

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Ref: NMD/FR

Minutes of the Meeting of Newry, Mourne and Down District Council Finance and Resources Committee held on Tuesday 22 July 2014 at 3.00pm in the Boardroom, District Council Offices, Monaghan Row, Newry

In the Chair: Cllr. Hearty

In attendance: (Councillors)

Cllr. T Andrews	Cllr. S Burns
Cllr. M Carr	Cllr. C Casey
Cllr. S Doran	Cllr. D Curran
Cllr. G Fitzpatrick	Cllr. C Enright
Cllr. V Harte	Cllr. H Harvey
Cllr. T Hearty	Cllr. K McAteer
Cllr. P Ó Gribin	Cllr. H Reilly
Cllr. D Hyland	Cllr. B Walker

(Officials)

Mr L Hannaway, Chief Executive Designate
Mr J McBride, Change Manager
Mr R Dowey, Head of Finance
Ms C Miskelly, Head of Human Resources
Mrs C McAteer, Committee Administrator

Mr M Lipsett, Director of Recreation and Community Services
Mr K Montgomery, Assistant Director Corporate Services (Finance)
Ms M Ward, Group Chief Building Control Officer
Mr S Wright, Business Improvement Manager

FR/13/2014: APOLOGIES

Apologies were received from Councillor G Sharvin, Councillor P Clarke and Councillor G Stokes.

FR/14/2014: DECLARATIONS OF INTEREST

There were no declarations of interest.

ACTION SHEET

**FR/15/2014: ACTION SHEET FROM F & R MEETING HELD ON TUESDAY
24 JUNE 2014**

Read: Action Sheet arising from the Finance and Resources Meeting held on Tuesday 24 June 2014. **(Copy circulated).**

Matters arising

- **Irish Open Competition in Newcastle 2015** – the Chief Executive confirmed he would be meeting with the Tourist Board on this issue and would advise them of the Council's request that the Presiding Councillor and Deputy Presiding Councillor be invited to attend the next meeting.
- **Organisational design of Newry, Mourne and Down District Council** – Mrs C Miskelly advised that the job descriptions for the posts of Democratic Services Officer and Community Planning Officer had been drafted and she would be meeting with the Chief Executive to finalise them and thereafter to commence to recruitment. Queries from Members in relation to staff severance and recruitment going forward in the new Council would be addressed once the final Council structure had been agreed by the end of October 2014.

FINANCE BUSINESS

**FR/16/2014: e PROCUREMENT AND FINANCE SYSTEM
CONVERGENCE SUMMARY**

Read: Report dated 22 July 2014 on eProcurement and Finance System Convergence Summary. **(Copy circulated).**

AGREED: It was **AGREED** to mark the above report `noted`.

**FR/17/2014: SHADOW COUNCIL IT FACILITIES AND STAFF
RESOURCES**

Read: Report dated 22 July 2014 on Shadow Council IT facilities and Staff Resources. **(Copy circulated).**

AGREED: It was **AGREED** to mark the above report `noted`.

AGREED: It was **AGREED** Mr R Dowey investigate information in an email from the NAC about taxation on Councillors mileage claims and if necessary seek a rebate on monies paid in respect of this matter.

FR/18/2014: NILGA REPORT AND LPS SLIDE ON MANAGING CONVERSION OF DISTRICT RATES

Read: NILGA report and LPS summary slides on “Review of Public Administration – Managing Conversion of District Rates” Consultation Paper. **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Curran, **SECONDED** by Councillor Casey, to endorse NILGA’s response to the “Review of Public Administration – Managing Conversion of District Rates” Consultation paper, subject to including comments from Councillor Curran that it should be drawn to NILGA’s attention that an option appears to have been identified by the Department of Finance and Personnel at a meeting held on 3 July 2014 that public sector bodies could be excluded from any Rates Transition Schemes. This would have the impact of leaving more monies available for the domestic and non domestic sector in respect of transition relief.

FR/19/2014: REFUSE VEHICLE PROCUREMENT

Read: Report on a single joint procurement process for four refuse vehicles required by both Down and Newry and Mourne District Councils. **(Copy circulated).**

Noted: The Chief Executive advised that the approximate cost for purchasing the vehicles had been revised from £520,000 to £640,000 approximately.

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Walker, **SECONDED** by Councillor Andrews, to approve a single joint procurement process for the purchase of four refuse vehicles at an approximate cost of £640,000.

FR/20/2014: ELECTED MEMBER WORKSHOP – 22 JULY 2014

Read: Report of the Elected Member Workshop held on Tuesday 22 July 2014 to explore the financial challenges, and to consider a draft capital programme for the new Council. **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Reilly, **SECONDED** by Councillor Hyland, to approve the above report and recommendations to:-

- **Agree to a consistent means of comparing the finances of both predecessor Councils.**

- To request and collate all the necessary information relating to capital spend from both predecessor Councils to assist with Member decision-making.
- Agree to the recommendation that both predecessor Councils be asked to submit capital projects: (1) which are currently on site: (2) where there is a requirement to fulfil contractual obligations: and (3) where there is a requirement to adhere to health and safety and/or structural obligations.
- Following a suggestion by Councillor Burns, to also include projects where (4) a business need exists for the continued operation of the building.
- A list of all these capital projects which meet the above criteria to be submitted by 31 August 2014 and to be considered at the Finance and Resources Committee Meeting to be held on 16 September 2014 (with final approval to be given by the Shadow Council at its meeting on 7 October 2014), to enable these projects to proceed.
- A list of additional capital projects which have been identified by the two predecessor Councils but which have not yet met any of the above criteria, will be considered at the Finance and Resources Committee Meeting in October 2014.
- Members consider and agree to a final capital programme for 2014/2015 at the Finance and Resources Committee Meeting in October 2014.

F.R.21/2014: REPORT ON ASSET MANAGEMENT

Read: Report on Asset Management. **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Curran, **SECONDED** by Councillor Hyland, to approve the above report and recommendations, to approve the list of buildings for phase 1 and 2 of condition surveys, as set out at (2.1); to approve the use of the **SCAPE Framework** to carry out condition surveys and to approve the development of an **Asset Management Strategy**.

HUMAN RESOURCE BUSINESS

F.R.22/2014: CAPACITY BUILDING UPDATE

Read: Report on Capacity Building Update. **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Andrews, seconded by Councillor Hyland, to approve the above report and recommendations in relation to Planning Reform and Transfer Project – Capacity Building for Elected Members and Building Capacity in Local Government through Investors in People.

AGREED: It was **AGREED** the details on Planning Reform training should be circulated to all Councillors for their information but that those Councillors, who plan to participate on the Planning Committee post 2015, must attend these sessions.

F.R.23/2014: DRAFT REVISED CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES: INCORPORATING DRAFT LOCAL GOVERNMENT EMPLOYEES AND COUNCILLORS PROTOCOL

Read: Report on Draft Revised Code of Conduct for Local Government Employees: Incorporating Draft Local Government Employees and Councillors Protocol. **(Copy circulated).**

AGREED: It was **AGREED** to mark the above report `noted`.

F.R.24/2014: PROCEDURE FOR THE FILLING OF POSTS IN THE NEW COUNCIL STRUCTURES

Read: Report on the procedure for the filling of posts in the new Council structures. **(Copy circulated).**

AGREED: It was unanimously **AGREED** to agree to the procedure for the filling of posts in the new Council Structures and Guidance on Categorisation within Local Government.

F.R.25/2014: SCHEME OF TRANSFER FOR LOCAL GOVERNMENT STAFF

Read: Report on the Scheme of Transfer for Local Government staff. **(Copy circulated).**

AGREED: It was **AGREED** to mark the above report `noted` and also that an Awareness Seminar will be provided for Councillors in mid to late November 2014.

FOR NOTING

F.R.26/2014: ITEMS FOR NOTING

NOTED: The following items were NOTED:-

- LG/33/2014 – Local Government Reform – Guidance to existing and new Councils on the reimbursement of costs associated with the winding up of existing Councils. **(Responses by Friday 11 July 2014).**
- LG/34/2014 – Guidance to Councils on the financial operation of new Councils during the Shadow Period. **(Copy circulated).**

IN COMMITTEE

F.R.27/2014: LEASE OF PREMISES AT DOWNSHIRE CIVIC CENTRE

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Andrews, **SECONDED** by Councillor Reilly, to discuss this item “In Committee” due to the commercially sensitive nature of the business to be discussed.

Read: Report on lease of Downshire Civic Centre. **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Andrews, **SECONDED** by Councillor Casey, to come “out of Committee”.

AGREED: The Chairman reported it was **AGREED** on the **PROPOSAL** of Councillor Andrews, seconded by Councillor Burns, to approve the recommendations contained in the report which was considered “in Committee”.

F.R.28/2014: APPRAISAL PROCESS FOR THE CHIEF EXECUTIVE

NOTED: The Chief Executive left the meeting for the discussion on this issue.

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Andrews, **SECONDED** by Councillor Reilly, to discuss this item “In Committee” due to the staffing issue to be discussed.

Read: Report on options for an appraisal process for the Chief Executive. **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Andrews, **SECONDED** by Councillor Casey, to come “out of Committee”.

AGREED: The Chairman reported it was **AGREED** on the **PROPOSAL** of Councillor Andrews, **SECONDED** by Councillor Burns, to approve the establishment of a Group representing all the Political Grouping on Council to conduct the appraisal process for the Chief Executive.

To include a single representative from each of the Political Groupings on the Party Representatives’ Forum (i.e. Sinn Fein, SDLP, DUP, UUP, and the Alliance / UKIP / Independents Group).

The Sinn Fein nominee was Councillor Casey with all other Groups to submit their nominees in due course.

It had also been **AGREED** on the **PROPOSAL** of Councillor Walker, **SECONDED** by Councillor Doran, to appoint external assistance in facilitating the process.

There being no further business the Meeting ended at **4.15 pm**.

For consideration at the Shadow Council Meeting to be held on Tuesday 5 August 2014.

Signed: _____
Chairperson

Signed: _____
Chief Executive Designate