

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 21 January 2010** at **2pm**.

In the Chair : Councillor D Ritchie (Vice-Chair)
Councillor J Smyth (Chair)

Committee Members Present : Alderman M Rea

Councillors -

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

Non-Committee Members Present : Alderman S Dunlop

In Attendance : Chief Executive
Director of Corporate Services
Director of Development and Leisure
Assistant Director - Finance
Management Accountant
Public Relations Officer
Committee Secretary (*K Smyth*)

Apologies : Councillor A A Lawther

AGENDA ITEMS

ADMINISTRATION

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

RECOMMENDED: on the proposal of Councillor Keenan, seconded by Councillor Brady, that Council contribute £500 to Arthritis Care NI towards transport costs.

**FINANCIAL
ASSISTANCE
REQUEST:
ARTHRITIS CARE NI
12/25/1**

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

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

RECOMMENDED: on the proposal of Councillor Lucas, seconded by Councillor Keenan, that Council contribute £400 to Lylehill Young Farmers Club towards costs associated with their 80th Anniversary dinner.

**FINANCIAL
ASSISTANCE
REQUEST:
LYLEHILL YOUNG
FARMERS CLUB
12/25/1**

CONSULTATION DOCUMENT: No. 4 had been circulated, closing date for comments being 31 March 2010.

The Director summarised the proposed changes in legislation which would enable Northern Ireland District Councils to provide indemnities to their Members and Officers in accordance with the proposals in the legislation.

RECOMMENDED: unanimously, that the Director respond to the Department of the Environment welcoming the consultation proposing changes in legislation regarding the roles of Elected Members and Officers in Council, particularly relating to their roles on outside bodies.

**DOE:
THE DRAFT LOCAL
GOVERNMENT
(INDEMNITIES FOR
MEMBERS AND
OFFICERS) ORDER
(NI) 2010**

The Chairman joined the Meeting at this point, 2.05pm

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.

RECOMMENDED: on the proposal of Councillor Keenan, seconded by Councillor Ritchie, that the Monthly Payments for December 2009 totalling £1,590,153.36p, inclusive of Value Added Tax, be approved.

NOTED: that -

- (1) as part of an ongoing review of contracts, an analysis of power washing service costs was being conducted and an update report would be provided upon completion;
- (2) officers to provide a detailed report to the relevant Committee / Sub-Committee on vehicle hire and maintenance costs;
- (3) for information, a breakdown of vehicle hire and maintenance details would be circulated to future monthly Waste Management Sub-Group Meetings;
- (4) the Director undertook to respond to individual payment enquiries from Elected Members as necessary.

REPORT: No. 6, summarising Council services by expense type and departmental breakdown from April to November 2009-10, reflecting an overall corporate position of 9% under budget. The Director highlighted the inclusion of additional information reflecting significant variances now included with monthly reports.

NOTED: the Director was commended for ongoing budget control measures.

**MONTHLY
PAYMENTS
REPORT**
(FIN)

**MONTHLY BUDGET
REPORT**
(FIN)

BUSINESS CASE: Report No. 7 had been circulated.

The Director spoke to the report outlining relevant background information and detailing Councils that had already joined Network NI (*defined as a high speed internet connection procured at Regional level through the Civil Service Procurement Directorate*). It is also being proposed to the Transition Committee that both Newtownabbey and Antrim Borough Councils join Network NI.

The advantages of joining the Initiative were highlighted including the availability of the undernoted additional services to Council -

- The facilitation of collaborative working with Newtownabbey Borough Council;
- Internet Connectivity;
- IP Telephony;
- Home Working Service;
- Video Conferencing.

RECOMMENDED: on the proposal of Councillor Lewis, seconded by Councillor Ritchie, approval for Antrim Borough Council to become part of the Network NI Public Service Initiative, the initial cost of joining Network NI being £19,500 including an annual ongoing maintenance charge being £12,500 per annum.

HUMAN RESOURCES

NOTED: Report No. 8, as circulated, outlining various vacancies open during December 2009, with no Internal Trawls being reported.

REPORT: No. 9 had been circulated.

The Director spoke to the report proposing that Members, as a key part of the organisational culture, would attend a one hour training session on Thursday 9 March 2010 (immediately prior to the Council Meeting) covering -

**BUSINESS CASE:
NETWORK NI**

**MONTHLY
RECRUITMENT
SCHEDULE
(HR)**

**UPDATE REPORT:
ELECTED MEMBER
DEVELOPMENT
(HR)**

- Defining diversity;
- Making the business case for diversity management;
- Selling diversity to senior managers within Council;
- Engaging senior managers within Council.

**UPDATE REPORT:
ELECTED MEMBER
DEVELOPMENT**
(continued)

RECOMMENDED: that the above training session for Elected Members be revisited at a later date.

NOTED: that the Business Case regarding the Health, Safety and Well Being Section would be brought to the Committee Meeting in February.

**BUSINESS CASE:
HEALTH, SAFETY
AND WELL BEING
SECTION**

RESOURCES SUB-COMMITTEE

MINUTES: No. 13 had been circulated.

RECOMMENDED: on the proposal of Councillor Clarke, seconded by Councillor Ritchie, that the Minutes of the Resources Sub-Committee Meeting held on Wednesday 13 January 2010, copies as circulated, be taken as read, approved as a correct record and the recommendations contained therein be adopted.

**RESOURCES
SUB-COMMITTEE
MEETING:
13 JANUARY 2010**

TENDERS

REPORT: No. 15 had been circulated.

RECOMMENDED: on the proposal of Councillor Keenan, seconded by Councillor Lucas, approval of the recommendation contained in the report, namely -

- (a) *having achieved the highest score, Cathy Busby Catering be appointed to provide Catering Services at Antrim Civic Centre at the tendered rates (overleaf) for the period 1 April 2010 to 31 March 2012 (with an*

**TENDER T/48
CATERING
SERVICES AT
LOUGH SHORE
PARK CAFE AND
ANTRIM CIVIC
CENTRE**

option by the Council to extend by a further two years);

- (b) *having achieved the highest score, Joseph McCrea be appointed to provide Catering Service at Loughshore Park Cafe at the tendered rates (overleaf) for the period 1 April 2010 to 31 March 2012 (with an option by the Council to extend by a further 2 years).*

**TENDER T/48
CATERING
SERVICES AT
LOUGH SHORE
PARK CAFE AND
ANTRIM CIVIC
CENTRE**
(continued)

ANTRIM CIVIC CENTRE

Service Provider	Total Franchise Fee Payable to Council (over 4 years) £ (excluding VAT)	Total Score Achieved
Cathy Busby Catering	£11,585.00 inclusive of 25% discount to the Council on internal catering bookings	74%
M R Catering	Fees not submitted in requested format	61%
Joseph McCrea	£4,600.00 inclusive of 25% discount to the Council on internal catering bookings	70%

LOUGH SHORE PARK CAFE

Service Provider	Total Franchise Fee Payable to Council (over 4 years) £ (excluding VAT)	Total Score Achieved
Joseph McCrea	£25,200.00 inclusive of 25% discount to the Council on internal catering bookings	70%
M R Catering	Fees not submitted in requested format	66%

AGREED: that Alderman Rea and Councillor Keenan join relevant officers immediately following the Committee Meeting to open Tenders T/54 for Waste Collection Services from Household Recycling Centres.

NOTED: Councillor Smyth to stand in for either of the above Elected Members if necessary.

TABLED: Tender Report T/28.

The Director highlighted that this was a collaborative competitive tendering exercise with Newtownabbey Borough Council and Omagh District Council for the provision of Newspaper / Journal Advertising.

RECOMMENDED: on the proposal of Councillor Ritchie, seconded by Councillor Keenan, approval of the recommendation contained in the report, namely -

Having achieved the highest score with 89.85%, Archer Advertising be appointed to provide newspaper / journal advertising at the undernoted tendered rates, the contract period being effective from 1 March 2010 to 28 February 2011 (with an option by each Council to extend the Contract for a further two periods of 12 months' duration).

Service Provider	Score Achieved
Archer Advertising	89.85%
The Coey Advertising Co Ltd	85.20%
Lyle Bailie	82.80%
ASG	82.66%
TDP Advertising	79.30%

**TENDER T/54:
WASTE
COLLECTION
SERVICES FROM
HOUSEHOLD
RECYCLING
CENTRES**

**TENDER T/28:
PROVISION OF
NEWSPAPER /
ADVERTISING
SERVICES**

ANY OTHER BUSINESS

RECOMMENDED: on the proposal of Councillor Keenan, seconded by Councillor Lewis, approval to include the Director of Development and Leisure as an Authorised Signatory of Council for Banking and Treasury purposes, the updated list as undernoted -

**AUTHORISED
SIGNATORIES:
BANKING AND
TREASURY**

- Chief Executive
- Director of Corporate Services
- Director of Development and Leisure
- Assistant Director - Finance

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

IN-CONFIDENCE

- Sub-Leasing of Hard Standing at 6 Orchard Way.
- Business Case: Retirement.
- Minutes: Audit Sub-Committee Meeting - 13 January 2010.
- Old Congregational Church, Antrim.
- Draft Estimates of Revenue Income and Expenditure for 2010/2011.