

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

SUPPORT SERVICES COMMITTEE

2 SEPTEMBER 2014

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

IN ATTENDANCE:

Chief Executive, Head of Finance and the Committee Clerk.

APOLOGIES: - None.

DECLARATION OF INTEREST: - None.

MINUTES:

The minutes of meeting held 5 August 2014 were approved on the proposal of Alderman M Coyle, seconded by Councillor S McGlinchey,

MATTERS ARISING:

Page 2 – Sponsorship Requests: Members were advised that Causeway Coast & Glens Shadow Council had agreed to honour sponsorship requests up to June 2015.

HEAD OF FINANCE MONTHLY REPORT ~ SEPTEMBER 2014:

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

Payment of Accounts – July 2014: *Councillor G Mullan declared in interest.* The Head of Finance presented the payment of accounts for the month of July 2014 which was subsequently approved by Council.

Accounts for 4 Months Ending 31 July 2014: The Head of Finance presented the accounts for 4 months ending 31 July 2014 and explained that the expenditure items checked made up 75% of the total gross expenditure. He advised that for the year 2014/15 the Department would be preparing detailed 5 and 8 month accounts to better link in with the Estimates time-table and year-end accounts.

Contract Extension Request: The request to renew contract for Insurance Brokerage Services with March in the sum of £9,000 up to 31 March 2015 was approved by Council.

The Head of Finance Report was adopted on the proposal of Councillor B Douglas, seconded by Councillor J McCorkell.

HUMAN RESOURCES MONTHLY REPORT – SEPTEMBER 2014:

IN COMMITTEE on the proposal of Councillor E Scott, seconded by Councillor G Mullan.

The Head of Finance presented the Human Resource Report for September 2014, which detailed standing items including total number of employees & temporary workers, absenteeism & cause of absence, and long term sick details. The items for information were noted and the report was adopted on the proposal of Alderman M Coyle, seconded by Councillor A Brolly subject to the following:

Absenteeism Annualised: The Head of Finance pointed out that absenteeism figures up to the end of July 2014 were 10.36 days annualised, compared to 6.16 days for the previous year.

Sponsorship Requests: The following requests for sponsorship were approved:

1. Technical Officer - Advanced Diploma in Management Practice at University of Ulster: Cost £1,000.
2. Neighbourhood Renewal Officer - Community Planning and Governance Course at University of Ulster: Cost £135.
3. Waste Management Officer – Advanced Diploma in Management Practice at University of Ulster: Cost £1,000.
4. Committee Administrator – Level 4 (Certificate) Business Administration at North West College of Further Education: Cost £520.
5. Administration Assisand – Level 4 (Certificate) Business Administration at North West College of Further Education: Cost £520.
6. Health Safety & Well Being Officer – ILM 5 in Leadership and Management at Ballymena NRC: Cost £335 for year 1 and £150 in year 2.

Local Government Reform: Members were advised that to date 15 people had expressed an interest in completing Level 3 OCR Award in Business and Administration. The cost to deliver the programme was estimated to be £6,500. It was noted that it had been agreed by the DoE that CC&G cluster would receive £100k to carry out training for elected members and staff.

OUT OF COMMITTEE on the proposal of Councillor B Chivers, seconded by Councillor T McCaul.

ANY OTHER BUSINESS: - None.

NEXT MEETING: - 7 October 2014.

THE BUSINESS CONCLUDED AT 7.12 PM.

Chair: _____