

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

SUPPORT SERVICES COMMITTEE

6 NOVEMBER 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 and J Rankin. Councillors O Beattie, A Brolly, B Douglas, T McCaul, J McCorkell (Chair), S McGlinchey, C McLaughlin, G Mullan, A Robinson and E Stevenson.

IN ATTENDANCE:

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

APOLOGIES:

Alderman G Robinson, Councillors B Chivers and D Nicholl.

CONDOLENCES:

The Chair asked that the meeting should pause to remember the wife, children and extended family of Prison Officer David Black who was brutally murdered on his way to work. Councillor J McCorkell out rightly condemned the murder and extended Council's deepest and most sincere sympathies to the Black family and hoped that the perpetrators would be apprehended and have the full and proper rigours of the law brought to bear on them. A minutes silence was observed in memory of Prison Officer Black

MINUTES:

The minutes of meeting held 2 October 2012 were approved on the proposal of Councillor Robinson, seconded by Alderman Michael Coyle.

MATTERS ARISING:

Roe Valley Leisure Centre Locker Costs – August 2012: The Head of Finance provided a breakdown of the payment of £28, 486.00 to Helmsman for 69 lockers fitted at Roe Valley Leisure Centre. Funding for the full amount of this expenditure was approved at the Development meeting on 14 February 2012.

HEAD OF FINANCE MONTHLY REPORT – NOVEMBER 2012:

Payment of Accounts – September 2012: The Head of Finance presented the payment of accounts for the month of September 2012 which was approved by members.

Accounts for 6 Months Ended 30 September 2012: The Head of Finance presented the accounts for 6 months ending 30 September 2012 and advised that there were no major changes in the variances reported in the 5 months accounts ended 31st August 2012.

Circular No: LG 23/12 Dependants' Carers' Allowance – from 1 October 2012: Noted.

The Head of Finance Monthly Report was approved on the proposal of Councillor T McCaul, seconded by Alderman Michael Coyle.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – NOVEMBER 2012:

IN COMMITTEE on the proposal of Councillor A Robinson, seconded by Councillor T McCaul.

Human Resources Report: The Head of Human Resources presented the Human Resource Report for November 2012, which detailed standing items including total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, and long term sick details subject to the following:

- **Review of Public Administration – Vacancy Control System:** Members were advised that from 1 November 2012 all 26 Councils, arc 21, SWaMP 2008, the North West Region Waste Management Group and the Staff Commission had implemented the Vacancy Control Detailed Procedures. Within Limavady Borough Council sixteen employees have been identified as being “at risk” of redundancy and Council will now apply the Vacancy Control Detailed Procedures in relation to all vacancies which may arise.
- **Local Government Pay 2013:** The Head of Human Resources informed members that the Trade Union Side of the NJC and Employers side have confirmed that they will be commencing negotiations regarding the pay offer for 2013/2014. She added that Council would be updated regarding the negotiations but ultimately the final say would rest with Council and a formal consultative ballot would be conducted if negotiations reached the stage of a potential agreement.
- **Health and Safety Policy:** The policy has now been reviewed and updated to ensure it reflects current arrangements and responsibilities within Council. Noted.
- **Events Application Form:** Members noted the Events Application Form which has been developed to meet Council and Health and Safety requirements when external organisations and groups request the use of Council facilities or Council property to hold their events. The use of the form will be piloted over the next six months and feedback sought from community groups, organisations and Council officers. She confirmed that any organisation which wished to organise an event must demonstrate to Council that they have adequate and appropriate insurance cover.

- **Job Evaluation Process:** The Head of Human Resources explained the “Process and Criteria for Assessing Requests for Job Evaluation” which has been developed to clarify the criteria and the process in place in relation to Job Evaluation. She highlighted the main criteria which would be applied to all requests from employees for re-evaluation and stated that job evaluation should now be the exception and if initial approval was given by the Senior Management Team, the request would be forwarded to Council for final consideration and approval to conduct the re-evaluation process. Members approved the “Process and Criteria for Assessing Requests for Job Evaluation”.
- **Seasonal Tender – Riada Recruitment Agency:** Council approved the extension of the current contract with Riada Recruitment Agency for the provision of seasonal staff for Council for a further year, as permitted within the contract, to December 2013.

The Head of Human Resources Monthly Report was approved on the proposal of Councillor B Douglas, seconded by Councillor A Robinson.

OUT OF COMMITTEE on the proposal of Councillor C McLaughlin, seconded by Councillor T McCaul.

ANY OTHER BUSINESS: None

NEXT MEETING: - 4 December 2012.

THE BUSINESS CONCLUDED AT 7.25 PM.

Chair: _____