

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

**SUPPORT SERVICES COMMITTEE**

**10 JUNE 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, J Rankin and A Robinson. Councillors O Beattie (Chair), A Brolly, B Chivers, R Donaghy, B Douglas, T McCaul, J McCorkell, S McGlinchey, G Mullan, D Nicholl, E Scott and E Stevenson.

**IN ATTENDANCE:**

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

**APOLOGIES:** - None.

**APPOINTMENT OF CHAIRPERSON:**

It was agreed on the proposal of Alderman M Coyle, seconded by Alderman J Rankin that Councillor O Beattie would chair the Support Services Committee for the year 2014/15.

**MINUTES:**

The minutes of meeting held 6 May 2014 were approved on the proposal of Councillor T McCaul, seconded by Councillor S McGlinchey.

**MATTERS ARISING:** - None

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

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

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

**Management Accounts for Year Ending 31 March 2014:** The Head of Finance presented the accounts for 12 months ending 31 March 2014, which showed a surplus of £386k for the year. As a budget surplus of £88k was forecast, this resulted in a favourable variance of £474k. The net variances were summarised as follows:

- Salaries & Wages - £99k favourable due to savings in Technical Services wages/agency of £92k.
- Waste Disposal Costs - £99k favourable mainly due to 7% less tonnes than expected.
- Central Overheads (Other Expenditure) - £60k favourable saved in procurement (£20k) and maintenance/materials (£10k).

- District Rates - £258k favourable. Council had been informed by Land and Property Services that additional rates of £223k were due to LBC as at 31 March 2014. Council is also due £35k in respect of the previous year.
- Revenue Contribution to Capital - £214k adverse. This was where capital expenditure was not fully financed by loans, grants or asset sales. The shortfall was written off to the General Fund Summary (Profit & Loss Account). As loans did not need to be taken out for the relevant capital expenditure, there would be savings on loan charges in future years.

It was agreed that the unaudited accounts would be presented to the Audit Committee and subsequently brought back to Council for approval at the Planning & Services Committee meeting on 24 June 2014.

**Investment Banking:** The Head of Finance gave an overview of Council's investments for the month ending 30 April 2014. Noted.

**Councillors and Other Committee Members' Expenditure 2013/14:** The Head of Finance outlined details of Councillors allowances & expenditure for the year 2013/14. This included details of basic allowance, special responsibility allowance, mileage allowance, PCSP allowance, STC allowance, courses & conferences and other expenses.

It was agreed on the proposal of Alderman M Coyle, seconded by Councillor B Douglas that the Mayor/Deputy Mayors would receive the full allowance of £10,000 set for the year even though they would only be in office for 10 months.

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

#### **HEAD OF HUMAN RESOURCES MONTHLY REPORT – JUNE 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 June 2014, which detailed standing items including total number of employees & temporary workers, absenteeism & cause of absence, and long term sick details. The items for information were noted and the report was adopted on the proposal of Alderman M Coyle, seconded by Councillor B Chivers subject to the following:

- **Smoke Free Policy:** The Chief Executive circulated to members a revised copy of the Smoke Free Policy to include e-cigarettes. A discussion took place on banning the use of electronic cigarettes in Council buildings and several points were made for and against amending the policy. Councillor Scott proposed, seconded by Councillor Douglas that the revised Smoke Free policy be adopted. The proposal was put to the meeting and declared carried, with 10 voting for, 2 against and 2 abstentions.
- **Head of Human Resources:** (*The Head of Finance declared an interest and left the room during the discussion*) It was noted that the Head of Human Resources had been offered the position of OD Lead Officer in Causeway Coast & Glens District Council on a secondment basis effective from 1 July

2014 to 31 March 2015. The backfill of the post and subsequent transfer of responsibilities to other directorates and the implications on salary was agreed.

- **Chief Executive Remuneration – Local Government Reform Workload:** (*The Chief Executive declared an interest and left the room during the discussion*) It was agreed on the proposal of Alderman M Coyle, seconded by Councillor McGlinchey that the Chief Executives contribution towards Local Government Reform fulfilled the criteria as outlined in JNC letter dated 18 November 2013 and that he would continue to receive additional increments as agreed at the Council meeting of February 2014 up to and no later than 31 March 2015.
- **Regen Debt Write Off:** It was agreed on the proposal of Alderman M Coyle, seconded by Councillor B Chivers that the debt of £3,234.32 due from Regen would be written off.

**OUT OF COMMITTEE** on the proposal of Councillor B Chivers, seconded by Councillor J McCorkell.

**ANY OTHER BUSINESS:** - None.

**NEXT MEETING:** - 5 August 2014.

**THE BUSINESS CONCLUDED AT 7.50 PM.**

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