

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

FINANCE & GENERAL PURPOSES COMMITTEE

14 MARCH 2005

Minutes of meeting held in the Council Offices, 7 Connell Street, Limavady at 7.00 pm on the above date.

PRESENT:

Aldermen M Carten and G Robinson. Councillors A Brolly, B Brown, B Chivers, L Cubitt, B Douglas, J Rankin and E Stevenson.

IN ATTENDANCE:

Committee Clerk, Chief Finance & Administration Officer, Acting Town Clerk & Chief Executive and the Interim Human Resource Officer.

ELECTION OF CHAIR:

In the absence of the joint chairs, it was agreed on the proposal of Councillor Rankin, seconded by Alderman Carten that Councillor Cubitt be elected as chair.

APOLOGIES:

Alderman J Dolan, Councillors D Lowry, M Coyle and the Town Clerk

MINUTES:

The minutes of meeting dated 16 February 2005 were approved and signed on the proposal of Alderman Carten, seconded by Councillor Douglas.

MATTERS ARISING:

Redevelopment of Multi Function Civic Centre - Former Town Hall: The Acting Town Clerk & Chief Executive informed members that Mr Maxwell, Project Architect, Consarc had met with members of Roe Fold and that Council would be informed of progress regarding access for redevelopment of the Multi Function Civic Centre after the Fold Management board meeting scheduled to take place on 28 March 2005.

APPOINTMENT OF CHIEF EXECUTIVE:

The Acting Town Clerk & Chief Executive and Chief Finance & Administration Officer left the meeting at 7.15 pm.

IN COMMITTEE: The Chair welcomed Mr Adrian Kerr, Chief Executive and Mr John Hanna, Professional Officer, Local Government Staff Commission to the meeting.

Mr Kerr outlined the schedule for recruitment and selection for appointment of Chief Executive. He said that after following Stage 1 - deciding to recruit, Council would consult the Local Government Staff Commission regarding Stage 2 – the

composition of the Shortlisting Panel. It was agreed that Council would appoint three members to the Shortlisting Panel, taking account of gender and cross community considerations after the May 2005 elections. It was also agreed that the interview panel would be agreed following the forthcoming elections.

Mr Kerr advised that in the interim, Council could agree criteria and timetable for advertisement of post; closing date for applications; shortlisting of applications and interview date. It was agreed that Mr Kerr would present personal specifications and suggested job description for the position of Chief Executive at the next meeting of Council.

CATEGORISATION OF DIRECTOR POSTS:

The Interim Human Resource Officer reminded members that the Categorisation Process had been approved at the previous Finance & General Purposes meeting and that this process had been carried out in accordance with the Staff Commission's Guidance on Staffing Implications of Organisation Development and Change (the Guidance) to determine if the Director posts were either new, substantially altered, minimally altered or unchanged.

The Categorisation Report was approved on the proposal of Councillor Brown, seconded by Councillor Douglas. It was also agreed that the initial action plan as detailed be forward to the Change Management Sub Committee for implementation at a meeting to be held on Friday 1 April 2005 at 10 am.

OUT OF COMMITTEE: The Acting Town Clerk & Chief Executive and Chief Finance & Administration Officer returned to the meeting at 7.45 pm.

PAYMENT OF ACCOUNTS:

Payments for the month of February 2005 were approved and signed on the proposal of Councillor Rankin, seconded by Councillor A Brolly.

HUMAN RESOURCES:

The Confidential Human Resource Report dated 14 March 2005 was adopted on the proposal of Councillor Brown, seconded by Councillor Stevenson subject to the following:

Appeal Against FET 337/01: IN COMMITTEE: The Acting Town Clerk & Chief Executive explained that access to the specific elements of the original transcript of the Tribunal heard had been forwarded to Council and that further legal advice had been received from Council's solicitor. It was agreed on the proposal of Councillor Brown, seconded by Councillor Stevenson, that an appeal be lodged with the Court of Appeal. Councillor Cubitt disagreed with this decision.

Appeal of Disciplinary Hearing - Misconduct: The Interim Human Resource Officer informed members that the Appeal against the Disciplinary Hearing decision of 15 February 2005 had been part heard on Monday 14 March 2005 and could be reconvened as soon as possible.

Job Evaluation: It was agreed on the proposal of Councillor Douglas, seconded by Councillor Rankin that an additional member of staff who had been on Maternity Leave when the initial memorandum had been circulated be included in outstanding Job Evaluations.

Request for Carry over of Annual Leave: Councillor Cubitt queried the increase in requests for carry over of annual leave and said the normal recommendation was for 5 days, except under exceptional circumstances.

The Acting Town Clerk & Chief Executive confirmed that there were genuine reasons for the requests and all were recommended by Heads of Departments.

Aldermen Robinson and Carten indicated that Council had to be fair to staff who worked hard and possibly through no fault of their own had been unable to take their annual leave.

Councillor Brown pointed out that the carrying over of more than 5 days leave had been raised the previous year and proposed that Council be provided with a report on why the figures had gone up. This was seconded by Councillor A Brolly.

It was agreed that the report justifying carry over of Annual Leave be presented at the Monthly meeting of Council.

Councillor Douglas left the meeting at 8.05 pm.

Resignation: The Interim Human Resource Officer informed members that the Town Clerk & Chief Executive had tendered his resignation, with effect 30 June 2005. Noted.

The Interim Human Resource Officer left the meeting at 8.15 pm.

ROAD NAMING:

Request to erect bilingual signs at Foyleview Park, Greysteel: The Chief Finance & Administration Officer reported that Council had received a written request from a resident of Foyleview Park, Greysteel to erect bilingual signs and submitted report thereon. He pointed out that 71% of residents had responded with 86% being in favour of the street nameplates being erected in Irish. It was agreed that in addition to English name, the following Irish name be included:

Foyleview Park
Páirc Raddharc An Fheabhail

Request to erect bilingual signs at Sheskin Park, Greysteel: The Chief Finance & Administration Officer reported that Council had received a written request from a resident of Sheskin Park, Greysteel to erect bilingual signs and submitted report thereon. He pointed out that 35% of residents had responded with 100% being in favour of the street nameplates being erected in Irish.

Councillor Brown queried if Council was obliged to erect the signs if only 35% of residents responded. The Chief Finance & Administration Officer stated that it

was Council policy to take the percentage of occupants responding either for or against the proposal.

It was agreed, on the proposal of Councillor Stevenson, seconded by Councillor Rankin, that Council reassess the policy regarding street naming.

Councillor A Brolly objected to the breach of policy and said this was discriminating and contravened what had been agreed in the past.

Councillor Brown proposed that the application for the Irish street name be postponed until after the policy review. This was seconded by Alderman Robinson and carried.

Residential Development at Glasvey House: It was agreed on the proposal of Alderman Carten, seconded by Alderman Robinson that the ABA Development based at Glasvey House would have two different street names and numbering systems, namely Loughermore Road and Glasvey Old School.

ANNUAL TENDERS 2005/2006:

The Chief Finance and Administrative Officer tabled recommendations for the acceptance of tenders and informed members that the lowest or most advantageous tender had been accepted in each case. The recommendations made were accepted on the proposal of Alderman Robinson, seconded by Councillor Rankin.

GUIDELINES FOR THE ACCRUAL AND APPLICATION TO TAKE TIME OFF IN LIEU:

The Guidelines for the Accrual and Application to take time off in Lieu were approved on the proposal of Alderman Robinson, seconded by Councillor Rankin.

Councillor Cubitt said there no reason for the Chief Executive to be in attendance at meetings other than the Monthly Council meeting as within other Councils, the majority of meetings were serviced by senior officers. He also pointed out that The Acting Economic Development Officer would probably be claiming time in lieu for sitting at the Development meeting the previous week, even though he only spoke briefly. The Acting Town Clerk & Chief Executive said that if an officer attended a meeting, they could be entitled to take the time off.

INTERNET & E MAIL POLICY:

On the advice of the Acting Town Clerk & Chief Executive, it was agreed that adoption of the policy be deferred until consultation with trade unions.

SOMME PILGRIMAGE 2005:

It was agreed, on the proposal of Alderman Robinson, seconded by Councillor Rankin that 2 members of Council be preliminary booked to attend the 'Anniversary of the Battle of the Somme' pilgrimage to be held 28 June – 2 July 2005.

ANY OTHER BUSINESS:

Outstanding Fees – ASM Horwath: Councillor Brown referred to outstanding fees due to ASM Horwath and said he would like these settled as soon as possible. The Acting Town Clerk & Chief Executive explained that Mr Williamson had submitted fees for additional work, which included telephone calls and a presentation to Council, that were assumed to have been included as part of the initial proposal.

Councillor Brown pointed out that it was too late to query the bill and proposed that the amount of £3,250 be paid. This was seconded by Councillor Cubitt and agreed.

Gortnaghey Community Association: The Acting Town Clerk & Chief Executive reminded members that Council had deferred decision on the request by Gortnaghey Community Association for funds to make up for the shortfall in monies needed for the building of the new Community Hall. The Chief Finance & Administration Officer said it had been suggested that Council contribute £10,000 to the group and whilst Council had not included for this within the rates estimates, money could be taken out of reserves. He pointed out however, that should several new Community Associations seek similar funding, then these requests would have to be budgeted for next year and a proper criteria should be drawn up for funding of these projects.

Councillor Stevenson said a time had come to draw the line on supporting new buildings such as this and said he hoped that the group had a provision for income if the proposed hall got off the ground. Councillor Brown said if Council agreed to this request it would set a precedent which it might not be able to follow.

It was agreed, on the proposal of Councillor Cubitt, seconded by Councillor A Brolly, that the matter be brought back to the attention of the Council at the Monthly meeting to be held on 23 March 2005.

Opening – Republic Garden: The Acting Town Clerk & Chief Executive said that members were invited to attend the opening of a Republic Garden, West End, Burndoran on Monday 28 March 2005 at 3 pm. Noted.

Enforcement of Designated Parking Spaces: Alderman Robinson indicated that disabled parking spaces were being abused and requested that the Acting Town Clerk & Chief Executive write to the PSNI requesting improved enforcement.

Councillor Stevenson suggested that the PSNI be made aware of cars parking in loading/unloading bays as this led to service lorries parking on the roadside which obstructed traffic.

Yellow Lines at Bus Station Loop Road: Councillor Stevenson highlighted that vehicles were parking at the entrance to the bus station and adjacent to the nearby shop and requested that Roads Service provide yellow lines at the bus station loop road to deter vehicles from parking.

Revised Fees – Dungiven Sports Pavilion: Members agreed to the recommended 3% increase in charges for the fitness room and equipment hire at Dungiven Sports Pavilion.

NEXT MEETING:

15 June 2005

THIS CONCLUDED THE BUSINESS

(The meeting ended at 9.00 pm)