

Title:	Transformation Programme Governance Recommendation G11 Inclusion of Review Period in Terms of Reference
Committee Report Submitted To:	Environmental Services Committee
Date of Meeting:	12 March 2024
For Decision or For Information	For decision
To be discussed In Committee	NO

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership
Outcome	Council has agreed policies and procedures and decision making is consistent with them.
Lead Officer	Director of Environmental Services Democratic and Central Services Manager

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	YES/NO
Capital/Revenue	
Code	Transformation Programme
Staffing Costs	

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	Screening Completed:	Yes/No	Date:

Assessment (DPIA)	DPIA Required and Completed:	Yes/No	Date:
-------------------	------------------------------	--------	-------

1.0 Purpose of Report

- 1.1 The purpose of the report is to seek approval to add a review period to the Environmental Services Committee's Terms of Reference to partially fulfil the requirements of the recommendation contained in the Governance Transformation Action Plan G11 'that a periodic review of Committees should be included in the terms of reference..' to be carried out prior to the Annual Meeting each year.

2.0 Background

- 2.1 At a Special Council Meeting held on 27th March 2023 Council resolved to accept the recommendations contained within the *Independent review of governance arrangements in Causeway Coast and Glens Borough Council report*.
- 2.2 At a Special Council Meeting held on 30th October 2023 Council resolved to implement the recommendations arising from the Reviews to address the recommendations from the Extraordinary Audit and to set these out as a comprehensive Transformation Programme. The Transformation Programme Action Plan contains six themes.
- 2.3 The Director of Environmental Services is leading the implementation of the recommendations under the theme of Governance.

3.0 Addressing Recommendation G11

- 3.1 Recommendation G11 states that "a periodic review of Committees should be included in the Terms of Reference and put into practice to help Committees understand what aspects work well and what could be improved."
- 3.2 When the Environmental Services Committee's Terms of Reference were adopted a review period was not included. In order to fulfil the requirements of the recommendation it is suggested that the following is added to the Terms of Reference: The Terms of Reference are to be reviewed on an annual basis, prior to the Annual Meeting each year.

4.0 Recommendation

- 4.1 It is recommended that approval is granted to add a review period to the Environmental Services Committee's Terms of Reference to partially fulfil the requirements of the recommendation contained in the Governance Transformation Action Plan G11 'that a periodic review of Committees should be included in the terms of reference..' to be carried out prior to the Annual Meeting each year and that the Terms of Reference for the Environmental Services Committee is updated in the Council's Constitution and the Scheme of Delegation.