

**BALLYMONEY BOROUGH COUNCIL  
RESOURCES TASK GROUP**

**Monday 28<sup>th</sup> May 2012**

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**BALLYMONEY BOROUGH COUNCIL  
RESOURCES TASK GROUP**

Minutes of Resources Task Group Meeting No 41 held in the McKinley Room, Riada House on Monday 28<sup>th</sup> May 2012 at 2.00 pm.

**IN THE CHAIR** Alderman C Cousley, MBE (Chair)

**PRESENT:**

**Aldermen**  
F Campbell  
H Connolly

**Councillors**  
J Finlay  
T McKeown, Deputy Mayor  
E Robinson  
I Stevenson

**APOLOGIES:** Councillor A Cavlan  
Chief Executive & Director of Borough Services

**IN ATTENDANCE** Director of Central & Leisure Services  
Head of Corporate & Development Services

**41.1 MINUTES MEETING NO 40 – 23<sup>rd</sup> APRIL 2012**

It was proposed by Alderman Connolly, seconded by Alderman Campbell and

**AGREED:**

*that the minutes of Meeting No 40 on 23<sup>rd</sup> April 2012, as circulated, be confirmed as a correct record.*

**41.2 STAFFING REVIEW OF FINANCE DEPARTMENT**

The Director of Central & Leisure Services advised that as reported to Resources Task Group (RTG37) on 26th September 2011, two Finance Assistant posts (employee ref: 50030 & 50019) became vacant through retirement on ill health grounds and retirement.

Prior to 1<sup>st</sup> September 2011 both Finance Clerks (employee ref 30587 & 50159) were asked to undertake additional duties to ensure that essential services continued to be timely provided.

From 1<sup>st</sup> September 2011 the two Finance Clerks assumed the full duties and responsibilities of the Finance Assistants posts as they had the necessary skills and experience to ensure continuity of essential services.

The two Finance Clerks posts have been filled temporarily by one Full Time post engaged through the Employment Agency and one part-time post (employee ref 50803) (trawled internally) undertaking additional hours, (3 days per week).

The estimated gross cost of the acting up arrangement from 1<sup>st</sup> September 2011 to 31<sup>st</sup> March 2012 is £4,494 (scale 4 to scale 6). This results in an estimated saving on the two posts of £4,877 in 2011/12. The estimated gross cost will be slightly higher from 1<sup>st</sup> April 2012 due to the increase in pension contributions, although this is included in the 2012/13 budgets. There are similar monthly savings in 2012/13. There is also a saving in the Finance Clerk post cost due to the reduced 3 day week instead of 5 days both in 2011/12 and in 2012/13.

It is **recommended** that the acting up arrangement, undertaken by the two Finance Clerks (employee ref 30587 & 50159), is formalised, with effect from 1<sup>st</sup> September 2011, pending implementation of the independent staffing review of the Finance Section.

The Director advised that Council has engaged an external consultant, through the Local Government Staff Commission, to undertake a review of the finance section. Until such times as proposed new arrangements are implemented, these temporary acting-up arrangements would apply. In response to a question she confirmed that part of the consultants terms of reference for the review assignment was to achieve efficiency savings.

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

***to recommend that the acting up arrangement, undertaken by the two Finance Clerks (employee ref 30587 & 50159), is formalised, with effect from 1<sup>st</sup> September 2011, pending implementation of the independent staffing review of the Finance Section.***

#### **41.3 VACANT POSTS - Joey Dunlop Leisure Centre**

The Director of Central & Leisure Services advised that the following posts have become vacant-

- I. Part-Time Leisure Attendant (employee ref 30876) (20.25 Hours) due to resignation, with effect from 21<sup>st</sup> August 2011.
- II. Part-Time Female Leisure Attendant (employee ref 30854) (17 Hours) due to resignation, with effect from 4<sup>th</sup> July 2010.
- III. Full-Time Leisure Attendant due to two Full-Time Leisure Attendants (employee ref x 30902 x 30814) requesting and being granted a job share due to child care responsibilities, with effect from 30<sup>th</sup> May 2011 and 20<sup>th</sup> June 2011 respectively.

- IV. Part-Time Cleaner (employee ref 30513) (20 Hours) due to resignation on ill health grounds with effect from 13<sup>th</sup> September 2009.

The above permanent posts are essential for the efficient and safe running of the Leisure Centre and it is **recommended** that they are filled by an external recruitment campaign.

In response to a question by Alderman Campbell the Director confirmed that an external consultant, from the Local Government Staff Commission panel, was undertaking a review at the leisure centre following on two assistant manager posts becoming vacant. Options would be put forward to be considered by the Corporate Management Team prior to recommendation to RTG. The consultant had also been commissioned to deal with the restaurant situation, where reduced opening hours had been implemented by Council to reduce operating costs, which were £20K in the year just ended. She also advised that the unavailability of a restaurant service was impacting on the use of the soft play area and the attraction of birthday parties.

Councillor Finlay sought information as to when the consultant's report, which he understood had been received, would come before committee and was advised by the Director that she had received a draft report which would be considered by the Corporate Management Team and a recommendation brought to RTG for consideration. Commenting on centre attendant staffing arrangements the Director advised that some attendants had part-time contracts with other employers and were not available to undertake additional hours. In addition the use of Agency labour was now a more expensive option. She also intimated, in response to a query by Councillor Robinson that the consultant's final report would be made available to committee with recommendation and any comments from the corporate management team and that the review of the operational areas under discussion had been undertaken at the request of Council, based on a recommendation from her agreed by RTG and were aimed at achieving efficiency savings.

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

***to recommend that the following vacant posts at Joey Dunlop Leisure Centre be filled by an external recruitment campaign:-***

- 1. Part-Time Leisure Attendant (20.25 Hours)***
- 2. Part-Time Female Leisure Attendant (17 Hours)***
- 3. Full-Time Leisure Attendant (37 hours)***
- 4. Part-Time Cleaner (20 Hours)***

**The meeting closed at 3.00 p.m.**