

**BALLYMONEY BOROUGH COUNCIL  
RESOURCES TASK GROUP****Monday 24<sup>th</sup> September 2012****Table of Contents**

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<b>43.2</b>	Variance Report April 2011 – March 2012	<i>Updated report to next meeting</i>
<b>43.3</b>	Absenteeism Statistics April 2011 – March 2012	<i>tabled</i>
<b>43.4</b>	Swimming Teachers at Joey Dunlop Leisure Centre	<i>2 posts established</i>
<b>43.5</b>	Reduced Hours To Complete Degree Course	<i>Arrangements noted</i>
<b>43.6</b>	Good Relations Officer Post	<i>Re-deployment noted</i>
<b>43.7</b>	Fuel Poverty Co-Ordinator Post	<i>Extension of post noted</i>
<b>43.8</b>	Future Meetings	<i>Deferred next meeting - Oct. 3.30 pm agreed</i>

**BALLYMONEY BOROUGH COUNCIL  
RESOURCES TASK GROUP**

Minutes of Resources Task Group Meeting No 43 held in the McKinley Room, Riada House on Monday 24<sup>th</sup> September 2012 at 4.00pm.

**IN THE CHAIR:** Councillor I Stevenson

**PRESENT:**

<b>Aldermen</b>	
F Campbell	H Connolly
C Cousley MBE	
<b>Councillors</b>	
J Finlay	E Robinson

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

**APOLOGIES** Councillor A Cavlan

**43.1 MINUTES MEETING NO 42 – 25<sup>TH</sup> JUNE 2012**

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

***that the minutes of Meeting No 4 on 25<sup>th</sup> June 2012, as circulated, be confirmed as a correct record.***

For completeness of record a summary of the committees items dealt with by Council during the committees summer recess, appendix A.

**43.2 VARIANCE REPORT APRIL 2011 – MARCH 2012**

Variance Report for year ended 31 March, 2012, circulated, appendix B, was presented.

Focusing on headline figures the Chief Executive commented that the overall surplus on running of council services at £144K was just under 2% of budget. Given the complex and wide range of services this in his view was a very credible percentage figure. He also pointed to the benefit of additional income totalling £600K from rates, general grant and arising from loan charges budgeted for but not expended as borrowing had been deferred.

Presenting the explanatory notes on the budget variances over £5K DCLS reported on low levels of absenteeism and that payroll costs were less than the previous year. Referring to the new Finance Act introduced last year she explained the judgement made to use revenue funds to finance capital spend rather than draw down loans, but that the revenue policy requires budget for loan charges in the year after the spend. This meant that loan charges for 2012/13 carried forward to 2013/14 would produce further savings.

In response to points of clarification by Councillor Finlay Director of Central & Leisure Services confirmed that £144K savings did include savings through posts not filled and vacancies. The member cautioned that because of the underspend due to vacancies and posts not filled the financial outturn shown was not a clear picture. She advised that an additional £67K received by way of general grant, giving a revised surplus on accounts of £483K. Responding to questions she advised that the slight discrepancy between year end report and accounts was accounted for by "rounding" and bequests for warstock and investments of some £6K. She was reviewing these and would report to committee.

Arising from discussion on the variances the Directors responded to issues raised, by councillor Finlay and Councillor Robinson respectively,

- Reduction in Leisure Centre and Restaurant income, savings from unfilled Assistant Manager posts and reduction in restaurant opening hours
- Maintenance covering only essential maintenance to community and other council buildings and the difficulties of being in a position late in the year to consider a proposal to spend surplus monies on additional maintenance.

The Director of Borough Services intimated that he had indicated earlier in the week that some amendments were necessary to the information relating to borough services contained in the variance reports issued and in particular drew attention to the DBS sub total line which was not correct. He advised what the various totals ought to be, based on the service head information and asked that the meeting note that the DBS nett variance was £69,950 rather than £83,200. He stated that with his services accounting for 58% of the Council's budget a positive variance of just over 1% was a commendable effort on behalf of his heads of service. The Director also highlighted the fact that the actual figures included a number of things taken on in-year and delivered which were not necessarily envisaged when budgets were set and that grant and certain payments and income received would also distort the picture.

**\*\* - Councillor Robinson left the meeting during consideration of the issues dealt with in the previous paragraph.**

It was **agreed** that a revised variance report would be tabled at committee,s next meeting.

DCLS advised that the audit would be completed by the end of October and to date she had not been notified of any substantial changes to the accounts.

Arising from comments on percentage variance the Chief Executive pointed to a recent financial report from NILGA, where on about 1/10<sup>th</sup> of councils spend they were showing a 4% variance at the year end, consequently the Council could be satisfied at its low positive variance on services

### **43.3 ABSENTEEISM**

Presenting the report for the year ended 31 March 2012, circulated, appendix C, DCLS said that absenteeism was significantly down on the previous year and pointed to the fact that council did not budget for absenteeism.

The Director of Central & Leisure Services, expressing satisfaction with the reduction in absenteeism, said that credit goes to Managers for managing absenteeism in a proactive way and achieving a reduction in long term absence.

#### 43.4 SWIMMING TEACHERS AT JOEY DUNLOP LEISURE CENTRE

Two employees (03884 & 03885) had been employed by The North Eastern Education & Library Board to carry out the Schools Swimming Teaching Programme at the Joey Dunlop Leisure Centre. The Education & Library Board ceased funding Schools Swimming on 31<sup>st</sup> March 2005.

The Council, on 4<sup>th</sup> April 2005 agreed to continue with the Schools Swimming Programme and approved the hiring of two Swimming Teachers.

The two Swimming Teachers were initially self-employed, but due to changes in tax regulations HMRC dictated that, due to the regularity and number of hours worked, they should be paid through the payroll so that appropriate deductions would be made at source. This was implemented on 1<sup>st</sup> April 2007.

In order to formalise this arrangement a Job Description has been drawn up agreed and evaluated at NJC Scale 4. The Job Description includes the Summer Scheme and other swimming programmes/events in addition to the Schools Swimming Programme. The Posts are Part time, with annualised hours of 20 per week.

The Council currently has a very full Schools Swimming Programme, with the income from this and other Swimming Programmes covering the cost of the Teachers.

**It is recommended** that the 2 Part-time Swimming Teacher Posts (annualised hours 20 per week) are formalised with effect from 1<sup>st</sup> October 2012

During discussion on the change from self employed status to employees DCLS explained why the decision implemented from 1<sup>st</sup> April 2007, following the dictat from HMRC, was only now being formalised. DCLS explained that the Trade Union had made representations with regard to the status of the two swimming teachers who did not have contracts of employment with Council. Job descriptions, which included a programme of work incorporating summer scheme and other swimming programmes and events as well as the school swimming programme, were prepared and evaluated. She also confirmed that no pension contributions had been paid and that there was no request for retrospective payments or conditions. The recommendation was put forward on the basis of no retrospective pay or conditions applying.

Following the points of clarification it was proposed by Alderman Connolly seconded by Councillor Finlay and **AGREED:**

***To recommend that the 2 Part-time Swimming Teacher Posts (annualised hours 20 per week) are formalised with effect from 1<sup>st</sup> October 2012***

#### 43.5 REDUCED HOURS TO COMPLETE DEGREE COURSE.

A Full Time Fitness Instructor (employee number 03853) has been studying for a BSc in Sport & Exercise Science. He has paid the full cost of the course himself and studies in his own time. He has successfully completed the first 2 years which were on a part time basis. The University has now changed the final year to full time. The employee has requested a reduction in hours to 16.5 per week to enable him to complete the course from the end of September 2012 to May 2013. The

hours can be covered by existing part time staff at no extra cost to the Council. DCLS confirmed that the additional hours were at standard rate and there was no additional cost to Council.

#### **43.6 GOOD RELATIONS OFFICER POST**

The Good Relations Officer Post became vacant in May 2012 due to resignation of the post holder. The Post has been filled by the re-deployment of an officer (employee number 05094) with effect from 30<sup>th</sup> July 2012 to avoid a redundancy situation.

#### **43.7 FUEL POVERTY CO-ORDINATOR POST**

Committee is asked to note for the record the Council's decision to fill this post on an agency basis up to 31<sup>st</sup> March 2013, the post being 100% funded. Councillor Finlay highlighted the difficulties created for Council and temporary post holders arising from the lack of security of grants from external funders and the yearly or short term nature of the funding packages. The Director of Borough Services concurred indicating that in some instances funding was not confirmed until July/August, well into the fiscal year.

#### **43.8 FUTURE MEETINGS**

The time of the current meeting was agreed, at request of a member, and after consultation with the Chair and CMT. There is also a difficulty with the October meeting and members are asked to consider the timing of future meetings. Does 4.00 p.m. suit members for future meetings?

Arising from discussion of suitable start time for meeting and difficulties created when afternoon meeting runs close to start time of an evening meeting it was **agreed** that the next committee meeting commence at 3.30 pm and committee give further consideration to timing of future meetings at its next meeting.

**The meeting closed at 6.00 p.m.**

Appendix A – Summary of Summer Recess Council decisions

Appendix B – Variance Report Year Ended 31.3.2012

Appendix C – Absenteeism Report Year Ended 31.3.2012

**RTG\_43 Monday 25<sup>th</sup> June 2012**

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|-------------|---|-----------------|
| <b>42.1</b> | Minutes of Meeting No 41 – 28 <sup>th</sup> May 2012  | <i>Adopted</i>  |
| <b>42.2</b> | Staffing Review – Finance and Leisure Centre Sections | <i>Approved</i> |
| <b>42.3</b> | Vacant Post – TIC                                     | <i>Approved</i> |

**Council Meeting No 967 – 3<sup>rd</sup> September 2012**

- |              |                             |   |
|--------------|-----------------------------|---|
| <b>967.8</b> | Resources Task Group Report | <i>Fill vacant post of full-time Household Recycling Attendant Agreed.<br/>Adopt Resources Task Group Report.</i> |
|--------------|-----------------------------|---|



Variance Report April  
2011 - March 2012



Absenteeism  
Statistics April 2011 -