

**Ballymoney Borough Council  
Corporate & Central Services  
Meeting No: 355 – 29<sup>th</sup> May 2007**

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<b>6.1</b>	<b>LSP Monitoring Officer</b>	<i>Current contract for the post of LSP Monitoring Officer be extended for one year to 30th December 2007.</i>
<b>6.2</b>	<b>Career Break Extension – F/Time Committee Clerk/Admin Assistant (Office of Chief Executive)</b>	<i>Extend the career break of the full time committee clerk/administrative assistant for a further year (the maximum allowed) to 29th July 2008 and that temporary arrangements for the post be extended also.</i>
<b>6.3</b>	<b>Post of Civic Amenity Site Attendance, Knock Road (Borough Services Directorate)</b>	<i>Recruit a replacement for the full-time post of Civic Amenity Site Attendant at Knock Road.</i>
<b>6.4</b>	<b>Emergency Planning Function</b>	<i>Approve the payment of an honorarium of two additional increments to the Director of</i>

- Borough Services for the period 01/02/2007 to 01/04/2007 in recognition of the additional responsibility for delivering Council's emergency plan.*
- 355.7 Council Decision Making Structures** *Recommend that the current Committee structure remain.*
- Recommend that the current Committee composition remain.*
- 355.8 EQIA – Election of Office Bearers and Representation on Committees and External Bodies** *Defer any decision until the Council Committee meeting.*
- 355.9 Somme Association** *That the cost of £40 for the Somme Association dinner be approved.*
- 355.10 Somme Remembrance Parade and Event - Knockagh War Memorial, Carrickfergus** *Recommend that Members wear their Ceremonial Robes to the Somme Remembrance Parade and event at Knockagh War Memorial, Carrickfergus.*
- 355.11 NILGA European Grouping of Territorial Co-Operation Seminar** *Recommend to nominate Councillor Robinson, Alderman Cousley and Councillor Stevenson to attend the NILGA European Grouping of Territorial Co-Operation Seminar held in the Europa Hotel, Belfast on 15th June, 10.00 am, concluding with lunch at 12.30 pm.*

**BALLYMONEY BOROUGH COUNCIL**  
**Corporate & Central Services Committee**

**Minutes of Corporate & Central Services Committee Meeting No 355 held in the Council Chamber, Riada House, Ballymoney on Tuesday 29<sup>th</sup> May 2007 at 7.30pm.**

**IN THE CHAIR** Cecil Cousley (Vice Chair)

**PRESENT****Aldermen**

F Campbell  
 H Connolly  
 J Simpson

**Councillors**

A Cavlan  
 J Finlay  
 P McGuigan  
 E Robinson  
 I Stevenson

**APOLOGIES**

D McKay, MLA  
 A Patterson (Chair)  
 M Storey, MLA  
 R Wilson

**IN ATTENDANCE**

Chief Executive  
 [Items 6-11]  
 Director of Central & Leisure Services  
 [Items 1-5]  
 Head of Corporate & Development Services  
 [Items 6-11]  
 Committee Clerk

**355.1 MINUTES**

Minutes of Meeting No. 354 –23<sup>rd</sup> April 2007 were circulated.

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

***to recommend to Council that the minutes of Meeting No. 354 – 23<sup>rd</sup> April 2007, as circulated, be approved.***

**CENTRAL SERVICES****355.2 ACCOUNTS FOR PAYMENT**

Treasury advise schedules detailing payments for Period 2, 2007/08 drawn on the Council's Capital and Revenue Bank Accounts were circulated at the meeting.

**IT IS RECOMMENDED** that payment is made.

The Director responded to a number of Members' queries referring to the accounts.

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

***to recommend to Council that Accounts to the value of £598,480.85 from the Revenue Account and £289,552.48 from the Capital Account be approved for payment.***

### **355.3 COUNCILLORS' ALLOWANCES - Special Responsibility Allowance (SRA)**

The Special Responsibility Allowance is to be only paid to those members of the council who have "significant additional responsibilities, over and above the generally accepted duties of a councillor."

The Department has asked councils to consider adopting the following three recommendations as good practice. -

- councillors should be able to claim only one SRA
- no more than 50% of councillors (excluding the council mayor and deputy mayor) should receive SRA.
- there should be safeguards to ensure a fair distribution of SRA across a representative sample of political parties.

The Maximum rate of SRA is £20,000 per annum for a council with a population not exceeding 50,000.

The maximum rate payable to individual members is limited to one fifth of the £20,000 ie £4,000 per annum maximum.

A schedule detailing the allowances paid in 2006/07 was circulated.

The Committee is requested to make a recommendation to council on the level of SRA payable and the significant additional responsibilities undertaken for which the allowance is payable.

Discussion ensued regarding the number of committees and the 'good practice' recommendations issued by the Department.

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

***to recommend to Council that the level of Special Responsibility Allowance payable should be that of £3,500 for the position of Mayor, £1,500 for the position of Deputy Mayor, £1,600 for the position of Chairperson of main committees and £500 for the position of Vice Chair and to recommend to adopt two of the Department's recommendations, that of***  
***- councillors should be able to claim only one SRA***

***- there should be safeguards to ensure a fair distribution of SRA across a representative sample of political parties.***

- \* **Councillor McGuigan left the meeting at 8.23pm, returned at 8.25pm.**

#### **355.4 EMPLOYMENT AGENCY COSTS 2006/07**

For Members' information a schedule was circulated detailing the cost of Employment Agency Services to cover –

355.4.1	Vacant Posts
355.4.2	New Posts approved in 2006/07
355.4.3	Seasonal Posts
355.4.4	Holiday Cover
355.4.5	Maternity Cover and
355.4.6	Sickness Cover during the financial year 2006/07

Discussion ensued regarding the level of the costs during which the Director of Central and Leisure Services answered Members' questions.

Councillor Finlay thanked the Director for the detailed information provided.

- \* **Councillor Cavlan left the meeting at 8.30pm, rejoined the meeting at 8.33pm.**
- \* **Councillor Stevenson left the meeting at 8.44pm, rejoined the meeting at 8.50pm.**
- \* **Councillor McGuigan left the meeting at 8.45pm.**

#### **355.5 BOUGHT IN BUILDING MAINTENANCE COSTS 2006/07**

The costs of Tradesmen, Painter, Electrician and Plumber bought in through Annual Tender in 2006/07 were circulated.

Director of Central and Leisure Services answered Members' questions.

- \* **Alderman Simpson left the meeting at 8.55pm, rejoined the meeting at 8.59pm.**
- \* **Director of Central and Leisure Services left the meeting at 9.15pm.**
- \* **Alderman Connolly left the meeting at 9.15pm**
- \* **Chief Executive joined the meeting at 9.15pm.**
- \* **Head of Corporate and Development Services joined the meeting at 9.15pm.**

## CORPORATE SERVICES

### 355.6 STAFF MATTERS

#### 6.1 LSP Monitoring Officer (Office of Chief Executive)

The contract for this post expires on 30<sup>th</sup> June 2007. **IT IS RECOMMENDED** that the current contract for the post be extended to 31st December 2007 to facilitate the monitoring of projects and administrative duties connected with the closure of the current Peace Programme. Funding for the salary & related costs involved is available from the LSP under the Service Level Agreement between LSP and Council.

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

***to recommend to Council that the current contract for the post of LSP Monitoring Officer be extended to 31<sup>st</sup> December 2007.***

#### 6.2 Career Break Extension – F/Time Committee Clerk/Admin Assistant (Office of Chief Executive)

The postholder is currently on a one-year career break, expiring 9<sup>th</sup> August 2007. An application has been received for the extension of career break for a further year (the maximum allowed) to 29<sup>th</sup> July 2008. **IT IS RECOMMENDED** that the application be approved and that temporary arrangements for the post be extended also.

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

***to recommend to Council to extend the career break of the full time committee clerk/administrative assistant for a further year (the maximum allowed) to 29<sup>th</sup> July 2008 and that temporary arrangements for the post be extended also.***

#### 6.3 Post of Civic Amenity Site Attendance, Knock Road (Borough Services Directorate)

A vacancy has arisen for a Civic Amenity Site Attendant at Knock Road following the appointment of the postholder to a General Operative post. **IT IS RECOMMENDED** that Council recruit a replacement for the full-time post of Civic Amenity Site Attendant at Knock Road.

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

***to recommend to Council to recruit a replacement for the full-time post of Civic Amenity Site Attendant at Knock Road.***

#### **6.4 Emergency Planning Function**

From 01/04/2007 Ballymoney Borough Council has had a duty to have in place procedures to respond to certain designated emergencies and to ensure that it is able to sustain delivery of key services in the face of various anticipated situations, such as an avian flu or flu pandemic (Emergency Planning function). The Director of Borough Services has agreed to assume responsibility for these duties from that date.

The Director of Borough Services had agreed to undertake the additional responsibility for delivery of the emergency plan which Council required to have in place by 1 April 2007 to fulfil its duties. This involved scoping, planning, managing and supervising the delivery of the assignment by that date, so as to make use of funding available from DOE in 2006/07 for that purpose.

**IT IS RECOMMENDED** that Council approve the payment of an honorarium of two additional increments to the Director of Borough Services for the period 01/02/2007 to 01/04/2007.

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

***to recommend to Council to approve the payment of an honorarium of two additional increments to the Director of Borough Services for the period 01/02/2007 to 01/04/2007 in recognition of the additional responsibility for delivering Council's emergency plan.***

#### **355.7 COUNCIL DECISION MAKING STRUCTURES**

This matter was deferred from committee's last meeting. The Chief Executive's report is reproduced below for convenience.

##### **Introduction**

After the completion of the restructuring of departments in January 2006, Council considered realigning its decision-making systems to better reflect the new functional arrangements. The proposal was for Council and four committees (Consultation, Corporate & Development, Central & Leisure Services & Borough Services) to each meet monthly, with an Audit Committee meeting about four times per year.

Following consideration at committee and council, it was agreed in May 2006 that an Audit committee be established and that the mid-monthly council meeting be replaced by a Consultation committee. However, at that time it was decided to retain the other committees

and continue with the arrangement of having officers share the business at two of these.

Given the imminent introduction of a new scheme of basic allowances and the increased provision for special responsibility allowances (SRA), it is necessary to review the current scheme of payment to councillors. Consideration of the scheme is a separate matter but two of the recommendations regarding SRA are relevant to this paper. The first is that SRA should be restricted to no more than half the councillors in a council (excluding Chair and Vice-Chair) and the second is that there should be a fair distribution of SRA across a representative sample of political parties. Before a decision is taken on the scheme of allowances, Council should again consider if it wants to realign the business committees to reflect the management structures it has adopted.

#### Background

The 1972 Local Government Act sets down that:

a council may appoint a committee for any such general or special purpose as in the opinion of the council would be better regulated and managed by means of a committee, and may delegate to a committee so appointed, with or without restrictions or conditions, as the council thinks fit, any functions exercisable by the council with respect to either the whole or a part of the district of the council, except the power of making a rate, or of borrowing money or of acquiring, holding or disposing of land ...

Ballymoney Borough Council appointed committees to reflect the division of responsibilities among the directorates which existed prior to January 1, 2006. The current committees are Health & Environmental Services, Leisure & Amenities, Corporate and Central Services and Development. The first and last of these have a single officer as the main presenter of business, while the other two are attended by, in the case of Leisure & Amenities, both of the directors and by one director and the Chief Executive for Corporate & Central Services. The Chief Executive may also attend any committee.

Since January 2006 the business of Council has been managed and led within a slimmed down management structure, comprising 2 Directorates and the CE's office. The titles for these are:

Office of the Chief Executive  
Borough Services Directorate and  
Central and Leisure Services Directorate

#### Proposal

Building a new structure of decision making around this division of responsibilities would produce three new committees: -

Corporate and Development Services, serviced by the Chief Executive with the Head of Service as his deputy, would cover the remit of Corporate Services and Development (taking in part of the Corporate & Central Services committee and all of the Development committee);



Borough Services Committee, serviced by the Borough Services Director, deputised for by the Assistant Director in the department, would deal with the whole remit of that Directorate (Environmental Health, Environmental Services, Amenities and Building Control); and Central & Leisure Services Committee, serviced by the Central and Leisure Services Director, would deal with the whole remit of that Directorate (Finance, Information & Communication Technology, Human Resources and Leisure).

These changes will streamline the decision making process within Council, reduce the time taken to produce agendas and compile reports (as each committee's business will be under the control of one officer) and lead to a reduction in the number of meetings to be serviced, while retaining the same number of committee chair positions as compared with the period prior to the departmental reorganisation. (See tables 1 & 2)

Table 1 Meetings pre 2006

Title	Frequency	No. per year	Chair/Vice Chair
Council	Monthly	12	Mayor
Council Planning	Monthly	12	Mayor
Development	Monthly	12	Elected by Comm.
L&A	Monthly	12	Elected by Comm.
F&GP	Monthly	12	Elected by Comm.
H&ES	Monthly	12	Elected by Comm.
<b>Total</b>		<b>72</b>	

Table 2 Proposed meetings post AGM 2007

Title	Frequency	No. per year	Chair / Vice Chair
Council	Monthly	12	Mayor
Consultation	Monthly	12	Elected by Comm.
Corporate & Development Services	Monthly	12	Elected by Comm.
Central & Leisure Services	Monthly	12	Elected by Comm.
Borough Services	Monthly	12	Elected by Comm.
Audit	Quarterly	4	Mayor
<b>Total</b>		<b>64</b>	

**IT IS RECOMMENDED THAT**, with effect from the AGM in 2007, Council establishes the following committees: -

Corporate and Development Services, serviced by the Chief Executive with the Head of Service as his deputy, covering the remit of Corporate Services and Development (taking in part of the Corporate & Central Services committee and all of the Development committee); Borough Services, serviced by the Borough Services Director with the Assistant Director in the department as his deputy and dealing with the whole remit of that Directorate (Environmental Health, Environmental Services, Amenities and Building Control); Central & Leisure Services, serviced by the Central and Leisure Services Director and dealing with the whole remit of that Directorate

(Finance, Information & Communication Technology, Human Resources and Leisure)

and disbands the following committees: -

Health & Environmental Services;  
Leisure & Amenities;  
Corporate and Central Services; and  
Development

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

***to recommend to Council that the current Committee structure remain.***

**IT IS ALSO RECOMMENDED THAT** Council consider the composition of the new committees. The current committees comprise twelve members each plus Mayor and Deputy Mayor ex-officio (total membership 14).

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

***to recommend to Council that the current Committee composition remain.***

### **355.8 EQIA – ELECTION OF OFFICE BEARERS AND REPRESENTATION ON COMMITTEES AND EXTERNAL BODIES**

The responses to the EQIAs on Election of Office Bearers and Representation on Committees and External Bodies has been considered. A summary of the comments received was tabled at committee's last meeting and deferred for consideration at the May meeting. A further copy of the comments was circulated.

#### **EQIA Representation of Committees & External Bodies Policy (circulated)**

Committee is invited to consider the Conclusions and Recommendations for Mitigating Measures, as set out at section 5 of the consultation document, circulated at last meeting.

#### **“Conclusions and Recommendations for Mitigating Measures:**

The election to committees and external bodies are held for one year (with a few exceptions where appointments are for the term of the Council, usually at the request of the external body). Their tenure begins in mid June when posts are decided upon at the AGM. There has been no particular system of proportionality (except where required by external body) to assure fairness and distribution. Some political groupings have worked together to come up with a consensual distribution.

In the light of the statutory obligations which Councils must consider **IT IS RECOMMENDED** that Council consider the following options to achieve a fair distribution of appointments:

#### **Appointments to Committees**

(a) That the current policy of proportionality stand with the additional proviso that Council have regard for Section 75 in making its decisions.

(b) That systems of proportionality to assure fairness of distribution of all appointments be examined and a system of proportionality in determining how appointments to committees are carried out be introduced by Council.

#### **Appointments to External Bodies**

(a) That political parties work together to come up with a consensual distribution of appointments.

(b) That systems of proportionality to assure fairness of distribution of all appointments be examined and a system of proportionality in determining how appointments to external bodies are carried out be introduced by Council.

#### **Independent Members**

Over the term of the present Council (1973 – 2006) it has been Council practice that independents are recognised as parties.

**IT IS RECOMMENDED** that Council should develop a policy to also include independents and groups of Independent Members being recognised as a political grouping on Council, such groups giving notification to the Chief Executive of the name of the Group Leader and the name of the Group.

#### **EQIA – Election of Office Bearers (circulated)**

Committee is invited to consider the Conclusions and Recommendations for Mitigating Measures, as set out at section 5 of the consultation document, circulated at last meeting.

#### **“Conclusions and Recommendations for mitigating measures:**

The following options (recommendations) for Mitigating Measures are put forward for consideration.

a) That political parties work together to come up with a consensual distribution of the Posts of Mayor, Deputy Mayor and Chair and Vice-Chair of Standing Committees

b) That systems of proportionality to assure fairness of distribution of the posts of Mayor, Deputy Mayor and Chair and Vice-Chair of Standing Committees be examined and a system of proportionality in determining how election to these posts are carried out be introduced by Council.

After discussion it was proposed by Councillor Finlay, seconded by Councillor Stevenson and **AGREED**:

***to recommend to Council to defer any decision until the Council meeting.***

**355.9 SOMME ASSOCIATION**

The Somme Association is holding a Dinner to commemorate the 90<sup>th</sup> Anniversary of the Battle of Messines at the Somme Heritage Centre on 4<sup>th</sup> June. The Council's Somme representative, Cllr Storey, MLA, will attend. **IT IS RECOMMENDED** that the cost of £40.00 be met by Council.

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

***to recommend to Council that the cost of £40 for the Somme Association dinner be approved.***

**356.10 SOMME REMEMBRANCE PARADE AND EVENT - KNOCKAGH WAR MEMORIAL, CARRICKFERGUS**

Carrickfergus Borough Council invites members of Council to attend the Somme Remembrance Parade and service to be held at the Knockagh War Memorial, Carrickfergus on Sunday 24th June.

The parade will form up at the Knockagh War memorial at 10.40 am, to be followed by a Service at 11.00 a.m. There are refreshments afterwards in the Civic Centre. The wearing of robes is optional but it is requested that the mayor or Chairman bring a wreath for laying at the monument.

Interested members should give their names to the Office of the Chief Executive.

After discussion, it was proposed by Councillor Finlay, seconded by Councillor Robinson and **AGREED**:

***to recommend to Council that members wear their Ceremonial Robes to the Somme Remembrance Parade and event at Knockagh War Memorial, Carrickfergus.***

**356.11 NILGA EUROPEAN GROUPING OF TERRITORIAL CO-OPERATION SEMINAR**

Members have received information on this event to be held in the Europa Hotel, Belfast on 15th June, 10.00 am, concluding with lunch at 12.30 p.m.

Council is invited to nominate 3-5 delegates (including members and officers).

The purpose of the seminar is to find out more information about the UK Government's proposed approach to the new Regulation on a European Grouping of Territorial Co-operation (EGTC). An EGTC is a mechanism to allow public bodies in different EU Member States including regional and local authorities to form a grouping (an EGTC) which will have its own single legal identity. An EGTC can organise and manage transnational or interregional cooperation measures.

Please note that the consultation clearly states that North South Co-Operation between NI and Ireland will continue under the North South Ministerial Council.

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

***to recommend to Council to nominate Councillor Robinson, Alderman Cousley and Councillor Stevenson to attend the NILGA European Grouping of Territorial Co-Operation Seminar held in the Europa Hotel, Belfast on 15th June, 10.00 am, concluding with lunch at 12.30 pm.***

Councillor Cavlan and Alderman Simpson will inform the Head of Corporate and Development Services if they wish to attend.

**This being all the business the meeting closed at 10.40pm.**