

**Ballymoney Borough Council****Corporate & Central Services Meeting No 365 – 28<sup>th</sup> April 2008****Table of Contents****CENTRAL**

<b>365.1</b>	Minutes – Meeting No 364 – 26 <sup>th</sup> March 2008	<i>Adopted</i>
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<b>365.3</b>	Signing off the 2007/08 Annual Accounts	<i>Committee to sign off the 2007/08 accounts on 23<sup>rd</sup> June 2008.</i>
<b>365.4</b>	Loan Sanctions	<i>Agreed</i>
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<b>365.6</b>	Carry forward of Annual Leave to 2008/09	<i>Approved</i>
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	11.1 Career Break	<i>Approve &amp; temporary contract extended.</i>
	11.2 Resignation of LSP Monitoring Officer	<i>Post to be filled.</i>
	11.3 Recognition of attendance	<i>Approved</i>
	11.4 Honorarium	<i>Agreed</i>
	11.5 Single Status	<i>Update</i>
<b>365.12</b>	National Association of Councillors – Membership Fees NI Region	<i>Renew membership Creation of pension scheme supported.</i>
<b>365.13</b>	Review of Public Administration	<i>For information</i>
<b>365.14</b>	NI Policing Board – Disability Action Plan	<i>Comments agreed</i>

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

Minutes of Corporate & Central Services Committee Meeting No 365 held in the Council Chamber, Riada House, Ballymoney on Monday 28<sup>th</sup> April 2008 at 7pm.

**IN THE CHAIR** Alderman J Simpson

**PRESENT**

**Aldermen**  
F Campbell  
H Connolly  
C Cousley

**Councillors**  
A Cavlan  
J Finlay  
B Kennedy  
M McCamphill  
D McKay, MLA  
E Robinson  
I Stevenson  
M Storey, MLA  
R Wilson

**APOLOGIES** P McGuigian

**IN ATTENDANCE** Chief Executive (Items 1-14)  
Director of Central and Leisure Services (Items 1-8)  
Head of Corporate & Development Services (Items 1-14)  
Committee Clerk

**365.1 MINUTES – MEETING NO 364 – 26<sup>TH</sup> MARCH 20084**

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

*that the minutes of Meeting No 364 – 26<sup>th</sup> March, as circulated, be approved.*

**CENTRAL SERVICES**

**365.2 ACCOUNTS FOR PAYMENT**

Treasury advice schedules detailing payments for Period 12(2) 2007/2008 and Period 1 2008/2009 drawn on the Councils Capital and Revenue Bank Accounts were circulated

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

The Director responded to a number of members' queries.

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

1. *to recommend that accounts to the value of £ 534188.67 from the Revenue Account for Period 12(2) 2007/08 be approved for payment.*
2. *to recommend that accounts to the value of £485297.15 from the Revenue Account and £136830.02 from the Capital Account for Period 1 2008/09 be approved for payment.*

- Councillor Robinson left the meeting during this item at 7.15pm
- Councillor Storey and Councillor Wilson left the meeting during this item at 7.18pm
- Councillor McKay left the meeting during this item at 7.20pm

### 365.3 SIGNING OFF THE 2007/2008 ANNUAL ACCOUNTS

Under the Local Government (Accounts & Audit) Regulations (N.I.) 2006 the Annual Accounts of the Council for the year 2007/08 are to be signed off by the Council before submission to the Department of the Environment.

The legislation requires the accounts to be submitted by 30<sup>th</sup> June 2008.

**IT IS RECOMMENDED** that the Council delegates authority to the Corporate & Central Services Committee to sign off the 2007/2008 Annual Accounts at its meeting on 23<sup>rd</sup> June 2008.

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

*to recommend that the Council delegates authority to the Corporate & Central Services Committee to sign off the 2007/08 Annual Accounts at its meeting on 23<sup>rd</sup> June 2008.*

- Alderman Connolly left the meeting at 7.40pm

### 365.4 LOAN SANCTIONS

When setting the Rates for 2008/09 the Council budgeted for the undernoted capital projects to be financed by way of loans –

Project	Estimated Cost £	Loan Period
Museum Fit-Out	120,000	20 years
Replacement Sports Halls Floors at JDLC	85,000	20 years
Upgrade PA System at JDLC	35,000	20 years
Replacement Refuse Collection Vehicle	140,000	7 years
Replacement Van	13,500	7 years
Replacement 3.5 tonne Tipper	28,000	7 years
Replacement Tractor & Loader	22,000	7 years

Project	Estimated Cost £	Loan Period
Riverside Park Phase1 – Paths upgrade	80,000	20 years
Upgrade Changing Rooms at Dunloy	190,000	20 years
1 Sand Mattress pitch at Riada Stadium	95,000	20 years
Upgrade Car Park at Riada Playing Fields	50,000	20 years
2 New Play Areas at Derrykeighan & Druckendult	100,000	20 years
IT Upgrade	40,000	4 years
Building Control & Environmental Computer Software Upgrade	36,450	4 years

**IT IS RECOMMENDED** that application is made to the Department of the Environment for loan sanction approvals for the projects detailed above.

It was proposed by Councillor Stevenson seconded by Councillor Cavlan and **AGREED:**

*to recommend that application is made to the Department of the Environment for loan sanction approvals for the projects detailed above.*

### 365.5 LOANS TO OFFICERS FOR PURCHASE OF MOTOR VEHICLES

The Director advised the committee that Section 41B of the Local Government Act (Northern Ireland) 1972 provides for a District Council to make a loan to an officer, for the purchase of a motor car or motor cycle, subject to such conditions as the Department of the Environment may determine.

The Department has now reviewed the existing interest rates applied by Councils and has determined that the interest rate on all such loans granted, with effect from 1<sup>st</sup> April 2008 will be 2.75% per annum on the amount of the loan (where it is desired that the repayment of the loan and payment of the interest charge should be undertaken by equal monthly instalments).

It is **RECOMMENDED** that Council apply the interest rate of 2.75% with effect from 1<sup>st</sup> April 2008. Council currently has no car loans to officers.

It was proposed by Councillor Kennedy seconded by Councillor Stevenson and **AGREED:**

*to recommend that Council apply the interest rate of 2.75% with effect from 1<sup>st</sup> April 2008.*

### 365.6 CARRY FORWARD OF ANNUAL LEAVE

A schedule detailing the employees who have made applications to carry forward unexpended leave in 2007/08 to the 2008/09 leave year for the reasons specified was circulated. The employees applications are supported by their Director.

**IT IS RECOMMENDED** that the three employees are permitted to carry forward the days/hours detailed in the schedule.

It was proposed by Councillor Kennedy seconded by Councillor Stevenson and **AGREED:**

***to recommend that the three employees are permitted to carry forward days/hours detailed in the schedule***

### **365.7 INSURANCE RENEWALS**

The Council's insurances are renewed annually on 1<sup>st</sup> April following a tendering process by the Insurance Broker.

Details of the renewal premiums for 2008/09 together with comparative figures for 2007/08 were circulated. The Director advised that the majority of the premiums remained unchanged for 08/09 except for Motor Fleet and the Combined Liability, which increased due to additional cover being required.

### **365.8 PENSIONS SCHEME CONTRIBUTION RATES – EMPLOYERS**

The Northern Ireland Local Government Superannuation Committee have advised, following the actuarial valuation of the pension scheme, that the employers' contribution rates will be increased annually over the next 3 years.

The increases to apply for the next 3 years are as follows: -

1<sup>st</sup> April 2008 – 31<sup>st</sup> March 2009 – 15%  
 1<sup>st</sup> April 2009 – 31<sup>st</sup> March 2010 – 16%  
 1<sup>st</sup> April 2010 – 31<sup>st</sup> March 2011 – 17 %

The rate of 15% has been included in the current year's budgets.

- **Councillor Kennedy left the meeting during this item at 7.50pm**
- **The Director left the meeting at 8.05pm**

## **CORPORATE**

### **365.9 COMPASS ADVOCACY NETWORK LTD – SHADOW COUNCIL PROPOSAL**

This application from Compass Advocacy Network Ltd was deferred from Committee's February & march meetings following a presentation by the manager outlining the proposal for a Shadow Council. They are asking Council for:

1. Access to the Council Chamber (or other suitable accommodation) for the shadow council meetings.
2. 1 days training per annum on Council protocols and procedures.
3. Advice and guidance on the democratic process

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

***to defer the decision until the May meeting of the committee to consider further information.***

### 365.10 MARKETING – BALLYMONEY BULLETIN

The Marketing Sub Committee were consulted and asked for suggestions for the Summer edition of the Ballymoney Bulletin, which is currently being drafted.

The main items for inclusion in this edition are:

- Rates 08/09 information
- Website update
- Events for summer including market dates, legends of road racing
- Brown bins and recycling
- Countryside walks
- Lower Bann Canoe Trail Launch

### 365.11 STAFF MATTERS

#### 11.1 Career Break

The full-time committee clerk who has been on a career break for two years has applied to have this extended for a further year (the maximum allowed). It is **RECOMMENDED** that the request be approved and the contract of the temporary committee clerk recruited to cover the period of absence to date be extended for a further year 28<sup>th</sup> July 2009.

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

*to recommend that the application by the full-time committee clerk for extension of her career break for a further year to 28 July 2009 be approved and that the contract of the temporary committee clerk recruited to cover the period of absence to date be extended for a further year to 28<sup>th</sup> July 2009.*

#### 11.2 Resignation of LSP Monitoring Officer

The LSP Monitoring Officer, within the OCE, has resigned, with effect from 30 May 2008. This contract post, funded by LSP, will end by 30<sup>th</sup> December 2008. To meet Council commitments under the service level agreement with the LSP for the remainder of the contract period it is **RECOMMENDED** that authority be granted to fill the post through a recruitment agency or secondment.

The committee **AGREED**:

*to recommend that the post of temporary part-time monitoring officer be filled.*

#### 11.3 Recognition of Attendance

The Management Team has given consideration to the arrangements for recognition of those staff who have unbroken attendance each year. In the past this has been done by way of a £25 shopping voucher, with Council meeting the tax payments. It is proposed for the

year which has just ended (2007/08) the recognition should be by way of an additional days leave, pro-rata for staff who work part-time.

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

***to recommend that recognition of staff who have unbroken attendance each year be recognised by way of an additional days leave, pro-rata for part-time staff.***

#### **11.4 Honorarium - HFIT**

The Chief Executive reported on the additional workload and responsibility undertaken by the Head of Finance & IT, in connection with preparation of the 2008/09 rate, including presentation to Council and CMT, during the absence of the Director of Central and Leisure Services from 15 October 2007 to 30 January 2008 inclusive. This work could not be delayed until the Director's return and would otherwise have required the hiring in of specialist accounting resource. Having taken advice from the Director the Chief Executive recommended that the Officer be paid an honorarium, calculated at £1647, for the duration of the absence of the director.

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

***to recommend that an honorarium of £1647 be paid to the Head of Finance & IT for the period of absence of the Director (15/10/07 – 30/1/08).***

#### **11.5 Single Status**

##### **DECLARATION OF INTEREST**

**Alderman Campbell declared an interest in the item as a relative of a staff member involved and left the meeting at 8.30pm.**

The Chief Executive updated committee on progress on a range of issues with regard to the implementation of single status and negotiations with the trade unions.

- **Alderman Campbell returned to the meeting at 8.55pm.**

#### **365.12 NATIONAL ASSOCIATION OF COUNCILLORS – Membership Fee NI Region**

Fees in future will be paid direct to the NI Region, which will in turn benefit all members in NI. Fee includes membership of the National Executive Committee which members appointed to the Executive are invited to attend. this Association provides support to members including free guidance on legal matters from Edwards & Co Belfast Solicitors to the Association. The annual membership application – April 2008 – April 2009 is £960.

**IT IS RECOMMENDED** that Committee is invited to consider renewal of membership

It was proposed by Councillor McCamphill seconded by Councillor Cavlan and **AGREED:**

***to recommend that Council renew their membership***

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

***to recommend that council state its position in writing to the National Executive Committee and the appropriate minister regarding the need to create a pension scheme for long standing council members.***

### **365.13 REVIEW OF PUBLIC ADMINISTRATION**

The Chief Executive informed the committee of the current position regarding the implementation of the Review of Public Administration as detailed in Appendix A.

- **Councillor Cavlan left the meeting during this item at 9.15pm**

### **365.14 NI POLICING BOARD DISABILITY ACTION PLAN**

NI Policing Board has invited participation on its consultation on its Disability Action Plan, which was developed and implemented during 2007 but due to prevailing circumstances full consultation could not be undertaken. Views and comments are now invited by 30<sup>th</sup> May on the stated aims to: -

- promote positive attitudes towards disabled people.
- encourage participation by disabled people in public life.

A copy of the action plan is available on the Board's website or available from the Office of Chief Executive.

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

To recommend that the following comment be put forward to the consultation by Council. "Due favourable regard should be given to those injured in the troubles and their families."

***This being all the business, the meeting closed at 9.25pm***

Appendix A Review of Public Administration



## **Appendix A**

### **Review of Public Administration**

In the Minister's announcement of the changes to local government we have been told that Ballymoney will combine with Coleraine, Limavady and Moyle Councils to become the only grouping of four in the new arrangement of 11 Councils to be created in 2011.

The statement also listed a range of functions to transfer to Councils, the most significant in staffing terms being Planning. The Minister also announced that Councils will lead and facilitate an "effective, statutory-based community planning process" and "will have a new statutory power of well being".

New models of governance will be developed and piloted and the Minister confirmed it is her "intention to embody the new council governance arrangements in statute."

The new Council for this area will have "an upper limit of around 40 Councillors" and the Minister will introduce a severance scheme, the details of which "will be informed by the report and recommendations of the Councillors' Remuneration Working Group that reported in June 2006."

The "dual mandate" will be ended through new legislative proposals and she will bring formal "transitional legislative provisions to provide for any vacancies within local government that result the ending of the dual mandate to be filled on the basis of co-option rather than bye-election."

On structure, she stated that for "each function that will transfer to local government, options for models of service delivery will be explored and developed, including the delivery by and to groups of Councils that will ensure the efficient and effective delivery of such services." She also stated that "regional shared service

arrangements will be developed to deliver common back office services, such as ICT, accounting services, payroll and procurement across all 11 new Councils.”

The family of functions that will transfer currently accounts for annual expenditure of some £116 million and involves around 1070 staff. However, she points out that the “strengthening of local government will be a process and not an event,” the implication being that more functions may follow in time.

Regarding timescale the plan is to hold elections to the new Councils in 2011, probably in May, and at present it is not proposed that they will be set up in shadow mode.

The new Councils will require “elected members, in particular, and officers with the skills they need to manage the change process.” The Local Government Taskforce is working up proposals for a capacity building programme for elected members and officers. “This will require substantial investment, both by central government, subject to funding, and local government.”

Since the speech some more details have emerged in briefings by DoE staff and from Deloitte Consultants who have been engaged by DoE to work up a Strategic Outline Case for funding to help with modernisation of local government.

The target date for elections to the new Councils is May 2011. The possibility that they will operate in shadow mode for some months thereafter, while they appoint senior staff, decide on a structure and strike a rate, leaving the existing 26 Councils to run in parallel is not finding favour, but it is not clear what other arrangement will apply.

The Strategic Leaderships Board is to take decisions on major policy and strategy matters and is to establish 3 Policy Development Panels to assist in this task.

At the local level the Minister advised NILGA that there will be transitional committees in each of the 11 areas. Officers in DoE advise that the Department may take powers to direct these committees but that for now they hope Councils will agree to establish them and to agree how they will operate and what powers they will have.

Even if Councils were being given no additional powers and functions from central government, there are major issues to be addressed in joining together 4 separate legal entities with different cultures, values, political control, policies, populations and financial standing.

The Chief Executives of the four Councils have had two meetings to begin to consider options for establishing a transition committee and for the tasks it might undertake. A report on this will be brought to a future meeting.

John Dempsey,  
Chief Executive  
23<sup>rd</sup> April 2008