

**BALLYMONEY BOROUGH COUNCIL
Finance & General Purposes Committee**

Meeting No 341 – 24th April 2006

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BALLYMONEY BOROUGH COUNCIL

Finance & General Purpose Committee Meeting No 341 held in the McKinley Room, Riada House on Monday 24th April 2006 at 7.30 pm.

In the Chair: Alderman H Connolly

Present: **Councillors**
A Cavlan A Patterson
J Finlay I Stevenson
B Kennedy

Aldermen
F Campbell
C Cousley (Mayor)
J Simpson

Apologies: M Storey, MLA

In Attendance: Chief Executive
Director of Central & Leisure Services
Corporate Services Officer
Committee Clerk

341.1 **Minutes** – Meeting No 340 – 27th March 2006

It was proposed by Alderman Campbell, seconded by Alderman Cousley and
AGREED:

that the minutes of Meeting 340, as circulated, be confirmed as a correct record.

341.2 **Accounts for Payment:**

Treasury Advice Schedules detailing payments for Period 12(2), 2005/06 and Period 1, 2006/07 drawn on the Council's Revenue and Capital Bank Accounts were circulated at the meeting.

It was proposed by Councillor Finlay, seconded by Councillor Kennedy and
AGREED:

that accounts to the value of £337,879.53 for Period 12 (2) 2005/06 and £335,968.22 for Period 1 2006/07 from the Revenue Account and £60,169.32 from the Capital Account be approved for payment.

Alderman Cousley left the meeting at 8.05pm.

341.3 **Carry Forward of Annual Leave**

A schedule was circulated detailing the employees who have made application to carry forward unexpended annual leave in 2005/06 to the 2006/07 leave year. Employees applications are supported by their respective Director/Chief Executive.

Alderman Campbell declared an interest as the Father of an employee.

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

to recommend approval of applications to carry forward unexpended annual leave in 2005/2006 to the 2006/07 leave year

Alderman Simpson wished to record that he felt the amount of Carry Forward Leave to be excessive.

341.4 **Staff Matters**

4.1 **Request for Additional Staffing Resources**

This matter was referred back to Committee by Council at its meeting in April 2006.

Committee agreed that further consideration to the additional posts, detailed below, be deferred to the Council's meeting on 2nd May.

Central & Leisure Services Directorate

- Part-time Personnel Assistant - £14,000 max
- Part-time Receptionist, Town Hall - £8,000 max

Office of the Chief Executive

- Part-time Committee Clerk/Admin Asst – £10,000

Borough Services Directorate

- Part Time Clerical Officer – £8,600
- General Operative, Full-time – £16,551, incl Attendance Allowance

4.2 **Filling of Vacant Posts**

Approval was sought for the filling of two vacant Environmental Services posts based at the Council's Knock Road Depot.

(a) Cleansing Operative – postholder resigned to take up new post

(b) General Operative – impending vacancy due to retirement of postholder in August 2006.

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

to recommend that the request to fill the two vacant Environmental Services posts be approved.

4.3 Industrial Tribunal Case (Ref: 1464/05)

The Chief Executive has authorised the Council's Solicitors to settle the case for a nominal sum.

341.5 Street Naming Policy

Following Council's decision to prepare a draft policy, to be subjected to an equality impact assessment, the Chief Executive advised committee that a draft policy had been produced and passed to the Borough Services Director to consider workability issues as the policy, which would cover naming of streets, numbering of properties and names in a language other than English, would be dealt with under the Building Control function. Work had also commenced on the Equality Impact Assessment and a draft of this would be presented to the committee's next meeting.

341.6 Internal Audit

The Local Government Auditor has reported on the audit of the Council's accounts for the year ended 31st March and a copy of his report has been tabled. Public notice has been given of the publication of the report which may be inspected at the Council Offices, during office hours, up to and including 30th June 2006. Copies are available at a cost of £1.00.

The Auditor draws attention to the important role of internal audit in modern corporate governance and points to the need to put effective arrangements in place. Under the recent organisational review the Internal Audit function transferred to the Office of the Chief Executive. Arrangements are in hand to produce an internal audit plan and report on it to Council.

The matter of establishment of an Audit Committee will be dealt with at a future meeting when the Chief Executive will report.

341.7 Protocol For Considering Legal Advice/Legal Opinions

The Chief Executive presented a paper, circulated, on this subject and invited committee to consider how legal advice or opinion should be made available to Council and councillors to enable them to take a properly informed decision.

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

to recommend that the protocol for considering legal advice/opinions be approved, providing, inter alia, that legal advice should normally be summarised in the report presented to the relevant committee. Exceptionally, where it relates to a specific matter which is or is likely to become the subject of legal proceedings, the report shall be made orally to the committee, but a copy of the advice should be made available for each member of committee during consideration of the item and collected when this has been dealt with. The same procedure shall be applied where the matter is considered by Council and the discussion should be taken 'in committee'.

341.8 Council Decision Making Structures

The Chief Executive presented a report, circulated, on the matter. He explained that the Council has appointed committees to reflect the division of responsibilities among the directorates, which existed prior to January 1, 2006. It is necessary to review these structures in the light of changes at that date, including reviewing current arrangements for reporting on internal audit issues, now the responsibility of the Office of the Chief Executive. Issues relating to the Council's consultative role are also addressed under the review.

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

to recommend

(a) that the structure of decision making be built around the new structure approved by Council in January 2006, providing for the business of the Council to be managed and led within a slimmed down management structure, comprising 2 Directorates and the Chief Executive's Office, on the basis of titles agreed by the Corporate Management Team as follows:

*Office of the Chief Executive
Borough Services Directorate and
Central and Leisure Services Directorate*

(b) that the current committee structure be replaced by four committees as follows:

- q ***Corporate and Development Services, serviced by the Chief Executive with the Head of Service as his deputy, covering the remit of Corporate Services and Development (taking in part of the former F&GP and all of the Development committee).***
- q ***Borough Services Committee dealing with the whole remit of that Directorate (Environmental Health, Environmental Services, Amenities and Building Control), serviced by the Borough Services Director, deputised for by the Assistant Director in the department.***
- q ***Central & Leisure Services Committee dealing with the whole remit of that Directorate (Finance, Information & Communication Technology, Human Resources and Recreation), serviced by the Central and Leisure Services Director, with deputising arrangements to be agreed.***
- q ***Consultation Committee, replacing the mid-monthly meeting of Council, dealing with consultation on planning applications and other consultees such as Roads Service, Water Service and the NIHE and receiving delegations and presentations, this committee being vested with full delegated decision-making powers in these areas and retaining full membership (i.e. all councillors) and being open to the press.***
- q ***Audit Committee to be established. The Chief Executive will report.***

341.9 Marketing Sub-Committee

Reports of the sub-committee meetings of 30th March, 4th and 11th April attached as appendix A.

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

to recommend that the reports of the sub-committee meetings of 30th March, 4th and 11th April be adopted.

341.10 Annual Meeting

Suggested date for the Annual Meeting of Council is 8th June at 7.00pm.

It was proposed by Councillor Stevenson, seconded by Councillor Finlay and **AGREED:**

to recommend that the date of the Annual Meeting of Council is Thursday 8th June at 7.00pm.

341.11 Reports

The following reports were tabled:

Auditor's Report on Annual Report and Accounts 2004/2005
Absenteeism Report 2004/05 – Analysis of long term absence per
department.
Best Value Performance Indicators 2004/05 – Report by DOE
New Starts from 16.12.05 – 12.04.06
Review of Public Administration – update report by Chief Executive
The Local Government (2005 Order) (Commencement No. 2 and Savings)
Order (NI) 2006 (No. 151)
Relocation of Area Electoral Office from Ballymoney to Ballymena

This being all the business, the meeting closed at 9.05 pm.

Marketing Sub-Committee – 30th March 2006,

Present: Alderman Connolly (Chair), Alderman Simpson, Alderman Campbell,
Councillor Patterson
Corporate Services Officer, Corporate Project Officer
Apologies: Alderman Cecil Cousley

1. Official opening - Sports Stadium

Members discussed possible dates for the official opening of Sports Stadium and associated community events.

Members agreed Saturday 29th July 2006 for the official opening and civic reception.

A programme of community events during w/c 24th July was discussed with CSO agreeing to bring further discuss these with appropriate officers and bring suggestions to next meeting.

Plaque – next meeting to consider location.

2. Memorial Window

CSO advised that the Council's consultants had met with the contractors to address problems with illumination. Agreed that CSO report to committee on any additional costs.

When the work is complete the designer will produce a photograph of the window. It was agreed that framed copies be provided for members.

3. Borough Newsletter

Members were advised that a draft of the newsletter would be available at the next meeting for members' approval.

4. Date of next meeting

The next meeting was arranged for Tuesday 4th April at 10.00am.

Marketing Sub-Committee – 4th April 2006,

Present: Alderman Connolly (Chair), Alderman Simpson, Alderman Campbell,
Alderman Cousley
Corporate Project Officer
Apologies: Councillor Patterson

1. Borough Newsletter

A draft copy of Ballymoney Bulletin was presented to members for suggestions and comments.

Members agreed that the article on the agreed revised management structure should not be included at this point in time. It was also agreed that the RPA article be reduced, an article on Drumaheglis Marina & Caravan Park award and the new Stadium be included.

A further proof would be brought to next meeting final approval.

2. Date of next meeting

The date of the next meeting was arranged for Tuesday 11th April at 10.00am.

Marketing Sub-Committee – 11th April 2006,

Present: Alderman Connolly (Chair), Alderman Simpson, Alderman Campbell
Corporate Project Officer
Apologies: Alderman Cousley, Councillor Patterson

1. Borough Newsletter

A final copy of Ballymoney Bulletin was presented to members and approved.

Members were advised that the newsletter would be delivered to the distributors in Belfast immediately following the Easter break and delivered to households in the week commencing 24/4/06.

