

<b>Title of Report:</b>	<b>Transformation Programme, Governance Recommendation G11 Inclusion of Review Period in Terms of Reference</b>
<b>Committee Report Submitted To:</b>	Leisure & Development Committee
<b>Date of Meeting:</b>	19 March 2024
<b>For Decision or For Information</b>	For Decision
<b>To be discussed In Committee</b>	NO

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Cohesive Leadership
Outcome	Council has agreed policies and procedures and decision making is consistent with them.
Lead Officer	Director of Environmental Services Director of Leisure & Development

<b>Budgetary Considerations</b>	
Cost of Proposal	N/A
Included in Current Year Estimates	N/A
Capital/Revenue	
Code	Transformation Programme
Staffing Costs	

<b>Legal Considerations</b>	
Input of Legal Services Required	<b>NO</b>
Legal Opinion Obtained	<b>NO</b>

<b>Screening Requirements</b>	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:
	DPIA Required and Completed:	Yes/No	Date:

## **1.0 Purpose of Report**

The purpose of the report is to seek approval to add a review period to the Leisure and Development 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**

At a Special Council Meeting held on 27<sup>th</sup> March 2023 Council resolved to accept the recommendations contained within the '*independent review of governance arrangements in Causeway Coast and Glens Borough Council report*'.

At a Special Council Meeting held on 30<sup>th</sup> 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.

The Director of Environmental Services is leading the implementation of the recommendations under the theme of Governance.

## **3.0 Addressing Recommendation G11**

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."

When the Leisure and Development 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**

It is recommended that approval is granted to add a review period to the Leisure and Development 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 Leisure and Development Committee is updated in the Council's Constitution and the Scheme of Delegation. The updated Terms of Reference are at **Annex A**.



## LEISURE AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE

### 1.0 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.

### 2.0 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 30<sup>th</sup> 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**.

### 3.0 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

## ANNEX A

Aaron Callan (DUP). In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

### 4.0 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.

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

### 6.0 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.

### 7.0 Review of Committees

A periodic review of the Terms of Reference will be carried out prior to the Annual Meeting each year.

## ANNEX A

### Annex A

<b>Members</b>	<b>Members</b>
<b>Chair: Councillor Bateson</b>	Councillor Kyle
<b>Vice Chair: Alderman Callan</b>	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

<b>Meeting</b>	<b>Date and Time</b>
Leisure & Development Committee	Tuesday 20th June 2023 at 7.00pm
	Tuesday 19 <sup>th</sup> September 2023 at 7.00pm
	Tuesday 17 <sup>th</sup> October 2023 at 7.00pm
	Tuesday 21 <sup>st</sup> November 2023 at 7.00pm
	Tuesday 19 <sup>th</sup> December 2023 at 7.00pm
	Tuesday 23 <sup>rd</sup> January 2024 at 7.00pm
	Tuesday 20 <sup>th</sup> February 2024 at 7.00pm
	Tuesday 19 <sup>th</sup> March 2024 at 7.00pm
	Tuesday 16 <sup>th</sup> April 2024 at 7.00pm
	Tuesday 21 <sup>st</sup> May 2024 at 7.00pm