

Ballymoney Borough Council**Corporate & Central Services Meeting No 367 – 23rd June 2008****Table of Contents****CENTRAL SERVICES**

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CORPORATE

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

Minutes of Corporate & Central Services Committee Meeting No 367 held in the Council Chamber, Riada House, Ballymoney on Monday 23rd June 2008 at 7pm.

IN THE CHAIR Mayor, Councillor J Finlay (Item 1)
Alderman J Simpson (Items 2-15)

PRESENT

Aldermen
F Campbell
H Connolly
C Cousley

Councillors
B Kennedy
M McCamphill
E Robinson
M Storey, MLA
R Wilson

IN ATTENDANCE Chief Executive
Director of Central and Leisure Services (Items 1-10)
Head of Corporate & Development Services (Items 5-15)
Committee Clerk

367.1 ELECTION OF CHAIR

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

that the Mayor take the Chair to conduct the election of Chair.

The Mayor invited proposals for the position of Chair of the Committee.

It was proposed by Alderman Cousley, seconded by Councillor Storey and
AGREED:

to re-elect Alderman Simpson as Chair of Committee for the ensuing year.

The Mayor declared Alderman Simpson elected as Chair of the Committee for the ensuing year.

Alderman Simpson took the Chair and thanked members.

- * **Councillor Kennedy joined the meeting during the discussion at 7.05 pm.**

367.2 ELECTION OF VICE-CHAIR

The Chair invited proposals for the position of Vice Chair of the Committee.

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

that Alderman Connolly be elected as Vice Chair of Committee for the ensuing year.

The Chair declared Alderman Connolly elected as Vice Chair of the Committee for the ensuing year.

367.3 MINUTES – MEETING NO 366 – 28TH MAY 2008

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

that the minutes of Meeting No 366 – 28th May, as circulated, be approved.

CENTRAL SERVICES

367.4 ACCOUNTS FOR PAYMENT

Treasury advise schedules detailing payments for Period 3, 2008/09 drawn on the Council's Revenue and Capital Bank Accounts were circulated at the meeting.

IT IS RECOMMENDED that the payments are made.

The Director of Central Services responded to a number of members' questions. At the request of Alderman Campbell, she confirmed she was unaware of any issues relating to the redemption of vouchers under the fuel stamp saving scheme.

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

to recommend that accounts to the value of £612,452.38 from the Revenue Account and £121,294.82 from the Capital Account for Period 3 2008/09 be approved for payment.

- * Councillor Wilson joined the meeting during the discussion at 7.15 pm.
- * Councillor Storey and Councillor Finlay left the meeting at 7.20, Councillor Finlay returning at 7.25 pm.
- * The Head of Corporate & Development Services joined the meeting at 7.26 pm.

367.5 ACCOUNTS FOR PAYMENT – JULY & AUGUST 2008

As the Council has approved that there will be no committee meetings in July & August except for urgent business it is **RECOMMENDED** that authority be delegated to the Director of Central & Leisure Services to approve the payment of accounts for periods 4 and 5, 2008/09.

Details of the payments made will be tabled for members' information at the September committee meeting.

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

to recommend that authority be delegated to the Director of Central & Leisure Services to approve the payment of accounts for periods 4 and 5, 2008/09.

367.6 SIGNING OFF THE 2007/08 ANNUAL ACCOUNTS

At its meeting on 6th May 2008 the Council delegated authority to committee to sign off the 2007/08 Annual Accounts in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006. A copy of the annual accounts were circulated.

The Director of Central & Leisure Services explained the District Fund Account, detailing the two provisions that were included, job evaluation back pay of £550,691 and landfill site closure of £1,297,987 which accounts for the substantial adverse variance on actual expenditure compared to budget.

With regard to the landfill provision, the Director advised that in light of the updated costings received during 2007/08 for the landfill site closure, there were a number of options available to Council. She detailed the options and advised that the amount included in the accounts was £150,000, which included interest of £33,298. This was the difference between the discounted cost of closure and the capital fund balance spread over four years to 2011.

The Director also explained to members, the changes in Fixed Assets, Long Term Loans, Capital Receipts Reserves, District Fund and Capital Fund.

A discussion ensued relating to the provision of funds for the closure of the landfill site with the Chief Executive & Director of Central & Leisure Services responding to members' questions including:

- Timescale for A26 roadworks
- Who authorized the revised Consultant's report
- Timescale for decisions relating to capping of the site
- Best estimates in provision for capping over a four year period
- Statutory requirement for interest to be applied on an annual basis to the Capital Fund
- Compliance with EHS directives in capping the site

The Director of Central & Leisure Services undertook to produce a variance report showing the cost of services compared to the budget for the year.

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

that the meeting be adjourned to enable the DUP group to further discuss the provision of funding to the capital fund.

The meeting adjourned at 8.30 pm and re-convened at 8.33 pm.

The meeting re-convened with discussion continuing relating to the proposal to increase the capital fund.

In response to comments made by Councillor Kennedy and Councillor Robinson, the Chief Executive recommended that the accounts be accepted and that Council review the position on an annual basis.

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

to recommend that Council sign off the 2007/08 Annual Accounts, as presented, in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

* **Alderman Connolly left the meeting at 9.00 pm.**

367.7 COUNCILLORS' ALLOWANCES – TRAVELLING ALLOWANCE

The Department has determined revised rates of travelling allowances for councillors effective from 1st April 2008.

The revised allowances are broadly in line with those of officers of councils. The Council's practice has been to pay the maximum level of allowances. Details of the revised allowances and the guidance notes were circulated.

Referring to the substantial increase in fuel costs, the Director of Central and Leisure Services advised of action taken by some councils in remonstrating against the level of increase.

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

to recommend that Council adopts the revised maximum rates of travelling allowances for councillors effective from 1st April 2008.

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

to recommend that Council writes to the Department expressing dissatisfaction at the level of increase in travelling allowances for councillors in light of soaring fuel costs.

* Councillor Kennedy left the meeting at 9.05 pm.

CORPORATE

367.8 CORPORATE PLAN 2008-2011

Following adoption of the Corporate Plan by Council a copy has been circulated to all members, made available to staff, published on the website and its availability notified to community and business networks in the borough.

Subsequent to the presentation and approval of the Corporate Plan, a copy of the "Office of Chief Executive Business Plan 2008/09" was presented incorporating a business management plan and local economic development plan which has been approved by Development Committee. Members were requested to consider the Business Management Plan 2008/09, further details of which are attached as Appendix 1.

The Chief Executive advised that it is anticipated that work will commence this year in formulating a common format across departments, in the presentation of plans.

Committee **AGREED:**

to recommend that the Business Plan for the Office of the Chief Executive 2008/09, incorporating Business Management Plan and Local Economic Development Plan be approved.

367.9 COURTESY VISIT – TLOKWE CITY COUNCIL

A civic delegation from Tlokwe City Council, Potchefstroom, led by the Executive Mayor, visited the borough from 7th-11th June. The main purpose of the visit was to meet with the local community association in Dervock and hear more of their plans to mark the centenary of Kennedy McArthur, the local postman from Dervock who on 14th July 1912 won a gold medal in the marathon at the Olympic Games in Stockholm, and to strengthen links between the two communities. Dervock has had an association with South Africa for over twenty years arising from its memorial marathon and arising from this Tlokwe City Council also wish to consider a friendship link between the two councils. It was **AGREED:**

to recommend that this matter be referred to the Development Committee.

367.10 STAFF MATTERS

10.1 CAREER BREAK

A part-time receptionist (within the Tourist Information Centre) has applied for a one year career break from 7th July 2008 to 6th July 2009 for family responsibilities.

It is RECOMMENDED that the application by the part-time receptionist for a one year career break to 6th July 2009 be approved and the vacancy filled through a recruitment exercise.

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

to recommend that the application by the part-time receptionist for a one year career break to 6th July 2009 be approved and the vacancy filled through a recruitment exercise.

10.2 POST ENTRY TRAINING & EDUCATION

The Cultural Services Officer has applied for assistance to undertake an Advanced Diploma in Management Practice. The duration of the course is one year, with time off from duties averaging 1 day per month for 12 months. The cost is £950 and would be met from the service budget.

It is **RECOMMENDED** that approval be granted, under the conditions of Post Entry Training, to the Cultural Services Officer and that vouched fees be paid and necessary time off from duties granted.

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

to recommend that approval be granted to the Cultural Services Officer and that vouched fees be paid and the necessary time off from duties granted.

10.3 SECONDMENT

A Leisure Attendant has been offered a secondment in Limavady Borough Council as a Duty officer for a period of 9 months commencing in July 2008.

It is **RECOMMENDED** that the applicant be seconded to Limavady Borough Council for a period of 9 months commencing in July 2008 and that the vacancy be filled through a recruitment exercise.

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

to recommend that the applicant be seconded to Limavady Borough Council for a period of 9 months commencing in July 2008 and that the vacancy be filled through a recruitment exercise.

- * **The Director of Central & Leisure Services left the meeting at 9.15 pm.**

367.11 CIVIC RECOGNITION - DR ROBERT DUNLOP

The Mayor indicated in his remarks following the tragic death of Dr. Robert Dunlop, that consideration be given to a fitting civic recognition of the life of the Honorary Freeman, the matter to be dealt with by this committee. It was **AGREED:**

to recommend that the matter be tabled for further consideration at the meeting of Committee in September.

The Chief Executive advised that a benefit dinner is being arranged on behalf of the Dunlop family at the Magherabuoy Hotel on Friday 29th August. Members were invited to give consideration to reserving a table for eight people at the event at a cost of £800.00 per table.

It was proposed by Alderman Cambell, seconded by Councillor McCamphill and **AGREED:**

to recommend that Council reserve of a table for eight people at the benefit dinner to be held at the Magherabuoy Hotel on 29th August, the Mayor and Chair of Committee to decide on attendees.

367.12 NILGA - SPECIAL RESPONSIBILITY ALLOWANCE

NILGA have advised on an amended payment scheme from April 2008 for members' allowances. Details were circulated to members for information.

367.13 NILGA – ENGAGEMENT WITH COUNCILS

Following the round of meetings with Councils, NILGA has published a report on the consultation process on the draft Framework of Engagement and Strategic plan 2008-2011. No formal written submissions were received from Councils; therefore NILGA intends to present both documents for ratification at the NILGA AGM in September 2008.

367.14 NILGA – ATTENDANCE AT MEETINGS

NILGA have requested that as part of the ongoing engagement process between NILGA and Councils, that councils monitor attendance by elected members at NILGA meetings. A copy of the annual report of attendance since September 2007 was circulated to members for information.

367.15 REQUEST FROM NIPSA

A request has been received from NIPSA to present to Council on 7th July 2008 in respect of job losses in Revenue & Customs.

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

that an invitation be extended to NIPSA to give a presentation to Council on 7th July in accordance with their request.

This being all the business, the meeting closed at 9.30 pm.

Appendices attached:

Appendix 1

Office of the Chief Executive Business Plan 2008/09

APPENDIX 1**OFFICE OF THE CHIEF EXECUTIVE BUSINESS PLAN 2008/09****[1] - Business Management Business Plan 2008/09**

STRATEGIC AIM	Provide an efficient, effective and economic service to the corporate body, its members, meetings, committees and programmes, and deliver marketing and communications plans.
COUNCIL/COMMITTEE SUPPORT SERVICES	<ul style="list-style-type: none"> • Prepare reports/recommendations, attend meetings, produce minutes and implement decisions • review committee structure to align with organizational structure
CORPORATE MANAGEMENT	<ul style="list-style-type: none"> • support Chief Executive and the work of the Corporate Management Team • support inter-organisational liaison on corporate working groups
MEMBER SERVICES	<ul style="list-style-type: none"> • deliver member training/briefing programme • provide information and support services to members • increase electronic communications & recycling • maintain members room
MARKETING AND PR	<ul style="list-style-type: none"> • raise profile of Council and awareness of services through positive PR • increase positive perception of Council among residents • support Mayor's Office activities • ensure roll out corporate identity/branding to all media • deliver corporate/civic and ceremonial events • develop international relations with twin towns
COMMUNICATIONS	<ul style="list-style-type: none"> • Develop & deliver internal & external communications plan • Develop & review website and improve access & on-line services • Undertake consultation with citizens/service users • Promote suggestion scheme and publish results • Publish citizen information leaflets • Publish corporate plan and performance report • Deliver team briefings monthly & staff briefings on key issues
RECORDS MANAGEMENT	<ul style="list-style-type: none"> • Develop and review policies and procedures • Develop and review file plan • Ensure legislative obligations are complied with

	<ul style="list-style-type: none"> • Provide advice and guidance to service units • Review financial and management information systems
FREEDOM OF INFORMATION (FOI)	<ul style="list-style-type: none"> • review publication scheme • respond to inquiries and produce annual report • provide advice and guidance to service units
INTERNAL AUDIT	<ul style="list-style-type: none"> • Develop & review Annual Audit Plan • Ensure delivery of internal audit reviews • Liaison with Internal Audit • Support work of and report to Audit Committee • Co-ordinate development and review of Risk Management Process • Review and monitor arrangements to secure economy, efficiency and effectiveness in the use of resources
IMPROVE LOCAL POLICING	<ul style="list-style-type: none"> • Work in partnership to improve local policing, as detailed in the strategic and operational plan and local policing plan.
CIVIC LEADERSHIP & REPRESENTATION	<ul style="list-style-type: none"> • Lobby on issues affecting the Borough and its citizens: opposition to lignite development, upgrading of A26 to dual carriageway standard, gas pipeline installation, railway network improvements, area plan, housing growth indicators
PARTNERSHIP WORKING	<ul style="list-style-type: none"> • Ballymoney Borough Twinning Association • District Policing Partnership • Local Strategy Partnership
STAFF/STAFF DEVELOPMENT	<ul style="list-style-type: none"> • Employees x 6 full time, 7 part-time • Secure additional admin resource • Recruit work placement/trainee • Attend courses/seminars, as and when required, to keep up-to-date with current legislation • 2 x employees trained on powerpoint • 3 x employees refreshed/trained on recruitment & selection

EXTERNAL LIAISON	Ratepayers, government agencies, MP, MLAs, community groups, local authorities, other departments, media, NILGA, Membership of NILGA EU Forum, Local Government Marketing Group. RPA working Group.
RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • set & monitor budgets • development of electronic systems and records management
EXTERNAL STANDARDS	Everything done in line legislative requirements and established good practice.

[2] - LOCAL ECONOMIC DEVELOPMENT BUSINESS PLAN 2008/09

STRATEGIC AIM	Encourage economic activity which will address the social need identified and provide an improved quality of life for those who live in, work in and visit the area.
BUSINESS DEVELOPMENT	<p>Create new businesses and jobs</p> <ul style="list-style-type: none"> • Deliver a suite of business development programmes • Signpost businesses to business support agencies • Maintain business guide and economic profile
TOURISM DEVELOPMENT	<p>Create New Tourism Product</p> <ul style="list-style-type: none"> • Develop and market new tourism activity products • Develop events and festivals • Increase community activity in tourism • Development of Ulster Scots Connection – North Antrim/Scotland • Development of River Bann Corridor
TOWN CENTRE DEVELOPMENT	<p>Strengthen Town Competitiveness</p> <ul style="list-style-type: none"> • Develop and Deliver Town Action Plan in partnership with Ballymoney Town Centre Management and Ballymoney Regeneration Company. In areas of environmental/streetscape improvement, urban design, marketing (residents, tourism & investment sectors), communications, quality of life, access, training & development. • Secure new town centre housing and promotion of Town Centre Living Initiative (living over the shop) in association with NIHE • Development of riverside park to secure convenient safe foot access to town centre
RURAL & COMMUNITY DEVELOPMENT	<p>Empower and enable community groups and individual volunteers to take action towards improving the quality of life (economically, socially and environmentally) for local residents.</p> <ul style="list-style-type: none"> • enable community groups to develop the necessary skills to tackle key economic regeneration, job creation and other relationship issues within the communities • Provide support for community regeneration projects in borough villages and hamlets • Encourage establishment of community businesses to create employment at community level that will promote opportunities for sustainability.
PARTNERSHIP WORKING	<ul style="list-style-type: none"> • North Antrim Community Network • Ballymoney Community Resource Centre • New Deal Consortium

	<ul style="list-style-type: none"> • A26 Lobby Group • Acorn Business Centre • Group 22 Natural Gas • Ballymoney Town Centre Group • Ballymoney Regeneration Company • Business Education Partnership • Ballymoney Chamber of Commerce • North East Interreg Partnership • North Antrim Leader Group / North East Rural Development Partnership • Ballymoney Borough Local Strategy Partnership / Peace III Partnership
PROGRAMME MANAGEMENT	Implement Strategy and Action Plan within overall cost limits and agreed timescale Statutory Returns/Funding Bids/Funding claims/Monitoring/Evaluation & Progress Reports
STAFF/STAFF DEVELOPMENT	Employees x 1 full time, 1 p/time Attend courses/seminars, as appropriate, to keep up-to-date with current legislation ECDL training x 3 Recruitment & selection training/refresher x 2
EXTERNAL LIAISON	Local businesses, enterprise agency, local development agencies, local partnership bodies, FE college, ratepayers, DETI family, DOE, DARD, DSD, community groups
EXTERNAL STANDARDS	Everything done in line with quality standards, legislative requirements and established good practice.