

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

**SUPPORT SERVICES COMMITTEE**

**04 MARCH 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 O Beattie, A Brolly, B Chivers, R Donaghy, B Douglas, T McCaul, J McCorkell, S McGlinchey, 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:** - None

**MINUTES:**

The minutes of meeting held 04 February 2014 were approved on the proposal of Alderman M Coyle, seconded by Councillor E Scott.

**MATTERS ARISING:** - None

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

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

**Payment of Accounts – January 2014:** The Head of Finance presented the payment of accounts for the month of January 2014 which were approved by members.

**Accounts for 10 Months ended 30 January 2014:** The Head of Finance presented summarised accounts for the 10 months ending January 2014. The variances relating to salaries & wages, waste disposal gate fees, vehicle costs, energy costs, loan/lease charges and other income were noted by members.

**Rates Estimates 2014/15 – Domestic Rates Bills and District Rates (3 year increase):** The Head of Finance provided members with rates statistics and outlined that Limavady Borough Council had a total bill of £811 which placed Council middle in the rankings.

*Tabled Items*

**Statutory Transition Committee figures:** The Head of Finance provided members with a summary of the STC figures for information. Noted.

The Head of Finance provided members with the web address for Council financial information. The Head of Finance Report was approved by members.

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

**HEAD OF HUMAN RESOURCES MONTHLY REPORT – MARCH 2014:**

The Head of Human Resources presented the Human Resource Report for March 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 Councillor Mullan, seconded by Councillor Chivers subject to the following:

- **Generic Standards Audit – Compliance Responsibilities under Section 12, Safeguarding Board (NI) Act 2011:** The Head of Human Resources advised members that Council forwarded a completed audit of Safeguarding arrangements in relation to the welfare of children within Limavady Borough Council in January 2014 to the Safeguarding Board (NI) as required. She stated that during the audit process further actions were identified and confirmed that council would work with the NSPCC to progress the actions and in particular to review the Child Protection and Vulnerable Adults Policy. A summary of the report and actions were circulated for information.
- **Requests for Carry Over:** Members approved the requests from employees to carry over leave from the leave year 2013/14 to the leave year 2014/15.
- **Requests for Job Evaluation:** Members advised that they had received insufficient time to consider the request for job evaluations from the Environmental Health Officers, Lead Environmental Health Officer and Sports Development Officer. They requested that it be brought back to the April Support Services meeting. Agreed.
- **Appointment of the Chief Executive to the new Council:** The Head of Human Resources advised members that Mr David Jackson had been appointed to the position of Chief Executive for the Causeway Coast and Glens Council.
- **Workshops for Staff Induction February 2014 – March 2014:** The Head of Human Resources informed members the ‘Moving Forward Together – Creating Connections and Opening Doors’ workshops commenced on the 11 February 2014 and at the end of the second week 126 staff from across the Cluster Councils had attended. She informed members the workshops had been well received by managers and staff.

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

**ANY OTHER BUSINESS:**

**Committee Representative:** Following Cathal McLaughlin’s resignation, it was agreed that Councillor R Donaghy continue to serve on the committee for the year 2013/14 as elected at the AGM on 3 June 2013.

**NEXT MEETING:** - 8 April 2014.

**THE BUSINESS CONCLUDED AT 7.35 PM.**

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