

**BALLYMONEY BOROUGH COUNCIL  
RESOURCES TASK GROUP**

**Monday 25<sup>th</sup> June 2012**

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**BALLYMONEY BOROUGH COUNCIL  
RESOURCES TASK GROUP**

Minutes of Resources Task Group Meeting No 42 held in the McKinley Room, Riada House on Monday 25<sup>th</sup> June 2012 at 2.00 pm.

**IN THE CHAIR**                      Councillor E Robinson (Mayor)

**PRESENT:**                            **Aldermen**  
F Campbell, H Connolly

**APOLOGIES:**                      Alderman C Cousley, MBE, Councillor J Finlay

**IN ATTENDANCE**                    Chief Executive, Director of Central & Leisure  
Services and Head of Corporate & Development  
Services

**42.1 MINUTES MEETING NO 41 – 28<sup>TH</sup> MAY 2012**

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

*that the minutes of Meeting No 41 on 28<sup>th</sup> May 2012, as circulated, be confirmed as a correct record.*

**42.2 STAFFING REVIEW OF FINANCE DEPARTMENT AND LEISURE CENTRE**

**Introduction:**

The Director of Central & Leisure Services circulated to the meeting confidential report from PSM Consulting, dated May 2012, on the review of management structures in the Finance Section and Leisure Centre section of her directorate.

**Finance Section:**

She presented the report outlining the terms of reference for the reviews, methodology and the context in which the reviews took place. She then dealt with the review of the finance section core transactional processes, activity levels, business development objectives, existing and proposed structures, modernising processes, increasing effectiveness and efficiency and the recommendations for revised structure and service improvements.

**Leisure Centre:**

The Director then turned to the review of the leisure centre management structure, based on current shift pattern and opening hours and proposed recommendations for revised structure.

**Cost Savings:**

The annual cost savings reflecting estimated grading for new posts is £16,362 (finance section) and £26,974 (leisure centre), total £43,336.

**Conclusion:**

The Director indicated that the series of recommendations, if adopted, should result in financial savings of some £130K over the next three years; improved service delivery for both internal and external customers; enhanced levels of management cohesion and accountability in the two sections and stability of management over the next three years as council members and staff enter the RPA convergence process. She also indicated that the performance of the restaurant was also the subject of review to secure efficiencies and a separate report would follow on this.

The Director advised that the proposals had been considered by the Corporate Management Team when it had been noted that the single status job evaluation of all services had been looked at across council structures and the senior post in the finance section was a change. However she was confident that the structure proposed was the best option to secure maximum savings and could be defended.

After discussion, during which the officer responded to members questions it was proposed by Alderman Campbell seconded by Alderman Connolly and **AGREED:**

***that the report and the recommendations, as follows, as more particularly described in the consultant's report, be approved :***

**FINANCE SECTION**

1. the new management structure, attached as appendix A, be put in place and a recruitment exercise to populate the new structure be carried out.
2. the current acting up arrangements for the two Finance Assistant posts (30587 and 50159) be formalised effective from 1 September 2011 and continue as necessary until permanent appointments are made;
3. two Finance Clerk posts (one full-time and one part-time) continue to be filled on the present basis until permanent appointments are made;
4. Service Improvements:
  1. Council move from monthly to weekly creditors payments by September 2012;
  2. Introduction of BACS for all suppliers payments by September 2012;

3. Processes and procedures to be documented by December 2012 ;
4. A scheme of segregation of duties be implemented by September 2012;
5. Issues identified by internal audit, such as passwords, review of authorised signatures, reconciliation of employee numbers and formal assessment of on the job training be addressed as a matter of urgency and by 30 June 2012
6. Interactive Workshop be held by 31 July 2012 and regular training be implemented on budgetary reporting and financial management information.
7. New process for journalising inter-departmental debit and credit transactions be introduced.

### **LEISURE CENTRE SECTION**

1. That the new management structure, attached as appendix A, be put in place and categorisation of post ref. 30111 and recruitment exercises for new posts, as recommended, be implemented.

### **42.3 VACANT POST - TIC**

Part-Time TIC Receptionist Post Ref: 05043 vacant due to maternity leave from 25 June 2012 to 24 June 2013.

The post is essential for the efficient delivery of the service.

It is **recommended** that the post is filled by the most economical method for the year.

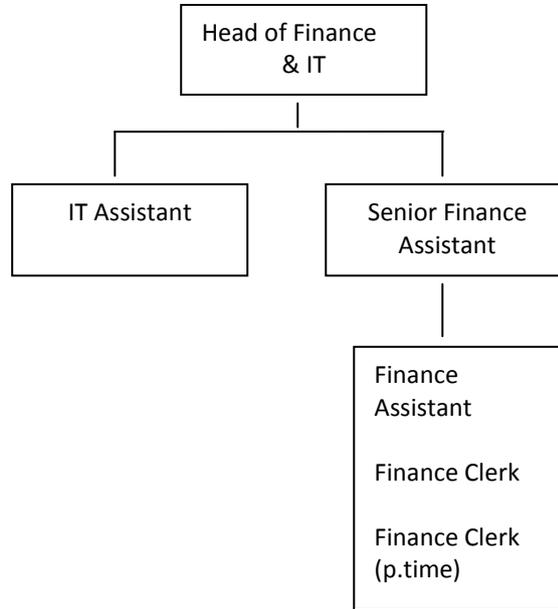
It was proposed by Alderman Connolly, seconded by Alderman Campbell.

***to recommend that the part-time TIC Receptionist Post Ref: 05043, vacant due to maternity leave from 25 June 2012 to 24 June 2013, be filled by the most economical method for the aforementioned period.***

**The meeting closed at 3.30 p.m.**

**APPENDIX A**

**REVISED STRUCTURE – FINANCE SECTION**



**REVISED STRUCTURE – LEISURE CENTRE**

