

Ballymoney Borough Council
Corporate & Central Services Meeting No 385 – 26th April 2010

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

Minutes of Corporate & Central Services Committee Meeting No. 385 held in the McKinley Room, Riada House, Ballymoney on Monday 26th April 2010 at 7.00pm.

IN THE CHAIR	J Simpson
PRESENT	Aldermen F Campbell, Mayor H Connolly C Cousley, MBE, Deputy Mayor
	Councillors J Finlay R Halliday B Kennedy M McCamphill E Robinson I Stevenson
APOLOGIES	Councillor Cavlan Councillor M Storey, MLA

385.1 MINUTES OF MEETING NO 384 – 22ND MARCH 2010

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

*that the minutes of meeting no 384 – 22nd March 2010, as circulated,
be confirmed as a correct record.*

**1.1 Matters Arising Ref 384.6 Contribution North Antrim Horticultural
Association**

Councillor Robinson commented on the fact that the North Antrim Horticultural Association had lost their annual community grant of £100 per year as this funding stream no longer existed.

Chief Executive reminded members that this application for funding was not mentioned at the rates estimate round.

CORPORATE SERVICES

385.2 STAFF MATTERS

A Report on appointments, vacancies etc for the period 1st April 2009 – 31st March 2010 was previously circulated for members' information.

385.3 COMMUNITY SAFETY & DPP – JOINT WORKING

Proposals for removing structural barriers to joint working between the District Policing Partnership (DPP) and the Community Safety Partnership (CSP).

The Chief Executive's report on this matter was deferred from the last meeting and is reproduced below for members' convenience.

"A report on the review of DPPs and CSPs, carried out recently by the NIO, was tabled at the February meeting of committee and noted. As promised, consideration has since been given to how the practical barriers to closer working between the DPP and the CSP can be removed, as a step towards the eventual integration into one partnership after local government reorganisation.

The common structural issues within councils which may be inhibiting effective joint working were identified in the survey and the workshops held by NIO as "different line management structures, separate administrative support, split accommodation and functions sitting in different council departments"; all of these are present in the arrangements in Ballymoney.

Despite these barriers it is the case that the two partnerships enjoy good co-operation and sharing of information and have worked together on common projects. The point being made by the NIO is that structural barriers inhibit closer working to some degree, whereas closer integration of the staff directly involved would encourage it to happen even more.

The CSP is fully funded by NIO while the DPP receives 75% funding for most of its activities from the NI Policing Board. Both agencies now support the closer integration of the two local partnerships in each council and some councils have taken steps towards amalgamation in advance of reorganisation, where local circumstances gave that opportunity. That is not being proposed in the case of Ballymoney but the recommended option will address the four identified barriers.

The current working arrangements are that the DPP Manager (DPPM) reports to the Head of Corporate and Development Services (HCDS) in the Office of the Chief Executive (OCE) and the Community Safety Manager (CSM) reports to the Deputy Director Borough Services (DDBS), who also chairs the CSP. Administrative support for both partnerships is provided by the parent department, so involves a range of different staff who have limited interaction at work through separation within departmental structures. The CSM works in an open plan office within Borough Services Directorate (BSD) while the DPPM has

a small office off the corridor leading to the Dalriada Room. Hence there is little opportunity in the course of normal daily activity for contact with the CSM.

To address these issues there are two main options, given that the status quo can be ruled out on the basis that it does not address any of the four. Those options are to move either the DPPM or the CSM so that both partnerships have a common management structure within the same department.

Option 1 is to move the CSM to OCE, reporting to HCDS. This achieves the common management goal and there is existing experience within OCE of managing the DPP function. It has the disadvantage of severing the link between CSP and BSD which remains as relevant now as when the choice was made to site the service within that directorate. There are important linkages between Community Safety and various enforcement activities within BSD, including dog control, noise pollution and drinking in public places and this affinity has led to the development of innovative and effective CSP initiatives which have had national recognition. This move would also break the day to day link between the chair of the CSP and the CSM. Another practical difficulty in that there is limited space available in OCE to accommodate another officer. Finally there is a problem in separating out the administrative support for CSP and transferring it with the function to OCE, as the working arrangements in BSD are such that clerical support is provided as required from a pool of staff, rather than by one main officer as is the case with the DPP.

Option 2 is to move the DPPM to BSD. This achieves the common management goal and retains the link between CSP and BDS, as well between the CSM and the chair of the CSP. The open plan office arrangement in BSD can accommodate the DPPM, facilitating closer working between the two services. Arrangement can readily be made to transfer part of an administration resource, currently shared between BSD and OCE, to BSD to provide the extra capacity to support the DPP.

Option 2 is clearly the arrangement which best meets the needs of NIO and NIPB in removing the barriers to closer working between the two partnerships, while also securing the best integration with other council services.

It is therefore **recommended** that the committee endorses option 2 i.e. move the District Policing Partnership Manager to Borough Services Directorate reporting to the Deputy Director of Borough Services, and commends it to council for implementation subject to consultation with affected staff."

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

to recommend that Council endorses option 2 i.e. move the District Policing Partnership Manager to Borough Services Directorate reporting to the Deputy Director of Borough Services, and commends it to council for implementation subject to consultation with affected staff.

Councillor Robinson requested that her wish to refrain from agreeing to the recommendation be noted.

385.4 SOMME ANNUAL PILGRIMAGE

At its meeting on 4th January 2010 (CM 912) Council agreed to appoint 2 representatives to attend the annual Somme Pilgrimage from 28th June 2010 to 2nd July 2010. It is **recommended** that committee confirm its representation.

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

to recommend that Council appoint Councillor Finlay and Alderman Cousley to attend the annual Somme Pilgrimage from 28th June 2010 to 2nd July 2010.

* **Councillor Kennedy arrived at the meeting at 7.15pm.**

385.5 ARMED FORCES DAY

Government has announced that the British Armed Forces Day will take place on 26th June this year. The day will be an opportunity for the whole nation to show its appreciation for the contribution made by all those who serve or have served in Her Majesty's Armed Forces. The title "Armed Forces Day" has been chosen to reflect the wider Armed Forces family of serving personnel (both regular and reserve), veterans and the cadet forces. The organizing committee wants to enable communities across the UK to be involved in this and are inviting all local authorities to join in by simultaneously "Flying the Flag" and to involve members of the local Reserve Forces and Cadet Association in the activity. They will provide council with a free, specially-commissioned Armed Forces Day Flag to be raised at 10.30 a.m. on Monday 21st June. The intention is that this ceremony will be repeated across the country and the flags will be flown until after Armed Forces Day itself.

Council participated in the event last year. It is **recommended** that Committee consider the invitation.

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

to recommend that Council participate in the Armed Forces Day by flying a specially-commissioned Armed Forces Day Flag to be raised at 10.30 a.m. on Monday 21st June.

385.6 TRAVELWIDE NI WALK TO SCHOOL WEEK

Travelwise are again promoting “Northern Ireland Walk to School Week”, which this year will be 17-21 May 2010. The Ballymoney Borough Road Safety Committee plans to participate in the event this year. It is **recommended** that, as previously, Council lends its support to the Road Safety Committee’s efforts.

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

to recommend that Council lends its support to the Road Safety Committee in its promotion of the Northern Ireland Walk to School Week.

385.7 NATIONAL ASSOCIATION OF COUNCILLORS NI REGION

A request for renewal of membership of the Association NI Region has been received covering the period April 2010 – April 2011, in the amount of £960. Budget provision has been made for this contribution. It is **recommended** that members consider renewal of the membership.

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

to recommend that Council renew their membership of the National Association of Councillors NI Region, covering the period April 2010 – April 2011, in the amount of £960.

385.8 CONTRIBUTION – BALLYMONEY BOROUGH ROAD SAFETY COMMITTEE

Ballymoney Borough Road Safety Committee has applied for its contribution for the current year. It is **recommended** that the budget provision of £500 be paid.

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

to recommend that Council grant Ballymoney Borough Road Safety Committee £500 for 2010/11.

385.9 CONTRIBUTION – NILGA

NILGA have advised that at the NILGA Meeting on 29th January 2010 the proposed rate increase of 2.5% was agreed for 2010/11 subscriptions. In keeping costs below inflation it is estimated that NILGA may make a small loss over the year which will be taken from reserves. Council's subscription is £5584.78.

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

to recommend that Council contribute £5,584.78 to NILGA for its 2010/11 subscription.

385.10 NILGA ANNUAL PLAN AND COUNCIL ENGAGEMENT

A copy of NILGA's Annual Work Plan 2010/11, Key Achievements Paper 2009/10, and Annual Plan & Estimates 2010/11 were circulated at the meeting. Comments, if any, are requested.

Chief Executive advised members that NILGA were available to present its plans for the year to members.

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

to recommend that Council invite NILGA to attend the Corporate and Central Services Committee meeting.

* **Councillor Stevenson arrived at the meeting at 7.21pm.**

385.11 ELECTORAL LAW

The Assembly Environment Committee has commenced committee stage of the Local Government (Disqualification) (Amendment) Bill and written evidence has been invited. The proposed amending legislation will disqualify members of the NI Assembly from being elected, or being, a councillor. The provision of the Act will come into operation on the day of the first district council general elections to take place after Royal Assent.

* **Councillor Finlay arrived at this stage, 7.26pm.**

385.12 CONSULTATION ON AGENDA

Councillor Stevenson has requested that the following item be placed on the agenda:

“Consultation should take place between the Chair (Vice Chair in absence) and the officer(s) (deputy(ies) in absence), prior to the agenda going out to the other members of the appropriate committee/subcommittee”

It was proposed by Councillor Stevenson, seconded by Councillor Robinson:

to recommend to Council that consultation should take place between the Chair (Vice Chair in absence) and the officer(s) (deputy(ies) in absence), prior to the agenda going out to the other members of the appropriate committee/subcommittee.

Chair put the motion to the committee, 3 voted for the motion, 3 voted against, Chair declared the motion had fallen.

* **Alderman Connolly left the meeting at 7.48pm.**

FOR INFORMATION

385.13 CONFERENCE POLICY

The administrative arrangements for managing conference attendance have been revised to take account of amended policy agreed by Council. Details will be circulated to members.

385.14 LOCAL GOVERNMENT STAFF TRAINING GROUP – BUDGET 2010/11

The Local Government Training Group has advised that their budget for 2010/11 is £300,000. This is apportioned on the basis of net rateable value of each Council. Ballymoney BC contribution has been calculated at £3,285. Budget provision has been made.

385.15 LOCAL GOVERNMENT STAFF COMMISSION – FINANCIAL SCHEME 2010/11

The Local Government Staff Commission has advised that its financial requirement for the year 2010/11 is £765,150. After taking account of income the amount to be raised from Councils is £224,910 and Ballymoney BC contribution, based on rateable value is £6,062.

385.16 RECONSTITUTION OF LOCAL GOVERNMENT STAFF COMMISSION

The Department of Environment has invited nominations for the Local Government Staff Commission. This has already been drawn to members attention through correspondence from OCE.

385.17 POLICING – N I POLICING PLAN 2010/13

The Policing Board Policing Plan 2010/13 has been launched on 30th March 2010. The plan sets out priorities for policing over the next three years. It also contains what the Board believes are challenging yet achievable objectives, performance indicators and targets for the PSNI for the year ahead. It shows how the PSNI expect to deliver their service to the NI Community. The plan can be downloaded on the Board's website www.nipolicingboard.org.uk.

- * **Director of Central and Leisure Services arrived at the meeting at 7.51 pm.**
- * **Chief Executive left the meeting at 7.55pm.**
- * **Head of Corporate and Development Services left the meeting at 7.55pm.**
- * **Councillor Halliday left the meeting at 7.55pm.**

CENTRAL SERVICES

385.18 ACCOUNTS FOR PAYMENT

The Director circulated treasury advice schedules detailing payments for Period 12(2), 2009/10 and Period 1, 2010/11 drawn on the Council's Revenue and Capital Bank Accounts at the meeting.

It is **recommended** that the payments are made.

The Director answered members' questions on a variety of payments.

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

to recommend that accounts to the value of £362,403.11 from the Revenue Account and £29,990.51 from the Capital Account for period 12(2), 2009/2010 and £672,909.14 from the Revenue Account and £58,382.37 from the Capital Account for period 1, 2010/11 be approved for payment.

385.19 LOAN SANCTIONS

It is recommended that application is made to the Department of the Environment for the undernoted loan sanction approvals –

- i. Riverside Park Upgrade
Estimated Cost £137,000
Loan to be repaid over 30 years
- ii. Grave Shoring System
Estimated Cost £7,000
Loan to be repaid over 10 years
- iii. Replacement IT Equipment
Estimated Cost £20,000
Loan to be repaid over 4 years

In response to a question from Councillor Finlay the Director confirmed that Economic Appraisals are required for each of the projects.

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

to recommend that Council makes an application to the Department of the Environment for loan sanction approvals for (i) Riverside Park Upgrade at an estimated cost of £137,000, the loan to be repaid over 30 years (ii) Grave Shoring System at an estimated cost £7,000 the loan to be repaid over 10 years and (iii) Replacement IT Equipment at an estimated Cost £20,000 the loan to be repaid over 4 years.

385.20 CUT IN GENERAL GRANT (RESOURCES ELEMENT) - Correspondence from NILGA

The Director advised that NILGA has written to the Council advising that prior to the cut in the general grant (resources element) coming into force, NILGA had written to Minister for the Environment, Edwin Poots MLA asking him to reconsider his decision, particularly as NILGA members felt that the cut would result in losses of revenue for many councils in what is already a very challenging year.

NILGA Executive members also expressed concern over the equity of this cut, as it will impact upon the poorest councils on a differential basis, hitting those hardest who are least able to shoulder such a financial blow. In an economic environment where ratepayers are already facing deprivation and the particularly high level of recent job losses, NILGA believes this additional burden to be unreasonable.

NILGA suggested that an equality impact assessment is undertaken, as the view was held that this proposal would prove inequitable to some district councils and called on the Minister to use his good offices to ensure a reversal of this proposal.

Minister Poots responded to NILGA explaining that the Department of the Environment faces considerable financial pressures this year and in future years,

which will impact on those organisations funded by the DOE. The Minister further asserted that unfortunately, no funding streams are immune from the impact of the current financial climate and local government, like all other areas of the public sector, must prepare itself for financial constraints.

NILGA would welcome any views held by the Council on the impact of the reduction in the General Grant.

The Director advised that in 2010/11 the reduction in the Resources Element was £54621 or 1.03% on the Rates.

Members expressed concern at the reduction in its resources grant which was there to assist poorer councils deliver services. Reference was also made to the vacant posts not being filled and the reduction in other budgets this year to keep the rate increase down.

Committee **AGREED:**

that the Director write to NILGA advising the impact of the reduction in resources element of the general grant and detailing the budget reductions in 2010/2011.

385.21 ANNUAL ACCOUNTS 2009/10

The Director advised that under the Local Government (Accounts & Audit) Regulations (N.I.) 2006 the Annual Accounts of the Council for the year 2009/10 are to be signed off by the Council before submission to the Department of the Environment.

The Legislation requires the accounts to be submitted by 30th June 2010.

It is **recommended** that the Council delegates authority to the Corporate & Central Services Committee to sign off the 2009/2010 Annual Accounts at its meeting on 28th June 2010.

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

to recommend that Council delegates authority to the Corporate & Central Services Committee to sign off the 2009/2010 Annual Accounts at its meeting on 28th June 2010.

* **Councillor McCamphill left the meeting at 8.54pm.**

385.22 CARRY FORWARD OF ANNUAL LEAVE TO 2010/11

The Director advised that one employee has made application to carry forward unexpended leave in 2009/10 to 2010/11. This was unable to be taken in 2009/10 due to the needs of the service. The Director of the Service supports the application.

It is **recommended** that the employee be permitted to carry forward the unexpended leave to 2010/11.

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

to recommend that Council permit the employee to carry forward the unexpended leave to 2010/11.

385.23 CAR ALLOWANCES 2010/11

The Director advised that the National Joint Council for Local Government Services has revised the car allowances for officers with effect from 1st April 2010,

The revised allowances were previously circulated.

Councillors travel allowances are usually revised by the Department of the Environment in accordance with officers rates.

385.24 GENERAL GRANT-DEDUCTIONS 2010/11

The Director advised that the Department of the Environment has advised that the following deductions will be made from the General Grant in 2010/11.

Specified Bodies Local Government	3045.00
Training Group Local Government	3285.00
Staff Commission	<u>6062.00</u>
	12391.00

This being all the business the meeting closed at 9.00pm