

**BALLYMONEY BOROUGH COUNCIL  
RESOURCES TASK GROUP No. 36**

**Monday 28<sup>th</sup> March 2011**

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**BALLYMONEY BOROUGH COUNCIL  
RESOURCES TASK GROUP No. 36**

Minutes of Meeting No. 36 of Resources Task Group held in the McKinley Room, Riada House, on Monday 24<sup>th</sup> January 2011 at 2.05 p.m.

In the Chair: Alderman James Simpson

Present: Alderman F Campbell

**Councillors**

J Finlay

M McCamphill

Apologies: Councillor A Patterson

In attendance: Chief Executive  
Director of Borough Services  
Director of Central & Leisure Services  
Committee Clerk

**36.1 Minutes – Meeting No. 35 – 24/1/11**

It was proposed by Councillor McCamphill seconded by Alderman Simpson and **AGREED:**

***that the minutes of the group's last meeting, No. 35 on 24<sup>th</sup> January, 2011, as circulated, be confirmed as a correct record.***

**36.2 Review of arrangements for the management of non-corporate buildings**

Introducing the interim report the Director of Borough Services referred to his undertaking to prepare a principles papers regarding management of community centre buildings and advised that the relevant issues had been incorporated into a review report addressing issues arising from an internal audit review of non corporate buildings.

Presenting the interim report the Head of Corporate & Development Services advised that following a scoping exercise and review of current arrangements some further work has been identified.

She advised that under the OCE Internal Audit role, taking account of Internal Audit Review Recommendations, the current management activities have been examined through consultation with relevant Council Officers, representatives from community association management committees and officers of Cluster Councils. The outcome of the initial scoping exercise had been addressed by the Chief Executive and the directors both of whom had responsibilities with regard to community centres.

By means of a presentation attached as Appendix A she addressed the current management activity in relation to buildings owned and operated by Council and

buildings owned by Council and operated by management committees; the relationship between Council and the management committees; maintenance arrangements and reporting mechanisms; access to facilities and responsibility of users; other community development plans being advanced by Council and community associations. She advised that the range of recommendations included in the internal audit review report on Non-corporate buildings was being advanced by relevant officers. In addition an interim schedule of improvement actions with regard to non-corporate buildings (community buildings) operated by management committees, schedule presented and circulated, were being implemented in advance of formal agreements and policies/procedures being finalised.

During discussion members debated a range of issues including the benefits of community participation in the operation of community centres and a formal agreement between Council and the management committee/community association; fees for use of premises; equality of treatment in operation and management of all centres across the Borough; level of subsidy; early action re establishment of management committees for proposed new community facilities; legal standing of groups; financial management; access and caretaking arrangements; protection of Council assets; application process for user groups and Council's aim to increase income from fees and charges.

Alderman Campbell advised of a recent village planning exercise in Stranocum when he had raised the issue of establishment of a management committee to operate the new village facility.

Members were agreed :

1. that the relationships between Council and management committees required, as a priority,
  - Formal agreement between Council and management committees
  - Formation of management committee as legal entity
2. MUGA at Glebeside should be included as a community facility requiring formal agreement.
3. A further report be presented to next meeting of Resources Task Group following further development of issues identified.
4. the actions set out in the interim schedule of improvement measures being implemented arising from the internal audit recommendations were endorsed.

The Director of Borough Services confirmed that a tender had been let by Council for the improvement of the Ballybogey Centre while tenders had been received with evaluation pending for proposed community facilities at Stranocum and Balnamore.

### **36.3 Vacant posts**

#### **3.1 Community Centre Caretaker (post ref 20732 – Borough Services)**

Budget has been retained for this post pending consideration of options (min of last meeting 35.4.4 refers) Arrangements will be put in hand to fill the post following the retirement of the present incumbent on 8<sup>th</sup> May, pending consideration of report on review of management arrangements for community buildings.

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

*to recommend that the post of community centre caretaker at Rasharkin be filled pending decision on management arrangements for community buildings.*

### **3.2 Good Relations Officer (post ref 50141– Leisure Services)**

This postholder is on secondment to Coleraine Borough Council to 31<sup>st</sup> March 2011. That council has requested the extension to secondment to 31<sup>st</sup> March 2012, subject to funding being confirmed for 2011/12. The vacancy is currently filled through Employment Agency and has worked well. It is **recommended** that Council agree to extension to secondment and to continue with agency staff member.

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

*to recommend that Council agree to extension of secondment of Good Relations Officer post 50141 and to continuation with agency staff members to fill temporary vacancy.*

The Director of Central and Leisure Services confirmed that a further phase of mediation work had commenced in Rasharkin.

### **3.3 Fitness Instructor (post ref 30825 – Leisure Services)**

This postholder is on a career break for the year to April 2011. An extension to the career break for a further year has been requested. The vacancy is filled by Leisure Attendant and that post filled by Employment Agency Service.

It is **recommended** that Council agree to the application for extension of career break for one further year and continue with current arrangements to fill vacancy.

It was agreed, at request of Director of Central and Leisure Services, to defer this matter to the Council meeting.

## **36.4 New Posts**

### **4.1 Cohesion Officer – Leisure Services**

This new full-time post, salary grade SO1, reporting to Cultural Services Officer, is being 100% funded through Peace III to deliver Ballymoney Cohesion Project from 1<sup>st</sup> October 2010 to 31 March 2013.

It is **recommended** that the post be filled either through recruitment campaign or Employment Agency Service

The Director of Central & Leisure Services advised that, including salary costs and project monies the total project was £113k. The postholder would work across 4 areas within Ballymoney.

In response to a question by Councillor Finlay, the Director of Central and Leisure Services advised that the accrual of employment rights would not arise as it was intended that the post be filled via employment agency.

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

***to recommend that the post of Cohesion Officer be filled through employment agency service.***

#### **4.2 Multi Skills Coach (Full-time) and Disabilities Coach (Part-time)**

These two posts, salary grade 4, reporting to the Head of Leisure, are being funded 100% by Sport NI under the Active Communities Programme. Active Communities is a three-year scheme across the four councils in the Causeway Cluster.

It is **recommended** that the posts be filled through a joint recruitment campaign.

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

***to recommend that the post of Multi Skills Coach (full time) and Disabilities Coach (part time) 100% funded by Sport NI Active Communities Programme, be filled through a joint recruitment campaign with Council partners in the cluster.***

#### **36.5 Next meeting – Monday 23<sup>rd</sup> May 2011**

Appendix A – Presentation slides review of arrangements for management of non-corporate buildings

## Community Centres

Operation and management

### Introduction

- Community Centres are non-corporate buildings (NCBs) – *premises in Council ownership that are not used for the delivery of Council services.*

### Review of Management Arrangements

- Internal Audit Review Report
- Consultation – Council Officers, Management Committee/ Community Group reps, Cluster Councils
- Review outcome with CE and Directors – DBS & DCLS

### Roles and Responsibilities

- **Borough Services** – Estate Management
- **Central & Leisure Services** - establishment MCs, produce/audit financial statements, attend meetings, contributions to community centre running costs (DSD), advice services (CAB), community grant scheme, community festival fund and GR programme

### Current NCB Management Activity

- **Council Owned & Operated**
  - Ballymoney Social Centre
  - Rasharkin Community Centre
- **Council owned, MC operated**
  - Killyrammer & Dist Community Centre
  - Ballybogey Community Centre (currently closed)

### Current NCB Management Activity

- Council development plans
  - Improving Ballybogey CA
  - Centre provision @ Stranocum
  - Centre provision @ Balnamore
  - \* *Access responsibility of MC – no Council Caretaker*
  - \* *New community facilities intended to operate on the basis of agreements with management committees*

### Relationship between Council and MC

- No formal agreement
- No fee required by Council from MC
- MC can charge for use of premises
- Council gains no income from facility

### Reporting Mechanisms

- Constitutions for management committees / community associations
- Audit and inspection of books & financial statements no required by Council
- Council audit role ad-hoc, at request

### Maintenance arrangements & reporting mechanisms

- Management committee responsible for building, no formal council inspection
- Regularly Qrly inspections by Borough Services introduced.

**Access to facilities and responsibilities  
of users**

- Application process, with appeal process
- Conditions of booking
- Schedule of charges for use of facilities
- Level of use of facilities

**Other community development  
VILLAGE ACTION PLANS / PROJECTS**

- Dervock
- Stranocum
- Dunloy
- Rasharkin
- Ballybogey

**Interim Recommendations**

- Agreements Council & MC covering all issues
- Status of Management Committee
- Insurance Inspection
- Submit accounts and report
- Application process
- Agenda & minutes –
  - DCLS

### Interim recommendations

- Member awareness – CE
- Interim advice note re matters relating to Community Centres, testing electrical equipment, first aid boxes -DBS
- Reporting mechanisms to be communicated - DBS

### Interim Recommendations

- CMT to consider whether current means of working accords with overall aims and objectives of Council to maximise income from fees and charges and report to be placed before LAC.