

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

SUPPORT SERVICES COMMITTEE

5 MARCH 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 5 February 2013 were approved on the proposal of Councillor Mullan, seconded by Councillor McLaughlin.

MATTERS ARISING: - None

HEAD OF FINANCE MONTHLY REPORT – MARCH 2013:

Payment of Accounts – January 2013: The Head of Finance presented the payment of accounts for the month of January 2013. He explained that the cheque made out to the International School was for the Messines Project.

Summarised Accounts for 10 Months Ended 31 January 2013: The Head of Finance presented the accounts for 10 months ending 31 January 2013 and advised that the one major change since December 2012 related to Salaries & Wages, which was £45k favourable compared to £19k favourable in December 2012.

Rates Estimates 2013/14: The Head of Finance circulated a report which compared the average domestic rates bill for the 26 councils in Northern Ireland. It was noted that Limavady Borough Council was ranked 13 highest out of the 26 Councils. He also circulated a report showing the 3 year increase in district rates for the 26 councils. It was noted that Limavady was ranked second lowest overall, with an increase of 2.23%.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – MARCH 2013:

IN COMMITTEE on the proposal of Councillor Chivers, seconded by Councillor Nicholl:

The Head of Human Resources presented the Human Resource Report for March 2013, which detailed standing items including total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, and long term sick details. The report was adopted on the proposal of Councillor Chivers, seconded by Alderman Coyle subject to the following:

New Employees/Transfers: The Head of Human Resources outlined that the Museum & Heritage Officer post had been filled temporarily. She agreed to contact Councillor Stevenson with regard to full time staff at Roe Valley Arts & Culture Centre.

Absenteeism: The Head of Human Resources reported that seasonal colds & flu had led to a rise to the annualised figure for absenteeism per full time employee. It was noted that absenteeism per full time employee was 9.33 days at the end of January 2013 and that this was below the 10 day target.

Requests for Carry-Over of Annual Leave: A member made reference to requests for carry-over of annual leave and to the fact that three employees cited work related reasons for requesting 10 days leave. It was confirmed to the member that if a department was short staffed, often another member of staff was expected to cover and therefore unable to use their annual leave.

Local Government Pay 2013: The Head of Human Resources informed members that Council had received a letter from the Local Government Association outlining developments in the local government national pay negotiations. She said various options had been discussed by the unions and that they had given a undertaken to respond in the next few weeks.

Job Evaluation: The Head of Human Resources circulated to members a report on Job Evaluation. She explained that Council was currently working with its solicitors to finalise details of a framework and in particular criteria, which might qualify an employee for a Job Evaluation. She said once the document was complete, it would be forwarded to Council for consideration. She added that it would also be necessary to forward it to NIPSA and UNITE for consultation.

It was agreed that Council would continue to work with Council's solicitors to ensure a robust framework was in place in respect of matters concerning the GLPC Job Evaluation Scheme.

The Head of Human Resources pointed out that Council had on file for some time a request from an officer to have her post evaluated under the GLPC Scheme. She said Council had not proceeded with this request as it was hoped to have the revised framework in place.

It was agreed that given that the request had been on file for considerable time and to the fact that the revised framework for evaluation was not in place, that the request for job evaluation by the Neighbourhood Renewal Officer would be approved for evaluation under the current GLPC scheme.

It was stressed that officers should refrain from tabling information as members should be given time to read over documents before making decisions. It was suggested that information should be emailed in advance of meeting for members review.

OUT OF COMMITTEE on the proposal of Councillor McLaughlin, seconded by Councillor Beattie.

ANY OTHER BUSINESS:

New Year Honour's List: Members were advised to forward nominations for the New Year Honour's list 2014 by 13 March 2013.

NEXT MEETING: - 9 April 2013.

THE BUSINESS CONCLUDED AT 7.40 PM.

Chair: _____