

LISBURN CITY AND CASTLEREAGH CITY COUNCIL

Minutes of a Special Meeting of Lisburn City and Castlereagh City Council held in the Island Centre, The Island, Lisburn, on Tuesday, 13 January 2015 at 7.00 p.m.

PRESENT:

Councillor J Tinsley (Presiding Councillor)
Councillor S Martin (Deputy Presiding Councillor)

Councillors N Anderson, J Baird (from 7.17 pm) R T Beckett, B Bloomfield, R Butler, S Carson, P Catney, W J Dillon, (until 7.35 pm), A G Ewart, A P Ewing, J Gallen, O Gawith, A Girvin, A Givan, J Gray, A Grehan, M Henderson, T Jeffers, V Kamble, W A Leathem, J McCarthy, A McIntyre, U Mackin, B Mallon, T Mitchell, J Palmer, J Palmer, L Poots, S P Porter, A Redpath, G Rice, S Skillen, M Tolerton and R Walker.

IN ATTENDANCE:

Lisburn City & Castlereagh City Council
Chief Executive
Human Resources Business Partner

Lisburn City Council

Assistant Director of Corporate Services (Marketing & Communications) – Ms Alison Goddard (from 7.40 pm)

Castlereagh Borough Council
Committee Secretary

1. Apologies

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillors Hanvey and Morrow. An apology was also recorded from the Director of Environmental Services, Lisburn City Council.

2. Declaration of Conflicts of Interest

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

There were no Declaration of Conflict of Interest forms submitted by Members.

3. Confidential Business - Report of Chief Executive

'In Committee'

It was proposed by Councillor Porter, seconded by Councillor Jenny Palmer, and agreed that the following items would be discussed "In Committee".

3.1 Job Descriptions and Recruitment Process for Directors in the New Council

The Chief Executive thanked Members for their attendance and advised that the purpose of the meeting related to the organisational development of Lisburn & Castlereagh City Council.

She sought Members' approval of the proposed job descriptions and person specifications, associated pay and grading structure and evaluated pay scale for Directors of Lisburn & Castlereagh City Council which had been previously circulated for consideration

Approval was further sought for the revised work plan and appointment process which would enable the Council to proceed with the recruitment of these posts with a view to having the Directors in post by 1 February 2015.

Councillor Mackin sought further clarification on the post of Director of Development and Planning.

The Chief Executive responded that the new organisational structure would comprise four Directorates. She stated that Castlereagh Borough Council and Lisburn City Council did not have a designated Director of Development therefore it was being proposed that a Director of Development and Planning would be appointed, initially on a fixed term basis for one year due to the importance of the role of development within the new Council.

In relation to concerns expressed by Councillor Jenny Palmer, the Human Resources Business Partner confirmed that consultation had commenced with the Directors in relation to the filling of the Directors' posts.

The Human Resources Business Partner then advised that once the fixed term contract had ended, Members would have an opportunity to review the objectives and key purpose of the Director of Development and Planning's job description and person specification and that post would subsequently be re-evaluated at that time.

Councillor Dillon left the meeting at 7.35 pm.

Councillor Ewart sought assurance that following the end of the fixed term contract, the revised post of Director of Development & Planning would be ring-fenced within the Council, and would only be advertised externally if it had been deemed there were no eligible candidates. The Human Resources Business Partner confirmed that the post would be filled in accordance with

the LGRJF filling of posts procedure, the first stage of which is to identify if there are eligible employees who could apply for the post and it would be ring-fenced to them in the first instance.

It was agreed that:-

- a) Lisburn City & Castlereagh City Council approve the job descriptions; person specifications and associated pay and grading structure and evaluated pay scale for the Directors of Lisburn & Castlereagh City Council as detailed in the Chief Executive's report;
- b) It was further agreed that the revised work plan and appointment process which would enable the Council to proceed with the recruitment of the Directors for Lisburn & Castlereagh City Council be approved, and
- c) Following the end of the fixed term post of Director of Development & Planning, the job description and person specification for this post would be reviewed and re-evaluated. Furthermore, the post would be filled in accordance with the LGRJF Filling of Posts procedure, the first stage of which would be to ring-fence to eligible employees within the Council.

3.2 Royal Borough Status

The Assistant Director of Corporate Services (Marketing & Communications) entered the meeting at 7.40 pm.

Given that this item had been previously discussed in detail earlier at the Governance & Audit Committee, it was proposed by Councillor Leathem and seconded by Councillor Carson and agreed to recommend that Officers investigate the appropriate bodies or individuals to take forward the development of a detailed case in order to allow Ministers to make a recommendation to Her Majesty that Lisburn & Castlereagh City Council achieved Royal Borough Status.

3.3 Somme Association

The Presiding Councillor advised that this item had been discussed earlier at the Governance & Audit Committee when it had been agreed that

- a decision on the above be deferred pending a meeting of the group agreed by the Committee on 9 December 2014 to discuss this matter;
- the meeting take place as soon as possible so as to allow for a report thereon to be made to the Shadow Council at its meeting on 28 January 2015.

3.4 Tender for Website and Internet for Lisburn & Castlereagh City Council

The Assistant Director of Corporate Services (Marketing & Communications) referred Members to her report which had been previously circulated at the Corporate Development Meeting, when it had been agreed to recommend that the tender report in respect of the Website & Intranet Development for Lisburn & Castlereagh City Council be noted, and that the recommendation contained therein be accepted, ie that the firm of Green 17 be appointed in this regard.

There being no further business, the meeting concluded at 7.41 pm.

Presiding Councillor