

BALLYMONEY BOROUGH COUNCIL**Table of Contents**

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BALLYMONEY BOROUGH COUNCIL

Minutes of Corporate & Central Services Committee Meeting No 402 held in the McKinley Room, Riada House, on Monday 27th February 2012 at 7.00pm.

IN THE CHAIR: Alderman C Cousley, MBE

PRESENT: **Aldermen**
F Campbell
H Connolly
B Kennedy

Councillors
J Atkinson
W Blair
A Cavlan
J Finlay
R Halliday
R McAfee
T McKeown, Deputy Mayor
C McLaughlin
E Robinson
I Stevenson
M Storey

APOLOGIES: Councillor McGuigan

IN ATTENDANCE: Chief Executive (Items 1-9)
Head of Finance & IT (1-13)
Head of Corporate & Development Services (Items 1-9)

402.1 MINUTES - MEETING NO 401 – 23RD JANUARY 2012

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

to recommend that the minutes of Corporate & Central Services Meeting No 402 – 23rd January 2012, as circulated, be approved.

The Chief Executive advised that following consultation with the Chair and members' agreement, it was suggested that the Corporate section be dealt with first.

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

that items under the Corporate heading on the agenda be considered first followed by items relating to Central Services.

Councillor McAfee thanked the Chief Executive for his consideration.

The Chief Executive advised of an additional item to be considered at the end of the Corporate section of the agenda (item 402.9).

CORPORATE

402.2 NOTICE OF MOTION

The following Notice of Motion, as given by Councillor McAfee, as set out below, was referred to committee at Council Meeting on 6th February 2012

"That Council changes its rules on the use of the Council Chamber to permit the Compass Shadow Council to hold their meetings there, showing support for local democracy and true leadership like our neighbouring Councils of Coleraine and Moyle."

In seeking members support for the motion, Councillor McAfee put forward the following points.

"It is my opinion that the Compass Shadow Council is very positive for local democracy and we should show whatever support we can for project.

Our neighbouring councils in Coleraine and Moyle already support the project and I believe we should do likewise and show true leadership.

It is my belief that failure to allow the shadow Council the use of the Chamber contravenes the United Nations Convention on the rights of persons with disability. This was ratified by the UK Government in June 2009.

So as a service provider this Council should be showing how it is striving to ensure that people with disabilities are included and accommodated to enable them to have use of these services on an equal basis."

Councillor Finlay advised that Compass Advocacy has submitted a request to give a presentation to Committee. He expressed the view that consideration of the motion should be deferred until after the presentation. Councillor McAfee and Councillor Cavlan urged Members to come to a decision based on the information previously provided by Compass to allow them to move forward with

their initiative. The need for Council to agree criteria to determine the use of the Chamber, raised by a number of members, was discussed.

Councillor Finlay proposed an amendment to the motion, seconded by Councillor Atkinson:

to recommend that Committee defer consideration of the motion pending a presentation by Compass Advocacy and that draft guidelines for the use of the chamber be brought to the next meeting by the Chief Executive.

Councillor McAfee requested a recorded vote:

FOR (9)

Alderman Cousley
Councillor Storey
Councillor Robinson
Councillor Halliday
Councillor Finlay
Councillor Atkinson
Alderman Connolly
Alderman Kennedy
Councillor Stevenson

AGAINST (3)

Councillor McAfee
Councillor Cavlan
Councillor McLaughlin

Abstention (1)

Councillor Blair

The Chair declared the amendment carried.

- * **Councillor Storey joined the meeting at 7.05 pm during discussion of this item.**
- * **Councillor McAfee left the meeting at 7.27 pm.**
- * **Alderman Campbell joined the meeting at 7.27 pm.**

402.3 SOMME ASSOCIATION

Following Committee's preliminary consideration of the 2012 pilgrimage, the Head of Corporate & Development Services reported on alternative options available at varying costs. Members agreed to defer this matter to Council's meeting in March to enable consideration of the information.

402.4 RECORDS MANAGEMENT (396.9)

Correspondence from the Information Commissioner to the Department of Environment Departmental Information Officer draws attention to compliance with the Public Records Act (NI) 1923 and the Disposal of Documents Order 1925, in particular the need for public bodies to ensure disposal/retention schedules, developed in liaison with the Public Records Office, observe the process for

approval by the Minister for Culture, Arts and Leisure, as Keeper of the Records and laying of the schedules before the NI Assembly.

The draft model Retention and Disposal Schedule has been prepared by records officers across councils. The final draft document is to be laid before the Assembly by end of March.

IT IS RECOMMENDED that the draft Retention and Disposal Schedule be approved.

At the request of Councillor Robinson, the Chief Executive clarified the requirement for the retention of documentation and Council's storage arrangements prior to the movement of documents to the Public Records Office. A discussion ensued relating to the future use of technology in reducing the need for storage capacity and the impact of this on staff workloads.

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

to recommend that that the draft Retention and Disposal Schedule be approved.

* **Councillor McKeown joined the meeting at 7.34 pm.**

402.5 CIVIC EVENTS

The Head of Corporate & Development Services advised that 12th May has been agreed for the Royal Irish Regiment to receive the Freedom of the Borough. The agreed date for the Territorial Army to receive the Freedom of the Borough is 8th September 2012.

402.6 REFORM OF LOCAL GOVERNMENT

Letter, 15/2/2012, from the Department of Environment Minister to Mayors and Chairs asking Councils to restore, as soon as possible, and by end of March 2012, the 11 Voluntary Transition Committees, a key aspect of the implementation structures needed to bring about operational delivery of the programme in council groupings, in accordance with the details set out in the correspondence to council leaders.

Letter of concern from the National Association of Councillors (NAC) that the Environment Minister has now made it clear that he expects the entire cost of reorganization, including transfer of functions, additional member training, amalgamation of councils, transition committees and severance payments to be borne directly by the councils with no funding from central government. Additionally the NAC has recorded its concern that local councils will not have

sufficient resources to carry through the changes adequately and seeks Councils view.

The Chief Executive advised that DoE requires names of the Chairs of Transition Committees, details of Transition Committee members and a list of Transition Management Team members. The Chief Executive will act as the main point of contact. In re-establishing the Committee, guidance in Circular LG 16/08 about the formation and membership of Transition Committees and Transition Management Teams should be followed until further information is issued. Circular LG 19/08 referring to Transition Committee funding is withdrawn, hence cost would fall to Council. Section 36 of the Local Government Act (NI) 1972 provides special Responsibility Allowances for members where re-establishing Transition Committees may entail additional duties for Councillors.

The Minister will be putting in place a Regional Transition Committee to provide high level political leadership for the implementation of the programme and will shortly be visiting each Committee to discuss how the work may be taken forward.

The next meeting of the Transition Committee will take place on 8th March.

It was agreed to await Transition Committee's consideration of the matter as they may bring forward a recommendation.

402.7 COUNCILLOR TRAINING PROGRAMME

A training programme on the new Finance Act and Prudential Code was delivered by CIPFA on Thursday 9th February 2012. 10 members attended the training session.

402.8 NILGA BUSINESS PLAN AND SUBSCRIPTION

NILGA's Annual Business Plan was circulated. Subscription for 2012/13 is £4,765. Committee has already decided to receive a presentation from NILGA and arrangements have been made for a presentation at a future meeting of Committee. If there are any issues arising from the plan these can be passed to the Office of the Chief Executive and forwarded to NILGA to allow them to be in a position to respond on the night.

402.9 LOCAL GOVERNMENT PAY 2012

The Chief Executive advised that the National Employers have responded to trade union side's 2012 pay claim. The National Employers advise that their priority must be to continue to protect jobs and services in light of the budgetary pressures councils are facing. Consequently, they have informed the trade unions that there will be no pay offer for 2012. This is the third consecutive year that the local government workforce has not received a pay offer. National

Employers have informed the unions that they would wish to avoid a situation of not being able to make a pay offer for a fourth year in 2013/14 and have invited the unions to commence discussions immediately on a range of related issues covering pay, terms and conditions and reform of the national negotiating machinery with a view to reaching agreement for implementation on 1 April 2013.

Councillor Kennedy expressed the view that increases in pay for staff on an annual rather than a three or four year basis would assist Councils in the management of budgets.

- * **The Chief Executive and Head of Corporate & Development Services left the meeting at 7.52 pm.**

CENTRAL SERVICES

402.10 ACCOUNTS FOR PAYMENT

Treasury advice schedules detailing payments for Period 11, 2011/12 drawn on the Council's Revenue and Capital Bank Accounts were circulated at the meeting. Committee had been given full Council powers to agree payment of the accounts.

The Head of Finance & IT responded to questions from members and at the request of Councillor Robinson will clarify costs relating to utility costs for the Christmas switch on evening. He also clarified a number of queries from members in relation to other payments listed on the schedule and will provide Councillor Cavlan with information relating to travel costs associated with Community Safety.

IT IS RECOMMENDED that the payments are approved.

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

that payments of £412,716.49 from Council's Revenue account and £278,454.03 from its Capital account be approved.

- * **Councillor Storey left the meeting at 8.00 pm during discussion of this item.**

402.11 ANNUAL TENDERS FOR GOODS & SERVICES 2012/13

Tenders for a range of Goods & Services were publicly advertised in January 2012.

The tenders were opened by the Chair of Committee and the Head of Finance & IT. 36 tenders were evaluated. Attached as Appendix A, is a schedule of recommended suppliers for Goods and Services for the financial year 2012/13.

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

to recommend that the schedule of recommended suppliers for goods and services for the financial year 2012/13 be approved.

402.12 DRAFT GUIDANCE ON COUNCILLORS ALLOWANCES

A synopsis of responses to the consultation on the draft Guidance on Councillors Allowances together with the Department of the Environment response was circulated at the meeting.

The Council made comment on the restrictions being placed on the payment of the Special Responsibility Allowance, (SRA).

The Departmental response is “the purpose of the SRA is to remunerate councillors who also take on significant additional responsibility over and above what would normally be required from a councillor. On the basis, the Department considers that SRA should not normally be paid to more than half of the councillors in a council. A council will therefore have to seek permission from the Department to distribute its SRA allocation to more than half of its councillors; it is expected that this should only occur in exceptional circumstances.”

The new Regulations, due to be made in March 2012, will be operational from 1st April 2012. The Director of Central & Leisure Services will bring further information to the March Committee meeting to enable members to further consider this.

402.13 DISTRICT COUNCIL RATES 2012/2013

The Department has produced a league table of all District Councils Rates set for 2012/2013, circulated.

It is pleasing to report that the council has retained the same position on the league table.

This being all the business the meeting closed at 8.35 pm.

ANNUAL TENDERS FOR SUPPLIES AND SERVICES 2012/2013

Tender No.	Description	Items	Supplier recommended for acceptance
1.	Building Supplies		
	(a) General		No Tender
	(b) Timber		NoTender
	(c) Homegrown Timber		NoTender
	(d) Concrete		Northstone
	(e) Electrical		Dunlop & Hamilton
2.	Paint		NoTender
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		Mid Antrim Signs
7.	Maintenance		
	(a) Electrical		WKK Electrical Services Ltd
	(b) Plumbing		GB Electrics Group
	(c) Tradesmen/Labourers		Bellingham Bros
	(d) Painter		AW Decorating Services
	(e) Grass cutting machinery		No Tender
8.	Hire of Plant		Kealey Ltd
9.	Chemicals		NoTender
10.	Catering Supplies		
	Confectionery		Courtney & Nelson
	Vending (Hot Drinks)		Aghadowey Food Services
	Foodstuffs		Aghadowey Food Services
	Catering Utensils		Aghadowey Food Services
12.	Batteries		NoTender
13.	Protective Clothing		Safetycare
14.	Industrial Cleaning Products		JB Huston

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| 15. | Waste Containers | | Craemer UK Ltd |
| 17. | Oils | | Lubricant Distribution |
| 18. | Stationery/Office Supplies | Office Stationery | Coleraine Office Equipment |