

Resources Task Group
1st July 2009

Table of Contents

1	VACANT POSTS	
	1.1 Building Superintendent at Riada House/Part Time Caretaker	<i>Fill posts</i>
	1.2 Tourism Co-Coordinator	<i>Fill post</i>

Resources Task Group

Minutes of Meeting of Resources Task Group, held on Wednesday 1st July 2009 at 10.00 am in the McKinley Room, Riada House.

IN THE CHAIR

Alderman J Simpson

PRESENT

Aldermen

F Campbell, Mayor

H Connolly

C Cousley, MBE, Deputy Mayor

Councillors

J Finlay

M McCamphill

APOLOGIES

Director of Borough Services

Councillor Robinson

IN ATTENDANCE

Director of Central and Leisure Services

Head of Amenities

Committee Clerk

1. VACANT POSTS

1.1 Building Superintendent at Riada House

This issue was deferred from the meeting on 22nd June 2009 to enable provision of further information. The Director of Central & Leisure Services clarified the roles, responsibilities and working patterns for the provision of a full time (37 hour per week) superintendent and part time (17.5 hours per week) caretaker at Riada House.

The Director advised that the cost for the provision of a Building Superintendent and that of a part time caretaker, can be met from the existing budget of £31,553 ie £18,395 inclusive of a limited amount of overtime to cover evening meetings for a 37 hours post and £7,693 to cover the cost for provision of a part time post (17.5 hours per week) recruited via agency. She advised that this mix of a permanent post and

agency cover would offer a saving to Council of £5,465.00 on the existing budget based on the current hourly rates.

* **Alderman Connolly arrived at 10.20 am.**

The Director of Central & Leisure Services responded to questions relating to the reduction in working hours of the full time post holder, possible alterations to working patterns, the feasibility of facilitating meetings during normal business hours to reduce overtime working and associated costs, and the flexibility of a part time caretaker recruited via agency to work when required to further reduce the cost to Council.

* **Alderman Campbell left the meeting at 10.30 am.**

It was **RECOMMENDED** that the post of Building Superintendent be filled on the basis of the current job description – 37-hour working week, with contracted overtime removed and the additional hours covered by a part-time employee engaged through the Recruitment Agency.

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

to recommend that the post of Building Superintendent be filled via recruitment on the basis of the current job description – 37 hour working week with a part-time employee engaged through the Recruitment Agency.

* **Alderman Campbell rejoined the meeting at 10.34 am.**

1.2 Tourism Co-ordinator

The Director of Central and Leisure Services advised members that this vacant, full time post is budgeted for within Tourism services at £29,354 per annum. The main functions of the post include the management of the Tourist Information Centre and ensuring compliance with the minimum standards of the NI Tourist Board, tourism promotion and organisation of events

Responding to Councillor Finlay's question relating to reduced hours of working, the Director advised that the Tourist Information Centre currently operates a six-day working week. She advised that normally, a new post commences on the first point of the salary scale, thus effecting a saving of just under £2,000 in the budget.

It is **RECOMMENDED** that the post, which is essential to service delivery, be filled by recruitment.

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

that the post of Tourism Co-ordinator be filled by recruitment.

This being all the business, the meeting closed at 10.55 am.