

**LIMAVADY BOROUGH COUNCIL
COMHAIRLE BHUIRG LÉIM AN MHADAIDH**

SUPPORT SERVICES COMMITTEE

01 APRIL 2014

Minutes of meeting held in the Council Offices, 7 Connell Street, Limavady at 7.00pm on the above date.

PRESENT:

Alderman J Rankin. Councillors O Beattie, A Brolly, B Chivers, R Donaghy, B Douglas, T McCaul, J McCorkell, S McGlinchey, G Mullan, D Nicholl, A Robinson (chair), E Scott and E Stevenson.

IN ATTENDANCE:

Chief Executive, Head of Finance, Head of Human Resources and the Committee Clerk.

APOLOGIES: - Alderman M Coyle.

MINUTES:

The minutes of meeting held 4 March 2014 were approved on the proposal of Councillor E Scott, seconded by Councillor J McCorkell.

MATTERS ARISING: - None

HEAD OF FINANCE MONTHLY REPORT – APRIL 2014:

The Head of Finance presented his report for the month of April 2014 as follows:

Payment of Accounts – February 2014: The Head of Finance presented the payment of accounts for the month of February 2014. He drew members attention to page 9 which set out payments made by direct debit and said the payment of £555,655.58 made to the Department of Finance & Personnel was for interest & capital repayments on Government Loans. Noted.

Accounts for 11 Months ended 28 February 2014: The Head of Finance presented summarised accounts for the 11 months ending 28 February 2014. The variances relating to salaries & wages, waste disposal gate fees, vehicle costs, energy costs, loan/lease charges and other income were noted by members.

Investment Banking – 12 Months Ending 31 March 2014: The of Finance gave an overview of Council's investments for 12 months ending 31 March 2014. Noted.

Contract Extension Request: The Head of Finance recommended that the contract with WB Thompson for Legal Services and the contract with Danske Bank for banking services be extended up to March 2015. Agreed on the proposal of Councillor McGlinchey, seconded by Councillor B Chivers.

Circular No LG 09/2014: The circular advising of Councillors Allowances was circulated to members. It was agreed that Councillors Allowance would be set at

£9,500 for the year 2014/15 and that the Special Responsibility Allowance would be set at a total of £20,000 for the year 2014/15.

IN COMMITTEE on the proposal of Councillor T McCaul, seconded by Councillor J McCorkell.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – APRIL 2014:

The Head of Human Resources presented the Human Resource Report for April 2014, which detailed standing items including total number of employees & temporary workers, absenteeism & cause of absence, and long term sick details. The report was adopted on the proposal of Councillor B Chivers, seconded by Councillor B Douglas subject to the following:

- **Requests for Carry Over:** Members approved the requests from employees to carry over leave from the leave year 2013/14 to the leave year 2014/15.
- **Local Government Recruitment Portal:** The Head of Human Resources explained that since May 2011 Council had advertised jobs in a shared job advertisement under the banner 'Local Government Jobs'. She said the next stage of this collaboration project was a local government recruitment portal for councils in Northern Ireland, which would provide an informative, efficient and professional online recruitment process. Council endorsed the LG Recruitment Portal which would be launched in May 2014. It was noted that there would be a hosting charge of £1,200 to councils per annum for the recruitment service.
- **Local Government Pay 2014:** The pay scales set out within the report were noted by members. Disappointment was expressed at the 1% pay increase in light of inflation.
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OUT OF COMMITTEE on the proposal of Councillor McGlinchey, seconded by Councillor McCorkell.

ANY OTHER BUSINESS:

Reminder: The Head of Finance requested that members return the Declaration of Interest forms to the Finance Department before the next Support Services meeting.

NEXT MEETING: - 6 May 2014.

THE BUSINESS CONCLUDED AT 7.30 PM.

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OUT OF COMMITTEE on the proposal of Councillor McGlinchey, seconded by Councillor McCorkell.

ANY OTHER BUSINESS:

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- **Local Government Recruitment Portal:** The Head of Human Resources explained that since May 2011 Council had advertised jobs in a shared job advertisement under the banner 'Local Government Jobs'. She said the next stage of this collaboration project was a local government recruitment portal for councils in Northern Ireland, which would provide an informative, efficient and professional online recruitment process. Council endorsed the LG Recruitment Portal which would be launched in May 2014. It was noted that there would be a hosting charge of £1,200 to councils per annum for the recruitment service.
- **Local Government Pay 2014:** The pay scales set out within the report were noted by members. Disappointment was expressed at the 1% pay increase in light of inflation.
- **Requests for Job Evaluation:** The Head of Human Resources advised that following consideration on requests for job evaluations, it was recommended that the request for job evaluation by the Environmental Health Officers and Lead Environmental Health Officer would not be approved and for the request by the Sports Development Officer for a job evaluation to be approved.

OUT OF COMMITTEE on the proposal of Councillor McGlinchey, seconded by Councillor McCorkell.

ANY OTHER BUSINESS:

Reminder: The Head of Finance requested that members return the Declaration of Interest forms to the Finance Department before the next Support Services meeting.

NEXT MEETING: - 6 May 2014.

THE BUSINESS CONCLUDED AT 7.30 PM.

Chair: _____

**LIMAVADY BOROUGH COUNCIL
COMHAIRLE BHUIRG LÉIM AN MHADAIDH**

SUPPORT SERVICES COMMITTEE

01 APRIL 2014

Minutes of meeting held in the Council Offices, 7 Connell Street, Limavady at 7.00pm on the above date.

PRESENT:

Alderman J Rankin. Councillors O Beattie, A Brolly, B Chivers, R Donaghy, B Douglas, T McCaul, J McCorkell, S McGlinchey, G Mullan, D Nicholl, A Robinson (chair), E Scott and E Stevenson.

IN ATTENDANCE:

Chief Executive, Head of Finance, Head of Human Resources and the Committee Clerk.

APOLOGIES: - Alderman M Coyle.

MINUTES:

The minutes of meeting held 4 March 2014 were approved on the proposal of Councillor E Scott, seconded by Councillor J McCorkell.

MATTERS ARISING: - None

HEAD OF FINANCE MONTHLY REPORT – APRIL 2014:

The Head of Finance presented his report for the month of April 2014 as follows:

Payment of Accounts – February 2014: The Head of Finance presented the payment of accounts for the month of February 2014. He drew members attention to page 9 which set out payments made by direct debit and said the payment of £555,655.58 made to the Department of Finance & Personnel was for interest & capital repayments on Government Loans. Noted.

Accounts for 11 Months ended 28 February 2014: The Head of Finance presented summarised accounts for the 11 months ending 28 February 2014. The variances relating to salaries & wages, waste disposal gate fees, vehicle costs, energy costs, loan/lease charges and other income were noted by members.

Investment Banking – 12 Months Ending 31 March 2014: The of Finance gave an overview of Council's investments for 12 months ending 31 March 2014. Noted.

Contract Extension Request: The Head of Finance recommended that the contract with WB Thompson for Legal Services and the contract with Danske Bank for banking services be extended up to March 2015. Agreed on the proposal of Councillor McGlinchey, seconded by Councillor B Chivers.

Circular No LG 09/2014: The circular advising of Councillors Allowances was circulated to members. It was agreed that Councillors Allowance would be set at

£9,500 for the year 2014/15 and that the Special Responsibility Allowance would be set at a total of £20,000 for the year 2014/15.

IN COMMITTEE on the proposal of Councillor T McCaul, seconded by Councillor J McCorkell.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – APRIL 2014:

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OUT OF COMMITTEE on the proposal of Councillor McGlinchey, seconded by Councillor McCorkell.

ANY OTHER BUSINESS:

Reminder: The Head of Finance requested that members return the Declaration of Interest forms to the Finance Department before the next Support Services meeting.

NEXT MEETING: - 6 May 2014.

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Chair: _____

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COMHAIRLE BHUIRG LÉIM AN MHADAIDH**

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IN ATTENDANCE:

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APOLOGIES: - Alderman M Coyle.

MINUTES:

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OUT OF COMMITTEE on the proposal of Councillor McGlinchey, seconded by Councillor McCorkell.

ANY OTHER BUSINESS:

Reminder: The Head of Finance requested that members return the Declaration of Interest forms to the Finance Department before the next Support Services meeting.

NEXT MEETING: - 6 May 2014.

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OUT OF COMMITTEE on the proposal of Councillor McGlinchey, seconded by Councillor McCorkell.

ANY OTHER BUSINESS:

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NEXT MEETING: - 6 May 2014.

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**LIMAVADY BOROUGH COUNCIL
COMHAIRLE BHUIRG LÉIM AN MHADAIDH**

SUPPORT SERVICES COMMITTEE

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