

BALLYMONEY BOROUGH COUNCIL**Corporate & Central Services Meeting**

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BALLYMONEY BOROUGH COUNCIL

Minutes of Corporate & Central Services Committee Meeting No 394 held in the McKinley Room, Riada House, on Monday 28th March 2011 at 7.00pm.

IN THE CHAIR: Alderman J Simpson

PRESENT: **Aldermen**
F Campbell
H Connolly
C Cousely, MBE, Deputy Mayor

Councillors
J Finlay
R Halliday
B Kennedy, Mayor
M McCamphill
A Patterson
E Robinson
I Stevenson

IN ATTENDANCE: Chief Executive [Items 2-11]
Director of Central & Leisure Services [Items 1-7]
Head of Corporate Services [Items 4-11]
Committee Clerk

APOLOGIES: **Councillors**
Councillor McKeown
Councillor Robinson
Councillor Patterson

394.1 MINUTES OF MEETING NO 393 – 28TH FEBRUARY 2011

Minutes of Meeting No 393 –28th February 2011 were circulated.

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

to recommend that Minutes of Meeting No 393 – 28th February 2011, as circulated, be approved.

CENTRAL SERVICES**394.2 ACCOUNTS FOR PAYMENT**

Treasury advice schedules detailing payments for Period 12, (1) 2010/11 drawn on the Councils Capital & Revenue Bank Accounts were considered.

IT IS RECOMMENDED that payments are made.

The Council at its meeting on 7th March delegated authority to the Director of Central & Leisure Services to approve the payments for Period 12 (2) 2010/11 and Period 1, 2011/12.

The Director answered a number of members' queries.

- * **Chief Executive arrived at the meeting at 7.28pm during consideration of the above matter.**

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

to recommend to Council that accounts to the value of £540,071.72 from the Revenue Account and £107,371.49 from the Capital Account for Period 12 (2), 2010/11 and Period 1, 2011/12 be approved for payment.

394.3 CAPITAL FUND

The Director advised that the Department of the Environment approved the establishment of a Capital Fund up to £1.5 Million for the closure of the Landfill site and associated capital works.

The Capital Fund Balance is currently greater than £1.5 Million.

The Chief Executive has advised that the fund be increased by £500,000.00.

IT IS THEREFORE RECOMMENDED, on the advice of the Chief Executive that application is made to the Department of the Environment to have the limit on the Capital Fund increased to £2 million.

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

to recommend that application is made to the Department of the Environment to have the limit on the Capital Fund increased to £2 million.

394.4 CONSULTATION ON GUIDANCE TO BE MADE UNDER PART 1 OF THE LOCAL GOVERNMENT FINANCE BILL – GUIDANCE ON MINIMUM REVENUE PROVISION FOR DISTRICT COUNCILS IN NORTHERN IRELAND.

The Director advised that the Department of the Environment is seeking views on the guidance on Minimum Revenue Provision for District Councils in Northern Ireland (consultation circulated).

The Local Government Finance Bill completed the Final Stage in the Assembly on 15th February 2011. Part 1 of the Bill will modernise the legislative framework for local government finance. The Department issued guidance to support Part 1 of the Bill, which provides details on the proposed capital finance regime, investment and capitalization procedures. As part of the introduction of the new prudential capital finance system the Department also intends to issue guidance on Minimum Revenue Provision.

Members' comments are invited.

Councillor Stevenson suggested that the Director bring any recommendations on the consultation to members after the AGM in May.

The Director agreed to make comments for Council to consider at the next committee meeting at the end of May.

* **Councillor Finlay left the meeting at 7.35pm.**

Councillor Storey sought assurance that whatever is asked of the Council by the Department, that the Chief Executive and Directors are content with arrangements that protect Council's best interests.

* **Councillor Stevenson left the meeting at 7.36pm.**

* **Head of Corporate and Development Services arrived at the meeting at 7.37pm.**

394.5 GENERAL GRANT – RESOURCES ELEMENT 2011/12

The Director advised that the Department of the Environment has written to Council advising that the executive has approved the reinstatement of the 2010/11 in year reduction of £1.15 million to the Resources Element of the General Grant. The Council will therefore receive the amount previously cut of £60,904.00.

394.6 LOCAL GOVERNMENT FINANCE BILL – IMPLEMENTATION OF PARTS 1 & 2

The Director advised that the Department of the Environment has written to council advising that Parts 1 & 2 of the Finance Bill will apply from 1st April 2012 for the financial year 2012/13. Part 1 of the Finance Bill was to be implemented on 1st April 2011 but the Bill only completed Final State at the Assembly on 15th February 2011 and it was unlikely that Royal Assent to the Bill would be given in time for the subordinate legislation to be in place before 1st April 2011. In addition councils responses to the consultation highlighted that there was insufficient time for councils to prepare for the introduction of the new prudential financial system for 1st April 2011 and that the budgetary process for 2011/12 was completed without reference to the prudential finance system.

* **Councillor Storey, MLA, left the meeting at 7.40pm.**

The Director advised that she will report back to council on the implications of the Finance Bill at a future date.

394.7 CARRY FORWARD OF ANNUAL LEAVE TO 2011/12

The Director advised that application is being made for five employees to carry forward unexpended leave in 2010/11 to 2011/12. Three employees were unable to expend leave in 2010/11, to the appropriate limits due to the needs of the services. The Chief Executive supports the applications. The

other 2 employees were on long term sickness absence during the year and are entitled to carry forward any untaken leave, under the Working Time Regulation.

The Director answered a number of member queries.

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

to recommend that Council grant five employees permission to the carrying forward of unexpended leave into 2011/12.

- * Council Storey rejoined the meeting at 7.46pm.
- * Director of Central and Leisure Services left the meeting at 7.47pm.

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394.8 COUNCIL DECISION MAKING STRUCTURES

Introduction

As 2011 is an election year, the first meeting of the new council will be the AGM, which among other decisions will decide on the membership of Council's various committees. In preparation for that meeting, the committee is asked to consider the current committee structure and recommend to council any changes thought necessary for the incoming term of council.

Background

The 1972 Local Government Act provides that:

a council may appoint a committee for any such general or special purpose as in the opinion of the council would be better regulated and managed by means of a committee, and may delegate to a committee so appointed, with or without restrictions or conditions, as the council thinks fit, any functions exercisable by the council with respect to either the whole or a part of the district of the council, except the power of making a rate, or of borrowing money or of acquiring, holding or disposing of land ...

The current committees are Consultation, Development, Health & Environmental Services, Leisure & Amenities and Corporate & Central Services. The first three have a single officer as the main presenter of business, while the other two are attended by, in the case of Leisure & Amenities, both of the directors and by one director and the Chief Executive for Corporate & Central Services. The Chief Executive may also attend any committee. Consultation Committee has full council powers, all the others make recommendations to council.

These committees do not align with the management structure. As a result two committees are split, which creates problems for the officers who service them, complicates the arranging of presentations and has caused confusion for members as to where to raise matters not on the agenda. It is also inefficient in relation to the production of agendas and minutes.

The current management structure comprises two Directorates and the Office of the Chief Executive. The titles for these departments are:

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

Proposal

Building a new structure of committees around this division of responsibilities would produce three new committees: -

- 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 Corporate & Central Services committee and all of the Development committee);
- Borough Services Committee, serviced by the Borough Services Director, deputised for by the Assistant Director in the department, dealing with the whole remit of that Directorate (Environmental Health, Environmental Services, Amenities and Building Control); and
- Central & Leisure Services Committee, serviced by the Central and Leisure Services Director, dealing with the whole remit of that Directorate (Finance, Information & Communication Technology, Human Resources and Leisure).

These changes would streamline the decision making process within Council, reduce the time taken to produce agendas and compile reports (as each committee's business will be under the control of one officer), be simpler to understand and reduce the waiting time for officers presenting the business.

Proposed meetings post 2011 Election

Title	Frequency	No. per year	Chair / Vice Chair
Council	Monthly	12	Mayor/ Deputy Mayor
Consultation	Monthly	11 ^(None in July)	Elected by Comm.
Corporate & Development Services	Monthly	10*	Elected by Comm.
Central & Leisure Services	Monthly	10*	Elected by Comm.
Borough Services	Monthly	10*	Elected by Comm.

* it has been practice in recent years to suspend meetings for July & August

It is recommended that, with effect from the 5th May 2011, Council establishes the following committees: -

- 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;
- Borough Services, serviced by the Borough Services Director with the Assistant Director in the department as his deputy and dealing with the whole remit of that Directorate (Environmental Health, Environmental Services, Amenities and Building Control);

- Central & Leisure Services, serviced by the Central and Leisure Services Director and dealing with the whole remit of that Directorate (Finance, Information & Communication Technology, Human Resources and Leisure)

and disbands the following committees: -

- Health & Environmental Services;
- Leisure & Amenities;
- Corporate and Central Services; and
- Development.

Councillor Kennedy suggested the Consultation committee meeting to revert to a mid-monthly Council meeting, thus having 2 Council meetings per month plus 3 committee meetings; chaired by the Mayor and Deputy Mayor.

The Chief Executive answered a number of member queries.

Councillor McCamphill thought that it was a good idea having one Officer serving one meeting.

* **Councillor Storey left the meeting at 8.04pm.**

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

to recommend that, with effect from the 5th May 2011, Council establishes the following committees: -

- ***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;***
- ***Borough Services, serviced by the Borough Services Director with the Assistant Director in the department as his deputy and dealing with the whole remit of that Directorate (Environmental Health, Environmental Services, Amenities and Building Control);***
- ***Central & Leisure Services, serviced by the Central and Leisure Services Director and dealing with the whole remit of that Directorate (Finance, Information & Communication Technology, Human Resources and Leisure)***
- ***A second Council meeting***

and disbands the following committees;

- ***Health & Environmental Services;***
- ***Leisure & Amenities;***
- ***Corporate and Central Services and***
- ***Development***
- ***Consultation Committee***

Councillor McCamphill queried the reason to appointing the Mayor and Deputy Mayor to Chair the Consultation mid-monthly meeting, Councillor

Kennedy stated that it was to save the extra fee for a Chair and Deputy Chairperson.

- * **Councillor Halliday left the meeting at 8.08pm.**

394.9 CAUSEWAY HOSPITAL ARTSCARE

Members will recall the New Hospital Campaign Group formed by local doctors and supported by the three local Councils, Ballymoney, Coleraine and Moyle, to bring together the four hospitals into one new hospital, the Causeway Hospital, which opened in April 2001. During the campaign the whole community united behind the idea and this proved to be a concept which strengthened the acceptance by the powers that be of the proposal.

This became enshrined in their logo, incidentally developed through a schools' competition won by a pupil from Loreto, "*COMBINHE*"; Coleraine, Moyle & Ballymoney in new hospital enterprise.

During the campaign lots of public money was raised, including financial support from the three councils. Recently the Chairman, Treasurer and Secretary of the group met to discuss what to do with the balance of those monies, almost £2000.00. It was agreed that an appropriate piece of art appeared to be the best way to commemorate the campaign and its supporters. Following consultation with the hospital artscare group it is proposed to commission a piece of art which would represent the concept of '*COMBIHNE*'; on this the tenth anniversary of the hospital opening.

An application is being made to each of the three Councils (Ballymoney, Coleraine and Moyle) for a modest contribution of £200-£300. While no specific budget provision is available for this purpose **IT IS RECOMMENDED** that Council consider participating in this community initiative.

Councillor Kennedy stated that if Council are able to find the funding for this it should be supported, as Ballymoney had to fight very hard for the hospital at the time.

Councillor McCamphill concurred with Councillor Kennedy's comments.

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

to recommend that Council grant up to £500 to the Causeway Hospital Artscare, towards commissioning a piece of art which would represent the concept of 'COMBIHNE'; on this the tenth anniversary of the hospital opening.

394.10 NORTHERN IRELAND ELECTED MEMBER DEVELOPMENT CHARTER

NILGA have advised on the outcome of the cluster submission to become involved in the Pathfinder project for the NI Elected Member Development Charter. Nine submissions covering fifteen of the twenty-six councils were received. There is only resources at this stage to support four and the

submission from the cluster in this region has not been successful. NILGA officers are looking again at plans for the Charter with a view to bringing forward proposals for a further phase of support for the charter and to examine funding opportunities.

394.11 APPOINTMENT OF MEMBERS TO THE NI LOCAL GOVERNMENT OFFICERS' SUPERANNUATION COMMITTEE

The Department of Environment has written to advise that the NI Local Government Officers Superannuation Committee is to be reconstituted for a further four year term. It consists of a chairperson, five representatives from employer organisations, five representatives from employee organisations and two independent members. Appointments are made by the Minister. Council is invited to submit the name(s) of those who may wish to be considered for appointment by no later than 4.30 p.m. on Monday 4th April. Further details and information on competencies and experience required is available from the Office of the Chief Executive.

This being all the business the meeting closed at 8.13pm.