

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

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**BALLYMONEY BOROUGH COUNCIL**

Minutes of Corporate & Central Services Committee Meeting No 411 held in the McKinley Room, Riada House, on Monday 28<sup>th</sup> January 2013 at 7.00pm.

**IN THE CHAIR:** I Stevenson

**PRESENT:** **Aldermen**  
F Campbell  
C Cousley, MBE  
B Kennedy

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

**IN ATTENDANCE:** Director of Central and Leisure Services [Items 1-6]  
Chief Executive [Items 7-16]  
Head of Corporate and Development Services [Items 7-16]  
Committee Clerk

**APOLOGIES:** **Councillors**  
Alderman H Connolly

**411.1 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**411.2 MINUTES OF MEETING NO 410 – 19<sup>TH</sup> DECEMBER 2012**

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

*to recommend that the Minutes of Meeting No 410 – 19<sup>th</sup> December 2012, as circulated, be approved.*

**Matters Arising****2.1 Clare Tourism Conference, Ennistymon, Co Clare 17<sup>th</sup>–19<sup>th</sup> January 2012 (410.6)**

Councillor Robinson thanked Councillor Stevenson who had attended the above conference in her place and at short notice.

**CENTRAL SERVICES****411.3 DIRECT DEBIT SCHEME**

The Director advised that, as part of service improvements being implemented by Finance and in order to assist with debt collection **IT IS RECOMMENDED** that Council applies to become a direct debit originator. This will allow Council to have customers' outstanding accounts collected automatically and within a specified time period, reducing the amount of outstanding debt and improving Council's cash flow. The direct debit scheme will be managed by the Finance department and will be administered by the Director of Central and Leisure Services and the Head of Finance and IT, both of whom will be Council's nominated contacts for this purpose. The registration process is quite lengthy and it is hoped that a direct debit scheme will be operational early in the new financial year.

A discussion ensued on the news that the Ballymoney branch of the Bank of Ireland is due to close.

\* **Councillor Storey arrived at the meeting at 7.15pm.**

The Director of Central and Leisure Services advised that she was meeting with senior bank officials later in the week and would report to the next meeting any impact on Banking Services.

\* **Head of Corporate and Development Services arrived at the meeting at 7.18pm.**

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

***to recommend that Council applies to become a direct debit originator and for the Scheme to be administered by Director of Central and Leisure Services and Head of Finance and IT.***

#### **411.4 ANNUAL TENDERS 2013/14**

The Director advised that the annual tenders for Goods and Services for 2013/14 were publicly advertised with the closing deadline for receipt of the completed documents being Friday 25<sup>th</sup> January at 4:00pm.

Approval is sought for the Chair of committee and the Head of Finance & IT to open the tenders. The tenders will be evaluated and a report with recommendations will be tabled at the February committee meeting.

It was proposed by Councillor Robinson, seconded by Alderman Campbell and

**AGREED:**

***to recommend that Council grant approval to the Chair and Head of Finance and IT to open the Annual Tenders 2013/14.***

#### **411.5 REPLACEMENT OF HOUSING BENEFIT FOR RATES**

The Director advised that under Welfare Reform, the rate rebate element of Housing Benefit will be affected. While the changes are occurring in most parts of the UK from April 2013, the NI Executive has agreed to cover the shortfall in funding from public expenditure for the year beginning in April 2013 to allow more time for DFP to develop a new scheme and prepare for the changes. Currently the rate rebate helps around 220,000 of the poorest households in Northern Ireland.

DFP have published a preliminary consultation paper on behalf of the NI Executive (circulated). This will be followed up later this year with more detailed options and their associated impact assessments.

Comments/views are welcome on how the scheme can operate in the future.

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

**AGREED:**

***to defer the matter to the next meeting to enable Party Groupings to further consider the matter.***

#### **411.6 ACCOUNTS FOR PAYMENT**

Treasury advice schedules detailing payments for Period 10, 2012/13 drawn on the Council's Revenue and Capital Bank Accounts were available for members to inspect at 6.30pm in the McKinley Room. The Director of Central and Leisure Service was in attendance to provide information requested and deal with any queries.

**Payments made in Period 10 amount to:**  
**Revenue Account £693,651.81**  
**Capital Account £59,992.60**

- \* Director of Central and Leisure Services left the meeting at 7.25pm.
- \* Councillor Atkinson left the meeting at 7.25pm.
- \* Chief Executive arrived at the meeting at 7.26pm.

## **CORPORATE SERVICES**

### **411.7 UNION FLAG FLYING POLICY – BALLYMONEY BOROUGH COUNCIL, 2013**

At the Council meeting on January 7, 2013 it was agreed the Council's policy on flying the union flag on Council buildings would be included in the agenda of the January meeting of the Corporate & Central Services committee. To assist members' consideration of the matter, the current policy and background to it is set out below.

Ballymoney Borough Council's current policy in this matter is set out in Appendix C, which also includes the designated days for 2013; it is thought that the policy of flying the flag only on designated days has applied since 1973.

The policy is to fly the union flag on the days designated by *The Flags (Northern Ireland) Order 2000*, with the addition of four days, at Riada House, Town Hall and JDLC. The additional days are New Year's Day, Easter Sunday, 12<sup>th</sup> July and Christmas Day. The policy was last considered when the Finance & General Purposes Committee Meeting 279 on 27<sup>th</sup> November 2000 received the following report:

#### **3.5. Flying of Union Flag**

*Following the determination by the Secretary of State on this issue a circular has been received from the DOE advising that the flying of the flag on Government buildings shall be 8 am until sunset on appointed days only. Under the Flags Regulations (NI) 2000 three days from the current specified days had been removed, 1 January, 12 July and 25 December and one added, 20 January, which was the birthday of the Countess of Wessex, although the full list of days had not yet been published by the DOE<sup>1</sup>. It has been this Council's practice to fly the Union Flag at Riada House, Riada Centre and Town Hall on designated days, in accordance with the information published by DOE. (about 20 days each year).*

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<sup>1</sup> Easter Sunday was also removed from the list of designated days.

*During discussion when it was noted that the determination by the Secretary of State was to be the subject of judicial review it was proposed by Councillor Finlay seconded by Councillor Williamson and **AGREED**:*

***to recommend that Council continue its present practice of flying the Union flag on its Civic Headquarters, Town Hall and Leisure Centre on the days specified on its current list, set out in appendix A, with the addition of 20 January – the birthday of the Countess of Wessex.***

*The application for judicial review referred to was brought by Conor Murphy, MLA and was dismissed by Lord Justice Kerr in October 2001. The substance of the application concerned the power of the Secretary of State to make the legislation and the motivation for doing so; it did not involve the detail of the appointed days.*

Following discussion; It was proposed by Alderman Kennedy, seconded by Councillor Robinson and **AGREED**:

***to recommend that Council form a Working Group comprising the Chief Executive plus 6 members, nominated using the D'Hondt method of proportional representation, to look at every aspect of Flying of Flags, Chief Executive to advise on make up of Working Group and parties to put forward their nominees at Council Meeting on 4<sup>th</sup> February.***

#### **411.8CORPORATE PLAN**

The draft Corporate Plan, developed following consultation with various sectors in the borough has been considered and agreed by the Corporate Management Team (circulated).

**IT IS RECOMMENDED** taking account of any comments by members, that the plan be issued for consultation.

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

***to recommend that the draft Corporate Plan be issued for consultation.***

- \* **Councillor Atkinson rejoined the meeting at 7.39pm.**
- \* **Councillor Storey left the meeting at 7.44pm.**
- \* **Councillor McGuigan left the meeting at 7.45pm.**

## 411.9 STAFF MATTERS

### 9.1 Honorarium

During sickness absence of an employee in Central Services section, [employee ref. 05011] a colleague, [employee ref 05070] carried out, at the request of the Director, a substantial amount of the duties and responsibilities of a higher graded post. In recognition of undertaking the additional duties and responsibilities **IT IS RECOMMENDED** that an honorarium of £3,101.82 be paid to employee 05070, based on an evaluation by the Director of the additional duties and responsibilities undertaken during the period of 17 weeks.

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

***to recommend that Council grant an honorarium of £3,101.82 to employee 05070, based on an evaluation by the Director of the additional duties and responsibilities undertaken.***

### 9.2 Job Titles – final phase of revised job titles

Management was asked to review job titles following the single status job evaluation exercise. Council approved, on the recommendation of committee, the first phase of proposals on 1<sup>st</sup> October 2012 and further phase on 5<sup>th</sup> November. The Corporate Management Team has agreed the following final phase of proposed revisions. **IT IS RECOMMENDED** that committee approve the revised job titles, as set out below:-

#### CENTRAL & LEISURE SERVICES DIRECTORATE

Current Job Title	Proposed revised Job Title	Employee Ref No.
Senior Finance Assistant* (new post created - 2012 finance section review – vacant)	Senior Finance Officer	n/a
Finance Assistant (vacant)	Finance Officer	n/a
Finance Clerk	Finance Support Officer	50159, 30589
Human Resources Administrator	Human Resources Support Officer	50148
Receptionist/Clerical Officer	Business Support Officer	n/a
Senior Clerical Officer/Receptionist	Business Support Officer	50131,50803
Clerical Officer/Receptionist (Town Hall)	Business Support Officer	50043, 50147,50146,50158
Museum Assistant	Museum Officer	50152
Assistant Manager	Centre Manager*	30111
Centre Supervisor (new post created)	Centre Supervisor*	n/a



2012 leisure centre review – vacant)		
Centre Attendant	Leisure Attendant	30475, 30629,30724, 30757, 30197, 30632, 30628, 30872, 30852, 30829, 30812, 30814, 30790, 30923, 30922, 30902, 30920, 30919
Lead Attendant	Lead Leisure Attendant	30475, 50110,30852, 30814, 30840.
Plant Operator	Centre Maintenance Officer	30862
Community Sports Project Officer	Community Sports Development Officer	30197
Office Manager (JDLC)	Business Support Manager	30112
Receptionist/Cashier (JDLC)	Business Support Officer	30574, 50110,30084.30065, 30875,30850,30157

#### BOROUGH SERVICES DIRECTORATE

Current Job Title	Proposed revised Job Title	Employee Ref No.
Technical Assistant	Technical Officer	50069
Attendant, Drumaheglis Marina	Assistant Warden, Drumaheglis Marina	n/a seasonal recruitment

\*- *post titles for new posts in revised management structure adopted by Council in July 2012, arising from the report on review of finance section and Leisure Centre [RTG 42].*

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

***to recommend that Council approve the revised job titles, as set out above.***

\* **Councillor Storey rejoined the meeting at 7.47pm and subsequently left.**

#### 9.3 Industrial Tribunal claim

Committee is asked to note that Notice has been received from The Industrial Tribunal, under The Industrial Tribunals (Constitution and Rules of Procedure) Regulations (NI) 2005 (as amended) of a Case ( Ref No: 2489/12IT), lodged on 21<sup>st</sup> December 2012, relating to equal pay claim. The action would be defended by Council's solicitor.

\* **Councillor McGuigan rejoined the meeting at 7.49pm.**

#### 9.4 Special Leave

An application from an employee in Borough Services [ref.50066 ] for four days special leave (11-14 March) to enable participation in the British Isles Bowling Championships in Stanley, England, having been selected following success in the Irish Fours Championships this month. **IT IS RECOMMENDED** that the employee's application, supported by the Head of Service and Director, for four days special leave to take part in the British Isles Bowling Championships on 11-14 March 2013 be granted.

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

***to recommend that Council grant four days special leave (11-14 March) to Employee ref 50066 to enable participation in the British Isles Bowling Championships in Stanley, England,***

Chair wished the employee well in the Championships.

#### 411.10 SOMME 2013 PILGRIMAGE FOR 97<sup>TH</sup> ANNIVERSARY

The Annual Pilgrimage will take place on 28<sup>th</sup> June – 2<sup>nd</sup> July. It will follow the route taken by both the 36<sup>th</sup> [Ulster] and 16<sup>th</sup> [Irish] Divisions during their service in the First World War. The cost is estimated at £525, with £80 single room supplement.

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

***to recommend that Council nominate Councillor Finlay plus one additional member, to be nominated at a later date, to the Somme 2013 Pilgrimage, 28<sup>th</sup> June-2<sup>nd</sup> July at a cost of £605 per person.***

#### 411.11 ICE AND SNOW ON FOOTWAYS

To ensure some provision is made to provide salt, grit or a mix of whatever is deemed appropriate by Roads Service for footways within Ballymoney's 8 villages, Councillors are requested to identify where salt could be safely taken to, to ensure that it is used for the purposes of treating footways.

Members are requested to contact the Chief Executive with identified locations along with the Councillor contact name.

Chief Executive shall forward a list of the 8 villages identified within the Area Plan.

#### 411.12 ELECTORAL COMMISSION EVENT

The Electoral Commission is hosting a seminar on Thursday 14<sup>th</sup> February [10.30 am – 1.30 pm] at The Mac, Belfast. The seminar will consider a range of electoral and democratic issues affecting voters in Northern Ireland. It will examine a number of topics including falling turnout at elections, a declining interest in politics, the health of the electoral register, the lack of transparency surrounding the funding of political parties as well as looking at what is being done to engage with voters in Northern Ireland. Any member wishing to attend should register their interest with the Office of the Chief Executive (028 2766 0201).

#### 411.13 TRANSITION COMMITTEE MINUTES

Copies of minutes 5<sup>th</sup> July and 8<sup>th</sup> November 2012 attached (circulated).

#### 411.14 USE OF COUNCIL CHAMBER

Council's policy on the use of the council chamber was amended in November 2012, by a recommendation from this committee on 22<sup>nd</sup> October 2012, as follows: -

“In exceptional cases, the Chief Executive may permit the chamber to be used on other occasions provided that the Mayor is consulted about and agrees to the use and a report is made to the next scheduled meeting of CRCS committee setting out the reasons for and details of the use granted.”

The Causeway Coast and Glens Board Meeting was held in Ballymoney on Thursday 10 January at 11am, finishing around lunchtime. Ballymoney BC is a member of this body, being represented by one Councillor and an Officer who attends board meetings as an observer. The board is made up of council representatives and the private sector from each of the constituent councils and council areas. The board has thirty members and their meetings are set up board-room style. When they come to Ballymoney they normally use the Town Hall.

On this occasion, no suitable room was available in the Town Hall. The Chief Executive consulted the Mayor to ask if she agreed that the Council Chamber could be used. It was noted that Ballymoney BC is a member of the body, that it is comprised of representatives from constituent councils along with non-council members so is similar in composition to a joint committee and no other suitable council room was available. The Mayor agreed with the use in this occasion in the circumstances as set out.

**The committee is asked to note** that use of the council chamber was granted by the Chief Executive, in line with the provisions of the Council's policy, to the Causeway

Coast & Glens Regional Tourism Partnership for a half-day meeting of its board on 10 January 2013.

#### **411.15 STAFF COMMISSION ANNUAL REPORT AND ACCOUNTS 2011/12**

A copy of the Staff Commission's report on activities for the year ended 31<sup>st</sup> March 2012 and related final accounts was tabled. The report can be accessed at the Commission's website [www.lgsc.org.uk](http://www.lgsc.org.uk) or is available on request from the Office of the Chief Executive (028 2766 0201).

#### **411.16 NI WASTE CONFERENCE - LOOKING TO AN AMBITIOUS WASTE FUTURE**

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

***to recommend that Councillor Robinson attend the NI Waste Conference, Looking to an Ambitious Waste Future, Wednesday 6<sup>th</sup> February, Titanic, Belfast at a cost of £175.***

**This being all the business the meeting closed at 8pm.**