

Causeway Coast & Glens Borough Council

To: Corporate Policy and Resources Committee

Date: 18 June 2019

Corporate Policy and Resources Committee Terms of Reference

For Information

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Director of Corporate Services
Cost: (If applicable)	Associated staff work to arrange and service the committee meetings.

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 Corporate Policy and Resources Committee.

1.2 Scope

The Corporate Policy and Resources 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 Performance Directorate and the Finance Department.

This will include:

- The future development of the organisational structure for the Performance Directorate and the Finance Department;
- Approving and overseeing the delivery of any relevant service strategies for the Performance Directorate and the Finance Department;
- Approving relevant policies and procedures for the Performance Directorate and Finance Department;
- Monitoring and reviewing business and service delivery plans for the Performance Directorate and Finance Department;
- Approving the establishment of external partnerships where considered relevant to the role of the Performance Directorate and Finance Department;

- Approving and monitoring the implementation of any capital projects by the Performance Directorate;
- Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Performance Directorate and Finance Department;
- 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 26th March 2015.

Members may be required to represent the Committee and Council at pertinent consultation and capacity building events.

1.4 Chair

The Committee will be chaired in the first instance for 2015/16 by Alderman Norman Hillis (UUP).

In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Alderman Frank Campbell (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 21st April 2015, when the Terms of Reference will be agreed.

The Corporate Policy and Resources 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.

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 issues related to the Performance Directorate and Finance Department.

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.

Recommendation

It is recommended that the Corporate Policy and Resources Committee note the Terms of Reference as set out in this report.