

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Governance and Audit Committee held in the Council Chamber and Remote Locations on Thursday, 11 September, 2025 at 6:00 pm**

**PRESENT IN CHAMBER:**

Councillor D Lynch (Chair)  
Mr E Jardine (Independent Member and Vice-Chair)  
Aldermen O Gawith and J Tinsley  
Councillors J Bamford, S Burns, D J Craig, A P Ewing, A Martin and M McKeever

**PRESENT IN REMOTE LOCATION:**

Alderman S P Porter  
Councillors D Bassett and B Magee

**OTHER MEMBERS PRESENT IN CHAMBER:**

Councillors A Givan and G Hynds

**IN ATTENDANCE:**

Chief Executive  
Director of Organisation Development and Innovation  
Director of Leisure and Community Wellbeing  
Director of Regeneration and Growth  
Head of Finance  
Head of Human Resources and Organisation Development  
Head of Environmental Health  
Internal Audit Manager (remotely)  
Performance Improvement Officer  
Member Services Officers (CR and EW)

**Northern Ireland Audit Office:**

Mr R Ross (remotely)

**RBCA**

Mr B Stewart (remotely)

**Commencement of the Meeting**

The Chair, Councillor D Lynch, welcomed those present to the meeting. He pointed out that, unless the item on the agenda was considered under confidential business, this meeting would be audio recorded. In accordance with the Protocol for Remote Meetings, the Chair asked that those attending via zoom ensure that the meeting could not be seen or heard by any other person at their remote location when confidential business was being considered.

The Chair, Councillor D Lynch asked that mobile phones be put on silent or switched off for the duration of the meeting. The Director of Organisation Development and Innovation outlined the evacuation procedures in the case of an emergency.

1. Apologies

Alderman S P Porter joined the meeting at 6.02 pm.

It was agreed to accept apologies for non-attendance at the meeting on behalf of the Deputy Mayor, Alderman H Legge, and Councillors J Gallen, S Lowry and R McLernon.

2. Declarations of Interest

There were no declarations of interest.

At this point, the Chair, Councillor D Lynch, extended a welcome to Mr R Ross, Northern Ireland Audit Office, and Mr B Stewart, RBCA.

3. Report from the Performance Improvement Officer

3.1 Customer Care Feedback – Quarter 1 2025/26

Members were provided with, and noted the contents of, a copy of a dashboard report showing compliments and complaints during Quarter 1 of 2025/26.

At the request of Councillor M McKeever, the Performance Improvement Officer agreed that the Quarter 2 report would provide a high-level overview of compliments received.

Alderman J Tinsley paid tribute to Officers across all departments for having resolved the vast majority of complaints at an early stage.

3.2 Quarter 1 Performance Improvement Monitoring – Objectives, Case Studies, Performance KPIs & Corporate Plan KPIs

Members were provided with, and noted the contents of, a copy of:

- (a) a quarterly monitoring document including case studies of improvement for the period Quarter 1 2025/26 (April – June 2025 inclusive);
- (b) details of the Performance KPI results for the same period; and
- (c) details of the Corporate Plan KPI results for same period.

Alderman O Gawith commended Officers for the progress made in respect of Improvement Project 2 relating to supplier payments.

3.3 Performance Improvement Report 2024/25

It was proposed by Councillor A P Ewing, seconded by Alderman J Tinsley and agreed to recommend that the draft Performance Improvement Report for 2024/25 be approved.

At the request of Councillor B Magee, the Performance Improvement Officer agreed that consideration would be given to providing an Easy Read version of the report.

4. Report from the Environmental Health Manager (Acting)

4.1 Corporate Risk Register

In the absence of the Environmental Health Manager (Acting), this report was presented by the Head of Environmental Health.

It was proposed by Councillor D J Craig, seconded by Councillor M McKeever and agreed to recommend that:

- (a) the Corporate Risk Register Dashboard be noted; and
- (b) a deep dive analysis be carried out in respect of CCR7 Financial Sustainability and CCR11 Burial Grounds.

5. Report by Internal Audit Manager

5.1 Draft Internal Audit Charter

It was proposed by Alderman J Tinsley, seconded by Alderman O Gawith and agreed to recommend that the draft Internal Audit Charter, subject to the following amendments that had been requested by the Vice-Chair, Mr E Jardine, in respect of Principle 7 on page 7:

- the first and second sentence of paragraph 3 would be replaced with a new sentence reading “The Internal Audit Manager and the Chair and Vice-Chair (Lay Member) reserve the right to meet in private at any time to discuss internal audit matters if required”; and
- in paragraph 4, there would be a full stop after the word present and a new sentence inserted reading “This meeting will afford an opportunity for those in attendance to raise any matters that are of concern to them”

be approved,

5.2 Global Internal Audit Standards – Self Assessment Against UK Public Sector Application Note

Members were provided with, and noted the contents of, the above document and were encouraged to familiarise themselves with the Condensed Global Internal Audit Standards and CIPFA Application Note.

Prior to the consideration of confidential business, the Chair, Councillor D Lynch, asked if Members had any non-confidential items of Any Other Business to raise, which they did not.

## 6. Confidential Business

The matters contained in the confidential report would be dealt with “In Committee” due to containing information (a) relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the council or a government department and employees of, or office holders under, the council; and (b) relating to the financial or business affairs of any particular person (including the Council holding that information).

### “In Committee”

It was proposed by Councillor A Martin, seconded by Councillor J Bamford and agreed that the following matters be considered “in committee”, in the absence of members of the press and public being present.

The following Officers left the meeting at 6.23 pm: Director of Regeneration and Growth, Head of Environmental Health, Head of Human Resources and Organisation Development and Performance Improvement Officer.

#### 6.1 Report by Director of Organisation Development and Innovation

##### 6.1.1 Second Independent Member of the Governance and Audit Committee

(Redacted report would be made available following ratification by Council; the appendix would never be made available)

It was proposed by Alderman J Tinsley and seconded by Councillor D J Craig that the Governance and Audit continue with one Independent Member as Vice-Chair.

It was proposed by Councillor M McKeever and seconded by Councillor J Bamford that the Governance and Audit Committee have two Independent Members, with one of those taking on the position of Vice-Chair.

The proposal in the name of Alderman J Tinsley was put to the meeting and, on a vote being taken, was declared “carried”, the voting being 8 in favour and 4 against.

#### 6.2 Report by Internal Audit Manager

##### 6.2.1 Internal Audit Progress Report

(Report would be made available following ratification by Council)

Members were provided with, and noted the contents of, a copy of an Internal Audit Progress Report summarising internal audit work and progress against the Operational Plan since the last meeting of the Committee on 12 June, 2025. A

6.2.1 Internal Audit Progress Report (Contd)

copy of any internal audit reports referred to in the progress report were also provided in full on Decision Time for Members' information.

6.2.2 Internal Audit PEER Review

(Report would be made available following ratification by Council)

Members were provided with, and noted the contents of, a copy of the Internal Audit PEER Review report. The Internal Audit Manager advised that a progress report would be presented to the December meeting of the Committee and, if necessary, a further report in the New Year.

Prior to the conclusion of confidential business, the Chair, Councillor D Lynch, asked if Members had any confidential items of Any Other Business to raise, which they did not.

Resumption of Normal Business

It was proposed by Councillor A P Ewing, seconded by Councillor J Bamford and agreed to come out of committee and normal business was resumed.

There being no further business, the meeting was terminated at 6.36 pm.

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Mayor/Chairman