

# Causeway Coast & Glens Shadow Council

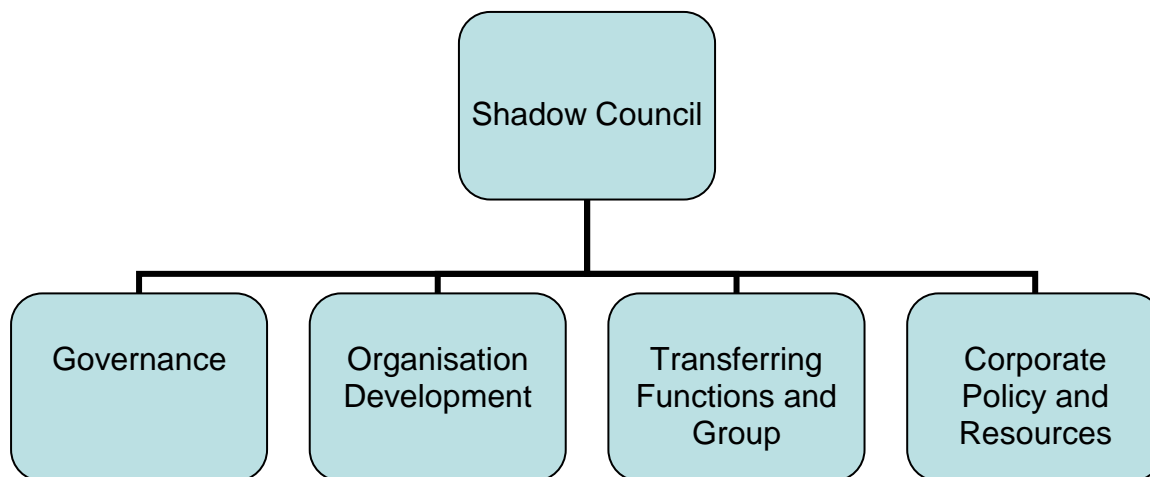
## For Decision

### 1.0 Convergence Work Plan/Committee Meeting Arrangements

#### 1.1 Introduction

At the Annual meeting of the Causeway Coast and Glens Shadow Council, Elected Members agreed a Shadow Council Committee Structure as illustrated in the diagram below:

**Shadow Council Committee Structure**



The purpose of this report is to agree the high level Convergence Work Plan for the four Shadow Council Committees and also the Committee Meeting arrangements at which the relevant reports will be presented for consideration. Recommendations will then be made to the Causeway Coast and Glens Shadow Council as per the Shadow Council Committee, Terms of Reference, also agreed at the Annual Meeting.

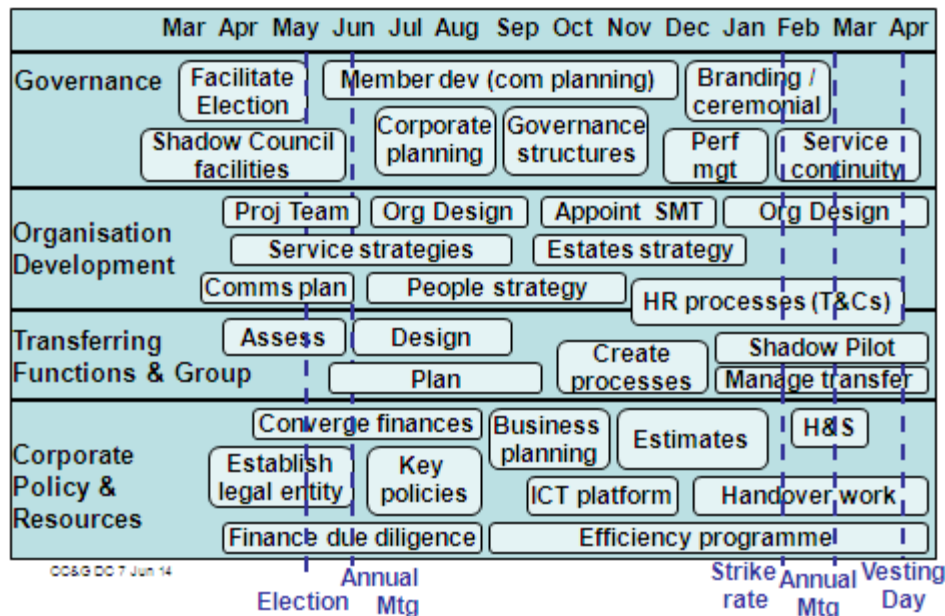
#### 1.2 High Level Convergence Work Plan

The High Level Convergence Work Plan sets out the key deliverables in preparation for Vesting Day on 1<sup>st</sup> April 2015. These milestones represent substantial areas of work and each will require detailed planning.

The High Level Convergence Work Plan below has been structured to reflect the agreed Shadow Council Committee Structure. The rational is that reports will be streamed via the appropriate Shadow Council Committee to the full Shadow Council for decision.

## High level road map

Causeway Coast and Glens  
District Council



Planning is an iterative process. Elected Members are asked to consider and endorse the draft High Level Convergence Work Plan as detailed above.

### 1.3 Shadow Council Committee Meeting Arrangements

Elected Members are requested to agree meeting arrangements for the Shadow Council Committees. It is proposed that from August 2014 there are two Committee meetings per month. It is proposed commence a Transferring Functions Committee meeting is scheduled for July because there are pressing decisions to be made in relation to programmes of work. The rhythm of meetings must be flexible to accommodate the key decisions that need to be taken by the appropriate Committee against the key milestones in the Convergence Work Plan. The schedule of Committee meetings must therefore be planned in a bespoke manner against the Convergence Work Plan. Appendix 1 illustrates an assessment of how this is likely to transpire over the next four months. Given the fluid nature of transitional change, it may be necessary, on occasions, to add to the Committee meeting schedule to accommodate key decisions. Elected Members will receive appropriate notice should such a circumstance arise. The meeting schedule (Appendix 1) assumes that meeting venues will be shared across the four Predecessor Council locations. This will also facilitate update and familiarisation briefings from the respective councils. Elected Members previously agreed that Thursday is a preferred day for meetings and that 7pm is the start time.

### Recommendation

#### It is recommended that:

- Elected Members agree the High Level Convergence Work Plan as set out in this report;
- Agree the draft Shadow Council Committee Meeting Schedule;.

## Appendix 1

**Draft Meeting Schedule**Causeway Coast and Glens  
District Council

Date	Meeting	Location	Reports
26 June	Shadow Council meeting	Coleraine	Work plan; Planning briefing; Member allowances; Capital projects.
10 Jul	Transferring functions Committee	Ballymoney	DSD staffing; DoE Planning; HMOs.
24 Jul	Shadow Council meeting	Coleraine	DSD briefing L&D overview / ES overview
14 Aug	Governance Committee	Limavady	Community Planning; Corporate Planning Capacity Building
21 Aug	Org Dev Committee	Moyle	Org Design; People strategy
28 Aug	Shadow Council meeting	Coleraine	

**Draft Meeting Schedule**Causeway Coast and Glens  
District Council

Date	Meeting	Location	Reports
12 Sep	Corporate Policy & Resources Committee	Limavady	Finance pre-Estimate; Equality scheme
19 Sep	Org Dev Committee	Ballymoney	Service strategies; SMT appointments
26 Sep	Shadow Council meeting	Coleraine	
11 Oct	Transferring functions & Group Committee	Moyle	DETI, DCAL, DRD functions; Group
18 Oct	Governance Committee	Coleraine	Committee structures post 1 Apr 2015
25 Oct	Shadow Council meeting	Coleraine	

CC&amp;G DC 7 Jun 14