

**LIMAVADY BOROUGH COUNCIL  
COMHAIRLE BHUIRG LÉIM AN MHADAIDH  
SUPPORT SERVICES COMMITTEE**

**05 NOVEMBER 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 and J Rankin. Councillors O Beattie, A Brolly, B Chivers, B Douglas, T McCaul, J McCorkell, S McGlinchey, C McLaughlin, G Mullan, D Nicholl, A Robinson (chair) and E Stevenson.

**IN ATTENDANCE:**

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

**APOLOGIES:** - Alderman G Robinson

**MINUTES:**

The minutes of meeting held 01 October 2013 were approved on the proposal of Alderman Coyle, seconded by Councillor McCorkell.

**MATTERS ARISING: -**

**Page 2 – Local Government Reform – Appointment of Clerk and Chief Executives to new Council:** The Head of Human Resources answered a member's query and confirmed Limavady Borough Council sought legal advice on the basis that they have a responsibility to the Chief Executive and to mitigate any possible risks in the recruitment process, they were not questioning the decision made by the Minister regarding the appointment of Clerk and Chief Executive.

**HEAD OF FINANCE MONTHLY REPORT – NOVEMBER 2013:**

The Head of Finance presented his report for the month of November 2013 as follows:

**Payment of Accounts – September 2013:** The Head of Finance presented the payment of accounts for the month of September 2013 which were approved by members.

**Accounts for 6 Months ended 30 September 2013:** The Head of Finance presented summarised accounts for the 6 months ending September 2013, he advised members the main variances were as follows:

- Technical Services Wages / Agency - £32k favourable
- Waste disposal Gate Fees / Landfill Tax - £55k favourable

The Head of Finance advised members the full management accounts for October 2013 would be brought to Council at the next Support Services committee meeting.

**Councils Investments:** The Head of Finance presented movements in investment banking for the 7 months ended 31 October 2013.

**Circular LG 23 13 – Dependants Carers Allowance 2013:** Details noted.

**Prompt Payments Information:** The Head of Finance informed members a recommendation received from DoE ensuring Prompt Payments Information be uploaded to the website would be endorsed. He also said the percentage of payments made to suppliers within 10 working days had increased from 21.6% in 2012/13 to over 40% in the first 6 months of 2013/14.

**Accounts Authorised for Issue Certificate:** The Head of Finance confirmed the one amendment from the Accounts approved in June 2013 was referring to the landfill closure provision, he told members as a result of discounting at HM Treasury rates the provision had increased by £138,658 and the deficit on the provision of services had increased by £138,658, however due to a reversal of the increase in the provision this amendment had no effect on the General Fund Balance.

**Dog Licensing Software Recommendation:** It was agreed on the proposal of Councillor J McCorkell, seconded by Councillor Brolly to proceed with the purchase of the new Tascomi-Te Dog Licensing system following the introduction of the new Dogs (Amendment) Act 2011 and enable the implementation of the system during November 2013.

The Head of Finance Report was approved on the proposal of Councillor McCorkell, seconded by Councillor McLaughlin.

## **HEAD OF HUMAN RESOURCES MONTHLY REPORT – NOVEMBER 2013:**

**IN COMMITTEE** on the proposal of Councillor McLaughlin, seconded by Councillor McCorkell.

The Head of Human Resources presented the Human Resource Report for November 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 McLaughlin, seconded by Councillor McCaul subject to the following:

- **Health Checks:** - The Head of Human Resources reminded members that health checks for all employees were carried out on 2 October she stated 64 employees attended and of those over 40% were referred to their GP's for further investigation. The Head of Human Resources advised a health check session for members to avail of would be held in the Council Chamber on Tuesday 3 December 2013 between 6pm and 7pm.
- **Manual Handling Training:** The Head of Human Resources advised members the Health, Safety and Wellbeing Officer delivered manual handling training to 37 employees and the purpose of the training was to equip staff with the knowledge and skill to undertake manual handling safely.

- **Fire Awareness Training:** The Health, Safety and Wellbeing Officer delivered fire awareness training to 14 employees. The aim of the training was to inform staff of fire arrangements in Limavady Borough Council and describe basic fire safety and preventative measures.
- **Sponsorship Requests:** Council approved sponsorship request for the Chief Executive to undertake a CIPFA Certificate in Corporate Governance at a cost of £2140 to Council.
- **Appointment of Clerk and Chief Executives to new Council:** The Head of Human Resources reminded members it was agreed at the October Support Services meeting to seek legal opinion in relation to the possible risks to Limavady Borough Council regarding the appointment process for Chief Executives to the new Council's. The Head of Human Resources stated the outcome from the legal advice was the importance of consultation with the Chief Executive and the staff 'at risk' in council. She confirmed mechanisms of consultation for at risk staff were currently in place within Council through the local Joint Consultative Committee though this did not apply to the Chief Executive so a consultation meeting with the Chief Executive took place on 31 October 2013.
- **Local Government Reform in Limavady:** The Head of Human Resources informed members work continues to progress within council to prepare employees for the transition to the new Causeway Coast and Glens Council.
- **At Risk Employees:** The Head of Human Resources stated 'At Risk' employees were currently completing a range of exercises to support and assist them in preparing for opportunities which may arise within the new Causeway Coast and Glens Council or to prepare for a future outside Local Government.
- **Workshops – All Employees:** The Head of Human Resources advised members two workshops for employees had taken place on Tuesday 5 November and Friday 8 November helping to identify employee's concerns and asking, listening and responding to employee's questions about the new Council. The Head of Human Resources stated the workshop proved to be very successful.

**OUT OF COMMITTEE** on the proposal of Councillor Chivers, seconded by Councillor McCorkell.

**ANY OTHER BUSINESS:** - None

**NEXT MEETING:** - 3 December 2013.

**THE BUSINESS CONCLUDED AT 7.40 PM.**

**Chair:** \_\_\_\_\_