

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

SUPPORT SERVICES COMMITTEE

07 JANUARY 2014

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, C McLaughlin, 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: - Councillors B Chivers and S McGlinchey

MINUTES:

The minutes of meeting held 03 December 2013 were approved on the proposal of Alderman Coyle, seconded by Councillor McCorkell.

MATTERS ARISING: -

Page 3 – Dungiven Traders: A member stated he did not realise the allocated money for Dungiven Traders was going towards entertainment and sought clarity on what type of entertainment. It was confirmed the entertainment was similar to that of Limavady town providing music, a member remarked that it created a festive atmosphere.

HEAD OF FINANCE MONTHLY REPORT – JANUARY 2014:

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

Payment of Accounts – November 2013: The Head of Finance presented the payment of accounts for the month of November 2013 and answered queries on payments for the general maintenance and upgrade of Roemill Road and pitches. He agreed to contact Councillor E Stevenson to convey further details regarding a concert held at Roe Valley Arts & Cultural Centre.

Accounts for 8 Months ended 30 November 2013: The Head of Finance presented summarised accounts for the 8 months ending November 2013. 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 Report was approved on the proposal of Councillor McCorkell, seconded by Councillor McCaul.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – JANUARY 2014:

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

Councillor B Douglas joined the meeting at 7.10pm.

The Head of Human Resources presented the Human Resource Report for January 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 Councillor T McCaul, seconded by Councillor E Scott subject to the following:

- **Business in the Community - £ for lb 12 Week Challenge:** - The Head of Human Resources notified members of the 12 week challenge in conjunction with Business in the Community and working alongside other partners including Action Cancer, Choose To Live Better and Workplace 20:20. She stated Council were one of over twenty organisations participating and they were hoping between 20 and 25 employees would take part in the challenge.
- **Rural Development Programme ‘At Risk’ Staff:** The Head of Human Resources reiterated the details from the December committee meeting regarding the Officers responsible for delivering the Rural Development Programme who were ‘at risk’ of redundancy at 31 December 2013. She advised members that suitable alternative employment had been offered and accepted by both officers.

Local Government Reform

The Chief Executive declared an interest and departed the meeting at 7.15pm.

- **Appointment of Clerk and Chief Executives to new Council:** The Head of Human Resources advised members that Mr John Rice had been appointed as the Independent Professional Assessor for the Causeway Coast and Glens District Council and he would meet with the interview panel to discuss the interview process and topics to be addressed at the interview on Friday 24 January 2014.
- **Workshops for Transitional Management Team and Local Forum to consider policy development in the context of the LGSC People and Organisational Development Framework:** The Head of Human Resources informed members two half day workshops were scheduled to take place with members of the Transition Management Team and members of the Local Forum to consider a framework for policy development in the new Causeway Coast and Glens and advised that members would be kept informed of the outcomes of the workshops.
- **Workshops for Staff Induction January 2014 – March 2014:** The Head of Human Resources notified members that funding had become available from the Department of Environment (DoE) to host activities such as ‘getting to know you sessions’, staff seminars on the change process,

effective communication tools or site visits across clusters. The Head of Human Resources informed members that half day workshops were proposed to take place with employees across the four cluster councils. In accordance with guidance from the DoE and current procurement requirements, written quotations have been sought to deliver these workshops. Members would be kept informed as the workshops progress.

- **Chief Executive Remuneration – Local Government Reform Workload:** Following the proposal at December Support Services meeting to refer the decision of Chief Executive Remuneration and Local Government Reform Workload to the meeting of 7 January 2014, the recommendations were reiterated to members. The Head of Human Resources also distributed a letter dated 22 May 1995. Members considered the documents distributed.

A discussion took place regarding the content of the minutes and the certainties around their legal status.

Councillor A Brolly carried forward an amendment, seconded by Councillor C McLaughlin that if the Local Government Staff Commission could not give guidance on this matter that legal advice would be sought.

The amendment was put to the meeting and declared carried, 4 for, 5 against and 4 abstentions.

Councillor J McCorkell carried forward a proposal, seconded by Councillor E Stevenson that Council should seek legal advice.

The proposal was put to the meeting and declared carried, 7 for, 1 against and 5 abstentions.

OUT OF COMMITTEE on the proposal of Councillor T McCaul, seconded by Councillor E Scott.

The Chief Executive returned to the meeting at 7.50pm.

ANY OTHER BUSINESS: - None

NEXT MEETING: - 4 February 2014.

THE BUSINESS CONCLUDED AT 7.55 PM.

Chair: _____