

Ballymoney Borough Council**Corporate & Central Services Meeting No 366 – 28^h May 2008****Table of Contents**

366.1	Minutes – Meeting No 365 – 28 th April 2008	<i>Adopted</i>
CORPORATE		
366.2	Arrangements for Committee Meetings – July & August 2008	<i>No meetings July & August unless deemed necessary</i>
366.3	Shadow Council - Compass	<i>Not to approve request</i>
366.4	Staff Matters	
	4.1 Community Safety Co-ordinator Evaluation	<i>Approve</i>
	4.2 Honorarium	<i>Agreed</i>
366.5	Corporate Plan	<i>Adopted</i>
366.6	Report on Funeral Arrangements for Honorary Freeman	<i>Deferred</i>
366.7	Courtesy Visit by Mayor of Tlokwe City Council, Potchefstroom	<i>Approved</i>
366.8	Somme Remembrance Parade and Service	<i>Ceremonial robes to be worn and wreath to be laid</i>
366.9	Membership – NI Region of National Association of Councillors	<i>For information</i>
366,10	Review of Public Administration	<i>For information</i>
CENTRAL		
366.11	Accounts for Payment	<i>Approved</i>
366.12	Provision of Employment Agency Services	<i>Tender agreed</i>
366.13	ICT Upgrade	<i>Approved</i>

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

Minutes of Corporate & Central Services Committee Meeting No 366 held in the Council Chamber, Riada House, Ballymoney on Wednesday 28th May 2008 at 7pm.

IN THE CHAIR Alderman J Simpson

PRESENT

Aldermen
F Campbell
H Connolly
C Cousley

Councillors
J Finlay
B Kennedy
E Robinson
I Stevenson
M Storey, MLA

IN ATTENDANCE Chief Executive (1-10)
Director of Central and Leisure Services (11-13)
Head of Corporate & Development Services (1-10)
Committee Clerk

366.1 MINUTES – MEETING NO 365 – 28TH APRIL 2008

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

that the minutes of Meeting No 365 – 28thApril, as circulated, be approved.

CORPORATE

366.2 ARRANGEMENTS FOR COMMITTEE MEETINGS – JULY & AUGUST 2008

The Chairman advised the committee that this item has been placed on the agenda at the request of the Mayor. **IT IS RECOMMENDED** by the Mayor that no committee meetings be held in July and that committee meetings be held in August if there is any urgent business to be transacted (Consultation Committee excepted).

After discussion the committee **AGREED:-**

to recommend that no committee meetings be held in July or August unless the Director in association with the Chairman determine that there is urgent business to be transacted.

- *Councillor Kennedy arrived during this item at 7:15pm*

366.3 SHADOW COUNCIL - COMPASS

Compass wrote in October 2007 requesting support from Council for a Shadow Council of people with learning disabilities. The Committee decided to ask for a presentation on the proposal, which was given in February 2008. The matter was deferred in March and in April and is before Committee again tonight.

The presentation given by Compass included in Committee Minutes CRCS 363.1 was circulated to members.

The Chief Executive advised the committee that at the April meeting a question was asked as to how Council could ensure that it was not setting a precedent which could lead to many more requests for such facilities e.g. by a youth council.

In the last ten years this is the first such request received, so there is no evidence of significant demand. Compass has a management structure, which allows for such a project to be undertaken; few other organisations would be equipped to take on such an initiative.

However, given the fact that a Shadow Council is based on the model of local government, it can be seen as a positive encouragement to the affected group to become actively involved in the democratic process, which can be viewed as a benefit for society and a good example of civic leadership by the council. Even if a second group were to seek similar support e.g. to form a youth council, that too could be seen as a positive development for local democracy. Also, the costs involved are modest (the only cash cost is the revenue forgone for the hire of the room. If the Council Chamber were used, there would be no cost; if the Cramsie Room (old Council Chamber) in the Town Hall is used, the revenue foregone is a maximum of £34 per day or £408 per year, assuming meetings are held monthly.

IT IS RECOMMENDED that Committee approve the request for support for this project.

It was proposed by Councillor Stevenson, seconded by Councillor Storey

to recommend that Council approve the request from Compass for support for the establishment of a Shadow Council and permit them to use the Cramsie Room in the Town Hall and forgo any expenses incurred.

After discussion and a vote being taken the Chair declared the motion lost.

366.4 STAFF MATTERS

4.1 Community Safety Co-Ordinator – Evaluation

The NIO CSU recently commissioned a review of the current job description of Community Safety Co-ordinators across Northern Ireland. As a result and in recognition of the increasing management and oversight of community safety projects and initiatives the post has been redesignated as COMMUNITY SAFETY MANAGER (A revised job description has been provided). An independent desktop evaluation of

these duties was carried out by Belfast City Council Business Improvement Team, with the job being evaluated at PO2. (Members are reminded that this post is fully funded up to the value of £41,000.00 by the Northern Ireland Office).

IT IS RECOMMENDED that:-

1. the post of Community Safety Co-ordinator be redesignated as Community Safety Manager
2. the salary grade of the post be increased from PO1 (point 35) (current post holder) to PO2 (point 36) with effect from 1st April 2008
3. the post holder be provided with a renewed contract from 1st April 2008 to 31st March 2011 reflecting the above with a maximum working week of 37 hours.

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

to recommend that:-

1. **the post of Community Safety Co-ordinator be redesignated as Community Safety Manager**
2. **the salary grade of the post be increased from PO1 (point 35) (current post holder) to PO2 (point 36) with effect from 1st April 2008**
3. **the post holder be provided with a renewed contract from 1st April 2008 to 31st March 2011 reflecting the above with a maximum working week of 37 hours.**

4.2 Honorarium - Head of Finance & IT

The Chief Executive referred to this matter considered at committee's last meeting on 28th April 365 (min. 365.11.4) and referred back to committee by Council at its meeting on 6th May. He advised committee that he had reviewed the method of calculation of the honorarium and taken account of advice in this regard. Because of the responsibility for preparing and presenting estimates which could not be delayed until the Director's return and would otherwise have required the hiring in of specialist accounting resource, it was recommended that the Head of Finance & IT be paid an honorarium of £1647, calculated as one quarter of the difference between the Director's current salary and the new grade agreed by Council for the post of Head of Finance & IT, for the duration of the absence of the Director.

Following discussion it was proposed by Councillor Kennedy seconded by Councillor Storey

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).

On a vote being taken the Chair declared the motion carried.

366.5 CORPORATE PLAN

The Corporate Plan has been revised following two member workshops. **IT IS RECOMMENDED** that the draft Corporate Plan, as circulated, be adopted.

The Chief Executive advised the committee of the amendments which had been made to the plan following the workshops.

In response to queries from Councillor Robinson and Councillor Kennedy regarding costings of proposed capital projects the Chief Executive informed the committee that the costs included were estimates.

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

to recommend that Council adopt the Corporate Plan.

- **Alderman Connolly left the meeting during this item at 8:00pm**

366.6 REPORT ON FUNERAL ARRANGEMENTS FOR HONORARY FREEMAN

Council at a special meeting on 19th May approved spend associated with the arrangements for the funeral of the Honorary Freeman, Dr. Robert Dunlop. The Chief Executive will provide an update report on this matter in due course.

IT IS RECOMMENDED that the matter of consideration on a fitting civic recognition of the life of the Honorary Freeman will be addressed by the Committee at its next meeting.

Councillor Finlay, Councillor Kennedy and Councillor Stevenson expressed their thanks to the Council officers and staff for their work regarding the funeral. The Chief Executive thanked the members for their kind words.

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

to recommend that the matter of consideration on a fitting civic recognition of the life of the Honorary Freeman be addressed by the Committee at its next meeting.

366.7 COURTESY VISIT BY MAYOR OF TLOKWE CITY COUNCIL, POTCHEFSTROOM

The Mayor of Tlokwe City Council, Potchefstroom, accompanied by two colleagues, is paying a courtesy visit to the Mayor. During the visit they have also arranged to meet representatives from Dervock Community Association to learn more about the Associations plans to commemorate the centenary of K K McArthur. The visit will take place from 7 – 11 June 2008. **IT IS RECOMMENDED** that Council authorise expenditure associated with courtesy visit.

The Chief Executive outlined details of the proposed visit to the Borough.

It was proposed by Councillor Kennedy seconded by Councillor Finlay and
AGREED:-

to recommend that Council host the delegates and authorise the expenditure associated with the courtesy visit and if necessary expenditure be funded from reserves.

- *The Director of Central and Leisure Services joined the meeting during this item at 8:10pm*

366.8 SOMME REMEMBRANCE PARADE AND SERVICE

An invitation has been received from Carrickfergus Borough Council for members to attend the Parade and Service to be held at the Knockagh War Memorial on Sunday 29th June.

The Mayor is invited to lay a wreath. Wearing of civic robes is optional. Members are invited to refreshments afterwards in the Civic Centre, Antrim Street.

The Committee **AGREED:-**

to recommend that members wear their ceremonial robes to the Somme Parade and Service to be held at the Knockagh War Memorial on Sunday 29th June and that the Mayor lay a wreath at the event.

366.9 MEMBERSHIP – NI REGION OF NATIONAL ASSOCIATION OF COUNCILLORS

The Chief Executive advised the committee that membership fees in the amount of £960 will in future be paid directly to the NI Region (includes fees for membership of the National Executive Committee) Members' attention is drawn to the free guidance in legal matters available to members from Edwards & Co Belfast.

366.10 REVIEW OF PUBLIC ADMINISTRATION (RPA)

The Chief Executive provided an update report on the Review of Public Administration. Responding to a query from Councillor Robinson he clarified that 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. He informed the committee that a report on this would be brought to a future meeting.

- **The Chief Executive and the Head of Corporate Services left the meeting at 8:20pm**
- **Councillor Storey left the meeting at 8:20pm.**

CENTRAL

366.11 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 2 2008/09 drawn on the Councils Capital & Revenue Bank Accounts were circulated at the meeting.

IT IS RECOMMENDED that payment is made.

The Director responded to a number of members' queries.

It was proposed by Alderman Cousley seconded by Councillor Kennedy and **AGREED: -**

to recommend that accounts to the value of £666,697.35 from the Revenue Account and £42,489.59 from the Capital Account for Period 2 2008/09 be approved for payment.

366.12 PROVISION OF EMPLOYMENT AGENCY SERVICES

The Director advised the committee that tenders were invited by public advert for the provision of Employment Agency Services for a three-year period commencing on 1st July 2008. Seven tenders were received by the closing date of 9th May 2008. The Chairman and Director opened these on 12th May 2008.

The tenders received were:-

1. J C Construction Services Ltd, Coleraine
2. Rutledge Recruitment & Training, Coleraine
3. Diamond Recruitment Group, Coleraine
4. MPA Recruitment Ltd, Coleraine
5. Grafton Recruitment Ltd, Coleraine
6. Riada Recruitment Ltd, Coleraine
7. First Choice Selection Services Ltd, Coleraine

The tenders were evaluated by an officer panel in accordance with the evaluation criteria detailed in the tender document. The highest scoring company was Diamond Recruitment.

IT IS RECOMMENDED that the contract for the Provision of Employment Agency Services be awarded to Diamond Recruitment Group, for a three-year period commencing on 1st July 2008.

Responding to queries from members the Director advised the committee that the agency staff would be used as a temporary measure and that the Council would still be directly recruiting for positions throughout this period. She also advised that if the agency selected were unable to meet the demand then they would be responsible for sourcing temporary staff from other agencies.

Alderman Campbell stated that he would be abstaining from any decision on this matter.

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

to recommend that the contract for the Provision of Employment Agency Services be awarded to Diamond Recruitment Group, for a three year period commencing on 1st July 2008.

366.13 ICT UPGRADE - MICROSOFT LICENSING

The Director advised the committee that Council approved in the 2008/2009 budget £12,500 for Microsoft Licencing (part of the £40,000 budget), this being approximately half of the cost of upgrading Council's Microsoft Office suite to the current version with the second half scheduled for 2009/2010. The upgrade was scheduled to begin during the last quarter of 2008/2009 but the ICT staff have secured a deal which allows Council to upgrade at anytime during the next 3 years to the latest versions of Microsoft Office, client access licences, and operating systems available. This means that Council can upgrade as many times as ICT staff feel is necessary during the next 3 years and not just a one-off upgrade of Microsoft Office as was budgeted for. The cost of the Enterprise Assurance agreement is £10,224 per year for three years a total of £30,672 compared to the budgeted £25,000 over this year and next year for the one-off upgrade. This represents an excellent opportunity for Council to secure up to date software in the run up to RPA at a relatively low cost. The deal is being signed now as opposed to quarter 4 due to proposed increases in Microsoft pricing next month, which would add 20% initially to these costings and reduce the benefit to Council.

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

to recommend that Council approve the Enterprise Assurance Agreement of £10,224 per year for three years.

In closing the Chair thanked the members for their contribution to the committee over the last twelve months.

This being all the business the meeting closed at 9:35pm