointment to Chief Executive’s Office

It was agreed to recommend that the appointment of a Policy Officer on a fixed-term secondment basis in the Chief Executive’s Office be noted.

It was proposed by Councillor J Craig, seconded by Councillor B Hanvey and agreed to come “out of Committee” and normal business was resumed.

Councillor H Legge left the meeting. (9.13 pm)

10. Report of Director of Corporate Services (Continued)

10.1 Report of Acting Head of Human Resources & Organisation Development

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

It was proposed by Councillor S Carson, seconded by Councillor A McIntyre 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:-

10.1.1 Occupational Health Tender

The contract for the Occupational Health Service was due for renewal and whilst the option of a collaborative tender with a number of other councils had been investigated, this was not considered feasible.

In accordance with best practice and to support attendance management in accordance with the Council’s Policy for Managing Attendance, the provision of an Occupational Health Service was required and a business

case for this provision had been provided with the Acting Head of Service's report.

It was agreed to recommend that - in accordance with the associated business case - the procurement of an Occupational Health Service proceed.

10.1.2 Elected Member Development Steering Group

The Acting Head of Service referred to the undernoted party nominations to the above group which had been received at the meeting of Council on the 24th November 2015, it being noted that parties could substitute members if their nominated member was not available:-

- Councillor N Anderson, DUP;
- Councillor R Butler, UUP;
- Alderman S Martin, APNI;
- Councillor J Gallen, SDLP;
- Councillor A Girvin, TUV; and
- Councillor J McCarthy, NI21.

The first meeting of the Steering Group had taken place on the 20th January 2016 and at that meeting Mr Wavell Moore of PSM Consulting had been endorsed to undertake a Training Needs Analysis with Members.

Given that the Training Needs Analysis had been carried out and in order to progress it and the other activities of the group, and cognisant of Councillor Butler's resignation from the Council and there being no NI21 party representative, nominations for the Group required confirmation by the remaining parties.

The Acting Head of Service reported that Councillor H Legge was the Ulster Unionist Party representative on the Steering Group. The Acting Head of Service would be seeking confirmation from the DUP, APNI, SDLP and TUV as to their nominations. On receipt of all nominations, the next meeting of the group would be arranged.

Members also noted the content of a letter dated the 30th June 2016 from Alderman Stephen Martin, Chairman of NILGA's Elected Member Development Working Group, endorsing the Council's vision in this regard.

10.1.3 Workplan for Implementation of Filling Posts in New Council Structures

It was agreed to recommend that the progress report on the Work Plan for the implementation of the filling of posts in the new Council structures be noted.

The Acting Head of Service advised that the trade unions had notified the Council of disengagement due to a matter in relation to the matching process and that meetings were ongoing in an attempt to resolve this.

10.1.4 Local Government Staff Commission
People & Organisation Development Conference -
“Transformation in Practice”,
La Mon House Hotel & Country Club, Belfast
8th & 9th December 2016

It was agreed to recommend that preliminary details of the above conference be noted with nominations thereto being considered on receipt of further details of the conference.

10.1.5 Local Government Staff Commission
Code of Procedures on Recruitment & Selection -
Consultation Feedback

It was agreed to recommend that a report on the consultation feedback in respect of the LGSC Code of Procedures on Recruitment and Selection be noted.

10.1.6 Local Government Training Group
Elected Member Development Steering Group
Meeting – 18th May 2016

It was agreed to recommend that the report of the LGTG Elected Member Development Steering Group meeting held on 18th May 2016 be noted.

Alderman A G Ewart left the meeting. (9.15 pm)

10.2 Report of Head of Marketing & Communications

Dealt with under 7.1.

10.3 Members' Allowances

10.3.1 Scheme of Allowances Payable to Councillors
1st April 2016 – 31st March 2017 and
1st April 2017 - 31st March 2018

Members had been provided with copies of the undernoted:-

- Circular LG 14/2016 from the Local Government Policy Division of the Department for Communities which provided a consolidated record of all current councillor allowances and superseded Local Government Circular 12/2016. This consolidated circular had been required to determine and reflect a determination of maximum basic and special responsibility allowances applicable from the 1st April 2016.
- the Council's Scheme of Allowances Payable to Councillors for the periods 1st April 2016 – 31st March 2017 and the 1st April 2017 – 31st March 2018, such a scheme having been revised in line with Circular LG 14/2016.

It was agreed to recommend that:-

- the revised rates for maximum basic and special responsibility allowances applicable from the 1st April 2016 be accepted and applied from that date;
- Circular LG 14/2016 from the Local Government Policy Division which consolidated all Councillor allowances be noted;
- the Council's updated Scheme of Allowances Payable to Councillors for the periods 1st April 2016 – 31st March 2017 and the 1st April 2017 – 31st March 2018 be approved.

10.3.2 Dependants' Carers' Allowance
Proposal to widen definition
(Extended closing date: 14th September 2016)

Members had been provided with copy of a letter dated the 26th August 2016 from the Local Government Policy Division of the Department for Communities containing a wider definition of a qualifying carer, the proposed new definition being as follows:-

"A carer is defined as a responsible person over 16 years old who does not normally live with the councillor as part of that household; and is not a parent/guardian of the dependent child."

It was agreed to recommend that the revised definition of a qualifying carer be accepted.

Alderman A G Ewart re-entered the meeting. (9.17 pm)

10.4 Department for Communities
Consultation re Provision of Broadband, Telephone Calls &
Mobile Data Costs for Elected Members
(Closing Date: 14th September 2016)

Members had been provided with a copy of a report which had been prepared in respect of the above matter upon receipt of a letter dated the 2nd September 2016 from the Department for Communities which sought views on the provision of broadband, telephone calls and mobile data for Elected Members.

It was proposed by Alderman A G Ewart, seconded by Alderman D Drysdale and agreed to recommend that:-

- in response to its consultation letter of the 2nd September 2016, the Department for Communities be advised that the Council would wish to state that councils should be permitted to pay for broadband, telephone calls and mobile data costs for Elected Members and

would also ask that they be permitted to pay for ink cartridges and printer paper;

- in the event of the Department approving the payment of the costs referred to above, with the exception of the current £2.50 that members pay towards the costs of calls which would no longer be applicable, the current download allowances for mobile data on iPhones/iPads remain and that Elected Members be responsible for any mobile data and call costs incurred in excess of the current/revised tariffs as outlined above.

The Director agreed to ensure that Alderman D Drysdale's sim card for Lisburn & Castlereagh City Council had been switched off as requested.

10.5 Provision of Council/Committee Reports, Minutes etc by Electronic Means

Members were advised that – at its meeting held on the 16th April 2014 – the Statutory Transition Committee of Lisburn City & Castlereagh Borough Councils had agreed that in the interest of business efficiency and in continuation of current arrangements, the purchase of iPads for Members of the new Council be approved on the basis of a Business Case which had been provided in this regard.

The business case stated that documents were being produced in a format which was compatible with iPads and – amongst other things – the provision of an iPad would provide for:-

- more effective document management (meeting papers)
- reduction in paper consumption and the environmental impact.

In line with the above and as iPads continue to be the optimum mechanism for office efficiency, it was agreed to recommend that:-

- The current procedure continue whereby hard copies of reports, minutes etc were not provided for meetings of the Council and its committees. A hard copy would continue to be provided for the Mayor at Council meetings and for the Chairman at his/her Committee meeting.
- Only in exceptional circumstances would the above policy be deviated from. This would include when the iPad is in for repair as confirmed by IT Services.

10.6 Somme Pilgrimages

10.6.1 2016 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 2016:-

The Right Worshipful The Mayor, Councillor R B Bloomfield MBE,
Aldermen W J Dillon MBE and W A Leathem
Councillors J Baird, R T Beckett, P Catney, V Kamble, U Mackin,
B Mallon and R Walker
Transition Manager
Director of Corporate Services

The Committee also noted a report on the Pilgrimage as prepared by the Director of Corporate Services.

Alderman W J Dillon expressed his appreciation to the Director for his excellent organisation of the visit to the Somme and expressed the hope that the Director would be available for the 2017 visit. These comments were endorsed by The Right Worshipful The Mayor, Councillor R B Bloomfield.

10.6.2 2017 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 2017. 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 2017 (eight Members and two Officers) be identified as soon as possible and that arrangements for the visit progress as appropriate.

10.7 Armed Forces Day

Members had been provided with a copy of a letter dated the 28th July 2016 from the Chief Executive of the Reserve Forces and Cadets Association for Northern Ireland, seeking the Council's agreement to host Armed Forces Day in 2017. The Council had previously, in response to earlier correspondence, offered to host Armed Forces Day in 2018, this being the centenary year of the ending of WW1 and also of the formation of the RAF.

Also provided in this regard was a copy of a report prepared by the Director of Corporate Services.

It was proposed by Councillor B Mallon, seconded by Councillor A Grehan and agreed to recommend that the Council adhere to its original decision that it would wish to host Armed Forces Day in 2018, given the major significance of this date, and that the Reserve Forces and Cadets Association for Northern Ireland be advised accordingly.

10.8 Northern Ireland Fire & Rescue Service - Consultations

10.8.1 “Section 75 Consultation Exercise on NIFRS Volunteering Policy”
(Closing Date: 30th September 2016)

The above consultation documentation was available at <http://www.nifrs.org/consultation>.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

10.8.2 NIFRS Corporate Procurement Strategy & Procurement Policy
(Closing Date: 28TH October 2016)

The above consultation was available at <http://www.nifrs.org/consultation>.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

10.8.3 NIFRS Equality & Inclusion Statement and Equal Opportunities Policy
(Closing Date: 11th November 2016)

The above consultation documentation was available at <http://www.nifrs.org/consultation>.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

10.9 Probation Board for Northern Ireland Corporate Plan Consultation 2017-20
(Closing Date: 14th October 2016)

The above consultation was available at <http://www.pbni.org.uk/corporate-plan-consultation-2017-20/>.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

10.10 Northern Ireland Courts & Tribunals Service Single Jurisdiction in Northern Ireland Consultation – “Lord Chief Justice Direction: Single Jurisdiction”
(Extended Closing Date: 16th September 2016)

The above consultation was available at <http://www.courtsni.gov.uk/en-GB/Services/CourtLists/LCJDirections/Pages/default.aspx>.

The Director verbally reported that the date for the receipt of the Council's comments had been extended to the 16th September 2016.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

10.11 Department for Communities
Consultation on Proposed Change to the
Frequency of DFC Statistical Publication
(Extended Closing Date: 16th September 2016)

The above consultation was available at <https://www.communities-ni.gov.uk/consultations>.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

10.12 Department for the Economy
Consultation on Statement of Insolvency Practice 15
(Extended Closing Date: 14th September 2016)

The above consultation was available at <https://www.economy-ni.gov.uk/consultations>.

It was agreed to recommend that the above consultation be noted with the option remaining for political parties to make submissions thereto.

10.13 Translink
Moira Train Station – Proposed Park & Ride Facility

10.13.1 Translink Consultation
(Closing Date: 30th November 2016)

Members had been provided with copies of the undernoted items of correspondence which had been received from Translink in regard to the above consultation:-

- letter dated the 5th September 2016;
- leaflet and attendant map.

It was agreed to recommend that the proposal in respect of the park & ride facility at Moira Train Station be noted.

10.13.2 Public Information Meeting
Moira Train Station
22nd September 2016 (3.00 pm – 6.30 pm)

Members had been provided with copy of a Translink press release dated the 2nd September 2016 advising of the above-mentioned public information meeting.

It was agreed to recommend that the attendance of any Member who might wish to attend the public information meeting at Moira Train Station on the 22nd September 2016 be approved.

10.14 Off-Street Car Parking

It was agreed to recommend that the content of a report providing an update on the service delivery of the Off-Street Car Parking function since it was assumed by the Council in April 2015 be noted.

Councillor John Palmer raised the issue of the Council assuming the Parking Warden role. As this rested with Environmental Services, Councillor Palmer was asked to raise this matter at that Committee.

10.15 Northern Ireland Local Government Officers' Superannuation Committee Funding Strategy Statement

Further to the meeting of Committee on the 10th May 2016 at which the NILGOSC Funding Strategy Statement in draft form was noted, Members now noted the Final Circular Letter in respect of the Funding Strategy Statement be noted.

10.16 Pond Park Post Office, 1 Pond Park Road, Lisburn Change to Main-Style Branch

Members noted the content of a letter dated the 6th September 2016 from the Post Office advising that Pond Park Post Office would change to a main-style branch as of Friday 21st October 2016 at 1.00 pm. To facilitate this change, the branch would close on Wednesday 12th October at 5.30 pm.

Additional Report

10.17 Report of Head of Central Support Services

Dealt with under Items 7.2.12 and 7.2.13.

11. Confidential Report of Director of Corporate Services

Dealt with under Items 6 and 9.

12. Any Other Business

There was no other business.

There being no further business, the meeting terminated at 9.37 pm.

MAYOR/CHAIRMAN