

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

SUPPORT SERVICES COMMITTEE

2 JUNE 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, G Robinson and J Rankin. Councillors P Butcher, M Carten, B Chivers, L Cubitt, M Donaghy (chair), C Ó hOisín, G Mullan, E Stevenson and A Robinson.

IN ATTENDANCE:

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

APOLOGIES: - Councillors A Brolly, B Douglas and J F McElhinney.

APPOINTMENT OF CHAIRPERSON:

The Mayor took the chair and sought nominations for the appointment of chair for the year 2009/10. He reminded members that it had been agreed at the 2009 AGM that the SF would chair this committee.

Councillor Donaghy was agreed on the proposal of Councillor Butcher, seconded by Councillor Chivers.

MINUTES:

The minutes of meeting held 5 May 2009 were approved and signed on the proposal of Councillor Butcher, seconded by Councillor Carten.

MATTERS ARISING:

- **Page 2: Learning & Development Needs Questionnaire:** The Director of Support Services outlined that additional copies of the Learning & Development Needs Questionnaire were available for completion by members. Alderman Coyle requested a copy of the questionnaire.

PAYMENT OF ACCOUNTS:

The Director of Support Services answered a number of questions relating to the payment of accounts for April 2009 which were approved by members.

ACCOUNTS FOR 12 MONTHS ENDING 31 MARCH 2009:

The Director of Support Services presented the accounts for 12 month ending 31 March 2009, which showed a surplus of £337k for the year. He said the budgeted surplus had been forecast at £63k and the main variances from budgeted were as follows:

- revised landfill site closure costs - £144k adverse
- revised site post closure costs - £52k adverse
- rates reserve clawback - £394k favourable
- Technical Services salaries & wages - £79k favourable
- waste disposal gate fees - £138k favourable
- loan charges - £120 favourable

The Director of Support Services explained in detail the adverse/favourable variances for salaries and wages; other expenditure; loan charges; other income; grants and the district rates. He drew member's attention to the fact that Councils reserves were £522k at 31 March 2009. The accounts as presented were approved on the proposal of Councillor Butcher, seconded by Alderman Rankin. Officers were congratulated for the timely completion of the accounts which showed a favourable variance against budget.

COUNCILLORS' ALLOWANCES & EXPENSES FOR YEAR 1 APRIL 2008 – 31 MARCH 2009:

The Director of Support Services outlined details of Councillors allowances & expenditure for the year 2008/09. This included details of basic allowance, special responsibility allowance, mileage allowance, conference costs, DPP allowances, Transition Committee allowances and other expenses. He said that attendance figures at Council meetings had been tabled for information.

A member voiced concern that it was the same Councillors year on year that had the highest total for allowances and expenses. In response to this, he was reminded that the figures were reduced significantly when tax was deducted.

HUMAN RESOURCES:

Human Resource Report: IN COMMITTEE on the proposal of Councillor Ó hOisín, seconded by Councillor Butcher.

The Director of Support Services presented the Human Resources Report dated 2 June 2009. The report detailed recruitment & selection, absenteeism, cause of absence and issues relating to Investors in People. The recommendations were agreed on the proposal of Councillor Cubitt, seconded by Alderman Rankin subject to the following:

- Members welcomed that the absenteeism figure for April 2009 was 8.93 days against a target of 11 days per year annualised.
- It was agreed that Council would engage the services of Carecall for a further year at a cost of £2,228 plus VAT. A member expressed reservation at the benefit from the service. Noted.
- Approval was given for the Technical Assistant to undertake the NEBOSH Level 6 Diploma in Occupational Health & Safety at a cost of £4,000 + VAT.
- It was agreed that Mr Dominic McCanny from Interventus Business Psychologists would conduct an Employee Survey across the Council to ascertain employees views in a range of areas including working for Limavady Borough Council, information and communication, managing performance and managing staff, learning & development, overall satisfaction and equality.

Total cost to Council £3,000 already included within the HR budget for 2009/10. **OUT OF COMMITTEE** on the proposal of Councillor Carten, seconded by Alderman Rankin.

DOE CIRCULAR NO LG 10/09 – TRAVELLING ALLOWANCE:

The DOE Circular LG 10/09 in relation to travelling allowance was tabled and noted.

ANY OTHER BUSINESS: - None.

NEXT MEETING: - 4 August 2009.

THE BUSINESS CONCLUDED AT 7.50 PM

Chair: _____