

ANTRIM BOROUGH COUNCIL

Minutes of the proceedings of a Meeting of the **Resources Committee** of Antrim Borough Council held in The Round Tower Chamber, Antrim Civic Centre on **Thursday 18 February 2010** at 2pm.

In the Chair : Councillor J Smyth (Chair)

Committee Members Present : Alderman M Rea

Councillors -

T Clarke
H J Cushinan
O C J Keenan
A A Lawther
P Lewis
D Ritchie

Non-Committee Members Present : Alderman S Dunlop

In Attendance : Assistant Director - Administration
Assistant Director - Human Resources
Assistant Director - Finance
Public Relations Manager
Committee Secretary (*K Smyth*)

Apologies : Director of Corporate Services

AGENDA ITEMS

ADMINISTRATION

PROFORMA: No. 2(a) had been circulated.

It was acknowledged that while the Group were not based directly within the Borough the service provided benefited clients from this area. It was also noted that the request had been submitted to 6 Councils for £1500 (totalling the purchase of 6 chairs at £250 each).

RECOMMENDED: on the proposal of Councillor Clarke, seconded by Councillor Ritchie, that Council contribute £250 to Race Against Multiple Sclerosis (RAMs) towards the purchase of one chair to provide Hyperbaric Oxygen Therapy to benefit clients from the Antrim area.

PROFORMA: No. 2(b) had been circulated.

RECOMMENDED: on the proposal of Councillor Cushinan, seconded by Councillor Ritchie, that Council contribute £325 to Riding for the Disabled Association (Antrim Branch) towards their annual insurance costs, and also that officers examine the criteria to check if future insurance assistance could be availed of via Community Assistance Grants.

REPORT: No. 3 and Appendix 1 had been circulated.

RECOMMENDED: on the proposal of Councillor Clarke, seconded by Councillor Lawther, that Council -

- adopt the proposed increases in cemetery fees for residents and non-residents as identified in Appendix 1, effective from 1 April 2010;
- review cemetery charges every two years.

**FINANCIAL
ASSISTANCE
REQUEST:
RACE AGAINST
MULTIPLE
SCLEROSIS (RAMs)
12/25/1**

**FINANCIAL
ASSISTANCE
REQUEST:
RIDING FOR THE
DISABLED
ASSOCIATION
(ANTRIM BRANCH)
12/25/1**

**CEMETERIES:
REVIEW OF
CHARGES**

REPORT: No. 4 had been circulated.

Members considered the temporary relocation of Antrim Information Centre staff to Antrim Civic Centre pending completion of work at the former Courthouse, the tenancy lease for Antrim Information Centre due to expire on 31 March 2010. The Assistant Director (Administration) responded to enquiries elaborating as necessary.

RECOMMENDED: on the proposal of Councillor Clarke, seconded by Councillor Ritchie, that pending refurbishment of the former Courthouse to accommodate the relocation of Antrim Information Centre, Council extend the tenancy lease at Antrim Information Centre for a further 3 months from 31 March 2010 to 30 June 2010 to ensure the continued provision of on-street services.

FINANCE

REPORT: No. 5 had been circulated.

NOTED: that Mrs Sylvia Beacom had been present prior to the start of the Meeting to answer specific payment queries from Members.

Highlighting that the Monthly Payments total had been high due to half yearly government loans repayments and capital project payments, the Assistant Director (Finance) clarified individual payments as necessary.

RECOMMENDED: on the proposal of Councillor Clarke, seconded by Councillor Lawther, that the Monthly Payments for January 2010 totalling £2,542,681.78p, inclusive of Value Added Tax, be approved.

RELOCATION OF ANTRIM INFORMATION CENTRE TO FORMER COURTHOUSE

MONTHLY PAYMENTS REPORT (FIN)

REPORT: No. 6, summarising Council services by expense type and departmental breakdown from April to December 2009-10, reflecting an overall favourable variance of 11%.

**MONTHLY BUDGET
REPORT**
(FIN)

In response to an enquiry the Assistant Director (Finance) clarified the receipt of income from a VAT claim as a result of changing legislation and highlighted that a further claim for compound interest had also been progressed.

NOTED: Officers were commended for receipt of income from the VAT claim and for ongoing budget control measures.

HUMAN RESOURCES

REPORT: No. 7, as circulated for Members' information, outlining no externally advertised vacancies during January 2010 and Trawls as undernoted:

**MONTHLY
RECRUITMENT
SCHEDULE**
(HR)

Internal trawl

- Emergency Communication Officer

Trawls to 26 Councils

- Partnership Manager
- Partnership Support Officer
- Environmental Health Officer (maternity cover)

NOTED: that verbal acceptance had been received for both the Partnership Manager and Partnership Support Officer posts from existing employees. Vacancy control procedures relating to the Review of Public Administration were clarified.

REPORT: No. 8 had been circulated.

The Assistant Director (Human Resources) spoke to the report outlining relevant background information, highlighting the benefits to Council and explaining that each of the undernoted Councils had been approached by Skills Active to take part in the "Learning Hub Sub Group" pilot -

**SKILLS ACTIVE:
PROFESSIONAL
DEVELOPMENT
SCHEME PILOT**
(HR)

- Antrim Borough Council
- Larne Borough Council
- Cookstown Borough Council

- Limavady Borough Council

RECOMMENDED: on the proposal of Councillor Lewis, seconded by Councillor Keenan, that Council adopt the Skills Active Development Programme as a Pilot Professional Development Programme for the Antrim Forum commencing April 2010, an evaluation of the programme being provided at the end of the initial 18 month pilot and an initial training cost to Council of £525 provided for in the annual training budget.

NOTED: declaration of interest from Councillor Clarke, the necessary entry being progressed in the Members' and Officers' Disclosure Register.

**SKILLS ACTIVE:
PROFESSIONAL
DEVELOPMENT
SCHEME PILOT**
(continued)

AUDIT SUB-COMMITTEE / RESOURCES SUB-COMMITTEE

AGREED: that the next Audit Sub-Committee / Resources Sub-Committee be scheduled for **Wednesday 31 March 2010 at 1.30pm in Civic Room 1.**

**DATE FOR NEXT
AUDIT /
RESOURCES SUB-
COMMITTEE
MEETINGS**

TENDERS

REPORT: No. 11 had been circulated.

RECOMMENDED: on the proposal of Councillor Clarke, seconded by Councillor Lewis, approval of the recommendation contained in the report, namely - that the contract for the provision of Hygiene Services with Robinson Hygiene Services at the tendered rates of £7,261.56 per annum be extended for a further three years to 31 March 2013, the service having been satisfactory throughout the initial contract period.

NOTED: the provision of hygiene services for the former Courthouse may have to be tendered separately if not included as a potential site in the original proposal.

**TENDER T/13
PROVISION OF
HYGIENE
SERVICES**

REPORT: No. 12 had been circulated.

RECOMMENDED: on the proposal of Councillor Clarke, seconded by Councillor Keenan, approval of the recommendation contained in the report, namely - that the contract for Insurance Broking Services incorporating Insurances with Willis Limited at the tendered rates be extended for a further year to 31 March 2011, the service having been satisfactory throughout the contract period.

**TENDER T/4:
PROVISION OF
BROKING
SERVICES
INCORPORATING
INSURANCES**

REPORT: No. 13 had been circulated.

RECOMMENDED: on the proposal of Councillor Lawther, seconded by Councillor Keenan, approval of the recommendation contained in the report, namely - having achieved the highest score with 95.75%, Team Solutionz be appointed for the supply, installation and maintenance of risk management software at the tendered rates.

**TENDER T/31:
RISK
MANAGEMENT
INFORMATION
SOFTWARE**

Rank	Supplier	*Software Costs (Excl VAT) (including setup, licences, training and maintenance costs for 5 years)	Score Achieved %
1	Team Solutionz	£30,400.00	95.75
2	Datix	£131,950.00	67.22
3	AON	£189,564.00	54.41
4	EMEX	£107,670.60	51.54

* Costs to be equally divided between Newtownabbey and Antrim Borough Councils

The total cost to Antrim Borough Council over 5 years being £15,200.00 (excluding VAT) -

- Year 1 - £9,440.00 (to include the initial set-up costs, data import, training and licence costs. This cost falls below the initial pre-tender estimate of £12,000 as agreed by Council).
- Years 2-5 - £1,440.00 per annum (to provide for web-hosting costs and maintenance).

LEGAL MATTERS

NOTED: an update on McQuillan Envirocare would be provided at the March Monthly Committee Meeting.

**MCQUILLAN
ENVIROCARE**

RESOLVED: on the proposal of Councillor Keenan, seconded by Councillor Ritchie, that the remainder of the Meeting be taken 'In-Confidence'.

IN-CONFIDENCE

- Business Case - Review of Health and Well Being.
- Skills Gap - Regulatory Services.
- Organisational Charts - Circulation to Members.
- Proposed Licence Agreement - 6A Orchard Way, Antrim.
- Cafe 4 U - Provision of Television.
- 2010 Antrim Community Excellence Awards.

There being no further business the Meeting concluded at 3.55pm.

Mayor

Chief Executive

Date
