

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

**SUPPORT SERVICES COMMITTEE**

**2 AUGUST 2011**

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

**PRESENT:**

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

**IN ATTENDANCE:**

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

**APOLOGIES:** - Councillors A Brolly, J McCorkell and A Robinson.

**MINUTES:**

The minutes of meeting dated 7 June 2011 were approved on the proposal of Alderman Coyle, seconded by Councillor Chivers.

**MATTERS ARISING:**

- ◆ The Head of Finance reported that the appeal by the MOD against assessment was ongoing and still unresolved.
- ◆ The Head of Finance informed members that the total cost for the 3G pitch at Scroggy Road was £2.2 million, less a grant of £560k.
- ◆ The Chief Executive confirmed that he had passed on a query on room charges at Roe Valley Arts & Cultural Centre to the Director of Development.

**HEAD OF FINANCE MONTHLY REPORT:**

**Payment of Accounts:** The Head of Finance presented the payment of accounts for the month of May and June 2011 which were approved by members. .

**Summarised Financial Information for 3 Months ended 30 June 2011:** The Head of Finance explained that in the financial year 2011/12, the Finance Department would be preparing 5 and 8 months accounts to better link in with the Estimates timetable and year end accounts. He said for the other months only the large items of expenditure would be checked. The main variances were noted as follows:

- Salaries & Wages - £9k favourable
- Waste Disposal Gate Fees/Landfill Tax - £25k favourable
- Vehicle Repairs - £4k adverse
- Tyres & Punctures - £1k favourable
- Derv - £12k adverse
- Electricity £6k adverse

- Loan/Lease Charges - £2k adverse
- Other Income - £15k adverse
- Rates Reserve Clawback - £27k adverse.

### **HEAD OF HUMAN RESOURCES MONTHLY REPORT:**

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

**Human Resource Report:** The Head of Human Resources presented the Human Resource Report for August 2011, which detailed the total number of employees & temporary workers, requests for career breaks, recruitment & selection, absenteeism and cause of absence. The report was adopted on the proposal of Alderman Robinson, seconded by Councillor Mullan subject to the following:

- Members welcomed that Limavady Borough Council had achieved a Silver Award in Business in the Community's Opportunity Now national benchmarking survey.
- The Head of Human Resources highlighted that in an attempt to address the main causes of absences, Council in partnership with the Health & Safety Executive for Northern Ireland (HSENI) and Business in the Community had implemented an Employee Wellness Survey using the HSENI Stress Management Standards as a framework. She said that the HSENI had now forwarded a complete report, which summarised the outcomes of the survey and that the overall results indicated that Council had performed well, with there being no areas where council scored lower than average. It was pointed out that in the first quarter of the current financial year, no one had been absent in Council through stress.
- Members approved the job title change for two employees within the HR Department to reflect the role they performed. It was noted that this would have no impact on their duties or responsibilities and there would be no additional cost to Council.
- The Head of Human Resources agreed to keep Council updated regarding an employee group grievance.
- It was agreed that the Technician at the Roe Valley Arts & Cultural Centre - Ionad Ealaíon agus Cultúir Ghleann na Ró contractual hours would be changed to reflect his current hours of work which was 24 hours per week.
- Members were advised Council had been awarded funding through the Neighbourhood Renewal Partnership to develop and expand a number of Health & Wellbeing initiatives in the Neighbourhood Renewal Areas. A new job description for a Health Development Worker has been developed and the Active Lifestyle Officer had agreed to facilitate the role. It was agreed that the new job description would be forwarded to Belfast City Council for a desktop evaluation.

**OUT OF COMMITTEE** on the proposal of Alderman Robinson, seconded by Councillor Mullan.

**ANY OTHER BUSINESS:**

**Ferry Service Update: IN COMMITTEE** on the proposal of Alderman Coyle, seconded by Councillor Chivers.

Following discussion in which the Director of Development updated members on issues relating to the ferry service. It was noted that any contribution to the Ferry Company would be on the basis of revenue deficit funding. Council confirmed that €30k would be available for the period 1 April to 31 December 2011. It was agreed that the minimum period of service would be 1 April to 31 August 2011 after which the level of service from 1 September would be at the discretion of the ferry provider

It was agreed that the Ferry Working Group would meet with counterparts from Donegal County Council to look at proposals for provision of a ferry service for future years.

**OUT OF COMMITTEE** on the proposal of Alderman Coyle, seconded by Councillor Chivers.

**Somalia Appeal:** It was agreed that the Mayor would set up an appeal to raise funds for Somalia.

**NEXT MEETING:** - 6 September 2011.

**THE BUSINESS CONCLUDED AT 8.00 PM.**

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