

RESOURCES TASK GROUP

TABLE OF CONTENTS

- | | | |
|----|--|--|
| 1. | Minutes – 28 th February 2008 | <i>Adopted</i> |
| 2. | Vacant posts | <i>Recruit 2 kennel helpers for panel</i> |
| 3. | Financial reporting arrangements | <i>10 financial reports be piloted for 6 months</i> |
| | | <i>Update on capital spend 07/08 to next meeting</i> |
| 4. | Report on employment agency spend | <i>Further consideration required</i> |
| 5. | Report on sub contractor costs | <i>For information</i> |
| 6. | Review of contributions | <i>Deferred - update for 08/09 requested</i> |
| 7. | Date of next meeting | <i>Thursday 22nd May 2008 at 2.30pm</i> |

RESOURCES TASK GROUP

Report of meeting of Resources Task Group held in the McKinley Room, Riada House, on Thursday 3rd April 2008 at 2.30pm.

Chair: Alderman J Simpson

Present: Councillor M McCamphill
Councillor E Robinson

Apologies: Alderman F Campbell
Alderman C Cousley
Councillor A Cavlan
Councillor J Finlay

In attendance: Chief Executive
Director Borough Services
Director Central & Leisure Services
Corporate Project Officer

1. Minutes of last meeting 28th February 2008

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

that the minutes of meeting on 28th February 2008, as circulated, be confirmed as a correct record.

2. Vacant posts

Following the resignation of two kennel helpers a request was submitted for permission to recruit 2 no replacement kennel helpers to return the panel of kennel helpers to its original complement.

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

to recommend that recruitment for 2 replacement kennel helpers be progressed to return the panel of kennel helpers to its original complement.

3. Financial Reporting Arrangements

At the last meeting it had been agreed that proposals for examination of accounts and monitoring of spend would be brought for members' consideration.

Following discussion of the Director of Central and Leisure Services' report (previously circulated) it was **AGREED**:

that the following financial reports, as outlined in the Director's report, would be made available to the group on a pilot basis for a 6 month period from 1/4/08, following which the situation would be reviewed.

Report	Frequency	Description
Variance reports	Quarterly and 6 month report	Expenditure & income with notes explaining adverse and favourable variances
Monitoring of services with expenditure over £200,000	Quarterly and 6 month report	Employee costs Premises/utility costs Vehicle/machinery costs Supplies & services costs
Monitoring of services with income over £100,000	Quarterly and 6 month report	Analysis of income
Trading accounts		
JDLC Conservatory Restaurant	Quarterly and 6 month report	
Drumaheglis Marina & Caravan Park	July – October – review end October	
Outstanding debt	Quarterly and 6 month report	Analysis of outstanding debt per service
Absenteeism	Quarterly and 6 month report	Analysis of short term and long term absences per department
Employment agency costs	Quarterly and 6 month report	Cost, service, requirement
Capital expenditure	Quarterly and 6 month report	Project spend split between contract and fees

Following discussion on the item relating to capital expenditure, it was **AGREED**:

that the Director of Central & Leisure Services provide an update on capital spend 2007/08, to members, for the next meeting.

Following further discussion and clarification from the Director members agreed 2 further reports:

Report	Frequency	Description
Assets	Annually – July	Value of assets per balance sheet Acquisitions and disposals during year
Loans	Annually – July	Analysis of loans outstanding per service

4. Report on Employment Agency Spend

Following a request from members at the last meeting a report on employment agency spend from April 2007 – February 2008 was tabled (Appendix A). Members were also provided with a list of vacant posts in 2007/08 where agency cover was used (Appendix B).

Members expressed appreciation for the information provided as it provided explanation for previous queries and gave members a better understanding of the issue.

During lengthy discussion members sought clarification on various issues arising from the report. These included:

- Sickness/maternity pay - the Director of Central & Leisure Services agreed to check the amount Council can recover of sickness and maternity pay. This can be offset against the cost of employing agency staff.
- Holiday cover – not all holidays are covered by agency staff. Only certain posts necessary for the continuity and provision of services are covered.
- Rationale for using agency workers – the Directors explained that sometimes the situation arises where the flexibility of agency staff is useful and is a cheaper option. The Director of Central & Leisure Services advised members that she intends to carry out an exercise comparing the cost of employing an agency workers in the post of catering assistant at the JDLC, as opposed to a Council employee.

- Levels of absenteeism – the Director of Central & Leisure Services explained that where unauthorised absence occurs there is no pay.
- Seasonal cover – where agency staff are used to cover seasonal posts there would be a need to change Council's policy if members wished to change this.

5. Report on sub contractor costs (annual tender no 7) 2007/08

Members were given information on bought in building maintenance services from April 2007 – February 2008. (Appendix C).

The Director of Borough Services explained that since 2006 he has been looking at the costs with a view to reviewing the current arrangement of buying in these services instead of Council employing workers directly.

This report, when complete will be brought to the appropriate committee later in the year.

6. Review of contributions

This matter was considered at the last meeting. A report detailing contributions to other bodies 2007 had been circulated to members.

Councillor Robinson proposed and it was **AGREED**:

that the item be deferred and that an updated report showing contributions for 2008/09 be provided, with an indication of those paid in 2007/08, for consideration at the next meeting.

7. Date of next meeting

Thursday 22nd May 2008 at 2.30pm.

The meeting closed at 4.40pm

RTG030408

APPENDIX A

Employment Agency Costs 2007/2008 - April 2007 to February 2008**Expenditure per Service**

<u>Service</u>	<u>£</u>	<u>Vacant Posts</u>	<u>Seasonal Posts</u>	<u>Holiday Cover</u>	<u>Maternity Cover</u>	<u>Sickness Cover</u>	<u>Courses Cover</u>	<u>Extra</u>	<u>TOTAL</u>
Joey Dunlop Leisure Centre	74,887.61	34153.05		23009.83	813.48	14401.57	1249.90	1259.78	74887.61
Restaurant	18,645.87	18542.65		103.22					18645.87
Summer Scheme	8,409.63		8409.63						8409.63
Community Centres	38.50					38.50			38.50
Sports Grounds Parks & Open Spaces	91,379.11	4671.23	71935.05	3208.23		3401.49		8163.11	91379.11
Tourist Info Centre	2,070.45	965.21		353.05	752.19				2070.45
Drumaheglis	2,286.63		2286.63						2286.63
Cultural Services	193.44			193.44					193.44
Museum	6,504.60	6504.60							6504.60
Town Hall	13,201.70	10457.56		2744.14					13201.70
Amenities Support	4,797.26			1674.00		1710.26		1413.00	4797.26
Building Control	2,936.37	1316.37		882.00		738.00			2936.37
Waste Collection	31,693.23	6505.34		16009.05		9178.84			31693.23
Civic Amenity sites	14,886.30		14374.77			511.53			14886.30
Street Cleaning	24,648.07	494.14	1378.54	13834.98		8940.41			24648.07
Home Safety	2,707.20	2707.20							2707.20
Energy Efficiency	7,873.62	7873.62							7873.62
Health & Env Services Support	6,376.50					6376.50			6376.50
Building Maintenance	150.67			150.67					150.67
Administrative Building	2,592.73	2200.06		392.67					2592.73
Finance	1,444.00			570.00		874.00			1444.00
Human Resources	203.18			203.18					203.18
Administration	6,227.09					6227.09			6227.09
Local Strategy Partnership	294.00				294.00				294.00
Town Warden/Town Centre Management	118.35	118.35							118.35
Corporate Management	2,144.69				2144.69				2144.69
District Policing Partnership	4,850.43	4850.43							4850.43
Community Safety Partnership	5,351.40				5351.40				5351.40

RTG 030408

								10835.8		
Totals	<u>336,912.63</u>	<u>101359.81</u>	<u>98384.62</u>	<u>63328.46</u>	<u>9355.76</u>	<u>52398.19</u>	<u>1249.9</u>	<u>9</u>	<u>336912.63</u>	

NOTES
Vacant Posts, Seasonal Posts and Holiday Cover - Budgets included in 2007/08 Rates Estimates
Maternity and Sickness Absence cover - no budgetary provision.

Vacant Posts During 2007/08

Joey Dunlop Leisure Centre	2 x P/T Receptionists 1 x F/T Life Guard 1 x P/T Fitness Instructor 1 x P/T Cleaner
JDLC Restaurant	2 x P/T Cooks 1 x P/T Catering Assistants
Sports Gds Parks & OS	1 x F/T Grave Digger
Tourist Information Centre	1 x F/T Receptionist
Museum	1 x F/T Museum Assistant
Town Hall	1 x F/T Caretaker
Building Control	1 x F/T Building control Officer
Waste Collection	1 x F/T Operative
Street Cleaning	1 x F/T Operative
Home Safety	1 x P/T Officer
Energy Efficiency	1 x F/T Officer
Admin Building	1 x P/T Caretaker
Town Warden	1 x Warden
District Policing Partnership	1 x P/T Clerical Officer

Bought in Building Maintenance Services

April 2007 - February 2008

(Through Annual Tender)

<u>Service</u>	<u>£</u>
J. Gamble - tradesmen/labourers	31,121
B Lamont - painter	8,715
T Ramage - electrician	7,647
A McDonald - plumber	41
	<hr/>
	47,524
	<hr/> <hr/>

RTG030408