

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

SUPPORT SERVICES COMMITTEE

3 NOVEMBER 2009

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

PRESENT:

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

IN ATTENDANCE:

Committee Clerk, Finance Manager, Human Resource Manager and the Chief Executive.

APOLOGIES:

Alderman Robinson, Councillor McElhinney, Councillor Cubitt and the Director of Support Services.

MINUTES:

The minutes of meeting held 6 October 2009 were approved and signed on the proposal of Councillor Ó hOisín, seconded by Councillor Chivers.

MATTERS ARISING: - None.

PAYMENT OF ACCOUNTS:

The Finance Manager presented the payment of accounts for September 2009 which were approved by members. In response to a member, the Finance Manager agreed to provide information on the area of work and how much had been paid on consultancy fees over a one year period.

HUMAN RESOURCES:

Human Resource Report: IN COMMITTEE - The Human Resource Manager presented the Human Resource Report dated 3 November 2009 which detailed recruitment & selection, absenteeism, analysis of cause of long term absence and issues relating to Investors in People. The report was adopted on the proposal of Alderman Coyle, seconded by Councillor Carten subject to the following:

Work Shadowing Policy: The Human Resource Manager outlined that as part of Council's strategy on Learning and Development and in preparation for RPA, a Work Shadowing Policy had been developed. She said that the policy would enable employees to gain a deeper knowledge of the Council, improve communications & flexibility within the Council, help employees to understand the role of others and enhance career development.

The Human Resource Manager answered a number of queries relating to the Work Shadowing Policy in the discussion which followed. The Chief Executive stated that he would be seeking legal advice on comments made by a member regarding compliance with Section 75 set out on page 7 of the policy. The policy as presented was approved by members.

Vetting and Barring Scheme (VBS): The Human Resource Manager explained that the Independent Safeguarding Authority (ISA) had been created to help prevent unsuitable people from working with children and vulnerable adults and that from 12 October 2009 following safeguards had been introduced under the Vetting and Barring Scheme:

- It is now a criminal offence for individuals barred by the ISA to work or apply to work with children or vulnerable adults in a wide range of posts including most NHS jobs, education and childcare. Employers also face criminal sanctions for knowingly employing a barred individual across a wider range of work;
- The three former barred lists in England (POCA, POVA and List 99) and the three lists in Northern Ireland (DWC, DWVA and the UP List) are being replaced by two new ISA-barred lists. Checks of these new list are made as part of an Enhanced Access NI/CRB disclosure check
- Employers, local authorities and other bodies have a duty to refer to ISA, information about individuals working with children or vulnerable adults where they consider them to have caused harm or pose a risk of harm.

It was noted that from July 2010, all new employees moving jobs and volunteers working with children or vulnerable adults should register with the ISA and from November 2010, it would be illegal to employ new people who were not ISA-registered. **OUT OF COMMITTEE.**

ANY OTHER BUSINESS: - None.

NEXT MEETING: - 1 December 2009.

THE BUSINESS CONCLUDED AT 7.20 PM

Chair: _____