

Ballymoney Borough Council

Corporate & Central Services Meeting No 360 – 26th November 2007

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**BALLYMONEY BOROUGH COUNCIL
CORPORATE & CENTRAL SERVICES COMMITTEE**

Minutes of Corporate & Central Services Committee Meeting No 360 held in the Council Chamber, Riada House, Ballymoney on Monday 26th November at 7.00 pm.

IN THE CHAIR Alderman J Simpson

PRESENT

Aldermen
F Campbell
H Connolly
C Cousley

Councillors
B Kennedy
M McCamphill
E Robinson
I Stevenson

APOLOGIES

Councillors
A Cavlan
J Finlay

IN ATTENDANCE

Chief Executive
Head of Finance & IT
Head of Corporate & Development Services (item 1-6 inc)
Committee Clerk

360.1 MINUTES – MEETING NO 359 – 22ND OCTOBER 2007

It was proposed by Alderman Connolly, seconded by Councilor Stevenson and
AGREED:

to recommend that the minutes of Meeting No 359 – 22nd October 2007, as circulated, be approved.

CORPORATE SERVICES

360.2 STAFF MATTERS

(a) Job Evaluation Post of Works Supervisor

Council commissioned a desk top job evaluation exercise of the above post (ref. 352.3) to take account of additional duties assumed by the postholder in relation to Ballymoney Cemetery from 1st January 2001. The evaluated grade is SO1 and the additional cost at maximum of existing and new scale is £2,475.00).

It is **RECOMMENDED** that the proposed revised grading of SO1 for the post of Works Supervisor be accepted and implemented with effect from 1st January 2001, the date on which the duties were assumed.

It was proposed by Alderman Campbell, seconded by Alderman Connolly and **AGREED**:

to recommend that that the proposed revised grading of SO1 for the post of Works Supervisor be accepted and implemented with effect from 1st January 2001.

(b) Appointments/Resignations

A schedule of new start and leavers from 11.09.07 – 26.11.07, as follows, was circulated.

NEW STARTS

Employee	Post	Department	Date of Start
William Simpson	Caretaker – Riada Stadium	Borough Services	08.10.2007
Doreen McAleese	P/T Cleaner	Central & Leisure	15.10.2007
Orla McGrath	P/T Fitness Instructor	Central & Leisure	15.10.2007

LEAVERS

Employee	Post	Department	Date of Leave
Adam Watson	Leisure Attendant	Central & Leisure	03.09.2007

EARLY RETIREMENT ON THE GROUNDS OF ILL-HEALTH

Employee	Post	Department	Date of Leave
Oliver Laverty	Painter	Borough Services	04.11.2007

RETIREMENT

Employee	Post	Department	Date of Leave
Stewart Laverty	Gravedigger	Borough Services	26.10.2007

CAREER BREAKS

Employee	Post	Department	Date of Leave
Anne Woodrow	Committee Clerk/Administrative Assistant – Extension of career break for a further year	Office of the Chief Executive	10.08.2007

The Chief Executive responded to a number of questions from Councillor Kennedy and Councillor Robinson relating to costs to Council in allowing career breaks, continuation of service during career breaks and pension provision. The Chief Executive agreed to provide a written response to Committee. He advised Councillor Stevenson, on request, that timely provision is made where possible for the recruitment of personnel to fill posts where retirement dates have been agreed.

* **Councillor McCamphill joined the meeting at 7.10 pm.**

360.3 NILGA EXECUTIVE COMMITTEE

Council does not presently have representation on the NILGA Executive Committee. Council is invited to nominate one of its NILGA members to attend Executive Committee meetings as an observer.

The NILGA representatives are:

Councillor Mrs Robinson, Alderman Cousley, Councillor Stevenson and Councillor McGuigan

It was proposed by Alderman Campbell, seconded by Councillor Stevenson and **AGREED:**

to recommend that Councillor Robinson be nominated as Council's representative on the NILGA Executive Committee.

360.4 COURT OF THE UNIVERSITY OF ULSTER – REPRESENTATION

Council considered changes made to the Court of the University following a review of the appropriateness of the representation of external bodies on its Court and the decision to reduce the number of bodies to be invited to take up membership from 180 to 50. Committee is invited to consider if it wishes to seek renewed membership of the Court, meetings of which take place annually.

A discussion ensued on the benefit to Council in renewing its membership to the Court of the University of Ulster.

It was proposed by Councillor Stevenson, seconded by Councillor Robinson and **AGREED:**

to recommend that Council, renew its membership of the Court of the University of Ulster and that Alderman Simpson be nominated as Council's representative.

360.5 DRAFT PROGRAMME FOR GOVERNMENT, DRAFT BUDGET & DRAFT INVESTMENT STRATEGY PROPOSALS

Council has been advised by the Office of the First Minister and the Deputy First Minister that a number of consultation events will take place on the Draft Programme for Government, Draft Budget and Draft Investment Strategy. These documents were launched by the First Minister, the Deputy First Minister and the Finance Minister on 25th October 2007 and are subject to public consultation until 4th January 2008. Dates of events are:

- Thursday 29th November, Guildhall, Londonderry
- Monday 3rd December, the Clinton Centre, Enniskillen
- Wednesday 5th December, Spires Conference Centre, Belfast
- Tuesday 11th December, Southern Education & Library Board Headquarters, Armagh

The Chief Executive invited members to attend these consultation events and that comments be put forward at the meeting of the Consultation Committee on 17th December. Further details of the events can be found on the 'Programme for Government and Budget' website at www.pfgbudgetni.gov.uk. NIPSA's draft response to the document can be made available to assist members in their consideration.

It was **AGREED:**

that the matter be deferred to the Consultation Committee on 17th December 2007 when comments could be agreed.

360.6 COUNCIL AND COMMITTEE TIMETABLE 2008

A schedule of Council and Committee meeting dates for 2008 is attached as Appendix 1.

It is **RECOMMENDED** that these dates be adopted.

* **Alderman Cousley joined the meeting at 7.22 pm.**

It was proposed by Councillor Kennedy, seconded by Alderman Connolly and **AGREED:**

(i) *to recommend that the Council and Committee Timetable for 2008, attached as Appendix 1, be adopted*

(ii) *that the meeting of Corporate & Central Services Committee on 20th December be re-scheduled to commence at 6.00 pm.*

* **The Head of Corporate and Development Services left the meeting at 7.30 pm.**

CENTRAL SERVICES

360.8 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 8, 2007/08 drawn on the Council's Capital and Revenue Bank Accounts will be circulated at the meeting. Payment is **RECOMMENDED**.

The Head of Finance & IT responded to a number of questions from members relating to payments made. A number of questions were raised relating to costs associated with long term agency cover. The Head of Finance and IT agreed to provide further information. The matter of agency cover will be raised at relevant Committee meetings.

It was proposed by Alderman Campbell, seconded by alderman Connolly and **AGREED:**

to recommend to Council that Accounts to the value of £661,728.13 from the Revenue Account and £342,471.50 from the Capital Account be approved for payment.

- * **Councillor Kennedy left the meeting at 7.45 pm.**

360.9 RATES MEETINGS

Council is required to strike a rate and report same to DOE by 15th February 2008. In order to achieve this, it is necessary to arrange special council meetings to deal with the rates estimates and, for this purpose, the following dates are proposed.

- Wednesday 16th January 2008
- Tuesday 29th January 2008
- Monday 11th February 2008 – This will be the final meeting to strike the rate.

IT IS RECOMMENDED that the above dates be set aside for rates meetings.

The Chief Executive agreed to provide members with details of the variance report for a six-month period (April-October 2007) within the next 7-10 days to enable a meeting of the Resource Working Group to be arranged prior to the onset of rates meetings.

It was **AGREED:**

to recommend to Council that the meeting dates, as detailed above and commencing at 7.00 pm, be set aside to deal with rates estimates for 2008/09.

360.10 TASK FINANCIAL SOFTWARE

The TASK Financial software used by Council has been in place for over eight years and as is normal with any software programme, the vendor is withdrawing support for this product. Previously, it had been agreed with the vendor that support be continued until March 2009 when initially RPA would have reorganised Local Authorities in NI. Subsequently RPA has been put back and the vendor has now indicated that they cannot continue to support the older product beyond 2008. They have offered advantageous terms for existing customers to upgrade to their new product "Total Finance" at a cost of £8000 and this would take place before the end of the current financial year. The alternative approach would be to go out to tender for a completely new system which would be considerably more expensive. There would also be a time cost and a very substantial training cost.

IT IS RECOMMENDED that Council upgrade the TASK financial system to Total Finance at a cost of £8000 to be paid out of reserves

It was proposed by Alderman Campbell, seconded by Councillor Robinson and **AGREED:**

to recommend that Council upgrade the TASK financial system to Total Finance at a cost of £8000 to be paid out of reserves.

* **Alderman Connolly left the meeting at 7.57 pm.**

360.11 CONSULTATION LETTER AND DRAFT LGPS AMENDMENT NO.4 REGULATIONS (NI) 2007

The above detailed correspondence was circulated for information, the response date for which having expired. The correspondence deals with allowances paid to committee members administering the Local Government Pension Scheme. Previously, allowances paid to committee members were linked to the allowances paid to councillors for attendance at meetings. However, councillors' attendance allowance has been abolished and therefore, the LGPS had nothing to mirror. The purpose of this amendment is to set up a mechanism for reimbursing committee members with a limit of £1200 per year per member.

360.12 DISABILITY ACTION PLAN

At the request of Councillor Stevenson, the Chief Executive agreed to provide information relating to Council's policy on disability.

This being all the business, the meeting closed at 8.05 pm.

Appendices attached:

Appendix 1 – Council & Committee Meeting Timetable 2008.

COUNCIL/COMMITTEE TIMETABLE 2008**APPENDIX 1**

¹ MONTH	COUNCIL MONDAY 7.30 pm (Jan & Feb – 7.00 pm)	DEVELOPMENT COMMITTEE MONDAY 7.30 pm (Jan & Feb – 3 rd Monday - 3.30 pm)	CONSULTATION COMMITTEE MONDAY– 7.30 pm (Jan & Feb – 2.00 pm)	LEISURE & AMENITIES COMMITTEE TUESDAY 7.30 pm (Jan & Feb – 7.00 pm)	CORPORATE & CENTRAL SERVICES COMMITTEE MONDAY 7.30 pm (Jan & Feb – 7.00 pm)	HEALTH & ENVIRONMENTAL SERVICES COMMITTEE TUESDAY 7.30 pm (Jan & Feb – 7.00 pm)
January 2008	7th	21 st	21 st	15th	28 th	22nd
February 2008	4th	18th	18 th	19 th	25 th	26th
March 2008	3rd	10 th	Wed 19 th	18 th	Wed 26 th	25th
April 2008	7th	14 th	21 st	15 th	28 th	22nd
May 2008	Tues 6 th	12 th	19 th	20 th	Wed 28 th	27th
June 2008	2nd	9 th	16 th	17 th	23 rd	24th
July 2008	7th	Wed 16 th	21 st	15 th	28 th	22nd
August 2008	4th	11 th	18 th	19 th	Wed 27 th	26th
September 2008	1st	8 th	15 th	16 th	22 nd	23rd
October 2008	6th	13 th	20 th	21 st	27th	28th
November 2008	3rd	10 th	17 th	18 th	24 th	25 th
December 2008	1st	8th	15th	16th	22 nd	23rd

¹ January & February – Consultation Meeting and Development meeting will run concurrently from 2.00 pm (estimated start time of Development Meeting at 3.30 pm). All other meetings to commence at 7.00 pm (January & February only).

