

**MINUTES OF MEETING OF THE CORPORATE SERVICES COMMITTEE OF DUNGANNON AND SOUTH TYRONE BOROUGH COUNCIL HELD ON WEDNESDAY, 21 JANUARY 2004 IN THE COUNCIL OFFICES, CIRCULAR ROAD, DUNGANNON**

MEMBERS PRESENT: In the chair, Councillor McGonnell (Chairman)  
  
Councillors Badger, Burton (7.45 pm), Canning, Cuddy (7.38 pm), Currie (7.35 pm), Daly, Donnelly, Gildernew, Gillespie, Hamilton, Irwin, McGuigan, McLarnon, Maginnis (7.35 pm), Monteith, Morrow and Mulligan

OFFICERS PRESENT: Messrs Barrett, Beattie, Burke, Currie, Ferguson, Mrs Hobson and Mrs Kerr, Messrs McClelland, McMinn and Ryan

The meeting started at 7.30 pm.

**1.0 FINANCIAL MATTERS**

**1.1 Draft Budget and set rate for 2004/5**

(Councillors Currie and Maginnis entered at 7.35 pm, Councillor Cuddy entered at 7.38 pm, Councillor Burton at 7.45 pm)

Head of Finance had circulated draft budget for 2004/5 which contained executive summary (appendix 1).

Chief Executive advised that initial figures produced by officers was 16.77 % and after scrutiny tonight's figures reflected 7.18 % increase.

In response to query the Chief Executive advised that Mr Currie and himself had met this morning with Belfast Improvement Section and with regard to evaluations a job of work needed to be done.

The need for £25k included for infrastructure neglect under Section 115 was questioned however members were advised that £10k was always kept under this section eg Area Plan expenses has come from this.

Member felt officers should evaluate Return of the Earls and benefit to the organisation. Chief Executive advised that Council had agreed to

set money aside for Return of the Earls - officers cannot make decision to abolish it.

After discussion the following proposals were put to the meeting:

Proposed by Councillor Currie  
Seconded by Councillor Canning

That budget figures as presented reflecting 7.18 % be accepted

Amended Proposal

Proposed by Councillor Mulligan  
Seconded by Councillor Morrow

that officers examine to what extent the figures can be paired back and new budget figures brought to the Full Council meeting.

The amendment was put to the meeting and carried by a vote of

For 13                      Against 1.

## 1.2 **Property Certificates**

Head of Finance advised that a letter dated 22 December had been received from the Solace Common Property Certificate Working Group concerning new scale fees relating to the new common property certificate that has been implemented from 1 January 2004 as follows

Standard 10 year search	£60
1793 search	£85
specified 10 year search	£60
follow on 10 year search	£25.

Mrs Kerr recommended that the above fees be adopted with effect from 1 March 2004 as needed time to write to all local solicitors to inform them of the change.

Proposed by Councillor Cuddy  
Seconded by Councillor Daly and

**Resolved** that it be recommended to the Council that the recommendation of the Head of Finance be approved.

### 1.3 Councillor's Expenses – Circular No LG 41/03 travelling and subsistence allowances

Head of Finance advised that the above circular would be posted to councillors for information.

Circular states that 'regulation 4 of the Councillors (Travelling and Subsistence Allowances) (Amendment) Regulations (NI) 2003 requires that no claim should be submitted more than 3 months after the date on which the expenditure was incurred. At present travel and subsistence claims are submitted quarterly but in order to comply with the regulation Mrs Kerr recommended that the Council move to monthly claims with effect from 1 January 2004.

Proposed by Councillor Monteith  
Seconded by Councillor Gildernew and

**Resolved** that the recommendation of the Head of Finance be approved.

### 1.4 Courses

Head of Finance sought permission for Mr Paul Loughran IT Manager to attend the following training courses re the Council's telephone systems at Atlas Communications in Belfast, dates to be advised

Mitel SX2000 System Admin Course	£600
Micro Voice 600 System Admin Course	£400
Total Cost	<u>£1000</u>

Proposed by Councillor Daly  
Seconded by Councillor Maginnis and

**Resolved** that it be recommended to the Council that approval as itemised be granted.

In response to query the Head of Finance advised that the website design had been agreed and departments were currently preparing information for same – website had been contracted out.

### 1.5 Tender for Insurance Broker

Head of Finance advised that the Council's insurance tender is due for renewal on 1 April 2004 and it is necessary to commence the tender process to appoint an insurance broker for the provision of the

Council's insurances from the renewal date for a 3 year period ending 31 March 2007 subject to satisfactory performance and renewal terms.

Mrs Kerr sought permission to initiate the tender process for the provision of insurances now in order to ensure that the process is completed before the 31 March 2004.

Proposed by Councillor McGuigan  
Seconded by Councillor Gillespie and

**Resolved** that the recommendation of the Head of Finance be approved.

(Messrs Barrett, Burke, Ferguson, Mrs Kerr, Messrs McClelland, McMinn and Ryan left at 8.55 pm)

## 2.0 **PERSONNEL MATTERS**

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

### 2.1 **Job Evaluations**

Head of Human Resources distributed information (appendix 3) which listed additional posts that had been evaluated with implementation date of 1 April 2001. These had been omitted from the Business Improvement Section spreadsheet as BIS interviews on these posts had been carried out prior to 1 April 2001.

### 2.2 **Administrative/Clerical Assistance – Flavour of Tyrone**

Head of Human Resources report detailed information re the above post. In response to query the Head of Human Resources advised that if the position remains after the review of structures it would be advertised as a new post.

### 2.3 **Project Development Officer – Bank Building**

Head of Human Resources report recommended additional payment to the above postholder due to reporting changes. Member advised that there was a duty on directors to point up extra duties as soon as possible. Head of Human Resources advised that this highlighted the need for review of structures which is currently being implemented.

## 2.4 **Housekeeper**

Head of Human Resources advised that the Housekeeper was being remunerated at scale 3 from 1 December 2003 however the postholder had been carrying out the additional duties except supervision prior to this and recommended that the Housekeeper be remunerated at scale 2 for the period 1 October 2003 – 31 November 2003.

## 2.5 **Equality Officer – 2<sup>1</sup>/<sub>2</sub> days/week**

Head of Human Resources advised that the appointed Equality Officer was a current employee of Armagh City and District Council. Armagh had approached him regarding joining in a service level agreement between Armagh, Cookstown and Dungannon. Mr Currie recommended looking at the prospect of the service level agreement and advised that there should be no significant increases, in fact it may be cheaper.

## 2.6 **Industrial Tribunal: William Beattie – v – Dungannon and South Tyrone Borough Council**

Head of Human Resources advised that Mr William Beattie's employment had been terminated as result of sending obscene material to a member of the public. Mr Currie had now received the Industrial Tribunal decision stating that Mr Beattie had been unfairly dismissed. Mr Currie read a letter received from Mr Stephen Elliott, Barrister-at-Law to members on the findings which concluded 'unfortunately I do not believe that there are grounds for Appeal as the Tribunal has made a finding of fact'.

Mr Currie advised that the applicant was asking for reinstatement and/or compensation.

Proposed by Councillor Maginnis  
Seconded by Councillor Currie and

**Resolved** that a notice of motion be brought to the Full Council meeting on this matter asking for support from all parties and that councillors support the action of Council officers and advisors in this case.

## 2.7 **Letter dated 9 December 2003 from Local Government Staff Commission re Review of the Code of Procedures on Recruitment and Selection**

Comments on document to be taken at the Full Council meeting.

## 2.8 **Adoption of report**

Proposed by Councillor Irwin  
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.

## 3.0 **CONFERENCES/SEMINARS**

3.1 **CIPFA – Process Mapping and Benchmarking Workshop – 20 February 2004 – The Mount Conference Centre – Fee £275, 1 day attendance £22, mileage**

Read

## 4.0 **MISCELLANEOUS MATTERS**

### 4.1 **Lilac Cancer Information Day**

Chief Executive advised members that the Council had received a request from Lilac Group for use of the committee room and foyer to host a cancer information event scheduled for early March. It was envisaged that there would be information stands, activities and workshops. There would be no charge for the event and it would be open to members of the public.

### 4.2 **SWaMP Study Tour**

Chief Executive advised members on SWaMP study tours to take place week commencing 29 March 2004. Costs would be managed by Armagh City and District Council and the tour by ARENA network. Individual Councils would be responsible for attendance allowance.

Details are as follows:

England/Wales	Councillor Molloy
Netherlands	Mr Beattie and Mr McMinn
Germany	Councillor Badger and Mr Byrne.

## 5.0 **OTHER BUSINESS**

### 5.1 **Amenity Council**

In response to query the Chief Executive advised that there would be no difficulty with the Amenity Council having meetings in the Council Offices.

### 5.2 **NILGA Conference**

In response to query the Chief Executive advised that NILGA members were entitled to attend NILGA meetings, seminars/conferences. If councillors are aware of same they should contact either the Personal Assistant, Council Business Manager or Member Support Officer to ensure that necessary arrangements if required are made.

## 6.0 **DURATION OF MEETING**

The meeting was called for 7.30 pm and ended at 9.45 pm