

**Ballymoney Borough Council  
RESOURCES TASK GROUP NO. 28 – 16<sup>th</sup> March 2010**

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- two vacant posts to be filled - Head of Amenities and Office Administrator
  
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**28.3 - Consequences Paper to be presented to next meeting**

**Ballymoney Borough Council**  
**RESOURCES TASK GROUP NO. 28 – 16<sup>TH</sup> March 2010**

**Minutes of meeting No. 28 held on Tuesday 16<sup>th</sup> March 2010 at 10.00am in the McKinley Room, Riada House, Ballymoney.**

- In the Chair:** Ald J Simpson
- Present:** Ald F Campbell (Mayor), M McCamphill
- Apologies:** Councillors:  
A Cavlan, J Finlay, E Robinson
- In Attendance:** Director of Borough Services (item 28.1 – 28.2.3.2)  
Head of Corporate & Development Services  
Head of Human Resources (item 28. 2.3.2 & 2.3.3)

**28.1 MINUTES OF MEETING NO. 27 – 24 NOVEMBER 2009**

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

***that the minutes of meeting no. 27 on 24<sup>th</sup> November 2009 be confirmed as a correct record.***

**28.2 STAFFING /RESOURCE ISSUES**

The Group considered report on a range of staff/resource issues as follows, the officers present offering advice and responding to issues raised:

**2.1 Revised Working Arrangements**

The Group was asked to note arising from decisions during the rates process revised working arrangements with regard to:

- Caretaker Posts – Amenities
- Tourism – Delivery of Marketing & Events by Office of the Chief Executive arising from not filling the vacant Tourism Co-Ordinator post (ref. 50107).

**2.2 Fixed Term Contracts**

2.2.1 Post of Community Sports Project Officer

The Community Sports Project Officer (ref. 30197) was appointed with effect from 7<sup>th</sup> March 2005 for a 3 year fixed term. This contract was extended for a further two year period up to 6<sup>th</sup> March 2010.

The cost of the salary and core costs for the post was funded, initially 100%, reduced to 70%, by Sport NI. This funding expires at 31<sup>st</sup> March 2010. Council has set aside funding in the 2010-11 rate estimate to cover the cost of the post. It is **recommended** that Council confirm the retention of the post on a permanent basis and that the postholder be deemed permanent, subject to the essential elements of the job description for the post being reviewed.

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

***that Council confirm the retention of the Community Sports Project Post on a permanent basis and that the postholder be deemed permanent, subject to essential elements of the job description for the post being reviewed.***

## 2.3 Vacancies

### 2.3.1 Head of Amenities

The Head of Amenities (ref. 50006) has indicated his intention to retire early. This is a key post within the organisation essential to service delivery. As an at risk post it is subject to vacancy control procedure. Having considered the options available it is **recommended** that Council proceed to fill the post under the vacancy control procedures including via secondment opportunity.

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

***that the post of Head of Amenities be filled under the vacancy control procedures, including via secondment opportunity.***

\* The Head of Human Resources joined the meeting at this stage.

### 2.3.2 Officer Administrator – Borough Services (Building Control)

The postholder (ref 50010) left this post on 8 June 2008 and the post was filled, up to the financial year ended 31 March 2009 by agency cover. In the year 2009/10 no financial provision was included in the budget and a limited service was provided. Funding of £10,000 has been granted in the 2010/11 budget round. It is **recommended** that the post be filled by internal trawl.

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

***that the vacant post of Office Administrator in Borough Services be filled by internal trawl.***

\* The Director of Borough Services left the meeting at this stage.

### 2.3.3 Post of Committee Clerk/Admin Assistant

A committee clerk post in OCE (ref. 50096) became vacant on 31<sup>st</sup> December 2009 on resignation of the postholder following career break and maternity leave. During the period of absence the post was filled, initially, by agency cover followed by a temporary contract pending the return of the permanent employee. It is **recommended** that the fixed term employee be confirmed in post.

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

***that fixed term employee ref 50143 be confirmed in the post of Committee Clerk/Admin Assistant.***

\* The Head of Human Resources left the meeting at this stage.

#### 2.3.4 Good Relations Officer

The Good Relations Officer (ref 50141) was released on secondment to another Council in December 2009. Council provided funding in the 2010/11 budget round to continue to fund the post. An appointment has been made via Council's preferred recruitment provider for one year period commencing 13<sup>th</sup> March 2010.

#### **2.4 Career Breaks**

A Health Suite Attendant (ref 30825) has requested a one-year career break from 1<sup>st</sup> April 2010. It is **recommended** that the career break be approved under Council's policy and that the post be filled via recruitment options available to ensure the efficient delivery of front front line services.

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

***that the application for one-year career break by employee ref. 30825 be approved under the Council's policy and that the post be filled via recruitment options available.***

#### **28.3 CONSEQUENCES PAPER**

Arising from decisions during the rate process to reduce service/ contributions and revised working arrangements a consequences paper is being prepared to be presented to the Group's next meeting.

The meeting closed at 11.05 p.m.