

**BALLYMONEY BOROUGH COUNCIL****Table of Contents**

<b>398.1</b>	Minutes of Meeting No 397 – 26 <sup>th</sup> September 2011 Matters Arising 1.1 Electoral Registration (397.7) 1.2 Request to L&PS to attend meeting of Council/Committee (397.21) 1.3 Councillor Training Programme (397.13)	<i>Approved</i>
--------------	--	-----------------

**CENTRAL SERVICES**

<b>398.2</b>	Accounts for payment	<i>Payments £583,137.23 from Revenue Account and £174,260.47 from Capital Account approved.</i>
<b>398.3</b>	Actual Penny Product Finalisation 2010/11	<i>Information.</i>
<b>398.4</b>	2011/12 Actual Penny Product Forecast	<i>Information.</i>
<b>398.5</b>	District Councillors' Allowances and Multiple Mandates Consultation Document	<i>Deferred to next committee meeting.</i>

**CORPORATE SERVICES**

<b>398.6</b>	Partnership Arrangements – removal of Snow and Ice from Town Centre Footways and Pedestrian Areas	<i>Do not sign up and Chief Executive to explore options.</i>
<b>398.7</b>	Draft Local Government Best Value (Exclusion of NON-Commercial Consideration Order (NI) 2011	<i>No comments.</i>
<b>398.8</b>	Records Management	<i>Progress report</i>
<b>398.9</b>	Marketing	<i>Appoint Somme Representative to Royal Gala Dinner.</i>
<b>398.10</b>	Business Plan 2011/12	<i>Approved.</i>
<b>398.11</b>	Budget 2012/13	<i>Note.</i>
<b>398.12</b>	Rates – Annual Guide (LPS)	<i>Agreed.</i>

- |               |                   |  |
|---------------|-------------------|--|
| <b>398.13</b> | Conferences       | <i>Contact OCE if wishing to attend.</i>   |
| <b>398.14</b> | Somme Association | <i>Update circulated.</i>  |
| <b>398.15</b> | Staff Matters     | <i>Mayor/Deputy Mayor &amp; Chief Executive or his nominee attends the NJC pay Briefing event.</i> |

**BALLYMONEY BOROUGH COUNCIL**

Minutes of Corporate & Central Services Committee Meeting No 398 held in the McKinley Room, Riada House, on Monday 24<sup>th</sup> October 2011 at 7.00pm.

**IN THE CHAIR:** Alderman C Cousley, MBE

**PRESENT:** **Aldermen**  
F Campbell  
B Kennedy

**Councillors**  
J Atkinson  
W Blair  
A Cavlan  
J Finlay  
R Halliday  
P McGuigan  
C McLaughlin  
E Robinson  
I Stevenson  
M Storey, MLA

**IN ATTENDANCE:** Chief Executive [Items 6-15]  
Director of Central & Leisure Services [Items 1-5]  
Head of Corporate and Development Services [Items 6-15]  
Committee Clerk

**APOLOGIES:** Alderman H Connolly  
Councillor R McAfee

**398.1 MINUTES OF MEETING NO 397 – 26<sup>TH</sup> SEPTEMBER 2011**

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

*to recommend that the Minutes of Meeting No 397 – 26<sup>th</sup> September 2011, as circulated, be approved.*

**1.1 Matters Arising****Electoral Registration (CRCS 397.7)**

Councillor Robinson queried the response from the Electoral Office.  
The Director advised that this matter could be dealt with under Corporate Services.

- 1.2 Request to Land & Property Services to attend meeting of Council/Committee (CRCS 397.21)**  
Councillor Stevenson queried the response from the Minister.  
The Director, to date, has not received a response.
- 1.3 Councillor Training Programme (CRCS 397.13)**  
Councillor Cavlan indicated she had requested to attend the training however had not received notification.  
The Director informed members that the cost of the training was approximately £55 + VAT. Councillor Cavlan responded, she would not be interested if there was a cost to Council.

## **CENTRAL SERVICES**

### **398.2 ACCOUNTS FOR PAYMENT**

The Director circulated treasury advice schedules detailing payments for Period 7, 2011/12 drawn on the Council's Revenue and Capital Bank Accounts.

The Director responded to a number of members' queries.

The Director reminded members that committee had been delegated full Council power to deal with the Accounts for Payments.

The Director advised that the payments for October totalled £583,137.23 from the Revenue Account and £174,260.47 from the Capital Account and would be made on 31 October 2011.

Alderman Kennedy queried a payment to R Robinson & Sons. The Director replied that the payment was in two parts, the maintenance of effluent treatment plant at Crosstagherty and professional fees for work carried out at Rasharkin Cemetery. Alderman Kennedy further queried whether the work was tendered as he felt that this was not the most satisfactory way of getting this type of work done. Members agreed that the Director shall refer the matter to the Director of Borough Services who shall report to the Health and Environmental Services committee.

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

***that the payments for October totaling £583,137.23 from the Revenue Account and £174,260.47 from the Capital Account be approved.***

### **398.3 ACTUAL PENNY PRODUCT FINALISATION 2010/11**

The Director advised that the final Actual Penny Product calculations for 2010/11 have now been completed by Land and Property Services.

The finalisation amount, excluding the CAP compensatory payment is £9,924.55. However, the deferred payment arising from the BT reviews of £5,558.89 has to be deducted from the finalisation figure, leaving a payment due to the Council of £4,365.66. In addition Council will receive a CAP compensation payment of £2,545.00 for 2010/11. The Director advised that this income was included in the 2010/11 Annual Accounts.

### **398.4 2011/12 ACTUAL PENNY PRODUCT FORECAST**

The Director advised that Land & Property Services have calculated the first quarter in-year forecast of the Actual Penny Product (APP) outturn for the year ending 31<sup>st</sup> March 2012. The indicative outturn for the Council is a claw-back of around £59,000.

In response to a query the Director advised that the rating of empty homes became effective from 1 October 2011.

\* **Councillor Stevenson left the meeting.**

### **398.5 DISTRICT COUNCILLORS ALLOWANCES AND MULTIPLE MANDATES CONSULTATION DOCUMENT**

The Director advised that the Department of the Environment is seeking views from consultees about the allowances payable to Northern Ireland District Councillors who are also members of the Legislative Assembly, Members of Parliament and/or Members of the House of Lords.

A full copy of the consultation document was circulated.

There are 582 councillors in Northern Ireland and of these 35 (6%) hold a multiple mandate (as at May 2011).

The allowances currently payable to councillors are –

- (i) Basic Allowance - £9,738 per annum
- (ii) Special Responsibility Allowance - £20,500 per annum for a council with a population not exceeding 50,000  
-Maximum payable to individual members is one fifth of £20,500

- (iii) Dependants' Carers' Allowance –  
Standard Care - £6.08 per hour, £158.00 per month

Specialised Care - £12.16 per hour, £316.00 per month

Maximum payment per member, per month shall not exceed £316.00.

The scope of the review only takes into account the Basic Allowance and the Special Responsibility Allowance which may be payable to multiple mandate Councillors.

The Department has identified and is seeking views on two possible options.

Option 1 - No Change

Option 2 – Reduce the level of certain allowances for multiple mandate councillors.

Proposal – two thirds reduction in both Basic Allowance and Special Responsibility Allowance.

In the consultation document 5 questions are posed, on which members are invited to comment. DOE are requesting comments by 16<sup>th</sup> December 2011.

Councillor Finlay agreed that 'double jobbing' should be phased out and was in agreement with a two thirds reduction in both Basic Allowance and Special Responsibility Allowance.

Councillor Kennedy disagreed with 'double jobbing' of MLA's and MP's but felt that the work of an MLA and Local Councillor complimented each other.

Councillor McGuigan considered that removal in total of the Basic Allowance and Special Responsibility Allowance was more appropriate but as this was not an option within the consultation he would accept the proposal of a two thirds reduction.

\* **Chief Executive arrived at the meeting at 7.32pm.**

It was proposed by Councillor Robinson, seconded by Councillor McGuigan and **AGREED:**

***to recommend that Council defer the answers to the 5 questions within the District Councillors Allowances and Multiple Mandates Consultation Document to the next meeting.***

- \* **Head of Corporate and Development Services arrived at the meeting at 7.35pm.**
- \* **Director of Central and Leisure Services left the meeting at 7.35pm.**

## **CORPORATE SERVICES**

### **398.6 PARTNERSHIP ARRANGEMENTS – REMOVAL OF SNOW AND ICE FROM TOWN CENTRE FOOTWAYS AND PEDESTRIAL AREAS**

By way of update on this subject the following documents circulated:

- a) General Protocol and Principles to be agreed by Roads Service, NILGA and SOLACE to provide guidance with regard to winter maintenance.
- b) NILGA comments on proposed Memorandum of Understanding (MOU) for partnering arrangements for removal of snow and ice from town centre footways and pedestrian areas.

#### **Problem**

Footways are not treated for snow and ice so become dangerous for pedestrians when snow becomes compacted or during prolonged periods of freezing conditions.

#### **Responsibility for problem**

Roads Service (RS) is responsible for roads including footways. It has power to deal with snow & ice on footways but, due to lack of resources, has a policy of not doing so. Council does not have power to do the work but is being offered it as agent of RS. This could also be extended to cover any organization councils contract with for the work.

**Main elements of the proposed agreement** (*see memorandum of understanding (MoU), attached with copy of letter, 11/10/2011, from the Divisional Roads Manager seeking agreement with Council for snow clearance, based on the agreed key principles with a view to developing a local agreement) NILGA comments on MoU circulated with agenda papers)*

- Agreed list of footways to be treated;
- Agreement on when treatment will take place, based on conditions and availability of resources;
- RS will supply salt/grit free of charge;
- RS will extend to council its indemnity in the Roads Order;
- RS will pay a fee of £478.66 for administration;
- Council will assist RS with footway clearance, depending on resource availability;
- Council will indemnify RS against claims where it treats footways.

#### **Concerns about agreement**

- Based on assumption that council has staff unable to do other work when footways are snowbound - this is rarely the case;

- The public may find it unacceptable that footways are cleared in one instance but not in the next, where the conditions are similar;
- The payment on offer is fixed and not related to the costs incurred;
- RS requires councils to indemnify it against any claims arising from work done by Council staff or their agents. Where claims are made councils would bear the cost of defending the cases and of any awards made;
- Slippery slope argument. If councils take on this role what will they be asked to take on next?

#### **Suggested options to resolve the problem**

1. RS amends its policy to take on dealing with snow and ice on a limited range of footways. This is not feasible for 2011/12.
2. RS contracts with council to do the work as applies to sweeping of DRD car parks. RS does not have the budget to pay in 2011/12.
3. RS should ensure, through legislation if required, that frontagers are empowered to do this work without the risk of being sued. This cannot be done in time for this winter 2011 - legislation may be needed and it will require a campaign to change the culture to one where self-help is the norm.
4. Council takes on this service, signs up to the agreement for one year and reviews after the winter season.

In considering the options members should take into account: -

- the implications of setting a precedent when central government is under financial pressures and may look to offload expensive or difficult functions to local government.
- Cost. This will depend on the extent of the footway network to be included, the standard to which the service is to be provided and the severity of weather conditions experienced. The last point means that accurate budgeting is not possible.

If Council agrees in principle to take on this work, council officers will begin discussion with local RS officers to prepare a schedule of footways to be included, tailor the memorandum to local needs and prepare an estimate of costs, so that council can ratify the agreement and allocate a budget.

#### **Committee is asked to consider the matter and make a recommendation to council.**

Committee is asked to consider the matter and make a recommendation to council.

Chief Executive outlined in detail the options available for members' consideration and responded to questions.

In a wide ranging discussion members highlighted the particular plight of smaller Councils in terms of budget and manpower, expressed caution surrounding the proposals within the Memorandum of Understanding, the level of ambiguity within the wording of the document and expressed the view that Council should not sign



up to the 'agreement' but should have a contingency plan so that Council could at least prepare to respond to severe conditions as was experienced last year.

\* **Councillor Storey left the meeting at 8.10pm.**

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

*to recommend that Council do not sign up to the partnership arrangements with Road Service but that the Chief Executive explore options as to what could be done in an emergency situation based on arrangements operated last year in town centre including flexibility available for provision of salt supplies to village centres.*

**398.7 DRAFT LOCAL GOVERNMENT BEST VALUE (EXCLUSION OF NON-COMMERCIAL CONSIDERATION ORDER (NI) 2011**

The above order and associated guidance published by DoE was tabled at committees last meeting, min 397.5. Comments invited by 31<sup>st</sup> October. Council has authorised Council to respond on its behalf. The documents were circulated to CMT and no management comments are offered.

**398.8 RECORDS MANAGEMENT**

Work to progress the required audit and revised retention and disposal policy, referred to at committee's last meeting, 397.9, continues. The work has considerable resource implications and we will not be in a position to have this considered by Council and with the Assembly in November. SOLACE, on behalf of local government, has asked the Information Commissioner for an extension of six months.

**398.9 MARKETING**

Head of Corporate & Development Services updated members on status with regard to civic events. Local Democracy Week event has taken place with a panel of party leaders chaired by Her Majesty's Lord Lieutenant for Co. Antrim receiving a presentation from P6/7 classes from Rasharkin primary school on a manifesto, "working together for the community", giving their ideas of what they, responding to questions, would do for their community if they were councillors.

She also advised that date planning surrounding the Freedom of the Borough Ceremonies is in progress.

An invitation has been received from the Somme Association to a Royal Gala Dinner on Wednesday 23<sup>rd</sup> November 2011 in the City Hall, Belfast, in

recognition of the 95<sup>th</sup> Anniversary of the end of the Battle of the Somme. Tickets are priced at £65.

It was proposed by Alderman Campbell, seconded by Councillor Atkinson:

***to recommend that Council be represented by its Somme representative at the Royal Gala Dinner on Wednesday 23<sup>rd</sup> November 2011 in the City Hall, Belfast, in recognition of the 95<sup>th</sup> Anniversary of the end of the Battle of the Somme at a cost of £65.***

Councillor Cavlan felt that if people were going to a Dinner to support an Association, they should pay for their own tickets.

Alderman Kennedy agreed with Councillor Cavlan but felt this occasion was different as it was in recognition of the 95<sup>th</sup> Anniversary of the Battle of the Somme which had touched many peoples' families within the Borough, therefore Council should send its representative.

Councillor McGuigan and Councillor McLaughlin concurred with Councillor Cavlan's comments.

The Chair put the proposal to vote. 8 voted in favour, 3 voted against, Chair declared the motion carried.

- \* **Councillor McGuigan left the meeting at 8.43pm**
- \* **Alderman Kennedy left the meeting at 8.45pm.**
- \* **Councillor Atkinson left the meeting at 8.51pm.**

### **398.10 BUSINESS PLAN**

Head of Corporate and Development Services presented the draft business management plan for 2011/12, attached as Appendix A.

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

***to recommend that Council approve the Office of the Chief Executive Business Management Business Plan 2011/12, attached as Appendix A.***

### **398.11 BUDGET**

Members are asked to note that a draft budget report for 2012/13 will be tabled at committee's November meeting as the first item of business.

### **398.12 RATES – ANNUAL GUIDE (LPS)**

Members will recall that in previous years Council contributed information for inclusion in a guide published by LPS and circulated with rates bills (9900 ratepayers). They have again extended an opportunity to promote Council in the publication in 2012/13.

This year following a review of the publication the formation is changed, with councils offered a pre-designed promotional page signposting ratepayers to Council's website.

**IT IS RECOMMENDED** that Council take the opportunity to contribution to the LPS publication.

Councillor Robinson suggested that Council print a leaflet for members of the public who do not access the internet. This was agreed.

- \* **Alderman Kennedy returned to the meeting at 8.55pm during consideration of the above matter.**

### **398.13 CONFERENCES**

Members' attention is drawn to the following events, any member interested in attending should submit application to the Office of the Chief Executive.

- a) Local Government Staff Commission for NI, Local Government People and Organisation Development Conference "Developing a Change Culture in Local Government" 8/9 December 2011 (venue to be confirmed) – Advance Notice – information on programme and booking details to issue in due course.
- b) NI Local Government Association's Annual Conference/Exhibition "2012 Positively Local" and Local Government Awards NI, Thursday 23<sup>rd</sup> February 2012 in the Hilton Hotel, Templepatrick. £145 per day, plus VAT.

### **398.14 SOMME ASSOCIATION**

An update on the work of the Somme Association was circulated.

### **398.15 STAFF MATTERS**

The NI Joint Council for Local Government Services (NJC) has advised that the Annual Pay Briefing with the NJC Employers Side will take place on Tuesday 22<sup>nd</sup> November 2011 at 11.00 a.m. in NILGA Offices.

An invitation to the event has been sent to Mayors/Chairs and Chief Executive's of Councils to allow representatives to set out clearly how the Council would wish to see any discussions progress for 2012 and beyond.

**IT IS RECOMMENDED** that the Mayor or Deputy Mayor and the Chief Executive or his nominee be appointed to attend the NJC Pay Briefing event on 22<sup>nd</sup> November.

It was proposed by Alderman Kennedy, seconded by Councillor Finlay and

**AGREED:**

***to recommend that the Mayor or Deputy Mayor and the Chief Executive or his nominee be appointed to attend the NJC Pay Briefing event on 22<sup>nd</sup> November.***

**This being all the business the meeting closed at 9.00pm.**

**Appendix A: Business Plan**



# OFFICE OF THE CHIEF EXECUTIVE

## BUSINESS MANAGEMENT BUSINESS PLAN 2011-12

### SECTION 1 – INTRODUCTION

#### 1.1 Links to Corporate Plan

The Council's mission and values and principles have been developed to guide our department and the services we provide. The Council's mission is:

**“To improve the quality of life for the citizens of Ballymoney Borough.”**

**Core Values:** The Council has developed the following core values to underpin its mission and guide the Council in its business:

The Council has developed the following core values to underpin its mission and guide the Council in its business:

<b>Equality</b>	<b>All stakeholders treated fairly, while respecting their different needs</b>
<b>Partnership</b>	<b>Willing to collaborate internally and externally to achieve its goals</b>
<b>Innovation</b>	<b>We will embrace innovative and enterprising ways of meeting the needs of our citizens</b>
<b>Accountability</b>	<b>We will operate in a transparent way, reporting openly to our stakeholders on performance against targets on an annual basis.</b>
<b>Value for Money</b>	<b>We will promote quality services that meet the expectations of our customers at an affordable cost.</b>

## SECTION 2 – SERVICES PROVIDED

### BUSINESS MANAGEMENT BUSINESS PLAN

**2011-2012**

#### STATEMENT OF PURPOSE:

- To provide an efficient, effective, economic and accountable business management and support service to the corporate body
- Protect and enhance the reputation and brand of the Council and promote and explain activities and interests of Council
- Ensure access to services and information is readily available to customers to meet their needs
- Enhance the strength of the democratic process
- Enhance Corporate Governance

#### DELIVERABLES:

<b>COUNCIL/COMMITTEE/ MEMBER SERVICES</b>
<ul style="list-style-type: none"> <li>• Business Support Services to Council &amp; Standing Committee</li> <li>• Implement and communicate Council and Corporate &amp; Development Committee decisions.</li> <li>• deliver, monitor and review member training/briefing programme and support services in accordance with member services plan</li> </ul>
<b>CORPORATE MANAGEMENT</b>
<ul style="list-style-type: none"> <li>• support services to Corporate Management Team, including key communication with Heads of Service and inter-organisational liaison on corporate working.</li> </ul>

<ul style="list-style-type: none"> <li>• Lead Strategic Planning and Programming, organizational reviews, manpower planning and emergency planning</li> </ul>
<b>MARKETING</b>
<ul style="list-style-type: none"> <li>• raise profile of Council and awareness of services through advertising, marketing and positive PR</li> <li>• monitor compliance of corporate identity/branding across all media</li> <li>• deliver corporate/civic, ceremonial projects and events</li> <li>• develop and promote events promotion to mark national events/anniversaries</li> </ul>
<b>COMMUNICATIONS</b>
<ul style="list-style-type: none"> <li>• lead and co-ordinate internal and external communications ensuring that news about Council's initiatives and services reached the public and Council staff through a range of communication media, including news releases, website, citizens information leaflets, events, staff and team briefings</li> <li>• lead inter service working groups and improve cross services understanding .</li> <li>• in a civil emergency play key role in supporting the emergency planning team.</li> <li>• develop an approach to consultation and engagement to make sure people have the opportunity to influence decision making.</li> <li>• manage relations with statutory agencies and external organizations to facilitate consultation and representation between bodies and Council.</li> <li>• Manage media relations, including media briefings, interviews, written responses and general information and produce guidelines and protocols for dealing with the media.</li> <li>• Develop &amp; review website and improve access &amp; on-line services</li> <li>• Promote comments scheme and publish results</li> <li>• Develop and review policies, procedures and protocols</li> </ul>
<b>RECORDS MANAGEMENT</b>
<ul style="list-style-type: none"> <li>• Lead development of policies and procedures ensuring legal obligations complied with and provide advice and guidance to service units.</li> <li>• Monitor and Review organizational file plan and develop retention and disposal schedule and ensure legislative obligations are complied with.</li> </ul>

<ul style="list-style-type: none"> <li>• Monitor and review publication scheme</li> <li>• Corporate support for FOI/DP and annual report.</li> </ul>
<b>INTERNAL AUDIT</b>
<ul style="list-style-type: none"> <li>• Manage, through external provider, internal audit function to give independent assurance to Council on adequacy of risk management framework.</li> <li>• Produce and implement action plan in compliance with internal audit findings, as required, and co-ordinate cross service actions.</li> <li>• Service and support Audit Committee activity as set out in its terms of reference</li> <li>• Co-ordinate development and review of Risk Management Process</li> <li>• Support requirement, as set out in code of practice, to ensure implementation of arrangements for securing economy, efficiency and effectiveness in the use of resources</li> </ul>
<b>ELECTIONS</b>
<ul style="list-style-type: none"> <li>• Support the Chief Electoral Officer in the conduct of local and combined elections.</li> </ul>
<b>CIVIC LEADERSHIP &amp; REPRESENTATION</b>
<ul style="list-style-type: none"> <li>• Lobby on issues affecting the Borough and its citizens: <ul style="list-style-type: none"> <li>• <i>opposition to lignite development, upgrading of A26 to dual carriageway standard, gas pipeline installation, railway network improvements, area plan, housing growth indicators, broadband.</i></li> </ul> </li> </ul>
<b>EQUALITY AND DIVERSITY</b>
<ul style="list-style-type: none"> <li>• implement corporate equality scheme</li> </ul>



<b>BUSINESS CONTINUITY MANAGEMENT</b>
<ul style="list-style-type: none"> <li>Review all business areas and prepare and implement a Business Continuity Management Plan in accordance with the principles of BS25999</li> </ul>
<b>RESOURCE SUPPORT TEAM</b>
<ul style="list-style-type: none"> <li>Employees x 11</li> <li>Recruit work placement/trainee</li> <li>Manage delivery of programmes/services within overall cost limits and agreed timescale</li> </ul>
<b>BUDGET</b>
<ul style="list-style-type: none"> <li>Expenditure (<i>excl capital charges</i>) £255,426</li> </ul>
<b>EXTERNAL LIAISON / PARTNERSHIP WORKING</b>
<p><b>External Liaison</b> - <i>Ratepayers, government agencies, MP, MLAs, community groups, local authorities, other departments, media, trade unions, community and business networks</i></p> <p><b>Partnership Working</b></p> <p>NILGA, Transition Committee, RPA working Groups, Northern Corridor Railways Group, Ballymoney Borough Road Safety Committee, Local Government Staff Commission, Local Government Training Group, N I Housing Council, Somme Association, Knockagh War Memorial Committee, William Keown Trust.</p>
<b>EXTERNAL STANDARDS</b>
Everything done in line legislative requirements and established good practice.

Ej/rev. 9/2011