

**MINUTES OF MEETING OF THE CORPORATE SERVICES COMMITTEE OF DUNGANNON AND SOUTH TYRONE BOROUGH COUNCIL HELD ON WEDNESDAY, 22 NOVEMBER 2006 IN THE COUNCIL OFFICES, CIRCULAR ROAD, DUNGANNON**

MEMBERS PRESENT: In the chair, Councillor Cuddy (Chairman)  
  
Councillors Currie, Gildernew, Monteith and O'Neill

OFFICERS PRESENT: Messrs Burke, Campbell, Currie, Ferguson, Frazer, Mrs Hobson, Mrs Kerr, Messrs McClelland and McMinn

APOLOGY: Councillor Hamilton

The meeting started at 7.30 pm.

**1.0 FINANCIAL MATTERS**

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

**1.1 Projected out-turn at 31 March 2007**

Currently looking at almost £400,000 projected out-turn made up of £115,732 from cost centres plus rates finalisation of £270,755. Payments arising from the Pay and Grading process will reduce this figure.

**1.2 Capital spend**

Director of Finance distributed Capital project Development Matrix and capital re-profiling/new projects information (appendix 2) which itemised current detail on same. Director of Building Control advised that £50 K was set aside for biomass project at Leisure Centre but may want to increase this to £70 k for other energy projects.

**1.3 Rates Finalisation – 2005/6**

Director of Finance advised that the 2005/06 finalisation figure was £270,755 more than originally estimated by the Rates Collection Agency. VLA has advised that there is going to be an additional payment in respect of 2005/6 rates.

#### 1.4 **Property**

This item to be withdrawn from the report as previous minutes were now available.

#### 1.5 **Loan Sanction**

Director of Finance advised that Local Government Division would not be giving a decision in principle re Ranfurly House, TA building and extension to Council Offices but that guidance would be issued to Councils in the new year. To get statutory approvals architects would have to be appointed which would be costly. Director of Finance advised that in relation to the TA building a reduced scheme under minor works contract would now be undertaken, extension to Council Offices should be left until guidance is available and Ranfurly Project should be progressed. At this stage Mrs Kerr sought permission to move to competition stage for the Ranfurly Project.

#### 1.6 **Workstations**

Director of Finance requested permission to purchase 10 new workstations for her division at an approximate cost of £3000 – existing ones to be relocated.

#### 1.7 **Adoption of Report**

Proposed by Councillor Monteith  
Seconded by Councillor Gildernew 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.

Messrs Ferguson, Frazer and McClelland left the meeting at 8.10 pm.

### 2.0 **PERSONNEL MATTERS**

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

#### 2.1 **Christmas Closure**

Chief Executive confirmed that he would ensure that cover would be provided in each division over the Christmas period.

Director of Technical Services advised that there would be a bin service on the Saturday to cover the Monday run. Flyers to be sent out to this effect and the message to be made clear at the Public Services Committee.

## 2.2 **Institute of Director's Diploma**

Last sentence should read 'will now be awarded' instead of not.

## 2.3 **Carecall**

Head of Human Resources advised that contacts made with Carecall had no work related issues.

## 2.4 **New Deal**

Head of Human Resources advised that he had previously agreed to review arrangements with New Deal in the new financial year. Members felt that Council had played its role and now time to let others take the lead role.

## 2.5 **Information Relating to Recruitment Exercises**

06/063 Skilled Operative – Fitter/Welder – due to factors external to the interviewing process this post is currently on hold pending outcome of an independent review. Applicants have been written to.

## 2.6 **ICT Staff**

Head of Human Resources advised that the Director of Finance is aiming to have ICT structure in place by the new financial year. Approval was sought to extend the temporary ICT trainee technician contract for a further 5 months. In response to queries Head of Human Resources confirmed that a full recruitment exercise will be carried out on proposed ICT posts. Current ICT employees will not automatically be given posts. Member emphasised that in the past when a temporary employee was in post for 12 months they automatically became a permanent employee – Mr Currie confirmed that if posts were permanent posts in structure this would be the case but this was currently not a substantive post and ICT positions will be publicly advertised.

## 2.7 **FEI Scholarship**

Head of Human Resources advised that the Chief Executive had been successful in obtaining a place on the FEI scholarship which would take

place 5 – 31 August 2007: detail of scholarship having been presented and agreed at Council previously.

Councillor Currie requested that it be recorded that the committee agree with his congratulations to the Chief Executive on passing his IOD exams.

## **2.8 Christmas Lighting**

Member requested a guarantee from those who were successful in obtaining grant that they were bona fide organisations, have a constitution, be legally drawn up and all money would be spent in respect town/village. Member felt that there should be press release encouraging organisations to come forward as to date some villages had not applied. Concern was expressed at those villages which were nonentity.

## **2.9 ICT**

In response to query Director of Finance agreed to look at alternative method of getting internal email system available to councillors.

## **2.10 Training for Councillors**

In response to query Head of Human Resources advised that the National Joint Council for Local Government approved funding for employee training but agreed to check if there were any funding opportunities available to members.

## **2.11 Performance Management Officer**

In previous committee report approval was given for the SMT to avail of the 'People Improve Performance Initiative' which focuses on team working, leadership, communication and change management. The current cost of the programme is £6600 with 50% of this amount being subsidised by the LGTG.

## **2.12 Staffing**

- Head of Human Resources advised of the following posts to be advertised (have being agreed by Tullyvar Joint Committee, to be based in Tullyvar and would be costed to Tullyvar):
  - Technical Environmental Officer – new post
  - Weighbridge Clerk – unable to previously appoint – amending job description and evaluating same
- Mrs Kelly, Senior Clerical Officer, Technical Services

Approval had been previously given for Mrs Kelly to reduce her hours to a 4 day week on a temporary basis. Approval was now sought for this to be made a permanent arrangement.

#### 2.13 **Absenteeism**

In response to query Head of Human Resources advised that there were no signs of absenteeism improving. Currently absenteeism is running at an average of 13 days per employee which is unacceptable. Mr Currie was currently trying to arrange a joint approach with Cookstown to reduce levels.

#### 2.14 **Foreign Nationalists**

In response to query Head of Human Resources advised that the Council had foreign nationalists employed and was currently looking at amending job application forms.

#### 2.15 **Adoption of Report**

Proposed by Councillor Gildernew  
Seconded by Councillor O'Neill 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 **MISCELLANEOUS MATTERS**

#### 3.1 **Special Council Meeting, 4 December 2006**

Chief Executive advised that he had received correspondence from Water Service advising that they wished to postpone their Autumn Water Service presentation to Council on 4 December 2006 as their Strategic Business Plan is not finalised resulting in them not being able to confirm the detail of the forward years' capital investment programme.

Chief Executive advised that Water Service would be replaced by a presentation by NILGA.

### 4.0 **DURATION OF MEETING**

The meeting was called for 7.30 pm and ended at 8.50 pm.