



April 6th, 2023

**To: Chairman**

**Councillor S Hughes**

**Vice-Chairman**

**Councillor U Mackin**

**Aldermen**

**A G Ewart MBE, O Gawith, M Henderson MBE, S Martin, S P Porter and J Tinsley**

**Councillors**

**R Carlin, A P Ewing, J Lavery BEM, S Lowry, J McCarthy, T Mitchell, The Hon N Trimble**

**Ex-Officio**

The Right Worshipful The Mayor, Councillor S Carson

Deputy Mayor, Councillor M Guy

**Notice of Meeting**

A meeting of the **Corporate Services Committee** will be held on **Wednesday, 12th April 2023** at **6:00 pm** for the transaction of the undernoted Agenda.

Members are requested to attend..

A hot meal shall be available in Lighters Restaurant from **5.15 pm.**

**David Burns, Chief Executive, Lisburn & Castlereagh City Council**

# Agenda

## 1.0 APOLOGIES

## 2.0 DECLARATIONS OF MEMBERS' INTERESTS

(i) Conflict of Interest on any matter before the Meeting (Member to confirm the specific item).

(ii) Pecuniary and Non-Pecuniary Interest (Member to complete the Disclosure of Interest form).

📄 *Disclosure of Interests form.pdf*

*Not included*

## 3.0 REPORT OF HEAD OF CORPORATE COMMUNICATIONS & ADMINISTRATION

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

📄 *CSC Report - Members IT Policy.pdf*

*Page 1*

📄 *Appendix 1 Members IT Policy April 2023.pdf*

*Page 4*

📄 *Appendix 2 Equality Screening Members IT.pdf*

*Page 9*

### 3.2 Lagan Valley Island - Building Illumination Requests

📄 *CSC Report - Illumination.pdf*

*Page 20*

## 4.0 REPORT OF HEAD OF FINANCE

### 4.1 Northern Ireland Local Government Association - Annual Subscription Fees 2023/2024

📄 *CSC Report - NILGA subscription 2324.pdf*

*Page 23*

## 5.0 CONFIDENTIAL REPORT FROM DIRECTOR OF FINANCE & CORPORATE SERVICES

### 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).

### 5.2 Management Accounts Period 11

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.

### **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 an individual; and (iii) related to the financial or business affairs of any particular person (including the Council holding that information).

## **6.0 ANY OTHER BUSINESS**



## Corporate Services Committee

12<sup>th</sup> April 2023

**Report from:**

**Head of Corporate Communications & Administration**

### Item for Decision

**TITLE:** Policy on the Provision of ICT Equipment and Services for Elected Members

**Background and Key Issues:**

1. At Corporate Services Committee on 8 March 2023, Members agreed a number of recommendations in relation to the provision of ICT equipment and support.
2. The attached policy has been developed from the agreed position of Members on these matters.

**Recommendation:**

It is recommended that Members consider and approve the attached Policy on the Provision of ICT Equipment and Services for Elected Members

**Finance and Resource Implications:**

The budget for purchase of required equipment for Elected Members is included in estimates for 2023/24.

# 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"/>	<b>Option 2</b> Screen out with mitigation	<input type="text" value="Yes"/>	<b>Option 3</b> Screen in for a full EQIA	<input type="text"/>
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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)**

Screening has concluded that there is no need to carry out a full Equality Impact Assessment of this policy. The impacts identified are minor and can easily be mitigated through reasonable adjustments.

**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 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".

<b>APPENDICES:</b>	<ol style="list-style-type: none"><li>1. Policy in the Provision of ICT Equipment and Services for Elected Members</li><li>2. Equality Screening</li></ol>
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<b>HAS IT BEEN SUBJECT TO CALL IN TO DATE?</b>	No
<b>If Yes, please insert date:</b>	



**Provision of ICT Equipment  
and Services for Elected  
Members**

**March 2023**

Version 1

Agreed by Corporate Services Committee 12/04/23 (tbc)

Ratified at Council 25/03/23 (tbc)

## 1.0 Introduction

Elected Members require ICT equipment to enable them to carry out the full function of their roles as elected representatives and to engage with residents and Council Officers.

The equipment provided will meet the modern needs of Members in line with advancing technology and trends in social media and digital communications.

The terms of this policy were informed by a focus group of elected Members. The recommendations to inform this policy were agreed by the Corporate Services Committee on 8 March 2023 and ratified at Full Council on 28 March 2023.

## 2.0 Aims

The aims of the policy are as follows:

- To ensure Members are aware of their obligations in relation to ICT security.
- To set out, for Elected Members, the ICT equipment and services they will be provided with to enable them to carry out the function of their role.
- To set out the terms of use for ICT equipment and services provided by the Council and Members' responsibilities.
- To set out arrangements for the return of Council equipment as appropriate.

## 3.0 Scope

This policy applies to the Elected Members of Lisburn & Castlereagh City Council only.

## 4.0 ICT Security Policy

All Members are required to sign and comply with the Councils' ICT Security Policy prior to receiving any equipment. [IT Security Policy - Staff intranet \(lisburncastlereagh.gov.uk\)](#)

## 5.0 Broadband

- Members will use their own home broadband.
- An annual allowance of up to £420 per year can be claimed in line with the Department for Communities (DfC) Councillor Allowance Guide.
- ICT services can provide support and advice in sourcing appropriate broadband packages for Members who currently do not currently have home broadband installed.

## 6.0 Mobile Devices



- Members will be provided with an iPad or laptop for the purposes of conducting Council business.
- Mobile devices are the responsibility of Members and must not be used by any other person.
- Mobile devices will be enabled with 5 GB of mobile data.
- Additional charges incurred as a result of exceeding the data limits will be repaid by the Elected Members through automatic deductions from their allowance.

## 7.0 Printers and Ink

- Printers are available for Members on request.
- Ink and paper will not be provided in line with S9 of the Local Government Circular LG 23/2019.

## 8.0 Mobile Phones

It is recommended that Members avail of a Council issued mobile phone for business use only. Members should retain a personal phone for non-council related communications purposes.

However, Members may avail of the following options in relation to mobile phone provision:

- **Option 1:** Provision of a Council issued mobile phone on a managed contract for business use with 2.5 GB of data. Data or call charges in excess of the standard tariff will be automatically deducted from Member's allowances. Enhanced packages can be provided on request at Members' own cost. Members should note that any personal data stored on a Council issued mobile phone may become compromised in the event of a security risk.
- **Option 2:** Members may use a personal mobile phone to conduct Council business and claim an allowance of £10 per month in lieu of a phone. ICT Services must install appropriate security software (to wipe lost devices) on all personal phones. Members should note that if using a personal phone for Council business, personal information may be compromised in the event of a security risk.

## 9.0 Return of Equipment

- Members who leave the Council or who decide not to stand for re-election must return all equipment to the Council as soon as possible.
- Members who are not re-elected must return all equipment within 2 weeks of polling day.

## 10.0 Option to Purchase

If leaving the Council for any reason, Members have the opportunity to purchase their equipment at the current market rate value. This will be determined by ICT Services. Any purchased devices must be reconfigured by ICT Services and will no longer be supported.

## 11.0 Training

In line with this policy, training and support will be provided for Members in relation to:

- GDPR
- Broadband
- Use of iPads/laptops
- SharePoint
- Decision Time
- Outlook

## 12.0 Responsibility

This policy is owned by LCCC and will be implemented by the ICT Services in collaboration with Members Services.

## 13.0 Reasonable Adjustments

Reasonable adjustments to the arrangements set out in this policy will be considered for any Member who requires additional support to ensure that they can fulfil their remit as a Councillor. Any Member wishing to discuss such issues should contact the Head of Corporate Communications and Administration.

## 14.0 Monitoring

The policy will be monitored on an annual basis by ICT Services and Members Services. Where there may be local or regional changes in circumstances or new initiatives proposed, Council will give due consideration to these and take the appropriate action in due course.

## 15.0 Links to other Policies

- [IT Security Policy - Staff intranet \(lisburncastlereagh.gov.uk\)](https://www.lisburncastlereagh.gov.uk)
- [Scheme of Allowances](#)
- [Scheme of Delegation](#)
- [Members' Code of Conduct](#)
- [LCCC Sustainable Agenda and Digital Strategy](#)

- [Local Government Circular LG 23/2019](#)

### **16.0 Formal Review**

It is anticipated that the policy will be formally reviewed at the end of three years. However, if there were to be cause for review earlier than this then Council will consider reviewing it as appropriate.

## **Lisburn & Castlereagh City Council**

### **Section 75 Equality and Good Relations Screening**

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

##### **Name of the activity/policy/project**

##### **Provision of ICT Equipment and Services for Elected Members**

##### **Overview of policy**

As part of the recent estimates process, there was general agreement on the need to reduce printing across the council to help minimise costs.

There is also a renewed focus on sustainability and digital innovation with Council seeking to strengthen its commitment to environmental awareness and protection.

A cross party focus group was established to consider the technology and training needs of members ahead of the new mandate in 2023. The group met on two occasions to consider this policy.

This group made a number of recommendations, which were reported to the Corporate Services Committee for consideration.

All recommendations were accepted by Committee, ratified at Full Council and have now formed the basis of a new policy. The relevant agreed recommendations from the report are listed below:

- a. Members source their own broadband and claim the available allowance
- b. iPads continue to be provided and a trial will take place to assess the suitability of laptops
- c. Printers are available on request, ink is not provided.
- d. Personalised, digital letterheads are provided with hard copies available on request. Business cards are available on request. Dates stamps are provided
- e. Hard copies of meeting packs only be provided on request to the Mayor, Chairs of Committee and Members of the Planning Committee.
- f. Training is provided as listed
- g. A mobile phone clinic for Members is arranged by IT in the new term.

Reasonable adjustments will be made where required.

**Is this activity/policy/project – an existing one, a revised one, a new one?** This is a revision of a previous policy.

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

The main objective is to ensure that the Council is taking all possible steps to reduce costs, increase sustainability and contribute to the delivery of the digital agenda. It seeks to bring consistency of approach for all Members and to improve the management of any potential security issues.

The intended outcomes of the policy are to:

- Provide Elected Members with IT equipment to assist them in fulfilling their role of Councillor.
- Comply with the Council's Sustainable Agenda and Digital Strategy.
- Adopt a streamlined and co-ordinated approach to the provision of IT equipment for Elected Members.
- Protect Council networks from cyber security attacks.
- Create efficiencies whilst assisting Members to fulfil their duties.

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

The policy is aimed directly at Elected Members.

**Who initiated or developed the activity/policy/project?**

Members Services and ICT Services.

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

Lisburn and Castlereagh City Council owns the policy; to be implemented by its ICT and Members Service teams.

**Are there any factors which could contribute to/detract from the intended aim/outcome of the activity/policy/project? If yes, give brief details of any significant factors.**

- Any upgrades to technology will incur additional cost
- Potential lack of digital skills may cause challenges for some Members
- Members are fully supportive of the changes

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

- Elected Members
- Members Services Officers

- ICT Officers

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

Name of policy/strategy/plan	Who owns or implements?
IT Security Policy - Staff intranet (lisburncastlereagh.gov.uk)	LCCC - Chief Executive's Office
Scheme of Allowances	LCCC - Chief Executive's Office
Scheme of Delegation	LCCC – Communities Unit
Members' Code of Conduct	LCCC - HR&OD Unit
LCCC Sustainable Agenda and Digital Strategy	LCCC IT Services
Local Government Circular LG 23/2019	Department for Communities

### Available evidence

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

Section 75 Category	Details of evidence/information
Religious Belief	No data is held regarding this category for current Elected Members
Political Opinion	The political make-up of the Council at present (April 2023) is as follows: <ul style="list-style-type: none"> <li>• 14 DUP</li> <li>• 11 UUP</li> <li>• 9 APNI</li> <li>• 3 SDLP</li> <li>• 2 SF</li> <li>• 1 Ind</li> </ul>
Racial Group	No demographic data held regarding this category for current Members.

Age	Currently there are members from a range of different age groups, including some who are 60+.
Marital Status	No demographic data held regarding this category for current Members.
Sexual Orientation	No demographic data held regarding this category for current Members.
Men & Women Generally	No demographic data held regarding this category for current Members.
Disability	We are aware, through representations that have been made, that some members may experience some challenge due to disability that may require reasonable adjustments to be made.
People with and without Dependants	Current Members include people with and without dependants.

### Needs, experiences and priorities

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

<b>Section 75 Category</b>	<b>Details of needs/experiences/priorities</b>
Religious Belief	No different needs identified.
Political Opinion	No different needs identified.
Racial Group	No different needs identified.
Age	Older Members may be less inclined to be skilled in the use of new technology however no significant issues were raised through the focus groups provided support and training is provided.
Marital Status	No different needs identified.
Sexual Orientation	No different needs identified.
Men & Women Generally	No different needs identified.
Disability	We are aware, through representations that have been made, that some members may experience some

	challenge due to disability that may require reasonable adjustments to be made.
Dependants	No different needs identified.

**Part 2. Screening questions**

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

<b>Section 75 Category</b>	<b>Details of likely impact – will it be positive or negative? If none anticipated, say none</b>	<b>Level of impact - major or minor* - see guidance below</b>
Religious Belief	No different impact is anticipated.	None
Political Opinion	No different impact is anticipated.	None
Racial Group	No different impact is anticipated.	None
Age	Some older Members may be less skilled in the use of new technology and may require training and support.	Minor
Marital Status	No different impact anticipated.	None
Sexual Orientation	No different impact anticipated.	None
Men & Women Generally	No different impact identified.	None
Disability	Some Members with disabilities may identify challenges in accessing various technologies. Reasonable adjustments will be made for Members where required.	Minor
People with and without Dependants	No different impact identified.	None

\* See Appendix 1 for details.

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

<b>Section 75 Category</b>	<b>IF Yes, provide details</b>	<b>If No, provide details</b>
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Religious Belief		No
Political Opinion		No
Racial Group		No
Age	Training needs will be identified and support will be provided by ICT services where needed	
Marital Status		No
Sexual Orientation		No
Men & Women Generally		No
Disability	While no specific needs relating to disability have been identified at this stage for current Members, the availability of reasonable adjustments will be promoted should they become necessary. New Members will have their needs assessed when elected so that reasonable adjustments can be provided if required.	
People with and without Dependents		No

**Equality Action Plan 2021-2025**

Does the activity/policy/project being screened relate to an action in the Equality Action Plan 2021-2025? If yes, specify which action.

No

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

Does this policy/activity present opportunities to contribute to the actions in our Disability Action Plan:

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

If yes, give details/specify which action.

The provision of adjustments for Elected Members with a disability means that people with a disability will have equal opportunity to carry out the role of Elected Member and encourages participation in public life.

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

<b>Good Relations Category</b>	<b>Details of likely impact. Will it be positive or negative? [if no specific impact identified, say none]</b>	<b>Level of impact – minor/major*</b>
Religious Belief Political Opinion Racial Group	No impact on good relations for any group – not relevant	None

\*See Appendix 1 for details.

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

<b>Good Relations Category</b>	<b>IF Yes, provide details</b>	<b>If No, provide details</b>
Religious Belief Political Opinion Racial Group		No opportunities identified - not applicable to good relations

**Multiple identity**

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

We have considered the possibility of multiple identity that could arise now or in the future e.g. an older Member with a disability to require reasonable adjustments or additional support.

### Part 3. Screening decision/outcome

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

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

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

Screening Decision/Outcome	Reasons/Evidence
Option 1  <b>Screen out</b> – no equality impact assessment and no mitigation required [go to Monitoring section]	
Option 2  <b>Screen out with mitigation</b> – some potential impacts identified but they can be addressed with appropriate mitigation or some opportunities to better promote equality and/or good relations identified [complete mitigation section below]	Screening has concluded that there is no need to carry out a full Equality Impact Assessment of this policy. The impacts identified are minor and can easily be mitigated.
Option 3  <b>Screen in</b> for a full Equality Impact Assessment (EQIA)  [If option 3, complete timetabling and prioritising section below]	

## Mitigation (Only relevant to Option 2)

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

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

We recognise that some Members may find the transition to a more digitally focussed arrangement challenging. Training and support will be provided where needed. Reasonable adjustments will be made for any Member who requires this under the DDA.

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

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

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

## **Part 4. Monitoring**

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

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

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

Feedback from Elected Members and staff on the operation of the policy will be monitored.

Monitoring will be the responsibility of the Member Services Manager, reporting to the Head of Corporate Communications.

## Part 5 - Approval and authorisation

	<b>Position/Job Title</b>	<b>Date</b>
<b>Screened by: Cathy Adamson</b>	HOS, Corporate Communications and Administration	01.03.23
<b>Reviewed by: Mary McSorley</b>	Equality Officer	07.03.23
<b>Approved by: Frances Byrne</b>	Head of Communications & Administration	05.04.23

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

- Approved and 'signed off' by a senior manager responsible for the activity/policy;
- Included with Committee reports, as appropriate;
- Sent to the Equality Officer for the quarterly screening report to consultees, internal reporting and publishing on the council's website;
- Shared with relevant colleagues;
- Made available to the public on request.

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

## Appendix 1 – Equality Commission guidance on equality impact

\*Major impact:

- a) The policy/project is significant in terms of its strategic importance;

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

#### Minor impact

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

#### No impact (none)

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

Revised Template @ April 2022



## Corporate Services Committee

12<sup>th</sup> April 2023

### Report from:

Head of Corporate Communications & Administration

### Item for Decision

**TITLE:** Lagan Valley Island – Building Illumination Requests

#### Background and Key Issues:

New illumination requests are presented below for Members' consideration:

#### 1. 'Shine a Light on Neurofibromatosis' – 17<sup>th</sup> May 2023

A request was received from Nerve Tumours UK on 7 February 2023 to light up Blue on 17 May 2023 to mark the 'Shine a Light on Neurofibromatosis' campaign.

<https://nervetumours.org.uk/>

This request meets the criteria set out in the policy and the date requested is available.

#### 2. National Deafblind Awareness Week – 27 June 2023

A request was received on 23 March 2023 from Deafblind UK to light up Purple and Green on 27 June 2023 to mark National Deafblind Awareness Week.

<https://deafblind.org.uk/>

This request meets the criteria set out in the policy and the date requested is available.

#### 3. Severe ME Day - 8 August 2023



A request was received on 22 March 2023 from Hope 4 ME & Fibro Northern Ireland to light up blue on 08 August 2023 to mark Severe ME Day.

<https://hope4mefibro.org/>

This request meets the criteria set out in the policy and the date requested is available.

**Recommendation:**

It is recommended that Members consider the light up requests below which comply with the Building Illuminations' Policy:

- Blue on 17 May to mark 'Shine a Light on Neurofibromatosis' campaign
- Purple and Green on 27 June 2023 to mark National Deafblind Awareness Week
- Blue on 08 August to mark Severe ME Day

**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? No

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

These requests are in accordance with the Illumination Policy which was Equality Screened in March 2021

If yes, what was the outcome?:

<b>Option 1</b> Screen out without mitigation	n/a	<b>Option 2</b> Screen out with mitigation	n/a	<b>Option 3</b> Screen in for a full EQIA	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?

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:

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:**

None

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

No

If Yes, please insert date:



## Corporate Services Committee

12<sup>th</sup> April 2023

Report from:

Head of Finance

### Item for Noting

**TITLE:** Northern Ireland Local Government Association Annual Subscription fees 2023/2024

**Background and Key Issues:**

1. The Council has received correspondence from the Northern Ireland Local Government Association (NILGA) regarding the 2023/24 financial year.
2. Lisburn and Castlereagh City Council's service level fee for the year 2023/24 is £56,008, which is the same as the budget approved as part of the estimates process.
3. This represents an increase of 6.6%, which equates to £3,468 on the 2022/2023 subscription.

**Recommendation:**

It is recommended that:-

The Council's subscription to NILGA for 2023/2024 be noted as £56,008 (excluding VAT) and be paid through the Council's weekly payment run.

**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?:

<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:

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:**

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".

<b>APPENDICES:</b>	N/A
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<b>HAS IT BEEN SUBJECT TO CALL IN TO DATE?</b>	No
<b>If Yes, please insert date:</b>	



# Corporate Services Committee

## Confidential

### 12<sup>th</sup> April 2023

**Confidential Report from:**

**Head of Corporate Communications & Administration**

*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

From 1<sup>st</sup> July  
2023 (Contract  
Commencement  
date)

Never

## Item for Noting

**TITLE:** **Tender Report for the Provision of Legal Services**

**Background and Key Issues:**

### 1. Background

At the Corporate Services Meeting in December 2022, the business case for provision of Legal Services was approved. It was agreed that a procurement exercise would be undertaken for the provision of Legal Services for Lisburn and Castlereagh City Council as the current contract is due to expire on 30 June 2023.

The framework uses the same categories for 6 Lots with the total contract anticipated contract value over the 5 years being [REDACTED]. Anticipated annual value of the contract was stated as [REDACTED]

The tender was published on 17 February 2023 under six Lots:

**Lot 1:** Planning

**Lot 2:** Commercial including Land and Property

**Lot 3:** Enforcement

**Lot 4:** Local Government Administration and Procurement with associated contract management

**Lot 5:** Employment

**Lot 6:** Governance, Policy & Miscellaneous

The closing date for the receipt of tenders was 21 March 2023. Below is a brief report on the evaluation.

## 2. Tender Returns

Tenders were received via E Tenders for all six Lots from 3 companies:

- A&L Goodbody
- Arthur Cox
- Cleaver Fulton Rankin

## 3. Evaluation Process

- Tenders were evaluated by the Administration Manager and officers from Planning, Environmental Health, Building Control, HR, Assets and Leisure supported by a Procurement Officer via the following stages:
  - **Stage 1:** Mandatory Eligibility Criteria such as economic and financial requirements.
  - **Stage 2:** Mandatory Selection Criteria based on Company Experience and Quality Standards.
  - **Stage 3:** Evaluation based on Quality (60%) and Price (40%).

## 4. Outcome

### Lot 1: Planning & Planning Enforcement

- All firms passed evaluation stages 1 and 2 of the evaluation and proceeded to the final stage.
- At the final stage of the Tender Evaluation, tenders were evaluated on the following:
  - Quality (40%)
  - Price (60%)

The outcome of the evaluation for this lot is detailed below:

Company Name	Cost submitted for evaluation purposes*	Overall % Score
Cleaver Fulton Rankin	[REDACTED]	[REDACTED]
A&L Goodbody	[REDACTED]	[REDACTED]
Arthur Cox	[REDACTED]	[REDACTED]

\*Costs provided were based on a cost of 200 hours for evaluation purposes only

The firms were therefore ranked as follows:

- 1st [REDACTED]
- 2nd [REDACTED]
- 3rd [REDACTED]

**Lot 2: Commercial (including Land & Property)**

Company Name	Cost submitted for evaluation purposes*	Overall % Score
Cleaver Fulton Rankin	[REDACTED]	[REDACTED]
Arthur Cox	[REDACTED]	[REDACTED]
A&L Goodbody	[REDACTED]	[REDACTED]

The firms were therefore ranked as follows:

- [REDACTED]
- [REDACTED]
- [REDACTED]

**Lot 3: Enforcement**

Company Name	Cost submitted for evaluation purposes*	Overall % Score
Cleaver Fulton Rankin	[REDACTED]	[REDACTED]
Arthur Cox	[REDACTED]	[REDACTED]
A&L Goodbody	[REDACTED]	[REDACTED]

The firms were therefore ranked as follows:

- 1st [REDACTED]
- 2nd [REDACTED]
- 3rd [REDACTED]

**Lot 4: Local Government Administration and Procurement with associated contract management**

Company Name	Cost submitted for evaluation purposes*	Overall % Score
Cleaver Fulton Rankin	[REDACTED]	[REDACTED]
Arthur Cox	[REDACTED]	[REDACTED]
A&L Goodbody	[REDACTED]	[REDACTED]

The firms were therefore ranked as follows:

- 1<sup>st</sup> [REDACTED]
- 2<sup>nd</sup> [REDACTED]
- 3<sup>rd</sup> [REDACTED]

**Lot 5: Employment**

Company Name	Cost submitted for evaluation purposes*	Overall % Score
Cleaver Fulton Rankin	[REDACTED]	[REDACTED]
Arthur Cox	[REDACTED]	[REDACTED]
A&L Goodbody	[REDACTED]	[REDACTED]

The firms were therefore ranked as follows:

- 1<sup>st</sup> [REDACTED]
- 2<sup>nd</sup> [REDACTED]
- 3<sup>rd</sup> [REDACTED]

**Lot 6: Governance, Policy & Miscellaneous**

Company Name	Cost submitted for evaluation purposes*	Overall % Score
Cleaver Fulton Rankin	[REDACTED]	[REDACTED]
Arthur Cox	[REDACTED]	[REDACTED]
A&L Goodbody	[REDACTED]	[REDACTED]

The firms were therefore ranked as follows:

- 1<sup>st</sup> [REDACTED]
- 2<sup>nd</sup> [REDACTED]
- 3<sup>rd</sup> [REDACTED]



**\*Costs provided were based on a cost of 200 hours for evaluation purposes only**

**For Lots 1 & 6** – All commissions will be offered to the firm ranked 1<sup>st</sup> in line with their evaluation score (██████). However in the event of (a) conflict of interest or (b) the Council is of the opinion that the preferred applicant has insufficient capacity to deliver the necessary commission or (c) the advice required is, in the opinion of the Council, related to or similar to a matter previously dealt with by another firm, the commission may be offered in turn to the 2<sup>nd</sup> or 3<sup>rd</sup>.

**For Lots 2, 3, 4 & 5** – Each new commission will be offered in rotation to firms starting with the firm ranked 1<sup>st</sup> in line with their evaluation score. However in the event of (a) conflict of interest or (b) the Councils is of the opinion that the preferred applicant has insufficient capacity to deliver the necessary commission or (c) the advice required is, in the opinion of the Council, related to or similar to a matter previously dealt with by another firm, the commission may be offered in turn to the 2<sup>nd</sup> or 3<sup>rd</sup>.

**Recommendation:**

It is recommended that Members note:

- The award of contracts to each of the companies noted to commence on 1<sup>st</sup> July 2023 for two years with the option to extend for a further 3 periods of 1 year. (2+1+1+1)

**Finance and Resource Implications:**

The legal budget for 23/24 has been agreed as ██████ (Corporate) and ██████ (Planning). All relevant services have considered potential cost implications when setting their budgets as part of the 23/24 estimates process. A further ██████ has been earmarked in reserves for potential judicial reviews.

## Screening and Impact Assessment

### 1. Equality and Good Relations

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

Yes

If no, please provide explanation/rationale

If yes, what was the outcome?:

**Option 1**  
Screen out  
without mitigation

X

**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)**

It is considered that there will be no adverse effects from the provision of Legal Services on any equality group. There may be some minor positive impacts for some groups who may benefit indirectly from the provision of legal services.

**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 relevant.

**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:**

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

No

If Yes, please insert date:



## Corporate Services Committee

**Confidential**

**12<sup>th</sup> April 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

-

## Item for Noting

**TITLE:** Management Accounts – Period 11 (February)

### Background and Key Issues:


#### Period 11 - Management Accounts

1. Attached is the set of Management Accounts for the period ended 28 February 2023.
2. This shows a summary of each directorate and any opportunities or risks that may arise before the end of the financial year.

3. It is to be noted that the net profiled expenditure for the period is **£532,766 below the approved estimates (1.24% 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 decreased from 1.53% underspent in period 10.
5. The underspend as at period 11 of £533k is summarised below:
  - Payroll Underspend - £347k
  - Non-payroll Overspend - £1,245k
  - Income Overachievement - £1,431k

### ***Analysis of current position***

6. In terms of *payroll* expenditure, there has been significant focus on recruitment in recent months and this will continue.
7. The regional and local pay offers are reflected in the management accounts.
8. 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.
9. In terms of *non-payroll* there are a number of factors which contribute towards the current overspend position:
10. Utility costs – there continues to be price uncertainty relating to electricity and gas charges. Costs were £1.497m over profiled budget for period 11 (£3,276,802 actual vs £1,779,226 budget). Periods 1- 11 account for approx. 91.15% of the annual budget as profiled spend.

- 
12. In terms of *income*, there are areas which are underachieving which are offset by areas that are overachieving. Some of the key income streams and performance to date are detailed below:
    - Vitality membership income is tracking income at 29% (P10 - 29%) ahead of budget by the end of P10 (actual to date £1,485,200 v budget to date £1,148,000).
    - Income from golf courses has performed better than anticipated, (£679,345 actual to date v £518,308 budget to date) achieving 31% over planned budget at P11 (P10 – 31%).


- Trade Waste collection has performed better than anticipated (£350,230 actual v budget to date £315,000) achieving 11% over planned budget at P11.
- MRF income is tracking well above profiled budget as at period 11 with income at £126,244 compared to a profiled budget of £24,000.
- Investment income is tracking well above profiled budget at period 11 with income at £390,547, compare to a budget of £18,333. This is due to the increase in investment interest rates, which is expected to continue to the year end.
- Income for building control is 13% (P10 – 15%) below profiled budget for period 11 (£842,635 actual to date v £966,493 budget to date).
- Planning fees income is tracking 12% (P10 – 10%) below profiled budget for period 11 with actual income of £882,673 compared to a period 11 budget of £1,008,329

### ***Other Considerations going forward***

#### *13. Payroll*

- Whilst the Council has appointed new staff into more than 90 posts, the recruitment market remains challenging. A number of recruitment exercises are ongoing, however there is no guarantee these posts will attract suitable candidates.

#### *14. Non Payroll*

- Inflation is currently 10.4%. (February 2023)  

- Rising utility costs – current impact up to period 11 is detailed above. The overall forecasted impact has been reduced due to the price cap of non-domestic energy costs being introduced. The potential overspend is expected to be around £1.62m
- Fuel costs – the current volatility of the market continues to be a risk for the remainder of the financial year. The risk on the Management accounts is £15k to reflect the recent fluctuations in fuel prices.
- Increasing prices for current and new contracts, including vehicle material costs remains a risk for the remainder of the financial year.
- An underspend within Waste Services is starting to materialise, due to the delay in the procurement for the new residual waste treatment contract. This contract is not expected to be in place until, at the very least, April 2023.
- A risk was added to the Management Accounts in Period 9 due to the risk of third party funding shortfalls. At this time, there are no figures included, however it has been included for Member's information.

15. *Income*

- Due to cost of living pressures, there is a risk that footfall within the leisure facilities may reduce / memberships may be cancelled.
- As part of the 2022/23 rates setting process, the income budget for conferencing within Lagan Valley Island were reduced. These budgets were profiled from period 6 onwards in the financial year. Income is tracking below the profiled budget at present and there remains a risk that the expected income for these areas will be less than predicted at the end of the financial year due to the inflationary increases/cost of living increases.

16. *Capital/construction costs*

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

[REDACTED]

[REDACTED]

[REDACTED]

***Current and future cost pressures***

18. Analysis of current and future cost pressures for all Councils have been carried out and communicated with DfC through SOLACE.

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

***Moving Forward***

20. Finance continue to have regular monthly 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?

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

Not applicable

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)**

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

## 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 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:**

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 11

**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 11

2022/23

Comments

SUMMARY BY DIRECTOR

	Annual Budget	YTD P11	YTD P11	Variance	
	£	Act & Comm £	Budget £	£	
Finance & Corporate Services	6,658,800	5,684,391	5,976,422	- 292,031	-4.89%
Governance & Audit	691,660	582,350	635,133	- 52,783	-8.31%
Leisure & Community Wellbeing	13,476,870	13,288,911	12,409,703	879,208	7.08%
Environmental Services	20,151,120	17,854,274	18,508,692	- 654,418	-3.54%
Service Transformation	7,783,410	5,172,368	5,585,110	- 412,742	-7.39%
<b>Total</b>	<b>48,761,860</b>	<b>42,582,294</b>	<b>43,115,060</b>	<b>(532,766)</b>	<b>-1.24%</b>

Costs excluded from above covered by reserves:

LDP		115,955		115,955	
Leisure new equipment		179,084		179,084	
City Centre Globe project - up to £70K covered in reserves		62,547		62,547	
COVID Costs (from 21/22 reserves balance b/fwd)		201,207		201,207	
				<b>558,793</b>	

RISKS - Costs projected for remainder of Fin Year

Price increases of Fuel				5,000	
Price increases of Utilities				66,238	
Impact of inflationary increases on materials and chemicals				40,000	
Vehicle materials				20,000	
Government funded programmes-risk of funding gap,e.g. Animal welfare and Affordable Warmth					
<b>TOTAL RISKS</b>					

based on price cap for winter consumption

This risk has arisen from issue of Dfi planning advice that has subsequently been withdrawn but Council continue to receive JR's

OPPORTUNITIES -

<b>TOTAL OPPORTUNITIES</b>					
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**Payroll/non Payroll/ Income Summary per Directorate to Period 11**

<b>Finance &amp; Corporate Services</b>	<b>Annual Budget</b>	<b>YTD P11 Act &amp; Comm</b>	<b>YTD P11 Budget</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
Payroll	4,632,840	4,224,585	4,239,373	(14,788)
Non-Payroll	3,084,579	2,891,383	2,695,391	195,992
Income	(1,058,619)	(1,431,577)	(958,342)	(473,235)
<b>Total Net - Service Support</b>	<b>6,658,800</b>	<b>5,684,391</b>	<b>5,976,422</b>	<b>(292,031)</b>

**Explanation**

Open roles within Corporate Services, HR and Finance currently being recruited.

Overspend mainly driven by increases in utility costs and rising inflation impact on goods and services

Bank Interest higher than expected due to increase in interest rates .

-4.89%

<b>Governance &amp; Audit</b>	<b>Annual Budget</b>	<b>YTD P11 Act &amp; Comm</b>	<b>YTD P11 Budget</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
Payroll	618,730	528,163	567,195	(39,032)
Non-Payroll	72,930	71,281	67,938	3,343
Income	-	(17,094)	-	(17,094)
<b>Total Net - Governance and Audit</b>	<b>691,660</b>	<b>582,350</b>	<b>635,133</b>	<b>(52,783)</b>

**Explanation**

Payroll underspend mainly due to unfilled roles, offset by Agency costs .

Recoupment of seconded policy officer.

-8.31%

<b>Leisure &amp; Community Wellbeing</b>	<b>Annual Budget</b>	<b>YTD P11 Act &amp; Comm</b>	<b>YTD P11 Budget</b>	<b>Variance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
Payroll	12,895,580	11,819,692	11,853,673	(33,981)
Non-Payroll	8,460,010	9,229,995	7,421,495	1,808,500
Income	(7,878,720)	(7,760,776)	(6,865,465)	(895,311)
<b>Total Net - Leisure and Community Wellbeing</b>	<b>13,476,870</b>	<b>13,288,911</b>	<b>12,409,703</b>	<b>879,208</b>

**Explanation**

Payroll underspend has been reduced due to the pay award. There are still a number of vacant posts

Mainly due to increases in utility costs in Leisure Centres as well as increases in Contractors costs, materials and chemicals due to impact of rising inflation.

Sports services income continues to show a favourable income position , particularly in Vitality, DIIB Bowling , Caravan park , Golf Courses and CHGC. However, This trend may not continue due to current economic climate but overall Sport Services income at period 11 is ahead of budget expectations.

7.08%

Environmental Services	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	Explanation
					Some of the vacant posts have been recruited but there are still a number of vacancies across the directorate. Overspend due to annual pay award higher than estimated.
Payroll	11,155,900	10,356,027	10,251,929	104,098	
Non-Payroll	12,480,010	10,746,763	11,382,870	(636,107)	Overspends across the directorate include: Insurance Costs £76k (Premiums £12k, Self Insurance Fund £64k); Food Caddy Liners £79k; Fuel £33k, due to inflationary pressures, these have been offset by the following underspends within Waste Management: Civic Amenity contracts and Arc21 contracts in relation to waste haulage and disposal costs (£122k) and (£667k) in relation to the delay of a new Residual Waste Treatment Contract.
Income	(3,484,790)	(3,248,516)	(3,126,107)	(122,409)	Current under achievement in Building Control income of £134.7k is being off set by over achievements in Cemetery income (£67k), Off Street Parking Charges (£41k), Trade Refuse Collection (£36) and recycling income (£137k).
<b>Total Net - Environmental Services</b>	<b>20,151,120</b>	<b>17,854,274</b>	<b>18,508,692</b>	<b>(654,418)</b>	-3.54%

Service Transformation	Annual Budget	YTD P11 Act & Comm	YTD P11 Budget	Variance	Explanation
					Overall payroll is underspent at period 11. Some open roles have now been recruited but there are posts in Development & Procurement that remain unfilled.
Payroll	5,455,580	4,645,278	5,008,182	(362,904)	
Non-Payroll	8,760,340	6,301,252	6,427,652	(126,400)	Overspend has reduced to underspend in January due to improvements in maintenance materials and maintenance contracts
Income	(6,432,510)	(5,774,162)	(5,850,724)	76,562	The underspend is mainly due to income accruals offset by expenditure for funded projects. Plan fees are underachieved at period 11 by £75 k due to current climate.
<b>Total Net - Service Transformation</b>	<b>7,783,410</b>	<b>5,172,368</b>	<b>5,585,110</b>	<b>(412,742)</b>	-7.39%