

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 21st June 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, A P Ewing,
A Grehan, B Hanvey, V Kamble, B Mallon and A McIntyre
- OTHER MEMBER:** Councillor John Palmer
- IN ATTENDANCE:** Director of Corporate Services
Director of Environmental Services
Head of Central Support Services
Head of Finance & IT
Head of Human Resources & Organisation Development
Head of Marketing & Communications (Mrs C Bethel)
Head of Operation Services
Committee Secretary

The Chairman, Councillor O Gawith, welcomed Members to this the first meeting of the new Committee membership following the Annual Meeting of Council on the 14th June 2016.

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.

On behalf of the Officers of the Corporate Services Department, the Director congratulated Councillors O Gawith and B Mallon on their appointment as Chairman and Vice-Chairman respectively of the Committee. The Director also congratulated those Members who were newly appointed to the Committee. The Director offered to provide a tour of and introduction to the Department for any Member who might wish to avail of this.

Finally, the Director congratulated Councillor B Bloomfield and Alderman S Martin on their election as Mayor and Deputy Mayor respectively.

1. Apologies

There were no apologies

Councillor A McIntyre entered the meeting. (7.02 pm)

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:-

- Alderman S Martin – Item 6.2 of Report of Head of Central Support Services – “Libraries NI: Lisburn City Library – Consultation about Reduction in Opening Hours” (Member of Board of Libraries NI)
- Councillor S Carson – Item 7 of Report of Director of Corporate Services – “Boys’ Brigade (NI District) Queen’s Award for Volunteering” (Members of Boys’ Brigade 4th Lisburn Company)

3. Minutes of Meeting

It was proposed by Alderman T Jeffers, seconded by Councillor B Mallon and agreed that the minutes of the Meeting of Committee held on the 10th May 2016 as adopted by the Council at its Meeting held on the 31st May 2016 be confirmed and signed.

Alderman W A Leathem and Councillor A Grehan entered the Meeting. (7.05 pm and 7.06 pm respectively)

4. Confidential Report of Director of Corporate Services

At the request of the Director and in order to accommodate Environmental Services’ staff who were present at the Meeting, it was agreed that Item 5 of the agenda be brought forward to this stage in the Meeting and that his confidential report be considered.

The Director advised that:-

- the report of the Head of Central Support Services was confidential for reason of (1) information which revealed that the Council proposed to give under any statutory provision a notice by virtue of which requirements are imposed on a person or to make an order or direction under any statutory provision and (2) information which was likely to reveal the identity of individuals;

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

- the report of the Head of Finance was confidential for reason of (1) information which related to the financial or business affairs of any particular person (including the Council holding that information) and (2) information which was likely to reveal the identity of individuals;
- the report of the 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 Alderman A G Ewart, 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:-

4.1 Report of Head of Human Resources & Organisation Development

Presented by the Head of Human Resources & Organisation Development.

It was proposed by Councillor A Grehan, seconded by Councillor A McIntyre 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:-

4.1.1 Payroll Advisor – Fixed Term

It was agreed to recommend that the Organisation Design Business Case Report and the filling of the post of Payroll Advisor on a Fixed Term basis be approved.

The Head of Service outlined the procedure in regard to the presentation of supportive evidence for job applications.

Councillor John Palmer entered the Meeting. (7.08 pm)

4.1.2 Transfer of Weekly Paid Staff to Bi-Weekly Pay

It was agreed to recommend that the proposal and terms of the “buy out” for staff in relation to the Transfer of Weekly Paid Staff to Bi-Weekly Pay be accepted.

4.1.3 Mechanism for Monitoring Headcount

It was agreed to recommend that:-

- the transfer into the Council of the post of Lagan Canal Trust Chief Officer be agreed;
- the post of Manager of the Northern Ireland Business Start Up Programme on a time limited contract be filled.

Councillor A P Ewing entered the Meeting. (7.15 pm)

4.1.4 Operational Services Unit Updated Organisation Design

It was agreed to recommend that the report on the organisational design for the Operational Services Unit be approved and that the necessary steps be taken to implement it.

4.1.5 Job Evaluation Appeals

Arising from Members' comments, it was agreed that a progress report be presented to the Committee each month in respect of the number of appeals outstanding and the percentages of appeals both successful and unsuccessful.

4.1.6 Acting-Up arrangements during Absence of Head of Human Resources & Organisation Development on Maternity Leave

It was agreed to recommend that the acting-up arrangement by the Human Resources Manager for the absence on maternity leave of the Head of Human Resources & Organisation Development (anticipated to be until January 2017) be noted.

4.1.7 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
- Long Term Absence – Employees absent due to long term sickness (over 12 weeks)
- Recruitment – Internal trawls and open competition.

The rolling absence report which was normally provided had not been available this month due to a systems' error in connection with a recent upgrade and the merging of attendance systems.

4.1.8 Moira – Grounds Maintenance

In response to comments made by Alderman W J Dillon about grounds maintenance issues in Moira, the Director of Environmental Services and the Head of Operational Services responded to these comments and gave an assurance that steps were being taken to positively address such matters.

4.2 Report of Head of Central Support Services

Presented by Head of Central Support Services.

It was proposed by Alderman T Jeffers, seconded by Councillor S Carson and agreed that the confidential report and recommendations of the Head of Central Support Services be adopted, subject to any decisions recorded below and other items noted:-

4.2.1 Hillsborough Road Lisburn – Woodland Area

It was agreed to recommend that the actions in the report of the Head of Central Support services be agreed.

4.2.2 Lands at Old Coach Road Hillsborough

It was agreed to recommend that the actions in the report of the Head of Central Support services be agreed.

The Director of Environmental Services and the Head of Operational Services left the Meeting. (7.36 pm)

4.2.3 Central Support Services Changes to Organisation Design following Matching Process

It was agreed to recommend that the revised structure for Central Support Services be approved.

4.3 Report of Head of Finance & IT

Presented by Head of Finance & IT.

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

4.3.1 Insurance Renewal – 1st April 2016

It was agreed to recommend that the Insurance renewal premiums in the sum of £785,268.39 for the year commencing the 1st April 2016 be accepted.

4.3.2 Finance & IT Unit
Revised Organisation Chart following the Matching Process

The Head of Service tabled an additional report in respect of the above matter which superseded information contained in the original report. It was agreed to recommend that the revised report and revised organisation chart for Finance & IT as contained in the Head of Service's tabled report be accepted.

4.3.3 Insurance Reports

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

Additional Report

4.3.4 Finance & IT Unit
Revised Organisation Chart following the Matching Process

Dealt with under Item 4.3.2.

4.4 Report of Head of Marketing & Communications

Presented by Head of Marketing & Communications.

It was proposed by Alderman A G Ewart, seconded by Councillor S Carson and agreed that the confidential report and recommendations of the Head of Marketing & Communications be adopted, subject to any decisions recorded below and other items noted:-

4.4.1 Freedom of Information

It was agreed to recommend that the summary of Freedom of Information requests received in April and May 2016 be noted.

It was proposed by Councillor B Mallon, seconded by the Deputy Mayor, Alderman S Martin, and agreed to come "out of Committee" and normal business was resumed.

5. Reports of Director of Corporate Services

It was proposed by Alderman A G Ewart, seconded by Councillor A McIntyre and 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 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 A McIntyre 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:-

5.1.1 Lisburn & Castlereagh Policing & Community Safety Partnership

(a) Appointment of Chairman

It was agreed to recommend that – in line with the Council’s previous decisions - the Chairmanship of the Lisburn Policing & Community Safety Partnership as from the 1st September 2016 be from the Ulster Unionist Party and that that party notify the Head of Central Support Services of their nominee for this position.

(b) Schedule of Meetings

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

5.1.2 Health Working Group – Membership

The membership and chairmanship of the Health Working Group had been determined at meetings of the Corporate Services Committee in Shadow form on the 15th March 2015 and of the Corporate Services Committee on the 12th May 2015.

In this regard, it was agreed to recommend that:-

- the Chairman and Vice-Chairman of the Health Working Group for 2016/2017 be noted as being Councillors O Gawith and B Mallon respectively;
- The Right Worshipful The Mayor, Councillor B Bloomfield MBE, be noted as being a member of the Health Working Group;

5.1.2 Health Working Group – Membership (Continued)

- the DUP, UUP, SDLP, APNI be invited to make one nomination per party to serve on the Health Working Group for 2016/2017 such nominations to be with the Head of Central Support Services by the 27th June 2016 so that the membership is in place in case an urgent meeting of the Group is required during the summer;
- Councillor A Girvin (the sole TUV member on the Council) be asked to confirm if he wishes to serve on the Health Working Group for 2016/2017.

5.1.3 Northern Ireland Local Government Association (NILGA)
Lease of Accommodation at Bradford Court, Belfast

Members were aware that the Northern Ireland Local Government Association (NILGA) had a lease with the Council for the use of office accommodation and 10 car parking spaces at Bradford Court, Belfast. This lease was due to expire on the 31st August 2016. In a letter dated the 19th May 2016, NILGA had advised of its wish to exercise the option to renew the lease for a further period of one year from the 1st September 2016.

It was agreed to recommend that:-

- under Clause 16.7.3 of the lease – the Northern Ireland Local Government Association be granted an extension of one year commencing the 1st September 2016 for the use of office accommodation and 10 car parking spaces at Bradford Court, Belfast;
- the Council take the necessary steps to have the extension to the lease put in place.

5.1.4 Moat Park, Dundonald
Wayleave Agreement to Northern Ireland Electricity plc

It was agreed to recommend that the decision of the Director of Corporate Services to approve a request from Northern Ireland Electricity plc for the granting of a Wayleave Agreement in relation to ongoing works associated with cable laying in Moat Park, Dundonald be endorsed, it being noted that neither Leisure Services nor Technical Services had any objection to this Wayleave.

5.1.5 Action Cancer
Big Bus – 10th Anniversary Celebration
Tuesday 4th October 2016

Members had been provided with a copy of a letter dated the 7th June 2016 from Action Cancer regarding the 10th anniversary of its Big Bus operation which provides breast screening services and health checks at various locations throughout Northern Ireland. Action Cancer had enquired if the Council would host its celebration event at Lagan Valley Island on the 4th October 2016 commencing at 10.30 am and concluding at 12.30 pm with a light lunch and a tour of the Big Bus.

The Head of Service confirmed that the request met the criteria for assistance to charities and that the fee for the Island Hall booking was £756.00.

It was agreed to recommend that the request from Action Cancer for the Council to host a celebration event and light lunch at Lagan Valley Island on the 4th October 2016 to mark the 10th anniversary of the operation of Action Cancer's Big Bus be acceded to with the Council being responsible only for payment of the Island Hall booking fee in the sum of £756.00.

5.1.6 Consultation Documents

- (a) Department of Culture, Arts & Leisure
Consultation on a Framework for Promoting Sign
Language, including Proposals for Legislation
(Closing date: 4th July 2016)

The above consultation was available at <https://www.communities-ni.gov.uk/sites/default/files/consultations/dcal/Sign%20Language%20Framework%20Document.PDF>.

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

- (b) Libraries NI
Lisburn City Library - Consultation about Reduction in
Opening Hours
(Closing Date: 17th July 2016)

Members had been provided with a copy of a letter dated the 25th May 2016 from Libraries NI regarding a consultation on a reduction in the opening hours of Lisburn City Library from 54 hours to 45 hours per week as from November 2016. Similar reductions were planned for each of the 14 busiest libraries of Libraries NI.

5.1.6 Consultation Documents (Continued)

- (b) Libraries NI
Lisburn City Library - Consultation about Reduction in
Opening Hours
(Closing Date: 17th July 2016) (Continued)

A questionnaire with some background information was available at <https://www.librariesni.org.uk/public-consultation-library-opening-hours/Pages/default.aspx>.

It was proposed by Alderman W A Leathem, seconded by Councillor A Grehan and agreed that:-

- by way of the Council's response to the above consultation, Libraries NI be advised that the Council was opposed to a reduction in the opening hours of Lisburn Library as – in addition to the traditional library service – the facility provided a very important and worthwhile social hub for people, in particular for those persons who may be socially isolated;
- the Council's response to Libraries NI be reiterated to the Minister for Communities;
- members of the public be encouraged to respond to the consultation by way of the on-line response questionnaire from Libraries NI;
- in order to publicise the response questionnaire regarding Lisburn Library, a feature about this consultation and/or the link to the response questionnaire be put on the Council's website.

- (c) Belfast Health & Social Care Trust
Consultation – “Improving Ophthalmology Outpatient
Services: A Consultation on the Development of
Ophthalmic Clinical Centres in Northern, Southern and
South Eastern Local Commissioning Group/Trust Areas”
(Closing Date: 5th August 2016)

The above consultation document was available at <http://www.belfasttrust.hscni.net/about/Consultations.htm>.

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

5.1.7 Provision of Catering at Lagan Valley Island

Members noted a timetable for the procurement exercise for the provision of catering at Lagan Valley Island.

Given the complexity of the procurement exercise, external assistance had been obtained and in order for the procurement exercise to be completed, it would be necessary to extend the current contract with OCS.

Following queries from Members, the Head of Service confirmed the timetable for this procurement exercise.

It was agreed to recommend that the current catering contract with OCS be extended until 31st May 2017 so as to allow for the completion of the procurement exercise for the provision of catering at Lagan Valley Island.

5.1.8 Island Hall Events - Enhancements

The Head of Service referred to the decision of the Committee at its meeting held on the 8th March 2016 that Officers investigate the announcement of housekeeping arrangements by means of PowerPoint and the showing at the start of all or major events, promotional videos for the city centre, local attractions and local eating establishments. The Committee had also asked that the permitted use of photography at events at Lagan Valley Island be reviewed.

Members had been provided with a copy of a report prepared by the Lagan Valley Island Centre Manager from which it was noted that:-

- as an interim measure, a PowerPoint was being shown and promotional videos were played in the bar area when customers arrived for events;
- the promotional video would be shown in the Ground Floor Rotunda in the near future;
- if possible and with immediate effect, the PowerPoint and promotional video would be shown in the Island Hall;
- a review on the permitted use of photography in the Island Hall should be complete in September 2016.

The report had recommended that that two large TV screens be installed on either side of the auditorium. However it was agreed this be not accepted and that a report be presented to the Committee in January 2017 to provide a review as to how the above measures had performed.

It was further agreed that LVI Centre Management liaise with the Economic Development Unit so as to maximise any opportunities there may be to promote Lagan Valley Island events in tandem with late night dining in Lisburn City Centre.

5.1.9 Ceremonial Insignia for Members' Robes & Former Mayors

Alderman D Drysdale left and returned to the meeting during discussion of this item at 8.04 pm and 8.05 pm respectively.

Having been officially received from the College of Arms in London, the Council's coat of arms would be placed on the robes of Aldermen.

As part of the working group on Robes it had been agreed that the robes of all previous Mayors in the previous Councils should include reference to former Mayoral status. This would replace the practice of presentation to the former Mayor and would be only for those former Mayors who were current Members of Council.

A photograph of a potential jewel and the potential cost was displayed at the meeting.

It was agreed that:-

- the provision of the jewel as displayed at the meeting be not proceeded with but that a report with further options and costs be reported to the September 2016 meeting of the Committee;
- as part of the report to the Committee, the actual number of persons to whom this jewel would apply is made known.

During the course of debate on this matter, Councillor V Kamble indicated that she would reimburse the Council with any expenditure that may have been incurred in regard to a conference she had inadvertently attended recently.

5.1.10 Lagan Valley Island – RoSPA Report Update

It was agreed to recommend that a report by the LVI Centre Manager in regard to the RoSPA review at Lagan Valley Island be noted.

5.1.11 Armed Forces Day (20th June 2016)

The Committee noted that a ceremony and reception in relation to the hoisting of the flag for Armed Forces Day had taken place at Lagan Valley Island on the 20th June 2016.

5.1.12 Hillsborough Old Guard
Reception for Martinsart Commemorations – June 2016

Further to the meeting of Committee held on the 13th October 2015, the Head of Service reported that Officers had met with representatives of the Hillsborough Old Guard and that – via the French Consul – had issued an invitation to the Mayor of Martinsart to attend a Mayoral reception during his visit to Hillsborough. The Mayor of Martinsart had in fact not visited Northern Ireland. However the Hillsborough Old Guard had held a commemorative event on the 11th June 2016 and this had been attended by The Right Worshipful the Mayor at that time, Councillor R T Beckett.

5.1.13 Battle of the Somme – Centenary Commemorations
(1st July 2016)
Royal British Legion (Lisburn Branch)

Members noted that arrangements for the above Royal British Legion commemoration event on the 1st July 2016 were progressing in consultation with the Royal British Legion (Lisburn Branch).

5.1.14 Publications

The Committee noted that the undernoted publications had been received and were available for perusal:-

- Public Health Agency – 2015 Annual Report of the Director of Public Health
- Department of Health for Northern Ireland – 2015 Annual Report of the Chief Medical Officer for Northern Ireland.

Additional Report

5.1.15 Main Street/Lisburn Street, Hillsborough
Wayleave Agreement to Northern Ireland Electricity plc

It was agreed to recommend that a request from Northern Ireland Electricity plc for the granting of a Wayleave Agreement in relation to underground cabling works for a new development off Lisburn Street, Hillsborough be acceded to, the area of land over which the Wayleave was requested being an area of land opposite the War Memorial.

5.2 Report of Head of Finance & IT

Presented by Head of Finance & IT.

It was proposed by the Deputy Mayor, Alderman S Martin, seconded by Alderman T Jeffers and agreed that the report and recommendations of the Head of Finance & IT be adopted, subject to any decisions recorded below and other items noted:-

5.2.1 Prudential Indicators 2016/17 to 2018/19

It was agreed to recommend that the Prudential Indicators 2016/17 to 2018/19 be accepted and approved.

In her additional report, the Head of Service provided additional information in relation to the above matter and this was noted.

5.2.2 Collaborative Tender for Broking and Insurance Services

Members had been provided with a copy of an insurance report comparing broker and insurance costs from the previous councils to those of the new Lisburn & Castlereagh City Council, following the collaborative tender for broking and insurance services.

The current collaborative tender was due to expire on the 31st March 2017 and confirmation had been required from each Chief Executive on the 10th June 2016 as to their participation or otherwise in the new tender.

The Head of Service detailed the benefits to the Council of participating in the collaborative tender.

It was agreed to recommend that the Council accept the proposal for joining the collaborative tender for Broking & Insurance Services as from the 1st April 2017.

The Head of Central Support Services left the Meeting. (8.20 pm)

5.2.3 Financial Statements

(a) Period ended the 31st March 2016

It was noted that the net profiled expenditure for the period ended the 31st March 2016 was 4.00% below the approved estimates for the financial year 2015/2016. This figure was a draft one as it was subject to audit.

The Head of Service advised that she would present a report on Reserves/General Fund to the September 2016 meeting of the Committee.

(b) Period ended the 31st May 2016

It was noted that the net profiled expenditure for the period ended the 31st May 2016 was 1.00% below the approved estimates for the financial year 2016/2017.

5.2.4 Public Sector Shared Services Programme Board Meeting – 3rd May 2016

It was agreed to recommend that the report and papers from the meeting of the Public Sector Shared Services Programme Board held on the 3rd May 2016 be noted.

Additional Report

5.2.5 Prudential Indicators 2016/17 to 2018/19

Dealt with under Item 5.2.1.

The Head of Finance & IT left the Meeting. (8.21 pm)

5.3 Report of Head of Human Resources & Organisation Development

Presented by the Head of Human Resources & Organisation Development.

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

5.3.1 Suite of Policies

Members had been provided with the undernoted policies and scheme:-

- Dress Code Policy
- Professional Fees Policy
- Employee Recognition Scheme

The Head of Service confirmed that the following amendments would be made to the Employee Recognition Scheme:-

- the active recognition categories numbered five and not six;
- the recognition would include individuals as well as teams or service areas.

It was agreed to recommend that the above-mentioned policies and scheme be accepted and that – prior to their implementation – they be raised for agreement at the next LCCC Joint Consultative Committee with the Trade Unions.

5.3.2 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.

5.3.3 Investors in People (IIP) Accreditation - Update

It was agreed to recommend that the Executive Summary of the IIP Assessment Report together with the Head of Service's report thereon be noted.

The Chairman of the Committee, Councillor O Gawith, extended best wishes to the Head of Service, Ms Sinead Clarke, as she commenced Maternity Leave.

The Head of Human Resources & Organisation Development left the meeting. (8.25 pm)

5.4 Report of Head of Marketing & Communications

Presented by the Head of Marketing & Communications.

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

5.4.1 Date of Lisburn Christmas Lights Switch On 2016

It was agreed to recommend that Thursday 17th November 2016 be selected as the date for the 2016 Lisburn Christmas Lights Switch-on.

Alderman W A Leathem left the meeting. (8.26 pm)

5.4.2 Website Review 2016

The Committee had been provided with a review of the Council's website which had been operative for a year, Green17 being the Council's website providers. Members were informed of a number of upgrades and recommendations which the Marketing & Communications Unit would wish to proceed with.

It was agreed to recommend that the Website Review Information be noted and that Officers proceed with recommendations to further enhance the site.

5.4.3 BT Directory Advertising

It was agreed to recommend that the Council's BT advertisement in the White Pages be not renewed as:-

- the use of a hard copy document to access telephone numbers was very much on the decline – googling contact details being the most-used method;
- local users could access the Council's contact details by means of CityWide or the Council's A-Z of Services.

It was further agreed that – in the next issue of CityWide – some method of alert to the Council's contact details be placed on the front cover.

5.4.4 Social Media

- (a) Belfast 2016
Baby Grand, Belfast
7th September 2016

Members had been provided with details of the above conference, the fee being a NILGA-negotiated one of £125.00 per person.

It was agreed to recommend that:-

- the Heads of Marketing & Communications be nominated to attend the above conference, the Council to be responsible for the payment of approved expenses in this regard;
- no Elected Members be nominated to attend the conference, it being considered more cost effective to bring in external consultants to provide training to Members in the ways of social media.

- (b) Council's social media website & events

The Director left and returned to the meeting during discussion of this item. (8.36 pm and 8.38 pm)

The Head of Service referred to a number of negative comments which had appeared on the Council's social media sites over the past weekend and advised that these would be investigated.

The Right Worshipful The Mayor, Councillor B Bloomfield, referred to the Council's screening in Market Square, Lisburn earlier that evening of the Northern Ireland –v- Germany football match at the Euros 2016. The Right Worshipful the Mayor and other Members referred to the success of this screening in terms of atmosphere and numbers and suggested that it be commented on appropriately on the Council's media sites.

Alderman A G Ewart left the meeting. (8.40 pm)

5.4.5 Projects undertaken by Marketing & Communications Unit

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

- Half Marathon Micro-Website Creation 2016
- Queen's 90th Birthday Celebrations - Artwork
- Economic Development 'Go For It' Campaign
- Euros 2016 – Marketing of the Northern Ireland –v- Germany match on the 21st June 2016
- Citywide
- Council A-Z of Services

Members were advised that copies of CityWide and the Council's A-Z of Services were available from the Marketing & Communications Unit.

5.4.6 Media Coverage

It was agreed to recommend that the media coverage reports for April and May 2016 be noted.

The Head of Marketing & Communications left the Meeting. (8.41 pm)

5.5 Councillors' Allowances
Addenda to Guidance on Councillor Allowances

Alderman A G Ewart re-entered the meeting during discussion. (8.45 pm)
Councillor A McIntyre left and re-entered the meeting prior to decision.
(8.50 pm and 8.52 pm)

The Director's main and additional reports dealt with the above item.

The Director referred to the decisions of the Committee at its previous meeting and explained the effects of Addendum No. 3 to Circular LG 04/2015 providing addenda to Guidance on Councillor Allowances, in particular the issue of consumables.

Following lengthy discussion, it was proposed by Alderman D Drysdale, seconded by Councillor A Grehan and agreed to recommend that:-

- the response from the Deputy Secretary (Strategic Policy & Resources) at the Department for Communities in relation to Addendum No. 3 to Circular LG 04/2015 providing addenda to Guidance on Councillor Allowances, in particular the issue of consumables, be noted;

5.5 Councillors' Allowances
Addenda to Guidance on Councillor Allowances (Continued)

- the decision of the Deputy Secretary to decline the request for attendance at the Committee meeting as he considered there to be no benefit to be gained from such attendance be noted;
- a memorandum dated the 17th June 2016 from the Northern Ireland Local Government Association to the National Association of Councillors providing clarification on this matter be noted;
- Addendum No. 3 to Circular LG 04/2015 providing addenda to Guidance on Councillor Allowances be implemented with reluctance;
- as part of the implementation of Addendum No. 3, Elected Members be written to:-
 - providing the options under which they could receive Broadband and asking them to indicate their individual preferences;
 - informing them as to how they would receive sim cards given that the contract was coming to an end and these were no longer a permitted consumable;
 - advising as to which provisions were considered “consumables” and which were not.

Furthermore, Members – via their political parties – were encouraged to take this matter up with:-

- the Minister for Communities
- the National Association of Councillors.

Alderman W J Dillon enquired as to the provision of his headed paper which was still outstanding. The Director agreed to investigate this matter.

5.6 Boundary Commission for Northern Ireland
2018 Review of Parliamentary Constituencies

Members had been provided with a copy of a letter dated the 17th May 2016 from the Boundary Commission for Northern Ireland regarding the 2018 Review of Parliamentary Constituency Boundaries in Northern Ireland. The public consultation would last for 12 weeks and was to commence in the early autumn of 2016, most likely September. The Commission was seeking for the Council to provide a Public Display Point within the Council headquarters during the consultation period.

5.6 Boundary Commission for Northern Ireland
2018 Review of Parliamentary Constituencies (Continued)

It was agreed to recommend that:-

- the Council accede to the request of the Boundary Commission for Northern Ireland to provide a Public Display Point at Lagan Valley Island in relation to the consultation period for the 2018 Review of Parliamentary Constituency Boundaries in Northern Ireland;
- the Council's contact for the Boundary Commission in this regard be the Director of Corporate Services.

5.7 Boys' Brigade (Northern Ireland District)
Queen's Award for Volunteering

Members were advised that the Northern Ireland District of the Boys' Brigade had been awarded the Queen's Award for Volunteering which is the highest award given to volunteer groups across the United Kingdom.

It was agreed to recommend that retrospective approval be given to:-

- the hosting by Alderman J Tinsley (Immediate Past Chairman of Committee) of a small reception on the 8th June 2016 for the Boys' Brigade in recognition of their receipt of the Queen's Award for Volunteering, this reception having been agreed by The Right Worshipful The Mayor at that time, Councillor R T Beckett;
- the expenditure which had been incurred in connection with the above reception, such expenditure having included a small gift.

The Right Worshipful The Mayor, Councillor B Bloomfield, advised Members that he – together with a number of other distinguished guests - had attended the official presentation of the Queen's Award to the Boys' Brigade at their Northern Ireland Headquarters at Newport, Hillsborough, the previous day.

5.8 ABF The Soldiers' Charity
Beating Retreat & Annual Awards Ceremony
Sergeants' Mess, Thiepval Barracks, Lisburn
29th June 2016 – 7.30 pm

Members had been provided with copy of an e-mail dated the 31st May 2016 from ABF The Soldiers' Charity regarding the above event. An attendant poster had also been provided. Tickets for the event were £35.00 per person.

It was agreed to recommend that two tickets be purchased for the above event, the allocation of same to be left to the Chairman of the Corporate Services in association with the Director.

5.8 ABF The Soldiers' Charity
Beating Retreat & Annual Awards Ceremony
Sergeants' Mess, Thiepval Barracks, Lisburn
29th June 2016 – 7.30 pm (Continued)

It was further agreed that the Council be responsible for the payment of approved expenses in this regard,

Members were reminded that they themselves could purchase tickets for the event.

5.9 Northern Ireland Local Government Association
Annual Conference & Exhibition
5th & 6th October 2016
Hastings Everglade Hotel, Londonderry

Members had been provided with details of the above conference, the cost of a Member's attendance thereat having been estimated at £302.70.

It was noted that:-

- two free places had been offered for the "First Citizen", namely The Right Worshipful The Mayor, Councillor B Bloomfield, and a senior council representative, the Chief Executive having indicated that she hoped to attend the conference;
- to celebrate the Year of Food & Drink 2016, NILGA was hosting a networking reception in the Guildhall, Londonderry on the 5th October 2016. Each Council was being allocated two guest places for this event, however no additional tickets were available as places were limited.

It was agreed to recommend that:-

- in addition to the two free places being provided by NILGA and which were for (1) the Chief Executive and The Right Worshipful The Mayor, Councillor B Bloomfield, a further eight places be booked at the conference for the Council's representatives on NILGA, ie Aldermen W J Dillon, D Drysdale, A G Ewart, M Henderson, W A Leathem and S Martin; Councillors A Givan and U Mackin;
- the attendance of two Council delegates to the networking reception being held in the Guildhall, Londonderry on the 5th October 2016 be noted;
- the Council be responsible for the payment of any approved expenditure that may be incurred in regard to the NILGA conference and networking event on the 5th & 6th October 2016.

5.10 Northern Ireland Garrison Support Unit
Fireworks Display at Lisburn Station (Thiepval Barracks)
Thursday 3rd November 2016
Request for Financial Assistance

Members had been provided with a copy of a letter dated the 25th May 2016 from the Northern Ireland Garrison Support Unit in Thiepval Barracks seeking financial assistance for their annual Lisburn Station Fireworks Display on the 3rd November 2016. The event would be open to the local community and a collection would be made for the Mayor's Charity. Financial assistance of £5,000 (compared to £4,000 in previous years) was being sought so as to enhance the 2016 event.

It was agreed to recommend that financial assistance in the sum of £5,000.00 be awarded to the Northern Ireland Garrison Support Unit in Thiepval Barracks in respect of its annual Lisburn Station Fireworks Display on the 3rd November 2016.

5.11 Whanganui District Council
2017 New Zealand Master Games
3rd – 12th February 2017

The Committee was aware of the friendship arrangement between the previous Lisburn City Council and Whanganui, New Zealand.

Members had been provided with a copy of a letter dated the 25th May 2016 from the Sister Cities Co-Ordinator of Whanganui District Council extending an invitation to the Council to visit/be represented at/participate in the 28th Annual New Zealand Masters Games being held in Whanganui from the 3rd – 12th February 2017.

It was agreed that the correspondence referred to above be passed to the Leisure & Community Development Committee for dealing with.

5.12 Seafarers UK
Merchant Navy Day – Saturday 3rd September 2016
Request to fly the Red Ensign

Members had been provided with a copy of a letter dated May 2016 from Seafarers UK inviting the Council to mark Merchant Navy Day on the 3rd September 2016 by the flying of the Red Ensign. Merchant Navy Day seeks "to remember the sacrifices, salute the courage and support the future of the often unsung personnel of our Merchant Navy".

Seafarers UK had suggested that a flag-hoisting ceremony be held, the guests to include local Merchant Navy veterans and Sea Cadets. Red Ensigns of various sizes were available to purchase, their purchase price ranging from £21.82 to £36.02.

5.12 Seafarers UK
Merchant Navy Day – Saturday 3rd September 2016
Request to fly the Red Ensign (Continued)

It was agreed to recommend that:-

- the request from Seafarers UK for the Council to participate in Merchant Navy Day on the 3rd September 2016 by the flying of the Red Ensign be acceded to;
- the LVI Centre Manager be identified as the contact person for registration for the event and the purchase of the Red Ensign;
- in consultation with the Chairman of the Committee and The Right Worshipful The Mayor, the Head of Central Support Services be delegated authority to arrange the event and the associated reception and to incur the necessary expenditure in this regard.

5.13 Executive Office
Strategic Policy, Equality & Good Relations Directorate
Consultation on the Draft Programme for Government Framework –
2016-2021
(Closing Date: 22nd July 2016)

The above consultation document was available at
<https://www.northernireland.gov.uk/sites/default/files/consultations/newnigo/draft-pfg-framework-2016-21.pdf>.

It was agreed to recommend that the above consultation document be referred to the Community Planning Partnership (CPP) with the CPP formulating and submitting a response on behalf of the Council.

5.14 Lagan Valley Island - Fountain

In furtherance of decisions of the Committee at its meeting held on the 12th April 2016, the Director reported that as the cost to remove the fountain was £1,290.00, instructions had been issued to Council staff to have this removed. Subject to the availability of the diver and Depot staff, this removal should be executed by the end of June 2016. The redundant fountain would be sold if possible and - if not - scrapped.

5.15 Rate Statistics 2016/2017

The Director reported the receipt of the Rate Statistics 2016/2017 from the Local Government Policy Division of the Department for Communities. The publication had been forwarded to all Members on the 18th May 2016. Comparative information and the extract regarding Lisburn & Castlereagh City Council had been provided with the Director's report.

5.16 Brackenvale Post Office, 520 Saintfield Road, Carryduff, Belfast, BT8 8EU - Change to Main-Style Branch

The Committee noted the content of a letter dated the 13th June 2016 from the Post Office advising that Brackenvale Post Office would change to a main-style branch as of the 27th July 2016 at 1.00 pm. To facilitate this change, the branch would close on Monday 18th July 2016 at 5.30 pm.

Additional Report

5.17 Report of Head of Central Support Services

Dealt with under Item 5.1.15.

5.18 Report of Head of Finance & It

Dealt with under Item 5.2.1.

5.19 Councillors' Allowances
Addenda to Guidance on Councillor Allowances

Dealt with under Item 5.5.

5.20 Royal Irish Regiment – Presentation of Colours
Use of Wallace Park, Lisburn for Parade

Members had been provided with a copy of a letter dated the 15th June 2016 from the Royal Irish Regiment advising that they were to be presented with new Colours in the summer of 2018 and enquiring as to the possibility of holding the associated parade in Wallace Park.

The Director pointed out that the correspondence was being reported to the Corporate Services Committee as the June 2016 meeting of the Leisure & Community Development Committee had already taken place.

It was agreed to recommend that:-

- the request of the Royal Irish Regiment as contained in its letter of the 15th June 2016 for the use of Wallace Park, Lisburn in the summer of 2018 to hold an event and parade to mark the presentation of new Colours to that Regiment be supported;
- the letter dated the 15th June 2016 from the Royal Irish Regiment be referred to the Leisure & Community Services Department for final decision and appropriate action in view of the fact that that department was responsible for Wallace Park.

5.21 National Association of Councillors
Attendee for National Executive/General Management Meetings

Members were reminded of those Members who had been appointed to the National Association of Councillors at the Annual Meeting of the Council held on the 14th June 2016.

Members were also reminded of the decision of the Committee at its meeting held on the 15th April 2015 that:-

- Alderman T Jeffers who had been approved by the National Board of the NAC to attend the National Executive/General Management meetings in London be authorised to attend any of those meetings that may be organised;
- the Council be responsible for the payment of any approved expenses incurred by Alderman Jeffers in this regard.

Alderman Jeffers confirmed that he was still the member approved by the National Board of the NAC to attend the National Executive/General Management meetings in London. Accordingly, it was agreed to recommend that the attendance of Alderman T Jeffers at meetings of the National Executive/General Management of the National Association of Councillors be authorised and that the Council be responsible for the payment of any approved expenses incurred by Alderman Jeffers in this regard.

5.22 Royal British Legion – Lisburn Branch
Visit to Dublin (July 2016)
Request for Financial Assistance

Members had been provided with a copy of a letter dated the 20th June 2016 from the Lisburn Branch of the Royal British Legion seeking financial assistance in the sum of £500.00 to enable them to attend a wreath laying ceremony at Island Bridge, Dublin on the 9th and 10th July 2016 where they would lay wreaths on behalf of the Ulster Division and the RBL (Lisburn). The group would also be attending the Royal Hospital Dublin on the 10th July 2016.

It was agreed to recommend that above request be acceded to.

6. Confidential Report of Director of Corporate Services

Dealt with under Item 4.

7. Any Other Business

7.1 National Breastfeeding Celebration Week
18th – 27th June 2016
Councillor S Carson

Councillor S Carson informed those present of the National Breastfeeding Celebration Week (18th – 27th June 2016) and – given that there were several support groups within the Council's area – enquired if the Lagan Valley Island building could be lit up for one day to mark the celebration week.

It was agreed that Lagan Valley Island be lit up on one evening this week and that - subject to the foils being available – the colour pink be used.

7.2 Occurrence at Lagan Valley Island
Sunday 19th June 2016
Deputy Mayor, Alderman S Martin

The Deputy Mayor, Alderman S Martin, expressed his thanks to those staff of Lagan Valley Island who had assisted the PSNI in an incident involving a member of the public at LVI/River Lagan on the 19th June 2016.

7.3 Screening of Euros 2016 Football Match in Market Square, Lisburn
Deputy Mayor, Alderman S Martin

Given that there was a strong possibility that the Northern Ireland football team might reach the last 16 of the 2016 Euros and that – if so – their match would be played within the next few days, the Deputy Mayor, Alderman S Martin, stated that he would hope that this match could be screened in Market Square, Lisburn.

It was proposed by the Deputy Mayor, Alderman S Martin, seconded by Councillor B Mallon and agreed that if in the event of the Northern Ireland football team securing a place in the last 16 of the 2016 Euros, their next match which would be played within the next few days, be screened in Market Square, Lisburn and that the Leisure & Community Services Department be asked to progress this accordingly.

7.4 Chairman of Committee, Councillor O Gawith – Birthday
Deputy Mayor, Alderman S Martin

The Deputy Mayor, Alderman S Martin, congratulated the Chairman, Councillor O Gawith, for the manner in which he had chaired the meeting. The Deputy Mayor also wished Councillor Gawith a happy birthday. Councillor Gawith responded appropriately.

The Deputy Mayor, Alderman S Martin; Councillors A Grehan and V Kamble left the meeting. (9.14 pm)

7.5 Cancer Focus NI (previously Ulster Cancer Foundation)
Councillor John Palmer

Councillor John Palmer referred to an association which Hillsborough Old Guard had forged with Cancer Focus NI (previously known as the Ulster Cancer Foundation) and suggested that the Council also become involved with that charity.

These comments were noted.

There being no further business, the meeting terminated at 9.15 pm.

MAYOR/CHAIRMAN