

Organisation Development Committee Thursday 13th November 2014

Table of recommendations

No	Item	Recommendation
5	Dungiven Sports Project	<i>Approve to next stage</i>
6	Street Cleansing Frequencies post 1 st April 2015	<i>Approve</i>
7	Recycling Centres/Civic Amenity Sites – Acceptance of Materials post 1 st April 2015	<i>Approve</i>
8	Blue Bin Recyclable material post 1 st April 2015	<i>Approve</i>
9	Public Conveniences – Opening and Closing Times post 1 st April 2015	<i>Continue with existing arrangements</i>
10	Cemetery Fees post 1 st April 2015	<i>Approve</i>
11	Purchase of Bins post 1 st April 2015	<i>Approve</i>
12	Revised Trade Waste Charges for Premises post 1 st April 2015	<i>Approve Option 2</i>
16	Directors Job Descriptions/Specifications/Evaluation	<i>Approve</i>

Organisation Development Committee

Minutes of the Meeting of Causeway Coast & Glens Shadow Council Organisation Development Committee, held in the Council Chamber, Moyle District Council on Thursday 13th November at 7.00pm.

In the Chair: Councillor Nicholl

Members present: Councillors Blair, Callan, Chivers, Douglas, Hickey, Holmes, Hunter, Loftus, McCandless, McCaul, M McKillop, P McShane, Mulholland, Stevenson, Wilson

In attendance: Mr D Jackson, Chief Executive Designate
Ms S Kelly, Organisation Development Lead Officer
Mr S McMaw, Head of Convergence
Mr A McPeake, Environmental Services Lead
Mrs S Duggan, Programme Administrator

Mr L Flanigan, Chief Executive, Limavady Borough Council
Mrs Valerie Richmond, Director, Limavady Borough Council

Mr G Roberts, Northern Ireland Independent Retail Association

Public x 3

1. Apologies

Apologies were recorded from Councillors Campbell, Duddy, McLean, and Robinson

2. Declarations of Interest

Councillor Douglas declared an interest at Item 5, Dungiven Sports Project.

3. Minutes of meeting held – 18th September 2014

The minutes of the meeting held on 18th September were confirmed as a correct record.

4. Presentation by Glyn Roberts, Northern Ireland Independent Retail Association

Chair welcomed G Roberts to the meeting and invited him to present to committee. G Roberts referred to 80 key recommendations within the NIIRTA published manifesto, circulated, referring to Councils new enhanced powers providing a real opportunity to make a difference to local communities, the economy and town centres, he concluded highlighting Small Business Saturday (6th December) and responded to Member comments.

* **Councillor MA McKillop arrived at the meeting at 7.20pm during consideration of the above matter.**

* **G Roberts, NIIRTA, left the meeting at 7.50pm.**

5. Dungiven Sports Project

L Flanigan presented the report, attached as Appendix A.

Councillor Stevenson sought an update on the proposed changing rooms and 3G pitch at Burnfoot. V Richmond updated Members, a Planning Application along with relevant additional documentation has been submitted for a small all-weather pitch.

D Jackson offered the verbal assurance from senior DCAL officials to support the Dungiven Sports Project.

L Flanigan responded to Member queries.

It was proposed by Councillor McCaul, seconded by Councillor Loftus and **AGREED to recommend to approve the request from Limavady Borough Council to undertake all activities associated with the appointment of a Design Team to provide the full range of services necessary to design, manage, implement and deliver a project which deliver on the identified needs for leisure and community for Dungiven and surrounding area; it is further recommended to approve that the first stage of the work is progressed - to develop a range of costed options and a recommendation in line with the revised proposals and the (currently draft) Shadow Council Investment Criteria which will then be brought back to the Shadow Council for approval; and to ensure that the Burnfoot Project is also progressed.**

* **Councillor MA McKillop left the meeting at 8.15pm and returned at 8.22pm during consideration of the above matter.**

V Richmond concluded that once the project had further defined, correspondence would follow from the Minister.

* **L Flanigan and V Richmond left the meeting at 8.24pm.**

6. Street Cleansing Frequencies post 1st April 2015

A McPeake reported, circulated.

It was proposed by Councillor Stevenson, seconded by Councillor M McKillop and **AGREED to recommend to approve the continuation of the existing street cleansing schedules until such times as a review of this service is undertaken.**

7. Recycling Centres/Civic Amenity Sites – Acceptance of Materials post 1st April 2015

A McPeake reported as undernoted.

The four legacy Councils currently operate 11 Recycling Centres or Civic Amenity Sites. Ballymoney BC has 2 sites, Coleraine BC has 6, Limavady BC has 2 and Moyle DC has 1. There are small variations to the types of materials accepted at each of the sites. The main material introduced is the acceptance of rubble, which

is 100% recyclable and the removal of plasterboard which is termed a hazardous waste. To harmonise these differences within the sites it is proposed to accept the following materials. The financial impact is expected to be cost neutral my making these amendments.

Wood and timber	Furniture
Car batteries	Green waste
Oil filters	Cooking Oil
Used engine oil	Knives
Mobile phones	Books
Electrical appliances - WEEE	Media Material
Televisions and computer monitors	Glass
Batteries	Textiles
Fluorescent tubes	Food and Drink cans
Scrap metal	Paint
Rubble (Domestic)	

It was proposed by Councillor Stevenson, seconded by Councillor Holmes and **AGREED to recommend to approve the materials noted above to be accepted at Causeway Coast and Glens Recycling Centres or Civic Amenity Sites.**

8. Blue Bin Recyclable Material post 1st April 2015

A McPeake reported as undernoted:

The four legacy Councils currently collect blue bins for recycling materials on an alternate weekly collection. However, there are small variations to the types of materials accepted within each of the legacy Councils. To harmonise these differences it is proposed to accept the following materials.

Material Type	CC & G
Aerosols	✓
Card & Cardboard	✓
Envelopes	✓
Food & Drinks Cans	✓
Glass Bottles & Jars	✓

Junk Mail (no plastic)	✓
Newspaper & Magazines	✓
Phone Books & Catalogues	✓
Plastic Bottles	✓
Plastic Food Containers	✓
Printed Paper	✓
Tetra Paks/Juice Cartons	✓
Textiles (Clothes & Shoes)	x
Small Waste Electrical (SDAs)	✓

It was proposed by Councillor Stevenson, seconded by Councillor Hunter and **AGREED to recommend to approve the materials noted above to be accepted in the blue bins. Further communication would be developed to direct textiles to alternative recycling means.**

9. Public Conveniences – Opening and Closing Times post 1st April 2015

A McPeake reported, circulated.

It was proposed by Councillor Loftus, seconded by Councillor Stevenson and **AGREED to recommended to continue with the existing opening and closing times for public conveniences until such times as a review of public convenience provision and operation is conducted.**

Following a question from Councillor Stevenson, A McPeake advised the Radar National Key System for disabled toilets will be kept under review.

* **Councillor McCaul left the meeting at 8.31pm.**

10. Cemetery Fees post 1st April 2015

A Mc Peake reported, as undernoted:

The four legacy Councils currently operate 9 Cemeteries. Ballymoney BC has 2, Coleraine BC has 5, Limavady BC has 2 and Moyle DC has none. There are a range of different cemetery fees in each of the legacy Councils. It was proposed to harmonise these fees by averaging the costs across the Councils. A copy of the legacy Council charges was circulated.

Table 1.1

CEMETERY CHARGES		
	CC&G Average of Costs	
	Resident £	Non-Resident £
Purchase of Plot	145	295
1st Opening	190	315
2 nd	190	315
3 rd	170	300
Charges for opening on Sat, Sun or PH:		
1st Opening	215	340
2 nd	215	340
3 rd	215	340
Transfer of Burial Rights	35	50
Permission to Erect Headstone	50	80
Duplicate Certificate	20	40
Search or Extract from Register	20	25
Purchase of Plot for Ashes	35	70
Cremations	60	115
Still Born	45	90
Child under 1 year	45	80
Child under 2 year	45	95
Tree for Garden of Remembrance	92	113
Plaque for Garden of Remembrance	65	90
Exhumations	750	1000

The proposed charges would come into effect from 1st April 2015.

It was proposed by Councillor Stevenson, seconded by Councillor Hunter and **AGREED** to recommend to approve the charging structure as tabled in 1.1.

Following a challenge from Councillor Douglas in relation to increased charging on a Sunday, the recommendation was **amended**. A Mc Peake was asked to revise the proposed charges for weekend and public holiday openings to spread the additional associated costs more proportionally over weekdays.

It was proposed by Councillor Stevenson, seconded by Councillor Hunter and **AGREED to recommend to approve the charging structure as tabled in 1.1, with a view to bringing back revised proposed charges for weekend and public holiday openings to spread the additional associated costs more proportionally over weekdays.**

11. Purchase of Bins post 1st April 2015

A McPeake reported as undernoted:

At the meeting on the 16th October 2014 Members requested proposed prices for the purchase of bins post 1st April 2015.

The table below lists the types of bin that Council will offer and their proposed costs. Cost includes delivery to premises.

Bin Size (lt)	Costs (x1)	Costs (x2)
1100	£ 250.00	£ 480.00
660	£ 185.00	£ 350.00
240	£ 35.00	£ 60.00
120	£ 30.00	£ 50.00

It was proposed by Councillor Stevenson, seconded by Councillor M McKillop and **AGREED to recommend to approve the bin purchase costs as tabled above.**

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Councillor P McShane left the meeting at 8.40pm and returned to the meeting at 8.44pm during consideration of the above matter.

12. Revised Trade Waste Charges for Premises post 1st April 2015

A McPeake reported, attached as Appendix B.

It was proposed by Councillor Mulholland, seconded by Councillor Holmes and **AGREED to recommend to approve Option 2, attached as Appendix B.**

13. Correspondence

Committee noted NI Rural Development Programme 2014-2020 – LEADER Allocations letter from DARD/Rural Development Programme; and DoE Circular – Local Government Employee and Councillor Working Relationship Protocol.

14. Consultation

Committee noted The Draft Local Government Reorganisation (Compensation for Loss of Employment) Regulations (Northern Ireland) 2015 Consultation Document. D Jackson advised a draft response will be brought to the Shadow Council meeting before end December.

* **A McPeake left the meeting at 8.55pm.**

15. RPA Staff Severance Scheme – Update

S Kelly provided an update, circulated. Staff Severance Workshops have been organised for 'At Risk' staff across the four cluster councils. Employees will be provided with details relating to Staff Severance.

16. Directors Job Descriptions/Specifications/Evaluation

D Jackson reported, attached as Appendix C.

It was proposed by Councillor Mulholland, seconded by Councillor M McKillop and **AGREED to move the adoption of the item, 'in committee'.**

* **Members of the public left the meeting.**

It was proposed by Councillor Stevenson, seconded by Councillor Douglas and **AGREED to recommend: The approval of job descriptions and specifications for the Director of Environmental Services, Director of Leisure and Development and the Director of Performance; the approval of the leadership behaviours and attributes; and that the selection process for the appointment of Directors will proceed in accordance with the dates outlined above; and to adopt the pay and grading structure as outlined within the Report, together with the associated evaluated Director salaries.**

This being all the business the meeting closed at 9.00pm.

Appendix A: Report: Proposed appointment of a Design Team for the development of Leisure and Community Facilities for Dungiven and Surrounding Area. - confidential

Appendix B: Report: Waste Charges for Premises post 1st April 2015 - confidential

Appendix C: Report: Draft Director Job Description/Specifications/Leadership behaviours; Job Evaluation/Pay and Grading Structure and Appendices - confidential