

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

**SUPPORT SERVICES COMMITTEE  
1 DECEMBER 2009**

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 A Brolly, P Butcher, M Carten, B Chivers, L Cubitt, M Donaghy (chair), B Douglas, C Ó hOisín, J McElhinney, G Mullan, A Robinson and E Stevenson.

**IN ATTENDANCE:**

Committee Clerk, Director of Support Services and the Chief Executive.

**APOLOGIES:** - Alderman Robinson.

**MINUTES:**

The minutes of meeting held 3 November 2009 were approved and signed on the proposal of Alderman Coyle, seconded by Councillor Ó hOisín.

**MATTERS ARISING:**

**Page 1 – Payment of Accounts:** The Director of Support Services tabled report which outlined information on the area of work and how much had been paid on consultancy fees in the year 2008/09.

**PAYMENT OF ACCOUNTS:**

The Director of Support Services presented the payment of accounts for October 2009 which were approved by members. He agreed to provide details at the next Support Services meeting on payments to Business Services Organisation, Abertay Training, Drummond Hotel, Local Government Training Group, Cedel Communications, McGarry Consulting, Enva and Helmsman.

**HUMAN RESOURCES:**

**Human Resource Report: IN COMMITTEE** - The Director of Support Services presented the Human Resource Report dated 1 December 2009 which detailed recruitment & selection, absenteeism, analysis of cause of long term absence and issues relating to Investors in People. The report was adopted on the proposal of Alderman Coyle, seconded by Councillor Cubitt subject to the following:

**Community Wardens:** It was agreed that a request for information on the role and remit of the Community Wardens would be forwarded to the Director of Development. Members welcomed that the hours worked by the Community Wardens had been extended. **OUT OF COMMITTEE.**

**DRAFT GUIDANCE – FINANCING OF COUNCIL EXPENDITURE:**

The Director of Support Services explained that the Finance & Estates Implementation Group considered that guidance on financing of council expenditure would be helpful to councils as a reminder of their responsibilities in the run up to RPA. He said it was considered particularly relevant at a time when councils would be working up to mid February to striking the rates for 2010/11 – the last full financial year of the present council structure. Details of the draft guidance were noted.

**ECONOMIC APPRAISAL FOR PURCHASE OF ICT EQUIPMENT:**

The Director of Support Services presented an Economic Appraisal which had been compiled for purchase of ICT Equipment at a total cost of £63.65k outlined as follows:

- (i) 29 pc's and 16 laptops costing £26.5k to replace old stock.
- (ii) 2 servers, 5 printers, phone exchange upgrade etc costing £15k. These were required to ensure business continuity.
- (iii) Other IT equipment consisting of a design jet printer, CCTV system, network switches and flexitime terminal costing £22.15k.

Retrospective approval was sought for the design jet printer costing £10,079 and network switches costing £4,950 which had already been purchased and were included in the overall total cost of £63.65k. Approved.

The Economic Appraisal as presented was approved on the proposal of Councillor Cubitt, seconded by Councillor Carten.

**ANY OTHER BUSINESS:**

- ◆ A member highlighted that the LAG and Joint Committee had given their approval for an additional officer to be employed in Limavady to administer the Rural Development Programme. It was agreed that this appointment should not be delayed.

**NEXT MEETING:** - 14 January 2010.

**THE BUSINESS CONCLUDED AT 7.20 PM**

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