

BALLYMONEY BOROUGH COUNCIL
Corporate & Central Services Meeting

Table of Contents

CORPORATE SERVICES

393.1	Presentation – Electoral Office for NI	<i>Received.</i>
393.2	Minutes of Meeting No 392 – 24 th January 2011	<i>Approved.</i>
393.3	Improvement Collaboration and Efficiency (ICE) Programme - Consultation	<i>Workshop to be held.</i>
393.4	Local Government Reform Policy Proposals	<i>Responses sought by 11 March.</i>
393.5	Elected Member Development Charter	<i>Enroll, fund £200 from Member Training Budget.</i>
393.6	Tackling Inequalities and Promoting Wellbeing – A Guide for Politicians	<i>Note.</i>
393.7	Committee timetable – proposed Council and Committee timetable prior to Election Day	<i>Approved.</i>
393.8	Council Annual Meeting Date	<i>Agreed.</i>
393.9	Local Government Pay 2011	<i>Note.</i>
393.10	Contribution – North Antrim Agricultural Association	<i>Grant £1,200.</i>
393.11	William Keown Trust – Personal Achievement Awards	<i>Note.</i>
393.12	International links – Vanves	<i>Decline invitation.</i>
393.13	Communication – Land and Property Services	<i>Invite to June committee meeting.</i>
393.14	Local Election – Polling Station Scheme	<i>Note.</i>
393.15	Civic Events 15.1 Queen's 60 th Anniversary 15.2 European Year of the Volunteer 2011	<i>Collaborate. Support.</i>

393.16	Robert Dunlop Sculpture Fund	<i>Note.</i>
393.17	Shadow Council – Compass Advocacy Network	<i>Deferred.</i>
393.18	NILGA – Annual Plan, Subscriptions & Council Engagement 19.1 Annual Plan 19.2 Subscriptions	<i>Note.</i>
393.19	Annual Report on Public Bodies and Public Appointments 2009/10	<i>Note.</i>
393.20	Cluster Collaboration	<i>Support.</i>

CENTRAL SERVICES

393.21	Accounts for Payment	<i>Approve £715,808.59 from revenue Account and £34,203.68 from Capital Account for Period 11 2010/11.</i>
393.22	Annual Tenders for Goods and Services 2011/12	<i>Approved</i>
393.23	Rates Estimates 2011/12	<i>Issued to members</i>
393.24	District Rates 2011/12	<i>Information</i>

BALLYMONEY BOROUGH COUNCIL

Minutes of Corporate & Central Services Committee Meeting No 393 held in the McKinley Room, Riada House, on Monday 28th February 2011 at 6.30pm.

IN THE CHAIR: Alderman J Simpson

PRESENT: **Aldermen**
F Campbell
H Connolly

Councillors
A Cavlan
J Finlay
R Halliday
B Kennedy, Mayor
M McCamphill
C McLaughlin
E Robinson
I Stevenson

IN ATTENDANCE: Chief Executive [Items 1-20]
Director of Central & Leisure Services [Items 21-24]
Head of Corporate Services [Items 1-20]
Committee Clerk

Rae Kirk, Electoral Office for NI [Item 1]
Mandy Hasson, Electoral Office for NI [Item 1]
Steven McMaw, Transition Project Manager, Causeway Coast and Glens Cluster [Item 20]

APOLOGIES: **Councillors**
P McGuigan
T McKeown
A Patterson
M Storey, MLA

393.1 PRESENTATION – ELECTORAL OFFICE NI

The Chair welcomed Rae Kirk and Mandy Hasson from the Electoral Office for N Ireland and invited them to make their presentation. Rae Kirk thanked members for giving her the opportunity to present and referred to a Powerpoint Presentation, attached as Appendix A.

- * **Councillor McCamphill arrived at the meeting at 6.34pm**
- * **Councillor Stevenson arrived at the meeting at 6.34pm.**

Members sought clarification on several points of interest including; the deadline for applying for an Electoral Identity Card for the elections and referendum on 5 May 2011, acceptable forms of photographic identification, the length of time an ID card is valid for, the closing date for Absent votes, whether Nursing Homes register residents automatically, Postal and Proxy voting, polling station scheme.

Rae Kirk welcomed callers to visit their Ballymena Area Office to seek further help and advised of local up and coming Press Campaigns.

The Chair thanked the representatives before leaving.

* **Rae Kirk and Mandy Hasson left the meeting at 6.58pm.**

393.2 MINUTES OF MEETING NO 393 – 24TH JANUARY 2011

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

to recommend to Council that the Minutes of Meeting No CRCS 393 – 24th January 2011, as circulated, be approved.

CORPORATE SERVICES

393.3 IMPROVEMENT COLLABORATION AND EFFICIENCY (ICE) PROGRAMME – CONSULTATION

NILGA have forwarded consultation papers on the Local Government Improvement Collaboration and Efficiency (ICE) programme.

1. The “Case for Change” consultation paper (copy of executive summary circulated)
2. Operational arrangements for Regional Governance Group and options for officer support – consultation paper, circulated

Views on both documents are invited by 8th March.

A Council Workshop be will held on Tuesday 1st March, 10.00 am – 12 noon to consider Council’s response to the consultation questions (notice of the workshop, including copy of the questions has been issued). The workshop report will be presented to Council at its meeting on 7th March for adoption.

* **Councillor Kennedy left the meeting at 7.21 during consideration of the above item.**

* **Councillor Finlay left the meeting at 7.31 during consideration of the above item.**

393.4 LOCAL GOVERNMENT REFORM POLICY PROPOSALS

A public consultation on policy proposals to reorganize local government, once a date is agreed by the NI Executive to implement the 11 Council model, has been issued by the Environment Minister. A copy of the consultation document has been circulated to councillors with memo dated 7th February 2011.

NILGA held a briefing session on the proposals on Tuesday 22nd February in Limavady.

The purpose of the consultation is to seek views on proposals aimed at modernizing and strengthening local democracy.

The paper sets out a wide range of measures on the future shape of local government and includes proposals for the introduction of:

- A new governance framework to provide for efficient, fair and transparent decision-making across local government;
- A new ethical standards regime and mandatory Code of Conduct to ensure the highest standards of behavior are maintained;
- A new community planning process together with a power of well-being;
- A new regime to support improvement in how councils deliver services to their ratepayers; and
- A Partnership Panel to formalize the relationship between the Executive and district councils and provide a forum for the collective consideration of strategic issues.

Responses are sought by Friday 11th March.

The Change Manager Officers have prepared a report and recommendation (circulated) which members are invited to consider. Members discussed and agreed responses to Questions 1-23 and deferred the remaining questions for consideration at the ICE Workshop on 1st March.

393.5 ELECTED MEMBER DEVELOPMENT CHARTER

An issue that secured virtual universal support through the whole of the policy development process for the Review of Public Administration was the need to build capacity in the sector.

Whilst the RPA remains in a state of limbo to some extent, the issues around building capacity remain. NILGA is taking the lead role in building elected member capacity, while the Local Government Training Group is leading on employee learning and development.

One of the key components of elected member capacity building is the introduction of an elected member development charter in Northern Ireland. Information on the Charter was circulated.

NILGA will be commencing the introduction of the Charter by working with up to four councils as pathfinders on its introduction. Councils (or clusters of councils) were invited to make submissions to be included in the pathfinder councils project. NILGA will meet the majority of the costs of support for the pathfinder councils, leaving only £750 (plus VAT) for councils to fund themselves.

Given timelines for submission of bid applications for the pathfinder initiative a bid has been submitted on a cluster basis. **IT IS RECOMMENDED** that Council enrol as part of the cluster and fund cost of £200 from member training budget.

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

to recommend that Council enrol, as part of the cluster, onto the Northern Ireland Elected Member Development Charter and fund the cost of £200 from member training budget.

393.6 TACKLING INEQUALITIES AND PROMOTING WELLBEING – A GUIDE FOR POLITICIANS

NILGA are supporting the development of a publication “Tackling Inequalities and Promoting Wellbeing – A Guide for Politicians” which is being written by Belfast Healthy Cities in partnership with a range of public/ voluntary sector organisations and a number of elected members from NILGA health committee (see attached list of working group members). This documents aims to demonstrate how local government makes a significant contribution to health and wellbeing. It also aims to outline directions for action that can assist councillors take a lead role in creating healthy, sustainable communities. Evidence and directions for action are outlined within the document under the following key areas of work:

- Parks and leisure
- Community services
- Land use planning and development
- Health and environmental services
- Waste management and street cleansing
- Licensing
- Corporate responsibility
- Representing communities (e.g. taking into account the role of councillors as Board members within a range of public sector bodies)

A few short quotes from councillors highlighting either your views on the importance of action to address inequalities or an example of an issue/inequality which the population you represent seeks advice/help with will be included.

393.7 COMMITTEE TIMETABLE – PROPOSED COUNCIL AND COMMITTEE TIMETABLE PRIOR TO ELECTION DAY

Proposals for Council and committee meetings prior to Election Day (May 5th 2011) were circulated at the meeting.

The April committee minutes will be considered at Consultation Committee

The Corporate & Central Services Committee meeting is cancelled due to proximity to Election Day as is the Council meeting on 3rd May for the same reason. The revised meeting timetable arrangements are commended to committee and approval is sought to delegate authority for April accounts.

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

to recommend to Council that the revised meeting timetable arrangements, as set out in Appendix B, are approved.

393.8 COUNCIL ANNUAL MEETING DATE

Standing Orders directs that in election year, which is the case in 2011, “the Annual Meeting of council shall be held within the twenty-one days immediately following the Election Day at 7.30pm or at such time as the council may fix, at the offices of the council.”

Election Day is May 5th so the last date for the Annual Meeting is 26th May 2011.

It was AGREED that the Annual Meeting be held on Wednesday May 18th at 7.00pm in the Council Chamber.

393.9 LOCAL GOVERNMENT PAY 2011

The National Joint Council Employers side have communicated to the Trade Unions that they will not be in a position to make any pay offer for 2011/12. This decision follows consultation briefings held in the nine English regions, Wales and Northern Ireland during December, an options paper having been circulated in advance. The vast majority of councils favoured the option not to make an offer.

393.10 CONTRIBUTION - NORTH ANTRIM AGRICULTURAL ASSOCIATION

The Association has made application for a contribution towards the annual show on 3rd/4th June. Each year the show attracts a large turnout of visitors from across the Province for its varied programme of events and exhibits.

An invitation is also extended to the Show and Press Launch at Leslie Hill Farm on Monday 18th April at 7.30 pm. Members are invited to register their interest in attending with the Office of the Chief Executive.

IT IS RECOMMENDED that Council contribute £1,200 in respect of the running costs of the show and sponsorship, ‘*Champion and Reserve in Horse and Pony Classes*’, as provided for in the budget.

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

to recommend that Council contribute £1,200 in respect of the running costs of the North Antrim Agricultural Show and sponsorship, ‘Champion and Reserve in Horse and Pony Classes’, as provided for in the budget.

393.11 WILLIAM KEOWN TRUST – PERSONAL ACHIEVEMENT AWARDS

The Trust, which highlights the achievements and promotes the dignity of people with disabilities, has forwarded nomination forms for their Personal Achievement Awards, now in their 13th year. The closing date for nominations is 25th March. Details and nomination forms are available from the Office of the Chief Executive.

393.12 INTERNATIONAL LINKS – VANVES

An invitation to the Mayor has been received from the Mayor of Vanves for an official delegation to visit on the occasion of the visit, being organised by the Twinning Association, of a local soccer team, 20th – 23rd May, to participate in the soccer tournament “Lemel” with teams coming from the region lie-de-France.

A visit to Ballymoney by 19 children from the Saint-Exupery High School, hosted by the Twinning Association, will take place 3rd – 7th May.

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

to recommend that Council write to the Mayor of Vanves, thanking him for his kind invitation, however, on this occasion Council is unable to attend due to other local election timetable and would be happy to visit at a time later in the year.

393.13 COMMUNICATION – LAND AND PROPERTY SERVICES

* **Alderman Connolly left the meeting at 8.13pm.**

Council has provided input for the new Guide to Rates booklet 2011 produced by Land & Property Services (LPS). We are also discussing with

LPS how we can improve the communication of important messages to ratepayers. LPS are currently working on a marketing campaign based on rate collection which will roll out in April alongside the 2011 rate bills, an important issue that impacts directly on every council and it is hoped that working together we will achieve the best result possible.

Throughout the year there will be other important messages for ratepayers and we will be exploring what channels would be available to maximise the impact of LPS messages.

Members expressed their desire to invite representatives of LPS to make a presentation to them.

The Chief Executive advised members that the new Chief Executive of LPS has set up a series of meetings with Chief Executives of Local Councils and it may be a good opportunity to invite them immediately after elections.

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

to recommend that Council invite representatives of Land and Property Services to present to committee at its June committee meeting.

* **Alderman Connolly returned to the meeting at 8.15pm.**

393.14 LOCAL ELECTION – POLLING STATION SCHEME

The local government polling station scheme will be available on the Electoral Office website www.eoni.gov.uk from 1st March.

393.15 CIVIC EVENTS

The civic events included in the 2011/12 rate estimates have been tabled at a previous meeting. The following new initiatives are tabled for members' consideration and advice is sought.

15.1 Queen's 60th Anniversary

The Lord Lieutenant for Co. Antrim has written to all councils in Co. Antrim to ascertain if they would wish to collaborate in a joint celebration of next year's 60th anniversary of Her Majesty's accession to the throne. The Lord Lieutenant plans to convene a preliminary meeting of Chief Executives of interested councils in early March.

Committee is invited to indicate, in principle, if it would wish to participate in a collaborative celebration for Co. Antrim.

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

to recommend that Council agree in principle to collaborate in a joint celebration of next year's 60th anniversary of Her Majesty's accession to the throne.

15.2 European Year of the Volunteer 2011

The year 2011 has been designated as the European Year of the Volunteer. The aims are:

1. To create an enabling environment for volunteering.
2. To empower organisers of voluntary activities to improve the quality of those activities.
3. To give recognition to volunteering activities.
4. To raise awareness of the value and importance of volunteering.

The organisation Volunteer Now has indicated that it would like to support organisations and volunteers to make the most of the year. It invites Council to host an information event to promote the year in our Borough by encouraging local groups to take part, by hosting a reception for local volunteers or other event to mark volunteer's week (1st – 7th June)

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

to recommend that Council support the European Year of the Volunteer 2011 by hosting an information event to promote the year in our Borough and encouraging local groups to take part, to mark volunteer's week, which will take place 1-7 June.

393.16 ROBERT DUNLOP SCULPTURE FUND

The sculpture has now been signed off and is scheduled to be installed in the memorial garden on Friday 25th March. The event to mark the installation of the sculpture is being organised by the Robert Dunlop Sculpture Fund with some support from Council, co-ordinated by the Office of the Chief Executive.

The draft agreement between Council and the Sculpture Fund has been settled and has been passed to Council's Solicitors to review and execute.

393.17 SHADOW COUNCIL – COMPASS ADVOCACY NETWORK

Moyle District Council has written to commend the work of Compass Advocacy Network in establishing a Shadow Council in Moyle, Ballymoney and Coleraine. A recent Shadow Council meeting hosted by Moyle Council, was a resounding success and Moyle Council recommends that the group be afforded Council's support if requested.

A discussion ensued among members.

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

to defer the item to the next committee meeting.

393.18 NILGA – ANNUAL PLAN, SUBSCRIPTIONS & COUNCIL ENGAGEMENT

18.1 Annual Plan

NILGA is committed in its Framework of Engagement to consult annually on its business plan and subscription fees for the year ahead.

The draft business plan, prepared by the NILGA Executive and approved by the full members meeting was circulated. This includes a revised staffing structure.

18.2 Subscriptions

A review of the organisation's priorities was conducted by a sub-committee made up of representatives from each political party, NILGA Officers and Chief Executives from Councils. Following this review and taking into account the current economic climate, the decision was taken at the NILGA Executive Meeting on 14th January 2011 that there would be no annual increase in subscription fees to Councils for the year 2011-12. Subscriptions are based on the most recent EPP for General Grant figures made available by DOE. The 2011/12 annual subscription charge for Ballymoney has been calculated at £4,737 (excluding VAT).

393.19 ANNUAL REPORT ON PUBLIC BODIES AND PUBLIC APPOINTMENTS 2009-10

The Central Appoints Unit, of the Office of the First Minister and deputy First Minister, has published the annual report on public bodies and public appointments for the year ending 31 March 2010. This is the first time that information on public bodies and public appointments has been detailed in the same document and provides a more joined up view of the position for readers. The annual report is available at www.ofmdfmi.gov.uk/public-appointments or on request from the Office of the Chief Executive.

- * **Mr Stephen McMaw, Change Manager, Causeway Council Cluster, arrived at the meeting at 8.25pm.**
- * **Director of Central and Leisure Services arrived at the meeting at 8.25pm but did not partake in discussions.**

393.20 CLUSTER COLLABORATION

Mr Stephen McMaw, Change Manager, Causeway Council Cluster, attended to present our local cluster collaboration proposals.

The Chair welcomed Mr Stephen McMaw to the meeting and invited him to present to committee, he presented using a Powerpoint Presentation, attached as Appendix C and invited questions from members.

- * **Councillor Cavlan left the meeting at 8.31pm and returned to the meeting at 8.34pm during consideration of the above matter.**
- * **Councillor McLaughlin left the meeting at 8.39pm and rejoined the meeting at 8.44pm during consideration of the above matter.**

Councillor Robinson queried the funding for the Change Manager's position which, she understood was due to cease at the end of March. The Chief Executive said he understood that the issue of how the position would be supported has not been resolved. A proposal is due to come to Council in due course. The Chief Executive also advised members that the allocation of cost savings among the 4 Councils also needed to be resolved so that there are proportionate savings.

Alderman Campbell commented on the issue of current tenders which Council are advertising at present, that these would be legally bound for the forthcoming year at least and queried how the Change Manager could foresee savings in this area. Mr McMaw replied that he could foresee savings as different issues would be targeted first, in terms of in-house Corporate Planning, advertising, energy management ie: reducing consumption, fuel savings. While in 'Year 2' he could envisage opportunities for procurement savings.

Members also identified the need for transferring functions to have budget transferred so that there would be no additional impact on local rates.

Councillor Cavlan stated that she was happy to support collaborative working.

Councillor Stevenson thanked Mr McMaw for the work he has done to date and expressed his appreciation.

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

to recommend that Council agree in principle to support the Causeway Coast and Glens Cluster Collaborative working.

The Chief Executive advised that a report on resource to support collaborative working will be brought before Council at a later date.

Councillor Robinson abstained.

- * **Chief Executive left the meeting at 9.04pm.**
- * **Head of Corporate and Development Services left the meeting at 9.04pm.**
- * **Mr Stephen McMaw, Change Manager, Causeway Council Cluster left the meeting at 9.04pm.**
- * **Director of Central and Leisure Services took the top table at 9.04pm.**

- * **Councillor Robinson left the meeting at 9.05pm.**
- * **Councillor Cavlan left the meeting at 9.05pm.**

CENTRAL SERVICES

393.21 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 11, 2010/11 drawn on the Councils Capital & Revenue Bank Accounts were considered.

- * **Councillor Robinson rejoined the meeting at 9.09pm during consideration of this matter.**
- * **Councillor Cavlan rejoined the meeting at 9.15pm during consideration of the above matter.**
- * **Councillor McLaughlin left the meeting at 9.15pm and returned to the meeting at 9.18pm during consideration of the above matter.**
- * **Councillor Robinson left the meeting at 9.21pm.**

IT IS RECOMMENDED that payment is made.

The Director responded to a number of member queries.

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

to recommend to Council that accounts to the value of £715,808.59 from the Revenue Account and £34,203.68 from the Capital Account for Period 11, 2010/11 be approved for payment.

393.22 ANNUAL TENDERS FOR GOODS & SERVICES 2011/12

Following public advertisement for tenders for a range of Goods & Services for the financial year 2011/12, 50 tenders were received. These were opened by the Chairman of Committee and Head of Finance & IT.

The tenders have been evaluated and a schedule of recommended suppliers for the various Goods & Services for the financial year 2011/12 was circulated (Appendix D).

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

to recommend that Council approve the annual tenders for Goods and Services 2011/12 attached as Appendix D.

393.23 RATES ESTIMATES 2011/12

A full copy of the Rates Estimates 2011/12 book has been issued to all members. This book details all the approved budgets per Service for the financial year 2011/12. Also issued to members is a schedule of approved Capital Projects for 2011/12.

393.24 DISTRICT RATES 2011/12

A table of the District Rates (both Non Domestic & Domestic) set by all 26 Councils for the financial year 2011/12 was circulated. The Director drew members attention to the fact that Ballymoney had moved down a place to 14th place out of the 26 District Councils.

This being all the business the meeting closed at 9.45pm.

Appendix A: Electoral Office for N Ireland presentation slides.








Appendix B: Council & Committee meetings prior to Election Day (May 5, 2011)

Appendix C: Causeway Coast and Glens Cluster Collaboration presentation slides.

Appendix D: Annual tenders for Goods and Services 2011/2012.

Appendix A

Electoral Office for N Ireland presentation slides.

<p>Electoral Office for Northern Ireland</p> <p>RAE KIRK</p>	<p>CONTINUOUS REGISTRATION</p> <p>ELECTORAL IDENTITY CARD</p> <p>ABSENT VOTES</p>	<p>CONTINUOUS REGISTRATION</p> <ul style="list-style-type: none"> NO ANNUAL CANVASS – SCHOOLS INITIATIVE, BUSINESS SERVICE ORGANISATION, MARRIAGE DATA, REGISTRAR LISTS, DEPARTMENT OF WORK AND PENSIONS CAN APPLY ANY TIME DEADLINE EVERY 4 WEEKS ADDENDUMS
<p>THE BENEFITS OF REGISTRATION</p> <ul style="list-style-type: none"> SECURE THE RIGHT TO VOTE GET FREE PHOTOGRAPHIC ID INCREASE CREDIT-RATING helps to open a bank account applying for a loan / mortgage 		
<p>ID DOCUMENTS</p> 	<p>ELECTORAL IDENTITY CARD</p> 	<p>THE ELECTORAL IDENTITY CARD</p> <ul style="list-style-type: none"> FREE OF CHARGE WIDELY RECOGNISED FOR TRAVEL (check with Airline) PROOF OF AGE USE ON POLLING DAY
<p>ABSENT VOTES</p> <ul style="list-style-type: none"> PERMANENT TEMPORARY 	<p>ABSENT VOTES</p> 	<p>Elections 5 May 2011</p> <p>Council & Assembly Referendum</p> 
<p>CONTACT DETAILS</p> <p>OFFICE ADDRESS 122 BROUGHSHANE STREET BALLYMENA BT43 6EE</p> <p>OFFICE TELEPHONE 028 9044 6600 HELPLINE 028 9044 6688 TEXT PHONE 028 9044 6698 FREE PHONE 0800 432 0712</p>	<p>Any Questions?</p> 	

Appendix B

Proposed Council & Committee meetings prior to Election Day (May 5, 2011)

Monday	Tuesday	Wednesday	Thursday	Friday
4 APRIL	5	6	7	8
19:00 COUNCIL				
11	12	13	14	15
19:00 H&ES	14:00 Development 19:00 L&A			
18	19	20	21	22
14:00 Consultation ⁱ				Public Holiday Good Friday
25	26	27	28	29
Public Holiday Easter Monday	Public Holiday Easter Tuesday	<i>cancelled</i> 19:00 CRCS ⁱⁱ		Public Holiday Royal Wedding
2 MAY	3	4	5	6
Public Holiday May Day	<i>cancelled</i> 19:00 COUNCIL ⁱⁱⁱ		ELECTION DAY	
9	10	11	12	13

¹ Recommendations from April committees to be considered at Consultation Committee

¹ CRCS meeting cancelled due to proximity to Election day. Delegate authority to Director for April Accounts.

¹ Council cancelled due to proximity to Election day

Appendix C

Causeway Coast and Glens

Cluster Collaboration

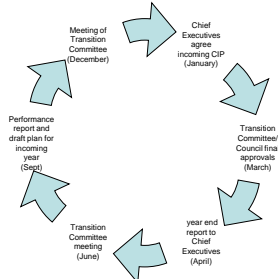
Transition Committee Approach

- The four Councils should seek to collectively maximise efficiencies and improvements for ratepayers through working together
- Delivery of tangible outcomes
- Members should be involved in the process
- The Cluster should now build upon the work already undertaken

Outcome of December Meeting

- Framework and Business Cycle for collaborative working
- Draft terms of reference for the Transition Committee
- Consultation with the four Councils
- Year 1 Improvement and Efficiency plan for January meeting

Business Cycle



Background

- In May 2010, Local Government presented a proposal to Minister Poots as an alternative to the BSO proposed in the PWC report
- It was announced in June 2010 that RPA would be stalled given the level of up front funding required and the timeframe for investment return
- Work commenced in June 2010 to further develop the original proposal presented to the Minister

Background to Collaboration Agenda

- In September the CC&G Transition Committee agreed a joint Collaboration workshop involving the Transition Committee and the Transition Management Team
- Workshop then held on 25th November to identify Cluster collaborative opportunities
- The Transition Committee met on 9th December to consider a report on the way forward post workshop
- On 28th January the CC&G Transition Committee met to consider and endorse a year 1 efficiency and improvement plan

Proposed Framework

Responsibility	Action	Timeframe
Chief Executive Management Team	To work with the Transition Management Team to complete the annual cluster efficiency/improvement plan	Draft plan in place by January
Transition Committee	The Committee will meet to discuss and form a recommendation to take to their respective Councils	January meeting, last Thursday in month
Chief Executives in each Council	Report with recommendation to each Council on cluster efficiency/improvement plan	February meeting of Councils
Transition Management Team Group	Produce a detailed project plan on each of the actions agreed	March in preparation for commencement of financial year
Chief Executive Management Team	Organise quarterly meeting of Transition Committee	Quarterly meeting June, September, December, March/April
Chief Executive Management Team	Bi annual Progress report to Transition Committee and to each individual Council	Report in September and Year end

Proposed Transition Committee Terms of Reference

It is proposed that the Terms of Reference are as follows

- To consider options and provide recommendations to Councils on the proposed annual cluster efficiency/improvement plan.
- To assess and provide recommendations to Councils on identified resource requirements
- To monitor and assess outputs from the efficiency/improvement plan
- To provide recommendations to Councils on proposed Collaboration opportunities identified outside the initially approved annual plan

Proposed Transition Committee Terms of Reference



In relation to RPA

- To consider the implications and impact of transferring functions, new responsibilities and Local Government Reform on the cluster Councils

Background to Collaboration Agenda



- In September the CC&G Transition Committee agreed a joint Collaboration workshop involving the Transition Committee and the Transition Management Team
- Workshop then held on 25th November to identify Cluster collaborative opportunities
- The Transition Committee met on 9th December to consider a report on the way forward post workshop
- On 28th January the CC&G Transition Committee met to consider and endorse a year 1 efficiency and improvement plan

Target Area	Approximate Spend	Aspirational Efficiency Target
General Procurement	£m	£45k - £55k
Insurance	£750k	£15k - £18k
Maintenance	£500k	£8k - £12k
Corporate Planning	£6k	£2k - £5k
General Advertising	£35k	£25k - £35k
Vehicle Fleet Maintenance	£1.5m	£30k - £40k
Energy Management	£1.5m	£15k - £25k
Motor Fuel	£750k	£15k - £25k
Target Area	Efficiency	Improvement
Policy Co-Ordination		Policy reviews and integration where appropriate
Sharing Resources	Potential for reducing costs	Develop staff secondment/second protocol within Cluster
Combined staff training	Potential for reducing costs	Opportunities to organize and co-ordinate staff training
Equipment loan arrangements	Potential for reducing costs	Arrangements to encourage equipment sharing in order to hire/purchase where appropriate
Marketing	Potential for reducing costs	Co-ordination of marketing across Cluster
Total Year 1 aspirational efficiency		£165k - £240k
30% allowance for year 1 hand in time		£115k - £168k



Cluster Cost/Benefit Principles



- Each Council will have the same opportunity to benefit from the improvement opportunities developed within the plan.
- Cashable savings will be fairly apportioned to each Council
- Incurred Costs will be fairly allocated between the Councils taking account of the benefits derived
- In the interest of fairness, adjustments in the apportionment of costs and savings to each Council can be made subject to recommendations by the Chief Executives and ratification by each Council.
- Individual Councils will decide how their cashable efficiencies are to be used.
- Resourced on an "invest to save" basis

Resourcing



- Dedicated staff resource required to take forward this new work programme
- Must be cost neutral to Councils based on "Invest to save Principle"
- Responsibility across the four Councils
- Concept requires a Cluster approach and buy-in

Appendix D
ANNUAL TENDERS FOR GOODS AND SERVICES 2011/2012

Tender No.	Description	Items	Supplier recommended for acceptance
1.	Building Supplies		
	(a) General		No Tender
	(b) Timber		No Tender
	(c) Homegrown Timber		No Tender
	(d) Concrete		No Northstone
	(e) Electrical		No Tender
2.	Paint		No Tender
3.	Sand, screenings	Items 1 - 7	W & J Taggart
	(a) Bitumen etc	Items 8 - 9	Northstone Northstone
4.	Cleaning Materials		Bunzl McLaughlin
5.	Ground Maintenance Materials		John Irwin Contracts
6.	Street Nameplates		PWS Ireland
7.	Maintenance		
	(a) Electrical		Trevor Ramage
	(b) Plumbing		GB Electrics Group
	(c) Tradesmen/Labourers		Bellingham Bros
	(d) Painter		Brian Lamont
	(e) Grass cutting machinery		No Tender
8.	Hire of Plant	Items 1,5 Excl Items 1,5	W & J Taggart Kealey Ltd
9.	Chemicals		No Tender
10.	Catering Supplies		
	Confectionery		Courtney & Nelson
	Vending (Hot Drinks)		Henderson Food Services
	Foodstuffs		Henderson Food Services
	Catering Utensils		Henderson Food Services

12.	Batteries		No Tender
13.	Protective Clothing		Safetycare
14.	Industrial Cleaning Products		JB Huston
15.	Waste Containers		Craemer UK Ltd
17.	Oils		Lubricant Distribution
18.	Stationery/Office Supplies	Office Stationery Printer Consumables	Coleraine Office Equipment Supplies Team