



February 2nd, 2023

**To: Chairman**

**Councillor S Hughes**

**Vice-Chairman**

**Councillor U Mackin**

**Aldermen**

**A G Ewart MBE, O Gawith, M Henderson MBE, S Martin, S P Porter and J Tinsley**

**Councillors**

**R Carlin, A P Ewing, J Lavery BEM, S Lowry, J McCarthy, T Mitchell, The Hon N Trimble**

**Ex-Officio**

The Right Worshipful The Mayor, Councillor S Carson

Deputy Mayor, Councillor M Guy

**Notice of Meeting**

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 8th February 2023 at 6:00 pm** for the transaction of the undernoted Agenda.

Members are requested to attend..

A hot meal shall be available in Lighters Restaurant from **5.15 pm.**

**David Burns, Chief Executive, Lisburn & Castlereagh City Council**

# Agenda

## 1.0 APOLOGIES

## 2.0 DECLARATIONS OF MEMBERS' INTERESTS

- (i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).
- (ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

## 3.0 CHIEF EXECUTIVE

### 3.1 Committee Structure

- ▢ *CSC Report - Committee Structures.pdf* *Page 1*
  
- ▢ *Appendix - Committee Structure Options.pdf* *Page 6*

## 4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

### 4.1 Access to Council and Committee Meetings, Agenda, Reports, Minutes and Recordings' Protocol

- ▢ *CSC Report Feb - Access to Meetings Policy.pdf* *Page 8*
  
- ▢ *Appendix 1 - Access To Council and Committee reports Protocol Jan 23.pdf* *Page 11*

### 4.2 ABF The Soldiers' Charity - Musical Tribute to The Late Her Majesty Queen Elizabeth II - Waterfront Hall - 15th April 2023

- ▢ *CSC Report Feb - ABF Soldiers Charity.pdf* *Page 17*
  
- ▢ *Appendix 1 - ABF Soldiers Charity Request.pdf* *Page 20*

### 4.3 Lagan Valley Island - Building Illumination Requests

- ▢ *CSC Report - ILLUMINATION REQUESTS.pdf* *Page 21*

### 4.4 Building Illuminations - Evaluation

- ▢ *CSC Report Illuminations Evaluation.pdf* *Page 25*
  
- ▢ *Appendix 1 - Building Illumination Evaluation Report.pdf* *Page 28*

#### **4.5 Health Working Group**

📄 *CSC Report - HWG items.pdf*

*Page 34*

📄 *Appendix 1 HWG 101022 minute final.pdf*

*Page 37*

#### **4.6 Freedom of the City - The Gettys**

📄 *CSC Report Feb 23 - Gettys FOC.pdf*

*Page 41*

### **5.0 REPORT OF HEAD OF FINANCE**

#### **5.1 Repairs & Renewals - Quarter 3 (2022/2023)**

📄 *CSC Report - Repairs and Renewals Quarter 3.pdf*

*Page 44*

📄 *Repairs and Renewals Quarter 3 appendix.pdf*

*Page 47*

### **6.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES**

#### **6.1 Local Investment Programme Pilot - Phase 3 (2023-2024)**

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information)

#### **6.2 Hillhall Regeneration Group**

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

### **6.3 Queen Elizabeth Playing Fields**

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

### **6.4 Hybrid Working Pilot - Review of Pilot and Further Considerations**

Confidential for reason of information 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.

### **6.5 Efficiency Review Steering Group - Update**

Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or Government Department and employees of, or office holders under, the Council.

### **6.6 Citizenship Service - Update Report**

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

### **6.7 National Living Wage Increase - Requests re Contracts**

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).



## **6.8 Building Resilience**

Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).

## **6.9 Management Accounts Period 9**

Confidential for reason of information relating to (i) the financial or business affairs of any particular person (including the Council holding that information) and (ii) any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or Government Department and employees of, or office holders under, the Council.

## **6.10 Consolidated Scheme of Allowances payable to Councillors**

Confidential for reason of information relating to (i) the financial or business affairs of any particular person (including the Council holding that information) and (ii) any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or Government Department and employees of, or office holders under, the Council.

## **6.11 Recruitment**

Confidential for reason of information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the Council or Government Department and employees of, or office holders under, the Council.

## **7.0 ANY OTHER BUSINESS**



## Corporate Services Committee

8<sup>th</sup> February 2023

Report from:

Chief Executive

### Item for Decision

TITLE: **Committee Structure**

Background and Key Issues:

#### Background

1. At the Corporate Services Committee meeting in January 2023, the Chief Executive confirmed that work was underway on a review of governance arrangements within the Council. This includes a fundamental review of the Council's Corporate Management Team, the Committee structure and governance documentation such as the Constitution, Standing Orders, Scheme of Delegation, and Accounting Manual etc.
2. The purpose of this review is to strengthen governance and streamline administration in relation to decision making, bearing in mind the principles of good governance.
3. The management review has already been completed and agreed by Members.
4. This paper deals with potential considerations relating to the existing Standing Committees, along with an update on work in relation to the Constitution, Standing Orders, Scheme of Delegation and the Accounting Manual.

#### Standing Committees

5. Currently the Council operates with seven Standing Committees:
  - Capital Projects
  - Corporate Services

- Development
  - Environmental Services
  - Governance & Audit
  - Leisure & Community Development
  - Planning
6. Two alternative options are outlined within Appendix 1 with one option resulting in a reduction to six Standing Committees and the second option having five Standing Committees.
  7. The current Committee structure creates unnecessary bureaucracy, often generating duplicate or general update reports for the various committees. Reflecting on this, 3 options were presented to the Efficiency Review Steering Group on 1<sup>st</sup> February to act as a sounding board prior to presentation to Committee. Any decision to revise our Committee Structure would be best placed to occur in advance of the Local Government elections in May to allow nominations to be considered for the committees at the AGM in June.
  8. The options presented to the Efficiency Review Steering Group were as follows:
    - Status Quo – 7 committees
    - Removal of Capital Projects Committee and revisit Terms of Reference
    - Reduce to 5 committees with a more transformative, cross cutting committee structure
  9. Options 2 and 3 both present opportunities for a more efficient committee structure.
  10. To allow the Committee meetings to focus on policy decisions and significant operational requirements/investments, officer time needs to be freed up and directed away from service update reports and less non-essential reporting. Information of this nature can be shared in other ways whilst a cultural shift will support officer empowerment and confidence. Some of these matters may require adjustment to the Scheme of Delegation and this would be considered in tandem with the Committee Structure revisions brought back to Committee.
  11. Examples for reductions in the number of reports to committees could include:

Content of summer activity programmes and other annual low level events, seasonal opening hours, free Saturday car parking in December, building light up requests, Government consultations where they have no impact on Council activity, partner's strategic plans, alterations to individual role salary scales when budgets exist and following evaluation, flexible retirement requests, minutes of working groups where no decisions are required and street naming of new housing developments.
  12. It would be the intention that a sponsor committee be identified for larger programmes, such as Christmas, to provide greater transparency on the totality of overall programme spend.
  13. At this point, direction in principle is sought from Members on their preference for the number of Committees for the new Council term, with a view to Officers reflecting and reviewing Terms of Reference and presenting these to Members prior to May.

14. If Members are minded to introduce a change to the Standing Committees (Option 2 or 3), Officers would then use the next period to develop draft Terms of Reference for each of the Committees. A Member workshop would be arranged in March/April prior to final proposals being brought back to Committee/Council for formal approval.

### Constitution, Standing Orders and Scheme of Delegation

15. In preparation of the new Council term in May 2023, work is also ongoing to modernise key governance documents namely:

- Council Constitution
- Standing Orders
- Scheme of Delegation
- Accounting Manual

16. The Council Constitution - The Council Constitution was last updated in April 2015 and contains a framework of rules governing the way in which the Council exercises its functions and takes decisions. The key revisions needed in relation to this document will relate to:

- The Council's management structure
- Procedures for decision making eg Scheme of Delegation, Standing Orders
- Publication Scheme
- Financial Regulation Rules and Contract Procedure Rules
- Revised electronic format

17. Standing Orders - Standing Orders have been subject to considerable update and review in light of COVID and related legislation. The Standing Orders were last updated in September 2021 and contain details on how decisions will be made and the roles of each of the Council Committees. This document requires little update at this point.

18. Scheme of Delegation - The Scheme of Delegation was last updated in December 2019 and contains details on the decisions and authorisations which Chief/Senior Officers can make without any further reference to Council or Committees. The key revisions needed in relation to this document will relate to changes in legislation, departmental restructuring and formalisation of governance arrangements. Significant work has been undertaken by Officers to date and it is proposed that there is a series of workshops for Members to consider proposed changes to the Scheme.

19. Accounting Manual - The full Accounting Manual was last updated in 2017 with a number of sections updated in 2019 and contains procedures and guidance relating to the efficient control of the Council's finances.

20. Officers will engage with Members on any proposed alterations to these documents in due course, prior to presenting to Committee for final consideration/approval.



**Recommendation:**

- 1. It is recommended that Members consider and advise of any in principle alterations to Committee structures, with officers presenting more formal proposals in due course.
- 2. Members note the progress on the Constitution, Standing Orders and Scheme of Delegation and Accounting Manual.

**Finance and Resource Implications:**

A reduction in Committees and review of Terms of Reference will generate efficiency in our work processes

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

**If no, please provide explanation/rationale**

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	Yes/No	<b>Option 2</b> Screen out with mitigation	Yes/No	<b>Option 3</b> Screen in for a full EQIA	Yes/No
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	N/A
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**If no, please given explanation/rationale for why it was not considered necessary:**

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

If Yes, please insert date:

## Committee Structure Proposal

### Option 2 – Removal of Capital Projects Committee & realignment of some functions

Communities & Wellbeing	Regeneration & Growth	Environmental Services	Corporate Services	Governance & Audit	Planning
Community Planning	Economic Development	Waste	Finance	Internal Audit	Development Management
Parks & Amenities	BRCD/DBEC	Building Control	HR	External Audit	Planning Decisions
Sports Services	Planning policy – LDP	Environmental Health	Corporate Comms, Admin & Legal	Performance – all performance/corporate KPI's & performance improvement reports, Absence reporting	
Communities, theatre, museum & arts	Assets - Land Acquisition, disposal & easements, Building Maintenance	Sustainability	Civic & Ceremonial	Risk framework	
Community Planning	Assets – Corporate Landlord (internal & external)	Directorate budget	Procurement / Contract Renewals	Governance – assurance statements etc	
DEA & other programmes, CIF etc	Directorate budget	Insurance	IT & Digital	Annual Report	
Christmas			Commercialisation & Innovation	Complaints	
Directorate budget			Capital Programme monitoring & adjustments	Governance Policies – whistleblowing, anti-fraud, conflicts of interest etc	
			Directorate budgets (x2)	Information Governance – GDPR, FOI etc	

## Option 3 – 5 Committee model

Communities & Wellbeing	Regeneration & Sustainability	Corporate Resources	Governance & Audit	Planning & Regulatory Services
Community Planning	Economic Development Growth	All Budgets	Internal Audit	Planning Development
Parks & Amenities	Local Employment	HR & OD	External Audit	CLUD etc
Sports Services	Regeneration & City Centre	IT	Performance – all performance/corporate KPI's & performance improvement reports, Absence reporting	Entertainment Licences
Communities, Theatre, museum & Arts	Tourism	Capital Programme monitoring	Risk Framework	Enforcement
DEA & other Programmes, eg CIF	Car Parking Strategy	Customer Services	Governance – assurance statements etc	
Christmas	Cemeteries	Fleet replacement	Annual Report	
Open Space & Walkability strategies	Waste Services	Procurement/Contract renewals	Governance policies – whistleblowing, anti-fraud, conflicts of interest etc	
Partnerships – Health Working Group, PCSP etc	Sustainability	Land Acquisition & Disposals	Complaints	
	Fleet Strategy	Commercialisation & Innovation	Information Governance – GDPR, FOI etc	
	Local Development Plan	Civic & Ceremonial		
	Assets – Corporate Landlord (internal and external)	Corporate Communications		
	Assets – Land acquisition, disposal and easements	Legal & Insurance		





## Corporate Services Committee

8<sup>th</sup> February 2023

### Report from:

Head of Corporate Communications and Administration

### Item for Decision

**TITLE:** Access to Council & Committee Meetings, Agenda, Reports, Minutes & Recordings Protocol

### Background and Key Issues:

#### 1. Background

At Corporate Services on 12 October 2022, and ratified at Council on 25 October 2022, Members agreed that:

- The livestream of Full Council Meetings would be continued;
- A webcast recording of Full Council Meetings would be published on the Council website;
- Committee meetings would no longer be livestreamed;
- An audio recording of all committee meetings would be published on the Council website.

#### 2. Amendments to Protocol

To reflect these new arrangements the protocol on Access to Council & Committee Meetings, Agenda, Reports, Minutes & Recordings has been updated and is attached at **Appendix 1**. The amendments apply to item (6) and are illustrated in the revised protocol.

**Recommendation:**

It is recommended that the revised Access to Council & Committee Meetings, Agenda, Reports, Minutes & Recordings Protocol be noted by Members.

**Finance and Resource Implications:**

N/A

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="n/a"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="Yes"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="n/a"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

It was concluded a full equality impact assessment is not required. The changes to the livestream and publication of recordings are fairly minor procedural changes and are likely to be slightly beneficial for a number of groups. However, potential minor negative impact was identified for those who are unable to access the recordings and who prefer to watch the livestream. Alternative provision will be provided in the form of hard copy minutes. The screening document was provided to Committee with the decision report in October 2022. It will be published following approval of the revised policy.

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>	
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**If no, please given explanation/rationale for why it was not considered necessary:**

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**Appendix 1** – Access to Council & Committee Meetings, Agenda, Reports, Minutes & Recordings Protocol

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:



## Access To Council & Committee Meetings, Agenda, Reports, Minutes & Recordings – Protocol

### Version Control

Version	Date	Author / Amendments	Status
5.0	28 May 2015	C Connolly	Agreed (G & A 12.05.15)
6.0	4 February 2016	A McCann	Agreed
7.0	12 December 2019	A McCann	Agreed
8.0	January 2023	C Adamson	

## Introduction

This protocol has been developed in accordance with the provisions in Part 8 (Access to Meetings and Documents) of the Local Government Act (Northern Ireland) 2014 and the Council's Standing Orders.

With the exception of the provision relating to audio recordings, this applies to all meetings of the Council and Committees which are open to the public.

## Summary of Provisions of the Legislation and Associated Actions

### (1) Open Meetings

All meetings of the Council (and Committees) are open to the public except to the extent to which they are excluded (either during the whole or part of proceedings). They can only be excluded in accordance with Part 8 42 (2) of the Local Government Act (NI) 2014:-

- The public must be excluded from a meeting of Council during an item of business whenever it is likely, in the view of the nature of business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence; and nothing in this Part authorises or requires the disclosure of confidential information in breach of the obligation of confidence.

The legislation provides a definition of confidential business (Part 8 42 (3) Schedule 6 and exempt information (Section 51)).

### (2) "In Committee"

Where an item is deemed confidential, then this will be dealt with "In Committee" and the members of the public and, if appropriate, the relevant officers, will be asked to leave. This must be done by resolution of the committee with the Chairman identifying the following:

- what proceedings or part thereof will be dealt with " In Committee" and also
- the description of the exempt information giving rise to the exclusion of the public.

Please see Schedule 6 Part 1 of the Act, attached under separate cover, for definition of what constitutes exempt information.

The agenda for meetings should include further information on confidential matters which gives rise to the exclusion of the public e.g. "Report from HR Business Partner on HR Matters"

**Action** – In preparing reports, the Chief Executive and Directors should ensure that items being dealt with 'In Committee' are separate from the main report, and the agenda provides appropriate information on what is being discussed in Committee. Members' Services will then place such items in the confidential folder on Sharepoint.

At the meeting, the Chief Executive / Director should advise the Chairman of the requirement to get a proposer and seconder to both go and come out of "In Committee" and for the Chair to give the description of the exempt information giving rise to the exclusion of the public.

### **(3) Notice of Meeting and Agenda**

These are required to be available at the Council offices 5 days in advance of the meeting or if called later, as soon as possible in advance of the meeting. This is also a requirement under Standing Orders.

**Action** – Members' Services have arrangements in place for the agenda to be placed at the concierge desk at LVI Rotunda. In addition, the Schedule of Meetings, on a quarterly basis, has been placed on Council website.

**Note:** - In order to comply with the above, for Committees where Members' Services currently draft reports (G&A and Corporate Services), all relevant information should be with Members' Services by close of play on the Monday of the week prior to the meeting. In relation to the Planning Committee report, which is issued 7 days prior to the meeting, the report should be with Members' Services at latest by 9am, 7 days prior to the meeting taking place.

For all other Committees, all relevant information should be with Members' Services by close of play on Tuesday.

**Note:-** For all tabled and additional reports for Council/Committee, the relevant Director should have the prior approval of the Mayor/Chairman.

**Note:-** Special meetings of Committee and Council should only be held in exceptional circumstances such as to deal with timebound funding and contractual issues which cannot wait to next Council or Committee meeting.

#### (4) Access to reports

Reports are required to be available for inspection (excluding confidential items) by members of the public at least five days before the meeting or as it becomes available. Members should be sent the reports in the first instance and then made available to the public.

**Action** – Reports will be available for inspection between 9.00am and 5.00pm from Members' Services at LVI.

- (i) At the meeting a reasonable number of copies of the agenda and reports, subject to exclusion of any item deemed confidential, must be made available for inspection by members of the public in attendance.
- (ii) Hard copies of reports will be provided by Members' Services for the Chair of Committee (Mayor for Council meetings).
- (iii) As an interim, it has been agreed that hard copies of the Planning Committee reports will be circulated to all Members of the Planning Committee.

**Action** - Members' Services will provide 3 copies of the report (excluding items deemed confidential) and the agenda for all meetings with 6 copies for meetings of the Planning Committee and Full Council. This will be kept under review. Directors are to advise if there is an item which is likely or has potential to warrant increased public attendance.

**Agreed -**

- that agenda and report for all meetings (excluding confidential items) be placed on the Councils Website at least 5 days prior to the meeting or as soon as they become available

#### (5) Minutes

Draft minutes are required to be published 2 days after the meeting.

**Action** – Members' Services will produce the draft minute and following approval by Chief Executive / Director and then Chair of Committee, will place these in the relevant committee folder in Sharepoint and email Members to advise of this.

The legislation requires that a Council "as soon as is reasonably practicable" place on its website a copy of the minutes.



**Action** - After the minutes of a meeting have been agreed (i.e ratified by Council), Members' Services will forward to Corporate Communications for posting on the Council website. Once there are trained administrators, Members' Services will undertake this task.

## **(6) Audio Recordings and Webcast**

The legislation requires a Council to make an audio recording of any meeting of the Council which is open to the public, ~~and~~ the recording must be made available at the Council offices for a period of 6 years from the date of the meeting and published on the Council website for two years.

~~This applies to the monthly meeting of Council only.~~

Whilst this only applies to the monthly meeting of Council it was agreed in October 2022 to provide the following:

- Audio recordings of standing committee meetings;
- Livestream of Council Meetings;
- Webcast recordings of Council meetings.

### **Audio recordings of standing committee meetings**

- Where an item is deemed to be confidential and considered "In Committee" the recording will be paused.
- Audio recordings will be uploaded to the Council website within two days following ratification of minutes at the monthly Council Meeting.
- Audio recordings will be available on the Council website for a period of two years and available at the Council offices for a period of 6 years.

### **Livestream and webcast recordings of Council meetings**

- Council meetings will be livestreamed through the Council's website.
- Where an item is deemed confidential and considered "In Committee" the broadcast and recording will be paused.
- A webcast recording will be published on the Council website following approval of the minutes by the Mayor and Chief Executive.
- Webcast recordings will be available on the Council website for a period of two years and available at the Council offices for a period of 6 years.



**Action** – At this juncture, Centre Management will arrange for a technician to be in attendance at monthly meetings of Council to facilitate the livestream and record these meetings (excluding any items deemed confidential and “In Committee”). After the meeting, ~~the technician-~~ Member Services will ~~forward this to Members’ Services who will listen-~~ check to the recording to ensure that any item “In Committee” has not been recorded and that the audio quality is adequate. Dependent on the items discussed at the meeting, the Chief Executive or relevant Director may also be asked to review this. Members’ Services will then forward to Corporate Communication Team, a copy of the audio- linked recording and this will be posted on the website. ~~Timescale – 3 working days after the meeting~~



## Corporate Services Committee

8<sup>th</sup> February 2023

### Report from:

Head of Corporate Communications and Administration

### Item for Decision

**TITLE:** ABF The Soldiers Charity – Musical Tribute to HM Queen Elizabeth II  
Waterfront Hall, 15 April 2023

### Background and Key Issues:

1. Correspondence has been received from the President of the ABF The Soldiers Charity (Northern Ireland) advising of a forthcoming Tribute Concert at the Waterfront Hall, Belfast copy attached at **Appendix 1**.
2. The concert is a commemoration of the long reign of Her Majesty Queen Elizabeth II and to raise funds for soldiers, ex-soldiers and their families.
3. The event will take place on the evening of 15<sup>th</sup> April 2023 in the Waterfront Hall, Belfast.
4. Ticket prices are as follows:
  - VIP tickets £65 – includes access to a VIP lounge with pre-concert reception and premium seats
  - Non VIP tickets priced at £20, £27.50 and £30.
5. This request does not fall within the current policy on Requests for Financial Assistance. However, Members may wish to consider whether there might be an exceptional factor which could merit the support of this event.

**Recommendation:**

It is recommended that this request is considered by Members.

**Finance and Resource Implications:**

There is currently no budget allocation for this event.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

Request being considered against existing policy.

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="n/a"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="n/a"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="n/a"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

Insert link to completed Equality and Good Relations report:

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>	
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**If no, please given explanation/rationale for why it was not considered necessary:**

Request being considered against existing policy. Impact Assessment not relevant to this request.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Appendix 1 – Correspondence from ABT The Soldiers Charity

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

For Corporate



The Army's National Charity

President General Sir James Everard KCB CBE | Chairman of Trustees Lieutenant General Philip Jones CB CBE DL | Chief Executive Major General Tim Hyams CB OBE

ABF The Soldiers' Charity (Northern Ireland)  
 Building 115, Thiepval Barracks, Lisburn BT28 3NP  
 02892 678112 ni@soldierscharity.org www.soldierscharity.org

NI Councils List A.

12<sup>th</sup> January 2023

**MUSICAL TRIBUTE TO HM QUEEN ELIZABETH II – WATERFRONT HALL, 15 APR 2023**

Dear Mr Burns,

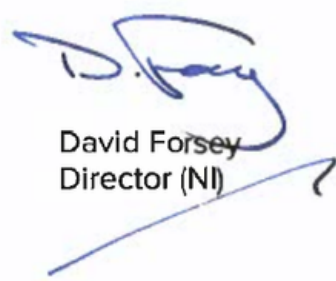
On behalf of our Hon Regional President, The Viscount Brookeborough KG, I would like to inform you of our Tribute Concert at the Waterfront Hall, Belfast, featuring the Band, Bugles, Pipes and Drums of the Royal Irish Regiment. It will take place on the evening of Saturday 15<sup>th</sup> April 2023, as a commemoration of Her Majesty's long reign, through the medium of music and to raise funds for soldiers, ex-soldiers and their families in times of need.

ABF The Soldiers' Charity, (formerly the Army Benevolent Fund), has been in existence since 1944 and supports soldiers, veterans and army families who have fallen upon hard times, raising around £8 million annually to meet this need. Should you wish to know more about the work of the charity, you can visit our website at [www.soldierscharity.org](http://www.soldierscharity.org).

We would like to invite a group of your Councillors and staff to attend and I would be grateful if you could enter the date of the concert into your forecast of events for 2023 and support the charity by planning to attend what I know will be a tremendously entertaining evening. VIP tickets cost £65 and allow the holders to relax in a VIP lounge with drinks and nibbles as part of the ticket price, both before the show and during the interval. VIP seating is also included for the performance.

If you have any enquiries, don't hesitate to contact me on [ni@soldierscharity.org](mailto:ni@soldierscharity.org) or by calling 02892 678112. Please note that we work from home on Mondays and Fridays.

Best wishes,

  
 David Forsey  
 Director (NI)







## Corporate Services Committee

8<sup>th</sup> February 2022

### Report from:

Head of Corporate Communications & Administration

### Item for Decision

#### TITLE:

Lagan Valley Island – Building Illumination Requests

### Background and Key Issues:

New illumination requests are presented below for Members' consideration:

#### 1. Dry January Feel Good February - January 2023

A request was received on 5 January 2023 to light up in January 2023 to mark Dry January Feel Good February. This is a PHA sponsored campaign to encourage people to stop drinking alcohol during January to feel the health benefits in February.

This request does not meet the following criteria detailed in the policy:

- the specified timeframe required for illumination requests (2 months)

This request was further considered by the Mayor, Chair and Vice Chair of Corporate Services committee. No exceptional circumstances were identified, therefore this request was declined.

#### 2. World Encephalitis Day – 22 February 2023

A request was received on 3 January 2023 to light up Red on the 22 February 2023 to mark World Encephalitis Day.

This request does not meet the following criteria detailed in the policy:

- the specified timeframe required for illumination requests (2 months)

This request was further considered by the Mayor, Chair and Vice Chair of Corporate Services committee. No exceptional circumstances were identified, therefore this request was declined.

### 3. Global Intergenerational Week – 24 April 2023

A request was received on 17 January 2023 to light up Pink on 24 April 2023 to mark Global Intergenerational Week.

Linking Generations Northern Ireland (LGNI) have led the way in connecting generations in communities across Northern Ireland since 2009 and are the only organisation solely focusing on the development and promotion of intergenerational approaches to address societal issues. Global Intergenerational Week takes place between 24th and 30th April 2023 and provides an opportunity for all 15 international partners to highlight the importance of this work.

<https://giwireland.com/>

This request meets the criteria set out in the policy and the dates requested are available.

### 4. World Fairtrade Fortnight – Monday 27 February - 12 March 2023

A request was received on 21 December 2023 on behalf of the All Party Group on Fair Trade to light up between 27 February and 12 March to mark World Trade Fortnight.

This is in place of the usual date of 13 May, Fairtrade Day, as the group feels the longer evening in February will allow better exposure of the spaces being lit up.

<https://www.fairtrade.org.uk/get-involved/current-campaigns/fairtrade-fortnight/>

The colour combination currently provided for World Fairtrade Day is Blue, Green and Black.

This request meets the criteria set out in the policy and Monday 27 February is available.

## Recommendation:

It is recommended that Members:

1. Consider the light up requests below which comply with the Building Illuminations Policy:
  - Blue, Green and Black on 27 February 2023 to mark World Fairtrade Fortnight
  - Pink on 24 April 2023 to mark Global Intergenerational Week
2. Note reasons for declining the below illumination requests:

- Dry January Feel Good February - January 2023
- World Encephalitis Day – 22<sup>nd</sup> February 2023

**Finance and Resource Implications:**

N/A

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

These requests are in accordance with the Illumination Policy which was Equality Screened in March 2021

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="N/A"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="N/A"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="N/A"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
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**If no, please given explanation/rationale for why it was not considered necessary:**



**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

**If Yes, please insert date:**



## Corporate Services Committee

8<sup>th</sup> February 2023

### Report from:

Head of Corporate Communications & Administration

### Item for Decision

**TITLE:** Building Illuminations Evaluation

### Background and Key Issues:

1. A revised Building Illuminations Policy was approved by Corporate Services Committee and ratified by Council in March 2021.
2. All requests to illuminate the corporate headquarters at LVI have been considered in line with this policy since its introduction.
3. Last year, Members asked for a review of building illuminations to determine how effective they are in raising awareness for the charities.
4. The report attached at Appendix 1 provides an analysis of the performance of the promotion activity on social media in relation to building illuminations. It also considers the cost and administration required for approval of illuminations.
5. The statistics show that engagement rates on the illumination posts are relatively low. The posts perform particularly poorly compared to other council posts.
6. There is a cost associated with the promotional activity where photography is required.
7. In relation to administration, requests require a 2 month lead in time due to the need for Corporate Services approval and Council ratification. Reports are required for Corporate

Services Committee most months with checks also carried with Mayor, Chair and Vice Chair to determine if any exceptional circumstances exist.

8. There are a number of recommendations set out in the analysis report to try to improve the promotional performance and reduce the cost and administration associated with illuminations:

- To apply terms and conditions that require the charities/causes to like, share and comment on their illumination post. This should help increase reach and engagement.
- To reduce costs by ceasing all professional photography for illuminations and using 'building only' photos.
- To reduce energy costs by limiting the period of illumination to 4 hours e.g. 7pm-11pm in dark winter evenings and later in the summer.
- To delegate authority to the Mayor, Chair and Vice Chair to approve illumination requests including consideration of exceptional circumstances.
- Review the position again in 12 months.

**Recommendation:**

It is recommended that Members:

- a. Note the Analysis Report on Building Illuminations: and
- b. Agree the recommendations as set out in point 8 of the report.

**Finance and Resource Implications:**

Reduced spend on photography

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

Not relevant

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="Yes/No"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="Yes/No"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="Yes/No"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

**If no, please give explanation/rationale for why it was not considered necessary:**

Not relevant

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Analysis Report on Building Illuminations

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

**If Yes, please insert date:**

## Appendix 1: Analysis Report on Building Illuminations

### 1.0 Introduction

The purpose of this report is to assess the effectiveness of the current policy in relation to Building Illuminations and the performance of the associated promotional activity through social media. The report also considers what arrangements other councils have in place as well as highlighting feedback from a number of charities to provide a full picture.

The information in this report has been compiled from a 12 month sample of 37 building illuminations which took place between 1 June 2021 and 30 May 2022. The approach to the promotion on social media was varied as below:

- 24 posts used photos that included the charity representatives along with Elected Members
- 5 photos included Elected Members only
- 2 photos were of the illuminated building only
- 6 posts included graphics with Chair/Vice Chair headshots and charity name or cause

### 2.0 Performance of Top 5 Building Illuminations on Facebook

The table below illustrates engagement of the top performing charity posts, compared the overall average engagement of the top 5 general posts on social media. **Engagement rate is used to measure how many people have interacted with the post e.g. reacted, shared, or commented.**

Illumination (June 21 – May 22)	Illumination Post Engagement Rate %	Did the Charity Engage?	Promo Approach
Supporting people of Ukraine (Feb 22)	2.76%	N/A	Photo of building only

World Prematurity Day (Nov 21)	1.27%	No	Photo including charity rep
Childhood Cancer Awareness (Sept 21)	1.65%	No	Photo including charity rep
Baby Loss Awareness Week (Oct 21)	1.41%	No	Photo including charity rep
World Mental Health Day (Oct 21)	0.73%	Yes (liked and shared)	Photo including charity rep
<b>Comparison of Average of top 5 performing posts on Facebook</b>	<b>15.12%</b>		

### 3.0 Performance of Top 5 Building Illuminations on Twitter

Illumination (June 21 – May 22)	Illumination Post Engagement Rate %	Did the Charity Engage?	Promo Approach
Pride (July 21)	0.75%	Yes (liked)	Photo including charity rep
Supporting people of Ukraine (Feb 22)	0.51%	N/A	Photo of building only
ADHD Awareness Month (Oct 21)	1.15%	Yes (liked and retweeted)	Photo including charity rep
St Patrick's Day (Mar 21)	0.83%	N/A	Photo with Elected Members only
NI Centenary (May)	4.92%	N/A	Photo with Elected Members only



<b>Comparison of average of top 5 performing posts</b>	<b>10.9%</b>		
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#### 4.0 Impact of Promotional Approach on Performance

	Average Facebook Engagement Rate %	Average Twitter Engagement Rate %
Includes Charity Representative	1.29%	1.29%
Members only	0.61%	1.86%
Building only	2.82%	0.51%
Graphic	0.56%	1.31%
<b>Comparison of Corporate Posts (5 selected at random)</b>	<b>22.30%</b>	<b>8.24%</b>

#### 5.0 Charity Feedback

A sample of the charities were contacted to determine if they feel the illuminations are worthwhile. Their testimonials are included below. On Facebook, 12 charities (32%) engaged with the photos/posts and on Twitter 14 charities (38%) engaged.

“The light up enables opportunity to demonstrate support which can be used across different media platforms to promote and highlight awareness. I found it quite effective. I think using a photo without charity representatives included depersonalises it and would therefore reduce the effectiveness. We know that any audience tends to engage more when we have actual people involved rather than generic pictures.” *International Nurses Day Light Up*

“Volunteer Now values the support gained from the Council and the lighting up of the key buildings is a brilliant way of raising awareness of key dates in the volunteering diary, e.g. Volunteers Week in June. We would be grateful if this support could continue. We would be happy with the Council posting a social media post along with photo of the light up and tagging us in as relevant.” **Volunteer Week Light Up**

“The light up with Lisburn and Castlereagh was extremely effective in raising awareness of the rights of Disabled People. The light up was a visual mechanism which encourages all disabled people in the council and region to understand that we feel welcomed and respected by the Council. Actions such as the light up are key to developing a more inclusive society, including inclusive employment and services. By lighting up you ensure that we as disabled people feel respected and listened to. We know we are welcome in your council area and that you prioritise inclusion.

We don’t need to be invited in taking photo, sharing photo on social media, adding hashtags like #IDDP2022 #DisabilityAwareness and tagging Disability Action NI is plenty. We appreciate all your support in raising Disability Awareness and celebrating disabled people.” **Disability Action**

“We have been very appreciative of your support over the last few years, with the light up of your buildings over the festive season to promote our Christmas campaign. Photos of your building are terrific and used and shared widely on our social media platforms both locally and nationally. It’s a very effective way for us to illustrate our message of shining a light on issues that affect children at Christmas time.

Ideally, it’s better if the photograph includes staff or volunteers from NSPCC (if available) as well as staff from the Council – it’s much more likely to be picked up by the press if there is human interest. I appreciate this may not be possible always and we would still use the photo of the building lit up green, on our social media channels if it isn’t possible to arrange people to attend.” **NSPCC**

## 6.0 What do other Councils do?

10 out of 11 Councils engage in some form of building illumination activity. They generally use a photo of their building(s) illuminated in the relevant colour for the cause. Some include one line of text to accompany the photo, others give more detail.

## 7.0 Conclusions



- Judging by industry standards, the engagement rates on Facebook and Twitter are less than satisfactory.
- Social media posts on both Twitter and Facebook perform poorly when compared to other content in relation to reach, impressions and engagement. There are a small number of exceptions.
- Better known charities/causes/awareness days and those that are naturally more emotive (e.g. baby loss, childhood cancer etc.) achieve higher engagement.
- Engagement by the charities themselves could be higher and could potentially lead increased engagement and profile for the illumination.
- In relation to promotional approach, building only photos appear to have the highest rate of engagement on Facebook followed by photos including charity representatives. Therefore, it is questionable as to whether staged photography is required for each light up which comes at a cost.
- Due to the current cost of living crisis, there have been some negative comments appearing under building illuminations posts with regards to energy costs, purpose and spending of ratepayer's money. Although the energy costs are minimal, it can create a negative perception due to the energy crisis.
- The charities are very appreciative of the Council's support and feel that the illuminations are worthwhile.
- 10 of the 11 NI councils engage in some form of building illumination activity.

## 8.0 Recommendations

It would be appropriate to continue with the practice of building illuminations to support charities and causes in line with the agreed policy, with measures put in place to try to improve profile and engagement, reduce costs and reduce administration. Recommendations are:

1. To apply terms and conditions that require the charities to like, share and comment on their illumination post. This should help increase reach and engagement.
2. To reduce costs by ceasing all professional photography for illuminations and use 'building only' photos.
3. To reduce energy costs by limiting the period of illumination to 4 hours e.g. 7pm-11pm in dark winter evenings and later in the summer. (Would require a change in policy)
4. To delegate authority to the Mayor, Chair and Vice Chair to approve illumination requests including consideration of exceptional circumstances. (Would require a change in policy)

5. To review the position again in 12 months.



## Corporate Services Committee

8<sup>th</sup> February 2023

### Report from:

Head of Corporate Communications & Administration

### Item for Decision

**TITLE:** Health Working Group

### Background and Key Issues:

1. A meeting of the Health Working Group took place on 10 October 2022. The minute of that meeting is presented for adoption.
2. A special meeting of the Health Working Group was held on 13 December 2022. Members received a deputation from COLD (Carers of Learning Disabled).
3. A summary of the items raised by COLD have been provided to the Trust as requested. The Trust representatives have been invited to provide an update in relation to the matters raised at the next meeting of the Health Working Group.

### Recommendation:

It is recommended that:

1. The minutes of the meeting of the Health Working Group held on the 10 October 2022 be adopted.
2. Members note the update in relation to COLD.

**Finance and Resource Implications:**

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

**If no, please provide explanation/rationale**

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	Yes/No	<b>Option 2</b> Screen out with mitigation	Yes/No	<b>Option 3</b> Screen in for a full EQIA	Yes/No
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No	
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**If no, please given explanation/rationale for why it was not considered necessary:**

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

1. Minutes of meeting of the Health Working Group held on the 10<sup>th</sup> October 2022.

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

**LISBURN & CASTLEREAGH CITY COUNCIL****Meeting of the Health Working Group held remotely and in the Council Chamber, Island Civic Centre, Lisburn, on Monday 10th October 2022 at 6.00 pm**

<b><u>PRESENT:</u></b>	Councillor S Hughes (Chairman)
	Councillors N Anderson (Zoom), F Cole (Zoom), J Lavery BEM, S Lee, J McCarthy (Zoom), G McCleave and U Mackin.
<b><u>OTHER MEMBERS IN ATTENDANCE:</u></b>	Alderman S P Porter and Councillors A Gowan, Jenny Palmer and John Palmer
<b><u>IN ATTENDANCE:</u></b>	Head of Corporate Communications & Administration Community Planning Manager Member Services/PCSP Assistant Member Services Officer (BF)
	<u>South Eastern Health &amp; Social Care Trust</u> Dr David Robinson, Director of Hospital Services Ms Naomi Dunbar, Assistant Director, Strategic and Capital Development Margaret O’Kane, Director of Adult Services
	<u>Belfast Health &amp; Social Care Trust</u> Mr Bryan Nelson, Co-Director Public Health

1. Apologies

Apologies for non-attendance were reported on behalf of the Deputy Mayor Councillor M Guy and Alderman S Martin.

2. Declarations of Interest

None.

3. South Eastern Health & Social Care Trust3.1 Review of Urgent and Emergency Care Services

Dr Robinson reminded the Working Group that a public consultation on the changes to urgent and emergency care services at Lagan Valley Hospital had closed on 22nd April. He reported that the feedback received during the consultation process had been presented to Trust Board on 29th June, and it had approved the following recommendations:

- to continue with the temporary reduction in opening hours;
- to continue with the Phone First system; and



- to temporarily rename the facility as an 'Urgent Care Centre' to reflect the services currently delivered.

Dr Robinson added that the Trust would continue to monitor the ongoing impact of the changes and would continue to make every effort to address staffing challenges.

The Working Group noted the outcome of the consultation process.

### 3.2 Lagan Valley Hospital - midwife-led Maternity Unit

Dr Robinson reminded the Working Group that, in April, the SEHSCT had temporarily paused its birthing services at the Lagan Valley Hospital's midwife-led maternity unit. The Trust had taken that decision due to concerns raised regarding a very small number of cases in the unit. It was reported that two serious adverse incident reviews were ongoing and it was anticipated that these would be concluded in late-October or early-November. As this process continued, expectant mothers were being offered alternative care in the Ulster Hospital or Belfast-based units.

In response to a query by Councillor Jenny Palmer, Dr Robinson clarified that, arising from the findings of the Independent Review of Services at the Shrewsbury and Telford Hospital NHS Trust, which had been undertaken by Donna Ockenden, maternity services across Northern Ireland were undergoing a benchmarking exercise, in conjunction with the Regulation and Quality Improvement Authority.

Dr Robinson, in response to a question by Councillor F Cole, undertook to advise the Council/Working Group of the findings of the ongoing serious adverse incident reviews at the earliest opportunity.

Noted.

### 3.3 SEHSCT Mental Health Services

Dr O' Kane updated the Working Group on the current provision of mental health services across the Trust. She indicated that, post pandemic, there had been a surge in the number of persons presenting to child and adolescent and addiction services. She indicated that there had been a marked increase in cases related to the misuse of prescription medication, poly-drug use and alcohol. She added that pressures existed in the delivery of community mental health services and in the provision of substitute and alternative therapies.

Alderman P Porter referred to the resourcing issues which existed in relation to the provision of learning disability services, which had been exacerbated by staffing shortages and the pandemic. In response, Dr O' Kane outlined the specific staffing issues which existed at Hillhall Residential and Resource Centre. She outlined the steps which had been taken to address recruitment issues and was confident that staffing levels would be increased in the forthcoming period.

Arising from discussion, Alderman Porter proposed that the Working Group agree to receive at a special meeting a presentation from representatives of the Carers of

Learning Disabled (COLD) to outline the issues which had been encountered in the Lisburn area, given the impact of Covid-19 on service provision.

The Working Group agreed to this course of action.

### 3.4 SEHSCT – Service Provision

Ms Dunbar gave an overview of the work undertaken in preparation for the winter period and to address any surge in Covid-19 cases or Influenza. She suggested that the Council might agree to assist the Trust in publicising its public health messaging via its social media channels to raise awareness over the period.

With regard to the Lisburn Primary Care Community Centre, she indicated that the official opening of the building would take place in November and that an invitation would be extended to each Member of the Council. It was noted also that planning approval had been received for GP car-parking at the site. In addition, she undertook, in response to a query by Councillor Jenny Palmer, to convey concerns regarding parking provision at hospital sites to staff within the Trust.

### 3.5 BHSCT – Trust Update

Mr Nelson reported that in the Belfast Trust area there had been an increase in the number of cases related to drug and alcohol abuse, many of which had been exacerbated by homelessness. The Trust continued to work on a multi-agency basis to address the issue.

The Working Group was given an overview of the work the Trust was undertaking to mark World Mental Health Day and Mr Nelson advised that he would share the Health Improvement Team's 2022/23 Training Guide for Mental Health Improvement & Suicide Prevention for Members' information and onward circulation.

In addition, Mr Nelson provided updates on the work undertaken with Ukrainian and Afghan refugees and, in response to a question by Councillor F Cole, he undertook to provide an update on the steps being taken to ensure that refugees were being provided with access to both primary and secondary care, particularly in relation to mental health provision.

Mr Nelson outlined the work that would be undertaken to update the Trust's Carers' Strategy and associated community action plan.

Noted.

## 4. Questions from Members

### 4.1 Councillor J Lavery – Children's Services at UHD

Councillor J Lavery reminded the Trust officials that he had previously raised concerns regarding the 12:00 midnight closing time for the Paediatric Assessment and Treatment Unit at the Ulster Hospital.

In response to a further query, the Trust officials undertook to provide figures to Councillor Laverty regarding the number of children and adolescents who had been transferred to the Hospital's Emergency Department for care as a result of the closing time.

#### 4.2 Thanks to Officials

The Chairman thanked the officials from both Trusts for their attendance and there being no further business, the meeting ended at 7.20pm.

**FRANCES BYRNE**  
**Head of Corporate Communications & Administration**



## Corporate Services Committee

8<sup>th</sup> February 2022

### Report from:

Head of Corporate Communications & Administration

### Item for Noting

#### TITLE:

Freedom of the City – The Gettys

#### Background and Key Issues:

1. At Corporate Services Committee in December 2022, Members asked for an update to be brought back in February to include any costs incurred relating the Freedom of the City for the Gettys.
2. The Gettys have now agreed the 1 June 2023 (as reported verbally at January CSC) as the date to be awarded the Freedom of the City. The event will take place in Lagan Valley Island to include a formal conferment ceremony in the Council Chamber, followed by lunch and entertainment in the Island Hall. Officers have commenced planning work.
3. The budget for the event is £19,550.
4. The costs incurred to date are set out in the table below. This mainly relates to preparations for the planned event in 2020 which was postponed due to the pandemic. All items will need to be replaced for the 2022 event as they are dated.

Item	Cost
Digital Printed Scroll	£150.00
Burgess Book Entries (2020 and 2022)	£600.00
Framing	£33.00
Tree Plaque	£189.07
Granite Stone	£221.00
<b>Total</b>	<b>£1,193.07</b>

**Recommendation:**

It is recommended that Members note the update in relation to the Freedom of the City for the Gettys.

**Finance and Resource Implications:**

£19,550 funded from reserves

**Screening and Impact Assessment**

**1. Equality and Good Relations**

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

Not relevant

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="N/A"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="N/A"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="N/A"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>	
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**If no, please given explanation/rationale for why it was not considered necessary:**

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:





## Corporate Services Committee

### 8<sup>th</sup> February 2023

**Report from:**

Head of Finance (Joanne Hewitt)

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

*(select from the list below reason why report is confidential and delete as appropriate)*

N/A

**When will the report become unrestricted:**

Specify when report will become available	<input type="text" value="N/A"/>	Redacted report available	<input type="text" value="N/A"/>	Never	<input type="text" value="N/A"/>
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### Item for Noting

**TITLE:** Repairs and Renewals Quarter 3 2022/2023

**Background and Key Issues:**

1. Within the estimates process each financial year, a list of the projects within the Repairs and Renewals reserve is presented as part of each Directorate's report to home Committees.
2. Attached is a listing of the actual spend within each of the projects for quarter 3 of the current financial year.
3. The current spend within the projects listed is £819,641 from a profiled quarter 3 budget of £1,034,950.
4. The current Repairs and Renewals list has been reviewed in relation to projected year end spend that has informed the requirements for the 2023/2024 estimates. This includes some projects being delivered in the 2023/24 year instead of being delivered in the remaining months of the current financial year.

- 5. Based on progress, completion of works and potential for increased cost of materials / supplies, it is possible that there may need to be an additional transfer to the reserve. NB for the purposes of the 2023/24 estimates, the contribution to the reserve has remained at £400k.

**Recommendation:**

It is recommended that Members note that report and attached breakdown of the repairs and renewals spend for quarter 3 2022/2023

**Finance and Resource Implications:**

Repairs and renewals are funded through a reserve held within the Balance Sheet with a contribution from revenue budgets on an annual basis.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? No

**If no, please provide explanation/rationale**

N/A

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	Yes/No	<b>Option 2</b> Screen out with mitigation	Yes/No	<b>Option 3</b> Screen in for a full EQIA	Yes/No
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	No	Has a Rural Needs Impact Assessment (RNIA) template been completed?	No	
--	----	---	----	--

If no, please given explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

**3. Environmental & Sustainability Impact Assessment:**

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

If no, please provide explanation/rationale:

If yes, please summarise the outcome of the E&S screening:

Please provide a link to the E&S screening and to any other relevant attachments:

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Repairs and Renewals – Quarter 3 2022/2023

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

## Repairs and Renewals - Quarters 1 to 3

Location (4 digits) Description	Annual Budget	YTD Budget	Total Act/Comm
Replace stage curtains (Island hall)	8,000	8,000	6,488
Replace existing lighting to LED	10,000	7,500	-
Replace & upgrade AVE Equipment	10,000	10,000	9,989
Digital Infrastructure (Island Hall)	20,000	5,000	13,971
Digital Infrastructure (LVI)	10,000	2,500	-
Replacement of Christmas Tree & Decorati	5,000	5,000	4,960
Hillsborough Village Centre - replace fl	2,000	2,000	3,150
Castle Gardens Terrace Project	29,700	29,700	29,700
Hillsborough Compound	20,000	20,000	16,262
Bowling Green equipment	30,000	30,000	33,993
Lough Moss Community Space	20,000	20,000	11,778
Lisburn Cemetery entrance works	30,000	30,000	29,291
Billy Neill - New Paths	30,000	30,000	32,477
Play Area Replacement Equipment	15,000	15,000	11,655
Grounds Maint Equipment Replacement	15,000	15,000	14,885
P&A infrastructure replacement	17,500	12,500	17,828
Countryside Access Improvements	17,000	12,000	16,643
AGC Maintenance Inhouse	20,000	10,000	18,620
CHGC Maintenance Inhouse	25,000	20,000	18,926
Sports Pavilions	15,000	10,000	9,722
Cemetery Headstone Works	25,000	19,000	10,966
Playing Field Drainage	25,000	20,000	23,733
Goal Posts / Nets	12,000	12,000	-
Tree Maintenance	150,000	150,000	154,281
Replacement Christmas Lighting	5,000	5,000	5,177
Bridge CC - Damp at rear remedial	6,000	6,000	-
ILC replacement photographic IT Equipmen	8,500	8,500	3,160
IAC replacement blinds	6,000	6,000	-
IAC replacement tables for worktops	5,000	5,000	3,000
Hillsborough Village Centre - Replacemen	5,000	5,000	-
Bridge CC - Replacement CCTV	4,000	4,000	2,261
Maghaberry CC - Replacement CCTV	3,500	3,500	3,912
Moneyreagh CC - Replacement CCTV	3,000	3,000	6,190
Ballyoran Units - Emergency Lighting	10,500	10,500	-
ILC - Repairs to Lift	29,000	29,000	28,800
ILC - Replacement to Air Con	25,000	-	-
ILC - Upgrade Intruder Alarm	25,000	25,000	-
LVLV Replacement Pool Filtration Plant	70,000	-	-
LVLV Maintenance Programme	30,000	30,000	-
LCC-Activity Centres Sports Equipment	45,000	45,000	11,821
DIIB Refurbishment Programme	40,000	18,000	54,786
Lough Moss Refurbishment Programme	8,750	8,750	7,385
CHGC Refurbishment Programme	10,000	10,000	1,106
AGC Maintenance Prog - Contract	50,000	50,000	23,957
CHGC Maintenance Prog. Contract	50,000	50,000	9,971
Fuel extraction system	37,000	37,000	43,407
Civic Amenity Upgrade	5,000	3,750	5,004
Compactors & Cont	34,000	25,000	22,718
Traffic seperators	3,000	1,500	2,815
Bring Bank	2,000	1,000	26
HRC Road Markings	5,000	2,500	6,761
Signage Replacement	3,000	2,250	2,188
CSD Refurbishment	22,145	15,000	15,560
Central Service - Boiler Replacement	108,000	-	-
Stabilisation of walls at Aghalee and Po	50,000	30,000	-
Intruder Alarm Bradford Court	6,000	6,000	-
Fire alarm Billy Neil	8,000	8,000	-
Replacement water storage tank BillyNeil	30,000	7,500	11,000
Replace exterior lighting fitments at Ca	8,000	8,000	6,233
Replacement wall at Moira Demense	55,000	-	-
Car Park at Hillsborough (including char	70,000	70,000	11,199
Testing and repairs of Christmas Lighting	-	-	39,749
Moira Demesne re cabling	-	-	418
Hilden War Memorial	-	-	1,719
	<b>1,446,595</b>	<b>1,034,950</b>	<b>819,641</b>

## Corporate Services Committee

**Confidential**

**8<sup>th</sup> February 2023**

**Confidential Report from:**

**Director of Service Transformation**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

Information relating to the financial or business affairs of any particular person (including the Council holding that information).

**When will the report become unrestricted:**

Specify when  
report will  
become available

Redacted  
report  
available

Post disposal

Never

### Item for Decision

**TITLE:** **Queen Elizabeth Playing Fields**

**Background and Key Issues:**

**Background**

1. Queen Elizabeth Playing Fields currently contains three grass pitch playing fields, a playground facility, and associated changing facilities, with 60 designated car parking spaces. Within the curtilage of the site adjacent to the entrance there is a small portion of open space with no specific sporting designation.
2. Officers from the Leisure and Community Services Directorate have considered the land usage outlined in **Appendix 1**, and whilst they have no specific plans for it, they are keen



that it retains a sports development use in line with the Council's current sports offering at the site.

3. These lands are also subject to a Deed of Dedication entered into in July 2013 with the Fields in Trust. That agreement limits the future use of development on site.

### **Key Issues**

1. Within the Leisure and Community Development Committee on 2 March 2021, Members agreed (**see Appendix 2**) for officers to commence an analysis of potential Council facilities that may provide a suitable alternative for [REDACTED], coupled with anticipated costs.
2. [REDACTED] had considered submitting an expression of interest for Grove Activity Centre, and were in discussions with officers. However, this facility was deemed unsuitable for a variety of reasons, including viability and integration with the neighbouring public amenity offering. The club would now like to pursue a purpose built facility and have made an approach for the site outlined in **Appendix 1**. They have undertaken an initial feasibility and planning analysis, and believe that they could successfully integrate a purpose built boxing club at this site.
3. Even though the commitment has been made to carry out the analysis as above, the Council have not the vires to gift [REDACTED], or any other third party, the asset without due process. Should there be alternative, more attractive, proposals for the land in question, the commitments around [REDACTED] will have to be revisited.
4. Disposal of Council assets are controlled under a legislative framework and most recently the Department has written to all Councils advising of our continued obligations under this legislation. Where the Council proposes to dispose of a site at less than best value, it must seek DfC approval.
5. As outlined above, the land use is limited to sport and recreation under the Deed of Dedication with Fields in Trust (FIT). Even though the EOI limits the perspective bidders to sport and recreation, it is proposed that we seek permission from FIT should the site be of interest.
6. In order to maximise any sporting club's opportunity for third party funding in support of a capital build, they will need to have a suitable tenure period which would reflect the proposed lifetime of the asset as a minimum. Consequently it is proposed to offer a lease commensurate with the development proposal through the process outlined below.
7. Officers seek endorsement from Members to commence an expression of interest process for the disposal of the asset through a long term lease outlined on the basis of the following criteria:
  - a) That the land, as outlined, continues to be utilised exclusively for sport and recreation purposes



- b) That as a condition of the lease that any third party would be obliged to co-ordinate events through the Council so as there would be no sporting programme clashes on the site
  - c) That the obligations under the Deed of Dedication between the Council and FIT are reflected
8. It is proposed in such a lease the Council would retain head landlord status. In addition, restrictive covenants would include universal accessibility, sport and recreational use, non restrictive club membership in line with equality legislation, as well as shared access to any additional car parking facilities created on the land for use by Council patrons accessing the adjacent pitches.
9. It is proposed to take forward the expression of interest along with seeking permission from the DfC to release the lands at less than best value in lieu of community benefit through sport and recreation facilities. The evaluation criteria, in order to offer the lease to any prospective bidder, will be based on a sports development plan and/or business case. This will be on a respective 70/30 percentage ratio.
10. Any development proposal will be subject to consideration within the Planning process. In addition, it is proposed through the sports development plan to have social inclusion and community participation.
11. There are currently no restrictive covenants on the land that prevent the disposal in the manner outlined, notwithstanding the Deed of Dedication obligations. In addition, on the basis of the land being designated as open space under the extant draft Plan and therefore not available for residential or commercial values, it is estimated to be of no greater of a value of [REDACTED].
12. Following the EOI and the evaluation of the same, the Council will write to both FIT and DfC seeking the respective approvals should we have a less than best price proposal. In addition a LPS valuation will be sought so as to inform any contribution in kind, and will be presented to Members along with the final lease as part of a future report for Member approval.

#### **Recommendation:**

It is recommended that the Committee consider and agree:

1. To release through an expression of interest process the land designated at Appendix 1 at Queen Elizabeth playing fields as per the method outlined above.
2. That the Council writes to the DfC seeking authority to dispose of the asset on a less than best price basis.
3. Appoint a legal representative to draft any lease and support the process of disposal as outlined.

#### **Finance and Resource Implications:**

The legal costs associated with taking this process forward will be met from within current budgets and are estimated to be approximately [REDACTED].

The proposed disposal of less than best price does not impact the Council's balance sheet as the Council will retain head landlord status. However the opportunity to raise income is minimal.

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

#### If no, please provide explanation/rationale

Given the early stage and in principle nature of this decision, as well as the number of variables that require to be reconciled, it is considered premature to carry out equality screening. However, before final presentation, an equality screening process will be undertaken outlining mitigation or alternative for Member consideration.

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="Yes/No"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="Yes/No"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="Yes/No"/>
---	-------------------------------------	--	-------------------------------------	---	-------------------------------------

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

N/A

**Insert link to completed Equality and Good Relations report:**

N/A

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="Yes"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
--	----------------------------------	---	---------------------------------

**If no, please give explanation/rationale for why it was not considered necessary:**

This is a piece of land in the urban environment and therefore is restricted in its rural impact.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**Appendix 1** –QE2 Playing Fields map

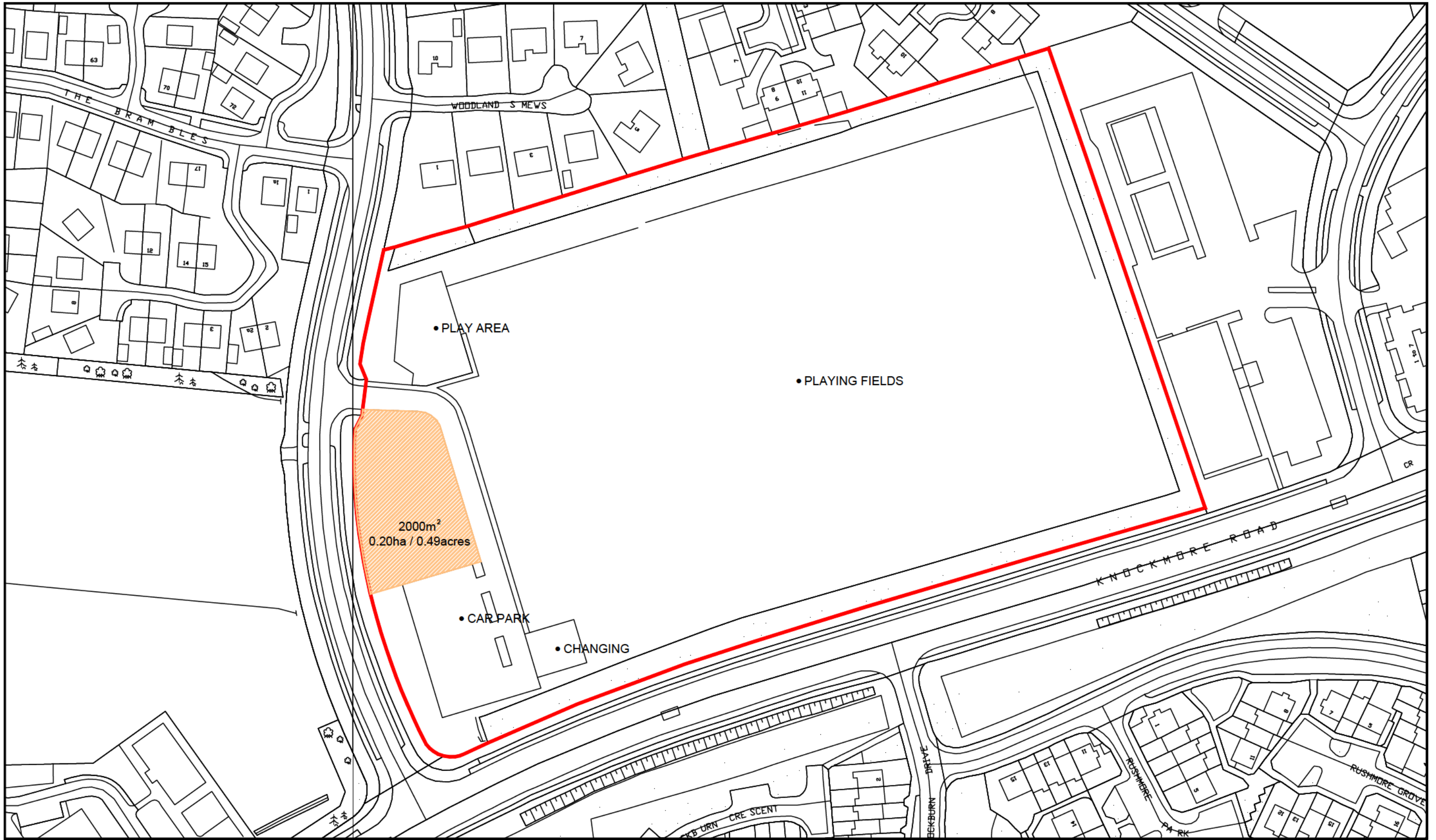
**Appendix 2** – Leisure and Community Development Committee report 2  
March 2021

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

Yes/No

If Yes, please insert date:





**LCCC** Service Transformation  
 Assets  
 Civic Headquarters  
 Lagan Valley Island  
 Lisburn BT27 4RL  
 Tel: 028 9250 9250  
 www.lisburncastlereagh.gov.uk  
 Director of Service Transformation

notes:

**LEGEND:**

- owned by LCCC
- leased to LCCC
- right of way
- leased to other party by LCCC
- assigned to other party by LCCC

POTENTIAL DEVELOPMENT LAND

title: QUEEN ELIZABETH II PLAYING FIELDS (INCLUDING PLAY AREA), LIMETREE AVENUE, LISBURN.

os ref: 165/05	scale(s): 1:1250
date: Nov. 2022	drawn by: [REDACTED]

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## Leisure & Community Development Committee

### CONFIDENTIAL REPORT

2<sup>nd</sup> March 2021

Confidential Report from:

Head of Sports Services

#### Item for Decision

**TITLE:** Item 5.7  
Laurelhill Sports Zone Development

#### Background and Key Issues:

Members are reminded that Laurelhill Sports Zone is located adjacent to Laurelhill College and is operated in partnership with Laurelhill Community College and the Council. The complex is made up of a floodlit synthetic AstroTurf pitch, (sand based) suitable for football and field hockey and an eight room changing pavilion. Following the Pitches Strategy in 2016, Laurelhill was to be prioritised for a full size 3G pitch with exploration of a 9 aside 3G pitch, indoor hall and associated parking.

Alongside this process funding avenues were to be explored, coupled with a call for expressions of interest from local clubs and organisations to work with the Council as a partner in the operation of the facility. Following the expression of interest process, [REDACTED] were identified as the preferred operating partner. More recently [REDACTED], were appointed to undertake a study and subsequent business case process with regards to Laurelhill Sports Zone to pursue funding under Sport NI's Multi Facilities Fund.

#### Current Position

The production of the business case and ongoing interaction with Sport NI was severely impacted by Covid-19. The business case is now finalised, although Sport NI have confirmed that the earliest their board can make a recommendation on the project is September 2021. [REDACTED] have been appointed to develop the detailed plans for the project including submitting a full planning application and associated support information.



Throughout the past number of years the Education Authority, Laurehill Community College and [REDACTED] have been kept updated of developments including consultation over the Multi Facilities Fund application and draft plans. Killowen Primary School, another partner on site, have also been kept informed of relevant developments.

Following consultation with the Education Authority and Laurehill Community College it was agreed to remove the training pitch from the plans and the reasons for this were twofold, one being to reduce the overall capital cost as along with the pitch costs it would also allow the main pitch to be reoriented reducing groundwork costs and the subsequent amount of car parking required. Secondly the reorientation of the pitch would move it further away from nearby houses a number of whom complained to local Members about potential noise and light pollution during the consultation phase.

### **Items for Consideration**

- A) At present the Council has an indicative net figure of [REDACTED] in the Capital Programme set against the development of a full size 3G pitch at Laurehill
- B) The estimated total gross cost of the proposed project currently stands at [REDACTED]
- C) The maximum grant available from Sport NI is [REDACTED] and this must include 4 sports on site and Sport NI have indicated that in order for a decision to be forthcoming in September they require the completed proposal by May 2021
- D) [REDACTED] to date have been invested to date with regards to developing plans for the indoor/multiuse boxing club facility to include best practice visits, consultation with the Governing Body of Boxing and fundraising for equipment.
- E) Site meetings have identified potential additional works that may be required to the existing changing pavilion (property of EA) to ensure it meets new quality standards and does not detract from the overall appearance of the proposed new facility. Consultation will continue with EA around this element.
- F) The Councils Capital Programme and overall financial position has been greatly impacted by the Covid-19 pandemic and as a result there are many competing priorities. Therefore a review of this project and associated costs is required to include the initial brief for the 3G pitch.

Given the escalating costs Members may wish to consider, approving a reduction in the scale and scope of the overall project to include removal of the indoor sports hall, and additional car parking associated with the additional footfall of these elements. This would leave the full size 3G pitch, floodlights and associated car parking, to be considered within the Capital Governance Programme, which would mean withdrawing from the Sport NI Facilities Fund, however it is anticipated that this would reduce the overall cost.

Members may also wish to consider the exploration of an alternative Council venue being offered to [REDACTED], with some minor works being carried out to bring the venue up to standard use for the Club.



**Recommendation:**

It is recommend that the following items are approved

1. A reduction in the overall programme, to include the removal of the indoor hall and associated car parking related to these elements
2. Progression with a business case solely for the 3G pitch, floodlights and associated car parking, with the initial brief being reconsidered in order to the align the cost as close as possible to the original budget of [REDACTED]
3. Officers commence an analysis of potential Council facilities that may provide a suitable alternative for [REDACTED], coupled with any anticipated costs
4. A further report be brought back for Members detailing progress, timeframes and cost

**Finance and Resource Implications:**

As outlined in the report.

**Screening:**

Equality and Good Relations

Yes

Environmental Impact Assessment

Yes

Rural Impact Assessment

No

**SUBJECT TO PLANNING APPROVAL:**

Yes

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

None

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

[Empty text box for date entry]

## Corporate Services Committee

**Confidential**

**8<sup>th</sup> February 2023**

Confidential Report from:

**Head of Human Resources and Organisation Development**

*Local Government Act (Northern Ireland) 2014*

**Schedule 6 - Access to Information: Exemption Information**

*(select from the list below reason why report is confidential and delete as appropriate)*

4. Information 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.

**When will the report become unrestricted:**

Specify when  
report will  
become available

Redacted  
report  
available

Following  
Council  
Ratification

Never

### Item for Decision

**TITLE: Hybrid Working Pilot – Review of Pilot and Further Considerations**

1. At the April meeting of the Corporate Services Committee, a comprehensive report and briefing was provided to Members in relation to hybrid working and Members agreed to the undertaking of a Hybrid Working Pilot for relevant staff for six months.
2. By way of reminder, Hybrid Working is defined as ‘*a way of structuring work, communication, hours and physical locations to enable our staff to be as productive as possible no matter where, when or who they work with.*’

3. Members agreed that an interim report on the pilot be taken to the Corporate Services Committee and this is set out below.

## HYBRID WORKING PROTOCOL – PARAMETERS OF THE PILOT

4. The following parameters were agreed for the Hybrid Working pilot:
  - a) **Start date:** From 1<sup>st</sup> June 2022, 'office' based employees will be expected to return to the office on a minimum 60-40 split i.e. if working a 'regular' five day week - to be in the office three days out of five, 60% of the time. (This will be pro-rata for part-time employees, in conjunction with line manager). As this is a pilot, and we are still reacting to a pandemic situation, there will be some degree of flexibility required on all parties as the pilot progresses to accommodate business needs.
  - b) **Annual Leave:** During the pilot phase and through the 2022-23 Annual Leave year, normal rules apply i.e. no additional carry over due to pilot – line managers to manage leave as per existing procedures.
  - c) **Terms and Conditions:** No change to Terms & Condition for any employee during pilot phase.
  - d) **Flexible Working Requests:** Request for flexible working based on work location/ working from home will not be considered during pilot phase – Employees can continue to request a change e.g. if looking to change their actual hours.
  - e) **Time Recording:** While working away from the office, employees are required to record start, finish and lunch times in accordance with the Flexible Working Hours Policy.
  - f) **Interim Period:** Line managers should use interim period up until 1<sup>st</sup> June 2022 to assist those who have mainly worked from home to come back to the office on a gradual basis.
  - g) **Payment/ Location of Work:** As no change to terms and conditions of employment, please note mileage will not be paid for home to office including 'part days' such as coming into the office for a meeting on a day employees primarily working from home.
  - h) **Equipment:** Council will only provide necessary IT Equipment and phones (if deemed necessary by HOS) for the duration of the pilot.
  - i) **There will be no obligation on any employee identified as able to partake in the pilot to do so (e.g. if they do not have facilities to support hybrid working).**

## REVIEW OF PILOT

5. The appendix includes a detailed report on the pilot which includes background, approach, results of the surveys and KPIs and conclusions and recommendations. A summary of these is detailed below.
6. The cross-functional working group has been meeting since late 2021. This group has continued to meet throughout the duration of the pilot to consider actions and feedback on the pilot.
7. A survey and further consultation was carried out prior to the start of the pilot. This survey has been carried out again at the end of the pilot and the report reviews the feedback from respondents. It is noted that there is a similar number of respondents to both surveys which considers:

- Employee morale, engagement, and commitment to the Council
- Work/Life Balance
- Environmental and Cost
- Productivity gains / Customer experience
- Reduced Desk Usage / Efficient use of space
- More flexible working patterns – IT as an enabler

The Pilot feedback has shown that there has been improvements in all areas of employee experience during the pilot.

8. A survey was also developed for Elected Members. This survey was taken to the Corporate Services Committee in December and further consulted upon with Party Group Leaders. A third of elected Members responded to the survey with the majority in favour of continuing with hybrid working as a new way of working. Some concerns were raised from three respondents regarding communication and relationship building and these will be further considered by the Corporate Management Team.
9. In addition to the above, the following KPIs were agreed to assess the effectiveness of the pilot:
  - **Recruitment:** % of Applicants who took into consideration LCCC's hybrid working when applying for role. The survey results shown that this was a consideration for over two-thirds of applicants.
  - **Performance:** Reported KPI's quarterly to committee and Achievement of actions under Corporate Plan. The survey results have shown that the hybrid working pilot has not impacted on performance. All Performance Improvement KPIs have been met, where service KPIs have not been met, this has not been as a result of hybrid working.
  - **Additional Training/ support provided for Line Managers:** 'Manging Performance in a hybrid world' – half-day workshop to be offered. The pilot outcome shows that line managers have continued to develop and undertake relevant leadership and wellbeing programmes.
10. The next key step is to consider the outcomes from the pilot for Members to decide whether this pilot can be made a more permanent approach to working arrangements.
11. This work will complement the wider efficiency programme and consider the following areas:
  - a. Our Digital Strategy
    - i. Rollout of the appropriate technology equipment to all staff based on their role and worker style and a funding model to support ongoing refresh of equipment and implementation of Office 365.
    - ii. Development and embedding of future IT service models and processes that best support flexible and remote working.
    - iii. Our investment in infrastructure to support remote access to applications and services.

b. Our People Strategy

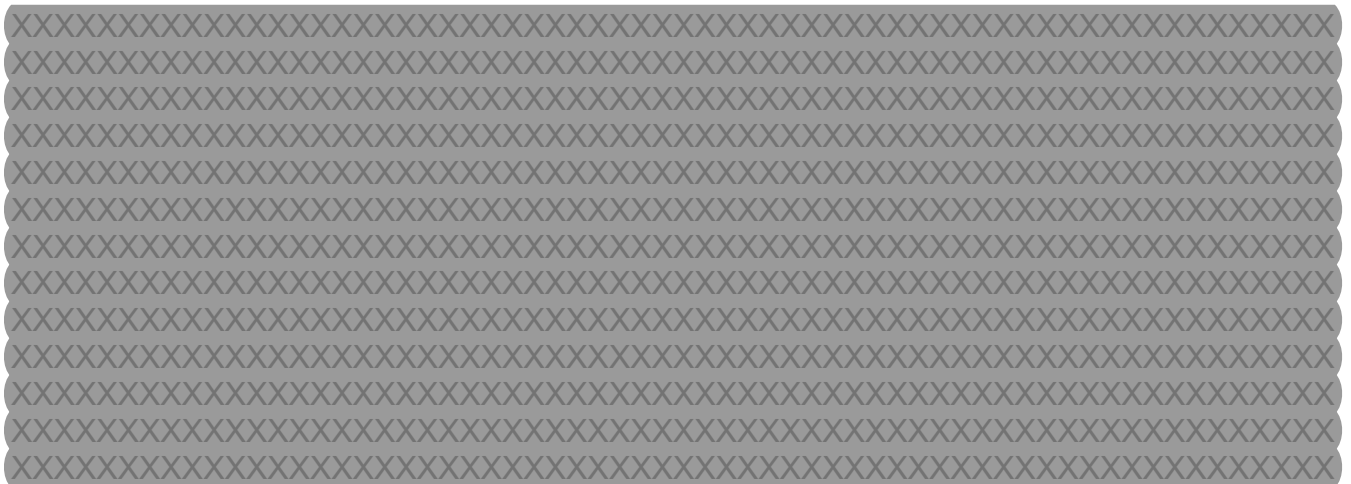
- i. Leadership and Management - Embedding strong leadership and management to successfully lead and performance manage teams through new ways of working.
- ii. Embedding smarter working as “business as usual” – supporting managers and teams through communications, engagement, and tools.
- iii. Transforming the culture of the organisation to drive modern, effective, and productive ways of working.

c. Our Asset Strategy: Accommodation Working Group

- i. Assessing our future space requirements for LCCC staff and translating this into a strategy for our assets (namely offices) – including exploiting opportunities for income generation and cost reduction.
- ii. Delivering future office model solutions, technology and layouts that maximise performance, productivity, and support staff wellbeing.

12. Members are now asked to consider the Pilot report in order to agree an option for Officers to progress.

**Recommendation**



**Finance and Resource Implications:**

- 1. Not known but likely to have a positive impact on comparable utility costs

**Screening and Impact Assessment**

**1. Equality and Good Relations**

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

**If no, please provide explanation/rationale**

As this is an evaluation of the pilot, no screening has been carried out.

If yes, what was the outcome?

**Option 1**

Screen out  
without mitigation

N/A

**Option 2**

Screen out with  
mitigation

N/A

**Option 3**

Screen in for  
a full EQIA

N/A

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been  
given to Rural Needs?

No

Has a Rural Needs Impact  
Assessment (RNIA) template been  
completed?

No

**If no, please give explanation/rationale for why it was not considered necessary:**

As this is an evaluation of the pilot, no screening has been carried out.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**3. Environmental & Sustainability Impact Assessment:**

Has consideration been  
given to environmental  
impact?

No

Has an Environmental & Sustainability  
Screening been completed?

No

**If no, please provide explanation/rationale:**

As this is an evaluation of the pilot, no screening has been carried out.

**If yes, please summarise the outcome of the E&S screening:**

**Please provide a link to the E&S screening and to any other relevant attachments:**

**SUBJECT TO PLANNING APPROVAL:**

No



If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

N/A

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

## Corporate Services Committee

**Confidential**

**8 February 2023**

**Confidential Report from:**

**Head of Human Resources and Organisation Development**

*Local Government Act (Northern Ireland) 2014*

**Schedule 6 - Access to Information: Exemption Information**

*(select from the list below reason why report is confidential and delete as appropriate)*

4. Information 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.

**When will the report become unrestricted:**

Specify when report will become available	<input type="checkbox"/>	Redacted report available	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>
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### Item for Decision

**TITLE:** Efficiency Review Steering Group

**Background and Key Issues:**

1. The Efficiency Review Steering Group (ERSG) met 1 February 2023 and the report and action notes from this meeting is attached.
2. Review of Building Control and Sustainability  
The Head of HR&OD referred to a previous meeting of the ERSG where the structure of Planning and Capital Development was agreed. This included a discussion on the moving

of Planning Enforcement to the Planning and Capital Development Unit which left scope for sustainability to be allocated to the Building Control Unit. A business case for a Climate and Sustainability Officer was outlined, noting that this role would cover both sustainability and energy efficiency [REDACTED]

3. Members of the ERSG agreed to recommend the filling of the post of Climate and Sustainability Officer.

4. The Chief Executive presented background and options on a review of the Council Committee structure. [REDACTED]

[REDACTED] The Chief Executive reminded that any proposal would be on an in-principle basis in the first instance.

### Recommendation

1. It is recommended that Members note the minutes and action notes of the ERSG on 1 February 2023.
2. It is further recommended that Members approve the recommendations of the ERSG in respect of the restructure of the Building Control and Sustainability Unit, namely the post of Climate and Sustainability Officer.

### Finance and Resource Implications:

[REDACTED]

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

**If no, please provide explanation/rationale**

N/A

If yes, what was the outcome?:

**Option 1**

Screen out without mitigation

N/A

**Option 2**

Screen out with mitigation

N/A

**Option 3**

Screen in for a full EQIA

N/A

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

**If no, please give explanation/rationale for why it was not considered necessary:**

N/A

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**3. Environmental & Sustainability Impact Assessment:**

Has consideration been given to environmental impact?

No

Has an Environmental & Sustainability Screening been completed?

No

**If no, please provide explanation/rationale:**

N/A

**If yes, please summarise the outcome of the E&S screening:**

**Please provide a link to the E&S screening and to any other relevant attachments:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Appendix [REDACTED]

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

# Corporate Services Meeting CONFIDENTIAL

08 February 2023

**Confidential Report from:**

**Head of Corporate Communications and Administration**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

*(select from the list below reason why report is confidential and delete as appropriate)*

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information)

**When will the report become unrestricted:**

Specify when  
report will  
become available

Redacted  
report  
available

Following  
Council  
Ratification

Never

## Item for Decision

**TITLE:** **Citizenship Service – Update report**

**Background and Key Issues:**

**Background**

1. On 15 January 2020, Corporate Services Committee was informed of a request from the Lord Lieutenants to return Citizenship Ceremonies to Hillsborough Castle where they had been held prior to the Castle's refurbishment.
2. Following consideration of a number of options, it was proposed by Alderman S P Porter, seconded by Councillor J Palmer and agreed to recommend that:



- Citizenship Ceremonies be hosted at Hillsborough Castle from November to February and at Lagan Valley Island from March to October;
- HRH The Prince of Wales be afforded the opportunity to host one of the Citizenship Ceremonies at Hillsborough Castle; and
- A review of the arrangements be undertaken after one year of operation.

### **Current Position**

3. Due to the Covid-19 pandemic, all Citizenship ceremonies ceased in March 2020.
4. Virtual ceremonies commenced under emergency COVID legislation in September 2020 and have operated very effectively.
5. Physical ceremonies recommenced in August 2022 at Lagan Valley Island.
6. Physical ceremonies were held in Hillsborough Castle in January and February 2023 with a further ceremony planned to take place there in March.
7. The Home Office recommends the continued use of virtual ceremonies to complement physical ceremonies taking into account citizens' preferences.
8. Direct feedback from citizens over the last two years has indicated that 70% of respondents prefer virtual ceremonies.
9. Consideration has also been given to the cost of living crisis and fuel costs associated with travelling to ceremonies at this time.

### **Ceremonies at Hillsborough Castle**

10. As agreed in January 2020, post COVID-19, officers have been engaging with the Home Office, HRP and the Lord Lieutenants to review and update the arrangements for Citizenship Ceremonies being facilitated at Hillsborough Castle.
11. All parties agreed that one ceremony would be held in Hillsborough Castle in each month from October to March each year. (6 per year)
12. HRP have agreed that they can be flexible and accommodate more ceremonies if required during the high season.
13. From April to September, virtual ceremonies will be available along with physical ceremonies at Lagan Valley Island.
14. The Lord Lieutenants have been consulted on a number of occasions and are content with this proposal.

[REDACTED]

16. These arrangements will be kept under review for 12 months.

17. The Memorandum of Understanding (MOU) as agreed by HRP and LCCC is attached for Members' approval.

**Recommendation:**

It is recommended that Members:

- Note the update provided.
- Approve the MOU between HRP and LCCC

**Finance and Resource Implications:**

The agreed fee for Hillsborough Castle hire including catering is £950. Costs are recouped through the Home Office.

Has an equality and good relations screening been carried out on the proposal/project/policy?  Yes

**If no, please provide explanation/rationale**

If yes, what was the outcome?:

**Option 1**  
Screen out  
without mitigation

**Option 2**  
Screen out with  
mitigation

**Option 3**  
Screen in for  
a full EQIA

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

Appendix 2

**1. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

N/A

If no, please give explanation/rationale for why it was not considered necessary:

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**Appendix 2 - MOU**  
**Appendix 2 – Equality Screening**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

## Corporate Services Committee

**Confidential**

**8<sup>th</sup> February 2023**

**Confidential Report from:**

**Head of Corporate Communications and Administration (Frances Byrne)**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

*(select from the list below reason why report is confidential and delete as appropriate)*

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information)

**When will the report become unrestricted:**

Specify when  
report will  
become available

Redacted  
report  
available

April 2023

Never

### Item for Decision

**TITLE:** Requested Increase to Contracted Rates / Total Contract Cost / Annual Fee

**Background and Key Issues:**

#### 1. Background

The NLW increase in April 2023 is 9.8% The NLW increases have been accepted by LCCC for the past 4 years.

The Council has received a request from three of its contractors for increased *contract costs / annual fees* to cover increased labour related costs only as a result of the NLW wage increase to deliver their service under current contractual obligations.

Details of the requests are provided below.

**2. Contract Title – The Provision of Cleaning Services at Designated Council Premises**

- Original Contract Value [REDACTED]
- Year 1 expenditure 1<sup>st</sup> December 2021 – 31<sup>st</sup> November 2022 - [REDACTED]
- Variation approved in 2022 for NLW increase - [REDACTED]
- Mount Charles proposed new total from April 2023 - [REDACTED]

**3. Contract Title – The Provision of Caretaker/Receptionist Services Bradford Court**

- Original Contract Value - [REDACTED]
- Year 1 expenditure to date - 1<sup>st</sup> June 2022 – 31<sup>st</sup> December 2022 - [REDACTED]
- DGS proposed new contract value from April 2023 – [REDACTED]

Please note this does not take in account any additional hours which may need covered as requested by tenants.

**4. Contract Title – Provision of Security/CCTV/ Concierge Services**

- Original Contract Value - [REDACTED]
- Year 1 expenditure 1<sup>st</sup> January 2022 – 31<sup>st</sup> December 2022 = [REDACTED]
- Variation approved 2022 for NLW increase = [REDACTED]
- Bidvest Noonan proposed variation from April 2023 = [REDACTED]

**5. Do the current Contract Terms and Conditions allow for price variations?**

Yes, Clause 14 of the current contract terms and conditions allows for price variations.

**6. Does the variation fall within the allowances of the Procurement regulations?**

Yes, the new contract value is within the 10% allowance given within the procurement regulations PRC2015 (72)(5).

The above increase request is therefore below the 10% threshold at this point. However, consideration may be given to terminating the contracts prior to their final year so they do not exceed this limit. Contract spend will be carefully monitored by the Facilities Management to ensure this does not exceed this limit.

[REDACTED]

[REDACTED]

**8. Has Legal advice been sought?**

Yes.

## 9. Mitigation on effect to service

The Contract Manager will:

- Engage with relevant Facility Managers to keep them informed in relation to budget pressures
- Monitor contract spend regularly to ensure the Council does not exceed procurement thresholds.
- Review contract spend during the contract term and consider options including contract extension or retender.

## 10. Outline options considered e.g. Re-tender/ potential for even higher rate increases – v – better value for money being achieved through new procurement process/ transparent governance/ Consider if next lowest tender from previous competition could deliver at their original price. Recommend preferred option.

(A) Accept the proposed increases in labour costs.

(B) Don't accept the proposed increase, however, this could lead to contract termination and the need to retender. As this is statutory increase any new prices will also include this additional cost.

**Option A** is preferred – ie: accept proposed increases to avoid contract termination and the need to retender. As this is statutory increase any new prices will also include this additional cost.

## 11. Decision for uplift

Taking into account the information provided by the service provider and balanced against the risk to the service being provided it is recommended to increase the contracted rates as provided for in the Councils Scheme of Delegation:

- **2.6.3 Revising contract rates as a result of increase in the national minimum wage or other indexed linked provision. Any revision should be reported to the relevant committee for noting, in accordance with the terms of contract & 2.6.5 - Taking action to ensure contract compliance and negotiating claims and contract variations.**

## Recommendation:

It is request that Members:

Approve the request for increased tender costs in relation to the **increase in labour costs only** for each of the following contracts:



- **Contract Title – The Provision of Cleaning Services at Designated Council Premises**
- Current Contract value - [REDACTED]
- Mount Charles proposed new total from April 2023 - [REDACTED]
- Total increase - [REDACTED]
  
- **Contract Title – The Provision of Caretaker/Receptionist Services Bradford Court**
- Current Contract Value - [REDACTED]
- DGS proposed new contract value from April 2023 – [REDACTED]
- Total increase = [REDACTED]
  
- **Contract Title – Provision of Security/CCTV/ Concierge Services**
- Current contract value - [REDACTED]
- Noonan proposed new contract value from April 2023 - [REDACTED]
- Total increase - [REDACTED]

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy? Yes

**If no, please provide explanation/rationale**

The original Financial Appraisal was screened

If yes, what was the outcome?:

**Option 1**

Screen out  
without mitigation

Yes

**Option 2**

Screen out with  
mitigation

**Option 3**

Screen in for  
a full EQIA

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

## 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

No

Has a Rural Needs Impact Assessment (RNIA) template been completed?

No

If no, please give explanation/rationale for why it was not considered necessary:

Not applicable.

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:



# Corporate Services Committee

**Confidential**

**8<sup>th</sup> February 2023**

**Confidential Report from:**

**Director of Finance & Corporate Services**

*Local Government Act (Northern Ireland) 2014*

**Schedule 6 - Access to Information: Exemption Information**

*(select from the list below reason why report is confidential and delete as appropriate)*

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information).

**When will the report become unrestricted:**

Specify when  
report will  
become available

Redacted  
report  
available

After Estimate  
setting process

Never

## Item for Decision

**TITLE:** Building Resilience

**Background and Key Issues:**

**Context**

1. The management accounts at period 9 include an underspend across the Council of £706k for the period to date. Notwithstanding that there remains a number of significant pressures on operating costs, such as utility and fuel costs, it is reasonable to assume that the Council will have an underspend at year end. This is based on a number of contributing factors impacting year-end budgets, including but not limited to:

- Delay in moving to residual waste treatment operating model
  - Delay in Office365 roll out
  - Continued positive outturn in income levels – including Vitality and bank interest
2. In addition to the above, the forecasted Actual Penny Product (APP) for the 2022/23 financial year is currently a positive outturn of £1.98m. This could not have been anticipated when setting 2022/23 rates. Factors contributing to the more favourable positive outturn include:
- Completion of works at Ulster Hospital resulting in significant increased valuation for rate purposes. This valuation has been reflected in the list earlier than expected. NB LPS have confirmed that any revaluation of Lagan Valley Hospital will not take place until April 2023.
  - Higher growth rates in non domestic sector than projected.
  - Lower levels of debts written off than what LPS projected.
3. The APP will not be finalised until after the end of the financial year. Whilst there can be swings in the forecasted outturn, it is unlikely that there will be a significant movement in this figure. Whilst Council would have preferred to have had sight of the forecast EPP sooner to allow the impact to be considered by members at an earlier point in the estimates process, LPS had to complete the non domestic revaluation. The projected APP outturn is very welcome and the positive movement in the APP for 2022/23 has been incorporated into the EPP calculation for 2023/24.
4. There have been a number of challenges which have shaped the estimates process for 2023/24 to date, most notably cost of living pressures including pay, the sharp rise in utility costs and other operating pressures impacted by inflation in addition to ongoing challenges in critical areas such as waste. Members have also considered different “choices” with a view to maximising potential efficiencies in order to minimise the impact on the rate base. As the strategic focus has been on “efficiency” there is limited provision within the current draft estimates for 2023/24 for sustainable strategic growth.
5. In February 2022 a paper was approved by Corporate Services regarding the proposed use for any underspend relating to 2021/22 taking into account known future commitments and a desire to build up reserves including the creation of 2 new reserves (Waste Reserve and Regeneration and Economy Reserve). The paper included a statement that the proposals presented could potentially form the basis for any underspend which may arise in future years.
6. The underspend for 2021/22 was allocated as follows:-

#### **Funding known commitments**

- BRCD 23/24 funding - £220k
- Small settlements - £233k
- Community Investment Fund - £250k
- Derriaghy Primary School - £500k

## **Transfer to Reserves**

- Creation of New Waste Reserve fund - 10% (creating a balance of £220k)
- Creation of New Regeneration and Economy Reserve (RAE) fund - 20% - (creating a balance of £440k)
- Contribution into existing DEA fund - 30% - (transfer of £660k) - overall current balance £1.025m
- Contribution into existing Capital Fund - 40% - (transfer of £880k) - overall current balance £10.6m

## ***Other notable matters***

7. Waste - The overall balance of funds allocated to waste is £1m as £800k was designated from the DfC monies towards waste management. Any further allocation of funds to waste should be deemed on hold pending any known DAERA support.
8. Invest to Save - New Reserve approved by Corporate Services in November (balance £500k), which will provide some resilience when work is needed to be undertaken to support longer term invest to save initiatives.
9. BRCD - Funding within reserves for BRCD is sufficient for 2023/24 and potentially longer if BRCD is delayed.
10. Community Investment Fund (CIF). The balance is £2.25m with £750k of this earmarked for existing commitments / projects.

## ***Approach to 2022/23 Underspend***

11. The remainder of this paper outlines proposals for maximising the use of any underspend relating to 2022/23 taking into account various factors including known future costs, building up reserves and additional considerations.

## ***Known Futures Costs***

12. There have been two decisions approved by Council which will require underspend to be set aside, namely
  - Transfer to Reserves for Getty's Freedom of the City - £19,550
  - Ulster Grand Prix - £50,000 (agreed in principle)
13. Within the draft estimates, the reserve contribution to the Repairs and Renewals fund has remained the same as the 2022/23 contribution (£400k). Based on forecast year end spend within the fund and the requirements for the 2023/24 programme, a transfer to the reserve to the value of £400k would help mitigate some of the impact on the District Rate.
14. At the Special Corporate Services committee held on 25<sup>th</sup> January, it was agreed to recommend applying a balance of £575k from reserves to reduce the District Rate impact to the ratepayers of the Council.

## ***Building Up Reserves***

15. Through previous financial planning there is resilience within a number of the existing reserves and there is an opportunity now to focus on specific areas –namely Regeneration and Economy, Capital and DEA programme as outlined below.
16. To meet the Council's ambition to grow the rate base, a Regeneration and Economy Reserve was created. This would be targeted towards sustainable growth in the local economy and to supporting existing businesses with a view to tapping into/complementing other funding sources. We continue to explore additional funding opportunities for match funding through the NI Executive. Recognising the potential to bring empty properties or derelict buildings back into use to maximise the town centre offering, regeneration needs to be at the heart of our future priorities. In recognition of this, it is proposed that 60% of any residual underspend be earmarked for the Regeneration and Economy reserve.
17. Capital Reserve - This has been built up over the last number of years and currently stands at £10.6m. With an ambitious growth capital programme it is proposed that 40% of any residual underspend be earmarked to offset future borrowing requirements/inflation.
18. Members have indicated a desire for the continuation to maintain a DEA programme in 2023/24 and beyond notwithstanding a recognition that work has already been undertaken to mainstream DEA within the estimates for 2023/24. It is proposed that £500k of any residual underspend be earmarked for the DEA investment.

## ***Additional challenges***

19. There is a much higher level of costs taken at risk for 2023/24 estimates and as such it is important that there is sufficient funds within the general fund to deal with these and other challenges which may present themselves to the Council.

## ***Summary***

20. Given the challenges ahead, there is an opportunity to use a similar approach to 2022/23 but with different percentage allocations to reflect the Council's priorities going forward including the need to invest in regeneration and the economy as well as consideration of existing reserve levels. It is in this context, that the proposal below is recommended:

## ***Funding for Known Future Costs***

21. Funding is allocated for known commitments in the first instance:

- Decisions taken to date re use of underspend
  - Getty's Freedom of the City - £19,550
  - Ulster Grand Prix - £50,000
- Transfer to Repairs and Renewals Fund (£400k)
- Applied balance to reduce 2023/24 District Rate impact



**Using Remaining balance to Build up Specific Reserves**, allocated as follows

- DEA - £500k
- Capital - 40%
- RAE - 60%

22. Using the above proposal, Table 1 overleaf provides how the underspend would be allocated based on Period 9 management accounts underspend (£706k) and the forecast APP. The final allocations will change based on remaining year end performance, actual penny product and year end auditing requirements.

**Table 1 : Illustrative allocation of 2022/23 underspend based on P9 management accounts**

TABLE 1	£	£
Financial Underspend based on Management Accounts at Period 9 (December 2022)		706,052
APP forecasted outturn		1,979,676
<b>Total available</b>		<b>2,685,728</b>
Known future costs		
Repairs and Renewals	400,000	
Getty's FOC	19,550	
Ulster Grand Prix	50,000	
2023/24 Applied balance	575,000	
<b>Remaining Balance</b>		<b>1,641,178</b>
<b>Remaining Balance Allocation</b>		
DEA	500,000	
Capital - 40%	456,471	
RAE - 60%	684,707	
<b>TOTAL</b>	<b>1,641,178</b>	

**Recommendation:**

Members approve the proposed use of underspend relating to 2022/23 as outlined in the paper.

**Finance and Resource Implications:**

Will be dealt with through existing financial budgets and subject to year-end audit considerations.

# Screening and Impact Assessment

## 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

**If no, please provide explanation/rationale**

It is deemed that equality assessment not needed as this point as subsequent equality assessments are completed for each of the funding decisions eg DEA programme.

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="Yes/No"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="Yes/No"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="Yes/No"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

## 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
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**If no, please give explanation/rationale for why it was not considered necessary:**

Not applicable.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

## Corporate Services Committee

**Confidential**

**8<sup>th</sup> February 2023**

**Report from:**

**Joanne Hewitt, Head of Finance**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information). or
4. Information 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.

**When will the report become unrestricted:**

Specify when report will become available	-	Redacted report available	After full Council	Never	-
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### Item for Noting

**TITLE:** Management Accounts – Period 9 (December)

**Background and Key Issues:**


**Period 9 - Management Accounts**

1. Attached is the set of Management Accounts for the period ended 31 December 2022.
2. This shows a summary of each directorate and any opportunities or risks that may arise before the end of the financial year.

3. It is to be noted that the net profiled expenditure for the period is **£706,052 below the approved estimates (1.97% underspend)** for the financial year 2022/2023. This is the position excluding costs funded from earmarked reserves, which are listed separately in the appendix.
4. The position has increased from 1.31% underspent in period 8.
5. The underspend as at period 9 of £706k is summarised below:
  - Payroll Underspend - £281k
  - Non-payroll Overspend - £900k
  - Income Overachievement - £1,325k

### ***Analysis of current position***

6. In terms of *payroll* expenditure, there has been significant focus on recruitment in recent months and this will continue.
7. The regional and local pay offers are reflected within the period 9 management accounts.
8. The strike action during September/October had an impact on the payroll expenditure. It is anticipated some of this payroll movement, as a result of strike action, would be offset by increased costs from waste as recyclable material would likely be sent to landfill as a result of contamination. There is no financial risk at present but may materialise once reconciliations of waste tonnages are completed.
9. In terms of *non-payroll* there are a number of factors which contribute towards the current overspend position:
10. Utility costs – there continues to be price uncertainty relating to electricity and gas charges. Costs were £1.12m over profiled budget for period 9 (£2,523,052 actual vs £1,401,176 budget). Periods 1- 9 account for approx. 71.79% of the annual budget as profiled spend is weighted to the winter months.

- 
12. In terms of *income*, there are areas which are underachieving which are offset by areas that are overachieving. Some of the key income streams and performance to date are detailed below:
    - Vitality membership income is tracking income at 26% (P8 - 22%) ahead of budget by the end of P9 (actual to date £1,188,102 v budget to date £943,000).

- Income from golf courses has performed better than anticipated, (£643,638 actual to date v £500,667 budget to date) achieving 29% over planned budget at P9 (P8 – 31%).
- Trade Waste collection has performed better than anticipated (£350,720 actual v budget to date £315,000) achieving 11% over planned budget at P9.
- MRF income is tracking well above profiled budget as at period 9 with income at £119,512 compared to a profiled budget of £16,000.
- Investment income is tracking well above profiled budget at period 9 with income at £214,940 compare to a budget of £15,000. This is due to the increase in investment interest rates, which is expected to increase for the coming months.
- Income for building control is 16% (P8 – 17%) below profiled budget for period 9 (£708,173 actual to date v £842,607 budget to date).
- Planning fees income is tracking 10% (P8 – 13%) below profiled budget for period 9 with actual income of £749,596 compared to a period 9 budget of £824,997.

### ***Other Considerations going forward***

#### *13. Payroll*

- Both the regional and local pay awards will have an impact on future average holiday payments and overtime payments.
- Whilst the Council has appointed new staff into more than 90 posts, the recruitment market remains challenging. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.
- Impact of availability of cover that may be required for absence.

#### *14. Non Payroll*

- Inflation is currently 10.5%. The Bank of England has stated that it expects inflation to remain above 10% for a few months before starting to come down, whilst other sources are estimating higher inflationary increases.

- [REDACTED]
- Rising utility costs – current impact up to period 9 is detailed above. The overall forecasted impact has been reduced due to the price cap of non-domestic energy costs being introduced. The potential overspend is expected to be around £1.3m. It is however likely to have a significant additional impact on the 2023/24 estimates as the price cap is only in place to March 2023.
  - Fuel costs – the current volatility of the market continues to be a risk for the remainder of the financial year. The risk on the Management accounts has been decreased to £15k to reflect the recent fluctuations in fuel prices.
  - Increasing prices for current and new contracts, including vehicle material costs remains a risk for the remainder of the financial year.



- An underspend within Waste Services is starting to materialise, due to the delay in the procurement for the new residual waste treatment contract. This contract is not expected to be in place until, at the very least, April 2022.
- A risk has been added to the Management Accounts in Period 9 due to the risk of third party funding shortfalls. At this time, there are no figures included, however it has been included for Member's information.

#### *15. Income*

- If inflation/cost of living continues to increase, as expected over the coming months, there is a risk that footfall within the leisure facilities may reduce / memberships may be cancelled.
- As part of the 2022/23 rates setting process, the income budget for conferencing within Lagan Valley Island were reduced. These budgets are profiled from period 6 onwards in the financial year. Although income is tracking on target at present, there remains a risk that the expected income for these areas will be less than predicted in the coming months due to the inflationary increases/cost of living increases.

#### *16. Capital/construction costs*

- As with revenue projects, there is a risk of increasing contractors prices in relation to capital projects.

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

#### ***Current and future cost pressures***

18. Analysis of current and future cost pressures for all Councils have been carried out and communicated with DfC through SOLACE.
19. The Association of Local Government Finance Officers (ALGFO) continue to liaise with DfC on a regular basis.

## ***Moving Forward***

20. Finance continue to have regular monthly budget meetings with each Department and will continue to monitor the current and any future risks or opportunities.

### **Recommendation:**

It is recommended that Members note the information contained in this report.

### **Finance and Resource Implications:**

As above

## **Screening and Impact Assessment**

### **1. Equality and Good Relations**

Has an equality and good relations screening been carried out on the proposal/project/policy?

#### **If no, please provide explanation/rationale**

Not applicable.

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="N/A"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="N/A"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="N/A"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

### **2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
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**If no, please given explanation/rationale for why it was not considered necessary:**

Not applicable.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Management Accounts – Period 9

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

LISBURN AND CASTLEREAGH CITY COUNCIL  
2022/2023 MANAGEMENT ACCOUNTS

Period 9

2022/23

Comments

SUMMARY BY DIRECTOR

	Annual Budget	YTD P9	YTD P9	Variance	
	£	Act & Comm £	Budget £	£	
Finance & Corporate Services	6,658,800	4,712,947	4,931,085	- 218,138	-4.42%
Governance & Audit	691,660	494,878	522,896	- 28,018	-5.36%
Leisure & Community Wellbeing	13,476,870	10,983,107	10,377,240	605,867	5.84%
Environmental Services	20,151,120	14,755,750	15,389,507	- 633,757	-4.12%
Service Transformation	7,783,410	4,159,461	4,591,467	- 432,006	-9.41%
<b>Total</b>	<b>48,761,860</b>	<b>35,106,143</b>	<b>35,812,195</b>	<b>(706,052)</b>	<b>-1.97%</b>

Costs excluded from above covered by reserves:

[REDACTED]				
LDP		115,956		115,956
[REDACTED]				
Leisure new equipment		179,084		179,084
COVID Costs (from 21/22 reserves balance b/fwd)		203,697		203,697
[REDACTED]				

RISKS - Costs projected for remainder of Fin Year

Additional risk of local & national pay awards - 4 months				646,441
Price Increases of Fuel				15,000
Price increases of Utilities				190,000
[REDACTED]				
Impact of inflationary increases on materials and chemicals				40,000
Vehicle materials				20,000
[REDACTED]				
<b>TOTAL RISKS</b>				

based on price cap for winter consumption

OPPORTUNITIES -

[REDACTED]				
Delay in awarding Residual Waste Treatment Contract				150,000
<b>TOTAL OPPORTUNITIES</b>				

**Payroll/non Payroll/ Income Summary per Directorate to Period 6**

<b>Finance &amp; Corporate Services</b>	<b>Annual Budget</b>	<b>YTD P9 Act &amp; Comm</b>	<b>YTD P9 Budget</b>	<b>Variance</b>	<b>Explanation</b>
	<b>£</b>	<b>£</b>	<b>£</b>		
Payroll	4,632,840	3,441,634	3,449,141	(7,507)	Open roles within Corporate Services, HR and Finance currently being recruited.
Non-Payroll	3,084,579	2,272,232	2,230,138	42,094	Overspend mainly driven by increases in utility costs and rising inflation impact on goods and services
Income	(1,058,619)	(1,000,919)	(748,194)	(252,725)	Bank Interest higher than expected due to increase in interest rates .
<b>Total Net - Service Support</b>	<b>6,658,800</b>	<b>4,712,947</b>	<b>4,931,085</b>	<b>(218,138)</b>	-4.42%
<b>Governance &amp; Audit</b>	<b>Annual Budget</b>	<b>YTD P9 Act &amp; Comm</b>	<b>YTD P9 Budget</b>	<b>Variance</b>	<b>Explanation</b>
	<b>£</b>	<b>£</b>	<b>£</b>		
Payroll	618,730	443,037	464,131	(21,094)	Payroll underspend mainly due to unfilled roles, offset by Agency costs .
Non-Payroll	72,930	68,935	58,765	10,170	
Income	-	(17,094)	-	(17,094)	Recoupment of seconded policy officer.
<b>Total Net - Governance and Audit</b>	<b>691,660</b>	<b>494,878</b>	<b>522,896</b>	<b>(28,018)</b>	-5.36%
<b>Leisure &amp; Community Wellbeing</b>	<b>Annual Budget</b>	<b>YTD P9 Act &amp; Comm</b>	<b>YTD P9 Budget</b>	<b>Variance</b>	<b>Explanation</b>
	<b>£</b>	<b>£</b>	<b>£</b>		
Payroll	12,895,580	9,756,415	9,761,333	(4,918)	A number of posts recruited has seen the underspend return to break even position
Non-Payroll	8,460,010	7,677,661	6,393,027	1,284,634	Mainly due to increases in utility costs in Leisure Centres as well as increases in Contractors costs, materials and chemicals due to impact of rising inflation.
Income	(7,878,720)	(6,450,969)	(5,777,120)	(673,849)	Sports services income continues to show a favourable income position , particularly in Vitality, DIIB Bowling , Caravan park , Golf Courses and CHGC. However, This trend may not continue due to current economic climate but overall Sport Services income at period 9 is ahead of budget expectations.
<b>Total Net - Leisure and Community Wellbeing</b>	<b>13,476,870</b>	<b>10,983,107</b>	<b>10,377,240</b>	<b>605,867</b>	5.84%

Environmental Services	Annual Budget	YTD P9 Act & Comm	YTD P9 Budget	Variance	Explanation
					Some of the vacant posts have been recruited but there are still a number of vacancies across the directorate. Overspend due to annual pay award higher than estimated.
Payroll	11,155,900	8,504,818	8,458,788	46,030	
Non-Payroll	12,480,010	9,007,716	9,529,833	(522,117)	Overspends across the directorate include: Insurance Costs £76k (Premiums £12k, Self Insurance Fund £64k); Food Caddy Liners £79k; Fuel £33k, due to inflationary pressures, these have been offset by the following underspends within Waste Management: Civic Amenity contracts and Arc21 contracts in relation to waste haulage and disposal costs (£122k) and (£667k) in relation to the delay of a new Residual Waste Treatment Contract.
Income	(3,484,790)	(2,756,784)	(2,599,114)	(157,670)	Current under achievement in Building Control income of £134.7k is being off set by over achievements in Cemetery income (£67k), Off Street Parking Charges (£41k), Trade Refuse Collection (£36) and recycling income (£137k).
<b>Total Net - Environmental Services</b>	<b>20,151,120</b>	<b>14,755,750</b>	<b>15,389,507</b>	<b>(633,757)</b>	-4.12%

Service Transformation	Annual Budget	YTD P9 Act & Comm	YTD P9 Budget	Variance	Explanation
					Overall payroll is underspent at period 9. Some open roles have now been recruited but there are posts in Development & Procurement that remain unfilled.
Payroll	5,455,580	3,813,853	4,107,233	(293,380)	
Non-Payroll	8,760,340	5,501,794	5,416,441	85,353	Funded Projects offset by income accrual.
Income	(6,432,510)	(5,156,186)	(4,932,207)	(223,979)	The underspend is mainly due to income accruals offset by expenditure for funded projects. Plan fees are underachieved at period 9 by £75 k due to current climate.
<b>Total Net - Service Transformation</b>	<b>7,783,410</b>	<b>4,159,461</b>	<b>4,591,467</b>	<b>(432,006)</b>	-9.41%



## Corporate Services Committee

**Confidential**

**8<sup>th</sup> February 2023**

**Report from:**

**Joanne Hewitt, Head of Finance**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

3. Information relating to the financial or business affairs of any particular person (including the Council holding that information). or
4. Information 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.

**When will the report become unrestricted:**

Specify when report will become available	After full Council	Redacted report available	-	Never	-
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### Item for Noting

**TITLE:** Consolidated Scheme of Allowances payable to Councillors

**Background and Key Issues:**

1. Circular LG 03/2023 from the Local Government & Housing Regulation Division of the Department for Communities has been received and is attached.
2. This consolidated circular is required to determine and reflect an increase in maximum rates for Basic and Special Responsibility Allowance from 1 April 2022 and an increase in Dependents' Carers' Allowance from 1 April 2023.

3. This consolidated circular is required to determine and reflect an increase in maximum rates for Basic Allowance (from £15,757 to £16,394) and Special Responsibility Allowance (from £76,671 to £80,809) from 1 April 2022.
4. The revised rates enclosed in the circular for Basic Allowance and Special Responsibility Allowance have been used to update the Council's Scheme of Allowances Payable to Councillors for the period 1st April 2021 – 31st March 2022 and this Scheme is attached for Members' approval.
5. The revised rates enclosed in the circular for Dependants' Carers' Allowance have been used to update the Council's Scheme of Allowances Payable to Councillors for the period 1st April 2023 – 31st March 2024.

#### **Recommendation:**

It is recommended that:-

1. the revised rates for Basic and Special Responsibility Allowance applicable from 1 April 2022 be accepted and applied from that date;
2. Circular LG 03/2023 from the Local Government & Housing Regulation Division which consolidates all Councillor allowances be noted; and
3. the Council's updated Scheme of Allowances Payable to Councillors for the period 1st April 2022 – 31st March 2023 be approved.
4. the Council's updated Scheme of Allowances Payable to Councillors for the period 1st April 2023 – 31st March 2024 be approved.

#### **Finance and Resource Implications:**

As above

## **Screening and Impact Assessment**

### **1. Equality and Good Relations**

Has an equality and good relations screening been carried out on the proposal/project/policy?

No

**If no, please provide explanation/rationale**

Not applicable.

If yes, what was the outcome?:

**Option 1**

Screen out  
without mitigation

N/A

**Option 2**

Screen out with  
mitigation

N/A

**Option 3**

Screen in for  
a full EQIA

N/A

**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

**Insert link to completed Equality and Good Relations report:**

**2. Rural Needs Impact Assessment:**

Has consideration been  
given to Rural Needs?

No

Has a Rural Needs Impact  
Assessment (RNIA) template been  
completed?

No

**If no, please give explanation/rationale for why it was not considered necessary:**

Not applicable.

**If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:**

**SUBJECT TO PLANNING APPROVAL:**

No

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

Appendix 1 - LCCC Scheme of Allowances 2022-2023  
Appendix 2 – LCCC Scheme of Allowances 2023-2024  
Appendix 3 – Circular LG 03/2023 Consolidate Councillor Allowance  
Circular – Updated January 2023

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

**If Yes, please insert date:**

# **LISBURN & CASTLEREAGH CITY COUNCIL**

## **SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS**

**1 APRIL 2022 – 31 MARCH 2023**

This Scheme is made under Section 31 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019. The scheme has been prepared in accordance with the Department of Communities circular LG 03/2023 Consolidated Councillor Allowances Circular – issued January 2023

### **1. Definitions**

1.1 In this scheme:

- ‘approved duty’ is as defined in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 as
  - (a) attendance at a meeting of a council, or any of its committees or sub-committees, or at a meeting of a joint committee or any of its sub-committees; or
  - (b) the doing of anything approved by a council or a joint committee, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, joint committees or any of its sub-committee
- ‘Department’ means the Department of Communities;
- ‘guidance’ means the Department of Communities Guidance issued in March 2023 and
- ‘Regulations’ means the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

## **2. Commencement Date**

2.1 This scheme of allowances shall be operational from 1 April 2022.

## **3. Basic Allowance**

3.1 Subject to sub-paragraph 3.3 and paragraph 8 below, for the period ending on 31 March 2023, a basic allowance of £16,394 shall be paid to each councillor. Where appropriate this shall be paid pro-rata.

3.2 Not more than one basic allowance is payable to any councillor.

3.3 The Basic Allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. From 1 April 2022, this element within the Basic Allowance is £1,154.

## **4 Special Responsibility Allowance (SRA)**

4.1 For the period ending on 31 March 2023, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1.

4.2 Subject to paragraph 8 below, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

## **5 Chairperson/Vice- Chairperson Allowance**

5.1 For the period ending 31 March 2023, an allowance of £26,982 will be payable to the Chairman (Mayor) of the Council.

5.2 For the period ending 31 March 2023, an allowance of £8,636 will be payable to the Vice Chairman (Deputy Mayor) of the Council.

## **6 Dependants' Carers' Allowance**

6.1 Councillors are entitled to claim a dependants' carers' allowance towards reimbursement of actual reasonable costs necessarily incurred in providing care for a dependant while carrying out an approved duty.

6.2 A dependant lives with the claimant and is defined as:

- a child under 16 years old;
- a child 16 years old or more, where there is medical/social work evidence that full-time care is required;
- an adult with a recognised physical/mental disability where there is medical/social work evidence that full-time care is required; or
- an elderly relative requiring full-time care.

6.3 A dependants' carers' allowance shall be payable based upon actual receipted costs or the appropriate hourly rate, whichever is the lower up to the monthly maximum. Payment will be at the rates given in paragraph 6.4, which are subject to the limits determined by the Department.

6.4 For the period ending on 31 March 2023, the hourly rate of dependants' carers' allowance for standard care shall be £9.50, and for specialised care shall be £19.00. The monthly maximum for standard care paid to individual councillors shall be £494.00, and the monthly maximum for specialised care shall be £988.00. Councillors may claim only one DCA in respect of each occurrence of approved duty. One DCA is payable even if there are 2 or more children/dependants being cared for.

## **7 Travel and Subsistence Allowances**

7.1 A councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred. The amount claimed should not exceed expense incurred. (Annex A)

7.2 The rates of travel allowance for travel by public transport shall not exceed the actual amount paid. Where reasonably available, the cheapest available form of public transport should be used, except in urgent cases.

7.3 The rates of travel allowance for travel by private vehicle shall be the amounts shown below, which are within the maximum determined by the Department for Communities.

<b>TYPE OF VEHICLE</b>	<b>RATE</b>
A pedal cycle	20.0p per mile
A motorcycle of all capacities	24.0p per mile
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p per mile 13.7p per mile*
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p per mile 14.4p per mile*
A motor car of cylinder capacity exceeding 1,199cc	65.0p per mile 16.4p per mile*
An electric car	45.0p per mile 25.0p per mile**
Passenger rate (per passenger)	5.0p

\* For mileage above 8,500 miles

\*\*For mileage above 10,000 miles



7.4 The rates of subsistence shall be the amounts shown below, which are within the maxima determined by the Department for Communities.

PERIOD/MEAL	RATES	
	British Isles £	London £
An absence involving an <b>overnight stay only</b> , away from the normal place of residence	100.70	122.45
<b>Breakfast allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	11.50	11.50
<b>Lunch allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	13.50
<b>Tea allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	4.70	4.70
<b>Evening meal allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	20.95
Sub-total for meals	50.65	50.65
Total maximum rate (absence of 24 hours)	151.35	173.10

## **8 General**

8.1 This scheme may be revoked and amended at any time.

8.2 If an amendment to this scheme is made which affects payment of a basic allowance or special responsibility allowance in the year in which the amendment is made, then in relation to each of the periods:

- (a) beginning with the year and ending with the day before that day on which the first amendment in that year takes effect; or
- (b) beginning with the day on which an amendment takes effect and ending with the day before that day on which the next amendment takes effect, or (if none) with the year,

the entitlement to such allowance shall reflect the proportion of the year when entitlement existed.

8.3 Where the term of office of a councillor begins or ends other than at the beginning or end of a year, entitlement to a basic allowance shall reflect the proportion of the year when entitlement existed.

8.4 Where a councillor has during part of, but not throughout, a year such special responsibilities as attract entitlement to a special responsibility allowance, that entitlement shall reflect the proportion of the year when entitlement existed.

8.5 Where a councillor, in accordance with section 59(5) or section 60(1) of the Local Government Act (Northern Ireland) 2014, is suspended from carrying out the duties of a councillor, the part of basic allowance, special responsibility allowance and /or chairperson/vice chairperson allowance payable for the period of suspension to the councillor will be withheld.

## **9 Claims and Payment**

9.1 Payments regarding basic allowance and special responsibility allowance shall be made in instalments of one-twelfth of the amount specified in this scheme on the 26<sup>th</sup> of each month unless it falls on a weekend or public holiday when it will be paid on the nearest preceding working day.

9.2 Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.

## **10 Publication**

10.1 As soon as possible after the end of the year to which the scheme applies (bearing in mind that the legislation gives councillors 3 months in which to submit claims), the Council will arrange for the allowances paid to each councillor to be published on its website.

10.2 The minimum information which will be published is as follows:

- the name of the councillor;
- all positions held (eg chairperson or member of (name) committee) by the councillor concerned;
- basic allowance paid;
- special responsibility allowance paid;
- dependants' carers' allowance paid;
- Mayor and Deputy Mayor's expenses;
- mileage expenses;
- other travel expenses;

- subsistence costs, divided into 2 columns, the first relating to accommodation costs and the second relating to meals;
- attendance at courses, conferences and visits expenses; and
- total expenses.

## SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

### 1. Valid from 1 April 2022

Position	Annual Allowance
Chairman (Corporate Services Committee)	£ 9,946
Chairman (Development Committee)	£ 9,946
Chairman (Environmental Services Committee)	£ 9,946
Chairman (Governance & Audit Committee)	£ 3,978
Chairman (Leisure & Community Development Committee )	£ 9,946
Chairman (Planning Committee)	£11,935
Chairman (Capital Projects Committee)	£ 5,967
Vice Chairman (Corporate Services Committee)	£ 2,984
Vice Chairman (Development Committee)	£ 2,984
Vice Chairman (Environmental Services Committee)	£ 2,984
Vice Chairman (Governance & Audit Committee)	£ 1,193
Vice Chairman (Leisure & Community Development Committee)	£ 2,984
Vice Chairman (Planning Committee)	£ 3,580
Vice Chairman (Capital Projects Committee))	£ 1,790
Partnership Panel Member	£ 646
<b>TOTAL</b>	<b>£80,809</b>

**RULES WITH RESPECT TO THE PAYMENT OF TRAVEL  
ALLOWANCES**

- 1.** The rate for travel by public service shall not exceed the amount of the ordinary first class fare or any available cheap first class fare, provided that the sum paid shall not exceed the actual amount disbursed by the councillor or committee member.
- 2.** The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred— (a) on special supplements, reservation of seats and deposits or portorage of luggage; and  
(b) on sleeping accommodation engaged by the councillor or committee member for an overnight journey subject, however, to reduction by one third of any subsistence allowance payable for that night.
- 3.** The rate for travel by taxi shall not exceed—  
(a) in cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and  
(b) in any other case, the amount of the fare which the councillor or committee member would have been entitled to claim if travelling by appropriate public service.
- 4.** The rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the councillor or committee member who hired it, provided that where the council so approves, the rate may be increased to an amount not exceeding the actual cost of the hiring.

**5.** Fares for travel by air shall be payable if either—

(a) the rate for travel by air does not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence expenses consequent on travel by air; or

(b) the council resolves, either generally or specially, that the saving in time is so substantial as to justify payment of the fare for travel by air, in which case there may be paid an amount not exceeding—

(i) the ordinary or any available cheap fare for travel by regular air service; or

(ii) where no such service is available, or in any case of urgency, the fare actually paid by the councillor or committee member.

**6.—**(1) If a councillor or committee member uses a private motor vehicle in preference to a public service, or where a public service is not available, the rates per mile payable shall be determined by the council within the maximum rates determined by the Department in respect of the types of vehicles specified in sub-paragraph (2).

(2) The types of vehicles specified for the purposes of sub-paragraph (1) are—

(a) a pedal cycle;

(b) a solo motor cycle of cylinder capacity not exceeding 149cc;

(c) a solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc;

(d) a solo motor cycle exceeding 499cc cylinder capacity or a motor cycle with a sidecar;

(e) a motor car or tri-car of cylinder capacity not exceeding 450cc;

(f) a motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc;



(g) a motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc; and

(h) a motor car or tri-car of cylinder capacity exceeding 1,199cc.

(3) The rates payable under sub-paragraph (1) may be increased—

(a) where other councillors or committee members are conveyed in the same vehicle on the business of the council, by an additional rate per mile determined by the council for the carriage of each additional passenger;

(b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees; or

(c) in the case of an absence overnight from the usual place of residence, by an amount determined by the council for garaging a motor car, tri-car, or a motor vehicle of any other type, but not exceeding the amount actually paid by the councillor or committee member.

(4) For the purpose of this paragraph, cylinder capacity shall be calculated in the manner prescribed by regulation 43 of the Road Vehicles (Registration and Licensing) Regulations 2002(1), provided that where the engine of a car has been rebored the calculation shall be based on the engine as it was when new.

**7.** Subsistence allowances shall be payable in respect of both an absence involving an absence overnight from the usual place of residence and an absence not involving an absence overnight from the usual place of residence.

**8.** The rates determined in respect of an absence overnight from the usual place of residence shall cover a continuous period of absence of twenty-four hours.

**9.** For an absence overnight of a period less than twenty-four hours, an appropriate amount in respect of any meal allowance shall be deducted from the maximum rate determined.

**10.** Any rate determined shall be reduced by an appropriate amount in respect of any meal provided free of charge by any body during the period to which the allowance relates.

**11.**—(1) For an absence from the usual place of residence overnight in London or exceptionally in any other place in the British Isles approved by the Department, the rates may be increased by a supplementary allowance of such amount as the council may determine. (2) For the purpose of this paragraph London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

# LISBURN & CASTLEREAGH CITY COUNCIL

## SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS

1 APRIL 2023 – 31 MARCH 2024

This Scheme is made under Section 31 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019. The scheme has been prepared in accordance with the Department of Communities circular LG 03/2023 Consolidated Councillor Allowances Circular – issued January 2023

### 1. Definitions

1.1 In this scheme:

- ‘approved duty’ is as defined in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 as
  - (a) attendance at a meeting of a council, or any of its committees or sub-committees, or at a meeting of a joint committee or any of its sub-committees; or
  - (b) the doing of anything approved by a council or a joint committee, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, joint committees or any of its sub-committee
- ‘Department’ means the Department of Communities;
- ‘guidance’ means the Department of Communities Guidance issued in March 2023 and
- ‘Regulations’ means the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

## **2. Commencement Date**

2.1 This scheme of allowances shall be operational from 1 April 2023.

## **3. Basic Allowance**

3.1 Subject to sub-paragraph 3.3 and paragraph 8 below, for the period ending on 31 March 2024, a basic allowance of £16,394 shall be paid to each councillor. Where appropriate this shall be paid pro-rata.

3.2 Not more than one basic allowance is payable to any councillor.

3.3 The Basic Allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. From 1 April 2023, this element within the Basic Allowance is £1,154.

## **4 Special Responsibility Allowance (SRA)**

4.1 For the period ending on 31 March 2024, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1.

4.2 Subject to paragraph 8 below, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

## **5 Chairperson/Vice- Chairperson Allowance**

5.1 For the period ending 31 March 2024, an allowance of £26,982 will be payable to the Chairman (Mayor) of the Council.

5.2 For the period ending 31 March 2024, an allowance of £8,636 will be payable to the Vice Chairman (Deputy Mayor) of the Council.

## **6 Dependants' Carers' Allowance**

6.1 Councillors are entitled to claim a dependants' carers' allowance towards reimbursement of actual reasonable costs necessarily incurred in providing care for a dependant while carrying out an approved duty.

6.2 A dependant lives with the claimant and is defined as:

- a child under 16 years old;
- a child 16 years old or more, where there is medical/social work evidence that full-time care is required;
- an adult with a recognised physical/mental disability where there is medical/social work evidence that full-time care is required; or
- an elderly relative requiring full-time care.

6.3 A dependants' carers' allowance shall be payable based upon actual receipted costs or the appropriate hourly rate, whichever is the lower up to the monthly maximum. Payment will be at the rates given in paragraph 6.4, which are subject to the limits determined by the Department.

6.4 For the period ending on 31 March 2024, the hourly rate of dependants' carers' allowance for standard care shall be £10.42, and for specialised care shall be £20.84. The monthly maximum for standard care paid to individual councillors shall be £542.00, and the monthly maximum for specialised care shall be £1,084.00. Councillors may claim only one DCA in respect of each occurrence of approved duty. One DCA is payable even if there are 2 or more children/dependants being cared for.

## **7 Travel and Subsistence Allowances**

7.1 A councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred. The amount claimed should not exceed expense incurred. (Annex A)

7.2 The rates of travel allowance for travel by public transport shall not exceed the actual amount paid. Where reasonably available, the cheapest available form of public transport should be used, except in urgent cases.

7.3 The rates of travel allowance for travel by private vehicle shall be the amounts shown below, which are within the maximum determined by the Department for Communities.

<b>TYPE OF VEHICLE</b>	<b>RATE</b>
A pedal cycle	20.0p per mile
A motorcycle of all capacities	24.0p per mile
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p per mile 13.7p per mile*
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p per mile 14.4p per mile*
A motor car of cylinder capacity exceeding 1,199cc	65.0p per mile 16.4p per mile*
An electric car	45.0p per mile 25.0p per mile**
Passenger rate (per passenger)	5.0p

\* For mileage above 8,500 miles

\*\*For mileage above 10,000 miles

7.4 The rates of subsistence shall be the amounts shown below, which are within the maxima determined by the Department for Communities.

PERIOD/MEAL	RATES	
	British Isles £	London £
An absence involving an <b>overnight stay only</b> , away from the normal place of residence	100.70	122.45
<b>Breakfast allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	11.50	11.50
<b>Lunch allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	13.50
<b>Tea allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	4.70	4.70
<b>Evening meal allowance</b> (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	20.95
Sub-total for meals	50.65	50.65
Total maximum rate (absence of 24 hours)	151.35	173.10



## **8 General**

8.1 This scheme may be revoked and amended at any time.

8.2 If an amendment to this scheme is made which affects payment of a basic allowance or special responsibility allowance in the year in which the amendment is made, then in relation to each of the periods:

- (a) beginning with the year and ending with the day before that day on which the first amendment in that year takes effect; or
- (b) beginning with the day on which an amendment takes effect and ending with the day before that day on which the next amendment takes effect, or (if none) with the year,

the entitlement to such allowance shall reflect the proportion of the year when entitlement existed.

8.3 Where the term of office of a councillor begins or ends other than at the beginning or end of a year, entitlement to a basic allowance shall reflect the proportion of the year when entitlement existed.

8.4 Where a councillor has during part of, but not throughout, a year such special responsibilities as attract entitlement to a special responsibility allowance, that entitlement shall reflect the proportion of the year when entitlement existed.

8.5 Where a councillor, in accordance with section 59(5) or section 60(1) of the Local Government Act (Northern Ireland) 2014, is suspended from carrying out the duties of a councillor, the part of basic allowance, special responsibility allowance and /or chairperson/vice chairperson allowance payable for the period of suspension to the councillor will be withheld.

## **9 Claims and Payment**

9.1 Payments regarding basic allowance and special responsibility allowance shall be made in instalments of one-twelfth of the amount specified in this scheme on the 26<sup>th</sup> of each month unless it falls on a weekend or public holiday when it will be paid on the nearest preceding working day.

9.2 Claims for dependants' carers' allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.

## **10 Publication**

10.1 As soon as possible after the end of the year to which the scheme applies (bearing in mind that the legislation gives councillors 3 months in which to submit claims), the Council will arrange for the allowances paid to each councillor to be published on its website.

10.2 The minimum information which will be published is as follows:

- the name of the councillor;
- all positions held (eg chairperson or member of (name) committee) by the councillor concerned;
- basic allowance paid;
- special responsibility allowance paid;
- dependants' carers' allowance paid;
- Mayor and Deputy Mayor's expenses;
- mileage expenses;
- other travel expenses;

- subsistence costs, divided into 2 columns, the first relating to accommodation costs and the second relating to meals;
- attendance at courses, conferences and visits expenses; and
- total expenses.

## SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

### 1. Valid from 1 April 2023

Position	Annual Allowance
Chairman (Corporate Services Committee)	£ 9,946
Chairman (Development Committee)	£ 9,946
Chairman (Environmental Services Committee)	£ 9,946
Chairman (Governance & Audit Committee)	£ 3,978
Chairman (Leisure & Community Development Committee )	£ 9,946
Chairman (Planning Committee)	£11,935
Chairman (Capital Projects Committee)	£ 5,967
Vice Chairman (Corporate Services Committee)	£ 2,984
Vice Chairman (Development Committee)	£ 2,984
Vice Chairman (Environmental Services Committee)	£ 2,984
Vice Chairman (Governance & Audit Committee)	£ 1,193
Vice Chairman (Leisure & Community Development Committee)	£ 2,984
Vice Chairman (Planning Committee)	£ 3,580
Vice Chairman (Capital Projects Committee))	£ 1,790
Partnership Panel Member	£ 646
<b>TOTAL</b>	<b>£80,809</b>

## **RULES WITH RESPECT TO THE PAYMENT OF TRAVEL ALLOWANCES**

- 1.** The rate for travel by public service shall not exceed the amount of the ordinary first class fare or any available cheap first class fare, provided that the sum paid shall not exceed the actual amount disbursed by the councillor or committee member.
  
- 2.** The rate specified in the preceding paragraph may be increased by supplementary allowances not exceeding expenditure actually incurred— (a) on special supplements, reservation of seats and deposits or portorage of luggage; and  
(b) on sleeping accommodation engaged by the councillor or committee member for an overnight journey subject, however, to reduction by one third of any subsistence allowance payable for that night.
  
- 3.** The rate for travel by taxi shall not exceed—  
(a) in cases of urgency or where no public service is reasonably available, the amount of the actual fare and any reasonable gratuity paid; and  
(b) in any other case, the amount of the fare which the councillor or committee member would have been entitled to claim if travelling by appropriate public service.
  
- 4.** The rate for travel by a hired motor vehicle other than a taxi shall not exceed the rate which would have been applicable had the vehicle belonged to the councillor or committee member who hired it, provided that where the council so approves, the rate may be increased to an amount not exceeding the actual cost of the hiring.

**5.** Fares for travel by air shall be payable if either—

(a) the rate for travel by air does not exceed the rate applicable to travel by appropriate alternative means of transport together with an allowance equivalent to the amount of any saving in subsistence expenses consequent on travel by air; or

(b) the council resolves, either generally or specially, that the saving in time is so substantial as to justify payment of the fare for travel by air, in which case there may be paid an amount not exceeding—

(i) the ordinary or any available cheap fare for travel by regular air service; or

(ii) where no such service is available, or in any case of urgency, the fare actually paid by the councillor or committee member.

**6.**—(1) If a councillor or committee member uses a private motor vehicle in preference to a public service, or where a public service is not available, the rates per mile payable shall be determined by the council within the maximum rates determined by the Department in respect of the types of vehicles specified in sub-paragraph (2).

(2) The types of vehicles specified for the purposes of sub-paragraph (1) are—

(a) a pedal cycle;

(b) a solo motor cycle of cylinder capacity not exceeding 149cc;

(c) a solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc;

(d) a solo motor cycle exceeding 499cc cylinder capacity or a motor cycle with a sidecar;

(e) a motor car or tri-car of cylinder capacity not exceeding 450cc;

(f) a motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc;

(g) a motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc; and

(h) a motor car or tri-car of cylinder capacity exceeding 1,199cc.

(3) The rates payable under sub-paragraph (1) may be increased—

(a) where other councillors or committee members are conveyed in the same vehicle on the business of the council, by an additional rate per mile determined by the council for the carriage of each additional passenger;

(b) by not more than the amount of any expenditure incurred on tolls, ferries or parking fees; or

(c) in the case of an absence overnight from the usual place of residence, by an amount determined by the council for garaging a motor car, tri-car, or a motor vehicle of any other type, but not exceeding the amount actually paid by the councillor or committee member.

(4) For the purpose of this paragraph, cylinder capacity shall be calculated in the manner prescribed by regulation 43 of the Road Vehicles (Registration and Licensing) Regulations 2002(1), provided that where the engine of a car has been rebored the calculation shall be based on the engine as it was when new.

**7.** Subsistence allowances shall be payable in respect of both an absence involving an absence overnight from the usual place of residence and an absence not involving an absence overnight from the usual place of residence.

**8.** The rates determined in respect of an absence overnight from the usual place of residence shall cover a continuous period of absence of twenty-four hours.

**9.** For an absence overnight of a period less than twenty-four hours, an appropriate amount in respect of any meal allowance shall be deducted from the maximum rate determined.

**10.** Any rate determined shall be reduced by an appropriate amount in respect of any meal provided free of charge by any body during the period to which the allowance relates.

**11.—**(1) For an absence from the usual place of residence overnight in London or exceptionally in any other place in the British Isles approved by the Department, the rates may be increased by a supplementary allowance of such amount as the council may determine. (2) For the purpose of this paragraph London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith and Fulham, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.





Department for

**Communities**

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**Commonities**

[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

Chief Executive of each District Council  
Finance Officer of each District Council  
Other Interested Parties

**Local Government and  
Housing Regulation Division  
Finance Branch  
Causeway Exchange  
1-7 Bedford Street  
BELFAST  
BT2 7EG**

**Phone: 028 9082 3346**

**email: [Anthony.carleton@communities-ni.gov.uk](mailto:Anthony.carleton@communities-ni.gov.uk)**

Our ref: CO1-22-718

25 January 2023

Dear Sir/Madam

**CIRCULAR LG 03/2023 - CONSOLIDATED COUNCILLOR ALLOWANCES CIRCULAR  
(UPDATED JANUARY 2023)**

This Local Government Circular provides a consolidated record of all councillor allowances and supersedes Local Government Circular 10/2022.

This consolidated circular is required to determine and reflect an increase in maximum rates for Basic and Special Responsibility Allowance from 1 April 2022 and an increase in Dependants' Carers' Allowance from 1 April 2023.

All determinations are made by the Department under section 31 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019.

If you have any queries on the content of this circular please contact Jeff Glass on 028 9082 3375 or Ian Lewis on 028 9082 3506 or by email [jeff.glass@communities-ni.gov.uk](mailto:jeff.glass@communities-ni.gov.uk) or [ian.lewis@communities-ni.gov.uk](mailto:ian.lewis@communities-ni.gov.uk) .

Yours faithfully

**ANTHONY CARLETON**  
**Director**  
**Local Government and Housing Regulation**

## 1. Basic Allowance

- valid from 1 April 2022

<b>Basic Allowance</b>
Maximum £16,394 per annum ≠

≠ (The basic allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. In 2015/16 this element was £1,000 and each year this amount is uplifted in line with the increase applied to the basic allowance, therefore this element within the basic allowance is £1,154 from 1 April 2022.)

## 2. Dependants' Carers' Allowance

- valid from 1 April 2022 – 31 March 2023

The following table states the maximum rates for dependants' carers' allowance.

<b>Dependants' Carers' Allowance</b>	<b>Hourly Rate</b>	<b>Maximum monthly amount</b>
Standard	£9.50 <sup>^</sup>	£494
Specialist	£19.00	£988

<sup>^</sup>(Based on national living wage)

- valid from 1 April 2023

The following table states the maximum rates for dependants' carers' allowance.

<b>Dependants' Carers' Allowance</b>	<b>Hourly Rate</b>	<b>Maximum monthly amount</b>
Standard	£10.42 <sup>^</sup>	£542
Specialist	£20.84	£1,084

<sup>^</sup>(Based on national living wage)

### 3. Travel Allowances

– valid from 1 April 2017

The following table states the maximum rates for travel allowances.

Type of Vehicle	Rate per Mile	Rate per Mile Above 8,500 miles	Rate per Mile Above 10,000 miles
A pedal cycle	20.0p	20.0p	20.0p
A motor cycle (all engine capacities)	24.0p	24.0p	24.0p
A motor car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.9p	13.7p	13.7p
A motor car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p	14.4p	14.4p
A motor car of cylinder capacity exceeding 1,199cc	65.0p	16.4p	16.4p
An electric car	45.0p	45.0p	25.0p
Passenger rate (per passenger)	5.0p	5.0p	5.0p

#### 4. Special Responsibility Allowance

– valid from 1 April 2022

The following table states the maximum rate of Special Responsibility Allowance that a council may pay. The maximum rate is based on the size of the council population. Each council's population figures are updated each year by the Northern Ireland Statistics and Research Agency and it is the duty of each council to operate within the total maximum rate appropriate to its population band. For ease the maximum any councillor can receive, within each band, is also provided.

<b>Population of council</b>	<b>Maximum Special Responsibility Allowance £</b>	<b>Maximum (1/5<sup>th</sup>) for individual councillor £</b>
Less than 120,000	57,720	11,544
120,000 to 199,000	80,809	16,162
200,000 +	124,676	24,935

## 5. Subsistence Allowances

– valid from 1 April 2015

The following table states the maximum rates for subsistence; however, where councils believe it is necessary there is flexibility for councils to increase these rates by applying a suitable measure of price inflation.

<b>PERIOD/MEAL</b>	<b>British Isles Rates £</b>	<b>London Rates £</b>
<b>Accommodation allowance</b> - An absence involving an overnight stay, away from the normal place of residence. This rate does not include any meal allowance.	100.70	122.45
<b>Breakfast allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	11.50	11.50
<b>Lunch allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	13.50
<b>Tea allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	4.70	4.70
<b>Evening meal allowance</b> - (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	20.95

**Corporate Services Committee**  
**Confidential**  
**8<sup>th</sup> February 2023**

Confidential Report from:

**Chief Executive**

*Local Government Act (Northern Ireland) 2014*  
**Schedule 6 - Access to Information: Exemption Information**

4. Information 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.

**When will the report become unrestricted:**

Specify when report will become available	<input type="checkbox"/>	Redacted report available	<input checked="" type="checkbox"/>	Never	<input type="checkbox"/>
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**Item for Decision**

**TITLE:** **Director Recruitment**

**Background and Key Issues:**

The Corporate Services Committee of January 2023 agreed to the restructuring of the Council Directorates as recommended by the Efficiency Review Steering Group.

In order to stabilise the Corporate Management Team and as an opportunity to achieve economies related to advertising and associated recruitment costs, it is proposed to progress with the recruitment of these posts in accordance with the LGSC Code of Procedures.

**Recommendation:**

It is recommended that Members agree to proceed with the recruitment of the post for Director of Organisation Development & Innovation, with nominees to the recruitment panels being

identified from the Efficiency Review Steering Group in line with previous recruitment processes, and noting the associated timescales.

**Finance and Resource Implications:**

[Redacted]

## Screening and Impact Assessment

### 1. Equality and Good Relations

Has an equality and good relations screening been carried out on the proposal/project/policy?

If no, please provide explanation/rationale

n/a

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	<input type="text" value="n/a"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="n/a"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text" value="n/a"/>
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**Rationale for outcome/decision (give a brief explanation of any issues identified including mitigation and/or plans for full EQIA or further consultation)**

n/a

**Insert link to completed Equality and Good Relations report:**

n/a

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?	<input type="text" value="No"/>	Has a Rural Needs Impact Assessment (RNIA) template been completed?	<input type="text" value="No"/>
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If no, please given explanation/rationale for why it was not considered necessary:

n/a

If yes, give brief summary of the key rural issues identified, any proposed actions to address or mitigate and include the link to the completed RNIA template:

n/a

**SUBJECT TO PLANNING APPROVAL:**

If Yes, "This is a decision of this Committee only. Members of the Planning Committee are not bound by the decision of this Committee. Members of the Planning Committee shall consider any related planning application in accordance with the applicable legislation and with an open mind, taking into account all relevant matters and leaving out irrelevant consideration".

**APPENDICES:**

[Redacted]

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

[Redacted]