

**Causeway Coast & Glens Statutory
Transition Committee**

held in: Coleraine Borough Council offices at 5.00pm

24 October 2013

Present:

Ballymoney Borough Council

Ald Frank Campbell
Cllr John Finlay
Ald Bill Kennedy
Cllr Philip McGuigan
Cllr Ian Stevenson
John Dempsey

Coleraine Borough Council

Cllr Sam Cole
Cllr George Duddy
Ald Maura Hickey
Ald Norman Hillis
Cllr William King
Roger Wilson
Stephen McMaw
Karen Wallace

Limavady Borough Council

Cllr Brenda Chivers
Cllr James McCorkell
Cllr Michael Coyle
Cllr Demot Nichol
Liam Flanigan
Gerry McCourt (Finance)

Moyle District Council

Cllr Joan Baird
Cllr Donal Cunningham
Cllr Robert McIlroy (in the Chair)
Cllr Cara McShane
Cllr Colum Thompson
Richard Lewis

Item	Detail/ Summary/Action	Officer
1	Apology	
	Cllr McCaul (Limavady)	
2	Declarations of Interest	
	No Declarations of Interest were stated.	
3	Minutes of Meeting held on 26 September 2013	
	The minutes of the Statutory Transition Committee meeting held on 26 September 2013 were agreed (previously supplied) subject to the following amendments. <ul style="list-style-type: none"> • (item 8.1) Chair and Party leads had agreed to meet on 30 September 2013. • (item 9.1) Costs payable by each Council would be £40,394. 	K Wallace
4	Matters arising	
4.1	<u>Insurance</u> Noted that this matter was being pursued.	
4.2	<u>Administration Officer</u> This post was currently being trawled to the 'At Risk' group within the Cluster councils.	
4.3	<u>LGSC Template Candidate Briefing Pack</u> Information for the pack was being put together by the HR Group.	
4.4	<u>Party Leads' Meeting</u> Reported that the Party Leads had met on 30 September, followed by a meeting with Chief Executives. A follow up paper had, prior to the STC meeting, been presented to Party leads along with a proposed schedule of meetings and a template agenda. The draft schedule of meetings reflected that Party Leads had agreed to meet on the third Thursday of every month with an agenda to be drawn for the meeting to deal with actions from previous meetings and upcoming issues for Members and	

4.5	<p>Chief Executives.</p> <p>It had also been proposed to defer Workshops to the second Thursday of each month, which would allow Members to have input into issues. Recommendations would then be brought to the next STC meeting.</p> <p>Members were asked to agree the proposals.</p> <p>Agreed: On the proposal of Cllr McGuigan and seconded by Cllr Coyle, that the STC move forward as outlined.</p> <p><u>Chief Executive's Appointment Process</u> Noted that the appointment process for the Chief Executive had been delayed and it was unlikely that the position would be advertised before November.</p>	TM
4.6	<p><u>Legal Advice</u> The TM advised that a number of updates had been received within the last week and that a hold had been put on obtaining legal advice until these had been discussed in detail. Approval was sought for this issue to be discussed 'In Committee'.</p> <p>Agreed: On the proposal of Cllr Duddy and seconded by Cllr Baird, that this issue be discussed 'In Committee' at the end of the meeting.</p>	
5	Transition Manager's Report – STC/2013/10/3	
5.1	<p><u>Corporate Plan</u> Consideration was given to information from the Workshop held on 26 September along with the presentation handout (previously supplied).</p> <p>The TM advised that the statistical information had been updated and would be presented to Members following the meeting</p> <p>Agreed: On the proposal of Cllr Stevenson and seconded by Cllr King, that the STC approve formulation of the Corporate Plan based on the 2009 VTC Workshop outcomes and updated statistical information.</p>	TM
6	DOE Circulars	
6.1	<p>Mr McCourt presented the undernoted sets of DOE Guidance (previously supplied) and advised that further guidance from DOE was awaited.</p> <p><u>Establishment and operation of STCs (second set of guidance notes)</u> Mr McCourt proposed Limavady as lead council for finance before clarifying a number of key issues contained within the Guidance including:</p> <ol style="list-style-type: none"> i. There would be no separate bank account and one set of accounts for the DOE. On termination of the STC the Auditor would audit accounts. ii. The Chief Executive and other employees would be employed by Coleraine Borough Council as Lead Administrative Council. iii. All other costs would be borne by Limavady Borough Council as Lead Finance Council. iv. Each constituent council would pay 25% of costs. v. The STC should not acquire any assets. <p>A number of questions in relation to sharing of costs and responsibilities and operation of Limavady as lead council for finance were answered by officers</p> <p>Agreed: On the proposal of Alderman Hillis and seconded by Alderman Hickey, that Limavady Borough Council be nominated as Lead Finance Council.</p>	G McCourt

6.2	<p><u>Expenditure controls and the role of the STC (third set of guidance notes)</u></p> <p>vi. Disposals – date from which the direction would take effect would be 26 September 2013.</p> <p>vii. A list of capital projects was being drawn up pending further guidance from DOE.</p>	
7	Expenditure Approvals	
7.1	<p><u>Provision of floodlit MUGA at Glebe Estate, Ballymoney</u></p> <p>J Dempsey briefed Members on the background of this project, estimated costs for which were £377,000. He advised on the imminent deadline for funding and that provision for the scheme had been made in rates estimates.</p> <p>Agreed: On the proposal of Cllr Stevenson and seconded by Ald Kennedy, that approval be given for the scheme to proceed.</p> <p>Requests for provision of written reports on future expenditure projects were noted.</p>	All CEs
8	Member Capacity Building	
	<p>In response to previous queries, the TM reported that courses aimed at Capacity Building were not accredited as they were custom built around the reform process.</p> <p>Consideration was then given to the Local Government Training Group (LGTG) report 'Capacity Building Support for Establishing STCs'.</p> <p>The TM advised that 50% funding for courses would be met by the LGTG and that negotiations with DOE were taking place in relation to funding for the balance. Members' views were sought on courses of interest.</p> <p>During a period of discussion a number of concerns were expressed in relation to: the practicality of courses given the short life of STCs; the need for any capacity building to target all Members; the time commitment required to undertake courses; and the timescale in which courses could be accessed.</p> <p>Agreed: That the TM find out dates and times for the following courses and advise details to all Members: Stellar Leadership (course 3); Leadership Institute (course 4); and Effective financial Decision Making (course 5).</p>	TM
9	Update from Finance Working Group	
	<p>G McCourt updated Committee on the work of the Finance Working Group on the following key areas:</p> <ul style="list-style-type: none"> • Cluster capital programme; • common coding structure and procedures for accounting policies, budgetary control, etc; • tendering for banking and insurance; • finance arrangements 	
10	DOE Programme Management	
	<p>The TM presented the Programme Management report. He advised that the DOE had recognised that interpretation of returns varied widely across the Clusters and that the programme of work was likely to change as a result.</p> <p>Members noted that the only red light in the report was in relation to task L3.4 'Secure resources for the STC period' and that a green light could only be given once the budget had been approved by the STC.</p> <p>Members would be kept updated as further information was received.</p>	

11	Correspondence	
11.1	<u>NILGA consultation events on the Local Government Bill</u> It was noted that councils were dealing directly with attendance at these events and that an officer would also attend.	
12	Date of next meeting	
	The next meeting would be held on 28 November 2013 in Limavady Borough Council.	
14	Any Other Business	
14.1	<u>Legal agreements held by individual councils</u> In response to a question by Ald Hickey as to whether current legal agreements (eg leases) would continue upon transfer, R Wilson advised that a list of all issues of this type would need to be drawn up and legalities checked.	