

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 13th October 2021 at 6.00 pm.

PRESENT IN

COUNCIL CHAMBER:

Councillor J Lavery, BEM (Chairman)

Deputy Mayor

Councillor T Mitchell

Aldermen W J Dillon MBE, A G Ewart MBE and S P Porter

Councillors R Carlin, A P Ewing, S Hughes and U Mackin

PRESENT IN A

REMOTE LOCATION

(COMMITTEE):

The Right Worshipful The Mayor

Alderman S Martin

Alderman M Henderson MBE (Vice-Chairman)

Alderman A Grehan

Councillors S Carson, S Lowry and J McCarthy

OTHER MEMBERS

OF COUNCIL

PRESENT IN A

REMOTE LOCATION:

Alderman J Tinsley

Councillor A Swan

IN ATTENDANCE:

Chief Executive (Remote)

Director of Finance & Corporate Services

Head of Corporate Communications & Administration (Remote)

Head of Assets (Remote)

Head of Communities (Remote)

Head of Finance (Remote)

Head of Human Resources & Organisation Development (Remote)

Head of Parks & Amenities (Remote)

Head of Planning & Capital Development (Remote)

Area Manager (Local Facilities), Sports Services (Remote)

Policy & Equality Officer (Remote)

IT Officer

Events Technician

Member Services Officers (RN & CR)

Commencement of Meeting

The Chairman advised that the meeting was being live-streamed to enable members of the public to both hear and see the proceedings.

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 Member Services Officer.

The Chairman stated that, although the meeting was being live-streamed, unauthorised recording was still 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 Chairman 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 Member Services Officer accordingly so that this might be accurately reflected in the minutes.

Councillor R Carlin entered the meeting during the housekeeping announcements. (6.04 pm)

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillor The Hon N Trimble and the Director of Leisure & Community Wellbeing.

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

The following Declaration was made during the course of the meeting:-

- Councillor U Mackin – Item 4.2 of Report of Director of Finance & Corporate Services – “National Association of Councillors – Forthcoming events”. (Member of the National Association of Councillors)

Councillor S Carson joined the meeting remotely. (6.05 pm)

3. Report of Director of Finance & Corporate Services

3.1 Department of Justice (Modern Slavery & Human Trafficking Branch) Consultation - Proposed Changes to Transparency in Supply Chains (TISC) for Local Authorities (Closing date: 15th October 2021)

As part of the above consultation, the Department of Justice (Modern Slavery and Human Trafficking Branch) is seeking views in relation to a proposed change that would result in local authorities having to publish slavery statements.

A draft response prepared by the Director of Service Transformation had been provided. No comments were offered by Members.

It was proposed by Alderman W J Dillon, seconded by Alderman S P Porter and agreed that:-

- the response as prepared by the Director of Service Transformation be accepted as the Council's response to the above consultation and be submitted to the Department of Justice by the stipulated closing date of the 15th October 2021 pointing out that the response was subject to Council ratification on the 26th October 2021 and that other comments may follow;
- in the event of comments being made by Council on the 26th October 2021, such comments be submitted to the Department of Justice thereafter.

The Head of Parks & Amenities joined the meeting remotely. (6.06 pm)

3.2 National Association of Councillors – Forthcoming Events

Notification had been received from the National Association of Councillors (NAC) in regard to the following events:-

Event	Dates	Location
AGM	26 th – 28 th November 2021	Lytham Saint Anne's
Conference	14 th – 16 January 2022	TBC
Conference	25 th – 27 th February 2022	TBC
Conference	8 th – 10 th April 2022	Scarborough

It was proposed by Alderman M Henderson, seconded by Councillor S Hughes and agreed to recommend that:-

- approval be granted for the attendance of any NAC member who might wish to attend any of the above events;
- the Council be responsible for the payment of Members' approved expenses in this regard.

4. Report of Head of Corporate Communications & Administration

4.1 Lagan Valley Island – Light-Ups

4.1.1 Recent Illuminations

Further to decisions taken at the previous meeting of the Committee, Members noted that the following illuminations had taken place:-

- Foetal Alcohol Spectrum Disorder Awareness Day – 9th September 2021 and recorded in Decision Log 147;
- Air Ambulance – 11th September 2021 (re-scheduled from 9th September 2021);
- Childhood Cancer Awareness Month – 30th September 2021 and recorded in Decision Log 147;
- ADHD Awareness Month – In purple on the 2nd October 2021. Due to connection with Mayor's charity, this had been considered and agreed under Exceptional Circumstances of LCCC Illumination Policy and recorded in Decision Log 148.

4.1.2 World Diabetes Day – 15th November 2021

The Head of Service reported receipt of a request from Diabetes UK (NI) for the Council offices to be lit in blue on Diabetes Day. As this falls on Remembrance Sunday (14th November 2021), the charity had asked for the illumination on the 15th November 2021.

It was proposed by Alderman A G Ewart, seconded by the Deputy Mayor, Councillor T Mitchell, and agreed to recommend that the request referred to above be acceded to.

4.1.3 NI Centenary Programme – 22nd October 2021

The Head of Service reported receipt of a request from the NI Office to light up the Civic Building in blue and green on the 22nd October 2021 as part of the NI Centenary Programme.

The request had not been received within the two month timeframe. However due to its connection with the Council's NI Centenary Programme, this request had been considered and agreed under Exceptional Circumstances of the LCCC Illumination Policy and recorded in Decision Log 151.

4.1.4 Declined Requests

Members noted that the following requests had been declined for the reasons as set out below:-

Organisation	Date Received	Reason for decline
Black History Month in green and red from 1 st – 3 rd October 2021	23.09.2021	Request received outside the timeframe. Building already illuminated on that date. Alternative date of 23.10.2021 still did not meet criteria.
Pulmonary Fibrosis Month in blue in September 2021	23.09.2021	Request received outside the timeframe. September schedule had also reached full capacity. Request made for the light-up to be added to calendar for 2022.
Pretty in Pink Breast Cancer Awareness Month, in pink from 17 th – 24 th October 2021	04.10.2021	Request received outside the timeframe.

4.1.5 Current Schedule

Members noted the current schedule of light-ups for 2021. In line with the LCCC Illumination Policy, only six light-ups are permitted per month apart from light-ups agreed under Exceptional Circumstances. March, May, September and October have reached their maximum number.

4.2 Health Working Group Meeting – 28th October 2021

Members noted that - in consultation with the Chairman of the Committee – a meeting of the Health Working Group had been arranged for the 28th October 2021 at 5.00 pm.

Officials of the Belfast and South Eastern Health & Social Care Trusts would be in attendance at the meeting and all Elected Members had been invited to attend.

The issues so far identified for the Trusts to report on were listed in the report and Members were invited to notify the Head of Service of any other matter which they would wish to have raised at the meeting.

Alderman A Grehan and the Head of Planning & Capital Development joined the meeting remotely. (6.11 pm)

4.3 Lisburn & Castlereagh Policing & Community Safety Partnership
Minutes of Meeting

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

- Special Private Meeting held on the 17th August 2021;
- Policing Committee meeting held on the 17th August 2021.

The Head of Service highlighted a typographical correction required on page 53 of the Policing Committee minutes of the 17th August 2021. This would be corrected via the PCSP.

In relation to the “Street Pastors” organisation which had been received by the PCSP on the 17th August 2021, Councillor U Mackin commended the work of this organisation and encouraged the provision of assistance to them wherever possible.

5. Report of Head of Human Resources & Organisation Development

5.1 Draft Equality Action Plan 2021-2025

Members were aware that a draft of the Council’s Equality Action Plan for 2021-2025 had been approved for consultation in June 2021. The consultation period had been in place from the 28th June – 17th September 2021 with the range of consultees being as set out in the Head of Service’s report.

Members were now provided with a report on the consultation exercise, together with the draft Equality Action Plan which was not considered to require amendment following the consultation exercise.

It was proposed by Councillor S Hughes, seconded by Alderman A G Ewart and agreed to recommend that:-

- the report on the consultation exercise be noted;’
- the Draft Equality Action Plan be approved and be published on the Council’s website.

The Policy Officer left the meeting and the Area Manager (Local Facilities), Sports Services, joined it remotely. (6.18 pm)

6. Agenda Item Brought Forward
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 7 of the agenda – Any Other Business – so that items of a non-confidential nature might be raised when the Committee was in Live Stream. This was agreed.

7. Any Other Business – Non-Confidential

7.1 Lagan Valley Hospital – Emergency Department

Alderman S P Porter referred to an emergency briefing which the South Eastern Health & Social Care Trust had with the Council earlier that day. All Members of Council had been invited.

The engagement with the Council had been sought so as to brief Members on the reduction in the hours of operation of the Emergency Department at Lagan Valley Hospital by two hours per day, together with the introduction of a “Phone First” service. The revised hours would be Monday - Friday, 8.00 am – 6.00 pm. The revised arrangements would be in place from the 18th October 2021.

A lengthy discussion took place.

It was proposed by Alderman S P Porter, seconded by Councillor A P Ewing and – on a vote being taken – unanimously agreed that:-

- a letter be sent to the Chief Executive of the SE Trust expressing concerns about the reduction in the hours of operation of the LVH Emergency Department by two hours per day;
- the letter referred to above be sent immediately, to be retrospectively approved by Council on the 26th October 2021.

The Right Worshipful The Mayor, Alderman S Martin, had left the meeting earlier and was not present for the vote.

7.2 Council Christmas Card 2021

Alderman A G Ewart sought an update on the provision or otherwise of a Council Christmas Card for 2021.

The Director of Finance & Corporate Services advised that this had been considered as an operational matter and was discussed with the Chairman and Vice-Chairman.

7.2 Council Christmas Card 2021 (Continued)

The approach was consistent with previous two years where the design of the Christmas Card was agreed by The Right Worshipful The Mayor and the Chief Executive and that digital Christmas cards had been used in 2020. The Chairman and Vice-Chairman confirmed that they were happy for this decision to be revisited,

Following discussion on the matter, Alderman Ewart did not wish to further the discussion on the provision of a Christmas Card for 2021 but did express concern that he considered a number of decisions being taken by Officers should rest with Elected Members. These comments were noted by the Chief Executive and Director of Finance & Corporate Services.

The Right Worshipful The Mayor, Alderman S Martin, re- joined the meeting remotely (6.54 pm).

8. Confidential Report from Director of Finance & Corporate Services

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

8.1 Community Investment Fund (CIF)
Letter of Offer "in Principle"

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

8.2 Dundonald International Ice Bowl
Boundary rectification relating to redevelopment plans

(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) in relation to which a claim to legal professional privilege could be maintained in legal proceedings.)

8.3 Moira Demesne Overflow Car Park Transfer – Lease Correction

(Confidential for reason of information (i) in relation to which a claim to legal professional privilege could be maintained in legal proceedings and (ii) which reveals that the Council proposes to make an order or direction under any statutory provision.

8.4 Tender for Upgrade of M&E Services at Bradford Court

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

8.5 Reserves as at 31st March 2021

(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.)

8.6 Management Accounts – Period 5

(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.)

8.7 Employee Recognition

(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.)

8.8 Employment Contract matters

(Confidential for reason of information relating to (i) any individual; 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, or office holders under, the Council.)

8.9 Financial Appraisal for Static Attendants

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

Alderman W J Dillon left the meeting during the Chairman detailing the reasons for confidentiality. (7.05 pm)

In Committee

It was proposed by Councillor A P Ewing, seconded by Councillor S Hughes and agreed that the Confidential Report of the Director be considered “in Committee”. (The live-stream was paused at this stage in proceedings.)

8.1 Community Investment Fund (CIF)
Letter of Offer “in Principle”

The report of the Director of Leisure & Community Wellbeing was presented by the Head of Communities.

It was proposed by Alderman S P Porter, seconded by Alderman A Grehan and agreed to recommend that:-

- the update in respect of the Community Investment Fund and the progress of the governance and due diligence assessment process be noted;

8.1 Community Investment Fund (CIF)
Letter of Offer “in Principle” (Continued)

- a letter of offer “in principle” be issued to Ballymacash Sports Academy for use by the Academy as leverage to secure the remaining match funding that is required for the project;
- any further progress reports, including learning outcomes, be reported to the Committee as necessary.

Alderman W J Dillon re-entered the meeting during presentation of this item. (7.08 pm).

Councillor R Carlin left the meeting during presentation of this item. (7.10 pm)

The Head of Communities left the meeting at the conclusion of this item. (7.11 pm)

8.2 Dundonald International Ice Bowl
Boundary rectification relating to redevelopment plans

Presented by the Head of Assets.

It was proposed by Councillor S Lowry, seconded by Alderman S P Porter and agreed to recommend that - subject to agreement on a final investment decision relating the DIIB redevelopment – the realignment of the existing right-of way be approved and that the Omniplex’s legal fees be covered to allow the Deed of Variation to be signed.

8.3 Moira Demesne Overflow Car Park Transfer
Lease Correction

Presented by the Head of Assets.

It was proposed by Alderman W J Dillon, seconded by Councillor S Hughes and agreed to recommend that a small portion of land as outlined in the report be transferred from the Department of Infrastructure to the Council and that the issue of the Determination Notice pursuant to the terms of the Lease be approved.

Councillor R Carlin re-entered the meeting during presentation of the item. (7.13 pm)

8.4 Tender for Upgrade of M&E Services at Bradford Court

Presented by the Head of Assets.

It was proposed by the Deputy Mayor, Councillor T Mitchell, seconded by Councillor A P Ewing and agreed to recommend that the tender for the upgrade of the M&E Services at Bradford Court be noted as having been awarded to the firm detailed in the report, at the detailed price.

8.5 Reserves as at 31st March 2021

Presented by the Head of Finance.

It was proposed by Councillor U Mackin, seconded by Alderman A G Ewart and agreed to recommend that approval be granted for the earmarking/ transfer of the various reserves as detailed in the Head of Finance's report.

Councillor A P Ewing left and returned to the meeting during presentation and prior to any decision. (7.16 pm and 7.21 pm respectively)

Alderman M Henderson left the meeting during presentation of this item. (7.16 pm)

Alderman J Tinsley joined the meeting remotely during discussion and before any decision. (7.17 pm)

8.6 Management Accounts – Period 5

Presented by the Head of Finance.

Management Accounts for Period 5 ending the 31st August 2021 had been provided, together with an extensive narrative report by way of explanation.

It was proposed by Alderman A G Ewart, seconded by Councillor A P Ewing and agreed to recommend that the Management Accounts for the period ending the 31st August 2021 be noted.

8.7 Employee Recognition

Presented by the Head of Human Resources & Organisation Development.

It was proposed by Councillor U Mackin, seconded by Councillor A P Ewing and agreed to recommend that:-

- employee and agency workers' resilience and hard work during the ongoing pandemic be recognised and be used as an opportunity to further a culture of recognition across the Council, noting that this will not set a precedent going forward;

8.7 Employee Recognition (Continued)

- the recommended approach contained in the Head of Service's report be approved and be consulted on with the trade unions for implementation as appropriate thereafter.

The Chairman asked that thanks and gratitude be extended to all members of staff for their work undertaken and commitment displayed in the challenging circumstances of the pandemic.

8.8 Employment Contract matters

Presented by the Head of Human Resources & Organisation Development.

It was proposed by Councillor S Hughes, seconded by Councillor U Mackin and agreed to recommend that:-

- three Capital Project Manager posts in the Capital Development Office be extended for a fixed period of two years with the option of being made permanent (subject to a review of the structure of the Planning and Capital Development Unit scheduled for this year);
- the outcome of the Leisure & Community Development Committee's discussions on the 5th October 2021 on the insourcing of leisure provision at Lough Moss Leisure Centre, including an increase in headcount, be noted.

The Head of Assets, the Head of Planning & Development and the Area Manager (Local Facilities), Sports Services, left the meeting. (7.40 pm)

8.9 Financial Appraisal for Static Attendants

The Director of Finance & Corporate Services advised that the above matter had not been ready for presentation to the meeting of the Leisure & Community Development Committee on the 5th October 2021. To avoid further delay, it was being brought before the Corporate Services Committee.

The item was presented by the Head of Parks & Amenities.

It was proposed by Councillor S Hughes, seconded by Councillor U Mackin and agreed to recommend that:-

- the extension of the current contract for Static Attendants be extended to the 31st March 2022;
- the Financial Appraisal in respect of the new tender be approved, thereby enabling the procurement process to commence.

Alderman A Grehan left the meeting during presentation of this item. (7.41 pm)

8.10 Chief Executive's Performance Appraisal

The Chairman advised that the Head of Human Resources & Organisation Development would wish to present a verbal report in regard to the Performance Appraisal of the Chief Executive.

The following officers left the meeting at 7.45 pm, ie prior to presentation of the item:-

Chief Executive
Head of Corporate Communications & Administration
Head of Finance
Head of Parks & Amenities

The Head of Human Resources & Organisation Development made a verbal report in regard to the Performance Appraisal of the Chief Executive which had taken place in September 2021. The verbal report was noted by Members.

It was agreed that the Chief Executive and Directors be written to, commending them for their exceptional leadership displayed and sterling work carried out during the pandemic.

Councillor A Swan left the meeting during presentation of this item. (7.47 pm)

The Head of Corporate Communications & Administration and the Head of Finance returned to the meeting at the conclusion of this item of business. (7.50 pm)

9. Any Other Business - Confidential

There was no other confidential business raised by Members.

Resumption of Normal Business

It was proposed by Councillor S Hughes, seconded by Councillor A P Ewing and agreed to come "out of Committee". Normal business and the live-stream were resumed.

10. Any Other Business

10.1 “Pretty Cartel” Band
Alderman S P Porter

Alderman S P Porter referred to “Pretty Cartel”, a locally based guitar/rock and roll band and asked that they be borne in mind when any events at which they could perform were being organised.

There being no further business - the Meeting concluded at 7.53 pm.

MAYOR/CHAIRMAN