

**LISBURN CITY AND CASTLEREAGH DISTRICT COUNCIL**

**Minutes of the Meeting of Lisburn City and Castlereagh District Council  
held in the Island Civic Centre, The Island, Lisburn on Wednesday 26  
November 2014 at 6.00 pm**

**PRESENT:**

Presiding Member, Councillor J Tinsley

Councillors N Anderson, J Baird, R T Beckett,  
B Bloomfield, R Butler, S Carson, P Catney, W J Dillon,  
D Drysdale, A G Ewart, A P Ewing, J Gallen, O Gawith,  
A Girvin, A Givan, J Gray, A Grehan, B Hanvey,  
M Henderson, T Jeffers, V Kamble, W A Leathem,  
H Legge, J McCarthy, A McIntyre, U Mackin, B Mallon,  
T Mitchell, T Morrow, Jenny Palmer, John Palmer L Poots,  
S P Porter, A Redpath, G Rice, S Skillen, M Tolerton and  
R Walker

**IN ATTENDANCE:**

Lisburn City and Castlereagh District Council

Chief Executive

Director of Finance & Convergence of IT Systems

Lead Officer for Human Resources and Organisational  
Development

Lisburn City Council

Director of Corporate Services

Director of Leisure Services

Assistant Director of Corporate Services (MCU)

Assistant Director of Environmental Services (Economic  
Development)

Transition Manager

IT Officer

Committee Secretary

Castlereagh Borough Council

Acting Chief Executive

Director of Leisure Services

Acting Director of Administration & Community Services

Acting Director of Technical Services

Acting Director of Finance

Transition Manager

Performance and Policy Officer

Planning Service NI

Area Planning Manager

The Presiding Councillor, Councillor J Tinsley, welcomed everyone to the November Meeting of Lisburn City and Castlereagh District Council.

1. Apologies

Apologies for non-attendance at the Meeting were accepted and recorded on behalf of the Deputy Presiding Councillor, Councillor S Martin and the Director of Environmental Services, Lisburn City Council.

It was noted that Councillors W J Dillon and U Mackin would be arriving late to the Meeting due to a prior engagement.

2. Declarations of Conflict of Interest

The Presiding Councillor sought Declarations of Interest from Members and reminded them to complete the supporting form which had been circulated.

Declaration of Conflicts of Interest forms were submitted as follows:

Councillor M Tolerton

Leisure and Community Services Committee Meeting of 13 November 2014  
Page 161 Item 4.8 Orange Community Network  
In view of her part time employment with the Orange Community Network.

Councillor W A Leathem

Leisure and Community Services Committee Meeting of 13 November 2014  
Page 161 Item 4.8 Orange Community Network  
In view of his part time employment with the Orange Community Network.

Councillor John Palmer

Item 7.2 Partnership Panel (Item 2 of the Chief Executive's Report)  
In view of his membership of the board of NILGA.

Shadow Governance & Audit Committee Meeting of 11 November 2014  
Reconstitution of Your Local Government Association - Consultation Paper  
In view of his membership of the board of NILGA.

Leisure and Community Services Committee Meeting of 13 November 2014  
Page 161 Item 4.7 Funding Arrangements for Lough Neagh  
In view of his membership of the Lough Neagh Partnership.

Lisburn City and Castlereagh District Council Meeting of 22 October 2014  
Page 124 Item 6.9 Presentation by National Association of Councillors  
In view of his membership of the National Association of Councillors (Northern Ireland Region).

3. Meeting of Lisburn City and Castlereagh District Council held on 22 October 2014

It was proposed by Councillor A G Ewart, seconded by Councillor B Mallon, and agreed that the Minutes of the Meeting of Council held on 22 October 2014 be confirmed and signed.

4. Matters Arising

There were no matters arising.

**Councillor W J Dillon entered the Meeting at 6.02 pm.**

5. Business of the Presiding Councillor

The Presiding Councillor, Councillor J Tinsley, expressed thanks to all those Members who attended various training sessions during the month.

The Presiding Councillor commended Planning Officials and Council Officers and staff on the efficient manner in which the Building Control Unit had been relocated from the Second Floor to the third floor of the Island Civic Centre, and stated that the Council was looking forward to welcoming Planning Officials and staff to Lagan Valley Island before Christmas.

6. Reports of Committees and Adoption of Recommendations

It was agreed that the Minutes and Recommendations of the undernoted Meetings be adopted, subject to any changes or additions recorded below.

**Planning Committee** **10 November 2014**

Proposed by Councillor D Drysdale  
Seconded by Councillor G Rice

**Development Committee** **10 November 2014**

Proposed by Councillor W J Dillon  
Seconded by Councillor A G Ewart

**Governance and Audit Committee** **11 November 2014**

Proposed by Councillor W A Leathem  
Seconded by Councillor S Carson

**Corporate Services Committee** **11 November 2014**

Proposed by Councillor John Palmer  
Seconded by Councillor G Rice

**Environmental Services Committee** **12 November 2014**

Proposed by Councillor T Jeffers  
Seconded by Councillor A Givan

**Leisure and Community** **13 November 2014**

**Development Committee**  
Proposed by Councillor R T Beckett  
Seconded by Councillor J Gallen

**Special Governance and Audit Committee 26 November 2014 (5.30 pm)**

Proposed by Councillor W A Leathem

Seconded by Councillor S Carson

Adopted subject to:-

Page 166 Item 3.1.1 Update Report and Decision Paper on City Charter and the name of the new Council

the word 'his' being replaced with 'her' and the word 'who' being replaced with 'how' (penultimate paragraph).

Matters Arising

Page 166 Item 3.1.1 Update Report and Decision Paper on City Charter and the name of the new Council

The Presiding Councillor, Councillor J Tinsley, having welcomed the fact that a decision had been made regarding the City Charter and the name of the new Council, thanked the Chairman of the Governance and Audit Committee, Councillor W A Leathem, for his contribution to the debate at the Special Meeting held earlier that evening to consider the above matter.

Councillor G Rice welcomed the fact that 'Castlereagh' had been included in the name of the new Council and that it had been agreed to investigate the suggested name "The Royal Borough of Lisburn & Castlereagh City Council" for the future.

7. Report of Chief Executive

It was proposed by Councillor J Baird, seconded by Councillor M Henderson, and agreed that the report and recommendations of the Chief Executive be adopted, subject to any decisions recorded below:

Items for Decision

7.1 Borough Status (Name of New Council and Adoption of City Charter)

It was noted that the above item had been considered under item 6 above.

7.2 Partnership Panel

**Councillor U Mackin entered the Meeting during consideration of the above item (6.13 pm)**

The Council had been furnished with a copy of a letter dated 5 November 2014 from the Office of the Minister of the Environment in regard to:-

- a) the Council's Nomination to the Partnership Panel,
- b) the Council's views on which representative body or association should be represented on the Partnership Panel, and

7.2 Partnership Panel (Cont'd)

- c) confirmation of the two local government Chief Executives that would support local government members to participate fully in the business of the Panel.

In this regard the Chief Executive advised that:-

- a) Councillor G Rice had been appointed as the Lisburn City and Castlereagh District Council's representative on the above Partnership Panel,
- b) the Chief Executive of Newry, Mourne and Down Council (Mr Liam Hannaway) and Mid & East Antrim Council, (Ms Anne Donaghy) being the Chair and Vice Chair of the Local Government Chief Executives' Group, respectively, had been appointed by that Group to support local government members on the Panel, and
- c) the Northern Ireland Local Government Association (NILGA) had advised that from the feedback received from other Shadow Councils to date (4 formally, another 4 informally), they were supportive of NILGA as the sole representative body to supplement the 11 council membership of the Partnership Panel.

It was agreed that:-

- a) the Council notes the information relating to the appointment of Chief Executives to support local government members on the Panel,
- b) confirms to the Department that Councillor G Rice had been appointed as this Council's representative on the Partnership Panel, and
- c) supports NILGA as being the sole representative body to supplement the 11 council membership of the Partnership Panel.

Councillor G Rice reported that the next meeting of the Partnership Panel was taking place on Tuesday, 2 December 2014, and that there were a number of significant issues to be considered, including budgetary controls.

Councillor Rice put on record her concerns in regard to:

- a) the impact of the budget cuts would have on the new Council in connection with staff transfer to the new Council, and
- b) the fact that there was no indemnity for the new councils in any legal proceedings.

Councillor G Rice asked Members to advise of any issues they would wish to have raised at this meeting.

7.3 Draft Local Government (Transferred Functions Grant) Regulations (Northern Ireland) 2015

The Council had been furnished with a copy of a report prepared by the Director of Finance and Convergence of IT Systems in regard to the above.

It was proposed by Councillor W A Leathem, seconded by Councillor M Henderson, and agreed that the comments of the Director of Finance, as set out in the above-mentioned report, be approved and submitted as the Council's response to the Department of the Environment.

7.4 The Proposed Revocation and Remaking of the Local Government (Accounts and Audit) Regulations (Northern Ireland) 2006

The Council had been furnished with a copy of a report prepared by the Director of Finance in regard to the above.

It was proposed by Councillor W A Leathem, seconded by Councillor M Henderson, and agreed that the comments of the Director of Finance, as set out in the above-mentioned report, be approved and submitted as the Council's response to the Department of the Environment.

Councillor W A Leathem commended the Director of Finance for his efforts in preparing both the responses in connection with: (a) the Draft Local Government (Transferred Functions Grant) Regulations (Northern Ireland) 2015 and (b) the Proposed Revocation and Remaking of the Local Government (Accounts and Audit) Regulations (Northern Ireland) 2006.

7.5 Meeting of Shadow Council – 17 December 2014

It was agreed that a Christmas Dinner and in-house entertainment be organised to take place following the meeting of the Shadow Council to be held on Wednesday, 17 December 2014.

7.6 Knowledge Exchange Seminar on Planning  
3 December 2014 – Parliament Buildings, Stormont, Belfast

The Council had been furnished with details of a Knowledge Exchange Seminar on Planning which was taking place on 3 December 2014 in Parliament Buildings, Stormont.

It was agreed that any Member interested in attending the above event advise the Chief Executive's Office immediately, the cost of a Member's attendance being in connection with travel allowance only.

Item for Noting

7.7 Draft Budgets 2015-2016: Local Government Grants

The Council had been circulated with and noted the content of a copy of a letter which had been sent to the Minister in response to the above subject.

Additional Report of the Chief Executive

Item for Decision

7.8 Appointment of Councillors to the Local Action Group

The Council had been circulated with a copy of a letter dated 12 November 2014 from the Department of Agriculture and Rural Development (DARD) summarising discussions and detailing any emerging issues from meetings which had taken place with all the Chief Executives of the new councils.

The Chief Executive advised that arising from the above-mentioned correspondence Members were asked to consider nominations to the Local Action Group (LAG) on the basis of which Members had been appointed to the panel for the recruitment of PCSP Independent Members, namely: nomination from each of the four main political parties, together with the appointment of the Presiding Councillor.

Members noted that the above appointments, which were interim appointments at this stage, were required by DARD to deal with procedural matters relating to the LAG from December 2014 and that the position may change. Nominations made by the Council at the Meeting would be confirmed at the Annual Meeting of the new Council in due course.

It was agreed that interim appointments be made to the Local Action Group on the basis of appointments which had been made to the panel for the recruitment of PCSP Independent Members, as outlined above.

Nominations to the LAG were agreed as follows:

- Councillor A Ewart (DUP)
- Councillor J Baird (UUP)
- Councillor T Morrow (APNI)
- Councillor P Catney (SDLP)
- Councillor J Tinsley, Presiding Councillor (DUP)

Item for Noting

7.9 Transport NI Prepared for Winter Weather – Eastern Division

The Council had been furnished with and noted the content of a copy of a press release issued by Transport NI in regard to preparation for winter weather in the Eastern Division.

8. Notices of Motion

There were no Notices of Motion for consideration at the Meeting.

9. Confidential Business

"In Committee"

It was proposed by Councillor A Redpath, seconded by Councillor S Skillen, and agreed that the following items be considered in Committee in the absence of press or members of the public.

9.1 Single Status

At the outset the Chief Executive indicated that Officers with a pecuniary interest in this matter should leave the Meeting during consideration of this item.

Further to the decision of the Shadow Corporate Services Committee held on 11 November 2014 a copy of a report on ways of potentially funding the shortfall of the single status liability within Castlereagh Borough Council had been circulated to the Council.

A copy of legal advice received on the transfer of liability for cost of single status payment had been furnished to the Council also.

9.2 New Council Structure/Organisation Design

A confidential report on the above matter was circulated which summarised the key outcomes achieved from the organisation design work and outlining a proposed organisation structure for implementation in accordance with the Organisation Design and Development Work Plan prepared by the Lead Officer for Human Resources & Organisation Design.

The Chief Executive recommended that the Council consider the recommendations contained in the above-mentioned report.

It was proposed by Councillor A Redpath, seconded by Councillor T Mitchell, and agreed to come out of Committee and normal business was resumed.

Resumption of Normal Business

On resumption of normal business it was noted that the following decisions had been made in regard to item 9.1 Single Status and 9.2 New Council Structure/Organisation Design:

9.1 Single Status (Decision)

It had been agreed on a proposal by Councillor M Henderson and seconded by Councillor John Palmer that:

- a) the Council notes the content of the options report on ways to potentially funding the shortfall of the single status liability within Castlereagh Borough Council, and



9.1 Single Status (Decision) (Cont'd)

- b) The Council agrees that option 2.1 'Single Status Capitalisation' be the preferred option to fund the shortfall of the single status liability within Castlereagh Borough Council, as outlined in the Chief Executive's Report.

At the request of the Presiding Councillor, Councillor J Tinsley, it was agreed that update reports on this matter be brought forward to the Shadow Council on a monthly basis.

9.2 New Council Structure/Organisation Design (Decision)

It had been agreed that:-

- a) the Council accepts and confirms the new proposed structure for the new Council into the four directorates as outlined in the reports as circulated, the four new directorates being:
- Corporate Services
  - Environmental Services
  - Development and Planning
  - Leisure and Community Development
- b) the placement of specific Services under relevant Directors as outlined under the Proposed Organisational Structure be approved at this stage and to be reviewed by Directors upon their appointment,
- c) the transfer of Community Planning function to report directly to the Chief Executive and to be reviewed in alignment with the two year Corporate Plan in 2016/2017,
- c) following implementation of the new structure the Council considers the review of the Directorates and services in alignment with the two year Corporate Plan in 2016/2017,
- d) following the options appraisal decision made in respect of legal services, the body/role to sit under the Chief Executive if brought in-house
- e) the Organisation Development Workplan as circulated, be approved.

10. Any Other Business

10.1 Meeting with Business Partners  
Councillor D Drysdale

It was agreed on a proposal by Councillor D Drysdale that in view of a number of business partners having expressed interest in renting space in Castlereagh District Council facilities a meeting be convened in the new year with both the existing business partners renting space and those who had expressed an interest thereon.

10.2 Protocol during Council Meetings  
Councillor D Drysdale

In response to a question regarding protocol in the Council Chamber, the Presiding Councillor, Councillor J Tinsley, advised that Members should stand to address the Council, if able to do so.

10.3 Elected Member Training Schedule  
Councillor T Mitchell

A number of concerns were raised by Members, including Councillor T Mitchell, in regard to recent training events, one of which had not been delivered on the scheduled date, and the difficulty of arranging suitable dates for rescheduled sessions.

Councillor T Mitchell requested that Officers endeavour to organise training on dates that did not clash with Council /Committee Meetings.

Councillor Jenny Palmer provided clarification in regard to the training session that had not been delivered it being noted that the weather had been particularly bad on that evening.

The Chief Executive stated that Members had made a number of significant points which she would take on board to ensure that there would not be a repeat of such an incidence in the future.

The Presiding Councillor, Councillor J Tinsley, asked that clarification be sought in relation to Elected Member training that was deemed 'mandatory.'

10.4 Estimates Process  
Director of Finance and Convergence of IT Systems

The Director of Finance and Convergence of IT Systems reported that the Estimates process was underway and that it had been anticipated that detailed estimates would have been ready for circulation at the December Committee Meetings.

As further work was necessary on the detailed estimates with the Senior Management team the Director requested that a 'high level' report on the Estimates be presented to the Shadow Corporate Services Committee at its Meeting in January 2015.

In response to comments from Councillor G Rice about establishing an Estimates Working Group, the Presiding Councillor, Councillor J Tinsley, stated that as there had been reluctance in the past to setting up additional working groups, a Special Meeting of the Corporate Services Committee to consider the Estimates for 2015/2016 would be open to all Members of Council to attend.

It was agreed that the Director work alongside the Chairman of the Shadow Corporate Services Committee on a high level report on the Estimates for 2015/2016 for the new Council which would be presented to the Corporate Services Committee in January 2015.

10.5 Health Hub  
Councillor M Henderson

Councillor M Henderson reported that he had been approached by the Local Commissioning Group who expressed an interest in meeting the Council early in the new year to discuss the setting up of a health hub.

It was agreed that the Local Commissioning group be invited to hold one of their public meetings at Lagan Valley Island at which the issue of a health hub could be considered.

10.6 Council's Policy on Funding of Community Groups  
Councillor John Palmer

Councillor John Palmer reported on his attendance at the Policy Development training session the previous day and emphasised the need for the new Council to develop a policy on grant funding to Community Groups at the earliest opportunity.

There being no further business, the Meeting was terminated at 6.32 pm

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Presiding Member/Chairman