

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 14th February 2017 at 7.00 pm.

PRESENT: Councillor O Gawith (Chairman)

The Right Worshipful The Mayor
Councillor R B Bloomfield, MBE

Alderman A Ewart

Councillors S Carson, J Craig, A Ewing,
A Grehan, B Hanvey, V Kamble and B Mallon

IN ATTENDANCE: Director of Corporate Services
Head of Central Support Services
Head of Human Resources & Organisation Development
Member Services' Officer

Commencement of Meeting

The Chairman, Councillor O Gawith, welcomed all present to the meeting and asked that any Member entering or leaving it 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 Aldermen D Drysdale and W Leathem; Councillors T Beckett and A McIntyre; and the Head of Finance and IT.

2. **Declarations of Interest**

The Chairman invited Members to declare any Interests they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided at the meeting.

The following Declaration of Interest was made:-

- Councillor A P Ewing - Item 6 of Report of Head of Central Support Services - "Department of Health consultation on the Reformed IFR (Individual Funding Request) Policy Document and Guide for Patients and Service Users." (Member of South Eastern Local Commissioning Group)

3. Minutes of Meetings

It was proposed by Councillor J Craig, seconded by Councillor B Hanvey and agreed that the minutes of the following meetings of the Committee be confirmed and signed:-

- Meeting of Committee held on the 10th January 2017 as adopted by the Council at its Meeting held on the 24th January 2017;
- Special Meeting of Committee held on the 25th January 2017 as adopted by the Council at its Special Meeting held on the 9th February 2017.

4. Reports of Director of Corporate Services

Presented by 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:-

4.1 Report of Head of Central Support Services

Presented by Head of Central Support Services.

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

4.1.1 Electronic Records & Document Management System (ERDMS)

Members were advised that the Corporate Management Team had agreed that the implementation of an Electronic Records & Document Management System (ERDMS) should be further explored. In this regard, the Head of Service detailed the advantages of an ERDMS in meeting the Council's business and statutory requirements.

Central Support Services had been working with Finance & IT Services on this matter and - in order to assist - the Local Government Training Group (LGTG) had been approached in regard to financial assistance for the provision of consultancy support to prepare a business case and implementation plan. It was hoped that this could be provided but in its absence, the Head of Service advised that the Council should progress with such consultancy support, within the current financial year.

4.1.1 Electronic Records & Document Management System (ERDMS)
(Continued)

It was agreed to recommend that:-

- the Council progresses with an Electronic Records & Document Management System;
- consultancy support for the preparation of a business case and implementation plan be sought;
- in the event of financial assistance for the consultancy support not being forthcoming from the Local Government Training Group, such consultancy support be otherwise obtained and progressed within the current financial year.

4.1.2 Fly a Flag for Commonwealth Day – 13th March 2017

It was agreed to recommend that – as in 2016 - approval be given to cover any expenditure that might be incurred in relation to the Council's event for "Fly a Flag for Commonwealth Day" being held on the 13th March 2017.

4.1.3 HMS Hibernia & Band of the Royal Marines

Members were advised that - as part of their community engagement - HMS Hibernia had arranged for the band of the Royal Marines to visit Northern Ireland in May 2017. The band would be performing a concert in Lisburn following which they had offered to Beat the Retreat in Castle Gardens.

It was agreed to recommend that:-

- the events in Lisburn associated with the visit to Northern Ireland by the Band of the Royal Marines in May 2017 be progressed, the concert aspect being progressed through the Economic Development Unit and the Beating Retreat being progressed by Central Support Services;
- the necessary expenditure incurred by Central Support Services in the organisation of the Beating Retreat be approved.

4.1.4 Catering Contract at Lagan Valley Island

Further to the meeting of Committee in November 2016, Members noted that the Pre-Qualification Questionnaire (PQQ) stage of the procurement process was underway with the tender being issued to shortlisted applicants in early March. Prior to the issue of the tender, it would be the Officers' intention to meet with the Councillors nominated by Party Group Leaders.

4.1.4 Catering Contract at Lagan Valley Island (Continued)

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

- the progress report on the above contract be noted;
- delegated authority be sought from the Council for the Corporate Services Committee to agree the award of the tender.

4.1.5 Legal Services Contract

In order to allow sufficient time for the completion of the procurement exercise for the Legal Services Contract, it was agreed to recommend that the current contract be extended until the 31st July 2017.

4.1.6 Department of Health Consultation on the Reformed IFR (Individual Funding Request) Policy Document and Guide for Patients and Service Users (Closing Date: 7th April 2017)

The above consultation was available at the meeting and could also be accessed at <https://www.health-ni.gov.uk/consultations>.

The Head of Service verbally reported that it was intended to convene a meeting of the Health Working Group in March 2017 and that the above consultation document would be placed on the agenda for that meeting. This course of action was agreed.

4.1.7 Health Working Group – Membership

Members were reminded that Councillor V Kamble had represented the Alliance Party on the Health Working Group. It was noted that – whilst Councillor Kamble was now an Independent Member on the Council – she would be remaining on all committees etc until the Annual General Meeting of the Council.

The membership of the Health Working Group is revised at the first meeting of the Corporate Services Committee which follows the AGM.

In view of the above, it was agreed to note that the membership of the Health Working Group up until the Annual General Meeting of the Council remained that which was currently in place.

4.1.8 Policy Forum Seminar
“Improving Mental Health Provision in NI:
Prevention, Treatment & Developments in Care”
17th January 2017 - Belfast

Further to the meetings of the Health Working Group and the Corporate Services Committee on the 9th and 13th September 2016 respectively, the Committee noted that one of the Council’s delegates - Councillor B Hanvey – had been unable to attend and that his replacement had been Councillor A Girvin.

It was agreed to recommend that the replacement of Councillor B Hanvey by Councillor A Girvin as a delegate to the above conference be noted.

4.1.9 Lisburn & Castlereagh Policing & Community Safety
Partnership - Schedule of Meetings

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

4.2 Report of Head of Finance & IT

Presented by the Director of Corporate Services in the absence of the Head of Finance & IT.

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

4.2.1 Department of Finance
Consultation Document – “Rates Rethink”
(Closing Date: 16th February 2017)

The above consultation was available at the meeting and could also be accessed at <https://www.finance-ni.gov.uk/consultations/rates-rethink>.

Members had been provided with a draft response to the document and their comments were invited thereon.

It was agreed that the draft response to the above consultation document be accepted as the Council’s response thereto and be submitted to the Department of Finance by the closing date of the 16th February 2017.

4.2.2 Financial Statement
Period ended the 31st December 2016

It was noted that the net profiled expenditure for the period ended the 31st December 2016 was 9.00% below the approved estimates for the financial year 2016/2017.

4.2.3 Land & Property Services
3rd Quarter Actual Penny Product

It was agreed to recommend that the content of a letter dated the 20th December 2016 from Land and Property Services relating to the in-year penny product 2016/2017 be noted.

4.3 Report of Head of Human Resources &
Organisation Development

Presented by Head of Human Resources & Organisation Development.

It was proposed by Councillor A Grehan, seconded by Councillor J Craig and agreed that the report and recommendation of the Head of Human Resources & Organisation Development be adopted, subject to any decisions recorded below and other items noted:-

4.3.1 Elected Member Development Steering Group

It was agreed to recommend that the report of a meeting of the Elected Member Development Steering Group held on the 18th January 2017 be noted.

5. Confidential Report of Director of Corporate Services

The Director of Corporate Services sought agreement to bring forward his confidential report so as to allow the Heads of Service to leave the meeting once their reports had been considered. This was agreed.

The Director advised that:-

- the report of the Head of Central Support Services was confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information);
- the report of the Head of HR & Organisation Development was confidential for reason of information which was likely to reveal the identity of individuals and also labour relations matters.

It was proposed by Councillor B Mallon, seconded by Councillor A Ewing and agreed that 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.

5.1 Confidential Report of Head of Central Support Services

Presented by the Head of Central Support Services.

It was proposed by Councillor J Craig, seconded by Councillor B Hanvey and agreed that the confidential report and recommendation of the Head of Central Support Services be adopted, subject to any decisions recorded below and other items noted:-

5.1.1 Provision of Corporate Uniform – Business Case

It was agreed to recommend that the Business Case for the Provision of Corporate Uniform be accepted, thereby allowing such provision to proceed.

The Head of Central Support Services left the meeting. (7.10 pm)

5.2 Confidential Report of Head of Human Resources & Organisation Development

Presented by the Head of Human Resources & Organisation Development.

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

5.2.1 Post of Senior Administrative Assistant with PA Duties

It was agreed to recommend that the post of Senior Administrative Assistant with PA Duties be extended on a fixed term basis to the 31st March 2018 with the currently appointed employees continuing to fulfil that role on the basis of the extended fixed term contract.

5.2.2 Protocol for Managing Code of Conduct for Local Government Employees
Additional Employment outside Hours of Duty

Members had been provided with a draft Protocol to manage the application of the Code of Conduct for Local Government Employees and – in particular – the approval process for officers undertaking additional employment outside their hours of duty with the Council.

It was agreed to recommend that the draft Protocol in regard to officers undertaking additional employment outside their hours of duty with the Council be approved.

5.2.3 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
- Absence – Days lost per employee and percentage across the Council (includes “Total absence days per month”)
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks)
- Recruitment – Internal trawls and open competition.

5.2.4 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.

The Head of Human Resources & Organisation Development left the meeting. (7.12 pm).

Councillor V Kamble left the meeting. (7.13 pm)

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

6. Report of Director of Corporate Services (Continued)

6.1 Local Government Staff Commission for NI Continuance into 2017/2018 – Funding

Councillor V Kamble returned to the meeting during discussion of this matter. (7.15 pm)

Members had been provided with a copy of a letter dated the 1st February 2017 from the Local Government Staff Commission for Northern Ireland (LGSC) regarding its future and also its funding requirements.

It was noted that the Department for Communities would take responsibility for the 2016/2017 dissolution funding of the Commission in the sum of £1,996,101 and that it would not be necessary to request this funding from Councils and from the Northern Ireland Housing Executive (NIHE).

6.1 Local Government Staff Commission for NI
Continuance into 2017/2018 – Funding (Continued)

As the Dissolution Order would not be in place by the 31st March 2017, the Department was reconstituting the LGSC with effect from the 1st April 2017 with the Commission members being appointed from that date to the Dissolution date.

In line with its 2017/2018 Management & Dissolution Plan, the Commission had estimated its total financial requirement to be £497,029 for 2017/2018. As this figure would be offset by £60,000 from ongoing operations, the amount to be raised by District Councils and the NIHE was £437,029. Lisburn & Castlereagh City Council was required to pay 6.8266%, namely £29,834, with such an amount being paid by the 30th April 2017.

The Director pointed out that – as it had not been envisaged that the LGSC would remain in place after the 31st March 2017 - no provision had been made within the Council's plan of expenditure for 2017/2018. This funding would have to be sourced from any underspend that may arise.

The Director verbally reported that – as the matter of the Dissolution Order not being in place by the 31st March 2017 rested with Central Government and could not be attributed to the Local Councils – the Councils should contest the requirement for the payment of their portion of the 2017/2018 costs.

It was agreed to recommend that:-

- given that the matter of the Dissolution Order of the Local Government Staff Commission not being in place by the 31st March 2017 rested with Central Government and could not be attributed to the Local Councils, the requirement for Lisburn & Castlereagh City Council to pay its portion of the total financial requirement of the LGSC in regard to its 2017/2018 Management & Dissolution Plan be contested;
- in the event of the above-mentioned contest not being successful, the calculated contribution of £29,834 be paid to the Local Government Staff Commission by way of Lisburn & Castlereagh City Council's contribution to the 2017/2018 Management & Dissolution Plan of the Commission, such funding being sourced from any underspend that may arise.

6.2 Sustainable NI – Request for Funding

The Director reported receipt of a letter dated the 19th January 2017 from Sustainable NI seeking a contribution of £5,000.00 from Lisburn & Castlereagh City Council for 2017/2018. Sustainable NI assists Councils in meeting their obligations on sustainable development contained within the Northern Ireland (Miscellaneous Provisions) Act 2006.

6.2 Sustainable NI – Request for Funding (Continued)

It was agreed to recommend that a contribution of £5,000.00 be made to Sustainable NI in order to assist in its activities to help Councils meet their obligations on sustainable development contained within the Northern Ireland (Miscellaneous Provisions) Act 2006.

A “model” Service Level Agreement between the Council and Sustainable NI which could be tailored to meet the needs of the Council had also been received. Sustainable NI had offered to meet with the Council in this regard.

6.3 Royal Ulster Rifles Association (Lisburn)
Visit to Ypres – August 2017
Request for Financial Assistance

Members had been provided with a copy of a letter received by the Council on the 13th January 2017 from the Secretary to the Lisburn Branch of the Royal Ulster Rifles Association seeking financial assistance towards their visit to Ypres in August 2017.

The Director verbally reported the levels of financial assistance which had been awarded to “veteran” associations since April 2015.

It was proposed by Councillor A Grehan, seconded by Councillor A Ewing and agreed to recommend that financial assistance in the sum of £1,000.00 be awarded to the Lisburn Branch of the Royal Ulster Rifles Association for their visit to Ypres in August 2017.

6.4 Royal Irish Rangers Association
50th Anniversary – Reception and Beating of Retreat
15th June 2018

Members had been provided with copy of a letter dated the 17th January 2017 from the Royal Irish Rangers Association requesting that the Council consider hosting a reception at Lagan Valley Island on the 15th June 2018 to mark the 50th anniversary of the foundation of the Royal Irish Rangers. The reception would conclude with a Beating of Retreat by the Bugles, Pipes, Drums and Band of the Royal Irish Regiment.

Subject to confirmation, the Association also hoped to hold a commemorative parade in Thiepval Barracks the following day with the Association and Old Comrades taking part.

It was agreed to recommend that the request by the Royal Irish Rangers Association for the Council to host a reception and Beating of Retreat (by the Bugles, Pipes, Drums and Band of the Royal Irish Regiment) at Lagan Valley Island on the 15th June 2018 to mark the 50th anniversary of the Royal Irish Rangers be acceded to.

Councillor S Carson entered the meeting. (7.18 pm)

6.5 William Keown Trust
Request for Funding

Members had been provided with a copy of a letter from the William Keown Trust regarding the future sustainability of that organisation following the death of the founder, William Keown MBE, in March 2015.

Following an approach by the Trust to the Chief Executive of Newry, Mourne & Down District Council, a Proposal Document had been provided from which it was noted that a contribution of £1,500 from each council would ensure the continuity of the various William Keown Trust awards across Northern Ireland. This proposal document was to have been discussed by SOLACE at its meeting held on the 3rd February 2017.

It was agreed to recommend that that the request from the William Keown Trust for financial assistance of £1,500.00 so as to ensure the continuity of the various William Keown Trust awards across Northern Ireland be deferred to the March 2017 meeting of the Committee so as to allow for:-

- an update from the William Keown Trust further to the meeting of SOLACE on the 3rd February 2017 when the Proposal Document was to have been considered;
- an examination of the Council's policy on requests for financial assistance.

6.6 Construction Employers Federation
Provision of Indicative Capital Expenditure Programme

Members had been provided with a copy of a letter dated the 9th December 2017 from the Construction Employers' Federation (CEF) enquiring as to the possibility of the Council providing its indicative capital expenditure programme over a set period of time. This provision would assist members of the CEF with forward planning.

This matter had been considered by SOLACE and – rather than providing their Capital Programmes to CEF – other councils were minded to provide details of major projects to the Central Procurement Directorate (CPD) which publishes a list of all major upcoming government projects and which is available to CEF members.

It was agreed to recommend that the request from the Construction Employers Federation for it to be provided with the Council's indicative capital expenditure programme over a set period of time be not supported, but that the Council provides details of all major projects to the Central Procurement Directorate prior to the tenders being advertised.

6.7 Consumer Council

6.7.1 Consultation “Draft Forward Work Programme 2017-2018”
(Extended Closing Date: 15 February 2017)

(a) Consultation Response

The above consultation was available at the meeting and could also be accessed at <http://www.consumercouncil.org.uk/publications/consumer-council-draft-forward-work-programme-2017-18/>.

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

(b) Public Consultation Session
30th January 2017
Consumer Council offices, Seatem House,
28 Alfred Street, Belfast

All members had been notified on the 19th January 2017 of the above public consultation session associated with the “Draft Forward Work Programme 2017-2018” consultation document.

It was agreed to recommend that the attendance of any Member at the above consultation meeting be retrospectively approved and that approved expenses be paid in this regard.

6.7.2 Consumer Parliament Event
Friday 24th March 2017
Spires Conference Centre, Belfast

Members had been provided with details of the above Consumer Parliament event at which queries in regard to items such as energy, water, postal, transport and consumer rights could be raised and answered.

There is no fee for the event, the only expenses that would be incurred would be those in relation to travel.

No nominations for attendance were made.

- 6.8 Department for Communities
HM Treasury/Department for Work & Pensions Consultation re
Pension Scams
(Extended Closing Date: 15th February 2017)

The above consultation was available at the meeting and could also be accessed at <https://www.communities-ni.gov.uk/consultations/pension-scams-consultation>.

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

- 6.9 Seachtain na Gaeilge (Irish Language Week)
1st – 17th March 2017

It was agreed to recommend that the promotional booklet for Seachtain na Gaeilge (Irish Language Week) which runs from the 1st – 17th March 2017 be noted and furthermore to also note that the matter had been referred to Leisure & Community Development for action.

- 6.10 Department for Communities - Welfare Reform
Contact Number for Elected Members

Further to the meeting of the Committee on the 13th December 2016, Members noted the content of a letter dated the 24th January 2017 from the Department for Communities advising that a dedicated contact number for Elected Members could not be provided nor could the availability of existing numbers be widened.

Additional Report

- 6.11 Chief Executives' Forum - Seminar
"Personal Services Companies in the Public Sector –
A Final Check List"
Tuesday 14th March 2017 (8.00 am – 10.00 am)
Malone House, Belfast

Members had been provided with details of the above seminar for which there was no fee. The only expenses that would be incurred would be those in relation to travel.

No nominations for attendance were made.

7. Confidential Report of Director of Corporate Services

Dealt with at Item 5.

8. Any Other Business

There was no other business.

There being no further business, the meeting terminated at 7.23 pm.

MAYOR/CHAIRMAN