

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

**SUPPORT SERVICES COMMITTEE  
2 NOVEMBER 2010**

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

**PRESENT:**

Aldermen J Rankin, M Coyle and G Robinson. Councillors A Brolly, P Butcher, M Carten, B Chivers, L Cubitt, M Donaghy, B Douglas, G Mullan, J F McElhinney, C Ó hOisín and E Stevenson.

**IN ATTENDANCE:**

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

**APOLOGIES:** - Councillor A Robinson.

**RE-ADMISSION TO HOSPITAL:**

Members were informed that Councillor Robinson had been re-admitted to hospital earlier in the day.

Council accepted and approved that Councillor Robinson's non attendance at meeting since 3 August 2010 had been due to ill health. It was agreed that member's best wishes for a full and speedy recovery would be forwarded to Councillor Robinson.

**MINUTES:**

The minutes of meeting dated 5 October 2010 were approved on the proposal of Councillor Carten, seconded by Councillor Ó hOisín.

**MATTERS ARISING:** - None.

**PAYMENT OF ACCOUNTS:**

The Director of Support Services answered queries on the payment of accounts for September 2010 which were then approved on the proposal of Councillor Cubitt, seconded by Councillor Butcher.

**HUMAN RESOURCES:**

**Human Resource Report: IN COMMITTEE** on the proposal of Councillor Carten, seconded by Councillor Mullan.

The Director of Support Services presented the Human Resource Report dated 2 November 2010 which detailed recruitment & selection; absenteeism; summary of absences, cause of long term sickness and sponsorship requests.

The report was adopted on the proposal of Councillor Cubitt, seconded by Councillor Cubitt subject to the following:

**Restructuring of Support Services Directorate:** The Chair welcomed Mr Steve Traynor, HR Consultant, STAHRS Ltd to the meeting. A confidential report and appendices referred to in the Human Resource Report on the proposed restructuring of the Support Services Directorate were circulated to members.

Mr Traynor went through the report and appendices in detail. He outlined that the current Support Services Directorate was headed by Eamon McCotter, Support Services Director who had responsible for Finance, Human Resources, IT and Registration. He said that the Finance Manager, Human Resource Manager and Registrar of Births, Deaths and Marriages reported directly to the Director.

Mr Traynor explained that in the current economic climate it is incumbent on all public authorities to manage resources in the most effective way, thus in order to save substantial costs is was proposed that:

1. the post of Director of Support Services be made redundant ; and
2. the Finance Manager and HR Manager carry out the duties previously performed by the Director. Both Managers would become part of the Senior Management Team alongside the two current Directors and the Chief Executive and both would jointly service the Support Services Committee.

Mr Traynor highlighted that revised job descriptions had been drawn up for the new Head of Finace/IT and Human Resources posts; the posts had been re-evaluated using the GLPC job evaluation scheme to PO10. It was pointed out that both these potholders' had another member of staff reporting to them qualified to the same level.

In the discussion which followed, the Chief Executive confirmed staffing levels within his department and said that the Director of Environmental Services and Director of Development would share responsibility in the role of Deputy Chief Executive.

After further debate, Councillor Cubitt proposed, seconded by Councillor Ó hOisín that the report and recommendations within be adopted. The proposal was carried unanimously.

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

**ANY OTHER BUSINESS:** - None.

**NEXT MEETING:** - 7 December 2010.

**THIS CONCLUDED THE BUSINESS**  
(The meeting ended at 8.00 pm)

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