

Ballymoney Borough Council
Corporate & Central Services Meeting No 378 – 28th September 2009

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

Minutes of Corporate & Central Services Committee Meeting No. 378 held in the McKinley Room, Riada House, Ballymoney on Monday 28th September 2009 at 7.00pm.

IN THE CHAIR Alderman J Simpson

PRESENT

Aldermen
F Campbell
C Cousley
H Connolly

Councillors
J Finlay
R T Halliday
M McCamphill
E Robinson
I Stevenson

APOLOGIES

Councillors
A Cavlan
B Kennedy

IN ATTENDANCE

Chief Executive [Item 1-12]
Head of Corporate and Development Services [Item 1-12]
Director of Central and Leisure Services [Item 13-17]
Committee Clerk

378.1 MINUTES OF MEETING NO 378 – 28TH JUNE 2009

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

that minutes of Meeting No 378 – 28th June 2009, as circulated, be confirmed as a correct record.

CORPORATE SERVICES**378.2 STAFF MATTERS:****2.1 Not For Publication****2.1.1 Not For Publication****2.1.2. Not For Publication****2.2 Not For Publication****2.3 Nominee of Champion for People with Disabilities**

The Local Government Staff Commission (LGSC) has written to each Council seeking the nomination of one officer and one elected member to be Champions for people with disabilities, both in relation to employment and access to services.

It is recommended that Council put forward a nomination for the elected member role.

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

to recommend that Council nominate Councillor Stevenson to be a Champion for People with Disabilities both in relation to employment and access to services.

The Chief Executive advised that the Officer nomination was Head of Human Resources.

378.3 DECISIONS ON THE FUTURE OF THE LOCAL GOVERNMENT STAFF COMMISSION

It is recommended: that committee note that the following written ministerial statement has been issued by the Minister for the Environment on 30th June.

“On 31 March 2008, my predecessor as Minister of the Environment, Arlene Foster MLA, made a statement to the Assembly outlining the Executive’s decisions on the future shape of local government in Northern Ireland. In this statement, she made a commitment to review the Local Government Staff Commission (the Staff Commission) to ensure that it was resourced appropriately to continue to provide much needed support during the implementation of the decisions on the future shape of local government.

Mr John Hunter, a retired Permanent Secretary from the Department of Finance and Personnel, was appointed to undertake the review. His terms of reference were:

- i. to review the functions of the Staff Commission, as laid down in the Local Government Act (Northern Ireland) 1972, and to decide whether and to what extent those functions are appropriate to provide the level of support required to give effect to the implementation of the decisions of the Northern Ireland Executive on 13 March 2008 about the future shape of local government in Northern Ireland;
- ii. to consider any changes required to the resources of the Staff Commission; and
- iii. to provide a report by 31 October 2008 outlining options, drawing conclusions and making recommendations.

I received Mr Hunter's report in January 2009 and issued the report to stakeholders.

Specifically, I asked the Policy Development Panel with responsibility for local government structural reform issues, responsible to the Strategic Leadership Board, to consider the report's recommendations and report by the end of April 2009.

At the same time, the Staff Commission was asked to examine and comment upon the recommendations.

Comments on the report were received from the Staff Commission; the Policy Development Panel (enclosing comments from the Northern Ireland Joint Council for Local Government Services); the Public Service Commission and SOLACE NI.

I have given careful consideration to both the report and the responses received. Mr Hunter's recommendations, followed by my decisions on the way forward, are outlined in this statement.

Mr Hunter recommended that the Policy Development Panel "should draw on the experience of the Local Government Staff Commission and consider the creation of an organisation to provide regional support services to the new Councils."

A consultancy exercise is currently underway which is intended to provide the Policy Development Panel with sufficient information to enable recommendations on the organisational structure of the 11 new councils. As part of its deliberations, the Panel will consider what functions could be best delivered at a regional level, as well as potential delivery mechanisms. I will give consideration to the Panel's recommendations, when they are put to the Strategic Leadership Board in due course.

It was further recommended that the Local Government Training Group and its elected members sub-group should make early arrangements for the delivery over the next two years of comprehensive training and development programmes to build capacity in both officers and elected members.

This issue is being considered by the Policy Development Panel with responsibility for local government structural reform issues. To this end, I understand that the Panel is likely to propose that a joint delivery mechanism, comprised of a strategic partnership between the Northern Ireland Local Government Association and the Staff Commission's Local Government Training Group, will be established to take a lead role in overseeing the delivery of a capacity building implementation programme for both elected members and officers in the run up to 2011 and beyond. I expect that proposal to come to the Strategic Leadership Board for discussion and agreement in July.

Mr Hunter recommended that the Staff Commission should continue with its current resource base, with any new pressures being critically appraised and met on an ad hoc basis.

The Staff Commission will continue with its existing resources, but will have the opportunity to bid for additional funding from my Department if required.

The report also recommended that new legislation should extend the role of the Staff Commission to cover the new Transition Committees, when they are established by statute.

The Local Government (Miscellaneous Provisions) Bill will include provisions to establish statutory Transition Committees to implement the local government reform programme. In bringing forward regulations in relation to the composition, governance and functions of the statutory Transition Committees, the role of the Staff Commission will be formally extended to provide support to these Committees on staffing matters. This extension will also cover the full range of functions and duties of the Staff Commission and its role in relation to the appointment and qualifications of officers of councils.

Mr Hunter recommended that the Staff Commission should service new negotiating machinery established specifically to negotiate the implementation of the local government reorganisation.

The Staff Commission has been asked formally to establish and service the Local Government Reform Joint Forum, which will facilitate consultation and negotiation between employer and employee representatives on Human Resources issues during the reorganisation of local government.

Finally, Mr Hunter recommended that the Staff Commission should:

- complete its work on updating its Code of Practice on Recruitment and Selection;

- support the 11 Transition Committees in the appointment of new Clerks and senior staff;
- provide early guidance on vacancy control procedures;
- develop model staff transfer schemes;
- generally assist with the implementation of the Public Service Commission's ten Guiding Principles as they apply to local government; and
- generally support the work of the Strategic Leadership Board, the Regional Transitional Co-ordinating Group, the Policy Development Panels and the 11 Transition Committees.

The Staff Commission will continue to fulfil its current remit. It will also complete, in its role of supporting the Local Government Reform Joint Forum, work on updating its Code of Practice on Recruitment and Selection, provide guidance on vacancy control procedures and develop a staff transfer scheme.

The Staff Commission will also continue to provide general support to the work of the local government reform implementation structures, particularly the Regional Transition Co-ordinating Group and the Policy Development Panels.

The Staff Commission will play a key role in ensuring that the ten Public Service Commission Guiding Principles as accepted by the Executive are applied fully in respect of all affected staff in local government.

The Executive has given its support to the Public Service Commission in its role in making recommendations to Government on the guiding principles and steps necessary to safeguard the interests of staff and to ensure their smooth transfer to new organisations established as a consequence of the decisions on the Review of Public Administration.

Government has circulated the Guiding Principles to all RPA-affected employers and has prepared accompanying Codes of Practice and Guidance Notes to give practical advice to those who will manage the implementation of the changes.

My predecessor, Arlene Foster, gave a commitment that the Guiding Principles would be central to the approach to all human resource issues that arise during the implementation of local government reform. I reaffirm this commitment. The Staff Commission will play a key role in monitoring compliance with these Guiding Principles throughout the reform process.

As Minister Foster indicated in her statement to the Assembly on 31 March 2008, the Executive will review the family of functions to be delivered by local government 12 months after the new councils become operational and periodically thereafter. As I have already indicated in my response to a Written

Assembly Question (AQW/6234/2009), the Staff Commission will continue to exist until 2012 and its future will be considered as part of that review.

All those involved in the work on local government reform will be aware that there are many challenges ahead. There is much to be done between now and May 2011. The Staff Commission plays an important role in working with others to give effect to the Executive's decisions on the future shape of local government and this will continue throughout the transition period.

The Staff Commission has a wealth of experience and expertise that will help us to deal with the many and varied complex Human Resources issues arising throughout the reform process. There has been much good work so far, and I would take this opportunity to thank the Staff Commission for the key role they have played in the process to date. I look forward to continuing to work with all those involved in local government reform and to building on existing partnerships to ensure that the Guiding Principles are applied fully and consistently throughout the reform process."

378.4 POLICIES – RECORDS MANAGEMENT

Head of Corporate and Development Services presented policy documents to be adopted by Council: (i) Retention & Disposal Schedules under Records Management Policy, (ii) Stock Control and (iii) Data Protection. She advised that the documents have been subjected to policy screening under the Equality Scheme and do not have a significant impact on equality of opportunity and therefore do not require EQIA.

4.1 Draft Retention & Disposal Schedules under records management policy

Council has in place a records management policy and has committed to a systematic and planned approach to the management of records that ensures, from the time a record is created, until its ultimate disposal, the control of both the quality and quantity of information, the maintenance of information in a manner that effectively serves the needs of the Council, its stakeholders and compliance with the appropriate legislation.

It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This interim document sets out the minimum requirements for the retention and disposal of documents including paper documents, CDs, photographs.

The purpose of a Retention and Disposal Schedule is to plan the life of records from their creation to their completion and to determine whether these records are to be preserved as archives or to be destroyed.

The retention of unnecessary paper and electronic records consumes staff time, space and equipment. It also incurs liabilities in terms of the need to service information requests made under Data Protection Act 1998 and the Freedom of Information Act 2000. In addition, the Data Protection Act 1998 requires us to keep records for no longer than necessary.

This interim records retention and disposal schedule describes the categories of records held by Council in various areas of its work, the record retention classification, examples of records held and identifies the relevant department(s).

The next stage of work is drawing up detailed guidelines on the operation of the retention and disposal schedule, including definition of the roles and responsibilities and the procedures, which need to be adhered to by all Council staff.

The detailed disposal schedule will identify the disposal arrangements for all records created by the Council and will comply with the requirements of the Public Records Act (NI) 1923 and by the Disposal of Documents Order (SR&O 1925 No. 167). Council. Categories of disposal action are:

- ❑ Destruction
 - Shred (confidential waste)
 - Recycle (non-confidential waste)
- ❑ Retained for further Review (closed files)
- ❑ Permanent preservation

The assistance of the Corporate Management Team and Heads of Service in the consultation process on the development of the schedule is acknowledged.

It is recommended that the Retention and Disposal Schedule, dated September 2009, be adopted.

4.2 Stock Control Policy

Arising from a review of Stock Control by Internal Audit Council committed to develop a stock control policy which is now presented for adoption. The next phase of work will involve development of staff guidance, workshops with key staff to facilitate the review of stock control systems and delivery of staff training sessions.

The assistance of the Development Officer (OCE) in the development of this policy; the input of the Corporate Management Team and Heads of Service during the consultation process and the supervisory staff at Knock Road Depot, Joey Dunlop Leisure Centre and Town Hall in the audit and review of stock and stock systems, is acknowledged.

It is recommended that the Stock Control Policy, dated July 2009, be adopted.

4.3 Data Protection Policy

The Data Protection Act 1998 imposes three main obligations upon Council.

- 1 To ensure that Personal Data is registered with the Information Commissioner.
- 2 To ensure that it observes the eight Data Protection Principles.
- 3 To allow Data Subjects to exercise their rights.

Council has guidance for staff on the implementation of the Data Protection Act, developed in 2002 and revised in January 2009 to update the Data Registry Entry which is registered with the Information Commissioner. The guidance is available on the “public” folder. The input of Corporate Management Team and Heads of Service during the consultation process is acknowledged.

It is recommended that the Data Protection Policy, dated April 2009, be adopted.

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

to recommend that Council adopt (i) Retention and Disposal Schedule, dated September 2009, (ii) Stock Control Policy, dated July 2009 and (iii) Data Protection Policy, dated April 2009.

378.5 LOCAL GOVERNMENT STAFF COMMISSION (LGSC) – CODE OF PROCEDURES ON RECRUITMENT AND SELECTION

The Department of Environment has issued a reminder to Transition Committees on the above code. Specifically relevant is that the LGSC advisory and oversight provisions will apply to Transition Committees with regard to staffing and relevant HR matters, including the appointment of change managers. Under Section 40(4) (b) of the Local Government Act (NI) 1972 the LGSC is statutorily bound to establish: “... a code of procedure for securing fair and equal consideration of applications to councils by persons seeking to be employed by them as officers, and fair and equal treatment of persons who are so employed.” The code, adopted by Councils, applies to all appointments made by Councils, irrespective of the terms of appointment and regardless, for example, of whether the post is full time, part time, temporary, fixed term or permanent and including secondments.

378.6 LOCAL GOVERNMENT STAFF COMMISSION – VACANCY CONTROL SYSTEM PROCEDURES

The Local Government Staff Commission Vacancy Control System Procedures within local government has been agreed by the Local Government Reform Joint Forum and is promulgated under the authority of the Local Government Staff Commission (LGSC) under Section 40(4)(f) of the Local Government Act (NI) 1972. It is therefore issued by the LGSC as a statutory recommendation for adoption by Councils from 1st October 2009. In accordance with the NI Executive's Guiding Principles all employing authorities should immediately engage with their local NIJC recognised trade unions to consider application and implementation arrangements. A vacancy control flow chart was circulated at the meeting. A copy of the LGSC Vacancy Control System Procedures document is available from the Office of the Chief Executive.

378.7 ATTENDANCE IMPROVEMENT PROGRAMME

An Attendance Improvement Programme, developed by the RPA HR Officers Cluster Group for adoption by Council's in the cluster was circulated.

It is recommended: that the Attendance Improvement Programme, July 2009, be adopted and implemented.

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

to recommend that Council adopt the Attendance Improvement Programme.

378.8 TRANSITION COMMITTEE MINUTES

The Causeway Coast & Glens Council Transition Committee Minutes for June 2009 were tabled. These with the minutes of March, April and May have been placed in a folder in the members' room and all future minutes will be added to this record. Electronic copies of the Minutes are on the public folder which can be accessed from the members' room PCs. Any member who wishes to receive copies of the minutes should register their interest with the Office of the Chief Executive.

Councillor Finlay expressed his desire that the Transition Committee publish a record of members' attendance at its meetings. Chief Executive advised the members that this request will be taken to the Transition Committee.

378.9 DETERMINATION OF DISTRICT ELECTORAL AREAS

Mr Dick Mackenzie has been appointed by the Secretary of State to determine the boundaries of the DEAs.

Rules

In determining the boundaries of the DEAs the Commissioner has to abide by the rules set out in Schedule 3 of the District Electoral Areas Commissioner (NI) Order 1984. These are:-

1. No ward shall be included partly in one electoral area and partly in another.
2. Each electoral area shall consist of not less than five, and not more than seven, wards.
3. Each ward in an electoral area shall have at least one boundary in common with another ward in that area, except where the ward consists of an island.
4. A name shall be given to each electoral area.

However the Order gives no guidance as to how to decide whether a DEA should have 5, 6 or 7 wards. The Commissioner has therefore drawn up a set of criteria to guide his work.

Criteria

Within the context of the overarching principle that he must not take into account electoral outcomes, the Commissioner proposes to have regard to the following criteria:-

1. The current District Electoral Areas framework.
2. Electoral equity within districts by establishing that, where practicable, the ratio of electorate to each councillor lies within a +/- 5% range when compared to the overall district electorate (within the district concerned) ratio per councillor; and in no case exceeds 10%.
3. Also, where practicable:-
 - Settlement patterns: a settlement should not be divided between two DEAs.
 - The wards comprising a DEA should have a geographical relationship.
 - DEAs should be compact in geographical terms.
 - Delineation of distinct urban and rural DEAs.
 - DEAs should not be split by a major physical feature.

The timetable for the work is from 1st July 2009 to 30th June 2010. A complicatory factor is that the Assembly has not yet determined the final configuration of district and ward boundaries. This could delay the DEA process, as the Commissioner cannot publicise his provisional recommendations (as required) until the Assembly approves the ward and district boundaries and names.

It is the intention that provisional recommendations would be published in November 2009. There would then follow a period for consultation and this could lead to public enquiries over some or all of the proposals. A public enquiry must

be held if a council (one of the current 26) asks for one or if not less than 100 electors of a district sign a petition for one.

(Due to amendments to the 1984 DEA Order contained in the DEA Commissioner Order of 2009, the council of the district is now defined as a council of the district which will in whole or in part be incorporated by or incorporate the successor districts.)

Discussions with the Commissioner have indicated that the Causeway Coast and Glens District Council is likely to have seven DEAs (5 of 6 wards and 2 of 5 wards). Chief Executive further asked members to note that the district names finally approved by the Assembly in Autumn 2009 will be the names used for the council elections in 2011. Subsequently any request for a name change will be a matter for the new council and the process would be to petition the DoE, which would put an order through the Assembly to give effect to the change.

A discussion ensued following a request for a point of clarification from Councillor Finlay, on who exactly had overall responsibility for the naming of the District Electoral Areas. The Chief Executive advised members that he would respond to this request in due course.

378.10 SOMME PILGRIMAGE

Committee is asked to note that Councillor Stevenson attended this year's event in place of Councillor Finlay was unable to attend.

Councillor Robinson expressed a desire for Council to research alternative, less expensive trips, to the Somme Pilgrimage for 2010. Head of Corporate and Development Services informed the member that no alternative trips were found for the 2009 trip, but this will be looked at again.

378.11 COUNCILLOR INFORMATION PROJECT

The request for NILGA to support this project was discussed by the NILGA Executive Committee in June and members indicated their support for the initiative which it believed had increased many members capacity to better communicate with citizens as well as raising awareness of the need to embrace modern technologies. It is noted Councils have powers to engage in the project. The matter is being further considered by NILGA e-government working group.

378.12 THE ROBERT DUNLOP MEMORIAL GARDEN PROJECT

The Mayor, Alderman Campbell, thanked the fundraising efforts at the Legends Football match, which was held on Wednesday September 23rd at Riada Stadium. He informed members that £6,000 was raised for the Robert Dunlop Memorial Sculpture Fund which deserved a lot of credit.

Committee received a report and recommendation from the Robert Dunlop Memorial working group (attached as Appendix A).

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

to recommend to Council that the report of the Marketing Sub-Committee Meeting on 28/09/09, as circulated, be adopted and the recommendations therein regarding the Robert Dunlop Memorial Garden Project be approved, as set out in Appendix A.

- * Chief Executive left the meeting at 8.07pm
- * Head of Corporate and Development Services left the meeting at 8.07pm.
- * Councillor Stevenson left the meeting at 8.07pm.
- * Director of Central and Leisure Services arrived at the meeting at 8.10pm.

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378.13 ACCOUNTS FOR PAYMENT

13.1 Treasury advice schedules Period 6 2009/10

Treasury advice schedules detailing payments for Period 6, 2009/10 drawn on the Council's Revenue and Capital Bank Accounts were circulated.

It is recommended that the payments are made.

The Director responded to a number of members' queries in relation to the accounts.

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

to recommend that accounts to the value of £1,234,915.51 from the Revenue Account and £85,176.62 from the Capital Account for Period 6, 2009/10 be approved for payment.

13.2 Accounts Paid - July & August 2009

The Director approved, the following payments-
July 2009 - Revenue Account £1,215,214.68

| | | |
|-------------------------------|---|------------|
| Capital Account | £ | 122,534.14 |
| August 2009 - Revenue Account | £ | 551,786.30 |
| Capital Account | £ | 2,285.13 |

378.14 THE DRAFT LOCAL GOVERNMENT (FINANCE) BILL – Consultation Document

At the Council meeting on 3rd August 2009, members were advised of the above consultation document.

The deadline for comments is 31st October 2009.

The Director advised members that, having considered the proposed Finance Bill she welcomes the proposal to introduce a New Local Government (Finance) Bill and the opportunity to modernise the current legislative framework relating to local government finance and Councillors remuneration in Northern Ireland.

The proposed legislation, especially in relation to the capital finance system, aims to give greater freedom to N.I. Local Authorities for the management of their own financial affairs, without having to obtain consent from the Department.

One area of concern is that the proposed legislation will allow the Department to specify any reserve as a controlled reserve, if it so wishes. This would not be compatible with the objective of giving local authorities freedom to manage their own financial affairs.

With regard to Payments to Councillors, the consolidation of all provision dealing with payments to Councillors into one Act is welcome. A copy of the The Draft Local Government (Finance) Bill – Consultation Document is available in the Members room.

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

to recommend that Council respond to The Draft Local Government (Finance) Bill – Consultation Document by outlining the Director's comments as detailed above.

378.15 COUNCILLORS ALLOWANCES 2009/10

The Director advised that the Department has determined new maximum rates of allowances effective from 1st April 2009. The new rates reflect an increase of 2.5% in both the Basic Allowance and Special Responsibility Allowance. Details of the revised rates together with details of the Special Responsibility Allowance currently paid were circulated.

Council currently pays the maximum rate of the Basic allowance.

Committee is asked to consider the rates of allowances to be paid in 2009/10.

It was proposed by Councillor McCamphill, seconded by Alderman Connolly:

to recommend that Council accept the 2.5% increase in Basic Allowance from 1 April 2009.

Some members expressed the view that the increase was high.

The Chair put the proposal to the committee to vote. 6 voted in favour of the proposal while 1 abstained. Chair declared the motion carried.

A discussion ensued about the new maximum rate of Special Responsibility Allowance.

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

to recommend that Council defer this item until the next committee meeting in October.

* ***Councillor McCamphill left the meeting at 8.50pm.***

378.16 PAY AWARD 2009/10

The Director advised that an agreement has been reached on rates of pay from 1st April 2009.

The revised rates reflect an increase of 1%, with 1.25% being applied to pay points 4 to 10.

From 1st April 2009, the minimum annual leave has increased from 20 to 21 days for employees with less than 5 years service.

378.17 BANKING – REQUEST FOR OVERDRAFT FACILITY

The Director referred to the value of payments made over recent months including the value of the pay arrears arising from the job evaluation exercise. She advised that a temporary overdraft facility of £500,000 was required until the loans were drawn down and grants were received. She also advised that the BACS facility needed to be increased to £875,000 to meet the September payroll costs.

In response to a query from Alderman Simpson the Director clarified that the arrangement fee for this facility was 1% but that she was hopeful that she could negotiate a discount.

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

to recommend that Council authorise the Director of Central and Leisure Services to arrange an overdraft facility of £500,000, to increase the BACS facility and to authorise her as the signatory for the Letter of Offer from the Bank.

This being all the business the meeting closed at 9.15pm.

Appendix A: Report of meeting of Marketing Sub-Committee on Monday 28th September 2009 at 4.00 pm

APPENDIX A**CORPORATE AND CENTRAL SERVICES COMMITTEE
MARKETING SUB-COMMITTEE
28TH SEPTEMBER 2009**

Report of meeting of Marketing Sub-Committee on Monday 28th September 2009 at 4.00 p.m

Present: Ald Simpson (Chair), Ald Cousley, Ald Campbell (Mayor)
Cllr Finlay, Cllr Robinson.

Apology: Cllr Cavlan

In Attendance: Chief Executive, Director of Borough Services, Head of Corporate & Development Services.

1. ROBERT DUNLOP MEMORIAL GARDEN PROJECT

Council has already signaled its intention to proceed with the creation of a memorial to its Honorary Freeman, Dr Robert Dunlop, and has approved the concept drawing for the memorial garden, prepared by Council's Architects.

The meeting received updated plans for the above project following revision of the initial plans following the Group's meeting on 23rd April and subsequent discussions with representatives of the Dunlop family, who had also put forward suggestion for the form of the sculpture.

As agreed an approach was made to the NI Housing Executive, owners of the lands at Castle Street, adjoining the Joey Dunlop Memorial Garden, for the transfer of the necessary lands. The Executive has given his agreement, subject to contract, to lease the lands to Council for the nominal sum of £5.00. Instructions have been issued to Council's Solicitor to act for it in the transfer of the lands.

Members noted that The Robert Dunlop Sculpture Fund has been established and the first fund-raising legends football event, took place at Riada Stadium on 23rd September, boosting the fund by £6,000. Members congratulated and commended the huge voluntary effort by the organising committee and the participants.

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

to recommend that the revised concept drawing be approved and authority granted to seek planning permission and to commence the commissioning process for the sculpture.

The meeting closed at 4.30 p.m.