



October 5th, 2023

To: Chairperson, Alderman O Gawith

Vice-Chairperson, Councillor A Ewing

Aldermen A G Ewart MBE, M Guy and H Legge

Councillors T Beckett, P Burke, R Carlin, K Dickson, N Eaton, A Givan, B Higginson, C Kemp, U Mackin and The Hon N Trimble

Ex-Officio

The Right Worshipful The Mayor, Councillor A Gowan

Deputy Mayor, Councillor G McCleave

Notice of Meeting

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 11th October 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).

📄 *Disclosure of Interests form.pdf*

Not included

3.0 REPORT OF DIRECTOR OF REGENERATION & GROWTH

3.1 Review of Scheme of Delegation - FOR DECISION

For Decision

📄 *CSC Report - Review of Scheme of Delegation.pdf*

Page 1

📄 *Planning Scheme of Delegation - FINAL.pdf*

Page 3

4.0 REPORT OF DIRECTOR OF ORGANISATION DEVELOPMENT & INNOVATION

4.1 Draft Corporate Plan 2024-2028 - FOR DECISION

For Decision

📄 *CSC Report - Draft_Corporate_Plan_Oct_23.pdf*

Page 7

📄 *CORPORATE_PLAN_DRAFT_24-28_Strategic_Themes_Cttee.pdf*

Page 9

📄 *Draft Consultation Questionnaire_cttee.pdf*

Page 25

📄 *Equality_Screening Corporate Plan.pdf*

Page 29

📄 *RNIA Corporate Plan.pdf*

Page 39

5.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

5.1 Building Illuminations - FOR DECISION

For Decision

📄 *CSC Report - Building Illuminations 2023.pdf*

Page 48

📄 *Appendix 1 Evaluation Report.pdf*

Page 50

6.0 REPORT OF HEAD OF FINANCE

6.1 Car Parking bad debt write-off - FOR DECISION

For Decision

📎 *CSC Report - Car Parking debt write off request.pdf*

Page 53

7.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

7.1 Tender Awards - FOR NOTING

For Noting

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

7.2 Exercise Referral Officer - Increase in Substantive Headcount - FOR DECISION

For Decision

Confidential for reason of information relating to any individual.

7.3 Hosting of Local Government Training Group including Increasing Costs - FOR DECISION

For Decision

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

7.4 Noting of Bad Debt write-offs (July - September 2023) - FOR NOTING

For Noting

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

7.5 Management Accounts Period 5 - FOR NOTING

For Noting

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

7.6 Reserves - FOR DECISION

For Decision

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

8.0 ANY OTHER BUSINESS

Committee:	Corporate Services Committee
Date:	11 th October 2023
Report from:	Director of Regeneration and Growth (Donal Rogan)

Item for:	Decision
Subject:	Review of Scheme of Delegation

1.0 **Background**

1. In accordance with Section 31 (1) of the Planning (Northern Ireland) Act 2011, Lisburn & Castlereagh City Council (LCCC) produced a Scheme of Delegation for planning applications, enforcement and other matters delegated to an authorised officer. The scheme is required to be approved by the Department for Infrastructure.
2. The Scheme of Delegation was designed primarily to enable speedier decisions and improved efficiency in the operation of the Planning function and was to be kept under periodic review to ensure this objective was being achieved.

Key Issues

1. A was report presented to the planning committee in July 2023 that the Scheme of Delegation for planning was last reviewed in 2016 and been in effect from March 2017.
2. Part E of the Scheme states that it will be subject to review by the Planning Committee periodically. A recent internal audit of the operation of the Planning Unit highlighted the need for a review to take place as it is more than five years since the last one.
3. In July 2023, Members of the Planning Committee were invited to propose changes and provide comment on changes recommended by officers. . No comments were received.
4. The Scheme of Delegation is amended only to take account of the following changes under the heading - Consideration of other Planning Matters to enable to following types of notices to be delegated to an officer of the Council:
 - Providing advice on Pre-Application Notices – with the Notice presented to the Committee for information.
 - Providing advice in relation to subsequent and repeat applications – with notification presented to the Committee for information.
5. The proposed changes will reduce the number and types of reports required to come in front of the Members and makes for more efficient use of resources in the operation of planning committee.

	6. Subject to the agreement of Members the scheme as amended will be sent to the Department of Infrastructure Planning Group for approval. There is a legislative requirement for the Council to consult with the Department before the scheme as amended comes into effect.	
2.0	<u>Recommendation</u>	
	It is recommended that the Committee agrees final draft of the Planning Scheme of Delegation and that this is sent to the Department for Infrastructure for agreement.	
3.0	<u>Finance and Resource Implications</u>	
	There are no finance or resource implications identified.	
4.0	<u>Equality/Good Relations and Rural Needs Impact Assessments</u>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	This is a report in relation to the periodic review of the Planning Scheme of Delegation. EQIA is not required as there is no change in policy and the legislative obligation to report is still met.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	This is a report in relation to the periodic review of the Planning Scheme of Delegation. RNIA is not required as there is no change in policy and the legislative obligation to report is still met.	

Appendices:	Review of Scheme of Delegation
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Scheme of Delegation: Delegation of Planning Applications and Enforcement



Scheme of Delegation: Delegation of Planning Applications and Enforcement

The scheme of delegation for the determination of planning applications was agreed by the Council at its meeting XXXXXX

Part A – Mandatory Applications to be determined by the Planning Committee of the Council

By statute, certain types of application are required to be determined by the Planning Committee and therefore cannot be delegated to officers:

- Applications which fall within the Major category of development (as defined by the Planning (Development Management) Regulations (Northern Ireland) 2015);
- Applications made by the Council or an Elected Member of the Council.
- Applications relating to land in which the Council has an interest.

Part B – Delegated Applications

Applications shall be delegated for determination by the authorised officer of the Council.

All local development applications will be delegated for approval or refusal with the exception of:

- Applications which are significant departures from the Local Development Plan and which are recommended for approval.
- Applications submitted by the Council, senior Council staff,

members of Council staff involved in the consideration of planning applications, a Planning Officer or their immediate families, or the immediate family¹ of an elected Member.

- Applications which the Council considers should be referred to Committee for determination. A sound planning reason must be given for such a referral.
- Applications where the Head of Planning or other delegated officer considers that the proposal merits consideration by the Committee.
- Any application that the authorised officer is minded to approve under terms of this scheme of delegation, but which is the subject of an extant objection from a statutory consultee.
- Any application where a legal agreement is required.
- An application which has an associated application (which falls within the Major category of development (as defined by the Planning (Development Management) Regulations 2015) which is being determined by the Planning Committee.
- Any application in a rural setting which consists of five or more dwellings.

Part C – Enforcement and consideration of other Planning Matters

In addition to determining planning applications, the Council will also have to administer the enforcement of planning and the processing of other planning consents. Part 4 Section 7 (4) (b) Local Government Act (Northern Ireland) 2014 allows a Council committee to delegate to an officer of the Council.

Matters to be considered and determined by the Planning Committee of the Council

- Determination of a request to revoke or modify planning permission

Matters to be delegated to the authorised officer

- The making of a Tree Preservation Order.
- Confirmation of a Provisional Tree Preservation Order.
- The serving of a provisional Tree Preservation Order.
- The investigation of breaches of planning control proceedings through the issuing of planning contravention notices, temporary stop notices, enforcement notices, stop notices, breach of condition notices, fixed penalty notices, Replacement of Trees Notice and all other powers under Part 5 of the Planning Act (Northern Ireland) 2011 including powers of entry. Commencement of proceedings in a magistrates court and application to

¹ Immediate family for the purposes of this Scheme of Delegation refers to wife/Husband/partner, son(s), daughter(s)

the High Court for an injunction.

- Determination of any application for a certificate of lawful development.
- Determination of applications for Alternative Development Value.
- Determination of any application for listed building consent.
- Determination of any application for conservation area consent.
- Determination of any application for advertisement consent.
- Determination of any application for carry out works to trees.
- Determination of any hazardous substance consent.
- Determination of Applications for Non Material Changes
- Provide advice on Pre-Application Notices – with the Notice presented to the Committee for information.
- Provide advice in relation to subsequent and repeat applications – with notification presented to the Committee for information.
- Precise wording of Conditions/Refusal reasons relating to local applications in accordance with section 31 of the Planning Act (Northern Ireland) 2011.
- Precise wording of Conditions/Refusal reasons relating to major applications in accordance with section 7 of the Local Government Act (Northern Ireland) 2014.
- Power to formulate decision notices following decisions made in principle by the Planning Committee.
- To issue Environmental Impact Assessment screening and scoping opinions in accordance with legislative requirements.
- Making of an order to revoke or modify a planning permission
- The power to defend a Planning Appeal
- The obtaining of information under section 240 of the Planning Act (Northern Ireland) 2011
- Determination of a request for Correction of Errors in decision documents is currently legislated for
- Negotiating the terms of a Planning Agreement under section 76 of the Planning Act (Northern Ireland) 2011.

Part D – Publicity

On adoption of this scheme of delegation the Council made a copy available on the Council's website at www.lisburncastlereagh.gov.uk. A copy is also available for inspection at Island Civic Centre, The Island, Lisburn, Co Antrim, BT27 4RL

Part E – Review

This Scheme of Delegation will be subject to review by the Planning Committee periodically.



Committee:	Corporate Services Committee
Date:	11 October 2023
Report from:	Director of Organisation Development and Innovation

Item for:	Decision
Subject:	Draft Corporate Plan 2024-2028

1.0	<p><u>Background and Key Issues</u></p> <p>This paper provides Members with a draft Corporate Plan for consideration and agreement for onward public consultation.</p> <p>The process of identifying the areas for inclusion in the Corporate Plan have been through eight internal workshops. These were held with Members, CMT, Heads of Service and a random selection of employees from all levels within the council, and took place throughout the summer. All were asked a set of questions regarding what matters most to our communities, what we would want the Council area to be in twenty years' time and what are the projects, community work, economic drivers and partnerships needed to help us meet our ambitions.</p> <p>A statistical analysis was undertaken which identified the key thematic findings from the workshops. Using themes of Civic Leadership, People, Prosperity and Planet, the data was grouped into the theme it fitted best within in. This approach allowed interpretation of the data in a number of useful and practical ways that fit with measures already introduced by regional government.</p> <p>Attached at Appendix 1 is the draft plan for consideration. A number of objectives within the key themes are similar to the last plan, showing the continuous evolution and growth of the Council.</p> <p>A public consultation questionnaire has been developed to accompany the plan and this is attached as Appendix 2 for consideration and agreement.</p> <p>Following an analysis of feedback received from consultation, a final version of the plan will be taken to the February meeting of this Committee for approval. It is expected that the plan will be issued by 1 April 2024.</p>		
2.0	<p><u>Recommendation</u></p> <p>It is recommended that Members consider and agree the draft Corporate Plan and accompanying questionnaire for onward public consultation.</p>		
3.0	<p><u>Finance and Resource Implications</u></p> <p>This plan will influence the finance and resource requirements for the next four year period and will align with the rate setting process.</p>		
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>		
4.1	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Has an equality and good relations screening been carried out?</td> <td style="text-align: right;">Yes</td> </tr> </table>	Has an equality and good relations screening been carried out?	Yes
Has an equality and good relations screening been carried out?	Yes		

4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	This plan seeks to cover all sections of the community and has been screened out, however, separate screening will be carried out for any actions, projects or policies arising from the plan as required.
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Yes
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	As above

Appendices:	Draft Corporate Plan 2024-2028 Draft Consultation Questionnaire Equality Screening Questionnaire Rural Needs Impact Assessment
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Corporate Plan and Ambitions 2024/2028

Contents Page

Introduction

We are delighted to introduce our Corporate Plan which sets out our roadmap for 2024-2028. This plan is designed to guide our efforts in delivering essential services, fostering economic growth, enhancing community well-being, and ensuring efficient governance.

The recent census information confirmed to us what we already know; that through our people and infrastructure we face significant opportunities. This plan aims to ensure we continue to deliver and support better lives for those who work, live and visit the area. We have bold ambitions for the area and are confident in our ability to meet them through our talented, creative and innovative teams and healthy community and business partnerships. We aim to ensure a Council which is inclusive, future-focused and meets the needs of our Community.

Whilst one of the most prosperous Council areas, we also have citizens in need. Our success will create new opportunities for individuals, families and communities.

We understand that these are challenging times for people and government. Money is tight for families and for public services. Given these and other challenges we are confident that this is the time for Lisburn and Castlereagh City Council to take a lead. We aim to build on the strategic potential of our area and seize the opportunities available.

Since the Local Government elections of May 2023, we have been working hard analysing the manifestos of the parties elected to this four year term. We have been holding workshops with our councillors and teams from across the council to identify what our priorities for the short and long-term future should be. Most importantly, we have actively consulted with the people who live work and visit the Lisburn & Castlereagh City Council area, to make sure we understand, and can take account of, what is important to you.

This plan is not sitting in isolation; it connects to the other strategic plans for the Council area, i.e. the Community Plan and our Local Development Plan, and sets the direction for the Council's other plans and strategies including our investment programme.

In all that we do we will be guided by our values of respect, honesty, excellence, accountability, leadership, and equality.

This Plan sets a clear course for our community's future. It reflects our commitment to serving our residents, fostering growth, and ensuring a sustainable and prosperous future. By working together, we can turn this vision into reality and make our Council area a model of excellence and service.

Developing the Community

Our Strategic Planning Process



OUR PURPOSE

Delivering and Supporting Better Lives for All

OUR VISION

Our Vision is to Achieve Better Lives for the People Who Work, Live and Visit the LCCC area

OUR VALUES

Our values require high standards of behaviour from staff and members as we go about our work and also affirm how we want to be treated by others

Respect

Demonstrating respect for our people in our attitudes, behaviours and working relationships.

Honesty

Acting with integrity and selflessness at all times and adhering to Codes of Conduct.

Excellence

Taking pride in our work and being passionate about the standards we strive to achieve.

Accountability

Being accountable to the public for our decisions and actions, acting transparently and with openness to scrutiny.

Leadership

Exercising creativity and selflessness in civic and collective leadership.

Equality

Acting inclusively and with fairness; promoting equality of opportunity and protecting people from discrimination.

THE LISBURN & CASTLEREAGH CITY COUNCIL AREA

We will use the information from the Census here – such as that provided in the most recent PI Plan.

OUR JOURNEY OUTCOMES

This plan continues upon the last Corporate and Interim Corporate Plans. Since the last plan was developed, the COVID pandemic stopped us all in our tracks and we had to rethink our plan to meet the developing needs of our community and we developed an interim plan to give us direction until we could identify our new path. Despite the challenges faced, here is a taste of some of the many outcomes achieved as we strive toward delivering and supporting better lives for all.

Civic Leadership

- We developed and continue with our successful Apprenticeship Programme with 12 new apprentices appointed across departments.
- We delivered the Covid Recovery Revitalisation programme valued at more than £1.181m.
- Our award-winning services continue to be recognised with awards received for our Parks facilities and Best Kept Villages
- We were the first Council in Northern Ireland to achieve the Investors in People Health and Wellbeing Award.
- We maintained our Elected Member Development Charter

People

- We welcomed 1,347,854 participants in our Community Art and Sports Programmes.
- We invested more than £9m in local communities to address hardship, celebrate diversity and enhance facilities.
- We have increased our investment in customer experience with 37,000 visitors exploring the new Castle Gardens Light Trail.
- We introduced vitality membership and golf memberships are now growing at fastest rate on the island
- We have developed and created 3 new play areas and refurbished or enhanced a further 3 in the past 4 years,
- We introduced Sam McBratney trail in Lisburn,
- We rolled out a number of farmers markets in Royal Hillsborough, Moira, Lisburn, Carryduff & Dundonald,
- We developed village plans (a model that can be repeated)
- We created a Youth Council to provide young people with opportunity to contribute to society.
- We have invested in Hillsborough Forest Park, welcoming more than 491,000 visitors in the last year, with significant upgrades to paths, trails including a digital sculpture trail, art installations and adventure Play Park, including toilets.

Planet

- In 2021/22, we collected over 317,000 tonnes of waste and met our target of recycling 50%.

- We reduced illegal dumping by 20%, following a successful Council waste campaign.
- We created newly accessible greenspaces at Glenmore Parkland Trail, Billy Neil Country Park, Derriaghy Glenand Hydebank,

Prosperity

- We received letters patent conferring "Royal" status for Royal Hillsborough, becoming 1 of only 4 towns in UK to have a "Royal" prefix.
- We have confirmed a £52m investment in Dundonald International Ice Bowl
- We agreed 40 major planning applications & processed 3000 local planning applications.
- We continued our investment in Lisburn City Centre including £200,000 for gateways to our city centre & £70,000 on animation
- We completed 10,400 Building Control site inspections and 3000 completion certificates for compliant works.
- We confirmed £20m investment in Royal Hillsborough through the Belfast Regional City Deal initiative, and have received out letter of offer.
- We invested in small, local businesses including £263,000 support for new and existing businesses and £100,000 in employability skills in across sectors.
- We secured an additional £302,000 towards the delivery of the Small Settlements Regeneration Programme.
- We successfully launched our Community Investment Plan to improve local facilities
- We developed and continue to implement a DEA investment programme,
- We have supported the town centres through a number of initiatives, generating confidence in the sector to bring private investment in the shape of a new hotel and supermarket upgrade,
- We closed out NI Rural Development five year Programme to the value of £3.27m resulting in the creation of 84 jobs and helping 13 rural businesses now exporting from NI.
- We developed and agreed our Local Development Plan,

You can learn more by going to <http://lisburncastlereagh.gov.uk>

Our Responsibilities

We deliver a wide range of key services, to help improve the lives of our citizens & all those that work & visit our areas, to promote the council area as a place to visit and do business, and to protect and enhance our natural environment.

- Animal Welfare and Dog Control
- Arts, Culture and Heritage
- Bin Collection and Recycling
- Building Control
- Cemeteries
- Citizenship Ceremonies on behalf of Home Office
- Community Planning
- Council and Committee Meetings
- Community Services
- Environmental Health
- Funding and Investment
- Leisure, Recreation and Sport
- Licensing
- Off Street Car Parking
- Parks and Open Spaces
- Planning
- Public Conveniences
- Registration of Births, Deaths, Marriages and Civil Partnerships
- Regional Property Certificates
- Tourism and Economic Development

The Areas Where we Provide Support & Advice to Others Bodies:

During our consultations, we have received feedback on areas that are important to our community but which the Council does not have responsibility for. We will feed this back through our Community Planning Partnerships and support where we can. We recognise that your elected representatives can advocate and make representations on your behalf to these and other organisations. Contact details for these services can be found on the Council website.

Our Plan to Deliver on our Vision

This Plan serves as our strategic framework for action during the next four years. It sets out a vision for the Lisburn & Castlereagh City Council area, the core values that inform the work of the council, our strategic priorities and how we intend to deliver our services.

The Corporate Plan will be used to direct business processes and drive performance, through Annual Service Delivery Plans, performance measurement and management processes.

It builds on the achievements of previous corporate plans and reflects emerging policy priorities at the local and to some extent, at a regional level too.

Most importantly, it reflects the priorities of you, our citizens and those who work and visit the LCCC area.

OUR VISION IS TO ACHIEVE BETTER LIVES FOR THE PEOPLE WHO WORK, LIVE AND VISIT THE LCCC AREA

From our consultations, we have developed four Strategic Themes. These are:

1. Civic Leadership	Our community has confidence in civic leadership.
2. People	We live healthier, more fulfilling and longer lives.
3. Planet	We live in resilient and environmentally friendly places.
4. Prosperity	We benefit from a growing and vibrant economy.

The following pages describe the priorities under each theme.

We will continue to work with our partners to develop ways of measuring and evidencing our contribution to achieving the longer term outcomes that we all want. As a Council we want to be:

- Inclusive for all communities with no-one left behind
- A growing and thriving Tourist destination
- A digitally connected area which is “digital first”, “not digital only”
- Cohesive Community Partnerships, delivering better lives for all
- An area which is attractive to those who currently work, live or visit the area or are considering doing so

The themes consider our community plan and local development plan. It also speaks to the themes agreed in our ten-year investment plan principles of:

- Geographically balanced investment
- Value for money in everything we do
- Transparency in our processes
- Embracing equality and diversity
- Evidence-based decision making
- Partnership approach
- Outcome and results driven
- Customer focus ethos
- Programme management approach

Strategic Theme No 1 – Civic Leadership

Outcome: Our Community has confidence in Civic Leadership.

Leading well involves providing strong, connected, civic leadership with clear purpose, focus and accountability. Community confidence in us will build further as we enable communities through delivery of our plans, openness in our decision making and effective communication with our public, staff and partners.

To achieve this we will

- i. Champion and drive the delivery of the Community Plan
- ii. Deliver high quality, cost effective services that meet people's needs, making use of new approaches to data-driven decision making, continual improvement, innovation and performance management.
- iii. Identify commercial and other opportunities to ensure optimum use of rates
- iv. Deliver a suite of sustainable plans, including our Investment Programme, Financial Plan, Workforce Plan and Estates Plan, ensuring effective, transparent governance in all we do.
- v. Be resilient in emergency situations providing leadership for our community.
- vi. Embed our organisational culture, reflecting the values of the Council by continuing to develop and support skilled and motivated staff. Empower leaders at all levels to support collaborative working and collective decision making.
- vii. Further the use of digital technology to improve efficiency and increase customer access to services.
- viii. Provide open and transparent communication and promotion of the Council area with a clear and positive identity.

We will know we have been successful if

- ✓ We have actioned the community plan and have an active Community Planning Partnership.
- ✓ We have realised opportunities to maximise income streams and drive down costs, including increasing the rate base of the Council.
- ✓ We have baselined and increased customer satisfaction.
- ✓ We have increased access to services through digital platforms.
- ✓ Our plans have been developed and agreed within the set timescales.
- ✓ Our annual reports are approved and published.
- ✓ We have baselined and improved staff satisfaction and implemented a workforce and succession plan.
- ✓ We have engaged with Community Groups to develop community resilience across the Council area.
- ✓ We are financially sustainable
- ✓ We have delivered our statutory functions to ensure the safety and wellbeing of our community.

Strategic Theme No 2 - People

Outcome: We live healthier, more fulfilling and longer lives.

We want our people to have the best in life. We will work with our partners making our unique contribution to improve the physical, mental and social wellbeing of our communities and to provide harmonious, safe and welcoming communities.

We want to grow the pride, social cohesion, self-help and capacity of all our communities, increasing social, economic and environmental wellbeing.

To achieve this we will

- i. Deliver an attractive and accessible range of programmes to encourage people of all ages and abilities to participate in and enjoy regular physical activity.
- ii. Work collaboratively to ensure the sustaining of good physical and mental health, being proactive in our roles to protect the vulnerable in our community.
- iii. Promote employee health and wellbeing.
- iv. Work with partners to build the capacity of community groups and sports clubs to attract more people of all ages to participate in community life.
- v. Provide appropriate support for community initiatives and interventions which grow our community, enhancing the quality of life for all.
- vi. Promote volunteering and participation in public and community life, developing community ownership and management of local assets and facilities.
- vii. Encourage inclusivity and equality of opportunity across our community, promoting the benefits of a diverse society, celebrating culture and good relations between people of different backgrounds and identities.

We will know we have been successful if

- ✓ We have sustained and increased membership of the Vitality scheme with people of all ages being more active more often.
- ✓ We have delivered new sports surfaces and facilities where need has been identified.
- ✓ We increase employee attendance rates and wellbeing of staff.
- ✓ We have progressed community ownership and management of relevant facilities.
- ✓ We have a positive evaluation through community and stakeholder engagement of community based initiatives, including District Electoral Area programmes.
- ✓ We have an active volunteering scheme engaging people of all backgrounds and increasing the level of residents who play an active role in civic society.
- ✓ We increase our footfall at community events.
- ✓ We baseline and increase customer satisfaction with our facilities and services.
- ✓ We have provided events to celebrate inclusivity and cultural diversity which receive positive feedback from attendees detailing a sense of belonging.
- ✓ Our communities have engaged with Council supported safety initiatives which protect the most vulnerable in our society.
- ✓ We have provided support for mental wellbeing initiatives.

Strategic Theme No 3 - Planet

Outcome: We live in resilient and environmentally friendly places.

We want to protect and preserve our natural resources and reduce our environmental footprint, to ensure a healthy and sustainable Council area.

To achieve this we will

- i. Work with our partners to implement our ambitious Local Development Plan for the future development of our area. The Plan will make clear our intentions and guide decisions for sustainable, high quality design, development and regeneration of urban and rural areas to meet the needs of all.
- ii. Promote sustainable tourism and use of our asset base to increase sustainability.
- iii. Support a shift to sustainable transport of all types, enhancing access to local amenities across the Council area.
- iv. Work with residents, businesses and partners to reduce energy consumption, increase recycling and encourage community clean-ups.
- v. Continue to meet our Waste Management targets, making our area cleaner, greener and more sustainable.
- vi. Ensure our cemetery provision meets our current and future needs.

We will know we have been successful if

- ✓ We have met the ambitions within the timescales laid out in the Local Development Plan.
- ✓ We have met the ambitions of our Climate Action Plan.
- ✓ We baseline and reduce our environmental footprint.
- ✓ We have implemented a revised waste collection programme.
- ✓ We have reduced the amount of biodegradable waste that is landfilled.
- ✓ We increase the percentage of household waste that is sent for recycling.
- ✓ We have provided more greenways.
- ✓ There are opportunities for increased levels of safe of walking and cycling.
- ✓ We have provided cemetery provision for current and future needs.

Strategic Theme No 4 - Prosperity

Outcome: We benefit from a growing and vibrant economy.

We want our council area to be the preferred place to do business, the number one choice for investment in Northern Ireland. We aim to grow the integrated economy by promoting our ambition, our unique location on the North-South economic corridor, access to a talented and skilled workforce, competitive costs and supporting infrastructure.

We want to attract more people to our area to live, work and enjoy leisure time with family and friends by improving further the appeal of the area and growing sustainable employment opportunities.

To achieve this we will

- i. Promote an ambitious investment programme, prioritising key infrastructure projects including digital infrastructure, smart technology and solutions to attract new employers and grow the prosperity of the Council area.
- ii. Engage with local, regional, national and international organisations, businesses, social enterprises and partners to access funding opportunities, increase employment and drive sustainable economic growth in our urban and rural areas. This includes a focus on the Belfast Regional City Deal and Dublin-Belfast Economic Corridor partnerships and the UK Prosperity Fund.
- iii. Help education and training providers to equip our local workforce with the right skills to secure employment or start a business.
- iv. Build on our reputation as a place to visit, promoting the natural and historic assets of our city, including Destination Royal Hillsborough, towns, villages and countryside to attract greater numbers of international and national tourists thereby building our economy.
- v. Capital investment in facilities including the redevelopment of the regionally significant Dundonald International Ice Bowl.
- vi. Working with partners to make optimum use of our land and Capital Assets.

We will know we have been successful if

- ✓ Continue our drive to transform our area into a resilient regional economic hub with a measurable increase in commerce in retail, industry, entertainment and tourism across the area.
- ✓ We have developed successful partnerships including DBEC and BRCD to enable better physical and digital infrastructure.
- ✓ There is an increase in inward investment related to the above.
- ✓ There is an increase in the number of jobs promoted through start-up activity
- ✓ We have delivered planning approvals, both major and local, within reduced processing times.
- ✓ The regionally significant Dundonald International Ice Bowl has been redeveloped and opened to the public.
- ✓ We see a reduction in the number of digitally excluded residents.
- ✓ We have developed and delivered a comprehensive labour market partnership programme to help put employers engage with potential employees to help build a resilient local economy.

- ✓ Destination Royal Hillsborough has been delivered through partnership and has achieved sustainable tourism, drawing visitors to a range of other historic and natural attractions in our area and city.
- ✓ There is an increase in the number of visitor trips per annum.
- ✓ There is an increase in visitor spend per annum.

Our Long-term Vision – 2032 and Beyond

Delivery of our vision in the next four years is only the start – we have a longer-term vision for the Council which includes the further developing of the following:

- Recognition of our area as an innovative, resilient regional economic hub with increased commerce through retail, industry, entertainment and tourism across the area.
- An integrated travel network connecting walking, cycling, cars and public transport.
- Successful development at the Maze Long Kesh site reflecting its status as a 'Strategic Land Reserve of Regional Importance'.
- An expansion of retailing at Sprucefield enhancing its regional significance and securing economic resilience for the area.
- A vibrant network of local community hubs within a quality environment for health and wellbeing, education, cultural and community activities.



Consultation: Lisburn & Castlereagh City Council Corporate Plan 2024-2028

As a Council, we value your views when developing plans for the future. We are currently writing our Corporate Plan 2024-2028 and would love to hear what you think about how we will work over the next four years.

Since the Local Government elections in May 2023, we have been working with Elected Representatives (Councillors) to understand their ambitions for the local area. We have also been meeting with staff from all levels across the Council to help develop our plans. The draft plan sets out a vision for the Lisburn & Castlereagh City Council area, the core values that inform our work and our priorities for the next four years. This plan will form our plans and help enable us to measure our impact on the Community.

Now we want to know what you think. Your feedback will form an important part of the discussions around the final Corporate Plan and will help shape and impact what we do and the services we will provide over the next few years.

In the document below, we have provided information on the main aspects of the Corporate Plan. There are some questions for you to answer that will help us understand if you think we're on the right track. The survey should take no more than 5 minutes to complete.

The consultation period is 1 November to 29 December 2023. Your views will help us to develop the final version of our Corporate Plan 2024-2028 which will be published on 1st April 2024.

Thank you for your contribution.

Not all questions need to be answered, so feel free to skip any that are not directly relevant to you or your circumstances.

Let's get started!

1. Firstly, tell us a little about yourself: Are you:-

A citizen/ratepayer in the Lisburn Castlereagh City Council area?

Representing a local business?

Representing a community group?

Involved in the statutory sector?

Involved in the voluntary sector?

Other? (Please provide a short description [Click here to enter text.](#))

2. Listed in the table below, are the issues your elected representatives and our internal stakeholders believe are important. We have grouped these into four themes. We want to know how important these issues are to you

Do you think they sound about right, or are we missing something essential? Tick the appropriate box to tell us what you think. There is also a box where you can provide a comment if you wish to.

Corporate Plan Themes		Does this sound about right to you?			
Our Strategic Themes	What we mean by this.	Yes	No	Don't Know	Comments
1. Our Community has confidence in Civic Leadership.	<p>We want our community to have faith and trust in how we operate, knowing that we are doing our very best to make the Council area the best place to live, work and visit.</p> <p>We want you to be reassured we are transparent and measured in our decision making processes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
2. We live healthier, more fulfilling and longer lives.	<p>We want our people to have the best in life. We will work with our partners to improve the physical, mental and social wellbeing of our communities and that they are safe and welcoming communities”.</p> <p>We want our community to feel proud of their area and to feel and be part of making the area the best place to live, work and visit.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
3. We live in resilient and environmentally friendly places.	We want to protect and preserve our natural resources and reduce our environmental footprint, to ensure a healthy and sustainable Council area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
4. We benefit from a growing and vibrant economy.	We want our council area to be the preferred place to do business, the number one choice for investment in Northern Ireland.				Click here to enter text.

	We want to attract more people to our area to live, work and enjoy leisure time with family and friends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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3. The detail of how we aim to work towards these outcomes and how we will know if we have succeeded is detailed in the plan. We would encourage you to review these and outline below if there is anything you feel we have not included but that is important to you as a citizen, business or visitor to this area.

Click here to enter text.

4. Would you like to make any additional comments about the Corporate Plan for 2024/28?

Click here to enter text.

Thank you for taking the time to complete this consultation.

Return all questionnaires to: via smart survey

You can also complete the consultation online on our website.

www.lisburncastlereagh.gov.uk/consultations.

Section 75 Equality and Good Relations Screening template

Part 1. Information about the activity/policy/project being screened

This EQIA related to the Council's new Corporate Plan for the period 2024 to 2028.

The Corporate Plan serves as our strategic framework for action during the lifetime of the current Council, 2024-2028.

It sets out a vision for the Lisburn & Castlereagh City Council area, the core values that inform the work of the council, our strategic priorities and how we delivers services.

The Corporate Plan will be used to direct business processes and drive performance, through Annual Service Delivery Plans, performance measurement & management processes.

The process of identifying the areas for inclusion in the Corporate Plan have been through eight internal workshops. These were held with Members, CMT, Heads of Service and a random selection of employees from all levels of the organisation and took place throughout the summer. All were asked a set of questions regarding what matters most to our communities, what we would want the Council area to be in twenty years' time and what are the projects, community work, economic drivers and partnerships needed to help us meet our ambitions.

A statistical analysis was undertaken which identified the key thematic findings from the workshops. Using themes of Civic Leadership, People, Prosperity and Planet, the data was grouped into the theme it fitted best within in.

This approach allowed interpretation of the data in a number of useful and practical ways that fit with measures already introduced by regional government, prior to the consultation entering its public phase.

Name of the activity/policy/project

Corporate Plan and Ambitions 2024/2028

Is this activity/policy/project – an existing one, a revised one, a new one?

This is a new Corporate plan following the 2018-2022 and interim plan of 2021-2023. This is one of the core documents to inform the work of the council over the next four years.

What are the intended aims/outcomes the activity/policy/project is trying to achieve?

The aim of the corporate plan is to provide a source document for Members, Officers and the general public that sets out the key priorities and themes for the council over the next four years.

Who is the activity/policy/project targeted at and who will benefit? Are there any expected benefits for specific Section 75 categories/groups from this activity/policy/project? If so, please explain.

The corporate plan does not target any specific Section 75 groups, but there may be incidental benefits for particular equality groups, as the plan has been developed after a wide ranging consultation process. However, this is not the main aim of the plan.

Who initiated or developed the activity/policy/project?

The development of the plan was overseen by the Director of Organisational Development & Innovation.

Who owns and who implements the activity/policy/project?

The plan is owned by Lisburn & Castlereagh City Council.

Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project?

Yes/No

If yes, give brief details of any significant factors.

Given the long range reach of the plan, it is impossible to predict at this point what may act for or against the plan and the ambitions set out therein. However, some broad pointers are set out below: -

Financial: *Given the ongoing rate of inflation and cost of living crisis, downward pressure on budgets over the next four years could slow down or otherwise delay the delivery of some of the goals and objectives set out within the plan, particularly capital or big spend items.*

Who are the internal and external stakeholders (actual or potential) that the activity/policy/project will impact upon? Delete if not applicable

Staff: *All staff.*

Service users: *All those who live, work or visit the Lisburn & Castlereagh City Council area.*

Other public sector organisations: *All regional government departments and their agencies; Other Councils within Northern Ireland, the Irish Republic & the UK more generally;*

Voluntary/community/trade unions: *All voluntary & community groups and organisations that operate within the LCCC area; All Trade Unions that represent staff, contractors, and others who engage with the council in the course of their employment.*

Other: *All elected members, delivery partners, contractors and employees or representatives of other bodies who engage with the council; All citizens of the LCCC area.*

Other policies/strategies/plans with a bearing on this activity/policy/project

Name of policy/strategy/plan	Who owns or implements?
<i>Local Development Plan</i>	<i>Director of Regeneration & Growth.</i>
<i>Departmental Plans</i>	<i>Each Director & HoS within each Directorate.</i>
<i>Community Plan</i>	<i>Director of Leisure & Community Wellbeing.</i>
<i>Equality Plan</i>	<i>Director of Organisation Development and Innovation</i>
<i>LCCC Code of Conduct</i>	<i>Director of Finance & Corporate Services (Members) Director of Organisation Development and Innovation (Employees)</i>

<i>Lisburn & Castlereagh City Council Risk Management Policy 2021</i>	<i>Director of Environmental Services</i>
<i>Lisburn & Castlereagh City Council Business Continuity Policy 2021</i>	<i>Director of Environmental Services</i>
<i>Lisburn & Castlereagh City Council Risk Strategy 2021</i>	<i>Director of Environmental Services</i>
<i>Performance Improvement Plan and other Council strategies that emerge from the plan</i>	<i>Various Directors & HoS within each Directorate.</i>

Available evidence

What evidence/information (qualitative and quantitative) have you gathered or considered to inform this activity/policy? Specify details for each Section 75 category.

Most up to date NISRA population data from Census 2021 (published 22/09/22) [Lisburn and Castlereagh Census Data](#)

Section 75 Category	Details of evidence/information
<i>Religious Belief</i>	<i>Not Applicable</i>
<i>Political Opinion</i>	<i>Not Applicable</i>
<i>Racial Group</i>	<i>Lisburn & Castlereagh City Council incorporate graphics which pictorially illustrate as much information around the corporate plan as possible. Information will also be translated & provided on request for residents who do not speak English as their first language. The corporate plan has considered the requirements of Travellers and other minority groups and seeks to ensure that the same services are provided for all residents.</i>
<i>Age</i>	<p><i>NISRA project a change in population aged 65 and over between 2012 and 2022 of 26.6% and between 2012 and 2037 of 90.2%. It is generally recognised that the likelihood of a person developing a disabling condition can increase with age resulting in a likelihood of more elderly residents potentially having a disabling condition that leads to difficulties with reading text.</i></p> <p><i>Potential equality issues have been identified in relation to older residents with physical or mental health conditions which affect their ability to fully understand complex data that is presented in complex & dense text.</i></p> <p><i>These issue have been taken into account in designing the visual effect of the corporate plan & the manner in which the text is set out.</i></p>

<i>Marital Status</i>	<i>Not Applicable.</i>
<i>Sexual Orientation</i>	<i>Not Applicable.</i>
<i>Men & Women Generally</i>	<i>Not Applicable</i>
<i>Disability</i>	<i>Lisburn & Castlereagh City Council offers the provision of information in alternative formats on request e.g. braille.</i>
<i>People with and without Dependants</i>	<i>NISRA project a decrease in the overall number of households within Northern Ireland with children between 2012 and 2037. Lisburn & Castlereagh is however, one of the local government districts that are projected to increase in the number of other households with children. The corporate plan therefore addresses service provision & other aspects of caring for young people in particular, for households with dependents and/or children.</i>

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular activity/policy/decision? Specify details for each of the Section 75 categories

Section 75 Category	Details of needs/experiences/priorities
<i>Religious Belief</i>	<i>Not Applicable.</i>
<i>Political Opinion</i>	<i>Not Applicable.</i>
<i>Racial Group</i>	<i>Lisburn & Castlereagh City Council incorporate graphics which pictorially illustrate as much information around the corporate plan as possible. Information will also be translated & provided on request for residents who do not speak English as their first language. The corporate plan has considered the requirements of Travellers and other minority groups and seeks to ensure that the same services are provided for all residents.</i>
<i>Age</i>	<i>See above in relation to terms of the plan's design and the use of visuals and text to enhance readability and understanding for older people.</i>
<i>Marital Status</i>	<i>Not Applicable.</i>
<i>Sexual Orientation</i>	<i>Not Applicable.</i>
<i>Men & Women Generally</i>	<i>Not Applicable.</i>
<i>Disability</i>	<i>Lisburn & Castlereagh City Council offers the provision of information in alternative formats on request e.g. braille.</i>

<i>People with and without Dependants</i>	<i>The corporate plan therefore addresses service provision for households with dependents and/or children.</i>
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Part 2. Screening questions

1 What is the likely impact on equality of opportunity for those affected by this activity/policy, for each of the Section 75 equality categories?

Section 75 Category	Details of likely impact – will it be positive or negative? If none anticipated, say none	Level of impact - major or minor* - see guidance below
<i>Religious Belief</i>	<i>None</i>	<i>None</i>
<i>Political Opinion</i>	<i>None</i>	<i>None</i>
<i>Racial Group</i>	<i>Some potential impact for those for who English is not their first language.</i>	<i>Minor, given the provision of the information in other languages on request.</i>
<i>Age</i>	<i>Some impact possible due to age related visual issues and understanding</i>	<i>Minor – mitigations designed into the plan so far as possible.</i>
<i>Marital Status</i>	<i>None</i>	<i>None</i>
<i>Sexual Orientation</i>	<i>None</i>	<i>None</i>
<i>Men & Women Generally</i>	<i>None</i>	<i>No differential impact recognised.</i>
<i>Disability</i>	<i>Potential impact in terms of provision of information to those seeking it.</i>	<i>Minor, as information can be provided within a reasonable timeframe on request.</i>
<i>People with and without Dependants</i>	<i>Potential impact on this category due to projected increase in households in this category.</i>	<i>Minor as the plan addresses the needs of those with children, young people and other dependants.</i>

* See Appendix 1 for details.

2(a) Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

Section 75 Category	IF Yes, provide details	If No, provide details
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Religious Belief	<i>No opportunities to better promote equality identified.</i>	<i>No opportunities to better promote equality identified.</i>
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men & Women Generally		
Disability		
People with and without Dependants		

Equality Action Plan 2021-2025

Does the activity/policy/project being screened relate to an action in the [Equality Action Plan 2021-2025](#)? Yes/No If yes, specify which action.

Theme 1 (Service Provision) Serial 1.2.

Theme 2 (Access to Information) Serial 2.1.

Theme 3 (Our Community) Serial 3.4.

Theme 5 (Training) Serial 5.1; 5.2 & 5.3.

Theme 6 (Policy Development & Business Planning) Serial 6.2.

2(b) DDA Disability Duties (see Disability Action Plan 2021-2025)

Does this policy/activity present opportunities to contribute to the actions in our [Disability Action Plan](#):

- to promote positive attitudes towards disabled people?
- to encourage the participation of disabled people in public life?

Yes/No [delete as appropriate] If yes, give details/specify which action.

Action 1 (Policy Development & Reporting) 1.1: 1.2.

Action 3 (Promotion & Engagement) Serial 3.2.

Action 4 (Communication & Accessibility) Serial 4.1.

3 To what extent is the activity/policy/project likely to impact on good relations between people of different religious belief, political opinion or racial group?

Good Relations Category	Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]	Level of impact – minor/major*
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Religious Belief	Not Applicable	N/A
Political Opinion	Not Applicable	N/A
Racial Group	Positive – By providing information in other languages, which will assist in promoting a sense of inclusiveness.	Minor

*See Appendix 1 for details.

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group? [

Good Relations Category	IF Yes, provide details	If No, provide details
Religious Belief	Not Applicable	N/A
Political Opinion	Not Applicable	N/A
Racial Group	By providing information in other languages, which will assist in promoting a sense of inclusiveness.	Minor

Multiple identity

Provide details of any data on the impact of the activity/policy/project on people with multiple identities. Specify relevant Section 75 categories concerned.

Council recognises that no individual sits exclusively within just one Section 75 group. Consequently as the policy will be applied across all the groups, with appropriate mitigation measures accounted for within the plan as noted above, there is no adverse impact in relation to those individuals with multiple identities expected. However, the plan will be monitored for signs of adverse impacts over time.

Part 3. Screening decision/outcome

Equality and good relations screening is used to identify whether there is a need to carry out a **full equality impact assessment** on a proposed policy or project. There are 3 possible outcomes:

- 1) **Screen out** - no need for a full equality impact assessment and no mitigations required because no relevance to equality, no negative impacts identified or only very minor positive impacts for all groups. This may be the case for a purely technical policy for example.
- 2) **Screen out with mitigation** - no need for a full equality impact assessment but some minor potential impacts or opportunities to better promote equality and/or good relations identified, so mitigations appropriate. Much of our activity will probably fall into this category.
- 3) **Screen in for full equality impact assessment** – potential for significant and/or potentially negative impact identified for one or more groups so proposal requires a more detailed impact assessment. [See Equality Commission guidance on justifying a screening decision.]

Choose only one of these and provide reasons for your decision and ensure evidence is noted/referenced for any decision reached.

Screening Decision/Outcome	Reasons/Evidence
Option 1 Screen out – no equality impact assessment and no mitigation required [go to Monitoring section]	<i>The screening decision is that this policy can be screened out as the corporate plan does not impact on any S75 group except in minor ways that are dealt with by mitigations (see above)</i>
Option 2 Screen out with mitigation – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	N/A
Option 3 Screen in for a full Equality Impact Assessment (EQIA) [If option 3, complete timetabling and prioritising section below]	N/A

Mitigation (Only relevant to Option 2)

Mitigation measures have been noted in the body of the screening template as appropriate.

Can the activity/policy/project plan be amended or an alternative activity/policy introduced to better promote equality of opportunity and/or good relations?

Not Applicable.

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative activity/policy and ensure the mitigations are included in a revised/updated policy or plan.

Not Applicable.

Timetabling and prioritising for full EQIA (only relevant to Option 3)

If the activity/policy has been ‘**screened in**’ for full equality impact assessment, give details of any factors to be considered and the next steps for progressing the EQIA, including a proposed timetable.

Not Applicable.

Is the activity/policy affected by timetables established by other relevant public authorities? **Yes/No.** If yes, please provide details.

Part 4. Monitoring

Public authorities should consider the guidance contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

Effective monitoring will help a public authority identify any future adverse impact arising from the activity/policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and activity/policy development.

What will be monitored and how? What specific equality monitoring will be done? Who will undertake and sign-off the monitoring of this activity/policy and on what frequency? Please give details:

Monitoring will be ongoing throughout the life of the corporate plan, with any changes required being reported by exception. At this stage, reporting on the implementation of the plan is planned to be annual, but other reports may be brought at any point should the need arise.

Part 5 - Approval and authorisation

	Position/Job Title	Date
Screened by: Paul McMinn	Policy Officer	25 th September 2023
Reviewed by:		
Approved by: Caroline Magee	Director of Organisation Development and Innovation	4/10/23

Note: On completion of the screening exercise, a copy of the completed Screening Report should be:

- approved and 'signed off' by a senior manager responsible for the activity/policy
- included with Committee reports, as appropriate
- sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the LCCC website
- shared with relevant colleagues
- made available to the public on request.

Evidence and documents referenced in the screening report should also be available if requested.

Appendix 1 – Equality Commission guidance on equality impact

*Major impact:

- a) The policy/project is significant in terms of its strategic importance;
- b) Potential equality matters are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

Minor impact

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

No impact (none)

- a) The policy has no relevance to equality of opportunity or good relations;
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Updated Template @ Oct 2022

Rural Needs Impact Assessment (RNIA) Template

x

SECTION 1 - Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority.

Lisburn & Castlereagh City Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016.

Lisburn & Castlereagh City Council Corporate Plan and Ambitions 2024/2028

1C. Please indicate which category the activity specified in Section 1B above relates to.

Developing a	Policy <input type="checkbox"/>	Strategy <input checked="" type="checkbox"/>	Plan <input type="checkbox"/>
Adopting a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Implementing a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Revising a	Policy <input type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>
Designing a Public Service	<input type="checkbox"/>		
Delivering a Public Service	<input type="checkbox"/>		

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above.

The development of a Corporate Plan and Ambitions, 2024/2028

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service.

This is a new corporate plan, following on from the previous Corporate and Interim Corporate Plans (2018-2022 and 2021-2024). This will serve as one of the core documents to inform the work of the council over the next four years. The aim of the corporate plan is to provide a source document for Members, Officers and the general public that sets out the key priorities and themes for the council.

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).

Other Definition (Provide details and the rationale below).

A definition of 'rural' is not applicable.

Details of alternative definition of 'rural' used.

Not Applicable

Rationale for using alternative definition of 'rural'.

Not Applicable

Reasons why a definition of 'rural' is not applicable.

Not Applicable

SECTION 2 - Understanding the impact of the Policy, Strategy, Plan or Public Service

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes No If the response is **NO** GO TO Section **2E**.

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

The implementation of the corporate plan is likely to have a positive impact on people in rural areas by providing information on a range of goals & objectives that the council intends to achieve over the next four years. The corporate plan will help to address access to services among those living in rural areas through, for example, measures which improve urban-rural linkages (e.g. through the provision of digital services etc.) and improve access to key services. The corporate plan will assist in addressing social isolation among vulnerable people living in rural areas through, for example, its links with the council's community plan and those objectives adopted by the council's Leisure & Community Wellbeing department. Including measures which promote positive wellbeing, increase opportunities for social engagement and providing support to groups at risk of social isolation.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

The corporate plan does not target any specific groups, but there may be incidental benefits for particular groups in rural areas, as the plan has been developed after a wide ranging consultation process. However, this is not the main aim of the plan.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or Public Service is likely to primarily impact on.

Rural Businesses	<input checked="" type="checkbox"/>
Rural Tourism	<input checked="" type="checkbox"/>
Rural Housing	<input checked="" type="checkbox"/>
Jobs or Employment in Rural Areas	<input checked="" type="checkbox"/>
Education or Training in Rural Areas	<input type="checkbox"/>
Broadband or Mobile Communications in Rural Areas	<input checked="" type="checkbox"/>
Transport Services or Infrastructure in Rural Areas	<input type="checkbox"/>
Health or Social Care Services in Rural Areas	<input checked="" type="checkbox"/>
Poverty in Rural Areas	<input checked="" type="checkbox"/>
Deprivation in Rural Areas	<input type="checkbox"/>
Rural Crime or Community Safety	<input checked="" type="checkbox"/>
Rural Development	<input checked="" type="checkbox"/>
Agri-Environment	<input type="checkbox"/>
Other (Please state)	<input type="text"/>

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

Not Applicable

SECTION 3 - Identifying the Social and Economic Needs of Persons in Rural Areas

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No If the response is **NO** GO TO Section **3E**.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

Consultation with Rural Stakeholders	<input checked="" type="checkbox"/>	Published Statistics	<input checked="" type="checkbox"/>
Consultation with Other Organisations	<input checked="" type="checkbox"/>	Research Papers	<input type="checkbox"/>
Surveys or Questionnaires	<input checked="" type="checkbox"/>	Other Publications	<input type="checkbox"/>
Other Methods or Information Sources (include details in Question 3C below).			<input type="checkbox"/>

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

The process of identifying the areas for inclusion in the Corporate Plan included eight internal workshops. These were held with Members, including those representing rural communities, CMT, Heads of Service and a random selection of employees from all levels of the organisation and took place throughout the summer. All were asked a set of questions regarding what matters most to our communities, what we would want the Council area to be in twenty years' time and what are the projects, community work, economic drivers and partnerships needed to help us meet our ambitions.

A statistical analysis was undertaken which identified the key thematic findings from the workshops. Using themes of Civic Leadership, People, Prosperity and Planet, the data was grouped into the theme it fitted best within in.

This approach allowed interpretation of the data in a number of useful and practical ways that fit with measures already introduced by regional government, prior to the consultation entering its public phase.

The plan will now be issued for wider public consultation.

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

People living in rural areas can experience issues differently to people in urban areas, due to issues relating to geographical isolation, lower population density and the dispersed nature of many rural settlements. Living in a rural area can also exacerbate the effects of poverty and social isolation for certain groups. For example additional costs of living in a rural area such as higher fuel or transport costs can have a greater impact on people on low incomes while some groups such as young people or people with disabilities may experience greater difficulties accessing transport services in rural areas than in urban settings. Access to good telecommunications is also beneficial in terms of individual quality of life particularly in relation to issues such as social connectedness, wellbeing, improving knowledge and skills and enhanced confidence, pleasure and enjoyment. The council is aware that, although internet services have improved in rural areas, quality of access is still poorer for rural than urban premises.

If the response to Section 3A was **YES** GO TO Section 4A.

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

Not Applicable.

SECTION 4 - Considering the Social and Economic Needs of Persons in Rural Areas

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

The council has considered the potential impact of the corporate plan on those living in rural areas, including vulnerable groups, and how living in a rural areas can exacerbate the effects of poverty and social isolation in particular.

The council has also looked at effects that living in a rural area can have on financial poverty, accessing key services and social isolation and at potential measures for alleviating the effects.

The council has identified opportunities for it to work together with its partners in seeking to help address the issues identified around poverty and social isolation in rural areas and a need for a more flexible approach in identifying suitable measures.

The council has also recognised a need for more new and innovative approaches to dealing with the issues in rural areas which take account of particular circumstances which people in rural areas face.

SECTION 5 - Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes No If the response is **NO GO TO Section 5C.**

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been influenced by the rural needs identified.

The development of the new corporate plan has taken account of the needs of people in rural areas in relation to the four themes that were identified via the consultation process, in particular in relation to access difficulties and social isolation by providing for the development of measures aimed specifically at alleviating the impact of access poverty and social isolation among people in rural areas.

It also encourages the council's partners to work together through the council's community plan and the corporate plan to assist in delivering such measures and promotes the sharing of information and best practice between the partners to improve knowledge and understanding of the needs of people in rural areas.

It also encourages the development of new and innovative solutions to addressing access poverty and social isolation in rural areas which take account of the particular circumstances facing people in rural areas.

If the response to Section 5A was YES GO TO Section 6A.

5C. Please explain why the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or the delivery of the Public Service, has NOT been influenced by the rural needs identified.

Not Applicable

SECTION 6 – Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance.

I confirm that the RNIA Template will be retained and relevant information compiled.

Rural Needs Impact Assessment undertaken by:	Paul McMinn
Position/Grade:	Policy Officer
Division/Branch	Organisation Development & Innovation
Signature:	
Date:	26 September 2023
Rural Needs Impact Assessment approved by:	Caroline Magee
Position/Grade:	Director of Organisation Development and Innovation
Division/Branch:	Organisation Development and Innovation
Signature:	
Date:	4 October 2023

Committee:	Corporate Services
Date:	11 October 2023
Report from:	Head of Corporate Communications & Administration

Item for:	Decision
Subject:	Building Illuminations

1.0 Background and Key Issues

- A number of Members have questioned the effectiveness of illuminating the civic building in promoting awareness of charities under the Council's Illuminations policy.
- Members asked for a report to be brought to Corporate Services Committee providing further information.
- A social media evaluation of Building Illuminations was undertaken over a 12 month period (June 2022 – June 2023). The analysis is attached at Appendix 1. The report includes details of other Councils that engage in this activity and some testimonial from the charities we support.
- Engagement has also taken place with the current Mayor and Chair of Corporate Services as well as previous Mayors and Chairs.

1.2 Key Findings

- Reach and engagement for the top performing social media posts related to illuminations are well below the general levels for other content.
- The charities themselves engage well with the posts, however it still doesn't achieve sufficient reach or engagement.
- The number of occasions within the past 12 months where requests have been considered under "exceptional circumstances" has increased which is making the policy difficult to apply.
- Better known charities/causes/awareness days and those that are naturally more emotive (e.g. baby loss, childhood cancer etc.) get higher engagement as users already know of them and are more likely to engage to show their support.
- 10 Councils currently illuminate their buildings for charitable causes/special events/national days. Most use graphics or photos of the illuminated building only in the social content – no photography.
- Charities were very positive about the impact they feel the illuminations have in promoting awareness.
- The Mayor and Chair of Corporate Services are keen to involve Members in determining if building illuminations should continue and if not, what alternative methods could be

	considered to support charities and worthy causes. They have asked for a small working group of Elected Members to be set up to take forward this work.	
2.0	<p>Recommendation</p> <ul style="list-style-type: none"> • It is recommended that the Committee notes: <ul style="list-style-type: none"> ○ the establishment of an All Party Working Group to consider the Illumination Policy and explore alternative options to support charities; ○ that the group will report recommendations to the Committee in January 2024; and ○ that Party Group Leaders are asked to nominate one Member to represent their party and provide the name to the Acting Member Services/PCSP Manager. 	
3.0	<p><u>Finance and Resource Implications</u></p> <ul style="list-style-type: none"> • None at this stage 	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	Will be applied to any outcomes. All parties on council represented.
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	Not applicable at this stage
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	Will be applied to any outcomes
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	Not applicable at this stage

Appendices:	Appendix 1 Building Illumination Social Media Evaluation Report
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Evaluation of Building Illumination Posts on Social Media 2022/23

1: Top Building Illuminations on Facebook and Twitter

Facebook				Twitter			
Post	Reach	Engagement	Charity Shared	Post	Reach	Engagement	Charity Shared
10/09/22 Passing of the Queen	15,884	1,140 (7.2%)	N/A	31/01/23 Stepping Stones 25yrs	6,284	56 (0.9%)	Yes
19/02/23 National Heart Month	9,469	181 (1.9%)	Yes	10/10/22 World Mental Health Day	2,185	63 (2.9%)	No
11/11/22 Remembrance	9,439	522 (5.5%)	N/A	25/09/22 National Police Memorial Day	2,113	73 (3.5%)	N/A
06/05/23 - 08/05/23 Coronation	8,055	526 (6.5%)	N/A	30/07/22 Pride Day	1,718	71 (4.1%)	N/A
23/03/23 National Day of Reflection COVID	7,688	147 (1.9%)	No	18/10/22 Anti-Slavery Day	1,556	17 (1%)	No

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2: Top Posts on Facebook and Twitter

Facebook			Twitter		
Post	Reach	Engagement	Post	Reach	Engagement
24/11/22 Christmas Toy Shop Opening	154,149	40,309 (26.1%)	19/05/23 LCCC Election Announcement	127,879	3,054 (2.3%)
03/10/22 Industrial Action Update	77,050	40,632 (52.7%)	19/05/23 LCCC Election Announcement	87,331	1,644 (1.8%)
21/03/23 Guess How Much I Love You	38,998	6,963 (17.8%)	20/10/22 Grab & Go Bag	36,900	1,708 (4.6%)
13/09/22 King Charles Visit to Royal Hillsborough	26,265	11,684 (44.4%)	19/05/23 LCCC Election Announcement	20,539	439 (2.1%)

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3: Do other Council Light Up their Buildings?

Antrim & Newtownabbey	Ards & North Down	ABC	Belfast City Council	Causeway Coast & Glens	Derry City & Strabane	Fermanagh & Omagh	Mid & East Antrim	Mid Ulster	Newry, Mourne & Down
Yes	No	Yes	Yes	Yes (Very little coverage on social media)	Yes	Yes	No	Yes	Yes

4: Feedback from Charities

“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**

“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**

“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**

“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**

Committee:	Corporate Services
Date:	11 th October 2023
Report from:	Head of Finance

Item for:	Decision
Subject:	Car Parking bad debt write off

1.0 Background and Key Issues

1. The provision of off street car parking transferred to Local Councils on 1 April 2015. While Councils retain responsibility for the overall financial management of the function, they have delegated operational management to an independent contractor and the Department for Infrastructure (DfI).
2. Councils were given all of the debt prior to 01/04/2015 relating to the car parks and a bad debt provision.
3. The Council must approve the write off of the car park debts (including those before 01/04/2015), to enable DfI to remove the actual write off in the PCN IT system.
4. Below are the bad debts that have been recommended for write off:

FY	PCN's from April 2015
2013/14	£ 270.00
2015/16	£ 2,295.00
2016/17	£ 1,755.00
2017/18	£ 945.00
2018/19	£ 405.00
2019/20	£ 945.00
2021/22	£ 540.00
2022/23	£ 1,935.00
2023/24	£ 540.00
Grand Total	£ 9,630.00

5. The individual amounts within the bad debts range from £90 to £135.00 and from a period of September 2013 to July 2023. Details have been provided by DfI of the actions carried out to try to recover the above debts to Finance.
6. There remains a number of outstanding debts in relation to the car parking charges. DfI are actively pursuing these debts and have recommended we do not write off these additional amounts at present.
7. The Council has made a provision within the balance sheet should any of these additional debts have to be written off. The current balance held for bad debts in relation to car parking is £71,238. This is reviewed at each year-end based on the information provided to the finance unit.

2.0	<p><u>Recommendation</u></p> <p>It is recommended that the debt recorded is approved to be written off the ledgers of the Department for Infrastructure.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>To be funded through provision held in balance sheet</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out</p> <p>Neutral impact on Section 75 groups.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>The outcome of the decision will not have a negative impact on rural needs.</p>	

Appendices:	
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Committee:	Corporate Services Committee
Date:	11 th October 2023
Report from:	Director of Regeneration and Growth (Donal Rogan)

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	N/A
When will a redacted report become available:	Redacted report to be provided to Member Services Unit following ratification and signing of contracts.
The report will never become available:	N/A

Item for:	Noting
Subject:	Report on Tender Awards

1.0	<p><u>Background and Key Issues</u></p> <p>Currently under the terms of the Councils Scheme of Delegation and terms of reference for the new committee structures, certain tenders can be awarded as follows, “(I) If the Most Economically Advantageous Tender (MEAT), lowest, or only tender received is recommended for award, officers of the Council have delegated authority on acceptance but a report must be submitted to the relevant Committee for noting. In all other cases a detailed report must be submitted to the relevant Committee for approval. If the expenditure is to be funded by a loan, the report should seek approval for this.”</p> <p>Following consideration of the reporting of Tenders it was agreed that all tenders awarded under the Scheme of Delegation would be brought to the attention of the Corporate Services Committee for Noting.</p> <p><u>Key Issues</u></p> <p>Interested Contractors were invited to submit tenders through the eTendersNI portal and tenders were returned as follows;</p> <ol style="list-style-type: none"> 1. T22/23-076 tender for the collection, transportation, recycling and/or recovery of waste wood from household recycling centres 2. Aberdelghy Golf Course 4 Bay Driving Range and Store <p>The above tender competition was unlocked by the Procurement Officer, the relevant Head of Service approved the tender opening reports and the tenders were forwarded to the contract management leads within each responsible Service Unit for evaluating against the agreed criteria.</p> <p>Enquiries have been made to contractors who showed initial interest in requesting tender information, but who did not make a return to ascertain why they did not submit a tender.</p> <p>The tenders were assessed and recommended for award as detailed in the Tender reports (see attached Appendices). In each case, the successful tenderer recommended was either the MEAT, lowest or only compliant tender cost received.</p>
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2.0	<p><u>Recommendation</u> It is recommended that Members note the award of the tenders for the various contracts noted above and detailed within the attached Appendices. It is further recommended that Members approve the signing and sealing of the Tender documents as necessary.</p>	
3.0	<p><u>Finance and Resource Implications</u> Budget provision has been included in the annual estimates.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out;</p> <p>The Contracts are deemed to benefit all section 75 groups equally and therefore it was deemed that no screening was required.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>A Rural Impact Assessment is deemed not to be required as these are contracts for works and services and will apply equally to all communities across the Council area</p>	

Appendices:	APPENDIX XX1 – Summary Tender Awards APPENDIX XX2 – Service Unit Tender Reports
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Summary of Tenders awarded.

	TENDER TITLE	SUPPLIER AWARDED	TENDER VALUE
1	Tender For The Collection, Transportation, Recycling And/Or Recovery Of Waste Wood From Household Recycling Centres	R Heatrick Limited, T/A Skipway, 341 Tandragee Road, Portadown, BT62 3RB	Cost per Tonne: [REDACTED]
2.	Aberdelghy Golf Course 4 Bay Driving Range and Store	Steeltech NI Sheds, 412 Cushendall Road, Rathkenny, Ballymena, BT43 6QE	Total Cost: [REDACTED]

Departmental Tender Reports

1.



TENDER REPORT FOR

**T22/23-076 TENDER FOR THE COLLECTION,
TRANSPORTATION, RECYCLING AND/OR
RECOVERY OF WASTE WOOD FROM HOUSEHOLD
RECYCLING CENTRES**

Tender Returns

Following tendering of this project, tenders were returned from two contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on Friday 30th June 2023 at 12:47pm.

The tender opening report was approved by the Head of Waste and Operational Services on Friday 30th June 2023 at 13:06pm.

Tenders were returned from the following contractors:

1. R Heatrick Limited, [REDACTED]
T/A Skipway,
341 Tandragee Road
Portadown
BT62 3RB

[REDACTED]

The tenders were passed to Waste & Operational Services for evaluation and information, checked by:

- 1) Tim Smith – Waste Services & Contracts Manager
- 2) Noeleen O'Malley – Policy & Development Manager

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which has pass/fail. If they fail on one then the contractor's price would not be considered.

Two tenders were evaluated on the information they provided.

[REDACTED]

[REDACTED]

Stage 2 - Arithmetic Errors

As per the procedures set out in “Conditions of Tendering” the lowest tender from R Heatrick Limited was arithmetically checked.

Tenders were ranked with the tender with the lowest price being awarded the contract.

<u>Tenderer</u>	<u>Cost per Tonne</u>	<u>Rank</u>
R Heatrick Limited		1 st

Recommendation

It is recommended that the contract is awarded to R Heatrick Limited, T/A Skipway, 341 Tandragee Road, Portadown, BT62 3RB, being the most economical advantageous tender.

Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

2.



**Lisburn &
Castlereagh
City Council**

TENDER REPORT FOR

**ABERDELGHY GOLF COURSE 4 BAY DRIVING
RANGE AND STORE**

Tender Returns

Following tendering of this project, tenders were returned from four Contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on Thursday, 6th April 2023. The tender opening report was approved by the Head of Assets.

Tenders were returned from the following contractors:

[REDACTED]

[REDACTED]

[REDACTED]

4. Steeltech NI Sheds
412 Cushendall Road
Rathkenny
Ballymena
BT43 6QE

[REDACTED]

The tenders were passed to Assets for evaluation and information, checked by:

Keith Fleming Technical Officer (Assets)
Roy Skillen Secretary Manager (Aberdelghy Golf Club)

Open Tender Evaluation

Stage 1 – Evaluation Criteria

The tenderers were required to meet a number of Council mandatory criteria which has pass/fail. If they fail on one then the contractor's price would not be considered.

Four tenders were evaluated on the information they provided.

All clarifications were received on time.

[REDACTED]

[REDACTED]

Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender from:-

<u>Contractor</u>	<u>Tender Price</u>	<u>Rank</u>
Steeltech NI Sheds	[REDACTED]	1
[REDACTED]	[REDACTED]	2
[REDACTED]	[REDACTED]	3

Arithmetical checks were carried out on the lowest tender as set out in the contract documents. The schedule contained no arithmetic errors, so cost of tender was correct.

Recommendation

It is recommended that the Tender is awarded to Steeltech NI Sheds in the sum of [REDACTED] + VAT being the lowest Tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

Committee:	Corporate Services Committee
Date:	11 th October 2023
Report from:	Head of HR & OD

CONFIDENTIAL REPORT

Reason why the report is confidential:	Relates to Staff
When will the report become available:	Post Ratification
When will a redacted report become available:	<i>Redacted report to be provided to Member Services Unit along with report for committee</i>
The report will never become available:	

Item for:	Decision
Subject:	Exercise Referral Officer – Increase in Substantive Headcount

1.0	<p><u>Background and Key Issues</u></p> <p>The Council has a well-established cardiac rehabilitation programme, and cancer rehabilitation is delivered via Macmillan Cancer Support.</p> <p>Demand for Health & Wellbeing services is increasing, including in relation to Health Referral and Rehabilitation programmes.</p> <p>In other areas of the industry, rehabilitation programmes are delivered for health issues including but not limited to; diabetes, obesity & long Covid. The majority are subsidised by the Public Health Authority (PHA).</p> <p>There is currently a waiting list of 80 members of the public who have been identified through their GPs to start on our rehabilitation programme, 38 are for Lough Moss. These individuals cannot be facilitated with our current resources.</p> <p>A significant proportion of our current waiting list suffer from long Covid.</p> <p>In the 22/23 year there were 101 clients who completed a 12 week programme at Lagan Valley Leisureplex (LVLP). The PHA pays █████ for each completed referral, equating to an income of █████ for last year.</p> <p>62 of these 101 continued on a 3 month post Physical Activity Referral Scheme (PARS) offering (discounted Vitality membership).</p> <p>In 23/24 to date, utilising 1.0 FTE, there have already been 197 clients who have or are about to complete their 12 weeks course. Equating to █████ in PHA income, and assuming a 20% Vitality conversion rate would be a further █████ annually.</p> <p>The service is life changing for many clients, and many of those who take up Vitality as a result do so on a long term basis.</p> <p>Increasing our range of programmes presents a commercial opportunity for the Council. In addition, it will benefit the Health & Wellbeing of our residents.</p>
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	<p>The opportunity also exists to expand delivery of these programmes across a wider range of existing sites, including to Lough Moss where we already have a waiting list.</p> <p>To take advantage of the commercial opportunity available, additional working time for this role is required.</p> <p>There is currently a 0.5 Full Time Equivalent (FTE) vacancy within Sports Services for an Exercise Referral Officer. A single 1.0 FTE Exercise Referral Officer role is already filled.</p> <p>Approval is sought to convert this substantive 0.5 FTE role to 1.0 FTE – taking total FTE of Exercise Referral Officers from 1.5 to 2.0.</p>	
2.0	<p><u>Recommendation</u></p> <p>It is recommended that members agree to increase the hours of the post in the substantive structure by 0.5 to a total of 2.0 FTE.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>Increasing the posts hours would increase salary costs by █████ per annum.</p> <p>This is based on current salary amounts, and assuming any selected individual begins at the lowest point (usual practice).</p> <p>The budget for the current financial year would not be increased, due to savings from vacancies elsewhere in the Unit, this will be budgeted for in subsequent years. Income targets will also be increased as part of the budgeting process, which will offset the additional staff cost.</p> <p>It is anticipated that the combined PHA funding & new memberships generated by this post would result in a net gain for the Council.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	There is no anticipated negative equality impact for any protected group. It will be potentially advantageous to individuals with certain disabilities.
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	No direct impact on rural communities.

Appendices:	N/A
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Committee:	Corporate Services Committee
Date:	11 th October 2023
Report from:	Head of HR & OD

CONFIDENTIAL REPORT

Reason why the report is confidential:	Relates to Council Finances
When will the report become available:	Post Ratification
When will a redacted report become available:	<i>Redacted report to be provided to Member Services Unit along with report for committee</i>
The report will never become available:	

Item for:	Decision
Subject:	Hosting of Local Government Training Group Including Increasing Costs

1.0	<p><u>Background and Key Issues</u></p> <p>The Local Government Training Group (LGTG) is a shared resource which has provided learning and development provision and capacity building programmes based on the needs of all 11 Councils in Northern Ireland.</p> <p>The administrative operation of the LGTG has, since 2017, been managed by Lisburn and Castlereagh City Council under a Service Level Agreement and this was previously agreed to remain in place until 31 March 2024. Council receives an income of [REDACTED] for hosting the service.</p> <p>Funding for the LGTG is derived from contributions from each Council.</p> <p>The LGTG is currently chaired by John Kelpie, Chief Executive of Derry City and Strabane District Council.</p> <p>Hosting requirements were considered by SOLACE at their meeting of 2nd June 2023. The paper they were presented with is included as Appendix 1.</p> <p>SOLACE agreed that option 1 was the most appropriate way forwards:</p> <p>“LCCC continues to host the LGTG in the current arrangements on the basis of costs outlined in budget table, this requires an increase in contributions of [REDACTED] for 2024/25.”</p> <p>Individual Council contributions are based on the relative rateable value of the Council.</p> <p>The most recent rateable value is for 2023/24, which would see Lisburn & Castlereagh City Council contribute [REDACTED] of the total cost.</p> <p>Against the 2023/24 budget, this rateable value would result in a total contribution of [REDACTED], which has been budgeted for within the training budget for 2023/24.</p> <p>This contribution will increase to a total of [REDACTED] in 2024/25. A comparable increase of [REDACTED].</p>
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2.0	<p><u>Recommendation</u></p> <p>It is recommended that members agree to LCCC continuing to host the LGTG up to the end of the 2028/29 budget year noting the increase in contributions that this will result in which are offset against the income received for hosting.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>This will increase the Council's contribution value, which will be a new total of █████ in 2024/25. This is budgeted for within the training budget on a yearly basis. Council receives an income of █████ for hosting the service in 2024/25, resulting in a net cost to the Council of █████.</p> <p>As noted in Appendix 1, it is anticipated that overall costs of the LGTG will continue to increase at a staggered rate, with the income LCCC also increasing at a staggered rate to offset this. This is budgeted for within the training budget on a yearly basis.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out	The decision of whether to continue hosting LGTG & the increase in cost would not have an equality impact.
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.	There are no anticipated impacts to rural communities as a result of continuing this arrangement,

Appendices:	Appendix 1: █████
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Committee:	Corporate Services
Date:	11 th October 2023
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After full Council
The report will never become available:	

Item for:	Noting
Subject:	Noting of bad debt write offs – July to September 2023

1.0	<p><u>Background and Key Issues</u></p> <ol style="list-style-type: none"> 1. In accordance with section 6 of the Accounting Manual, no item should be written off as a bad debt unless all possible steps have been taken to recover the amount. 2. All bad debts of £500 and less may be written off by the Director of Finance and Corporate Services. Bad debts in excess of this amount may only be written off when authorised by the Corporate Services Committee. 3. Section 6.6 of the Accounting Manual states that a summary report of the bad debts that have been written off by the Director Services should be reported to Council for information on a quarterly basis. 4. There were no debts approved to be written off in Quarter 1 of the 2023/24 year. 5. Below is a summary for Member’s information of the debts written off following approval by the Director in quarter 2 of the current financial year (July to Sept 2023): <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Write Off (Net)</th> <th style="text-align: left;">Reason</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="background-color: black; height: 80px;"></td> </tr> </tbody> </table> 6. The cost of bringing a debt to small claims court is £39. <table style="width: 100%; margin-top: 10px;"> <tr> <td style="background-color: black; height: 60px;"></td> </tr> </table> 	Name	Write Off (Net)	Reason				
Name	Write Off (Net)	Reason						

2.0	<p><u>Recommendation</u></p> <p>Members should note the above information in relation to bad debts that have been approved for write off by Director of Finance and Corporate Services.</p>	
3.0	<p><u>Finance and Resource Implications</u></p> <p>A bad debt provision was made as part of the year end accounts, which included the above debts.</p>	
4.0	<p><u>Equality/Good Relations and Rural Needs Impact Assessments</u></p>	
4.1	Has an equality and good relations screening been carried out?	No
4.2	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>Neutral impact on Section 75 groups.</p>	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out.</p> <p>The outcome of the decision will not have a negative impact on rural needs.</p>	

Appendices:	
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Committee:	Corporate Services
Date:	11 th October 2023
Report from:	Head of Finance

CONFIDENTIAL REPORT

Reason why the report is confidential:	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
When will the report become available:	
When will a redacted report become available:	After Full Council
The report will never become available:	

Item for:	Noting
Subject:	Management Accounts – Period 5 2023/2024

1.0	<p><u>Background and Key Issues</u></p> <p>Period 5- Management Accounts</p> <ol style="list-style-type: none"> 1. Attached is the set of Management Accounts for the period ended 31st August 2023 (Period 5). 2. This shows a summary of the current position for each Directorate along with 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 £1,832k below the approved estimates (7.55% underspend) for the financial year 2023/2024. This is the position including costs funded from earmarked reserves, which are listed separately in the appendix. 4. The underspend as at period 5 of £1,832k (including items funded from reserves) is summarised below: <ul style="list-style-type: none"> • Payroll Underspend - £656k • Non-payroll overspend - £93k • Income Overachievement - £1,269k <p><i>Analysis of current position</i></p> <ol style="list-style-type: none"> 5. In terms of <i>payroll</i> expenditure, there was a significant focus on recruitment in recent months. The Council is still experiencing difficulty in recruiting/ filling a range of specific posts across the organisation and agencies are unable to provide alternative temporary resource. <div style="background-color: black; height: 15px; width: 100%; margin-top: 10px;"></div>
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7. In terms of *non-payroll* there are a number of factors which contribute towards the draft year-end overspend position:

8. Utility costs - Costs were £690k under profiled budget for period 5 (£780,010 actual vs £1,469,834 budget) primarily due to the extension of the Government Energy Scheme which has been confirmed until 31 March 2024



11. In terms of *income*, there are areas which underachieved which have been offset by areas that have overachieved. Some of the key income streams and performance are detailed below:

- Vitality membership tracking income at 69.85% ahead of budget (actual £900,420 v budget £530,118).
- Golf Course income is performing better than anticipated, (£715,156 actual v £473,710 budget) achieving 51% over planned budget at P5.
- Trade Waste collection is slightly below budget (£406,480 actual v budget £424,000).
- MRF (Material Recovery Facilities which deals with sorting waste) income is significantly below the period 5 budget with income at £8,956 compared to a p5 budget of £42,068.
- Investment income continue to achieve substantially above budget with income at £365,587, compare to a period 5 budget of £112,500. This is due to the increase in investment interest rates and the levels of cash the Council has currently to invest.
- Income for building control was 3.6% below budget (£442,367 actual v £458,732 budget).
- Planning fees income is tracking at 17% below budget with actual income of £387,962 compared to period 5 budget of £468,748



12. Penny Product

- The Penny Product is the revenue raised for a District Council by one penny of District rates and is made up of 3 components - District Rates, De Rating Grant and Transferred functions Grant.

- LPS provide a forecasted outturn to Finance in relation to the Penny Product. The forecasted position is a negative outturn of £195,827. This is expected to change over the next number of months as challenge cases are reviewed. NB A negative outturn would mean that LPS would clawback monies from the Council.
- De-rating grant – A forecasted outturn for quarter 1 is a negative outturn of £103,752. The de rating grant relates to an allowance for non-domestic properties that qualify for relief.
- Transferred Function Grant – this is set during the estimates process and does not change throughout the year.

Ongoing Financial Risks for 2023/2024

13. Payroll

- Whilst the Council has appointed a number of new staff, the recruitment market remains challenging. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.

14. Non Payroll

- Inflation, although reduced in August, continues to remain high. (6.7% in August 23)

- Increasing prices for current and new contracts, including vehicle material costs remains a risk

- Grove Facility – As part of the estimates process for 2023/2024, it was agreed that the operating budget for Grove Activity Centre would be removed due to the anticipated community transfer of the asset. As the asset has not transferred, the operating costs for the centre will need to be funded from reserves.

15. Capital/construction costs

- As with revenue projects, there is a risk of increasing contractors prices in relation to capital projects which have not yet been tendered.

16. Central Government Funding Pressures

- There have been a number of communications received from various Central Government/3rd Party bodies in relation to potential reductions in funding. Work is ongoing to analyse the potential impact of reductions.
- In the absence of funding for the delivery of Animal Welfare, this statutory function will have to be covered by Council. This is a regional service delivered in collaboration with the other 10 councils. There are a number of fixed and variable costs associated with the service delivery. It is anticipated that the budget required to deliver the service for LCCC is approximately £80k for the remainder of the current financial year. There is no financial provision within the current budget as funding had been anticipated.

17. Analysis of potential funding pressures for all Councils is being carried out.

18. The Association of Local Government Finance Officers (ALGFO) continue to liaise with DfC on a regular basis in relation to funding pressures.

Moving Forward

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

2.0 **Recommendation**

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

3.0 **Finance and Resource Implications**

As Above

4.0 **Equality/Good Relations and Rural Needs Impact Assessments**

4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out Neutral impact on Section 75 groups.	
4.3	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
4.4	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out. The outcome of the decision will not have a negative impact on rural needs.	

LISBURN AND CASTLEREAGH CITY COUNCIL
2023/2024 MANAGEMENT ACCOUNTS

Period 5

2023/24

SUMMARY BY DIRECTOR

	Annual Budget	YTD P5	YTD P5	Variance	
	£	Act & Comm £	Budget £	£	%
Organisation Development & Innovation	3,966,910	2,031,063	2,231,282	(200,218)	-8.97%
Finance & Corporate Services	5,501,130	1,911,572	1,982,070	(70,498)	-3.56%
Governance & Audit	680,330	182,857	183,578	(720)	-0.39%
Community Health & Wellbeing	16,269,550	5,868,404	7,283,019	(1,414,614)	-19.42%
Environmental Services	22,223,500	9,107,346	9,318,936	(211,589)	-2.27%
Regeneration & Growth	6,873,020	3,012,370	3,281,183	(268,814)	-8.19%
Total	55,514,440	22,113,614	24,280,067	(2,166,453)	-8.92%

Costs excluded from above covered by reserves:

Grove Activity Centre (no budget)		75,275		75,275	
Spend to save - Parks & Amenities equipment		104,480		104,480	
Kings Coronation		56,515		56,515	
Community grants additional spend		97,789		97,789	
Total	55,514,440		24,280,067		

RISKS - Costs projected for remainder of Fin Year

De-rating penny product q1	103,752	103,752
Actual penny product	195,827	195,827
Government funded programmes-risk of funding gap,e.g. Animal welfare		80,000
Election costs expected overspend		124,000
TOTAL RISKS		503,579

In the absence of funding for the delivery of Animal Welfare, this statutory function will have to be covered by Council. Approx cost impact of £80k.

Mainly due to higher costs from EONI

OPPORTUNITIES -

Delay in awarding Residual Waste Treatment Contract		
Cost reduction in utilities - calculated on a straight line basis	1,153,979	1,153,979
TOTAL OPPORTUNITIES		1,153,979

Payroll/non Payroll/ Income Summary per Directorate to Period 5

Explanation

Organisation Development & Innovation	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	
	£	£	£		
Payroll	2,048,070	846,420	969,145	(122,725)	Underspend in payroll mainly due fewer apprentices employed than expected and two vacant HOS posts that are currently being recruited.
Non-Payroll	2,270,340	1,406,659	1,487,007	(80,349)	Various small underspends in HR- training/ Development/ health & well Being
Income	(351,500)	(222,015)	(224,870)	2,855	LG TG monthly accrual to offset expenditure.
Total Net - Organisation Development & innovation	3,966,910	2,031,063	2,231,282	(200,218)	-8.97%

Finance & Corporate Services	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	
	£	£	£		
Payroll	3,783,300	1,585,091	1,563,259	21,831	On budget
Non-Payroll	2,731,970	998,258	829,789	168,469	Legal costs overspent on profiled budget (although is still within annual budget) , along with small overspends in other areas(eg Civic functions) due to profiling and year end adjustments . Utilities are underspent at month 5 and will be monitored to see if this trend will continue during winter months.
Income	(1,014,140)	(671,776)	(410,979)	(260,798)	Increased interest on invested funds.
Total Net - Service Support	5,501,130	1,911,572	1,982,070	(70,498)	-3.56%

Governance & Audit	Annual Budget	YTD P5 Act & Comm	YTD P5 Budget	Variance	Explanation
	£	£	£		
Payroll	608,710	147,877	144,483	3,394	Small overspend due agency costs covering vacant post.
Non-Payroll	71,620	35,481	39,095	(3,614)	Internal audit budget not spent but offset by Audit manager costs
Income	-	(500)	-	(500)	On budget
				-	
Total Net - Governance and Audit	680,330	182,857	183,578	(720)	-0.39%

Community Health & Wellbeing	Annual Budget	YTD P5	YTD P5	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	14,352,290	5,754,454	5,952,658	(198,203)	Underspend is mainly driven by P&A weekly payroll and in Sports Services Salaries & wages - this underspend is partly due to unfilled posts and acting up positions starting on lower scale points but needs further investigation
Non-Payroll	10,338,460	4,502,774	4,865,349	(362,574)	This mainly due to substantial underspends in utility costs and maintenance contracts because of lower prices than expected and also there are some other areas of underspend which are due to budget profiling. The overspend in Community grants is covered by reserves
Income	(8,421,200)	(4,388,824)	(3,534,988)	(853,836)	Sport services income in Vitality, DIIb and Golf club are well over anticipated budget. Footfall has increased in all areas and in particular the indoor areas have had greater use due to the wet summer
Total Net - Community Health & Wellbeing	16,269,550	5,868,404	7,283,019	(1,414,614)	-19.42%

Environmental Services	Annual Budget	YTD P5	YTD P5	Variance	Explanation
		Act & Comm	Budget		
Payroll	12,395,610	5,025,228	5,166,736	(141,508)	Unfilled posts in all areas - for Building control this is related to the slow down in current market . In Environmental health there are some vacant posts and other posts not all filed due to acting up .
Non-Payroll	13,631,230	5,722,930	5,917,269	(194,340)	This is mainly driven by decreases in utility and fuel prices . Waste haulage costs at the moment are lower than budget, although this could change depending on outcome of future waste plans.
Income	(3,803,340)	(1,640,811)	(1,765,070)	124,258	Underachievement in income at Period 4 is due to the withdrawal of Animal Welfare funding and profiling issues in relation to recycling income. Whilst Building Control income is still underachieving it has continued to show signs of recovery.
Total Net - Environmental Services	22,223,500	9,107,346	9,318,936	(211,589)	-2.27%

Regeneration & Growth	Annual Budget	YTD P5	YTD P5	Variance	Explanation
		Act & Comm	Budget		
Payroll	5,615,030	2,154,417	2,373,966	(219,549)	There are unfilled posts in Capital & Planning unit and 5 unfilled posts in Development . Recruitment has been slower than expected and is under review.
Non-Payroll	5,141,277	2,507,222	2,575,026	(67,804)	Overspends in maintenance and materials which are offset by various underspends in Planning and Development that are due to budget profiling but will be reviewed.
Income	(3,883,287)	(1,649,269)	(1,667,808)	18,539	Planning fees are lower than anticipated budget due to current market conditions
Total Net - Regeneration & Growth	6,873,020	3,012,370	3,281,183	(268,814)	-8.19%

Committee:	Corporate Services
Date:	11 th October 2023
Report from:	Head of Finance

CONFIDENTIAL REPORT

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When will a redacted report become available:	After full Council
The report will never become available:	

Item for:	Decision
Subject:	Reserves as at 31st March 2023

1.0	<p><u>Background and Key Issues</u></p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>3. Within the 2022/23 financial year, the Council continued to take measures to consider medium and longer term financial matters. This included transfers to existing reserves to both provide alternative resilience for the Council and to enable the Council to support recovery within our businesses and communities.</p> <p>Current earmarked items:</p> <p>4. As part of the 2022/23 year end process, there were a number of specific expenditure items that Corporate Services Committee approved (February 2023) to be funded directly from the general fund equating to £644,550. These are listed below:</p> <ul style="list-style-type: none"> • Freedom of the City (£19,550) • Ulster Grand Prix (£50,000) • 2023/24 applied balance (£575,000) <p>Requests for earmarked/release of earmarked reserves:</p> <p>Ulster Grand Prix</p> <p>5. It is requested that £50,000 earmarked as part of the 2022/23 year end is released as the Ulster Grand Prix did not take place in 2023/24.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
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XXXXXXXXXXXXXXXXXX

DfC funding balance

10. Management keeps under review activities which Council had previously agreed to fund through specific DfC funding with a view of whether funding is still required.
11. Within the identified funding, £800k has been earmarked for waste costs due to the change in operating model. It is recommended this is transferred into the Waste Reserve.
12. In addition, it is recommended that £98k is released back to the general fund from the DfC funding balance.

Risks to overall general reserve balance in 2023/24

14. Price increases – Inflationary price increases are being requested throughout a number of contracts across the Council. Any price increases over and above will further reduce the general fund balance.

Election Reserve

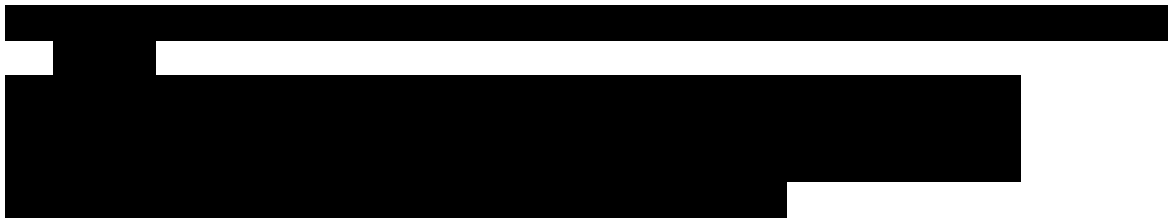
15. Within the useable reserves of the Council, there is an Election Reserve, which is built up over a four year term to fund the costs of running the Council Election.
16. There has been £75k transferred each financial year into the fund to allow a balance of £300k to fund the May elections. There was an additional transfer of £75k during the 2022/23 year to bring the balance up to £375k.
17. The overall cost of the May election was in excess of £500k, therefore the costs over £375k will be funded from reserves in the 2023/24 financial year.
18. To take account of the increased costs, it is anticipated the annual contribution to the Election Reserve will increase to approx. £150k. This will be incorporated into the first draft of the estimates for the 2024/25 financial year.

Going Forward

19. One of the requirements of the Chief Financial Officer is to make a statement in relation to the adequacy of the reserves each year. This is included within the estimates documentation presented in February each financial year.
20. There is no requirement for the Council to hold a minimum level of un-earmarked reserves, it is whatever the CFO deems adequate.
21. Reserves are kept under review throughout the year to take account of changes in financial position, final outturns e.g. election costs, capital programme, Member decisions regarding estimates etc. Officers will continue to report as appropriate.

2.0 **Recommendation**

It is recommended that Members note the information contained in the report and approve the following:



3.0 **Finance and Resource Implications**

- As highlighted above

4.0 **Equality/Good Relations and Rural Needs Impact Assessments**

4.1	Has an equality and good relations screening been carried out?	No
4.2	Brief summary of the key issues identified and proposed mitigating actions <u>or</u> rationale why the screening was not carried out Neutral impact on Section 75 groups.	
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Appendices: