

**MINUTES OF MEETING OF THE CORPORATE SERVICES COMMITTEE OF DUNGANNON AND SOUTH TYRONE BOROUGH COUNCIL HELD ON WEDNESDAY, 24 FEBRUARY 2010 IN THE COUNCIL OFFICES, CIRCULAR ROAD, DUNGANNON**

- MEMBERS PRESENT:** In the chair, Councillor F Burton (Chair)  
Councillors Brush, Cuddy, Currie, Daly, Donnelly, Gillespie, Molloy and Mulligan
- IN ATTENDANCE:** Councillor Reid
- OFFICERS PRESENT:** Mr Frazer Director of Development  
Ms Elaine Gervin, Health & Safety Officer  
Mrs Kerr Director of Finance  
Mrs Smith Council Business Manager
- APOLOGIES:** Mr Burke Acting Chief Executive  
Mr Currie Head of Human Resources

The meeting started at 7.30 pm.

## **1 FINANCIAL MATTERS**

The report (appendix 1) of the Director of Finance was presented reference being made to the undernoted:

### **1.1 Projected Out-Turn at 31 March 2010**

The Director of Finance stated that latest projected out-turn is £512,575 favourable the majority coming from additional income.

#### **1.1.1 Speculative Vat Claim**

This had arisen as a result of legal test case upheld that, for a period of time, partial exemption rules, contravened EU law. There was a time-bound window of opportunity to submit claim and Council was approached by Consultants offering to pursue claim on no win no fee basis, with 20 per cent win fee. Have been notified that have been successful with that claim and expect to receive £176K. Refund includes simple interest and opportunity to pursue further claim for compound interest on payment of a £3.5k fee. Director recommended pursuing further claim.

Councillor Reid arrived 7.40 pm.

### **1.1.2 Invest/Bank Interest**

Projected outturn £30,000.

### **1.1.3 District Rates**

Receive quarterly projections from Land and Property Services. In September projecting approximately £52K finalisation but from December projecting £195k. The reasons being two fold, on non domestic rate side work completed by Building Control now filtering through into our rates base and new school added to system, St Patrick College.

Members questioned the domestic element and if Building Control could assist with inspections. The Director of Finance stated that Land and Property Services would appreciate help but when initially approached offering £7 per inspection plus mileage but now that resource is not available. Director of Building Control investigating implications and benefits that may accrue and will report on the matter to a future meeting.

Proposed by Councillor Cuddy  
Seconded by Councillor Brush and

**Resolved** That it be recommended to the Council that investigations be completed with regard to resource implications, outcomes etc in supporting Land and Property Services and report back to future meeting.

### **1.1.4 General Grant**

£80,999 more than estimated mainly due to industrial derating.

## **1.2 Total Borrowings as at 31 December 2009 (item 1.5)**

In response to query the Director of Finance stated that in the 2010/2011 year not proposing to add to loans so should see Loan balance coming down.

Councillor Molloy arrived 7.54 pm

### 1.3 Access to Council Offices

The Director of Finance stated that SMT had considered options for controlling parking at Council Offices.

Option 1 - one barrier system with one reader

Option 2 - one barrier system with two readers

Option 3 - two barrier system to bottom car park, top car park free access – SMT preferred option

Roadway currently 4m wide need 6m for two barrier system. On entrance road to bottom car park create layby and central isle. Two barrier system, barrier opens automatically to let vehicles out, card swipe system to give access to staff and councillors with control point at reception to lift barriers for visitors/deliveries.

One off capital cost associated with option 3 - £5,025, additional £300 to integrate with current swipe system, estimate about £1,000 to cover electrical and accommodation works; total approximately £6,325. SMT also felt that low boundary fence would prevent access across grass. Approximate cost £1,000.

Proposed by Councillor Daly  
Seconded by Councillor Brush and

**Resolved** That it be recommended to the Council that proceed with option 3 as outlined and with the erection of low level boundary fence.

### 1.4 Adoption of Report

Proposed by Councillor Mulligan  
Seconded by Councillor Currie and

**Resolved** that it be recommended to the Council that the report of the Director of Finance be adopted and that all recommendations, subject to the foregoing, be approved.

Member congratulated the Director and her staff on the detail in report.

### 1.5 Authorisation to Drive Request Form

Member asked if any further update re insurance issue.

The Director of Finance referred to details in report which set out the explanation provided by the Council's insurance brokers why these

checks are necessary to protect the individual and to protect the Council.

Member stated that Local Government Act give authority for expenses to be paid to members.

The Director of Finance stated that while the Local Government Act gives general power of payments Council has implemented policies and procedures for staff and councillors on how these instructions should be controlled. The Local Government Auditor in his management letter has made reference to the fact that these insurance checks have not been made as per policy and in response management has stated that will be implemented from new financial year. The Auditor will report on the management letter to the next meeting of the Audit and Risk Sub Committee.

Member stated that will not be providing insurance documents and if mileage not paid will take further action.

Director of Finance left the meeting at 8.12 pm.

## **2 PERSONNEL MATTERS**

The report (appendix 2) of the Head of Human Resources was presented reference being made to the undernoted:

### **2.1 Chairing & Facilitation Skills**

Members queried the need and cost of this training.

The Director of Development stated that there is a number of internal groups and requests had been received from staff in relation to appropriate training for chairing meetings. Discussed by SMT and agreed to provide training. Training will be held in the Council Offices and this is a group cost.

### **2.2 Managing Attendance (item 3)**

The Director of Development stated that a very determined effort is being made to manage attendance.

The Health and Safety Officer took members through this section of the report explaining that the issue of sickness levels throughout the organisation has been discussed at SMT level and within the various directorates and units. She explained the areas of research being carried out in order that a detailed report will be produced and

brought to committee in March and stated that reducing absence levels is a top priority.

### **2.3 Information in Relation to Recruitment Exercises (item 6.0)**

In response to question whether Landfill Site Manager for Tullyvar had been appointed, Director of Development stated that interviews had been held but he was not aware of outcome.

### **2.4 EMPOWER Programme**

Member asked who was funding this programme.

The Director of Development stated that through EU programme all cost were recoverable.

Member stated that 4 delegates from Dungannon going and at the last Council meeting officer had been blocked from attending and he questioned the fairness of this decision. He requested that he be provided with a list of conferences/visits, dates, names of participants, costs and report of visit from January 2009 to present.

It was noted that there is a written policy in relation attendance at conferences.

Councillor Brush left at 8.35

### **2.5 Adoption of Report**

Proposed by Councillor Currie  
Seconded by Councillor Daly and

**Resolved** that it be recommended to the Council that the report of the Head of Human Resources be adopted and that all recommendations, subject to the foregoing, be approved.

## **3. DURATION OF MEETING**

The meeting was called for 7.30 pm and ended at 8.40 pm.

MAYOR \_\_\_\_\_

CHIEF EXECUTIVE \_\_\_\_\_  
(Acting)