

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

SUPPORT SERVICES COMMITTEE

4 SEPTEMBER 2012

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

IN ATTENDANCE:

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

APOLOGIES:

Councillor S McGlinchey.

MINUTES:

The minutes of meeting held 7 August 2012 were approved on the proposal of Alderman M Coyle, seconded by Alderman G Robinson.

MATTERS ARISING:

Closure of Magilligan Prison: Members agreed to include a representative of the Northern Ireland Independent Retailers' Association in the deputation to meet with David Ford MLA, Minister of Justice on Wednesday 24 October at 11.00 am in Castle Buildings, Stormont to discuss the proposed closure of Magilligan Prison. The Chief Executive agreed to notify Coleraine Borough Council of the date of the meeting.

Estimates Timetable for 2012/2014: The Head of Finance reminded members that the first draft of the estimates would be discussed at a meeting on Monday 17 December 2012.

HEAD OF FINANCE MONTHLY REPORT – SEPTEMBER 2012:

Payment of Accounts – July 2012: The Head of Finance presented the payment of accounts for the month of July 2012 which was subsequently approved by Council.

Accounts for 4 Months Ended 31 July 2012: The Head of Finance presented the accounts for 4 months ending 31 July 2012 and highlighted the favourable variances in energy costs, particularly the £18k favourable variance in DERV costs. The saving has been attributed to use of the Vehicle Tracking System and it is envisaged that the capital cost of purchasing and installing this system would be

recovered within the first 6-8 months of its use. He explained the favourable variance of 14k in payroll costs could be attributed to the difficulties experienced in recruiting the post of Cohesion Officer and backfilling the posts of PCSP Officer and Good Relations Officer. The main adverse variances in income were 15k for trade waste collection and 14k building control fees due to the general economic downturn.

Councillor Douglas joined the meeting at 7.10 pm

The Head of Finance Monthly Report was approved on the proposal of Alderman G Robinson, seconded by Councillor A Robinson.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – SEPTEMBER 2012:

IN COMMITTEE on the proposal of Alderman J Rankin, seconded by Councillor B Chivers.

Human Resources Report: The Head of Human Resources presented the Human Resource Report for September 2012, which detailed standing items including total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, long term sick details and sponsorship requests. The report was adopted on the proposal of Alderman M Coyle, seconded by Alderman G Robinson subject to the following:

- **Sponsorship Requests:**

- a) Council approved a sponsorship request for Good Relations Training to be delivered by Trademark at a cost of £400.
- b) A BSc Hons in Leisure and Events Management for a Duty Manager, Roe Valley Leisure Centre, was approved at a cost £2,097 (Year 1) and £2,097 (Year 2).

In response to a member's query the Head of Human Resources confirmed that a "payback" policy could be invoked should the applicant leave Council's employment after having been trained.

- **Grievance Complaints:** Council has received formal grievance complaints from three employees. The Head of Human Resources advised that since the report was issued one grievance had been resolved. Council will be kept informed of the grievances.

- **Annual Performance and Development Review (APDR):** The Head of Human Resources informed members that the current annual appraisal process (APDR) has overall been a positive process but following a recent review with managers and employees a number of concerns have been raised. A management consultant has been used to review and develop this process, the cost of which has been covered within the overall HR Corporate Training budget. The new appraisal system will be called the Personal Contribution and Development Review and will focus on 4 key areas:

1. Objectives and Accountabilities.
2. Ways to Success.
3. Wider Contribution.
4. Personal and/or Professional Development.

The review would be an ongoing process and would be developed with managers to ensure that would be as practical as possible.

- **Registration:** The Assistant Register has been in contact with Council to advise that they have reviewed their current policy in respect of levying a fee for the attendance of a Registrar at an approved venue for the purpose of solemnising a marriage or registering a civil partnership. They continued that Council are therefore free to decide upon the fee they wish to levy to cover the actual cost of the attendance of the Registrar. Council have reviewed the civil marriage ceremony/civil partnership fees at an approved place which were presented to and subsequently approved by members

The Head of Human Resources Monthly Report was approved on the proposal of Alderman M Coyle, seconded by Alderman Robinson.

OUT OF COMMITTEE on the proposal of Councillor A Brolly, seconded by Councillor T McCaul.

ANY OTHER BUSINESS:

Relocation of the DARD Headquarters to Shackleton Barracks: The announcement by the Minister, Michelle O’Neill that DARD HQ would relocate from Dundonald House Belfast to Shackleton Barracks Ballykelly was welcomed by all members. They agreed that this would be a much needed boost to the economy in the Borough.

NEXT MEETING: - 2 October 2012 2012.

THE BUSINESS CONCLUDED AT 7.30 PM.

Chair: _____