

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

SUPPORT SERVICES COMMITTEE

4 OCTOBER 2011

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, G Mullan, T McCaul, J McCorkell, S McGlinchey, C McLaughlin, D Nicholl, A Robinson and E Stevenson.

IN ATTENDANCE:

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

APOLOGIES: - None.

MINUTES:

The minutes of meeting dated 6 September 2011 were approved on the proposal of Councillor Chivers, seconded by Councillor McLaughlin.

MATTERS ARISING:

Increase in Fuel Costs: The Head of Finance explained that he had advised the previous month that there would no increase in gas prices from Firmus, however, upon review, there would be an increase of approximately £4k to the year end for gas used at Council offices and Roe Valley Arts & Cultural Centre - Ionad Ealaíon agus Cultúir Ghleann na Ró.

HEAD OF FINANCE MONTHLY REPORT:

Payment of Accounts: The Head of Finance presented the payment of accounts for the month of August 2011. He answered queries on payments to Darson Services Ltd, Riada Recruitment and on fuel for vehicle hire. The accounts were approved by members.

Accounts for 5 Months Ending 31 August 2011: The Head of Finance presented the accounts for 5 months ending 31 August 2011 which showed a surplus of £116k for the period. He said as the budgeted surplus had been forecast at £95k, there was a favourable variance of £21k. He added that the main variances from budgeted were as follows:

- ◆ salaries & wages - £21k favourable
- ◆ other expenditure - £48k favourable
- ◆ loans/lease charges - £2k adverse
- ◆ other income - £13k favourable
- ◆ government grants - £14k adverse
- ◆ rates reserve clawback - £45k adverse.

The Head of Finance advised that the £52k which had been set aside for a potential appeal by the MOD had been added to Councils reserves as it was virtually certain that the appeal would not go ahead. It was noted that Councils reserve were £578k as at end of March 2011.

The Head of Finance advised that the forecast adverse variance for the year 2011/12 regarding derv would be £45k. It was agreed that the overall heating of buildings would be looked at in an attempt to make cost savings. For example turn the temperature down to minimum and turn off heating in rooms not being used. The accounts as presented were approved by Council.

DOE Circular LG 16/11 – Dependants’ Carers’ Allowance: The DOE circular LG 16/11 on Dependants’ Carers’ Allowance was tabled and noted.

PC/Laptop Tender Report: The Head of Finance outlined that tenders had been sought to purchase 26 PC’s and 13 laptop for Council employees and that as per 4.5 of Council’s Procurement Policy & Procedures, the tender documents were placed on the Office of Government Commerce web-site. He said as per 5.6 of the procurement policy, there was a period of 10 working days between notification of award decision and contract conclusion to allow unsuccessful tenders a reasonable opportunity to obtain feedback.

Following review of the submissions, it was agreed on the proposal of Alderman Coyle, seconded by Councillor Douglas that the tender submitted by Insight in the sum of £17,466.52 would be accepted.

It was stressed that information on the old computers would be cleared before being passed on to community groups for reuse. A member was of the view that notebooks operated just the same as laptops and were much better for mobile working and less expensive. Noted.

HEAD OF HUMAN RESOURCES MONTHLY REPORT:

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

Human Resource Report: The Head of Human Resources presented the Human Resource Report for October 2011, which detailed the total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence and issues relating to investors in people. The report was adopted on the proposal of Councillor Robinson, seconded by Alderman Robinson subject to the following:

Cause of Absenteeism: The Head of Human Resources agreed to provide a breakdown on departmental absenteeism through musculo-skeletal problems.

Cycle to Work Scheme: The Head of Human Resources informed members of details of the Cycle to Work Scheme which was an initiative to encourage fitness levels whereby staff and Councillors could purchase bicycles and associated equipment at a reduced cost through a salary sacrifice scheme. She said it was proposed that the initiative would run throughout the month of November 2011,

with payments to commence in December for those who availed of the scheme. Agreed.

A member suggested that as the two bikes purchased for staff use the previous year were rarely utilised, that Council should consider hiring them out from Roe Valley Arts & Cultural Centre. - Ionad Ealaíon agus Cultúir Ghleann na Ró.

OUT OF COMMITTEE on the proposal of Councillor Mullan, seconded by Alderman Robinson.

ANY OTHER BUSINESS: - None.

NEXT MEETING: - 1 November 2011.

THE BUSINESS CONCLUDED AT 7.45 PM.

Chair: _____