

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

**SUPPORT SERVICES COMMITTEE**

**6 MAY 2014**

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

**PRESENT:**

Aldermen J Rankin and M Coyle. Councillors O Beattie, A Broolly, B Chivers, R Donaghy, B Douglas, T McCaul, J McCorkell, S McGlinchey, G Mullan, D Nicholl, A Robinson (chair), E Scott 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 1 April 2014 were approved on the proposal of Councillor E Scott, seconded by Councillor B Chivers.

**MATTERS ARISING:** - None

**HEAD OF FINANCE MONTHLY REPORT ~ MAY 2014:**

The Head of Finance presented his report for the month of May 2014 as follows:

**Payment of Accounts – March 2014:** The Head of Finance presented the payment of accounts for the month of March 2014 which was subsequently approved by members.

**Scheme of Allowances Payable to Councillors:** The Head of Finance gave an overview of the scheme of allowances payable to Councillors for the year 2014/15. He drew member's attention to the following key points:

- *Basic Allowance:* Council had already agreed that the annual basic allowance for each councillor would remain at £9,500, however if a councillor was elected to the Causeway Coast and Glens Shadow Council, he/she would only receive 50% of Limavady Borough Council basic allowance.
- *Special Responsibility Allowance:* Not more than one special responsibility allowance was payable to any councillor.
- *Travel and Subsistence Allowance:* Remains the same as previous year.

**Home to Office Mileage Allowance:** The Head of Finance reported that following advice from HMRC, travel between a councillor's home and Council offices would be classed as an ordinary commuting journey, therefore any mileage allowance paid for the journey would be taxable. It was noted that councillors' and PCSP independent members home to Council offices mileage payments would be subject to PAYE and National Insurance from 1 May 2014.

**Prompt Payment Schedule:** The Head of Finance presented schedule of payments for the year 2013/14 on invoices paid within 10 days, 30 days and those paid over 30 days. He said that although the number of invoices paid within 10 working days had improved from 21.6% in 2012/13 to 42.2% in 2013/14, officers could continue to keep on improving on this figure. It was noted that the statistics on payments were uploaded to the website.

**Declaration of Interest Forms:** The Head of Finance reminded members that Declaration of Interest forms should be returned to the Finance Department as soon as possible.

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

#### **HEAD OF HUMAN RESOURCES MONTHLY REPORT – MAY 2014:**

**IN COMMITTEE** on the proposal of Councillor J McCorkell, seconded by Councillor E Scott.

The Head of Human Resources presented the Human Resource Report for May 2014, which detailed standing items including total number of employees & temporary workers, absenteeism & cause of absence, and long term sick details. The report was adopted on the proposal of Alderman M Coyle, seconded by Councillor A Brolly subject to the following:

- **Employees/Temporary Employees:** The Head of Human Resources confirmed that zero hour contracts were not used by Council, however, Council did maintain a register of Council workers for Roe Valley Leisure Centre and Roe Valley Arts and Cultural Centre in particular. She said that workers on the register were not under any obligation to accept work offered by the Council and Council was under no obligation to offer work. She added that officers monitored the use of those on the casual register.
- **Absenteeism to March 2014:** Officers were congratulated on achieving 9.28 days absenteeism for the year end, which was under the target of 10 days annualised. In response to a member, the Head of Human Resources agreed to include in the June 2014 Human Resource Report a summary of previous end of year absenteeism figures to compare these against the target of 10 days.
- **Project Officer Appointment:** Council approved the appointment of a Project Officer under the Development Services Directorate, graded at PO1 £28,127 per annum, which would be capitalised and treated as part of the capital costs already budgeted for. This appointment was welcomed by members.

**OUT OF COMMITTEE** on the proposal of Councillor G Mullan, seconded by b Councillor B Chivers.

#### **ANY OTHER BUSINESS:**

**Last Meeting as Chair:** Councillor A Robinson outgoing chair of the Support Services Committee thanked members and officers for all their hard work during his year as chair.

**NEXT MEETING:** - 10 June 2014.

**THE BUSINESS CONCLUDED AT 7.22 PM.**

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