

MINUTES OF MEETING OF THE STRATEGIC SUPPORT SERVICES COMMITTEE OF DUNGANNON AND SOUTH TYRONE BOROUGH COUNCIL HELD ON WEDNESDAY 26 MARCH 2014 IN THE COUNCIL OFFICES, CIRCULAR ROAD, DUNGANNON

- MEMBERS PRESENT:** In the Chair, Councillor Monteith (Chair)
- Councillors Ashton, Brush, F Burton, R Burton, Cuddy, Cuthbertson, Daly, Donnelly, Gildernew, Gillespie, McGonnell, Molloy, Mulligan, Reid, Robinson, Somerville and Varsani
- APOLOGIES:** Councillor O'Neill
- OFFICERS PRESENT:** A Burke, Chief Executive (CE)
G Dyson, Human Resources Officer (HRO)
P Kerr, Director of Finance (DF)
G Smith, Council Business Manager (CBM)

The meeting commenced at 7.30 pm

1 CONDOLENCES

The Chair advised of the death, earlier today, of Sara Jayne McCague, Temporary Audit & Monitoring Officer in the Development Division and extended the sympathy of the Council to the family circle.

As a mark of respect all present stood for a minute's silence

2 DECLARATION OF CONFLICT OF INTEREST

The Chair reminded members of their responsibility with regard to any declaration of conflict of interest.

3 FINANCIAL MATTERS

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

STRATEGIC

3.1 Treasury Management/Prudential Code

The DF presented documents related to this item and discussed the contents with members following which it was recommended that;

- the updated Treasury Management Policy is adopted
- the Treasury Management Strategy 2014/15 be approved and
- the report on Prudential and Treasury Management Indicators be approved.

3.2 Financial Update for Year 11 Months Ended 28 February 2014

The DF advised that the results for the 11 months to 28 February 2014 show that there is an overall favourable variance of £626,606 of this £204,801 is due to an adverse income variance and £831,408 is due to the favourable variance in relation to expenditure. She took members through the breakdown of these figures over the various cost centres.

It was noted that projected out-turn at 31 March 2014 is £430,415 favourable.

3.3 Adoption of Report

Proposed by Councillor McGonnell
Seconded by Councillor Gillespie and

Resolved That the report of the Director of Finance be adopted and that all recommendations, subject to the foregoing, be approved.

4 PERSONNEL MATTERS

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

4.1 Getting to know you Events – Mid Ulster Cluster

In response to query regarding incident at above the CE advised that when situation fully investigated report on the matter would come to committee.

STRATEGIC

4.2 Capacity Building RPA (item 1.1)

In response to queries the HRO advised that training identified through staff survey and discussion with SMT, training will be rolled out over the next year, In-house training is more cost effective than sending staff to

other training centres, the Local Government Staff Commission has established a select list of recognised training providers, the Council will use facilitators from that list and a number of the training courses are part financed through the Local Government Training Group.

As training has been identified through staff survey and will be beneficial to staff moving forward into RPA Directors and line managers will encourage staff to attend.

Resolved That report on training programme over the past six months be provided to the next meeting to include attendance record, cost etc and should be separated between mandatory and training requested by staff.

OPERATIONAL

4.3 Funded Posts

4.3.1 Peace III Posts

The HRO advised that there will be no further funding of these posts beyond 31.03.14.

In response to query she advised that this affects 3 posts, one individual was undertaking the post on a temporary basis and will revert back to their original post with Council, the other two post holders being no longer in employment. Redundancy payments only relates to post holders with two or more years continuous employment service.

Councillor R Burton declared an interest as he was a member of South West Cluster – Peace III. He did not leave the room.

Councillor McGonnell left at 8.20 pm.

4.4 Independent Occupational Health – Service Level Agreement (item 2.4)

The HRO requested agreement to renew the SLA between Council and Independent Occupational Health Ltd (IOH) for the period 01.04.14 – 31.03.15.

Members expressed concern that absenteeism figures appear to be rising and asked if a cost benefit analysis had been carried out.

The HRO advised that service provides for pre-employment medicals and referral system. It is important that have in place appropriate arrangements with an organisation with the necessary expertise.

Resolved That information on cost of service for last year be provided and that consideration be given to having a presentation by occupational health provider to committee.

4.5 Transnational Visit to Poland (item 2.5)

Members asked in relation to who was on the management committee, who was attending the visit and were any of the participants on the programme being given the opportunity to attend.

Resolved That issue is held and a full update report on the programme to include management committee and dealing with members concerns be presented to the next meeting of the Council.

Councillors Daly and Molloy left at 8.35 pm.

4.5 Annual Leave

Member, while recognising that staff are entitled to annual leave, stated that it should be organised in such a way that it does not impact on service provision. He referred to a particular incident.

The CE stated that totally unsatisfactory for service to be left unattended following which it was

Resolved That Member give HRO details of incident so that can be fully investigated and that report on leave taken in March to be brought to the next meeting.

4.6 Adoption of Report

Proposed by Councillor F Burton
Seconded by Councillor Varsani and

Resolved That the report of the Human Resources Advisor be adopted and that all recommendations, subject to the foregoing, be approved.

5 RPA UPDATE

The RPA Update report (appendix 4) was presented reference being made to the undernoted:

It was noted that the Chief Executive designate is due to commence employment on 1 April. It was planned that during the shadow council year that he and support staff would rota round the three areas. STC meeting to be held tomorrow and would be considering venue for first

meeting of Shadow Council with subsequent meetings being rotated across the three areas.

Members felt it vital that first meeting should be held in Council premises.

Member spoke of the ongoing work of the eight transition working groups and the support of staff in carryout this work.

Councillor Brush left at 8.49 pm

Members stated that RPA should not dilute any services and that there should be a full local registration service in each of the three towns.

It was suggested that the Chief Executive designate be invited to the next Council meeting.

Resolved That

- letter is sent to General Register's Office outlining the view of the Council and that presentation be made to a future meeting of the Committee
- Matter of Chief Executive designate attending Council meeting be raised by members at STC meeting.

5.1 Adoption of Report

Resolved That the RPA Update report is adopted and that all recommendations, subject to the foregoing, be approved.

6 DURATION OF MEETING

The meeting was called for 7.30 pm and concluded at 9.00 pm.

MAYOR _____

CHIEF EXECUTIVE _____