

Title of Report:	Terms of Reference
Committee Report Submitted to:	Leisure & Development Committee
Date of Meeting:	19 September 2023
For Decision or For Information	For Decision
To be discussed In Committee	NO

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership Improvement & Innovation
Outcome	Approval of Terms of Reference
Lead Officer	Director of Leisure and Development

Budgetary Considerations	
Cost of Proposal	L&D Budget
Included in Current Year Estimates	YES
Capital/Revenue	As per Budget
Code	N/A
Staffing Costs	As per Budget

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:

1.0 Purpose of Report

This report reviews the existing Terms of Reference for the Leisure and Development Committee.

2.0 Background

Causeway Coast and Glens Borough Council decided to utilise the traditional committee system as its preferred form of governance and, as a result, it has created a number of Committees to progress the work of the new Council from 1st of April 2015.

2.1 **Scope**

The Leisure and Development Committee (“the Committee”) will be responsible for recommending to Council the key decisions and actions required to be taken specifically in relation to the work of the Leisure and Development (L&D) Directorate.

This will include:

- The oversight of the following service areas, including financial performance:
 - Community and Culture.
 - Prosperity and Place.
 - Tourism and Recreation.
 - Sport and Wellbeing.
 - The Funding Unit.
 - The Council's Growth Deal.
- Overseeing the delivery of the aforementioned services and strategies for the L&D Directorate and making appropriate recommendations to Council;
- Recommending to Council relevant policies and procedures for the L&D Directorate;
- The future development of the organisational structure for the L&D Directorate;
- Developing, Monitoring and Reviewing annual business and service delivery plans for the L&D Directorate;
- Recommending to Council the establishment of external partnerships where considered relevant to the role of the L&D Directorate;
- The development and delivery of Capital Projects that exist within the scope of L&D Directorate;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the L&D Directorate;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

2.2 **Membership**

The Committee is comprised of the sixteen Elected Members and they were appointed to the Committee at the Annual General Meeting of Council on 30th May 2023. Members may be required to represent the Committee and Council at pertinent consultation and capacity building events. The membership list for the Committee is provided at **Annex A**.

2.3 Chair

The Committee will be chaired in 2023/24 by Councillor Sean Bateson (SF). In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Alderman Aaron Callan (DUP). In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

2.4 Meetings

The first meeting of the Committee of the newly elected Council was held on Tuesday 20th June 2023. The L&D Committee will normally meet on the third Tuesday of each month at 7.00 pm except when this falls within a recess period agreed by Council. A schedule of meetings for the Committee for the 2023/24 year are attached as **Annex B**. All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

2.5 Sub-Committees and Working Groups

The Committee has the facility, if it so wishes, to establish and appoint any number of Sub-Committees and Working Groups it deems necessary to consider in more detail the work of the Committee concerning specific issues related to the Leisure & Development Directorate. The following Working Groups are proposed for 2023/24 year:

Title	Remarks	Frequency
Executive Programme Board	Includes: <ul style="list-style-type: none">• Growth Deal Programme & Projects.• Enterprise Zone.	Quarterly
Economy and Tourism	Includes: <ul style="list-style-type: none">• Regeneration CAPEX• All Events including Air Show and Lammas Fair.• Rural and Agricultural Matters.	Quarterly
Wellbeing, Community and Funding.	Includes: <ul style="list-style-type: none">• Sport Facilities CAPEX.• Grant Governance.• Autism friendly WG;• Age friendly alliance	Quarterly

2.6 Communication and Reporting

The Minutes of the Committee will be reported at each meeting of Causeway Coast and Glens Borough Council by the Chair of the Committee.

3.0 Recommendation(s)

It is recommended that the Leisure and Development Committee recommends to Council the approval of the Terms of Reference as set out in this report.

Annex A

Members	Members
Chair: Councillor Bateson	Councillor Kyle
Vice Chair: Alderman Callan	Councillor McCully
Alderman McAuley	Councillor McGurk
Alderman Stewart	Councillor McShane
Councillor Anderson	Councillor Schenning
Councillor Archibald	Councillor Stirling
Councillor Holmes	Councillor Wisener
Councillor Kennedy	Councillor Watton

Annex B

Meeting	Date and Time
Leisure & Development Committee	Tuesday 20th June 2023 at 7.00pm
	Tuesday 19 th September 2023 at 7.00pm
	Tuesday 17 th October 2023 at 7.00pm
	Tuesday 21 st November 2023 at 7.00pm
	Tuesday 19 th December 2023 at 7.00pm

