

**MINUTES OF MEETING OF THE CORPORATE SERVICES COMMITTEE OF DUNGANNON AND SOUTH TYRONE BOROUGH COUNCIL HELD ON WEDNESDAY, 29 APRIL 2009 IN THE COUNCIL OFFICES, CIRCULAR ROAD, DUNGANNON**

MEMBERS PRESENT: In the chair, Councillor Brush (Vice Chair)  
  
Councillors Cavanagh, Cuddy, McGuigan, McLarnon, Molloy

OFFICERS PRESENT: Mr Burke Acting Chief Executive, Mr Currie Head of Human Resources, Mr Frazer Director of Development, Mrs Hobson PA to ACE and Mrs Kerr Director of Finance

APOLOGIES: Councillors R Burton, Currie and Morrow

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 Revenue Spend**

Revised outturn up to February V October projection dated 29.4.09 (appendix 2) was distributed.

Member felt that the March outturn figures would have been more useful. Director of Finance agreed in future to look at the reliability of projected figures, matching projected figures against actual and advise on why there is a difference.

### **1.2 Capital Spend**

In response to query the Director of Finance advised that in conjunction with Tullyvar she was currently ascertaining the organisations to use to spread the risk of investment.

### **1.3 Year End Figures**

Director of Finance identified the following which will affect the year end figure:

The Victims project was set up, as with other funded projects, on the presumption that it was 100% funded, however it is now wound up and there are considerable costs that have not been budgeted for – approximately £33k (£7,500 payroll, £25k legal costs). Legal costs relate to an employee making allegations against 3 members of staff and an independent investigator was required. In relation to payroll costs the Council was the employer so it is responsible.

Members felt that in future Council need to try to establish with funders is there a reserve for this type of thing, employees and project should be made redundant if serving no useful purpose, Council need to know liabilities of taking on employees for funded projects eg be aware of pension commitments.

#### **1.4 Registers of Interest**

In response to query Director of Finance advised that forms itemising what members are nominated onto and declared interests will be completed and posted out for councillors to add to or amend as appropriate.

#### **1.5 Procurement Policy**

In response to query the Director of Finance advised that the only comparisons that could be made were on page F14, 'procurement thresholds' and when she was bringing proposals regarding advertising she will include information on cost savings on moving the current thresholds.

In relation to the Coalisland Canal contract the Director of Finance advised that an order form which constituted a contract had been sent out, the contract being awarded before funding and loan sanction were in place however in future economic appraisals, business cases and funding will be examined. In response to concerns Mrs Kerr advised that no contract policy is currently in place but once a policy is adopted it will be a guarantee and contract management is the next piece of work that will be developed.

Reference was made to point 9 of page F9 of the report – 'objectives of the procedures - to carry out all Procurement by competition unless there are convincing reasons to the contrary'. Members highlighted that only in an emergency situation should this be allowed, it needs approved from someone senior with reason being fully documented for audit trail. If a Government official advises that there is only one possible supplier this needs to be in writing.

#### **1.6 IT**

In response to comments regarding the spend the Director of Finance advised that quotations for the hardware would have been obtained.

Mrs Kerr advised that the wireless kit had arrived and ICT staff would be making contact with members to make arrangements to visit and install the wireless provision.

### **1.7 Total Borrowings**

In response to query the Director of Finance advised that there could be another £1 million profiled for this year on top of the current borrowings figure.

### **1.8 Administrative Officer/Deputy Registrar**

Director of Finance advised that Deloitte had recommended a considerable amount of work required in Procurement and as a result she moved the Administrative Officer/Deputy Registrar solely to work on policies and guidance notes from March to the end of June 2009. The employee did not ask for extra remuneration but requested a job title change and as she is working above her current job description and in recognition of her extra work Mrs Kerr requested a temporary job title change to 'Temporary Project Officer'.

During debate on the matter Members were aware that whatever decision was made on this issue it was liable to create a trend and would have a bearing on all posts throughout the life of this Council. Change of job titles would probably spark requests for job evaluations and this Council has taken the decision that there are to be no more job evaluations in its life. Council was trying to create a more flexible approach of all employees and weaknesses of present job descriptions has been highlighted in the past.

After discussion it was

**Resolved** that it be recommended to Council that a file note recognising the work carried out by the individual be placed in the employees personnel file.

### **1.9 Adoption of report**

Proposed by Councillor McGuigan  
Seconded by Councillor Cavanagh 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.

## **2 ADOPTION OF MINUTES OF AUDIT AND RISK SUB COMMITTEE MEETING HELD ON WEDNESDAY, 25 MARCH 2009 (appendix 3)**

Member felt that the minutes did not reflect the matters discussed, headings did not make it clear what the issue was and suggested that in future the minute should include more detail to help those who do not attend to understand what took place. The Director of Finance advised that she was liaising with the Performance Management Officer on how meetings can work better, timing, etc and this review should incorporate issues identified.

**Resolved** that it be recommended to the Council that the minutes of the Audit and Risk Sub Committee meeting held on 25 March 2009 be adopted and that all recommendations, subject to the foregoing, be approved.

Mrs Kerr left the meeting at 8.50 pm.

## **3 PERSONNEL MATTERS**

The report (appendix 4) of the Head of Human Resources was presented reference being made to the undernoted:

### **3.1 Leavers**

Head of Human Resources advised that the employee was being transferred from the Council to SWaMP but should be deleted from the list at this stage until some issues were clarified.

### **3.2 Restructuring Development/Funded Posts**

The Director of Development advised that funding had been secured for Blackwater and Good Relations and he would bring a report to the May meeting on issues regarding these together with a report on restructuring within the division.

### **3.3 Neighbourhood Renewal**

Director of Development advised that 100% DSD funding up to March 2011 was obtained for Neighbourhood Renewal, this area of work transferring to the new Council in 2011. Part of the funding conditions is that part time administrative support has to be provided, current allocation being approximately £6k. Mr Frazer advised that a part time officer could be appointed but Council could have initial appointment costs and then maybe redundancies costs, etc when funding expired in 2011 and recommended that the best way to deal with this was to offer the grade 2 travel advisors as

and when required for the duties a £150 per month honorarium for 2 years for additional duties in assisting the Neighbourhood Renewal Officer. This recommendation has no additional cost to Council.

After debate to ensure consistency, fairness and people being employed to do the work they should be doing it was

Proposed by Councillor Molloy  
Seconded by Councillor McGuigan and

**Resolved** that it be recommended that this issue be approved subject to legal opinion being sought on this issue and in comparison with the Administration post discussion earlier, and made available at the Council meeting.

### **3.4 Licensing Officer**

Head of Human Resources advised that the appointment of a Licensing Officer had been discussed and agreed at the Public Services Committee. Member made reference that the Council need to start to get observations and charges on people within the district.

### **3.5 Health and Safety**

Head of Human Resources requested permission to proceed on recommendations of the nurse to refer and pay for some employees to attend physio treatment, initial cost being £40 and £30 thereafter.

### **3.6 Complaints, Peace Factory**

The report had recommended disciplinary action to be taken but an officer investigated the issue and no disciplinary was recommended, instead points of action were to be taken.

### **3.7 Adoption of report**

Proposed by Councillor Molloy  
Seconded by Councillor McLarnon 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.

**4 MISCELLANEOUS MATTERS**

**4.1 RPA – Severance Arrangements for Councillors Consultation Document**

The Acting Chief Executive advised that the above document would be discussed at the Corporate Policy, Planning and Equality Committee meeting tomorrow night. The National Association of Councillors would prefer if Council deferred its response for one month to enable the Association to formulate and submit a co-ordinated response.

**4.2 Bonus**

In response to query the Head of Human Resources advised that information on the bonus cases was expected in approximately three months time.

**4.3 d'Hondt**

The Acting Chief Executive distributed information on the d'Hondt process which outlined the process and raised issues which all individual parties need to consider, a decision being required at the May Council meeting. Feedback and queries to be referred to the Council Business Manager.

**4.4 Change Management Officer and Part Time Administration Support**

The Head of Human Resources advised that the Transition Committee had agreed that the Lead Council (Dungannon) should proceed with the recruitment of a Change Management Officer at PO7 and part time administration support. Approval to proceed with the appointments was sought and agreed.

**5 DURATION OF MEETING**

The meeting was called for 7.30 pm and ended at 9.35 pm.

MAYOR \_\_\_\_\_

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