

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

SUPPORT SERVICES COMMITTEE

5 FEBRUARY 2013

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 (Chair), S McGlinchey, 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: None

MINUTES:

The minutes of meeting held 8 January 2013 were approved on the proposal of Alderman Robinson, seconded by Councillor McCaul.

MATTERS ARISING: - None

MINUTES OF SPECIAL SUPPORT SERVICES MEETING:

The minutes of special Support Services meeting held 24 January 2013 were approved on the proposal of Councillor Chivers, seconded by Councillor McLaughlin subject the word **at least** being inserted at the request of Councillor A Robinson on page 2, paragraph 2, line 2.

HEAD OF FINANCE MONTHLY REPORT – FEBRUARY 2013:

Payment of Accounts – December 2012: The Head of Finance presented the payment of accounts for the month of December 2012. He agreed to contact Councillor B Douglas regarding a payment for Good Relations.

Summarised Accounts for 9 Months Ended 31 December 2012: The Head of Finance presented the accounts for 9 months ending 31 December 2012 and advised that the one major change since November 2012 related to waste disposal costs. He said there were a favourable variance in November of £18k and this had reduced to a favourable variance of £3k in December 2012.

Treasury Management Policy: The Head of Finance gave an overview of the Treasury Management Policy, which was based on the key principles of CIPFA's Treasury Management in the Public Sector: Code of Practice. He said the Code of Practice recommends that an organisation's treasury management practices include risk management, performance measurement; decision making; approved

instruments methods and techniques; organisation clarity and segregation of responsibilities; reporting requirements; accounting and audit arrangements; cash flow management; money laundering, training & qualifications; use of external service providers and corporate governance.

The Head of Finance indicated that he would endeavour to organise Treasury Management Training with CIPFA within the next few months.

The Treasury Management Policy for Limavady Borough Council was approved on the proposal of Alderman Coyle, seconded by Councillor Chivers.

The Head of Finance Report was approved on the proposal of Alderman Rankin, seconded by Alderman Coyle.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – FEBRUARY 2013:

IN COMMITTEE on the proposal of Alderman Coyle, **SECONDED BY** Councillor Robinson:

The Head of Human Resources presented the Human Resource Report for February 2013, which detailed standing items including total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, and long term sick details.

Opening Hours - Tourist Information: Several members stated that they had received complaints about the Tourist Information Office being closed on Saturday or on bank holidays. The Head of Human Resources agreed to discuss opening hours and operational issues with the relevant lead officer.

Recruitment – Museum/Heritage Officer: In response to a member, the Head of Human Resources confirmed that the Museum/Heritage Officer post was in the process of being recruited and that in the meantime the post was advertised temporarily in the Job & Benefit Office.

Extension to Career Break: Members were advised that the Tourism Development Officer career break would be extended by an additional 3 months up to 1 September 2013. Welcomed.

IOSH Managing Safety Course: The Head of Human Resources advised that the IOSH Managing Safety course which had been approved the previous month would now be delivered by BEMAC at no extra cost to Council.

The Human Resource Report was adopted on the proposal of Councillor Mullan, seconded by Councillor Chivers. **OUT OF COMMITTEE** on the proposal of Councillor Douglas, seconded by Alderman Coyle.

ANY OTHER BUSINESS:

NEXT MEETING: - 5 March 2013.

THE BUSINESS CONCLUDED AT 7.25 PM.

Chair: _____