

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

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| <b>410.8</b>              | Local Government Reform Seminar – Communication Matters 17 <sup>th</sup> January 2013 at Craigavon Civic Centre 9.00am | <i>Any member wishing to attend inform Office of Chief Executive.</i>           |
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| <b>410.9</b>              | Annual Tender for Stationery & Office Supplies   | <i>Remove Tender No 18 and accept BCC framework agreement for Lots 1 and 3.</i> |
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**BALLYMONEY BOROUGH COUNCIL**

Minutes of Corporate & Central Services Committee Meeting No 410 held in the Council Chamber, Riada House, on Wednesday 19<sup>th</sup> December 2012 at 10.00 am.

**IN THE CHAIR:** Councillor I Stevenson

**PRESENT:** **Aldermen**  
H Connolly  
B Kennedy

**Councillors**  
W Blair  
J Finlay  
R Halliday

**IN ATTENDANCE:** Chief Executive [Items 1-8]  
Head of Corporate and Development Services [Items 4-8]  
Head of Finance and IT [Items 9-10]  
Committee Clerk

**APOLOGIES:** **Councillors**  
E Robinson, Mayor

**410.1 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**410.2 MINUTES OF MEETING NO 409 – 26<sup>TH</sup> NOVEMBER 2012**

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

*to recommend that the Minutes of Meeting No 409 – 26<sup>th</sup> November, as circulated, be approved.*

- \* **Alderman Kennedy arrived at the meeting at 10.06am.**
- \* **Alderman Cousley arrived at the meeting at 10.07am.**

## CORPORATE SERVICES

Chief Executive reported.

### 410.3 STAFF MATTERS

#### 3.1 Flexible Retirement

An application received from employee, ref 50069, for flexible retirement, reducing to 3 days per week, with effect from 1<sup>st</sup> April 2013, has been considered taking into account the needs of the service. The application is in line with the Council's flexible retirement scheme and **IS RECOMMENDED** for approval, the remaining 2 days being covered by other staff in the section.

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

***to recommend that Council grant employee, ref 50069, flexible retirement, reducing to 3 days per week, with effect from 1<sup>st</sup> April 2013.***

#### 3.2 Job Titles – Revised Proposals

Management was asked to review job titles following the single status job evaluation exercise. The first phase of proposals for Borough Services and Central and Leisure Services was approved at committee's September meeting. Management agreement has been reached on the following proposed revisions. **IT IS RECOMMENDED** that committee approve the revised job titles. A final phase of the review exercise, will be presented to committee's next meeting.

| <b>Office of the Chief Executive</b>        |                            |               |
|---|----------------------------|---------------|
| Personal Secretary (job share)              | Business Support Officer   | 50139 & 50130 |
| Committee Clerk/Administrative Assistant x2 | Business Support Officer   | 50146 & 50143 |
| Corporate Project Officer                   | Corporate Services Officer | 50114         |
| Town Centre Project Officer                 | Project Officer            | 50132         |

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

***to recommend that Council approve the revised job titles as outlined above.***

- \* **Head of Corporate and Development Services arrived at the meeting at 10.10am.**

#### **410.4 OFFICIAL VISIT**

The National Association of Councillors who hold their meetings in council areas across the province are due to visit Ballymoney on 23<sup>rd</sup> January 2013. **IT IS RECOMMENDED** that Council host the meeting, providing venue and lunch.

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

***to recommend that Council host the National Association of Councillors meeting on 23<sup>rd</sup> January 2013.***

In response to a query from Alderman Kennedy, Head of Corporate and Development Services advised the booking would be subject to room availability. Chief Executive clarified the event would come out of the Official and Courtesy budget.

#### **410.5 CLOSING ARRANGEMENTS FOR CHRISTMAS/NEW YEAR**

Both Town Hall and Riada House will be closed on Christmas Eve, Monday 24<sup>th</sup> December. Thanks are recorded to staff for agreeing to take leave to facilitate this.

#### **410.6 CLARE TOURISM CONFERENCE, ENNISTYMON, CO CLARE 17<sup>TH</sup> – 19<sup>TH</sup> JANUARY 2012**

A request has been received from Councillor Robinson to attend the above conference (Tourism in Recessionary Times) which will take place in Ennistymon from 17<sup>th</sup> – 19<sup>th</sup> January 2013. The cost of the conference is €349 including accommodation. Budget provision is available.

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

***to recommend that Council grant the request from Councillor Robinson to attend the Clare Tourism Conference, Ennistymon, Co Clare 17<sup>th</sup> – 19<sup>th</sup> January 2012 at a cost of €349 including accommodation.***

**410.7 LOCAL GOVERNMENT (BOUNDARIES) ORDER (NORTHERN IRELAND) 2012**

The Local Government (Boundaries) Order (Northern Ireland) 2012 (2012 SR No. 421) was made on 30<sup>th</sup> November 2012. The Order is also available online : <http://www.legislation.gov.uk/nisr/2012/421/contents/made>

Copies of the District and Ward maps referred to in the Order can be viewed on the Department's website: [http://www.doeni.gov.uk/index/local\\_government/local\\_government\\_reform/reform\\_maps.htm](http://www.doeni.gov.uk/index/local_government/local_government_reform/reform_maps.htm) .

**410.8 LOCAL GOVERNMENT REFORM SEMINAR – COMMUNICATION MATTERS 17<sup>TH</sup> JANUARY 2013 AT CRAIGAVON CIVIC CENTRE 9.00AM**

Communications Working Group (CWG) was established to identify stakeholders' communication needs and to create an effective response. This half day seminar will provide stakeholders with an opportunity to be involved, to review and provide feedback on a draft strategy and action plan in a workshop setting, and help shape the final document.

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

*to recommend that any member who wishes to attend the Local Government Reform Seminar – Communication Matters on 17<sup>th</sup> January 2013 at Craigavon Civic Centre 9.00am please inform the Office of the Chief Executive.*

- \* Chief Executive left the meeting at 10.19am.
- \* Head of Corporate and Development Services left the meeting at 10.19am.
- \* Head of Finance and IT arrived at the meeting at 10.19am.

**CENTRAL SERVICES**

- \* Alderman Campbell arrived at the meeting at 10.21am.

**410.9 ANNUAL TENDER FOR STATIONERY & OFFICE SUPPLIES**

Under the ICE Programme there has been a drive towards more collaborative working in all areas including procurement. One facet of this collaboration was the setup of a central stationery tender by Belfast City Council that has been made available to all other Councils. To date Ballymoney Borough Council has awarded a stationery tender via its own annual tender process. Having examined

the Belfast City Council tender it does offer additional discounts compared to the councils current arrangements. The majority of Northern Ireland Local Authorities have signed up to the framework agreement. The Belfast City Council framework agreement is set up in three lots:

- Lot 1 Stationery and Office consumables
- Lot 2 Computer consumables
- Lot 3 Paper

Given that Council has in place a managed print service which includes all consumables **IT IS RECOMMENDED** that Council sign up to Lots 1 and 3 only. As our current tender arrangements run to 31 March 2013 **IT IS ALSO RECOMMENDED** that the Belfast framework will come into effect from 1 April 2013, the time in between being used for the setup of accounts, etc.

The current contract runs to 31 March 2013 and the current supplier has been informed of the proposed change.

**IT IS RECOMMENDED** that Ballymoney Borough Council remove Tender No 18 (Stationery & Office Supplies) from the list of annual tenders and accepts the Belfast City Council framework agreement for Lots 1 and 3 effective from 1 April 2013.

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

***to recommend that Council remove Tender No 18 (Stationery & Office Supplies) from the list of annual tenders and accepts the Belfast City Council framework agreement for Lots 1 and 3, effective from 1 April 2013.***

#### **410.10 ACCOUNTS FOR PAYMENT – PERIOD 9, 2012/13**

Treasury advice schedules for payments made in period 9, 2012/13 were made available for members to inspect at 9.30am on Wednesday 19<sup>th</sup> December 2012 in the Council Chamber. Head of Finance & ICT was in attendance to provide any information requested and deal with any queries.

***Payments made in Period 9 amount to:  
Revenue Account £423,154.82  
Capital Account £7,140.00***

**This being all the business the meeting closed at 10.25am.**