



December 8th, 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, 13th December 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 Amendment to the Protocol for the Operation of the Planning Committee *For Decision*

📄 *CSC Report - Planning Committee Protocol.pdf*

*Page 1*

📄 *Planning Committee Protocol Appendix 1.pdf*

*Page 3*

## 4.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

### 4.1 Veterans' Awards Dinner 2023

📄 *CSC Report re Veterans Awards.pdf*

*Page 17*

📄 *Appendix Veterans Awards.pdf*

*Page 19*

## 5.0 REPORT OF HEAD OF FINANCE

### 5.1 Department of Finance Consultations *For Decision*

📄 *CSC Report - DoF Consultations.pdf*

*Page 20*

📄 *Financial context for revenue raising consultations.pdf*

*Page 23*

📄 *Consultation Paper - Domestic Rating Measures (November 2023).pdf*

*Page 32*

📄 *Consultation Paper - Non-domestic Rating Measures (November 2023).pdf*

*Page 50*

## 6.0 REPORT OF HEAD OF HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

## **6.1 Workforce Reports**

*For Noting*

<b>▮ CSC Report - Workforce Report - December 2023.pdf</b>	<b>Page 72</b>
<b>▮ Attendance Management Report Analysis for Period Ending on 30th September 2023.pdf</b>	<b>Page 74</b>
<b>▮ Recruitment Committee Report - Advert &amp; Selection.pdf</b>	<b>Page 83</b>
<b>▮ Recruitment Committee Report 2 - Appointments.pdf</b>	<b>Page 84</b>
<b>▮ Appendix Workforce Profile 08 11 2023.pdf</b>	<b>Page 85</b>

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

### **7.1 Tender Awards**

*For Noting*

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

### **7.2 Standing Orders - Local Government (Standing Orders) Regulations (Northern Ireland)**

*For Decision*

Confidential for reason of information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.

### **7.3 Event Booking System - Financial Appraisal**

*For Decision*

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

#### **7.4 STA Catering**

*For Decision*

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

#### **7.5 Management Accounts - Period 7 of 2023/2024**

*For Noting*

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

#### **7.6 Estimates 2024/2025 - Updated Position**

*For Noting*

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

#### **7.7 Estimates 2024/2025 - Directorate Update**

*For Decision*

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



## **7.8 Consolidated Scheme of Allowances' payable to Councillors**

*For Decision*

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

## **8.0 ANY OTHER BUSINESS**

<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	13 December 2023
<b>Report from:</b>	Director of Regeneration & Growth

<b>Item for:</b>	<b>Decision</b>
<b>Subject:</b>	Amendment to the Protocol for the Operation of the Planning Committee

1.0	<b><u>Background and Key Issues</u></b>	
	<p>At the Planning Committee Meeting held on 9<sup>th</sup> October 2023 it was agreed that consideration be given to an amendment to Standing Orders that, in the interest of openness and transparency, all votes at the Planning Committee meeting be recorded.</p> <p>Following consideration of this request it is proposed that an amendment be made to the Protocol for the Operation of the Planning Committee. The purpose of the Protocol is to set out the procedural arrangements for the operation of the Planning Committee. The document correlates with Council's Standing Orders and the Code of Code of Conduct for Councillors.</p> <p>The suggested amendment is to add the following point at item 50 (page 8 of <b>Appendix 1</b>):</p> <p style="padding-left: 40px;">50. Except where a decision on a planning application is unanimous a recorded vote will be taken.</p>	
2.0	<b><u>Recommendation</u></b>	
	<p>It is recommended that Members consider and agree to:</p> <ul style="list-style-type: none"> <li>Amend the Protocol for the Operation of the Planning Committee to state that except where a decision on a planning application is unanimous a recorded vote will be taken.</li> </ul>	
3.0	<b><u>Finance and Resource Implications</u></b>	
	None	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
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 decision relates to a minor procedural change to the operation of the Planning Committee. This will have no direct impact on any section 75 categories.</p>	
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.	

	<p>The decision relates to a minor procedural change to the operation of the Planning Committee. This will have no direct impact on rural needs.</p>	
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<p><b>Appendices:</b></p>	<p>Appendix 1 - Protocol for the Operation of the Planning Committee</p>
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**Lisburn &  
Castlereagh  
City Council**

## **Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee**

**Reviewed: March 2021**

**Effective Date: 03 May 2021**

**[www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk)**



# Protocol for the Operation of the Lisburn & Castlereagh City Council Planning Committee

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## PURPOSE OF THE PROTOCOL

1. The purpose of this Protocol is to outline practical handling arrangements for the operation of Lisburn & Castlereagh City Council's Planning Committee (the "Committee").
2. The Protocol should be read in conjunction with the relevant provisions of the Council's Standing Orders and the Code of Conduct for Councillors. It is not intended to replace either document.

## REMIT OF THE PLANNING COMMITTEE

### *Development Plan*

3. The Committee will have an oversight role to ensure that the Local Development Plan is monitored annually, particularly in terms of the availability of housing and land for economic development. The Committee will also need to ensure that the Plan is reviewed every 5 years, giving consideration to whether there is a need to change the Plan strategy or zonings, designations and policies.

### *Development Management*

4. The main role of the Planning Committee in relation to development management is to consider planning applications made to the Council as the Local Planning Authority and to decide whether or not they should be approved. The Planning Committee will have full delegated authority, meaning that the decisions of the Planning Committee will not go to the full Council for ratification.

### *Enforcement*

5. The enforcement of planning controls will be delegated to authorised Officers, with the Planning Committee receiving quarterly reports on the progress of enforcement activities.

## SIZE OF THE PLANNING COMMITTEE

6. A membership and quorum, as outlined in the Council's Standing Orders, is required for the Planning Committee to convene. Business shall not be transacted unless 50% of the Members of the Committee are present.
7. The Lisburn & Castlereagh City Council Planning Committee will comprise 11 Members with no substitutions permitted.
8. The Head of Planning and Capital Development (or authorised planning officer) is expected to attend all Planning Committee meetings, in addition to Planning Officers presenting their reports.

## FREQUENCY OF MEETINGS

9. In accordance with the Council's Standing Orders, Planning Committee meetings will usually be held on a monthly basis. The Planning Committee will normally meet on the first Monday in every month. The Committee shall from time to time fix its own day and hour of meeting and notify the Council. The following will be published on the Council's website at least 5 working days in advance of the meeting:
  - Committee meeting dates and times; and
  - The Schedule of Applications to be determined by the Planning Committee

## SCHEME OF DELEGATION

10. A Scheme of Delegation is where decision making for local applications is delegated to an appointed Officer rather than the Council, thereby enabling speedier decisions and improved efficiency. Section 31(1) of the Planning Act (Northern Ireland) 2011 requires a Council to produce a Scheme of Delegation for operation in its area.
11. The Council's Planning Scheme of Delegation relates only to applications falling within the category of **local development** as defined under regulation 2 of The Planning (Development Management) Regulations (Northern Ireland) 2015. Certain statutory restrictions that apply to the Council's Scheme of Delegation prevent certain types of applications from being delegated to Officers, thereby requiring them to be determined by the Planning Committee. These restrictions are set out in Part A of the Council's approved Scheme of Delegation.
12. The Council's Scheme of Delegation is approved by the Department for Infrastructure in accordance with Section 31 of the Planning Act (Northern Ireland) 2011.
13. In accordance with regulation 10 of the Planning (Development Management) Regulations (Northern Ireland) 2015, the Scheme is available to view on the Council's website [www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk). A copy is also available at the Island Civic Centre, The Island, Lisburn, Co Antrim, BT27 4RL.
14. The Scheme of Delegation will be reviewed periodically to ensure that it remains current and relevant.

## ENFORCEMENT

15. Planning Officers will prepare a quarterly report on the progress of formal enforcement cases which will be circulated to all Members of the Council, detailing the number of notices issued, and convictions obtained, as opposed to providing details of individual cases.



## REFERRAL OF DELEGATED APPLICATIONS TO THE PLANNING COMMITTEE

*Weekly List of Delegated Applications with recommendation to refuse and/or approve with objections received*

16. Where applications have been delegated to Officers and the decision is to refuse planning permission, **Members of the Council** will be notified by email of the recommendation and the reason for the recommendation. If a recommendation is to approve and objections have been received, **Members of the Council** will also be notified by email of the nature of the objections and how they have been considered. If considered appropriate, Members can then request that an application be referred to the Planning Committee for determination.
17. Planning reasons explaining why the application should be determined by the Planning Committee must accompany all such requests. Members should refer to paragraphs 9 of DMPN 15 – Councils Schemes of Delegation which offers examples of sound and appropriate reasons for referral<sup>1</sup>.
18. In such cases, Members **must** submit a request to the Planning Unit via email to the [planning@lisburncastlereagh.gov.uk](mailto:planning@lisburncastlereagh.gov.uk) inbox clearly stating the planning reason(s) for the request. A Member has 5 working days from the date of the email notification sent to Members under paragraph 16 above in which to submit a request.
19. On receipt of a request, the Chairperson (or Vice Chairperson where applicable) shall liaise with an authorised officer where the reasons provided are not considered sound or appropriate.
20. Where it is agreed that the reason(s) is not sound or appropriate, the referring Member will be advised accordingly.
21. A notification email will be issued to all Members on a weekly basis to advise which applications have been referred to Planning Committee.
22. The Head of Planning and Capital Development or authorised officer may also consider it prudent to refer a delegated application to the Planning Committee for determination. Where the authorised officer considers it prudent to refer a delegated application to Committee, the matter will be discussed and agreed with the Chairperson presiding on this application.

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<sup>1</sup> [https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dmpn-15-scheme-of-delegation-v1-april-2015\\_0.pdf](https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dmpn-15-scheme-of-delegation-v1-april-2015_0.pdf)



## FORMAT OF PLANNING COMMITTEE MEETINGS

23. Lisburn & Castlereagh City Council will operate its Planning Committee in accordance with its own Standing Orders. The Schedule of Applications to be determined by the Planning Committee will be posted to the Planning Portal website 5 working days prior to the Committee Meeting.

### *Standard Items*

24. The agenda will allow for the inclusion of the following items:
- Notice of meeting;
  - Apologies;
  - Approval of the minutes of the previous meeting;
  - Declaration of Interests;
  - Schedule of Planning Applications;
  - Other Reports for Noting
  - Development Plan and Enforcement matters (quarterly)
- AOB

### *Committee Papers*

25. All Planning Committee Members will be sent an agenda in advance of the Committee meeting. The following papers (where appropriate) will also be provided:
- Minutes of the previous meeting for approval as a complete record;
  - Schedule of Applications to be Determined (including those brought back following deferral) for consideration by the Committee;
  - Details of applications of regional significance which will have an impact upon the Council area and the Council is a statutory consultee or where it may wish to make a representation;
  - Performance Management Reports;
  - Details of Local Development Plan issues (as required);
  - Details of relevant Enforcement Matters (as required); and
  - Details of proposed Pre-determination hearings (as required).
26. A Pre-Planning Committee Meeting may be held with the Chairperson and Vice Chairperson and other officials in advance of the scheduled Committee meeting taking place.
27. Where necessary, Planning Officers will prepare an addendum report to provide Members with any relevant updates since the agenda was issued.
28. Planning Committee meetings will be open to the public except when access may be restricted in accordance with Section 42 of the Local Government Act (Northern Ireland) 2014.

### *Declaration of Interests*

29. At the beginning of **every** meeting, Members will be asked to declare whether they have a pecuniary and/or significant private or personal non-pecuniary interest in any item on the agenda.
30. Should a Member declare such an interest they must have regard for the Members Code of Conduct and it is recommended that they leave the meeting room for the duration of that item unless they have registered to speak on the item. Members will then be invited to return to the meeting room and notified of the Committee's decision before the meeting recommences. In this circumstance the Member will be invited into the room to address the Committee and answer questions at an appropriate time.
30. Where a Member, in advance of the relevant Committee meeting, has taken a firm view on a planning application (in essence they have "pre-determined" the application) that Member should make an open declaration at the beginning of the relevant meeting and leave the meeting room for that entire item unless they have registered to speak on the item. In this circumstance the Member will be invited into the room to address the Committee and answer questions at an appropriate time.
31. Once discussions are complete, the Member(s) will be invited to return to the meeting room. Notification of the Committee decision will be provided to the Member(s) before the meeting reconvenes.

### **PRE-DETERMINATION HEARINGS**

32. The Planning Committee has a **mandatory** requirement to hold pre-determination hearings for those major applications which have been referred to the Department for Infrastructure for call-in consideration but returned to the Council for determination. The pre-determination hearing should be heard by the Planning Committee and the related application should be decided by the Planning Committee.
33. The Council may also hold pre-determination hearings, at their own discretion, where it is considered necessary to take on board local community views as well as those in support of the development. In deciding whether to apply discretion, Members will take into account the following:
  - Relevance of the objections in planning terms;
  - The extent to which relevant objections are representative of the community, particularly in the context of pre-application community consultation and
  - The numbers of representations against the proposal in relation to where the proposal is and the number of people likely to be affected by the proposal.
34. Applicants and those who have submitted relevant representations will be afforded an opportunity to be heard by the Council before it takes a decision. When holding a pre-determination hearing, the procedures will be the same as those applied to normal Planning Committee meetings. The Planning Officer will produce a report detailing the processing of the application to date, and the planning issues to be considered. In circumstances whereby the Committee decides to hold the hearing on the same day

as it wishes to consider and determine the application, the report to Members will also include a recommendation.

35. Pre-determination hearings should take place **after** the expiry of the period for making representations on the application but **before** the Committee meets to discuss the application. Whilst the Committee will endeavour to hold its pre-determination hearings out with the Committee meeting at which the application will be considered, it is recognised that this may not always be possible.

## PUBLIC SPEAKING

### *Procedures for Public Speaking*

36. The following procedures will apply to Lisburn & Castlereagh City Council Planning Committee meetings.

### *Registering Requests*

37. Failure to comply with the following criteria will result in an invalid request to speak:
- Requests to speak should be received in writing to the Planning Unit or by email to [planning@lisburncastlereagh.gov.uk](mailto:planning@lisburncastlereagh.gov.uk) no later than 12 noon on the last working day prior to the scheduled Committee meeting.
  - The request must state whether they wish to speak in support or in opposition to a planning application.
  - Requests must be accompanied with a legible written representation of no longer than two sides of an A4 page. This can be written or typically typed in a font such as Arial, minimum size 10, summarising the points to be addressed and provide supplementary information (to include, for example, photographs or otherwise) in support of their case. The written submission is not intended to replace a speaking note if a speaker wishes to expand on the points raised in the meeting. Exceptions to this, so as to accommodate equality of access, will be at the discretion of the Chairperson.
  - A contact number and/or email address must be provided to allow individuals to be invited to/participate in meetings either in person or remotely through on-line access.
  - Late requests may be accepted by the Chairperson in exceptional circumstances.

### *Circulation of Information*

38. The written representation submitted when registering to speak will be circulated to Members in advance of the Committee meeting. Any written representation received after this time will **not** be circulated unless it is agreed by the Chairperson.



39. No documentation must be circulated at the meeting to Members by speakers. If speaking remotely the sharing of any media will not be permitted.
40. MPs/MLAs and all Members may speak about an application. They will be afforded **3 minutes**. Where more than one elected representative is registered to speak for or against a proposal they are encouraged to seek areas of common ground to avoid duplication of issues and questions. Where possible elected representatives are encouraged to share the speaking time allowed.
41. Members of the public in support or objection to a proposal will be afforded **3 minutes** to speak about an application. Where more than one person is registered to speak for or against a proposal only one person from those objecting to the proposal and one person in support of the proposal will be allowed to speak.

#### *Questions of Clarification*

42. Members of the Planning Committee can seek clarification from those individuals who have addressed the Committee through the Chairperson. Members must not enter into a debate on any issue raised until the Chairperson opens the formal debate of all issues before the Committee.
43. When invited by the Chairperson, Planning Officers can address any issues raised and Planning Committee Members can question Planning Officers through the Chairperson.
44. The Chairperson may agree to accept representations outside these procedures.

#### **COMMITTEE DECISIONS**

45. The main role of the Planning Committee is to consider applications made to the Council as the Local Planning Authority and decide whether or not they should be approved.

#### *Committee Decision Making Options*

46. The Committee will discuss applications presented to it before taking a vote.
47. Where the recommendation by the officer is accepted the following options are available;
  - Approve the application with conditions as recommended;
  - Approve the application with amended conditions;
  - Refuse the application for the reasons recommended;
  - Refuse the application with additional or different reasons recommended
48. Where the recommendation by the officer is not accepted the following options are available:

- Approve the application demonstrating how the relevant policy has been fully engaged with appropriate conditions in consultation with an authorised officer;
  - Approve the application with conditions to be drafted by an authorised officer and approved by Members at the next Planning Committee meeting;
  - Refuse the application with a precise reason or reasons for refusal demonstrating how the relevant policy has been fully engaged.
49. Members must be present for the complete discussion on the item otherwise they cannot take part in the debate or vote on that item.

50. Except where a decision on a planning application is unanimous a recorded vote will be taken.

51. The Chairperson of the Planning Committee has a casting vote.

#### *Decisions Contrary to officer recommendation*

52. The decision as to whether planning permission should be approved or refused lies with the Committee. The views, opinions and recommendations of Planning Officers may on occasion be at odds with the views, opinions or decision of the Planning Committee or its Members. This is acceptable where planning issues are finely balanced.
52. The Committee can accept or place a different interpretation on, or give different weight to the various arguments and material considerations.
53. If the Committee is minded to make a decision contrary to Officer recommendation in accordance with paragraph 48 then:
- The proposer of the motion to go against the Planning Officer's recommendation, or the Chairperson, should state the planning reasons for the proposed decision before a vote is taken. The reasons should be clear, necessary, reasonable and be based on material planning considerations;
  - The Authorised Planning Officer present at the meeting should be given the opportunity to comment upon whether the proposed reasons for the decision are valid and, if an approval is proposed, to recommend appropriate conditions;
  - A detailed minute of the Committee's reasons for departing from the recommendation should be taken and a copy placed on the application file.

#### *Appeal contrary to officer recommendation*

54. In the event of an appeal against a refusal of planning permission contrary to Officer recommendation, the Committee should decide who should attend the appeal to defend the decision. The following options are available:
- Members who proposed and seconded a motion to refuse contrary to Officer recommendation may be called as Council witnesses; and

- Different Planning Officers from those who made the original recommendation and/or decision making process may be used.

#### *Decisions Contrary to Local Development Plans*

55. Councils are required by the Planning (Notification of Applications) Direction 2017 to formally notify the Department where they are minded to grant planning permission for certain types of application.
56. The direction restricts the grant of planning permission and requires a council to send information to the Department.
57. The schedule attached to the notification direction sets out the following circumstances when councils should notify the Department.
  - A major development application which would significantly prejudice the implementation of the local development plans objectives and policies;
  - A major development application which would not be in accordance with any appropriate marine plan adopted under the Marine Act (Northern Ireland) 2013; or
  - A government department or statutory consultee has raised a significant objection to a major development application.
58. If a Committee Member proposes, seconds or supports a decision which is contrary to the Local Development Plan or which will significantly prejudice the implementation of the Local Development Plan's objectives and policies, they will need to provide valid planning reasons to justify their decision and/or clearly explain why their decision will not significantly prejudice the implementation of the Local Development Plan's objectives and policies.
59. If the decision would significantly prejudice the implementation of the current and/or emerging Local Development Plan's objectives and policies then the Planning Officer must be given the opportunity to comment on the reasons provided by Members under paragraph 58 above and on whether the decision requires referral to the Department for Infrastructure.
60. The reasons for any decisions which are made contrary to the Local Development Plan will be formally recorded in the minutes and a copy placed on the application file.

#### **DEFERRALS**

61. The Planning Committee can decide to defer consideration of an application to a future meeting for the following reasons:
  - For further information;
  - Further negotiations; and/or
  - For a site visit.



62. Members should be aware that deferrals will inevitably have an adverse effect on processing times, and therefore should be an exception. Deferral of a decision to a later Committee meeting can, however also be used to allow time for reflection, where the Committee is minded to refuse a proposal against officer recommendation. This can allow time to reconsider, manage the risk associated with the action, seek legal advice and ensure that Planning Officers can provide additional reports and draft reasons for refusal.

## SITE VISITS

63. It is important that requests for site visits are handled in a consistent and organised manner, and that administrative and procedural arrangements on site are understood. The reasons for a site visit should be clearly stated and minuted.
64. Site visits form part of the meeting of the Planning Committee and Members intending to declare a pecuniary and/or significant private or personal non-pecuniary interest in an application or who have pre-determined an application should not attend the site visit. As minimum, those Members who proposed and seconded the site visit should make every effort to attend, so that they understand the issues when the matter is considered at the following Planning Committee meeting. If a Member is unable to attend as site visit they should give consideration to their ability to participate in the decision making process when the item is returned to a later meeting.

### *Arranging a site visit*

65. Where a site visit is deemed to be required by Members, the site visit will be carried out in accordance with relevant legislation and guidance in place at the time of the site visit.
66. A Planning Officer will contact the applicant/agent to arrange access to the site. Invitations will be sent to Members of the Planning Committee. Only Members of the Planning Committee, Planning Officers and Council Officials will be permitted to attend the site visit.
67. The full Planning Committee should attend unless there are good reasons not to.
68. It is important for the integrity of the planning process that Planning Committee Members do not carry out their own unaccompanied site visits.
69. A record of the date of the site visit, attendees and any other relevant information will be retained.

### *Site Visit Procedure*

70. The Chairperson of the Planning Committee will oversee the conduct of site visits. They will start promptly at the time notified to Members and interested persons. At the

request of the Committee Chairperson, the Planning Officer may be invited to describe the proposal to Members. Whilst Committee Members will be expected to be familiar with the Planning Officer's report, plans/drawings may be used where necessary.

71. The Planning Officer may indicate 'matters of fact' in relation to the proposal and surrounding land which Members can then take account of. Through the Committee Chairperson, Members can ask the Planning Officer for factual clarification on any planning matter relating to the proposal or surrounding land, such as distances to adjoining properties or the location of proposed car parking.
72. At no time during the site visit should Members debate the merits of the planning application. To do so out with the Planning Committee meeting might imply that Members had made their minds up.
73. At no time during the site visit should the applicant, their agent, any objector or any other Member of the public be allowed to address Members. The public right to address the Planning Committee does not arise until the item is reached on the Committee agenda.
74. In order to assist Members to retain their objectivity, they should keep together in one group with the Chairperson, Planning Officers and Council Officials and should avoid breaking away into smaller groups. Once the site visit is concluded, Members should leave the site promptly.

#### *Record Keeping*

75. The Council will keep a record of Member's attendance at the site visit.
76. The record will be presented to the next meeting of the Planning Committee scheduled to discuss the particular application.

#### **REVIEW OF DECISIONS**

77. Best practice suggests that in order to assess the quality of decision making, Members should inspect a sample of implemented planning decisions on an annual basis.
78. Lisburn & Castlereagh City Council's Planning Committee will on an annual basis inspect a sample of implemented planning decisions to assess the quality of the decision making.
79. In addition, to give assurances that the Scheme of Delegation is operating effectively, this inspection will also include a sample of decisions delegated to officers.

#### **LEGAL ADVISER**



80. The Lisburn & Castlereagh City Council Planning Committee will have access to legal advice on planning matters at each of its meetings.

### **REVIEW OF PROTOCOL**

81. The reform of local government saw the majority of planning functions transfer to Local Councils in April 2015. This Protocol will therefore be monitored and procedures reviewed as necessary to ensure that they remain current and relevant to the operational needs of the Lisburn & Castlereagh City Council Planning Committee.

### **TRAINING**

82. A Member shall not participate in decision making at meetings of the Planning Committee if they have not attended the training prescribed by the Council.
83. Members of the Planning Committee shall also endeavour to attend any other specialised training sessions provided, since these are designed to extend the knowledge of the Member on planning law, regulations, procedures and development plans and to generally assist the Member in carrying out their role properly and effectively.

<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	13 <sup>th</sup> December 2023
<b>Report from:</b>	Head of Corporate Communications & Administration

<b>Item for:</b>	Decision
<b>Subject:</b>	Veterans Awards Dinner 2023

1.0	<b><u>Background and Key Issues</u></b>	
	<ul style="list-style-type: none"> <li>In 2022, Council purchased a table at the Veterans Awards Dinner following the presentation of a report to Corporate Services Committee under the Financial Assistance Policy.</li> <li>The request did not meet the criteria of the policy, however Members agreed that there were exceptional circumstances in line with the Council's pledge under the Armed Forces Covenant signed in 2017. Council is committed to supporting the Armed Forces Community working and residing in Lisburn &amp; Castlereagh City and recognising and remembering the sacrifices made by members of this Armed Forces Community, particularly those who have given the most. Details can be found at <a href="http://Supporting our veterans (lisburncastlereagh.gov.uk)">Supporting our veterans (lisburncastlereagh.gov.uk)</a></li> <li>Council was provided with correspondence from Veterans Awards Ireland on 5 October 2023 (attached at <b>Appendix 1</b>) confirming that a number of individuals from the LCCC area had been shortlisted for an award and that tickets were available to purchase at the award ceremony dinner in November 2023.</li> <li>As part of the estimates process in 2022, the Financial Assistance Policy was removed as there was no agreed budget associated with it. In line with the obligations in the Armed Forces Covenant and the agreement in 2022, a table was purchased for Members to represent Council at the Veterans Awards 2023 at a cost of £800 for a table of 10.</li> <li>Going forward, these requests will be considered as part of the annual programme of Council events.</li> </ul>	
4.0	<b><u>Recommendation</u></b>	
	<ul style="list-style-type: none"> <li>Agree retrospective approval for Members attendance at the Veterans Awards 2023.</li> </ul>	
3.0	<b><u>Finance and Resource Implications</u></b>	
	£800 has been met through the Members' budget.	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
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>Decision has been made in line with the Council's commitment to the Armed Forces Covenant.</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>Rural needs assessment is not applicable.</p>	

<b>Appendices:</b>	<b>Appendix 1 – Correspondence from Veterans Ireland</b>
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Hi Guys

On Monday we officially announced who was shortlisted for the 2023 Northern Irish Veterans Awards. It has been a great response and please find the link below to see who made it from your area.

<https://www.veteransawardsireland.com/2023/09/17/meet-our-shortlisted-finalists-for-the-northern-ireland-veterans-awards-2023/>

Tickets are now open to book and this is a great event to meet so many veterans across Northern Ireland and engage with.

A booking link is below.

<https://veteransawardsni.wufoo.com/forms/z1sjine11mwb5i4/>

I look forward to hearing from you and meeting you soon.

--

Jason Gillard MD

+447796084069

[info@veteransawardsireland.com](mailto:info@veteransawardsireland.com)

<https://www.veteransawardsireland.com/>



<b>Committee:</b>	Corporate Services
<b>Date:</b>	13 <sup>th</sup> December 2023
<b>Report from:</b>	Head of Finance

<b>Item for:</b>	Decision
<b>Subject:</b>	Consultations

1.0	<b><u>Background and Key Issues</u></b>
1.1	On 20 September the Secretary of State for Northern Ireland wrote to Permanent Secretaries of NICS departments directing that they launch public consultations on measures to support budget sustainability by raising additional revenue.
1.2	The Department of Finance (DoF) have launched 2 consultations: <ul style="list-style-type: none"> <li>• Financial context for revenue raising consultations</li> <li>• Domestic and Non-Domestic rating measures to support budget sustainability by raising additional revenue</li> </ul>
	<b><u>Financial context for revenue raising consultations</u></b>
1.3	DOF is seeking views on other aspects of fiscal sustainability including efficiency, transformation or collaborative activities that could be considered alongside revenue raising options.
1.4	This consultation contains the following 4 questions: <ul style="list-style-type: none"> <li>• Are there other revenue raising measures that should be considered?</li> <li>• Are there any services/programmes that should be stopped or reduced to divert funding to more critical services?</li> <li>• Are there public services that could be delivered in a different way?</li> <li>• Are there public services that could be delivered by others (e.g. local government, voluntary &amp; community sector or private sector) or are there are other areas in which greater collaboration could deliver better outcomes?</li> </ul>
1.5	This consultation will close on 17 <sup>th</sup> January 2024.
1.6	NILGA are preparing a response following a consultation event on Thursday 14 <sup>th</sup> December.
1.7	We understand parties may wish to submit responses from their collective groups at a NI level. In addition Member Services have circulated a copy of the consultation document to Members asking for feedback by 18 <sup>th</sup> December to the Head of Finance. Depending on comments received, the Council may submit a response.
1.8	If applicable, an outline of a proposed submission will be circulated at the January Corporate Services meeting. Due to the date for submission, delegated authority is sought to the Committee to approve the response from Council for onward submission to DoF.
	<b><u>Domestic and Non-Domestic rating measures to support budget sustainability by raising additional revenue</u></b>
1.9	DOF is seeking views on the following revenue raising measures identified by the Secretary of State:



1.10	<p>This consultation is seeking views on the removal of the following 3 domestic rating support schemes including:</p> <ul style="list-style-type: none"> <li>• The early payment discount.</li> <li>• The maximum capital value cap.</li> <li>• The landlords' allowance.</li> </ul>		
1.11	<p>This consultation is seeking views on the removal of the following 4 non-domestic rating support schemes including:</p> <ul style="list-style-type: none"> <li>• Non-domestic vacant property relief.</li> <li>• Industrial derating.</li> <li>• Freight transport relief.</li> <li>• Exemption for student halls of residence.</li> </ul>		
1.12	<p>This consultation will close on 13<sup>th</sup> February 2024.</p>		
1.13	<p>Given the importance of the rates process, the Council's response will reflect the need for the department to look at rates holistically and therefore considers all aspects identified.</p>		
1.14	<p>We understand parties may wish to submit responses from their collective groups at a NI level. In addition Member Services have circulated a copy of the consultation document to Members asking for feedback by 18<sup>th</sup> December to the Head of Finance.</p>		
1.15	<p>The proposed response will be circulated at the January Corporate Services meeting for consideration/ comment and then onwards to DoF in line with the submission date.</p>		
2.0	<p><b><u>Recommendation</u></b></p> <p>It is recommended that:</p> <ul style="list-style-type: none"> <li>• Delegated approval from Council to Chair and Vice Chair of Corporate Services to allow submission to Revenue Raising Consultation by 17<sup>th</sup> January 2024.</li> <li>• Comments are sent to Head of Finance by 18<sup>th</sup> December 2023.</li> </ul>		
3.0	<p><b><u>Finance and Resource Implications</u></b></p> <p>No implications</p>		
4.0	<p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></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="width: 20%; text-align: center;">No</td> </tr> </table>	Has an equality and good relations screening been carried out?	No
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 <b><u>or</u></b> rationale why the screening was not carried out</p> <p>Departmental consultation</p>		
4.3	<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Has a Rural Needs Impact Assessment (RNIA) been completed?</td> <td style="width: 20%; text-align: center;">No</td> </tr> </table>	Has a Rural Needs Impact Assessment (RNIA) been completed?	No
Has a Rural Needs Impact Assessment (RNIA) been completed?	No		
4.4	<p>Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out.</p> <p>Departmental consultation</p>		

**Appendices:**

Financial context for revenue raising consultations  
Consultation paper – Domestic Rating Measures (November 2023)  
Consultation paper – Non-domestic Rating Measures (November 2023)

# Financial context for revenue raising consultations





# Public finances in Northern Ireland are under extreme pressure and facing significant challenges

Northern Ireland is not alone in dealing with stresses on its public finances. The cost of living crisis, the deepening climate change impact, changing demographics as well as the long-term impact of the Covid-19 pandemic are all placing increased demand on our already stretched services. Falling rates of real pay across public sector workers is also placing severe strain on those who deliver our public services.

As a region with a large public sector, relatively low income levels and a unique history, Northern Ireland is acutely impacted by difficulties in public finances. The pressures and the region’s characteristics, including the recent period of political instability, has put Northern Ireland’s fiscal sustainability in sharp focus.

## Doing things differently

The public sector needs to think differently about how it works and consider new ways to respond to increasing demand, deliver public services and provide better outcomes.

Government must spend less or increase the money coming in. This means considering generating more income, stopping spending money in certain areas, delivering services in a more efficient way or reducing demands on services to free up funding.

## Revenue raising consultations

The Secretary of State, Rt Hon Chris Heaton-Harris, has directed Northern Ireland departments to launch public consultations on measures to support budget sustainability and raise additional revenue.

As part of that the Department of Finance (DoF) is providing this document to set out the financial context for the consultations. In addition, the Department is seeking views on four questions relating to the overall fiscal position - see page 8.



# Where the NI Budget comes from

25

Northern Ireland receives most of its funding from the UK Government. Either through the Block Grant or Departmental Expenditure Limit (DEL) which the Executive decides how to spend or through Annually Managed Expenditure (AME) which is used for demand led expenditure such as benefits and pensions. The focus of this document is on DEL which is spent at the Executive's discretion. The chart below shows the current sources of funding for DEL expenditure.



## Block Grant

Within the Block Grant there are separate budgets for day-to-day spending (Resource DEL) and investment in asset (Capital DEL). Both are facing considerable pressure. HM Treasury sets annual limits for both Resource and Capital DEL primarily as part of a UK Spending Review. The amount Northern Ireland receives is worked out using a mechanism called the Barnett formula, which adjusts Northern Ireland funding in line with changes to comparable spend by the UK Government in England, based on our population. The Executive decides how this funding is spent.

## Other Income

Northern Ireland Government Departments also raise income through recovering the costs of delivering services such as charging for vehicle tests, disposing assets, as well as levies such as the carrier bag levy. These all provide additional funding for public services.

## Regional Rates

There are two elements to the rate bills paid by both households and businesses. The District Rate, set by each of the District Councils, is used to finance the services provided by councils. The Regional Rate generates additional income to support central public services and the work of government departments.

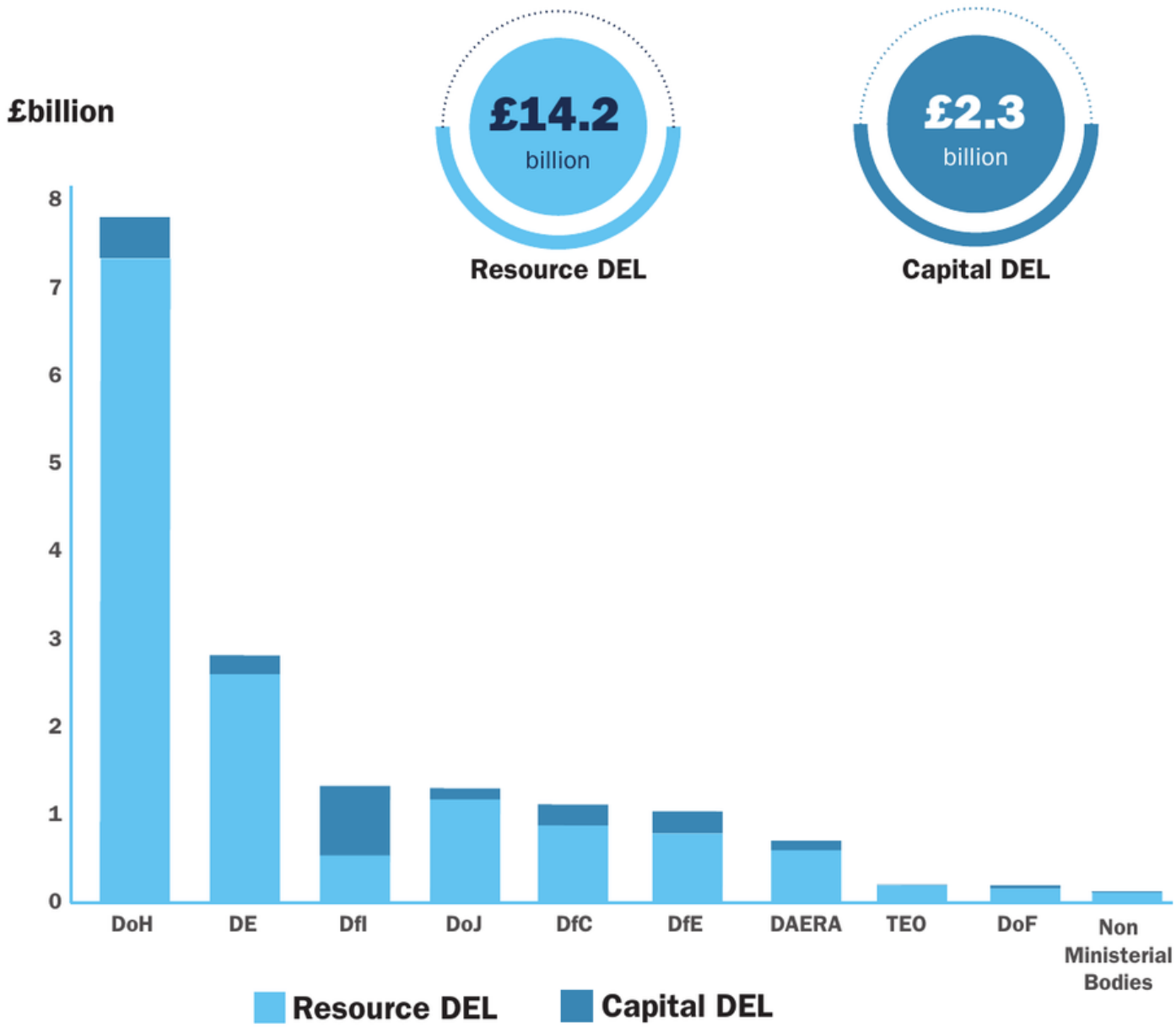
## EU Income

Northern Ireland receives less income from EU initiatives following the UK's exit from the EU. However, the PEACE PLUS Programme will provide approximately £1bn over the 2021-2027 time period. This is funded by the UK Government, the Northern Ireland Executive, the Government of Ireland and the European Commission, with the Executive contributing approximately £148 million.

## Reinvestment and Reform Initiative (RRI) Borrowing

RRI Borrowing gives Northern Ireland the power to borrow funds for substantial infrastructure projects. The annual borrowing limit is set by HM Treasury and is currently £200 million per annum. Like all borrowing this comes at a cost. This is dependent on interest rates but currently £200 million would cost circa £337 million to repay.

# Where the NI Budget goes



This chart shows departmental allocations net of any income received directly by the department (e.g. from fees and charges).

**DAERA:** Department of Agriculture, Environment and Rural Affairs  
**DfC:** Department for Communities  
**DfE:** Department for the Economy  
**DE:** Department of Education

**DoF:** Department of Finance  
**DoH:** Department of Health  
**DfI:** Department for Infrastructure  
**DoJ:** Department of Justice  
**TEO:** The Executive Office

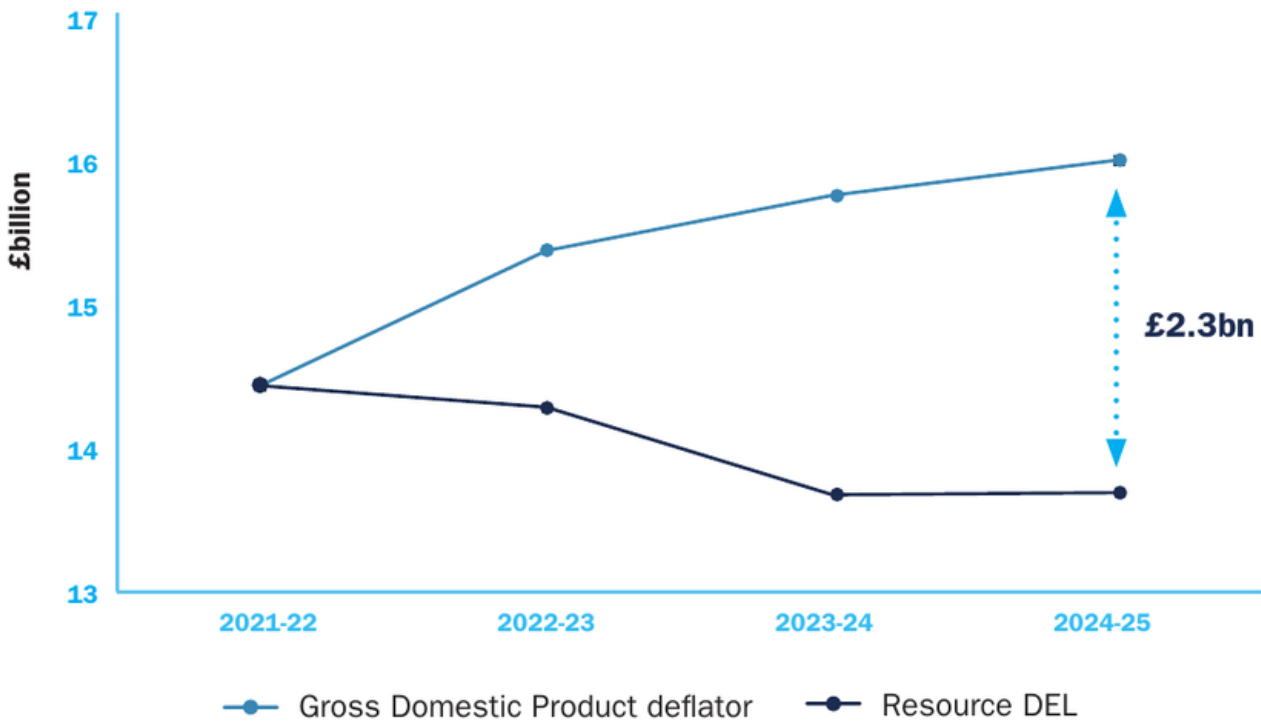
**Non Ministerial Bodies:**  
 Food Standards Agency  
 NI Assembly Commission  
 NI Audit Office  
 NI Authority for Utility Regulation  
 NI Public Services Ombudsman  
 Public Prosecution Service



# Impact of inflation on government budgets

Just like household and business budgets, departmental budgets have been severely impacted by sharply rising prices because of inflation. Sustained high inflation has fundamentally reshaped the price of what the public pound can buy.

The chart below shows what funding would have been required for day-to-day spending (resource DEL) in 2023-24 and 2024-25 in order to keep up with the impact of inflation since 2021-22. For 2024-25, this shows that the current Resource DEL in 2024-25<sup>1</sup> is some £2.3 billion lower than these calculations<sup>2</sup> would indicate is required to deliver the same level of services as in 2021-22.



1 - RDEL following Chancellor's Spring Budget 2023.  
 2 - These calculations are based on the Gross Domestic Product deflator which can be viewed as a measure of general inflation in the domestic economy. Inflation can be described as a measure of price changes over time. Chart uses HMT deflators as at June 2023.



# The Challenge

**The impact of increasing pressures on the public purse is clear. Government must consider all options to bring spending in line with the available resources.**

Other administrations across the UK are also facing budget pressures and are considering taking their own actions to manage their budgets. Northern Ireland is facing immediate funding pressures. In addressing these there is also a need to look to the longer-term.

The solution to achieving sustainable public services is likely to require a multifaceted approach. This could include actions being considered in a number of different areas, including the following:



## Efficiency

Innovation in how services are delivered can help to achieve more for less. Working collaboratively, reconfiguring service models and reducing duplication can provide efficiencies. Identifying areas of bureaucracy, streamlining processes and adopting technology-driven solutions can lead to cost savings.



## Reducing/stopping services

While providing essential public services is a fundamental responsibility, financial constraints may necessitate difficult decisions to ensure long-term sustainability. Such measures may involve prioritising critical services over non-essential ones. The goal behind reducing services is not to compromise citizens' well-being but to create a more efficient and stable financial foundation. There are instances where government may need to re-evaluate its priorities and discontinue certain non-essential services to ensure resources are focused on areas that have the most significant impact on society.



## Additional funding

The independent Fiscal Council has undertaken analysis to understand the needs requirement of Northern Ireland and how that might impact on the funding it receives from Westminster. Increasing funding from other sources such as challenge funds, Horizon, Levelling Up or EU, Irish or US funding or seeking new funding streams may provide additional funding.



## Raising more revenue

Businesses and citizens all benefit from the public services and amenities provided by the government. Contributing to these services is a way of ensuring they are sustained and improved for the greater good.



## Transformation

The world is constantly evolving, as are the needs of the population. Government must be proactive in adapting to these changes. Embracing transformational initiatives and reimagining public services can lead to more cost-effective and impactful solutions. In many cases this will require up-front investment to realise gains.

**The answer to the financial challenge government faces in delivering public services will lie in a combination of these solutions and are ultimately political choices. However, the focus of the consultations being launched is to explore revenue raising options.**

# Revenue raising - Making difficult choices

There is an understandable reluctance to increase the costs to citizens and businesses for service delivery. This is even more acute in times of financial hardship or in regions with lower levels of income and less ability to pay. Decisions to be taken will ultimately be for politicians but this should be done from the most informed position possible.

Under the instruction of the Secretary of State, departments identified a series of revenue raising options that could be considered. The Secretary of State has now directed departments to consult on the following:



1. Reducing compensation rate on bovine tuberculosis programme.
2. Increasing College of Agriculture, Food and Rural Enterprise (CAFRE) tuition fees to the same level as in England.



1. Increasing university tuition fees and aligning the student loan repayment period to the same level as in England.



1. The review of non-domestic rating support schemes, including non-domestic vacant property relief, industrial de-rating, freight transport relief, and the exemption for student halls of residence.
2. The removal of domestic ratings allowances, including the early payment discount, the maximum capital value cap and the landlords' allowance.



1. The introduction of prescription charges.
2. The introduction of domiciliary care charges.
3. The retention of hospital car parking charges.



1. The introduction of domestic water and associated charges (this should also include the removal of non-domestic water allowances and charging for septic tank desludging).
2. The increase of private street fees.

**The Secretary of State will also review the level of the domestic and non-domestic regional rate, and if no Executive is in place before the end of March 2024, will have to legislate to set the regional rate for 2024-25.**



# Get involved – have your say!



30

These public consultations present an opportunity for the people of Northern Ireland to provide their views on a range of revenue raising options to support the public services they wish to see. Your voice matters, and your perspective is invaluable in designing a financially sustainable, inclusive, and prosperous society.

It is really important to have your say in how public services are shaped. The decisions made today will have far-reaching consequences for generations to come.

Departments will be launching consultations on specific revenue raising measures. The consultations will be launched in a phased approach to ensure those who want to provide their views have adequate time to contribute to the individual consultations. Links to the individual consultations will be available on the [DoF website](#) once the consultations open.

In addition to those consultations, DoF is seeking views on a number of wider cross-cutting questions to complement the departmental specific consultations. These are intended to gather views on other aspects of fiscal sustainability including efficiency, transformation or collaborative activities that could be considered alongside revenue raising options.

## Financial context for revenue raising consultations

**Q1** Are there other revenue raising measures that should be considered?

**Q3** Are there public services that could be delivered in a different way?

**Q2** Are there any services/ programmes that should be stopped or reduced to divert funding to more critical services?

**Q4** Are there public services that could be delivered by others (e.g. local government, voluntary & community sector or private sector) or are there are other areas in which greater collaboration could deliver better outcomes?

**[Click here to respond to these questions.](#)**









Land &  
Property  
Services  
Seirbhísí  
Talún agus  
Maoinne



Department of  
**Finance**  
An Roinn  
**Airgeadais**  
[www.finance-ni.gov.uk](http://www.finance-ni.gov.uk)

# Consultation Paper Domestic Rating Measures

November 2023



# Contents

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- Executive summary** **5**
- Structure of the consultation** **6**
- About this consultation** **7**
- How we consult** **9**
- Consultation Part One** **10**
  - Removal of the maximum capital value cap  
("the cap" or "max cap") from the rating system
- Consultation Part Two** **13**
  - Removal of early payment discount from the rating system
- Consultation Part Three** **15**
  - Removal of landlord allowance from the rating system
- List of consultation questions** **17**

# Foreword

## Overview of the current domestic rating system

The rating system in Northern Ireland is a devolved tax with no direct links to similar taxation systems in England, Scotland or Wales. There are two different rates levied in Northern Ireland: a domestic rate for residential properties and a non-domestic rate for businesses.

The total revenue raised through both domestic and non-domestic rates within Northern Ireland is approximately £1.37 billion, with approximately 45% of this being funded by domestic rating. This is used to pay for both local district council services as well as regional services delivered by the Northern Ireland Executive such as education, health and roads.

Regional Rate revenue alone provides approximately 4% of the Northern Ireland Executive's public spending. A high level breakdown of total rating revenue raised in 2022/23 is provided in the following table:

Source	Revenue
Non-domestic sector	£773M
Domestic sector	£603M
Total	£1.37Bn

In Northern Ireland each domestic property has an individual capital value (CV) assessed, and ratepayers are charged rates based on these assessed values. The CV reflects the value of the property as at 1 January 2005, that is, the valuation date. To ensure the rate burden is distributed fairly, new property being valued for rates purposes is also valued at 1 January 2005 levels.

Land & Property Services (LPS), within the Department of Finance, administers the rates system and has little discretion in doing so as everything is governed by legislation or case law, some of which goes back over 100 years. Rates paid by households and businesses make a vital contribution to funding the public services delivered by the Executive and District Councils in Northern Ireland.

There is harmonisation across the UK in relation to valuation practice and procedure for business rates, as far as legislation permits. However, the domestic rating system in Northern Ireland is unique compared to the rest of the United Kingdom where Council Tax, a banded valuation system of property taxation, is used and where households also pay additional, separate charges for water and sewerage.

The systems of reliefs and exemptions are similar in their policy intent, but different in the specifics of how they operate in practice. Reliefs, allowances, and exemptions are the main means through which the rating system can be used as a tool of social, economic and environmental policy. Those differences have developed over many years because of different policies and priorities set by the Northern Ireland Executive at various points in time.

Providing any rate relief means either foregoing revenue or charging other ratepayers more. An exemption or relief is often viewed from the perspective of who it benefits, but there is a real cost, as every pound raised through the rating system in Northern Ireland stays here as a resource to help pay for hospitals, schools, and other essential regional services.

There have been detailed policy reviews of the rating system in Northern Ireland, most recently in 2016 and 2019. These reviews consulted on the options for changing the various reliefs, exemptions, and allowances for both domestic and non-domestic rates, but have not resulted in any substantive changes to the rating system other than to implement more frequent non-domestic General Revaluations. The most recent comprehensive review of Business Rating, the report for which was completed just prior to the Covid-19 pandemic, can be accessed at the following link.

[Business Rates Public Consultation | Department of Finance \(finance-ni.gov.uk\)](#)



# Executive summary

In September 2023 the Secretary of State, Rt Hon Chris Heaton-Harris, directed Northern Ireland Departments to undertake a consultation exercise on revenue raising measures.

The Department of Finance is seeking views on 7 rates proposals: 4 in the non-domestic sector, and 3 in the domestic sector. It will be a matter for an incoming Executive to decide on which, if any, measures are taken forward.

The proposals are presented in such a way as to highlight a means of identifying and maximising revenue through the removal of rate support, discounts and allowances. As such they highlight the fastest and quickest means of realising the revenue gain to address the budget shortfalls facing central government. It is recognised within the Department of Finance that further consultative and policy work will need to be done should such measures proceed to implementation, particularly in relation to the further analysis of any impacts and mitigation measures that may accompany that implementation or that have been brought to the Department's attention during the consultation process.

It is important therefore that the Department garners as wide a range of stakeholder views as possible, including views on the wider impact of the proposals, so that future policy development in this area is fully informed.

Consultations on rating policy tend to be dominated by those who may be directly affected but it is also important to gather the views and opinions of the wider body of ratepayers. For this reason, the Department welcomes views from organisations and individuals on the package of revenue raising proposals taken as a whole. Views are also invited in relation to additional revenue raising proposals, which may include the removal or reduction of any other rate support measures.

The financial context of this exercise is presented in the following link.

[Financial context for revenue raising consultations | Department of Finance \(finance-ni.gov.uk\)](https://finance-ni.gov.uk/financial-context-for-revenue-raising-consultations)

## The key stages and target completion dates are:

Key stage	Date
Direction from SoS	20 September 2023
Launch consultation	7 November 2023
Stakeholder engagement	7 November + 14 weeks
Close consultation	13 February 2024
Publish consultation report	w/c 18 March 2024



# Structure of the consultation

There are **THREE DOMESTIC** rating measures being consulted on:

## Part 1

Removal of the maximum capital value cap (“the cap” or “max cap”) from the rating system.

## Part 2

Removal of the early payment discount from the rating system.

## Part 3

Removal of the landlord allowance from the rating system.

## Further resources

For more general information about the rating system in Northern Ireland, the following document may be useful:

### **A guide to rates**

[A guide to rates | Department of Finance \(finance-ni.gov.uk\)](#)

# About this consultation

## Who can respond to this consultation?

The Department of Finance, acting on direction from the Northern Ireland Office, is seeking views on these proposals from all interested parties, individuals and groups from across Northern Ireland on the matters covered by this consultation.

## Purpose of this consultation

The proposals set out here will have a direct impact on many peoples' lives. The Department of Finance recognises the need to keep the public informed on such important matters and to allow people the opportunity to comment on the policy proposals.

This consultation therefore invites people to answer a number of questions in relation to these revenue raising measures. The questions are posed throughout the document. A complete list of questions can also be found at the end of the consultation document at page 17.

## Scope of the consultation

The consultation applies to all of Northern Ireland whether a member of the public, a business, organisations or professional bodies.

## Duration of the consultation

The consultation will run for 14 weeks, it closes to responses on 13 February 2024.

## How to respond to this consultation

You can respond to this consultation online through the link to Citizen Space.

[NI Direct - Citizen Space](#)

You can also send your consultation responses to:

Revenue Raising Consultation  
Land & Property Services  
Department of Finance  
Lanyon Plaza  
7 Lanyon Place  
Belfast, BT1 3LP

When responding, please state whether you are doing so as an individual, or representing the views of an organisation. If you are responding on behalf of an organisation, please make it clear who the organisation represents and, where applicable, how the views of members were assembled. We will acknowledge your response.

The consultation document will be available in other formats upon request. You can email any queries to: [revenueaising@finance-ni.gov.uk](mailto:revenueaising@finance-ni.gov.uk)

## Associated documents

There are two DoF consultation documents available to you, this one on domestic rating measures and one on non-domestic rating measures. Also, associated draft impact screening assessments have been made available on the consultation website.

See [Department of Finance \(finance-ni.gov.uk\)](#) for all related papers, which can also be obtained in hardcopy on request, using the contact details above.

# How we consult

## Consultation principles

- consultation must be at a time when proposals are still at a formative stage;
- the proposer must give sufficient reasons for any proposal to permit intelligent consideration and response;
- consultation is only part of a process of engagement;
- adequate time must be given for consideration and response; and
- government responses should be published in a timely fashion.

## Confidentiality

### Your rights

Under the Data Protection legislation, you have the right:

- to be informed of the personal data held about you and to access it;
- to require us to rectify inaccuracies in that data;
- to (in certain circumstances) object to or restrict processing;
- for (in certain circumstances) your data to be 'erased';
- to (in certain circumstances) data portability; and
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tell us.

## DoF Privacy Notice

The DoF Privacy Notice, explaining how we use your personal data, can be viewed at: [Department of Finance Privacy Notice | Department of Finance \(finance-ni.gov.uk\)](#)



# Part One

Removal of the maximum capital value cap (“the cap” or “max cap”) from the rating system



Domestic rate bills are calculated based on, among other things, the capital value of the property. LPS assesses capital values at a given date, currently 1 January 2005. Occupiers of domestic property with an assessed capital value of more than £400,000 are billed for rates as if the property was valued at £400,000.

The cap has a projected 2023/24 cost – in terms of revenue foregone – of approximately £11M, of which £5.4M is a cost to the NI Executive. It applies to around 7,900 domestic properties in Northern Ireland.

The majority (65%) of the domestic properties which benefit from the cap are located in the Ards & North Down and Belfast council areas. The properties in these two council areas account for 74% of the cost of the relief.

## Parity

There is no direct parity with the position in other parts of the UK as they have Council Tax rather than domestic rates. Council Tax uses a banded value system: with 8 bands in England and Scotland, and 9 bands in Wales. In Northern Ireland domestic rates are assessed on individual discrete property values. The Council Tax banding system has the effect of putting in place a cap as every property in the highest band, regardless of what it is worth, pays the same amount of Council Tax.

When it was introduced, the rationale for the cap was to ensure that no ratepayer in Northern Ireland would pay more than the average highest band Council Tax bill in England. Currently, the highest domestic rate bill in Northern Ireland is a maximum £4,219; the highest Council Tax bill in Great Britain is a maximum £5,090<sup>1</sup>.

## Further information

[Valuation of domestic properties for rates | nidirect](#)

[How rate bills are calculated | nidirect](#)

<sup>1</sup>Band I Council Tax bill in Blaenau Gwent, Wales.

## Interaction with other support measures

There may be an increase in lone pensioner allowances, or disabled persons allowances, as well as means tested support for those ratepayers in the “asset rich, income poor” cohort of ratepayers. The Low-Income Rate Relief scheme was implemented as a top-up to Housing Benefit in anticipation of a capital value system of rating with no maximum capital value. Housing Benefit and Low-Income Rate Relief are being phased out for working age welfare claimants and replaced by Universal Credit and a new Rate Rebate scheme.

Housing Benefit and Low-Income Rate Relief are still available to pensioners who are not in receipt of Universal Credit.

## CONSULTATION QUESTIONS

Q1

Should the maximum capital value cap be removed?

Q2

What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 

## Impact screening

A Departmental initial Draft Impact Assessment screening exercise has determined that there will be further impact assessment requirements in relation to one area for this proposal, namely rural impact assessment. Evidence from consultees is sought on this area to inform this work.



# Part Two

Removal of early payment discount from the rating system

If domestic ratepayers make payment in full, in a single amount, by a date specified on the rate bill, then a discount of 4% is applied to the rate bill.

This is a longstanding feature of the domestic rating system which was put in place to encourage ratepayers to pay in a single amount early in the rating year as this was administratively less complex and less expensive than managing installments. Over the years, payment by Direct Debit, which is the most efficient method of collection, has become a more popular payment method among ratepayers. In 2022/23, over 158,000 ratepayers (approximately 20%) availed of the early payment discount.

The projected cost in 2023/24 is £7.9M. It is paid for entirely by the NI Executive. The cost of this discount fluctuates from year to year, depending on how many ratepayers take advantage of it.

## Parity

There is no equivalent discount in the other parts of the UK which have Council Tax and do not offer early payment discounts.

## Further information

[Rates discount deadline approaching | nidirect](#)

## Interaction with other support measures

There is no interaction with other support measures. The early payment discount is applied after any other allowances which the ratepayer may be entitled to. The early payment discount has no bearing on the underlying tax regime.

## CONSULTATION QUESTIONS

Q3

Should the early payment discount be removed?

Q4

What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 

## Impact screening

A Departmental initial Draft Impact Assessment screening exercise has been conducted in respect of this proposal and has currently screened this proposal out in respect of any further Impact Assessment requirements. Evidence of any wider impacts will however be assessed should consultees wish to provide this to the Department to inform policy making in this area.



# Part Three

Removal of landlord allowance  
from the rating system



Landlords who are either responsible, or volunteer, for rates liability for property they rent out can receive an allowance if the full amount is paid by 30th September each year.

Since 2015, this allowance has been 10% for both voluntary and compulsory landlord liability. Landlords who pay rates in respect of more than 210,000 properties received the allowance in 2022/23. In this context 'landlords' includes those organisations which manage the entire social housing sector.

The landlord allowance has a projected 2023/24 cost of approximately £14.2M, of which £7.5M is funded by the NI Executive. The remainder is paid for by district councils. The cost of this allowance fluctuates year to year.

## Parity

There is no equivalent discount in the other parts of the UK which have Council Tax and there is no landlord allowance within that system.

## Further information

[Request Landlord Article 21 rating allowance | nidirect](#)

## Interaction with other support measures

There is no interaction with other support measures. The landlord allowance has no bearing on the underlying tax regime.

## CONSULTATION QUESTIONS

**Q5** Should the landlord allowance of 10% be removed?

**Q6** What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 

## Impact screening

A Departmental initial Draft Impact Assessment screening exercise has been conducted in respect of this proposal and has currently screened this proposal out in respect of any further Impact Assessment requirements. Evidence of any wider impacts will however be assessed should consultees wish to provide this to the Department to inform policy making in this area.

## List of consultation questions

### Removal of the maximum capital value cap (“the cap” or “max cap”) from the rating system

- Q1** Should the maximum capital value cap be removed?
- Q2** What, in your view, would be the impact of removing this support?
- 

### Removal of early payment discount from the rating system

- Q3** Should the early payment discount be removed?
- Q4** What, in your view, would be the impact of removing this support?
- 

### Removal of landlord allowance from the rating system

- Q5** Should the landlord allowance of 10% be removed?
- Q6** What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 



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# Consultation Paper Non-Domestic Rating Measures

November 2023



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## Foreword

### Overview of the current non-domestic rating system

The rating system in Northern Ireland is a devolved tax with no direct links to similar taxation systems in England, Scotland or Wales. There are two different rates levied in Northern Ireland: a domestic rate for residential properties and a non-domestic rate for businesses.

The total revenue raised last year through both domestic and non-domestic rates within Northern Ireland is approximately £1.37 billion, with about 55% of this being funded by non-domestic rating. This is used to pay for both local district council services as well as regional services delivered by the Northern Ireland Executive such as education, health and roads.

Regional Rate revenue alone provides approximately 4% of the Northern Ireland Executive's public spending. A high level breakdown of total rating revenue raised in 2022/23 is provided in the following table:

Source	Revenue
Non-domestic sector	£773M
Domestic sector	£603M
Total	£1.37Bn

Non-domestic rates are a property tax that is usually levied on the occupier, in direct proportion to a property's assessed rental value (also known as Net Annual Value or "NAV"). From 1 April 2023 the NAV reflects the rental value of the property as at 1 October 2021.

Land & Property Services (LPS), within the Department of Finance, administers the rates system and has little discretion in doing so as everything is governed by legislation or case law, some of which goes back over 100 years. Rates paid by households and businesses make a vital contribution to funding the public services delivered by the Executive and District Councils in Northern Ireland.

There is harmonisation across the UK in relation to valuation procedure and practice, as far as legislation permits. The systems of reliefs and exemptions are similar in their policy intent, but different in the specifics of how they operate in practice. Reliefs, allowances, and exemptions are the main means through which the rating system can be used as a tool of social, economic and environmental policy. Those differences have developed over many years because of different policies and priorities set by the Northern Ireland Executive at various points in time.

Providing any rate relief to the business sector means either foregoing revenue or charging other ratepayers more. An exemption or relief is often viewed from the perspective of who it benefits, but there is a cost, as every pound raised through the rating system in Northern Ireland is a resource to help pay for hospitals, schools, and other essential regional services.

There have been detailed policy reviews of the rating system in Northern Ireland, most recently in 2016 and 2019. These reviews consulted on the options for changing the various reliefs, exemptions, and allowances for both domestic and non-domestic rates, but have not resulted in any substantive changes to the rating system other than to implement more frequent non-domestic General Revaluations. The most recent comprehensive review of Business Rating, the report for which was completed just prior to the Covid-19 pandemic, can be accessed at the following link.

**[Business Rates Public Consultation | Department of Finance \(finance-ni.gov.uk\)](#)**

## Executive summary

In September 2023 the Secretary of State, Rt Hon Chris Heaton-Harris, directed Northern Ireland Departments to undertake a consultation exercise on revenue raising measures.

The Department of Finance is seeking views on 7 rates proposals: 4 in the non-domestic sector, and 3 in the domestic sector. It will be a matter for an incoming Executive to decide on which, if any, measures are taken forward.

The proposals are presented in such a way as to highlight a means of identifying and maximising revenue through the removal of rate support, discounts and allowances. As such they highlight the fastest and quickest means of realising the revenue gain to address the budget shortfalls facing central government. It is recognised within the Department of Finance that further consultative and policy work will need to be done should such measures proceed to implementation, particularly in relation to the further analysis of any impacts and mitigation measures that may accompany that implementation or that have been brought to the Department's attention during the consultation process.

It is important therefore that the Department garners as wide a range of stakeholder views as possible, including views on the wider impact of the proposals, so that future policy development in this area is fully informed.

Consultations on rating policy tend to be dominated by those who may be directly affected but it is also important to gather the views and opinions of the wider body of ratepayers. For this reason, the Department welcomes views from organisations and individuals on the package of revenue raising proposals taken as a whole. Views are also invited in relation to additional revenue raising proposals, which may include the removal or reduction of any other rate support measures.

The financial context of this exercise is presented in the following link.

[Financial context for revenue raising consultations | Department of Finance \(finance-ni.gov.uk\)](#)

### The key stages and target completion dates are:

Key stage	Date
Direction from SoS	20 Sept 2023
Launch consultation	7 November 2023
Stakeholder engagement	7 November + 14 weeks
Close consultation	13 February 2024
Publish consultation report	w/c 18 March 2024

# Structure of the consultation

There are **FOUR NON-DOMESTIC** rating measures being consulted on:

## Part 1

Removal of Industrial Derating from the rating system.

## Part 2

Removal of Non-Domestic Vacant Rate (NDVR) relief of 50% from the rating system.

## Part 3

Removal of Freight Transport relief from the rating system.

## Part 4

Removal of the student Halls of Residence exemption from the rating system.

## Further resources

For more general information about the rating system in Northern Ireland, the following document may be useful:

### **A guide to rates**

[A guide to rates | Department of Finance \(finance-ni.gov.uk\)](#)



## About this consultation

### Who can respond to this consultation?

The Department of Finance, acting on direction from the Northern Ireland Office, is seeking views on these proposals from all interested parties, individuals and groups from across Northern Ireland on the matters covered by this consultation.

### Purpose of this consultation

The proposals set out here will have a direct impact on many peoples' lives. The Department of Finance recognises the need to keep the public informed on such important matters and to allow people the opportunity to comment on the policy proposals.

This consultation therefore invites people to answer a number of questions in relation to these revenue raising measures. The questions are posed throughout the document. A complete list of questions can also be found at the end of the consultation document at page 21.

### Scope of the consultation

The consultation applies to all of Northern Ireland whether a member of the public, a business, organisations or professional bodies.

### Duration of the consultation

The consultation will run for 14 weeks, it closes to responses on 13 February 2024.

### How to respond to this consultation

You can respond to this consultation online through the link to Citizen Space.

[NI Direct - Citizen Space](#)



You can also send your consultation responses to:

Revenue Raising Consultation  
Land & Property Services  
Department of Finance  
Lanyon Plaza  
7 Lanyon Place  
Belfast, BT1 3LP

When responding, please state whether you are doing so as an individual, or representing the views of an organisation. If you are responding on behalf of an organisation, please make it clear who the organisation represents and, where applicable, how the views of members were assembled. We will acknowledge your response.

The consultation document will be available in other formats upon request. You can email any queries to: [revenueaising@finance-ni.gov.uk](mailto:revenueaising@finance-ni.gov.uk)

## Associated documents

There are two DoF consultation documents available to you, one on domestic rating measures, and this one on non-domestic measures. Also, associated draft impact screening assessments have been made available on the consultation website.

See [Department of Finance \(finance-ni.gov.uk\)](#) for all related papers, which can also be obtained in hardcopy on request, using the contact details above.

# How we consult

## Consultation principles

- consultation must be at a time when proposals are still at a formative stage;
- the proposer must give sufficient reasons for any proposal to permit intelligent consideration and response;
- consultation is only part of a process of engagement;
- adequate time must be given for consideration and response; and
- government responses should be published in a timely fashion.

## Confidentiality

### Your rights

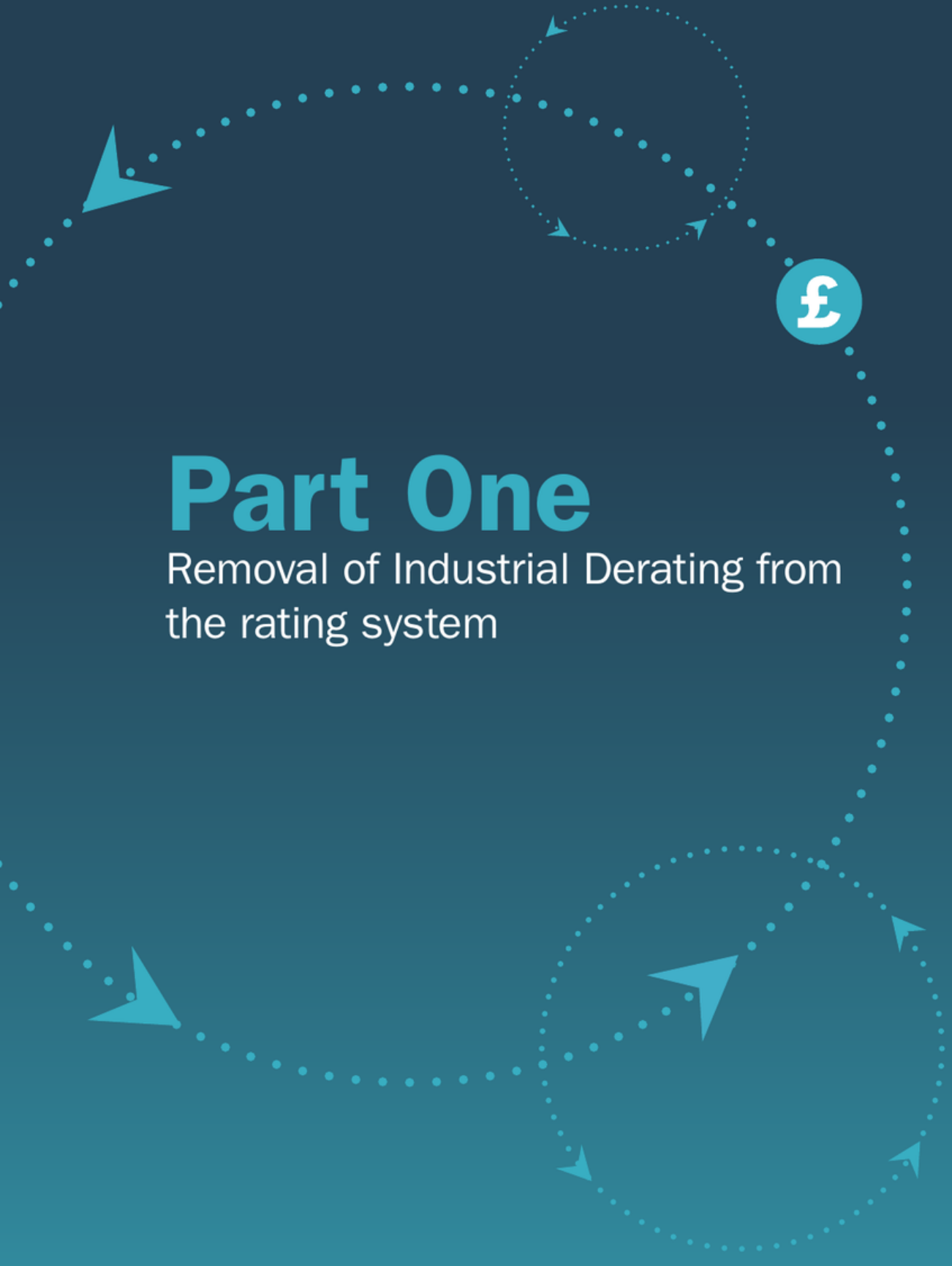
Under the Data Protection legislation, you have the right:

- to be informed of the personal data held about you and to access it;
- to require us to rectify inaccuracies in that data;
- to (in certain circumstances) object to or restrict processing;
- for (in certain circumstances) your data to be 'erased';
- to (in certain circumstances) data portability; and
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please tell us.

## DoF Privacy Notice

The DoF Privacy Notice, explaining how we use your personal data, can be viewed at: [Department of Finance Privacy Notice | Department of Finance \(finance-ni.gov.uk\)](#)



# Part One

Removal of Industrial Derating from the rating system

Industrial Derating awards a 70% reduction to the normal rate liability for property deemed to be used for manufacturing purposes. Areas within a factory which are not used for manufacturing (such as offices) do not benefit from the relief. The application of Industrial Derating is subject to strict interpretation of the Rates (Northern Ireland) Order 1977 and caselaw established by the Lands Tribunal.

The relief is awarded to around 4,500 manufacturing properties, half of which are located in four council areas: Armagh City, Banbridge and Craigavon, Belfast, Mid Ulster and Newry, Mourne & Down.

The relief has a projected cost in 2023/24 of £71.5M. The cost of the relief is paid for entirely by the NI Executive, through revenue foregone from the Regional Rate, and annual Derating Grant payments to compensate district councils for the loss to their district rate revenue.

## Parity

Removal of Industrial Derating will bring the position in Northern Ireland into line with rating policy in all other parts of the UK, where Industrial Derating was phased out in 1963 (in England and Wales) and 1995 (in Scotland).

## Further information

[Industrial Derating | nibusinessinfo.co.uk](https://www.nibusinessinfo.co.uk)

## Interaction with other support measures

If the policy were introduced, then there would be a corresponding reduction in the Derating Grant for district councils to reflect removal of the relief. The Derating Grant is paid to councils by the Department for Communities.

In non-domestic rating, a property may not benefit from both Derating and Small Business Rates Relief. If this measure were implemented, properties with a rateable value of up to £15,000, in respect of which Industrial Derating currently applies, would become eligible for Small Business Rate Relief. This would increase the cost of the Small Business Rates Relief by approximately £2 million.

## CONSULTATION QUESTIONS

**Q1** Should Industrial Derating be removed?

**Q2** What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 

### Impact screening

The Departmental initial Draft Impact Assessment screening exercises have determined that there will be further impact assessment requirements in relation to two areas for this proposal, namely economic assessment and regulatory impact assessment. Evidence from consultees is sought on these two areas, and impacts more generally, to fully inform Policy making in this area.





# Part Two

Removal of Non-Domestic Vacant Rate (NDVR) relief of 50% from the rating system

When non-domestic property belonging to a prescribed class becomes vacant, rates are not payable for three months from either the date it becomes vacant or the date LPS determines as a 'Completion Day'.

After that, rates liability is set at 50% of the normal "occupied" rate. The 50% level is set out in primary legislation. This proposal is to remove the 50% reduction so that the full occupied rate is charged for these properties, as it is for vacant domestic property. There are currently around 4,700 non-domestic properties in receipt of the relief, 45% of which are located within three council areas: Armagh City, Banbridge and Craigavon, Belfast and Newry, Mourne & Down.

This relief has a projected cost of £19.7M in 2023/24. The cost is shared, approx 50/50, by the Northern Ireland Executive and district councils.

## Parity

Removal of 50% NDVR relief, to increase liability to 100% of the occupied rate, will bring the position in Northern Ireland into line with rating policy in all other parts of the UK.

## Further information

[Non-Domestic Vacant Rating | nibusinessinfo.co.uk](https://nibusinessinfo.co.uk)

## Interaction with other support measures

If the policy was introduced then there would be a corresponding notional increase in the level of revenue associated with the excluded NDVR categories of property / ratepayer, e.g. listed buildings, insolvency, etc. This is because rather than receiving an exclusion from a 50% liability, they would instead receive an exclusion from a 100% liability. This does not affect the estimated increased level of revenue assessed.

## CONSULTATION QUESTIONS

**Q3** Should Non-Domestic Vacant Rating relief be removed?

**Q4** What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 

### Impact screening

The Departmental initial Draft Impact Assessment screening exercises have determined that there will be further impact assessment requirements in relation to two areas for this proposal, namely economic assessment and regulatory impact assessment. Evidence from consultees is sought on these two areas, and impacts more generally, to fully inform policy making in this area.



# Part Three

Removal of Freight Transport relief  
from the rating system

Freight Transport relief is a long-standing measure within the Northern Ireland rating system. It provides 75% rate relief to premises that are occupied for the purpose of handling and shipment of goods that are neither owned by, nor intended for the use of, the operator.

Freight Transport relief is awarded to 17 properties that are mainly associated with harbours and ferry terminals. It has a projected 2023/24 cost of £2.32M. It is paid for entirely by the NI Executive, through revenue foregone from the Regional Rate loss and annual Derating Grant payments to compensate district councils for the loss to their district rate revenue.

## Parity

Removal of Freight Transport Relief will bring the position in Northern Ireland into line with rating policy in all other parts of the UK where Freight Transport relief is not available.

## Interaction with other support measures

If the policy was introduced, then there would be a corresponding reduction in the Derating Grant for councils to reflect removal of the relief. The Derating Grant is paid to councils by the Department for Communities.

## CONSULTATION QUESTIONS

**Q5** Should Freight Transport relief be removed?

**Q6** What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 

## Impact screening

The Departmental initial Draft Impact Assessment screening exercises have determined that there will be further impact assessment requirements in relation to two areas for this proposal, namely economic assessment and regulatory impact assessment. Evidence from consultees is sought on these two areas and impacts more generally to fully inform policy making in this area.





# Part Four

Removal of the student Halls of Residence exemption from the rating system

Under current NI rating law properties occupied by the two universities here are fully rateable. Although the universities themselves are fully rateable, the 17 halls of residence connected with the universities are currently fully exempt from rates.

- 14 are owned or managed by eligible institutions (i.e., a university or higher education institution).
- 3 are privately operated under appointment by an eligible institution.

There are also Purpose Built Student Accommodation (PBSA) buildings which are occupied by private organisations but these are not eligible for exemption. In recent years there have been calls from the operators of those buildings for parity with those that are exempt.

The proposal to remove exemption would ensure consistency of treatment between university and college-owned halls of residence (which currently receive an exemption) and new Purpose Built Student Accommodation (which is not eligible for exemption).

The exemption has a cost of just over £2M in revenue foregone. The cost is shared by the Northern Ireland Executive and district councils.

## Parity

Because our rating systems are different the arrangements in Northern Ireland and Great Britain cannot be directly compared. In England, Scotland and Wales, full-time students are exempt from paying Council Tax whilst living away from home, including in halls of residence and purpose-built student accommodation.

## Interaction with other support measures

If the policy was introduced there may be merit in considering if some or all of the savings were used to increase other forms of support within the domestic or non-domestic rating systems.

## CONSULTATION QUESTIONS

- Q7** Should exemption for Halls of Residence owned or managed by universities and colleges be removed?
- Q8** What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 

### Impact screening

The Departmental initial Draft Impact Assessment screening exercise has been conducted in respect of this proposal and has currently screened this proposal out in respect of any further Impact Assessment requirements. Evidence of any wider impacts will however be assessed should consultees wish to provide this to the Department to inform policy making in this area.

## List of consultation questions

### Removal of Industrial Derating from the rating system

**Q1** Should Industrial Derating be removed?

**Q2** What, in your view, would be the impact of removing this support?

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### Removal of Non-Domestic Vacant Rate (NDVR) relief of 50% from the rating system

**Q3** Should Non-Domestic Vacant Rating relief be removed?

**Q4** What, in your view, would be the impact of removing this support?

---

### Removal of Freight Transport relief from the rating system

**Q5** Should Freight Transport relief be removed?

**Q6** What, in your view, would be the impact of removing this support?

---

### Removal of the student Halls of Residence exemption from the rating system

**Q7** Should exemption for Halls of Residence owned or managed by universities and colleges be removed?

**Q8** What, in your view, would be the impact of removing this support?

[Click to answer questions](#) 



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<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	13 <sup>th</sup> December 2023
<b>Report from:</b>	Head of Human Resources & Organisational Development

<b>Item for:</b>	Noting
<b>Subject:</b>	Workforce Reports

1.0	<b><u>Background and Key Issues</u></b>	
	<ol style="list-style-type: none"> <li>1. Workforce Reports are provided on a quarterly basis to this Committee for review and scrutiny as appropriate and include:</li> <li>2. <b>Report on Attendance Management</b> within the Council for the period up to 30<sup>th</sup> September 2023 including actions taken by the Council to support attendance and minimise absence levels.</li> <li>3. <b>Workforce</b> This report details the number of staff employed and agency workers engaged with the Council as at 8<sup>th</sup> November 2023.</li> <li>4. <b>Recruitment</b> This report provides detail of the current position of recruitment of posts as at 20<sup>th</sup> November 2023, both internally and externally advertised posts.</li> </ol>	
2.0	<b><u>Recommendation</u></b>	
	It is recommended that Members note the attached reports.	
3.0	<b><u>Finance and Resource Implications</u></b>	
	Captured within current budgets	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
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 <b>or</b> rationale why the screening was not carried out	Report for noting only
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 <b>or</b> rationale why the screening was not carried out.	Report for noting only

**Appendices:**

- **Attendance Management Report: Analysis for Period Ending on 30<sup>th</sup> September 2023**
- **Recruitment Committee Report - Advert & Selection**
- **Recruitment Committee Report – Appointments**
- **Appendix Workforce Profile 08/11/2023**



**ATTENDANCE MANAGEMENT:  
ANALYSIS FOR PERIOD  
ENDING  
30 September 2023**

## 1.0 OVERVIEW

This report provides Council with detailed information in relation to sickness absence levels in the organisation. The report also provides a summary of how sickness absence is being monitored and managed.

## 2.0 ROLLING YEAR OCTOBER 2022 - SEPTEMBER 2023

For information purposes the Council's workforce at the end of September 2023 was 806.6, with 729.38 'Full Time Equivalent' (FTE) posts.

<b>Full Council</b>	<b>01.08.22 to 31.07.23</b>	<b>01.09.22 to 31.08.23</b>	<b>01.10.22 to 30.09.23</b>
Total Possible Days	153,703.74	157,288.41	157,373.65
Days Lost Through Short Term Sickness	2,774.30	2,695.08	2,639.60
Days Lost Through Long Term Sickness	10,533.50	10,278.50	10,233.00
Short Term Lost Time Rate	1.80%	1.71%	1.68%
Long Term Lost Time Rate	6.85%	6.53%	6.50%
Total Lost Time Rate	8.66%	8.25%	8.18%
<b>Days lost per employee</b>	<b>17.02</b>	<b>16.07</b>	<b>15.96</b>

## 2.1 ACTUAL MONTHS JULY 2023 – SEPTEMBER 2023

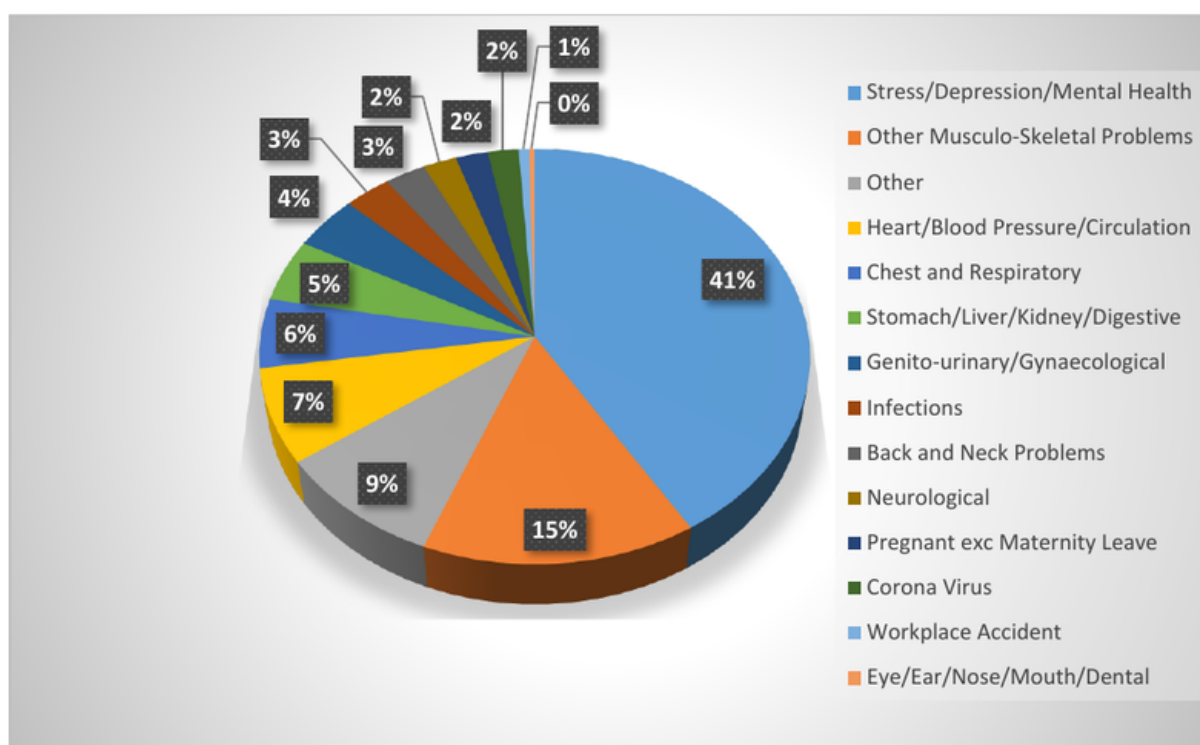
<b>Full Council</b>	<b>July 2023</b>	<b>August 2023</b>	<b>September 2023</b>	<b>Qtr 1</b>
Total Possible Days	12,896.34	13,125.27	13,214.74	<b>39,236.35</b>
Days Lost Through Short Term Sickness	143.50	237.78	238.02	<b>619.30</b>
Days Lost Through Long Term Sickness	753.00	851.00	799.00	<b>2,403.00</b>
Short Term Lost Time Rate	1.11%	1.81%	1.80%	<b>1.58%</b>
Long Term Lost Time Rate	5.84%	6.48%	6.05%	<b>6.12%</b>
Total Lost Time Rate	6.95%	8.30%	7.85%	<b>7.70%</b>
<b>Days lost per employee</b>	<b>1.26</b>	<b>1.51</b>	<b>1.42</b>	<b>4.21</b>

## 2.2 Absence Analysis by Reason Qtr 2 July 2023 – September 2023

Reason	Days Lost Previous Qtr	Days Lost Current Qtr	Variance
Stress/Depression/Mental Health	1,235	1,268	+33.00
Other Musculo-Skeletal Problems	464.00	451.00	-13.00
Other	289.00	286.00	-3.00
Heart & Blood Pressure Circulation	197.00	226	+29.30

Again the single biggest reason for sickness in the second quarter of 2023/2024 is **Stress/Depression/Mental Health** with an increase of **33** days from the previous quarter followed by **Other/Musculo-Skeletal problems** which has decreased by **13 days**. There has been a decrease in illnesses that fall under the “Other” category of **3** days. These figures include employees who have been absent from work due to Cancer, Bereavement, Accident, Diabetes etc.

There has also been an increase of **29.30** days in the Heart & Blood Pressure Circulation.





The pie chart overleaf provides a visual illustration of the absence reasons for sickness absence in the second quarter (July 2023 – September 2023). The list of absence reasons are in descending order e.g. the most frequent cause for long term sickness is \*Stress/ Depression/ Mental Health absences (41%).

\* Stress/ Depression/ Mental Health absences consists of a number of different reported illnesses including anxiety, depression, fatigue, insomnia, manic depression/bipolar depression, nervous disorder, personal problems, home stress, relationship problems, shock/trauma, and stress.

### 2.3 Days Lost - All Employees Previous Qtr vs Current Qtr

Org Structure	Days Lost Previous Qtr (FTE)	Days Lost Current Qtr (FTE)	Variance
Full Council	3,061.80	3,022.3	39.5

The above table demonstrates that in comparison to the previous quarter (April 2023 – June 2023) there has been a decrease of 39.5 days sickness absence in the second quarter of 2023/2024.

### 2.4 Average Days Lost Duration Previous Qtr vs Current Qtr

Org Structure	Ave Days Lost Duration Previous Qtr (FTE)	Ave Days Lost Duration Current Qtr (FTE)	Variance
Full Council	20.77	20.76	-0.02

The above table shows the duration of sickness absence based on FTE has decreased by 0.02 days compared to the previous quarter.

### **3.0 ACTIONS TAKEN**

Reducing sickness absence is and must remain a top priority for the Council.

It is imperative that all Line Managers follow the processes which are in place, utilise the support which is available, and spend the time required to make sure their staff are in work, healthy and productive.

This is important in relation to our duty of care to our workforce, as an employer, but also important in terms of finances and productivity as high absence levels can affect the performance of services provided.

### **3.1 SHORT TERM SICKNESS**

Short-term sickness absence is broadly defined as frequent, recurring periods of sickness absence which do not relate to an underlying health issue.

A review of absence will be conducted once appropriate trigger points indicate to management that a particular employee's pattern of absence has reached a point where there may be cause for concern and a need to investigate. The use of trigger points will ensure a consistent approach to the control of absence in such circumstances.

Employees who have met the appropriate trigger points are set Targets for improvement in line with the Policy for Managing Attendance.

Employees who have reached any stage of the formal procedure more than once within a 24-month period, have a review of their absence history carried out by their Manager, in conjunction with HR, who may escalate to a further stage of the procedure, depending on the circumstances. The Policy for Managing Attendance is currently being reviewed to ensure that the Council is managing sickness absence in the most effective and efficient way possible. As part of this the current trigger points are being reviewed. Consultation with the recognised trade unions and the Absence Working Group in relation to the revised Policy for Managing Attendance is ongoing.

### **3.2 LONG TERM SICKNESS**

Long-term sickness absence, for the purpose of the sickness absence management policy, is defined as a continuous period of absence of 28 calendar days or more.

The Policy for Managing Attendance stipulates a review of the employee's absence at the three-month stage with consideration being given to the nature of the illness and how long it is expected to continue for. If the employee does not return by the six-month stage they may be required to attend a hearing with a Panel to consider the potential of being ill health retired or dismissed.

Absence figures for the Council are reported on a rolling yearly basis, the Council therefore needs to take into consideration that it will take time to see the impact on these figures for the Council.

### 3.3 EXTERNAL FACTORS

There are a number of factors influencing the rise in both our short term and long-term sickness absence figures. The effects of the COVID-19 pandemic have placed additional stresses on an already overwhelmed NHS system. As a result of which NHS waiting lists in Northern Ireland are extremely lengthy and this is causing delays for many of our employees who are waiting on medical appointments and treatment.

### 3.4 USEL

The Council continues to work in partnership with USEL a government-based organisation who can assist employers with absence relating to physical impairment or mental health issues. They offer services such as Physiotherapy and Counselling at no cost to the Council.

The Employment Services Officer keeps in regular contact with employees (normally bi-weekly).

Currently there are 12 employees on both the Workable (NI) Programme and Condition Management Programme, which is nearly at full capacity. Employees must be at work or committed to coming back to the workplace to avail of the programme. All employees have been referred to various programmes and are receiving support and assistance.

## 4.0 ORGANISATIONAL ACTION IN RELATION TO STAFF ABSENCE

A range of measures are in place across the Council to ensure that effective absence management can be demonstrated in all areas and areas of concern are identified and appropriate actions put in place.

The Chartered Institute of Personnel and Development (CIPD) is the professional body for HR and People development. The CIPD is committed to championing better work and working lives, building HR capabilities, shaping ideologies and setting standards for best practices. They have been setting the benchmark for excellence in HR and Learning and Development for more than 100 years with 140,000 members globally.

The Chartered Institute of Personnel and Development (CIPD) Health and Wellbeing at Work survey (September 2023) reports that the most common methods of managing short term and long-term sickness absence are as follows:

#### Short term

Rank order of methods	L&CCC
1. Return to Work Interviews	✓
2. Trigger Mechanisms to review attendance	✓

3. Providing leave for family circumstances (e.g., carer/ emergency/ dependent/ bereavement leave) Sickness absence information given to line managers	✓
4. Employee assistance programme	✓
5. Disciplinary and/or capability procedures for unacceptable absence	✓
6. Line Managers take primary responsibility for managing absence (e.g. receive and act on absence information)	✓
7. Changes to working patterns or environment (e.g., flexible working)	✓
8. Tailored support for line managers (e.g., case conference with HR)	✓
9. Managers trained in absence handling	✓
10. Case management approach (e.g., involving HR/ OH/ line manager)	✓

### Long term

Rank order of methods	L&CCC
1. Return to Work Interviews	✓
2. Employee assistance programme	✓
3. Trigger Mechanisms to review attendance	✓
4. Occupational health involvement	✓
5. Disciplinary and/or capability procedures for unacceptable absence	✓
6. Changes to working patterns or environment (e.g., flexible working)	✓
7. Case management approach (e.g., involving HR/ OH/ line manager)	✓
8. Tailored support for line managers (e.g., case conference with HR)	✓
9. Risk assessment to aid return to work	✓
10. Providing leave for family circumstances (e.g., carer/ emergency/ dependent/ bereavement leave)	✓

As indicated by the above tables all the managing attendance methods are already utilised by Council.

In addition to the above, and in consideration of the reasons for Long Term Sickness, we are going to focus a temporary HR Officer on reducing absence and improving return to work timeframes. This will be for an initial period of 6 months but may be up to 1 year. This post will take effect from 1 November 2023.

### 5.0 OTHER ACTIONS

- Attendance Improvement Notices continue to be issued to employees in accordance with the Managing Attendance Policy.
- From April 2022, 10 employees have left employment from the Council through either NILGOSC Ill Health Retirement or Ill Health dismissals.
- The HR & OD Unit continues to focus on the Directorates that have the highest absence levels in the Council. Meetings have been held to develop action plans to target these areas. These meetings are held on a regular basis with the relevant line managers or Head of Service if applicable. The purpose of these meetings is to ensure that managers continue to prioritise



the management of sickness absence, to identify any patterns of sickness absence and to determine what support and assistance can be provided by the HR & OD Unit. Actions have been taken where employees do not appear to be complying with policy.

- Heads of Service are notified of the employees who are absent within their Units. Non-compliance issues are also captured on these reports if applicable.
- Dedicated HR Rep for Long- & Short-Term Sickness absence, working in partnership with Managers offering a supportive and coaching approach to tackling attendance issues.
- Encouragement of early intervention and open discussions between managers and employees to proactively tackle issues early to stop them becoming long term problems.
- Continued focus on reducing sickness and promoting Health and Wellbeing as part of regular management team meetings.
- Voluntary contribution employee Healthcare Schemes are ongoing. A number of virtual zoom presentations with one of the Healthcare Schemes to help promote their services have been organised and there are plans to organise further presentations to promote these services further.
- The Council leads the subgroup for Managing Attendance established through PPMA. The Northern Ireland Fire Service and Housing Executive are also represented on the group enabling the Council to benchmark with external organisations. Meetings continue to be held on a quarterly basis.
- We have undertaken to review the Policy for Managing Attendance during 2023 and are consulting with Council recognised trade unions in relation to this as well as the Absence Working Group to ensure the revised policy and procedure are as robust and effective as is reasonably possible.
- A temporary HR Officer focused on improving sickness absence has been in place since November 2023.

A number of new initiatives are also in place or under development to support staff and managers across the organisation; these include:

- Further development work with representatives in each Service unit to support managing attendance in their area, and to help them support staff. This will cover areas including:
  - Regular meetings to discuss cases and underlying concerns/issues.
  - Stress Risk Assessments.
  - Identification of any issues which impact on attendance.
  - Exploring the suitability and viability of services available USEL/ Imaginelf/Family Works Counselling, StayWell Hub and Mental Health First Aiders



- Developing a Programme of Wellbeing Training for managers (mental health focus) to be delivered.
- Developing a Health & Wellbeing Strategy.
- We are also currently reviewing the process for managing work related stress.

## 6.0 HEALTH & WELLBEING

There are a number of Health and Wellbeing initiatives which are being utilised to support employees in the workplace on a daily, weekly or monthly basis. Those which have been ongoing since the last report on absence are shown below:

July	August	September
July Wellbeing focus – Family Health	August Wellbeing focus – The Environment  Summer Strive Programme – Mental Health Mondays (Pilates and mindfulness) Walk it Wednesdays  Help and support for parents/ carers at result time  Transition – students going back to school/ moving to university workshop	September Wellbeing focus – Mental Health  World Suicide Prevention day  Mastering the art of batch cooking webinar  Seasonal moods

## 7.0 HEALTH & WELLBEING INITIATIVES OCT-DEC

A number of Health & Wellbeing initiatives and activities which are planned for this period, including;

- October wellbeing focus – Breast Cancer Awareness
- Stoptober - 28 day stop smoking challenge
- World Arthritis Day 2023
- Managing Anxiety in Menopause zoom session
- World Menopause Day – 18.10.2023
- Winter Hanging Basket Workshop
- Flu Vaccinations
- November wellbeing focus - Men's Health
- Christmas wreath making workshops

# Recruitment Committee Report - Advert & Selection

## Recruitment Committee Report Part 1 - Advertising & Selection Stages

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3388	00_Pre-Advert	Finance & Administration Officer	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3389	00_Pre-Advert	Peace Project Officer	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3404	00_Pre-Advert	Special Projects Officer	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3418	00_Pre-Advert	Casual Operations co-ordinators x 5	Leisure & Community Wellbeing	Sports Services	5	Casual
JF3416	00_Pre-Advert	HR & OD Coordinator	Organisation Development & Innovation	HR & OD	1	Permanent - Full Time
JF3417	00_Pre-Advert	HR System Implementation Co-ordinator	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
JF3413	00_Pre-Advert	Regeneration and Growth Programme Manager	Regeneration & Growth	Economic Development	1	Permanent - Full Time
JF3408	01_Advert Live	Building Control Surveyor	Environmental Services	Building Control & Sustainability	2	Permanent - Full Time
JF3412	01_Advert Live	Cleansing Services Officer	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3415	01_Advert Live	Vehicle Maintenance Fitter	Environmental Services	Waste Management & Operations	1	Permanent - Full Time Fixed Term - Full Time Agency
JF3411	01_Advert Live	Programmes Officer	Regeneration & Growth	Economic Development	1	Permanent - Part Time
JF3397	02_Awaiting Shortlisting	Internal Auditor	Chief Executive	Audit	1	Permanent - Full Time
JF3406	02_Awaiting Shortlisting	Enforcement officer	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Permanent - Full Time
JF3405	02_Awaiting Shortlisting	Senior Rec Assistants DIIB (Casual)	Leisure & Community Wellbeing	Sports Services	5	Casual
JF3401	02_Awaiting Shortlisting	Capital Project Sponsor	Regeneration & Growth	Planning & Capital Development	1	Fixed Term - Full Time
JF3387	04_Awaiting Interview	Cleansing Supervisor	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3409	04_Awaiting Interview	Event Sales Officer	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Part Time
JF3410	04_Awaiting Interview	Clerical Officer	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Part Time
JF3407	04_Awaiting Interview	Project Manager	Finance & Corporate Services	Finance	1	Fixed Term - Full Time Fixed Term - Part Time
JF3380	04_Awaiting Interview	Community Development and Resources Manager	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3384	04_Awaiting Interview	FT Senior Leisure Assistant and 4 x casual Senior Leisure Assistants	Leisure & Community Wellbeing	Sports Services	5	Permanent - Full Time Casual
JF3392	04_Awaiting Interview	Systems and Resource Manager	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3398	04_Awaiting Interview	Casual Control Clerks	Leisure & Community Wellbeing	Sports Services	5	Casual
JF3385	04_Awaiting Interview	Head of Assets	Regeneration & Growth	Assets	1	Permanent - Full Time
JF3375	04_Awaiting Interview	Planning Officer	Regeneration & Growth	Planning & Capital Development	3	Permanent - Full Time
JF3400	04_Awaiting Interview	Capital Programme Manager	Regeneration & Growth	Planning & Capital Development	1	Permanent - Full Time
JF3394	10_On Hold	Waste Services Officer	Environmental Services	Waste Management & Operations	1	Permanent - Full Time



# Recruitment Committee Report 2 - Appointments

## Recruitment Committee Report Part 2 - Appointment Stages

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3372 (internal/ving fenced)	06. Pre-Employment in Progress	Administrative Officer	Environmental Services	Building Control & Sustainability	1	Fixed Term - Full Time
JF3368	06. Pre-Employment in Progress	Arts & Events Technician	Leisure & Community Wellbeing	Communities	1	Casual
JF3352	06. Pre-Employment in Progress	Swimming Teacher - Casual	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	06. Pre-Employment in Progress	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3414	06. Pre-Employment in Progress	Exercise Referral Officer	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3383	06. Pre-Employment in Progress	Equality Officer	Organisation Development & Innovation	HR & OD	1	Permanent - Part Time
JF3393	06. Pre-Employment in Progress	HR & OD Advisor	Organisation Development & Innovation	HR & OD	1	Permanent - Part Time
JF3366	07. Firm Offer Pending	Receptionist - Lagan Valley Island	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Full Time
JF3368	07. Firm Offer Pending	Arts & Events Technician	Leisure & Community Wellbeing	Communities	1	Casual
JF3364	07. Firm Offer Pending	Four G posts ( grave digger, greenkeeper, gardener, grounds person)	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3267	07. Firm Offer Pending	Full & Part Time Trainee Leisure Attendant	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3352	07. Firm Offer Pending	Swimming Teacher - Casual	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3352	07. Firm Offer Pending	Swimming Teacher - Casual	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3352	07. Firm Offer Pending	Swimming Teacher - Casual	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3379	07. Firm Offer Pending	Placement Student - Assistant Sports Development Officer	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Part Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3363	07. Firm Offer Pending	Contracted Full Time & Part time & Casual Leisure Attendant.	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3391	07. Firm Offer Pending	Operations Coordinator	Leisure & Community Wellbeing	Sports Services	1	Acting Up
JF3373	07. Firm Offer Pending	HR Apprentice	Organisation Development & Innovation	HR & OD	1	Permanent - Full Time
JF3362	07. Firm Offer Pending	Procurement Officer (Business Partner)	Regeneration & Growth	Assets	1	Permanent - Full Time
JF3227	08. Firm Offer Issued	Civic Amenity Assistant Supervisor	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3355	08. Firm Offer Issued	Vehicle Maintenance Fitter	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3364	08. Firm Offer Issued	Four G posts ( grave digger, greenkeeper, gardener, grounds person)	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3364	08. Firm Offer Issued	Four G posts ( grave digger, greenkeeper, gardener, grounds person)	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3345	08. Firm Offer Issued	Casual Operations Co-ordinator	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3364	09. Terms & Conditions Returned	Four G posts ( grave digger, greenkeeper, gardener, grounds person)	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3390	09. Terms & Conditions Returned	IT Admin Officer	Organisation Development & Innovation	IT & Commercialisation	1	Permanent - Full Time

**WORKFORCE PROFILE**  
**November Committee Report**

Department & Unit	Employees at 1st November 2023						Agency staff as of 8th November 2023					
	FTE			Headcount			Agency FTE			Agency Headcount		
	FT	PT	TOTAL	FT	PT	TOTAL	F/T	P/T	TOTAL	F/T	P/T	TOTAL
<b>Chief Executive's Office</b>												
Chief Executive's Office	2.0	0.4	2.4	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Audit, Risk & Performance	4.0	0	4.0	4.0	0.0	4.0	1.0	0.0	1.0	1.0	0.0	1.0
<b>Total CEO</b>	<b>6.0</b>	<b>0.4</b>	<b>6.4</b>	<b>6.0</b>	<b>1.0</b>	<b>7.0</b>	<b>1.0</b>	<b>0.0</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>	<b>1.0</b>
<b>Finance and Corporate Services</b>												
Corporate Communications & Administration	39.0	6.22	45.2	39.0	12.0	51.0	3.0	0.4	3.4	3.0	1.0	4.0
Director - Finance and Corporate Services	2.0	0.41	2.4	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Finance	15.0	0.8	15.8	15.0	1.0	16.0	1.0	0.0	1.0	1.0	0.0	1.0
<b>Total CS</b>	<b>56.0</b>	<b>7.43</b>	<b>63.4</b>	<b>56.0</b>	<b>14.0</b>	<b>70.0</b>	<b>4.0</b>	<b>0.4</b>	<b>4.4</b>	<b>4.0</b>	<b>1.0</b>	<b>5.0</b>
<b>Environmental Services</b>												
Director - Environmental Services	3.0	0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Environmental Health	37.0	5.39	42.4	37.0	9.0	46.0	4.0	0.0	4.0	4.0	0.0	4.0
Waste Management & Operations	153.0	3.76	156.8	153.0	7.0	160.0	50.6	0.0	50.6	51.0	0.0	51.0
Building Control	18.0	1.1	19.1	18.0	2.0	20.0	1.0	0.4	1.4	1.0	1.0	2.0
<b>Total ES</b>	<b>211.0</b>	<b>10.25</b>	<b>221.3</b>	<b>211.0</b>	<b>18.0</b>	<b>229.0</b>	<b>55.6</b>	<b>0.4</b>	<b>56.0</b>	<b>56.0</b>	<b>1.0</b>	<b>57.0</b>
<b>Leisure and Community Wellbeing</b>												
Communities	52.0	6.51	58.5	52.0	10.0	62.0	4.0	2.8	6.8	4.0	5.0	9.0
Director - Leisure and Community Wellbeing	2.0	0.6	2.6	2.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Parks and Amenities	90.0	2.53	92.5	90.0	4.0	94.0	5.0	0.0	5.0	5.0	0.0	5.0
Sports Services	104.0	32.12	136.1	104.0	70.0	174.0	1.0	0.0	1.0	1.0	0.0	1.0
<b>Total LCW</b>	<b>248.0</b>	<b>41.76</b>	<b>289.8</b>	<b>248.0</b>	<b>85.0</b>	<b>333.0</b>	<b>10.0</b>	<b>2.8</b>	<b>12.8</b>	<b>10.0</b>	<b>5.0</b>	<b>15.0</b>
<b>Regeneration Growth</b>												
Director - Service Transformation and Regeneration Growth	3.0	0	3.0	3.0	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0
Economic Development	23.0	3.31	26.3	23.0	6.0	29.0	0.0	0.0	0.0	0.0	0.0	0.0
Planning & Capital Development	30.0	6.82	39.0	30.0	10.0	40.0	1.0	0.0	1.0	1.0	0.0	1.0
Assets	28.0	4.53	32.5	28.0	8.0	36.0	1.0	0.8	1.8	1.0	1.0	2.0
<b>TOTAL STRG</b>	<b>84.0</b>	<b>14.66</b>	<b>100.9</b>	<b>84.0</b>	<b>24.0</b>	<b>108.0</b>	<b>2.0</b>	<b>0.8</b>	<b>2.8</b>	<b>2.0</b>	<b>1.0</b>	<b>3.0</b>
<b>Organisation Development and Innovation</b>												
Director - Organisation Development and Innovation	2.0	0	2.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0
Transformation Portfolio	15.0	0	15.0	15.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0
Human Resources and Organisation Development	17.0	6.88	23.9	17.0	12.0	29.0	1.0	0.6	1.6	1.0	1.0	2.0
<b>TOTAL ODI</b>	<b>34.0</b>	<b>6.88</b>	<b>40.9</b>	<b>34.0</b>	<b>12.0</b>	<b>46.0</b>	<b>1.0</b>	<b>0.6</b>	<b>1.6</b>	<b>1.0</b>	<b>1.0</b>	<b>2.0</b>
<b>Total Employees (FTE / Headcount)</b>	<b>639.0</b>	<b>81.4</b>	<b>722.6</b>	<b>639.0</b>	<b>154.0</b>	<b>793.0</b>	<b>73.6</b>	<b>5.0</b>	<b>78.6</b>	<b>74.0</b>	<b>9.0</b>	<b>83.0</b>

\* These figures include all agency workers who may be placed for the following reasons: to cover vacancies, maternity, long term sick, project or seasonal work

Total Headcount November 2023	Full-time	Part-time	Total
Employees	639	154	793
Agency Workers	74	9	83

Total Headcount August 2023	Full-time	Part-time	Total
Employees	628	158	786
Agency Workers	71	23	94

**Other Totals**

Detail	Number
Total fixed term workers	90
Total current secondments/transfers (internal/external)	16
Total students	4

<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	Wednesday 13 <sup>th</sup> December 2023
<b>Report from:</b>	Director of Regeneration and Growth (Donal Rogan)

## CONFIDENTIAL REPORT

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

<b>Item for:</b>	Noting
<b>Subject:</b>	Report on Tender Awards

1.0	<p><b><u>Background and Key Issues</u></b></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><b><u>Key Issues</u></b></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"> <li>1. Planned Preventive Maintenance Inspections of Water Features</li> </ol> <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 (<b>see attached Appendices</b>). 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	<b><u>Recommendation</u></b> 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.	
3.0	<b><u>Finance and Resource Implications</u></b> Budget provision has been included in the annual estimates.	
4.0	<b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b>	
4.1	Has an equality and good relations screening been carried out?	Yes
4.2	Brief summary of the key issues identified and proposed mitigating actions <b><u>or</u></b> rationale why the screening was not carried out;  The Contracts are deemed to benefit all section 75 groups equally and therefore it was deemed that no screening was required.	This contract is deemed to benefit all section 75 groups equally.
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 <b><u>or</u></b> rationale why the screening was not carried out.  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	A Rural Impact Assessment is deemed not to be required as these are contracts for works services and will apply equally to all communities across the Council area.

<b>Appendices:</b>	APPENDIX XX1 – Summary Tender Awards APPENDIX XX2 – Service Unit Tender Reports
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**Summary of Tenders awarded.**

<b>TENDER TITLE</b>	<b>SUPPLIER AWARDED</b>	<b>TENDER VALUE</b>
Planned Preventive Maintenance Inspections of Water Features	Chemical Treatment Services Ltd	[REDACTED]



**TENDER REPORT FOR**

**Planned Preventive Maintenance Inspections  
of Water Features**

## **Tender Returns**

Following tendering of this project, only one Contractor returned a tender electronically via the eTendersNI website. The tender was opened by the Procurement Officer on Tuesday 24<sup>th</sup> October 2023.

The tender opening report was approved by the Head of Assets.

Tender was returned from the following contractor:

- Chemical Treatment Services Ltd, c/o Magill Adams, 40 Railway Street, Lisburn, BT28 1XP [REDACTED]

The tender was passed to Assets Unit for evaluation and information, checked by:

Alan Gowdy, Estates Manager

Simon Fyfe, Estates Planning Officer

## **Open Tender Evaluation**

### **Stage 1 – Evaluation Criteria**


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

The information this tenderer provided was successfully evaluated against the mandatory criteria thus this tenderer can progress to stage 2.


### **Stage 2 - Arithmetic Errors**

As per the procedures set out in "Conditions of Tendering" the tender from Chemical Treatment Services Ltd was arithmetically checked

The Price Schedule calculations were found to be correct this tenderer is awarded the contract.

<u>Tenderer</u>	<u>Tender Price</u>	<u>Rank</u>
Chemical Treatment Services Ltd		1

## Recommendation

It is recommended that the contract is awarded to Chemical Treatment Services Ltd in the sum of . 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.



<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	13 December 2023
<b>Report from:</b>	Head of Corporate Communications & Administration

## CONFIDENTIAL REPORT

<b>Reason why the report is confidential:</b>	Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings
<b>When will the report become available:</b>	
<b>When will a redacted report become available:</b>	Following Council ratification
<b>The report will never become available:</b>	

<b>Item for:</b>	<b>Decision</b>
<b>Subject:</b>	Standing Orders – Local Government (Standing Orders) Regulations (Northern Ireland)
1.0	<p><b><u>Background and Key Issues</u></b></p> <p>Correspondence has been received from the Department for Communities (DfC) regarding the draft Local Government (Standing Orders) Regulations (Northern Ireland) - copy correspondence at <b>Appendix 1</b> and draft Regulations attached at <b>Appendix 2</b>.</p> <p>DfC has requested the views of councils in respect of the Standing Order Regulations with particular focus on the operation of the “call-in” procedure. Returns are due on 1 December 2023, however, due to the date of our Corporate Services Committee meeting (13 December), we have been granted an extension until 5 January 2024 to enable the views of Members to be obtained.</p> <p>DfC has already been provided with details of the call-ins managed by LCCC in recent years – attached at <b>Appendix 3</b> for Members’ information.</p> <p>The following points have been identified as requiring further clarification and will form the basis of the response to DfC:</p> <p><b>a. Timelines</b></p> <ul style="list-style-type: none"> <li>• How long does the Chief Executive have to confirm that the call-in is admissible?</li> <li>• What makes a call-in invalid?</li> <li>• How long is allowed to obtain legal advice?</li> <li>• Practice varies across the 11 Councils with the majority following procedures laid out in The Local Government (Standing Orders) Regs (NI) 2016 which were never enacted.</li> </ul> <p><b>b. Ad hoc committees</b></p> <ul style="list-style-type: none"> <li>• Should Mayor and Deputy be included as ex-officio as with other committee chairpersons?</li> <li>• Is an ad hoc should still required to meet if the call-in is deemed inadmissible or doesn’t satisfy one of the two conditions in the opinion of the legal?</li> <li>• Should there be a timeframe for this ad hoc committee meeting and/or conclusion of a call in?</li> </ul>

	<p>c. <b>Section 41(1)(a)</b></p> <ul style="list-style-type: none"> <li>• More clarity is needed on what determines that the decision was not arrived at after a proper consideration of the relevant facts and issues.</li> </ul> <p>d. <b>Section 41(1)(b)</b></p> <ul style="list-style-type: none"> <li>• Is the opinion of a single barrister/solicitor sufficient to provide a definitive position on a call-in request, or should an additional opinion be sought?</li> </ul> <p>Further input from Members is welcomed. Members are asked to provide any responses to the Acting Member Services/PCSP Manager by Monday 18 December so that a final response can be developed for DfC by 5 January 2024.</p> <p>The final response will be provided to Members through the January Information and Correspondence schedule.</p>	
2.0	<p><b><u>Recommendation</u></b></p> <p>It is recommended that Members:</p> <ul style="list-style-type: none"> <li>• agree that the four points be sent to DfC</li> <li>• provide any further comments to the Acting Member Services/PCSP Manager by Monday 18 December 2023</li> </ul>	
3.0	<p><b><u>Finance and Resource Implications</u></b></p> <p>None</p>	
4.0	<p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></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 <b><u>or</u></b> rationale why the screening was not carried out</p> <p>No change to Standing Orders has been made at this time. There are no resulting impacts on any section 75 group.</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 <b><u>or</u></b> rationale why the screening was not carried out.</p> <p>No change to Standing Orders has been made at this time. There are no resulting impacts on rural needs.</p>	

<b>Appendices:</b>	<p><b>Appendix 1</b> – DfC Correspondence</p> <p><b>Appendix 2</b> - Draft Local Government (Standing Orders) Regulations (Northern Ireland)</p>
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**Local Government and Housing  
Regulation Division**

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Phone: (028) 90 909385  
Email: [andrew.mcintyre@communities-ni.gov.uk](mailto:andrew.mcintyre@communities-ni.gov.uk)

Our ref:  
Date: 31 October 2023

Chief Executive of each District Council

Via email.

Dear Chief Executive,

**THE LOCAL GOVERNMENT (STANDING ORDERS) REGULATIONS (NORTHERN IRELAND)**

You will be aware the Department previously tried in 2015 and 2016 to bring forward Local Government (Standing Orders) Regulations (NI) and that both sets of draft regulations were negated by the Assembly.

The Department is considering what, if any, mandatory Standing Orders should be included in future legislation and the purpose of this letter is to seek the views of councils.

The previous draft Regulations contained provisions on:

- decisions to be taken by a qualified majority;
- the call-in process;
- positions of responsibility; and
- appointments of councillors to committees.

A link to the 2016 draft Regulations is provided below:

[The Local Government \(Standing Orders\) Regulations \(Northern Ireland\) 2016 \(legislation.gov.uk\)](#)



The Department has already written to councils on 20 July 2023 regarding the allocation of committee places and positions of responsibility, asking to identify any concerns with the current process. The Department will consider those replies to assess what legislation or guidance may help clarify or add to the process.

The Department is, in particular, seeking information related to the operation of the 'call-in' procedure, which provides a mechanism by which councils may reconsider decisions already taken. To further understand how this process is working in councils I would be grateful if councils could identify and provide details of:

- any issues with the current 'call-in' process;
- how many decisions have been called-in since 1 April 2015;
- what type of decisions were called-in;
- on what grounds were they called-in; and
- what the outcome was – decision upheld or overturned.

See attached proforma to be completed and returned. The Department would ask that Councils provide this information by 1 December 2023.

The Department has also received correspondence from a number of councils following the judgment in the Hartlands Judicial Review case. Please note, it will require primary legislation to exclude quasi-judicial decisions, such as planning decisions, from the call-in process and the Department is liaising with the Department for Infrastructure on this matter.

The Department would welcome the views of councils on any additional areas which they consider may benefit from being included in Standing Orders Regulations.

Yours faithfully,

**Andrew McIntyre**  
Local Government and Housing Regulation Division

DRAFT STATUTORY RULES OF NORTHERN  
IRELAND

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**2016 No.**

**LOCAL GOVERNMENT**

**The Local Government (Standing Orders) Regulations (Northern  
Ireland) 2016**

*Made*

*Coming into operation*

The Department of the Environment makes the following Regulations, in exercise of the powers conferred by section 38 of the Local Government Act (Northern Ireland) 2014(a).

In accordance with section 127(1) of that Act, the Department has consulted councils, such associations or bodies representative of councils, such associations or bodies representative of officers of councils and such other persons and bodies as appeared to the Department to be appropriate.

**Citation, commencement and interpretation**

**1.**—(1) These Regulations may be cited as the Local Government (Standing Orders) Regulations (Northern Ireland) 2016 and shall come into operation on 15th March 2016.

(2) In these Regulations—

“the 1972 Act” means the Local Government Act (Northern Ireland) 1972(b);

“the 2014 Act” means the Local Government Act (Northern Ireland) 2014;

“Executive Arrangements Regulations” means the Local Government (Executive Arrangements) Regulations (Northern Ireland) 2015(c); and

“call-in” means a requisition for the reconsideration of a decision under section 41(1) of the 2014 Act.

**Incorporation of provisions in standing orders**

**2.** A council must incorporate the provisions in the Schedule in its standing orders for regulating its proceedings and business.

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(a) 2014 c. 8 (N.I.)  
(b) 1972 c. 9 (N.I.)  
(c) S.R. 2015 No. 44



### **Modification of standing orders**

3. A council must refrain from modifying its standing orders for regulating its proceedings and business, to enable provisions incorporated under regulation 2 in those standing orders to be amended or disapplied unless permitted by those provisions.

### **Revocation**

4. Schedule 3 to the Local Government (Transitional, Supplementary, Incidental Provisions and Modifications) Regulations (Northern Ireland) 2014(a) is revoked.

Sealed with the Official Seal of the Department of the Environment on 2016.

A senior officer of the  
Department of the Environment

## **SCHEDULE**

Regulation 2

### **PART 1**

#### **Voting**

#### **Decisions to be taken by a qualified majority**

1. A qualified majority shall be required in relation to a council's decision on—
  - (a) a call-in made in accordance with section 41(1)(b) of the 2014 Act where a practising barrister or solicitor has opined under section 41(2) of that Act that there is a risk that the decision is outside the powers of the council, or is incompatible with EU law or Convention Rights (within the meaning of the Human Rights Act 1998(b)), or is not in compliance with the council's equality scheme in so far as it relates to equality of opportunity (within the meaning of section 75(1) of the Northern Ireland Act 1998(c)); and
  - (b) the suspension of standing orders, other than those whose provisions are specified in accordance with —
    - (i) section 40(1) of the 2014 Act;
    - (ii) section 41(1) and (2) of the 2014 Act;
    - (iii) paragraphs 2(3), 4(2) and 6(3) of Schedule 1 to the 2014 Act; and
    - (iv) this Schedule,which cannot be suspended.

### **PART 2**

#### **Call-in Process**

#### **Interpretation**

2. In this Part—

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(a) S.R. 2014 No. 148  
(b) 1998 c. 42  
(c) 1998 c. 47

“budget” means the expenditure authorised by a council under section 3 of the Local Government Finance Act (Northern Ireland) 2011(a);

“clerk” means the clerk of a council appointed under section 41 of the 1972 Act;

“committee” means a committee of the council appointed under section 7 of the 2014 Act;

“delegated authority” means the discharge of a function under authority fixed by a council under section 7 of the 2014 Act;

“decision maker” means the body or person making an executive decision, a decision under delegated authority or a key decision;

“executive” means a cabinet-style executive or a streamlined committee executive as provided for in section 21(2) of the 2014 Act;

“executive decision” means a decision taken by a decision maker in connection with the discharge of a function which is the responsibility of the executive of a council;

“key decision” means a decision under executive arrangements which is likely—

(a) to result in the council incurring expenditure which is, or the making of savings are, significant having regard to the council’s annual budget for the service or function to which the decision relates; or

(b) to be significant in terms of the effects on communities living or working in an area comprising two or more district electoral areas in the local government district of the council;

“member” means a member of the council;

“policy framework” means the policies and procedures agreed by the council in relation to the delivery of a function or functions of the council;

“proper officer” means an officer appointed by the council for the purpose of supporting the executive;

“published” means made available for inspection by members of the council;

“Register of Decisions” means a register of decisions maintained by the council of those decisions agreed by the council;

“section of the inhabitants of the district” means any section of the inhabitants that is clearly identifiable by location, interest or other category;

“special resolution” means a resolution of a council as defined in section 148 of the 1972 Act.

### **Decisions subject to call-in**

**3.—**(1) The following decisions may be subject to call-in and in such manner as is specified in these standing orders—

(a) a decision of the council;

(b) a decision of the executive;

(c) an executive decision taken under joint arrangements in accordance with section 26 of the 2014 Act;

(d) a key decision taken by an officer of the council;

(e) a decision taken by a committee under delegated authority in accordance with section 7 of the 2014 Act; and

(f) a decision taken by a committee to make a recommendation for ratification by the council.

(2) The following decisions shall not be subject to call-in—

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(a) 2011 c. 11 (N.I.)

- (a) a decision on a regulatory or quasi-judicial function which is subject to a separate appeal mechanism;
- (b) a decision which is deemed to be a case of special urgency in accordance with regulation 24 of the Executive Arrangements Regulations;
- (c) a decision where an unreasonable delay could be prejudicial to the council's or the public's interests;
- (d) a decision taken by an officer of the council which is not a key decision;
- (e) a decision by the executive which serves only to note a report from or the actions of an officer; and
- (f) a decision which is required to be taken by a special resolution.

(3) No decision may be subject to call-in more than once for each of the grounds specified in section 41(1) of the 2014 Act.

### **Call-in procedure**

**4.—**(1) A call-in must be submitted in writing to the clerk by 10am on the fifth working day following—

- (a) in the case of a decision of the council, the date of the council meeting at which the decision was taken;
- (b) in the case of a decision of a committee or a key decision taken by an officer of the council, the date on which the decision to which the call-in relates was published.

(2) If a call-in is received after the relevant period specified in sub-paragraph (1), it must be deemed inadmissible.

(3) A call-in shall—

- (a) specify the reasons why a decision should be reconsidered; and
- (b) subject to sub-paragraph (6), be deemed to be inadmissible if the reasons are not specified.

(4) In the case of a call-in submitted under section 41(1)(b) of the 2014 Act, members must in the reasons specified under sub-paragraph (3)(a) specify—

- (a) the section of the inhabitants of the district that would be affected by the decision; and
- (b) the nature and extent of the disproportionate adverse impact.

(5) Within one working day of receipt of a call-in, the clerk must confirm that—

- (a) it has the support of 15 per cent of the members of council; and
- (b) the reasons for the call-in have been specified.

(6) Where the reasons have not been specified on the requisition, the clerk must notify the members making the requisition that it must be considered inadmissible if reasons are not specified in writing within the specified period.

(7) Within two working days of receipt of an admissible call-in submitted under section 41(1)(b) of the 2014 Act, the clerk must seek the opinion of a practising solicitor or barrister in accordance with section 41(2) of the 2014 Act.

(8) When the legal opinion obtained in accordance with section 41(2) of the 2014 Act is received, the clerk must—

- (a) furnish the opinion to the members; and
- (b) include the decision on the agenda for the next available meeting of the council for reconsideration.

### **The call-in process: committee arrangements**

**5.—**(1) For the purposes of reconsideration of a decision pursuant to a call-in, the minutes of a committee which record a decision—

- (a) taken under delegated authority; or
- (b) for referral for ratification by the council

must be published within five working days of the conclusion of the meeting. The date on which the minutes were published must be regarded as the relevant date for the purposes of a call-in.

(2) If a call-in is not received within the period specified in paragraph 4(1)—

- (a) a decision to which sub-paragraph (1)(a) applies must be implemented; or
- (b) a decision to which sub-paragraph (1)(b) applies must be tabled for ratification by the council.

(3) The tabling for ratification of a decision to which sub-paragraph (1)(b) applies, or the implementation of a decision to which sub-paragraph (1)(a) applies, must be postponed until the decision has been reconsidered. The decision maker may rescind the decision at any time prior to the decision being reconsidered.

(4) If a call-in is made in accordance with paragraph 4(3) and section 41(1)(a) of the 2014 Act, the council must appoint an ad hoc committee of the council, the membership of which will be—

- (a) the chairpersons of all committees of the council; and
- (b) the deputy chairpersons of all committees of the council

to consider the process adopted by the decision-making committee.

(5) The chairperson and deputy chairperson of the committee which was responsible for the decision which is the subject of the call-in must not have voting rights at a meeting of the committee appointed in accordance with sub-paragraph (4).

(6) The members of the ad hoc committee who are present shall choose a member to preside at the meeting.

(7) The members who submitted the call-in, or a member on their behalf, must be invited to attend the meeting at which the decision subject to the call-in is considered and may, upon the request of the chairperson, address the meeting, but must not have voting rights, unless they are voting members of the ad hoc committee.

(8) A committee appointed in accordance with sub-paragraph (4) may—

- (a) refer the decision back to the decision maker;
- (b) in the case of a decision taken under delegated authority, support the decision; or
- (c) in the case of a decision requiring ratification by the council, refer the decision to the council.

(9) Where a decision has been supported in accordance with sub-paragraph (8), that decision must—

- (a) be approved;
- (b) be inserted in the Register of Decisions; and
- (c) become operative from the date of the meeting at which the committee appointed in accordance with sub-paragraph (4) confirmed support for the decision.

### **The call-in process: council decisions**

**6.**—(1) If a call-in is not received within the period specified in paragraph 4(1) in respect of a decision, that decision may be implemented after that period expires.

(2) The implementation of a decision must be postponed until the decision has been reconsidered.

(3) The clerk must place a call-in on the agenda for the next meeting of the council.

### **The call-in process: executive arrangements**

7.—(1) A proper officer must, within two working days of the production of a statement in accordance with regulations 25 and 26 of the Executive Arrangements Regulations, submit to the council a notice detailing the decision(s) recorded in the statement.

(2) The notice prepared in accordance with sub-paragraph (1) must specify—

- (a) those decisions that are not subject to call-in;
- (b) the period for receipt of a call-in; and
- (c) the overview and scrutiny committee, as determined by a proper officer, that will consider a call-in in accordance with section 41(1)(a) of the 2014 Act.

(3) If a call-in is not received in respect of a decision, that decision may be implemented after that period expires.

(4) If a call-in is received which specifies that the decision was not taken in accordance with the budget or policy framework agreed by the council, the call-in must be referred to the council for decision.

(5) The implementation of a decision must be postponed until the decision has been reconsidered. The decision maker may rescind the decision at any time prior to the decision being reconsidered.

(6) Subject to sub-paragraph (4) the clerk must place a call-in on the agenda of the overview and scrutiny committee specified in the notice prepared in accordance with sub-paragraph (2).

(7) The overview and scrutiny committee must meet within 5 working days of receipt of the call-in.

(8) More than one call-in may be considered at a meeting of an overview and scrutiny committee.

(9) Subject to sub-paragraph (10), the consideration of a matter under sub-paragraph (5) by an overview and scrutiny committee may be adjourned, provided that—

- (a) the chairperson presiding at the meeting; and
- (b) the chairperson of the executive

agree a date for the resumption of consideration of the call-in request.

(10) A meeting convened in accordance with sub-paragraph (6) may only be adjourned under sub-paragraph (9) in order to—

- (a) allow for additional information to be obtained; or
- (b) permit additional witnesses to attend.

(11) The members who submitted the call-in, or a member on their behalf, must be invited to attend the meeting at which the decision subject to the call-in is considered and may, upon the request of the chairperson, address the meeting, but must not have voting rights, unless they are members of the overview and scrutiny committee.

(12) In response to a call-in made in accordance with section 41(1)(a) of the 2014 Act, an overview and scrutiny committee may—

- (a) support the decision; or
- (b) refer the decision, along with the recommendation of the overview and scrutiny committee, back to the decision maker

(13) Where a decision has been supported in accordance with sub-paragraph (11), that decision must—

- (a) be approved;
- (b) be inserted in the Register of Decisions; and
- (c) become operative from the date of the meeting at which the overview and scrutiny committee confirmed support for the decision.



(14) Where a decision has been referred back to a decision maker in accordance with sub-paragraph (12)(b), the decision maker must—

- (a) consider the recommendation of the overview and scrutiny committee; and
- (b) reconsider the original decision.

## PART 3

### Positions of Responsibility

#### **Positions of responsibility: time limits**

**8.**—(1) Subject to sub-paragraph (2), in relation to positions of responsibility selected in accordance with paragraphs 2(1) and 2(2) or paragraph 4(1) or paragraphs 6(1) and 6(2) of Schedule 1 to the 2014 Act, the period specified for—

- (a) the nominating officer to select a position of responsibility and the term for which it shall be held; and
- (b) the person nominated to accept the selected position

is 15 minutes.

(2) An extension to the period specified in sub-paragraph (1) may be granted subject to the approval of the council. Such an extension may be requested by—

- (a) the nominating officer;
- (b) the person nominated to hold the selected position; or
- (c) another member.

## PART 4

### Appointment of Councillors to Committees, etc.

#### **Interpretation**

**9.** In this Part —

“2000 Act” means the Political Parties, Elections and Referendums Act 2000(a);

“member” means councillor;

“nominating officer” means—

- (a) the person registered under the 2000 Act as the party’s nominating officer; or
- (b) a member of the council nominated by that person for the purposes of Schedule 1 to the 2014 Act; and

“party” means a party registered under the 2000 Act in the Northern Ireland register (within the meaning of that Act).

#### **Standing Order - Appointment of more than one committee**

**10.** Where a council appoints more than one committee at the same meeting in accordance with paragraph 5 of Schedule 2 to the 2014 Act, for the purposes of determining the number of places that must be allocated across the parties and independent members of that council, it must agree—

- (a) the number of committees to be appointed; and

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(a) 2000 c. 41

- (b) the number of councillors that shall constitute the membership of each committee.

## Nomination

**11.**—(1) The total number of places to which a nominating officer of a party may nominate members who stood in the name of that party when elected must be calculated in accordance with paragraphs 2 to 4 of Schedule 2 to the 2014 Act and any resolution of the council made thereunder.

(2) A nominating officer's function under paragraph 2(1)(b) of Schedule 2 to the 2014 Act must be exercised in such manner as to ensure that—

- (a) all the members of a committee are not nominated by the same nominating officer;
- (b) a nominating officer of a party may nominate members who stood in the name of that party to fill the majority of places on a committee, if the majority of members stood in the name of that party; and
- (c) subject to heads (a) and (b), the number of members which each nominating officer of a party may nominate, in so far as is practicable, bears the same proportion to the number of places on that committee as is borne by the number of members on the council who stood in the name of that party.

(3) Nominations made in accordance with sub-paragraph (2) must take into account any positions of responsibility on a committee held by a member who stood in the name of a party.

## EXPLANATORY NOTE

*(This note is not part of the Regulations)*

Section 38 of the Local Government Act (Northern Ireland) 2014 (“the 2014 Act”) provides for regulations to require councils to incorporate such provisions as may be prescribed by the Department in standing orders for regulating their proceedings and business. These regulations prescribe those provisions.

Regulation 2 provides that the standing orders specified in the Schedule to the regulations must be incorporated in a council's standing orders.

Regulation 3 provides that a council must refrain from modifying its standing orders to enable the standing orders specified in the Schedule to be amended or disapplied, unless permitted by those provisions.

Regulation 4 revokes Schedule 3 to the Local Government (Transitional, Supplementary, Incidental Provisions and Modifications) Regulations (Northern Ireland) 2014.

The Schedule specifies standing orders that must be incorporated in a council's standing orders.

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<b>Committee:</b>	Corporate Services Committee
<b>Date:</b>	13 December 2023
<b>Report from:</b>	Head of Corporate Communications and Administration

## CONFIDENTIAL REPORT

<b>Reason why the report is confidential:</b>	Information relating to the financial or business affairs of any particular person (including the Council holding that information).
<b>When will the report become available:</b>	
<b>When will a redacted report become available:</b>	1 <sup>st</sup> November 2024
<b>The report will never become available:</b>	

<b>Item for:</b>	<b>Decision</b>
<b>Subject:</b>	EVENT BOOKING SYSTEM – FINANCIAL APPRAISAL

1.0	Lisburn and Castlereagh City Council (LCCC) operates two successful venues: Lagan Valley Island and ISLAND Arts Centre consisting of a range of conference suites, theatres and workshop spaces. This generates income from a range organisations and promoters and provides a service to the wider community via programmed workshops and theatre performances.														
1.1	A real-time events booking system plays a vital role in the management of bookings and events at LVI and IAC allowing for the management of theatre, conference and arts bookable spaces, maintaining, organising, and forward planning day to day business aspects of each facility. The current system is provided by Artifax Ltd and the contract is due to expire 31 <sup>st</sup> October 2024.  [REDACTED]  [REDACTED]														
1.2	<p><b>Current Costs</b></p> <p>An annual fee for 13 operation licences and I-Cloud hosting has been paid to the current service provider (Artifax) as follows:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>YEAR</th> <th>2018/19</th> <th>2019/20</th> <th>2020/21</th> <th>2021/22</th> <th>2022/23</th> <th>2023/24</th> </tr> </thead> <tbody> <tr> <td>ANNUAL FEE</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>[REDACTED]</td> </tr> </tbody> </table> <p>Whilst we will be requesting a fixed price for the duration of the contract, we have allowed a 5% year on year inflation rise.</p> <ul style="list-style-type: none"> <li>• There will be unlimited licences, hosting and maintenance will be included;</li> <li>• The system will be run from i-cloud therefore no system storage required; and</li> </ul>	YEAR	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	ANNUAL FEE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
YEAR	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24									
ANNUAL FEE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]									

1.3	<ul style="list-style-type: none"> <li>There will be no new hardware costs as system will run on i-cloud from any PC/surface pro/laptop.</li> </ul> <p><b>Projected Costs</b></p> <p>It is recommended that the contract is procured on the basis of 3 years with the option to extend for a further period of 12 months (4 years overall).</p> <p>The estimated contract value for a 3 year plus one additional optional year is £ [REDACTED] (allowing for potential inflationary increases). This will allow for unlimited licences, hosting, reporting and maintenance/updates.</p>		
2.0	<p><b><u>Recommendation</u></b></p> <p>It is recommended that Members consider the financial appraisal and approve a new procurement exercise to be undertaken to implement a new event management booking system by 1st November 2024.</p>		
3.0	<p><b><u>Finance and Resource Implications</u></b></p> <p>The budget is held by IT services and has been considered as part of the 2024/25 estimates process.</p>		
4.0	<p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></p>		
4.1	<table border="1"> <tr> <td data-bbox="209 1182 1254 1272">Has an equality and good relations screening been carried out?</td> <td data-bbox="1254 1182 1505 1272">Yes</td> </tr> </table>	Has an equality and good relations screening been carried out?	Yes
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Has a Rural Needs Impact Assessment (RNIA) been completed?	No		
4.4	<table border="1"> <tr> <td data-bbox="209 1552 1254 1771"> <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 decision relates to an internal management system and does not require a Rural Needs Impact Assessment.</p> </td> <td data-bbox="1254 1552 1505 1771"></td> </tr> </table>	<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 decision relates to an internal management system and does not require a Rural Needs Impact Assessment.</p>	
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<p><b>Appendices:</b></p>	<p>[REDACTED]</p>
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<b>Committee:</b>	Corporate Services
<b>Date:</b>	13 <sup>th</sup> December 2023
<b>Report from:</b>	Head of Finance

## CONFIDENTIAL REPORT

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<b>When will a redacted report become available:</b>	After Full Council
<b>The report will never become available:</b>	

<b>Item for:</b>	Noting
<b>Subject:</b>	Management Accounts – Period 7 2023/2024

1.0	<p><b><u>Background and Key Issues</u></b></p> <p><b>Period 7 - Management Accounts</b></p> <ol style="list-style-type: none"> <li>1. Attached is the set of Management Accounts for the period ended 31<sup>st</sup> October 2023 (Period 7).</li> <li>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.</li> <li>3. It is to be noted that the net profiled expenditure for the period is <b>£2,911k below the approved estimates (8.65% underspend)</b> for the financial year 2023/2024. This is the position including costs funded from earmarked reserves, which are listed separately in the appendix.</li> <li>4. The underspend as at period 7 (including items funded from reserves) is summarised below: <ul style="list-style-type: none"> <li>• Payroll           Underspend – £1,187k</li> <li>• Non-payroll   Underspend - £143k</li> <li>• Income           Overachievement - £1,580k</li> </ul> </li> </ol> <p><b><i>Analysis of current position</i></b></p> <ol style="list-style-type: none"> <li>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.</li> </ol>
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[REDACTED]

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 £940k under profiled budget for period 7 (£1,124,134 actual vs £2,064,633 budget) primarily due to the extension of the Government Energy Scheme which has been confirmed until 31 March 2024.

[REDACTED]

[REDACTED]

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 39.02% ahead of budget (actual £1,197,685 v budget £861,498).
- Golf Course income is performing better than anticipated, (£767,803 actual v £506,185 budget) achieving 52% over planned budget at P7.
- Trade Waste collection is slightly below budget (£405,764 actual v budget £424,000).
- MRF (Material Recovery Facilities which deals with sorting waste) income is significantly below the period 7 budget with income at £24,196 compared to a period 7 budget of £42,068.
- Investment income continue to achieve substantially above budget with income at £669,563, compare to a period 7 budget of £157,500. 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 3.15% ahead of budget (£637,682 actual v £618,214 budget).
- Planning fees income is tracking at 24.5% below budget with actual income of £495,584 compared to period 7 budget of £656,247

[REDACTED]

[REDACTED]

[REDACTED]



## *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 £222,674. This figure has increased from £195,827 in period 5. 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 2 is a negative outturn of £24,715. This has reduced from £103,752 in quarter 1. 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 October, continues to remain high. (4.6% in October 23)  
[REDACTED]
- Increasing prices for current and new contracts, including vehicle material costs remains a risk  
[REDACTED]  
[REDACTED]
- 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.

### *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 £50k for the remainder of the current financial year. There is no financial provision within the current budget as funding had be 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	<p><b><u>Recommendation</u></b></p> <p>It is recommended that Members note the information contained in this report.</p>		
3.0	<p><b><u>Finance and Resource Implications</u></b></p> <p>As Above</p>		
4.0	<p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></p>		
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**LISBURN AND CASTLEREAGH CITY COUNCIL  
2023/2024 MANAGEMENT ACCOUNTS**

Period 7

2023/24

**SUMMARY BY DIRECTOR**

	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	
	£	£	£	£	%
Organisation Development & Innovation	3,966,910	2,703,625	2,919,895	(216,271)	-7.41%
Finance & Corporate Services	5,501,130	2,525,041	3,304,106	(779,065)	-23.58%
Governance & Audit	680,330	246,739	252,486	(5,747)	-2.28%
Community Health & Wellbeing	16,356,970	7,708,420	9,728,865	(2,020,445)	-20.77%
Environmental Services	22,223,500	12,742,315	12,990,204	(247,889)	-1.91%
Regeneration & Growth	6,873,020	4,102,202	4,450,268	(348,066)	-7.82%
<b>Total</b>	<b>55,601,860</b>	<b>30,028,342</b>	<b>33,645,825</b>	<b>(3,617,483)</b>	<b>-10.75%</b>

**Costs excluded from above covered by reserves:**

Grove Activity Centre (no budget)		105,948		105,948	
Spend to save - Parks & Amenities equipment		104,480		104,480	
Kings Coronation (no budget)		56,496		56,496	
Community grants additional spend		92,744		92,744	
<b>Total</b>	<b>55,601,860</b>		<b>33,645,825</b>		

**RISKS - Costs projected for remainder of Fin Year**

De-rating penny product q2			24,715	
Actual penny product -as at October 2023			222,674	
Government funded programmes-risk of funding gap,e.g. Animal welfare			32,000	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.
Election costs expected overspend			124,000	Mainly due to higher costs from EONI
<b>TOTAL RISKS</b>			<b>403,389</b>	

**OPPORTUNITIES -**

Delay in awarding Residual Waste Treatment Contract			250,000	
Cost reduction in utilities - calculated on a straight line basis		847,684	847,684	
<b>TOTAL OPPORTUNITIES</b>			<b>1,097,684</b>	

Payroll/non Payroll/ Income Summary per Directorate to  
Period 7

Explanation

Organisation Development & Innovation	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	
	£	£	£		
Payroll	2,048,070	1,217,422	1,364,089	(146,667)	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	1,634,717	1,706,425	(71,708)	Various small underspends in HR- training/ Development/ health & well Being
Income	(351,500)	(148,514)	(150,618)	2,105	LGTC monthly accrual to offset expenditure.
<b>Total Net - Organisation Development &amp; innovation</b>	<b>3,966,910</b>	<b>2,703,625</b>	<b>2,919,895</b>	<b>(216,271)</b>	<b>-7.41%</b>

Finance & Corporate Services	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	
	£	£	£		
Payroll	3,783,300	2,072,760	2,194,274	(121,514)	Underspend due to vacant posts in LVI Centre mgt ,central support ( partly covered by agency) and in Registration post not filled .
Non-Payroll	2,731,970	1,609,809	1,721,023	(111,214)	Legal costs overspent on profiled budget ( although is still within annual budget) Utilities are underspent at month 7 and this is expected to continue in all council sites.
Income	(1,014,140)	(1,157,528)	(611,191)	(546,337)	Increased interest on invested funds.
<b>Total Net - Service Support</b>	<b>5,501,130</b>	<b>2,525,041</b>	<b>3,304,106</b>	<b>779,065</b>	<b>-23.58%</b>

Governance & Audit	Annual Budget	YTD P7 Act & Comm	YTD P7 Budget	Variance	Explanation
	£	£	£		
Payroll	608,710	206,118	204,381	1,737	Small overspend due agency costs covering vacant post.
Non-Payroll	71,620	41,121	48,105	(6,984)	Internal audit budget not spent but offset by Audit manager costs
Income	-	(500)	-	(500)	On budget
<b>Total Net - Governance and Audit</b>	<b>680,330</b>	<b>246,739</b>	<b>252,486</b>	<b>(5,747)</b>	<b>-2.28%</b>

Community Health & Wellbeing	Annual Budget	YTD P7	YTD P7	Variance	Explanation
	£	Act & Comm £	Budget £		
Payroll	14,352,290	7,838,039	8,251,967	(413,928)	Underspend is mainly due to a number of vacancies and long term sick throughout the directorate.
Non-Payroll	10,425,880	5,733,958	6,322,048	(588,090)	Mainly due to substantial underspends in utility costs (£417,695) Gas, (£362,343) Electricity and other areas of underspend which are due to budget profiling. The overspend in Community grants is covered by reserves.
Income	(8,421,200)	(5,863,577)	(4,845,150)	(1,018,427)	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
<b>Total Net - Community Health &amp; Wellbeing</b>	<b>16,356,970</b>	<b>7,708,420</b>	<b>9,728,865</b>	<b>(2,020,445)</b>	<b>-20.77%</b>

Environmental Services	Annual Budget	YTD P7	YTD P7	Variance	Explanation
		Act & Comm	Budget		
Payroll	12,395,610	6,865,573	7,134,789	(269,216)	Unfilled posts in all areas - for Building control this was related to the slow down in current market, recruitment is now underway. In Environmental Health due to acting up and pending efficiency review some vacant posts have not been filled.
Non-Payroll	13,631,230	8,013,696	8,194,251	(180,555)	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)	(2,136,954)	(2,338,836)	201,882	Underachievement in income at Period 7 is due to the withdrawal of Animal Welfare funding and downturn in recycling market. Whilst Building Control income is still underachieving it has continued to show signs of recovery.
<b>Total Net - Environmental Services</b>	<b>22,223,500</b>	<b>12,742,315</b>	<b>12,990,204</b>	<b>(247,889)</b>	<b>-1.91%</b>

Regeneration & Growth	Annual Budget	YTD P7	YTD P7	Variance	Explanation
		Act & Comm	Budget		
Payroll	5,615,030	2,906,217	3,251,563	(345,346)	There are unfilled posts across the directorate including Assets, Capital & Planning unit and 9 unfilled posts in Economic Development. Recruitment of the requisite resources is proving difficult in specific disciplines.
Non-Payroll	5,141,277	3,186,344	3,270,187	(83,843)	Overspends in maintenance and materials which are offset by various underspends in Planning and Development.
Income	(3,883,287)	(1,990,359)	(2,071,482)	81,123	Planning fees are tracking slightly lower than anticipated budget due to current market conditions and adoption of new Area Plan
<b>Total Net - Regeneration &amp; Growth</b>	<b>6,873,020</b>	<b>4,102,202</b>	<b>4,450,268</b>	<b>(348,066)</b>	<b>-7.82%</b>

<b>Committee:</b>	Corporate Services
<b>Date:</b>	13 <sup>th</sup> December 2023
<b>Report from:</b>	Head of Finance

## CONFIDENTIAL REPORT

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<b>Item for:</b>	Decision
<b>Subject:</b>	Consolidated Scheme of Allowances payable to Councillors

1.0	<b><u>Background and Key Issues</u></b>
1.1	Circular LG 23/2023 from the Local Government & Housing Regulation Division of the Department for Communities has been received and is attached.
1.2	This consolidated circular is required to determine and reflect an increase in maximum rates for Basic and Special Responsibility Allowance from 1 April 2023 and an increase in Dependants' Carers' Allowance from 1 April 2024.
1.3	This consolidated circular is required to determine and reflect an increase in maximum rates for Basic Allowance (from £16,394 to £17,030) and Special Responsibility Allowance (from £80,809 to £83,944) from 1 April 2023.
1.4	The revised rates enclosed in the circular for Basic Allowance and Special Responsibility Allowance have been used to update the Council's Scheme of Allowances Payable to Councillors for the period 1st April 2023 – 31st March 2024 and this Scheme is attached for Members' approval.
1.5	There are 2 sections within Schedule 1 on Appendix 1 - LCCC Scheme of Allowances 2023-2024. This is due to the change in the committee structure from 8 <sup>th</sup> June 2023.
1.6	The revised rates enclosed in the circular for Dependants' Carers' Allowance have been used to update the Council's Scheme of Allowances Payable to Councillors for the period 1 <sup>st</sup> April 2024 – 31 <sup>st</sup> March 2025.
2.0	<b><u>Recommendation</u></b>  It is recommended that:-



	<ul style="list-style-type: none"> <li>the revised rates for Basic and Special Responsibility Allowance as outlined in the LG23/2023 circular be accepted and applied from 1 April 2023;</li> <li>the Council's updated Scheme of Allowances Payable to Councillors for the period 1st April 2023 – 31st March 2024 be approved.</li> <li>the Council's updated Scheme of Allowances Payable to Councillors for the period 1st April 2024 – 31st March 2025 be approved.</li> </ul>	
3.0	<p><b><u>Finance and Resource Implications</u></b></p> <p>As Above</p>	
4.0	<p><b><u>Equality/Good Relations and Rural Needs Impact Assessments</u></b></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 <b><u>or</u></b> rationale why the screening was not carried out  Departmental circular	
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 <b><u>or</u></b> rationale why the screening was not carried out.  Departmental circular	

<b>Appendices:</b>	<p>Appendix 1 – LCCC Scheme of Allowances 2023-2024</p> <p>Appendix 2 – LCCC Scheme of Allowances 2024-2025</p> <p>Appendix 3 – Circular LG 23/2023 Consolidate Councillor Allowance Circular – Updated November 2023</p>
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# LISBURN & CASTLEREAGH CITY COUNCIL

## SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS

1 APRIL 2023 – 31 MARCH 2024

This Scheme is made under Section 31 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019. The scheme has been prepared in accordance with the Department of Communities circular LG 23/2023 Consolidated Councillor Allowances Circular – issued November 2023

### 1. Definitions

1.1 In this scheme:

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

## **2. Commencement Date**

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

## **3. Basic Allowance**

3.1 Subject to sub-paragraph 3.3 and paragraph 8 below, for the period ending on 31 March 2024, a basic allowance of £17,030 shall be paid to each councillor. Where appropriate this shall be paid pro-rata.

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

3.3 The Basic Allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. From 1 April 2023, this element within the Basic Allowance is £1,199.

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

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

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

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

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

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

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

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

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

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

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

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

## **7 Travel and Subsistence Allowances**

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

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

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

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

\* For mileage above 8,500 miles

\*\*For mileage above 10,000 miles

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

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



## **8 General**

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

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

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

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

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

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

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

## **9 Claims and Payment**

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

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

## **10 Publication**

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

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

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

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

## SCHEDULE 1

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

### 1. Valid from 1 April 2023

Position	Annual Allowance
Chairman (Corporate Services Committee)	£ 10,338
Chairman (Development Committee)	£ 10,338
Chairman (Environmental Services Committee)	£ 10,338
Chairman (Governance & Audit Committee)	£ 6,203
Chairman (Leisure & Community Development Committee )	£ 10,338
Chairman (Planning Committee)	£12,405
Chairman (Capital Projects Committee)	£ 4,135
Vice Chairman (Corporate Services Committee)	£ 3,101
Vice Chairman (Development Committee)	£ 3,101
Vice Chairman (Environmental Services Committee)	£ 3,101
Vice Chairman (Governance & Audit Committee)	£ 1,861
Vice Chairman (Leisure & Community Development Committee)	£ 3,101
Vice Chairman (Planning Committee)	£ 3,722
Vice Chairman (Capital Projects Committee))	£ 1,241
Partnership Panel Member	£ 671
<b>TOTAL</b>	<b>£83,994</b>

2. Valid from 8 June 2023

Position	Annual Allowance
Chair (Corporate Services Committee)	£ 9,946
Chair (Regeneration and Growth Committee)	£ 9,946
Chair (Environmental Services Committee)	£ 9,946
Chair (Governance & Audit Committee)	£ 5,968
Chair (Communities and Wellbeing Committee )	£ 9,946
Chair (Planning Committee)	£11,935
Vice Chair (Corporate Services Committee)	£ 2,984
Vice Chair (Regeneration and Growth Committee)	£ 2,984
Vice Chair (Environmental Services Committee)	£ 2,984
Vice Chair (Communities and Wellbeing Committee)	£ 2,984
Vice Chair (Planning Committee)	£ 3,580
All Members of Planning Committee (9 members at 10% of Chair £1,148.89 each)	£10,741
<b>TOTAL</b>	<b>£83,944</b>

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

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



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

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

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

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

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

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

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

(a) a pedal cycle;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# LISBURN & CASTLEREAGH CITY COUNCIL

## SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS

1 APRIL 2024 – 31 MARCH 2025

This Scheme is made under Section 31 of the Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019. The scheme has been prepared in accordance with the Department of Communities circular LG 23/2023 Consolidated Councillor Allowances Circular – issued November 2023

### 1. Definitions

1.1 In this scheme:

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

## **2. Commencement Date**

2.1 This scheme of allowances shall be operational from 1 April 2024.

## **3. Basic Allowance**

3.1 Subject to sub-paragraph 3.3 and paragraph 8 below, for the period ending on 31 March 2025, a basic allowance of £17,030 shall be paid to each councillor. Where appropriate this shall be paid pro-rata.

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

3.3 The Basic Allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. From 1 April 2024, this element within the Basic Allowance is £1,199.

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

4.1 For the period ending on 31 March 2025, a special responsibility allowance shall be paid to those councillors who hold the special responsibilities specified in Schedule 1.

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

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

5.1 For the period ending 31 March 2025, an allowance of £26,982 will be payable to the Chairman (Mayor) of the Council.

5.2 For the period ending 31 March 2025, an allowance of £8,636 will be payable to the Vice Chairman (Deputy Mayor) of the Council.

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

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

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

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

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

6.4 For the period ending on 31 March 2025, the hourly rate of dependants' carers' allowance for standard care shall be £11.44, and for specialised care shall be £22.88. The monthly maximum for standard care paid to individual councillors shall be £595.00, and the monthly maximum for specialised care shall be £1,190.00. Councillors may claim only one DCA in respect of each occurrence of approved duty. One DCA is payable even if there are 2 or more children/dependants being cared for.



## **7 Travel and Subsistence Allowances**

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

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

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

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

\* For mileage above 8,500 miles

\*\*For mileage above 10,000 miles

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

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

## **8 General**

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

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

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

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

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

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

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

## **9 Claims and Payment**

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

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

## **10 Publication**

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

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

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

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

## SCHEDULE 1

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

### 1. Valid from 1 April 2024

Position	Annual Allowance
Chair (Corporate Services Committee)	£ 9,946
Chair (Regeneration and Growth Committee)	£ 9,946
Chair (Environmental Services Committee)	£ 9,946
Chair (Governance & Audit Committee)	£ 5,968
Chair (Communities and Wellbeing Committee )	£ 9,946
Chair (Planning Committee)	£11,935
Vice Chair (Corporate Services Committee)	£ 2,984
Vice Chair (Regeneration and Growth Committee)	£ 2,984
Vice Chair (Environmental Services Committee)	£ 2,984
Vice Chair (Communities and Wellbeing Committee)	£ 2,984
Vice Chair (Planning Committee)	£ 3,580
All Members of Planning Committee (9 members at 10% of Chair £1,148.89 each)	£10,741
<b>TOTAL</b>	<b>£83,944</b>

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

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



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

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

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

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

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

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

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

(a) a pedal cycle;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Department for

**Communities**

An Roinn

**Pobal**

Department for

**Commonities**

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

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

Local Government and Housing  
Regulation Division  
Finance Branch  
Causeway Exchange  
1-7 Bedford Street  
BELFAST  
BT2 7EG  
Phone: 028 9082 3375  
email:  
[Anthony.carleton@communities-ni.gov.uk](mailto:Anthony.carleton@communities-ni.gov.uk)

Our ref: CO1-23-1118

28 November 2023

Dear Sir/Madam

**CIRCULAR LG 23/2023 - CONSOLIDATED COUNCILLOR ALLOWANCES CIRCULAR  
(Updated November 2023)**

This Local Government Circular provides a consolidated record of all councillor allowances and supersedes Local Government Circular LG 3/2023.

This consolidated circular is required to determine and reflect an increase in maximum rates for Basic and Special Responsibility Allowance from 1 April 2023 and an increase in Dependants' Carers' Allowance from 1 April 2024.

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

**INVESTORS IN PEOPLE**<sup>®</sup>  
We invest in people Standard



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

Yours faithfully,

**ANTHONY CARLETON**

**Director**

**Local Government and Housing Regulation**

## 1. Basic Allowance

- valid from 1 April 2023

<b>Basic Allowance</b>
Maximum £17,030 per annum ≠

≠ (The basic allowance includes an element for incidental and consumable costs incurred by councillors in their official capacity. In 2015/16 this element was £1,000 and each year this amount is uplifted in line with the increase applied to the basic allowance, therefore this element within the basic allowance is £1,199 from 1 April 2023.)

## 2. Dependants' Carers' Allowance

- valid from 1 April 2023 – 31 March 2024

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

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

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

- valid from 1 April 2024 – 31 March 2025

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

<b>Dependants' Carers' Allowance</b>	<b>Hourly Rate</b>	<b>Maximum Monthly Amount</b>
	<b>£</b>	<b>£</b>
Standard	11.44 <sup>^</sup>	595
Specialist	22.88	1,190

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



### 3. Travel Allowances

– valid from 1 April 2017

The following table states the maximum rates for travel allowances.

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

#### 4. Special Responsibility Allowance

– valid from 1 April 2023

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

<b>Population of council</b>	<b>Maximum Special Responsibility Allowance  £</b>	<b>Maximum (1/5<sup>th</sup>) for individual councillor  £</b>
Less than 120,000	59,960	11,992
120,000 to 199,000	83,944	16,789
200,000 +	129,513	25,903

## 5. Subsistence Allowances

– valid from 1 April 2015

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

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