



June 21st, 2023

**To: Chairman, Alderman O Gawith**

**Vice-Chairman, 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, 21st June 2023** at **5:30 pm** for the transaction of the undernoted Agenda. Members are requested to attend..

A hot meal shall be available in Lighters Restaurant from **4.45 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 CHIEF EXECUTIVE

### 3.1 Decisions taken under Delegated Authority (during Election period) - FOR NOTING

 *CSC Report - Delegated Decisions - Election Period.pdf*

*Page 1*

## 4.0 REPORT OF DIRECTOR OF FINANCE & CORPORATE SERVICES

### 4.1 Budget Consultations - Responses to Consultations from TEO, DfC AND DFI - FOR NOTING

 *CSC Report - Consultations Dfl, TEO, DfC.pdf*

*Page 4*

 *Appendix 1 LCCC Response to TEO Consultation.pdf*

*Page 7*

 *Appendix 2 Response Submitted to DfC.pdf*

*Page 11*

 *Appendix 3 Response to Equality Impact Assessment of Dfl Budget Proposals...pdf*

*Page 14*

### 4.2 National Association of Councillors - Constitution - FOR NOTING & DECISION

 *CSC Report NAC Constitution Report.pdf*

*Page 18*

 *Appendix 1a Email from NAC re Revised Constitution.pdf*

*Page 22*

 *Appendix 1b NAC Draft Constitution Revised Report.pdf*

*Page 23*

 *Appendix 2 NAC Constitution Sept 2016.pdf*

*Page 28*

 *Appendix 3 Draft Letter to NAC re Constitution.pdf*

*Page 31*

## **5.0 DIRECTOR OF REGENERATION & GROWTH AND DIRECTOR OF FINANCE & CORPORATE SERVICES**

### **5.1 Capital Programme Governance Refresh - FOR DECISION**

[!\[\]\(c507f772dba2b921f86777f01218e570\_img.jpg\) \*CSC Report re Capital Governance.pdf\*](#) *Page 32*

[!\[\]\(4729e517bc6a7cd81c8025b9646574fb\_img.jpg\) \*Copy of Appendix LCCC Governance Model Phases Rev 5.pdf\*](#) *Page 37*

## **6.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION**

### **6.1 Representation on Internal Working Groups and Outside Bodies - FOR DECISION**

[!\[\]\(cbe2492b119e39e02a1dab2af4a4b296\_img.jpg\) \*CSC Report Working Groups and External Bodies June 23 \(003\).pdf\*](#) *Page 38*

[!\[\]\(e474458956c9a37fbf9586ddb60a7fa1\_img.jpg\) \*Appendix 1 - Internal Working Groups across all Committees.pdf\*](#) *Page 42*

[!\[\]\(3e2231b1ad3ca8da8658228c00dd08e0\_img.jpg\) \*Appendix 2 - Representation on Outside Bodies 2023.pdf\*](#) *Page 44*

## **7.0 REPORT OF HEAD OF FINANCE**

### **7.1 Annual Subscription Fees 2023/2024 - 2026/2027 - FOR DECISION**

[!\[\]\(4fe57c3593bf1b21d272ae7ac8dfaf77\_img.jpg\) \*CSC Report - Council subscriptions.pdf\*](#) *Page 46*

### **7.2 Repairs & Renewals - Quarter 4 of 2022/2023 - FOR NOTING**

[!\[\]\(b792654f2cef9719eabeb6c5be00811e\_img.jpg\) \*CSC Report - Repairs and renewals quarter 4.pdf\*](#) *Page 50*

[!\[\]\(7d1d6890825e83a6a4a51febe2dcc7f3\_img.jpg\) \*Repairs and Renewals Quarter 4.pdf\*](#) *Page 53*

## **8.0 REPORT OF ACTING HEAD OF HUMAN RESOURCES & ORGANISATION DEVELOPMENT**






### **8.1 Draft Annual Progress Report on Equality, Good Relations and Disability Duties for 2022-2023 - FOR DECISION**

[!\[\]\(84f47badaad7772cd95667a7c387a639\_img.jpg\) \*CSC Report - HR\\_OD\\_June\\_23\\_Equality\\_Report.pdf\*](#) *Page 54*

[!\[\]\(28f72b996fc97883dfd9d4e8b1b16b4e\_img.jpg\) \*Appendix\\_DRAFT\\_LCCC\\_APR\\_to\\_ECNI.pdf\*](#) *Page 58*

[!\[\]\(5d954b3e270654ad8ab0d5913161c03c\_img.jpg\) \*Appendix\\_Feedback\\_from\\_ECNI\\_on\\_S75\\_Progress.pdf\*](#) *Page 92*

### **8.2 Quarterly Workforce Reports - Workforce, Attendance Management, Recruitment - FOR NOTING**

 <i>CSC Report - HR_OD_June_23_Workforce_Report.pdf</i>	<i>Page 97</i>
 <i>Copy of Appendix_WF_Profile.pdf</i>	<i>Page 100</i>
 <i>Appendix_Absence_June23.pdf</i>	<i>Page 101</i>
 <i>Appendix_Recruitment_May_23.pdf</i>	<i>Page 109</i>
 <i>Appendix_Recruitment2_May_23.pdf</i>	<i>Page 110</i>

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

### **9.1 Report on various tender awards - FOR NOTING & DECISION**

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

### **9.2 Procurement of Catering Services, LVI - FOR DECISION**

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

### **9.3 Management Accounts - Period 12 (Draft) - FOR NOTING**

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

### **9.4 Withdrawal of Compound Interest Claim on Overpaid VAT - FOR DECISION**

Confidential for reason of information in relation to which a claim to legal professional privilege

could be maintained in legal proceedings.

## **10.0 ANY OTHER BUSINESS**

### **10.1 Corporate Services Committee - Terms of Reference**



## Corporate Services Committee

**21<sup>st</sup> June 2023**

**Report from:**

**Chief Executive**

### Item for Noting

**TITLE:** Decisions taken under Delegated Authority (During Election Period)

**Background and Key Issues:**

1. Members are advised that, during the election period, delegated authority was granted to proceed to continue to nominate in the Pride of Place Awards Scheme 2023. A report on this is going to the Communities and Wellbeing Committee in June.

**Recommendation:**

It is recommended to note the above decision which was taken under delegated authority during the election period.

**Finance and Resource Implications:**

From within existing Community Services Budget

- Entry Cost, hosting of judges and attendance at Awards Ceremony - £2,000  
Additional costs incurred to cover travel and accommodation costs for nominated groups, Council Officers and Elected Members to attend the awards ceremony, dependant on location.

**Screening and Impact Assessment**

**1. Equality and Good Relations**

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

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

If yes, what was the outcome?:

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

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

**2. Rural Needs Impact Assessment:**

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

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

**SUBJECT TO PLANNING APPROVAL:**

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

**APPENDICES:**

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

No

If Yes, please insert date:





## Corporate Services Committee

**21<sup>st</sup> June 2023**

**Report from:**

**Director of Finance & Corporate Services**

### Item for Noting

**TITLE:** Budget Consultations

**Background and Key Issues:**

Public consultations on funding proposals as part of budget settlements for the 2023-24 financial year have been launched by the following:

The Executive Office  
Department for Communities  
Department for Infrastructure

Responses on behalf of the Council have already been submitted in order to meet the deadlines for return.

Please find attached for noting retrospectively, responses in regard to the budget allocation consultations.

**Recommendation:**

Members are asked to note the responses to The Executive Office, Department for Communities and Department for Infrastructure on budget settlements for 2023/24 financial year.

**Finance and Resource Implications:**

N/A

## Screening and Impact Assessment

### 1. Equality and Good Relations

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

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

N/A

If yes, what was the outcome?:

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

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

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

### 2. Rural Needs Impact Assessment:

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

N/A

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

**SUBJECT TO PLANNING APPROVAL:**

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

**APPENDICES:**

Consultation responses to:

Appendix 1 The Executive Office

Appendix 2 Department for Communities

Appendix 3 Department for Infrastructure

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

No

If Yes, please insert date:

## Response ID ANON-UZ8Y-NAFP-5

Submitted to TEO Budget Allocation for 2023-2024 EQIA Responses

Submitted on 2023-06-08 18:15:06

### Introduction

1 Are you responding as an individual?

No

2 Are you responding on behalf of an organisation?

Please state organisation name. If this does not apply to you please write N/A:

Lisburn & Castlereagh City Council

3 What is your name?

Name:

Paul McMinn

4 What is your email address?

Email:

paul.mcminn@lisburncastlereagh.gov.uk

5 May we contact you to discuss your response to this consultation? This may be to follow up any specific points we need to clarify.

Yes

### EQIA Questions

6 Do you agree that TEO has gathered the necessary data to inform its decisions around the allocation of its budget?

No

If not, what sources should TEO consider?:

LCCC does not agree that TEO has gathered the necessary data to inform its decisions around its budget allocation for three main reasons: -

1. There is limited information contained in the EQIA on the DCGRP (District Council Good Relations Programme) despite it having the greatest proposed cut of all TEO-funded programmes.

2. The DCGRP is based on a needs analysis which has been determined by an extensive consultation exercise at a local council level informing the development of a 3-year Strategy and Annual Action Plan. These have been approved by Council and the EQIA does not take into consideration local analysis or good relations Issues specific to Lisburn & Castlereagh. There is also no/limited reference to hate crime or new-comer statistics.

3. The TEO EQIA references mitigation to protected groups and groups that generate an income; DCGRP generates match funding through Council and external partners.

7 Do you agree with TEO's assessment of the options for budget reductions?

No

If not, what other areas of the Department's spend should be considered?:

LCCC does not agree with this assessment, as the EQIA refers to using creative thinking, collaboration, and innovation, however, there is limited evidence of this in the proposals. Departments need to maximise opportunities under community planning arrangements at a local level using co-design methodology to protect and develop interventions required to deliver good relations at a local level.

Match funding and in-kind contributions have not been included in considerations.

There is a valid rationale in regard to protected groups however the proposed cuts would be disproportionate across DCGRP/Central GR. Lisburn & Castlereagh City Council has one of the smallest TEO-funded budgets with minimal staffing financed through the DCGRP. The budget reduction is not reflective of this and has a greater impact on delivery and funding support with regard to this financial breakdown. Front-line delivery will be severely compromised with adverse impacts across S75 groups and this is not adequately referenced or demonstrated in the EQIA.

Other central government department cuts range from 5-15%, so the 47% budgetary reduction for the DCGRP is significantly higher and will have a greater impact on minority groups within society.

Councils and community partners are already working within constrained budgets alongside the 'cost of living crisis' which is directly impacting the delivery of support and interventions. The additional proposed budgetary reductions will further impact the well-being and cohesion within communities across the council area.

8 Do you agree with TEO's assessment of equality impacts of the options considered for budget reductions?

No

If not, what other equality impacts does the Department need to take account of?:

LCCC agrees with this assessment in part only.

The equality impacts are not fully described within the report along with a limited response on Section 75 groups who are supported through the implementation and delivery of the DCGRP.

The reduction in funding for the DCGRP is likely to have a greater impact on minority groups who do not benefit from other funding opportunities or participation in programmes resulting in such groups being at a significantly greater disadvantage as a result of this reduction. In relation to Lisburn & Castlereagh City Council area, an increase in proportion of all Section 75 groupings has been highlighted through the 2021 census in comparison to the previous findings of the 2011 census. From a population base of 149,106 residents, 4% identify as being of ethnic minority (an increase of 2%). The EU resettlement scheme saw a total of 3,940 applications from individuals residing within the council area. The 2022/23 Council's Good Relations Action Plan benefited a total of 7,300 individuals with 12% of all participants reporting to belong to BME communities. Participation has included 6 organisations directly funded through the small grants programme to directly support BME communities in addition to programmes promoting inclusivity and community cohesion. These findings highlight the engagement with minorities groups is proportionately higher than that of the council's wider population. Any reduction in funding to the DCGRP will directly impact on the services and programme delivery addressing BME communities within our council area.

Furthermore, 14% of the population of the council area identify as being carers, again, this has increased from the previous survey. Throughout the delivery of the 2022/23 action plan, four out of the 12 programmes increased inclusion and understanding of carers within the council area, having reported a direct benefit to 540 individuals of this S75 grouping.

The 2021 census reported the council area having 9% of residents identifying as alternative sexual orientation. The DCGRP included 3 programmes with direct linkages to addressing gaps in inclusion and support for this minority population, specifically aimed at changing attitudes and perceptions. A review of the 2022/23 programme highlights that engagement from this target population was 803 residents (11% of overall participants throughout the DCGRP).

Through Lisburn & Castlereagh City Council's Good Relations Action Plan, many front-line, grassroots organisations are supported to deliver both planned and reactive interventions to address localised good relations issues. This report has not considered the equality impact of such reductions on these programmes at a localised level. Should the proposed reduction be implemented, most of these organisations will be unable to continue to deliver their vital programmes.

9 Do you agree that TEO has correctly identified all relevant mitigations that could help reduce the adverse equality impacts of the budget reductions?

No

If not, what additional mitigation measures should the Department consider? :

LCCC agrees with this assessment in part only.

TEO is proposing to retain £500,000 as emergency response budget with no clarification as to how this will be utilised. The DCGRP is responsive in nature and tailored to the localised areas it is developed for. In this instance, it would be best placed for local authorities such as Lisburn & Castlereagh City Council to identify localised needs and utilise this funding immediately.

DCGRP is one of the only TEO programmes based on 3 yearly audits conducted with local communities and stakeholders, politically agreed upon, accountable, and based on local needs. Lisburn & Castlereagh City Council communicate the agreed action plan with strategic partners, community stakeholders, and local residents. The inability to deliver on this programme will negatively impact on the local community and relationships which have been established between Council and local communities, whilst having the potential to adversely impact on key issues which required to be addressed through the local action plan.

Further consideration needs to be included about how duplication will be addressed and re-directed to front-line delivery.

10 Do you agree with TEO's overall assessment of the business areas where budget reductions will need to be made?

Not Answered

If not, which areas of the Department's business would be better able to withstand reductions?:

LCCC does not agree with this assessment as the DCGRP is disproportionately impacted by the significant cuts proposed.

It does not take account of the current disparity in funding across the 11 district councils. This will result in a loss of opportunities for CVS organisations,

residents and communities to enhance their capacity to address ongoing and emerging good relations issues.

The significant reduction in funding will not only impact on the direct DCGRP but also impact a range of other Council areas where critical Good Relations activities take place. Lisburn & Castlereagh City Council is committed to a co-design approach to meet its good relations priorities by working collaboratively with arts, culture, PCSP, leisure and community planning.

It is recognised that there is already an underinvestment in Good Relations activity across the province and the disproportionate funding reductions in this area will result in a greater sense of loss of issues being addressed. In 2022/23 the entire T:BUC programmes had a complete budget of £ 12 million across all funded programmes in comparison to a limited £ 3 million allocated towards all 11 DCGRP's which is now being proposed to be reduced further to £1.6million. Indicating a significant shortfall and underinvestment in grassroots and localised delivery of programmes designed to meet localised needs. The proposed budget indicates an overall reduction of TEO funding by 11.1% which is being applied excessively to the DCGRP at a proposed 47% reduction.

Within Lisburn & Castlereagh City Council, the 2022/23 delivery of the DCGRP resulted in 534 responses from participants being submitted to evidence the attitudinal changes and impacts of the programmes.

The following significant findings indicate the benefit experienced by participants through the delivery of the action plan: -

- 88% of participants felt their knowledge had improved following engagement with LCCC programmes;
- 89% of participants reported having improved attitudes to those from different ethnic backgrounds;
- 31.8% of participants have had previous experience with good relations programmes, indicating that 370 individuals were engaging with good relations for the first time.
- 18% of participants reported as having a disability. This demographic of participants is proportionately higher than the demographic for the Council area and indicated the successful nature of delivering programmes aimed at Section 75 groups.
- The breakdown of religions reported by participants illustrates the diverse and engaging initiatives being facilitated through Lisburn & Castlereagh City Council. 59.89% were Protestant, 14.82% identifying as Catholic, 9.76% were those of other religions and 15.57% reporting as having no religion.
- 98% of participants would recommend such programmes to others. This highlights the direct beneficiaries and indirect impact the programmes being delivered have on our local residents. This will be significantly reduced and negatively impacted due to the budgetary reductions.

Arm's Length Bodies - 33% of TEO budget is spent by ALB's - this is a duplication in terms of systems, structures and requirements (e.g. governance requirements), yet there are many synergies between them. We believe these can be utilised to usefully stop, merge or reduce them.

11 Do you have any other comments you would like to add about this consultation?

Yes

Any other comments :

1. LCCC is interested in having a conversation with the relevant officers in relation to working in partnership around strategic land holdings in the council area to assist in their redevelopment, and Freeport to maximisation private sector and third part-funded redevelopment as well as provision of key infrastructure for NI Plc
2. Arm's Length Bodies - 33% of TEO budget is spent by ALB's - this is a duplication in terms of systems, structures and requirements (e.g. governance requirements), yet there are many synergies between them. We believe these can be utilised to usefully stop, merge or reduce them.
3. There is limited evidence presented in the EQIA to support the disproportionate budget reductions in the DCGRP. TEO must ensure that good relations work at the local level is continued to be valued and funded accordingly.
4. There is limited reference to the statutory obligations to promote Good Relations.
5. The impact of the proposed cuts on delivery relationships with other agencies has not been properly considered.
6. There is very limited information on DCGRP throughout the EQIA. This provides a perception of a negative attitudinal shift with regard to the value and importance of this element of programming to address needs.
7. LCCC would emphasise the need to think creatively about how budgets are allocated to deliver good relations programmes. Through a co-design and delivery process, consideration needs to be given to consolidating similar funding streams within TEO to ensure reduced silo working and provide continuation of the delivery of some localised programmes i.e. TBUC Camps, Central GR Fund, DCGRP and Planned Interventions.
8. The impact of the cuts on staffing and potential redundancies has not been detailed and is likely to be significant. Where suitable alternative employment cannot be found, redundancy costs from those directly employed by Councils and others to deliver TEO programmes, at the level applicable within the Council policy, should be met by TEO as council's have no budget to do so.
9. The fragmented nature of the EQIA consultations means that there is no collective consideration of the equality implications across the Government's overall finances on S75 groups. The combined proposal of cuts hits harder on those groups, as many funding streams are directed towards supporting

equality and inclusion for many minority groups.

## Response ID ANON-3AFD-PVW3-E

Submitted to EQIA on DfC Budget for 2023-24

Submitted on 2023-06-07 18:38:45

11

## Data, needs or issues in relation to any of the Section 75 groups

1 Are there any data, needs or issues in relation to any of the Section 75 equality categories that have not been identified in Section 6 of the EQIA consultation document?

No

## Potential adverse impacts in relation to any of the Section 75 groups

2 Are there any adverse impacts in relation to any of the Section 75 equality groups that have not been identified in section 7 of the EQIA Consultation document?

Yes

## Potential adverse impacts in relation to any of the Section 75 groups continued

2a What are they? (Please provide details below)

What are they? (Please provide details below):

LCCC believe that there are adverse impacts in relation to a number of Section 75 groups.

LCCC are concerned as to the impact of reducing or stopping the financial contribution to Councils to lead out on LMP's on behalf of central government. We believe the loss of funding will have an impact on female employment, particularly in non-traditional skills, sectors and jobs. The impact on females will be pronounced, as they tend to take up roles in caring and this may exacerbate the lack of opportunity females generally face. The Lisburn and Castlereagh LMP Action Plan 23-24 recognised this area of need and developed a tailored programme for females returning to the workforce.

While reference is made to youth unemployment in the consultation, there is no mention of older people. With an aging population this must be taken into consideration as there may be an increasing need for this demographic to return to work or re-skill for new work due to the implications of the cost of living crisis.

Persons of different age, persons with disabilities, persons with dependants and especially those that fall within more than one of these groupings, are all likely to be disproportionately affected by any loss of funding as they will have less opportunities to have the Council aid their referral. All such persons are also more likely to rely on specific programmes to combat isolation, hunger and warmth and are therefore more likely to suffer as a result of cuts across a range of services.

In terms of individuals with a disability, the LMP provided the opportunity for a discretionary 10% resource budget to support those with disabilities and removal of this funding has potential to significantly impact on this S75 group. This is highlighted in the Labour Market Partnerships pausing of funds along with a reduction in the discretionary support grants.

We would point out that persons under age 5 and those over age 65 will particularly suffer should there be cuts to the Home Safety Service, due to the expertise and client base built up by Councils and LCCC in particular over many years. Whilst this could be picked up by other bodies, it would take time to be developed, leading to unnecessary hardship at a time of high prices and costs.

Cuts to affordable warmth is starkly opposed of the Government's commitment to developing a fuel poverty strategy. There is significant demand for affordable warmth programmes in this council area, many of whom fall in to the older or disabled category. In turn, without specific consideration of the breakdown of those likely to be impacted, we feel that the proposed cuts to affordable warmth will be discriminatory towards S75 residents.

## Potential action to reduce or eliminate any adverse impacts

3 Please state what action you think could be taken to reduce or eliminate any adverse impacts in the allocation of the Department's budget?

Please state what action you think could be taken to reduce or eliminate any adverse impacts in allocation of the Department's draft budget?:

LCCC believes that there are a range of actions that could be taken to reduce or eliminate adverse impacts in the allocation of the Department's budget. These are set out below: -

## Labour Market Partnership

While the Labour Market Partnership is conscious that budget reductions are difficult and impact across a range of different organisation and services we believe that a total funding reduction for LMP's is short-sighted and will have long term impacts. DfC has invested time and effort into the development of a local mechanism for LMP's, which could have local impacts on unemployment and economic inactivity.

The buy-in from the range of groups and individuals involved in the development and delivery of LMP's was significant. These groups and individuals gave



of their time freely and were really inspired by what they could contribute to at a local level. The loss of this expertise and commitment may not be replaceable should funding for LMP's come at a later date. Confidence in the system, process and their ability to make a difference will be lost. DfC should consider allocating a bigger % of the budget to LMP's (e.g. 50%) to allow LMP's to continue (on a reduced basis). This will allow LMP's to keep their members engaged and involved with the hope that the future financial landscape will become more positive. To completely cease LMP's at this stage may mean that they are ceased for good and the ability to start them back up on a similar or different form will be lost forever.

A greater investment beyond ceasing the LMP programme would boost confidence that the current situation is in fact a "pause". This will allow the partnership to continue to operate and be resourced and keep members committed to the process, which has taken considerable time and effort and was in fact realising significant traction in terms of positive outcomes in the local economy.

#### Resource Budgets

The engagement and consultation with the Department, regarding the 2023/24 budget is welcome, however it is recommended that this continues throughout the year in parallel with the monitoring rounds. This will ensure that arising considerations, for particular groups within S75 are highlighted and reviewed to ensure equity of spend is monitored.

#### Realising and funding Community Planning powers

A key area for development is further realising the Community Planning powers across each Council to accelerate further collaborative working. In the context of the DfC resource budget, it is requested that funding for each Council is received as one grant and gives the Council the autonomy to spend on a needs driven basis, emanating from the local Community Plan. This in itself may generate efficiencies through removal of duplication in administration of various funding streams provided to Councils.

This translates to the Community Festivals Fund, Community Support Programme and other in year grants coming as one collaborative grant. It is also requested that TEO work with DfC to merge the Good Relations budget with the Community Support budget so have one overall grant. Whilst DoJ fund PCSP and it is recognised that this is a legislative requirement to monitor policing performance, cognisance should be given to the programme costs of this fund forming part of the overall requested collaborative grant.

Again, we believe the Community Planning Framework should be applied to ALB's to ensure greater synergies and collaborative working. Museums and Arts could be collapsed to form one overarching entity and sports could be maximised against local Community Planning Partnerships.

Local libraries could embed in communities through councils local centres and satellite centres, reducing the need for additional buildings and staff could be co-located to maximise community planning outcomes.

There is consensus across DfC, Local government and NIAO that the existing Performance Improvement Plan legislation is at best flawed and the outcomes have limited value at present.

#### Any further comments

4 Are there any other comments you would like to make with regard to this pro forma or the consultation process generally?

Are there any other comments you would like to make with regard to this pro forma or the consultation process generally?:

LCCC would make the following comments relating to this consultation in general:

#### Non-Section 75 Specific Groups

The impact of the reduction of funding should not only be assessed in Terms of Section 75 but also in terms of the groups of people, who by their social/economic background, will be affected the most by these budget cuts.

While these groups are inherently covered by Section 75 they have additional characteristics where funding cuts will further disadvantage them. For example, understandably the impact the cuts will have on those members of our society who are disabled are highlighted, but there are people who are long-term unemployed (LTU) or economically inactive who solely need help and support for that specific reason. Their reason for being LTU may not be because of their gender, religion, marital status, etc. but because they do not have the skills or abilities to get a job. Section 75 does not cover this characteristic. These people are being economically disadvantaged as opposed to their peers who are able to get and maintain a job. Caution should be exercised against making a decision based on an assessment of the impact on Section 75 only, and not considering wider matters.

Those who currently enjoy benefits from schemes such as Affordable Warmth and Home Safety will be particularly impacted. Reductions in these areas may lead to additional costs that are shifted onto already overstretched bodies such as Social Services and the NHS.

More data is needed than what has been tabled. A current outcome based analysis is required in order to be able to make informed decisions.

#### Labour Market Partnership

Lisburn Castlereagh LMP have worked tirelessly over the last several months to consult with key stakeholders and develop a robust Action Plan for delivery in 23-24. This action plan takes note of key labour market needs within the area and targets key section 75 groups such as those LTU, females returning to the labour market and those with a disability, as well as those from area of deprivation and furthest removed from the labour market. Through the planned delivery Lisburn and Castlereagh LMP planned to support almost 160 individuals with tailored support, not available elsewhere including skills development, barrier busting, confidence building and linking with key local employers. Labour Market Partnerships are vital as they target groups that are not assisted in this way by any other means available and are a key local solution to addressing labour market conditions.

#### Arms-Length Bodies

We further suggest that the department reviews the proposals regarding Arm's Length Bodies (ALB's). There are specific Arm's Length Bodies' (such as LGSC) where there was unanimous agreement several years back (central government/ local government) that this ALB should be wound down, yet the ALB continues to operate with funding coming directly from local councils. Therefore recommendation would be to wind this entity up rather than be a draw on resources across public sector.

There are other ALB's within the DfC portfolio where there is significant synergies in terms of objects and target groups e.g. Arts Council and NI Museums –there are opportunities to combine such organisations and deliver better outcomes with savings on resources, structures and governance. Many of these ALB's are small yet require financial investment in buildings, systems and staffing.

Equally DfC should look at criteria for any new ALB's so that there is scale and size.

Buildings could be repurposed, given to local government for community asset transfer or sold. Whilst DfC are considering closing offices for 1 day per week, exploration should take place around reducing the overall estate and look at either co locating staff in other venues and/or rotating staff on a hot desk basis.

#### Cuts to Other Funded Services

Home Safety – This service provides visits to properties within the Under 5 age and the over 65 age categories. The visits include advice/information to assist with preventing accidents in the home and includes the provision of equipment to aid in the prevention of injuries, such as door stops, stair gates, blind cleats, winter warmer packs and insulated mugs. If this service was to be impacted by funding, it could lead to greater number of accidents/incidents within the home and therefore greatly impact on an already under pressure health service.

#### Affordable Warmth Scheme Partnership

Funding provides essential grant aided assistance to improve the thermal efficiency of private homeowners who are classed as vulnerable people and who may be assessed to be in fuel poverty. Eligible citizens are assisted in keeping warm during the winter months and in making the best use of their limited resources. Reductions in funding or the ability for Council to identify and aid homeowners in completing the eligibility process or funding being redirected to be administered by other bodies, may result in missed opportunities to assist those most in need. Any amendment to the Affordable Warmth Scheme that will rely on citizens self-referring to a third party body is likely to lessen the impact of targeting the "worst first" across the Council area and may result in LCCC citizens being disadvantaged.

#### Impact on Employment - Staffing

The impact of the cuts on staffing and potential redundancies has not been detailed and is likely to be significant and may include areas such as museums and the arts, in addition to the areas already highlighted. Where suitable alternative employment cannot be found, redundancy costs, at the level applicable within the Council policy, should be met by the DfC as councils will not have budgets to meet these costs.

#### Council Funded Programmes

Cuts to schemes for which councils receive funding in order to fund community organisations has the potential to adversely affect projects and employment in a variety of local areas. It is not clear whether these effects, and other unintended consequences will be captured or measured as part of the equality impact process.

On the following page you will be asked to submit your response, along with your email address should you wish to receive a copy of your responses. Providing your email is voluntary. Please be advised that the security of emails in transit across the internet cannot be guaranteed, as we are not in control over what security protocols are in place with your email provider once the email has been sent.

## **Public Consultation - Equality Impact Assessment of Dfl Budget Proposals 23/24**

### **Comments from Lisburn and Castlereagh City Council**

#### **1. Are there any data needs or issues in relation to any of the Section 75 equality categories that have not been identified in Section 5 and 6 of the EQIA consultation document? If so, what are they? Please provide details?**

In considering the impact of the proposed budget reductions we would encourage the Department to not only follow empirical data but also use qualitative evidence. Specifically we would request the Department to consider the impact on older people and the rural communities more generally when determining the budgets. The reduction in rural transport provision and increase in fares without mitigation for considering affordability challenges may create unintended consequences. Consequently we would ask the Department to give further consideration to the impact of this proposal as many Councils and those convenors of local markets will be able to provide evidence bases for perceived connectivity requirements on instances where there are local variety markets with a more affordable offering available.

Councils are required to rural screen policies and we note this is absent in this consultation. Perhaps consideration can be given to the connectivity issues for rural communities through the rural screening process resulting in a rural needs impact assessment.

#### **2. Are there any adverse impacts in relation to any of the Section 75 equality groups that have not been identified in section 6 of the EQIA Consultation document? If so, what are they?**

The Council has been made aware by our local Shopmobility offering of the substantial risk to the organisation implied by the reduction of central funding from the Department which will have a particularly detrimental effect on older residents and disabled people in our community and their needs and rights to access services and amenities. The Department should give consideration for further mitigation in this regard notwithstanding that these groupings have been identified.

Limiting the connectivity will have a detrimental impact on the footfall in our commercial areas. We would encourage the Department to consider whether this in fact is counter intuitive in that it may lead to increased traffic through delivery services which will put additional burden on the road networks as well as the potential for additional pollutants.

### **3. Please state what action you think could be taken to reduce or eliminate any adverse impacts in seeking to manage the Department's resource budget?**

We would propose that the Department gives consideration to working more collaboratively with local Councils. This includes addressing town centre on-street car parking. Lisburn city centre traders regularly make representation on the impact of over-zealous car parking attendants and the inability for convenience shopping through the current charging regime. We believe that change in the administration of the contract and a relaxation of the charging regime, will go a long way to alleviate concerns, reduce costs, and increase local commerce. We would encourage the Department to address issues like these and grass verge maintenance in a more holistic way. Dealing with singularly departmental budget impacts ignores the wider consequences such as commerce, tourism, amenity and the like. It is appreciated that road safety and traffic flow are important considerations and should not be necessarily diluted, rather addressed differently.

We would further make the point that having increased the charge in Lisburn for on-street car parking there is potential for this to have been detrimental to our city centre. To further increase parking charges in Lisburn city centre to off-set reduced budgets is a disproportionate impact as LCCC are one of only three Councils where on-street parking charges are applied.

The wider stated ambition for modal shift in our form of transport, should not be ignored through these proposals and there is a strong argument for invest to save through capital projects. These include further blue-green highways and interconnected schemes. To do this, and attract private investment, requires the Department to invest in the staff resources to ensure planning consultations are dealt with in a timely way. Planning provides certainty to the private sector in making investment decisions. It is incumbent on the Department to protect the necessary resources to ensure planning decisions made by the local planning authority are not delayed through the development management process. Currently the slowest turnaround time for responses to planning applications by Dfl Roads is in the Lisburn and Castlereagh City Council area.

ALBs will require budget efficiencies but this should be matched against strategic investment opportunities. Our Council has highlighted to the Department lost opportunities for inward investment in our local area by the lack of infrastructure investment and delays in the planning function where the Department chooses to exercise its call in.

The Department could consider as part of the review of planning radical changes to support development through quicker decision making and local policy and plan production. Using a polluter pays principle, alternative delivery of the oversight function should be considered. Building on best practice across other regions of the UK and Europe the Department could enhance growth and regeneration by

improving joint and collaborative working in a formal and structured way and which have been limited by silo working and differences in culture/systems within central government.

#### **4. Are there any other comments you would like to make in regard to the consultation process generally?**

Planned investments through, for example, the Growth deals could be negatively impacted by budget reductions on supporting revenue requirements. For example with Public Realm and dealing with road infrastructure investment that may be funded via Levelling Up, BRCD and the All Island Fund. The business cases may be diluted with the consequence of not achieving all of the potential that this investment is set to generate.

The Department has continued responsibility to plan for climate change and the main traffic routes and rail lines throughout the Council area make a significant contribution to off-setting the use of the private car and encouraging the use of public transport. In consideration of its capital investment commitments and budgets linked to the operation of Translink, there should be no dilution or delay to those projects which have greatest effect in terms of mitigating climate change.

The Department should not delay implementing the advice of the Public Accounts Committee in making changes to the two-tier planning system that allows for more effective oversight and governance. Decision making by local government is frustrated by long delays by the Department in dealing with called-in applications, and an inconsistency in what is called in. The Local Development Plan making process was not properly thought through by central government and the ability for Councils to streamline the decision making process is fettered by the length of time it takes plans to get to and through independent examination.

The Minister should be kept fully apprised of the impact that Judicial Review proceedings are having on the effective operation of the planning system. Regional policy direction should take account of the impact and the Department should apply learning to ensure the risk of Judicial Review is managed in the future. Adequate resources should be allocated to ensure that the RDS and SPPS in particular are designed and updated to reflect the current model of local government and the diversity of views expressed through published community plans.

There are also several points we would request that the Department give consideration to in respect of the short and longer term budgetary considerations that remain important issues for Elected Members.

- Road maintenance and the need to fix defects on an ongoing basis
- Notwithstanding the comments stated above, increases in on-street car parking will have a detrimental effect on our city centre local economy
- Street lighting being switched off will create challenges in terms of personal safety and increases in crime and antisocial behaviour therefore transferring

budgetary pressures on other Departments and Councils. This may lead, in turn, to disinvestment in our local areas.

- No road gritting is an obvious road safety issue



## Corporate Services Committee

**21<sup>st</sup> June 2023**

**Report from:**

**Director of Finance & Corporate Services**

### Item for Noting

**TITLE:** National Association of Councillors (NAC) Constitution

**Background and Key Issues:**

1. Lisburn and Castlereagh City Council received correspondence on 22<sup>nd</sup> March 2023 from the NAC relating to changes in their Constitution and requested that this be circulated at the next appropriate or full Council meeting. A copy of the correspondence is attached at Appendix 1. The correspondence details a revised Constitution (previously updated in 2016).
2. The key additions/changes within the 2023 constitution are noted below. For ease of reference, a copy of the 2016 NAC Constitution is included in Appendix 2.
  - Inclusion of mission statement, aims and objectives
  - Executive Committee - Definition of notice period for Executive meetings (4 days) and arrangements for calling emergency meetings
  - Chair, Senior Vice Chair and Junior Vice Chair and Women's Representative - Senior Vice Chair is a new role (previously only Chair and Vice Chair) and arrangements if any of these positions becomes vacant
  - Secretary and Treasurer - arrangements if either position becomes vacant
  - Co-option policy - Executive Committee can co-opt an elected member (no voting, proposing or seconding rights)
  - Honoria - Arrangements for payments for Chair, Secretary and Treasurer to be agreed at first meeting post AGM
  - Procedures at AGM - Information to be presented at AGM

- Extra-ordinary General meeting - Increase in notice period from 14 to 21 days
- Quorum - Reduction in quorum from 20 to 15 Members
- Dissolution - If at a meeting of the full membership, called for this purpose, a motion for the dissolution of the Association shall be passed by at least two thirds of Members, where at least 7 councils are represented at the meeting, the NAC Executive, and up to 2 appointed Senior Officers from 2 councils shall realise the assets and pay the liabilities of the Association as a Dissolution Group. The Groups shall make arrangements whereby they shall distribute or discharge the Association's net assets or liabilities. Any remaining property or money shall be distributed in equal share to the 11 councils. Any outstanding balance shall be met by the 11 councils and administered by the Group.

#### **NB**

- The number of delegates each Council can appoint remains at eight with no change to voting rights.
  - No change in party rotation for election of officers and Women's Representative.
3. In relation to dissolution, the Council will only know the financial ask at the point when dissolution occurs.
  4. Therefore the proposal is as follows:

Council writes to NAC stating that the Council is content to approve the new constitution, subject to acknowledgement by NAC that they would ensure appropriate financial governance arrangements are in place to minimise the financial burden on the Council on dissolution, and this may include the establishment of a reserve to build up costs to deal with such circumstances.

#### **Recommendation:**

1. Members note the correspondence including the proposed changes to the NAC Constitution.
2. Members approve the proposed action that Council writes to NAC stating that the Council is content to approve the new constitution, subject to acknowledgement by NAC that they would ensure appropriate financial governance arrangements are in place to minimise the financial burden on the Council on dissolution and this may include the establishment of a reserve to build up costs to deal with such circumstances.

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

Potential commitment of £2k

## **Screening and Impact Assessment**

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



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

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

If yes, what was the outcome?:

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

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

**2. Rural Needs Impact Assessment:**

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

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

**SUBJECT TO PLANNING APPROVAL:**

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

**APPENDICES:**

- Appendix 1 – Copy of correspondence dated 22<sup>nd</sup> March 2023 from NAC including the revised Constitution.
- Appendix 2 – NAC Constitution reviewed and updated 2016.
- Appendix 3 –Draft letter to NAC seeking details regarding the audited financial statements.

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

No

If Yes, please insert date:

**From:** NAC NI [<mailto:office@nac-ni.org>]

**Sent:** 22 March 2023 11:52

**To:** Adrian McCreesh <[chief.executive@midulstercouncil.org](mailto:chief.executive@midulstercouncil.org)>; Alison McCullagh <[alison.mccullagh@fermanaghomagh.com](mailto:alison.mccullagh@fermanaghomagh.com)>; Anne Donaghy <[anne.donaghy@midandeastantrim.gov.uk](mailto:anne.donaghy@midandeastantrim.gov.uk)>; BCC Chief Executive's Office <[officeofthechiefexecutive@belfastcity.gov.uk](mailto:officeofthechiefexecutive@belfastcity.gov.uk)>; David Burns <[David.Burns@lisburncastlereagh.gov.uk](mailto:David.Burns@lisburncastlereagh.gov.uk)>; David Jackson <[david.jackson@causewaycoastandglens.gov.uk](mailto:david.jackson@causewaycoastandglens.gov.uk)>; Jacqui Dixon <[jacqui.dixon@antrimandnewtownabbey.gov.uk](mailto:jacqui.dixon@antrimandnewtownabbey.gov.uk)>; John Kelpie <[john.kelpie@derrystرابane.com](mailto:john.kelpie@derrystرابane.com)>; Marie Ward <[marie.ward@nmandd.org](mailto:marie.ward@nmandd.org)>; Roger Wilson <[roger.wilson@armaghbanbridgecraigavon.gov.uk](mailto:roger.wilson@armaghbanbridgecraigavon.gov.uk)>; Stephen Reid <[stephen.reid@ardsandnorthdown.gov.uk](mailto:stephen.reid@ardsandnorthdown.gov.uk)>

**Subject:** NAC NI Region Constitution

Dear Sir or Madam

I am writing on behalf of the National Association of Councillors (NAC), NI Region in relation to their revised Constitution as per the attached Draft.

I would be grateful if you could table this document at your next appropriate or full council meeting.

Any comments can be sent by email to: [office@nac-ni.org](mailto:office@nac-ni.org) no later than Friday 28th April 2023.

Yours sincerely

Clr Joe Boyle  
SECRETARY

**NATIONAL ASSOCIATION OF COUNCILLORS**  
**Northern Ireland Region**

**Office:** 028 9181 9413

**Mobile:** 07711 932943

**Email:** [office@nac-ni.org](mailto:office@nac-ni.org)

**Web:** <http://nac-ni.org/>

Sketrick House - Jubilee Road - Newtownards BT23 4YH

### 1. Name

The name of the Association shall be The National Association of Councillors Northern Ireland Region herein referred to as the Association.

*Mission Statement: -*

*The Association strives for the better governance of local communities within Northern Ireland by seeking to ensure that those who are elected to serve to the office of councillor are equipped, to the greatest possible extent, to discharge the many and varied responsibilities falling upon them.*

### 2. Aims and Objectives

- To promote & represent civic leadership.
- To extend and strengthen the links between all Local Authorities, and to enhance friendship and co-operation.
- To address and understand matters of common and mutual interest.
- To facilitate the coming together of members on a regular basis.
- To promote equality of opportunity, combat discrimination and embrace diversity in both the work of the Association and its membership.
- To provide a forum for members to research, discuss and progress issues and a means whereby joint views may be formulated and expressed.
- To identify training needs of members, and solutions.
- To provide information on the Association to members, to ensure that they are afforded the opportunity to contribute to the Association's activities and to the development of policies.
- To promote the policies of the Association by providing information to local authorities, bodies representing local government, the public, the media, and outside organisations.
- To promote the status of members and to ensure adequate remuneration, pension rights and working conditions.
- To advocate measures which will remove barriers to serve as a councillor and encourage a diversity of candidates standing for election.
- To actively take part in consultations with the NI Assembly, when required.
- To maintain and develop the Association on a structured basis.
- To appoint elected representatives and officers, as appropriate.
- To develop relations with other organisations and bodies, as appropriate.

### 3. Membership

Membership shall be open to all councils in Northern Ireland as corporate members. Each council shall appoint 8 delegates to attend NAC Member's Meetings. All delegates shall have voting rights.

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#### **4. Executive Committee**

An Executive Committee shall be elected, in accordance with item 16, at the AGM and drawn from members who have been appointed by their council.

The Executive Committee shall conduct the ordinary business of the Association and meet on the first Monday of each month, unless agreed to postpone to a later date for a specific reason.

All meetings of the Executive Committee shall be summoned by not less than 4 days' notice in writing, or by email, specifying the business to be conducted there-at, save that, in the case of business which the chair of the meeting deems to be of urgent nature, any such business may be included on the agenda at any time prior to the commencement of the meeting.

A quorum of 2 Executive Committee members may summon an emergency meeting with 24 hours prior notice, this would be coordinated by the secretary who will contact each member of the Executive Committee with the meeting details, either orally or electronically. The quorum for an emergency meeting will be 5 Executive Committee members, preferably cross-party.

##### **Chair**

A Chair shall be elected at the AGM of the Association, in accordance with the party rotation formula at item 5 and serve for 2 years. Should the position fall vacant, a replacement shall be made by the party which held the position. Should the chair no longer be a member of the party holding the position, allocated in accordance with the rotation formula at item 5, the position shall automatically be declared vacant, and a replacement shall be made by the party.

##### **Senior Vice Chair and Junior Vice Chair**

A Senior and a Junior Vice Chair shall be elected at the AGM of the Association, in accordance with the party rotation formula at item 5 and serve for 2 years. Should either position fall vacant, a replacement shall be made by the party which held the position. Should either no longer be a member of the party holding the position the position shall automatically be declared vacant and a replacement shall be made by the party.

##### **Secretary**

A Secretary shall be elected every 2 years at the AGM of the Association. If the position falls vacant during the year, a replacement shall be made by the Executive Committee. The secretary of the Association will be the designated accounting officer, and the line manager for staff.

##### **Treasurer**

A Treasurer shall be elected every 2 years at the AGM of the Association. If the position falls vacant during the year, a replacement shall be made by the Executive Committee.

### **Women's Representative**

A Women's Representative shall be elected every year at the AGM of the Association, in accordance with the party rotation formula at item 5 and serve for 1 year. Should the position fall vacant, a replacement shall be made by the party which held the position. Should the Women's Representative no longer be a member of the party holding the position the position shall automatically be declared vacant and a replacement shall be made by the party. If no nominations are made the position will remain vacant.

### **Other Executive Committee Members**

- All parties represented in a NI council may appoint one other member to the Executive Committee at each AGM, provided the party has a member nominated by a council as a delegate. If no nominations are made the position will remain vacant.
- If a position falls vacant during the year, a replacement shall be from the party holding that position. If no nominations are made the position will remain vacant.
- If an Executive Committee member leaves the party they represent, the position shall be declared vacant, and a replacement shall be made from the party's members. If no nominations are made the position will remain vacant.
- Any individual elected as an Independent, and nominated by a council, may be appointed to the Executive Committee. If no nominations are made the position will remain vacant.
- If more than one Independent is nominated by council(s) they shall agree the one appointment to the Executive Committee.
- A member no longer in a party, after an election, shall not be regarded as an Independent for the Independent Executive Committee position.

## **5. Party Rotation for election of Officers and Women's Representative**

The positions of Chair, Senior Vice Chair, Junior Vice Chair, Women's Representative, UK Executive Member nominee and appointments to other bodies shall follow the rotation.

DUP ~ SDLP ~ APNI ~ SF ~ UUP

The rotation cycle shall continue from one council term to the next and altered with any additional political party representation to the Executive Committee.

## **6. Co-option Policy**

The Executive Committee may co-opt an elected member(s) with specific skills/knowledge to assist the NAC - there will be no voting, proposing or seconding rights.

## **7. Honoraria**

The Chair, Secretary and Treasurer shall be paid an honorarium monthly in arrears, amounts to be determined by the Executive Committee at the first meeting following an AGM.

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**8. NAC UK Executive Committee**

Executive Committee members are eligible for election to the NAC UK Executive following nomination by the Executive Committee. Nominations shall be made in accordance with the party rotation formula at item 5.

**9. Appointment to Other Bodies**

Nominations shall be made in accordance with the party rotation formula at item 5.

**10. Finances**

The financial affairs of the Association shall be conducted under the financial regulations agreed by the Executive Committee and approved by full membership.

**11. Subscriptions**

The Association shall decide the rate of subscriptions at the AGM each year. Subscriptions shall be due before the 1 September each year.

**12. Financial Year**

The financial year of the Association shall end on 31 July each year.

**13. Audit**

The accounts of the Association shall be subject to an independent examination at the end of the financial year.

**14. Notice of Meetings**

A notice of an Annual General, an Extra-ordinary General Meeting or a Special Meeting shall be issued giving 7 days' notice. Meetings may be held by way of a virtual meeting due to a time of national emergency, such as a pandemic, or other event, which involves the application of social distancing.

**15. Annual General Meeting**

The Annual General Meeting (AGM) will be open to all members of the Association and shall be held each year in the month of October, at such place and at such time as may be determined by the Executive Committee. If, due to a time of national emergency, such as a pandemic or other event, the Executive Committee may vary the month to hold the AGM.

**16. Procedure at the AGM**

- To receive the Minutes of the previous AGM.
- To receive a Report from the Secretary on activities of the Association during the preceding year.

- 
- To receive a Balance Sheet and Audited Statement of Accounts for the preceding financial year.
  - Bi-Annually elect a Chairman, a Senior Vice Chair, and a Junior Vice Chair.
  - Bi-annually elect a Secretary.
  - Bi-annually elect a Treasurer.
  - Every year to elect other members of the Executive Committee in accordance with item 5.
  - To deal with resolutions, showing the name of the Mover and Seconder and having been notified in writing to the Secretary 28 days prior to the AGM.
  - No other resolution, other than Motions of Procedure shall be permitted.
  - Voting at an Annual General, an Extra-ordinary General Meeting or a Special Meeting shall be restricted to the delegates nominated by their council.

### **17. Extra-ordinary General Meeting**

An Extra-Ordinary General Meeting shall be called by the Executive Committee upon a written request from 5 Members and shall be held with 21 days from receipt of the request.

### **18. Special General Meetings**

The Executive Committee may call a Special General Meeting if required to do so.

### **19. Quorum**

The Quorum of an Annual General Meetings, an Extra-ordinary Meeting and a Special Meeting shall be 15 Members. Where a quorum has not been reached before 15 minutes of the scheduled start time the meeting shall not be held, and a further meeting shall be called within 21 days.

### **20. Termination of Membership**

Membership of the Association shall cease where a council's subscription is 6 months overdue.

### **21. Dissolution**

If at a meeting of the full membership, called for this purpose, a motion for the dissolution of the Association shall be passed by at least two thirds of Members, where at least 7 councils are represented at the meeting, the NAC Executive, and up to 2 appointed Senior Officers from 2 councils shall realise the assets and pay the liabilities of the Association as a Dissolution Group. The Group shall make arrangements whereby they shall distribute or discharge the Association's net assets or liabilities. Any remaining property or money shall be distributed in equal share to the 11 councils. Any outstanding balance shall be met by the 11 councils and administered by the Group.

### **22. Amendments to the Constitution**

This Constitution may be amended at any time by the Association on the recommendation of the Executive Committee, if the recommendation is passed by at least two-thirds of the representatives present and voting at the quorate meeting of the Association.



## NATIONAL ASSOCIATION OF COUNCILLORS NORTHERN IRELAND REGION

### CONSTITUTION

#### 1. Name

The name of the Association shall be Association of Councillors Northern Ireland Region herein referred to as the Association.

#### 2.1 Membership

Membership shall be open to all Councils in Northern Ireland as Corporate Members. Each Council shall appoint 8 members to attend Association Meetings and have full voting rights.

#### 2.2 Honorary Membership

Honorary Membership shall be open to persons who, by virtue of their services to the Association, are agreed by the Executive Committee.

#### 3.1 Chairman and Vice Chairmen

The Chair and Vice Chairmen shall be elected every two years at the AGM of the Association.

#### 3.2 Secretary

The Secretary shall be elected every two years at the AGM of the Association.

#### 3.3 Treasurer

The Treasurer shall be elected every two years at the AGM of the Association.

#### 4.1 Committee

Eight other members of the Executive Committee shall be appointed at each AGM.

#### 4.2 The Executive Committee shall be drawn from members who have been appointed by their Council to attend as members with rights to vote at General and Annual General Meetings

#### 4.3 Female members may nominate a women's representative to sit on the Executive Committee on an annual basis. This position is to be rotated between parties and filled by a Council nominated member in an equal way and ratified by the full membership.

#### 4.4 NAC UK Executive Committee

Executive Committee members are eligible for election to the NAC UK Executive. The Executive Committee can ratify or not ratify those EC members standing for election as well as those EC members duly elected.

#### 5.1 Finances and Subscriptions

The financial affairs of the Association shall be conducted under the financial regulations agreed by the Executive Committee and approved by full membership.

#### 5.2 Subscriptions

The Association shall decide the rate of subscriptions at the AGM each year.

#### 5.3 Subscriptions shall be due before the 1<sup>st</sup> September each year.

#### 5.4 Financial Year

The financial year of the Association shall end on 31<sup>st</sup> July each year.

#### 5.5 Audit

The accounts of the Association shall be subject to an independent examination at the end of the financial year.

#### 6. Annual General Meeting

##### 6.1 The Annual General Meeting will be open to all Members of the Association.

To receive the Minutes of the previous Annual General Meeting.

To receive a Report from the Secretary on activities of the Association during the preceding year.

To receive a Balance Sheet and Audited Statement of Accounts for the preceding financial year.

Every two years, to elect a Chairman.

Every two years, to elect Vice Chairmen.

Every two years, to elect a Secretary.

Every two years, to elect a Treasurer.

Each year, to elect eight other members of the Executive Committee.

To deal with appropriate resolutions having been notified to the Secretary 28 days prior to the AGM with the name of the Mover and Seconder in writing.

No other resolution, other than Motions of Procedure shall be permitted.

Only 8 delegates per Council will be allowed to vote. (Those delegates nominated by their Council).

##### 6.2 Extra-ordinary General Meeting

An extra-ordinary general meeting may be called by the Executive upon a written request from 5 cooperative members, 14 days notice shall be given to all Members.

##### 6.3 Special General Meetings

The Executive Committee may at 7 days notice call a special general meeting.

##### 6.4 Quorum

The Quorum of all general meetings shall be 20 Members.

#### 7. Termination of Membership

Membership of the Association shall cease where subscriptions are 6 months overdue.

*(Clause 5.5 of Constitution amended in September 2016)*

Party rotation for election of Officers and Women's Representative

DUP  
SDLP  
ALLIANCE  
SF  
UUP



Civic Headquarters  
Lagan Valley Island  
Lisburn BT27 4RL  
  
Tel: 028 9244 7300  
[www.lisburncastlereagh.gov.uk](http://www.lisburncastlereagh.gov.uk)



Councillor Joe Boyle  
Secretary  
National Association of Councillors  
Northern Ireland Region  
[office@nac-ni.org](mailto:office@nac-ni.org)

Dear Councillor Boyle

With reference to your email dated the 22 March addressed to the Council's Chief Executive and attached revised NAC Constitution, in relation to Point 21 – Dissolution, I would be grateful if you could provide a copy of the audited financial statements, including salary costs, net assets and liabilities.

The Council is content to approve the new constitution, subject to acknowledgement by NAC that they would ensure appropriate financial governance arrangements are in place to minimise the financial burden on the Council on dissolution, and this may include the establishment of a reserve to build up costs to deal with such circumstances.

I would be grateful if you would acknowledge receipt of this letter and confirmation of the content.

Yours sincerely

**Cara McCrory**  
**Director of Finance & Corporate Services**



## Corporate Services Committee

21 June 2023

### Report from:

Director of Regeneration and Growth & Director of Finance and Corporate Services

### Item for Decision

**TITLE:** Capital Programme Governance Refresh

### Background and Key Issues:

#### Background

1. The Capital Governance Model was first agreed by Council 2019. Its purpose was principally to set out the stages of the process for developing a capital works project from inception to conclusion. This included developing a maturity in understanding of the true cost of the project as you got closer to the investment decision.
2. The Governance process was also constructed on the basis of a committee model that provided for a separate decision making function for how projects matured and subsequently moved between phases of the capital programme. This committee also had oversight of the global budget and how expenditure against budget was being managed. The reports also identified by exception those projects that were outside their allocated budget and the action required to bring them within the anticipated capital expenditure and affordability limits.
3. A different committee structure has been introduced for the new term of the Council. The capital project committee no longer exists and a refreshed governance model for managing capital projects is thus required. The proposed refreshed governance model is attached to the report (**see Appendix**).

4. The attached draft governance model is also updated to reflect the learning and experience of the process to date. This is with a view to streamlining the process for more efficient and effective decision making. Building on the benefits of the previous process it is designed to allow more informed reporting to the relevant home committee, developing an informed rates allowance whilst still providing continued transparency and oversight at a programme level for capital investment through the Corporate Services Committee.

### **Key Issues**

1. There is a need to ensure that the capital programme delivers for the Council thus it is recommended that a pipeline of projects are developed to a stage where they can take advantage of:
  - a. Emerging funding streams
  - b. Fill gaps that are created by projects that are delayed
  - c. Take advantage capacity opportunities
  - d. Work in collaboration with other Councils and third parties

This is all with the proviso that the programme remains within the affordability limits and delivery capacity of the Council.

2. As a consequence the earliest stage (Phase 0) of the governance model is reconfigured to allow for projects to be initiated, with CMT authorisation. This is through a project initiation request (PIR) against an agreed budget on a project by project basis to allow for the feasibility to be properly explored and for a strategic outline case (SOC) with an indicative cost envelope to be confirmed. If the project is deemed not viable through the feasibility report the costs incurred will be written back to the commissioning directorate's revenue budget.
3. The source of these projects can be varied and include statutory services, Elected Member ambitions agreed through committees, regeneration need, commercial opportunities or modernisation of council assets/functions. These will be retained on a list of potential projects for consideration and to be brought forward within the overall programme at the relevant time.
4. A detailed brief and a realistic understanding of the true cost will be developed so that any subsequent expenditure, at the next phase (stages 1a and 1b) is not nugatory. At this stage it is proposed that this will be reported to Member of the Home Committee with the PIR and SOC being brought as one document for Member scrutiny and consideration.
5. Subject to Member agreement an outline business case (OBC) and full works package, or full project specification for a non-works project, will be developed to test the proposition and to prepare it for an investment decision.
6. Each project will have an assigned senior responsible officer; project sponsor and project manager (and as required other relevant officers in support roles) with oversight of the delivery of the OBC and works package or specification. The project team will work to a time

bound programme and at the completion of this, there is a second stage of reporting to the home committee for Members to decide to invest in principle in the project.

7. If members are agreed the project will be tested in the market. If it is found to be within the agreed parameters of the OBC no further report will be required other than to note the full business case (FBC).
8. If the market returns a cost not in accordance with the agreed in principle investment decision the OBC is revisited and the works package or project specification reviewed to achieve savings if necessary. If brought back within the scope of the OBC then the in principle decision stands and no further consultation is required.
9. A FBC that remains outside of the agreed cost parameters of the OBC and is required to draw on funds, for example from the capital contingency fund, will require further approval from the home committee (but this expected to be an exception rather than the norm). All proposals for additional funding will be subject to CMT scrutiny and confirmation of being within the affordability limits of the council's established capital programme allowance.
10. In order to maintain good programme governance, any movements, changes or requests to draw from the capital contingency fund should be agreed through the Corporate Services Committee.
11. By streamlining the process up to the point of the investment decision by increasing the robustness of the PIR and SOC, through feasibility investment, this reduced the risk of further abortive expenditure in the later phases. As a consequence the members have more certainty in the decision making process at the investment in principle point.
12. The wider oversight of the programme will be through CMT and the Corporate Services Committee. Previous experience has indicated there is normally insufficient movement or change to justify reporting bi-monthly. As a consequence quarterly reporting is proposed (or as required by exception) in which the capital programme office will report movements and changes in the programme; expenditure against budget and projects (by exception) and that are outside agreed expenditure limits.

A report will be prepared by finance annually (or as required) for the Corporate Services Committee describing the implications for Council in terms of Minimum Revenue Provision and borrowing for the capital programme based on performance of expenditure against budget in the previous financial year.

**Recommendation:**

Members are requested to consider, scrutinise and agree the refreshed governance model for the capital programme to take account of the revised committee structures and streamlining of the process.

**Finance and Resource Implications:**

No additional implications are identified as the reporting processes for the capital programme are streamlined as a consequences of the changes.

## Screening and Impact Assessment

### 1. Equality and Good Relations

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

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

Equality and Good Relations screening is not required for the governance arrangements as they only signpost the reader to the changes to the governance arrangements. The programme remains subject to separate screening and there is a requirement for continuous assessment for each of the projects brought forward through the stages of the governance arrangements.

If yes, what was the outcome?:

**Option 1**  
Screen out  
without mitigation

**Option 2**  
Screen out with  
mitigation

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

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

N/A

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

N/A

### 2. Rural Needs Impact Assessment:

Has consideration been given to Rural Needs?

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

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

A Rural Impact Assessment is deemed not to be required for the same reasons as outlined above

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

N/A



**SUBJECT TO PLANNING APPROVAL:**

No

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

**APPENDICES:**

Refreshed Capital Governance Model

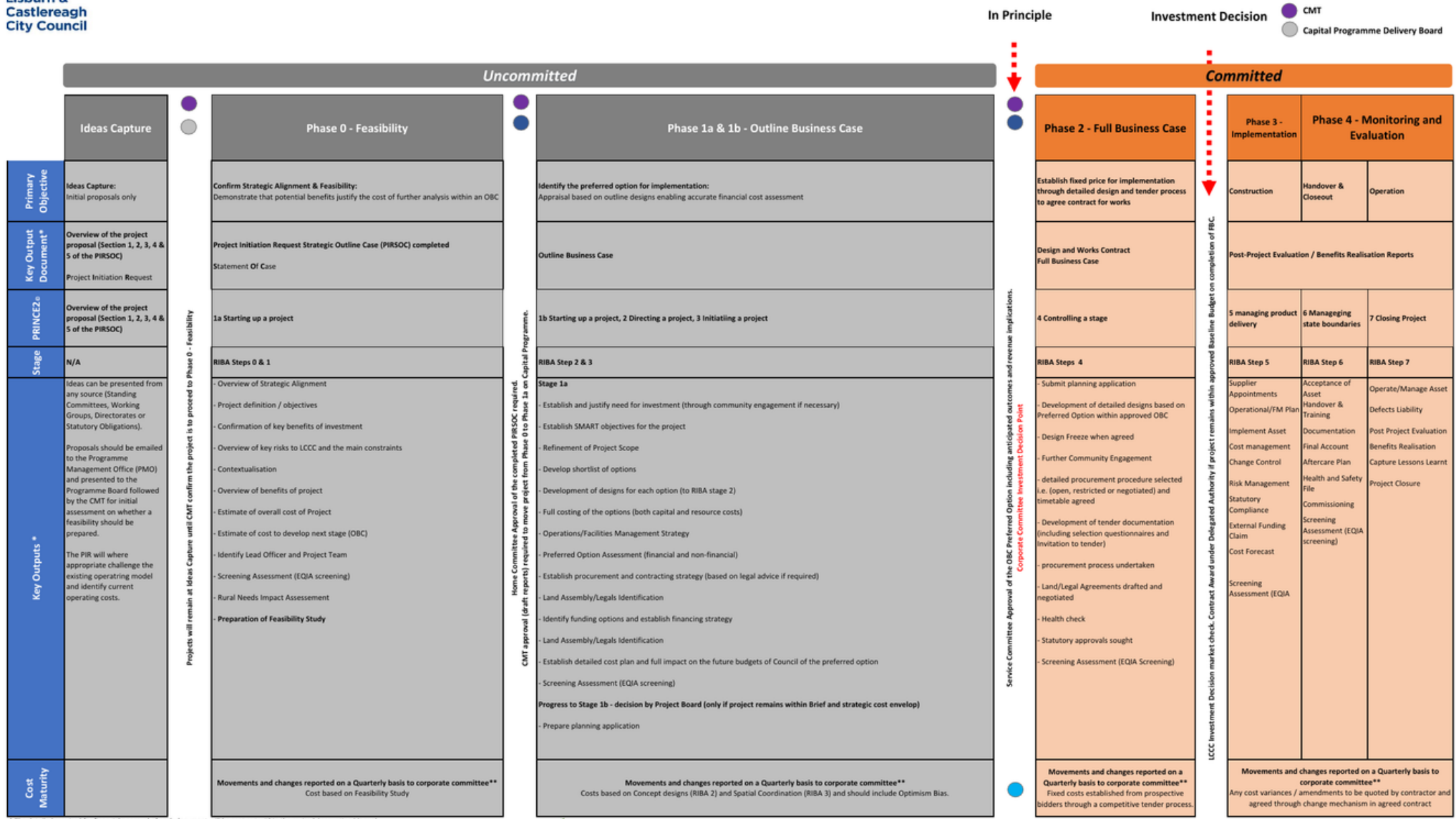
**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**

No

If Yes, please insert date:

# LCCC Governance Model for Delivery of Capital Projects and Capital Works Projects

- KEY:
- Corporate Committee
  - Home (Services) Committee
  - CMT
  - Capital Programme Delivery Board



\* The detailed required for financial approval of each document will be sent out within the revised Accounting Manual  
 \*\* To comply with the corporate committee terms of reference





## Corporate Services Committee

**21<sup>st</sup> June 2023**

**Report from:**

**Director of Corporate Services**

### Item for Decision

**TITLE:** Representation on Internal Working Groups and Outside Bodies

**Background and Key Issues:**

1. In March 2023, Council approved a new committee structure which came into effect at the beginning of the new term. New terms of reference were agreed for:
  - Corporate Services Committee
  - Governance and Audit Committee
  - Communities and Wellbeing Committee
  - Regeneration and Growth Committee
  - Environment and Sustainability Committee
  - Planning Committee

2. It was also agreed that membership of internal working groups and appointments to outside bodies would be considered at the first meeting of the relevant committee.

### 3. Internal Working Groups

The list of working groups to be agreed across all committees was provided to Members and Party Group Leaders following the Annual Meeting of Council – copy attached at **Appendix 1**.

Information is also provided on how the membership of each group is made up and the duration of the term. This is based on what was agreed by Members when working groups were established or Terms of Reference reviewed. Members can review Terms of Reference including membership and scope at any point throughout the Council term.

4. Nominating Officers are asked to provide Member Services with their nominations to the working groups by 28 June 2023.

## 5. Outside Bodies

The Council's representation on outside bodies across all Committees is set out in **Appendix 2**.

6. There are 22 outside bodies with a total of 61 positions to be appointed. Two of the organisations have a prescribed membership:
  - i. Lisburn & Castlereagh Housing Liaison Forum
  - ii. Peace Plus Partnership
7. Nominating Officers are asked to provide Member Services with their nominations to these two bodies by 28 June 2023.
1. It is proposed that appointments to the remaining 20 outside bodies be conducted using the principles of d'hondt. To facilitate this approach, a meeting will be held with Nominating Officers on 28 June 2023. A report detailing the nominations will be presented for ratification at a subsequent monthly Council Meeting.
2. Members appointed to outside bodies may submit a written report to Member Services outlining matters pertaining to the Council for inclusion within the Committee Information and Correspondence Schedule outlining matters pertaining to the Council.

### Recommendation:

It is recommended that Members:

1. Agree that Nominating Officers advise Member Services of their nominees in respect of the internal working groups and two outside bodies named above by 28 June 2023.
2. Endorse the proposed approach of using the principles of d'Hondt to appoint representatives to outside bodies at a meeting of Nominating Officers to be held on 28 June 2023.
3. Approve payment of expenses related to nominated members' attendance at events associated with outside bodies for the duration of the Council mandate.

### Finance and Resource Implications:

None – provision for members

## Screening and Impact Assessment

### 1. Equality and Good Relations

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

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

Membership of the working groups is representative of all political parties.

If yes, what was the outcome?:

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

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

### 2. Rural Needs Impact Assessment:

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

Membership of the working groups is representative of all political parties who cover the entire council area.

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

**SUBJECT TO PLANNING APPROVAL:**

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

**APPENDICES:**

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

If Yes, please insert date:

### Internal Working Groups 2023 - 2027

1. Corporate Services Committee and Regeneration and Growth Committee are the only committees that currently have internal working groups which report through them.
2. There are five working groups with a total of 37 positions to be filled. In line with the terms of reference these groups have a prescribed membership. These are detailed in the tables below:

#### Corporate Services Committee:

Working Group	Membership	Duration
<b>Efficiency Review Steering Group</b>	9 positions: 2 x DUP 2 x ALL 2 x UUP 1 x SF 1 x SDLP 1 x IND	4 years
<b>Elected Members' Development Steering Group</b>	6 positions: 1 from each political party - 1 x DUP 1 x ALL 1 x UUP 1 x SF 1 x SDLP 1 x IND	4 years
<b>Chief Executive Appraisal</b>	5 positions: 1 x from each political party of 2 or more Elected Members with the largest party acting as Chair 1 x DUP (Chair) 1 x ALL 1 x UUP 1 x SF 1 x SDLP	4 years

#### Regeneration and Growth Committee:

Working Group	Membership	Duration
<b>Brokerstown Road (LD1) Sub Committee (Killultagh &amp; Lisburn South DEAs)</b>	11 positions: DEA Members from Killultagh and Lisburn South Chair and Vice Chair to be agreed from within the group	4 years

	<p>Killultagh:</p> <ol style="list-style-type: none"> <li>1. Cllr T Beckett</li> <li>2. Ald J Tinsley</li> <li>3. Cllr C Kemp</li> <li>4. Cllr R McLernon</li> <li>5. Cllr G McCleave</li> </ol> <p>Lisburn South:</p> <ol style="list-style-type: none"> <li>6. Cllr A Ewing</li> <li>7. Cllr A Givan</li> <li>8. Ald P Porter</li> <li>9. Cllr P Kennedy</li> <li>10. Ald A Grehan</li> <li>11. Cllr T Mitchell</li> </ol>	
<p>Steering Group Coopers Mill/Millmount</p>	<p>6 positions: DEA Members from Castlereagh East - positions of Chair and Vice Chair to be agreed from the group - Castlereagh East:</p> <ol style="list-style-type: none"> <li>1. Cllr S Burns</li> <li>2. Ald S Skillen</li> <li>3. Cllr J Lavery</li> <li>4. Ald M Gregg</li> <li>5. Cllr S Lowry</li> <li>6. Ald H Legge</li> </ol>	<p>4 years</p>



## Representation on Outside Bodies 2023 – 2027

1. There are 22 outside bodies with a total of 61 positions to be appointed. Two of the organisations have a prescribed membership which are detailed in the tables below.

### Corporate Services Committee:

Outside Organisation	Number of positions	Term
Diversity Champion	1 position	4 years
Knockagh Monument Joint Committee	2 positions	4 years
NILGA's Regional Elected Member Development Working Group	1 position	4 years
Somme Advisory Council	2 positions	4 years

### Environment and Sustainability Committee:

Outside Organisation	Number of positions	Term
Sustainable NI's All Party Group on Sustainable Development	2 Positions	4 years
Northern Ireland Local Government Partnership on Traveller Issues	1 Position	1 year

### Regeneration and Growth Committee:

Outside Organisation	Number of positions	Term
Lagan Navigation Trust	2 positions: 1 x Regeneration & Growth 1 x Communities & Wellbeing	4 years
Lagan Valley Regional Park	2 positions: 1 x Regeneration & Growth 1 x Communities & Wellbeing	4 years
Belfast-Dublin Eastern Economic Corridor	3 positions	4 years
Belfast Region City Deal Engagement Forum	4 positions	4 years
Belfast Regional Tourism Partnership	2 positions	4 years

Outside Organisation	Number of positions	Term
LDP Spatial Working Groups: a) Metropolitan Spatial Working Group b) Neighbouring Council Spatial Working Group	2 positions	1 year

### Communities and Wellbeing Committee:

Outside Organisation	Number of positions	Term
Age Friendly Champion	1 position	4 years
Laurelhill Sports Zone	1 position	4 years
Sport Lisburn & Castlereagh	2 positions	4 years
Community Advice Lisburn & Castlereagh	2 positions (observers)	4 years
NILGA's NI Strategic Migration Partnership	1 position	4 years
Parenting Champions	3 positions	4 years
Strategic Community Planning Partnership	4 positions	4 years
Ulster Grand Prix & Bike Week Steering Group	2 positions	* 1 year – proposal 4 years

The following two outside bodies require cross party representation.

Outside Organisation	Number of positions	Term
Lisburn & Castlereagh Housing Liaison Forum To provide cross party representation it is proposed to use the first 6 d'hondt positions plus 3	9 positions: 3 x DUP 2 x ALL 1 x UUP 1 x SF 1 x SDLP 1 x IND	4 years
Peace Plus Partnership SEUPB request cross party representation. Membership is made up from the first 10 d'hondt positions plus 2	12 positions: 4 x DUP 4 x ALL 1 x UUP 1 x SF 1 x SDLP 1 x IND	4 years



## Corporate Services Committee

**21<sup>st</sup> June 2023**

**Report from:**

**Head of Finance**

### Item for Decision

**TITLE:** Annual Subscription fees 2023/2024 – 2026/2027

**Background and Key Issues:**

1. Within the Terms of Reference agreed for the Committees, all subscriptions will be presented to the Corporate Services Committee for the new term.
2. Where subscriptions are included as part of the estimates process, payments will be made provided the charge is within the agreed budget.
3. If a subscription charge is over the approved budget, a separate report will be presented to the Home Committee for approval.
4. The following tables are the subscriptions for each Directorate:

**Corporate Services Committee**

<b>Association</b>	<b>Current Annual Fees (may vary year on year)</b>
National Association of Councillors	£3,200
Northern Ireland Local Government Association	£52,540
Friend of the Somme Association	£1,000
Knockagh Monument Joint Committee	£2,000
Local Government Staff Commission	£25,974

Local Government Training Group	£16,910
Society of Local Authority Chief Executives	£5,000
Employers for Disability	£695
CIPFA – Technical Information Service	£1,030

### Regeneration and Growth Committee

Association	Current Annual Fees (may vary year on year)
Social Enterprise NI Corporate Membership	£ 500
Northern Ireland Chamber of Commerce	£2,500
Lisburn Chamber of Commerce	£ 525
Visit Belfast (BRTP)	£30,000 plus £6,000 Gold Sponsorship Package
Association of Town Centre Management	£ 330

### Community and Wellbeing Committee

Association	Current Annual Fees (may vary year on year)
NI Museums Council	£400
Irish Museums Association	£60
British Pathe	£1,300
Rural Community Network	£200
Northern Ireland Community Voluntary Action	£350
Tourism NI Grading Scheme	£125
Play Resource	£150
Arts Marketing Association	£150
Association of British Theatre Technicians	£250
Arts Professional Association	£150
Autism NI Impact	£1,250

### Environment and Sustainability Committee

Association	Current Annual Fees (may vary year on year)
Leisurewatch	£5,100
RIAMS (Regulatory Information and Management Systems)	£5,650
ONUS	£6,000
CADNA (Computer Aided Noise Abatement)	£1,000
CIRIA (Construction Industry Research and Information Association)	£500
British Parking Association	£250

LAEOG ( Local Authority Events Organisers Group)	£100
Local Government Partnership on Traveller Issues	£500
Purple Guide	£30
ITSA Trading Standards (Institute of Trading Standards Administration)	£65
Housing Rights Membership	£110
NI Safety Partnership Membership	£200
APEA (Association of Petroleum and Explosives Administration)	£50
LARAC Membership ( Local Authority Recycling Advisory Committee Membership)	£445
NIEL Membership (Northern Ireland Environment Link Membership)	£160
TAG Membership (Technical Advisory Group)	£305
Local Authority Building Control (LABC)	£1,150
British Standards Institute (BSI)	£1,110
Construction Information Services (IHS Global Ltd)	£7,050

### Recommendation:

It is recommended that:-

The Council's subscription listed above are approved to be paid on an annual basis for the term 2023/24 to 2026/27 on the provision they do not exceed the budget agreed during the relevant year's estimates process.

### Finance and Resource Implications:

From within agreed budgets

## Screening and Impact Assessment

### 1. Equality and Good Relations

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

If no, please provide explanation/rationale

Not applicable.

If yes, what was the outcome?:

#### Option 1

Screen out without mitigation

N/A

#### Option 2

Screen out with mitigation

N/A

#### Option 3

Screen in for a full EQIA

N/A

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

[Empty text box]

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

[Empty text box]

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

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

No

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

Not applicable.

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

[Empty text box]

**SUBJECT TO PLANNING APPROVAL:**

No

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

**APPENDICES:**

[Empty text box]

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

No

**If Yes, please insert date:**

[Empty text box]



## Corporate Services Committee

**21<sup>st</sup> June 2023**

### Report from:

Head of Finance (Joanne Hewitt)

### Item for Noting

**TITLE:** Repairs and Renewals Quarter 4 2022/2023

### Background and Key Issues:

1. Within the estimates process each financial year, a list of the projects within the Repairs and Renewals reserve is presented as part of each Directorate's report to home Committees.
2. Attached is a listing of the actual spend within each of the projects for the 2022/2023 financial year.
3. The expenditure within the projects listed is £863,162.57 from the 2022/2023 budget of £1,446,595.
4. The Repairs and Renewals list was reviewed to inform the 2023/2024 estimate. This includes some projects originally identified for delivery in the 2022/2023 year being re-profiled into the 2023/2024 year.

### Recommendation:

It is recommended that Members note that report and attached breakdown of the repairs and renewals spend for the 2022/2023 financial year.

### Finance and Resource Implications:

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

### Screening and Impact Assessment

#### 1. Equality and Good Relations

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

If no, please provide explanation/rationale

N/A

If yes, what was the outcome?:

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

Insert link to completed Equality and Good Relations report:

#### 2. Rural Needs Impact Assessment:

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

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

**SUBJECT TO PLANNING APPROVAL:**

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



**APPENDICES:**

**HAS IT BEEN SUBJECT TO CALL IN TO DATE?**   
If Yes, please insert date:

## Repairs and Renewals - 2022/2023

Project	Annual Budget	Total Net
Replace stage curtains (Island hall)	8,000.00	6,487.80
Replace existing lighting to LED	10,000.00	-
Replace & upgrade AVE Equipment	10,000.00	9,989.25
Digital Infrastructure (Island Hall)	20,000.00	20,000.00
Digital Infrastructure (LVI)	10,000.00	6,742.00
Replacement of Christmas Tree & Decorati	5,000.00	4,959.99
Hillsborough Village Centre - replace fl	2,000.00	3,150.00
Play Area Replacement Equipment	15,000.00	14,044.03
Grounds Maint Equipment Replacement	15,000.00	14,884.82
P&A infrastructure replacement	17,500.00	17,828.00
Countryside Access Improvements	17,000.00	17,640.82
AGC Maintenance Inhouse	20,000.00	20,378.90
CHGC Maintenance Inhouse	25,000.00	26,598.10
Sports Pavilions	15,000.00	15,140.71
Cemetery Headstone Works	25,000.00	13,679.57
Playing Field Drainage	25,000.00	24,804.75
Goal Posts / Nets	12,000.00	11,824.41
Tree Maintenance	150,000.00	156,081.00
Replacement Christmas Lighting	5,000.00	6,151.00
Castle Gardens Terrace Project	29,700.00	29,700.00
Hillsborough Compound	20,000.00	16,917.00
Bowling Green equipment	30,000.00	33,993.00
Lough Moss Community Space	20,000.00	13,918.95
Lisburn Cemetery entrance works	30,000.00	27,624.79
Billy Neill - New Paths	30,000.00	32,477.00
ILC - Upgrade Intruder Alarm	25,000.00	-
Bridge CC - Damp at rear remedial	6,000.00	-
ILC replacement photographic IT Equipmen	8,500.00	3,160.00
IAC replacement blinds	6,000.00	4,156.67
IAC replacement tables for worktops	5,000.00	5,000.00
Hillsborough Village Centre - Replacemen	5,000.00	-
Bridge CC - Replacement CCTV	4,000.00	2,261.47
Maghaberry CC - Replacement CCTV	3,500.00	3,911.91
Moneyreagh CC - Replacement CCTV	3,000.00	4,669.61
Ballyoran Units - Emergency Lighting	10,500.00	-
ILC - Repairs to Lift	29,000.00	28,800.00
ILC - Replacement to Air Con	25,000.00	-
LVL P Replacement Pool Filtration Plant	70,000.00	-
LVL P Maintenance Programme	30,000.00	-
LCC-Activity Centres Sports Equipment	45,000.00	11,821.12
DIIB Refurbishment Programme	40,000.00	40,575.38
Lough Moss Refurbishment Programme	8,750.00	7,385.39
CHGC Refurbishment Programme	10,000.00	1,105.75
AGC Maintenance Prog - Contract	50,000.00	24,256.58
CHGC Maintenance Prog. Contract	50,000.00	10,147.70
Bring Bank	2,000.00	26.00
Fuel extraction system	37,000.00	43,407.00
Civic Amenity Upgrade	5,000.00	5,004.00
HRC Road Markings	5,000.00	6,760.80
Compactors & Cont	34,000.00	26,341.28
Signage Replacement	3,000.00	2,188.11
CSD Refurbishment	22,145.00	15,560.05
Traffic seperators	3,000.00	2,815.20
Replacement Christmas Lighting	-	39,748.90
Moir a Demesne re cabling	-	418.00
Central Service - Boiler Replacement	108,000.00	-
Stabilisation of walls at Aghalee and Po	50,000.00	-
Intruder Alarm Bradford Court	6,000.00	8,130.00
Fire alarm Billy Neil	8,000.00	-
Replacement water storage tank BillyNeil	30,000.00	2,345.00
Replace exterior lighting fitments at Ca	8,000.00	6,232.71
Replacement wall at Moira Demense	55,000.00	-
Car Park at Hillsborough (including char	70,000.00	11,199.30
Hilden War Memorial	-	718.75
	<b>1,446,595.00</b>	<b>863,162.57</b>



## Corporate Services Committee

**21<sup>st</sup> June 2023**

**Report from:**

**Acting Head of Human Resources and Organisation Development**

### Item for Decision

**TITLE:** DRAFT Annual Progress Report on Equality, Good Relations and Disability Duties 2022-23

**Background and Key Issues:**

1. Under Section 75 of the Northern Ireland Act and Section 49A and 49B of the Disability Discrimination Act, as a designated public body, LCCC has to provide the Equality Commission with a report on how it has implemented its equality, good relations and disability duties in the previous year.
2. The report follows the Commission's template and summarises key activity across the Council's services during 2022-2023. It is not intended to capture every action but to give a flavour and to highlight where the equality and disability duties have led to changes in how services are delivered and where equality considerations are leading to improved outcomes for service users. The Equality Commission's feedback on the 2021-2022 report is attached as an appendix.
3. During 2022-2023 the Covid-19 pandemic continued to have some impact on front line services and this has meant that some actions in the Council's Disability and Equality Action Plans have not been progressed as fully as planned. However, a significant amount of equality related work has been delivered during year 2 of the 5 year plans.
4. Key achievements for the year include:
  - 39 projects subjected to equality and good relations screening with others carried forward to the 2023-24 year.
  - 56 staff trained in equality screening

- A further 265 staff trained in JAM Card awareness – LCCC is now an official JAM Card Partner with the NOW Group
- A range of other equality-related training delivered including Equality and Employment Legal Update, Dignity at Work, Recruitment and Selection,
- Consultations carried out on Vitality membership, new website, Orientation and Walkability Strategy for Lisburn city centre, Royal Hillsborough Public Realm
- Good relations programme delivered
- Age Friendly and Youth Council programmes delivered
- Further enhancements to leisure and parks facilities with accessibility improvements including pathways and surfaces, signage/tactile maps, toilet and changing facilities
- Programme of Community Safe and Well activities delivered
- Increased delivery of accessible sessions by Sports Services
- Cross-council working group established to work on reviewing terms and conditions and service related policies and practices
- Community engagement to ensure residents and service users have a genuine say in funding decisions and service delivery
- Consideration of equality terms in partner and contractor agreements to ensure equality of opportunity
- Continued focus on supporting staff mental health and wellbeing
- Awareness raising and fundraising for local charities through Mayoral activities
- Awareness raising of a range of disabilities and support organisations through promotional activity
- Funding and capacity building for support groups representing a range of equality grounds.

5. Further details on the above and additional items are contained in the appended progress report. Also appended is the Equality Commission's feedback on the 2021-22 report (received May 2023). Where action on their recommendations has not already been taken, further consideration will be given in the current year.

#### **Recommendation:**

It is recommended that

- Members approve the Draft Annual Progress Report 2022-2023 for submission to ECNI by 31 August 2022, and
- Members note the Equality Commission's feedback on the Annual Progress Report 2021-2022

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

N/A

## **Screening and Impact Assessment**

### 1. Equality and Good Relations

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

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

Not applicable to this progress report. The Equality and Disability Action Plans which are reported on were screened as required.

If yes, what was the outcome?:

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

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

### 2. Rural Needs Impact Assessment:

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

Not applicable to this progress report. The Equality and Disability Action Plans being reported on were Rural Needs Impact Assessed.

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

**SUBJECT TO PLANNING APPROVAL:**

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

**APPENDICES:**

1. Draft Annual Progress Report 2022-2023
2. Feedback from the Equality Commission on LCCC's annual progress report 2021-2022

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

No

If Yes, please insert date:

## Lisburn & Castlereagh City Council



### Public Authority Statutory Equality and Good Relations Duties Annual Progress Report 2022-2023

**Contact:**

<ul style="list-style-type: none"> <li>Section 75 of the NI Act 1998 and Equality Scheme</li> </ul>	Name: Mary McSorley Telephone: 0797 712 2434 Email: equality.officer@lisburncastlereagh.gov.uk
<ul style="list-style-type: none"> <li>Section 49A of the Disability Discrimination Act 1995 and Disability Action Plan</li> </ul>	As above      X Name: Telephone: Email:

Documents published relating to our Equality Scheme can be found at:

<https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75>

**Signature:**

**This report has been prepared using a template circulated by the Equality Commission.**

**It presents our progress in fulfilling our statutory equality and good relations duties, and implementing Equality Scheme commitments and Disability Action Plans.**

**This report reflects progress made between April 2022 and March 2023**

## PART A

**PART A – Section 75 of the Northern Ireland Act 1998 and Equality Scheme****Section 1: Equality and good relations outcomes, impacts and good practice**

- 1 In 2022-23, please provide **examples** of key policy/service delivery developments made by the public authority in this reporting period to better promote equality of opportunity and good relations; and the outcomes and improvements achieved.

*Please relate these to the implementation of your statutory equality and good relations duties and Equality Scheme where appropriate.*

- Equality processes improved – now embedded in administrative procedures, for example:
  - Committee cover papers – new cover sheet implemented for all directorates which ensures that proposals being taken to Committees for decision provide evidence of equality and good relations consideration at the planning stage
  - Financial appraisal/procurement processes – paperwork requires completion regarding screening/equality consideration
  - Various contractor agreements updated with more explicit equality clauses following equality screening
  - Equality routinely on agenda for Departmental Management Meetings
  - Recurring projects being subjected to annual screening and consideration for equality impacts, eg, Economic Development business support programmes, events programmes, community funding programmes.
- A total of 39 policies/projects were subjected to equality screening during the year, with others ongoing at year end. Screening reports are available at [Equality Screening Reports 2022/23](#)

Screening resulted in new issues being considered and mitigation measures implemented for a number of projects where no negative impacts were identified but opportunities to better promote equality and/or good relations were identified. Examples include the Labour Market Partnership Project, Economic Development business support programmes and events programmes.

- EXAMPLES of policies/projects screened include:
  - New Policy on Memorials and Commemorative Spaces
  - Formation of new PEACEPLUS Partnership 2022-2027
  - Performance Improvement Plan



## PART A

- Proposal for digital production of Citywide residents' magazine
  - Community Assets Transfer Policy
  - Acquisition and Disposal of Council land and Property
  - Installation phase – Digital Sculpture Trail, Hillsborough Forest
  - Economic Development Tourism Events, Business Support and Regeneration Initiatives
  - Annual Lisburn Light Festival
  - Review of Child and Adult Safeguarding Policy
  - Procurements for key services.
- Complaints/negative feedback prompted reviews of previous screening decisions, eg, Hillsborough Sculpture Trail, proposal re changes to Kerbside Recycling arrangements, Street naming policy.
  - Complaints/feedback from service users prompted consideration of further adjustments or provision for disadvantaged groups. For example:
    - A complaint from a parent of a disabled child that he was unable to use the skating aids at Dundonald International Ice Bowl because of health and safety restrictions on their use (user height restriction) prompted the service to source and procure skate aids suitable for taller children and adult use. The new equipment will be rolled out in 23-24 year. Sports Services also planning to pilot new accessible sessions on the ice rink.
    - Feedback from the public regarding Changing Places provision prompted a review of how public toilet provision and existing Changing Places facilities are promoted.
    - Feedback received from people with disabilities on accessibility of key council information and promotional material has ensured that alternative arrangements are considered.
    - The relaxation of Covid-19 public health restrictions during the year led to a review of signage in key public buildings. This has resulted in improved signage to promote accessibility measures and plans to re-introduce digital screens which will be used to highlight adjustments and support available to visitors.
    - A number of complaints/requests/queries from the public that had implications for equality or good relations prompted the establishment of a cross-departmental working group to review policies that apply to service provision to the public. The review includes consideration of terms and conditions for facility hire and users of council premises, partnership agreements and contracts with third party service providers. This review is ongoing at year end.
  - Recommendations from a Disability Action audit of Hillsborough Forest has informed various Tourism and Parks and Amenities development projects.

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Accessibility provision was informed by consultation with key stakeholders including RNIB, Disability Action and IMTAC.

- Following previous work with stakeholders including RNIB and other disability groups, there were further enhancements to council parks and amenity provision, for example, new tactile signage at Billy Neill MBE Country Park and tactile map, path surfaces and access points at Derrriagh Glen. There has also been further provision of community garden space at a number of locations to improve facilities for people with physical and other disabilities, older people and children/families.
- With Covid-19 restrictions being relaxed during the year and key services returning to pre-Covid levels, there was an increase in ASD and Disability Friendly sessions offered by Sports Services teams at DIIB and Lagan Valley Leisureplex.
- An independent review of Sports Services' Vitality Membership scheme was completed during the year and is informing service development. There are various options for membership to cater for different family models (eg, lone parent households and family membership that accommodates parents who have different addresses). Monitoring of membership and analysis of customer feedback is ongoing and is identifying where some groups are underrepresented or require increased/targeted provision.
- Sports Services provision included a range of activity targeted at underrepresented or particular equality groups, eg, Over 50s men's sports day during Men's Health Week, Walking Cricket for older people, a kids' judo club for children with disabilities,
- Information and resources added to intranet and communicated to staff – ECNI newsletters, disability awareness materials (eg Deafblind), training presentations, etc and the Learning & Development section was reviewed and updated.
- The addition of a prompt in the revised equality screening template is leading to staff identifying potential opportunities to use positive images of disabled people in promotional material and for consulting disabled people.
- Learning from previous year's consultation of the draft Performance Improvement plan resulted in changes to the consultation plan for 2023 with an evening focus group and different locations offered to increase attendance.
- A new HR and payroll system (iTrent) is currently being implemented and there has been consideration of additional information that could be captured to assist employee monitoring for equality purposes. The new system will facilitate analysis when fully operational.
- Following an accessibility audit Museums Service has been implementing a programme of enhanced accessibility provision. The latest of these is the

## PART A

production of a new signed video (BSL and ISL) to promote the service and accessibility provision – to be launched summer 2023.

- The council's Building Illumination policy, Mayoral and Civic events programme continued to raise awareness of key equality issues and groups alongside the work of local and regional charities. New in the 2022-23 year was a light-up to mark Black History Month at the request of the North West Migrants Forum. World Refugee Week was also marked.
- Equality related events and days marked with building illuminations, promotion on social media and/or council events included: International Day of Persons with Disabilities, cancer awareness days, Mental Health Awareness Week, International Men's Day, International Women's Day, Age Positive Month, World Sight Day, Carers' Week, Pride day.
- A sensory and Inclusive Shopping Night was introduced in December 2022 as part of the annual Lisburn Light Festival. The Christmas Lights switch on featured a BSL sign language interpreter on stage for the first time.
- In May 2022, LCCC became an official JAM Card Partner with the NOW Group, with almost 500 staff being trained through a 'train the trainer' initiative.
- A programme of Good Relations activity, funded by the Executive Office's T:BUC strategy was delivered. Thirteen programmes engaged over 2,500 individuals through activities that included:
  - Language awareness programmes – Irish and Ulster Scots
  - Good relations through sport and art
  - Cultural and historical education
  - Empowering young people – Youth Council
  - Cultural celebrations, including Good Relations Week, Holocaust Memorial Day, Diwali
- Fourteen local groups received funding to deliver good relations activities through the good relations small grants programme. Groups included women's sector, church groups, regeneration groups, rural groups, community and cross-community associations, youth groups and organisations supporting minority ethnic communities.
- The council continued to deliver a programme of Age Friendly activity and support for older people through the PCSP and Community Safe and Well (CSAW) programme.
- The Council's Youth Forum continued to be a focal point for consulting young people to inform council services. The current cohort of Youth Council members have been trained in good relations and work in partnership with key council departments and external statutory partners.

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- 2 Please provide **examples** of outcomes and/or the impact of **equality action plans/** measures in 2022-23 (*or append the plan with progress/examples identified*).

### **Impact of equality screening**

Equality screening/review of projects led to identification of potential opportunities to better promote equality and/or good relations for a number of projects that already cater for the wider population and had no identified negative impacts. Staff have become more aware of the need to consider not just who participates in 'open to all' activities but to consider whether everyone knows about opportunities and experiences no barriers to participation and whether participation is representative of those who are eligible.

Equality screening has prompted new consideration of equality and good relations issues in procurement exercises, business cases and contract agreements. This will be given further attention in 2023-34 through a review of the Accounting Manual to ensure consistency of practice across services.

### **Waste collection services**

Increase in assisted lifts for the year 8.5% (3.76% of all households now benefit from this support/adjustment).

Increase in bin upgrades/additional capacity etc – 12.5% increase for the year (total 6.9% of all households benefit from this adjustment).

At year end, plans were being put in place for a further public consultation on a proposed new Kerbside Waste Collection model to ensure that the new arrangements would not pose problems for householders that are not capable of being mitigated by the adjustments in place or planned for the new service.

### **Changing Places policy**

Application of Changing Places policy forms part of early discussions on capital development projects/plans (eg, Redevelopment of DIIB, Destination Royal Hillsborough, potential new playpark etc in Wallace Park) but no decisions in past business year.

### **Cemetery strategy**

Feedback from the consultation on a new Cemetery Strategy is being considered and this will be further progressed in 2023-24.

### **Building Control – Street naming policy**

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This policy is subject to annual review and will be re-screened in 2023-24 in light of queries/requests during 2022-23.

**Inclusive fixed play policy**

This policy is still under development with further guidance from Playboard not yet available (delayed due to Covid-19). However, all new projects and facilities that are progressed take into account current best practice recommendations from Playboard and learning to date, particularly around the need for targeted consultation with users and with expertise in accessibility.

**Access to Information**

The past year has seen a particular focus on accessibility of council information, as council services increasingly move to a digital first approach. There has been extensive consultation by the Corporate Communications team around the development of a new corporate website to identify needs and ensure best practice in accessibility and provision for those who are not digitally literate or engaged. Arts Service and Sports Services which have their own websites have made improvements to their channels, including ensuring that accessibility provision is well communicated. Staff from these services are also involved in the cross-department working group reviewing service provision policies. Feedback from disabled service users and disability support groups has been shared.

**Access to grants/council funding**

Council offers a wide range of grant funding opportunities, including funding to support the development, capacity and empowerment of local communities. In 2022-23, these included:

Community Support grant – 71 groups

Christmas grant – 20 groups

DIY Fund – 49 groups

Hardship fund – 64 groups

Community Markets Fund – 2 groups

Good relations small grants programme – 14 organisations

Grand Choice Participatory budgeting initiative – 62 groups supported across 4 DEAs

Sports grant funding – 44 sports clubs benefitted from Keep the Ball Rolling grants; three Special Olympics athletes supported.

Arts funding.

Equality screening for funded programmes is increasingly leading to new consideration of how funding programmes are promoted to ensure that all eligible groups are aware of them and experience no barriers to application.

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**Digital Inclusion – no one left behind**

Customer experience officer appointed to lead on this initiative. All services considering alternative provision for those who are not digitally equipped to engage with council services and information online.

Extensive consultation and engagement with service users via new website working group.

**Health and Well being Programmes**

CSAW activities delivered across the council area – key target groups included older people and disabled people.

Under-represented groups targeted for CSAW initiatives and Sports Services provision

Independent evaluation of Sports Services Vitality Membership scheme to maximise take-up. A wide range of membership options available. Ongoing monitoring and customer surveys.

Specific provision for underrepresented groups – ASD and disability friendly sessions for children/people with disabilities; women-only and family-friendly provision at key sport and leisure facilities.

Refurbishment and development plans for a number of sports and leisure facilities to facilitate multi-games use and participation across the community.

New sensory garden, access improvements, multi-use games area and community allotment area at Derriaghy Glen.

School and community groups targeted for Big Tree project.

Community planning initiatives targeted young people (Youth Council), older people (through Age Friendly) and children (eg, through a partnership programme Help Kids Talk – with SE Trust and Early Intervention Lisburn).

**Equality in employment and training**

Although not an action in the Council's current equality action plan, equality screening of other projects has led to increased awareness of the potential for positive action in relation to training and employment and employability programmes that the council is involved in, for example through the Labour Market Partnership Programme. Promotion of key successes such as the appointment of females in senior management roles or changes to the gender balance in traditionally male dominated teams will potentially have a ripple effect across other areas. In 2022-23, five female staff joined the Parks & Amenities team, up from just one previously.

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- 3** Has the **application of the Equality Scheme** commitments resulted in any **changes** to policy, practice, procedures and/or service delivery areas during the 2022-23 reporting period? (*tick one box only*)

X Yes  No (go to Q.4)  Not applicable (go to Q.4)

Please provide any details and examples:

- Equality screening is leading to further consultation or further targeted consultation, for example:
  - the Child and Adult Safeguarding Policy – Prevention and Protection in Partnership – was reviewed and groups representing children/young people and vulnerable adults were consulted.
  - feedback from the public is leading to review of previous equality screening conclusions, for example, Digital Sculpture Trail, Kerbside Recycling
- The Disability Access Audit on Hillsborough Forest, including sculpture trail has informed various projects relating to the physical environment across council functions/departments. Key recommendations re seating provision, paths, etc are being incorporated into plans for other projects.
- Screening is identifying a need to ensure sound procedures around promotion of opportunities, eg, tenders, funding, support for disadvantaged applicants/groups.
- An earlier disability audit at the Irish Linen Centre and Lisburn Museum has led to various accessibility improvements. Most recently, now that visitors are being encouraged again post-Covid 19 pandemic, a new BSL and ISL signed promotional video with full sub-titling to promote service and accessibility provision has been produced. It features a wheelchair user navigating the facility independently.

- 3a** With regard to the change(s) made to policies, practices or procedures and/or service delivery areas, what **difference was made, or will be made, for individuals**, i.e. the impact on those according to Section 75 category?

Please provide any details and examples:

- The application of the Changing Places policy means that early consideration is given to provision of a CP facility at an early stage in the design of significant refurbishment and new build projects. Additional CP provision will benefit both council residents and visitors to the area.
- Review of procurement documentation and partnership/contractor agreements make more explicit the council's expectation that partners and contractors will contribute to the council's efforts to promote equality and good relations.

## PART A

- The focus on identifying underrepresentation and particular needs of certain groups is leading to more targeting of services and tailoring for some groups. For example, provision for disabled children/people in sports services, targeting women for some sports/activities, eg, golf, improvement of facilities to encourage new users including women/girls and families. The implementation of mitigations identified through screening should lead to greater equality of opportunity for some groups.

**3b** What aspect of the Equality Scheme prompted or led to the change(s)? (*tick all that apply*)

- X As a result of the organisation's screening of a policy (*please give details*):

Example: Following screening of the Labour Market Partnership programme for the year, it was established that we could do more targeted promotion of the various projects. The circulation list was reviewed and new community groups etc added to ensure a wider range of organisations are aware of opportunities. In future programmes, there will be more proactive use of positive actions, eg, to encourage females into under-represented roles and vice versa.

Example: A number of equality screening exercises which concluded there were no negative impacts from the proposed project resulted in consideration of actions/mitigations to better promote equality for some groups

- X As a result of what was identified through the EQIA and consultation exercise (*please give details*):

Feedback from consultation, eg, feedback from disabled groups and service users, has influenced various projects and led to greater consideration of both physical accessibility and access to information. For example, feedback from the Changing Places consultation also flagged up issues with how the current CP provision is promoted and has resulted in a review of signage and commitment to better promote council public toilet provision.

- As a result of analysis from monitoring the impact (*please give details*):

- Evaluation of Sports Services' Vitality Membership scheme led to useful feedback from service users.

- As a result of changes to access to information and services (*please specify and give details*):

- It is hoped that the new signed promotional video promoting the Irish Linen Centre and Lisburn Museum will encourage more visitors with disabilities to visit.



## PART A

- Better promotion of accessible provision on Arts and Sports Services websites should raise awareness of accessible provision and encourage more disabled people, families and groups to participate in council sport, leisure and arts services.

X Other (*please specify and give details*):

Generally, feedback from the public continues to increase awareness of needs and prompts a focus on greater consideration of accessibility issues, etc for disabled people and older people.

## Section 2: Progress on Equality Scheme commitments and action plans/measures

### Arrangements for assessing compliance (Model Equality Scheme Chapter 2)

4 Were the Section 75 statutory duties integrated within job descriptions during the 2022-23 reporting period? (*tick one box only*)

- X Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

Please provide any details and examples:

All job descriptions include a 'commitment to promote equality of opportunity etc' clause and an overview of the Equality and Good Relations duties and Disability duties is included in corporate induction training.

5 Were the Section 75 statutory duties integrated within performance plans during the 2022-23 reporting period? (*tick one box only*)

- X Yes, organisation wide
- Yes, some departments/jobs
- No, this is not an Equality Scheme commitment
- No, this is scheduled for later in the Equality Scheme, or has already been done
- Not applicable

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Please provide any details and examples:

As appropriate to job roles/functions

6 In the 2022-23 reporting period were **objectives/ targets/ performance measures** relating to the Section 75 statutory duties **integrated** into corporate plans, strategic planning and/or operational business plans? *(tick all that apply)*

- Yes, through the work to prepare or develop the new corporate plan
- Yes, through organisation wide annual business planning
- Yes, in some departments/jobs
- No, these are already mainstreamed through the organisation’s ongoing corporate plan
- No, the organisation’s planning cycle does not coincide with this 2022-23 report
- Not applicable

Please provide any details and examples:

Equality and good relations are a core pillar of the Council’s corporate plan and annual Performance Improvement Plans, and are mainstreamed across council services. Certain functions/service areas will also have departmental-specific plans to promote inclusion, eg, Age Friendly, Good Relations, Community Services, CSAW (Community Safe and Well) programme, PCSP, Sports Services, etc

**Equality action plans/measures**

7 Within the 2022-23 reporting period, please indicate the **number** of:

Actions completed:  Actions ongoing:  Actions to commence:

Please provide any details and examples *(in addition to question 2)*:

Please note: Most actions in the current Equality Action Plan are ongoing or recurring actions which are delivered on each business year. All actions in the plan have been delivered on for the year or progressed to some degree.

8 Please give details of changes or amendments made to the equality action plan/measures during the 2022-23 reporting period *(points not identified in an appended plan)*:

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No changes made as this was only year 2 of a 5 year plan. Consideration will be given to reviewing the plan in 2023-24.

- 9 In reviewing progress on the equality action plan/action measures during the 2022-23 reporting period, the following have been identified: *(tick all that apply)*
- Continuing action(s), to progress the next stage addressing the known inequality
  - Action(s) to address the known inequality in a different way
  - Action(s) to address newly identified inequalities/recently prioritised inequalities
  - Measures to address a prioritised inequality have been completed

### Arrangements for consulting (Model Equality Scheme Chapter 3)

- 10 Following the initial notification of consultations, a targeted approach was taken – and consultation with those for whom the issue was of particular relevance: *(tick one box only)*
- All the time                       Sometimes                       Never
- 11 Please provide any **details and examples of good practice** in consultation during the 2022-23 reporting period, on matters relevant (e.g. the development of a policy that has been screened in) to the need to promote equality of opportunity and/or the desirability of promoting good relations:
- In the past year, there were public consultations on the following projects:
- Performance Improvement Plan for 2022-23
  - Development of new corporate website
  - Proposal to move Citywide residents’ magazine to digital first production
  - Sports Services – Vitality Membership survey and survey of non-users as part of external evaluation
  - Royal Hillsborough public realm scheme
  - Orientation and Walkability Strategy for Lisburn city centre (ongoing at year end)
  - Development of Annahilt Village Plan.

Consultations were generally promoted online with additional engagement encouraged when Covid-19 public health guidelines permitted in-person meetings.

Disability support groups were specifically targeted for consultations where staff identified particular issues that may affect people with disabilities.

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While consultation surveys were digital first, responses in other formats were encouraged where that better suited respondents, for example, hard copy responses or survey completion by telephone.

**12** In the 2022-23 reporting period, given the consultation methods offered, which consultation methods were **most frequently used by consultees**: *(tick all that apply)*

- Face to face meetings
- Focus groups
- Written documents with the opportunity to comment in writing
- Questionnaires
- Information/notification by email with an opportunity to opt in/out of the consultation
- Internet discussions
- Telephone consultations
- Other *(please specify)*:

Please provide any details or examples of the uptake of these methods of consultation in relation to the consultees' membership of particular Section 75 categories:

Generally, consultation questionnaires/surveys did not ask people to provide details of which Section 75 category they belong. However, some consultations specifically targeted disabled people and representative groups as committed to in our Disability Action Plan. The Sports Services survey of Vitality members sought information by gender and age and the department holds information on disability.

All consultations resulted in feedback from people who declared a disability or who advocate on behalf of disabled people. Generally, support groups welcome in person engagement.

Focus groups tend to attract small numbers but result in valuable insights and detailed feedback.

**13** Were any awareness-raising activities for consultees undertaken, on the commitments in the Equality Scheme, during the 2022-23 reporting period? *(tick one box only)*

- Yes       No       Not applicable

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Please provide any details and examples:

However, the annual progress report for 2021-22 was circulated to consultees following submission to the Equality Commission.

**14** Was the consultation list reviewed during the 2022-23 reporting period? *(tick one box only)*

Yes       No       Not applicable – no commitment to review

**Arrangements for assessing and consulting on the likely impact of policies (Model Equality Scheme Chapter 4)**

Completed equality and good relations screening reports and other Section 75/Equality related information is available at:

<https://www.lisburncastlereagh.gov.uk/council/publications/equality-section-75>

**15** Please provide the **number** of policies screened during the year *(as recorded in screening reports)*:

39
----

**16** Please provide the **number of assessments** that were consulted upon during 2022-23:

0	Policy consultations conducted with <b>screening</b> assessment presented.
0	Policy consultations conducted <b>with an equality impact assessment</b> (EQIA) presented.
0	Consultations for an <b>EQIA</b> alone.

**17** Please provide details of the **main consultations** conducted on an assessment (as described above) or other matters relevant to the Section 75 duties:

No formal consultations conducted on equality impact assessments in the past business year - public consultations that were undertaken are listed above at Q11. Plans underway for a number of equality consultations in 2023-24 – Kerbside Recycling; Development of Dundonald International Ice Bowl; Street Naming Policy - with further targeted consultation for ongoing projects – Lisburn Orientation & Walkability Strategy, Royal Hillsborough Public Realm, Inclusive Play Policy.

## PART A

**18** Were any screening decisions (or equivalent initial assessments of relevance) reviewed following concerns raised by consultees? *(tick one box only)*

X Yes  No concerns were raised  No  Not applicable

Please provide any details and examples:

- Hillsborough Forest Sculpture Trail – complaints emerged not as a result of previous public consultation but when installation was underway. Following advice from the Equality Commission, a final equality screening that was planned for the end of the installation phase was brought forward and completed in 2022. The reviewed screening took account of the new feedback and concerns raised by a small number of visitors to the Trail and mitigations to address these were brought to Council for approval in Q4. Satisfaction with the new visitor attraction continues to exceed expectations and feedback/complaints continue to be monitored. Further public feedback will be sought during the summer season 2023.
- An equality screening of proposed new arrangements for Household Kerbside Recycling had not revealed any negative impacts that were not already being mitigated or were capable of mitigation for the proposed new service. However, complaints from a few groups and individuals prompted a review of the earlier screening and a decision was made to carry out a full consultation/EQIA before the new plan is implemented. Consultation is planned for summer 2023.

#### Arrangements for publishing the results of assessments (Model Equality Scheme Chapter 4)

**19** Following decisions on a policy, were the results of any EQIAs published during the 2022-23 reporting period? *(tick one box only)*

Yes  No X Not applicable

Please provide any details and examples:

N/A

#### Arrangements for monitoring and publishing the results of monitoring (Model Equality Scheme Chapter 4)

**20** From the Equality Scheme monitoring arrangements, was there an audit of existing information systems during the 2022-23 reporting period? *(tick one box only)*

X Yes  No, already taken place  
 No, scheduled to take place at a later date  Not applicable

## PART A

Please provide any details:

Ongoing Monitoring of policies, projects and services is the responsibility of service departments as each function has different needs. While departments commit to monitoring for specific services or projects following equality screening, this is an area for development and will require capacity building and corporate focus. It is expected that this area will be subject to corporate consideration within the lifetime of the equality scheme. In the meantime, some departments are taking steps to integrate equality considerations in their service monitoring as part of Performance Improvement objectives.

- 21** In analysing monitoring information gathered, was any action taken to change/review any policies? (*tick one box only*)

Yes                       No                       Not applicable

Please provide any details and examples:

Example: Monitoring information in Sports Services has prompted a focus on addressing underrepresentation in some areas. Evaluation of current Vitality Membership has prompted a review of certain policies, including charging policies, in the coming year.

Monitoring of feedback on the new Hillsborough Forest Sculpture Trail led to a review of the earlier equality screening.

For many council services, complaints and feedback received via the council's Customer Care procedures are a key mechanism for highlighting areas for attention from an equality perspective, even were the resident/customer may not raise a matter as an equality issue.

- 22** Please provide any details or examples of where the monitoring of policies, during the 2022-23 reporting period, has shown changes to differential/adverse impacts previously assessed:

No negative impacts that were not capable of mitigation were identified in the screening of the Digital Sculpture Trail in Hillsborough Forest. However, some negative feedback emerged at the installation stage. This led to a review of the screening and proposals for mitigation.

For projects that are delivered annually, there is increased recognition that there is potential to monitor by equality category rather than merely to meet service or funding objectives and to track changes over time. In practice, however, there is limited incentive to monitor where there are no challenges or complaints regarding how a project or service is operating.

## PART A

**23** Please provide any details or examples of monitoring that has contributed to the availability of equality and good relations information/data for service delivery planning or policy development:

- Retrospective monitoring of participants in Age Friendly activities in 2022-23 will inform delivery in 2023-24.
- Sports Services have carried out extensive independent evaluation and monitor Vitality membership by a range of categories to identify underrepresentation. There is also commitment to paying attention in future to data gained through member/user/participant surveys to address under-representation.
- Underrepresentation of females and young people in golf club membership identified for action.
- Monitoring of Good Relations activities ongoing as required by TBUC funding objectives.
- Departments monitoring of requests for alternative formats/adjustments for accessibility
- Ongoing analysis of Customer Care system to identify equality related issues raised by the public.
- Increasing focus on linking monitoring for Performance Improvement objectives to equality and good relations objectives.
- For some consultation exercises, information sought on equality characteristics of respondents to inform equality consideration in service/policy development.

#### **Staff Training (Model Equality Scheme Chapter 5)**

**24** Please report on the activities from the training plan/programme (section 5.4 of the Model Equality Scheme) undertaken during 2022-23, and the extent to which they met the training objectives in the Equality Scheme.

- Equality Awareness and Screening workshops delivered to 56 staff under corporate training programme
- Legal and Equality Update for - 23 HR&OD staff
- Dignity At Work training – 8 staff
- Recruitment and Selection training – 47 staff
- JAM card training provided to a further 225 staff (over 200 trained in previous year)
- Training planned for Mental Health First Aid to be delivered in 2023
- Equality information on intranet updated – including communications advice from disability support organisations
- Newsletters from ECNI uploaded to intranet and promoted to staff
- 4 staff attended Commission training on equality monitoring (Jan 2023)
- Briefings from Employers for Disability, IMTAC, Diversity Mark and others circulated to staff
- Staff provided with tailored 1-1 support to improve equality screening
- Key resources added to the staff intranet and publicised to staff
- Plans in place for review of Equality and Diversity module on e-learning system with training to be promoted in E-learning week (May 2023)



## PART A

- Plans in place for training to be delivered to new cohort of elected members following local government elections in May.

**25** Please provide **any examples** of relevant training shown to have worked well, in that participants have achieved the necessary skills and knowledge to achieve the stated objectives:

- Staff satisfaction with all training provided was overwhelmingly positive with staff rating their knowledge/understanding as significantly increased for all corporate training.
- In particular, staff who were supported with tailored advice and support for the projects they were equality screening reported increased understanding of Section 75 and how they can apply learning to future exercises and their planning generally. Where staff were involved in more than one exercise, there is evidence of learning.
- Awareness of the needs/issues affecting disabled people has increased significantly for staff who have undertaken JAM card training.

#### **Public Access to Information and Services (Model Equality Scheme Chapter 6)**

**26** Please list **any examples** of where monitoring during 2022-23, across all functions, has resulted in action and improvement in relation **to access to information and services**:

- During 2022-23 there was consultation on the development of a new corporate website and targeted consultation with disability groups.
- Museum Services produced a promotional video with full sub titling and a BSL and ISL sign language to raise awareness of the Irish Linen Centre and Lisburn Museum and its accessibility provision. This will be officially launched after year end.
- The corporate communications team provided information on key services and changes to support groups including Lisburn Outlook to include in their newsletters to members.
- During the year, there was a gradual re-opening of services to the public in person at council facilities. This prompted a review of information displayed in reception areas. For example, at Lagan Valley Island the council headquarters, Facilities Management team added new signage to direct visitors to the Changing Places facility and are working to provide more accessibility information on digital screens that had been decommissioned during the Covid-19 epidemic.

#### **Complaints (Model Equality Scheme Chapter 8)**

## PART A

- 27 How many complaints **in relation to the Equality Scheme** have been received during 2022-23?

Insert number here:

None

Please provide any details of each complaint raised and outcome:

### Section 3: Looking Forward

- 28 Please indicate when the Equality Scheme is due for review:
- 2022-23 was year 2 of a 5 year scheme; due for next review 2025
- 29 Are there areas of the Equality Scheme arrangements (screening/consultation/training) your organisation anticipates will be focused upon in the next reporting period? *(please provide details)*
- Work on improving the range and quality of equality screening exercises and equality training will be consolidated and built on. We expect a continued focus on consultation and monitoring for equality purposes.
  - At year end, an EQIA on a proposal to make changes to Kerbside Household Recycling arrangements is being planned. There are also plans for targeted consultation on key projects including the Redevelopment of Dundonald International Ice Bowl, Orientation and Walkability Strategy and Royal Hillsborough Public Realm.
  - There will be a focus on induction training for Elected Members following the local government elections planned on 18 May 2023.
- 30 In relation to the advice and services that the Commission offers, what **equality and good relations priorities** are anticipated over the next reporting period? *(please tick any that apply)*
- Employment
  - Goods, facilities and services
  - Legislative changes
  - Organisational changes/ new functions
  - Nothing specific, more of the same

## PART A

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- X Other (please state): Further practical support – training, guidance etc – that is tailored for councils around consultation and equality monitoring would be welcome.

## PART B

**PART B - Section 49A of the Disability Discrimination Act 1995 (as amended) and Disability Action Plans****1. Number of action measures for this reporting period that have been:****18**

Fully achieved or achieved for 2022-23\*

**3**

Partially achieved

**5**

Not achieved

Please note that actions in our Disability Action Plan are not presented as discrete actions relating to either Promoting positive attitudes or Encouraging participation in public life – they are presented under five themes and may contribute to both duties:

- Policy development and reporting
- Awareness and Understanding
- Promotion and Engagement
- Communication and Accessibility
- Promoting Employability and Employment for disabled people.

\*Many actions are continuing actions and will be reported on for each year of the plan. One action (of 26) was completed in year 1 of the plan.

PART B

2. Please outline below details on all actions that have been fully achieved in the reporting period.

2 (a) Please highlight what **public life measures** have been achieved to encourage disabled people to participate in public life at National, Regional and Local levels:

Level	Public Life Action Measures	Outputs <sup>i</sup>	Outcomes / Impact <sup>ii</sup>
National <sup>iii</sup>	N/A		
Regional <sup>iv</sup>	N/A		
Local <sup>v</sup>	Action 3.1 Identify relevant opportunities and encourage participation of disabled people through targeted promotion	Discussed and advice provided to Communications team, Sports team, Arts team, Env Health, Economic Development  Relevant public appointments notified to Equality Officer promoted to Disability contact list	Increased awareness and understanding of DDA duty re participation in public life
	Action 3.2 Ensure disabled people and representative groups are targeted proactively in all council consultations and engagement initiatives	Disabled people/groups specifically targeted for the following consultations:  <ul style="list-style-type: none"> <li>• Open Spaces Strategy</li> <li>• Performance Improvement Plan</li> <li>• Hillsborough Forest Sculpture trail</li> <li>• New website development project</li> <li>• Other projects in planning at year end.</li> </ul> Communication methods and channels considered for accessibility for people with different disabilities – alternative formats provided proactively as well as in response to requests	Feedback received from disabled people to inform service delivery  Greater awareness of issues experienced by disabled people and suggestions for addressing them  Feedback from disabled people was shared with relevant departments and has influenced practice in some service areas.

PART B

	<p>Action 3.3 Continue to work with disabled individuals and their representative groups</p>	<p>Mayor’s office – engagement with various disability groups, special schools, etc.</p> <p>CMT – engagement with Mencap</p> <p>Communications team – ongoing engagement with Lisburn Outlook, Beechlawn School, Stepping Stones</p> <p>Ongoing promotion of disabilities and support groups through Council’s building illumination policy</p> <p>Golf services focus group and ongoing engagement with members who use golf buggies</p> <p>Parks &amp; Amenities work with RNIB re signage for public parks; Mencap and Stepping Stones re work placements; IMTAC</p> <p>Parks &amp; Amenities - Delivery of CSAW activities to groups including disability groups</p> <p>Tourism team – Disability Action re accessibility audit Hillsborough Forest</p> <p>Sports Services – Autism NI</p> <p>Communities – ongoing engagement with various groups</p>	<p>Increased awareness of staff of various disabilities and disabled people’s issues.</p> <p>Increased knowledge is reflected in equality screening and has resulted in changes to practices or service improvements. Examples include increased provision in leisure and sports services to cater for certain disabilities; more proactivity in communications - for example, signer provided at public events; greater awareness of need for practical improvements to physical infrastructure, eg, paths, signage, etc.</p> <p>Positive feedback received from disabled residents/service users that they felt listened to.</p> <p>Disabled people provided with opportunities</p>
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PART B

		<p>HR &amp; OD – work with USEL, Employers for Disability, NOW Group (JAM card)</p> <p>Equality function – ongoing engagement with Lisburn Outlook, contact with Employers for Disability, RNIB, DeafBlind UK N Ireland office</p>	
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2(b) What **training action measures** were achieved in this reporting period?

	Training Action Measures	Outputs	Outcome / Impact
Action 2.1	Disability Duties included in general awareness training	Disability duties covered in all corporate equality training sessions, Equality Awareness and screening workshops. Training package made available on staff intranet.	All participants in equality awareness training made aware of the Duties and where to get more information or advice
Action 2.2	Council’s responsibility in relation to DDA Duties to be referenced in all induction training for new staff and elected members	Induction training slides and briefings include DDA Duties and more information available on council website and intranet.	New staff and EMs will be aware of the Duties
Action 2.3	Disability Duties included in Equality screening training	Formal training delivered via Equality workshops to 56 staff across a range of functions - included a focus on the Disability Duties.	More staff aware of the Duties and potential to take action to achieve them in relation to their role/work

PART B

<p>Action 2.4</p>	<p>Targeted awareness training for staff identified as having particular potential to deliver on DDA Duties</p>	<p>Sessions for communications and HR&amp;OD staff focused particularly on potential to contribute to the DAP. Tailored advice and suggestions provided through equality officer support for equality screening.</p> <p>Staff who manage contracts and funded programmes, eg Labour Market Partnership targeted to encourage them to brief partners/contractors on the Duties.</p> <p>Staff from Parks &amp; Amenities and Economic Development teams attended seminar targeted at local authorities organised by IMTAC</p>	<p>Improved awareness and understanding of disability issues, the need to consider disability positively, etc.</p> <p>Communications and marketing staff now alert to the potential for using positive images and key messages in routine promotional materials, website, social media, etc. Examples of proactive identification of opportunities for corporate publications, eg, annual Performance Review Report.</p> <p>Staff who manage external partnerships and contracts more aware of importance of ensuring inclusive imagery/messaging in promotional materials and programme information and the need to consult disabled people, etc.</p> <p>Staff who attended IMTAC more aware of issues faced by disabled people. New contacts made and staff now more aware of how and who to consult for advice on relevant projects.</p>
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2(c) What Positive attitudes **action measures** in the area of **Communications** were achieved in this reporting period?

	Communications Action Measures	Outputs	Outcome / Impact
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PART B

<p>Action 2.5</p>	<p>Identify relevant opportunities and encourage participation of disabled people through targeted promotion</p>	<p>Support services for various disabilities promoted to staff through intranet and staff wellbeing hub activities. Employers for Disability and Equality Commission ezines circulated widely</p>	<p>Staff more aware Positive feedback from staff</p>
<p>Action 4.1</p>	<p>Include positive images of individuals with a disability in promotional material and publications</p>	<p>All departments encouraged to consider opportunities through completion of equality screening of relevant projects. Specific teams targeted with suggestions for website material, press/social media content, corporate publications, promotional material, etc. Examples: Sports services used images of children with disability on key web pages Images sourced for annual Performance Improvement report</p>	<p>General public and disabled service users more likely to be aware of council accessibility provision. People with disabilities more likely to be encouraged to participate in council activities where they can see their needs being accommodated. Representative images contributes to perception of council activities being inclusive for all groups.</p>
<p>Action 4.2</p>	<p>Ensure features about disability, case studies, promotion of accessibility provision, etc, in council publications</p>	<p>Irish Linen Centre and Lisburn Museum produced a signed promotional video (BSL and ISL) to encourage people to visit. It features a wheelchair user navigating the museums multi-floor facility, talks through the various exhibits and features and outlines all the accessibility measures for disabled visitors. It is also fully sub-titled.  Communications team provided information for Lisburn Outlook newsletter for blind and partially sighted residents. Included information on</p>	<p>Video has not yet been officially launched but it is hoped that it will increase visits by people with disabilities.  Blind and partially sighted residents better informed about council services and the additional support available to disabled people.</p>

PART B

		adjustments made for bin collections for people with additional needs.	
		Accessibility signage in main Reception area improved (eg, Changing Places facility signs) and more promotion of accessibility provision generally on council website. Plans for new messaging on electronic screens.	Visitors/service users with a disability more encouraged to visit council premises to access services.
Action 4.3	Review council website and communications to ensure that information about disability duties is well promoted	Disability Duties section on website reviewed – Annual progress report for 2021-22 added following submission to ECNI. Also added to intranet for staff.	Visitors and staff more aware of Disability Duties.
Action 4.4	Keep under review accessibility of website and communication methods/policies generally	Website development project included extensive consultation with user groups. Disability groups targeted for feedback. Feedback from customers re website accessibility shared and considered. Staff in Corporate Communications, Sports Services, Arts Services, Community Development, Museum Services all focused on reviewing website information, ezines, social media, etc, and responding to customer feedback.	Improved access to information for customers and potential customers.

2 (d) What action measures were achieved to ‘**encourage others**’ to promote the two duties:

	Encourage others Action Measures	Outputs	Outcome / Impact
1	N/A		

## PART B

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2 (e) Please outline **any additional action measures** that were fully achieved other than those listed in the tables above:

	Action Measures fully implemented (other than Training and specific public life measures)	Outputs	Outcomes / Impact
Action 1.1	Ensure disability is included in all equality screening of policies, projects and plans	Screening template requires consideration of disability. 39 projects/plans/programmes equality screened in 2022-23	Adjustments and mitigations identified for a number of projects/plans as a result of screening. Further engagement with disabled people and support groups following identification of issues.
Action 1.2	Add Disability Duties to equality screening template	The DDA Duties questions considered in 39 equality screening exercises.	Increased staff awareness of opportunities to consult with disabled people and to promote positive attitudes through things such as imagery, photo opportunities. Some examples provided in other sections of this report.
Action 1.3	Prepare annual report to the ECNI on the implementation of the plan. Publicise progress report on Council website.	Report submitted to ECNI July 2022, added to Council website and publicised to consultees.	Staff, consultees and interested members of the public updated on the actions taken.

PART B

<p>Action 1.4</p>	<p>Include a disability focus in quarterly Departmental Management Team (DMT)/equality officer meetings</p>	<p>Equality officer attended Departmental Management Meetings for 3 directorates during the year and one meeting of the CMT (chief executive and Directors). An Equality Update is a standard agenda item on the Finance and Corporate Serviced DMT – 6 meetings attended in year under review.</p> <p>Directors agreed to ensure Equality Duties and reviewing the EAP and DAP feature on agendas at least quarterly.</p>	<p>Regular updates/discussion at DMTs ensures a focus on progressing actions in both the EAP and DAP and to discuss and share information.</p>
<p>Action 1.5</p>	<p>Report progress on implementation of action plan to staff</p>	<p>Annual progress report added to staff intranet following submission to ECNI and promoted to staff. Also promoted in staff training, etc.</p>	<p>Staff becoming more familiar with the DDA duties and considering how they can contribute to the plan.</p>

3. Please outline what action measures have been **partly achieved** as follows:

	Action Measures partly achieved	Milestones/ Outputs	Outcomes/Impacts	Reasons not fully achieved
<p>Action 4.5</p>	<p>Consider adopting ECNI Every Customer Counts initiative for front line services</p>	<p>Under consideration at year end with Facilities Management team. Cross-council Working Group established to review service provision policies and practices to ensure consistency across services.</p>		<p>Most front line services were not operating at pre-Covid levels until later in the year. Managing the return to normal services has been challenging with capacity issues in some areas.</p>

## PART B

Action 5.1	Explore employability programmes with key disability support organisations	Ongoing at year end – engagement with key organisations – Mencap, Stepping Stones etc		Changes to staffing, reduced capacity and unanticipated priorities in HR&OD
Action 5.2	Work placement or shadow opportunities identified and offered	One placement facilitated in Parks & Amenities		

4. Please outline what action measures **have not been achieved** and the reasons why.

	Action Measures not met	Reasons
Action 2.6	Carry out survey of staff and Elected Members to assess knowledge of Disability Duties and to gauge attitudes to disability/disabled people	Discussed but not progressed due to changes in staffing in HR&OD and capacity issues. Local government elections in May 2023 mean there will be a new cohort of Elected Members so we hope to progress this action in 2023-24
Action 3.4	Explore development of a Disability Forum/consultative group – to include representation from relevant council officers and functions	Discussed with Head of HR&OD and relevant managers but not progressed as yet – to be reviewed in 2023.

## PART B

Action 3.5	Explore setting up an internal Disability Forum for staff	As 3.4 above
Action 5.3	Work with Equality Commission to explore ring-fencing some jobs for people with disabilities	Capacity issues in HR&OD recruitment team during 2022-23 due to increased workload following relaxation of Covid-19 restrictions.
Action 5.4	Promotion of job opportunities to disabled potential applicants through lawful positive action approved by ECNI, eg, welcoming statement in job adverts, etc	Discussed with relevant HR&OD manager – to be progressed in 2023-24 when recruitment procedures are to be reviewed

5. What **monitoring tools** have been put in place to evaluate the degree to which actions have been effective / develop new opportunities for action?

## (a) Qualitative

Heads of Service encouraged to review progress against actions in DAP in departmental meetings, at least quarterly and to collate activities that contribute to the Duties

Ongoing review by equality officer and input to equality screening.

End of year review by equality officer and senior staff asked to complete a DAP progress report template

Action 2.6 Carry out survey of staff and Elected Members to assess knowledge of Disability Duties etc to be implemented

## (b) Quantitative

6. As a result of monitoring progress against actions has your organisation either:

PART B

- made any **revisions** to your plan during the reporting period or
- taken any **additional steps** to meet the disability duties which were **not outlined in your original** disability action plan / any other changes?

No changes made during the 2022-23 year (year 2 of 5 year plan)

If yes please outline below:

	Revised/Additional Action Measures	Performance Indicator	Timescale
1	N/A		
2			
3			
4			
5			

7. Do you intend to make any further **revisions to your plan** in light of your organisation’s annual review of the plan? If so, please outline proposed changes?

- 1) Proposing to change Action 1.2 Add Disability Duties to equality screening template to “Ensure Disability Duties are considered in all screening exercises”. Questions on the Disability Duties were added to the revised screening template in year 1 so that action is complete.
- 2) Proposing that the Plan should be subjected to a mid-term review at the end of year 3 and any changes/additions made as appropriate.

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- <sup>i</sup> **Outputs** – defined as act of producing, amount of something produced over a period, processes undertaken to implement the action measure e.g. Undertook 10 training sessions with 100 people at customer service level.
  - <sup>ii</sup> **Outcome / Impact** – what specifically and tangibly has changed in making progress towards the duties? What impact can directly be attributed to taking this action? Indicate the results of undertaking this action e.g. Evaluation indicating a tangible shift in attitudes before and after training.
  - <sup>iii</sup> **National** : Situations where people can influence policy at a high impact level e.g. Public Appointments
  - <sup>iv</sup> **Regional**: Situations where people can influence policy decision making at a middle impact level
  - <sup>v</sup> **Local** : Situations where people can influence policy decision making at lower impact level e.g. one off consultations, local fora.



## **Feedback from the Equality Commission on LCCC Annual Section 75 Progress Report 2021-2022 following a meeting with the Council's Equality Officer**

**Received 17 May 2023**

Thank you for meeting with me on 28<sup>th</sup> April 2023 to discuss Lisburn and Castlereagh City Council's Section 75 Annual Progress Report and Disability Action Plan progress. The key purpose of an organisation's Section 75 Annual Progress Report is for the public authority to assess its own compliance with the Section 75 equality duties and the commitments contained in its equality scheme, and to identify any areas where improvement or renewed focus may be required. We would like to acknowledge the range of work the Council has carried out during the reporting year to promote equality of opportunity and good relations in relation to all of its functions and the services it provides, including for example:

- the Council's renewed focus on equality screening, with more policies and projects screened for equality impacts during the year, including funding programmes, procurement exercises, Changing Places provision and human resources policies.
- the Council's development of a new Changing Places policy
- raising awareness of Section 75 and the disability duties throughout its departments by providing advice and training to staff.
- linking equality reporting to performance management reporting
- increased engagement with disability groups to inform policy making, e.g. RNIB, Guide Dogs to inform pavement café and parklet guidelines

A summary of the areas we discussed at our meeting and the Commission's main recommendations for improving the effectiveness of Section 75 implementation are:

### **Improving the quality and quantity of equality assessments.**

#### Screening

During the year under review the Council carried out 54 equality screening assessments, an increase on previous years. This increase in considering the equality impacts of Council decisions and policies is welcome and we would encourage the Council to continue to take measures to ensure that all new and revised policies undergo equality screening/EQIA, and that relevant staff across all of the Council's business areas understand the requirement to comply with the statutory equality duties, and the commitments in the Council's equality scheme.

We acknowledge the work the Council's equality staff have undertaken to raise awareness of the equality screening and its benefits to Council staff, including the

equality screening workshops and informal coaching of staff carrying out equality screening for the first time, etc. I mentioned the Equality Commission's recent screening video which you and any Council staff who are involved in policy making may find useful, it is available on our website at [\(97\) Section 75 Duties - Equality Screening for Public Authorities - YouTube](#)

We also welcome that the Council has introduced a cover sheet which asks Council staff to confirm whether an equality screening of the policy/decision has been carried out and to consider the outcome of the screening. Some of the screening documents showed positive signs of policy-makers trying to include more specific data and evidence relevant to the policy being assessed. We discussed the importance of trying to collate Section 75 data/evidence which is relevant to the policy/decision being considered, this could include qualitative data gained from feedback from surveys, complaints, engagement or consultation, as well as quantitative data such as census information and workforce statistics. I mentioned the Commission's [S75 Data Signposting Guide](#) which you may find useful.

We note that some of the screening templates state that the policy will 'benefit all' and the policy is screened out. It is important to note that policies should not necessarily be screened out as it is considered that they will benefit all of the Section 75 groups, the Council should still equality assess such policies, and consider relevant data and evidence relating to these policies, in order to assess if there are **opportunities to further promote equality of opportunity and good relations for the Section 75 groups** in relation to these policies.

### EQIA

No EQIA assessments were carried out during the reporting period, with the majority of policies being screened out without mitigation. As a broad rule of thumb the more relevance a policy has to the need to promote equality of opportunity / promote good relations then the greater the degree of consideration or 'regard' required. The Commission's guidance lists examples of factors where it would be prudent to determine a 'major' impact. These include:

- The policy is significant in terms of its strategic importance;
- Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are

concerns amongst affected individuals and representative groups, for example in respect of multiple identities;

- The policy is likely to be challenged by way of judicial review;
- The policy is significant in terms of expenditure

We welcome that the Council has built compliance with its equality scheme commitments, including equality screening, into its internal governance processes. You will be aware that case law has determined some principles, commonly known as **the Brown principles**, from a case of that name in Great Britain. One of the Brown principles is that the duties are non-delegable; meaning that it is the actual decision-maker who must comply with the duties, and not some other person. We would therefore also recommend that SMT/Council Members:

- ask to see the equality assessments, and take account of screening/EQIA when making decisions and approving policies.
- SMT and Members ask policy leads to re-screen/undertake EQIA where equality assessments appear incoherent or provide insufficient information for them to base a decision.

Our short guide on the public sector duties provides more information on the Brown principles [Public Sector Equality and Disability Duties short guide](#)

### **Leadership Guidance**

In order to improve both the quantity and quality of equality assessments the Commission continues to recommend the use of the [S75LeadershipGuidance.pdf](#) and [S75-LeadershipSelfAuditChecklist.docx](#) If the Council would be interested, the Equality Commission could do a presentation to Council SMT on the leadership guidance. You can let us know if you think this would be helpful.

### **Monitoring**

Monitoring is more than data collection, it is also about analysing information that is relevant to and necessary for promoting equality of opportunity. The Council has committed in its equality scheme to monitoring the impact of policies across the full range of its functions, this applies to the provision of services, employment and other public functions. The Council should include Section 75 monitoring arrangements in all screenings/EQIA assessments, to ascertain if the actual impact of the policy/decision on each of the 9 groups is what the Council anticipated it would be, and to identify actions to address any S75 data/evidence gaps identified. Monitoring is an ongoing process, the objective of which is to highlight possible inequalities and why these might be occurring.

In terms of employment equality monitoring, our recent guidance [A Guide to Employment Equality Monitoring \(equalityni.org\)](#) provides useful information on how

to carry out employment equality monitoring for the purpose of promoting equality of opportunity in employment, the types of monitoring and the benefits of monitoring in terms of policy-making, ensuring the best uptake of services, etc..

In relation to developing monitoring questions and methods for non-employment purposes, the best source of guidance continues to be our separate guidance on section 75 monitoring 2007 [Monitoring Guidance for Use by Public Authorities](#) and its associated [Addendum 2022](#), public authorities should continue to refer to this guidance for non-employment monitoring purposes.

### **Disability Action Plan**

We discussed LCCC's progress in terms of its Disability Action Plan and the action measures carried out during the reporting period. There are a number of positive measures implemented such as, including disability in all equality screenings of policies; including positive images of people with disabilities in Council promotional materials and including a disability focus in departmental teams meetings across all of the Council's service areas, and we are pleased to note a number of positive measures which the Council plans to progress soon, including the Staff & Elected Members Survey on attitudes to disability.

We discussed promoting employment for disabled people at LCCC, this is an area the Equality Commission is keen to promote with public authorities as one of its business plan priorities. We recognise that during the Covid period there may have been fewer opportunities to progress employability initiatives, but we would encourage the Council, as a key employer, to consider disability employability opportunities, and we are pleased that the Council has included exploring employability and work placement/work shadowing opportunities with key disability support organisations, and considering ring-fencing some jobs for people with disabilities, as action measures in its Disability action Plan.

I highlighted that *Promoting equality for disabled people* and *Promoting inclusive workplaces (for disabled people, women and people from Black and minority ethnic communities)* are included as priorities in the Equality Commission's Business Plan, and we are keen to encourage public, private and voluntary sector organisations to develop action measures to promote these priorities. You may find our guidance documents [Disability action plans - good practice examples](#) and [Encouraging Participation of Disabled People in Public Life](#) helpful in identifying further disability action measures.

Just for reference, we like to promote the work other public authorities are doing in terms of the disability duties, and the Trust is happy for us to share this, so here is a

link to a Disability Equality video which the Northern Health & Social Care Trust recently produced <https://vimeo.com/771500523>

Finally, we acknowledge and agree with the Council regarding the key areas that it has highlighted (at para 29 of its Annual Progress Report) for focus over the coming period, i.e.

- Improved quality of screening and more targeted consultation to inform screening
- Informal briefings and support to meet staff needs as well as formal training
- Increased focus on equality monitoring
- Improvements to systems for publicising and reporting equality related work internally and on cross-team working on relevant matters
- Effort to identify opportunities to build changes into strategic processes, e.g. through equality screening of procurement processes, funding programmes, etc.

These are some of the key areas in terms of implementing the statutory equality duties and we would encourage the Council to continue with its progress in these areas.

Thank you again for all the work the Council has been doing to promote and implement the Section 75 and disability duties throughout the Council, and for taking the time to meet to discuss the Council's S75 & disability duties progress. By implementing the statutory equality duties the Council is helping to promote equality of opportunity and to ensure that its services are being provided to people in a fair and accessible way, minimising disadvantage and ensuring the inclusion of under-represented groups. As I said at our meeting, if there is any input/advice that you think we in the Equality Commission's Advice & Compliance Division can provide to the Council regarding the statutory equality duties or employment equality, please get in touch.

**Brenda Hodkinson | Equality Officer | Advice & Compliance Division  
Equality Commission for Northern Ireland | Equality House | 7 - 9 Shaftesbury Square |  
Belfast BT2 7DP**

**Tel:** [02890 890854](tel:02890890854)  
**Email:** [bhodkinson@equalityni.org](mailto:bhodkinson@equalityni.org)  
**Website:** <http://www.equalityni.org/Home>



## Corporate Services Committee

21<sup>st</sup> June 2023

### Report from:

Head of Human Resources and Organisation Development

### Item for Noting

**TITLE:** Workforce Reports

### Background and Key Issues:

1. Workforce Reports are provided on a quarterly basis to this Committee for review and scrutiny as appropriate and include:
2. **Report on Attendance Management** within the Council for the period up to 30<sup>th</sup> March 2023 including actions taken by the Council to support attendance and minimise absence levels. You will note a rise on the previous year, however, one of the major causes of absence in was COVID. The Council's Policy for Managing Attendance and absence processes are currently under review.
3. **Workforce** This report details the number of staff employed and agency workers engaged with the Council as at May 2023.
4. **Recruitment** This report provides detail of the current position of recruitment of posts as at May 2023, both internally and externally advertised posts.
5. CMT scrutinises agency and recruitment matters to ensure continued financial management and probity.

**Recommendation:**

It is recommended that Members note the above workforce information.

**Finance and Resource Implications:**

Captured within current budgets

## Screening and Impact Assessment

### 1. Equality and Good Relations

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

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

N/A to this report

If yes, what was the outcome?:

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

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

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

### 2. Rural Needs Impact Assessment:

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

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

Not applicable to this report.

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

**SUBJECT TO PLANNING APPROVAL:**

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

**APPENDICES:** Workforce Analysis  
Attendance Management  
Recruitment Position

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

If Yes, please insert date:



**WORKFORCE PROFILE**  
**May Committee Report**

Unit	Employees May 2023			Agency Workers May 2023		
	FTE			Agency FTE		
	FT	PT	TOTAL	F/T	P/T	TOTAL
<b>Chief Executive's Office</b>						
Chief Executive's Office	2	0.4	2.4	0	0	0
Audit, Risk & Performance	7	0.8	8	1	0	1
<b>Total CEO</b>	<b>9</b>	<b>1.2</b>	<b>10.40</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Finance and Corporate Services</b>						
Corporate Communications & Administration	38	7.03	45.03	1	0.43	1.43
Director - Finance and Corporate Services	2	0.41	2.41	0	0	0
Finance	13	1.3	14.3	2	0	2
Human Resources and OD	18	4.2	22.2	1	0.8	1.8
<b>Total CS</b>	<b>71</b>	<b>12.94</b>	<b>83.94</b>	<b>4</b>	<b>1.23</b>	<b>5.23</b>
<b>Environmental Services</b>						
Director - Environmental Services	5	0	5	0	0	0
Environmental Health	37	5.6	42.6	3	0.5	3.5
Waste Management & Operations	158	3.26	161.26	40	0	40
Building Control	19	1.1	20.1	0	0	0
<b>Total ES</b>	<b>219</b>	<b>9.96</b>	<b>228.96</b>	<b>43</b>	<b>0.5</b>	<b>43.5</b>
<b>Leisure and Community Wellbeing</b>						
Communities	44	8.37	52.37	5	3.32	8.32
Director - Leisure and Community Wellbeing	2	0.6	2.6	1	0	1
Parks and Amenities	91	2.53	93.53	3	0	3
Sports Services	101	31.51	132.51	11	0.83	11.83
<b>Total LCW</b>	<b>238</b>	<b>43.01</b>	<b>281.01</b>	<b>20</b>	<b>4.15</b>	<b>24.15</b>
<b>Service Transformation</b>						
Director - Service Transformation	3	0	3	0	0	0
Economic Development	19	3.51	22.51	2	0	2
Planning - LDP	2	2.01	4.01	0	0	0
Planning	28	5.02	33.02	1	0	1
Assets	29	4.34	33.34	1	0.8	1.8
Transformation	12	0	12	1	0	1
<b>TOTAL ST</b>	<b>93</b>	<b>14.88</b>	<b>107.88</b>	<b>5</b>	<b>0.8</b>	<b>5.8</b>
<b>Total Employees (FTE / Headcount)</b>	<b>630</b>	<b>81.99</b>	<b>712.19</b>	<b>73</b>	<b>6.68</b>	<b>79.68</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 May 2023	Full-time	Part-time	Total
Employees	630	152	782
Agency Workers	73	13	86

Total Headcount February 2023	Full-time	Part-time	Total
Employees	634	151	785
Agency Workers	69	10	79

Other Totals	
Detail	Number
Total fixed term workers	58
Total current secondments/transfers (internal/external)	2
Total students	3



**ATTENDANCE MANAGEMENT:  
ANALYSIS FOR YEAR ENDING  
31 March 2023**

## 1.0 OVERVIEW

This report outlines absence information and details measures that have been put in place by the Council to manage attendance at work.

## 2.0 ROLLING YEAR

APRIL 2022 - MARCH 2023

Full Council	01.02.22 - 31.01.23		01.03.22 - 28.02.23		01.04.22 - 31.03.23	
	Covid inc	Not incl	Covid inc	Not incl	Covid inc	Not incl
Total Possible Days	155,626.43	155,626.43	155,684.67	155,684.67	155,703.73	155,703.73
Days Lost Through Short Term Sickness	3,192.50	2,453.50	2,999.00	2,247.50	3,068.50	2,295.00
Days Lost Through Long Term Sickness	9,300.50	8,763.50	9,437.50	8,860.50	9,664.50	9,075.00
Short Term Lost Time Rate	2.05%	1.58%	1.93%	1.44%	1.97%	1.47%
Long Term Lost Time Rate	5.98%	5.63%	6.06%	5.69%	6.21%	5.83%
Total Lost Time Rate	8.03%	7.21%	7.99%	7.13%	8.18%	7.30%
<b>Days lost per employee</b>	<b>15.63</b>	<b>14.04</b>	<b>15.48</b>	<b>13.82</b>	<b>15.81</b>	<b>14.11</b>

The columns titled "Covid inc" include occasions of Covid related sickness absence for the relevant periods. The columns titled "Not incl" exclude any occasions of Covid related sickness absence for the relevant periods.

## 2.1 ACTUAL MONTH

JANUARY 2023 – MARCH 2023

Full Council	January 2023		February 2023		March 2023	
	Covid inc	Not incl	Covid inc	Not incl	Covid inc	Not incl
Total Possible Days	13,165.47	13,165.47	13,160.90	13,160.90	13,075.97	13,075.97
Days Lost Through Short Term Sickness	403.00	370.00	239.50	226.50	391.00	370.00
Days Lost Through Long Term Sickness	845.00	766.00	660.00	620.00	647.00	635.00
Short Term Lost Time Rate	3.06%	2.81%	1.82%	1.72%	2.99%	2.83%
Long Term Lost Time Rate	6.42%	5.82%	5.01%	4.71%	4.95%	4.86%
Total Lost Time Rate	9.48%	8.63%	6.83%	6.43%	7.94%	7.69%
<b>Days lost per employee</b>	<b>1.73</b>	<b>1.57</b>	<b>1.25</b>	<b>1.18</b>	<b>1.45</b>	<b>1.41</b>

The columns titled "Covid inc" include occasions of Covid related sickness absence for the relevant periods. The columns titled "Not incl" exclude any occasions of Covid related sickness absence for the relevant periods.

## 2.2 Absence Instances Current vs Previous Qtr

Org Structure	Absence Instances in Previous Qtr	Absence Instances in Current Qtr	Variance
Full Council	350	332	-18
<b>Total</b>	<b>350</b>	<b>332</b>	<b>-18</b>

The above table shows that in the previous quarter (October – December 2022) there were a total of 350 periods of sickness absence, compared to 332 periods of sickness absence in the current quarter (January – March 2023). There has been a decrease of 18 periods of sickness absence in the current quarter.

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

Org Structure	Ave Days Lost Duration Previous Qtr (FTE)	Ave Days Lost Duration Current Qtr (FTE)	Variance
Full Council	4.66	4.46	-0.20
<b>Total</b>	<b>4.66</b>	<b>4.46</b>	<b>-0.20</b>

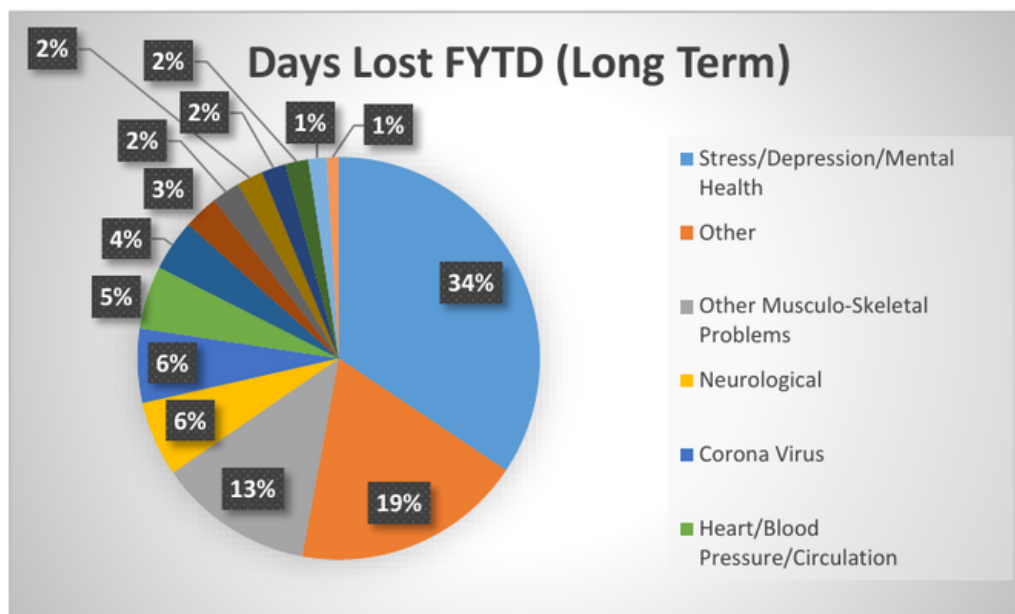
The above table demonstrates that during the previous quarter (October – December 2022) on average 4.66 days per employee (based on full time equivalent) were lost due to sickness absence. In comparison there have been an average of 4.46 days per employee lost due to sickness absence in the current quarter (January – March 2023).

## Absence Analysis by Reason Rolling Year April 2022 – March 2023

The top 6 causes of sickness absences in the Rolling Year are listed below:

Absence Reason	Days Lost
Stress/Depression/Mental Health	3,709
Other*	2,223
Other Musculo-Skeletal Problems	1,462
Corona Virus	1,342
Neurological	662
Infections	596.50

\*Other medical illnesses: These figures include employees who have been absent from work due to Cancer, Bereavement, Accident, Diabetes etc.



The above chart provides a visual illustration of the absence reasons for long term sickness absence in the Rolling Year (April 2022 – March 2023). The list of absence reasons on the right hand side of the above illustration are in descending order e.g. the most frequent cause for long term sickness is Stress/ Depression/ Mental Health absences (34%).

## **4.0 ACTIONS TAKEN**

### **4.1 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.

### **4.2 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.

### **4.3 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.

#### 4.4 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 10 employees on both the Workable (NI) Programme and Condition Management Programme. 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.

#### 5.0 OUTCOMES

From 1<sup>st</sup> April 2022 to date, 94 First Improvement Notices, 11 Second Improvement Notices, and 5 Third Improvement Notices have so far been issued to employees in relation to sickness absences.

From April 2022, 6 employees have left employment from the Council through either NILGOSC Ill Health Retirement or Ill Health dismissals. There is a further NILGOSC application in progress.

There are currently 36 employees who are off 28 or more calendar days on Long Term Sickness. 16 of these 36 have been absent for over 3 months, a number of whom have serious illnesses.

#### 6.0 OTHER ACTIONS

- 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 to the Unit.
- 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. It had been planned to hold additional roadshows to encourage more employees and members to join. However due to the pandemic this has not been possible. We have however organised virtual zoom presentations with one of the Healthcare Schemes to help promote their services. The in-person roadshows will be reorganised when feasible to do so.
- We are seeking to re-establish a Council working group comprising of representatives from various units in the Council particularly areas where there are higher absence levels.
- The Council leads the sub group 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.

## 7.0 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:

January	Feburary	March
January Wellbeing focus – Physical Health	February Wellbeing focus – Health Eating for Heart Health	March Wellbeing focus – Women’s Health
Save Money With Your Household Budget Webinar	Time to Talk Day	Keeping yourself and loved ones safe from scams
	Staff Woodland Restoration Day	
	Teens Emotional Health	



## 8.0 UPCOMING HEALTH & WELLBEING INITIATIVES

There are a number of Health & Wellbeing initiatives and activities which are planned for the next quarter, some of which have already taken place, including;

- April Wellbeing focus – Mental Health, Managing Stress
- Parents Emotional Health
- Healthy Lifestyles
- Mental Health Awareness Week – Putting the Spotlight on Anxiety webinar with Mind.
- Flower arranging
- Men's Health Week
- Diabetes Awareness Week

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

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3310	00_Pre-Advert	Waste Development & Communications Officer	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3311	00_Pre-Advert	Civic Amenity Assistant Supervisor	Environmental Services	Waste Management & Operations	1	Fixed Term - Full Time
JF3273	00_Pre-Advert	Senior Deputy Registrar	Finance & Corporate Services	Corporate Communications & Administration	1	Permanent - Full Time
JF3216	00_Pre-Advert	Admin Assistant - LVLP	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3305	01_Advert Live	Vehicle Maintenance Fitter	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3306	01_Advert Live	Receptionist	Environmental Services	Waste Management & Operations	1	Fixed Term - Full Time
JF3303	01_Advert Live	Administrative Assistant	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3304	01_Advert Live	Administrative Assistant	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3308	01_Advert Live	Caretaker	Leisure & Community Wellbeing	Communities	1	Fixed Term - Part Time
JF3309	01_Advert Live	Community Outreach Officer	Leisure & Community Wellbeing	Parks & Amenities	1	Fixed Term - Full Time
JF3301	01_Advert Live	FT receptionist	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
JF3302	01_Advert Live	Casual Recreation Assistant	Leisure & Community Wellbeing	Sports Services	15	Casual
JF3307	01_Advert Live	Vending Assistant - Casual	Leisure & Community Wellbeing	Sports Services	6	Casual
JF3299	01_Advert Live	LGTG Coordinator	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
JF3279	01_Advert Live	Casual VIC Advisors (Royal Hillsborough Forest Trailer) - Outdoor post	Regeneration & Growth	Economic Development	3	Casual
JF3300	01_Advert Live	City Centre Events and Marketing Officer	Regeneration & Growth	Economic Development	1	Permanent - Full Time
JF3268	02_Awaiting Shortlisting	Marketing Officer	Finance & Corporate Services	Corporate Communications & Administration	1	Fixed Term - Full Time
JF3293	02_Awaiting Shortlisting	Recreation Assistant (Part Time)	Leisure & Community Wellbeing	Sports Services	2	Permanent - Part Time
JF3280	03_Awaiting Test	Clerical Officer	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3295	04_Awaiting Interview	Environmental Health Manager	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Fixed Term - Full Time
JF3290	04_Awaiting Interview	Casual Porter (LVI)	Finance & Corporate Services	Corporate Communications & Administration	5	Casual
JF3267	04_Awaiting Interview	Full & Part Time Trainee Leisure Attendant	Leisure & Community Wellbeing	Sports Services	19	Permanent - Full Time
JF3284	04_Awaiting Interview	Business Support Officer - part time 20 hrs pw	Leisure & Community Wellbeing	Sports Services	0	Fixed Term - Part Time
JF3296	04_Awaiting Interview	Human Resources & Organisation Development Officer	Organisation Development & Innovation	HR & OD	1	Permanent - Part Time
JF3226	04_Awaiting Interview	Project Officer	Organisation Development & Innovation	IT & Commercialisation	1	Permanent - Full Time
JF3278	04_Awaiting Interview	Labourer Play Parks	Regeneration & Growth	Assets	1	Fixed Term - Part Time
JF3281	04_Awaiting Interview	Technical Officer	Regeneration & Growth	Assets	1	Permanent - Full Time

## Recruitment Committee Report Part 2 - Appointment Stages

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3252	06_Pre-Employment in Progress	Environmental Health Placement Student (Fixed Term)	Environmental Services	Environmental Health, Risk & Emergency Planning	1	Fixed Term - Full Time
JF3286	06_Pre-Employment in Progress	Accounts Receivable Assistant	Finance & Corporate Services	Finance	1	Fixed Term - Full Time
JF3277	06_Pre-Employment in Progress	Gallery Attendant(s) GATT Posts	Leisure & Community Wellbeing	Communities	1	Permanent - Part Time
JF3277	06_Pre-Employment in Progress	Gallery Attendant(s) GATT Posts	Leisure & Community Wellbeing	Communities	1	Casual
JF3277	06_Pre-Employment in Progress	Gallery Attendant(s) GATT Posts	Leisure & Community Wellbeing	Communities	1	Casual
JF3285	06_Pre-Employment in Progress	Business Support Manager	Leisure & Community Wellbeing	Leisure & Community Wellbeing Director's Office	1	Fixed Term - Full Time
JF3204	06_Pre-Employment in Progress	Health & Fitness Officer	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3254	06_Pre-Employment in Progress	Assistant Sports Development Officer - Student Placement	Leisure & Community Wellbeing	Sports Services	1	Fixed Term - Full Time
JF3258	06_Pre-Employment in Progress	Senior Recreation Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3258	06_Pre-Employment in Progress	Senior Recreation Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3263	06_Pre-Employment in Progress	Summer Scheme Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3263	06_Pre-Employment in Progress	Summer Scheme Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3263	06_Pre-Employment in Progress	Summer Scheme Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3263	06_Pre-Employment in Progress	Summer Scheme Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3262	06_Pre-Employment in Progress	Summer scheme leader	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Permanent - Part Time
JF3260	06_Pre-Employment in Progress	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3257	06_Pre-Employment in Progress	Human Resources Student Placement	Organisation Development & Innovation	HR & OD	1	Fixed Term - Full Time
JF3253	07_Firm Offer Pending	Building Control Placement Student	Environmental Services	Building Control & Sustainability	1	Fixed Term - Full Time
JF3277	07_Firm Offer Pending	Gallery Attendant(s) GATT Posts	Leisure & Community Wellbeing	Communities	1	Fixed Term - Part Time
JF3277	07_Firm Offer Pending	Gallery Attendant(s) GATT Posts	Leisure & Community Wellbeing	Communities	1	Permanent - Full Time
JF3277	07_Firm Offer Pending	Gallery Attendant(s) GATT Posts	Leisure & Community Wellbeing	Communities	1	Casual
JF3277	07_Firm Offer Pending	Gallery Attendant(s) GATT Posts	Leisure & Community Wellbeing	Communities	1	Casual
JF3277	07_Firm Offer Pending	Gallery Attendant(s) GATT Posts	Leisure & Community Wellbeing	Communities	1	Casual
JF3262	07_Firm Offer Pending	Summer scheme leader	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3262	07_Firm Offer Pending	Summer scheme leader	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3262	07_Firm Offer Pending	Summer scheme leader	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3263	07_Firm Offer Pending	Summer Scheme Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3263	07_Firm Offer Pending	Summer Scheme Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3263	07_Firm Offer Pending	Summer Scheme Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3263	07_Firm Offer Pending	Summer Scheme Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3260	07_Firm Offer Pending	Contracted Leisure Attendant & Trainee Leisure Attendant & Casual Leisure Attendants	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3255	07_Firm Offer Pending	I.T. Student Placement	Organisation Development & Innovation	IT & Commercialisation	1	Fixed Term - Full Time
JF3187	07_Firm Offer Pending	Programmes Officer	Regeneration & Growth	Economic Development	1	Permanent - Full Time
JF3223	07_Firm Offer Pending	Rural Regeneration & Infrastructure Officer	Regeneration & Growth	Economic Development	1	Fixed Term - Full Time
JF3183	08_Firm Offer Issued	Cleansing Operative with driving duties	Environmental Services	Waste Management & Operations	1	Permanent - Full Time
JF3272	08_Firm Offer Issued	Casual Deputy Registrar	Finance & Corporate Services	Corporate Communications & Administration	1	Casual
JF3282	08_Firm Offer Issued	Receptionist (ILC&LM)	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3274	08_Firm Offer Issued	Assistant Handloom Weaver	Leisure & Community Wellbeing	Communities	1	Fixed Term - Full Time
JF3266	08_Firm Offer Issued	Four G post (grave digger)	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3266	08_Firm Offer Issued	Four G post (grave digger)	Leisure & Community Wellbeing	Parks & Amenities	1	Permanent - Full Time
JF3079	08_Firm Offer Issued	Recreation Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3207	08_Firm Offer Issued	Recreation Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3207	08_Firm Offer Issued	Recreation Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3207	08_Firm Offer Issued	Recreation Assistant	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3233	08_Firm Offer Issued	Health & Fitness Officer	Leisure & Community Wellbeing	Sports Services	1	Casual
JF3291	08_Firm Offer Issued	Project Support Officer	Regeneration & Growth	Economic Development	1	Permanent - Full Time

Primary	Status	Post Title	Department	Unit	Total Number of Posts Required	Type of Post
JF3276	09_Terms & Conditions Returned	Climate & Sustainability Officer	Environmental Services	Building Control & Sustainability	1	Permanent - Full Time
JF3272	09_Terms & Conditions Returned	Casual Deputy Registrar	Finance & Corporate Services	Corporate Communications & Administration	1	Casual
JF3204	Firm Offer Issued	Health & Fitness Officer	Leisure & Community Wellbeing	Sports Services	1	Permanent - Full Time



# Corporate Services Committee

## Confidential

### Date

#### Confidential Report from:

Director of Regeneration and Growth (Donal Rogan)

*Local Government Act (Northern Ireland) 2014*

Schedule 6 - Access to Information: Exemption Information

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

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

#### When will the report become unrestricted:

Specify when  
report will  
become available

Redacted  
report  
available

Following  
ratification and  
signing of  
contracts.

Never

## Item for Noting

TITLE: Report on Various Tender Awards

#### Background and Key Issues:

*(If a redacted report is to become available at some point in the future please shade in grey the information to be redacted)*

#### Background

1. 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.”

2. 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.

### **Key Issues**

1. Interested Contractors were invited to submit tenders through the eTendersNI portal and tenders were returned as follows;
  - a. Self Employment Options Support Programme.
  - b. Electric Vehicle & 1 tonne Dumper Truck
  - c. T2223-071 Planned Preventative Maintenance Inspections of Intruder Alarm Systems (*No. of submissions six*)
  - d. T2223-068 Planned Preventative Maintenance Inspections of Building Energy Management Systems (*No. of submissions three*)
  - e. T2223-080 Planned Preventative Maintenance Inspections of Air Conditioning and Ventilation (*No. of submissions one*)
  - f. T2223-049 Planned Preventative Maintenance Inspections of Compressors – Blowers (*No. of submissions two*)
  - g. T2223-060 Planned Preventative Maintenance Inspections of Oil Interceptors and Effluent Management (*No. of submissions six*)
2. These tenders were opened by the relevant Head of Service and Procurement Officer; and forwarded to the contract management leads within each responsible Service Unit for evaluating against the agreed criteria.
3. 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.
4. The tenders were assessed and recommended for award as detailed in the Tender reports (**see attached Appendices**). In each case, the successful tenderer recommended was either the MEAT, lowest or only compliant tender cost received.

### **Recommendation:**

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.

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

Budget provision has been included in the annual estimates.

# Screening and Impact Assessment

## 1. Equality and Good Relations

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

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

The Contracts are deemed to benefit all section 75 groups equally and therefore it was deemed that no screening was required.

If yes, what was the outcome?:

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

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

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

## 2. Rural Needs Impact Assessment:

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

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

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

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

**SUBJECT TO PLANNING APPROVAL:**

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

**APPENDICES:**

APPENDIX XX1 – Summary Tender Awards  
APPENDIX XX2 – Service Unit Tender Reports

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

No

If Yes, please insert date:



## Summary of Tenders awarded.

TENDER TITLE	SUPPLIER AWARDED	CONTRACT VALUE +VAT
Self Employment Options Support Programme	Tangible Consulting	£ [REDACTED]
Electric Vehicle & 1 tonne Dumper Truck	Lot 1 - Cyril Johnston Lot 2: Dennisons Commericals	£ [REDACTED]
T2223-071 Planned Preventative Maintenance Inspections of Intruder Alarm Systems	Advanced Overwatch Ltd	£ [REDACTED]
T2223-068 Planned Preventative Maintenance Inspections of Building Energy Management Systems	Ashdown Control Services	£ [REDACTED]
T2223-080 Planned Preventative Maintenance Inspections of Air Conditioning and Ventilation	Source Air Conditioning and Electrical Services (NI).	£ [REDACTED]
T2223-049 Planned Preventative Maintenance Inspections of Compressors – Blowers	Air Energy NI.	£ [REDACTED]
T2223-060 Planned Preventative Maintenance Inspections of Oil Interceptors and Effluent Management	D & J Drain Services.	£ [REDACTED]

# **Departmental/ Service Unit Tender Reports**



**Lisburn &  
Castlereagh  
City Council**

**TENDER REPORT FOR**

**SELF EMPLOYMENT SUPPORT PROGRAMME**

## Tender Returns

Following tendering of this project, tenders were returned from five Contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Manager on 28 March 2023.

The tender opening report was approved by the Head of Economic Development

Tenders were returned from the following contractors:

1. Tangible Consulting [REDACTED]  
11 Glengoland Ave  
Belfast, BT17 0HY

The tenders were passed to the Programmes Team for evaluation and information, checked by:

Emma Fearon – Programmes Manager  
Melissa Cunningham – Programmes Officer

## Open Tender Evaluation

### Stage 1 – Evaluation Criteria

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

1 tender was evaluated on the information they provided.

All clarifications were received on time.

### Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender from Tangible Consulting Ltd was arithmetically checked.

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

<u>Tenderer</u>	<u>Tender Price</u>	<u>Rank</u>
Tangible Consulting Ltd	[REDACTED]	1

## Recommendation

It is recommended that the contract is awarded to Tangible Consulting Ltd, 11 Glengoland Avenue, Belfast, BT17 0HY in the sum of [REDACTED] + VAT, being the lowest and most economical advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.

Prepared by:  
**Melissa Cunningham**  
Programmes Officer

**Date 28/03/2023**



**Lisburn &  
Castlereagh  
City Council**

**TENDER REPORT  
FOR**

**SUPPLY & DELIVERY OF LOT 1: ELECTRIC VEHICLE  
AND LOT 2: 1 X ONE TONNE DUMPER T22/23 - 066**

## Tender Returns

Following tendering of this project, tenders were returned from four Contractors, all electronically via the eTendersNI website. The tenders were opened by the Procurement Officer on Wednesday 22<sup>nd</sup> February 2023 at 12 noon. The tender opening report was approved by the Head of Service Mr Ross Gillanders.

Tenders were returned from the following contractors:

1 Cyril Johnston & Co Ltd  
The Cyril Johnston Centre  
127 Ballynahinch Road  
BT8 8DJ

2 Dennison Commercials Ltd  
37 Hillhead Road  
Ballyclare  
BT39 9DS



The tenders were passed to Parks & Amenities for evaluation and information, checked by:

Allister Hamilton Parks Manager (sports / cemeteries)  
Kenneth Gray Parks Supervisor

## Open Tender Evaluation

### Stage 1 - Evaluation Criteria

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

Four tenders were evaluated on the information they provided.

All clarifications were received on time.  
Therefore in accordance with the tendering instructions no contractor/s was excluded from stage 2 evaluation.

### Stage 2 - Arithmetic Errors

As per the procedures set out in "Conditions of Tendering" the lowest tender from Lot one Cyril Johnston & Co Ltd was arithmetically checked. Lot 2 Dennison Commercials Ltd

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

<b>Tenderer</b>	<b>Tender Price</b>	<b>Rank</b>
Cyril Johnston & Co Ltd	[REDACTED]	100% first Lot 1
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Dennison Commercials Ltd	[REDACTED]	100% first Lot 2

### Recommendation

It is recommended that the contract is awarded to Cyril Johnston & Co Ltd for Lot 1 in the sum of [REDACTED] + VAT, Lot 2 Dennison Commercials Ltd in the sum of [REDACTED] + VAT being the lowest and most economical advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.



# **Lisburn & Castlereagh City Council**

## **TENDER REPORT FOR**

### **Planned Preventive Maintenance Inspections of Intruder Alarms**

(With the option to extend by any period, or periods, up to a maximum of 36 months,  
subject to satisfactory performance and continued need for the service up to 31  
March 2027)



## Tender Returns

Tenders were returned from six contractors for Planned Preventative Maintenance Inspections for Intruder Alarms. These tenders were returned electronically via the e-tendering website. These tenders were opened by a sub-committee comprising the Head of Assets and the Procurement Officer on Tuesday 14<sup>th</sup> March 2023. Tenders were returned from the following contractors:

- Advanced Overwatch Ltd, 1<sup>st</sup> Floor, Beresford House, 2 Beresford Road, Coleraine, BT52 1GE



## Tender Evaluation

### Stage 1 – Evaluation Criteria

In Stage One the tenderers were required to meet mandatory criteria.

Six tenders were evaluated on the information they provided. Six tenderers met all of the requirements of the essential criteria and progressed to Stage 2.

### Stage 2 – Award Criteria

Six tenders progressed to Stage Two

Arithmetical checks were carried out on the lowest tender as set out in the contract documents.

The tenders were further evaluated on a scoring matrix of 100%, with the tenderer earning the highest points being awarded the contract. The cost includes for PPM Inspections at all buildings itemised in the Pricing Schedule as well as assessing an hourly rate for call outs during working hours and non-working hours.

The cost criteria was specified to be evaluated on:

- Planned Preventative Maintenance Inspection costs (Schedule A) 90%
- Cost for Reactive element (hourly rates) for engineer (Schedule B) 10%



	[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

**Table 1: Scoring for Planned Preventative Maintenance Contract**

The Planned Preventative Maintenance (PPM) Inspection contract is to be awarded individually to one contractor for PPM inspections and reactive maintenance.

**Contract for PPM Inspections of Intruder Alarm Systems**

The successful PPM tenderer for this contract is:

Advanced Overwatch

**Recommendation**

It is recommended that the PPM tender be awarded to Advanced Overwatch Ltd. In the sum of [REDACTED] +VAT being the most economical advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.



**Lisburn &  
Castlereagh  
City Council**

**TENDER REPORT FOR**

**Planned Preventive Maintenance Inspections  
of Building Energy Management Systems**

(With the option to extend by any period, or periods, up to a maximum of 36 months,  
subject to satisfactory performance and continued need for the service up to 31  
March 2027)

## Tender Returns

Tenders were returned from three contractors for Planned Preventative Maintenance Inspections for Building Energy Management Systems. These tenders were returned electronically via the e-tendering website. These tenders were opened by a sub-committee comprising the Head of Assets and the Procurement Officer on Thursday 16<sup>th</sup> March 2023. Tenders were returned from the following contractors:

- Ashdown Control Services, Unit 56, Killbegs Business Park, Antrim, BT41 4LY



## Tender Evaluation

### Stage 1 – Evaluation Criteria

In Stage One the tenderers were required to meet mandatory criteria.

Three tenders were evaluated on the information they provided. Three tenderers met all of the requirements of the essential criteria and progressed to Stage 2.

### Stage 2 – Award Criteria

Three tenders progressed to Stage Two

Arithmetical checks were carried out on the lowest tender as set out in the contract documents.

The tenders were further evaluated on a scoring matrix of 100%, with the tenderer earning the highest points being awarded the contract. The cost includes for PPM Inspections at all buildings itemised in the Pricing Schedule as well as assessing an hourly rate for call outs during working hours and non-working hours.

The cost criteria was specified to be evaluated on:

- Planned Preventative Maintenance Inspection costs (Schedule A) 85%
- Cost for Reactive element (hourly rates) for engineer (Schedule B) 15%

The table below shows the scores from the award process.

Tenderer	Tenderer	Cost	Sub-Total Score (%)	Total Score	Rank
Ashdown Control Services	Planned Preventative Maintenance Visits for 4 Years (schedule A)	[REDACTED]	85.00	93.41%	1
	Reactive Maintenance Element During Working Hours (schedule B)	[REDACTED]	7.35		
	Reactive Maintenance Element Outside Working Hours (schedule B)	[REDACTED]	1.06		
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

**Table 1: Scoring for Planned Preventative Maintenance Contract**

The Planned Preventative Maintenance (PPM) Inspection contract is to be awarded individually to one contractor for PPM inspections and reactive maintenance.

**Contract for PPM Inspections of Building Energy Management Systems**

The successful PPM tenderer for this contract is:

Ashdown Control Services

**Recommendation**

It is recommended that the PPM tender be awarded to Ashdown Control Services. In the sum of [REDACTED] +VAT being the most economical advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.





**Lisburn &  
Castlereagh  
City Council**

**TENDER REPORT FOR**

**Planned Preventive Maintenance Inspections  
of Air Conditioning and Ventilation**

(With the option to extend by any period, or periods, up to a maximum of 36 months,  
subject to satisfactory performance and continued need for the service up to 31  
March 2027)

## Tender Returns

Tenders were returned from one contractor for Planned Preventative Maintenance Inspections of Air Conditioning and Ventilation. This tender was returned electronically via the e-tendering website. This tender was opened by a sub-committee comprising the Head of Assets and the Procurement Officer on Tuesday 5<sup>th</sup> April 2023. Tender was returned from the following contractor:

- Source Air Conditioning and Electrical Services (NI), Unit D1 Valley Business Centre, Newtownabbey, BT36 7LS [REDACTED]

## Tender Evaluation

### Stage 1 – Evaluation Criteria

In Stage One the tenderers were required to meet mandatory criteria.

One tender was evaluated on the information they provided. This tenderer met all of the requirements of the essential criteria and progressed to Stage 2.

### Stage 2 – Award Criteria

One tender progressed to Stage Two

Arithmetical checks were carried out on the lowest tender as set out in the contract documents.

The tenders were further evaluated on a scoring matrix of 100%, with the tenderer earning the highest points being awarded the contract. The cost includes for PPM Inspections at all buildings itemised in the Pricing Schedule as well as assessing an hourly rate for call outs during working hours and non-working hours.

The cost criteria was specified to be evaluated on:

- Planned Preventative Maintenance Inspection costs (Schedule A) 85%
- Cost for Reactive element (hourly rates) for engineer (Schedule B) 15%

The table below shows the scores from the award process.

Tenderer	Tenderer	Cost	Sub-Total Score (%)	Total Score	Rank
Source Air Conditioning and Electrical Services (NI)	Planned Preventative Maintenance Visits for 4 Years (schedule A)	[REDACTED]	85.00	100%	1
	Reactive Maintenance	[REDACTED]			

	Element During Working Hours (schedule B)	██████████	7.50		
	Reactive Maintenance Element Outside Working Hours (schedule B)	██████████	7.50		

**Table 1:** Scoring for Planned Preventative Maintenance Contract

The Planned Preventative Maintenance (PPM) Inspection contract is to be awarded individually to one contractor for PPM inspections and reactive maintenance.

**Contract for PPM Inspections of Air Conditioning and Ventilation Systems**

The successful PPM tenderer for this contract is:

Source Air Conditioning and Electrical Services (NI).

**Recommendation**

It is recommended that the PPM tender be awarded to Source Air Conditioning and Electrical Services (NI). In the sum of ██████████+VAT being the most economical advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.



**Lisburn &  
Castlereagh  
City Council**

**TENDER REPORT FOR**

**Planned Preventive Maintenance Inspections  
for Compressors/Blower**

(With the option to extend by any period, or periods, up to a maximum of 24 months,  
subject to satisfactory performance and continued need for the service up to 31  
March 2026)

## Tender Returns

Tenders were returned from two contractors for Planned Preventative Maintenance Inspections for Compressors / Blower. These tenders were returned electronically via the e-tendering website. These tenders were opened by a sub-committee comprising the Head of Assets and the Procurement Officer on Monday 9<sup>th</sup> January 2023. Tenders were returned from the following contractors:

- Air Energy (NI), 3<sup>rd</sup> Floor, 2 Market Place, Carrickfergus, BT38 7AW [REDACTED]

## Tender Evaluation

### Stage 1 – Evaluation Criteria

In Stage One the tenderers were required to meet mandatory criteria.

Two tenders were evaluated on the information they provided. One tenderer met all of the requirements of the essential criteria and progressed to Stage 2.

One tenderer failed to meet all of the requirements of the essential criteria and was subsequently eliminated from further consideration.

A summary of this tender eliminated is as follows:

[REDACTED]

[REDACTED]

### Stage 2 – Award Criteria

One tender progressed to Stage Two

Arithmetical checks were carried out on the lowest tender as set out in the contract documents.

The tenders were further evaluated on a scoring matrix of 100%, with the tenderer earning the highest points being awarded the contract. The cost includes for PPM Inspections at all buildings itemised in the Pricing Schedule as well as assessing an hourly rate for call outs during working hours and non-working hours.

The cost criteria was specified to be evaluated on:

- Planned Preventative Maintenance Inspection costs (Schedule A) 90%

- Cost for Reactive element (hourly rates) for engineer (Schedule B) 10%

The table below shows the scores from the award process.

Tenderer	Tenderer	Cost	Sub-Total Score (%)	Total Score	Rank
Air Energy NI	Planned Preventative Maintenance Visits for 4 Years (schedule A)	██████████	90.00	100%	1
	Reactive Maintenance Element During Working Hours (schedule B)	██████████	5.00		
	Reactive Maintenance Element Outside Working Hours (schedule B)	██████████	5.00		

**Table 1:** Scoring for Planned Preventative Maintenance Contract

The Planned Preventative Maintenance (PPM) Inspection contract is to be awarded individually to one contractor for PPM inspections and reactive maintenance.

**Contract for PPM Inspections of Compressors /Blower**

The successful PPM tenderer for this contract is:

Air Energy NI

**Recommendation**

It is recommended that the PPM tender be awarded to Air Energy NI. In the sum of ██████████ +VAT being the most economical advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.



**Lisburn &  
Castlereagh  
City Council**

**TENDER REPORT FOR**

**Planned Preventive Maintenance Inspections  
of Oil Interceptors and Effluent Management**

(With the option to extend by any period, or periods, up to a maximum of 36 months,  
subject to satisfactory performance and continued need for the service up to 31  
March 2027)

## Tender Returns

Tenders were returned from six contractors for Planned Preventative Maintenance Inspections of Oil Interceptors and Effluent Management. This tender was returned electronically via the e-tendering website. This tender was opened by a sub-committee comprising the Head of Assets and the Procurement Officer on Tuesday 18<sup>th</sup> April 2023. Tenders were returned from the following contractors:

- [REDACTED]
- D & J Drain Services, 16 Millbay Road, Islandmagee, Larne, BT40 3RG
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## Tender Evaluation

### Stage 1 – Evaluation Criteria

In Stage One the tenderers were required to meet mandatory criteria.

Six tenders were evaluated on the information they provided. One tenderer met all of the requirements of the essential criteria and progressed to Stage 2.

Five tenderers failed to meet all of the requirements of the essential criteria and were subsequently eliminated from further consideration.

A summary of these tenders eliminated is as follows:

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]



## Stage 2 – Award Criteria

One tender progressed to Stage Two

Arithmetical checks were carried out on the lowest tender as set out in the contract documents.

The tenders were further evaluated on a scoring matrix of 100%, with the tenderer earning the highest points being awarded the contract. The cost includes for PPM Inspections at all buildings itemised in the Pricing Schedule as well as assessing an hourly rate for call outs during working hours and non-working hours.

The cost criteria was specified to be evaluated on:

- Planned Preventative Maintenance Inspection costs (Schedule A) 90%
- Cost for Reactive element (hourly rates) for engineer (Schedule B) 10%

The table below shows the scores from the award process.

Tenderer	Tenderer	Cost	Sub-Total Score (%)	Total Score	Rank
<b>D &amp; J Drain Services</b>	Planned Preventative Maintenance Visits for 4 Years (schedule A)	[REDACTED]	90.00	<b>100%</b>	<b>1</b>
	Reactive Maintenance Element During Working Hours (schedule B)	[REDACTED]	5.00		
	Reactive Maintenance Element Outside Working Hours (schedule B)	[REDACTED]	5.00		

**Table 1:** Scoring for Planned Preventative Maintenance Contract

The Planned Preventative Maintenance (PPM) Inspection contract is to be awarded individually to one contractor for PPM inspections and reactive maintenance.

### Contract for PPM Inspections of Oil Interceptors and Effluent Management

The successful PPM tenderer for this contract is:

D & J Drain Services.

## **Recommendation**

It is recommended that the PPM tender be awarded to D & J Drain Services. In the sum of [REDACTED] +VAT being the most economical advantageous tender. Taking account of the information returned with the tender submission it is considered that this contractor will be able to complete the works to the required quality and within the mandatory time period as detailed in the contract documentation.



# Corporate Services Committee

## Confidential

### 21<sup>st</sup> June 2023

#### Confidential Report from:

Head of Finance

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

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

#### When will the report become unrestricted:

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

**TITLE:** Management Accounts – Period 12 Draft

#### Background and Key Issues:

##### Period 12 - Management Accounts

1. Attached is the set of Management Accounts for the period ended 31 March 2023. As the year-end process is ongoing at the time of writing, these accounts are very much subject to change.
2. This shows a summary of the year-end position of each directorate.

3. It is to be noted that the net profiled expenditure for the period is **£1,465,946 below the approved estimates (3.01% underspend)** for the financial year 2022/2023. This is the position excluding costs funded from earmarked reserves, which are listed separately in the appendix.
4. The position has increased from 1.24% underspent in period 11.
5. The year-end position of £1,466k is summarised below:
  - Payroll Underspend - £301k
  - Non-payroll Overspend - £862k
  - Income Overachievement - £2,027k

### ***Analysis of year end position***

#### ***High level summary***

6. High level summary of key drivers that resulted in an underspend position for the 2022/2023 financial year:
  - Income outturn within Leisure Services significantly overachieved compared to budget (£1.35m). As part of the 22/23 estimates setting process, it was anticipated that income would reduce due to the implications of Covid and the cost of living crisis. This outturn was reflected in the 23/24 estimates within increases in leisure income budgets.
  - Income received from Investments was £550k over budget due to higher interest rates. This was not expected at the time of setting the budgets. The 23/24 estimates reflect this as the high interest rates are expected to continue.
  - Due to the delay in the procurement for the new residual waste treatment contract, there was an underspend within Environmental Services.
  - There were a number of vacant posts within the Council which resulted in the payroll overall underspend. This was reflected as part of the 23/24 estimates but reducing salaries to account for vacant posts through the year.
  - Utilities – as expected the costs were substantially higher than budgeted for. (£1.575m over budget)

#### ***More in-depth summary***

7. In terms of *payroll* expenditure, there was a significant focus on recruitment in recent months.
8. The regional and local pay offers are reflected in the management accounts.
9. The strike action during September/October had an impact on the payroll expenditure. It was anticipated some of this payroll movement, as a result of strike action, would be offset by increased costs from waste as recyclable material would likely be sent to landfill as a result of contamination. The reconciliation of waste tonnages have been completed and this did not materialise.

10. In terms of *non-payroll* there are a number of factors which contribute towards the draft year-end overspend position:

11. Utility costs – there continued to be price uncertainty relating to electricity and gas charges. Costs were £1.575m over profiled budget for 2022/2023 year (£3,526,969 actual vs £1,951,900 budget).

13. 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 tracked income at 31% ahead of budget (actual £1,647,117 v budget £1,260,000).
- Income from golf courses performed better than anticipated, (£569,425 actual v £527,250 budget) achieving 8% over 2022/2023 budget.
- Trade Waste collection performed better than anticipated (£376,042 actual v budget £315,000) achieving 19% over the annual budget.
- MRF income performed well above the annual budget with income at £151,208 compared to a budget of £32,000.
- Investment income outturn was substantially above budget with income at £587,425, compare to a budget of £20,000. This was due to the increase in investment interest rates and the levels of cash the Council had to invest.
- Income for building control was 12% below budget (£913,462 actual v £1,041,500 budget).
- Planning fees income tracked 19% below budget with actual income of £891,823 compared to budget of £1,100,000

## **Potential Financial Risks for 2023/2024**

### **15. 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.
- There is a risk surrounding the 2023/2024 pay award due to the current economic environment and the National Living Wage forecasted increase. Regional Pay consultations for 2023/2024 will take place.

### **16. Non Payroll**

- Inflation continues to remain high. (8.7% in April 23)  
[REDACTED]
- Utility costs – it is anticipated the uncertainty in relation to charge rates will continue throughout the 2023/2024 financial year and will remain a risk on the management accounts for the foreseeable future. The Government have announced a new Energy Scheme from April 2023 to April 2024.
- Fuel costs – it is anticipated the current volatility of the market will continue and will remain as a risk on the Management accounts.
- Increasing prices for current and new contracts, including vehicle material costs remains a risk for the 2023/2024 financial year.

- 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.

### **17. Income**

- Due to cost of living pressures, there is a risk that footfall within the leisure facilities may reduce / memberships may be cancelled.

### **18. Capital/construction costs**

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

19. There have been a number of communications received from various Central Government/3<sup>rd</sup> Party bodies in relation to potential reductions in funding. Approx. £4.69m of the Council's programme/project expenditure is funded through 3<sup>rd</sup> party funding. This

would fund programmes/projects such as Good Relations, Affordable Warmth, Community grant aid, Regeneration etc. Work is ongoing to analyse the potential impact of reductions.

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

21. The Association of Local Government Finance Officers (ALGFO) continue to liaise with DfC on a regular basis.

22. In light of the above risks, it is deemed appropriate to keep the Corporate Risk Register number 7 – Financial Sustainability at a high level. Controls will continue in relation to the monitoring of the above items.

### ***Moving Forward***

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

#### **Recommendation:**

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

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

As above.

## **Screening and Impact Assessment**

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

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

No

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

Not applicable

If yes, what was the outcome?:

#### **Option 1**

Screen out without mitigation

N/A

#### **Option 2**

Screen out with mitigation

N/A

#### **Option 3**

Screen in for a full EQIA

N/A

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

Insert link to completed Equality and Good Relations report:

**2. Rural Needs Impact Assessment:**

Has consideration been given to Rural Needs?

No

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

No

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

Not applicable

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

**SUBJECT TO PLANNING APPROVAL:**

No

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

**APPENDICES:**

Management Accounts – Period 12 Draft

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

No

If Yes, please insert date:



LISBURN AND CASTLEREAGH CITY COUNCIL  
2022/2023 MANAGEMENT ACCOUNTS

Period 12

2022/23

SUMMARY BY DIRECTOR

	Annual Budget	YTD P12 Actuals	Variance	
	£	£	£	
Finance & Corporate Services	6,658,800	6,344,037	(314,763)	-4.73%
Governance & Audit	691,660	628,878	(62,782)	-9.08%
Leisure & Community Wellbeing	13,476,870	13,971,173	494,303	3.67%
Environmental Services	20,151,120	19,273,221	(877,899)	-4.36%
Service Transformation	7,783,410	7,062,166	(721,244)	-9.27%
<b>Total</b>	<b>48,761,860</b>	<b>47,279,475</b>	<b>(1,482,385)</b>	<b>-3.04%</b>

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<b>Available surplus</b>	
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Financial Planning adjustments approved by CS

Repairs and Renewals	400,000
Getty's FOC	19,550
Ulster Grand Prix	50,000
Applied Balance	575,000
	<b>1,044,550</b>

Transfers to:

DEA reserve	500,000
Capital Fund	(617,820)
Regeneration and Economy reserve	(926,730)

Costs excluded from above covered by reserves:

LDP	115,955
Leisure new equipment	179,084
City Centre Globe project - up to £70K covered in reserves	70,000
COVID Costs (from 21/22 reserves balance b/fwd)	194,136

Payroll/non Payroll/ Income Summary per Directorate to Period 12
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Finance & Corporate Services	Annual Budget	YTD P12 Actuals	Variance	
	£	£		
Payroll	4,632,840	4,652,012	19,172	
Non-Payroll	3,084,579	3,368,850	284,271	
Income	(1,058,619)	(1,676,825)	(618,206)	
<b>Total Net - Service Support</b>	<b>6,658,800</b>	<b>6,344,037</b>	<b>(314,763)</b>	-4.73%

Governance & Audit	Annual Budget	YTD P12 Actuals	Variance	
	£	£		
Payroll	618,730	570,883	(47,847)	
Non-Payroll	72,930	75,589	2,659	
Income	-	(17,594)	(17,594)	
<b>Total Net - Governance and Audit</b>	<b>691,660</b>	<b>628,878</b>	<b>(62,782)</b>	-9.08%

Leisure & Community Wellbeing	Annual Budget	YTD P12 Actuals	Variance	
	£	£		
Payroll	12,895,580	12,898,554	2,974	
Non-Payroll	8,460,010	10,305,644	1,845,634	
Income	(7,878,720)	(9,233,025)	(1,354,305)	
<b>Total Net - Leisure and Community Wellbeing</b>	<b>13,476,870</b>	<b>13,971,173</b>	<b>494,303</b>	3.67%

<b>Environmental Services</b>	<b>Annual Budget</b>	<b>YTD P12 Actuals</b>	<b>Variance</b>	
Payroll	11,155,900	11,320,157	164,257	
Non-Payroll	12,480,010	11,813,860	(666,150)	
Income	(3,484,790)	(3,860,796)	(376,006)	
<b>Total Net - Environmental Services</b>	<b>20,151,120</b>	<b>19,273,221</b>	<b>(877,899)</b>	-4.36%
<b>Service Transformation</b>	<b>Annual Budget</b>	<b>YTD P12 Actuals</b>	<b>Variance</b>	
Payroll	5,455,580	5,015,969	(439,611)	
Non-Payroll	7,004,248	6,412,153	(592,095)	
Income	(4,676,418)	(4,365,956)	310,462	
<b>Total Net - Service Transformation</b>	<b>7,783,410</b>	<b>7,062,166</b>	<b>(721,244)</b>	-9.27%