

**LISBURN CITY COUNCIL/CASTLEREAGH BOROUGH COUNCIL  
TRANSITION COMMITTEE**

Minutes of the Meeting of the Lisburn City Council/Castlereagh Borough Council  
Transition Committee held in the Council Chamber, Island Civic Centre, The Island,  
Lisburn, on Thursday, 20 August 2009 at 7.00 pm

**PRESENT:**

Lisburn City Council

Councillor D J Craig, Chairman

The Right Worshipful the Mayor  
Councillor A G Ewart

Deputy Mayor  
Alderman S P Porter

Alderman W J Dillon

Councillors R Crawford and T J Lunn

Castlereagh Borough Council

Councillor L Walker, Mayor

Aldermen G Rice and J White

Councillors J Beattie, B Hanvey, M Henderson,  
G Robinson and J White

**IN ATTENDANCE:**

Lisburn City Council

Chief Executive  
Director of Leisure Services  
Assistant Director Corporate Services (Miss E Shields)  
Assistant Director Environmental Services (Technical Services)  
Committee Secretary

Castlereagh Borough Council

Acting Chief Executive  
Director of Technical & Environmental Services  
Acting Director of Leisure Services  
H R Manager (Acting) (Mrs H Currie)

## **Commencement of the Meeting**

### (a) Chairman of the Transition Committee

At the outset, Councillor B Hanvey, Vice Chairman, having welcomed everyone present to the meeting, reported that at the previous meeting of the Committee, in the absence of a quorum, Councillor D J Craig had been nominated as Chairman designate of the Transition Committee, following the resignation of the former Chairman, Alderman E C Poots. Councillor Hanvey stated that the above decision had yet to be ratified by the Committee.

It was proposed by Councillor R Crawford, seconded by Councillor M Henderson and agreed that Councillor D J Craig be elected Chairman of the Transition Committee.

In response to questions raised by Alderman W J Dillon in relation to the procedures that had been followed at the previous meeting in the appointment of a Chairman, Councillor Hanvey advised that no Member from either Council had dissented from the proposal to appoint Councillor D J Craig as Chairman designate and the Committee had proceeded to conduct its business.

**Councillor L Walker, Mayor of Castlereagh Borough Council, arrived at the meeting at 7.05 pm.**

### (b) Catering Arrangements

Alderman G Rice, having congratulated Councillor D J Craig on his appointment as Chairman of the Committee, pointed out that there appeared to be a misunderstanding in regard to the catering arrangements prior to the Meeting and requested that in future correct information be provided in this regard. The Chief Executive (LCC), on pointing out that the normal practice for Lisburn City Council was to provide tea/coffee and biscuits following the meeting, agreed to look into this matter and assured Members that the Council would be willing in future to accommodate any Members' dietary needs.

At this juncture, the Chairman, Councillor D J Craig, extended congratulations to Councillor L Walker on his elevation to Mayor of Castlereagh Borough Council.

#### 1. Minutes

It was agreed that the minutes of the meeting of the Transition Committee held on 16 July, 2009 and 18 June 2009 be accepted.

#### 2. Apologies

It was agreed to accept apologies for non-attendance at the meeting on behalf of Councillor J Spratt, the Director of Corporate Services, Lisburn City Council, the Director of Environmental Services, Lisburn City Council and the Director of Administration & Community Services, Castlereagh Borough Council.

3. Minutes of Meeting of 18 June 2009

A discussion ensued regarding the adoption of the Transition Committee minutes of 18 June 2009. Alderman J White was of the opinion that the content of the minutes still did not bear resemblance to the discussions that had taken place and that the changes that had been requested at the July Committee Meeting had not been incorporated into the minutes, and proposed that Castlereagh Borough Council do not adopt the minutes.

The Chairman, Councillor D J Craig, pointed out that the minutes of 16 July superseded the minutes of 18 June.

The Chief Executive (LCC) pointed out that whilst the minutes of 18 June 2009 had not been ratified by Castlereagh Borough Council, the minutes of 16 July 2009 had been ratified by both Councils and the minutes of 16 July recorded the changes to the previous month's minute. Accordingly both sets of minutes should be read in conjunction with each other.

Alderman J White was of the opinion that the minutes of 18 June required to be cross-referenced with the minutes of 16 July before they could be accepted by Castlereagh Borough Council, and in particular, the questions posed to Mr Ian Maye must be incorporated into the minute of 18 June.

Following discussion it was agreed on a proposal by Alderman J White, seconded by Councillor L Walker, Mayor of Castlereagh Borough Council, that the minutes of the Committee meeting of 18 June be accepted subject to both sets of minutes (18 June and 16 July) being cross-referenced in order to highlight the issues raised by Castlereagh Borough Council and which would prevent both sets of minutes being read in isolation.

It was also agreed that the minutes of 18 June be taken back to both Councils for ratification following the insertion of the appropriate cross-references.

4. Verbal Report from Chairman, Councillor D J Craig

Councillor D J Craig updated the Committee on the meeting that he had attended with the Chief Executive (LCC) and the Acting Chief Executive (CBC) during which an extensive list of financial and administrative issues that the Transition Committee would have to progress had been considered. Councillor Craig stated that to date there had been no information forthcoming from the Department of the Environment on these issues despite requests on two occasions by both the Chief Executive (LCC) and the Acting Chief Executive (CBC).

Councillor Craig informed the Committee that a meeting was being arranged with the Minister for the Environment, Edwin Poots, MLA, which would be attended by the Chief Executive (LCC), the Acting Chief Executive (CBC), together with the Chairman and Vice Chairman of the Committee, the purpose of which would be to table a number of questions to the Minister.

In this regard Councillor Craig advised that the above-mentioned list of questions would be provided to all Members of the Committee for their attention and emphasised that any comments or additions to the list of questions should be forwarded to either the

4. Verbal Report from Chairman, Councillor D J Craig (Cont'd)

Chairman, the Vice Chairman, the Chief Executive, (LCC) or the Acting Chief Executive (CBC) within one week.

Councillor Craig emphasised to the Committee that it was becoming apparent that the Transition Committee would not be in a position to fulfil its remit until the relevant information was available from the Department.

Councillor G Robinson pointed out that when nominations were being sought for the Transition Committee he was of the understanding that any Member who was on any of the three policy panels that had been set up by NILGA could not take a position on the Transition Committee, and requested clarification in this regard. The Chairman undertook to look into this matter and report back at the next meeting of the Committee.

5. Report of the Chief Executive of Lisburn City Council and the Acting Chief Executive of Castlereagh Borough Council

5.1 Recruitment Exercises - Accommodation

5.1.1 Post of Change Manager

It was noted that the date for the shortlisting of the above post had been set for 26 August 2009.

5.1.2 Post of Committee Secretary

It was noted that following the agreed changes to the job specification for the above post, the post had been re-evaluated and re-advertised on 20 August 2009 in the Belfast Telegraph, with a closing date of 17 September 2009.

The Chief Executive (LCC) agreed to bring further reports on the recruitment exercises to the Committee in due course.

5.1.3 Change Manager/Committee Secretary – Accommodation

It was agreed to recommend that both of the above posts be located at Lagan Valley Island Civic Centre with additional accommodation also being provided by Castlereagh Borough Council for the post of Change Manager as that officer would be required to spend significant time dealing with matters relating to Castlereagh Borough Council Members and Officers.

5.2 Department of the Environment (DOE) Guidance Note 2007/2009 – Key Tasks and Milestones

The Committee was reminded of the decision of the Committee at its meeting on 16 July that a report be made regarding the above-mentioned subject indicating resources/ structures which would be required to ensure that the key tasks and milestones indicated

5.2 Department of the Environment (DOE) Guidance Note 2007/2009 – Key Tasks and Milestones (Cont'd)

by the DOE were achieved, and also of a previous decision of the Committee to the establishment of three sub committees to undertake detailed consideration of matters relating to the transition process.

The Chief Executive (LCC) reported that in order to assist the sub committees in their deliberations it would be intended that three officer project teams be established to mirror the responsibilities of the three sub committees. The membership of the officer project teams would consist of officers of both councils and would be identified by the Chief Executive (LCC) and the Acting Chief Executive (CBC), and would be co-chaired by officers of both Councils and serviced by the new posts of Change Manager and Committee Secretary. The meetings of the project teams would be held alternatively in the offices of both Councils.

The Committee had been furnished with details of the responsibilities of the policy development panels on which the representatives of the three sub committees would be based, it being noted that following the early meetings of the sub committees it may become apparent that the distribution of responsibilities between the sub committees would be required to be reconsidered in order to ensure that there was, as far as possible, an equal work load on each.

The Chief Executive (LCC) advised the Committee of the significant increase on workload that the establishment of the sub committees and the officer project teams would require. The establishment of the Change Manager and Committee Secretary posts would be of significant assistance in this regard but many officers across both Councils would be required to undertake work related to the transition process, as well as their normal duties.

It was noted that further reports on the above matter would be brought to the Committee if it was felt that additional resources were required as the transition process continued.

The Chief Executive (LCC) further advised that the DOE had not yet indicated the level of ongoing financial assistance which would be available to cluster councils in connection with the transition process up to 2011 and agreed to bring further reports in this regard to the Committee when the financial information was available.

A discussion ensued during which Members expressed concern regarding the lack of progress to date and the lack of strategies and action plan to move the transition progress forward in a timely manner. The Chairman, Councillor D J Craig, reiterated the urgent need for the meeting with the Minister in order to obtain sufficient information to allow the Transition Committee to move the process forward, and reminded Members that their comments to the tabled questions to the Minister should be forwarded to him within the week.

The Chief Executive (LCC) discussed the requirement of the three officer project teams to produce action plans on their respective areas of responsibility; with the recommendations contained therein requiring to come before the Transition Committee for ratification.

It was agreed to recommend that the report on the above matters be accepted.

### 5.3 Communication Strategy

The Committee was advised that the guidelines issued by the DOE indicated that a Communication Strategy for cluster councils should be presented to the relevant Transition Committees during August. In this regard a paper which was being considered currently by Officers of both Councils had been furnished to Members. It was noted that the DOE had convened the second meeting of the recently established Communications Forum on 13 August 2009 and an item relating to the proposed Communications Strategy for the cluster councils had been included on the agenda.

It was agreed to recommend that in view of the further discussions which were to take place on this matter at the DOE's Communication Forum meeting, a full report on this matter be made to the Committee at its meeting in September.

### 5.4 Meeting with Mr Ian Maye, Local Government Policy Division

Further to the discussions at the last meeting of the Committee, a transcript of the discussion which had taken place at the Committee meeting held on 18 June 2009 in connection with a presentation by Mr Ian Maye, Local Government Policy Division, had been circulated to Members.

The Committee was advised that a copy of the transcript had been forwarded to Mr Maye's office, it being noted that Mr Maye had left his post in the Local Government Policy Division and a replacement had not as yet taken up duties.

A response to the questions to Mr Maye, which had been prepared by Ms Angela Fitzpatrick, Local Government Policy Division, and which had been received earlier that day, was circulated at the Meeting.

It was agreed that as the Committee was of the opinion that the response from the Local Government Policy Division, contained no definitive answers to the questions posed by the Committee, the matter be raised at the forthcoming meeting with the Minister.

### 5.5 Assets Report

As requested by the Committee at an earlier meeting, the Committee was advised that Officers of both councils were liaising regarding the preparation of an Assets Report which would be brought before a future meeting of the Committee.

### 5.6 Capital Schemes

The Committee, following its decision at its last meeting to defer consideration of the Joint Capital Programme for both Councils to the meeting on 20 August, and having been furnished with a further copy of the Joint Capital Programme, agreed to recommend that the above matter be referred to the relevant sub committee.

### 5.7 Staffing Matters – Fixed Term Contracts

The Committee noted the content of a joint report prepared by Human Resource Officers from both Councils confirming the legal position in relation to potential legal challenges with regard to fixed term Contracts. It was noted that both Councils had now agreed a similar approach to fixed term contracts.

## 5.8 Public Health Agency – Local Government – Community Planning

Further to the decision of the Committee at its last meeting that further information be obtained in regard to the above subject, a copy of a paper entitled “Establishment of Joint Working arrangements between Local Government and the Public Health Agency” had been furnished to Members.

It was agreed to recommend that the content of the above-mentioned paper be noted and that further consideration be given to inviting the Public Health Agency to present to the Committee when it was known which sub committee and project team had responsibility for this initiative.

## 5.9 District Electoral Area Commission

The Committee noted the content of a report on the outcome of discussions with the District Electoral Area Commissioner and officers from both councils on Tuesday 4 August 2009.

## 5.10 Transition Committee Insurance Arrangements

The Chief Executive (LCC) advised the Committee that the Transition Management Team at its meeting on 4 August 2009 had met with a representative of the Council’s insurer, Marsh Limited, regarding insurance cover which may be required by the Transition Committee and in this regard reported that as all the recommendations of the Transition Committee were required to be adopted by both Councils, the insurance cover already in place by both Councils would be sufficient.

It was noted that separate insurance cover would be required by the Transition Committee when it assumed its statutory responsibilities early next year. A further report in this regard would be brought to the Committee in the near future.

## 5.11 Transition Committee – “in Committee”

The Chief Executive (LCC) reported that Lisburn City Council at its meeting held on 28 July 2009 agreed to refer back to the Transition Committee that part of the minutes of the Meeting of the Transition Committee held on 16 July 2009 recommending that the minutes of the Transition Committee be dealt with “in Committee” by both Councils. Lisburn City Council felt that this was an unnecessary procedure and that the minutes of the Transition Committee should be dealt with in the normal manner by Lisburn City Council, and that any matters of a confidential nature could be dealt with individually “in Committee.”

It was agreed to recommend that:

- the minutes of the Transition Committee be considered at the respective meetings of Council in the normal manner and any matters of a confidential nature be dealt with individually “in Committee”, and
- should one Council agree to adopt the minutes and the other Council did not, the relevant Officers liaise with the other Council in order that the minutes were not made public until the other Council had adopted the minutes.

#### 5.11 Transition Committee – “in Committee” (Cont’d)

The Chief Executive (LCC) reminded the Committee that no decisions of the Transition Committee were progressed until both Councils had adopted the relevant minute.

#### 5.12 Transition Committee – Date of Meetings

Further to the decision of Lisburn City Council at its Meeting held on 28 July 2009 that the Transition Committee be requested to reconsider the date of its meetings, it was recommended that the meetings of the Transition Committee take place on the second Thursday of each month, it being noted that the current arrangement of meeting on the third Thursday of each month meant that the minutes of the Transition Committee could only be tabled at meetings of Lisburn City Council on the following Tuesday, and accordingly did not give Members of Lisburn Council sufficient time to consider the contents of the minutes.

In view of the fact that the second Thursday of each month did not suit a number of Members from Castlereagh Borough Council, it was agreed to recommend that delegated authority be sought from Lisburn City Council at its Meeting on 25 August 2009 to Lisburn City Council’s Planning Committee to adopt the minutes of the Transition Committee, it being noted that the Planning Committee, which involved all 30 Members of Council, took place the following week after the Council meeting and would allow sufficient time for Members to read the minutes.

Councillor M Henderson requested that his thanks for the co-operation of the Lisburn City Council Committee Members in this matter be recorded.

#### 5.13 Away Day

Further to the decision of the Committee at its last meeting that further consideration be given to the appointment of a facilitator to assist during the Away Day for the Transition Committee, a copy of correspondence between Castlereagh Borough Council and a Ms Angela Probert, who had been recommended by Mr Robert Gilmore, former Chief Executive of Banbridge District Council, had been circulated to Members.

In this regard the Chief Executive (LCC) reported that he, together with the Acting Chief Executive (CBC), had met with Ms Probert that morning and advised that the cost of selecting Ms Probert, who had a partnership arrangement with Deloitte, was £1,000 per 8-hour day and that an 8-hour day consultancy required three days’ work, ie. £3,000 in total.

It was agreed to recommend that Ms Angela Probert be appointed as facilitator to assist during the Away Day and that the necessary expenditure as outlined above be incurred.

It was noted that the Away Day would take place in early October when it was hoped that the Change Manager would be appointed and available to take part in the Away Day.

#### 5.14 Local Government Reform Joint Forum

Members noted the content of correspondence dated 3 August 2009 from the Local Government Staff Commission regarding the establishment of the above Forum.

#### 5.15 Meeting with Representatives of Belfast Transition Committee

The Committee was advised that a meeting between the Chairman and Vice Chairman of the Committee and representatives of the Belfast Transition Committee was due to take place on 25 August 2009 in the offices of Castlereagh Borough Council at 2.00 pm.

The Chief Executive (LCC) drew Members' attention to item 3 of the Tabled Report, also on the above subject, which advised that Belfast City Council Transition Committee may be represented at the above-mentioned meeting by up to eight elected members and officers, and accordingly it was felt that the representation from the Lisburn/Castlereagh Transition Committee should be added to. It was noted that the representation from Lisburn/Castlereagh Transition Committee included the Chairman and Vice Chairman, together with the Chief Executive (LCC) and the Acting Chief Executive (CBC).

It was agreed to recommend that in addition to the above-mentioned representatives of the Lisburn/Castlereagh Transition Committee, the Mayor and Deputy Mayor of Lisburn City Council, together with the Mayor of Castlereagh Borough Council and Councillor M Henderson, Castlereagh Borough Council, be also included in the delegation to meet with Belfast City Council Transition Committee.

Comments were noted from Councillor L Walker, Mayor of Castlereagh Borough Council, regarding the need to seek clarification on certain issues from the Minister prior to the meeting with Belfast City Council Transition Committee; in particular the fact that areas of both Lisburn City Council and Castlereagh Borough Council were being transferred to Belfast City Council. The Chairman, Councillor D J Craig agreed to raise this issue with the Minister at the forthcoming meeting.

It was agreed that as Lisburn/Castlereagh Transition Committee was hosting the meeting with Belfast City Council Transition Committee, the Chairman, Councillor D J Craig, chair the meeting. It was noted that a report on the outcome of the meeting would be brought to the Committee at its meeting in September.

#### 5.16 Minutes of Meeting of Transition Management Team – 4 August 2009

Members noted the content of the minutes of the Transition Management Team meeting held on Tuesday 4 August 2009.

It was agreed that the Committee's concerns regarding the lack of information on planning reform be also raised at the forthcoming meeting with the Minister.

#### 5.17 Planning and Programme Management of the Reform Programme Workshop

Further to the attendance at the above-mentioned workshop in the offices of NILGA on Monday 10 August 2009 by the Vice Chairman of the Committee and the Director of Leisure Services (CBC), a copy of a report on the workshop had been furnished to Members, the content of which was noted.

#### 5.18 Sub-Committee Membership

In order to ensure a balanced representation from each Council on each of the Sub Committees, it was agreed to recommend that the number of each sub-committee be as follows and that the nominations be brought to the next meeting of the Committee:-

## 5.18 Sub-Committee Membership (Cont'd)

- |   |                          |
|---|--------------------------|
| 1. Governance, Community Planning and Central/<br>Local Government Relationships: | 6 Members<br>(3:3 split) |
| 2. Service Delivery   | 5 Members<br>(3:2 split) |
| 3. Structural Reform  | 5 Members<br>(2:3 split) |

## Tabled Report

### 5.19 “What Role for “Place” in the Transition to a New Local Authority?” Half-Day Seminar

It was agreed that no nominations be made from the Committee to attend the above seminar.

### 5.20 Meeting with Pricewaterhouse Coopers

The Chief Executive (LCC) reported that Pricewaterhouse Coopers (PwC) had been appointed by the DOE to do a full economic appraisal of Local Government Service Delivery post 2011 together with an Outline Implementation Plan, and as part of PwC's commission they had requested to meet with representatives of the Lisburn/Castlereagh Transition Committee at 1.30 pm on Wednesday 26 August 2009 at the Island Civic Centre, Lisburn.

It was agreed that the above meeting with PwC be open to any Member of the Committee, it being noted that the Chairman and Vice Chairman had already confirmed their attendance.

## 6. Any Other Business

### 6.1 Action Plans and Timelines Councillor M Henderson

It was agreed that a plan outlining actions and decisions to date arising out of the minutes be provided to the Committee in order that Members could be kept informed of what was taking place between meetings.

### 6.2 Special Dietary Requirements Chairman, Councillor D J Craig

Councillor D J Craig apologised for the confusion in regard to the catering arrangements for the meeting and requested that any Member with special dietary requirements to advise Officers in advance of the meetings in order that their needs could be catered for.

There being no further business, the meeting was terminated at 8.20 pm.

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Chairman