

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

SUPPORT SERVICES COMMITTEE

6 SEPTEMBER 2011

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, B Chivers, B Douglas, G Mullan, T McCaul, J McCorkell, S McGlinchey, C McLaughlin, D Nicholl and E Stevenson.

IN ATTENDANCE:

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

APOLOGIES: - Councillors A Brolly and A Robinson.

MINUTES:

The minutes of meeting dated 2 August 2011 were approved on the proposal of Councillor Chivers, seconded by Councillor McLaughlin.

MATTERS ARISING: - None.

HEAD OF FINANCE MONTHLY REPORT:

Payment of Accounts: The Head of Finance presented the payment of accounts for the month of July which were approved by members. .

Summarised Financial Information for 4 Months ended 31 July 2011: The Head of Finance presented summarised financial information for 4 months ending 31 July 2011. The variances relating to salaries & wages, waste disposal, vehicle costs, energy costs, loans/lease charges, other income and rates clawback were noted by members.

In response to a query on increase in energy costs, the Head of Finance advised that the budgets would be affected by a 15% rise in electricity costs but that there would be no increase as a result of the increase in gas prices from Firmus.

HEAD OF HUMAN RESOURCES MONTHLY REPORT:

IN COMMITTEE on the proposal of Alderman Coyle, seconded by Councillor Chivers.

Human Resource Report: The Head of Human Resources presented the Human Resource Report for September 2011, which detailed the total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence and issues relating to investors in people. The report was adopted on the

proposal of Alderman Coyle, seconded by Councillor McCorkell subject to the following:

- Members welcomed that the annualised absenteeism figure of 7.17 days was well below the target of 10 days for the year. The Head of Human Resources indicated that if the figure for absenteeism was kept below the 10 day target earlier in the year, this would help in meeting the target during the winter months when staff were more likely to be off work with colds and flu.
- It was confirmed that members would be provided with a list of courses/training schemes that were available under Councillor Development.
- Members were informed that the Health & Safety Executive had carried out an inspection of Council offices on 25 August 2011 which focused on the area of safe maintenance. The inspectors also visited Enagh cemetery when ground maintenance staff were carrying out grass cutting. The inspectors were satisfied with the outcome of their visit and were of the opinion that Council currently had a good system in place to manage safe maintenance.
- Following review of quotations received, it was agreed that Council would accept the quotation from Apeido Associates (no retainer fee and £50 per counselling session) to provide the Employee Assistance Programme. It was suggested that Council should be looking to sharing this service with other Councils.
- Council approved the draft Discipline and Dismissal Procedures to be implemented across Moyle, Ballymoney and Limavady Councils. Council also approved the draft Performance Improvement Procedure developed in conjunction with Moyle and Ballymoney Councils and in consultation with the Labour Relations Agency.

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

ANY OTHER BUSINESS:

- ◆ A member requested that elected members be provided with a simplified version of Council departmental structures, including salary scale points.
- ◆ It was agreed that the photographer would be reschedule to take an official picture of elected members.
- ◆ Council approved the application from an essential car user for car loan number 40 in the sum of £5,995.

NEXT MEETING: - 4 October 2011.

THE BUSINESS CONCLUDED AT 7.35 PM.

Chair: _____