

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

SUPPORT SERVICES COMMITTEE

3 APRIL 2007

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

PRESENT:

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

IN ATTENDANCE:

Committee Clerk and Director of Support Services.

APOLOGIES: - Councillor Douglas

MINUTES:

The minutes of meeting dated 6 March 2007 were approved and signed on the proposal of Councillor Cubitt, seconded by Councillor Chivers.

MATTERS ARISING:

Disclosure of Death Registration Information: In response to a query from the previous month, the Director of Support Services explained that the local Registrar could issue birth/death certificates from 1997 onwards and that the General Registrar in Belfast issued certificates before this date.

MINUTES OF AUDIT COMMITTEE HELD 31 AUGUST 2006:

The minutes of Audit Committee meeting held 31 August 2006 were approved on the proposal of Councillor Butcher, seconded by Councillor Cubitt subject to comments made regarding Optimum Bias Adjustment being withdrawn from page 1, paragraph 1.

REGISTRATION OF BIRTHS, DEATHS & MARRIAGES – PROPOSAL TO INCREASE LICENCE FEE:

It was agreed on the proposal of Councillor Cubitt, seconded by Alderman Mullan to increase the licence fee from £370 to £400 for registration of premises other than the District Registrars Office to hold Civil Marriages and Civil Partnerships.

PAYMENT OF ACCOUNTS:

The payment of accounts for the month of February 2007 were approved on the proposal of Councillor Cubitt, seconded by Alderman Rankin.

HUMAN RESOURCES:

The Director of Support Services presented the Human Resources Report and enlarged thereon. The report was adopted on the proposal of Councillor Cubitt, seconded by Councillor Butcher subject to the following:

Career Break: Members noted that the DPP Manager had been offered an InterChange secondment with OFMDFM to commence 16 April 2007 and if accepted, a replacement would be sought initially through the Interchange programme.

Single Status Job Evaluations: The Director of Support Services outlined that the results of recent job evaluations were expected in April 2007 and that Management proposals had been forwarded to T&G and NIPSA to commence negotiations on resolving outstanding Single Status issues.

Several members stressed that it was imperative that Council immediately consider opening the reception during the lunch hour. The Director of Support Services explained that the intention was to introduce flexi-time with Single Status and that this would facilitate the manning of all Council departments at all times during the working day. However, he did point out that in the meantime he felt that members' request could be accommodated in relation to the main reception area only and that consideration would be given to introducing flexitime in advance of finalising negotiations in relation to single status. It was agreed that the Chief Executive would advise on implications of introducing flexi time before single status had been agreed.

Employee Uniforms: Councillor Brolly suggested that Limavady join with Coleraine Borough Council in recycling old uniforms which were being sent to Malawi.

Employers for Childcare Vouchers: Members welcomed that Council had introduced 'Employers for Childcare Vouchers' which were a tax efficient way of paying for all forms of eligible registered childcare, including registered childminders, day nurseries, crèches and playgroups.

Employee Assistance Programme: The Director of Support Services sought approval from Council to introduce an Employee Assistance Programme (EAP) recommended to assist in the reduction of employee absenteeism. He said if implemented, this would cover most of the key recommendations made in the Work Life Balance Audit Report as recommended by the Group Principle Environmental Health Officer.

Members discussed the main points and potential benefits of introducing the programme. Although a number of reservations were expressed, it was agreed that Council would approve expenditure on the service of Carecall for one year and that this would be reviewed to assess whether Council or staff had benefited from the scheme.

ANY OTHER BUSINESS:

Freedom of Information (FOI) Request: It was agreed that FOI request regarding absenteeism would be dealt with after the Northern Ireland Audit Office Report on Absenteeism had been presented to Council at the May 2007 Support Services meeting.

Public Service Northern Ireland Reorganisation & Shared Services Conference): It was agreed that Alderman Robinson and the Director of Support Services would attend the above conference to be held 25th April 2007 in Waterfront Hall, Belfast at a cost of £149 per person. It was also agreed that nominations from Sinn Féin would be confirmed at the Planning & Services meeting to be held 5 April 2007.

Easter Rising Commemoration: It was agreed that the Mayor - John Felix McElhinney would attend and lay a wreath in Dungiven during the Easter Rising commemoration.

NEXT MEETING: - 1 May 2007.

**THIS CONCLUDED THE BUSINESS
(The meeting ended at 7.55 pm)**

Chair: _____