

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held in the Cherry Room, Island Civic Centre, The Island, Lisburn on Wednesday 13<sup>th</sup> November 2019 at 6.00 pm.**

**PRESENT:**

Councillor R Carlin (Chairman)

The Right Worshipful The Mayor  
Councillor A Givan

Aldermen A G Ewart MBE, S Martin and S P Porter

Councillors S Carson, A P Ewing, M Guy, D Honeyford,  
J Lavery BEM, U Mackin, John Palmer and N Trimble

**OTHER MEMBERS:**

Alderman A Grehan

Councillor C McCready

**IN ATTENDANCE:**

Chief Executive  
Head of Human Resources & Organisational Development  
Head of Finance (Acting)  
PSCP/Member Services Manager  
Administration Manager  
Member Services Officer

**Commencement of Meeting**

The Chairman, Councillor R Carlin, extended a welcome to all present to the meeting. He then 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 J Gallen, S Hughes and A Swan.

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.

There were no declarations of interest made.

3. Report of Chief Executive

It was agreed that the report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below and other items noted.

3.1 Local Government Political Party Manifestos  
(Agenda Item 3.1 Refers)

Members had been provided with a chart showing the main priorities for each political party over the Council term as prepared following consultations between the Chief Executive and the political groups and also with the new Members of Council. In his report, the Chief Executive explained the purpose of this exercise and advised that – at the end of the Council term – an analysis could be done as to how far the priorities of each political group had been fulfilled.

It was proposed by Councillor N Trimble, seconded by Councillor D Honeyford and agreed to recommend that:-

- the party priorities over the term of the Council, as related to the Council's area, be confirmed;
- officers map out existing and planned activity against each of the thematic priorities;
- on completion of the mapping exercise, a report be presented to the Corporate Services Committee for further consideration.

The Chief Executive noted comments made about a similar exercise which may have been done in the previous Council term.

3.2 ABF The Soldiers' Charity (NI)  
Service of Thanksgiving at Lisburn Christ Church Cathedral  
Sunday 24<sup>th</sup> November 2019 at 3.00 pm (Agenda Item 3.2 Refers)

Following consultation with the Chairman and Vice-Chairman of the Committee, details of the above event as notified by ABF The Soldiers' Charity had been issued to all Members on the 30<sup>th</sup> October 2019 with a request that they notify the Chief Executive's Office by the 6<sup>th</sup> November 2019 if they wished to attend the event.

To date, five Members – Aldermen A Grehan, S Martin and J Tinsley; and Councillors S Eastwood and U Mackin – had accepted the invitation.

It was proposed by Alderman P Porter, seconded by The Right Worshipful The Mayor, Councillor A Givan, and agreed to recommend that:-

- the attendance of Aldermen A Grehan, S Martin and J Tinsley; and Councillors S Eastwood and U Mackin (and any other Member who may subsequently accept the invitation) at the above event be endorsed on a retrospective basis;
- the Council be responsible for the payment of approved expenses in this regard.

Members were advised that there remained the opportunity to accept the invitation.

3.3 Meetings of Council and Committees in December 2019  
 (Agenda Item 3.3 Refers)

It was proposed by Councillor M Guy, seconded by Councillor N Trimble and agreed to recommend that the undernoted schedule of meetings which took account of bank holidays in the Christmas period be noted:-

Committee/Council	Date
Planning Committee	Monday 2 <sup>nd</sup> December 2019 (no change)
Leisure & Community Development Committee	Tuesday 3 <sup>rd</sup> December 2019 Revised starting time (subject to confirmation) is 5.00 pm.
Environmental Services Committee	Wednesday 4 <sup>th</sup> December 2019 at 5.30 pm (no change)
Development Committee	Wednesday 4 <sup>th</sup> December 2019 at 7.00 pm (no change)
Corporate Services Committee	Wednesday 11 <sup>th</sup> December 2019 (no change)
Governance & Audit Committee	Thursday 12 <sup>th</sup> December 2019 ( <b>Cancelled</b> due to General Election). Revised date (subject to confirmation from Chairman of Committee) is Thursday 16 <sup>th</sup> January 2020
Monthly Meeting of Council	Monday 16 <sup>th</sup> December 2019 (rescheduled from Tuesday 24 <sup>th</sup> December 2019)

3.3 Meetings of Council and Committees in December 2019  
(Agenda Item 3.3 Refers) ((Continued)

In addition to the above, the Chief Executive verbally reported for information purposes that the meeting of Committee scheduled for the 8<sup>th</sup> January 2020 had been re-scheduled to Wednesday 15<sup>th</sup> January 2020. This was to accommodate a re-scheduling of the Environmental Services and Development Committees to the 8<sup>th</sup> January 2020 from their normal date of the 1<sup>st</sup> January 2020 which was a bank holiday.

4. Reports from Business and Democratic Services

In the absence of a Head of Service, the reports from Business and Democratic Services were presented by the PCSP/Member Services Manager and the Administration Manager.

It was agreed that the reports and recommendations from Business and Democratic Services be adopted, subject to any decisions recorded below and other items noted.

Items 4.1 – 4.6 were presented by the PCSP/Member Services Manager and Items 4.7 and 4.8 were presented by the Administration Manager.

4.1 Northern Ireland Local Government Association  
Briefing Session – “Scrutiny & Challenge Masterclass”  
Antrim Civic Centre - 1<sup>st</sup> November 2019  
(Agenda Item 4.1 Refers)

Further to notification to all Members on the 9<sup>th</sup> October 2019 of details in regard to the above Briefing Session, Alderman D Drysdale, Councillor Jenny Palmer and Councillor A Swan, had requested registration thereat.

It was agreed to recommend that:-

- the attendance of Alderman D Drysdale, Councillor Jenny Palmer and Councillor A Swan at the above event be approved;
- the Council be responsible for the payment of approved expenses in this regard, the only ones applicable being those in relation to travel as there had been no fee for the event.

4.2 Northern Ireland Local Government Association  
Local Government Conference, Exhibition & Gala Awards Dinner  
Crowne Plaza Hotel, Belfast - 20<sup>th</sup> February 2020  
(Agenda Item 4.2 Refers)

Members had been provided with details of the above conference, the cost of a Member's attendance thereat based on the Conference & Dinner package having been estimated at £154.10 per Member. The Council would receive two complimentary places. In previous years, the Council's representatives on NILGA had been nominated for attendance.

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

- the Council's representatives on NILGA be nominated to attend the above event on the Conference & Dinner basis, such nominations to take account of the Council receiving two complimentary places thereat;
- in the event of any Member being nominated for an award, their attendance be also approved;
- the Council be responsible for the payment of approved expenses in regard to Members' attendance.

4.3 Knockagh Monument Joint Committee  
Nominations & Maintenance Upkeep Contribution  
(Agenda Item 4.3 Refers)

Members had been provided with copy of a letter dated the 17<sup>th</sup> October 2019 from Mid & East Antrim Borough Council - the lead Council in relation to the Knockagh Monument Joint Committee. The Terms of Reference of the Joint Committee were also provided.

The communication (supported by the Terms of Reference) sought for two representatives to the Joint Committee.

The Terms of Reference also detailed that an annual contribution would be sought from each of the member councils towards a fund which would support an annual events programme and safeguard the preservation of the monument. The level of contribution being sought was not yet available but it would be an agenda item for the next meeting of the Joint Committee. By way of information, Members were advised that the previous Council had agreed in April 2015 an annual commitment of £1,000.00 towards the maintenance of the monument.

4.3 Knockagh Monument Joint Committee  
Nominations & Maintenance Upkeep Contribution  
(Agenda Item 4.3 Refers) (Continued)

It was proposed by Councillor N Trimble, seconded by Alderman S P Porter and agreed to recommend that:-

- Councillors U Mackin and John Palmer (plus Councillor H Legge as a Reserve Member) be nominated to serve on the Knockagh Monument Joint Committee, such nominations being for the duration of the Council term;
- the level of annual contribution being sought be reported to the Committee when available with a decision on the payment thereof being taken at that stage, and with a proviso that payment of the contribution if so agreed would be on proof of appropriate receipts of expenditure.

The PCSP/Member Services Manager verbally reported that the next meeting of the Joint Committee would be held on Wednesday 27<sup>th</sup> November 2019 at 2.30 pm in The Learning Zone, The Braid, 1-29 Bridge Street, Ballymena.

4.4 Confidential/Exempt Information  
(Agenda Item 4.4 Refers)

Members were reminded of the reasons contained within the Local Government (NI) Act 2014 by which information was considered to be Exempt (and thereby treated as confidential).

In the interests of open and transparent governance, Members were asked to consider a procedure whereby the confidential restriction could be removed at a specific time in the future.

The three categories for the restriction being lifted were as follows and the relevant option would be clearly stated in the report to Council/Committee so that Members were aware of it and could challenge it if so desired:-

- after Council decision;
- sometime in the future, ie when/if information relating to the item is in the public domain;
- never.

It was proposed by Alderman S P Porter, seconded by Councillor J Laverty and agreed to recommend that:-

- the approach as to how confidential information could be treated following Council ratification be agreed so as to promote open and transparent governance;

4.4 Confidential/Exempt Information  
(Agenda Item 4.4 Refers) (Continued)

- subject to Council approval, as deemed applicable by officers at Head of Service level and above, confidential exempt information may become unrestricted following ratification by Council, at some time in the future or may remain confidential;
- the report template be revised so as to clearly indicate if the exempt information may become non-confidential at some point in the future;
- guidance in this regard be provided to officers who prepare reports to the Council and its Committees.

During discussion of the above item, a member of the press entered the meeting. (6.18 pm)

4.5 Northern Ireland Policing Plan 2020-25  
(Consultation closing date: 6<sup>th</sup> January 2020)  
(Agenda Item 4.5 Refers)

Members had been provided with a copy of the Northern Ireland Policing Plan (2020-2025) which was the subject of a joint consultation by the PSNI and the Northern Ireland Policing Board. The draft plan was available at [www.nipolicingboard.org.uk/policing-plan](http://www.nipolicingboard.org.uk/policing-plan). It would also be considered by the Lisburn & Castlereagh Policing & Community Safety Partnership at its next meeting.

Feedback to date in terms of policing priorities for the Council's area showed that the top five local policing priorities were effective neighbourhood policing, dealing with anti-social behaviour in a partnership approach, reducing burglary, tackling domestic violence and drug dealing/detections. These would be reflected in the PCSP response.

The Committee offered no further comments on the Draft Plan.

It was agreed to recommend that:-

- the Lisburn & Castlereagh Policing & Community Safety Partnership formulate the response to the Draft Plan, such a response to also be on behalf of the Council;
- any comments which Members might wish to make on the Draft Plan be forwarded to the PCSP Manager so as to allow their incorporation in the response being submitted by the closing date of the 6<sup>th</sup> January 2020.

4.6 Lisburn & Castlereagh City Council Policing & Community Safety Partnership - Minutes of Meetings  
(Agenda Item 4.6 Refers)

Members were advised that minutes of meetings of the Lisburn & Castlereagh PCSP were presented to the Corporate Services Committee for noting following their adoption by the PCSP.

It was agreed to recommend that the minutes of the Special Meeting of the Lisburn & Castlereagh PCSP held on the 18<sup>th</sup> June 2019 be noted.

4.7 Requests to light up Lagan Valley Island  
(Agenda Item 4.7 Refers)

Members were advised of the following requests which had been received in regard to the lighting up of the Civic offices at Lagan Valley Island, ie:-

- from Disability Action for the Council offices to be lit in purple on the 3<sup>rd</sup> December 2019 as a sign of support for International Day of Persons with Disabilities on that date;
- from the NSPCC media team in Northern Ireland for the Council offices to be lit in green on the 11<sup>th</sup> December 2019 as a sign of support for the “Get your sparkle on” campaign to demonstrate support of NSPCC’s vision of protecting every child across NI.

It was proposed by Councillor John Palmer, seconded by Councillor D Honeyford and agreed to recommend that the above requests be acceded to.

In response to comments made about the lighting of Castle Gardens, the Chief Executive advised that any enhanced lighting thereof was for City Centre events.

**Additional Report**

4.8 Request to host a Ceremony to mark Victory in Europe (VE) Day 8<sup>th</sup> May 2020  
“Nation’s Toast to the Heroes of World War II”

Members had been provided with correspondence dated the 23<sup>rd</sup> October 2019 from SSAFA the Armed Forces Charity seeking for The Right Worshipful The Mayor to host a ceremony at 3.00 pm on Friday 8<sup>th</sup> May 2020 to mark the 75<sup>th</sup> Anniversary of the end of the war in Europe (VE – Victory in Europe Day). This service known as the “Nation’s Toast to the Heroes of World War II” would be replicated at the same time throughout the United Kingdom. Details of the format of the ceremony and also that of a similar one taking place on the top of the four highest peaks throughout the United Kingdom were also provided.



4.8 Request to host a Ceremony to mark Victory in Europe (VE) Day  
8<sup>th</sup> May 2020  
“Nation’s Toast to the Heroes of World War II” (Continued)

The VE Day Weekend of 8<sup>th</sup> – 10<sup>th</sup> May 2020 would be an international celebration of peace for which SSAFA the Armed Forces Charity would be the charity partner for this series of VE Day 75 commemorative events.

The Right Worshipful The Mayor, Councillor A Givan, referred to a civic event planned for the 9<sup>th</sup> May 2020 which would also celebrate VE Day. Reference was also made to the provision of grants by Leisure & Community Services for community groups to organise events to commemorate VE Day.

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

- the participation of the Council in the nation-wide celebration service on the 8<sup>th</sup> May 2020 entitled “Nation’s Toast to the Heroes of World War II” be accepted in principle, Members being conscious of the fact that other Council celebrations which would recognise the VE Day anniversary were taking place over the same weekend;
- the Chief Executive present a report on this matter to the Committee in due course.

5. Report of Head of Finance (Acting)

It was agreed to recommend that the report and recommendations of the Head of Finance (Acting) be adopted, subject to any decisions recorded below and other items noted.

5.1 Management Accounts – Quarter 2, 2019/2020  
(Agenda Item 5.1 Refers)

Members are advised on a quarterly basis of the financial position of the Council in relation to the current year budget. The Management Accounts for the quarter ended 30<sup>th</sup> September 2019 had been provided and - in her report - the Acting Head of Finance explained the content thereof.

As part of the consideration of the Accounts, an update was sought from the Chief Executive in regard to the Hotel Project.

“In Committee”

It was proposed by Councillor A P Ewing, seconded by Councillor J Laverty and agreed that the update regarding the Hotel project be discussed “in Committee”. The member of the press who was seated in the public gallery left the meeting. (6.30 pm)

5.1 Management Accounts – Quarter 2, 2019/2020  
(Agenda Item 5.1 Refers) (Continued)

It was proposed by Councillor N Trimble, seconded by Alderman S P Porter and agreed to recommend that:-

- the Management Accounts for the quarter ended the 30<sup>th</sup> September 2019 be noted;
- the Chief Executive's verbal update in relation to the Hotel project be noted.

Resumption of Normal Business

It was proposed by Councillor N Trimble, seconded by Councillor D Honeyford and agreed to come "out of Committee" and normal business was resumed.

The member of the press re-entered the meeting at 6.35 pm.

5.2 Financial Reserves as at 31<sup>st</sup> March 2019  
(Agenda Item 5.2 Refers)

Members had been provided with a breakdown of the Council's reserves as at 31st March 2019 and - in her report - the Acting Head of Finance explained the content thereof.

It was proposed by Alderman S P Porter, seconded by The Right Worshipful The Mayor, Councillor A Givan, and agreed to recommend that:-

- the Reserves statement for the period ended the 31st March 2019 be noted;
- a Capital Fund be established;
- a transfer of £6.5m to the Capital Fund be approved.

6. Confidential Report of Chief Executive

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

6.1 Freedom of City Events

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

6.2 Belfast City Council Framework for the Supply of Stationery, IT Consumables and Paper – Inclusion in NI Wide Framework managed by Belfast City Council

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

6.3 Brexit preparations in the event that the NI Hub becomes operational

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

6.4 Rotunda Refresh at Lagan Valley Island

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

6.5 Efficiency Review: Consideration of Structures within the Human Resources and Organisation Development Units

(Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

6.6 2020/2021 Estimates

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

6.7 Tabled additional report (from Head of Human Resources & Organisation Development) Average Holiday Pay

(Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or a Government Department and employees of, or office holders under, the Council.)

In Committee

It was proposed by The Right Worshipful The Mayor, Councillor A Givan, seconded by Councillor A P Ewing and agreed that the Confidential Report of the Chief Executive and that of the Head of Human Resources & Organisation Development, be considered “in Committee”, in the absence of members of the press and public.

The member of the press left the meeting at 6.40 pm.

It was agreed that the Confidential Report and recommendations of the Chief Executive and that of the Head of Human Resources & Organisation Development, be adopted, subject to any decisions recorded below and other items noted.

6.1 Average Holiday Pay  
Tabled additional report (from Head of Human Resources & Organisation Development)

It was proposed by Alderman S P Porter, seconded by Councillor N Trimble and agreed to recommend that:-

- the proposed amendment for the back-pay of Average Holiday Pay be approved;
- the updated proposal be provided to the Trade Unions for further consideration.

6.2 Efficiency Review: Consideration of Structures within the Human Resources and Organisation Development Units  
(Agenda Item 6.5 Refers)

It was proposed by Councillor D Honeyford, seconded by Councillor M Guy and agreed to recommend that:-

- the structures as outlined in the Efficiency Review Steering Group report of the meeting held on the 11<sup>th</sup> October 2019 be approved;
- approval be granted to progress discussion with the relevant post-holders with a view to an agreed release of officers, where there is no suitable alternative employment identified, as soon as is operationally practicable.

6.3 Freedom of City Events  
(Agenda Item 6.1 Refers)

The Head of Human Resources & Organisation Development left the meeting during discussion of this item of business. (6.58 pm)

The above item had been referred back from Council at its meeting held on the 22<sup>nd</sup> October 2019.

An itemised schedule of expenditure associated with the Freedom of the City events was considered and the attendant spreadsheet updated at the meeting in line with discussions and agreed decisions.

6.3 Freedom of City Events  
(Agenda Item 6.1 Refers) (Continued)

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

- the revised spreadsheet detailing itemised expenditure for all elements of the Freedom of the City events for (i) Alderman J Dillon, Mr Tommy Jeffers and Mrs Geraldine Rice and (ii) Keith and Kristyn Getty, be approved;
- the revised reduced budgets for the Freedom of the City events referred to above be approved.

The Chief Executive noted Members' comments about:-

- the importance of budgetary control within Civic events and the role of the Corporate Services Committee in this regard;
- the holding of a workshop for Elected Members to specifically address financial matters such as budgetary control.

The Chief Executive responded to questions regarding a recent Freedom of Information request in relation to Civic events and advised of procedures that had been put in place to ensure accuracy of information and appropriate notifications to Members.

6.4 Belfast City Council Framework for the Supply of Stationery, IT Consumables and Paper – Inclusion in NI Wide Framework managed by Belfast City Council  
(Agenda Item 6.2 Refers)

It was proposed by Councillor N Trimble, seconded by Councillor A P Ewing and agreed to recommend that Lisburn & Castlereagh City Council accepts the opportunity to be included as part of the NI wide Belfast City Council Framework for the Provision of the Supply of Stationery, IT Consumables and Paper.

6.5 Brexit preparations in the event that the NI Hub becomes operational  
(Agenda Item 6.3 Refers)

In the absence of a meeting of the Governance & Audit Committee until January 2020, the Chief Executive updated members on the Council's preparations in the event of the NI Hub regarding Brexit becoming operational.

It was proposed by The Right Worshipful The Mayor, Councillor A Givan, seconded by Councillor S Carson and agreed to recommend that the continued work of the Council in regard to Brexit, the NI Hub and the Council's obligations in this regard be noted.

6.6 Rotunda Refresh at Lagan Valley Island  
(Agenda Item 6.4 Refers)

The PCSP/Member Services Manager left the meeting during discussion of this item of business. (7.46 pm)

It was proposed by Councillor N Trimble, seconded by Councillor J Laverty and agreed to recommend that

- the scope of the works identified for the Ground Floor Rotunda at Lagan Valley Island be approved
- a budget of £15,000.00 to facilitate the works referred to above be approved.

It was further agreed that the works to the Ground Floor include the following, the Chief Executive having indicated that they should be able to be absorbed within the £15,000 budget

- measures so that the draught at the front door was minimised;
- the provision of signage to clearly indicate the name of the facility, such signage having a degree of mobility if feasible;
- the provision of thermostatic mixer valves to the wash hand basins in the toilets.

It was also agreed that a report on the uptake of the coffee dock at LVI Ground Floor be presented to the Committee in due course.

6.7 2020/2021 Estimates  
(Agenda Item 6.6 Refers)

Councillors U Mackin and C McCready left the meeting during discussion of the above item at 8.10 pm. Councillor A P Ewing left the meeting also during the discussion at 8.14 pm.

It was proposed by Councillor M Guy, seconded by Councillor M Trimble and agreed to recommend that the Draft Estimates for 2020/2021 as presented to the Committee be noted.

Resumption of Normal Business

It was proposed by Councillor N Trimble, seconded by Alderman S Martin and agreed to come "out of Committee" and normal business was resumed.

7. Any Other Business

7.1 Freedom of Information Requests  
Councillor S Carson

Councillor S Carson referred to a previous procedure which he considered useful whereby Freedom of Information requests were reported to the Committee for noting.

The Chief Executive agreed to investigate this procedure.

7.2 Parking at Lagan Valley Island  
Councillor S Carson

Councillor S Carson referred to problems experienced by both staff and local residents when car parking at Lagan Valley Island was used to full capacity.

The Chief Executive advised that the provision of 40 additional car parking spaces to the rear of the electricity substation (between the staff and main car parks) had been costed.

It was proposed by Alderman A G Ewart, seconded by Councillor S Carson and agreed that the provision of 40 additional car parking spaces to the rear of the electricity substation (between the staff and main car parks) be further explored with a view to alleviating the concerns noted by staff and residents.

There being no further business, the meeting concluded at 8.17 pm.

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MAYOR/CHAIRMAN