

LIMAVADY BOROUGH COUNCIL
COMHAIRLE BHUIRG LÉIM AN MHADAIDH
SUPPORT SERVICES COMMITTEE

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

IN ATTENDANCE:

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

APOLOGIES: - Alderman G Robinson and Councillor D Nicholl

APPOINTMENT OF CHAIR FOR YEAR 2013/14:

Councillor A Robinson was elected as Chair of the Support Services committee for the year 2013/14 on the proposal of Councillor J McCorkell seconded by Alderman J Rankin.

MINUTES:

The minutes of meeting held 7 May 2013 were approved on the proposal of Alderman M Coyle, seconded by Councillor J McCorkell.

MATTERS ARISING: - None

HEAD OF FINANCE MONTHLY REPORT – JUNE 2013:

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

Payment of Accounts – April 02013: The Head of Finance presented the payment of accounts for the month of April 2013 which were approved by members.

Accounts for 12 Months ended 31 March 2013: The Head of Finance presented the accounts for 12 months ending 31 March 2013, which showed a surplus of £69k for the year. As a budget surplus of £104k was forecast, this resulted in an adverse variance of £35k. The net variances were summarised as follows:

- Water Charges - £167 Adverse. Northern Ireland Water (NIW informed Council that £167k was owed. In 2007 NIW replaced two flow dials supplying Roe Valley Leisure Centre. During this replacement a clerical error resulted in a high flow dial being removed from the billing system.
- Derv - £51k Favourable as a result of Council introducing a Vehicle Tracking System.

- Loan/Lease Charges - £39k Adverse due to increased capital expenditure in February/March 2012, the Minimum Revenue Provision was higher than expected.
- Interest Receivable - £41k Favourable. Council earned £44k interest on its investment accounts.

In response to a member it was confirmed that the clerical error referred to earlier was made by NI Water and that this would be challenged, with an argument put forward with regard to blame.

Councillor B Douglas joined the meeting at 7.15pm.

Councillors Allowances: The Head of Finance outlined details of Councillors allowances & expenditure for the year 2012/13. This included details of basic allowance, special responsibility allowance, mileage allowance, PCSP allowance, courses & conferences and other expenses. It was noted that the expenditure for the year would be uploaded to Council website.

The report was approved by Council.

HEAD OF HUMAN RESOURCES MONTHLY REPORT – JUNE 2013:

IN COMMITTEE on the proposal of Councillor J MCorkell, seconded by Councillor C McLaughlin.

The Head of Human Resources presented the Human Resource Report for June 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 C McLaughlin, seconded by Councillor T McCaul subject to the following:

- **Investors in People (IIP):** - The Head of Human Resources confirmed that the IIP Assessor would be assessing Council against the IIP Framework on Monday 1st and Tuesday 2nd July 2013. She said that Council would be kept informed of the outcome of the assessment.
- **Local Government Reform (RPA) update:** - The Head of Human Resources informed members that the first meeting of the Causeway Coast and Glens Local Consultation and Negotiation Forum took place on Wednesday 22 May 2013, with the Joint Chairs, Joint Secretaries, Terms of Reference and schedule/location of meetings being agreed. It was noted that the next meeting had been scheduled for 28 June 2013 in Ballymoney Borough Council.
- **RPA Focus Groups:** - The Head of Human Resources advised that the Local Government Staff Commission facilitated a focus group on RPA made up of staff from across a range of Council departments on Tuesday 4th June 2013, which was positive and forthcoming. A member suggested that Council should be kept informed of staffing issues and attention should be given to the morale of those affected by RPA.

- **Job Evaluation – Swimming Instructor:** - Council agreed that the Head of Human Resources would facilitate a review of the Swimming Instructor post and forward the agreed job description and specification for evaluation.

OUT OF COMMITTEE on the proposal of Councillor Chivers, seconded by Councillor Mullan.

ANY OTHER BUSINESS: - None

NEXT MEETING: - 6 August 2013.

THE BUSINESS CONCLUDED AT 7.35 PM.

Chair: _____