

BALLYMONEY BOROUGH COUNCIL**Table of Contents**

407.1	Declarations of Interest	<i>None</i>
407.2	Minutes of Meeting No 406 – 25 th /26 th June 2012	<i>Approve</i>

CENTRAL SERVICES

407.3	Creditors Payments	<i>Deferred</i>
407.4	Accounts Paid July & August 2012	<i>Noted</i>
407.5	Actual Penny Product Finalisation 2011/12	<i>Noted</i>
407.6	2012/13 In-Year Actual Penny Product Forecast	<i>Noted</i>
407.7	Rates Estimates 2013/14 – Dates for Meetings	<i>Agreed</i>

CORPORATE SERVICES

407.8	Staff Matters	
	8.1 Post Entry Training – application for introduction of loan scheme	<i>Approved</i>
	8.2 Job Titles – Revised proposals	<i>Approved</i>
407.9	Local Government Reform	<i>Noted</i>
407.10	Participation Policy Statement of Intent – Children and Young People	<i>Recommend engagement</i>
407.11	Local Government Staff Commission Consultation	<i>Noted</i>
407.12	Consultation from DCAL on Draft Strategies for Protecting and Enhancing the Development of the Irish Language and for Ulster Scots Language, Heritage and Culture.	<i>Noted</i>
407.13	Records Management – Retention & Disposal Schedules	<i>Noted</i>
407.14	Local Government Best Value Order – Social Clauses	<i>Noted</i>
407.15	NI Housing Council Attendance	<i>Noted</i>
407.16	6 th Review of Parliamentary Boundaries	<i>Noted</i>

407.17	Corporate Planning Workshop	<i>02/10/2012</i>
407.18	EU Funding Consultation	<i>Referred Development Committee</i>
407.19	Conflict of Interest	<i>Addressed at Development Committee</i>
407.20	Emergency Planning	<i>Noted</i>

Council Meeting No 967 – 3rd September 2012

967.10 Corporate and Central Services
Committee Report
10.1 Equal Pay Claims

*Authorise Jones, Cassidy,
Jones in manner stated.*

BALLYMONEY BOROUGH COUNCIL

Minutes of Corporate & Central Services Committee Meeting No 407 held in the McKinley Room, Riada House, on Monday 24th September 2012 at 7.00 pm.

IN THE CHAIR: Councillor I Stevenson

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

Councillors
J Atkinson
W Blair
J Finlay
R Halliday
R McAfee
E Robinson

IN ATTENDANCE: Director of Central and Leisure Services (Items 1-7)
Chief Executive (Items 8-20)
Head of Corporate & Development Services
Committee Clerk

APOLOGIES: Alderman H Connolly
Councillor M Storey

407.1 DECLARATIONS OF INTEREST

There were no declarations of interest.

407.2 MINUTES OF MEETING NO 406 – 25TH/26TH JUNE 2012

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

that the Minutes of Meeting No 406 – 25th/26th June 2012, as circulated be approved.

For the completeness of the record summary of items dealt with at Council during summer recess is attached.

CENTRAL SERVICES

407.3 CREDITORS' PAYMENTS

In the Finance Staffing Review report approved by Council in July 2012 a number of service improvements were identified. One was regarding moving to a system of paying Creditors on a weekly basis. This would bring the Council into line with good practice on prompt payment of suppliers and also meet the 10 day Government recommended payment time.

A pilot exercise of weekly payments was introduced at the beginning of September and this has operated successfully for the first two weeks. By the date of the committee meeting a 3rd payment will have been made.

To date more than 60% of the payments are made by BACS and efforts will be made to bring BACS payments closer to 100%. As payments are being made weekly it will be necessary to delegate authority to the Director of Central & Leisure Services to approve the payments. The value of payments made during the month will be reported to committee for information. The Treasurers' Advices will also be circulated to Members. This can be done at the committee meeting or a small subcommittee could be established which could meet just prior to the main committee. Membership of the Subcommittee could rotate on a monthly basis.

IT IS RECOMMENDED that authority is delegated to the Director of Central & Leisure Services to approve payments on a weekly basis. Committee is requested to consider establishing a small Subcommittee, say of 4 members, to review payments made during the month.

Discussion ensued about the need to pay invoices earlier than 30 days.

The Director advised that the Minister of the Department of Finance and Personnel had committed NI Executive departments to pay invoices within 10 days and that as councils are part of the government sector they were being encouraged to pay suppliers within 10 days in the current economic climate. In response to a query the Director advised that many creditors are now requesting their payments early. She advised that weekly payments continued to be made to assist individuals, local business and to avail of discount. Members agreed that a meeting prior to the commencement of the committee would enable interested members to view the Treasurers' Advices.

- * **Alderman Kennedy joined the meeting at 7.10 pm**
- * **Alderman Cousley joined the meeting at 7.30 pm**
- * **Chief Executive joined the meeting at 7.30 pm**

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

that the matter be deferred to the next meeting.

407.4 ACCOUNTS PAID JULY & AUGUST 2012

Payments made in July & August are as follows:-

July 2012	Revenue	£665,512.74
	Capital	£ 96,242.30
August 2012	Revenue	£725,105.54
	Capital	£ 82,597.77

407.5 ACTUAL PENNY PRODUCT FINALISATION 2011/12

The final Actual Penny Product calculations for 2011/12 have now been completed by Land & Property Services. The finalisation amount is £191,022.96. However, the deferred payment arising from the BT reviews of £11,117.79 has to be deducted from the finalisation figure, leaving a payment due to the Council of £179,905.17. The BT repayments have been made in full at 31st March 2012. The finalisation amount will be paid to the Council on 1st November 2012. A debtor was included in the 2011/12 accounts.

407.6 2012/13 IN-YEAR ACTUAL PENNY PRODUCT FORECAST

Land & Property Services has completed the first quarter in-year forecast calculations of the Actual Penny Product outturn for the year 2012/13.

The indicative outturn for the Council is a positive sum of around £1000.00.

407.7 RATES ESTIMATES 2013/2014 – DATES FOR MEETINGS

The following draft timetable of meetings to consider the Estimates of income and expenditure for 2013/14 and to set the District Rates is tabled for members' consideration -

Monday 12th November @ 6.30pm
 Monday 10th December @ 6.30pm
 Monday 14th January @ 6.30pm
 Monday 11th February @ 6.30pm – to set the District Rates for 2013/14

There is sufficient time between 14th January and 11th February should other meetings be required.

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

that the above dates be confirmed for consideration and setting of District Rates.

- * **Head of Corporate & Development Services joined the meeting at 8.00 pm.**

CORPORATE SERVICES

407.8 STAFF MATTERS

8.1 Post Entry Training – application for introduction of loan scheme

Provision exists under the “Scheme of Conditions of Service” for facilities for staff to undertake post-entry training and arrangements for payment of fees etc.

The current corporate training budget provides for mandatory training only. An application on behalf of staff has been made for a loan arrangement to be recouped from salaries to facilitate participation by staff in post entry training. This request has been considered by management and **IS RECOMMENDED** for committee’s consideration.

- * **Councillor Robinson joined the meeting at 8.05 pm.**

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

to recommend that the necessary arrangements be introduced for a loan scheme to facilitate participation by staff in post entry training.

8.2 Job Titles – Revised proposals

Management was asked to review job titles following the single status job evaluation exercise. Management agreement has been reached on the following proposed revisions. **IT IS RECOMMENDED** that committee approve the revised job titles. A second phase of the review exercise, covering further posts in Central & Leisure Services and the Office of the Chief Executive will be presented to committee’s next meeting:

<u>Current Job Title</u>	<u>Suggested Job Title</u>	<u>Employee Ref No</u>
CENTRAL AND LESIURE SERVICES DIRECTORATE		
IT Assistant	ICT Officer	50117
Cultural Services Officer	Cultural Services manager	50052
Human Resources Assistant	Human Resources Officer	50070

BOROUGH SERVICES DIRECTORATE		
Cleansing Superintendent	Transport & Waste Services Manager	10218
Works Supervisor	Cemetery & Works Manager	50051
Civic Amenity Site Attendant	Household Recycling Centre	10916, 10917

	Attendant	
District EHO x 3	Lead EHO	50127, 50149, 50126
Office Manager/PA	Business Support Manager	50039
Clerical Officers	Business Support Officer	50049, 50056, 50078, 50155, 50151

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

to recommend that approval is granted for the revised job titles.

407.9 LOCAL GOVERNMENT REFORM

Given that the local government reform programme is moving forward communications on this subject and on the ICE programme and from the RGG and Transition committees will be tabled for committee to allow discussion on any relevant issues.

A letter, 12/8/2012 from the Minister for the Environment in response to the Council's support for a resolution from Strabane District Council on the subject is copied herewith for information.

A copy of the DoE response to the public consultation on the LGR proposals was published on 5 July 2012. A copy is available from the Office of the Chief Executive on request.

Minutes of the RGG and Transition Committees will be tabled at Council.

407.10 PARTICIPATION POLICY STATEMENT OF INTENT – CHILDREN AND YOUNG PEOPLE

A policy statement from the NI Commissioner for Children and Young People (NICCY) was tabled at the CRSC committee meeting in June 2012. The Commissioner asked Council to embrace and endorse the Participation Policy Statement of Intent and embark on a journey to become a model of good practice with regard to the participation of children and young people.

Committee considered the matter and members were in favour of supporting this initiative, noting some activity currently undertaken in seeking views of young people. It was however agreed that the matter be deferred to September meeting and that the Chief Executive prepare a paper on existing activities and cost and resource input for adopting and implementing policy.

Heads of Service were asked to cite examples of where the views of young people were sought and considered in relation to development of policy or delivery of services. While many council services are used by young people, no examples of their ideas being actively sought were given.

Some recent examples where Corporate Services have involved young people in events/activities include: the annual Local Democracy Week (LDW) when we engage with schools in borough; creation of unique bunting to dress town streets for jubilee 2012; International links programme (Vanves and Douglas) has had young people on exchange visits; worked with students at Northern Regional College performing arts, Cheers Youth Club and Green Pastures Church Volunteers to deliver Christmas entertainment; worked with NRC media studies students in the development of film projects (before and after documentary for our HLF bid to heritage lottery and historic record of civic occasions (freedom); and Dervock 2012 Olympic Torch event – we had a number of young adults as volunteers to assist in cleaning up of derelict sites and landscape areas in the village and also painting/cleaning derelict property.

While these are not directly relevant they provide a basis of contact which may be developed to address the intentions of the NICCY policy statement. Adopting the policy commits Council, where possible, to listen to views of children and young people, develop existing policies and working practices to embed participation.

If Council decides to commit to this policy statement there is an organization Participation Network in Belfast that ‘supports the Public Sector to engage effectively with children and young people in the development and review of policy and services that impact on their lives.’ Its vision is that all government departments, statutory agencies and local government will develop *“A culture where the views of our children and young people are routinely sought in matters which impact on their lives.”*

Participation Network NI offers **FREE** training to the public sector on including children and young people in public decision making.

Having established that there is currently little effective engagement with children and young people across departments some options are listed in the table below:

Approaches to Engaging with young people	Description & Cost
Consultations – on specific issues to gain young people’s views	Meetings, email or via web survey Minimal cost – done in-house
Joint initiatives/partnership	Workshops to identify key issues Cost – venue, hospitality £500 max LDW event is example of this type of approach
Website for children and young people Use of social media (Facebook, Twitter)	Dedicated section of council website for children and young people Specific budget required - £500-£1000 Training for staff on administrating social media £500
Larger scale event for wider range of groups	Children and/or young people attend a broader external consultation event organized by the public decision makers Specific budget required

Approaches to Engaging with young people	Description & Cost
Parallel structures e.g <u>Youth Forum set up by Council</u> to give young people a voice <u>Or</u> work with existing groups	Specific budget required Staff resource required Minimal cost Councillor attends an activity (i.e. play, sports, arts, in an early years setting) that children and/or young people are already engaged in. A councillor attends a group meeting/forum that children and/or young people already participate in Children and/or young people have produced materials about issues (determined by them) that councillors can access e.g school projects on waste management, social issues etc.
Advisory groups or reference groups	Group of children (with adults) who advise those planning and making decisions over a set period during the lifetime of a project Minimal cost but resource intensive

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

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

to recommend that Council explores entering into engagement with children and young people via social media and council website.

407.11 LOCAL GOVERNMENT STAFF COMMISSION CONSULTATION

Details of this consultation from the DoE seeking views on the continuing need for the Commission was circulated under OCE memo dated 13/7/2012 (Ref OCE357-2012) comments are invited by 26th October.

The consultation was tabled at Consultation Committee on 20th August. Comments from the Commission and management will be presented for committees consideration.

Information has been collated on support etc provided by the Commission of benefit to Council on recruitment and selection, work life balance, disability, Equality and Diversity, development of model policies, training and organisational

reviews. This information and comments by management will be incorporated into the response document and tabled at committees next meeting.

407.12 CONSULTATION FROM DCAL ON DRAFT STRATEGIES FOR PROTECTING AND ENHANCING THE DEVELOPMENT OF THE IRISH LANGUAGE AND FOR ULSTER SCOTS LANGUAGE, HERITAGE AND CULTURE

This consultation seeking views on draft strategies concludes on 27th November 2012. A copy of the consultation is available on the DCAL website www.dcalni.gov.uk or from the Office of the Chief Executive. The matter will be tabled at committee's next meeting.

407.13 RECORDS MANAGEMENT – RETENTION AND DISPOSAL SCHEDULES

The completion of the statutory period for members of the Assembly to put forward a motion to require any schedule class documents to be debated has elapsed and the Council's document became operational of 27th June 2012, allowing the disposal of records appropriately.

407.14 LOCAL GOVERNMENT BEST VALUE ORDER – SOCIAL CLAUSES

The Order (SR 2012 No. 271) came into operation on 4th July following Assembly approval. A Local Government Circular No. 18/2012 on the order and associated guidance has been published by the Department of Environment. Details are available from the Office of the Chief Executive on request.

407.15 N I HOUSING COUNCIL ATTENDANCE

The Housing Council has given notice of attendance of Council's representative, Councillor Finlay. He attended 15 of the 18 possible meetings during 2011 and 2012. Members commended Councillor Finlay on his record of attendance.

407.16 6th REVIEW OF PARLIAMENTARY BOUNDARIES

Notice has been received from the Boundary Commission for Northern Ireland of its intention to publish their revised proposals report for Northern Ireland parliamentary Constituency boundaries for public consultation during October 2012. The consultation period will end on 10th December 2012.

The commission is obliged by the Parliamentary Constituencies Act 1986, as amended by the Parliamentary Voting System and Constituencies Act 2011 "to inform people in each of the proposed constituencies:

- What the proposals are;
- That a copy of the proposals is open to inspection at a specified place within the proposed constituency.

While the commission intend to announce the revised proposals through the three main newspapers, for reasons of practicality and accessibility, it wishes to place copies of the report for public inspection in all public libraries, council headquarters and areas offices of the Electoral Officer for NI as well as at the office of the Electoral Commission in Belfast.

Arrangements have been made to facilitate the display of the material at Riada House main reception area.

407.17 CORPORATE PLANNING WORKSHOP

A review of the Council's Corporate Plan 2008 -2011 is underway and consultation with various sectors has been considered.

A consultation workshop for members has been arranged for Tuesday, 2nd October, commencing at 6.30 p.m and it is expected that the workshop will conclude by 8.00 p.m.

The aim of the workshop is to address –

- Vision for the borough
- Key issues impacting on the borough
- Strategic Priorities

407.18 EU FUNDING CONSULTATION

Councillor Robinson reported on stakeholder consultation events to seek views on future EU for the period to 2020, indicating that she had attended and advised that there were a further opportunity to attend before the closing date. It was noted that members had been advised of the events and the Chair ruled that the subject matter was appropriate to Development Committee. The Chair of Development indicated that comments on the consultation could be considered at that committee. The matter stands referred to Development Committee.

407.19 CONFLICT OF INTEREST

Councillor Robinson indicated that she had taken advice in relation to a potential conflict of interest with regard to her membership of a SEUPB Committee where she was representing her party and membership of the North East Interreg Partnership where she was a Council nominee. In the circumstances she wished to stand down as a Council nominee. **It was agreed** that the matter be addressed by Development Committee.

407.20 EMERGENCY PLANNING

Councillor Finlay enquired if contingency plans were in place for possible flooding in the light of recent adverse weather warnings for the region. Chief Executive confirmed that if required the emergency plan would be invoked.

This being all the business the meeting concluded at 9.00 pm.

