

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

<b>424.1</b>	Declarations of Interest	<i>Chief Executive</i>
<b>424.2</b>	Minutes of Meeting No 422 – 27 <sup>th</sup> January 2014	<i>Approved</i>

**CENTRAL SERVICES**

<b>424.3</b>	Annual Tenders for Goods & Services 2014/15 – Item 7 – Maintenance	<i>Accept tenders for supply of goods &amp; services 2014-15</i>
<b>424.4</b>	Treasury Management Policy & Strategy 2014/15	<i>Treasury Management Policy &amp; Strategy for 2014/15 approved.</i>
<b>424.5</b>	Carry Forward of Annual Leave to 2014/15	<i>Approved</i>
<b>424.6</b>	Councillors Allowances 2014/15	<i>Table for next meeting of Committee</i>
<b>424.7</b>	Accounts for Payment	<i>For information</i>
<b>424.8</b>	Ballymoney Cemetery Memorials	<i>Granted</i>

**CORPORATE SERVICES**

<b>424.9</b>	Staff Matters	
	9.1 Payment to Chief Executive	<i>Motion lost</i>
	9.2 Impact of Local Government Reform on Ballymoney Borough Council	<i>Noted</i>
	9.3 Honorariums	<i>Agreed</i>
	9.4 Job Evaluations	<i>Agreed</i>
<b>424.10</b>	Consultation – Shadow Arrangements & Draft Local Government (Transitional Supplementary & Incidental Provisions & Modifications) Regulations (NI) 2014	<i>For information</i>
<b>424.11</b>	Consultation – the Draft NI Local Government Code of Conduct for Councillors	<i>Deferred to April meeting</i>
<b>424.12</b>	National Association of Councillors	<i>Renew membership</i>
<b>424.13</b>	Corporate Services Business Plan 2014-15	<i>Plan approved</i>
<b>424.14</b>	Ballymoney Show	<i>Launch event</i>
<b>424.15</b>	Electoral ID Event	<i>13<sup>th</sup> March</i>

**BALLYMONEY BOROUGH COUNCIL**

Minutes of Corporate & Central Services Committee Meeting No 424 held in the McKinley Room Riada House, on Monday 24<sup>th</sup> March 2014 at 7.00pm.

**IN THE CHAIR:** Councillor E Robinson, MBE

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

**Councillors**  
J Finlay  
R Halliday  
R McAfee  
A McLean  
I Stevenson

**APOLOGIES:** **Alderman**  
H Connolly  
**Councillors**  
J Atkinson  
T McKeown

**IN ATTENDANCE:** Chief Executive [Items 424.9.2 -424.15]  
Director of Central and Leisure Services [Item 1-8]  
Head of Corporate & Development Services [Items 9-15]  
Business Support Officer

**424.1 DECLARATIONS OF INTEREST**

The Director of Central & Leisure Services declared an interest in item 5, as an officer requesting that annual leave be carried forward. The Director was present during discussion of the item.

**424.2 MINUTES OF MEETING NO 423 – 24<sup>TH</sup> FEBRUARY 2014**

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

*to recommend that the Minutes of Meeting No 423 – 24<sup>th</sup> February 2014, as circulated, be approved.*

## CENTRAL SERVICES

### 424.3 ANNUAL TENDERS FOR GOODS & SERVICES 2014/15 - ITEM 7 - MAINTENANCE

At the Council Meeting on 3<sup>rd</sup> March 2014 Tender Item 7, Maintenance was referred to this committee so that confirmation of when the rates applied could be obtained.

The recommended suppliers, which are unchanged are as follows:-

(a) Electrical	WKK Electrical Services Ltd
(b) Plumbing	Galaxy Facilities Management Ltd
(c) Tradesmen/Labourers	Galaxy Facilities Management Ltd
(d) Painter	Ian Rankin
(e) Grass cutting machinery	John Marshall

Council has delegated authority to committee to deal with this matter.

The Director of Central & Leisure Services advised that rates for the above services apply from the time the contractor arrives on site and that Council has not previously paid suppliers of annual tender services travel time from their business location to council facilities.

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

***that the tenders from the recommended suppliers, as detailed above, be accepted for the supply of goods and services 2014/15.***

### 424.4 TREASURY MANAGEMENT POLICY & STRATEGY 2014/15

The draft Treasury Management Policy & Strategy for 2014/15 was circulated.

The Strategy Statement sets out the expected treasury management operations of the Council for the financial year 2014/15.

The Prudential Indicators which set the Authorised and Operational Limits for Borrowings were approved by Council on 12<sup>th</sup> February 2014, when the District Rates for 2014/15 were being set.

The draft Treasury Management Policy & Strategy for 2014/15 **is recommended** for approval.

The Director of Central & Leisure Services advised members of the change in bank credit ratings and the purpose of the policy to provide a level of security in any long term investments. She clarified Council's current banking facilities and the role of FSA in safeguarding investments.

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

*to recommend that the draft Treasury Management Policy & Strategy for 2014/15, attached as Appendix A, be approved.*

**The Director of Central & Leisure Services declared an interest as a post holder requesting annual leave to be carried forward.**

#### **424.5 CARRY FORWARD OF ANNUAL LEAVE TO 2014/15**

Applications have been received from 11 employees to carry forward unexpended annual leave in excess of the agreed limit to the 2014/15 leave year commencing on 1<sup>st</sup> April 2014. Details of the applications were circulated.

The applications are supported by the Chief Executive or relevant Director and **are recommended** for approval.

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

*to recommend that applications to carry forward unexpended annual leave in 2013/14 be to 2014/15 be approved.*

#### **424.6 COUNCILLORS ALLOWANCES 2014/15**

The Director of Central & Leisure Services advised that at the time of writing her report, no information on revised allowances for 2014/15 had been received from the Department of the Environment. The 2013/14 Scheme of Councillors Allowances therefore still applies. The DOE has subsequently issued details of revised allowances, both for existing councillors and councillors of the new Council from June 2014. She advised that Council needs to have a scheme in place for 2014/15 and this is being drafted. She advised that the basic allowance and special responsibilities allowances have not changed for existing councillors but the Carers allowance has changed. The draft 2014/15 Scheme of Councillors Allowances will be tabled for next meeting of Committee. Councillor Finlay and Councillor Stevenson requested that mileage costs associated with constituency work should be considered. The Chair indicated that she would raise the matter with NILGA and NAC.

#### **424.7 ACCOUNTS FOR PAYMENT**

As this is the last period in this financial year the period is being kept open to the 31<sup>st</sup> March 2014, therefore no Treasury Advice Schedules will be available on Monday 24<sup>th</sup> March. Details of March's payments will be available at the April Meeting.

#### 424.8 BALLYMONEY CEMETERY MEMORIALS

The following application have been received for the erection of a memorial in Ballymoney Cemetery –

Section E3 No. 43

Mrs May Gerrow, 83 Cloughwater Road, Ballymena  
All Polished Indian Black Granite Headstone and Base

**It is recommended** that Council grants permission for the erection of the above memorial.

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

*that Council grants permission for the erection of the above memorial.*

- \* **The Director of Central & Leisure Services left the meeting at 7.40 pm.**
- \* **The Head of Corporate & Development Services joined the meeting at 7.40 pm.**

### CORPORATE SERVICES

#### 424.9 STAFF MATTERS

##### 9.1 Payment to Chief Executives

The following matter was deferred from committee's last meeting:

JNC recommendations for consideration by Councils, who consider it appropriate to make a payment to their Chief Executive, for additional workload as a consequence of local government reform, was deferred from the committee's last meeting (min ref. 420.4). A further copy of the Annex was circulated. **IT IS RECOMMENDED** that Committee considers the matter and makes a recommendation to Council.

The Head of Corporate & Development services responded to questions from members on the decisions made by other Councils, the incremental points and the date from which the additional payment would commence.

It was proposed by Alderman Kennedy, seconded by Alderman Campbell

*to recommend that payment be made to the Chief Executive for his additional workload as a consequence of local government reform.*

A vote was taken with four members voting in favour and four members voting against.

The Chair used her casting vote to vote against the motion.

**The motion was declared lost.**

- \* **The Chief Executive joined the meeting at 7.55 pm.**
- \* **Councillor Halliday left the meeting at 7.55 pm.**

## **9.2 Impact of Local Government Reform on Ballymoney Borough Council.**

The Chief Executive provided an extract from the regulations which will apply to the period when the new councils will sit in shadow mode, which are out for consultation. He stated that the extract makes clear that there will be a responsibility on existing councils to supply assistance, information and administrative staff to the new councils. Members are aware that, while a budget was included in our rates for the shadow council costs, it was to cover identified costs (specified posts, local ICT convergence & the election). No contingency for other costs was included in Ballymoney's budget.

The extent of the effect of these new demands on existing council activities cannot be estimated at this stage, but they will have to be managed to minimise the impact. Where administrative staff are transferred, the vacancies created will need to be filled. Where assistance or information requires existing staff to be diverted from their daily duties for a period of time, that will require the provision of temporary cover or the prioritisation of existing duties to free up time for the new tasks.

Comparison of the staff resources in Ballymoney Council compared to the average for the four amalgamating councils shows a large difference. We spend only 77% of the average on wages/ salaries and agency costs per head of population; we have only 75% of the average staff per head of population. Both measures show that Ballymoney Borough Council has well below average staff resources for the new council area so, when extra demands are made in the shadow period, we will be less able to respond without bringing in replacement staff and incurring additional cost.

**It was recommended and AGREED that the committee note this report.**

***Extract from:***

***THE LOCAL GOVERNMENT (TRANSITIONAL, SUPPLEMENTARY AND INCIDENTAL PROVISIONS AND MODIFICATIONS) REGULATIONS (NORTHERN IRELAND) 2014.***

*Duty of existing councils to assist new councils*

4. (1) *An existing council shall provide a new council with such assistance and information as that new council may reasonably request for the purpose of discharging, whether before or after 1 April 2015, any of its functions.*
  
- 4 (3) *Each predecessor council shall provide to its new council –*
  - (a) *suitable premises and facilities; and*
  - (b) *administrative staff*

### 9.3 Honorariums

The Chief Executive tabled a report from the Director of Central & Leisure Services and advised members that during the sickness absence of the Head of Human Resources (employee no. 05011), Human Resources Officer (employee no. 05070) has undertaken a substantial amount of the duties and responsibilities of the Head of Service post and has dealt satisfactorily with the additional duties undertaken. She has also played an important role in the HR Cluster Group and the LGR work.

To enable employee number 05070 to undertake the Head of Service duties and responsibilities, a quantity of her duties and responsibilities have been carried out by the Human Resources Support Officer (employee no. 05148) who has also satisfactorily carried out the additional duties.

As the additional duties have been carried out for a lengthy period of time by both officers **it is recommended** that an interim honorarium is made to both members of staff as detailed below for a period of 26 weeks for the period from 2<sup>nd</sup> September 2013 to 28<sup>th</sup> February 2014 based on an assessment of the additional duties and responsibilities undertaken.

1. Employee No 05070 – honorarium of £5,110.77
2. Employee No 05148 – honorarium of £2,223.94

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

***that interim honorarium payments be made as detailed below for a period of 26 weeks from 2<sup>nd</sup> September 2013 to 28<sup>th</sup> February 2014.***

- 1. Employee 05070 – honorarium of £5,110.77.***
- 2. Employee 05148 – honorarium of £2,223.94.***

### 9.4 Job Evaluations

The Chief Executive tabled a report from the Director of Central & Leisure Services and advised members that two job evaluations have been undertaken at the Joey Dunlop Centre due to additional responsibilities.

#### 4.1 Maintenance Officer (employee no. 03862)

A job evaluation was requested on 4<sup>th</sup> October 2012 due to additional responsibilities being added to this post in relation to plant technological developments and centre maintenance programmes. A revised job description was agreed and was submitted to STAHRS for evaluation. The new evaluated grade is Scale 5

#### 4.2 Community Sports Development Officer (employee no. 05136)

A request for job evaluation was submitted on 13<sup>th</sup> February 2013 as additional duties and responsibilities were added to this post due to the change in structure with the removal by council of the Sports Development Officer post and with the inclusion of the Active Communities Programme. A revised job description was agreed and was submitted to STAHRS for evaluation. The new evaluated grade is PO1. **It is recommended** that the job title of post holder 05136 is changed to Sports Development Manager to be more reflective of the post and in keeping with job titles across the organisation.

**It is recommended** that the new grades are implemented from the dates the job evaluations were requested, the cost to Council based on maximum of scale, being:

4.1	£2,417
4.2	£6,366

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

1. ***that the job title of post holder 05136 be changed to Sports Development Manager to be more reflective of the post and in keeping with job titles across the organisation and***
2. ***that the new grades recommended be implemented as follows:***
  - 4.1 ***Maintenance Officer, Scale 5, from 4<sup>th</sup> October 2012***
  - 4.2 ***Sports Development Manager, PO1, from 13<sup>th</sup> February 2013***

#### 424.10 CONSULTATION – SHADOW ARRANGEMENTS AND DRAFT LOCAL GOVERNMENT (TRANSITIONAL, SUPPLEMENTARY AND INCIDENTAL PROVISIONS AND MODIFICATIONS) REGULATIONS (NI) 2014

The Department of Environment has issued the above consultation document. Comments are invited by **2<sup>nd</sup> May**.



The aim of the Regulations is to make provision for the activities of the new councils during the shadow period between the next local government election on 22 May 2014 and 1<sup>st</sup> April 2015. The main aspects that will be dealt with in the Regulations are:

- The vesting of functions and powers in the new councils to enable them to prepare for the assumption of their full functions and to ensure continuity in performance after 1 April 2015.;
- Transitional provision with respect to the making of new bye-laws.
- Transitional provisions with respect to positions of responsibility within the new councils.
- Application of the NI Local Government Code of Conduct for Councillors to councillors of, and persons appointed by, the existing councils as well as councillors of the new councils.
- Continuity in the exercise of functions between the existing and new councils.
- Provision of information and assistance by the existing councils to the new and
- the winding up of the existing councils.

#### **424.11 CONSULTATION – THE DRAFT N.I. LOCAL GOVERNMENT CODE OF CONDUCT FOR COUNCILLORS**

The Department of Environment has issued this consultation document (March 2014). The closing date for comments is **30 April**. A copy was circulated.

NILGA has advised of a discrepancy in consultation information on the Code of Conduct/Shadow Arrangements. In the documents issued by the Department, there appears to be a conflict between the consultation on the Code of Conduct and the consultation on shadow council powers.

Draft Code of Conduct itself says (para 1.1, page 13) “Parts 1 to 8 of this Code come into force on 26 May 2014 and Part 9 (Planning) shall come into force on 1 April 2015.”

Consultation paper on shadow council powers says (para 30 pages 12 and 13) “The section of the Code of Conduct about councillors’ activities in relation to planning applications will not apply to Councillors of the existing councils during the shadow period, as planning functions will not transfer to the new councils until 1 April 2015. Councillors elected to the eleven new councils will be bound by the Code of Conduct, including the section about planning, from the date of their election. This will be achieved through provisions included in the Local Government Bill.”

NILGA has obtained clarification from the Department that in relation to this issue, the information in the Code itself is correct, i.e. the section on Planning will NOT come into force until 1 April 2015.

Members have already been advised of a Councillors' Code of Conduct Engagement Event, which will take place in the Glenavon House Hotel, Cookstown, on Tuesday 8<sup>th</sup> April 2014 from 9.30am.

At the request of Councillor Finlay for assurance that the Code of Conduct will be effectively enforced, the Chief Executive advised that earlier proposals for a standing committee and an independent person to deal with complaints had been withdrawn and the powers of the Ombudsman will be extended to investigate complaints under this Code of Conduct. All items will be referred to the Ombudsman who will have a range of sanctions. Appeals will be to the High Court. The Chief Executive also clarified the referral procedure.

It was **AGREED:**

***that this be tabled for consideration at the April meeting of Committee***

\* **Councillor Stevenson left the meeting at 8.20 pm.**

#### **424.12 NATIONAL ASSOCIATION OF COUNCILLORS**

A request has been received from the National Association of Councillors for renewal of annual membership of the NI Region for the year April 2014 – April 2015. Fee £960.

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

***to recommend that Council renew its annual membership with the National Association of Councillors at a cost of £960.00 for 2014-15***

#### **424.13 CORPORATE SERVICES BUSINESS PLAN 2014-15**

The 2014-15 Business Plan (copy circulated) was presented by Head of Corporate & Development Services for approval.

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

***to recommend that the 2014-15 Business Management Plan, attached as Appendix B, be approved.***

#### **424.14 BALLYMONEY SHOW**

The Ballymoney Show & Press Launch is to be held at Lissanoure Castle on Monday 14<sup>th</sup> April at 7.30 pm. Members are invited to attend.

**424.15 ELECTORAL ID EVENT**

The Electoral Registration and Free ID Card session, organized by the Electoral Office, was held in Ballymoney Town Hall on Thursday 13<sup>th</sup> March, 5.00 – 7.00 pm

**The meeting closed at 8.35 pm.**

**Appendices Listed:**

Appendix B Business Management Plan 2014-15

## APPENDIX A



Treasury  
Management Policy 21

**APPENDIX B**



business  
management 2014-15