

**LISBURN & CASTLEREAGH CITY COUNCIL**

**Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 10<sup>th</sup> January 2024 at 6.00 pm.**

**PRESENT IN COUNCIL CHAMBER (COMMITTEE):**

Alderman O Gawith (Chair)  
The Right Worshipful The Mayor  
Councillor A Gowan  
  
Deputy Mayor  
Councillor G McCleave  
  
Aldermen A Ewart MBE and H Legge  
  
Councillors T Beckett, K Dickson, N Eaton,  
B Higginson, C Kemp, U Mackin and The Hon N Trimble

**PRESENT IN A REMOTE LOCATION (COMMITTEE):**

Councillors P Burke, R Carlin and A Givan

**OTHER MEMBERS OF COUNCIL PRESENT IN COUNCIL CHAMBER**

Alderman A Grehan

**OTHR MEMBERS OF COUNCIL PRESENT IN A REMOTE LOCATION**

Councillor G Hynds

**IN ATTENDANCE:**

Chief Executive (Remote)  
Director of Finance & Corporate Services  
Director of Organisation Development & Innovation  
Director of Regeneration & Growth  
Head of Corporate Communications & Administration  
Head of Finance  
Head of Human Resources & Organisation Development  
Acting Head of Portfolio, IT & Commercialisation  
Member Services Officers (RN & BS)

### Commencement of Meeting

The Chair welcomed those present to the meeting and wished them all a Happy and Healthy New Year. The Chair advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business.

The names of those Elected Members who were in attendance at the meeting, both in person and on a remote basis, were read out by the Member Services Officer.

The Chair stated that unauthorised recording was not permitted, as per 8.5 of the Council's Standing Orders. The Chair also reminded everyone to ensure that mobile phones were turned off or on silent mode for the duration of the meeting.

The Director of Finance & Corporate Services proceeded to outline the evacuation procedures in the case of an emergency. Finally, the Chair asked that any Member entering or leaving the meeting alert the Member Services Officer accordingly so that this might be accurately reflected in the minutes.

During the housekeeping announcements:-

- Alderman H Legge entered the Chamber at 6.02 pm.
- Alderman A Grehan, and Councillors K Dickson, N Eaton and C Kemp entered the Chamber at 6.03 pm.

1. Apologies (00:02:29)

Apologies for non-attendance at the meeting were accepted and recorded on behalf of Councillor A Ewing (Vice-Chair of Committee); Alderman M Guy; and Alderman P Porter (a non-member of Committee).

2. Declarations of Interest (00:03:11)

The Chair invited Members to declare any interests they might have in relation to the business of the meeting and reminded them of the requirement that they complete Declaration of Interest forms in this regard which had been provided with the papers for the meeting and which were also available in the Chamber.

There were no Declarations of Interest.

3. Report of Director of Organisation Development & Innovation (00:03:40)

3.1 Efficiency Review Steering Group (00:03:48)

In addition to the narrative report, the minutes of the meeting of the Efficiency Review Steering Group (ERSG) held on the 2<sup>nd</sup> January 2024 had been provided. The Director gave a brief summary of the background, purpose and role of the ERSG.

It was proposed by Alderman H Legge, seconded by Councillor K Dickson and agreed to recommend that:-

- the minutes of the meeting of the Efficiency Review Steering Group held on the 2<sup>nd</sup> January 2024 be noted;
- the recommendation of the meeting of the Efficiency Review Steering Group held on the 2<sup>nd</sup> January 2024 be agreed whereby the post of Capital Project Sponsor - previously agreed on a fixed-term basis - be made permanent, and that the recruitment process be progressed accordingly.

The Chief Executive joined the meeting remotely during the Director's presentation of this item of business. (6.08 pm)

4. Report of Head of Corporate Communications & Administration (00:08:57)

4.1 D-Day 80: 6 June 2024 (00:09:10)

In addition to the narrative report, copies of the undernoted items had been provided:-

- e-mail dated the 13<sup>th</sup> July 2023 from the Pageantmaster regarding celebratory events on the 6<sup>th</sup> June 2024 to mark the 80<sup>th</sup> anniversary of D-Day;
- draft terms of reference for a Council working group entitled "D-Day 80 Working Group".

It was proposed by Alderman A Ewart, seconded by Alderman H Legge and agreed that the membership of the proposed working group be amended to include the Chair of the Communities & Wellbeing Committee.

It was proposed by Alderman H Legge, seconded by Alderman A Ewart and agreed to recommend that:-

4.1 D-Day 80: 6 June 2024 (Continued)

- D-Day 80 be supported and - accordingly – the official registration of the Council’s participation be submitted by the 30<sup>th</sup> May 2024;
- a working group as outlined in the report and amended by the decision referred to above (ie the inclusion of the Chair of the Communities & Wellbeing Committee) be established in order to deliver a suitable programme of events for D-Day 80;
- Party nominations for the working group be provided to the Head of Corporate Communications & Administration by the 19<sup>th</sup> January 2024.

The Head of Service advised that – further to the first meeting of the working group – a programme of events suitably costed would be prepared.

5. Report of Head of Finance (00:11:58)

5.1 Car Parking bad-debt write off (00:12:02)

The Head of Finance reported on the matter of Bad Debt associated with the car parking function which had transferred to the Council on the 1<sup>st</sup> April 2015. The Head of Service responded to a number of queries on this matter.

It was proposed by Alderman A Ewart, seconded by Councillor N Trimble and agreed to recommend that the debt recorded in relation to car parking is written off the ledgers of the Department for Infrastructure.

Councillor R Carlin joined the meeting on a remote basis during presentation of this item of business. (6.15 pm)

6. Any other Business – Non-Confidential (00:15:06)

There were no items of a non-confidential nature raised.

7. Confidential Report from Director of Finance & Corporate Services (00:15:26)

The Chair asked that - in line with Item 5.15 of the Protocol and Etiquette for attending meetings on a remote basis – those Members attending the meeting on a remote basis ensure that the meeting could neither be seen nor heard by any other person at those remote locations.

The reasons for confidentiality were as set out in the agenda, ie:-

7.1 Report on Tender Award

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

Redacted report to be available following ratification and signing of contract.

7.2 Estimates 2024/2025 – Updated position at corporate level  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).)

Report will never become available. (Final estimates will be released.)

7.3 Estimates 2024/2025 – Directorate Update  
(Confidential for reason of information relating to the financial or business affairs of any particular person (including the Council holding that information).)

Report will never become available. (Final estimates will be released.)

In Committee (00:16:16)

It was proposed by Councillor K Dickson, seconded by Councillor N Eaton and agreed that the Confidential Report of the Director be considered “in Committee”. (Recording was paused at this stage in proceedings and the member of the press left the Chamber.)

7.1 Report on Tender Award

Presented by the Director of Regeneration & Growth.

The Director explained the “Lisburn and Castlereagh Transport Academy” tender which was before the Committee, and he responded to Members’ comments thereon.

The Director agreed to inform the Committee of the criteria for attendance at the Academy/scheme. In addition, the Director agreed to forward new initiatives suggested by the Members for consideration.

It was proposed by Councillor B Higginson, seconded by Alderman A Ewart and agreed to recommend that the tender awarded in regard to the “Lisburn and Castlereagh Transport Academy”, together with the attendant tender report, be noted.

It was further agreed to recommend that the signing and sealing of the Tender document be approved.

7.2 Estimates 2024/2025 – Updated position at Corporate level

A progress report in regard to the 2024/2025 Estimates’ process at a corporate level was presented by the Director of Finance & Corporate Services. The Director and the Director of Regeneration & Growth responded to Members’ questions.

7.2 Estimates 2024/2025 – Updated position at Corporate level  
(Continued)

The Director of Regeneration & Growth agreed to provide to a future meeting of the Regeneration & Growth Committee, information in regard to Bradford Court.

It was further agreed to provide through the planned DEA Workshops, information in regard to the Nettlehill MUGA facility and other Legacy Article 40 Agreements.

The content of the progress report was noted.

The Chair and Councillor U Mackin commended the officers for the work undertaken in the preparation of the Draft Estimates.

7.3 Estimates' Process – 2024/2025  
Finance & Corporate Services Directorate; Organisational  
Development & Innovation Directorate; and the Governance &  
Audit Unit

A progress report in regard to the 2024/2025 Estimates' process within the Finance & Corporate Services Directorate; the Organisational Development & Innovation Directorate; and the Governance & Audit Unit was presented by the Director of Finance & Corporate Services. The Director corrected certain typographical errors in regard to Utilities and Insurance. She also provided responses to questions posed at the meeting and also to a number of queries that had been raised at a previous time.

It was proposed by Councillor N Trimble, seconded by Alderman A Ewart and agreed to recommend that the Draft Estimates for the Finance & Corporate Services Directorate; the Organisational Development & Innovation Directorate; and the Governance & Audit Unit be approved and be submitted into the overall estimates of the Council for the year commencing the 1<sup>st</sup> April 2024.

8. Any Other Business – Confidential

There was no other confidential business raised.

Resumption of Normal Business (00:16:37)

It was proposed by Alderman A Ewart, seconded by Councillor B Higginson and agreed to come "out of Committee". Normal business and audio recording were resumed.

9. Any Other Business (00:16:37)

There were no further items raised.

The meeting concluded at 6.55 pm.

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MAYOR/CHAIR