

Ballymoney Borough Council
Corporate & Central Services Meeting No 373 – 23rd February 2009

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CENTRAL SERVICES

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373.13	Procurement Policy – Revised	<i>Agreed.</i>
373.14	Somme Pilgrimage 2009	<i>Councillor Finlay appointed.</i>
373.15	District Policing Partnership – Effectiveness Assessment	<i>Noted.</i>
373.16	NI Local Government Association –	

Membership

373.17	Local Government Publication Scheme Workshops	<i>Members to register intent.</i>
373.18	Committee Membership	<i>Revised nominations Agreed.</i>

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

Minutes of Corporate & Central Services Committee Meeting No. 373 held in the Council Chamber, Riada House, Ballymoney on Monday 23rd February 2009 at 7pm.

IN THE CHAIR Alderman J Simpson

PRESENT

Aldermen
F Campbell
H Connolly

Councillors
J Finlay, Mayor
B Kennedy
M McCamphill
E Robinson
I Stevenson

APOLOGIES Alderman C Cousley, MBE, Dep Mayor
M Storey, MLA

IN ATTENDANCE Director of Central and Leisure Services
[Items 1- 6]
Chief Executive
[Items 7-18]
Head of Corporate and Development Services
[Items 7-18]
Committee Clerk

373.1 MINUTES OF MEETING NO. 372 – 26TH JANUARY 2009

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

*that the minutes of meeting No 372 – 26th January 2009, as
circulated, be confirmed as a correct record.*

CENTRAL SERVICES

373.2 ACCOUNTS FOR PAYMENT

Treasury advise schedules detailing payments for Period 11, 2008/09 drawn on the Council's Revenue and Capital Bank Accounts will be circulated at the meeting.

IT IS RECOMMENDED THAT the payments are made.

* **Councillor McCamphill arrived at 7.05pm.**

The Director responded to a number of members' questions.

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

to recommend that accounts to the value of £ 1,093,118.28 from the Revenue Account and £198,035.69 from the Capital Account for Period 11, 2008/09 be approved for payment.

373.3 ABSENTEEISM IN NORTHERN IRELAND COUNCILS 2007/08

The report by the Chief Local Government Auditor on Absenteeism in Northern Ireland Councils for the year 2007/08 was circulated.

The Director advised members that the reports recorded absenteeism statistics on an average annual 3-year basis from 2005-2008 with comparisons made with the 2002-2005 period. She drew members' attention to the average annual absenteeism rates, the average annual staff costs and the proportion of full time equivalent employees with no absences.

The Director reminded members of the council's absenteeism policy in place, and advised that the largest proportion of absenteeism was due to long-term illness.

In response to members' questions the Director advised regarding the statutory sick pay scheme, return to work interviews and referrals to occupational health.

The Director agreed to report to the Resources Task Group with 12-month absenteeism figures for 2008/09 when available.

* **Councillor Kennedy left the meeting at 7.30pm during considerations of this item and returned at 7.35pm.**

* **Head of Corporate and Development Services arrived at the meeting at 7.50pm.**

373.4 DISTRICT COUNCIL RATES 2009/10

Attached as Appendix 1, for members' information, is the DOE circular setting out the District Rates struck by all 26 local authorities for 2009/10.

375.5 ANNUAL TENDERS PROCESS

The Director sought approval to have the annual tenders opened by the Chair of Committee and Head of Finance and IT and a report brought to the next council meeting in March.

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

to recommend to council that the annual tenders be opened by Chair of Committee and Head of Finance and IT and a report brought to the next council meeting in March.

* **Chief Executive arrived at the meeting at 8.00pm.**

373. 6 ONLINE BANKING SERVICE

As part of the improvements to council services **IT IS RECOMMENDED** that Council setup online banking facilities with Paypal. This will allow visitors to the Caravan Park and Marina Facility initially to make their payment for services securely online. Once set up the service could be extended to other Council facilities.

The costs of this facility are as follows:

Monthly sales	Price per transaction
£0.00 GBP - £1,500.00 GBP	3.4% + £0.20 GBP
£1,500.01 GBP - £6,000.00 GBP	2.9% + £0.20 GBP
£6,000.00 - £15,000.00 GBP	2.4% £0.20 GBP
£15,000.01 GBP - £55,000.00 GBP	1.9% + £0.20 GBP
above £55,000.00 GBP*	1.4% + £0.20 GBP

* There are no setup fees or monthly fees.

IT IS RECOMMENDED that the administrators of the service be Director of Central and Leisure Services, and Head of Finance and IT since this is another banking service and both officers are signatories on the other council banking services.

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

to recommend that Council set up and administer the online banking facility with Paypal and that the Director of Central and Leisure Services and Head of Finance and IT be the administrators.

* **Councillor Stevenson left the meeting at 8.05pm.**

* **Director of Central and Leisure Services left the meeting at 8.15pm.**

CORPORATE SERVICES

373.7 TRANSITION COMMITTEE

7.1 Inaugural meeting

Limavady Council has agreed to nominate 3 SF, 1 SDLP and 1 UUC member to the Transition Committee and all names except that from the UUC party have been supplied to the Chief Executive. As all councils have now agreed the makeup of their five nominations, the inaugural meeting of the Transition Committee has been arranged for the afternoon of 25th February in Cloonavin, Coleraine. Details will be sent to TC members by Coleraine, the host council for this meeting. Subsequent meetings will rotate around the four councils.

7.2 Use of Council Chamber for meetings of Transition Committee and Transition Management Team

Background

It is council policy that only meetings of Council, its main Committees & the DPP are held in the Council Chamber. Exceptions have been made for specific meetings e.g. the AGM of SOLACE when the Chair was from Ballymoney Borough. This item is tabled so that the committee can consider whether an exception should be made to allow meetings of the Transition Committee (TC) and the Transition Management Team (TMT) for the Causeway Coast District Council to be held in the chamber.

Issue

The TC has 20 elected members and is serviced initially by the four chief executives, with a note taker in attendance and possibly additional officers there to make presentations. Meetings are not open to the public or press. If there is a full attendance at least 25 people need to be accommodated. The TMT is comprised of the senior management teams of the four councils plus one senior officer from each of the four departments transferring services. A note taker will also be required. If a full turn-out is present at least 24 people need to be accommodated.

No committee rooms in Riada House or the Leisure Centre will accommodate this size of gathering and only the Auditorium or the Shiels Room in the Town Hall is large enough. To use either of those will incur setting up and taking down, which may involve bringing in a caretaker when otherwise one is not needed. There is also the possibility of losing revenue from other bookings which could not be taken when the room is needed for these meetings. The meetings rotate around the four councils and the provision of rooms for these meetings is seen as part of local government contribution to RPA implementation, so costs cannot be

recovered. With meetings planned monthly, it is expected that about three TC and three TMT meetings would be held in Ballymoney per year.

Recommendation

The council chamber is the only dedicated meeting room which will accommodate meetings of these two bodies. Its use for this purpose would not incur a loss of revenue, as council does not make it available for hire. The Minister has urged councils to create TCs and TMTs to take forward the work of preparing for the new councils. For these reasons **IT IS RECOMMENDED THAT** the committee asks council to set aside its policy in respect of meetings of the Causeway Coast Transition Committee and the Causeway Coast Transition Management Team and allow them to be held in the council chamber.

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

to recommend that council set aside its policy in respect of meetings of the Causeway Coast Transition Committee and the Causeway Coast Transition Management Team and allow them to be held in the council chamber.

373. 8 ADVISORY NOTE ON THE CONVERGENCE OF PLANS, PROGRAMMES AND PROJECTS

A circular dated 18/2/09 from DOE regarding Transition Management and forwarding copy of Advisory Note on the Convergence of Plans, Programmes and Projects, approved by the Regional Transition co-Ordinating Group (RTGCG) on 12th February was circulated. The Advisory Note is designed to assist councils in the consideration of initial work on the convergence of plans programmes and projects within new council areas. It sets out the kind of areas that council be considered initially in terms of understanding existing activities and systems in converging councils, and also sets out a range of questions which could be useful in consideration of the impact of key decisions on new council areas.

373.9 STAFF MATTERS

NOT FOR PUBLICATION

373.10 PERFORMANCE INDICATORS

The Department of Environment has supplied data on performance indicators. This data, circulated, shows that seventeen Councils last year spent more per head of population than Ballymoney and eight spent less. It also shows this

Council spent less than half the highest spending Council (Belfast) and about 20% more per head than the lowest spender (Castlereagh) (Note information has not yet been audited)

373.11 VACANCY CONTROL GUIDANCE (LOCAL GOVERNMENT STAFF COMMISSION)

As a result of decision arising from the Review of Public Administration (RPA) and in order to safeguard the employment of existing local government staff, the Local Government Staff Commission, in April/May 2006, sought preliminary advice from its legal representatives in relation to the implications of the introduction of a vacancy control system. In August that year a policy paper was issued to councils and other stakeholders for consultation purposes. Following consideration of the responses a detailed Guidance Paper was agreed by the Commission in May 2007 with the implementation date to be agreed when the RPA timetable became clearer. This Guidance Paper was reviewed in the light of the Ministerial announcement in March 2008 and agreed by the Commission on 9th January 2009. A copy of the Guidance was circulated. Comments are invited by 13th March.

The matter is currently being addresses by management. Chief Executive shall endeavor to provide recommendations at the next council meeting in March.

373.12 REVIEW OF LOCAL GOVERNMENT STAFF COMMISSION

The Department of Environment has published a report by John Hunter on the review of the Local Government Staff Commission. A copy is available from the Office of the Chief Executive. The Environment Minister has considered the content of the report and has asked the Policy Development Panel C to examine the recommendations on support services and capacity building. The Panel has been tasked with dealing with structural reform issues relating to the reform of local government and will consider the content of the report and present its view to the Strategic Leadership Board. The Department is also engaging with the Local Government Staff Commission to take its view on the report.

* **Councillor Kennedy left the meeting at 9.00pm.**

373.13 PROCUREMENT POLICY – REVISED

The Management Team has reviewed the current procurement policy and procedures to incorporate existing EU procurement thresholds and Council select list process. A copy is attached as Appendix 2. **IT IS RECOMMENDED** that the revised procurement policy and procedures be adopted.

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

to recommend that council adopt the revised procurement policy and procedures as detailed in Appendix 2.

- * **Councillor Kennedy rejoined the meeting at 9.15pm.**

373.14 SOMME PILGRIMAGE 2009

Council has received the usual notice from the Somme Association of the Somme Pilgrimage, which takes place 29th June – 3rd July. Estimated cost £520 per person (excluding insurance) (single room supplement £80). Council's usual practice has been to send one member and one officer and to lay a wreath (£50). Members should note that this event is funded from the Official & Courtesy Budget which has reduced from £16,000 - £13,000.

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

to recommend that Council send Councillor Finlay to the Somme Pilgrimage, which takes place 29th June – 3rd July 2009 at an estimated cost of £520 (excluding insurance) (single room supplement £80) and to lay a wreath at an estimated cost of £50.

- * **Alderman Connolly left the meeting at 9.23pm.**

373.15 DISTRICT POLICING PARTNERSHIP – EFFECTIVENESS ASSESSMENT

The Northern Ireland Policing Board has forwarded details of its statutory assessment of DPPs against 10 targets in the new effectiveness framework, i (revised April 2008), in the following areas of work:

1. Public confidence and awareness of DPPs
2. DPP consultation
3. Public attendance at DPP meetings
4. DPP Members' attendance
5. Provision of DPP annual Reports.

The results of the assessment are as follows:

- ❑ 1 DPP met 9 of 10 targets
- ❑ 15 DPPs/Sub-Groups met 7 or 8 targets
- ❑ 9 DPPs/Sub-Groups met between 4-6 (inc) targets and
- ❑ 4 DPPs met 3 or less targets.

Ballymoney DPP met 6 targets and the Board has noted this generally positive assessment and acknowledge the work by members and the manager.

373.16 NI LOCAL GOVERNMENT ASSOCIATION - MEMBERSHIP

Committee is invited to consider the matter of NILGA Membership identified during the recent rates process arising from consideration of contributions to other bodies. Committee should note that if Council wishes to withdraw from NILGA it needs to give 12 months notice. To be effective from the next rate year the decision needs to be made by 31 March 2009.

Various members spoke for and against retaining membership of NILGA but no consensus was reached.

373.17 LOCAL GOVERNMENT PUBLICATION SCHEME WORKSHOPS

As committee is aware the Information Commissioner's Office (ICO) has recently introduced a new model Publication Scheme that all public authorities were required to adopt from 1 January 2009. (adopted by Council) This model scheme was developed in response to the need for improvements in the way in which public sector information is proactively disseminated.

Working in conjunction with NILGA, the Information Commissioner's (ICO) NI Regional Office is holding a series of half day workshops during April on the subject of publication schemes. These are intended to give Councillors and senior officials an opportunity to discuss how they are developing their publication schemes, and explore ICO expectations.

The workshops will include senior input from the ICO as well as contributions from the local government sector. The proposed dates for the workshops, which will include lunch, are as follows:

Workshop 1: Wednesday 8 April - Lough Neagh Discovery Centre

Workshop 2: Wednesday 22 April – Glenavon Hotel, Cookstown

Workshop 3: Wednesday 29 April – Lisburn Civic Centre

In addition to considering how the sector can better progress publication schemes these workshops will also provide an opportunity to discuss how the schemes can promote openness and transparency; factors that are particularly pertinent to arrangements for the new Councils post 2011 and policy proposals to publish a "constitution".

Expressions of interest from members are invited.

373.18 COMMITTEE MEMBERSHIP

SF have requested that Councillor McGuigan replace Councillor McKay on the Development committee. It has been practice that parties are permitted to change membership and this is endorsed by council.

Committee agreed to the substitution of Councillor McGuigan for Councillor McKay on the Development Committee.

This being all the business the meeting closed at 9.50pm.

Appendix 1: DOE circular setting out the District Rates struck by all 26 local authorities for 2009/10.

Appendix 2: Revised Procurement Policy and Procedures.

APPENDIX 1

**DOE circular setting out the
District Rates struck by all 26 local
authorities for 2009/10.**

**Local Government Policy Division**

Clerk & Chief Executive of each District Council,
 Finance Officer of each District Council,
 Ms H Moorhead, Chief Executive, Northern
 Ireland Local Government Association,
 Cllr R Ferguson, Secretary, National Association
 of Councillors
 Mr L Hannaway, Honorary Secretary, Society of
 Local Authority Chief Executives,
 Mrs M Henebery, Secretary, Association of Local
 Government Finance Officers
 Mr A Kerr, Chief Executive, Local Government
 Staff Commission,
 Mr D Morrice, Secretary, Northern Ireland Local
 Government Officers' Superannuation Committee,
 Mr J Quinn, Chief Executive, Arc21,
 Mr G Craig, Finance Director, Arc21
 Mr J Buchanan, Chief Local Government Auditor

Finance Branch
 6th Floor
 Goodwood House
 44-58 May Street
BELFAST
 BT1 4NN

Telephone: 028 9025 6079
 Facsimile: 028 9025 6080
 Email: Marie.finnegan@doeni.gov.uk

Your reference:
 Our reference:

Date: 16 February 2009

Circular No: LG 01/09

Dear Sir/Madam

DISTRICT RATES 2009/2010

All twenty-six district councils in Northern Ireland have struck their district rates for the 2009/2010 financial year.

A table, setting out the detail of the rates for individual councils, is enclosed, for your information.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. Finnegan', is written over a horizontal line.

M F T FINNEGAN (MISS)

DISTRICT RATES 2009/2010

District Council	Non-Domestic Rate				Domestic Rate			
	2008/2009 Pence	2009/2010 Pence	Pence Increase	% Increase	2008/2009 Pence	2009/2010 Pence	Pence Increase	% Increase
Antrim	23.6886	25.5261	1.8375	7.76	0.3159	0.3404	0.0245	7.76
Ards	20.5819	21.6090	1.0271	4.99	0.2493	0.2617	0.0124	4.97
Armagh	25.1773	26.9256	1.7483	6.94	0.3393	0.3628	0.0235	6.93
Ballymena	22.8552	24.2151	1.3599	5.95	0.3157	0.3345	0.0188	5.96
Ballymoney	22.4239	24.1347	1.7108	7.63	0.2878	0.3097	0.0219	7.61
Banbridge	23.4803	24.4075	0.9272	3.95	0.3121	0.3244	0.0123	3.94
Belfast	22.1853	23.7325	1.5472	6.97	0.2540	0.2717	0.0177	6.97
Carrickfergus	23.3575	25.2222	1.8647	7.98	0.3195	0.3450	0.0255	7.98
Castlereagh	15.8224	15.8221	-0.0003	0.00	0.1902	0.1902	0.0000	0.00
Coleraine	20.1177	21.3192	1.2015	5.97	0.2654	0.2812	0.0158	5.95
Cookstown	20.2480	21.0292	0.7812	3.86	0.2564	0.2663	0.0099	3.86
Craigavon	22.3757	23.0338	0.6581	2.94	0.3474	0.3576	0.0102	2.94
Derry	24.4336	25.8003	1.3667	5.59	0.3533	0.3730	0.0197	5.58
Down	23.1531	23.7441	0.5910	2.55	0.3065	0.3143	0.0078	2.54
Dungannon & South Tyrone	19.9338	20.8161	0.8823	4.43	0.2434	0.2542	0.0108	4.44
Fermanagh	15.7343	17.0713	1.3370	8.50	0.2172	0.2357	0.0185	8.52
Lame	22.4881	22.4881	0.0000	0.00	0.3318	0.3318	0.0000	0.00
Limavady	24.3376	25.6732	1.3356	5.49	0.3555	0.3750	0.0195	5.49
Lisburn	17.6598	18.1180	0.4582	2.59	0.2314	0.2374	0.0060	2.59
Magherafelt	18.0474	18.5751	0.5277	2.92	0.2278	0.2344	0.0066	2.90
Moyle	28.7678	30.3867	1.6189	5.63	0.3550	0.3749	0.0199	5.61
Newry & Mourne	20.5026	21.8891	1.3865	6.76	0.2803	0.2992	0.0189	6.74
Newtownabbey	23.4281	23.8808	0.4527	1.93	0.2999	0.3057	0.0058	1.93
North Down	17.7803	19.2253	1.4450	8.13	0.2402	0.2598	0.0196	8.16
Omagh	20.9199	21.8609	0.9410	4.50	0.3400	0.3553	0.0153	4.50
Strabane	21.2820	22.8741	1.5921	7.48	0.3127	0.3361	0.0234	7.48

APPENDIX 2

PROCUREMENT POLICY AND PROCEDURES

BALLYMONEY BOROUGH COUNCIL***PROCEDUREMENT POLICY AND
PROCEDURES***

Where the estimated value of goods or services is:-

- 1.1 Under £999, quotations need not be obtained. Directors may however consider it prudent to require a minute to be prepared for their approval. This should incorporate details as to competitive prices and so ensure that documentary evidence is available at audit since it will be the responsibility of the Director concerned to justify the action taken in securing the goods or services.
- 1.2 Between £1,000 and £4,999 at least three written competitive quotations should be obtained, if possible, and approved by the Director.
- 1.3 Between £5,000 and £10,000 at least four written competitive quotations should be obtained, if possible, and approved by the Council/Relevant Committee.
- 1.4 In excess of £10,000 public tenders must be invited. These tenders will be advertised in the local press and on our website www.ballymoney.gov.uk
- 1.5 On some occasions a decision is made to invite Tenders through a "Select List". A Select List acts as a preliminary to Tendering and does not take price into consideration. There will be a public invitation to join this list and council will then carry out a selection process. The Select Listing focuses on the applicant's ability to match pre-determined criteria for suppliers. The criteria will be tailored to match the needs of each individual contract and will have been identified prior to the invitation of applications for inclusion on the Select List. Once the list is agreed only those short-listed companies will be invited to tender.
- 1.6 If the value of work is over £139,893 (£3.5m for works) (January 2008) then EU public procurement rules apply and the work must also be advertised in the Official Journal of the European Union.
2. The authority delegated to the Chief Executive and the authority delegated by the Chief Executive to the Directors to obtain quotations is fixed at £4,999. Quotations in excess of this amount and not exceeding £10,000 must be referred to the Council via the relevant committee, or in the case of urgency to Council for decision.

John P Dempsey
Chief Executive

Tendering for Contracts – Note Legal Principles:

- comply with EU Rules
- be transparent on how process conducted
- clarification given to one given to all
- correspondence to and from tenders should be disclosed to all
- refer to guidance on post tender negotiation in OGC website www.ogc.gov.uk/briefings_post-tender_negotiation.asp
- guidance should be given if upper limit on budget/possibility of full project not being undertaken

NOTE: THIS CIRCULAR REPLACES CIRCULAR CX3/91 DATED 9 MAY 1991 WHICH IS HEREBY CANCELLED.

Established 9 May 1991

Revised 280397 – Ref: FC235 240397

Revised 050606 to take account of revised management structure under organisational review, implemented 050606

Revised 5.1.09 to incorporate existing EU Journal thresholds and select list process (Ref:

