

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

SUPPORT SERVICES COMMITTEE

6 MARCH 2012

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, G Mullan, T McCaul (Chair), J McCorkell, S McGlinchey, C McLaughlin, D Nicholl, A Robinson and E Stevenson.

IN ATTENDANCE:

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

APOLOGIES: - None.

MINUTES:

The minutes of meeting held 7 February 2012 were approved on the proposal of Alderman Coyle, seconded by Councillor Chivers.

MATTERS ARISING:

Closure of Limavady Courthouse/Hearing Centre: The Chief Executive confirmed that comments made by Limavady Solicitors Association had been included in Council's response to the consultation on the proposed closure of Limavady Courthouse/Hearing Centre.

Funding – Ferry Service: In response to a member, the Chief Executive said that the latest communication received from the Ferry Company would be discussed at the March 2012 Development Services Committee.

HEAD OF FINANCE MONTHLY REPORT – MARCH 2012:

Payment of Accounts: The Head of Finance presented the payment of accounts for the month of January 2012 which was subsequently approved by Council.

The Head of Human Resources clarified that a payment had been made during the month for advice on employment law. It was agreed that queries made on payment towards the Green Shed Project and for vehicle hire & maintenance would be forwarded to the Director of Environmental Services.

The Chief Executive confirmed that a payment of £20k had been received from the Department towards costs associated with the closure of Drumaduff Landfill Site.

A member referred to the payment for Podcast Development and requested that a presentation be held on the project.

Summarised Accounts for 10 Months Ending 31 January 2012: The Head of Finance presented summarised accounts for the 10 months ending 31 January 2012. The variances relating to salaries & wages, waste disposal gate fees, vehicle costs, energy costs, loan/lease charges and other income were noted by members. The Head of Finance pointed out that the largest increase in the variances was for Firmus Gas, which had increased from £19k adverse to £30k adverse.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – MARCH 2012:

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

Human Resources Report: The Head of Human Resources presented the Human Resource Report for March 2012, which detailed the total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, long term sick details and requests for carry over of annual leave. The report was adopted on the proposal of Councillor Mullan, seconded by Councillor Chivers subject to the following comments:

- The Head of Human Resources confirmed that the next person on the reserve list would be offered the Multi Skills Coach post at Roe Valley Leisure Centre.
- Council approved the request from a member of staff at Roe Valley Arts & Cultural Centre - Ionad Ealaíón agus Cultúir Ghleann na Ró on sponsorship for World Host Train the Trainer course, which would facilitate in house training of other staff regarding excellent customer service and tourism issues.
- The Head of Human Resources updated members on job descriptions for the posts of PCSP Manager and PCSP Officer, which had been issued to the relevant officers for consideration and comment by 9 March 2012. It was agreed that the confidential list of potential independent members to the PCSP would be forwarded to the Policing Board.

ANY OTHER BUSINESS:

Letter of Support: It was agreed that a letter of support would be forwarded to the Honours Secretariat in respect of a nomination for the New Years Honours List 2013.

OUT OF COMMITTEE on the proposal of Councillor McGlinchey, seconded by Alderman Robinson.

Treasury Management Strategy: It was agreed that as part of the Treasury Management Strategy that Council would open an account with both Santander and Barclays bank who were classed as investment grade or better banks.

Queries on Payment of Accounts: The Head of Finance suggested that if members made contact with him before the meeting, he would have information to hand on queries on the payment of accounts. Agreed.

NEXT MEETING: - 3 April 2012.

THE BUSINESS CONCLUDED AT 7.25 PM.

Chair: _____