

LISBURN & CASTLEREAGH CITY COUNCIL

Minutes of Meeting of the Corporate Services Committee held remotely and in the Council Chamber, Island Civic Centre, The Island, Lisburn on Wednesday 12th April 2023 at 6.00 pm.

PRESENT IN COUNCIL CHAMBER (COMMITTEE):

Councillor S Hughes (Chairman)

Councillor U Mackin (Vice-Chairman)

Aldermen M Henderson MBE, S Martin and J Tinsley

Councillors A Ewing, J Lavery BEM, and The Hon N Trimble

PRESENT IN A REMOTE LOCATION (COMMITTEE):

The Right Worshipful The Mayor
Councillor S Carson

Aldermen O Gawith and P Porter

Councillors S Lowry and T Mitchell

OTHER MEMBERS OF COUNCIL PRESENT IN COUNCIL CHAMBER

Councillor A Swan

IN ATTENDANCE:

Director of Finance & Corporate Services
Head of Corporate Communications & Administration
Head of Human Resources & Organisation Development
Member Services Officers (CH & RN)

Commencement of Meeting

The Chairman, Councillor S Hughes, advised that the meeting would be audio recorded unless the item on the agenda was to be considered under confidential business.

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

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

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

1. Apologies (00:02:07)

Apologies for non-attendance at the meeting were accepted and recorded on the Deputy Mayor, Councillor M Guy; Alderman A Ewart MBE and Councillor R Carlin; the Chief Executive and the Head of Finance.

2. Declarations of Interest (00:02:24)

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

No declarations of interest were made.

3. Report of Head of Corporate Communications & Administration (00:02:53)

3.1 Policy on the Provision of ICT Equipment and Services for Elected Members (00:03:05)

The following appendix to the report had been provided:-

- Draft Policy on the Provision of ICT Equipment and Services for Elected Members

It was proposed by Councillor U Mackin, seconded by Alderman M Henderson and agreed to recommend that the draft Policy on the Provision of ICT Equipment and Services for Elected Members be approved.

Later in the meeting, it was agreed that in Section 10.0 "Option to Purchase", the words "taking account of depreciation" be inserted after "current market rate value".

(The amendment to the draft policy was raised under Item 6.1. (Any Other Business))

3.2 Lagan Valley Island – Building Illuminations (00:06:39)

3.2.1 Requests

It was proposed by Councillor J Laverty, seconded by Councillor N Trimble and agreed to recommend that the requests for LVI illuminations as set out below be acceded to, all requests being in compliance with the Building Illuminations' Policy:-

3.2 Lagan Valley Island – Building Illuminations (Continued)

3.2.1 Requests (Continued)

Organisation	Date	Colour
Shine a Light on Neurofibromatosis (Request received from Nerve Tumours UK)	17 th May 2023	Blue
National Deafblind Awareness Week	27 th June 2023	Purple & Green
Severe ME Day (Request received from Hope 4 ME & Fibro Northern Ireland)	8 th August 2023	Blue

3.2.2 Coronation Day – 6th May 2023

Councillor N Trimble enquired if Lagan Valley Island would be illuminated on the 6th May 2023 to mark the Coronation of King Charles III.

The Head of Service advised that a request for the above had not as yet been received.

This matter was further considered under Any Other Business later in the meeting. (Item 7.1)

3.2.3 Issues pertaining to Illuminations

The Head of Service advised that a number of issues pertaining to illuminations would be looked at in connection with the terms of reference of the Committee.

4. Report of Head of Finance (00:08:50)

In the absence of the Head of Finance who had presented an apology for non-attendance at the meeting, her report was presented by the Director of Finance & Corporate Services.

4.1 Northern Ireland Local Government Association (00:09:09)
Contribution for 2023/2024

The committee noted receipt of correspondence from the Northern Ireland Local Government Association advising that the Council's service level fee for 2023/2024 was £56,008.00 (exclusive of VAT). It was further noted that this would be paid through the Council's weekly payment run.

5. Confidential Report from Director of Finance & Corporate Services (00:09:43)

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

5.1 Tender Report for the Provision of Legal Services

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

Redacted report to be available from the 1st July 2023 (commencement date of contract).

5.2 Management Accounts Period 11

(Confidential for reason of information (i) relating to the financial or business affairs of any particular person (including the Council holding that information) and (ii) related 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 employee of, or office bearers under, the Council.

Redacted report to be available after full Council meeting. (25th April 2023)

5.3 Shared Cost Additional Pension Contribution

(Confidential for reason of information (i) relating to any individual; (ii) which is likely to reveal the identity of a individual; and (iii) related to the financial or business affairs of any particular person (including the Council holding that information).

Report to never become available.

In Committee

It was proposed by Councillor N Trimble, seconded by Alderman M Henderson and agreed that the Confidential Report of the Director be considered "in Committee". (Recording was paused at this stage in proceedings.)

5.1 Tender Report for the Provision of Legal Services

Presented by the Head of Corporate Communications and Administration.

The Director and the Head of Service responded to a number of questions in relation to the Tender Report for the Provision of Legal Services, particularly the procedures followed by Council officers when determining which of the contracted firms should be engaged for legal advice.

5.1 Tender Report for the Provision of Legal Services (Continued)

It was proposed by Alderman S Martin, seconded by Alderman M Henderson and agreed to recommend that the award of the contracts to each of the companies detailed in the Tender Report be noted as commencing on the 1st July 2023 for two years, with the option to extend for a further three periods of one year, ie 2+1+1+1.

The Director advised that expenditure in regard to the provision of legal services over recent years could be provided to interested Members off-line.

During discussion, the following Members joined the meeting remotely:-

- Alderman O Gawith at 6.13 pm;
- The Right Worshipful The Mayor, Councillor S Carson, at 6.14 pm

Alderman P Porter left the meeting on a remote basis during discussion at 6.40 pm.

5.2 Management Accounts Period 11

In the absence of the Head of Finance, her report was presented by the Director of Finance & Corporate Services.

It was agreed that the Management Accounts for the period ending the 28th February 2023, together with an extensive narrative report by way of explanation, be noted.

5.3 Shared Cost Additional Pension Contribution

Presented by the Head of Human Resources & Organisation Development.

It was proposed by Councillor J Laverty, seconded by Alderman S Martin and agreed to recommend that – given that the conditions for the buy-back of lost pension had been met - the buy-back of pension for a Council employee through a Shared Cost Additional Pension Contribution (SCAPC) be approved.

Alderman Martin congratulated the Head of Human Resources & Organisation Development on her recent appointment (subject to requisite checks) as Director of Organisation Development & Innovation, and wished her well in her new role.

6. Any Other Business – Confidential

6.1 Policy on the Provision of ICT Equipment and Services for Elected Members

In regard to Section 10.0 of the above policy entitled “Option to Purchase”, Alderman M Henderson asked to have included the words “taking account of depreciation” after the words “current market rate value”. This was agreed.

Resumption of Normal Business

It was proposed by Councillor A Ewing, seconded by Alderman J Tinsley and agreed to come “out of Committee”. Normal business and audio recording were resumed.

7. Any Other Business (00:10:20)

7.1 Illumination of Lagan Valley Island
Coronation Day for King Charles III - Saturday 6th May 2023 (00:10:33)

Further to earlier in the meeting, support was voiced for the illumination of Lagan Valley Island on the 6th May 2023 to mark Coronation Day.

The consultees for Exceptional Circumstance were all present, ie The Right Worshipful The Mayor, Councillor S Carson; the Chair and Vice-Chair of the Committee (Councillors S Hughes and U Mackin) and they were all in agreement that Lagan Valley Island be lit on the evening of Saturday 6th May 2023 to mark the Coronation of King Charles III. Under Exceptional Circumstances, the aforementioned illumination would therefore take place.

7.2 Thanks to Chairman and Committee (00:11:29)

Councillor N Trimble expressed his thanks to the Chairman of the Committee, Councillor S Hughes, for the manner by which he had chaired the Committee during his time as Chairman. Councillor Hughes was not seeking re-election in the forthcoming Council elections and Councillor Trimble wished him well for the future, thanking him for his contribution to Local Government and the local community. These comments were endorsed by other Members present.

Councillor Hughes responded accordingly and also expressed his appreciation for the assistance and co-operation provided by Vice-Chairman U Mackin, the other members of the Committee, the Director of Finance & Corporate Services, the Heads of Service and all staff associated with the Committee.

Finally to those Members of the Committee seeking re-election to the Council, Councillor Hughes wished them a safe campaign.

Alderman J Tinsley left the Chamber during this item. (7.12 pm)

There being no further business, the Meeting concluded at 7.17 pm.

MAYOR/CHAIRMAN