

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

SUPPORT SERVICES COMMITTEE

4 NOVEMBER 2014

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 A Robinson. Councillors O Beattie (Chair), A Brolly, B Chivers, R Donaghy, B Douglas, T McCaul, J McCorkell, G Mullan, D Nicholl, E Scott and E Stevenson.

IN ATTENDANCE:

Chief Executive, Head of Finance and the Committee Clerk.

APOLOGIES:

Councillors S McGlinchey.

DECLARATION OF INTEREST: - None.

MINUTES:

The minutes of meeting held 7 October 2014 were approved on the proposal of Alderman M Coyle, seconded by Councillor E Scott.

MATTERS ARISING: - None.

HEAD OF FINANCE MONTHLY REPORT ~ NOVEMBER 2014:

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

Payment of Accounts – September 2014: The Head of Finance presented the payment of accounts for the month of September 2014. He drew members attending to page 10 miscellaneous cheques paid and said that the payment of £102,174.30 to Royal Mail Group Ltd was made on behalf of the Shadow Council.

Accounts for 6 Months Ending 30 September 2014: The Head of Finance presented the accounts for 6 months ending 30 September 2014. He explained that the main variances were salaries and wages £43k favourable, other expenditure (Waste Disposal) £46k favourable and other income £40k favourable.

Prompt Payment Summary: The Head of Finance presented the prompt payments summary from July – September 2014. It was noted that payments outside of 30 days had increased from 12.4% to 13.8% for the quarter.

Economic Appraisals: The Head of Finance sought approval from Council for the following Economic Appraisals for capital projects:

- a) Provision of server Roe Valley Leisure Centre - £10,000
- b) Upgrading of outdoor facilities at Roemill Road - £285,000
- c) Provision of plant, equipment and vehicles - £225,285.

The Economic Appraisals were approved by Council.

Policy Statement on Employer's Discretions: The Head of Finance sought approval from Council to amend the current policy on Employer's Discretions to reflect the RPA Staff Severance Scheme. He said that the changes increased the cost savings period from 3 years to 3.25 years, as per the RPA scheme. The revised Policy Statement up to 31 March 2015 when Council ceased to exist was approved by members.

The Head of Finance report was approved on the proposal of Councillor J McCorkell, seconded by Councillor B Douglas.

HUMAN RESOURCES MONTHLY REPORT – NOVEMBER 2014:

IN COMMITTEE on the proposal of Councillor E Scott, seconded by Councillor T McCaul.

The Head of Finance presented the Human Resource Report for November 2014, which detailed standing items including total number of employees & temporary workers, absenteeism & cause of absence, and long term sick details. The items for information were noted and the report was adopted on the proposal of Councillor G Mullan, seconded by Councillor B Chivers subject to the following:

Absenteeism Annualised: The Head of Finance pointed out that absenteeism figures had rose from 12.19 days in August to 13.16 days by the end of September 2014 against a target of 10 days. He said that 6 members of staff were currently off due to long term sickness and that these was either in process of being reviewed by Occupational Health or continued to be off on medical advice.

Sponsorship Requests: The sponsorship requests by the Leisure Service Manager, Health Safety & Wellbeing Officer, Development Services Manager and Human Resources Manager to undertake a Level 5 Certificate and Diploma in Coaching and Mentoring at a cost of £850 per person was approved by Council.

Seasonal Tender: The Head of Finance advised that the relevant managers had reviewed the service provided by Riada Recruitment Agency with regard to seasonal staff. He said that the service had also being reviewed on a cluster wide basis and procurement professionals were determining if current contracts could be extended until the Causeway Coast & Glens Council carried out a robust tendering exercise.

It was agreed that the Councils current contract with Riada Employment Agency would be extended to September 2015, subject to the procurement professional confirming that this approach was feasible to facilitate cover in the run up to the emergence of the cluster council.

New Year Council Closure: It was proposed that that Council Offices be closed on Friday 2 January 2015 and that staff would be asked to use Annual Leave or Flexi Time to cover this additional day closure. Agreed.

LGR Remuneration: Council agreed in principle to recognise the additional workload of staff involved in local government reform work and for a further paper outlining final costings with regard to remuneration to be brought back to Council in due course.

The Human Resource Report was approved on the proposal of Councillor G Mullan, seconded by Councillor B Chivers.

OUT OF COMMITTEE on the proposal of Councillor B Chivers, seconded by Councillor E Scott.

ANY OTHER BUSINESS: - None.

NEXT MEETING: - 2 December 2014.

THE BUSINESS CONCLUDED AT 7.35 PM.

Chair: _____