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## RESOURCES TASK GROUP

### Minutes of Meeting on Thursday 9<sup>th</sup> April 2009 at 10.00 a.m. in the McKinley Room, Riada House.

**Present:** Chair: Alderman J Simpson  
Aldermen: F Campbell, H Connolly  
Councillors: M McCamphill, E Robinson

**Apologies** Mayor, Councillor J Finlay, Councillor A Cavlan

**In Attendance** Chief Executive, Director of Borough Services,  
Director of Central & Leisure Services,  
Head of Corporate & Development Services

#### 1. Minutes – 12 March 2009

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

*that the minutes of meeting on 12<sup>th</sup> March 2009, as circulated, be confirmed as a correct record.*

#### 2. Remit RTG – Extended Reporting

At the last meeting RTG gave consideration to extending its remit and additional reports, requested by the Chair and detailed in the last minutes, set out at 2.1 – 2.6 below, circulated, were considered. Questions and points of clarification were dealt with by the officers.

##### 2.1 details of all vacant posts and costs of covering posts and agency costs @ March 2009.

- Councillor Robinson left during consideration of this item 10.15am

##### 2.2 details of all fixed term contracts – position, department, date of termination.

- Councillor Robinson returned to the meeting during consideration of this item 10.45 a.m.

The Chief Executive in response to issues raised explained the change in employment law in recent years, including employment rights to those occupying fixed term contract posts extending for more than 4 years where the service or programme was continued to be delivered by Council.

##### 2.3 details of overtime worked in 07/08 and 08/09 to date, per department

##### 2.4 details of any contractual overtime – cost 08/09

The Director of Borough Services advised that he was looking at working practices with regard to overtime working.

## **2.5 details of services provided on public holidays**

### **[a] Central & Leisure Services**

The Director of Central & Leisure Services advised that the NI Tourist Board required the TIC at the Town Hall to operate a minimum standard of opening hours.

### **[b] Borough Services**

Members raised the potential impact on Council services/costs arising from increased use of, eg civic amenity site facilities, following the closure of such facilities in adjoining areas on Sundays. The Director of Borough Services advised the meeting of arrangements in place to record usage of such facilities would identify any increase and any issues could be addressed should difficulties arise.

## **2.6 Estimate of cost of heating Council Buildings**

### **[a] Central & Leisure Services buildings**

### **[b] Borough Services buildings**

Details of costs for the buildings under the control of the two directorates noted. There was a wide ranging discussion on reduced temperature controls introduced with the agreement of the Corporate Management Team, aimed at ascertaining cost of energy consumption over a pilot monitoring period to project likely outturn and ensure that in 2009/10 heating costs of buildings would be maintained within the costs determined by Council. Difficulties with regard to variation of temperature in Riada House and Town Hall had been identified and tests had been instigated with a view to securing a resolution of the problem. Particular issues existed with regulating temperatures in the Town Hall due to variances arising from numbers occupying accommodation and the absence of any air circulation facility.

## **2.7 – Review of RTG Remit**

Having considered the additional reports at 2.1 – 2.6 above the Group reviewed its remit which included monitoring a range of areas, set out in annex 1 to this minute, which were to be reviewed six months after implementation on 3.4.09. It was noted that not all of the reports had been tabled yet. For the next meeting an interim report on the work and activity of the Group would be tabled.

It was generally agreed that the current format of the variance reports were satisfactory and should be retained.

**Community Association Liaison** - A member raised the issue of officer support/liaison for community associations, particularly community centre management committees, recently withdrawn, and identified the need for arrangements to be put in place for communication between these associations/committees and relevant Council officers. There was a particular issue identified as regards roles and responsibilities where associations were occupying council property. With regard to estate management issues the Director of Borough Services undertook to research documented arrangements currently existing as regards the relationship between management committees and Council and present paper for consideration.

***Rates preparation 2009-10*** - The Chief Executive indicated that he would bring a paper to the next meeting inviting the group to look ahead to next years inescapable costs, known commitments and to identify Council aspirations for delivery of projects.

**3. Trading Accounts**

Trading accounts for the following operations, circulated, were tabled.

- Drumaheglis Marina & Caravan park 1.4.08 – 31.12.08
- Joey Dunlop Leisure Centre Conservatory Restaurant 1.4.08 – 31.12.08

**4. Next Meeting** 19<sup>th</sup> May at 10.00 a.m.

The meeting closed at 12.35pm

**Annex 1**

<b>Report</b>	<b>Frequency</b>	<b>Description</b>
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 Restaurant	Qr & 6 mth  July – October	
Trading accounts Drumaheglis Marina & Caravan Park	Qr & 6 mth  July – October	
Trading accounts TIC	Qr & 6 mth  July – 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
Assets	Annually – July	Value of assets per balance sheet Acquisitions and disposals during year
Loans	Annually – July	Analysis of loans outstanding per service