

Ballymoney Borough Council
Corporate & Central Services Meeting No 386 – 24th May 2010

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386.1	Minutes Meeting No 385 – 26 th April 2010	<i>Adopted</i>
	Matters Arising	
	1.1 National Association of Councillors NI Region (NAC NI) Minute Ref 385.7	<i>Confirmation cost is £60 per member</i>
	1.2 Cut in General Grant (Resources Element)	<i>Confirmation NILGA collating responses</i>
386.2	Accounts for Payment	<i>Approved</i>
386.3	Business Plans 2010/11	<i>Adopted</i>
386.4	Travelling and Subsistence Allowance	<i>Approved payment of maximum rates</i>

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386.5	Conferences	<i>Grant Councillor Robinson attendance at cost of £39.99 from Conferences budget</i>
386.6	Community Safety & DPP – Joint working	<i>Agreed</i>
386.7	Business Plan – Corporate Services 2010/11	<i>Approved</i>
386.8	Somme Remembrance Parade & Service at Knockagh War memorial	<i>Members to advise OCE of intentions to attend</i>
386.9	Local Government (Finance) Bill	<i>Deferred</i>
386.10	Local Government Staff Commission Corporate Plan 2010/11 – 2012/13 and Business Plan 2010/11	<i>Information</i>
386.11	National Association of Councillors NI Region Minute Ref 385.7	<i>Confirmed referred to next committee meeting</i>

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| 386.12 | NILGA Annual Plan and Council Engagement Minute Ref 385.10 | <i>Confirmed NILGA will be in attendance</i> |
| 386.13 | NILGA Urban Regeneration & Community Development Policy Framework Seminar | <i>Councillor McCamphill nominated to attend. Additional members to give their intentions to OCE</i> |

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

Minutes of Corporate & Central Services Committee Meeting No. 386 held in the McKinley Room, Riada House, Ballymoney on Monday 24th May 2010 at 7.00pm.

IN THE CHAIR Alderman J Simpson

PRESENT

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

Councillors

J Finlay
R Halliday
M McCamphill
E Robinson
I Stevenson

IN ATTENDANCE Director of Central & Leisure Services [Item 1-4]
Chief Executive [Item 2-13]
Head of Corporate and Development Services [Item 5-13]
Committee Clerk

APOLOGIES Councillor A Cavlan

386.1 MINUTES OF MEETING NO 385 – 26TH APRIL 2010

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

to recommend that the Minutes of Meeting No 385 – 26th April 2010, as circulated, be confirmed as a correct record.

MATTERS ARISING

**1.1 National Association of Councillors NI Region (NAC NI)
Minute Ref 385.7**

Councillor Finlay queried the individual Councillor cost for membership of the NAC NI. The Director clarified that it amounted to £60 each.

1.2 Cut in General Grant (Resources Element) (385.20)

Councillor Stevenson queried if there was a response from NILGA regarding Council's correspondence on the impact of the reduction in the General Grant. The Director clarified that NILGA were collating all responses for presentation to the Minister.

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386.2 ACCOUNTS FOR PAYMENT

Treasury advise schedules detailing payments for Period 2, 2010/11 drawn on the Council's Revenue and Capital Bank Accounts were circulated at the meeting.

IT IS RECOMMENDED that the payments are made.

The Director responded to a number of member queries.

* **Chief Executive arrived at the meeting at 7.11 pm.**

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

to recommend that accounts to the value of £574,255.58 from the Revenue Account and £48,005.57 from the Capital Account for Period 2, 2010/11 be approved for payment.

386.3 BUSINESS PLANS 2010/11

The following Business Plans have been drawn up for the period 1st April 2010 to 31st March 2011 –

- (i) Finance
- (ii) ICT
- (iii) Human Resources

The Plans (attached as Appendix 1) detail the work to be undertaken during 2010/11 within the budgets set by Council.

IT IS RECOMMENDED that the Council endorse the 3 Business Plans for 2010/11

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

to recommend that Council endorse the (i) Finance, (ii) ICT and (iii) Human Resources Business Plans for 2010/11 attached as Appendix 1.

386.4 TRAVELLING AND SUBSISTENCE ALLOWANCE

The Department of the Environment (DOE), following consultation with the Northern Ireland Joint Council for Local Government Services, has revised the levels of travelling allowance payable to members of district councils, where expenditure has necessarily been incurred in the performance of an approved duty. The Department has, therefore, determined maximum rates of travelling allowance for Councillors, effective from 1 April 2010 (attached as Appendix 2).

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

to recommend that Council approve the Travelling and Subsistence maximum allowances rates effective from 1 April 2010, attached as Appendix 2.

- * Head of Corporate and Development Services arrived at the meeting at 7.52pm.
- * Director of Central & Leisure Services left the meeting at 7.52pm.

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386.5 CONFERENCES

An application has been received from Councillor Robinson to attend a one day conference to discuss the challenges facing public services across Northern Ireland in the current economic recession, organized by The Institute of Revenues, Rating & Valuation in NI and the Chief Executive's Forum. The event is to be held in Belfast City Hall on Thursday 3rd June. Fee: £39.99.

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

to recommend that Council approve Councillor Robinson's attendance to The Institute of Revenues, Rating & Valuation in NI and the Chief Executive's Forum to be held in Belfast City Hall on Thursday 3rd June at a cost of £39.99, to be taken from the Conferences budget.

- * Alderman Connolly left the meeting at 7.54pm.

386.6 COMMUNITY SAFETY & DPP – JOINT WORKING

Chief Executive reminded members to give further consideration to the report on proposals for removing structural barriers to joint working between the District Policing Partnership (DPP) and the Community Safety Partnership (CSP), which was referred back to Committee by Council at its meeting No. 919 on 10th May 2010.

Committee recommended, at its meeting on 26th April 2010, *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.*

For members' convenience a copy of the Chief Executive's report to committee was circulated.

It was **AGREED:**

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, consultation to include views of the DPP and CSP.

386.7 BUSINESS PLAN – CORPORATE SERVICES 2010/11

Members received the Business Management Business Plan for 2010/11, covering the work of Council's Corporate Services (attached as Appendix 3).

IT IS RECOMMENDED that the Business Management Business Plan for 2010/11 be approved.

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

to recommend that Council endorse the Business Management Business Plan for 2010/11, attached as Appendix 3.

386.8 SOMME REMEMBRANCE PARADE & SERVICE AT KNOCKAGH WAR MEMORIAL

Knockagh War Memorial Joint Committee invite Council to attend the annual Somme Remembrance Parade & Service at Knockagh War Memorial on Sunday 27th June – parade from War Memorial at 10.40 a.m. followed by Service at 11.00 a.m., with refreshments afterwards at Carrickfergus Museum & Civic Centre.

It was **AGREED:**

to recommend that Council accept the invitation from the Knockagh War Memorial Joint Committee to the above mentioned event on 27th June 2010.

Members should inform the Office of the Chief Executive if they wish to attend and to robe.

386.9 LOCAL GOVERNMENT (FINANCE) BILL

The Environment Committee of the NI Assembly has commenced committee stage of the Local Government (Finance) Bill. Views are invited by 18th June 2010.

The Bill makes provision for the financial affairs of district councils, to make provision relating to grants to district councils and for payments to councillors and other payments by district councils. A copy of the explanatory and financial memorandum relating to the bill was circulated.

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

to recommend that Council defer any decision on the Local Government (Finance) Bill until Council meeting.

**386.10 LOCAL GOVERNMENT STAFF COMMISSION
CORPORATE PLAN 2010/11 – 2012/13 AND BUSINESS PLAN 2010/11**

A copy of the Commission's Corporate Plan for the next three years, which is updated annually and forms the basis of the Commission's annual Business Plan for the year ahead was tabled.

386.11 NATIONAL ASSOCIATION OF COUNCILLORS NI REGION (Minute Ref 385.7)

Councillor Finlay sought clarification on the above item which he believed had been deferred. The Chief Executive confirmed that the item, at its Council meeting (CM919) on 10th May 2010, was referred to the next meeting of committee and a report would be presented when clarification sought was available.

386.12 NILGA ANNUAL PLAN AND COUNCIL ENGAGEMENT (Minute Ref 385.10)

Alderman Simpson queried whether NILGA would be in attendance at a future committee meeting. Councillor Robinson assured Alderman Simpson that NILGA attend a future date to be present on the above matter.

386.13 NILGA URBAN REGENERATION & COMMUNITY DEVELOPMENT POLICY FRAMEWORK SEMINAR

Chief Executive invited 3 nominations, additional to NILGA Representatives, to the NILGA Urban Regeneration & Community Development Policy Framework Seminar to be held on Friday 28th May 2010 at Strule Arts Centre, Omagh from 11.00am-1.00pm.

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

to recommend that approval be granted under the Conference budget for Councillor McCamphill and 2 other members to attend the NILGA Urban Regeneration & Community Development Policy Framework Seminar, to be held on Friday 28th May 2010, at Strule Arts Centre, Omagh from 11.00am-1.00pm.

Additional Councillors should forward their intentions to attend to the Office of the Chief Executive and the two remaining positions be filled on a first come first served basis.

- * **Committee Clerk left the meeting at 8.30pm.**
- * **This being all the business the meeting closed at 8.55pm.**

Appendix 1: Central Services Business Plans 2010/11: (i) Finance (ii) ICT and (iii) Human Resources

Appendix 2: DOE Travelling and Subsistence rates effective from 1 April 2010

Appendix 3: Corporate Services Business Management Business Plan 2010/11.

Appendix 1: Central Services Business Plans 2010/11:
 (i) Finance (ii) ICT and (iii) Human Resources
Finance Business Plan 2010/2011

<u>Vision</u>	To provide accurate, relevant, timely financial information and ensuring the timely and accurate payment of staff, councillors and creditors enabling effective management
Business Development	Continual updating of relevant standards, guidelines, legislation, best practice Reports provided by deadlines All returns completed on time Implement and update internal financial controls Accurate payment of wages and salaries Ensure accurate payment of creditors within 30 days Recover all outstanding debt Maximise return from investments Replacement of clock cards with electronic system (in conjunction with IT) – JDLC and Knock Road Implementation of IFRS

Appendix 1: Central Services Business Plans 2010/11:
 (i) Finance (ii) ICT and (iii) Human Resources

Staff	4 full-time and 2 part-time 2010/2011 Budget £279,197 Attend courses/seminars as and when required to keep up to date with latest standards/practice Train staff in latest standards/legislation
External Liaison	Maintain membership of Local Government Finance Officers Group Maintain membership of Local Government Benchmarking Group Regular communication with external Auditor CIPFA guidance
Resource Management	Work within budgetary limits Accurate completion of statutory returns
External Standards	Compliance with GAAP Meet external deadlines Implementation of new accounting guidelines
Results	Continual updating of relevant standards, guidelines, legislation, best practice – ongoing Reports provided by deadlines - ongoing All returns completed on time - ongoing Implement and update internal financial controls - ongoing Accurate payment of wages and salaries - ongoing Ensure accurate payment of creditors within 30 days - ongoing Recover all outstanding debt - ongoing Maximise return from investments – ongoing Single status back pay completed Sept 2009

Appendix 1: Central Services Business Plans 2010/11:
 (i) Finance (ii) ICT and (iii) Human Resources
ICT Business Plan 2010/2011

<u>Vision</u>	To provide and maintain ICT systems using the latest technology to a minimum of 99% availability
Business Development	<p>Ensure all available upgrades applied within 30 days of availability</p> <p>Respond to IT fault reports within 2 hrs</p> <p>Maintain 99% availability of central IT systems</p> <p>Disposal of obsolete equipment under WEEE regulations</p> <p>Timeware roll out to additional sites</p> <p>MS Office upgrade to latest version</p> <p>Implementation of Net Consent software</p> <p>Co-operation with Cluster grouping</p> <p>Development of Business Continuity Plan</p> <p>Installation of UPS systems in Server Room</p> <p>Upgrade of JDLC hardware – server and pc's</p>

Appendix 1: Central Services Business Plans 2010/11:
 (i) Finance (ii) ICT and (iii) Human Resources

Staff	1 part-time 1 full-time 2010/2011 Budget £62,998 Attend courses/seminars as and when required to keep up to date with latest technology Train full-time employee in Server 2008 management Exchange training
External Liaison	Maintain membership of Local Government IT Officers Group
Resource Management	Maintain and develop ICT systems within budgetary limits.
External Standards	Systems developed in conjunction with current best practice and utilising latest technology
Results	Ensure all available upgrades applied within 30 days of availability - ongoing Respond to IT fault reports within 2 hrs - ongoing Maintain 99% availability of central IT systems - ongoing Disposal of obsolete equipment under WEEE regulations - ongoing MS Office 2007 upgrades March 2010

Appendix 1: Central Services Business Plans 2010/11:
 (i) Finance (ii) ICT and (iii) Human Resources

BALLYMONEY BOROUGH COUNCIL

HUMAN RESOURCES – BUSINESS PLAN 2010-2011

<p>Purpose of Service</p>	<ul style="list-style-type: none"> • To provide effective professional leadership on human resource and equality matters and to ensure the provision to the authority of strategic, corporate and operational advice on human resource issues; • To lead on the development of policy, setting of standards and the promotion of best practice in all areas of human resource management; • To support the mainstreaming of equality and diversity throughout the Council's services; • To ensure that the Council's HR practices fully support and complement its aims and objectives, meet legal requirements and meet best practice; • To maintain and develop employee and industrial relations. <p style="text-align: center;"><i>The department aims to provide an excellent service to all with whom it has contact.</i></p>
<p>Service Priorities</p>	<ul style="list-style-type: none"> • To complete formal appeals for Job Evaluation under Single Status. • To complete our Equality Impact Assessment Timetable and put mechanisms in place to ensure the screening of all new/revised policies. • To continue training and development initiatives which will effectively prepare staff for the challenges of RPA within current budget constraints. • To develop effective leadership at all levels that will help to motivate staff, assist them to realise their potential and raise standards and performance throughout the organisation. • To ensure that Equality and Diversity are effectively mainstreamed across the Council and informs the decision-making process. • To complete in-house training on the Council's Attendance Improvement Programme, continuing to monitor compliance of the policy. • To implement the Disability & Gender Action Plans and develop a comprehensive work-life balance policy to meet changing needs. • To develop a Well-being Policy which incorporates initiatives which create a healthy working environment and maximise attendance and effectiveness at work. • To continue working with HR Cluster Group to develop policies and measures which will ease the transition to the new super council.

Appendix 1: Central Services Business Plans 2010/11:

(i) Finance (ii) ICT and (iii) Human Resources

	<ul style="list-style-type: none"> • Continue to maximise the use of IT to improve service delivery. • Continue to monitor the operation of the Contract on the provision of agency staff. • To complete Refresher Recruitment & Selection Training for all panel members
Staffing	<ul style="list-style-type: none"> • 2 full-time and 1 part-time • continue to develop staff in terms of relevant HR competencies, good practice/standards and changes in/introduction of new legislation.
Key Partners	<ul style="list-style-type: none"> • Council members and officers • Local Government Staff Commission • Employers Organisation • Northern Ireland Joint Council • Recognised Trade Unions (GMB, T&G, Unite, NIPSA) • People & Performance Management Association • Chartered Institute of Personnel & Development • Training Providers • Occupational Health (Occupational Health Unit, Cullybackey Health Centre)
Resource Management	<ul style="list-style-type: none"> • Work within budget limits – Budget £108,154 • Accurate completion of statutory returns
Results	<ul style="list-style-type: none"> • Formal Appeals for Job Evaluation completed by December 2010 • Completion of EQUIA timetable – ongoing • Deliver initiatives under the Disability and Gender Action Plans – on-going • Continued updating/reviewing of policy and policy development in line with changes in/new legislation -ongoing • Reports/statutory returns completed within deadlines – on-going • Corporate Training Programme based on Needs Analysis implemented – on-going • Childcare Voucher Scheme assessed and decision reached by September 2010 • Implementation of new Discipline/Grievance Procedure by September 2010 • Health and well being programme established by September 2010 • Implementation of HSE Management Standards on Stress by March 2011 • Development of Work-life Balance Policy by December 2010 • Completion of training on Refresher Recruitment and Selection by March 2011

Appendix 2: DOE Travelling Allowance



Circular LG 02 10
Travelling Allowances

OFFICE OF THE CHIEF EXECUTIVE BUSINESS MANAGEMENT BUSINESS PLAN 2010/11

SECTION 1 – INTRODUCTION

1.1 Links to Corporate Plan

The Council's mission and values and principles have been developed to guide our department and the services we provide. The Council's mission is:

“To serve all our people and improve their quality of life.”

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

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

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

**SECTION 2 – SERVICES PROVIDED
BUSINESS MANAGEMENT BUSINESS PLAN
2010-2011**

STRATEGIC AIM	Provide an efficient, effective, economic and accountable business management service to the corporate body.
COUNCIL/COMMITTEE SUPPORT SERVICES	<ul style="list-style-type: none"> • Service Council & Standing Committee meetings • Implement Council and OCE Committee decisions • review committee structure to align with organizational structure
CORPORATE MANAGEMENT	<ul style="list-style-type: none"> • support Chief Executive and Corporate Management Team • communication, liaison and reporting on corporate management programme of work
MEMBER SERVICES	<ul style="list-style-type: none"> • deliver, monitor and review member training/briefing programme and support services in accordance with members services plan • increase electronic communications & recycling
MARKETING AND PR	<ul style="list-style-type: none"> • raise profile of Council and awareness of services through positive PR & communications • support Mayor's Office activities • monitor compliance of corporate identity/branding to all media • deliver corporate/civic and ceremonial events • deliver civic international relations programmes with twin towns
COMMUNICATIONS	<ul style="list-style-type: none"> • Develop & deliver internal & external communications plan • Develop & review website and improve access & on-line services • Undertake consultation with citizens/service users • Publish citizen information leaflets, promote comments scheme and publish results • Develop, Publish and communicate corporate plan and performance report • Deliver team briefings monthly & staff

Appendix 3: OCE Business Management Business Plan 2010/11

	briefings on key issues
RECORDS MANAGEMENT	<ul style="list-style-type: none"> • Monitor and Review organizational file plan and develop retention and disposal schedule and ensure legislative obligations are complied with • Provide advice and guidance to service units • Review financial and management information systems
FREEDOM OF INFORMATION (FOI)	<ul style="list-style-type: none"> • Monitor and review publication scheme • Co-ordinate FOI/DP activity and produce guidance and annual report
INTERNAL AUDIT	<ul style="list-style-type: none"> • Manage Internal Audit Service and co-ordinate and monitor delivery of Annual Audit Plan • Service and support Audit Committee activity as set out in its terms of reference • Co-ordinate development and review of Risk Management Process
IMPROVE LOCAL POLICING	<ul style="list-style-type: none"> • Work in partnership to improve local policing, as detailed in the strategic and operational plan and local policing plan.
CIVIC LEADERSHIP & REPRESENTATION	<ul style="list-style-type: none"> • Lobby on issues affecting the Borough and its citizens: opposition to lignite development, upgrading of A26 to dual carriageway standard, gas pipeline installation, railway network improvements, area plan, housing growth indicators
BUSINESS CONTINUITY MANAGEMENT	<ul style="list-style-type: none"> • Review all business areas and prepare and implement a Business Continuity Management Plan in accordance with the principles of BS25999
PARTNERSHIP WORKING	<ul style="list-style-type: none"> • Ballymoney Borough Twinning Association • District Policing Partnership
RESOURCE INPUT / MANAGEMENT	<ul style="list-style-type: none"> • Employees x 11 • Recruit work placement/trainee • Manage delivery of programmes/services within overall cost limits and agreed timescale
EXTERNAL LIAISON	Ratepayers, government agencies, MP, MLAs, community groups, local authorities, other

Appendix 3: OCE Business Management Business Plan 2010/11

	departments, media, NILGA, Membership of NILGA EU Forum, Local Government Marketing Group. RPA working Group.
EXTERNAL STANDARDS	Everything done in line legislative requirements and established good practice.