

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

**SUPPORT SERVICES COMMITTEE**

**12 JUNE 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 Chivers, B Douglas, T McCaul (Chair), J McCorkell, S McGlinchey, C McLaughlin, D Nicholl, A Robinson and E Stevenson.

**IN ATTENDANCE:**

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

**APOLOGIES:**

Alderman G Robinson and Councillor G Mullan.

**APPOINTMENT OF CHAIRPERSON:**

It was agreed on the proposal of Councillor Robinson, seconded by Alderman Coyle that Councillor McCorkell would chair the Support Services committee for the year 2012/13.

**MINUTES:**

The minutes of meeting held 1 May were approved on the proposal of Alderman Coyle, seconded by Councillor Robinson.

**MATTERS ARISING:** -None.

**HEAD OF FINANCE MONTHLY REPORT – MAY 2012:**

**Payment of Accounts:** The Head of Finance presented the payment of accounts for the month of April 2012 and answered a query to a payment to Active Communities. He agreed to contact a member with regard to a payment for light bulbs.

**Accounts for 12 Months Ended 31 March 2012:** The Head of Finance presented the accounts for 12 months ending 31 March 2012, which showed a surplus of £266k for the year. As a budget surplus of £75k was forecast, this resulted in a favourable variance of £191k. The net variances were summarised as follows:

- Waste Disposal Gate Fees - £70k Favourable mainly due to 9% less landfill tonnes than expected.
- Vehicle Costs - £60k Adverse due to an adverse variance of £55k for vehicle repairs and an adverse variance of £35k for vehicle hire.
- Energy Costs - £97k Adverse mainly due to an increase in oil and gas prices.

- Loan/Lease Charges - £54k Favourable as only one loan was taken out in 2011/12 and this was not taken out until February 2012.
- General Grant - £75k Favourable. Council was notified by the DoE that the original grant allocation had been increased by £75k after the rates had been struck.
- District Rates - £150k Favourable. Council had been informed by Land and Property Services that additional rates of £150k were due to Limavady Borough Council as at 31 March 2012.
- Rate Reserve Clawback - £109k Adverse. As at 31 March 2011 Council owed the MoD and BT £217k due to successful rates appeals. The DoE allows Council to spread this liability over the two years from 2011/12 to 2012/13 inclusive.
- Landfill Related - £145k Adverse. Council earned £117k interest on its deposit in the First Trust Bank. As a result of the RPS Report of December 2011, the aftercare provision had increased by £262k.

**Circular Advising of Amendment to Accounts Direction 2011/12:** The circular advising of amendment to accounts direction 2011/12 to reflect financial arrangement on specific landfill sites was tabled and noted.

**Councillors Allowances:** The Head of Finance outlined details of Councillors allowances & expenditure for the year 2011/12. This included details of basic allowance, special responsibility allowance, mileage allowance, DPP & PCSP allowance, courses & conferences and other expenses. It was noted that the expenditure for the year would be uploaded to Council website.

The Head of Finance Monthly Report was approved on the proposal of Councillor McCaul, seconded by Councillor Robinson.

#### **HEAD OF HUMAN RESOURCES MONTHLY REPORT – JUNE 2012:**

**IN COMMITTEE** on the proposal of Councillor Chivers, seconded by Councillor Robinson:

**Human Resources Report:** The Head of Human Resources presented the Human Resource Report for June 2012, which detailed standing items including total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, long term sick details and sponsorship requests. The report was adopted on the proposal of Councillor Brolly, seconded by Alderman Coyle subject to the following:

- **Health & Wellbeing – Round the Bridges Charity Cycle:** The Head of Human Resources confirmed that a date had now been set for the Round the Bridges Charity Cycle event and that this would take place on Thursday 21 June 2012 as part of Bike Week. She said that all monies raised from the 11 mile cycle would go to Macmillan Cancer Support and the Royal Victoria Hospital for Sick Children. She added that the event was open to staff, the public and elected members and the evening would be rounded off with a family fun at the Recreation Club.

- **Sponsorship Requests:** Council approved sponsorship requests for 7 employees to undertake a course on Best Practice linked to Lone Working at a cost of £140; Warden at Benone Tourist Complex to undertake an Advanced Diploma in Management at a cost of £1,600 and for Recreation Assistant/Pool Attendant to undertake First Aid training at a cost of £375.
- **Policing and Community Safety Partnership (PCSP):** It was agreed that the current Administration Post within the District Policing Partnership moves to the substantive post of Administration Officer (PT) providing administrative support to the PCSP and Development Directorate when required at Scale 4, Points 18-21, salary scale £17,161 to £19,126 per annum effective from 12<sup>th</sup> June 2012.
- **Corporate Health, Safety and Wellbeing:** It was agreed that the Health, Safety and Wellbeing Officers hours of work within Limavady Borough Council would be increased to 37 hours per week and that the arrangement between Moyle and Limavady Councils on sharing the post would come to an end effective from 1 July 2012.
- **Flexible Retirement:** The request for flexible retirement from the Maintenance Assistant at Roe Valley Leisure Centre by reducing his hours of work by 1 day per week was approved.
- **Career Break:** The request by the Committee Clerk for an initial 6 months Career Break was approved.

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

**ANY OTHER BUSINESS:**

**Driving Licence/Insurance:** The Head of Finance requested that elected members forward a copy of their current driving licence and car insurance to the Finance Department.

**NEXT MEETING:** - 7 August 2012.

**THE BUSINESS CONCLUDED AT 7.40 PM.**

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