

CASTLEREAGH BOROUGH COUNCIL

Minutes of the proceedings of the Central Services Committee held, in committee, in the Function Suite, Civic & Administrative Offices, Bradford Court, Upper Galwally, Castlereagh, BT8 6RB on Monday, 12th December 2005 at 7.30 p.m.

PRESENT:-

Alderman J Norris

Councillor Mrs M Chambers

Councillor Mrs J Cochrane

Councillor C Hall

Councillor Miss R Hughes MBE

Councillor M Long (from 7.45 p.m.)

Councillor G Robinson

IN ATTENDANCE:-

Community Services Manager, Administration Manager, and Assistant Members' Services Officer

APOLOGIES:-

Apologies were recorded on behalf of Councillors Spratt, Bunting, Jeffers and Councillor Long who would be arriving late to the meeting.

CS/2005/137 : MINUTES

Tabled:- Minutes of the Central Services Committee Meeting held on 14th November 2005 (copy enclosed).

Noted.

MATTERS ARISING

CS/2005/138 : CORRESPONDENCE FROM DUNDONALD ELIM CHURCH RE: CIVIL PARTNERSHIPS

(Minute Ref No: CS/2005/113 refers)

In response to a query from Councillor Robinson, it was

RESOLVED:- That, the Administration Manager would ascertain if the Director of Administration & Community Services has written to the Elim Church advising of the Council's policy in respect of Civil Partnerships and room hire, and if so, she would arrange for Councillor Robinson to receive a copy of the correspondence.

However, if the letter is still outstanding, that the Officers ensure that the Chairman of the Committee is afforded an opportunity to peruse the final draft before it is forwarded to the Elim Church.

CS/2005/139 : REQUEST FOR SEEDING GRANT FROM KILLYNURE RESIDENTS ASSOCIATION AND THE LANGSTONE SCHOOL OF MUSIC (Minute Ref No: CS/2005/118 refers)

The Community Services Manager indicated that, in light of the recent events regarding the funeral of Dr George Best, he hoped to have the relevant information on the Langstone Project by the end of the week and would subsequently forward it on to Councillor Robinson.

Noted.

CS/2005/140 : CORRESPONDENCE FROM THE BELFAST GROUP OF CITIZENS ADVICE BUREAUX RE: 2006/2007 BUDGETS FOR THE CASTLEREAGH OUTREACH PROJECT (Minute Ref No: CS/2005/121 refers)

In response to a query from Councillor Robinson, it was

RESOLVED:- That, the Officers would arrange for Members to be provided with a more detailed breakdown of the costings in respect of the costings relating to the Citizens Advice Bureau budget for the 2006/2007 year in the sum of £39,215.

At the December Council meeting, Members agreed that Minute No CS/2005/141 be referred back to the Committee for further consideration.

CS/2005/141 : STANCE ON CIVIL PARTNERSHIPS

At this point, Alderman Norris welcomed the stance recently taken by 3 Members of the Alliance Party in respect to the issue of Civil Partnerships and commended them for their actions in taking this stand.

This sentiment was echoed by Councillor Chambers.

Councillor Cochrane wished to point out that, although she did not personally agree with Civil Partnerships, she did believe in Human Rights issues and subsequently did not feel it was her right to judge others on their actions.

Noted.

At this point, Members agreed that the Community Service Manager's report should be dealt with first, as he had to attend another meeting later that evening.

REPORT FROM THE COMMUNITY SERVICES MANAGER

COMMUNITY SERVICES MATTERS

CS/2005/142 : COMMUNITY SERVICES STRATEGY DEVELOPMENT PLAN

The Community Services Manager apologised to Members that he was unable to project his Strategy Development Plan presentation onscreen as a result of IT problems and indicated that he would arrange for each Member to be emailed a copy of the presentation notes and Strategy Development Plan as soon as possible after the meeting.

In the interim, he took Members verbally through each of the aspects of the Community Services Strategy Development Plan and outlined the various structures, resources, objectives and actions taken which were involved in implementing the strategy.

Councillor Long entered the meeting at 7.45 p.m.

Members, however, felt that they were unable to discuss the presentation content without sufficient notes available for perusal and requested that the Officer deliver his presentation of the Community Services Strategy Development Plan again at a future meeting of the Committee.

Councillor Robinson asked the Community Services Manager if he could clarify how he recorded the daily, weekly and monthly work patterns of the Officers within his Department.

The Officer responded that each of the Community Service Officers were given 3 designated geographic areas and although, at times, they were sometimes deployed on specific projects not within their dedicated areas, due to the exigencies of the Department, they were still required to complete timesheets and weekly planners.

In addition, the Community Services Manager informed Members that he had established an "out" board which identified if individual Officers were in the Department, and, if not, it listed where they were working at that given moment in time.

Councillor Robinson asked that the Officer prepare a report for the information of Members in relation to their areas of responsibility, the type of projects that are involved and identify any “cross-over” areas that may be applicable.

He also felt that this information would be beneficial to Members as it would identify exactly who should be approached in the event of any specific community problems within a given area of the Borough.

At this point, the Community Services Manager referred to the proposed Community Services booklet, which would list this information, and he hoped to have a copy available for perusal for the next meeting of the Committee. In addition, he commented that this information would be posted on the Council’s Community Services website for public access.

Councillor Robinson then referred to the Ballyoran Centre in which decisions to undertake certain actions had been agreed at the date of the last meeting and he sought a copy of the Council’s No Smoking policy from the Administration Manager.

In conclusion of his outstanding issues, he indicated that he had been approached by representatives from the Greengraves Drama Group and asked if Officers could ascertain when they had made representation to the Council, although he appreciated that this may have been some years ago and any subsequent correspondence that had been forwarded to the Group following their presentation.

Following discussion, it was

RESOLVED:- That,

- (a) The Community Services Manager will email Members a copy of his presentation notes and Community Services Strategy Development Plan and will arrange for a further presentation of the Plan to be made at a future meeting of the Committee.
- (b) The Community Services Manager be instructed to prepare a report ascertaining how he records the daily, weekly and monthly working patterns of his Community Services Officers.

Furthermore, that this report details the roles of each of the Officers, their areas of responsibility, the types of projects they are involved in and that it identifies any cross-over areas in the carrying out of their duties. This information should inform Members which Officer should be approached in the event should any problems be experienced within a specific area of the Borough.

- (c) The Community Services Manager be instructed to bring along a copy of the proposed Community Services information booklet for the next meeting of the Committee which should identify the roles and areas of responsibility for each of the Council's Community Services Officers.
- (d) The Administration Manager to forward Councillor Robinson a copy of the Council's No Smoking policy.
- (e) The Administration Manager to ascertain when Greengraves Drama Group made its initial presentation to the Council and forward him a copy of the relevant minute and any subsequent correspondence.

**CS/2005/143 : CENTRAL SERVICE COMMITTEE'S THANKS TO
COMMUNITY SERVICES STAFF FOR THEIR INVOLVEMENT IN THE
RECENT FUNERAL OF DR GEORGE BEST**

Following a request from the Chairman, Members of the Committee unanimously

RESOLVED:- That, the Officers ensure that the thanks of the Central Services Committee be conveyed to those Community Services staff involved in the organisation prior to, and during the day of the funeral of Dr George Best. In particular, they paid tribute to the professional demeanour and well-groomed appearance of each of the employees involved, which contributed to the overall success of the event.

COMMUNITY SPORTS

CS/2005/144 : COMMUNITY SPORT CONFERENCE REQUEST

The Community Services Manager referred to the Community Sport Conference Request and outlined the following details:-

Title: Diverting Young People from Anti-Social Behaviour and Crime Through Positive Activities

Location: Jurys Great Russell Street Hotel, London

Date: Tuesday 24th January 2006

Cost: £295- Conference, Flights TBC

Budget: Cost Covered via Community Sport Training Budget, distributed through Sports Council on behalf of The Big Lottery Fund.

Purpose of Officer Attending:

A major issue within Community Sport was the area of Anti-Social Behaviour and Youth Offending. The conference will examine in-depth how to develop and sustain effective positive activity programmes with long-term benefits. It will discuss how to engage the hardest to reach and how to develop positive futures for young people at risk of offending. This will be an excellent opportunity to learn about best practice examples and new and innovative ways to engage socially excluded youth.

Impact on Castlereagh Community Sport:

Community Sport is a relatively new and innovative concept, and it is a learning experience throughout the delivery of any community sport programme, as each project is needs based there are no right or wrong delivery methods, just best fit, this determines a need to uptake on any relevant training opportunities. Thus the impact on Castlereagh Community Sport will be one of added value and greater knowledge.

Following discussion, it was

RESOLVED:- That, the Central Services Committee grants approval for the Community Sports Development Officer to attend the Diverting Young People from Anti-Social Behaviour and Crime Through Positive Activities Conference which will be paid for through the Community Sport Training Budget distributed through Sports Council on behalf of The Big Lottery Fund.

Furthermore, that following her attendance at the Conference, the Officer prepares a report on its content for the information of Members, and she be instructed to update her fellow colleagues on those issues raised during the Conference.

CS/2005/145 : REIMBURSEMENT OF COURSE FEES WITH REGARD TO EMPLOYEES LEAVING THE COUNCIL

Councillor Robinson expressed his concern that Community Services employees from the various Council Leisure facilities had attended courses, which had benefited their training, but had since left the Council's employ.

He asked Officers if they could clarify if ex-employees were required to reimburse the Council for any training that they had undertaken whilst in the employ of the Council and which had benefited their progression to another employer.

The Officers responded that it was their understanding that Human Resources monitored such instances, however employees undertaking training which involved time away from their duties were subject to a 5-year payback clause, i.e. the Council could be reimbursed for the costs of any courses undertaken should an employee leave the Council within a 5 year period following completion of the course.

Noted

COMMUNITY RELATIONS

CS/2005/146 : PROPOSAL FOR STAFF TRAINING WEEKEND

The Community Services Manager drew Members' attention to an application received from the Community Relations Officer relating to Community Services Staff Training.

He reported that, in line with this financial year's programme, the Community Relations Officer would like to provide training for Administration and Community Services staff. As a result of increased training with staff and community groups, the uptake and participation from groups across the Borough in bringing forward Community Relations projects had increased in the past year. The Community Relations Officer would like to further encourage this development through more in-depth training.

He outlined that the proposed training would involve a residential commencing on Sunday 19th to Monday 20th March 2006. The training agenda will be to examine and explain the cross over and linkages between 'Community Relations' to 'Good Relations', a synopsis of the Review of Public Administration and its effects on local councils, the updating of the departmental strategy and will allow for the two departments which have recently been merged to develop closer working relations.

He referred to quotations received for potential venues:

Marine Court, Bangor	£129.95 per person
Hilton at Templepatrick	£154 per person + £195 room hire for Sunday
Tullyglass Hotel	£100.05 per person + £300 room hire
Clandeboye Lodge	£125.00 per person

In view of the above, the Community Services Manager recommended that the staff training residential take place at the Clandeboye Lodge.

He added that there would be approximately 25 people in total on the training course and the training budget available was £5,000.00.

As the proposed accommodation costs would amount to £3750.00, he outlined that the remaining funds would be used for facilitation fees.

The Community Services Manager informed Members that the 2005/2006 Community Relations training budget had this training residential for staff included in its plan, which had been agreed by Community Relations Unit and Castlereagh Borough Council to be spent within this financial year. He indicated, therefore, that the Community Relations Programme, would cover the costs of the training, if approved, by Castlereagh Borough Council.

It was also proposed that there will be training residential for councillors in either March or April 2006, and the Community Relations Officer will liaise with Members' Services to agree a date and venue. The proposed training will cover the 'Shared Future' document as well as the 'Review of Public Administration' and it had been organised that Derrick Wilson from the University of Ulster at Jordonstown would facilitate both residentials.

Following agreement, it was

RESOLVED:- That the Central Services Committee recommend approval to be given to hold

- (a) A Staff Training Residential at the Clandeboye Lodge Hotel on Sunday 19th & Monday 20th March 2006 at a cost of £3,750.00 payable from the Community Services Training Budget of £5,000, with the remaining funding to be used for facilitation fees.
- (b) A Training Residential course for Councillors to be held in either March or April 2006 at the Clandeboye Lodge Hotel, the date and venue to be agreed. The proposed training to cover the "Shared Future" document as well as the Review of Public Administration, and Derrick Wilson from the University of Ulster to facilitate both residentials.

ARTS OFFICER'S REPORT

CS/2005/147 : STREETWISE THEATRE COMPANY PRODUCTIONS

The Community Services Manager reported that the Community Services Department had organised a series of Christmas themed shows for schools and communities performed by Streetwise Theatre Company. These shows took place on Tuesday 22nd November in Brooklands Primary School and on

Wednesday 23rd November in Carryduff Primary School. Both school performances were full to capacity and the evening performances were very well attended.

He indicated that the events took place at no cost to the community as part of the Arts Development Outreach Programme. All four events were extremely successful and the Community Services Department had received very positive feedback from those in attendance, with numerous requests for a repeat performance next year.

Noted.

CS/2005/148 : VERBAL ARTS FESTIVAL

The Community Services Manager reported that the Annual Verbal Arts Festival will take place between 15th-25th February 2006, and will comprise of a series of drama productions, song-writing events, storytelling sessions and literary readings.

The opening night event will be a performance of Brian Freil's play 'Lovers' performed by The Belvoir Players and a full programme and invitations will be released after Christmas and Members were encouraged to attend.

Arts Development Grant Application Recommendation

Name of Applicant: Tullycarnet Yarnspinners

Background of the applicant: The group was founded in 1989 by Peg and Jim Armstrong to promote storytelling and help keep the oral tradition alive in Castlereagh. The Yarnspinners provide an annual programme of professional storytellers at Tullycarnet Library and have a strong following in Castlereagh.

Project information: The project applied for is two special storytelling sessions, the Christmas performance by 'The Good Companions' on Thursday 8th December and the other, a performance by Fionnula McKinley as part of Castlereagh verbal Arts Festival on Thursday 16th February 2006.

'The Good Companions' will re-enact a Victorian evening of stories and poems to highlight the importance of the oral traditions. Fionnula McKinley will be presenting a programme of folk tales, legends and myths from traditional Irish Folklore.

Both events will have community appeal, raising awareness of the traditions of storytelling and encouraging the promotion of cultural diversity.

Costs applied for:

Artistic Costs for 'The Good Companions'	£175
Artistic Costs for Fionnula McKinley	£50
Total	£225

(The group has requested a £200 contribution to the overall costs)

Councillor Robinson enquired if those events meriting an entrance fee, and including the provision of a glass of wine during the course of the event, would create any problems in obtaining Arts Development Programme funding.

However, the Community Services Manager responded that this would have no bearing on funding.

Councillor Robinson again queried if the SEE&LB were contributing any funding for these events or providing other methods of assistance.

The Community Services Manager indicated that the SEE&LB were permitting the groups to utilise the library facilities free of charge to host these events.

Following discussion, it was

RESOLVED:- That, approval be given to the Yarnspinners to receive £200 as a contribution towards their programme, as the project meets the aims and objectives of Castlereagh Borough Council's Arts Development Programme. The project fulfils the criteria by increasing the knowledge of the community, promotes respect and awareness of the arts and will encourage participation in the sharing of expenses.

CAPACITY BUILDING OFFICERS REPORT

CS/2005/149 : COMMUNITY SERVICES COMMUNITY SUPPORT WEBSITE

The website aims to give the community of Castlereagh relevant information on the Community Services Department and it can best assist them. The website content management system and design will cost a total of £4999. Quotes have been sought and are held on file. The Cost of the website will be covered by the funding secured from the DSD. The DSD have approved this project.

Noted.

CS/2005/150 : COMMUNITY SERVICES DIRECTORY

The Community Services Manager stated that the Community Services Directory was a much-needed resource in Castlereagh as currently there was no such like publication. The directory will include a list of community groups in the Borough, community venues, community workers and beneficial advice to community groups on matters such as community festivals, constitutions, financial matters etc. The total cost of the directory will be £4043. Quotations have been sought and are held on file. The cost of the directory will be covered by funding secured by the DSD. The DSD have approved this project.

Noted.

CS/2005/151 : ENLER PROJECT UPDATE

The Community Services Manager reported that a meeting was held with Landmark East on Tuesday 29 November 2005 at the Housing Executive in Dundonald. A webpage has been launched at www.enlercentre.com, which details progress of the project. At the meeting it had been agreed that responsibility for appointing the design team for the £ 2.5m project would rest with the South & East Belfast Trust as lead partner along with Castlereagh Borough Council and Landmark East. It was also agreed that communication would be vital in informing the local groups and stakeholders.

Following discussion, it was

RESOLVED:- That, Officers keep Members advised of progress regarding the Council's partnership with the South & East Belfast Trust and Landmark East in respect of the Community Facility within the Enler Project and the costs involved.

COMMUNITY FACILITIES

CS/2005/152 : UPDATE ON NEW COMMUNITY FACILITIES AT MONEYREAGH

The Community Services Manager informed Members that he had met with the design team on Monday 5 December 2005 with reference to the new Community Facilities at Moneyreagh. The design team were keen to take members' views on board and to this end would like to give a presentation to the Special Central Services Committee at the meeting scheduled for Wednesday 14 December 2005 at 4 pm.

Following discussion, it was

RESOLVED:- That, the Design Team be invited to give a presentation at the Special Central Services Committee meeting to be held on 14th December 2005 at 4.00 p.m.

CS/2005/153 : UPDATE ON NEWTOWNBRED A COMMUNITY FACILITIES FORSTER GREEN

The Community Services Manager stated that he had provided the South & East Belfast Trust with details of room sizes and accommodation required at Forster Green in line with the outlined room sizes and accommodation required at Moneyreagh. However, he assured Members that these details were merely guides based on the size of the Moneyreagh facility and the Council had made no firm commitment at this stage with regard to the overall layout or size of the proposal

RESOLVED:- That, Officers keep Members advised of progress regarding the Council's partnership with the South & East Belfast Trust in respect of the Newtownbreda Community Facilities Forster Green and the costs involved.

At the December Council meeting, Members agreed that Minute No CS/2005/154 be referred back to the Committee for further consideration.

CS/2005/154 : GEORGE BEST CELEBRATORY CONCERT

The Community Services Manager requested the permission of the Committee to set up a team to organise a music concert to celebrate the life of the late George Best. The concert was envisaged as being held at the Billy Neill Centre on one of the following dates:

- Monday 22 May 2006 – (to coincide with what would have been George Best's 60th birthday)
- Monday 10 July 2006 – (to coincide with the Final of the FIFA World Cup)
- Friday 18 August 2006 – (the weekend before the August Bank Holiday)

He indicated that Van Morrison had expressed an interest in taking part in the concert.

Members considered the dates proposed, and felt that the concert would be better scheduled in May or August.

The Administration Manager stated that that it was imperative that details were fully publicised that the Council would not benefit from this event, and all proceeds would go to a designated charity.

At this stage, she informed Members that the Best family would shortly be making an announcement with regard to the foundation of a new charity.

Members were mindful of the fact that the Best family should take the lead in the organisation of this forthcoming concert and should be involved in each level of discussions relating to the proposed event.

In response to a query from Councillor Hall, the Officer outlined that it was proposed at this stage to hold an outdoor concert, at the Billy Neill Soccer Centre of Excellence although it would take place within the confines of a fully dressed marquee, and the concert itself would be transmitted on large screens erected in the grounds of the facility.

At this point, Councillor Robinson referred to the surplus numbers of Orders of Service and stated that he had been approached by various participants who had taken part at the Funeral, but had not received an Order of Service.

The Administration Manager reported that Orders of Service had been distributed to the orchestra and choir members on the eve of the concert. However, on the day of the funeral, she indicated that there had been more than sufficient numbers to distribute to all VIP's attending the service at Stormont. She informed Members that boxes of the Orders of Service had been left with NIO security staff to oversee, but a large number of these had been removed prior to the time of the service and an investigation by the Head of Security at Stormont was currently underway to ascertain how they went missing.

She reiterated that only 800 Orders of Service had been printed at the behest of the Best family, and they were not planning to reprint any further copies. However, it was her understanding that they were purporting to publish a commemorative booklet, which would recreate the original Order of Service within its content.

Following discussion, it was

RESOLVED:- That, the Community Services Manager set up a team to organise the George Best Celebratory Concert and keep Members advised of the progress regarding the planning of the concert and the costs involved.

Furthermore, that the concert be held on either the 22nd May or 18th August and that the Billy Neill Soccer Centre of Excellence be proposed as the venue for the event.

REPORT FROM THE ADMINISTRATION MANAGER

CIVIC MATTERS

CS/2005/155 : CENTRAL SERVICES COMMITTEE'S THANKS TO THE ADMINISTRATION MANAGER, DIRECTOR OF ADMINISTRATION & COMMUNITY SERVICES & ADMINISTRATION STAFF FOR THEIR ROLES IN THE ORGANISATION OF THE RECENT FUNERAL OF DR GEORGE BEST

The Chairman and Members of the Committee unanimously commended the Administration Manager and Director for their roles in the successful organisation of the funeral of Dr George Best, which had involved tireless commitment and long hours from the two members of staff named.

They also paid tribute to Alison, Evelyn and the other Administration staff who had worked very hard in making the event a resounding success.

Noted.

CS/2005/156 : DR MALCOLM BRODIE MBE – CIVIC RECEPTION

The Administration Manager drew Members' attention to the correspondence tabled within her report relating to the recent event.

Noted.

CS/2005/157 : BATTLE OF THE FREEMEN – SATURDAY, 9 APRIL 2005

The Administration Manager informed Members that the Battle of the Freeman event had taken place in aid of the Mayor's charity on the 9th April 2005; however, a number of invoices had been overlooked by the Royal Irish Regiment, which had been highlighted by their Internal Auditor. She indicated that the nature of this invoice was for the provision of food and entertainment at a cost of £349.38 and there were sufficient funds within the Civic budget to cover this expenditure.

Following discussion, it was

RESOLVED:- That, the Members recommend that approval be granted for the payment of an outstanding invoice to the Royal Irish Regiment for the provision

of food and entertainment at the Battle of the Freeman event for the amount of £349.38, to be made payable from the Civic budget.

CS/2005/158 : CHRISTMAS TREE LIGHTING CEREMONY

The Administration Manager referred to the Council's decision to cancel the Christmas Tree Lighting Ceremony scheduled to take place at the Civic Offices on Wednesday, 30th November as a mark of respect to Dr George Best.

She stated that preparations for decorating the Civic Offices had been put on hold until after the funeral service, however, work will commence in this respect and decoration will be in position for the Mayor's at Home event on 16th December 2005.

Councillor Robinson referred to funding that had been given by the Council to the Dundonald Regeneration Group in Dundonald for their Tree Lighting event. In response, the Administration Manager reported that the group had followed the lead of the Council and cancelled their event as a mark of respect for George Best and therefore no funding would be required.
Noted.

CS/2005/159 : CELEBRATION OF ULSTER/SCOTS – 20 JANUARY 2006

The Administration Manager informed Members that the Mayor will be hosting an evening of Ulster/Scots in the La Mon House Hotel on Friday, 20th January 2006. Proceeds from the evening will be donated to the Mayor's Charity, Multiple Sclerosis.

Tickets for this event will be available from the Mayor's Secretary at a cost of £20.00 which will include a traditional Burns Supper and entertainment and she hoped that the Members would give their full support.

Noted.

As there was no further business, the meeting concluded at 8.30 p.m.

CHAIRMAN

CHIEF EXECUTIVE

Adopted by the Council this _____ day of

_____ 2005 with the exception of
Minute Nos: _____

MAYOR

CHIEF EXECUTIVE