

**LIMAVADY BOROUGH COUNCIL**  
**COMHAIRLE BHUIRG LÉIM AN MHADAIDH**  
**SUPPORT SERVICES COMMITTEE**

**01 OCTOBER 2013**

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

**PRESENT:**

Aldermen M Coyle and J Rankin. Councillors O Beattie, A Brolly, B Chivers, B Douglas, T McCaul, J McCorkell, S McGlinchey, C McLaughlin, G Mullan, D Nicholl, A Robinson (chair) and E Stevenson.

**IN ATTENDANCE:**

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

**APOLOGIES:** - Alderman G Robinson

**MINUTES:**

The minutes of meeting held 03 September 2013 were approved on the proposal of Councillor McCorkell, seconded by Councillor Chivers.

**MATTERS ARISING:** - None

**HEAD OF FINANCE MONTHLY REPORT – OCTOBER 2013:**

The Head of Finance presented his report for the month of October 2013 as follows:

**Payment of Accounts – August 2013:** The Head of Finance presented the payment of accounts for the month of August 2013 which were approved by members.

**Accounts for 5 Months ended 31 August 2013:** The Head of Finance presented summarised accounts for the 5 months ending 31 August 2013 there was a favourable variance of £187k. The Head of Finance advised members the large net variances were as follows:

- Waste disposal costs - £32k favourable.
- Benone Total Net Costs - £42k favourable.

**Insurance for Driving on Council Business:** The Head of Finance emphasised to members the importance of having the correct basis of car insurance to ensure they are covered in the event of any damage caused to their vehicle, damage to third party vehicles or injury caused to third parties. He advised members to ensure 'Business Use' was included on their car insurance policy.

**Statutory Transition Committee (STC) – Draft Budget:** The Head of Finance informed members that the draft budget had been approved by the STC but approval was needed from constituency Councils. Members expressed their

concern for the anticipated but unknown increase of costs to ratepayers and questioned the figures set aside under staffing costs. The Chief Executive highlighted to members this was a draft budget with estimated costs and a breakdown of staffing costs would be brought to the Statutory Transition Committee. The STC draft budget was approved on the proposal of Councillor McCorkell, seconded by Alderman Coyle.

**Expenditure Controls for Statutory Transition Committees – Departmental Direction and Guidance:** The Guidance on Expenditure Controls and the Role of Statutory Transition Committees was presented subject to further information being sought from the relevant Department clarifying details of Non-Capital and Capital Contracts.

### **HEAD OF HUMAN RESOURCES MONTHLY REPORT – OCTOBER 2013:**

**IN COMMITTEE** on the proposal of Councillor McLaughlin, seconded by Councillor McCorkell.

The Head of Human Resources presented the Human Resource Report for October 2013, which detailed standing items including total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, and long term sick details. The report was adopted on the proposal of Councillor McLaughlin, seconded by Councillor Brolly subject to the following:

- **Health and Safety Audit, Health and Safety Executive Northern Ireland (HSENI):** - The Head of Human Resources informed members that the HSENI carried out an inspection of the Depot at Ballyquin Road, Limavady on 20<sup>th</sup> September 2013. Human Resources are awaiting the report and will inform members of the outcome but confirmed overall a good inspection with no major issues raised.
- **Health Checks:** - The Head of Human Resources informed members that health checks for staff were being carried out in Limavady Borough Council offices, Roe Valley Leisure Centre and the Depot on 2<sup>nd</sup> October 2013. The checks are part of our on-going commitment to Health and Wellbeing across the organisation.
- **Local Government Reform – Appointment of Clerk and Chief Executives to new Council:** The Head of Human Resources recommended Council seek legal opinion in relation to the possible risks for Limavady Borough Council in relation to the appointment process for filling the Chief Executives posts in the new Councils and take action to mitigate these risks. Document from Mr Sid McDowell, Chairman of the Public Services Commission to Minister Durken and a paper from the Public Sectors People Managers Association in Northern Ireland were circulated for information.
- **Local Consultation and Negotiation Forms at Transition Committee Level:** The Head of Human Resources updated members on the request received from the Local Government Reform Joint Forum to provide information regarding the implementation of Vacancy Control - Phase 2 and details of Local Forum work plans. The Cluster have responded on

the basis that Phase 2 implementation would not be appropriate at this time.

- **Local Government Reform in Limavady:** The Head of Human Resources informed members that the Continuous Improvement Group would act as the Local Government Reform Ready Group so employees within Limavady Borough Council would have an opportunity to contribute to the plans to prepare Council for the Reform of Local Government. It was also proposed that two half day workshops would take place to consult with employees regarding the transition to the Causeway Coast and Glens Council. Noted.

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

**ANY OTHER BUSINESS:** - None

**NEXT MEETING:** - 5 November 2013.

**THE BUSINESS CONCLUDED AT 7.55 PM.**

**Chair:** \_\_\_\_\_