

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

**SUPPORT SERVICES COMMITTEE**

**04 FEBRUARY 2014**

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

**PRESENT:**

Aldermen M Coyle and J Rankin. Councillors A Brolly, B Chivers, B Douglas, T McCaul, J McCorkell, S McGlinchey, C McLaughlin, G Mullan, D Nicholl, A Robinson (chair), E Scott and E Stevenson.

**IN ATTENDANCE:**

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

**APOLOGIES:** - Councillor O Beattie

**MINUTES:**

The minutes of meeting held 07 January 2014 were approved on the proposal of Alderman M Coyle, seconded by Councillor E Scott.

**MINUTES OF SPECIAL SUPPORT SERVICES MEETING:**

The minutes of special Support Services meeting held 09 January 2014 were approved on the proposal of Councillor Chivers, seconded by Councillor McCaul.

**MATTERS ARISING:** - None

**HEAD OF FINANCE MONTHLY REPORT – FEBRUARY 2014:**

The Head of Finance presented his report for the month of February 2014 as follows:

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

**Accounts for 9 Months ended 31 December 2013:** The Head of Finance presented summarised accounts for the 9 months ending December 2013. The variances relating to salaries & wages, waste disposal gate fees, vehicle costs, energy costs, loan/lease charges and other income were noted by members.

**Prompt Payments Summary 2013/14:** The Head of Finance presented the prompt payments summary 2013/14 which were noted by members.

**Treasury Management Policy 2013/14:** The Treasury Management Policy for Limavady Borough Council including the adoption of CIPFA's Treasury Management in the Public Services; Code of Practice including the key principles

was approved on the proposal of Alderman Rankin, seconded by Councillor Douglas.

**Annual Audit Letter 2012/13:** The Head of Finance presented the Annual Audit Letter 2012/13. Members congratulated all departments involved in the report.

The Head of Finance Report was approved on the proposal of Councillor McCorkell, seconded by Councillor McCaul.

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

**Circular LG 06/2014 REFORM / Comparison of Estimates:** The Head of Finance distributed the Circular LG 06/2014 Reform and the Comparison of Estimates to members and highlighted that the guidance received had resulted in the postponement of striking the rates due to an unexpected change. It was agreed to strike the rate on Tuesday 11 February 2014 with a 0% increase. Members expressed their disappointment at the timeframe in which the guidance was received from the Department and the contents held within and it was agreed that a letter be written to the Department of Environment voicing their concerns.

#### **HEAD OF HUMAN RESOURCES MONTHLY REPORT – FEBRUARY 2014:**

The Head of Human Resources presented the Human Resource Report for February 2014, 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 Scott subject to the following:

- **Extension to a current Secondment:** - Council approved the request from the Historical Institutional Abuse Inquiry (HIA) Office to extend an employee's secondment for a further year to 22 April 2014.
- **Sponsorship Request:** Council approved a sponsorship request for the Duty Manager at Roe Valley Leisure Centre to undertake the Nebosh – National Diploma in Occupational Health and Safety at a cost of £4000 to Council.
- **Registration – Summary 2013:** The Head of Human Resources advised members of the number of events registered during 2013. Noted.

#### **Local Government Reform**

- **Appointment of the Chief Executive to the new Council:** The Head of Human Resources advised members the second shortlisting exercise took place on Thursday 23 January 2014 and Mr John Rice the Independent Professional Assessor met with the interview panel on Friday 24 January to discuss the interview process. She informed members the interviews would be held on Friday 21 February 2014.
- **Workshops for Staff Induction February 2014 – March 2014:** The Head of Human Resources confirmed that details of the induction workshops were now finalised for staff across the cluster Councils and

would commence on Tuesday 11 February 2014 and members would be kept informed of the progress and outcomes from the workshops.

*The Chief Executive declared an interest and departed the meeting at 7.40pm.*

- **Chief Executive Remuneration – Local Government Reform Workload:** Following the proposal to seek legal advice at the meeting of 07 January 2014, the Head of Human Resources updated members on the advice sought from Jones Cassidy Brett Solicitors. She stated that Council had discretion in the decision making process using the points as outlined in the report.

Members acknowledged the additional duties carried out by the Chief Executive and other Officers however highlighted that they were not previously informed that Council would be responsible for remuneration costs. Following discussion Alderman Coyle proposed, seconded by Cllr Brolly that Council proceed with the remuneration as recommended by JNC for Chief Executives of Local Authorities in NI.

The proposal was put to the meeting and declared carried, 8 for and 6 against.

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

*The Chief Executive returned to the meeting at 7.55pm.*

**ANY OTHER BUSINESS:**

**Letter of Condolence:** It was agreed a letter of condolence be written to Mrs Oliver, a member of staff at Limavady Borough Council, on the recent death of her daughter.

**Letter of Congratulations:** It was agreed a letter be sent to Rachel O'Connor congratulating her on making it through the blind auditions of 'The Voice' on Saturday 1 February 2014 and to wish her the best of luck in the next stage of the competition.

**12 July Parade, County Demonstration, Limavady:** It was agreed that a meeting take place with relevant elected members, the Director of Development, Director of Environmental Services, Development Services Manager and the Good Relations Officer to discuss the mechanics of the day, organise the provision of port-a-loo facilities and liaise with local businesses on opportunities arising from the day.

**NEXT MEETING:** - 4 March 2014.

**THE BUSINESS CONCLUDED AT 8.15 PM.**

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