

**LIMAVADY BOROUGH COUNCIL  
COMHAIRLE BHUIRG LÉIM AN MHADAIDH  
SUPPORT SERVICES COMMITTEE**

**03 SEPTEMBER 2013**

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 G Robinson. Councillors O Beattie, A Brolly, B Chivers, B Douglas, T McCaul, J McCorkell, S McGlinchey, C McLaughlin, G Mullan, D Nicholl, A Robinson (chair) and E Stevenson.

**IN ATTENDANCE:**

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

**APOLOGIES: - None**

**MINUTES:**

The minutes of meeting held 06 August 2013 were approved on the proposal of Councillor B Chivers, seconded by Councillor C McLaughlin.

**MATTERS ARISING: - None**

**HEAD OF FINANCE MONTHLY REPORT – SEPTEMBER 2013:**

The Head of Finance presented his report for the month of September 2013 as follows:

**Payment of Accounts – July 2013:** The Head of Finance presented the payment of accounts for the month of July 2013 which was subsequently approved by Council.

Alderman G Robinson joined the meeting at 7.03pm

**Accounts for 4 Months ended 31 July 2013:** The Head of Finance presented the accounts for 4 months ending 31 July 2013 and explained that Benone Tourist Complex was £24k favourable due to the increase in activity over the month of July.

**Draft Asset Management Policy:** The Draft Asset Management Policy was approved by Council.

**Contract Extension Request:** The contract extension for Insurance Brokerage Services provided by Marsh was approved by Council.

**Investments – August 2013:** The Head of Finance highlighted the Investments for 5 months ended 31 August 2013, the information was noted.

**Circular No: LG 21/2013 - Councillor Allowance:** The circular advising of Councillors Allowances was emailed to members in advance of the meeting and noted. Members agreed the 1% pay increase would not be accepted.

The Head of Finance Monthly Report was approved on the proposal of Councillor S McGlinchey, seconded by Alderman M Coyle.

Councillor J McCorkell joined the meeting at 7.08pm

### **HEAD OF HUMAN RESOURCES MONTHLY REPORT – SEPTEMBER 2013:**

**IN COMMITTEE** on the proposal of Councillor J McCorkell, seconded by Alderman G Robinson.

The Head of Human Resources presented the Human Resource Report for September 2013, which detailed standing items including total number of employees & temporary workers, recruitment & selection, absenteeism & cause of absence, and long term sick details. The report was adopted on the proposal of Councillor J McCorkell, seconded by Alderman M Coyle subject to the following:

- **Health and Safety Audit:** - The Head of Human Resources informed members that a comprehensive Health and Safety Audit had been carried out in July 2013 focusing on Benone Tourist Complex and the Depot. The Audit and the pending report will inform future Health and Safety priorities within Benone Tourist Complex and the Depot.
- **Health and Wellbeing:** - The Head of Human Resources notified members that the “Health Beat 12 Week Challenge” for staff had been launched to encourage fitness and health and a Health and Wellbeing Promotion Questionnaire had been issued to employees seeking views in relation to current health and wellbeing priorities so that future initiatives could be developed to reflect those needs.
- **Sponsorship Requests:** - Council approved sponsorship request for 1 Senior Recreational Attendant to undertake a Higher National Certificate (HNC) in Business to improve management and leadership ability. Cost: £585.00.
- **Job Evaluation:** The Head of Human Resources reminded members on the requests for job evaluations and updated members on the outcomes of the job evaluations for the Operations Manager, Waste Services Manager and Swimming Instructor posts.
- **Grievance Complaints:** The Head of Human Resources advised Council of formal grievance complaints received from nine employees. The Head of Human Resources informed members that an initial meeting had been held with the Employees representatives. Council will be kept informed of the grievance.

- **Christmas Holidays:** The Head of Human Resources informed members of the proposed Christmas Holidays for Connell Street, the 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> December 2013 and 1<sup>st</sup> January 2014. Agreed.

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

**ANY OTHER BUSINESS:** -

**Flags:** - A Councillor made reference to an article in the press regarding the issue of flags in the town and meetings that had taken place. He praised the Good Relations Officer for the progress she had helped bring about on this issue.

**NEXT MEETING:** - 1 October 2013.

**THE BUSINESS CONCLUDED AT 7.25 PM.**

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