

**Ballymoney Borough Council**  
**Corporate & Central Services Meeting No 375 – 27<sup>th</sup> April 2009**

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

Minutes of Corporate & Central Services Committee Meeting No. 375 held in the McKinley Room, Riada House, Ballymoney on Monday 27<sup>th</sup> April 2009 at 7pm.

**IN THE CHAIR** Alderman J Simpson

**PRESENT**

**Aldermen**  
F Campbell  
C Cousley, MBE, Deputy Mayor  
H Connolly

**Councillors**  
A Cavlan  
J Finlay, Mayor  
M McCamphill  
E Robinson

**APOLOGIES**

P McGuigan  
I Stevenson  
M Storey, MLA

**IN ATTENDANCE**

Chief Executive  
[Items 8-23]  
Director of Central and Leisure Services  
[Items 1-7]  
Head of Corporate and Development Services  
[Items 8-23]  
Committee Clerk

**375.1 MINUTES OF MEETING NO. 374 – 23<sup>RD</sup> MARCH 2009**

Minutes of Meeting No. 374 – 23<sup>rd</sup> March 2009 were circulated at the meeting.

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

*to recommend that the minutes of Meeting No. 374 – 23<sup>rd</sup> March 2009, as circulated, be confirmed as a correct record.*

**CENTRAL SERVICES**

**375.2 ACCOUNTS FOR PAYMENT**

Treasury advise schedules detailing payments for Period 12(2) 2008/09 and Period 1, 2009/10 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 responded to a number of members' queries relating to the accounts.

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

*to recommend that accounts to the value of £576,510.18 from the Revenue Account for Period 12(2), 2008/09 be approved for payment.*

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

*to recommend that accounts to the value of £479,310.95 from the Revenue Account and £240,977.79 from the Capital Account for Period 1, 2009/10 be approved for payment.*

\* Councillor Robinson left the meeting at 8.20pm.

**375.3 ANNUAL ACCOUNTS**

Under the Local Government (Accounts & Audit) Regulations (N.I.) 2006 the Annual Accounts of the Council for the year 2008/09 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 2009.

**IT IS RECOMMENDED** that the Council delegates authority to the Corporate & Central Services Committee to sign off the 2008/2009 Annual Accounts at its meeting on 22<sup>nd</sup> June 2009.

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

*to recommend that Council delegate authority to the Corporate and Central Services Committee to sign off the 2008/2009 Annual Accounts at its meeting on 22<sup>nd</sup> June 2009.*

**375.4 CONSULTATION – STUDY FOR IMPROVING ECONOMY, EFFICIENCY AND EFFECTIVENESS (ABSENTEEISM IN NORTHERN IRELAND COUNCILS 2008-09)**

The Chief Local Government Auditor has for the past 3 years undertaken a study on Absenteeism in Northern Ireland Councils. He intends undertaking a similar study for the year ended 31<sup>st</sup> March 2009.

The legislation requires the Auditor to consult with relevant bodies before commencing a study. Accordingly views are sought on the study proposal for Absenteeism in Northern Ireland Councils 2008-09 (circulated). The content of the proposal is similar to the 2007-08 study.

Comments are invited by 15<sup>th</sup> May 2008.

Members offered no comments on the proposed study.

\* **Councillor Cavlan left the meeting at 8.26pm.**

**375.5 LOANS TO OFFICERS FOR THE PURCHASE OF MOTOR VEHICLES**

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 2009 will be 2.7% 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 installments).

**IT IS RECOMMENDED** that Council apply the interest rate of 2.7% with effect from 1<sup>st</sup> April 2009. Council currently has no car loans to officers.

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

***to recommend that Council apply the interest rate of 2.7% with effect from 1<sup>st</sup> April 2009, to offer 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.***

\* **Councillor Cavlan rejoined the meeting at 8.30pm.**

**375.6 CARRY FORWARD OF ANNUAL LEAVE TO 2009/10**

A schedule detailing the employees who have made applications to carry forward unexpended leave in 2008/09 to the 2009/10 leave year for the reasons specified was circulated. The applications are supported by the respective Directors.

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

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

***to recommend that Council permit the three employees to carry forward the requested unexpended leave to 2009/10.***

\* **Chief Executive arrived at the meeting at 8.30pm.**

### **375.7 CAR ALLOWANCES 2009/10**

The Director advised that the National Joint Council for Local Government Services has agreed new rates of car allowances for officers with effect from 1<sup>st</sup> April 2009.

Details of the revised allowances are set out in NJC Circular 1/09 dated 14/04/09.

In response to a query the Director advised that Councillors' travel allowances are similar to officers 'casual rate' allowances and are determined by the Department of the Environment.

\* **Director of Central and Leisure Services left the meeting at 8.40pm.**

\* **Alderman Campbell left the meeting at 8.40pm.**

\* **Head of Corporate and Development Services arrived at the meeting at 8.40pm.**

## **CORPORATE SERVICES**

### **375.8 TRANSITION COMMITTEES – LOCAL GOVERNMENT REFORM ESTABLISHMENT OF TRANSITION COMMITTEES IN STATUTE – CONSULTATION DOCUMENT**

The Department of Environment has published the above consultation document and is seeking views, by 31<sup>st</sup> May on its proposals for the establishment of Transition Committees, in statute, that will be tasked with managing the transition from the existing 26 Councils to the new 11 district councils. Enabling powers will be included in the Contracts Bill, which is to be made in the autumn of 2009.

**It is suggested** that council welcomes the proposal to provide a statutory basis for Transitions Committees (TCs) and urges the Department to progress the legislation as quickly as possible, in view of the major work involved in transition.

**A number of questions are asked within the document and the suggested responses are set out below: -**

- Q1 *Do you agree with the proposed size of the TCs?*  
 Q2 *Do you agree that representation from district councils in a group should be equal?*

The present arrangement for the Causeway cluster (20 members, with equal representation of 5 from each of the 4 councils) has worked well and should be retained.

- Q3 *Should district councils have flexibility in their approach to nominating members to a TC?*  
 Q4 *Do you support the approach to achieving consistency in the application of the divisor method?*

Because statutory TCs will have powers equivalent in many ways to a council, it is essential that there is clarity and robustness to challenge in the methodology used to fill places. The D'Hondt formula is widely used within local government and Saint Lague is a variant which favours smaller parties when there is a situation of a tie. STV is less commonly used. It is important that the Department provides detailed guidance on the application of all the options. The guidance should include directions as to: -

- a) the date at which the composition of the council is to be used in the formulae (e.g. is it the 2005 election date or is it to be a current date)?
- b) if the date is not the 2005 election date, how are councillors who have changed party since the election to be treated in the calculations and how are the results of by-elections since that date to be treated?
- c) Assuming that First Preference Votes are to be used in place of seats on council as a tie-breaker, how are they to be calculated for each party?

Finally in this section, it is suggested that all the councils in a cluster should be required to use the same formula for filling the seats allocated to them on the TC, as this is likely to reduce the prospects of a successful challenge to the outcome.

- Q5 *Do you agree that a TC should be able to establish sub-committees?*  
 Q6 *Do you support the process for the allocation of the Chair and Vice-Chair positions, and for determining the membership of sub-committees?*  
 Q7 *Do you agree that the Chair of a TC or a sub-committee (if established) should not have a "casting" vote?*

Council agrees that TCs should have the power to establish sub-committees; it would be a matter for each TC as to whether or not it exercised that power. It is suggested that there is no reason to restrict the power of delegation which a TC has; it is effectively acting as a council and should have the same power of delegation as that given to a council in section 18 of the 1972 Act. As with the power of creating sub-committees this does not mean that the TC would have to use the power.

Regarding the posts of Chair and Vice-Chair, it is questioned why these posts should not be filled for the life of the TC. Statutory TCs will not be created until 2010 and will end their role in May 2011 – probably no more than 16 months existence. In relation to the membership of sub-committees, whichever method is to be used the same detailed guidance should be provided to ensure that successful challenge to the outcome is unlikely.

In regard to the availability of a casting vote, some method of ensuring that decisions are reached when there is an equality of votes is even more important than normal where there is a deadline to be met (May 2011). If there is not to be a casting vote, how is it proposed to avoid stalemate or delay while the matter is referred back to a later meeting?

*Q8 Do you agree that the “call-in” and Qualified Majority Voting (QMV) procedures should be available for the operation of the TCs?*

*Q9 If so, do you agree that the levels set for the trigger for “call-in” and the threshold for QMVs are appropriate?*

[For the Causeway Coast & Glens TC, the 15% trigger level means that 3 members of the TC could call-in a decision. If the meeting which was to decide the matter by QMV had a full turnout and every member voted, sixteen votes would be needed for the decision to be carried.] **Committee is asked to consider if it wishes to comment on these proposals.**

*Q10 Do you agree that a code of conduct should apply to members of a TC?*

*Q11 Do you agree that meetings of TCs should where practicable be open to the public?*

Since the TC is functioning as a shadow council it is logical that its members should be required to meet that same standards as they do when acting as members of their councils. Council officers supporting TCs are already covered by the code of conduct for council staff and that same requirement should be extended to officers who are appointed by the TCs. By the same token, as the statutory TC is effectively a council, it should hold its meetings in public where possible. Regarding attendance of councillors who are not members of the TC it is important that there is clarity as to their rights in attending e.g. is it proposed that they have speaking rights but not voting rights or are they simply there as observers?

*Q12 Do you agree that the role of the LGSC should be extended to provide support to the TCs?*

It is Council's view that this is an important issue and that the proposal is to be strongly welcomed. The treatment of staff during transition is an issue which has great potential for conflict and grievance if not handled properly and the LGSC has a proven record of providing support and advice in this area. It is also the case that the TC will need expert and independent guidance on the appointment



of senior staff to the new council, since many if not all of the candidates will be employees of the existing councils.

Q13 *Do you agree that TCs should have the power of approval over the budgets of constituent councils in the year preceding the coming into operation of the new council?*

Council anticipates a number of practical difficulties with this proposal: -

- a) Statutory TCs are unlikely to be established before January 2010 so there will be little if any time for them to examine and approve the rates proposed to be set by the four councils in this cluster;
- b) Even if the TCs were established in time they will not have appointed a Chief Executive or Finance Director, so who will advise them?
- c) Councils are accountable for the rates they set and for managing the budgets on which they are based. If the TC is to have power to amend the rate, does that mean that it will become accountable in place of the council?
- d) Does the Department plan to arbitrate if there is no agreement between the TC and a constituent council?

It is suggested that while there may be merit in the idea behind this proposal, there are too many practical difficulties with the solution proposed.

Q14 *Do you agree that the Department should have the Power of Direction in relation to TCs?*

While it is to be hoped that this power would not need to be used it seems unavoidable that the Department must be able to intervene as a last resort to ensure that new councils can function from May 2011. However, it must be said that there are many reasons why TCs could struggle to meet the deadline and these are likely to be due either to delays in legislation or failure to secure the resources of money and staff to complete the task in the time available. Council would therefore urge the Department to ensure that legislation is enacted without delay and that the resources identified by its own consultants as necessary for transition and transformation are provided.

***Committee is invited to endorse this suggested response or to seek delegated authority from Council to agree Council response at committees May meeting.***

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

***to recommend that committee seek delegated authority from council to agree council response to the, 'Local Government Reform Establishment of Transition Committees in Statute' consultation document, at its next meeting in May.***

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

### **375.9 NATIONAL ASSOCIATION OF COUNCILLORS – CONSULTATION ON SEVERANCE ARRANGEMENTS FOR COUNCILLORS**

The Association has written requesting that Council defer the above consultation document for one month to enable the Association to formulate and circulate its own response. It is suggested that this may help inform Council's response.

Councillor McCamphill expressed his satisfaction that the NAC would be formulating a response to the consultation document and would look forward to endorsing their response.

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

***to recommend that Council agree to the request of the Association to defer its response for one month.***

### **375.10 SEVERANCE ARRANGEMENTS FOR COUNCILLORS – CONSULTATION DOCUMENT**

The Department of Environment has published the above consultation document and is seeking views by 31<sup>st</sup> May on its proposals for severance arrangements for councillors who retire from local government. A copy of the document was sent direct to councillors by the department.

The DoE Minister, Sammy Wilson, has agreed to include in a future Local Government Bill provision to enable severance arrangements to be made for district councillors. His predecessor, Arlene Foster, said on 31<sup>st</sup> March 2008 she would introduce a scheme to recognise the contribution of long-standing councillors who opt not to stand for re-election. Under the revised council structure there will be c. 462 councillors compared with 582 at present.

The department seeks views on the idea of a severance scheme and poses 10 questions.

*Q1 - Do you have any comments about the proposal to introduce a severance scheme for district councillors?*

Presumably members would support the idea of such a scheme to recognise long service through difficult days in Northern Ireland. Details of eligibility criteria, level of payment and source of funding are considered later.

*Q2 - Should MLA's, MPs, Peers & MEP's be debarred from the scheme?*

This proposal is in line with decisions in Wales and Scotland when similar schemes were introduced.

*Q3 - Should there be a minimum period of service and if so what?*

Councillors Remuneration Working Group (CRWG) recommended “more than one term”. DoE estimates that 60% of councillors would comply with this test. Scotland used four, Wales 15 and RoI five years.

*Q4 - Should a next of kin payment be included?*

This was recommended by CRWG and was done in Wales and RoI but not in Scotland.

*Q5 - Which is best date to introduce the scheme*

- 1) *January 2010?*
- 2) *January 2011?*
- 3) *May 2011*

1) January 2010

This is the earliest possible date for legislation to be in place. Would allow for capacity building to be concentrated on candidates for new councils and for new councillors to gain over one year of experience before reorganisation. However, if legislation on co-option is not amended, it could lead to expensive by-elections (costing £20,000 - £30,000 each). It also would not take account of the reduction in seats post 2011.

2) January 2011

This date would avoid by-elections (as elections due in May 2011). It could leave existing councils with half or fewer members for last few months.

3) May 2011

This timing (i.e. at the point of the elections) was used in Wales and Scotland. Deals with issue of co-option and by-elections but means that councillors who don't intend to stay past 2011 will be involved in shaping new councils.

*Q6 - Is there a better time to introduce the severance scheme?*

Any date from January 2010 to December 2010 inclusive has same issues as January 2010 ie could be costly if co-option rules are not changed.

*Q7 - Should amount be based on 1) actual years service above the threshold and possibly capped; 2) on bands of years of service?*

Option 1 better reflects actual service given by councillors. CRWG recommended £1000 per year, capped at £20,000. This does mean that service greater than 20 years is not recognised. The RoI scheme in 1998 set 2 caps, 20 years and 40 years and paid a lower rate for years service greater than 20.

Option 2 may be simpler to calculate and was the system used in Scotland in 2007. The cap was £20,000 after 15 years service.

Councillors in NI would have a maximum of 38 years with the current councils. Cost estimates for option 1 range from £4.2 m - £5.25 m. The banded scheme costs are similar.

*Q8 - Should there be a maximum amount for an individual and if so how much?*

CRWG recommended £20,000; in Scotland same figure was used (plus £6,000 to cover tax & NI deduction).

*Q9 - Who pays – Councils or DoE?*

Illustrative costs for Ballymoney are £196,000 or £172,000. This equates to 4.12% or 3.62% on rates, as this is a revenue cost and could not be financed by a loan.

Since the reorganisation is a central government initiative there is a strong case for them to pay this cost. If councils are to bear it, provision should be included in the legislation for borrowing power to offset the cost over, say, two terms of council.

*Q10 - Should severance payment be repaid if councillor is subsequently re-elected or co-opted?*

CRWG recommend this and it was the case in the RoI scheme. Wales & Scotland made similar provisions.

***Committee is invited make recommendations, if any, on the proposals or to seek delegated authority from Council to agree Council response at committees May meeting.***

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

***to recommend that committee seek delegated authority from Council to agree Council's response at committees next meeting in May, taking account of any views submitted by the National Association of Councillors.***

### **375.11 BUSINESS MANAGEMENT SERVICE PLAN 2009-2010**

**IT IS RECOMMENDED** that Council approve the plan which was circulated at the meeting.

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

***to recommend that Council approve the Business  
Management Service Plan 2009-10, attached as Appendix A.***

### **375.12 DRAFT VACANCY CONTROL SYSTEM – DETAILED GUIDANCE**

The Local Government Staff Commission has advised that 21 responses to the consultation on the Draft Vacancy Control System – Detailed Guidance were received. These were considered in detail by the Commission on 6<sup>th</sup> April and the Commission intends to write to each of the respondents individually. The document, circulated herewith, summarises the responses received and outlines the way forward for the Commission.

### **375.13 BALLYMONEY BOROUGH ROAD SAFETY COMMITTEE - WALK TO SCHOOL WEEK**

Members who serve on the Committee will be aware of its involvement with local teachers and officials of the Department of Regional Development (DRD) to find innovative solutions to the severe traffic congestion on the school run in the vicinity of Model School Road and Townhead Street.

The Committee are planning to encourage participation in “Walk to School Week” (18-22 May) , organized by the DRD Travelwise Unit, and supported by educational awareness materials developed in conjunction with the education authorities, encourages pupils to walk to school. The Mayor has agreed to lend his support to the event and committee is invited to lend Council’s support for the campaign and to write to schools in support of the Road Safety Committees efforts in this matter. Members are also invited to assist during the week by walking part of the school route with children.

It is envisaged that the event will attract a lot of publicity as well as demonstrating Council’s commitment to reducing pollution and protecting the environment and demonstrating to schools and the local population that the Committee and Council would like to see a significant reduction in traffic congestion during the week. The Road Safety Committee hope that the Walk to School Week will act as a platform to kickstart the process of engagement with parents, teachers and pupils leading to significant behaviour change in respect of the school run.

**It is recommended** that Council lend its support, along the lines requested, to Ballymoney Borough Road Safety committee in taking forward the Walk to School Week initiative in the borough.

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

***to recommend that Council lend its support to Ballymoney Borough Road Safety committee, as set out above, in taking forward the Walk to School Week initiative in the borough.***

### **375.14 MARKETING SUB-COMMITTEE**

Report of sub-committee meeting held on 23<sup>rd</sup> April, circulated, was considered.

**IT IS RECOMMENDED** that committee approve the report of the sub-committee which was circulated at the meeting.

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

***to recommend that Council approve the report of the Marketing Sub-Committee – 23<sup>rd</sup> April and recommendations therein, attached as Appendix B.***

- \* **Councillor Finlay left the meeting at 9.15pm and returned to the meeting at 9.20pm.**

### **375.15 RPA – APPLICATION OF TUPE**

Details of the Environment Minister's reply to an Assembly Question on job losses in the new Council, in particular the undertaking that staff will transfer under TUPE, is set out below.

#### **“New Local Government Authorities**

Mr T Elliott asked the Minister of the Environment how many full time jobs were there in local government in (i) 1980; (ii) 1990; (iii) 2000; and (iv) 2008; and to provide an estimate of the number of jobs that could be lost when the new local government authorities come into existence.

(AQW 5018/09)

Minister of the Environment: The Department does not hold the requested information centrally. The Department will request the information from the 26 local councils and will provide the member with a written response that will be placed in the Assembly Library.

It is too early to say how many jobs could be lost when the new local government authorities come into existence. However, the Executive has agreed that every possible effort will be made to avoid redundancies and that compulsory redundancy will only receive consideration when all other practical options have been exhausted. Staff will transfer to the new local government authorities with the protections of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). This is the main piece of legislation governing the

transfer of an undertaking, or part of one, to another. The Regulations are designed to protect the rights of employees in a transfer situation enabling them to enjoy the same contractual terms and conditions, with continuity of employment, as formerly. TUPE protection is not subject to any specific time limit. In addition, TUPE places significant constraints on the variation of these terms and conditions at a later stage.”

### **375.16 TRANSITION COMMITTEE MEETING – 25<sup>TH</sup> FEBRUARY 2009**

The minutes of the above meeting were circulated.

### **375.17 CONTRIBUTIONS TO OTHER BODIES 2009-10**

The schedule of contributions produced at the time of the rate setting process has been revised to record details of budget provision retain and removed for contributions and various bodies/events (circulated).

### **375.18 LOCAL GOVERNMENT STAFF COMMISSION**

The Budget of the Commission is apportioned between all district councils in NI and the Housing Executive (NIHE). In line with its business plan 2009-10 the Commission has estimated its financial requirement for the year to be £759,326, with £661,626 to be raised from Councils and the Housing Executive, after taking account of income. Council's contribution, based on ratable value, is £5712. This amount will be deducted from Council's General Grant.

### **375.19 ELECTORAL REGISTRATION**

Members have been circulated on 25/3/09 with details of opening of Electoral Office on various Saturdays during April/May in the run up to the election to provide people with free Electoral Identity Card.

### **375.20 AGE CONCERN HELP THE AGED NI**

Members will be aware that Age Concern NI and Help the Aged NI have been engaged in discussions about creating a new charity to bring our two organizations together. It has now been confirmed that the new charity has been legally established. Until a brand identity has been developed the new charity will be called **Age Concern Help the Aged NI**

Council can support Age Concern Help the Aged in many ways:

- take part in fundraising events
- ask staff to support the charity through payroll giving
- donate time and volunteer the services of staff
- partner the organization and demonstrate good corporate citizenship with engaging and motivating employees

**375.21 SOMME ASSOCIATION**

Last year the Somme Heritage Centre's museum audiovisual displays were updated to include new moving images and this has proved to be a great improvement to the guided tour. April will see the launch of a new interactive website which will include a section for members to make payments and enquiries. Website: [www.irishsoldier.org](http://www.irishsoldier.org)

**375.22 NILGA ANNUAL SUBSCRIPTION**

NILGA has decided that an increase of 2.5% required for the 2009-10 annual subscriptions will be waived for one year in the light of the ongoing local government finance issues. Council's contribution for this year will be £4577 plus VAT.

**375.23 NILGA SUBSTITUTE MEMBERS**

Committee will recall proposals under NILGA strengthening member Council engagement and protections, which provided for nomination of substitute members to NILGA. Committee is asked to note the substitute members appointed by parties –

- SF – Councillor McGuigan
- DUP – Councillor Wilson

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

**Appendix A:** Business Management Service Plan 2009-2010

**Appendix B:** Marketing Sub-Committee Minutes



## **APPENDIX A**

### **Business Management Service Plan 2009-2010**

**OFFICE OF THE CHIEF EXECUTIVE BUSINESS PLAN 2009/10**

**[1] - Business Management Business Plan**

**SECTION 1 – INTRODUCTION**

**1.1 Links to Corporate Plan**

**The Council’s mission and values and principles have been developed to guide the Office of the Chief Executive in the services it provides.**

**The Council’s mission statement is:**

**“to improve the quality of life for the citizens of Ballymoney Borough.”**

**Core Values**

**The Council has developed the following core values to underpin its mission and guide the Council in its business:**

<b><u>Equality</u></b>	<b><u>All stakeholders treated fairly, while respecting their different needs</u></b>
<b><u>Partnership</u></b>	<b><u>Willing to collaborate internally and externally to achieve its goals</u></b>
<b><u>Innovation</u></b>	<b><u>We will embrace innovative and enterprising ways of meeting the needs of our citizens</u></b>
<b><u>Accountability</u></b>	<b><u>We will operate in a transparent way, reporting openly to our stakeholders on performance against targets on an annual basis.</u></b>
<b><u>Value for Money</u></b>	<b><u>We will promote quality services that meet the expectations of our customers at an affordable cost.</u></b>

**SECTION 2 – BUSINESS PLAN**

<b>STRATEGIC AIM</b>	Provide an efficient, effective, economic and accountable business management service to the corporate body.
<b>COUNCIL/COMMITTEE SUPPORT SERVICES</b>	<ul style="list-style-type: none"> <li>• Service Council &amp; Standing Committee meetings</li> <li>• Implement Council and OCE Committee decisions</li> <li>• review committee structure to align with organizational structure</li> </ul>
<b>CORPORATE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• support Chief Executive and Corporate Management Team</li> <li>• communication, liaison and reporting on corporate management programme of work</li> </ul>
<b>MEMBER SERVICES</b>	<ul style="list-style-type: none"> <li>• deliver, monitor and review member training/briefing programme and support services in accordance with members services plan</li> <li>• increase electronic communications &amp; recycling</li> </ul>
<b>MARKETING AND PR</b>	<ul style="list-style-type: none"> <li>• raise profile of Council and awareness of services through positive PR &amp; communications</li> <li>• support Mayor's Office activities</li> <li>• monitor compliance of corporate identity/branding to all media</li> <li>• deliver corporate/civic and ceremonial events</li> <li>• deliver civic international relations programmes with twin towns</li> </ul>
<b>COMMUNICATIONS</b>	<ul style="list-style-type: none"> <li>• Develop &amp; deliver internal &amp; external communications plan</li> <li>• Develop &amp; review website and improve access &amp; on-line services</li> <li>• Undertake consultation with citizens/service users</li> <li>• Publish citizen information leaflets, promote comments scheme and publish results</li> <li>• Develop, Publish and communicate corporate plan and performance report</li> <li>• Deliver team briefings monthly &amp; staff briefings on key issues</li> </ul>
<b>RECORDS MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Monitor and Review organizational file plan and develop retention and disposal schedule and ensure legislative obligations are complied with</li> <li>• Provide advice and guidance to service units</li> <li>• Review financial and management information systems</li> </ul>
<b>FREEDOM OF INFORMATION (FOI)</b>	<ul style="list-style-type: none"> <li>• Monitor and review publication scheme</li> <li>• Co-ordinate FOI/DP activity and produce guidance and annual report</li> </ul>
<b>INTERNAL AUDIT</b>	<ul style="list-style-type: none"> <li>• Manage Internal Audit Service and co-ordinate and monitor delivery of Annual Audit Plan</li> <li>• Service and support Audit Committee activity as set out in its terms of reference</li> </ul>

	<ul style="list-style-type: none"> <li>• Co-ordinate development and review of Risk Management Process</li> </ul>
<b>IMPROVE LOCAL POLICING</b>	<ul style="list-style-type: none"> <li>• Work in partnership to improve local policing, as detailed in the strategic and operational plan and local policing plan.</li> </ul>
<b>CIVIC LEADERSHIP &amp; REPRESENTATION</b>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<b>BUSINESS CONTINUITY MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Review all business areas and prepare and implement a Business Continuity Management Plan in accordance with the principles of BS25999</li> </ul>
<b>PARTNERSHIP WORKING</b>	<ul style="list-style-type: none"> <li>• Ballymoney Borough Twinning Association</li> <li>• District Policing Partnership</li> </ul>
<b>RESOURCE INPUT / MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Employees x 11</li> <li>• Recruit work placement/trainee</li> <li>• Manage delivery of programmes/services within overall cost limits and agreed timescale</li> </ul>
<b>EXTERNAL LIAISON</b>	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.
<b>EXTERNAL STANDARDS</b>	Everything done in line legislative requirements and established good practice.

## **APPENDIX B**

### **Marketing Sub-Committee – 23<sup>rd</sup> April 2009**



**Corporate & Central Services Committee**  
**Marketing Sub-Committee – 23<sup>rd</sup> April 2009, 2.30 p.m., McKinley Room**

**Present:**

Aldermen Campbell & Simpson, Councillors: Cavlan & Robinson  
 Chief Executive, Head of Corporate & Development Services  
 Director of Borough Services & Mr R Hunter, R Robinson & Sons (item 1)

**Apologies:** the Mayor, Councillor Finlay, Aldermen Connelly & Cousley.

**1. Memorial Project – Honorary Freeman: Dr. Robert Dunlop**

Members received an update from the Chief Executive on discussions with the family. The meeting considered options, estimated costings, timelines etc, for creation of a memorial garden in the town.

It was proposed by Councillor Cavlan seconded by Alderman Campbell and **AGREED:** to recommend that Council signal its intention to proceed with the creation of a memorial to its Honorary Freeman, Dr Robert Dunlop, approve the concept drawing for the memorial garden, prepared by Council's Architects, and progress with land owner(s) the transfer of the necessary lands.

**2. Marketing Events - Launch of new facilities**

**a. Museum**

It was **AGREED:** to recommend that following the fit out of the Museum, funded by Council and Heritage Lottery Fund, the Museum be officially opened by the Mayor on 29<sup>th</sup> May 2009 followed by lunch to mark the occasion. Guest list, hospitality and arrangements for the delivery of the event were discussed and agreed.

**b. Other events:**

**Committee noted other events falling within the current year included launch of new amenities and EIS Scheme(s)**

**3. Civic Receptions**

**a. Ballymoney Drama Festival**

It was **AGREED:** to recommend that Council host a civic reception on the occasion of Ballymoney Drama Festivals 70<sup>th</sup> anniversary dinner to mark this significant milestone in the Festival's history.

**b. Vanves citizens tour of Ireland**

**Council has agreed to host a visit for a visiting group of citizens from Vanves on the occasion of their tour of Ireland in May 2009. The programme for the visit and hospitality arrangements were agreed.**

**c. NI Milk Cup 2009**

**Arrangements for reception for representatives from visiting teams, in line with previous arrangements, were agreed.**

**4. International Links**

*Committee noted the invitation, accepted by Council, for a delegation to visit Vanves in September. Arrangements for the visit to be considered at a future meeting.*

**5. Democracy Week**

It was **AGREED:** to recommend that Council host an event with local schools to mark Local Democracy Week. An application had been made for Good Relations funding to assist with costs. Arrangements for the event would be considered at a future meeting.



