

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 20 May 2010** at **2pm**.

In the Chair : Councillor J Smyth (Chair)

Committee Members Present : Alderman M Rea

Councillors -

A K Brady
T Clarke
H J Cushinan
O C J Keenan
A A Lawther
P Lewis
M Lucas
D Ritchie

Non-Committee Members Present : Alderman S Dunlop

In Attendance : Director of Corporate Services
Assistant Director - Human Resources
Assistant Director - Administration
Assistant Director - Operational Services
Public Relations Officer
Committee Secretary (*K Smyth*)

Apologies : None

AGENDA ITEMS

HUMAN RESOURCES

PRESENTATION

REPORT: No. 8 had been circulated; copies of powerpoint presentation available from Committee Secretariat.

Councillor Lewis joined the Meeting at 2.05pm.

The Committee Chairman welcomed the Assistant Director (Human Resources) to the Meeting to present the year end March 2010 Managing Attendance Report and to elaborate on levels of absenteeism within Council.

The Assistant Director spoke to her report highlighting that this year Council had achieved the lowest absenteeism rates on record. Benchmarking figures, departmental breakdowns and causes of absence were outlined together with the factors contributing to the significant performance improvement. Details were also given on Council's 'continuous improvement plan' which summarised actions planned to further improve future performance.

The Chairman welcomed the report and commended all staff on their hard work and ongoing commitment to continually improve absenteeism rates. These sentiments were endorsed by several other Members.

NOTED: the Chairman and Director recognised the role of all Service Managers within Council in this process and their contribution to the improvement.

The Assistant Director (Human Resources) left the Meeting at this point.

**MANAGING
ATTENDANCE:
COUNCIL
PERFORMANCE
YEAR ENDING
31 MARCH 2010
(HR)**

ADMINISTRATION

NOTED: the offer for Customer Service Advisors to be available immediately prior to Monthly Public Services Committee Meetings to elaborate on enquiries from Members logged on the Customer Relations Management (CRM) system was welcomed but not considered necessary as Members were happy with current service provision.

**CRM SYSTEM:
MEMBERS'
REQUEST FOR
SERVICE
(ADMIN)**

RECOMMENDED: on the proposal of Councillor Ritchie, seconded by Councillor Clarke, that Council approve 'The Old Courthouse, Antrim' as a suitable place for a Civil Marriages / Partnerships, all inspections completed and the necessary legislative requirements having been met.

**APPLICATION FOR
APPROVAL OF
PLACE FOR CIVIL
MARRIAGE / CIVIL
PARTNERSHIP:
OLD COURTHOUSE,
ANTRIM
(ADMIN)**

NOTED: applicants to be made aware of the parking facilities for the Old Courthouse at the first point of contact.

FINANCE

REPORT: No. 4 had been circulated.

NOTED: the Finance Officer was present prior to the start of the Committee Meeting to answer specific payment queries from Members.

In response to enquiries the Director clarified several payments and undertook to obtain additional information as necessary.

RECOMMENDED: on the proposal of Councillor Ritchie, seconded by Councillor Keenan, that the Monthly Payments for April 2010 totalling £2,390,407.00, inclusive of Value Added Tax, be approved.

**MONTHLY
PAYMENTS
REPORT
(FIN)**

REPORT: No. 5, summarising Council services by expense type and departmental breakdown from April to March 2009/2010, reflecting an overall favourable variance of 10%. A transfer of surplus to the District Fund at the financial year end was anticipated although it was acknowledged that year end adjustments had yet to be applied.

The Director responded to a number of enquiries clarifying capital / loan charges, depreciation and Council's Debt Management Policy.

NOTED: the Chairman commended officers and management for continued budget control measures while maintaining a high standard of service delivery throughout the Borough.

NOTED: the undernoted timetable for consideration of Council's Draft Annual Accounts prior to their submission to Local Government Division, the deadline being 30 June 2010.

Thursday 10 June 2010	Senior Management Team
Wednesday 16 June 2010	Audit Committee
Thursday 17 June 2010	Resources Committee
Thursday 24 June 2010	Public Services Committee

It was also

NOTED: at Members' request, change of scheduled date for next Audit Committee Meeting from Tuesday 15 June at 2pm to **Wednesday 16 June 2010 at 2pm** in the Sixmilewater Room, Antrim Civic Centre.

**MONTHLY BUDGET
REPORT**
(FIN)

**DRAFT ANNUAL
ACCOUNTS:
TIMETABLE**
(FIN)

HUMAN RESOURCES

NOTED: Report No. 7 as circulated, for Members' information, outlining the undernoted five externally advertised vacancies during April 2010 and one Internal Trawl -

External

- Pogue's Entry Interpretative Guide
- Customer Service Assistant (summer / maternity cover)
- Front of House Attendants
- Administrative Assistant (part-time)
- Community Well Being Officer

Trawl

- Casual Supervisor (Antrim Forum)

**MONTHLY
RECRUITMENT
SCHEDULE
(HR)**

MINUTES

MINUTES: No. 11 had been circulated.

The Chairman thanked all Members and Officers for their attendance and participation in the lengthy process of assessing the Antrim Community Excellence Awards Nominations.

RECOMMENDED: on the proposal of Councillor Ritchie, seconded by Councillor Clarke, that the Minutes of the Resources Sub-Committee Meeting held on Wednesday 12 May 2010, copies as circulated, be taken as read, approved as a correct record and the recommendations contained therein be adopted.

NOTED: Councillor Clarke highlighted and reiterated his Declaration of Interest recorded in the Minutes (*the necessary entry had been progressed in the Members' and Officers' Disclosure Register*).

**RESOURCES
SUB-COMMITTEE
MEETING -
WEDNESDAY
12 MAY 2010**

INFORMATION MANAGEMENT SUB-GROUP

TABLED: No. 12, Record of the Information and Communication Technology (ICT) Clinic held immediately following the Resources Committee Meeting on Thursday 15 April 2010.

**ICT CLINIC:
THURSDAY
15 APRIL 2010**

RECOMMENDED: on the proposal of Councillor Lewis, seconded by Councillor Lucas, that the Record of the ICT Clinic held on Thursday 15 April 2010, copies as circulated, be taken as read and approved as a correct record subject to the undernoted amendment -

“that the choice open to Members be either paper copy or electronic download via the laptop”.

NOTED: a ‘mock’ meeting would be arranged to provide ICT training for Elected Members.

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

ITEMS IN-CONFIDENCE

- Lands at Orchard Way, Antrim.
- Newpark Household Recycling Centre - Fencing.
- Lands adjacent to Rathenraw Community Centre.
- Rates at Steeple Site.
- Health, Safety and Well Being - Update.
- Minutes of Audit Committee Meeting held on Wednesday 12 May 2010.

There being no further business the Meeting concluded at 3.45pm.

Mayor

Chief Executive

Date
