

Ballymoney Borough Council
Corporate & Central Services Meeting No 377 – 22nd June 2009 & 23rd June 2009

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

Minutes of Corporate & Central Services Committee Meeting No. 377 held in the Council Chamber, Riada House, Ballymoney on Monday 22nd June 2009 at 7.00pm.

IN THE CHAIR

F Campbell, Mayor [Item 1]
Alderman J Simpson [Item 2-20]

PRESENT

Aldermen
H Connolly
C Cousley, MBE, Deputy Mayor

Councillors

J Finlay
M McCamphill
P McGuigan
D McKay, MLA
E Robinson
I Stevenson
M Storey, MLA

APOLOGIES

R Wilson

IN ATTENDANCE

Chief Executive
[Item 1-2, 11-20]
Director of Central and Leisure Services
Items [1-10]
Committee Clerk

377.1 ELECTION OF CHAIR

Chief Executive invited members to nominate a chairperson to carry out the business of electing a chair of the Corporate and Central Services Committee for the forthcoming year 2009/10.

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

***that Alderman Campbell chair the business of the election of
Chair of the Corporate and Central Services Committee.***

Alderman Campbell assumed the chair.

Chair invited nominations for chair of Corporate and Central Services Committee.

It was proposed by Councillor Robinson, seconded by Alderman Cousley

that Alderman Simpson be elected Chair of Corporate and Central Services Committee.

It was proposed by Councillor McKay, MLA, seconded by Councillor McGuigan

that Councillor McGuigan be elected Chair of the Corporate and Central Services Committee.

Chair invited members to vote for the 2 nominations. 4 members voted for Councillor McGuigan while 6 members voted for Alderman Simpson.

Chair declared Alderman Simpson elected Chair of Corporate and Central Services Committee by a majority.

Alderman Simpson assumed the Chair.

377.2 ELECTION OF VICE-CHAIR

Chair invited nominations for position of Vice-Chair of Resources Task Group.

It was proposed by Councillor McCamphill, seconded by Councillor McKay, MLA

that Alderman Connolly be elected Vice-Chair.

It was proposed by Councillor Finlay, seconded by Councillor Robinson

that Alderman Cousley, be elected Vice-Chair.

Chair invited members to vote for the 2 nominations; Alderman Connolly gained 4 votes while Alderman Cousley gained 6 vote.

Chair declared Alderman Cousley elected Vice-Chair of Corporate and Central Services Committee by majority vote.

- * **Councillor McKay left the meeting at 7.06pm.**
- * **Councillor McGuigan left the meeting at 7.06pm.**
- * **Councillor Storey, MLA, left the meeting at 7.09pm.**
- * **Councillor Cavlan arrived at the meeting at 7.09pm.**

- * **Councillor Stevenson left the meeting at 7.10pm.**
- * **Chair declared the meeting adjourned at 7.10pm so that the Resources Task Group meeting may be held.**
- * **Chief Executive left the meeting at 7.37pm.**

The meeting resumed at 7.37pm.

- * **Councillor Stevenson had rejoined the meeting during consideration of the Resources Task Group**

377.3 MINUTES OF MEETING NO. 376 – 27TH MAY 2009

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and
AGREED:

that minutes of Meeting No 376 – 27th May 2009, as circulated, be confirmed as a correct record.

CENTRAL SERVICES

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts are to be submitted to it by 30th June 2009.

The Director advised that the accounts were not complete and requested more time to complete the accounts and notes.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and
AGREED:

that committee adjourn the item of the signing off the 2008/09 Annual Accounts until 6.30pm on Tuesday 23rd June 2009.

377.5 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 3, 2009/10 drawn on the Council's Revenue and Capital Bank Accounts will be circulated at the meeting.

It is recommended that the payments are made.

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

to recommend that accounts to the value of £662,783.30 from the Revenue Account and £75,412.32 from the Capital Account for Period 3, 2009/10 be approved for payment.

*

Councillor McCamphill left the meeting at 7.50pm during consideration of the above item.

377.6 ACCOUNTS FOR PAYMENT - July & August 2009

As the Council has agreed 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 the accounts for Periods 4 and 5, 2009/10.

Details of the payments made for the 2 months will be tabled for members' information at the September committee meeting.

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

to recommend that authority be delegated to the Director of Central & Leisure Services to approve the payment of the accounts for Periods 4 and 5, 2009/10.

377.7 LOAN SANCTIONS

When setting the Rates for 2009/10 the Council budgeted for the undernoted capital project to be financed by way of a loan – Upgrade of Fire Alarm System at Joey Dunlop Leisure Centre at an estimated cost £60,000. The loan is to be repaid over 20 years.

It is recommended that application is made to the Department of the Environment for loan sanction approval for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

The Director responded to a number of member's questions.

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

to recommend that Council make application to the Department of the Environment for loan sanction approval for

£60,000 for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

377.8 APPROVAL OF PLACE FOR CIVIL MARRIAGES/PARTNERSHIPS

The Director advised that an application for premises to be approved as a venue for civil marriages/partnerships had been received from Drumadoon Hall, 236 Frosses Road, Cloughmills, Ballymena BT44 9PX.

The relevant documents were enclosed with the application and the fee of £400 has been paid. A full inspection of the premises has been carried out by the Registrar and an "Approved Place" checklist completed.

It is recommended that Drumadoon Hall is approved as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

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

to recommend that Council approve Drumadoon Hall as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

Councillor Stevenson abstained from any decision made on above.

377.9 DISTRICT COUNCIL RATES STATISTICS 2009/10

The Director circulated, for members' information, the District Councils' Rates Statistics for 2009/10 for all 26 local authorities, compiled by the Department of the Environment.

The Director made reference to the 1p Product of other District Council's compared to Ballymoney and the Net Expenditure of all District Council's.

- * **Councillor Stevenson left the meeting at 8.15pm.**
- * **Director of Central and Leisure Services left the meeting at 8.15pm.**
- * **Chief Executive arrived at the meeting at 8.15pm.**

CORPORATE SERVICES

377.10 TIMING OF MEETINGS

On behalf of her DUP party colleague member, Councillor Robinson requested that members consider the timings of evening meetings.

Councillor Robinson would like evening meetings to commence at 7.30pm instead of the current practice of 7.00pm.

A discussion ensued on the timing of evening meetings.

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

to recommend that Council change the start time of all evening meetings to 7.30pm.

Chief Executive advised members that, as a point of order, something as fundamental as changing the timing of meetings should be given advance notice for members to consider but as the proposal will come to full Council, the matter could then be debated.

Alderman Connolly expressed his concern at the anticipated lateness of finish of the Leisure and Amenities Committee if such a proposal was adopted.

* **Councillor Robinson left the meeting at 8.25pm.**

377.11 STAFF MATTERS –

11.1 PAYMENT OF ACTING UP ALLOWANCE TO 2 PART TIME CLERICAL OFFICER/RECEPTIONISTS

Since the absence, on long term sickness of the Senior Clerical Officer, in Administration (Employee reference number 50009), on the 17th July 2006, the 2 Part Time Clerical Officer/Receptionists, employee reference number 50131 and employee reference number 50803 have been fulfilling the duties of the vacant post. **It is recommended** that both be paid an acting up allowance - i.e first point of scale 4 based on their contractual hours from 17th July 2006. This is in accordance with NJC conditions.

The value of the acting up allowance is around £319 in the first year and will be met by the service budget.

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

to recommend that Council grant employees 50131 and 50803 an acting up allowance, ie: first point of scale 4, based on their contractual hours from 17th July 2006

* **Councillor Robinson rejoined the meeting at 8.30pm.**

11.2 DIRECTOR POSTS

The Chief Executive reported on previous consideration of the proposed job evaluation of two Director posts.

The Director posts were created in 2005 following an organisational review and the salary for the posts, effective from January 2006, was based on a desktop evaluation. Council agreed that the posts would be subjected to a formal job evaluation exercise after one year.

Since then most council posts have been evaluated as part of single status exercise. The committee agreed in February 2009 to recommend that Hay Group Management Consultants carry out a job evaluation of the Director posts, with an effective date of 1 March 2009, but deferring implementation until 2010/11. Council, however, decided to “defer any consideration of this matter until the next rates round in 2010/11.”

The matter is being brought before committee again as the council has since agreed to fund other matters which were not provided for in the rate estimates for 2009/10.

Chief Executive responded to a number of member’s questions on cost of the evaluation, possible costs of implementation and current scales. Some members expressed the view that this was a difficult time for many ratepayers given the level of job losses in the area.

Councillor Robinson requested a recess to confer with her party colleagues.

Chair declared the meeting adjourned at 8.55pm.

Chair declared the meeting reconvened at 8.56pm.

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

to recommend that Council maintain its decision to defer any decision on the job evaluation of the two Director posts until the rates round in 2010/11.

377.12 LOCAL GOVERNMENT PAY 2009

Correspondence from the National Employers' Organisation for Local Government Services advised that the regional pay consultation briefings, held in March, produced a roughly-equal split between authorities who felt the employers should not make a pay offer this year and those who felt an offer should be made. The employers considered this feedback carefully and made an offer of 0.50% (on all spinal column points) on 6 April.

In making that offer the employers said that in the light of the increasingly uncertain economic climate, and in an effort to secure a relatively quick settlement, the offer would be withdrawn on 1 June in the absence of an agreement.

In the event the Trade Union Side rejected the employers' offer almost immediately so there is currently no offer on the table, which effectively makes the deadline irrelevant. Further exploratory discussions have continued to take place in the NJC Executive and at Joint Secretarial level and the employers are considering their options in the light of those discussions.

377.13 SUPPORT FOR RESERVE FORCES

Correspondence has been received from the Reserve Forces and Cadets Association NI seeing support for an Ministry of Defence Campaign [SaBRE] that supports the relationship between employers and Reservists.

Council do not maintain a record of employees in the reserve forces and there is currently no-one on record as a reservist. However current conditions include a recommendation to authorities to grant paid leave in these circumstances and this was done in the past. If any requests were to be received at this stage the purple book guidance would apply as the green book is silent on this point and there has been no re-negotiation of this right. There is no reason in principle why the Council could not support the SaBRE campaign but this is ultimately a matter for the Council to decide. It is **recommended** that committee consider this request to lend its support to the Ministry of Defence SaBRE Campaign for Reserve Forces.

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

to recommend that Council support the Ministry of Defence SaBRE Campaign for Reserve Forces.

377.14 REPORT ON THE REVIEW OF THE LOCAL GOVERNMENT STAFF COMMISSION

In February 2009, the Department sent a copy of Mr John Hunter's report on the review of the Local Government Staff Commission to Council for your information.

A number of responses to the report have now been received. The Minister of the Environment, Mr Sammy Wilson MP MLA, will be giving careful consideration to these responses before determining the way forward. Once this has been decided, the Minister will make a statement to the Assembly outlining his decisions. Council will be sent a copy of the statement once it is made.

377.15 RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

The Public Service Commission has issued Guiding Principle No. 5 on Voluntary Severance Arrangements which for implementation by Councils. Government is currently drafting a code of practice on the principle which will be issued in the near future, subject to consultation. A copy of the Guiding Principle is attached.

It is recommended that Council adopts RPA Guiding Principle 5 – Voluntary Severance Arrangements.

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

to recommend that Council adopts the Public Service Commission Principle No. 5 on Voluntary Severance Arrangements attached as Appendix A.

377.16 JOURNEY OF REMEMBERING VISIT 6-8 NOVEMBER 2009

Late last year The Island of Ireland Partnership gave preliminary notice to Mayors and Chief Executives of invitation to Councils, North and South, to nominate one person, hopefully the First Citizen, to represent the people of Ireland at a televised programme from Menin Gate, Ieper, Belgium on Saturday 7th March, 2009, to be televised on St Patrick's Day in Ireland and where the Irish diaspora has settled throughout the world. The aim is that the programme will include bands and choirs in both traditions.

Council appointed the Mayor and Chief Executive to attend the event and meet expenses involved. The event was however postponed.

Further correspondence has now been received on the Journey of Remembering weekend in Flanders from **6-8 November 2009**. Preliminary arrangements have been completed to organise a Remembrance Ceremony at the Menin Gate in Ieper based on the Last Post Ceremony, which has been held at the Monument every evening at 8.00pm since 1927 apart from during Second World War.

The Remembrance Ceremony planned for Saturday 7 November 2009 will be identical to the traditional ceremony of the Last post Committee, but will only involve people from both parts of Ireland. The proposal which has been agreed by the Last Post Committee will be under their administrative control.

On the morning of Sunday 8 November 2009 an inter-denomination service will take place in St Martin's Cathedral, in Ieper, when Irish Clergy from all the main Churches will officiate. The hymns and liturgical music will be entirely that which is common throughout Ireland, associated with the First World War, and will be sung by the Choirs with the congregation joining in. Further musical support will possibly be provided by a cross community band.

The Governor of West Flanders and the Burgermeisters of Ieper and Messines, together with the public representatives from both Town Councils have also been invited. Irish people living in Belgium and Northern France will be invited to attend through press announcements. Attendance will be confined to 600 persons, which is the maximum capacity of the Cathedral, by invitation only.

If the visit proves to be successful, a Committee will be formed from interested people attending, and will organise the event on an annual basis. To give widespread publicity to the event, the Menin Gate Ceremony and the Cathedral Service will be filmed, with the intention of having it televised and also shown in places in the world where the Irish diaspora have settled.

It is recommended that Council confirm the nomination of the Mayor and Chief Executive to attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

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

to recommend that the Mayor, Alderman Frank Campbell attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

**377.17 SOMME ASSOCIATION – UNVEILING OF MEMORIAL PLAQUES
(376.9)**

This item was deferred from the committee's last meeting (details hereunder)

The Somme Association is holding a Service of Remembrance to the Men of the 16th (Irish) Division on 3rd September 2009 in the village of Guillemont. There will also be an unveiling of two memorial plaques to honour two Irish Victoria Cross winners. Council's attention is drawn to a coach organized to the event, leaving 2nd September and returning 5th September. Places cost approx. £420.

Chief Executive advised members that further information is being sought at present in order to source alternative trips to the Service of Remembrance but Somme Association are unable to identify any alternative options arranged for Local Government representatives.

Chief Executive advised that Councillor Finlay, outgoing Mayor, was unable to gain a place on a previous agreed Somme Pilgrimage (Ref 373.14) and, as a result, budgetary provision already exists.

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

to recommend that Council send Councillor Finlay to The Somme Association - Service of Remembrance to the Men of the 16th (Irish) Division in the village of Guillemont from 2nd September - 5th September at an approximate cost of £420 to be met from the Official & Courtesy Budget.

**377.18 PEACE III LEADERSHIP, CITIZENSHIP AND GOOD RELATIONS
PROGRAMME FOR CIVIC LEADERS (Elected Member based
programme)**

Correspondence has been received from the Workers' Education Association (WEA), the lead partner of the successful consortium to deliver the above programme in the NE Cluster Peace III Action Plan. The training programme will commence in September 2009 and run until October 2010. By way of time commitment members should note that the programme consists of six half-day workshops covering collaboration,

facilitating change, negotiation skills, active listening, facilitating dialogue and participatory decision making. A further 2 half-day sessions will be responsive to emerging needs or issues and further embedding the skills learned in the local contexts. There will also be three study trips to best practice projects.

WEA are seeking five members are being sought from each Council in the NE Cluster. Committee is invited to put forward nominations.

Alderman Connolly informed members that Councillor McCamphill had expressed a desire to attend the training programme.

It was AGREED to recommend to Council that Alderman Simpson (UUP), Councillor Robinson (DUP), Alderman Campbell (DUP), Councillor McCamphill (SDLP) are nominated to attend and that the final place be allocated at the council meeting.

377.19 REVIEW OF LOCAL GOVERNMENT BOUNDARIES

The Commissioner intends to publish his revised final recommendations report on 26th June and public notice announcing the publication will appear in local press. Copies will be available for inspection in the Council Offices, public libraries as well as the Electoral Office and the Office of the Electoral commission.

377.20 SWINE FLU

At the May council meeting I advised that the World Health Organisation (WHO) had moved to alert level 5, but at that stage there were no cases of swine flu in Northern Ireland. WHO moved to alert level 6 on 11 June 2009 – this is the highest level and indicates that a pandemic has developed.

In total, there are almost 2000 confirmed cases of H1N1 in the UK. There are 13 confirmed cases of the virus in Northern Ireland and one confirmed death from Swine Flu in Scotland.

Advice to employees remains as before. If you think you have swine flu, stay at or go home, tell your supervisor and contact your GP. Stay away from work until symptoms have cleared up.

There has been no effect on council's work to date. It is possible that the virus could return in a more severe form in the autumn. Plans are being developed to ensure key services can continue to be delivered if that is the case.

The meeting adjourned at 9.25pm to reconvene at 6.30pm on Tuesday 23rd June 2009.

Appendix A: RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

BALLYMONEY BOROUGH COUNCIL

The meeting reconvened at 6.30 pm on Tuesday 23rd June 2009.

IN THE CHAIR

Alderman J Simpson

PRESENT**Aldermen**

F Campbell, Mayor

H Connolly

Councillors

A Cavlan

J Finlay

M McCamphill

E Robinson

APOLOGIES

M Storey, MLA

IN ATTENDANCE

Director of Central & Leisure Services
Committee Clerk

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts be submitted to it by 30th June 2009.

The Director of Central & Leisure Services circulated the Financial Statements and notes and advised that a full, bound copy is available to members on request.

The Director advised members of the changes to the format of the accounts for 2008/09. She also advised that there was the five-yearly revaluation of all Council land and buildings, effective from 1st April 2008.

The Director explained the District Fund account and the Balance Sheet and advised that the movement on the District Fund balance for the year was a reduction of £430,943, leaving a District Fund balance at 31st March 2009 of £377,329. She advised that the reduction in the District Fund was due to the balance applied to the rates, the transfer to the Capital Fund and the rates claw back.

In response to a question from Councillor Robinson, the Director advised that overall for the year, Council's net expenditure was within budget but that the bank interest earned was much less than budget due to reduced reserves and falling interest rates. The Director advised that the net worth of the Council had increased by £8,476,996.

Councillor Finlay asked if the transfer of the £150,000 had to be made to the Capital fund. The Director advised that this was a matter for Council to decide. She advised that a similar amount was transferred in 2007/08 and this was so that the Capital fund was built up to cover the closure cost of the landfill site by 2011.

The Director of Central & Leisure Services agreed to provide variance reports for 2008/09.

- * **Alderman Connolly and Councillor Cavlan joined the meeting at 6.43 pm during the discussion.**
- * **Councillor McCamphill joined the meeting at 6.50 pm during the discussion.**

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

to recommend that Council approve and sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

This being all the business the meeting closed at 7.04 pm.

Appendix A:

RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS



From: John McMillen
Head of RPA Central Unit, OFMDFM

Date: 1 June 2009

To: Chief Executives, Chief Officers, Chairpersons

PUBLIC SERVICE COMMISSION

GUIDING PRINCIPLE 5 – VOLUNTARY SEVERANCE ARRANGEMENTS

1. The Public Service Commission issued a fifth guiding principle on 'Voluntary Severance Arrangements' which was formally accepted with commentary by the Executive on 10 April 2009. A copy of this guiding principle is attached for your information and, as appropriate, implementation within your organisation.
2. Government is currently drafting a 'code of practice' on this principle which will be issued to you in the near future, subject to consultation.

JOHN McMILLEN

FIFTH GUIDING PRINCIPLE AND ASSOCIATED RECOMMENDATIONS

VOLUNTARY SEVERANCE ARRANGEMENTS

Introduction

1. The Commission's role is to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of Executive decisions on the Review of Public Administration, taking into account statutory obligations, including those arising from Section 75 of the Northern Ireland Act 1998.
2. In pursuance of that role, a core aspect of the Commission's approach to making preparations for the staffing structures required in new organisations is represented in the Guiding Principle and Associated Recommendations described below. In formulating the Guiding Principle and Associated Recommendations, the Commission has also had due regard to the previous administration's commitment, as set out in the statement of 22 November 2005, that "Every possible effort will be made to avoid redundancies." The Commission welcomes the Executive's commitment to this underpinning objective.
3. The Public Service Commission has consulted the Executive, the sectoral Staff Commissions and representatives of NIC/ICTU about the most appropriate way to make preparations for the staffing structure required in new organisations. This is part of a wider set of arrangements which will be required to achieve the Executive's commitment to make every possible effort to avoid redundancies in bodies affected by RPA and to safeguard the interests of staff and ensure their smooth transfer into new organisations.

Guiding Principle

4. While noting the Executive's commitment to make every possible effort to avoid redundancies, the Commission recognises that when the Review of Public Administration is fully implemented, there is expected to be an overall requirement for fewer staff than are currently employed in the organisations affected by RPA decisions. Where there is a justifiable need to reduce staff numbers and a willingness amongst staff to participate in such schemes, the Commission **recommends** that a core aspect of managing this position should be by the application of voluntary severance arrangements¹. Compulsory redundancy has the potential to frustrate the objective of securing maximum good will and co-operation from staff during any major change process. The Commission therefore considers

¹ Voluntary severance is used as a generic term covering arrangements that enable staff to leave employment voluntarily

that the avoidance of compulsory redundancy is a necessary requirement to ensure the smooth transfer of staff to new organisations. The Commission **recommends** that employers in the RPA Affected Group should identify staff who are at a clearly identified risk of compulsory redundancy. This will enable the Executive, employers and Trade Unions to focus their efforts on those staff who are "at risk" and to define the arrangements, such as a clearing house mechanism², to be implemented as a means of avoiding compulsory redundancies.

5. The Commission also **recommends** that the arrangements for implementing this Guiding Principle and Associated Recommendations be the subject of consultation and negotiation with Trade Unions and other representatives of staff.

Associated Recommendations

6. The Commission **recommends** that:
 - Consideration be given to organisational structure and staffing requirements well in advance of the creation of the new organisations.
 - Where justified, voluntary severance arrangements should be applied by employers both before and after the appointed date of the transfer in order to deal with surplus staff.
 - In compliance with various contractual obligations voluntary severance arrangements should not necessarily be restricted to the RPA Affected Group when considering the unit of redundancy.
 - Staff should be provided with information on a personal basis to help them plan for the future and be advised as soon as possible if they have been approved for a voluntary severance package. Employers should also ensure that staff affected by the application of voluntary severance arrangements are provided with high quality support on matters such as careers advice, skills analysis, training for new careers and financial planning.
 - In applying Voluntary Severance Schemes, the Commission recommends that the Executive and employers should confirm their commitment to apply Public Service Commission recommendations consistently across all sectors. If, on a case by case basis, it is found that there is no occupational scheme available to staff or where such a scheme is significantly limited when compared with the mainstream occupational schemes available to other staff in their organisation or in the organisation to which they will be transferred as a result of RPA, the Commission recommends that the Executive should encourage employers, as part of the normal industrial relations process, to consider any proposals to enhance these to the extent that this would be necessary to ensure consistency of treatment.

² This may be used to enable employers to collaborate in filling posts across the sectors thereby ensuring "at risk" staff have an opportunity to apply for positions/vacancies

- In consultation with sponsoring departments, where applicable, employers should seek to ensure that appropriate funding is available to facilitate voluntary severance arrangements.

Commentary

7. The Commission recognises that the issue of aligning existing staff posts and numbers with those required in the new organisations could be highly complex. The Commission is aware, however, that staff have concerns about their future employment position. The application of this Guiding Principle and the Associated Recommendations will go some considerable way towards clarifying the position for staff and re-assuring them that every possible effort will be made to safeguard their interests.
8. The Commission also recognises that the introduction of voluntary severance arrangements is only one of a number of Human Resource mechanisms which will help employers in their efforts to avoid compulsory redundancies.
9. The Commission notes that in respect of some of the sectors, a number of changes have already been made to pension schemes and redundancy / compensation regulations and that changes in other sectors are planned. The Commission recommends that in respect of any future amendments, where possible³, employers should have regard for the impact, in consistency terms, to affected staff within their sector throughout the implementation of RPA.
10. Continuous effective communications with all staff, especially those at a clearly identified risk of compulsory redundancy will be essential.

**SID McDOWELL
CHAIRMAN
PUBLIC SERVICE COMMISSION
6 MARCH 2009**

³ Certain pension schemes and redundancy/compensation regulations must retain parity with scheme amendments in England and Wales

Ballymoney Borough Council
Corporate & Central Services Meeting No 377 – 22nd June 2009 & 23rd June 2009

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| 377.2 | Election of vice-chair | <i>Alderman Cousley</i> |
| CENTRAL SERVICES | | |
| 377.3 | Minutes of Meeting No 376 – 27th May 2009 | <i>Approved</i> |
| 377.4 | Signing off the 2008/09 Annual Accounts | <i>Approved</i> |
| 377.5 | Accounts for payment | <i>Approved</i> |
| 377.6 | Accounts for payment – July & August 2009 | <i>Delegate authority to DCLS to approve accounts for Periods 4 and 5, 2009/10</i> |
| 377.7 | Loan sanctions | <i>Apply to DoE for loan sanction approval</i> |
| 377.8 | Approval for place for civil marriages/partnerships | <i>Approved</i> |
| 377.9 | District Council rates statistics 2009/10 | <i>Information</i> |
| CORPORATE SERVICES | | |
| 377.10 | Timing of Meetings | <i>Change start time of all evening meetings to 7.30pm</i> |
| 377.11 | Staff Matters | |
| | 11.1 Payment of acting up allowance to 2 part-time clerical officer/receptionists | <i>Granted</i> |
| | 11.2 Director posts | <i>Deferred</i> |
| 377.12 | Local Government Pay 2009 | <i>Information</i> |
| 377.13 | Support for Reserve Forces | <i>Support by granting paid leave to Reserve forces and Cadets</i> |
| 377.14 | Report on the Review of The Local Government Staff Commission | <i>Information</i> |

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|---------------|--|---|
| 377.15 | RPA Guiding Principle – Voluntary Severance Arrangements | <i>Implement</i> |
| 377.16 | Journey of Remembering Visit 6-8 November 2009 | <i>Mayor to attend and expenses to be met by Council</i> |
| 377.17 | Somme Association – unveiling of memorial plaques | <i>Councillor Finlay to attend at an estimated cost of £420 to be met out of Official & Courtesy budget</i> |
| 377.18 | Peace III Leadership, Citizenship And Good Relations Programme For Civic Leaders (elected member based programme) | <i>5 party members to attend</i> |
| 377.19 | Review of Local Government Boundaries | <i>Information</i> |
| 377.20 | Swine flu | <i>Information</i> |

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

Minutes of Corporate & Central Services Committee Meeting No. 377 held in the Council Chamber, Riada House, Ballymoney on Monday 22nd June 2009 at 7.00pm.

IN THE CHAIR

F Campbell, Mayor [Item 1]
Alderman J Simpson [Item 2-20]

PRESENT

Aldermen
H Connolly
C Cousley, MBE, Deputy Mayor

Councillors

J Finlay
M McCamphill
P McGuigan
D McKay, MLA
E Robinson
I Stevenson
M Storey, MLA

APOLOGIES

R Wilson

IN ATTENDANCE

Chief Executive
[Item 1-2, 11-20]
Director of Central and Leisure Services
Items [1-10]
Committee Clerk

377.1 ELECTION OF CHAIR

Chief Executive invited members to nominate a chairperson to carry out the business of electing a chair of the Corporate and Central Services Committee for the forthcoming year 2009/10.

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

***that Alderman Campbell chair the business of the election of
Chair of the Corporate and Central Services Committee.***

Alderman Campbell assumed the chair.

Chair invited nominations for chair of Corporate and Central Services Committee.

It was proposed by Councillor Robinson, seconded by Alderman Cousley

that Alderman Simpson be elected Chair of Corporate and Central Services Committee.

It was proposed by Councillor McKay, MLA, seconded by Councillor McGuigan

that Councillor McGuigan be elected Chair of the Corporate and Central Services Committee.

Chair invited members to vote for the 2 nominations. 4 members voted for Councillor McGuigan while 6 members voted for Alderman Simpson.

Chair declared Alderman Simpson elected Chair of Corporate and Central Services Committee by a majority.

Alderman Simpson assumed the Chair.

377.2 ELECTION OF VICE-CHAIR

Chair invited nominations for position of Vice-Chair of Resources Task Group.

It was proposed by Councillor McCamphill, seconded by Councillor McKay, MLA

that Alderman Connolly be elected Vice-Chair.

It was proposed by Councillor Finlay, seconded by Councillor Robinson

that Alderman Cousley, be elected Vice-Chair.

Chair invited members to vote for the 2 nominations; Alderman Connolly gained 4 votes while Alderman Cousley gained 6 vote.

Chair declared Alderman Cousley elected Vice-Chair of Corporate and Central Services Committee by majority vote.

- * **Councillor McKay left the meeting at 7.06pm.**
- * **Councillor McGuigan left the meeting at 7.06pm.**
- * **Councillor Storey, MLA, left the meeting at 7.09pm.**
- * **Councillor Cavlan arrived at the meeting at 7.09pm.**

- * **Councillor Stevenson left the meeting at 7.10pm.**
- * **Chair declared the meeting adjourned at 7.10pm so that the Resources Task Group meeting may be held.**
- * **Chief Executive left the meeting at 7.37pm.**

The meeting resumed at 7.37pm.

- * **Councillor Stevenson had rejoined the meeting during consideration of the Resources Task Group**

377.3 MINUTES OF MEETING NO. 376 – 27TH MAY 2009

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and
AGREED:

that minutes of Meeting No 376 – 27th May 2009, as circulated, be confirmed as a correct record.

CENTRAL SERVICES

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts are to be submitted to it by 30th June 2009.

The Director advised that the accounts were not complete and requested more time to complete the accounts and notes.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and
AGREED:

that committee adjourn the item of the signing off the 2008/09 Annual Accounts until 6.30pm on Tuesday 23rd June 2009.

377.5 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 3, 2009/10 drawn on the Council's Revenue and Capital Bank Accounts will be circulated at the meeting.

It is recommended that the payments are made.

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

to recommend that accounts to the value of £662,783.30 from the Revenue Account and £75,412.32 from the Capital Account for Period 3, 2009/10 be approved for payment.

*

Councillor McCamphill left the meeting at 7.50pm during consideration of the above item.

377.6 ACCOUNTS FOR PAYMENT - July & August 2009

As the Council has agreed 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 the accounts for Periods 4 and 5, 2009/10.

Details of the payments made for the 2 months will be tabled for members' information at the September committee meeting.

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

to recommend that authority be delegated to the Director of Central & Leisure Services to approve the payment of the accounts for Periods 4 and 5, 2009/10.

377.7 LOAN SANCTIONS

When setting the Rates for 2009/10 the Council budgeted for the undernoted capital project to be financed by way of a loan – Upgrade of Fire Alarm System at Joey Dunlop Leisure Centre at an estimated cost £60,000. The loan is to be repaid over 20 years.

It is recommended that application is made to the Department of the Environment for loan sanction approval for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

The Director responded to a number of member's questions.

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

to recommend that Council make application to the Department of the Environment for loan sanction approval for

£60,000 for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

377.8 APPROVAL OF PLACE FOR CIVIL MARRIAGES/PARTNERSHIPS

The Director advised that an application for premises to be approved as a venue for civil marriages/partnerships had been received from Drumadoon Hall, 236 Frosses Road, Cloughmills, Ballymena BT44 9PX.

The relevant documents were enclosed with the application and the fee of £400 has been paid. A full inspection of the premises has been carried out by the Registrar and an "Approved Place" checklist completed.

It is recommended that Drumadoon Hall is approved as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

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

to recommend that Council approve Drumadoon Hall as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

Councillor Stevenson abstained from any decision made on above.

377.9 DISTRICT COUNCIL RATES STATISTICS 2009/10

The Director circulated, for members' information, the District Councils' Rates Statistics for 2009/10 for all 26 local authorities, compiled by the Department of the Environment.

The Director made reference to the 1p Product of other District Council's compared to Ballymoney and the Net Expenditure of all District Council's.

- * **Councillor Stevenson left the meeting at 8.15pm.**
- * **Director of Central and Leisure Services left the meeting at 8.15pm.**
- * **Chief Executive arrived at the meeting at 8.15pm.**

CORPORATE SERVICES

377.10 TIMING OF MEETINGS

On behalf of her DUP party colleague member, Councillor Robinson requested that members consider the timings of evening meetings.

Councillor Robinson would like evening meetings to commence at 7.30pm instead of the current practice of 7.00pm.

A discussion ensued on the timing of evening meetings.

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

to recommend that Council change the start time of all evening meetings to 7.30pm.

Chief Executive advised members that, as a point of order, something as fundamental as changing the timing of meetings should be given advance notice for members to consider but as the proposal will come to full Council, the matter could then be debated.

Alderman Connolly expressed his concern at the anticipated lateness of finish of the Leisure and Amenities Committee if such a proposal was adopted.

* **Councillor Robinson left the meeting at 8.25pm.**

377.11 STAFF MATTERS –

11.1 PAYMENT OF ACTING UP ALLOWANCE TO 2 PART TIME CLERICAL OFFICER/RECEPTIONISTS

Since the absence, on long term sickness of the Senior Clerical Officer, in Administration (Employee reference number 50009), on the 17th July 2006, the 2 Part Time Clerical Officer/Receptionists, employee reference number 50131 and employee reference number 50803 have been fulfilling the duties of the vacant post. **It is recommended** that both be paid an acting up allowance - i.e first point of scale 4 based on their contractual hours from 17th July 2006. This is in accordance with NJC conditions.

The value of the acting up allowance is around £319 in the first year and will be met by the service budget.

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

to recommend that Council grant employees 50131 and 50803 an acting up allowance, ie: first point of scale 4, based on their contractual hours from 17th July 2006

* **Councillor Robinson rejoined the meeting at 8.30pm.**

11.2 DIRECTOR POSTS

The Chief Executive reported on previous consideration of the proposed job evaluation of two Director posts.

The Director posts were created in 2005 following an organisational review and the salary for the posts, effective from January 2006, was based on a desktop evaluation. Council agreed that the posts would be subjected to a formal job evaluation exercise after one year.

Since then most council posts have been evaluated as part of single status exercise. The committee agreed in February 2009 to recommend that Hay Group Management Consultants carry out a job evaluation of the Director posts, with an effective date of 1 March 2009, but deferring implementation until 2010/11. Council, however, decided to “defer any consideration of this matter until the next rates round in 2010/11.”

The matter is being brought before committee again as the council has since agreed to fund other matters which were not provided for in the rate estimates for 2009/10.

Chief Executive responded to a number of member’s questions on cost of the evaluation, possible costs of implementation and current scales. Some members expressed the view that this was a difficult time for many ratepayers given the level of job losses in the area.

Councillor Robinson requested a recess to confer with her party colleagues.

Chair declared the meeting adjourned at 8.55pm.

Chair declared the meeting reconvened at 8.56pm.

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

to recommend that Council maintain its decision to defer any decision on the job evaluation of the two Director posts until the rates round in 2010/11.

377.12 LOCAL GOVERNMENT PAY 2009

Correspondence from the National Employers' Organisation for Local Government Services advised that the regional pay consultation briefings, held in March, produced a roughly-equal split between authorities who felt the employers should not make a pay offer this year and those who felt an offer should be made. The employers considered this feedback carefully and made an offer of 0.50% (on all spinal column points) on 6 April.

In making that offer the employers said that in the light of the increasingly uncertain economic climate, and in an effort to secure a relatively quick settlement, the offer would be withdrawn on 1 June in the absence of an agreement.

In the event the Trade Union Side rejected the employers' offer almost immediately so there is currently no offer on the table, which effectively makes the deadline irrelevant. Further exploratory discussions have continued to take place in the NJC Executive and at Joint Secretarial level and the employers are considering their options in the light of those discussions.

377.13 SUPPORT FOR RESERVE FORCES

Correspondence has been received from the Reserve Forces and Cadets Association NI seeing support for an Ministry of Defence Campaign [SaBRE] that supports the relationship between employers and Reservists.

Council do not maintain a record of employees in the reserve forces and there is currently no-one on record as a reservist. However current conditions include a recommendation to authorities to grant paid leave in these circumstances and this was done in the past. If any requests were to be received at this stage the purple book guidance would apply as the green book is silent on this point and there has been no re-negotiation of this right. There is no reason in principle why the Council could not support the SaBRE campaign but this is ultimately a matter for the Council to decide. It is **recommended** that committee consider this request to lend its support to the Ministry of Defence SaBRE Campaign for Reserve Forces.

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

to recommend that Council support the Ministry of Defence SaBRE Campaign for Reserve Forces.

377.14 REPORT ON THE REVIEW OF THE LOCAL GOVERNMENT STAFF COMMISSION

In February 2009, the Department sent a copy of Mr John Hunter's report on the review of the Local Government Staff Commission to Council for your information.

A number of responses to the report have now been received. The Minister of the Environment, Mr Sammy Wilson MP MLA, will be giving careful consideration to these responses before determining the way forward. Once this has been decided, the Minister will make a statement to the Assembly outlining his decisions. Council will be sent a copy of the statement once it is made.

377.15 RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

The Public Service Commission has issued Guiding Principle No. 5 on Voluntary Severance Arrangements which for implementation by Councils. Government is currently drafting a code of practice on the principle which will be issued in the near future, subject to consultation. A copy of the Guiding Principle is attached.

It is recommended that Council adopts RPA Guiding Principle 5 – Voluntary Severance Arrangements.

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

to recommend that Council adopts the Public Service Commission Principle No. 5 on Voluntary Severance Arrangements attached as Appendix A.

377.16 JOURNEY OF REMEMBERING VISIT 6-8 NOVEMBER 2009

Late last year The Island of Ireland Partnership gave preliminary notice to Mayors and Chief Executives of invitation to Councils, North and South, to nominate one person, hopefully the First Citizen, to represent the people of Ireland at a televised programme from Menin Gate, Ieper, Belgium on Saturday 7th March, 2009, to be televised on St Patrick's Day in Ireland and where the Irish diaspora has settled throughout the world. The aim is that the programme will include bands and choirs in both traditions.

Council appointed the Mayor and Chief Executive to attend the event and meet expenses involved. The event was however postponed.

Further correspondence has now been received on the Journey of Remembering weekend in Flanders from **6-8 November 2009**. Preliminary arrangements have been completed to organise a Remembrance Ceremony at the Menin Gate in Ieper based on the Last Post Ceremony, which has been held at the Monument every evening at 8.00pm since 1927 apart from during Second World War.

The Remembrance Ceremony planned for Saturday 7 November 2009 will be identical to the traditional ceremony of the Last post Committee, but will only involve people from both parts of Ireland. The proposal which has been agreed by the Last Post Committee will be under their administrative control.

On the morning of Sunday 8 November 2009 an inter-denomination service will take place in St Martin's Cathedral, in Ieper, when Irish Clergy from all the main Churches will officiate. The hymns and liturgical music will be entirely that which is common throughout Ireland, associated with the First World War, and will be sung by the Choirs with the congregation joining in. Further musical support will possibly be provided by a cross community band.

The Governor of West Flanders and the Burgermeisters of Ieper and Messines, together with the public representatives from both Town Councils have also been invited. Irish people living in Belgium and Northern France will be invited to attend through press announcements. Attendance will be confined to 600 persons, which is the maximum capacity of the Cathedral, by invitation only.

If the visit proves to be successful, a Committee will be formed from interested people attending, and will organise the event on an annual basis. To give widespread publicity to the event, the Menin Gate Ceremony and the Cathedral Service will be filmed, with the intention of having it televised and also shown in places in the world where the Irish diaspora have settled.

It is recommended that Council confirm the nomination of the Mayor and Chief Executive to attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

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

to recommend that the Mayor, Alderman Frank Campbell attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

**377.17 SOMME ASSOCIATION – UNVEILING OF MEMORIAL PLAQUES
(376.9)**

This item was deferred from the committee's last meeting (details hereunder)

The Somme Association is holding a Service of Remembrance to the Men of the 16th (Irish) Division on 3rd September 2009 in the village of Guillemont. There will also be an unveiling of two memorial plaques to honour two Irish Victoria Cross winners. Council's attention is drawn to a coach organized to the event, leaving 2nd September and returning 5th September. Places cost approx. £420.

Chief Executive advised members that further information is being sought at present in order to source alternative trips to the Service of Remembrance but Somme Association are unable to identify any alternative options arranged for Local Government representatives.

Chief Executive advised that Councillor Finlay, outgoing Mayor, was unable to gain a place on a previous agreed Somme Pilgrimage (Ref 373.14) and, as a result, budgetary provision already exists.

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

to recommend that Council send Councillor Finlay to The Somme Association - Service of Remembrance to the Men of the 16th (Irish) Division in the village of Guillemont from 2nd September - 5th September at an approximate cost of £420 to be met from the Official & Courtesy Budget.

**377.18 PEACE III LEADERSHIP, CITIZENSHIP AND GOOD RELATIONS
PROGRAMME FOR CIVIC LEADERS (Elected Member based
programme)**

Correspondence has been received from the Workers' Education Association (WEA), the lead partner of the successful consortium to deliver the above programme in the NE Cluster Peace III Action Plan. The training programme will commence in September 2009 and run until October 2010. By way of time commitment members should note that the programme consists of six half-day workshops covering collaboration,

facilitating change, negotiation skills, active listening, facilitating dialogue and participatory decision making. A further 2 half-day sessions will be responsive to emerging needs or issues and further embedding the skills learned in the local contexts. There will also be three study trips to best practice projects.

WEA are seeking five members are being sought from each Council in the NE Cluster. Committee is invited to put forward nominations.

Alderman Connolly informed members that Councillor McCamphill had expressed a desire to attend the training programme.

It was AGREED to recommend to Council that Alderman Simpson (UUP), Councillor Robinson (DUP), Alderman Campbell (DUP), Councillor McCamphill (SDLP) are nominated to attend and that the final place be allocated at the council meeting.

377.19 REVIEW OF LOCAL GOVERNMENT BOUNDARIES

The Commissioner intends to publish his revised final recommendations report on 26th June and public notice announcing the publication will appear in local press. Copies will be available for inspection in the Council Offices, public libraries as well as the Electoral Office and the Office of the Electoral commission.

377.20 SWINE FLU

At the May council meeting I advised that the World Health Organisation (WHO) had moved to alert level 5, but at that stage there were no cases of swine flu in Northern Ireland. WHO moved to alert level 6 on 11 June 2009 – this is the highest level and indicates that a pandemic has developed.

In total, there are almost 2000 confirmed cases of H1N1 in the UK. There are 13 confirmed cases of the virus in Northern Ireland and one confirmed death from Swine Flu in Scotland.

Advice to employees remains as before. If you think you have swine flu, stay at or go home, tell your supervisor and contact your GP. Stay away from work until symptoms have cleared up.

There has been no effect on council's work to date. It is possible that the virus could return in a more severe form in the autumn. Plans are being developed to ensure key services can continue to be delivered if that is the case.

The meeting adjourned at 9.25pm to reconvene at 6.30pm on Tuesday 23rd June 2009.

Appendix A: RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

BALLYMONEY BOROUGH COUNCIL

The meeting reconvened at 6.30 pm on Tuesday 23rd June 2009.

IN THE CHAIR

Alderman J Simpson

PRESENT**Aldermen**

F Campbell, Mayor
H Connolly

Councillors

A Cavlan
J Finlay
M McCamphill
E Robinson

APOLOGIES

M Storey, MLA

IN ATTENDANCE

Director of Central & Leisure Services
Committee Clerk

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts be submitted to it by 30th June 2009.

The Director of Central & Leisure Services circulated the Financial Statements and notes and advised that a full, bound copy is available to members on request.

The Director advised members of the changes to the format of the accounts for 2008/09. She also advised that there was the five-yearly revaluation of all Council land and buildings, effective from 1st April 2008.

The Director explained the District Fund account and the Balance Sheet and advised that the movement on the District Fund balance for the year was a reduction of £430,943, leaving a District Fund balance at 31st March 2009 of £377,329. She advised that the reduction in the District Fund was due to the balance applied to the rates, the transfer to the Capital Fund and the rates claw back.

In response to a question from Councillor Robinson, the Director advised that overall for the year, Council's net expenditure was within budget but that the bank interest earned was much less than budget due to reduced reserves and falling interest rates. The Director advised that the net worth of the Council had increased by £8,476,996.

Councillor Finlay asked if the transfer of the £150,000 had to be made to the Capital fund. The Director advised that this was a matter for Council to decide. She advised that a similar amount was transferred in 2007/08 and this was so that the Capital fund was built up to cover the closure cost of the landfill site by 2011.

The Director of Central & Leisure Services agreed to provide variance reports for 2008/09.

- * **Alderman Connolly and Councillor Cavlan joined the meeting at 6.43 pm during the discussion.**
- * **Councillor McCamphill joined the meeting at 6.50 pm during the discussion.**

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

to recommend that Council approve and sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

This being all the business the meeting closed at 7.04 pm.

Appendix A:

RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS



From: John McMillen
Head of RPA Central Unit, OFMDFM

Date: 1 June 2009

To: Chief Executives, Chief Officers, Chairpersons

PUBLIC SERVICE COMMISSION

GUIDING PRINCIPLE 5 – VOLUNTARY SEVERANCE ARRANGEMENTS

1. The Public Service Commission issued a fifth guiding principle on 'Voluntary Severance Arrangements' which was formally accepted with commentary by the Executive on 10 April 2009. A copy of this guiding principle is attached for your information and, as appropriate, implementation within your organisation.
2. Government is currently drafting a 'code of practice' on this principle which will be issued to you in the near future, subject to consultation.

JOHN McMILLEN

FIFTH GUIDING PRINCIPLE AND ASSOCIATED RECOMMENDATIONS

VOLUNTARY SEVERANCE ARRANGEMENTS

Introduction

1. The Commission's role is to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of Executive decisions on the Review of Public Administration, taking into account statutory obligations, including those arising from Section 75 of the Northern Ireland Act 1998.
2. In pursuance of that role, a core aspect of the Commission's approach to making preparations for the staffing structures required in new organisations is represented in the Guiding Principle and Associated Recommendations described below. In formulating the Guiding Principle and Associated Recommendations, the Commission has also had due regard to the previous administration's commitment, as set out in the statement of 22 November 2005, that "Every possible effort will be made to avoid redundancies." The Commission welcomes the Executive's commitment to this underpinning objective.
3. The Public Service Commission has consulted the Executive, the sectoral Staff Commissions and representatives of NIC/ICTU about the most appropriate way to make preparations for the staffing structure required in new organisations. This is part of a wider set of arrangements which will be required to achieve the Executive's commitment to make every possible effort to avoid redundancies in bodies affected by RPA and to safeguard the interests of staff and ensure their smooth transfer into new organisations.

Guiding Principle

4. While noting the Executive's commitment to make every possible effort to avoid redundancies, the Commission recognises that when the Review of Public Administration is fully implemented, there is expected to be an overall requirement for fewer staff than are currently employed in the organisations affected by RPA decisions. Where there is a justifiable need to reduce staff numbers and a willingness amongst staff to participate in such schemes, the Commission **recommends** that a core aspect of managing this position should be by the application of voluntary severance arrangements¹. Compulsory redundancy has the potential to frustrate the objective of securing maximum good will and co-operation from staff during any major change process. The Commission therefore considers

¹ Voluntary severance is used as a generic term covering arrangements that enable staff to leave employment voluntarily

that the avoidance of compulsory redundancy is a necessary requirement to ensure the smooth transfer of staff to new organisations. The Commission **recommends** that employers in the RPA Affected Group should identify staff who are at a clearly identified risk of compulsory redundancy. This will enable the Executive, employers and Trade Unions to focus their efforts on those staff who are "at risk" and to define the arrangements, such as a clearing house mechanism², to be implemented as a means of avoiding compulsory redundancies.

5. The Commission also **recommends** that the arrangements for implementing this Guiding Principle and Associated Recommendations be the subject of consultation and negotiation with Trade Unions and other representatives of staff.

Associated Recommendations

6. The Commission **recommends** that:
 - Consideration be given to organisational structure and staffing requirements well in advance of the creation of the new organisations.
 - Where justified, voluntary severance arrangements should be applied by employers both before and after the appointed date of the transfer in order to deal with surplus staff.
 - In compliance with various contractual obligations voluntary severance arrangements should not necessarily be restricted to the RPA Affected Group when considering the unit of redundancy.
 - Staff should be provided with information on a personal basis to help them plan for the future and be advised as soon as possible if they have been approved for a voluntary severance package. Employers should also ensure that staff affected by the application of voluntary severance arrangements are provided with high quality support on matters such as careers advice, skills analysis, training for new careers and financial planning.
 - In applying Voluntary Severance Schemes, the Commission recommends that the Executive and employers should confirm their commitment to apply Public Service Commission recommendations consistently across all sectors. If, on a case by case basis, it is found that there is no occupational scheme available to staff or where such a scheme is significantly limited when compared with the mainstream occupational schemes available to other staff in their organisation or in the organisation to which they will be transferred as a result of RPA, the Commission recommends that the Executive should encourage employers, as part of the normal industrial relations process, to consider any proposals to enhance these to the extent that this would be necessary to ensure consistency of treatment.

² This may be used to enable employers to collaborate in filling posts across the sectors thereby ensuring "at risk" staff have an opportunity to apply for positions/vacancies

- In consultation with sponsoring departments, where applicable, employers should seek to ensure that appropriate funding is available to facilitate voluntary severance arrangements.

Commentary

7. The Commission recognises that the issue of aligning existing staff posts and numbers with those required in the new organisations could be highly complex. The Commission is aware, however, that staff have concerns about their future employment position. The application of this Guiding Principle and the Associated Recommendations will go some considerable way towards clarifying the position for staff and re-assuring them that every possible effort will be made to safeguard their interests.
8. The Commission also recognises that the introduction of voluntary severance arrangements is only one of a number of Human Resource mechanisms which will help employers in their efforts to avoid compulsory redundancies.
9. The Commission notes that in respect of some of the sectors, a number of changes have already been made to pension schemes and redundancy / compensation regulations and that changes in other sectors are planned. The Commission recommends that in respect of any future amendments, where possible³, employers should have regard for the impact, in consistency terms, to affected staff within their sector throughout the implementation of RPA.
10. Continuous effective communications with all staff, especially those at a clearly identified risk of compulsory redundancy will be essential.

SID McDOWELL
CHAIRMAN
PUBLIC SERVICE COMMISSION
6 MARCH 2009

³ Certain pension schemes and redundancy/compensation regulations must retain parity with scheme amendments in England and Wales

Ballymoney Borough Council
Corporate & Central Services Meeting No 377 – 22nd June 2009 & 23rd June 2009

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| 377.2 | Election of vice-chair | <i>Alderman Cousley</i> |
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| 377.3 | Minutes of Meeting No 376 – 27th May 2009 | <i>Approved</i> |
| 377.4 | Signing off the 2008/09 Annual Accounts | <i>Approved</i> |
| 377.5 | Accounts for payment | <i>Approved</i> |
| 377.6 | Accounts for payment – July & August 2009 | <i>Delegate authority to DCLS to approve accounts for Periods 4 and 5, 2009/10</i> |
| 377.7 | Loan sanctions | <i>Apply to DoE for loan sanction approval</i> |
| 377.8 | Approval for place for civil marriages/partnerships | <i>Approved</i> |
| 377.9 | District Council rates statistics 2009/10 | <i>Information</i> |
| CORPORATE SERVICES | | |
| 377.10 | Timing of Meetings | <i>Change start time of all evening meetings to 7.30pm</i> |
| 377.11 | Staff Matters | |
| | 11.1 Payment of acting up allowance to 2 part-time clerical officer/receptionists | <i>Granted</i> |
| | 11.2 Director posts | <i>Deferred</i> |
| 377.12 | Local Government Pay 2009 | <i>Information</i> |
| 377.13 | Support for Reserve Forces | <i>Support by granting paid leave to Reserve forces and Cadets</i> |
| 377.14 | Report on the Review of The Local Government Staff Commission | <i>Information</i> |

| | | |
|---------------|--|---|
| 377.15 | RPA Guiding Principle – Voluntary Severance Arrangements | <i>Implement</i> |
| 377.16 | Journey of Remembering Visit 6-8 November 2009 | <i>Mayor to attend and expenses to be met by Council</i> |
| 377.17 | Somme Association – unveiling of memorial plaques | <i>Councillor Finlay to attend at an estimated cost of £420 to be met out of Official & Courtesy budget</i> |
| 377.18 | Peace III Leadership, Citizenship And Good Relations Programme For Civic Leaders (elected member based programme) | <i>5 party members to attend</i> |
| 377.19 | Review of Local Government Boundaries | <i>Information</i> |
| 377.20 | Swine flu | <i>Information</i> |

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

Minutes of Corporate & Central Services Committee Meeting No. 377 held in the Council Chamber, Riada House, Ballymoney on Monday 22nd June 2009 at 7.00pm.

IN THE CHAIR

F Campbell, Mayor [Item 1]
Alderman J Simpson [Item 2-20]

PRESENT

Aldermen
H Connolly
C Cousley, MBE, Deputy Mayor

Councillors

J Finlay
M McCamphill
P McGuigan
D McKay, MLA
E Robinson
I Stevenson
M Storey, MLA

APOLOGIES

R Wilson

IN ATTENDANCE

Chief Executive
[Item 1-2, 11-20]
Director of Central and Leisure Services
Items [1-10]
Committee Clerk

377.1 ELECTION OF CHAIR

Chief Executive invited members to nominate a chairperson to carry out the business of electing a chair of the Corporate and Central Services Committee for the forthcoming year 2009/10.

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

***that Alderman Campbell chair the business of the election of
Chair of the Corporate and Central Services Committee.***

Alderman Campbell assumed the chair.

Chair invited nominations for chair of Corporate and Central Services Committee.

It was proposed by Councillor Robinson, seconded by Alderman Cousley

that Alderman Simpson be elected Chair of Corporate and Central Services Committee.

It was proposed by Councillor McKay, MLA, seconded by Councillor McGuigan

that Councillor McGuigan be elected Chair of the Corporate and Central Services Committee.

Chair invited members to vote for the 2 nominations. 4 members voted for Councillor McGuigan while 6 members voted for Alderman Simpson.

Chair declared Alderman Simpson elected Chair of Corporate and Central Services Committee by a majority.

Alderman Simpson assumed the Chair.

377.2 ELECTION OF VICE-CHAIR

Chair invited nominations for position of Vice-Chair of Resources Task Group.

It was proposed by Councillor McCamphill, seconded by Councillor McKay, MLA

that Alderman Connolly be elected Vice-Chair.

It was proposed by Councillor Finlay, seconded by Councillor Robinson

that Alderman Cousley, be elected Vice-Chair.

Chair invited members to vote for the 2 nominations; Alderman Connolly gained 4 votes while Alderman Cousley gained 6 vote.

Chair declared Alderman Cousley elected Vice-Chair of Corporate and Central Services Committee by majority vote.

- * **Councillor McKay left the meeting at 7.06pm.**
- * **Councillor McGuigan left the meeting at 7.06pm.**
- * **Councillor Storey, MLA, left the meeting at 7.09pm.**
- * **Councillor Cavlan arrived at the meeting at 7.09pm.**

- * **Councillor Stevenson left the meeting at 7.10pm.**
- * **Chair declared the meeting adjourned at 7.10pm so that the Resources Task Group meeting may be held.**
- * **Chief Executive left the meeting at 7.37pm.**

The meeting resumed at 7.37pm.

- * **Councillor Stevenson had rejoined the meeting during consideration of the Resources Task Group**

377.3 MINUTES OF MEETING NO. 376 – 27TH MAY 2009

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and
AGREED:

that minutes of Meeting No 376 – 27th May 2009, as circulated, be confirmed as a correct record.

CENTRAL SERVICES

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts are to be submitted to it by 30th June 2009.

The Director advised that the accounts were not complete and requested more time to complete the accounts and notes.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and
AGREED:

that committee adjourn the item of the signing off the 2008/09 Annual Accounts until 6.30pm on Tuesday 23rd June 2009.

377.5 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 3, 2009/10 drawn on the Council's Revenue and Capital Bank Accounts will be circulated at the meeting.

It is recommended that the payments are made.

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

to recommend that accounts to the value of £662,783.30 from the Revenue Account and £75,412.32 from the Capital Account for Period 3, 2009/10 be approved for payment.

*

Councillor McCamphill left the meeting at 7.50pm during consideration of the above item.

377.6 ACCOUNTS FOR PAYMENT - July & August 2009

As the Council has agreed 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 the accounts for Periods 4 and 5, 2009/10.

Details of the payments made for the 2 months will be tabled for members' information at the September committee meeting.

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

to recommend that authority be delegated to the Director of Central & Leisure Services to approve the payment of the accounts for Periods 4 and 5, 2009/10.

377.7 LOAN SANCTIONS

When setting the Rates for 2009/10 the Council budgeted for the undernoted capital project to be financed by way of a loan – Upgrade of Fire Alarm System at Joey Dunlop Leisure Centre at an estimated cost £60,000. The loan is to be repaid over 20 years.

It is recommended that application is made to the Department of the Environment for loan sanction approval for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

The Director responded to a number of member's questions.

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

to recommend that Council make application to the Department of the Environment for loan sanction approval for

£60,000 for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

377.8 APPROVAL OF PLACE FOR CIVIL MARRIAGES/PARTNERSHIPS

The Director advised that an application for premises to be approved as a venue for civil marriages/partnerships had been received from Drumadoon Hall, 236 Frosses Road, Cloughmills, Ballymena BT44 9PX.

The relevant documents were enclosed with the application and the fee of £400 has been paid. A full inspection of the premises has been carried out by the Registrar and an "Approved Place" checklist completed.

It is recommended that Drumadoon Hall is approved as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

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

to recommend that Council approve Drumadoon Hall as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

Councillor Stevenson abstained from any decision made on above.

377.9 DISTRICT COUNCIL RATES STATISTICS 2009/10

The Director circulated, for members' information, the District Councils' Rates Statistics for 2009/10 for all 26 local authorities, compiled by the Department of the Environment.

The Director made reference to the 1p Product of other District Council's compared to Ballymoney and the Net Expenditure of all District Council's.

- * **Councillor Stevenson left the meeting at 8.15pm.**
- * **Director of Central and Leisure Services left the meeting at 8.15pm.**
- * **Chief Executive arrived at the meeting at 8.15pm.**

CORPORATE SERVICES

377.10 TIMING OF MEETINGS

On behalf of her DUP party colleague member, Councillor Robinson requested that members consider the timings of evening meetings.

Councillor Robinson would like evening meetings to commence at 7.30pm instead of the current practice of 7.00pm.

A discussion ensued on the timing of evening meetings.

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

to recommend that Council change the start time of all evening meetings to 7.30pm.

Chief Executive advised members that, as a point of order, something as fundamental as changing the timing of meetings should be given advance notice for members to consider but as the proposal will come to full Council, the matter could then be debated.

Alderman Connolly expressed his concern at the anticipated lateness of finish of the Leisure and Amenities Committee if such a proposal was adopted.

* **Councillor Robinson left the meeting at 8.25pm.**

377.11 STAFF MATTERS –

11.1 PAYMENT OF ACTING UP ALLOWANCE TO 2 PART TIME CLERICAL OFFICER/RECEPTIONISTS

Since the absence, on long term sickness of the Senior Clerical Officer, in Administration (Employee reference number 50009), on the 17th July 2006, the 2 Part Time Clerical Officer/Receptionists, employee reference number 50131 and employee reference number 50803 have been fulfilling the duties of the vacant post. **It is recommended** that both be paid an acting up allowance - i.e first point of scale 4 based on their contractual hours from 17th July 2006. This is in accordance with NJC conditions.

The value of the acting up allowance is around £319 in the first year and will be met by the service budget.

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

to recommend that Council grant employees 50131 and 50803 an acting up allowance, ie: first point of scale 4, based on their contractual hours from 17th July 2006

* **Councillor Robinson rejoined the meeting at 8.30pm.**

11.2 DIRECTOR POSTS

The Chief Executive reported on previous consideration of the proposed job evaluation of two Director posts.

The Director posts were created in 2005 following an organisational review and the salary for the posts, effective from January 2006, was based on a desktop evaluation. Council agreed that the posts would be subjected to a formal job evaluation exercise after one year.

Since then most council posts have been evaluated as part of single status exercise. The committee agreed in February 2009 to recommend that Hay Group Management Consultants carry out a job evaluation of the Director posts, with an effective date of 1 March 2009, but deferring implementation until 2010/11. Council, however, decided to “defer any consideration of this matter until the next rates round in 2010/11.”

The matter is being brought before committee again as the council has since agreed to fund other matters which were not provided for in the rate estimates for 2009/10.

Chief Executive responded to a number of member’s questions on cost of the evaluation, possible costs of implementation and current scales. Some members expressed the view that this was a difficult time for many ratepayers given the level of job losses in the area.

Councillor Robinson requested a recess to confer with her party colleagues.

Chair declared the meeting adjourned at 8.55pm.

Chair declared the meeting reconvened at 8.56pm.

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

to recommend that Council maintain its decision to defer any decision on the job evaluation of the two Director posts until the rates round in 2010/11.

377.12 LOCAL GOVERNMENT PAY 2009

Correspondence from the National Employers' Organisation for Local Government Services advised that the regional pay consultation briefings, held in March, produced a roughly-equal split between authorities who felt the employers should not make a pay offer this year and those who felt an offer should be made. The employers considered this feedback carefully and made an offer of 0.50% (on all spinal column points) on 6 April.

In making that offer the employers said that in the light of the increasingly uncertain economic climate, and in an effort to secure a relatively quick settlement, the offer would be withdrawn on 1 June in the absence of an agreement.

In the event the Trade Union Side rejected the employers' offer almost immediately so there is currently no offer on the table, which effectively makes the deadline irrelevant. Further exploratory discussions have continued to take place in the NJC Executive and at Joint Secretarial level and the employers are considering their options in the light of those discussions.

377.13 SUPPORT FOR RESERVE FORCES

Correspondence has been received from the Reserve Forces and Cadets Association NI seeing support for an Ministry of Defence Campaign [SaBRE] that supports the relationship between employers and Reservists.

Council do not maintain a record of employees in the reserve forces and there is currently no-one on record as a reservist. However current conditions include a recommendation to authorities to grant paid leave in these circumstances and this was done in the past. If any requests were to be received at this stage the purple book guidance would apply as the green book is silent on this point and there has been no re-negotiation of this right. There is no reason in principle why the Council could not support the SaBRE campaign but this is ultimately a matter for the Council to decide. It is **recommended** that committee consider this request to lend its support to the Ministry of Defence SaBRE Campaign for Reserve Forces.

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

to recommend that Council support the Ministry of Defence SaBRE Campaign for Reserve Forces.

377.14 REPORT ON THE REVIEW OF THE LOCAL GOVERNMENT STAFF COMMISSION

In February 2009, the Department sent a copy of Mr John Hunter's report on the review of the Local Government Staff Commission to Council for your information.

A number of responses to the report have now been received. The Minister of the Environment, Mr Sammy Wilson MP MLA, will be giving careful consideration to these responses before determining the way forward. Once this has been decided, the Minister will make a statement to the Assembly outlining his decisions. Council will be sent a copy of the statement once it is made.

377.15 RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

The Public Service Commission has issued Guiding Principle No. 5 on Voluntary Severance Arrangements which for implementation by Councils. Government is currently drafting a code of practice on the principle which will be issued in the near future, subject to consultation. A copy of the Guiding Principle is attached.

It is recommended that Council adopts RPA Guiding Principle 5 – Voluntary Severance Arrangements.

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

to recommend that Council adopts the Public Service Commission Principle No. 5 on Voluntary Severance Arrangements attached as Appendix A.

377.16 JOURNEY OF REMEMBERING VISIT 6-8 NOVEMBER 2009

Late last year The Island of Ireland Partnership gave preliminary notice to Mayors and Chief Executives of invitation to Councils, North and South, to nominate one person, hopefully the First Citizen, to represent the people of Ireland at a televised programme from Menin Gate, Ieper, Belgium on Saturday 7th March, 2009, to be televised on St Patrick's Day in Ireland and where the Irish diaspora has settled throughout the world. The aim is that the programme will include bands and choirs in both traditions.

Council appointed the Mayor and Chief Executive to attend the event and meet expenses involved. The event was however postponed.

Further correspondence has now been received on the Journey of Remembering weekend in Flanders from **6-8 November 2009**. Preliminary arrangements have been completed to organise a Remembrance Ceremony at the Menin Gate in Ieper based on the Last Post Ceremony, which has been held at the Monument every evening at 8.00pm since 1927 apart from during Second World War.

The Remembrance Ceremony planned for Saturday 7 November 2009 will be identical to the traditional ceremony of the Last post Committee, but will only involve people from both parts of Ireland. The proposal which has been agreed by the Last Post Committee will be under their administrative control.

On the morning of Sunday 8 November 2009 an inter-denomination service will take place in St Martin's Cathedral, in Ieper, when Irish Clergy from all the main Churches will officiate. The hymns and liturgical music will be entirely that which is common throughout Ireland, associated with the First World War, and will be sung by the Choirs with the congregation joining in. Further musical support will possibly be provided by a cross community band.

The Governor of West Flanders and the Burgermeisters of Ieper and Messines, together with the public representatives from both Town Councils have also been invited. Irish people living in Belgium and Northern France will be invited to attend through press announcements. Attendance will be confined to 600 persons, which is the maximum capacity of the Cathedral, by invitation only.

If the visit proves to be successful, a Committee will be formed from interested people attending, and will organise the event on an annual basis. To give widespread publicity to the event, the Menin Gate Ceremony and the Cathedral Service will be filmed, with the intention of having it televised and also shown in places in the world where the Irish diaspora have settled.

It is recommended that Council confirm the nomination of the Mayor and Chief Executive to attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

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

to recommend that the Mayor, Alderman Frank Campbell attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

**377.17 SOMME ASSOCIATION – UNVEILING OF MEMORIAL PLAQUES
(376.9)**

This item was deferred from the committee's last meeting (details hereunder)

The Somme Association is holding a Service of Remembrance to the Men of the 16th (Irish) Division on 3rd September 2009 in the village of Guillemont. There will also be an unveiling of two memorial plaques to honour two Irish Victoria Cross winners. Council's attention is drawn to a coach organized to the event, leaving 2nd September and returning 5th September. Places cost approx. £420.

Chief Executive advised members that further information is being sought at present in order to source alternative trips to the Service of Remembrance but Somme Association are unable to identify any alternative options arranged for Local Government representatives.

Chief Executive advised that Councillor Finlay, outgoing Mayor, was unable to gain a place on a previous agreed Somme Pilgrimage (Ref 373.14) and, as a result, budgetary provision already exists.

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

to recommend that Council send Councillor Finlay to The Somme Association - Service of Remembrance to the Men of the 16th (Irish) Division in the village of Guillemont from 2nd September - 5th September at an approximate cost of £420 to be met from the Official & Courtesy Budget.

**377.18 PEACE III LEADERSHIP, CITIZENSHIP AND GOOD RELATIONS
PROGRAMME FOR CIVIC LEADERS (Elected Member based
programme)**

Correspondence has been received from the Workers' Education Association (WEA), the lead partner of the successful consortium to deliver the above programme in the NE Cluster Peace III Action Plan. The training programme will commence in September 2009 and run until October 2010. By way of time commitment members should note that the programme consists of six half-day workshops covering collaboration,

facilitating change, negotiation skills, active listening, facilitating dialogue and participatory decision making. A further 2 half-day sessions will be responsive to emerging needs or issues and further embedding the skills learned in the local contexts. There will also be three study trips to best practice projects.

WEA are seeking five members are being sought from each Council in the NE Cluster. Committee is invited to put forward nominations.

Alderman Connolly informed members that Councillor McCamphill had expressed a desire to attend the training programme.

It was AGREED to recommend to Council that Alderman Simpson (UUP), Councillor Robinson (DUP), Alderman Campbell (DUP), Councillor McCamphill (SDLP) are nominated to attend and that the final place be allocated at the council meeting.

377.19 REVIEW OF LOCAL GOVERNMENT BOUNDARIES

The Commissioner intends to publish his revised final recommendations report on 26th June and public notice announcing the publication will appear in local press. Copies will be available for inspection in the Council Offices, public libraries as well as the Electoral Office and the Office of the Electoral commission.

377.20 SWINE FLU

At the May council meeting I advised that the World Health Organisation (WHO) had moved to alert level 5, but at that stage there were no cases of swine flu in Northern Ireland. WHO moved to alert level 6 on 11 June 2009 – this is the highest level and indicates that a pandemic has developed.

In total, there are almost 2000 confirmed cases of H1N1 in the UK. There are 13 confirmed cases of the virus in Northern Ireland and one confirmed death from Swine Flu in Scotland.

Advice to employees remains as before. If you think you have swine flu, stay at or go home, tell your supervisor and contact your GP. Stay away from work until symptoms have cleared up.

There has been no effect on council's work to date. It is possible that the virus could return in a more severe form in the autumn. Plans are being developed to ensure key services can continue to be delivered if that is the case.

The meeting adjourned at 9.25pm to reconvene at 6.30pm on Tuesday 23rd June 2009.

Appendix A: RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

BALLYMONEY BOROUGH COUNCIL

The meeting reconvened at 6.30 pm on Tuesday 23rd June 2009.

IN THE CHAIR

Alderman J Simpson

PRESENT**Aldermen**

F Campbell, Mayor

H Connolly

Councillors

A Cavlan

J Finlay

M McCamphill

E Robinson

APOLOGIES

M Storey, MLA

IN ATTENDANCE

Director of Central & Leisure Services
Committee Clerk

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts be submitted to it by 30th June 2009.

The Director of Central & Leisure Services circulated the Financial Statements and notes and advised that a full, bound copy is available to members on request.

The Director advised members of the changes to the format of the accounts for 2008/09. She also advised that there was the five-yearly revaluation of all Council land and buildings, effective from 1st April 2008.

The Director explained the District Fund account and the Balance Sheet and advised that the movement on the District Fund balance for the year was a reduction of £430,943, leaving a District Fund balance at 31st March 2009 of £377,329. She advised that the reduction in the District Fund was due to the balance applied to the rates, the transfer to the Capital Fund and the rates claw back.

In response to a question from Councillor Robinson, the Director advised that overall for the year, Council's net expenditure was within budget but that the bank interest earned was much less than budget due to reduced reserves and falling interest rates. The Director advised that the net worth of the Council had increased by £8,476,996.

Councillor Finlay asked if the transfer of the £150,000 had to be made to the Capital fund. The Director advised that this was a matter for Council to decide. She advised that a similar amount was transferred in 2007/08 and this was so that the Capital fund was built up to cover the closure cost of the landfill site by 2011.

The Director of Central & Leisure Services agreed to provide variance reports for 2008/09.

- * **Alderman Connolly and Councillor Cavlan joined the meeting at 6.43 pm during the discussion.**
- * **Councillor McCamphill joined the meeting at 6.50 pm during the discussion.**

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

to recommend that Council approve and sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

This being all the business the meeting closed at 7.04 pm.

Appendix A:

RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS



From: John McMillen
Head of RPA Central Unit, OFMDFM

Date: 1 June 2009

To: Chief Executives, Chief Officers, Chairpersons

PUBLIC SERVICE COMMISSION

GUIDING PRINCIPLE 5 – VOLUNTARY SEVERANCE ARRANGEMENTS

1. The Public Service Commission issued a fifth guiding principle on 'Voluntary Severance Arrangements' which was formally accepted with commentary by the Executive on 10 April 2009. A copy of this guiding principle is attached for your information and, as appropriate, implementation within your organisation.
2. Government is currently drafting a 'code of practice' on this principle which will be issued to you in the near future, subject to consultation.

JOHN McMILLEN

FIFTH GUIDING PRINCIPLE AND ASSOCIATED RECOMMENDATIONS

VOLUNTARY SEVERANCE ARRANGEMENTS

Introduction

1. The Commission's role is to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of Executive decisions on the Review of Public Administration, taking into account statutory obligations, including those arising from Section 75 of the Northern Ireland Act 1998.
2. In pursuance of that role, a core aspect of the Commission's approach to making preparations for the staffing structures required in new organisations is represented in the Guiding Principle and Associated Recommendations described below. In formulating the Guiding Principle and Associated Recommendations, the Commission has also had due regard to the previous administration's commitment, as set out in the statement of 22 November 2005, that "Every possible effort will be made to avoid redundancies." The Commission welcomes the Executive's commitment to this underpinning objective.
3. The Public Service Commission has consulted the Executive, the sectoral Staff Commissions and representatives of NIC/ICTU about the most appropriate way to make preparations for the staffing structure required in new organisations. This is part of a wider set of arrangements which will be required to achieve the Executive's commitment to make every possible effort to avoid redundancies in bodies affected by RPA and to safeguard the interests of staff and ensure their smooth transfer into new organisations.

Guiding Principle

4. While noting the Executive's commitment to make every possible effort to avoid redundancies, the Commission recognises that when the Review of Public Administration is fully implemented, there is expected to be an overall requirement for fewer staff than are currently employed in the organisations affected by RPA decisions. Where there is a justifiable need to reduce staff numbers and a willingness amongst staff to participate in such schemes, the Commission **recommends** that a core aspect of managing this position should be by the application of voluntary severance arrangements¹. Compulsory redundancy has the potential to frustrate the objective of securing maximum good will and co-operation from staff during any major change process. The Commission therefore considers

¹ Voluntary severance is used as a generic term covering arrangements that enable staff to leave employment voluntarily

that the avoidance of compulsory redundancy is a necessary requirement to ensure the smooth transfer of staff to new organisations. The Commission **recommends** that employers in the RPA Affected Group should identify staff who are at a clearly identified risk of compulsory redundancy. This will enable the Executive, employers and Trade Unions to focus their efforts on those staff who are "at risk" and to define the arrangements, such as a clearing house mechanism², to be implemented as a means of avoiding compulsory redundancies.

5. The Commission also **recommends** that the arrangements for implementing this Guiding Principle and Associated Recommendations be the subject of consultation and negotiation with Trade Unions and other representatives of staff.

Associated Recommendations

6. The Commission **recommends** that:
 - Consideration be given to organisational structure and staffing requirements well in advance of the creation of the new organisations.
 - Where justified, voluntary severance arrangements should be applied by employers both before and after the appointed date of the transfer in order to deal with surplus staff.
 - In compliance with various contractual obligations voluntary severance arrangements should not necessarily be restricted to the RPA Affected Group when considering the unit of redundancy.
 - Staff should be provided with information on a personal basis to help them plan for the future and be advised as soon as possible if they have been approved for a voluntary severance package. Employers should also ensure that staff affected by the application of voluntary severance arrangements are provided with high quality support on matters such as careers advice, skills analysis, training for new careers and financial planning.
 - In applying Voluntary Severance Schemes, the Commission recommends that the Executive and employers should confirm their commitment to apply Public Service Commission recommendations consistently across all sectors. If, on a case by case basis, it is found that there is no occupational scheme available to staff or where such a scheme is significantly limited when compared with the mainstream occupational schemes available to other staff in their organisation or in the organisation to which they will be transferred as a result of RPA, the Commission recommends that the Executive should encourage employers, as part of the normal industrial relations process, to consider any proposals to enhance these to the extent that this would be necessary to ensure consistency of treatment.

² This may be used to enable employers to collaborate in filling posts across the sectors thereby ensuring "at risk" staff have an opportunity to apply for positions/vacancies

- In consultation with sponsoring departments, where applicable, employers should seek to ensure that appropriate funding is available to facilitate voluntary severance arrangements.

Commentary

7. The Commission recognises that the issue of aligning existing staff posts and numbers with those required in the new organisations could be highly complex. The Commission is aware, however, that staff have concerns about their future employment position. The application of this Guiding Principle and the Associated Recommendations will go some considerable way towards clarifying the position for staff and re-assuring them that every possible effort will be made to safeguard their interests.
8. The Commission also recognises that the introduction of voluntary severance arrangements is only one of a number of Human Resource mechanisms which will help employers in their efforts to avoid compulsory redundancies.
9. The Commission notes that in respect of some of the sectors, a number of changes have already been made to pension schemes and redundancy / compensation regulations and that changes in other sectors are planned. The Commission recommends that in respect of any future amendments, where possible³, employers should have regard for the impact, in consistency terms, to affected staff within their sector throughout the implementation of RPA.
10. Continuous effective communications with all staff, especially those at a clearly identified risk of compulsory redundancy will be essential.

**SID McDOWELL
CHAIRMAN
PUBLIC SERVICE COMMISSION
6 MARCH 2009**

³ Certain pension schemes and redundancy/compensation regulations must retain parity with scheme amendments in England and Wales

Ballymoney Borough Council
Corporate & Central Services Meeting No 377 – 22nd June 2009 & 23rd June 2009

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| CENTRAL SERVICES | | |
| 377.3 | Minutes of Meeting No 376 – 27th May 2009 | <i>Approved</i> |
| 377.4 | Signing off the 2008/09 Annual Accounts | <i>Approved</i> |
| 377.5 | Accounts for payment | <i>Approved</i> |
| 377.6 | Accounts for payment – July & August 2009 | <i>Delegate authority to DCLS to approve accounts for Periods 4 and 5, 2009/10</i> |
| 377.7 | Loan sanctions | <i>Apply to DoE for loan sanction approval</i> |
| 377.8 | Approval for place for civil marriages/partnerships | <i>Approved</i> |
| 377.9 | District Council rates statistics 2009/10 | <i>Information</i> |
| CORPORATE SERVICES | | |
| 377.10 | Timing of Meetings | <i>Change start time of all evening meetings to 7.30pm</i> |
| 377.11 | Staff Matters | |
| | 11.1 Payment of acting up allowance to 2 part-time clerical officer/receptionists | <i>Granted</i> |
| | 11.2 Director posts | <i>Deferred</i> |
| 377.12 | Local Government Pay 2009 | <i>Information</i> |
| 377.13 | Support for Reserve Forces | <i>Support by granting paid leave to Reserve forces and Cadets</i> |
| 377.14 | Report on the Review of The Local Government Staff Commission | <i>Information</i> |

| | | |
|---------------|--|---|
| 377.15 | RPA Guiding Principle – Voluntary Severance Arrangements | <i>Implement</i> |
| 377.16 | Journey of Remembering Visit 6-8 November 2009 | <i>Mayor to attend and expenses to be met by Council</i> |
| 377.17 | Somme Association – unveiling of memorial plaques | <i>Councillor Finlay to attend at an estimated cost of £420 to be met out of Official & Courtesy budget</i> |
| 377.18 | Peace III Leadership, Citizenship And Good Relations Programme For Civic Leaders (elected member based programme) | <i>5 party members to attend</i> |
| 377.19 | Review of Local Government Boundaries | <i>Information</i> |
| 377.20 | Swine flu | <i>Information</i> |

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

Minutes of Corporate & Central Services Committee Meeting No. 377 held in the Council Chamber, Riada House, Ballymoney on Monday 22nd June 2009 at 7.00pm.

IN THE CHAIR

F Campbell, Mayor [Item 1]
Alderman J Simpson [Item 2-20]

PRESENT

Aldermen
H Connolly
C Cousley, MBE, Deputy Mayor

Councillors

J Finlay
M McCamphill
P McGuigan
D McKay, MLA
E Robinson
I Stevenson
M Storey, MLA

APOLOGIES

R Wilson

IN ATTENDANCE

Chief Executive
[Item 1-2, 11-20]
Director of Central and Leisure Services
Items [1-10]
Committee Clerk

377.1 ELECTION OF CHAIR

Chief Executive invited members to nominate a chairperson to carry out the business of electing a chair of the Corporate and Central Services Committee for the forthcoming year 2009/10.

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

***that Alderman Campbell chair the business of the election of
Chair of the Corporate and Central Services Committee.***

Alderman Campbell assumed the chair.

Chair invited nominations for chair of Corporate and Central Services Committee.

It was proposed by Councillor Robinson, seconded by Alderman Cousley

that Alderman Simpson be elected Chair of Corporate and Central Services Committee.

It was proposed by Councillor McKay, MLA, seconded by Councillor McGuigan

that Councillor McGuigan be elected Chair of the Corporate and Central Services Committee.

Chair invited members to vote for the 2 nominations. 4 members voted for Councillor McGuigan while 6 members voted for Alderman Simpson.

Chair declared Alderman Simpson elected Chair of Corporate and Central Services Committee by a majority.

Alderman Simpson assumed the Chair.

377.2 ELECTION OF VICE-CHAIR

Chair invited nominations for position of Vice-Chair of Resources Task Group.

It was proposed by Councillor McCamphill, seconded by Councillor McKay, MLA

that Alderman Connolly be elected Vice-Chair.

It was proposed by Councillor Finlay, seconded by Councillor Robinson

that Alderman Cousley, be elected Vice-Chair.

Chair invited members to vote for the 2 nominations; Alderman Connolly gained 4 votes while Alderman Cousley gained 6 vote.

Chair declared Alderman Cousley elected Vice-Chair of Corporate and Central Services Committee by majority vote.

- * **Councillor McKay left the meeting at 7.06pm.**
- * **Councillor McGuigan left the meeting at 7.06pm.**
- * **Councillor Storey, MLA, left the meeting at 7.09pm.**
- * **Councillor Cavlan arrived at the meeting at 7.09pm.**

- * **Councillor Stevenson left the meeting at 7.10pm.**
- * **Chair declared the meeting adjourned at 7.10pm so that the Resources Task Group meeting may be held.**
- * **Chief Executive left the meeting at 7.37pm.**

The meeting resumed at 7.37pm.

- * **Councillor Stevenson had rejoined the meeting during consideration of the Resources Task Group**

377.3 MINUTES OF MEETING NO. 376 – 27TH MAY 2009

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and
AGREED:

that minutes of Meeting No 376 – 27th May 2009, as circulated, be confirmed as a correct record.

CENTRAL SERVICES

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts are to be submitted to it by 30th June 2009.

The Director advised that the accounts were not complete and requested more time to complete the accounts and notes.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and
AGREED:

that committee adjourn the item of the signing off the 2008/09 Annual Accounts until 6.30pm on Tuesday 23rd June 2009.

377.5 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 3, 2009/10 drawn on the Council's Revenue and Capital Bank Accounts will be circulated at the meeting.

It is recommended that the payments are made.

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

to recommend that accounts to the value of £662,783.30 from the Revenue Account and £75,412.32 from the Capital Account for Period 3, 2009/10 be approved for payment.

*

Councillor McCamphill left the meeting at 7.50pm during consideration of the above item.

377.6 ACCOUNTS FOR PAYMENT - July & August 2009

As the Council has agreed 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 the accounts for Periods 4 and 5, 2009/10.

Details of the payments made for the 2 months will be tabled for members' information at the September committee meeting.

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

to recommend that authority be delegated to the Director of Central & Leisure Services to approve the payment of the accounts for Periods 4 and 5, 2009/10.

377.7 LOAN SANCTIONS

When setting the Rates for 2009/10 the Council budgeted for the undernoted capital project to be financed by way of a loan – Upgrade of Fire Alarm System at Joey Dunlop Leisure Centre at an estimated cost £60,000. The loan is to be repaid over 20 years.

It is recommended that application is made to the Department of the Environment for loan sanction approval for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

The Director responded to a number of member's questions.

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

to recommend that Council make application to the Department of the Environment for loan sanction approval for

£60,000 for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

377.8 APPROVAL OF PLACE FOR CIVIL MARRIAGES/PARTNERSHIPS

The Director advised that an application for premises to be approved as a venue for civil marriages/partnerships had been received from Drumadoon Hall, 236 Frosses Road, Cloughmills, Ballymena BT44 9PX.

The relevant documents were enclosed with the application and the fee of £400 has been paid. A full inspection of the premises has been carried out by the Registrar and an "Approved Place" checklist completed.

It is recommended that Drumadoon Hall is approved as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

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

to recommend that Council approve Drumadoon Hall as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

Councillor Stevenson abstained from any decision made on above.

377.9 DISTRICT COUNCIL RATES STATISTICS 2009/10

The Director circulated, for members' information, the District Councils' Rates Statistics for 2009/10 for all 26 local authorities, compiled by the Department of the Environment.

The Director made reference to the 1p Product of other District Council's compared to Ballymoney and the Net Expenditure of all District Council's.

- * **Councillor Stevenson left the meeting at 8.15pm.**
- * **Director of Central and Leisure Services left the meeting at 8.15pm.**
- * **Chief Executive arrived at the meeting at 8.15pm.**

CORPORATE SERVICES

377.10 TIMING OF MEETINGS

On behalf of her DUP party colleague member, Councillor Robinson requested that members consider the timings of evening meetings.

Councillor Robinson would like evening meetings to commence at 7.30pm instead of the current practice of 7.00pm.

A discussion ensued on the timing of evening meetings.

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

to recommend that Council change the start time of all evening meetings to 7.30pm.

Chief Executive advised members that, as a point of order, something as fundamental as changing the timing of meetings should be given advance notice for members to consider but as the proposal will come to full Council, the matter could then be debated.

Alderman Connolly expressed his concern at the anticipated lateness of finish of the Leisure and Amenities Committee if such a proposal was adopted.

* **Councillor Robinson left the meeting at 8.25pm.**

377.11 STAFF MATTERS –

11.1 PAYMENT OF ACTING UP ALLOWANCE TO 2 PART TIME CLERICAL OFFICER/RECEPTIONISTS

Since the absence, on long term sickness of the Senior Clerical Officer, in Administration (Employee reference number 50009), on the 17th July 2006, the 2 Part Time Clerical Officer/Receptionists, employee reference number 50131 and employee reference number 50803 have been fulfilling the duties of the vacant post. **It is recommended** that both be paid an acting up allowance - i.e first point of scale 4 based on their contractual hours from 17th July 2006. This is in accordance with NJC conditions.

The value of the acting up allowance is around £319 in the first year and will be met by the service budget.

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

to recommend that Council grant employees 50131 and 50803 an acting up allowance, ie: first point of scale 4, based on their contractual hours from 17th July 2006

* **Councillor Robinson rejoined the meeting at 8.30pm.**

11.2 DIRECTOR POSTS

The Chief Executive reported on previous consideration of the proposed job evaluation of two Director posts.

The Director posts were created in 2005 following an organisational review and the salary for the posts, effective from January 2006, was based on a desktop evaluation. Council agreed that the posts would be subjected to a formal job evaluation exercise after one year.

Since then most council posts have been evaluated as part of single status exercise. The committee agreed in February 2009 to recommend that Hay Group Management Consultants carry out a job evaluation of the Director posts, with an effective date of 1 March 2009, but deferring implementation until 2010/11. Council, however, decided to “defer any consideration of this matter until the next rates round in 2010/11.”

The matter is being brought before committee again as the council has since agreed to fund other matters which were not provided for in the rate estimates for 2009/10.

Chief Executive responded to a number of member’s questions on cost of the evaluation, possible costs of implementation and current scales. Some members expressed the view that this was a difficult time for many ratepayers given the level of job losses in the area.

Councillor Robinson requested a recess to confer with her party colleagues.

Chair declared the meeting adjourned at 8.55pm.

Chair declared the meeting reconvened at 8.56pm.

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

to recommend that Council maintain its decision to defer any decision on the job evaluation of the two Director posts until the rates round in 2010/11.

377.12 LOCAL GOVERNMENT PAY 2009

Correspondence from the National Employers' Organisation for Local Government Services advised that the regional pay consultation briefings, held in March, produced a roughly-equal split between authorities who felt the employers should not make a pay offer this year and those who felt an offer should be made. The employers considered this feedback carefully and made an offer of 0.50% (on all spinal column points) on 6 April.

In making that offer the employers said that in the light of the increasingly uncertain economic climate, and in an effort to secure a relatively quick settlement, the offer would be withdrawn on 1 June in the absence of an agreement.

In the event the Trade Union Side rejected the employers' offer almost immediately so there is currently no offer on the table, which effectively makes the deadline irrelevant. Further exploratory discussions have continued to take place in the NJC Executive and at Joint Secretarial level and the employers are considering their options in the light of those discussions.

377.13 SUPPORT FOR RESERVE FORCES

Correspondence has been received from the Reserve Forces and Cadets Association NI seeing support for an Ministry of Defence Campaign [SaBRE] that supports the relationship between employers and Reservists.

Council do not maintain a record of employees in the reserve forces and there is currently no-one on record as a reservist. However current conditions include a recommendation to authorities to grant paid leave in these circumstances and this was done in the past. If any requests were to be received at this stage the purple book guidance would apply as the green book is silent on this point and there has been no re-negotiation of this right. There is no reason in principle why the Council could not support the SaBRE campaign but this is ultimately a matter for the Council to decide. It is **recommended** that committee consider this request to lend its support to the Ministry of Defence SaBRE Campaign for Reserve Forces.

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

to recommend that Council support the Ministry of Defence SaBRE Campaign for Reserve Forces.

377.14 REPORT ON THE REVIEW OF THE LOCAL GOVERNMENT STAFF COMMISSION

In February 2009, the Department sent a copy of Mr John Hunter's report on the review of the Local Government Staff Commission to Council for your information.

A number of responses to the report have now been received. The Minister of the Environment, Mr Sammy Wilson MP MLA, will be giving careful consideration to these responses before determining the way forward. Once this has been decided, the Minister will make a statement to the Assembly outlining his decisions. Council will be sent a copy of the statement once it is made.

377.15 RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

The Public Service Commission has issued Guiding Principle No. 5 on Voluntary Severance Arrangements which for implementation by Councils. Government is currently drafting a code of practice on the principle which will be issued in the near future, subject to consultation. A copy of the Guiding Principle is attached.

It is recommended that Council adopts RPA Guiding Principle 5 – Voluntary Severance Arrangements.

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

to recommend that Council adopts the Public Service Commission Principle No. 5 on Voluntary Severance Arrangements attached as Appendix A.

377.16 JOURNEY OF REMEMBERING VISIT 6-8 NOVEMBER 2009

Late last year The Island of Ireland Partnership gave preliminary notice to Mayors and Chief Executives of invitation to Councils, North and South, to nominate one person, hopefully the First Citizen, to represent the people of Ireland at a televised programme from Menin Gate, Ieper, Belgium on Saturday 7th March, 2009, to be televised on St Patrick's Day in Ireland and where the Irish diaspora has settled throughout the world. The aim is that the programme will include bands and choirs in both traditions.

Council appointed the Mayor and Chief Executive to attend the event and meet expenses involved. The event was however postponed.

Further correspondence has now been received on the Journey of Remembering weekend in Flanders from **6-8 November 2009**. Preliminary arrangements have been completed to organise a Remembrance Ceremony at the Menin Gate in Ieper based on the Last Post Ceremony, which has been held at the Monument every evening at 8.00pm since 1927 apart from during Second World War.

The Remembrance Ceremony planned for Saturday 7 November 2009 will be identical to the traditional ceremony of the Last post Committee, but will only involve people from both parts of Ireland. The proposal which has been agreed by the Last Post Committee will be under their administrative control.

On the morning of Sunday 8 November 2009 an inter-denomination service will take place in St Martin's Cathedral, in Ieper, when Irish Clergy from all the main Churches will officiate. The hymns and liturgical music will be entirely that which is common throughout Ireland, associated with the First World War, and will be sung by the Choirs with the congregation joining in. Further musical support will possibly be provided by a cross community band.

The Governor of West Flanders and the Burgermeisters of Ieper and Messines, together with the public representatives from both Town Councils have also been invited. Irish people living in Belgium and Northern France will be invited to attend through press announcements. Attendance will be confined to 600 persons, which is the maximum capacity of the Cathedral, by invitation only.

If the visit proves to be successful, a Committee will be formed from interested people attending, and will organise the event on an annual basis. To give widespread publicity to the event, the Menin Gate Ceremony and the Cathedral Service will be filmed, with the intention of having it televised and also shown in places in the world where the Irish diaspora have settled.

It is recommended that Council confirm the nomination of the Mayor and Chief Executive to attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

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

to recommend that the Mayor, Alderman Frank Campbell attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

**377.17 SOMME ASSOCIATION – UNVEILING OF MEMORIAL PLAQUES
(376.9)**

This item was deferred from the committee's last meeting (details hereunder)

The Somme Association is holding a Service of Remembrance to the Men of the 16th (Irish) Division on 3rd September 2009 in the village of Guillemont. There will also be an unveiling of two memorial plaques to honour two Irish Victoria Cross winners. Council's attention is drawn to a coach organized to the event, leaving 2nd September and returning 5th September. Places cost approx. £420.

Chief Executive advised members that further information is being sought at present in order to source alternative trips to the Service of Remembrance but Somme Association are unable to identify any alternative options arranged for Local Government representatives.

Chief Executive advised that Councillor Finlay, outgoing Mayor, was unable to gain a place on a previous agreed Somme Pilgrimage (Ref 373.14) and, as a result, budgetary provision already exists.

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

to recommend that Council send Councillor Finlay to The Somme Association - Service of Remembrance to the Men of the 16th (Irish) Division in the village of Guillemont from 2nd September - 5th September at an approximate cost of £420 to be met from the Official & Courtesy Budget.

**377.18 PEACE III LEADERSHIP, CITIZENSHIP AND GOOD RELATIONS
PROGRAMME FOR CIVIC LEADERS (Elected Member based
programme)**

Correspondence has been received from the Workers' Education Association (WEA), the lead partner of the successful consortium to deliver the above programme in the NE Cluster Peace III Action Plan. The training programme will commence in September 2009 and run until October 2010. By way of time commitment members should note that the programme consists of six half-day workshops covering collaboration,

facilitating change, negotiation skills, active listening, facilitating dialogue and participatory decision making. A further 2 half-day sessions will be responsive to emerging needs or issues and further embedding the skills learned in the local contexts. There will also be three study trips to best practice projects.

WEA are seeking five members are being sought from each Council in the NE Cluster. Committee is invited to put forward nominations.

Alderman Connolly informed members that Councillor McCamphill had expressed a desire to attend the training programme.

It was AGREED to recommend to Council that Alderman Simpson (UUP), Councillor Robinson (DUP), Alderman Campbell (DUP), Councillor McCamphill (SDLP) are nominated to attend and that the final place be allocated at the council meeting.

377.19 REVIEW OF LOCAL GOVERNMENT BOUNDARIES

The Commissioner intends to publish his revised final recommendations report on 26th June and public notice announcing the publication will appear in local press. Copies will be available for inspection in the Council Offices, public libraries as well as the Electoral Office and the Office of the Electoral commission.

377.20 SWINE FLU

At the May council meeting I advised that the World Health Organisation (WHO) had moved to alert level 5, but at that stage there were no cases of swine flu in Northern Ireland. WHO moved to alert level 6 on 11 June 2009 – this is the highest level and indicates that a pandemic has developed.

In total, there are almost 2000 confirmed cases of H1N1 in the UK. There are 13 confirmed cases of the virus in Northern Ireland and one confirmed death from Swine Flu in Scotland.

Advice to employees remains as before. If you think you have swine flu, stay at or go home, tell your supervisor and contact your GP. Stay away from work until symptoms have cleared up.

There has been no effect on council's work to date. It is possible that the virus could return in a more severe form in the autumn. Plans are being developed to ensure key services can continue to be delivered if that is the case.

The meeting adjourned at 9.25pm to reconvene at 6.30pm on Tuesday 23rd June 2009.

Appendix A: RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

BALLYMONEY BOROUGH COUNCIL

The meeting reconvened at 6.30 pm on Tuesday 23rd June 2009.

IN THE CHAIR Alderman J Simpson

PRESENT **Aldermen**
F Campbell, Mayor
H Connolly

Councillors
A Cavlan
J Finlay
M McCamphill
E Robinson

APOLOGIES M Storey, MLA

IN ATTENDANCE Director of Central & Leisure Services
Committee Clerk

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts be submitted to it by 30th June 2009.

The Director of Central & Leisure Services circulated the Financial Statements and notes and advised that a full, bound copy is available to members on request.

The Director advised members of the changes to the format of the accounts for 2008/09. She also advised that there was the five-yearly revaluation of all Council land and buildings, effective from 1st April 2008.

The Director explained the District Fund account and the Balance Sheet and advised that the movement on the District Fund balance for the year was a reduction of £430,943, leaving a District Fund balance at 31st March 2009 of £377,329. She advised that the reduction in the District Fund was due to the balance applied to the rates, the transfer to the Capital Fund and the rates claw back.

In response to a question from Councillor Robinson, the Director advised that overall for the year, Council's net expenditure was within budget but that the bank interest earned was much less than budget due to reduced reserves and falling interest rates. The Director advised that the net worth of the Council had increased by £8,476,996.

Councillor Finlay asked if the transfer of the £150,000 had to be made to the Capital fund. The Director advised that this was a matter for Council to decide. She advised that a similar amount was transferred in 2007/08 and this was so that the Capital fund was built up to cover the closure cost of the landfill site by 2011.

The Director of Central & Leisure Services agreed to provide variance reports for 2008/09.

- * **Alderman Connolly and Councillor Cavlan joined the meeting at 6.43 pm during the discussion.**
- * **Councillor McCamphill joined the meeting at 6.50 pm during the discussion.**

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

to recommend that Council approve and sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

This being all the business the meeting closed at 7.04 pm.

Appendix A:

RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS



From: John McMillen
Head of RPA Central Unit, OFMDFM

Date: 1 June 2009

To: Chief Executives, Chief Officers, Chairpersons

PUBLIC SERVICE COMMISSION

GUIDING PRINCIPLE 5 – VOLUNTARY SEVERANCE ARRANGEMENTS

1. The Public Service Commission issued a fifth guiding principle on 'Voluntary Severance Arrangements' which was formally accepted with commentary by the Executive on 10 April 2009. A copy of this guiding principle is attached for your information and, as appropriate, implementation within your organisation.
2. Government is currently drafting a 'code of practice' on this principle which will be issued to you in the near future, subject to consultation.

JOHN McMILLEN

FIFTH GUIDING PRINCIPLE AND ASSOCIATED RECOMMENDATIONS

VOLUNTARY SEVERANCE ARRANGEMENTS

Introduction

1. The Commission's role is to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of Executive decisions on the Review of Public Administration, taking into account statutory obligations, including those arising from Section 75 of the Northern Ireland Act 1998.
2. In pursuance of that role, a core aspect of the Commission's approach to making preparations for the staffing structures required in new organisations is represented in the Guiding Principle and Associated Recommendations described below. In formulating the Guiding Principle and Associated Recommendations, the Commission has also had due regard to the previous administration's commitment, as set out in the statement of 22 November 2005, that "Every possible effort will be made to avoid redundancies." The Commission welcomes the Executive's commitment to this underpinning objective.
3. The Public Service Commission has consulted the Executive, the sectoral Staff Commissions and representatives of NIC/ICTU about the most appropriate way to make preparations for the staffing structure required in new organisations. This is part of a wider set of arrangements which will be required to achieve the Executive's commitment to make every possible effort to avoid redundancies in bodies affected by RPA and to safeguard the interests of staff and ensure their smooth transfer into new organisations.

Guiding Principle

4. While noting the Executive's commitment to make every possible effort to avoid redundancies, the Commission recognises that when the Review of Public Administration is fully implemented, there is expected to be an overall requirement for fewer staff than are currently employed in the organisations affected by RPA decisions. Where there is a justifiable need to reduce staff numbers and a willingness amongst staff to participate in such schemes, the Commission **recommends** that a core aspect of managing this position should be by the application of voluntary severance arrangements¹. Compulsory redundancy has the potential to frustrate the objective of securing maximum good will and co-operation from staff during any major change process. The Commission therefore considers

¹ Voluntary severance is used as a generic term covering arrangements that enable staff to leave employment voluntarily

that the avoidance of compulsory redundancy is a necessary requirement to ensure the smooth transfer of staff to new organisations. The Commission **recommends** that employers in the RPA Affected Group should identify staff who are at a clearly identified risk of compulsory redundancy. This will enable the Executive, employers and Trade Unions to focus their efforts on those staff who are "at risk" and to define the arrangements, such as a clearing house mechanism², to be implemented as a means of avoiding compulsory redundancies.

5. The Commission also **recommends** that the arrangements for implementing this Guiding Principle and Associated Recommendations be the subject of consultation and negotiation with Trade Unions and other representatives of staff.

Associated Recommendations

6. The Commission **recommends** that:
 - Consideration be given to organisational structure and staffing requirements well in advance of the creation of the new organisations.
 - Where justified, voluntary severance arrangements should be applied by employers both before and after the appointed date of the transfer in order to deal with surplus staff.
 - In compliance with various contractual obligations voluntary severance arrangements should not necessarily be restricted to the RPA Affected Group when considering the unit of redundancy.
 - Staff should be provided with information on a personal basis to help them plan for the future and be advised as soon as possible if they have been approved for a voluntary severance package. Employers should also ensure that staff affected by the application of voluntary severance arrangements are provided with high quality support on matters such as careers advice, skills analysis, training for new careers and financial planning.
 - In applying Voluntary Severance Schemes, the Commission recommends that the Executive and employers should confirm their commitment to apply Public Service Commission recommendations consistently across all sectors. If, on a case by case basis, it is found that there is no occupational scheme available to staff or where such a scheme is significantly limited when compared with the mainstream occupational schemes available to other staff in their organisation or in the organisation to which they will be transferred as a result of RPA, the Commission recommends that the Executive should encourage employers, as part of the normal industrial relations process, to consider any proposals to enhance these to the extent that this would be necessary to ensure consistency of treatment.

² This may be used to enable employers to collaborate in filling posts across the sectors thereby ensuring "at risk" staff have an opportunity to apply for positions/vacancies

- In consultation with sponsoring departments, where applicable, employers should seek to ensure that appropriate funding is available to facilitate voluntary severance arrangements.

Commentary

7. The Commission recognises that the issue of aligning existing staff posts and numbers with those required in the new organisations could be highly complex. The Commission is aware, however, that staff have concerns about their future employment position. The application of this Guiding Principle and the Associated Recommendations will go some considerable way towards clarifying the position for staff and re-assuring them that every possible effort will be made to safeguard their interests.
8. The Commission also recognises that the introduction of voluntary severance arrangements is only one of a number of Human Resource mechanisms which will help employers in their efforts to avoid compulsory redundancies.
9. The Commission notes that in respect of some of the sectors, a number of changes have already been made to pension schemes and redundancy / compensation regulations and that changes in other sectors are planned. The Commission recommends that in respect of any future amendments, where possible³, employers should have regard for the impact, in consistency terms, to affected staff within their sector throughout the implementation of RPA.
10. Continuous effective communications with all staff, especially those at a clearly identified risk of compulsory redundancy will be essential.

SID McDOWELL
CHAIRMAN
PUBLIC SERVICE COMMISSION
6 MARCH 2009

³ Certain pension schemes and redundancy/compensation regulations must retain parity with scheme amendments in England and Wales

Ballymoney Borough Council
Corporate & Central Services Meeting No 377 – 22nd June 2009 & 23rd June 2009

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| 377.3 | Minutes of Meeting No 376 – 27th May 2009 | <i>Approved</i> |
| 377.4 | Signing off the 2008/09 Annual Accounts | <i>Approved</i> |
| 377.5 | Accounts for payment | <i>Approved</i> |
| 377.6 | Accounts for payment – July & August 2009 | <i>Delegate authority to DCLS to approve accounts for Periods 4 and 5, 2009/10</i> |
| 377.7 | Loan sanctions | <i>Apply to DoE for loan sanction approval</i> |
| 377.8 | Approval for place for civil marriages/partnerships | <i>Approved</i> |
| 377.9 | District Council rates statistics 2009/10 | <i>Information</i> |
| CORPORATE SERVICES | | |
| 377.10 | Timing of Meetings | <i>Change start time of all evening meetings to 7.30pm</i> |
| 377.11 | Staff Matters | |
| | 11.1 Payment of acting up allowance to 2 part-time clerical officer/receptionists | <i>Granted</i> |
| | 11.2 Director posts | <i>Deferred</i> |
| 377.12 | Local Government Pay 2009 | <i>Information</i> |
| 377.13 | Support for Reserve Forces | <i>Support by granting paid leave to Reserve forces and Cadets</i> |
| 377.14 | Report on the Review of The Local Government Staff Commission | <i>Information</i> |

| | | |
|---------------|--|---|
| 377.15 | RPA Guiding Principle – Voluntary Severance Arrangements | <i>Implement</i> |
| 377.16 | Journey of Remembering Visit 6-8 November 2009 | <i>Mayor to attend and expenses to be met by Council</i> |
| 377.17 | Somme Association – unveiling of memorial plaques | <i>Councillor Finlay to attend at an estimated cost of £420 to be met out of Official & Courtesy budget</i> |
| 377.18 | Peace III Leadership, Citizenship And Good Relations Programme For Civic Leaders (elected member based programme) | <i>5 party members to attend</i> |
| 377.19 | Review of Local Government Boundaries | <i>Information</i> |
| 377.20 | Swine flu | <i>Information</i> |

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

Minutes of Corporate & Central Services Committee Meeting No. 377 held in the Council Chamber, Riada House, Ballymoney on Monday 22nd June 2009 at 7.00pm.

IN THE CHAIR

F Campbell, Mayor [Item 1]
Alderman J Simpson [Item 2-20]

PRESENT

Aldermen
H Connolly
C Cousley, MBE, Deputy Mayor

Councillors

J Finlay
M McCamphill
P McGuigan
D McKay, MLA
E Robinson
I Stevenson
M Storey, MLA

APOLOGIES

R Wilson

IN ATTENDANCE

Chief Executive
[Item 1-2, 11-20]
Director of Central and Leisure Services
Items [1-10]
Committee Clerk

377.1 ELECTION OF CHAIR

Chief Executive invited members to nominate a chairperson to carry out the business of electing a chair of the Corporate and Central Services Committee for the forthcoming year 2009/10.

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

***that Alderman Campbell chair the business of the election of
Chair of the Corporate and Central Services Committee.***

Alderman Campbell assumed the chair.

Chair invited nominations for chair of Corporate and Central Services Committee.

It was proposed by Councillor Robinson, seconded by Alderman Cousley

that Alderman Simpson be elected Chair of Corporate and Central Services Committee.

It was proposed by Councillor McKay, MLA, seconded by Councillor McGuigan

that Councillor McGuigan be elected Chair of the Corporate and Central Services Committee.

Chair invited members to vote for the 2 nominations. 4 members voted for Councillor McGuigan while 6 members voted for Alderman Simpson.

Chair declared Alderman Simpson elected Chair of Corporate and Central Services Committee by a majority.

Alderman Simpson assumed the Chair.

377.2 ELECTION OF VICE-CHAIR

Chair invited nominations for position of Vice-Chair of Resources Task Group.

It was proposed by Councillor McCamphill, seconded by Councillor McKay, MLA

that Alderman Connolly be elected Vice-Chair.

It was proposed by Councillor Finlay, seconded by Councillor Robinson

that Alderman Cousley, be elected Vice-Chair.

Chair invited members to vote for the 2 nominations; Alderman Connolly gained 4 votes while Alderman Cousley gained 6 vote.

Chair declared Alderman Cousley elected Vice-Chair of Corporate and Central Services Committee by majority vote.

- * **Councillor McKay left the meeting at 7.06pm.**
- * **Councillor McGuigan left the meeting at 7.06pm.**
- * **Councillor Storey, MLA, left the meeting at 7.09pm.**
- * **Councillor Cavlan arrived at the meeting at 7.09pm.**

- * **Councillor Stevenson left the meeting at 7.10pm.**
- * **Chair declared the meeting adjourned at 7.10pm so that the Resources Task Group meeting may be held.**
- * **Chief Executive left the meeting at 7.37pm.**

The meeting resumed at 7.37pm.

- * **Councillor Stevenson had rejoined the meeting during consideration of the Resources Task Group**

377.3 MINUTES OF MEETING NO. 376 – 27TH MAY 2009

It was proposed by Councillor Finlay, seconded by Councillor McCamphill and
AGREED:

that minutes of Meeting No 376 – 27th May 2009, as circulated, be confirmed as a correct record.

CENTRAL SERVICES

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts are to be submitted to it by 30th June 2009.

The Director advised that the accounts were not complete and requested more time to complete the accounts and notes.

It was proposed by Councillor Finlay, seconded by Councillor Robinson and
AGREED:

that committee adjourn the item of the signing off the 2008/09 Annual Accounts until 6.30pm on Tuesday 23rd June 2009.

377.5 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 3, 2009/10 drawn on the Council's Revenue and Capital Bank Accounts will be circulated at the meeting.

It is recommended that the payments are made.

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

to recommend that accounts to the value of £662,783.30 from the Revenue Account and £75,412.32 from the Capital Account for Period 3, 2009/10 be approved for payment.

*

Councillor McCamphill left the meeting at 7.50pm during consideration of the above item.

377.6 ACCOUNTS FOR PAYMENT - July & August 2009

As the Council has agreed 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 the accounts for Periods 4 and 5, 2009/10.

Details of the payments made for the 2 months will be tabled for members' information at the September committee meeting.

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

to recommend that authority be delegated to the Director of Central & Leisure Services to approve the payment of the accounts for Periods 4 and 5, 2009/10.

377.7 LOAN SANCTIONS

When setting the Rates for 2009/10 the Council budgeted for the undernoted capital project to be financed by way of a loan – Upgrade of Fire Alarm System at Joey Dunlop Leisure Centre at an estimated cost £60,000. The loan is to be repaid over 20 years.

It is recommended that application is made to the Department of the Environment for loan sanction approval for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

The Director responded to a number of member's questions.

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

to recommend that Council make application to the Department of the Environment for loan sanction approval for

£60,000 for the Upgrade of the Fire Alarm at the Joey Dunlop Leisure Centre.

377.8 APPROVAL OF PLACE FOR CIVIL MARRIAGES/PARTNERSHIPS

The Director advised that an application for premises to be approved as a venue for civil marriages/partnerships had been received from Drumadoon Hall, 236 Frosses Road, Cloughmills, Ballymena BT44 9PX.

The relevant documents were enclosed with the application and the fee of £400 has been paid. A full inspection of the premises has been carried out by the Registrar and an "Approved Place" checklist completed.

It is recommended that Drumadoon Hall is approved as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

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

to recommend that Council approve Drumadoon Hall as a venue for civil marriages/partnerships under the provisions of the Marriage (NI) Order 2003 for a period of 3 years commencing on 1st August 2009.

Councillor Stevenson abstained from any decision made on above.

377.9 DISTRICT COUNCIL RATES STATISTICS 2009/10

The Director circulated, for members' information, the District Councils' Rates Statistics for 2009/10 for all 26 local authorities, compiled by the Department of the Environment.

The Director made reference to the 1p Product of other District Council's compared to Ballymoney and the Net Expenditure of all District Council's.

- * **Councillor Stevenson left the meeting at 8.15pm.**
- * **Director of Central and Leisure Services left the meeting at 8.15pm.**
- * **Chief Executive arrived at the meeting at 8.15pm.**

CORPORATE SERVICES

377.10 TIMING OF MEETINGS

On behalf of her DUP party colleague member, Councillor Robinson requested that members consider the timings of evening meetings.

Councillor Robinson would like evening meetings to commence at 7.30pm instead of the current practice of 7.00pm.

A discussion ensued on the timing of evening meetings.

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

to recommend that Council change the start time of all evening meetings to 7.30pm.

Chief Executive advised members that, as a point of order, something as fundamental as changing the timing of meetings should be given advance notice for members to consider but as the proposal will come to full Council, the matter could then be debated.

Alderman Connolly expressed his concern at the anticipated lateness of finish of the Leisure and Amenities Committee if such a proposal was adopted.

* **Councillor Robinson left the meeting at 8.25pm.**

377.11 STAFF MATTERS –

11.1 PAYMENT OF ACTING UP ALLOWANCE TO 2 PART TIME CLERICAL OFFICER/RECEPTIONISTS

Since the absence, on long term sickness of the Senior Clerical Officer, in Administration (Employee reference number 50009), on the 17th July 2006, the 2 Part Time Clerical Officer/Receptionists, employee reference number 50131 and employee reference number 50803 have been fulfilling the duties of the vacant post. **It is recommended** that both be paid an acting up allowance - i.e first point of scale 4 based on their contractual hours from 17th July 2006. This is in accordance with NJC conditions.

The value of the acting up allowance is around £319 in the first year and will be met by the service budget.

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

to recommend that Council grant employees 50131 and 50803 an acting up allowance, ie: first point of scale 4, based on their contractual hours from 17th July 2006

* **Councillor Robinson rejoined the meeting at 8.30pm.**

11.2 DIRECTOR POSTS

The Chief Executive reported on previous consideration of the proposed job evaluation of two Director posts.

The Director posts were created in 2005 following an organisational review and the salary for the posts, effective from January 2006, was based on a desktop evaluation. Council agreed that the posts would be subjected to a formal job evaluation exercise after one year.

Since then most council posts have been evaluated as part of single status exercise. The committee agreed in February 2009 to recommend that Hay Group Management Consultants carry out a job evaluation of the Director posts, with an effective date of 1 March 2009, but deferring implementation until 2010/11. Council, however, decided to “defer any consideration of this matter until the next rates round in 2010/11.”

The matter is being brought before committee again as the council has since agreed to fund other matters which were not provided for in the rate estimates for 2009/10.

Chief Executive responded to a number of member’s questions on cost of the evaluation, possible costs of implementation and current scales. Some members expressed the view that this was a difficult time for many ratepayers given the level of job losses in the area.

Councillor Robinson requested a recess to confer with her party colleagues.

Chair declared the meeting adjourned at 8.55pm.

Chair declared the meeting reconvened at 8.56pm.

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

to recommend that Council maintain its decision to defer any decision on the job evaluation of the two Director posts until the rates round in 2010/11.

377.12 LOCAL GOVERNMENT PAY 2009

Correspondence from the National Employers' Organisation for Local Government Services advised that the regional pay consultation briefings, held in March, produced a roughly-equal split between authorities who felt the employers should not make a pay offer this year and those who felt an offer should be made. The employers considered this feedback carefully and made an offer of 0.50% (on all spinal column points) on 6 April.

In making that offer the employers said that in the light of the increasingly uncertain economic climate, and in an effort to secure a relatively quick settlement, the offer would be withdrawn on 1 June in the absence of an agreement.

In the event the Trade Union Side rejected the employers' offer almost immediately so there is currently no offer on the table, which effectively makes the deadline irrelevant. Further exploratory discussions have continued to take place in the NJC Executive and at Joint Secretarial level and the employers are considering their options in the light of those discussions.

377.13 SUPPORT FOR RESERVE FORCES

Correspondence has been received from the Reserve Forces and Cadets Association NI seeing support for an Ministry of Defence Campaign [SaBRE] that supports the relationship between employers and Reservists.

Council do not maintain a record of employees in the reserve forces and there is currently no-one on record as a reservist. However current conditions include a recommendation to authorities to grant paid leave in these circumstances and this was done in the past. If any requests were to be received at this stage the purple book guidance would apply as the green book is silent on this point and there has been no re-negotiation of this right. There is no reason in principle why the Council could not support the SaBRE campaign but this is ultimately a matter for the Council to decide. It is **recommended** that committee consider this request to lend its support to the Ministry of Defence SaBRE Campaign for Reserve Forces.

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

to recommend that Council support the Ministry of Defence SaBRE Campaign for Reserve Forces.

377.14 REPORT ON THE REVIEW OF THE LOCAL GOVERNMENT STAFF COMMISSION

In February 2009, the Department sent a copy of Mr John Hunter's report on the review of the Local Government Staff Commission to Council for your information.

A number of responses to the report have now been received. The Minister of the Environment, Mr Sammy Wilson MP MLA, will be giving careful consideration to these responses before determining the way forward. Once this has been decided, the Minister will make a statement to the Assembly outlining his decisions. Council will be sent a copy of the statement once it is made.

377.15 RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

The Public Service Commission has issued Guiding Principle No. 5 on Voluntary Severance Arrangements which for implementation by Councils. Government is currently drafting a code of practice on the principle which will be issued in the near future, subject to consultation. A copy of the Guiding Principle is attached.

It is recommended that Council adopts RPA Guiding Principle 5 – Voluntary Severance Arrangements.

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

to recommend that Council adopts the Public Service Commission Principle No. 5 on Voluntary Severance Arrangements attached as Appendix A.

377.16 JOURNEY OF REMEMBERING VISIT 6-8 NOVEMBER 2009

Late last year The Island of Ireland Partnership gave preliminary notice to Mayors and Chief Executives of invitation to Councils, North and South, to nominate one person, hopefully the First Citizen, to represent the people of Ireland at a televised programme from Menin Gate, Ieper, Belgium on Saturday 7th March, 2009, to be televised on St Patrick's Day in Ireland and where the Irish diaspora has settled throughout the world. The aim is that the programme will include bands and choirs in both traditions.

Council appointed the Mayor and Chief Executive to attend the event and meet expenses involved. The event was however postponed.

Further correspondence has now been received on the Journey of Remembering weekend in Flanders from **6-8 November 2009**. Preliminary arrangements have been completed to organise a Remembrance Ceremony at the Menin Gate in Ieper based on the Last Post Ceremony, which has been held at the Monument every evening at 8.00pm since 1927 apart from during Second World War.

The Remembrance Ceremony planned for Saturday 7 November 2009 will be identical to the traditional ceremony of the Last post Committee, but will only involve people from both parts of Ireland. The proposal which has been agreed by the Last Post Committee will be under their administrative control.

On the morning of Sunday 8 November 2009 an inter-denomination service will take place in St Martin's Cathedral, in Ieper, when Irish Clergy from all the main Churches will officiate. The hymns and liturgical music will be entirely that which is common throughout Ireland, associated with the First World War, and will be sung by the Choirs with the congregation joining in. Further musical support will possibly be provided by a cross community band.

The Governor of West Flanders and the Burgermeisters of Ieper and Messines, together with the public representatives from both Town Councils have also been invited. Irish people living in Belgium and Northern France will be invited to attend through press announcements. Attendance will be confined to 600 persons, which is the maximum capacity of the Cathedral, by invitation only.

If the visit proves to be successful, a Committee will be formed from interested people attending, and will organise the event on an annual basis. To give widespread publicity to the event, the Menin Gate Ceremony and the Cathedral Service will be filmed, with the intention of having it televised and also shown in places in the world where the Irish diaspora have settled.

It is recommended that Council confirm the nomination of the Mayor and Chief Executive to attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

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

to recommend that the Mayor, Alderman Frank Campbell attend the Journey of Remembering event, 6-8 November 2009, and that expenses be met by Council.

**377.17 SOMME ASSOCIATION – UNVEILING OF MEMORIAL PLAQUES
(376.9)**

This item was deferred from the committee's last meeting (details hereunder)

The Somme Association is holding a Service of Remembrance to the Men of the 16th (Irish) Division on 3rd September 2009 in the village of Guillemont. There will also be an unveiling of two memorial plaques to honour two Irish Victoria Cross winners. Council's attention is drawn to a coach organized to the event, leaving 2nd September and returning 5th September. Places cost approx. £420.

Chief Executive advised members that further information is being sought at present in order to source alternative trips to the Service of Remembrance but Somme Association are unable to identify any alternative options arranged for Local Government representatives.

Chief Executive advised that Councillor Finlay, outgoing Mayor, was unable to gain a place on a previous agreed Somme Pilgrimage (Ref 373.14) and, as a result, budgetary provision already exists.

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

to recommend that Council send Councillor Finlay to The Somme Association - Service of Remembrance to the Men of the 16th (Irish) Division in the village of Guillemont from 2nd September - 5th September at an approximate cost of £420 to be met from the Official & Courtesy Budget.

**377.18 PEACE III LEADERSHIP, CITIZENSHIP AND GOOD RELATIONS
PROGRAMME FOR CIVIC LEADERS (Elected Member based
programme)**

Correspondence has been received from the Workers' Education Association (WEA), the lead partner of the successful consortium to deliver the above programme in the NE Cluster Peace III Action Plan. The training programme will commence in September 2009 and run until October 2010. By way of time commitment members should note that the programme consists of six half-day workshops covering collaboration,

facilitating change, negotiation skills, active listening, facilitating dialogue and participatory decision making. A further 2 half-day sessions will be responsive to emerging needs or issues and further embedding the skills learned in the local contexts. There will also be three study trips to best practice projects.

WEA are seeking five members are being sought from each Council in the NE Cluster. Committee is invited to put forward nominations.

Alderman Connolly informed members that Councillor McCamphill had expressed a desire to attend the training programme.

It was AGREED to recommend to Council that Alderman Simpson (UUP), Councillor Robinson (DUP), Alderman Campbell (DUP), Councillor McCamphill (SDLP) are nominated to attend and that the final place be allocated at the council meeting.

377.19 REVIEW OF LOCAL GOVERNMENT BOUNDARIES

The Commissioner intends to publish his revised final recommendations report on 26th June and public notice announcing the publication will appear in local press. Copies will be available for inspection in the Council Offices, public libraries as well as the Electoral Office and the Office of the Electoral commission.

377.20 SWINE FLU

At the May council meeting I advised that the World Health Organisation (WHO) had moved to alert level 5, but at that stage there were no cases of swine flu in Northern Ireland. WHO moved to alert level 6 on 11 June 2009 – this is the highest level and indicates that a pandemic has developed.

In total, there are almost 2000 confirmed cases of H1N1 in the UK. There are 13 confirmed cases of the virus in Northern Ireland and one confirmed death from Swine Flu in Scotland.

Advice to employees remains as before. If you think you have swine flu, stay at or go home, tell your supervisor and contact your GP. Stay away from work until symptoms have cleared up.

There has been no effect on council's work to date. It is possible that the virus could return in a more severe form in the autumn. Plans are being developed to ensure key services can continue to be delivered if that is the case.

The meeting adjourned at 9.25pm to reconvene at 6.30pm on Tuesday 23rd June 2009.

Appendix A: RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS

BALLYMONEY BOROUGH COUNCIL

The meeting reconvened at 6.30 pm on Tuesday 23rd June 2009.

IN THE CHAIR Alderman J Simpson

PRESENT **Aldermen**
F Campbell, Mayor
H Connolly

Councillors
A Cavlan
J Finlay
M McCamphill
E Robinson

APOLOGIES M Storey, MLA

IN ATTENDANCE Director of Central & Leisure Services
Committee Clerk

377.4 SIGNING OFF THE 2008/09 ANNUAL ACCOUNTS

At its meeting on the 5th May 2009 the Council delegated authority to the Corporate & Central Services Committee to sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

The Department of the Environment, Local Government Division had directed that the Annual Accounts be submitted to it by 30th June 2009.

The Director of Central & Leisure Services circulated the Financial Statements and notes and advised that a full, bound copy is available to members on request.

The Director advised members of the changes to the format of the accounts for 2008/09. She also advised that there was the five-yearly revaluation of all Council land and buildings, effective from 1st April 2008.

The Director explained the District Fund account and the Balance Sheet and advised that the movement on the District Fund balance for the year was a reduction of £430,943, leaving a District Fund balance at 31st March 2009 of £377,329. She advised that the reduction in the District Fund was due to the balance applied to the rates, the transfer to the Capital Fund and the rates claw back.

In response to a question from Councillor Robinson, the Director advised that overall for the year, Council's net expenditure was within budget but that the bank interest earned was much less than budget due to reduced reserves and falling interest rates. The Director advised that the net worth of the Council had increased by £8,476,996.

Councillor Finlay asked if the transfer of the £150,000 had to be made to the Capital fund. The Director advised that this was a matter for Council to decide. She advised that a similar amount was transferred in 2007/08 and this was so that the Capital fund was built up to cover the closure cost of the landfill site by 2011.

The Director of Central & Leisure Services agreed to provide variance reports for 2008/09.

- * **Alderman Connolly and Councillor Cavlan joined the meeting at 6.43 pm during the discussion.**
- * **Councillor McCamphill joined the meeting at 6.50 pm during the discussion.**

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

to recommend that Council approve and sign off the Annual Accounts for the year ended 31st March 2009 in accordance with the Local Government (Accounts & Audit) Regulations (NI) 2006.

This being all the business the meeting closed at 7.04 pm.

Appendix A:

RPA GUIDING PRINCIPLE – VOLUNTARY SEVERANCE ARRANGEMENTS



From: John McMillen
Head of RPA Central Unit, OFMDFM

Date: 1 June 2009

To: Chief Executives, Chief Officers, Chairpersons

PUBLIC SERVICE COMMISSION

GUIDING PRINCIPLE 5 – VOLUNTARY SEVERANCE ARRANGEMENTS

1. The Public Service Commission issued a fifth guiding principle on 'Voluntary Severance Arrangements' which was formally accepted with commentary by the Executive on 10 April 2009. A copy of this guiding principle is attached for your information and, as appropriate, implementation within your organisation.
2. Government is currently drafting a 'code of practice' on this principle which will be issued to you in the near future, subject to consultation.

JOHN McMILLEN

FIFTH GUIDING PRINCIPLE AND ASSOCIATED RECOMMENDATIONS

VOLUNTARY SEVERANCE ARRANGEMENTS

Introduction

1. The Commission's role is to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of Executive decisions on the Review of Public Administration, taking into account statutory obligations, including those arising from Section 75 of the Northern Ireland Act 1998.
2. In pursuance of that role, a core aspect of the Commission's approach to making preparations for the staffing structures required in new organisations is represented in the Guiding Principle and Associated Recommendations described below. In formulating the Guiding Principle and Associated Recommendations, the Commission has also had due regard to the previous administration's commitment, as set out in the statement of 22 November 2005, that "Every possible effort will be made to avoid redundancies." The Commission welcomes the Executive's commitment to this underpinning objective.
3. The Public Service Commission has consulted the Executive, the sectoral Staff Commissions and representatives of NIC/ICTU about the most appropriate way to make preparations for the staffing structure required in new organisations. This is part of a wider set of arrangements which will be required to achieve the Executive's commitment to make every possible effort to avoid redundancies in bodies affected by RPA and to safeguard the interests of staff and ensure their smooth transfer into new organisations.

Guiding Principle

4. While noting the Executive's commitment to make every possible effort to avoid redundancies, the Commission recognises that when the Review of Public Administration is fully implemented, there is expected to be an overall requirement for fewer staff than are currently employed in the organisations affected by RPA decisions. Where there is a justifiable need to reduce staff numbers and a willingness amongst staff to participate in such schemes, the Commission **recommends** that a core aspect of managing this position should be by the application of voluntary severance arrangements¹. Compulsory redundancy has the potential to frustrate the objective of securing maximum good will and co-operation from staff during any major change process. The Commission therefore considers

¹ Voluntary severance is used as a generic term covering arrangements that enable staff to leave employment voluntarily

that the avoidance of compulsory redundancy is a necessary requirement to ensure the smooth transfer of staff to new organisations. The Commission **recommends** that employers in the RPA Affected Group should identify staff who are at a clearly identified risk of compulsory redundancy. This will enable the Executive, employers and Trade Unions to focus their efforts on those staff who are "at risk" and to define the arrangements, such as a clearing house mechanism², to be implemented as a means of avoiding compulsory redundancies.

5. The Commission also **recommends** that the arrangements for implementing this Guiding Principle and Associated Recommendations be the subject of consultation and negotiation with Trade Unions and other representatives of staff.

Associated Recommendations

6. The Commission **recommends** that:
 - Consideration be given to organisational structure and staffing requirements well in advance of the creation of the new organisations.
 - Where justified, voluntary severance arrangements should be applied by employers both before and after the appointed date of the transfer in order to deal with surplus staff.
 - In compliance with various contractual obligations voluntary severance arrangements should not necessarily be restricted to the RPA Affected Group when considering the unit of redundancy.
 - Staff should be provided with information on a personal basis to help them plan for the future and be advised as soon as possible if they have been approved for a voluntary severance package. Employers should also ensure that staff affected by the application of voluntary severance arrangements are provided with high quality support on matters such as careers advice, skills analysis, training for new careers and financial planning.
 - In applying Voluntary Severance Schemes, the Commission recommends that the Executive and employers should confirm their commitment to apply Public Service Commission recommendations consistently across all sectors. If, on a case by case basis, it is found that there is no occupational scheme available to staff or where such a scheme is significantly limited when compared with the mainstream occupational schemes available to other staff in their organisation or in the organisation to which they will be transferred as a result of RPA, the Commission recommends that the Executive should encourage employers, as part of the normal industrial relations process, to consider any proposals to enhance these to the extent that this would be necessary to ensure consistency of treatment.

² This may be used to enable employers to collaborate in filling posts across the sectors thereby ensuring "at risk" staff have an opportunity to apply for positions/vacancies

- In consultation with sponsoring departments, where applicable, employers should seek to ensure that appropriate funding is available to facilitate voluntary severance arrangements.

Commentary

7. The Commission recognises that the issue of aligning existing staff posts and numbers with those required in the new organisations could be highly complex. The Commission is aware, however, that staff have concerns about their future employment position. The application of this Guiding Principle and the Associated Recommendations will go some considerable way towards clarifying the position for staff and re-assuring them that every possible effort will be made to safeguard their interests.
8. The Commission also recognises that the introduction of voluntary severance arrangements is only one of a number of Human Resource mechanisms which will help employers in their efforts to avoid compulsory redundancies.
9. The Commission notes that in respect of some of the sectors, a number of changes have already been made to pension schemes and redundancy / compensation regulations and that changes in other sectors are planned. The Commission recommends that in respect of any future amendments, where possible³, employers should have regard for the impact, in consistency terms, to affected staff within their sector throughout the implementation of RPA.
10. Continuous effective communications with all staff, especially those at a clearly identified risk of compulsory redundancy will be essential.

SID McDOWELL
CHAIRMAN
PUBLIC SERVICE COMMISSION
6 MARCH 2009

³ Certain pension schemes and redundancy/compensation regulations must retain parity with scheme amendments in England and Wales