

**MINUTES OF MEETING OF THE CORPORATE SERVICES COMMITTEE OF DUNGANNON AND SOUTH TYRONE BOROUGH COUNCIL HELD ON WEDNESDAY, 27 FEBRUARY 2008 IN THE COUNCIL OFFICES, CIRCULAR ROAD, DUNGANNON**

MEMBERS PRESENT: In the chair, Councillor Gildernew (Chairman)  
Councillors R Burton, Cuddy, Currie, Daly, Monteith and Mulligan

OFFICERS PRESENT: Messrs Burke, Currie, Mrs Hobson and Mr Frazer

APOLOGY: Mrs Canning

The meeting started at 7.30 pm.

1 **CONDOLENCES**

The Chairman on behalf of the committee recorded condolences and thoughts with those families and members associated with the accident on the Ballygawley Line earlier in the day.

2 **FINANCIAL MATTERS**

The report (appendix 1) of the Acting Director of Finance was presented.

2.1 **Adoption of report**

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

3 **PERSONNEL MATTERS**

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

### **3.1 Carry Over of Annual Leave**

Member voiced that managers need to manage their staff and should be looking at remaining leave 6 months beforehand instead of leaving it to the last minute. Members were advised that SMT had discussed the matter and in order to regularise the issue in the new financial year employees would be written to advising that in future a maximum of an additional five days in exceptional circumstances on top of the current 5 days could be carried over. Exceptional circumstances to be approved by SMT. Members commented that the system needed to be consistent, with a fair approach for all employees from the top down.

7.34 pm Councillors Currie and Mulligan entered, 7.36 pm Councillor R Burton entered.

### **3.2 Chief Local Government Auditor Absenteeism Report**

Head of Human Resources advised that existing policies were currently being reviewed and he hoped to bring a report on absenteeism procedures to the next meeting. Ongoing training was taking place with the need for extra training for home visits, return to work interviews to build the confidence of line managers who must implement the scheme. He still felt that a health scheme like Westfield was the way forward. Members were advised that the figures presented may not be a true reflection or comparable as the way figures are recorded by Councils differ. The Head of Human Resources agreed to research methods used.

### **3.3 Bonus**

Head of Human Resources advised that Council Officials were meeting with the Councils legal representatives tomorrow and hoped to get clear direct guidelines on the Council position which would also enable him to advise unions correctly. Members advised that the representatives needed to be made aware of the Committee's feelings of the urgency of the issue and that there was a willingness to make the payments.

### **3.4 Acting up Allowance**

Member advised that by listening to the McClure Watters Consultant there were probably staff surplus to requirements within the organisation and efficiency measures as highlighted at the Council meeting needed to be implemented forthwith. With Leisure Centre closing more efficient method may be for the Leisure Centre Manager to take on duties of the post itemised while on sick leave. Efficiency

could not evolve overnight and measures needed to start now. The Director of Development advised that he would implement efficiencies for the incoming financial year but at the minute he had to work on current structures and could not continue to run the division on employee's good will. Councillors however would have to decide on what they wanted the Council to deliver and what was surplus to requirements. The Consultants report would be brought to the March Committee meeting for discussion when issues could be addressed. Member voiced concern that with the new Peace funded projects there needed to be adequate staff to deliver on same.

It was agreed that the recommendation as outlined in Head of Human Resources report be approved.

### **3.5 Adoption of report**

Proposed by Councillor Monteith  
Seconded by Councillor Mulligan 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 Letter dated 29 January 2008 from Armagh Volunteer Centre re Employer Supported Volunteering**

The Head of Human Resources advised that some years ago he had attended a meeting in Armagh regarding this and although it had been tried there was not a great deal of interest. Members agreed to it being placed on the SMT agenda and divisional interest ascertained.

## **5 OTHER BUSINESS**

### **5.1 Externally Funded Posts**

The Director of Development advised that externally funded posts were included in the recently adopted budget figures and requested that the following three posts whose contracts were due to finish at the end of March, Project Officer Urban Regeneration, Clerical Assistant Urban Regeneration and Flavour of Tyrone Project Officer be extended for 3 months as he had verbal confirmation that the funding will be received.

Proposed by Councillor Currie  
Seconded by Councillor Cuddy and

**Resolved** that it be recommended to Council that the three contract posts itemised be extended for three months.

6 **DURATION OF MEETING**

The meeting was called for 7.30 pm and ended at 8.15 pm.

MAYOR \_\_\_\_\_

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