

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

**SUPPORT SERVICES COMMITTEE**

**07 FEBRUARY 2006**

Minutes of meeting held in the Council Offices, 7 Connell Street, Limavady which commenced at 7.30 pm on the above date.

**PRESENT:**

Aldermen G Mullan, G Robinson and J Rankin. Councillors A Brolly, P Butcher, B Chivers, L Cubitt, M Coyle, M Donaghy, J F McElhinney, C Ó hOisín, A Robinson and E Stevenson.

**IN ATTENDANCE:**

Committee Clerk, Director of Support Services and the Chief Executive.

**APOLOGIES:**

Councillors M Carten and B Douglas

**MINUTES:**

The minutes of meeting dated 18 January 2006 were approved and signed on the proposal of Councillor Cubitt, seconded by Councillor Butcher.

**MATTERS ARISING:**

None

**PAYMENT OF ACCOUNTS:**

The payment of accounts for the month of December 2005 was tabled and noted.

**HUMAN RESOURCES:**

**IN COMMITTEE:** The Director of Support Services presented the Human Resources Report and enlarged thereon. The report was adopted on the proposal of Councillor Cubitt, seconded by Councillor Coyle subject to the following:

**Honorarium Payment:** The Director of Support Services recommended that an honorarium payment of £500 per month each be paid to the Building Control Manager and Environmental Health Manager for joint management of the Technical Services Department during the absence of Technical Services Manager. Agreed.

**Job Evaluation – DPP Manager:** Members noted that the NI Policing Board had carried out a job evaluation of the DPP Managers job description through Belfast City Council and had recommended that the DPP managers post increase from a PO1 to a PO2, which would be applied from April 2005.

**Requests for Carry Over of Annual Leave:** The Director of Support Services reported that requests for carry over of annual leave were less than in previous years and that 7 members of staff had given justifiable reasons for carrying over more than the recommended 5 days. Noted. **OUT OF COMMITTEE.**

#### **PROVISION OF INTERNAL AUDIT:**

The Director of Support Services tabled 3 quotations for the provision of an Internal Audit Function for the year commencing 1 April 2006 to 31 March 2007. He said the 3 consultants demonstrated in their submissions that they would adopt a suitable methodology or systems based approach on carrying out the function; would allocate suitably qualified members of their staff on the assignment and provide full costing for provision of the service.

It was agreed on the proposal of Councillor Cubitt, seconded by Councillor Coyle to accept the lowest quotation submitted by Helm Corporation Ltd for provision of an Internal Audit Function commencing April 2006 to March 2007.

#### **BEST VALUE PERFORMANCE INDICATORS 2004/05:**

The Director of Support Services explained that 21 out of the 26 Councils in Northern Ireland had provided information to the Department of the Environment Local Government Division, which had been used to compile Performance Indicators on how Councils had performed in corporate health, building control, environmental health, indoor leisure, waste collection, waste disposal and street cleaning.

Members noted that Council was ranked at 10<sup>th</sup> lowest out of the 26 Councils for the net cost of Council services per head of population (£200.48) and second highest for working days lost due to sickness and unauthorised absences. In response to Councillor Cubitt, the Director of Support Services explained that for the year 2004/05 Council's absenteeism was unusually high due to the fact that a number of staff had been off on long term sickness, including 3 from his own department. He also pointed out however, that in the years 2002/03 and 2003/04 Council were in the top six of the 26 Councils in terms of low absenteeism, and that figures for the first 9 months of the year 2005/06 indicated Councils absenteeism had been reduced significantly to levels similar to 2002/03 and 2003/04.

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

**Councils Strategic Away Day:** The Chief Executive reminded members that Council's Strategic Away Day would be held Wednesday 8 February 2006 and requested that members confirm their attendance for dinner at 5.30 pm with his department.

**Wireless Networking of Council Chamber:** The Director of Support Services requested that Alderman Mullan, Councillor Butcher, Councillor McElhinney, Councillor Ó hOisín, Councillor Donaghy and Councillor Chivers return their laptops to Darren Maynes, Council's IT Officer to be checked for viruses, spyware and unlicensed software so that they could be used in the wireless chamber.

Members queried why no warning was given that passwords were changed each month as this caused an inconvenience to members by getting locked out of the networking system.

**NEXT MEETING:**

7 March 2006.

**THIS CONCLUDED THE BUSINESS**  
**(The meeting ended at 8.00 pm)**