

Causeway Coast & Glens

Borough Council

To: Council Meeting

Date: 23rd June 2015

Items Fast Tracked from Corporate Policy & Resources Committee Meeting 16th June 2015

1.0 DRAFT PENSIONS DISCRETIONS POLICY

1.1 Background

Causeway Coast and Glens Borough Council is required to have a policy on the exercise of discretionary powers in respect of employee pensions.

1.2 Detail

This report makes recommendations for Causeway Coast and Glens Borough Council policies on discretions to be exercised:

- i) under the LGPS Regulations (Northern Ireland) 2014 from 1 April 2015 in respect of members of the Career Average Revalued Earnings (CARE) scheme,
- ii) under earlier LGPS Regulations (Northern Ireland) in respect of members of the LGPS who left prior to 1 April 2015, and
- iii) under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations (Northern Ireland) 2007 and earlier compensation regulations.

Under these regulations Council is required to formulate, publish and send to the Northern Ireland Local Government Officers' Superannuation Committee by no later than 31 July 2015 a written Statement of Policy on certain discretions under the LGPS which Causeway Coast and Glens Borough Council has the power to exercise on and from 1 April 2015 in relation to members of the CARE scheme.

I have attached as an appendix the draft policy, however this is not finalised (at the time of writing the report) requiring some additional work to be carried out and therefore I am informing committee of the intention to table the final version of the policy at full council next week since this issue need to be progressed before July 31.

The DOE NI held its quarterly Finance Working Group meeting on 3rd June 2015 in which it was agreed to re-send links to elected members on the following.

At the Corporate policy & Resources Committee Meeting held on 16th June 2015, it was recommended: **that the final version of the Pensions Discretions Policy be brought to the Council Meeting of 23rd June 2015.**

2.0 FINANCE DEPARTMENT STRUCTURE – IN COMMITTEE

2.1 Background

This paper sets out a proposed organisational structure for the delivery of Financial Services to the new Causeway Coast and Glens Borough Council from April 2015 and beyond.

2.2 Detail

The Local Government Reform (LGR) process and the creation of the Causeway Coast and Glens Borough Council offers the opportunity for the Council to consider how best it wishes to deliver a range of functions and services. Finance has been recognised as being critical to the successful implementation of the LGR transition programme and in longer term transformational change including the drive for efficiency and cost control. Each of the four Cluster councils currently provide Financial services in a variety of different ways reflecting their own size and culture. Each Council had a generalist team providing the full range of Finance support to managers including management information, annual accounts, payroll, supplier payments, customer invoicing, treasury management and providing advice and support to local management teams and employees. In addition Finance departments have had responsibility for insurance.

To enable the Finance Department to maintain its focus on financial management, performance and budgetary control non – Finance activities such as insurance have been removed however an additional function, Procurement, will now reside within Finance and this has been reflected in the proposed structures.

The opportunity now exists for the Causeway Coast and Glens Council to develop a structure that will meet the strategic and operational needs and demands of the new council. This paper outlines the initial work undertaken to design this structure. It provides options for consideration and makes a recommendation based on the information gathered using the identified project methodology together with research carried out with relevant directors, managers and officers from across the four legacy councils.

2.3 Aims and Objectives and Design Principles

Key to the design process was to incorporate the following design principals:

Support Strategic themes and local democracy	The organisational structure must be fit for purpose. Financial Strategy therefore is a key driver for finance, enabling appropriate management oversight of the Council's key capabilities and strategic initiative's utilising management information provided by the Finance Department
Group themes to create a 'logical fit', eliminate duplication, and increase efficiency	The co-ordination principle emphasises that activities grouped within a single unit generate greater efficiency if similar tasks have shared purpose, common objectives, aligned performance measures and cultural traits

Improve co-ordination across the whole organisation	The ability to co-ordinate between service areas is an internal weakness that must be improved.
Clearly defined roles and responsibilities	High performing teams work best when the roles of departments, teams and individual team members are clearly defined. Without such clarity, friction occurs often leading to sub-optimal performance.
Minimise Hierarchy/optimised span of control	Increasing the span of control means fewer layers of management within the organisation, and a relatively flatter organisational structure. This can lead to faster decision-making; better and more frequent communication; and reduced management costs relative to taller organisation.

2.4 Methodology

A standard project methodology was used to develop this report. Design work involved considering the existing structure in the four legacy councils and the future needs of the new Council using the following key building blocks:

- Strengths/Achievements
- Customers/Stakeholders/Partners Expectations
- Standards/Performance
- Resources
- Good Practice and
- Opportunities for Improvement

All members of staff across the Finance teams were consulted during this process and a workshop with staff was organised to facilitate this process.

2.5 Current Staff Numbers

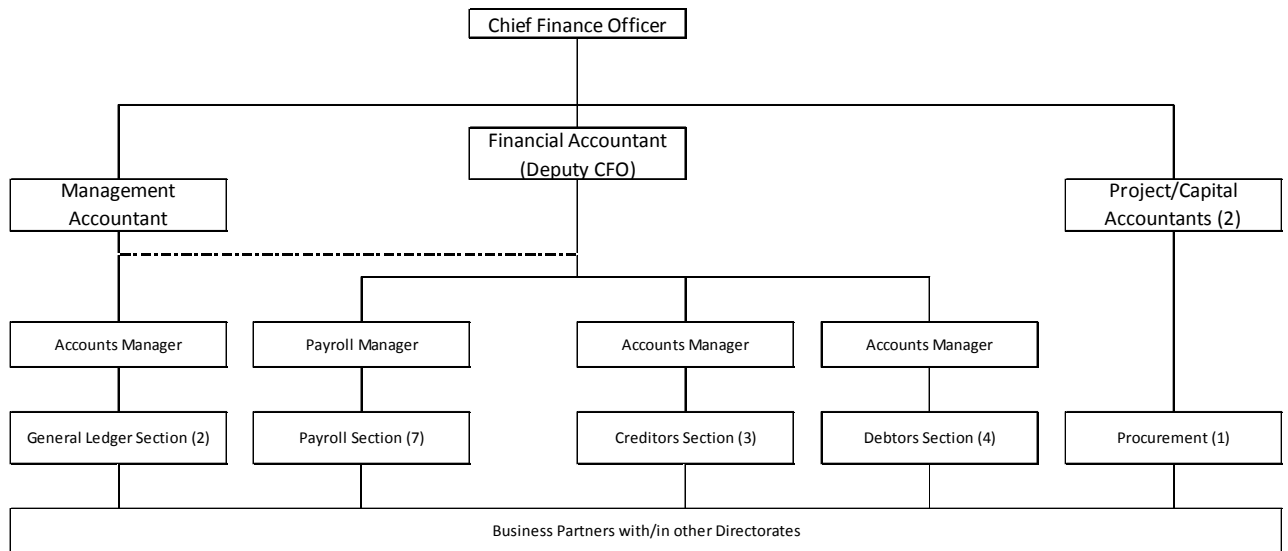
There are currently 32 members of staff in a range of different grades working in roles related to the delivery of Finance across the cluster councils. This includes full time staff and part time staff.

Council	Staff	Gross Salary Costs (incl. employers costs)
Ballymoney Borough Council	6	243,194
Coleraine Borough Council	10	320,158
Limavady Borough Council	7	220,887
Moyle Borough Council	9	286,326
Total	32	1,010,565

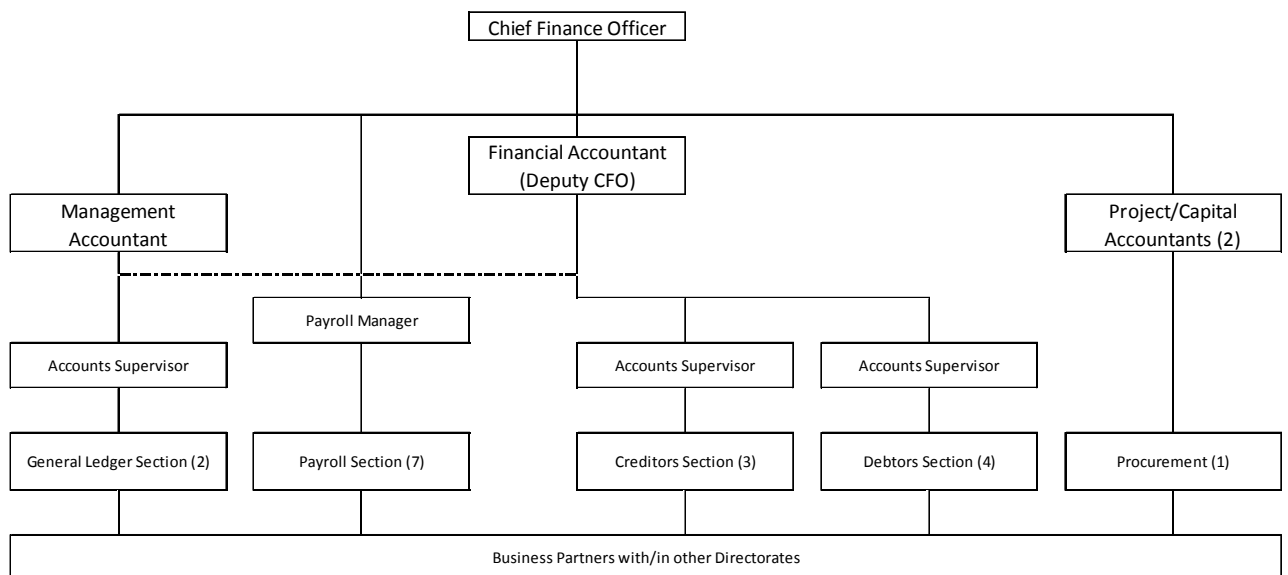
2.6 Structural Options for Finance Department

A number of structural options were developed in accordance with current arrangements and the design principles outlined above. Five structural alternatives were considered, of these the top three scoring structures are outlined below.

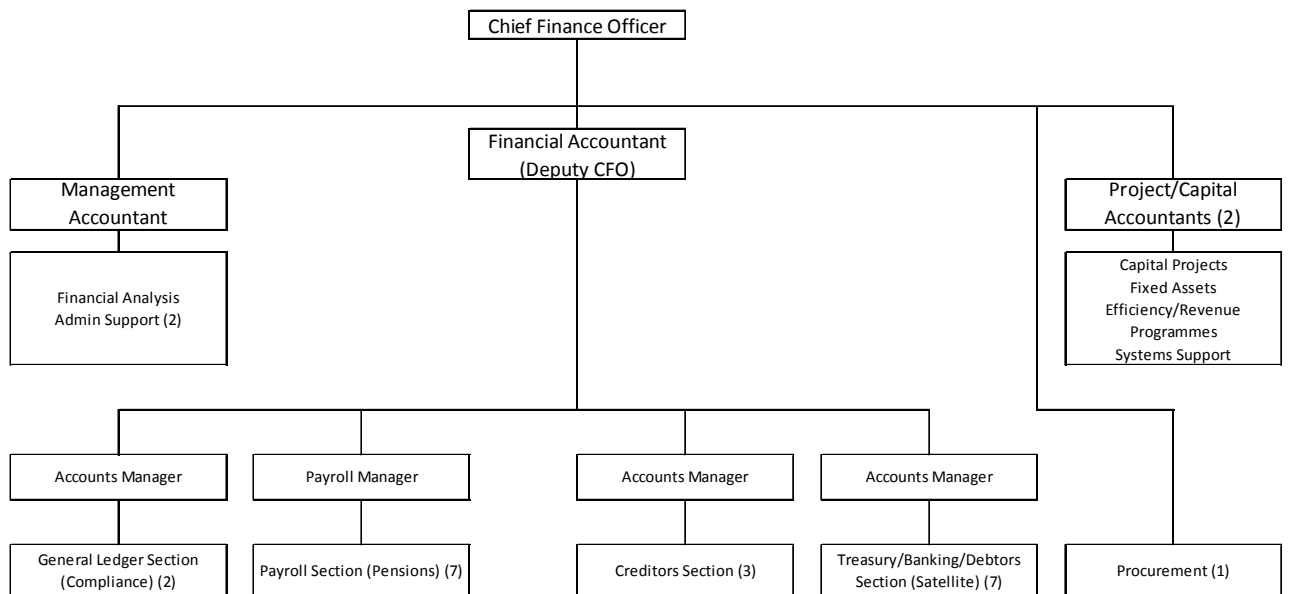
CCAG FINANCE DEPARTMENT (OPTION 1)



CCAG FINANCE DEPARTMENT (OPTION 2)



CCAG FINANCE DEPARTMENT (OPTION 3)



Total Head Count - 31

2.7 Scoring

Following evaluation the options scored as follows:

Option 1	336
Option 2	422
Option 3	355

Recommendation

At the Corporate Policy and Resources Committee Meeting held on 16th June 2015 it was **AGREED: to recommend that Causeway Coast and Glens Borough Council approve the Finance Structure as outlined in option 2.**

3.0 REQUEST TO PROCEED WITH APPLICATIONS FOR SEVERANCE FROM STAFF WITHIN THE CAUSEWAY COAST AND GLENS BOROUGH COUNCIL UNDER SECTION 123 OF THE LOCAL GOVERNMENT ACT (NORTHERN IRELAND) 2014 - IN COMMITTEE

3.1 Background

Under Section 123 of the Local Government Act (Northern Ireland) 2014, arrangements provide for payment of compensation to local government staff who leave their employment as a direct consequence of the RPA reform process following the 1st April 2015 (the vesting date for new Councils). The Local Government Reform Joint Forum 'RPA Staff Severance Scheme for Local Government' (the severance scheme) sets out the detail of how this compensation should be paid. The 'severance scheme' is underpinned by The Local Government Reorganisation (Compensation for Loss of Employment) Regulations (Northern Ireland) 2015. The 'severance scheme' was adopted at the Shadow Council meeting on Thursday 23rd October 2014.

3.2 Request

In accordance with these arrangements, the following officer has made an application for Severance from the Causeway Coast and Glens Borough Council:

Performance Directorate – Registration

- Deputy Registrar, Limavady Offices

The LGRJF 'RPA Staff Severance Scheme for Local Government' states, that in all circumstances a financial case for the payment of severance must be made by the Council. Following a review of the business case the cost to Council to release this officer in accordance with the severance scheme is £52,831 her post will be back filled with an employee who is currently 'At Risk' of redundancy – on this basis, the number of years to recover this severance cost is 2.07 years. This is within the guidance contained within the Severance Scheme, *'all costs associated with the severance package must not exceed the individual's annual salary cost multiplied by 3.25. This is the period during which the costs are recouped or paid back i.e. Severance package / individuals total annual salary cost = 3.25 or less'*.

Recommendation

At the Corporate Policy and Resources Committee Meeting held on 16th June 2015 it was **AGREED: to recommend that Council give approval to proceed with the application for Severance received from the officer as outlined above.**

Summary of Officers who have left the Council's employment in accordance with the Voluntary Severance Scheme – June 2015

Attached at Appendix 1 is a list of those officers who have left the Council's employment in accordance with the Voluntary Severance Scheme to June 2015.

For Information

APPENDIX 1

Summary of Employees who have left the organisation under the Voluntary Severance Scheme – June 2015

Name	Post	Effective date of Leaving	Legacy Council
Richard Lewis	Chief Executive	8.4.15	Moyle District Council
Liam Flanigan	Chief Executive	8.4.15	Limavady Borough Council
John Dempsey	Chief Executive	8.4.15	Ballymoney Borough Council
Valerie Richmond	Director	8.4.15	Limavady Borough Council
Esther Mulholland	Director	30.4.15	Moyle District Council
Eileen Magee	Culture, Arts and Tourism Manager	31.5.15	Limavady Borough Council
Karen Wallace	Business Support and Administration Manager	31.5.15	Coleraine Borough Council
Bernadette McGuinness	Democratic Services Manager	31.5.15	Coleraine Borough Council
Margaret Trimble	PA to Chief Executive	31.5.15	Ballymoney Borough Council
Jean McPearson	Business Support Officer, Member Services	31.5.15	Ballymoney Borough Council
Sylvia Brown	Administrative Assistant	31.5.15	Coleraine Borough Council
Lisa Mooney	Member Services Clerical Officer	31.5.15	Moyle District Council
Bridgeen Butler	PCSP Manager	31.5.15	Moyle District Council
Moira Mann	Head of Development Services	31.5.15	Coleraine Borough Council
John Michael	Director of Borough Services	31.5.15	Ballymoney Borough Council
Jacqueline Glass	Environmental Health Manager	30.6.15	Limavady Borough Council
William Campbell	Head of Building Control	30.6.15	Ballymoney Borough Council
Ossie Dallas	Head of Building Control	30.6.15	Moyle District Council
Richard Cox	Assistant Director of Finance	30.6.15	Coleraine Borough Council