

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

MEMBERS PRESENT: In the chair, Councillor F Burton (Chairperson)
Councillors Brush, Cuddy, Daly, Donnelly, Gillespie and Molloy

OFFICERS PRESENT: Mr Burke Acting Chief Executive, Mr Currie Head of Human Resources, Ms Girvan, Health and Safety Officer, Mrs Kerr Director of Finance and Mrs Hobson PA to ACE

APOLOGIES: Councillors Currie and Mulligan

The meeting started at 7.30 pm.

The Chair on behalf of the Committee expressed sympathy to Mrs Hobson on the death of her father.

1 **FINANCIAL MATTERS**

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

1.1 **Revenue Spend**

Director of Finance updated members on recent figures for the various cost centres, appendix 2. She advised the improvement in capital outturn was mainly due to computers not being purchased and Leisure Centre was only part funded.

1.2 **Projected Out-Turn**

Projected outturn is just over £500k and as agreed at budget setting £396k will be transferred to the Repairs and Renewals account bringing its total to £520k. This money is largely to be spent on Castlehill and two bin lorries as opposed to loans and leasing.

1.3 **Capital Spend**

The Director of Finance agreed to check the rationale why the Leisure Centre did not get full grant. Officers need to know that capital grants will be secured, this to be built into future matrix.

1.4 **Adoption of report**

Proposed by Councillor Brush
Seconded by Councillor Molloy 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 HELD ON THURSDAY, 11 MARCH 2010-03-25**

2.1 **NI Audit Office – Management Letter**

Member advised that at this meeting the Auditor had raised issues on payments to two groups and was concerned that at the Development Committee meeting on Monday night an officer requested approval of payments to one of these theatre groups and another and questioned how Council could justify paying grant on the grounds he explained. For clarification the Director of Finance agreed to check the request with the officer concerned and ensure that the Auditor's comments were taken account of and were in line with the Service Line Agreements which are now in place.

2.2 **NI Audit Office – Building Control Income**

The Acting Chief Executive advised that the Director of Building Control would provide directly to members a report detailing how the division accumulated bad debt.

2.3 **Domestic Rates - Inspections**

After discussion on this issue it was agreed that before Council lobby with the appropriate Minister LPS be invited to the next Corporate Services meeting to explain what they do with their Central Government payment and their proposals for dealing with domestic rates.

2.4 **Adoption of minutes**

Proposed by Councillor Brush
Seconded by Councillor Daly and

Resolved that it be recommended to the Council that the minutes as presented be adopted and that all recommendations, subject to the foregoing, be approved.

Mrs Kerr left the meeting at 8.10 pm.

3 **PERSONNEL MATTERS**

The report (appendix 3) of the Head of Human Resources was presented reference being made to the undernoted:

3.1 **Career Break Extension**

The Head of Human Resources advised that an employee on a career break is only guaranteed to return to a similar job at similar grade and is not permitted to take up employment with another employer but can set up their own business.

3.2 **Managing Attendance Report**

The Head of Human Resources went through the report which was broken into 7 areas. Recommendation 5 'Implementation of an Employee Health Care Programme' necessitated an estimated cost of approximately £15k but expense of current arrangements like Carecall, etc would need taken from this cost. SMT have to decide where in the budget this would come from. He confirmed there is a culture thinking of sick days but this message needs to change and be driven by SMT.

Proposed by Councillor Brush
Seconded by Councillor Molloy and

Resolved that it be recommended to the Council that the Healthcare scheme be implemented and regularly reviewed to monitor its effectiveness.

Currently it was the understanding that councillors could join this scheme but would have to pay themselves. The Acting Chief

Executive agreed to check audit and finances issues and take up with NILGA if Councillors are treated as employees.

3.3 **SEEK Programme**

The chair paid tribute to the Skills, Learning and Development Officer on her input into this.

3.4 **Gender Action Plan**

Member queried the lack of female support and knowledge about the gender action plan and how much it was promoted from SMT down. The Acting Chief Executive advised that training and events invites can go direct to staff but SMT would consider same.

3.5 **EMPOWER Programme/Malaga Visit/Slovenian**

Head of Human Resources advised that notification of non attendance for the Malaga visit was received late, South West College were not filling their place but then DEL withdrew and he felt it would have proven difficult with two delegates less.

The Head of Human Resources advised that in relation to the Slovenian visit at this point in time the situation may arise where DEL and the SW College would not be sending a representative and requested that at least one officer from Council attend and with SMT agreement that it be the Enterprise Investment and Grants Manager due to his Council contacts. Member said as it was a partnership the others should be encouraged to attend. As it was research gathering and identifying programmes available to females in the future Mr Currie to check if elected members/Chair of Corporate Services should be part of the delegation.

Discussion ensued around grants and the Acting Chief Executive agreed that the Director of Development would bring to a future Corporate Services meeting a report on grants over the last 5 years to include key issues like drawing down of same; how effective this has been; future opportunities; are there designated officers looking for grants outside of the normal grants to help the Borough; does Blackwater still draw down grants and are they used; are there grants Council have lost out on; comparison of how well Dungannon is performing with other Councils.

3.6 **Recruitment**

The Head of Human Resources highlighted that the Yard/Store person and Village Orderly posts received high numbers of applicants and aptitude tests would have to be organised as a further means of shortlisting.

3.7 **Adoption of report**

Proposed by Councillor Daly
Seconded by Councillor Gillespie 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 **DURATION OF MEETING**

The meeting was called for 7.30 pm and ended at 9.05 pm.

MAYOR _____

CHIEF EXECUTIVE _____
(Acting)