

Causeway Coast and Glens Borough Council

To: Leisure and Development Committee

**Leisure and Development Committee
Terms of Reference**

14 April 2015

For Decision

1.0 Report to Committee

| | |
|----------------------------------|--|
| Linkage to Corporate Plan | |
| Strategic Priority | Transition and Transformation |
| Objective | Successful implementation of the convergence plan |
| Lead Officer | Richard Baker – Director Leisure & Development |
| Cost: (If applicable) | Associated staff work to arrange and service the committee meetings. |

The purpose of this report is to seek approval from Members on the Terms of Reference for the Leisure and Development Committee.

1.1 Background

Causeway Coast and Glens Borough Council decided to utilize 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. This report proposes Terms of Reference for one of these Committees; the Leisure and Development Committee.

1.2 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 Directorate.

This will include:

- Approving and overseeing the delivery of any relevant service strategies for the economic development, community development, leisure services and culture, arts and tourism functions of the Council;
- Approving relevant policies and procedures for the Leisure and Development Directorate;
- Monitoring and reviewing business and service delivery plans for the Leisure and Development Directorate;
- Approving the establishment of external partnerships where considered relevant to the role of the Leisure and Development Directorate;
- Approving and monitoring the implementation of capital projects by the Leisure and Development Directorate;
- Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Leisure and Development Directorate;

- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

1.3 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 2th March 2015.

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**.

1.4 Chair

The Committee will be chaired in the first instance for 2015/16 by **TBC** (SDLP).

In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Alan McLean (DUP)

In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

1.5 Meetings

The first meeting of the Committee will be held on Tuesday 14th April 2015, when the Terms of Reference will be agreed.

The Leisure and Development Committee will normally meet on the second 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 2015/16 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.

1.6 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 leisure and development issues.

1.7 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.

1.8 Recommendation

It is recommended that the Leisure and Development Committee approve the Terms of Reference as set out in this report.

Annex A

| Members | Members |
|--|--|
| Chair: Councillor Margaret Anne McKillop (SDLP) | Vice Chair: Councillor McLean (DUP) |
| DUP: Councillor Stevenson | SF: Councillor McGlinchey |
| DUP: Councillor McCorkell | SF: Councillor Mulholland |
| DUP: Councillor Clarke | SDLP: Alderman Gerry Mullan |
| UU: Councillor Wilson | SDLP: Alderman Maura Hickey |
| UU; Councillor Holmes | TUV: Councillor Douglas |
| UU: Alderman Hillis | DUP: Councillor Knight-McQuillan |
| UU: Councillor McCandless | SF: Councillor Nicholl |

Annex B

| Meeting | Date and Time |
|-----------------------------------|--|
| Leisure and Development Committee | Tuesday 14 th April 2015 at 7.00pm |
| | Tuesday 12 th May 2015 at 7.00pm |
| | Tuesday 9 th June 2015 at 7.00pm |
| | Tuesday 11 th August 2015 at 7.00pm |
| | Tuesday 8 th September 2015 at 7.00pm |
| | Tuesday 13 th October 2015 at 7.00pm |
| | Tuesday 10 th November 2015 at 7.00pm |
| | Tuesday 12 th January 2016 at 7.00pm |
| | Tuesday 9 th February 2016 at 7.00pm |
| | Tuesday 8 th March 2016 at 7.00pm |
| | Tuesday 12 th April 2016 at 7.00pm |
| | Tuesday 10 th May 2016 at 7.00pm |