

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

SUPPORT SERVICES COMMITTEE

5 JUNE 2007

Minutes of meeting held in the Council Offices, 7 Connell Street, Limavady at 7.00 pm on the above date.

PRESENT:

Aldermen G Robinson and J Rankin. Councillors P Butcher, A Brolly, M Carten, B Chivers, L Cubitt, M Coyle (chair), M Donaghy, C Ó hOisín, A Robinson, and E Stevenson.

IN ATTENDANCE:

Committee Clerk, Finance Manager and the Chief Executive.

APOLOGIES:

Aldermen G Mullan, Councillor J McElhinney and Director of Support Services.

ELECTION OF CHAIRPERSON:

The Mayor took the chair and sought nomination for the appointment of chair for the year 2007/08. He reminded members that it had been agreed at the 2005 AGM that the SDLP would chair this committee.

Councillor Coyle was agreed on the proposal of Councillor Chivers, seconded by Councillor Cubitt. .

Councillor Coyle took the chair and thanked members for nominating him.

MINUTES:

The minutes of meeting dated 1 May 2007 were approved and signed on the proposal of Councillor Butcher, seconded by Alderman Rankin.

MATTERS ARISING:

Page 3 – Vale Centre: The Chief Executive reminded members that following the request by the Vale Centre for compensation, a letter had been forward to the group asking for evidence that the pitches were not playable on the dates in question.

PAYMENT OF ACCOUNTS:

The payment of accounts for the month of April 2007 were approved on the proposal of Councillor Butcher, seconded by Councillor Chivers. Given the amount paid for sorting of waste, it was suggested that the Civic Amenity site at Ballyquin Road be reviewed.

HUMAN RESOURCES:

IN COMMITTEE: The Chief Executive presented the Confidential Human Resources Report and enlarged on the following:

- Recruitment and Selection – *it was suggested that the post of Administration Officer for the DPP be made permanent. It was agreed that a letter of thanks would be forwarded to Robert (Joe) Campbell on his retirement and for his long-term service to Council. Members welcomed that the joint application made with Magherafelt District Council to Foras na Gaeilge for grant aid for an Irish Language Officer had been approved and that Foras na Gaeilge would provide one third of salary costs and the two Councils one third each.*
- Employee Training & Development – *concern was voiced at the £2,100 cost of 8 day lecture sponsorship request by the Town Centre Manager.*
- Sickness & Absence – *statistics & costs per directorate*
- HR Policies – *proposed Flexi-Time Policy to be introduced to Council officers in the coming months and Annual & Special Leave Policy approved.*
- Christmas Opening Hours for Council Office, Connell Street – *concern was raised at the proposed closure of Council offices over the Christmas/New Year period and to the fact that staff would have to work on New Years day. It was agreed that the proposed opening hours would be further reviewed.*

Single Status & Job Evaluation: Members were tabled a confidential report on result of job evaluations, which would be forwarded to employees the following day. The terms of agreement to the evaluation, including freeze and catch up; buy out provisions; union negotiations; effective date and change in hours of working week to 37 hours under Single Status were detailed to members. The Chief Executive outlined that there would be no reduction in current pay levels and that a letter of explanation would be forwarded to staff affected explaining that if they disagreed with the outcome, they had the option to appeal.

In the discussion that followed, reference was made to disgruntled staff, especially those from the Technical Service Department and how this would be difficult for them to buy into. It was also stressed that the report needed to be kept confidential and that unions should be consulted due to the effect this might have on staff morale. Comments were made about roles and responsibilities of those named within the report and how Council was often unaware of their duties.

Alderman Robinson requested that his concerns be noted regarding the process, of which he wanted to take no part. **OUT OF COMMITTEE.**

ANY OTHER BUSINESS:

Request for Unpaid Leave: The request for one days unpaid leave for a 12 week period by the Environmental Health Manager was agreed on the proposal of Councillor Cubitt, seconded by Alderman Rankin.

Amended Right of Way: The amended right of way with MBC Developments, to include footpath at Dungiven Castle was signed and sealed on the proposal of Councillor Ó hOisín, seconded by Alderman Rankin.

Biodiversity Officer: It was suggested that Council consider applying for grant aid for Biodiversity Officer.

NEXT MEETING: - 7 August 2007.

THIS CONCLUDED THE BUSINESS
(The meeting ended at 8.25 pm)

Chair: _____