

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

SUPPORT SERVICES COMMITTEE

2 OCTOBER 2012

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, T McCaul, J McCorkell (Chair), Councillor S McGlinchey, C McLaughlin, G Mullan, D Nicholl, A Robinson and E Stevenson.

IN ATTENDANCE:

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

APOLOGIES:

Councillor A Brolly

MINUTES:

The minutes of meeting held 4 September 2012 were approved on the proposal of Alderman M Coyle, seconded by Councillor Chivers.

MATTERS ARISING:

Closure of Magilligan Prison: It was agreed that Alderman Robinson and Councillors Douglas, Stevenson and Mullan would represent Limavady Borough Council on the joint deputation with Coleraine Borough Council to meet with David Ford MLA, Minister of Justice on Wednesday 24 October at 11.00 am in Castle Buildings, Stormont to discuss the proposed closure of Magilligan Prison. The deputation would also include a member of the Northern Ireland Independent Retailers Association, a representative from the Roe Valley Chamber of Trade and the Chief Executives from both Councils. The Chief Executive agreed to prepare a list of questions in conjunction with the Chief Executive of Coleraine Borough Council which would be made available to the deputation prior to the meeting.

HEAD OF FINANCE MONTHLY REPORT – OCTOBER 2012:

Payment of Accounts – August 2012: The Head of Finance presented the payment of accounts for the month of August 2012 and agreed to provide additional information to members concerning the payment of £28,486.00 for 69 lockers for Roe Valley Leisure Centre.

Accounts for 5 Months Ended 31 August 2012: The Head of Finance presented the accounts for 5 months ending 31 August 2012 which showed a net surplus of £1k for the period. He added that the main variances from budgeted were

- Salaries and wages - £9k favourable
- Other expenditure - £82k favourable

- Loan/lease charges - £3k adverse
- Other income - £46k adverse
- Grants - £16k adverse
- Interest receivable - £20 favourable
- Rates reserve clawback - £45k adverse

He explained that as at 31 March 2012, Council owed MoD and BT £109k due to successful rates appeals and therefore £45k represented $\frac{5}{12}$ of the 2012/13 charge. The in-depth variances set out within the Accounts for the 8 months were noted by members.

The Head of Finance Monthly Report was approved on the proposal of Alderman G Robinson, seconded by Councillor B Douglas.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – OCTOBER 2012:

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

Human Resources Report: The Head of Human Resources presented the Human Resource Report for October 2012, which detailed standing items including total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, long term sick details and sponsorship requests subject to the following:

- **Health and Wellbeing:** members were advised that over the next six weeks Council would be providing a range of physical activity and health and wellbeing initiatives to reflect areas of interest identified by staff in a questionnaire devised in partnership with the Health and Safety Executive Northern Ireland and Business in the Community. The programme for the six weeks would include:
 - Week 1** – Health checks.
 - Week 2** – Bones/Musculoskeletal awareness.
 - Week 3** – Cancer awareness.
 - Week 4** – Heart/Chest awareness.
 - Week 5** - Healthy Eating and Nutrition.
 - Week 6** –Mental health awareness.

Lunch time spin classes and yoga classes have been facilitated for staff. It was agreed that the Head of Human Resources would organise health checks for any member who requested them.

- **Cycle to Work Scheme:** The Cycle to Work Scheme which would allow staff and Councillors to purchase a bicycle through Council would again be available during the month of October 2012.
- **Sponsorship Requests:**
 - a) Council agreed a Level 2 Fitness Instructor Course for a Recreation Assistant/Lifeguard at the Roe Valley Leisure Centre – Nil cost to Council.

- **Grievance Complaints:** The Head of Human Resources updated members on a number of grievance complaints detailed in the report.
- **Review of Public Administration – Vacancy Control System:** Members were advised that at the Local Government Reform Joint Forum (LGRF) held on 19 September 2012 it was agreed that the Vacancy Control Detailed Procedure would be issued to councils for implementation from 1 November 2012. The Head of Human Resources explained that there would be a phased introduction of the procedure and “at risk” staff would be informed of their situation. She continued that this would have an impact on recruitment as all vacancies would be filled as per the “Order of Consideration for the Operation of the Vacancy Control System” guidelines.
- **Christmas Holidays, Connell Street 2012:** Members agreed that the Council offices at Connell Street would close for the Christmas statutory holidays on the following dates, Monday 24 December 2012 (Christmas Eve), Tuesday 25 December 2012 (Christmas Day), and Wednesday 26 December 2012 (Boxing Day). Offices would also be closed on Tuesday 1 January 2012 (New Year’s Day).
- **Retiring Members of Staff:** Tributes were paid to the members of the Technical Services staff who were retiring and it was agreed that the Chief Executive would write to Mr Terrance Harrigan and Mr Robert Mailey who have been employed by Council for 26 and 20 years respectively.

The Head of Human Resources Monthly Report was approved on the proposal of Alderman G Robinson, seconded by Councillor G Mullan.

OUT OF COMMITTEE on the proposal of Alderman G Robinson, seconded by Councillor J Rankin.

ANY OTHER BUSINESS:

Donegal GAA Team: It was agreed on the proposal of Councillor Chivers and seconded by Councillor McCaul that the Chief Executive would write to Jim McGuinness to congratulate the Donegal GAA team on winning the Sam Maguire Cup in the recent All Ireland Championships.

NEXT MEETING: - 6 November 2012.

THE BUSINESS CONCLUDED AT 7.30 PM.

Chair: _____