

**BALLYMONEY BOROUGH COUNCIL
RESOURCES TASK GROUP**

Monday 26th September 2011

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BALLYMONEY BOROUGH COUNCIL

RESOURCES TASK GROUP

Minutes of Meeting No. 37 of Resources Task Group held in the McKinley room, Riada House, on Monday, 26th September 2011 at 2.00 p.m.

Chair: Alderman C Cousley
Present: Alderman F Campbell, Councillor J Finlay
Apologies: Alderman H Connolly, Councillor A Cavlan

In Attendance: Chief Executive, Director of Borough Services, Director of Central & Leisure Services, Head of Corporate & Development Services

1. Minutes Meeting No 36 – 28th March 2011

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

that the minutes of meeting No. 36 on 28th March 2011, as circulated, be confirmed as a correct record.

Matters arising:

1.1 – Multi Skills Coach (Full-Time & Disabilities Coach (Part Time) (4.2)

In response to question by Alderman Campbell the Director of Central & Leisure Services confirmed that the Multi Skills Coach post was 100% funded by Sport NI, Limavady Borough Council acting as lead Council for employment purposes. The postholder had commenced last month.

However, there had been a poor response to the part-time Disabilities Coach recruitment exercise and a further exercise would be undertaken. Responding to a suggestion by Alderman Campbell that a full-time post shared with another council might be explored the Director stated that Sport NI would not find this acceptable as they required a dedicated person within each Council area.

2. Vacancies

The Director of Central & Leisure Services presented interim reports, as follows, on vacancies, as presented to last meeting of Corporate Management Team.

3.1 Finance Department – Finance Assistants

Two Finance Assistant posts have become vacant – one through retirement on ill health grounds and the other through retirement.

The posts are currently temporarily filled by a part-time post undertaking additional hours and a full-time post through the Employment Agency.

Various options are currently being considered and a report will be tabled for next month's meeting. She explained that the objective of the options is to secure efficiency savings.

3.2 Joey Dunlop Leisure Centre – Assistant Managers

Two Assistant Managers posts have become vacant through retirement on ill health grounds.

The posts are currently being filled temporarily by existing Lead Attendants and their posts are filled by Employment Agency staff.

Various options are currently being considered and a report will be tabled for next month's meeting. She explained that the objective of the options is to secure efficiency savings.

3.3 Joey Dunlop Leisure Centre – Restaurant – Catering Assistant

A Part-Time Catering Assistant post had become vacant through resignation.

It is **recommended** not to fill the vacant hours at present and to reduce the opening hours of the Restaurant for a temporary period. During this period the impact of the closure can be assessed.

The new opening hours of the Restaurant to be effective from 3rd December 2011.

In response to request for further information the Director explained that the review was driven by increased cost of wages and reduction in restaurant income and advised that over the last few months usage and income had been analysed. The revised opening hours would see the facility close on three evenings per week. During this temporary arrangement costs would continue to be monitored and the views of customers taken into account as would any impact on the use of other centre facilities.

It was proposed by Councillor Finlay seconded by Alderman Campbell and

AGREED:

to recommend that that Council does not fill the vacant hours at present and reduce the opening hours of the Restaurant for a temporary period, with closure Monday, Wednesday & Friday at 4 p.m. rather than 8.00 p.m. (reduced operating hours of 12 per week), with effect from 3rd December 2011. During this period the impact of the closure to be assessed.

3. Standard Financial & Other Reporting Programme

3.1 Variance Report as at end of last financial year ended 31.3.2011

A copy of actual expenditure and income v. budget (excluding capital charges) with accompanying explanatory notes, attached as Appendix A, circulated, was presented by Director of Central & Leisure Services and the Chief Executive and Directors clarified points raised in response to members' questions.

During consideration of budgets and variances the following relevant issues impacting on expenditure and income were discussed and some issues requiring to be factored into consideration of incoming rate setting round were noted, including -

- ✓ Overall deficit on services £12430, after meeting cost of regrading under single status which Council agreed would be met from reserves and transfer of funds to the capital fund.
- ✓ Surplus arose from savings on loan charges.
- ✓ During budget setting process for 2011/12 some budgets were reduced to take account of revised working patterns and while savings achieved 2010/11 similar savings cannot be assumed in current year
- ✓ Reserves used to fund capital spend rather than draw down loans as borrowings 4% against bank interest around 1% depending on term.
- ✓ While some budgets overspent, others underspent, in some instances this is a result of joint working across services and officers continuing to work on basis of operating within overall directorate budget.
- ✓ Revaluation of assets to take account of current market conditions resulting in a reduced value of £5M.
- ✓ Rising utility costs beyond budgeted figures and reducing income on some services
- ✓ Loss of membership and other income at leisure centre due to fire
- ✓ £167,000 transferred to the capital fund
- ✓ Ageing vehicle fleet leading to higher maintenance costs

- ✓ Capital fund now at standard required based on information available and using materials from A26 at no cost
- ✓ DoE offer of 50% of cost up to £20,000 ceiling. In addition funding is required for remedial work to satisfy requirements with regard to Water Act. Est. Total Cost £40,000 (withdrawal from capital fund)
- ✓ District fund balance £606,555 at 31 March 2011
- ✓ Total Reserves £2.5M (some ring-fenced)
- ✓ District fund is 7.4% of Net operating expenditure - DoE recommendation 5% - 7.5%)
- ✓ Requirements of new Finance Act with regard to capital financing (DCLS will provide further info on the Act and Prudential Code and ratio of loans to assets.
- ✓ Power to allow councils to borrow for revenue in “exceptional circumstances” in line with DoE Ministers advice to Councils in response to representations re. cost of landfill closure

Agreed that officers should indicate at early committee meetings where additional budget required.

Director of Central & Leisure Services advised full set of accounts can be provided on request to her. Alderman Campbell requested a set for the DUP group.

3.2 Other reports

Details of other standard reporting listed in annex 1. The Director of Central & Leisure Services will produce status report and reports available at next meeting.

The meeting closed at 3.45pm.



Appendix A -
Variance Report April

Annex 1

Report	Frequency	Description
Variance reports	Quarterly	Expenditure & income with notes explaining adverse and favourable variances
Monitoring of services with expenditure over £200,000	6 monthly	Employee costs Premises/utility costs Vehicle/machinery costs Supplies & services costs
Monitoring of services with income over £100,000	6 monthly	Analysis of income
Trading accounts JDLC Restaurant	6 monthly July & October	
Trading accounts Drumaheglis Marina & Caravan Park	6 monthly July & October	
Trading accounts TIC	6 monthly July & October	
Outstanding debt	6 monthly	Analysis of outstanding debt per service
Absenteeism	6 monthly	Analysis of short term and long term absences per department
Employment agency costs	6 monthly	Cost, service, requirement
Capital expenditure	6 monthly	Project spend split between contract and fees
Assets	Annually – July	Value of assets per balance sheet Acquisitions and disposals during year
Loans	Annually – July	Analysis of loans outstanding per service
Overtime	Annually	Analysis per department