

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

SUPPORT SERVICES COMMITTEE

03 DECEMBER 2013

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 Alderman G Robinson. Councillors O Beattie, A Brolly, B Chivers, B Douglas, T McCaul, J McCorkell, S McGlinchey, C McLaughlin, G Mullan, D Nicholl, A Robinson (chair) and E Stevenson.

IN ATTENDANCE:

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

APOLOGIES: - None

MINUTES:

The minutes of meeting held 05 November 2013 were approved on the proposal of Alderman Coyle, seconded by Councillor McCaul.

MATTERS ARISING: -

Page 3 – Appointment of Clerk and Chief Executives to new Council: The Head of Human Resources responded to a members query regarding the outcome of the consultation meeting held with the Chief Executive. She stated she was confident the points and queries raised at the meeting could be dealt with by officers.

HEAD OF FINANCE MONTHLY REPORT – DECEMBER 2013:

The Head of Finance presented his report for the month of December 2013 as follows:

Payment of Accounts – October 2013: The Head of Finance presented the payment of accounts for the month of October 2013 which were approved by members.

Accounts for 7 Months ended 31 October 2013: The Head of Finance presented summarised accounts for the 7 months ending October 2013 he advised members the surplus was £307k and as a budget surplus of £51k was forecast, there was a favourable variance of £256k. The main variances were as follows:

- Salaries and Wages - £62k favourable
- Waste Disposal Costs - £62k favourable
- Benone Total Net Costs - £41k favourable

Chief Local Government Auditors Report: The Head of Finance informed members the Chief Local Government Auditors Report distributed to members at

the meeting of 19 November 2013, showed a big improvement in Limavady Borough Council's prompt payments.

Estimates Workshops: The Head of Finance reminded members two estimate workshops would be held on Monday 16 December at 7pm and a final workshop on Thursday 9 January 2014 at 7pm.

The Head of Finance Report was approved on the proposal of Councillor McLaughlin, seconded by Alderman Coyle.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – DECEMBER 2013:

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

The Head of Human Resources presented the Human Resource Report for December 2013, which detailed standing items including total number of employees & temporary workers, absenteeism & cause of absence, and long term sick details. The report was adopted on the proposal of Alderman Coyle, seconded by Councillor Brolly subject to the following:

- **Request for an extension to a Secondment:** - Members agreed to the extension of a secondment to 31st March 2015 to enable Mr Henry to continue working in a cross-council capacity for the Energy Performance of Buildings Regulations.
- **Manual Handling Training:** The Head of Human Resources advised members the Health, Safety and Wellbeing Officer would be providing manual handling training on 10 December 2013 to employees within the Council Depot.
- **Fire Awareness Training:** It was agreed the Health, Safety and Wellbeing Officer provide members with fire awareness training prior to a Support Services meeting, date and time to be confirmed.
- **Accident Reporting & Investigation Awareness Training:** Members were notified that the Health, Safety and Wellbeing Officer would be delivering accident reporting and investigation awareness training on 9 December 2013 to employees with the responsibility of reporting or investigating accidents in the workplace.
- **Group Grievance Update:** The Head of Human Resources updated members on the outcome of the group grievance submitted by nine employees at Roe Valley Leisure Centre and confirmed it was agreed in future there would be consultation with recognised Trade Unions regarding the timing of extra statutory holidays. She stated employees agreed and would not proceed to the next stage of the grievance procedure.
- **Rural Development Programme 'At Risk' Staff:** The Head of Human Resources confirmed suitable employment within Council had been sought to fulfil the role of a Creative Development Officer as raised at the November Development meeting and to fulfil the role of the Purchase Ledger/Administration Officer.

- **Seasonal Tender:** The Head of Human Resources sought approval for the extension to the contract with Riada Employment Agency to December 2014. Agreed.

Local Government Reform

The Chief Executive declared an interest and departed the meeting at 7.15pm.

- **Appointment of Clerk and Chief Executives to new Council:** The Head of Human Resources reminded members Council had received numerous papers and letters in relation to the appointment of the Clerk and Chief Executive to the new Council and provided members with further correspondence including the Minister's response to Association of Local Authority Chief Executives (ALACE) along with a copy of the subordinate legislation timetable for information.
- **Chief Executive Recruitment:** The Head of Human Resources provided members with the recruitment timetable for the Causeway Coast and Glens District Council and clarified members of the Statutory Transition Committee appointed to sit on the shortlisting and interview panels had received training on Friday 29 November 2013.
- **Chief Executive Remuneration:** Following correspondence provided to members from Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities in Northern Ireland, regarding Chief Executive remuneration and Local Government Reform workload, a discussion and debate occurred and it was agreed that the decision be referred to the Support Services meeting of 7 January 2014 on the proposal of Alderman M Coyle, seconded by Councillor G Mullan.

The Chief Executive returned to the meeting at 7.40pm.

OUT OF COMMITTEE on the proposal of Councillor Chivers, seconded by Councillor McCorkell.

ANY OTHER BUSINESS:

Dungiven Traders: Further to meetings held with Director of Development, Development Services Manager, Elected Members and Shop Traders following the closure of nine businesses it was agreed that Council would allocate money up to the sum of £1,000 for Dungiven town for three weeks entertainment, on the proposal of Councillor McGlinchey, seconded by Alderman Coyle. Members highlighted the necessity for a borough wide strategy to assist the town and villages in the borough.

Provision of Hospitality: It was agreed that Council would provide the hospitality for MEP, Martina Anderson's visit to Limavady on Thursday 5 December 2013.

NEXT MEETING: - 7 January 2014.

THE BUSINESS CONCLUDED AT 7.50 PM.

Chair: _____