

Minutes of Proceedings

Of

Mid and East Antrim Voluntary Transition Committee

Meeting held in the Council Chamber, Smiley Buildings, Victoria Road, Larne on Tuesday 19 January 2010 at 7:00pm

Members Present:

Ballymena Borough Council:	Alderman J Alexander Alderman PJ McAvoy Councillor J Currie Councillor MT Mills Councillor T Nicholl
Carrickfergus Borough Council:	Alderman W Ashe (Chairman) Councillor SC Dickson Councillor D Ferguson Councillor Ms L McClurg
Larne Borough Council:	Councillor R Craig Councillor JW Fulton Councillor Ms GM Mulvenna Councillor AP Wilson Councillor GM Wilson

In Attendance:

Ballymena Borough Council:	Mrs A Donaghy, Chief Executive
Carrickfergus Borough Council:	Mr A Cardwell, Town Clerk & Chief Executive
Larne Borough Council:	Mrs G McGahey, Chief Executive Mrs L Hunter, Head of Democratic & Administrative Services

ITEM	MINUTE	ACTION
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1.00	APOLOGIES	
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Apologies were submitted on behalf of Alderman D Hilditch.

Proposed by Councillor M Wilson, seconded by Councillor Fulton and resolved:-

“That the apologies be accepted”.

2.00 MINISTER'S VISIT

Members were briefed on proceedings for Minister Poots' visit, following which it was proposed by Councillor M Wilson seconded by Councillor Ms Mulvenna and resolved:-

“That the Meeting be adjourned pending the Minister's arrival”.

Meeting adjourned at 7.02pm.

Meeting reconvened at 7.07pm when the Chairman welcomed Minister Poots to the Meeting.

Having thanked the Committee for the kind invitation, the Minister proceeded to address the Committee as follows:

“Purpose of visit

- To give you an update on the overall programme;
- To acknowledge the work you have done to date; and
- To explain what we still have to do to for May 2011.
- I want to start by emphasising that I am absolutely committed to successfully delivering Local Government Reform. I believe in strong local government and I want to see that realised through the reform programme
- You will be aware that I recently published the PwC economic appraisal report, and I am confident that, if the right political choices are made - proceeding with local government reform makes absolute sense in terms of efficiency, effectiveness and value for money.

Progress to Date

- I am conscious that a lot of work to date has related to policy development for legislation, and has largely been done by the Policy Development Panels and the Strategic Leadership Board (SLB). Therefore, I would like to give you a quick update on progress.
- The work of the Policy Panels and the SLB has underpinned the development of various pieces of legislation.
- The first of those Bills, the Local Government (Miscellaneous Provisions) Bill has recently completed its Committee Stage and I hope to get Executive approval shortly for the Bill to proceed to the Consideration stage in the Assembly in the next few weeks.

- The second Bill, the Local Government (Finance) Bill, will modernise the financial framework within which local government will work. Consultation on this has just finished and I aim to introduce this to the Assembly this month.
- The final two Bills will give effect to the reorganisation of local government and to the reform and transfer of planning functions.
- I have just completed a period of consultation on planning reform and I will be considering the outcome of that before bringing detailed legislative proposals to the Executive.
- Policy proposals for local government reorganisation have been with the Executive and when that has been agreed by the Executive I propose to publish those proposals for consultation as soon as possible.
- I am also bringing Bills before the Assembly on Nuisance Hedges and on Clean Neighbourhoods, two issues on which Local Government will have a significant role to play. I have just issued the High Hedges Bill for public consultation and I intend to bring both Bills before the Assembly this summer.
- In relation to boundaries, I have considered the report from the Commissioner and have issued a paper to the Executive. Subject to their agreement, the Final Report, draft Order and the statement about modifications will be laid before the Assembly.
- My intention is that the Boundaries Order should be debated as soon as possible.
- I have also established negotiating machinery, the Local Government Reform Joint Forum, to enable employer organisations affected by the programme to come together with Trade Unions to negotiate and agree the detailed arrangements for dealing with staffing issues.

Resources

- Resources are a major issue, particularly in these difficult economic times.
- As you will be aware, I sought stakeholder views on the PWC economic appraisal which I published back in October and the SLB considered the responses to appraisal at its meeting on 9 December. I have also had initial discussions with the Finance Minister to explore the implementation and longer-term funding options. I feel that there is a reasonable case to be

made that the funding for the reform should come from both central and local government and I have asked the local government members of the SLB to consider this and to give me their views on what proportion of the costs set out in the PwC Report might be funded by local government.

- Once I have that response I intend to consider it with all the other relevant information before I put detailed proposals to the Executive as early as possible.
- The PwC report recognises that change of this scale cannot be delivered overnight, and that the transformation process will not end in May 2011, but will continue up to 2015.
- Under the preferred option, Option 5, the reform programme will begin to realise a reduction in operating costs for local government by 2013/14 with the break-even point in terms of return on the initial investment by 2016/17. That, to me, makes economic sense and represents long term value for citizens, ratepayers and taxpayers.
- I believe the report's recommendations offer the opportunity to deliver a world-class, effective, efficient and value for money system of local government in Northern Ireland.
- However, the Report does emphasise that these cost savings will only be realised if there is a degree of collaborative working between the new councils. The Report recommends creating a Business Services Organisation and a Single Waste Disposal Authority but I know from the responses to the Report and the discussion at the SLB in December that there is widespread opposition to both organisations.
- The point I want to emphasise about both these organisations, which we discussed in some detail at the SLB, is that it is not about the creation of the bodies themselves but about the efficiencies they can deliver. The design and shape of collaboration and the two bodies is for local government to determine but the ultimate aim to maximise the benefits to local councils and ratepayers.
- I mentioned the Single Waste Authority and whilst I am on that topic I would like to take this opportunity reinforce my Department's commitment to the delivery of the Waste Management Infrastructure Programme being driven forward by local government.
- My Department has made £200 million of capital support available to local government through the Strategic Waste Infrastructure Fund and it will offset a portion of the cost to

district councils and your ratepayers.

- The Department, in conjunction with the Strategic Investment Board, has also established the Programme Delivery Support Unit (PDSU) to provide support and advice to the Waste Management Groups during the procurement period. These measures that have been put in place are designed to support you to deliver waste infrastructure.
- Before I conclude, I would just like to acknowledge the progress your cluster has made so far, in relation to:
 - agreeing a Vision and detailed work plan for the new council.
- My officials and I remain eager to continue to work closely with you, to help you deliver the significant programme of preparatory work that's needed to ease the transition process.
- The challenging work programme puts pressure on all of us. I remain committed to doing everything in my power, because I firmly believe that it is right to deliver improved public services as close to the people as possible.

Conclusion – Way Forward

- Such is the importance of the Statutory Transition Committees in moving forward that, following a review, I have decided to introduce a Regional Transition Committee with membership from all of the Statutory Transition Committees to help drive the implementation programme forward.
- Finally, I appreciate that this is a difficult time for us all but I would encourage you to continue to work hard. Success depends on the people in this room and those who will follow in your Statutory Transition Committee. I have every confidence that, in continuing to work together, we can, and will, successfully change the face of local government, for the better!
- Finally, thank you for hosting this visit and I wish you every success for future”

Three questions had been submitted to the Minister in advance of the Meeting to which he replied as follows:

- (i) Can the Minister be certain that RPA will go ahead? There is much speculation that it will not, if it will, will it occur in May 2011? (Councillors Ms GM Mulvenna and T Nicholl)

Answer

I remain committed to achieving local government reform in 2011. I stressed my commitment to this process on 20 October in my statement in the Assembly, and we continue to work towards delivering local government reorganization in 2011.

I have written to Executive colleagues to make them aware of the urgency of making a decision on the local government boundaries and of the need to bring this legislation to the Assembly in January to allow elections to the new districts in May 2011.

(ii) In May 2011 when there are supposed to be elections will it be for 11 or 26 Councils? (Councillor Ms GM Mulvenna)

Answer

We are not at the stage yet of having to prepare for an election to 26 councils. However, I am acutely aware that a Local Government (Boundaries) Order which will set the district and ward boundaries for the 11 new districts needs to be made as soon as possible.

I have written to Executive colleagues to make them aware of the urgency of making a decision on the local government boundaries and of the need to bring this legislation to the Assembly in January to allow elections to the new districts in May 2011.

(iii) How does the Minister propose that the whole RPA implementation process will be funded? (Councillor Ms GM Mulvenna)

Answer

My commitment to delivering local government reform in May 2011 includes putting in place the necessary resources to transfer a significant range of central government functions and staff to local government. I have already spoken to Minister Wilson on funding and further discussions will be held.

I am convinced that the initial investment of £118 million funding for Local Government reform is critical to the success of the reform programme. For that reason, I am working closely with the Strategic Leadership Board and other regional implementation structures in developing the arguments for, and the approach to, funding the implementation programme. I have already spoken to Minister Wilson on funding and further discussions will be held.

The PwC economic appraisal identifies a range of funding for

both the implementation programme and on-going delivery of services under the new 11-council model. Officials from my Department and the Department of Finance and Personnel (DFP) are examining a range of funding options. These will form the basis of future discussions with Minister Wilson in due course.”

Members were then given the opportunity to ask additional questions.

In response to Councillor Ms Mulvenna’s query on funding of the RPA process, the Minister stated that RPA was a central government initiative from which local government would benefit, with efficiencies to be achieved within local government. Therefore, he believed that local government must help fund the process, however he was also of the opinion that while central government resources were limited they should make a contribution to the process. He added that the financial situation regarding national government would be become clearer following the general election.

Councillor A Wilson enquired as to the key dates and legislation between now and May 2011. Minister Poots advised that the Miscellaneous Provision Bill had been approved through the Executive the previous week and that this must now go through the Assembly which would allow the establishment of statutory transition committees. The Local Government Boundaries Order was still the issue of discussion but it was intended that the outstanding matters would be resolved within the coming weeks. The Finance Bill was still progressing with a further Local Government Bill to be opened to public consultation, while the legislation relating to planning had already gone through the public consultation exercise. The Minister concluded in stating that 4 of the Bills were progressing with 2 falling slightly behind but he assured that the delay could be made up.

Councillor Currie enquired as to the impact on RPA if the elections in 2011 were to 26 councils rather than to 11. Minister Poots advised that, even if this was to be the case, planning could still operate as a shared service whether there were 26 or 11 councils. He stressed that he remained committed to 11 councils and, while efficiencies could still be progressed through 26 Councils on issues such as waste through a single waste authority, a smaller number of councils would create a strong base for the delivery of more significant projects at local level. He reiterated that he was still working towards 11 councils but that a ‘Plan B’ would have to be considered if matters did not progress within the next 6-8 weeks.

Councillor Dickson asked for clarification on the position of the £150,000 funding, especially in relation to Change Managers. The Minister advised that most clusters had now engaged a Change Manager and he confirmed that funding would be in place for these posts until the delivery of the new Councils in May 2011. In reply to a further query from Councillor Ms Mulvenna, the Minister

advised that beyond May 2011 there would be a new funding system in place and he explained that while councils could not borrow for revenue costs, in these circumstances they could borrow to save eg. to cover severance costs. He further explained that there would be a combination of borrowing and grant aid from central government with repayment of borrowings to commence when savings had been achieved, so that this would not impact on ratepayers. He also advised that the figure of £118 million was a worst case scenario to cover all senior staff receiving full redundancy and all Councillors taking severance.

In response to Councillor Mills' queries in respect of severance, Minister Poots stated that a severance package for councillors was included in the £118million figure. He confirmed that it was his intention that those councillors who wished to retire and who had served more than one term would receive severance.

Councillor Dickson sought a guarantee that local government would not have to repay borrowings until savings had been achieved or identified. The Minister confirmed that negotiations were ongoing to ensure that councils could borrow to save.

Councillor A Wilson referred to rumours of shadow councils post 2011/2013 and enquired further on this issue. The Minister indicated that if there was a 'Plan B' this could form an element of the plan. However, he reiterated his commitment to progressing the matter to achieve the best for local government.

Councillor Fulton sought further information on the Boundaries Report. The Minister advised that he had submitted this with some amendments but that it had not been accepted as yet, saying that they would work on this over the incoming weeks to find agreement. Councillor Fulton asked if the delay would impair progress towards 2011. Minister Poots indicated that he had hoped to bring the matter before the Assembly prior to Christmas, adding that the delay may mean that it would require accelerated passage.

Councillor Ms Mulvenna expressed the view that, in the current economic climate, it was unfair to expect ratepayers to meet the costs of RPA. The Minister agreed that it would be unfair if there were no savings to be made but in this case the funds borrowed would not have to be paid back until those savings were achieved. He pointed out that local government would have more powers at local level, especially in relation to public realm, adding that 99% of planning decisions would be Council responsibility. Council would also become responsible for issues such as car parking which currently came under the remit of Roads Service.

The Chairman enquired as to the timeframe for transition committees to be awarded statutory status. Minister Poots indicated that the

estimated time frame was May/June 2010.

The Chairman then thanked the Minister for attending the Meeting and invited him to join Members for refreshments.

3.00 MINUTES

3.01 Confirmation of Minutes of Meeting held on 24 November 2009

Proposed by Councillor Ms Mulvenna, seconded by Alderman Alexander and resolved:-

“That the Minutes of the Meeting held on 24 November 2009 be confirmed”.

4.00 BUSINESS ARISING OUT OF MINUTES

4.01 Update on Transition Co-ordination Manager

Mrs Donaghy advised that the position on funding for the above post had been unclear until confirmation by the Minister earlier in the Meeting. She confirmed that a first preference candidate had been selected, along with a reserve candidate. The preferred candidate had indicated that she would be required to work a period of notice extending to the end of March/beginning of April and she had further indicated that she required confirmation on the term of funding for the post. Mrs Donaghy advised that she would now confirm to her that the funding was in place until May 2011.

The Chairman stated that he would not wish to wait until the end of March before the candidate commenced the post. In concurring, Councillor Dickson suggested that the preferred candidate be offered the position on the basis of giving one month's notice and that if this was unacceptable, given that the panel deemed the reserve candidate equally meritorious, that the position be offered to the reserve candidate.

Mrs Donaghy elaborated on the situation, advising that the preferred candidate had not been made a formal offer of employment and therefore had not yet worked any notice. In relation to Councillor Dickson's suggestion, she stated that she would require advice from the HR Service to determine if the offer could be made on these terms. Proposed by Councillor Dickson, seconded by Councillor Nicholl and resolved:-

“That, subject to HR advice, the preferred candidate be offered the position of Transition Co-ordination Manager on the basis of one month's notice and that, if this was unacceptable to the candidate, the reserve candidate be offered the position”.

There was unanimous support for the resolution.

AD

4.02 Finance of Transition Work

Submitted the following report from Mrs Donaghy, together with a budget analysis.

“The department is interpreting the letter of offer to restrict use of the grant money to payment of the transition committee, administration costs, and cost of a change management officer. The Finance Officer is expecting an extended letter of offer as promised by the department but to date it has not been received.

Suggestions have been made by the Transition committee for use of the surplus money and the attached spreadsheet has been sent to the department outlining the committee’s proposals for use of the money following the meeting held in Carrickfergus on 24th November 2009.

One of the suggestions was that grant money could be used to pay for Network NI and this has received verbal acceptance from the department but written confirmation has not yet been received.

The department will require a business case (either locally or province wide) to support any subsequent approval. Officers have started the task of producing a business case for use of the Network NI system.

Another suggestion was use of the money to pay for consultants to assist in convergence. The department would need to know more about this, such as, names, what they are to be used for, tendering process for their appointment, spend profile within the life of this current grant period

The budget analysis gives a breakdown of spend and projected spend to 31st March 2010. It clearly shows the potential for a substantial under spend should we not get clarity on the issue of funding for a change management officer beyond March 2010 and the extended letter of offer allowing us to include items such as the cost of Network NI, the cost of our two workshops, the cost of committee admin, and the use of consultants when necessary.”

Mrs Donaghy elaborated on the report and sought direction from the Committee in relation to any additional funding. Following a short discussion, the Chairman suggested that any underspend be used for community planning.

Proposed by Councillor Ferguson, seconded by Councillor Ms Mulvenna and resolved:-

“That any underspend in the Transition Committee Budget for 2009/10 be utilised for community planning purposes”.

4.03 Network NI

Submitted report on the above from Mrs Donaghy who advised the Committee that to get maximum efficiency from the Network NI programme, it was preferable that all of the clusters bought into the project. The Armagh, Banbridge and Craigavon cluster had already committed to the programme and was currently going through the 'Network NI On Boarding Process' with several other clusters having also committed to the system. She explained that the three ICT Officers had had met and were supportive of the initiative and she suggested that, subject to funding from the transition budget, it would be positive to move forward on this. She outlined costs of £58,500 with £9,000 required to activate the system between now and the end of March, adding that £9,000 had been included in the draft estimates.

Discussion followed during which Mrs Donaghy offered to report back with further information.

Proposed by Alderman Alexander, seconded by Councillor Ms McClurg and resolved:-

"That approval be granted in principle to progress the Network NI initiative". AD

5.00 RATES ESTIMATES 2010/11

Submitted summary of estimates and rates calculations for Larne Borough Council as at 12 January 2010 which showed a target increase of 4.5%. Mrs McGahey referred members to the Addendum which reported that Carrickfergus Borough Council's % increase was just under 7% as at 15 January. She explained that it was the wish of Larne Borough Council to seek a degree of parity within the cluster in respect of rates and sought guidance from the Committee on this issue.

Councillor Fulton stated that while each Council must seek to achieve the best for their own ratepayers it would be beneficial if some degree of parity might be achieved in the approach to 2011.

Councillor A Wilson suggested that rather than just looking at the percentage increase a median figure should be sought.

Councillor Currie stated that rating depended on the valuation put on properties and also on the number of retail units and he commented that a common denominator should be found. Mrs Donaghy agreed, saying that the three Councils were already had a degree of parity.

Councillor Dickson stated that the three finance directors should establish the baselines and work towards convergence in 2011. Councillor M Wilson agreed, saying that it was about sharing information and working towards convergence.

Mrs McGahey stated the concern was that if one Council struck significantly higher or lower it might impact on the current parity between the Councils.

6.00 LOAN SANCTIONS

Submitted the following report:

“As per the letter circulated by John Price, 8 July 2009 and the Guidance and Advice issued in DOE circular LG 04/09 (Annex 1) paragraph 8, Larne Borough Council is advising the Voluntary Transition Committee of the following capital expenditure.

These projects have been approved by Council to proceed and to be funded via loan sanction.

Project	Estimated cost £
Shade Sails for Amphitheatre	32,500
Gym equipment	120,000
Extension to Foam Store @ Larne Leisure Centre	5,000
Larne South Household Recycling Centre	425,000
Capital Investment for Recycling projects	65,500
Improvements to Council Depot	18,200
Interpretation Tourist Information Points	37,300
Carnfunnock and Town Park Play Parks	450,000
TOTAL	1,153,500

The following project has been approved by Carrickfergus Borough Council to proceed and to be funded via loan sanction.

Project	Estimated cost £
Upgrade of Computer Hardware	18,000

There being no further loan sanctions reported, the Committee noted the report.

4.00 BUSINESS ARISING OUT OF MINUTES (cont'd)

4.04 Away Day

Councillor A Wilson asked to comment on the above, saying that while there had not been a large attendance at the event he believed it had been very useful. He referred to the presentations made by the senior Planning and Roads Service officials, commenting that while the former presentation was very positive and planning was seen as a part of local government, there was little change envisaged by Roads Service. He pointed out that over the Christmas/New Year period people had complained to Councillors about lack of gritting and while Councils currently had no responsibility for this it appeared that little would change in the future.

The Chairman expressed the view that the power of well being could be taken more laterally while Alder McAvoy stated that community planning would also make a difference.

7.00 TRANSITION MANAGERS' TRAINING EVENT

Mr Cardwell advised that notification had been received of the above event to be held on 29 January 2010. He stated that if the appointee to the Transition Co-ordination Manager's post was unable to attend, one or more of the Chief Executives would attend the event.

AC

8.00 CONSULTATION - RPA STAFF SEVERANCE SCHEME FOR LOCAL GOVERNMENT

Submitted papers on the above as received from the Employers side on 23 December 2009, seeking comments by 22 January 2010 and also offering to make a presentation to the Committee on this issue.

Mr Cardwell explained that when RPA was fully implemented in May 2011 there would be less employees required and to address the matter of surplus staff, the consultation had been drawn up. He advised that Mr Adams, Employers Secretary was in attendance to address the Committee on the above and he indicated that the Chief Executives would leave the Chamber during the presentation and discussion.

Mr Cardwell, Mrs Donaghy and Mrs McGahey then left the Council Chamber.

Declaration of Interest: Councillor A Wilson declared an interest in that his wife was a Council employee and he too left the Council Chamber.

Mr Adams was then invited in to the Meeting.

Councillor Ms Mulvenna recorded her disappointment at the short timescale given for response to such an important issue. Mr Adams

acknowledged her concerns and advised that the final deadline had been moved to February.

A copy of Mr Adams' presentation had been circulated to Members prior to the Meeting. He advised that the proposals were predicated on the Department meeting the costs as had been the case with the Departments of Health and Education. He then proceeded to address the Committee on the draft severance scheme as follows:

- Main Points
- Scheme Content
- Worked Example

Mr Adams went on to advise that the PWC report had estimated the costs of the programme in the region of £17.8million but he indicated that neither NILGA nor SOLACE believed that this was sufficient as it only applied to Chief Executives and Directors and did not take account of any staff below that level. He stated that this had already been highlighted to the Minister.

In reply to Councillor Dickson, Mr Adams advised that Trade Unions would provide some advice to their Members but it would be recommended that staff sought independent financial advice. The Councillor asked that every effort be made to ensure that staff were not left in a vulnerable position.

Councillor Ms Mulvenna was advised that this was a voluntary redundancy scheme which would apply to all employees at risk of redundancy, although Mr Adams added that Councils had indicated that they could not rule out compulsory redundancies. The Councillor then enquired as to how the information would be communicated to staff; who would decide if it an application satisfied the criteria and the Transition Committee's role in the process. Mr Adams advised that as the employer the new Council would decide if it an application was satisfactory but that in the interim the Transition Committee could act on behalf of the new employer and could make a recommendation to the new council. He acknowledged that this could give rise to a potential conflict of interests, indicating that assistance would be available from his office and also from the Local Government Staff Commission if appropriate.

Councillor Currie expressed his lack of confidence in the FSA and suggested that it would be prudent to get a qualified accountant.

Councillor Ferguson enquired if the scheme applied to the person or the post, asking if a senior officer could take voluntary redundancy and then reapply for Council employment. Mr Adams indicated that that there were a number of safeguards which could be applied and he added that if this was an issue for concern he would feed this information back.

Alderman McAvoy referred to a private company which in similar circumstances had referred staff to the company's bank for financial advice and he suggested that Councils might do likewise.

Councillor Ms McClurg was informed that it was a legal requirement that Councils should have a mechanism in place for hearing appeals.

Councillor Fulton suggested that the body which set salaries should be dealing with redundancies rather than Councils. Mr Adams advised that while the NJC set the pay scales each Council determined individual salaries and wages.

At the Chairman's suggestion, it was agreed that the Committee's response to the consultation should be that the Mid & East Antrim Voluntary Transition Committee was on record as wishing to ensure that there were no redundancies and, as such, the Committee sought to protect jobs rather than to discuss voluntary redundancies which might become compulsory. LH

It was further agreed to include Councillor M Wilson's comment that, given the Committee's voluntary status, it was not in a position to make a formal response to enlighten the Department.

Mr Adams thanked Members for the opportunity to address the Committee and he indicated that he would be happy to meet with the Committee again in the future.

Councillor A Wilson and the Chief Executives returned to the Meeting.

9.00 ANY OTHER BUSINESS

9.01 Big Lottery Application

Councillor Nicholl, having thanked the Committee for its message of good wishes during his recent hospitalisation, advised that the Big Lottery was inviting expressions of interest in pilot projects which would take the form of a contract to deliver 3 community planning projects in Northern Ireland and a support contract for 3 community planning projects. There would be £450,000 available for the former contract and £80,000 for the latter. He advised that Community Planning Ballymena had discussed this opportunity and had identified three potential projects of benefit to the Mid & East Antrim Council area, if these were acceptable to the transition Committee.

Proposed by Councillor Nicholl, seconded by Councillor Ferguson and resolved:-

“That the Committee expresses an interest to the Big Lottery in a pilot project as outlined”. AD

10.00 DATE OF NEXT MEETING

The next meeting would be held on Tuesday 23 February 2010 at 7.00pm in Ballymena Borough Council Offices.

11.00 London 2012 Torch Relays Workshop

Members were advised that each Chief Executive, along with appropriate staff, had been invited to attend the above workshop to be held in The Studio, Waterfront Hall, Belfast on Tuesday 26 January 2010 at 2.00pm. A Member of the Voluntary Transition Committee was also invited to attend and Members were requested to nominate a representative. A copy of the correspondence was circulated to Members prior to the Meeting.

The Chairman, having been nominated, indicated that he was unable to attend. It was then agreed that Councillor A Wilson should represent the Committee at the Workshops. He indicated that he would notify Mrs McGahey the following day of his availability.

GMcG

Meeting terminated at 9.20pm

Chief Executive Carrickfergus BC	AC
Chief Executive Ballymena BC	AD
Chief Executive Larne BC	GMcG
Head of Democratic & Admin Services	LH