

Ballymoney Borough Council

Corporate & Central Services Meeting No: 359 – 22nd October 2007

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

Minutes of Corporate & Central Services Committee Meeting No 359 held in the Council Chamber, Riada House, Ballymoney on Monday 22nd October 2007 at 7.30pm.

IN THE CHAIR J Simpson

PRESENT

Aldermen
F Campbell
H Connolly

Councillors
A Cavlan
J Finlay
M McCamphill
E Robinson
I Stevenson
R Wilson

IN ATTENDANCE Chief Executive (from Item 2-3 & 4.2-12)
Head of Finance & IT (Items 1-3)
Head of Corporate & Development Services
Committee Clerk

359.1 MINUTES – MEETING NO 358 – 24TH SEPTEMBER 2007

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

to recommend that the minutes of Meeting No 358 – 24th September 2007, as circulated, be approved.

CENTRAL SERVICES

359.2 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 7, 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 Head of Finance & IT responded to a number of questions from members relating to payments made and agreed to provide further information to Alderman Campbell on payments made relating to Art of Regeneration

- * **Councillor Wilson arrived at 7.55 pm**
- * **The Chief Executive joined the meeting at 7.58 pm.**

At the request of the Mayor, the Head of Finance & IT responded regarding an invoice (£2,790) in relation to the closure plan at Crosstagherty landfill site. The Chief Executive clarified that Council had decided in 2003 to instigate formulation of a closure plan for the site. Council's Consultant is continuing work on finalisation of the plan, which would be presented to council for approval in due course. This matter will be tabled for further discussion at the Health & Environmental Services Committee Meeting.

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

to recommend to Council that Accounts to the value of £580,535.55 from the Revenue Account and £171,574.00 from the Capital Account be approved for payment.

359.3 COUNCILLORS' IT EQUIPMENT

The IT equipment supplied to Councillors is now due to be upgraded under the Council's IT strategy. Originally, Councillors were supplied with a PC and a printer. It is proposed that these will be replaced with a new laptop and deskjet printer. It is however, noted that some Councillors have opted to use other non-council equipment. Therefore, Councillors are requested to complete the questionnaire, as circulated, indicating whether they wish to receive the new equipment or to continue using other IT equipment.

- * **The Head of Finance & IT left the meeting at 8.20 pm.**

CORPORATE SERVICES

359.4 STAFF MATTERS

4.1 National JNC Pay Agreement

DECLARATION OF INTEREST

- * **The Chief Executive declared an interest as the post holder and left the meeting at 8.20 pm.**

The Head of Corporate & Development Services advised members that the Joint Negotiating Committee for Chief Executives of Local Authorities in Northern Ireland has advised of an agreement of salaries for Chief Executives to be increased by 2.475% with effect from 1st April 2007.

* **The Chief Executive re-joined the meeting at 8.25 pm.**

4.2 LSP Support Services

The Head of Corporate & Development Services referred to the support services provided by Council to the LSP under a service level agreement. Committee noted that funding for the Monitoring Officer contract post expires on 31 December 2007 and was advised of proposals to cover the support service required to be delivered to the LSP until closure of the peace programme in December 2008, within the annual staffing budget, during the absence on maternity leave of up to one year from December 2007 of the Manager, based on a job description developed in association with the Manager. It was **RECOMMENDED** that the revised job be evaluated by Belfast City Council, Business Improvement Section and that the Monitoring Officer be assimilated into the new post during the absence of the LSP Manager on maternity leave.

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

to recommend that the revised job description be evaluated by Belfast City Council, Business Improvement Section and that the Monitoring Officer be assimilated into the new post during the absence of the LSP Manager on maternity leave.

4.3 Single Status / Job Evaluation Update

The job evaluation exercise, which Council has commissioned as part of the single status process, has taken longer than expected. The Chief Executive advised that he expects to receive the results of the job evaluation exercise for all staff from Belfast City Council Business Improvement Service during week commencing Monday 5th November. On this basis, he will report on the results and implications to CMT and to Council during the following week. The Chief Executive discussed with members, a date for a special meeting of Council to deal with this matter.

It was **AGREED**

that a special meeting of council be held 'In Committee' on Wednesday 7th November at 5.00 pm to consider the report by the Chief Executive on the results of the job evaluation exercise regarding single status.

Following Council approval, the Chief Executive will present the report to staff and at the same time commence engagement with the Trade Unions.

4.4 NJC Pay Offer 2007 - Industrial Action Ballot

UNISON and NIPSA have given notice of its intention to hold an industrial action ballot.

359.5 TIMING OF COMMITTEES – MEMBER SURVEY RESULTS

As a result of the decision to survey all Councillors on their attitude to timing of committee meetings, questionnaires were issued on 8th October 2007, for return by 15th October 2007. 13 questionnaires were returned and analysed. The most popular results for each question are highlighted in **bold**.

Analysis

Question 1

The question asked if members preferred meetings of each of the five committees to be held in daytime or evenings. The results are shown in *table 1*.

Committee	Daytime		Evening		Total	
	No.	%	No.	%	No.	%
Development	6	60	4	40	10	100
Leisure & Amenities	3	27	8	73	11	100
Consultation	6	55	5	45	11	100
Corporate & Central Services	7	58	5	42	12	100
Health & Environmental Services	6	50	6	50	12	100

table 1

There was a majority in favour of holding meetings of Development, Consultation and Corporate & Central Services committees during daytime, while a majority was in favour of retaining meetings of the Leisure & Amenities committee in the evenings. For Health & Environmental Services voting for the two options was equal.

Question 2

The question asked if council decided to hold meetings in daytime, whether members favoured a starting time of 09:30 or 14:00 for each committee. The results are shown in *table 2*.

Committee	09:30		14:00		Total	
	No.	%	No.	%	No.	%
Development	4	44	5	56	9	100
Leisure & Amenities	3	43	4	57	7	100
Consultation	3	33	6	67	9	100
Corporate & Central Services	4	40	6	60	10	100
Health & Environmental Services	2	25	6	75	8	100

table 2

For all five committees, afternoon meetings were preferred to morning ones.

Taking questions 1 and 2 together, there is majority support to move meetings of Development, Consultation and Corporate & Central Services committees to daytime and to hold them in the afternoon. Most respondents prefer to have Leisure & Amenities meetings in the evening, while there are equal votes for the two options in respect of the Health & Environmental Services committee.

Question 3

The question asked if members favoured holding meetings of Consultation and Development committees on the same day. (8 or **62%**) were in favour, while (5 or 38%) were against.

Question 4

The question asked members to indicate for each committee which days were not acceptable, if council decided to hold meetings of that committee in daytime. The results are shown in table 3.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Committee	No.	No.	No.	No.	No.
Development	2	2	4	6	5
Leisure & Amenities	1	3	4	4	5
Consultation	2	2	5	4	5
Corporate & Central Services	3	3	6	4	6
Health & Environmental Services	2	2	4	4	5

table 3

Since a majority wants Leisure & Amenities committee meetings to remain in the evenings, the result for that committee is not probably not relevant (the most popular day is Monday).

For Development, Consultation and Health & Environmental Services committees the most acceptable days for meetings are either Mondays or

Tuesdays – two respondents stated that these days were unacceptable. For Corporate & Central Services committee, the most acceptable days for meetings are also Mondays or Tuesdays, but this time three people find these days unacceptable.

Comments

One respondent made additional comments: requesting that Tuesday evening meetings are held no more frequently than one per month; that Leisure and Amenities business are taken at different meetings; and that daytime meetings may reduce the ability of members to attend meetings of outside bodies. Another pointed out that at election time meetings were in the evening, have been since 1973 and daytime meetings do not suit due to work commitments. Also that evidence shows daytime meetings are not well attended.

Suggested action by Committee

It is suggested that the committee considers each of the following points in turn and makes a recommendation on each to council: -

1. which, if any, of the five committees should move to daytime meetings;
2. whether, in each instance, daytime meetings should be held in the morning or the afternoon;
3. on which day each daytime meeting should be held; and
4. whether or not Consultation and Development committees should be held on the same day.

Following Council's decision, the views of affected staff will be sought and proposals on exact timings and arrangements for dealing with meetings not ended by 5 p.m. will be brought to the committee for consideration, before any changes can be introduced.

Following a discussion on the results, the comments as outlined above and the suggested actions, Alderman Simpson expressed the view that all meetings should remain in the evening. Alderman Campbell concurred with this. Other members believed that only the Leisure & Amenities and Health & Environmental Services meeting should remain in the evenings. Councillor Stevenson requested consideration be given to Leisure and Amenities business being taken at two separate meetings in view of the lengthy duration of the meeting at present. It was believed that afternoon meetings would be most suitable during the day to facilities meetings held by outside bodies, which members are nominated to attend and which are normally held during the morning and that Monday or Tuesday remains the most favourable days for meetings. Alderman Campbell referred to presentations at meetings, stating that when representatives are invited to give presentations, these should commence 30 minutes prior to the commencement of the meeting. The Mayor requested that such presentations be retained within the time allocated.

It was proposed by Councillor Stevenson, seconded by Councillor Wilson

to recommend that the Consultation Committee Meeting and the Development Committee Meeting be held on the 3rd Monday of the month with the Consultation committee meeting commencing at 2.00 pm followed by the Development Committee at 3.30 pm.

The Chairman put this proposal to the vote with 5 members voting for this and 2 members voting against. The Chair declared the proposal carried.

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

to recommend that the Leisure & Amenities Committee, the Health & Environmental Services Committee and Corporate & Central Services Committee meetings are held in the evening commencing at 7.00 pm subject to revision to an earlier time to facilitate presentations, the new arrangements to operate for a four-month trial period commencing in November 2007 – February 2008 (inc).

359.6 MARKETING SUB-COMMITTEE

A copy of report of meeting on 5th October is attached as appendix 1.

It is **RECOMMENDED** that the minutes of the marketing sub-committee meeting on 5th October 2007, be adopted.

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

that the minutes of the marketing sub-committee meeting on 5th October 2007, be adopted.

359.7 COMPASS ADVOCACY NETWORK LTD – REQUEST FOR USE OF COUNCIL CHAMBER FOR PROPOSED SHADOW COUNCIL

Correspondence has been received from Compass Advocacy Network Ltd seeking the use of the Council Chamber for meetings of their proposed Shadow Council.

The proposed “Shadow Council” which they plan to develop will be made up of people with learning disabilities and based on the model already in operation in Londonderry/Derry and Fermanagh. The proposed Shadow Council would operate under the full democratic process and involve the learning population of the area electing their representatives for a two-year period. The Shadow Council would act as a forum for people with learning disabilities to develop a voice and build democratic competence by enabling them to engage in user led, community beneficial actions as acts of citizenship. The Shadow Council would design and promote projects in response to issues raised by their voting

electorate and be available for consultations with all organisations seeking the views of people with learning disabilities on consultations, policy and development reviews etc. Funding for the project is being sought from the Big Lottery under their Reaching Communities programme.

Compass are also seeking Council's co-operation in hosting a training day for the Shadow Council each year to explain protocols within Council.

With regard to the request for the use of the Council Chamber, under Council's current policy the Council Chamber is not used for meetings other than Council/Committee meetings (including the DPP). One exception to the policy was made to allow the final meeting of the Chief Executive's Term of Office as Chair of SOLACE to take place in the council chamber.

It is **RECOMMENDED** that

1. Council consider the application for use of the Chamber for meetings of the Proposed Shadow Council;
2. Council consider hosting an annual training day for the Shadow Council.

After discussion, It was proposed by Alderman Connolly, seconded by Councillor Wilson and **AGREED**:

that Committee extend an invitation to Compass Advocacy Service to give a presentation to Corporate & Central Services Committee on their proposal to formulate a Shadow Council.

359.8 SOMME ASSOCIATION

8.1 Annual Subscription

Application for renewal of annual subscription in the amount of £370 has been received. Provision is included in the budget.

It is **RECOMMENDED** that Council consider renewal of subscription to the Somme Association in the amount of £370, plus VAT.

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

to recommend that Council renew its subscription to the Somme Association in the amount of £370, plus VAT.

8.2 Charity Concert

Members are invited to support the Somme Heritage Centre Charity Concert to raise funds to allow further work of the museum in commemorating the lives of men and women from Ireland who served in

major world conflicts. The event takes place on 7th November at 8 pm in the Belfast Royal Belfast Academical Institution. Tickets cost £20.

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

to recommend that Council nominate its representative on the Somme Association, Councillor Storey, to attend the Somme Heritage Centre Charity concert on 7th November 2007.

359.9 REVIEW OF PARLIAMENTARY CONSTITUENCIES

The Boundary Commission for NI has advised that having considered all the representations received, the findings of public local inquiries held into their proposals and other evidence available to them, the Commission have decided to make no change to the revised recommendations published last year. The Commission's report and recommendations have been submitted to the Secretary of State. A copy of the announcement is available.

359.10 PSNI SHARED FUTURE STRATEGY 2007-08

A copy of the PSNI Shared Future Strategy document 2007-08, published after public consultation, is tabled. A copy is available to download www.psni.police.uk or a copy can be provided by contacting the Office of the Chief Executive.

The strategy embeds four main concepts: Equality, Diversity, Understanding the Legacy of Conflict and Promoting Good Relations – and sets out specific objectives and actions for each of the new Policing Districts in Northern Ireland. Views will be invited in the coming months on Section 75 Equality Impact Assessments in relation to the proposed introduction of Taser, Citizenship and Safety Education Programmes.

359.11 DRAFT CODE OF PRACTICE ON THE FUNCTIONS & RESPONSIBILITIES OF THE DISTRICT POLICING PARTNERSHIPS (DPPS) AND BELFAST SUB-GROUPS

The Policing Board has forwarded a copy of the above draft code on which Council's views are invited. The deadline for comments is 18th December 2007.

The draft Code amends an earlier version of this Code, issued in draft in January 2006. The revised version takes account of legislative changes made by the Policing (NI) Act 2003, which in particular affect the functions and responsibilities of Belfast DPP and Belfast sub-groups.

No specific comments are offered. Members will note that a Ministerial review of relationships between DPPs and CSPs is ongoing. The operational guidance will be revised as appropriate on completion of the Review.

359.12 RPA – EMERGING FINDINGS REPORT

A report, issued by DoE on Friday 19th October, was circulated to members and a programme of further engagement with stakeholders will now take place to hear their views relating to the three strands of the review of the RPA decisions, before final recommendations are made to the Executive.

The Chief Executive summarized the proposals for the transfer to local Government of an initial package of functions with a response to be submitted to DoE Local Government Reform Division by 16th November. He advised that the key functions proposed to transfer include Planning – covering local development plan functions, development control and enforcement, local roads public realm, rural development, urban regeneration and community development and local economic development.

It was **AGREED:**

that a workshop would take place on Monday 29th October at 2.30 pm to discuss these proposals and formulate a response to the report, to be tabled at Council's November meeting for approval and submission before the due date of 16th November.

Stakeholder Events

A letter from Price Waterhouse Coopers was circulated to members giving details of proposed dates and venues of sub-regional stakeholder engagement events in November, the most suitable for Council being on Tuesday 13th November at the Radisson Roe Hotel in Limavady. Members wishing to attend the event in Limavady can do so by contacting the Head of Corporate & Development Services.

* **This being all the business, the meeting closed at 9.35 pm.**

Appendices attached
Appendix 1 Minutes of Marketing Sub-Committee

Notes of Marketing Sub-Committee – Meeting held Friday 5th October 2007

Present: Alderman Connolly, Alderman Campbell
 Head of Corporate & Development Services, Corporate Project Officer
 Apologies: Alderman Simpson, Councillor Finlay, Councillor Cavlan, Councillor
 Robinson, Alderman Cousley

1. Ballymoney Bulletin (Autumn 2007 edition)

Members were advised of the items to be included in the next edition of the Bulletin, which will include:

- Road Safety – Ballymoney Borough Road Safety Committee and Community Safety Partnership - article on programme of subsidized training for young drivers.
- Disability Action Plan – article on introduction of new duties for Councils under the Disability Discrimination Act.
- Sustainable Development – questionnaire re your eco footprint.
- Website update – new developments coming on www.ballymoney.gov.uk
- Connect2 in Ballymoney: Ballymoney Railway Bridge & Links Ballymoney Railway Bridge and Links is one of the 79 Connect2 projects.
- Can Can Recycling – recycling project
- Christmas events
- Gas Appliance Safety information
- 'Message in a Bottle Scheme' for people living on their own.

Members agreed the items for inclusion.

2. Local Democracy Week event – Wednesday 17th October 2007

Members were given an outline of the plans made for the event This year, to involve young people and local councillors, students from Dalriada, Our Lady of Lourdes High School and Ballymoney High School have been invited to submit speeches to Council addressing one of the following themes:

- ❑ Ballymoney Borough in 2020?
- ❑ If I was a Councillor for a day?
- ❑ Council ought to do something about...?

On the day of the event the students will be invited to address the Council. The winning speech and student will be judged by, a representative from each political party in Council.

3. Connect2

It is planned to promote the Connect2 project at the LDW event on 17th October. The Countryside Access Officer will outline project to students and give out some promotional literature and information on how to vote.

4. Civic Events

Members advised that for facilities recently upgraded or refurbished, including the fitness suite and play areas, photcalls to publicise the facilities would be organized and details would follow when arrangements were finalised.