

**Ballymoney Borough Council****Corporate & Central Services Meeting No 368 – 22<sup>nd</sup> September 2008****Table of Contents****CORPORATE SERVICES**

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**CENTRAL SERVICES**

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<b>368.11</b>	Business Plans 2008/09	<i>Adopted</i>
<b>368.12</b>	Joint Negotiating Committee for Chief Executives – 2008 Pay Award	<i>2.45% effective from 1st April 2008</i>

**BALLYMONEY BOROUGH COUNCIL  
CORPORATE & CENTRAL SERVICES COMMITTEE**

Minutes of Corporate & Central Services Committee Meeting No 368 held in the Council Chamber, Riada House, Ballymoney on Monday 22<sup>nd</sup> September 2008 at 7pm.

**IN THE CHAIR** J Simpson

**PRESENT**

**Aldermen**  
F Campbell  
H Connolly

**Councillors**  
A Cavlan  
B Kennedy  
M McCamphill  
E Robinson

**IN ATTENDANCE** Chief Executive  
[Items 1-7 ]  
Director of Central & Leisure Services  
[Items 8-12]  
Committee Clerk

**APOLOGIES** **Aldermen**  
C Cousley

**368.1 MINUTES**  
Minutes of Meeting No. 367 – 23<sup>rd</sup> June 2008 (circulated).

It was proposed by Alderman Campbell, seconded by Alderman Connolly and **AGREED:**

*that the minutes of meeting No 367, 23<sup>rd</sup> June 2008, as circulated, be approved.*

## **CORPORATE SERVICES**

### **368.2 STAFF MATTERS - POST ENTRY TRAINING & EDUCATION**

A Fitness Instructor, (employee reference: 30853), has applied for assistance to undertake a Foundation Degree in Sport, Exercise and Fitness at the Northern Regional College, Coleraine. This is a 3 year part time course. While attendance

will be one day per week, time off from duties will average one day per month during term time as the employee works a shift pattern. The cost is £420 per year and would be met from the service budget.

It was proposed by Alderman Campbell, seconded by Councillor Cavlan and **AGREED:**

*to recommend that approval be granted under the conditions of Post Entry Training to a Fitness Instructor, (employee reference 30853), for assistance to undertake a Foundation Degree in Sport, Exercise and Fitness at the Northern Regional College, Coleraine (3 year course). While attendance will be one day per week, time off from duties will average one day per month during term time as the employee works a shift pattern and that vouched fees be paid and necessary time off from duties granted.*

### **368.3 EXPRESSION OF GRATITUDE**

Chief Executive expressed his gratitude to Council for his nomination to attend a World War I Memorial to the 16<sup>th</sup> Irish Division at Guillemont, France in September 2008.

### **368.4 ORGANISATIONAL CHART**

An updated organizational chart, taking account of new posts agreed since the structure was last revised under the organizational review in 2006 was circulated.

It was proposed by Alderman Connolly, seconded by Alderman Campbell and **AGREED:**

*to recommend that the revised organizational chart, dated 22/09/08, attached as Appendix 1, be adopted.*

\* **Councillor Kennedy arrived at 7.20pm**

### **368.5 DISTRICT POLICING PARTNERSHIP – NEW ATTENDANCE POLICY**

The Northern Ireland Policing Board has revised its DPP Members' Attendance policy, which is effective from 1<sup>st</sup> October 2008. The new policy will be brought to the attention of the DPP and a copy provided for each member (circulated). The Policing Board is in the process of developing an attendance record sheet for use by DPP Managers.

### **368.6 REVIEW OF LOCAL GOVERNMENT BOUNDARIES**

The draft report on the new council boundaries was released for consultation on 17<sup>th</sup> September and, as required by the legislation which established the commission, there will be eleven councils in the new arrangements made up by

grouping together the 26 existing councils (model 11b). However there is provision for the Boundary Commissioner to suggest adjustments to the boundaries and move some electors from one grouping to another.

The proposals do just that for Belfast, as it will gain electors from both Castlereagh and Lisburn. This will align Belfast City Council more closely with the Belfast Metropolitan Area Plan, which is a statutory planning document. There is also a minor change to the boundary between Down and Banbridge districts. In all other cases it is proposed that the boundaries of the new councils will follow those of the existing councils which they comprise.

Here in the North-East, Ballymoney will merge with Coleraine, Moyle and Limavady. The new council will be called the Causeway Coast District Council and will have 40 wards and therefore 40 councillors. The present four councils have 68 wards and 68 councillors. The proposed names of the wards which will comprise the current Ballymoney Borough are: Ballymoney East, Ballymoney North, Ballymoney South, Clough Mills, Dervock, Dunloy, Rasharkin, Route & Stranocum – a total of 9 wards compared with the present 16. The way these wards are grouped together into district electoral areas will be decided through a separate exercise, when a new electoral area boundary commissioner is appointed by the Assembly in the middle of 2009.

The current proposals are open for anyone to comment on in writing until 12 November, after which public hearings will take place between 20<sup>th</sup> and 28<sup>th</sup> November in each of the eleven new districts, when the commissioner's staff will attend to listen to comments on the proposals from any interested parties. The final recommendations will go to the Assembly for approval in the first half of 2009.

A copy of the boundary commissioner's proposals will shortly be available in various locations, including the foyer of Riada House and public libraries. It is also available at <http://www.lgbc-ni.org/>.

\* **Councillor Cavlan left the meeting at 7.35pm**

### **368.7 ELECTORAL REGISTRATION**

The Electoral Office for NI no longer has an annual canvas, but will be taking opportunities, in various ways, of making contact with the public to encourage registration. They are currently contacting groups to attend events to promote registration and provide electoral identity cards. We have provided them with details of events we are organizing to which the public are invited so that they can be represented. They have also been offered the opportunity, as previously, of attending at Council Offices to process applications for electoral identity cards.

\* **Director of Central & Leisure Services arrived at 7.30pm**

\* **Councillor Cavlan rejoined the meeting at 7.40pm**

\* **Chief Executive left the meeting at 7.40pm**

## CENTRAL SERVICES

### 368.8 ACCOUNTS FOR PAYMENT

Treasury advise schedules detailing payments for Period 6, 2008/09 drawn on the Council's Revenue and Capital Bank Accounts were circulated.

The Director of Central and Leisure Services responded to a number of members' questions.

- \* **Councillor Kennedy left the meeting at 7.55pm**
- \* **Councillor Kennedy rejoined the meeting at 8.10pm**

It was proposed by Councillor Kennedy, seconded by Councillor McCamphill and **AGREED:**

***to recommend that accounts to the value of £590,861.50 from the Revenue Account and £151,532.96 from the Capital Account for Period 6 2008/09 be approved for payment.***

### 368.9 ACCOUNTS FOR PAYMENT – JULY & AUGUST 2008

The value of payments made during July & August 2008 are as follows –

July – Period 4, 2008/09  
Revenue Account £717,188.00  
Capital Account £ 95,073.12

August – Period 5, 2008/09  
Revenue Account £1,028,320.53  
Capital Account £ 32,488.46

The Council had delegated authority to the Director of Central & Leisure Services to approve these payments.

A schedule of payments made is available for members on request.

### 368.10 ESTIMATED PENNY PRODUCT 2008/09

The Land & Property Services (LPS) has recently advised a reduction in the Estimated Penny Product for 2008/09. This will result in a reduction in the Rates income to the Council in 2008/09.

LPS have advised that the reduction is due to a significant increase in vacant properties in the billing system.

LPS have agreed to provide funding to cover reasonable additional costs for councils to carry out vacancy inspections of those properties currently recorded as vacant in the LPS database. The key objective is the collection of accurate occupier/owner information together with effective dates of occupation, which will facilitate immediate update of billing records and the issue of rates bills. In

addition the increase in rateable properties will have a positive impact on the penny products calculations. The inspection work has to be carried out and the data returned to LPS by 24<sup>th</sup> October 2008.

The undertaking of these inspections will have a very real benefit for the Council in 2008/09 as well as 2009/10.

The Director advised that there were in the region of 1000 properties classified as vacant on the LPS database. The Director further advised that consideration was being given to offering the work to council staff outside office hours.

- \* **Councillor Cavlan left the meeting at 8.30pm**
- \* **Councillor Cavlan rejoined the meeting at 8.35pm**

It was proposed by Councillor Kennedy, seconded by Alderman Campbell and **AGREED:**

***to recommend that Council undertake the inspections on behalf of LPS and that authority be delegated to the Chief Executive to authorize identified staff to undertake the inspection work.***

Land and Property Services will provide the Council with the necessary files and information.

#### **368.11 BUSINESS PLANS 2008/09**

Business Plans for Finance, Information and Communication Technology and Human Resources have been delivered for the year 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009.

The plans detail the work which will be undertaken within the budget limits, approved by the Council for the year 2008/09 (circulated).

It was proposed by Councillor Robinson, seconded by Councillor Kennedy and **AGREED:**

***to recommend that Business Plans for Finance, Information and Communication Technology and Human Resources for the year 1<sup>st</sup> April 2008 to 31<sup>st</sup> March 2009 be adopted.***

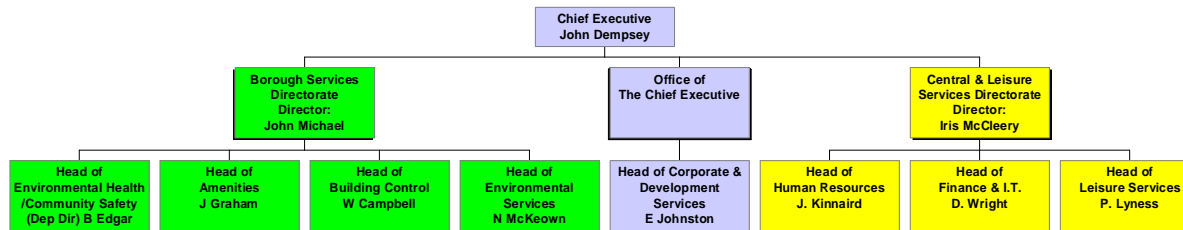
#### **368.12 JOINT NEGOTIATING COMMITTEE FOR CHIEF EXECUTIVES – 2008 PAY AWARD**

The Director advised that the Negotiating Committee had reached agreement to increase the pay of the local authority Chief Executives. The increase, effective from 1<sup>st</sup> April 2008, is 2.45%.

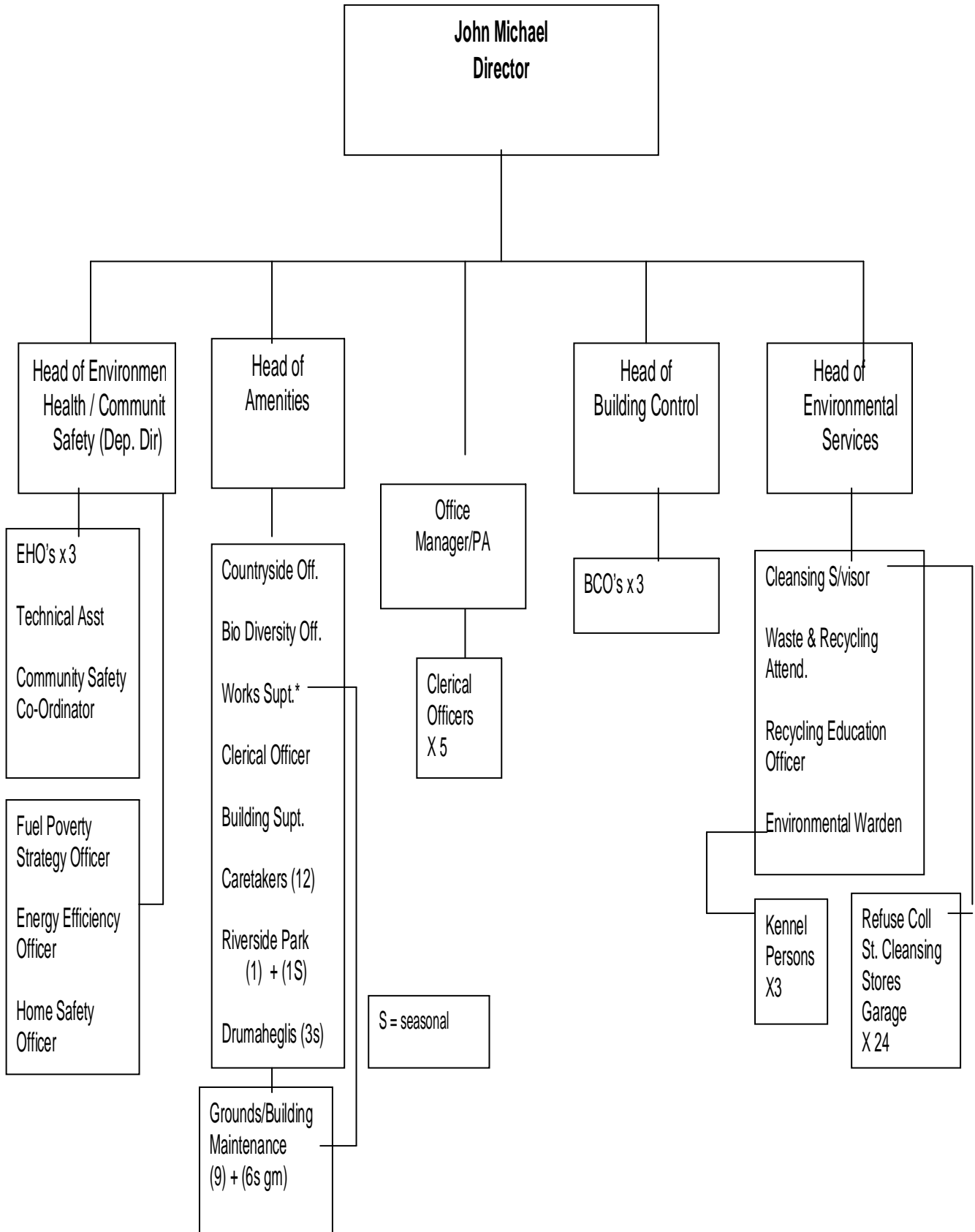
**This being all the business, the meeting closed at 9.00pm**  
**Appendix 1 – Organisational Charts**

# Ballymoney Borough Council Organisational Chart 22.9.08

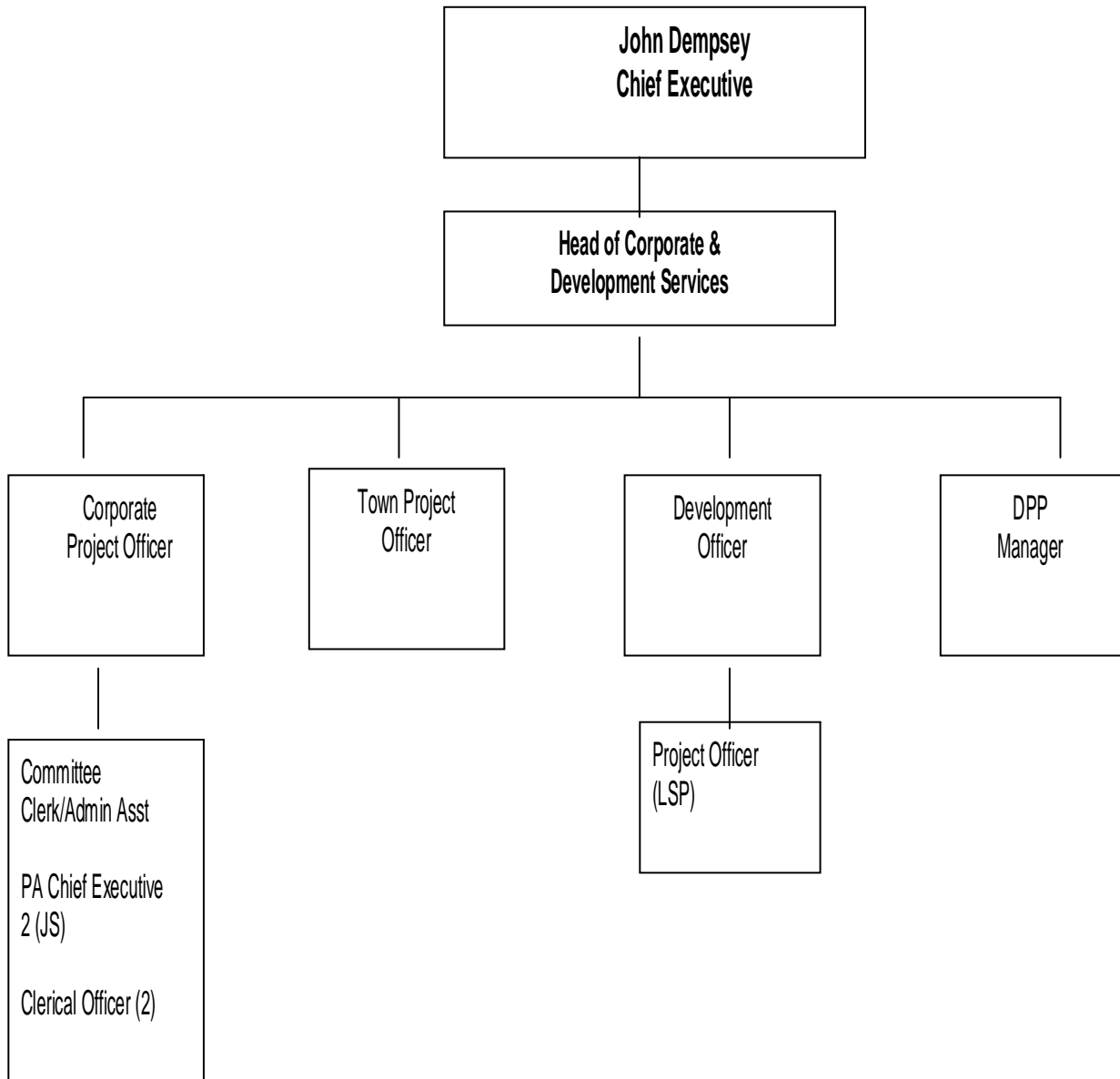
Appendix 1



**BOROUGH SERVICES DIRECTORATE**



**OFFICE OF THE CHIEF EXECUTIVE**



**CENTRAL & LEISURE SERVICES DIRECTORATE**

