

Governance Arrangements – Terms of Reference for Existing Standing Committees and Proposed Sub-Committees	15th November 2016
Corporate Policy and Resources Committee For Decision	

Linkage to Council Strategy (2015-19)	
Strategic Theme	Leader and Champion
Outcome	Provide civic leadership
Lead Officer	Director of Performance
Cost: (If applicable)	N/A

1.0 Background

1.1 At the Corporate Policy and Resources Committee meeting in October 2016 members requested that the Terms of Reference for Council’s Standing Committees be brought to Committee for information.

1.2 Terms of Reference

1.3 Council agreed Terms of Reference for its standing committees: Audit, Corporate Policy and Resources, Environmental Services, Leisure and Development and Planning in April/May 2015.

1.4 The reports detailing the Terms of Reference, as presented for adoption in early 2015, for each of the Council’s Committees are attached to this report as follows:

- Appendix A: Audit
- Appendix B: Corporate Policy and Resources (CPR)
- Appendix C: Environmental Services
- Appendix D: Leisure and Development
- Appendix E: Planning

1.5 Sub-Committee

It was agreed at a previous meeting of the CPR Committee

“that a Land and Property Sub-Committee is set up and that the sub-committee reports directly to Council”

However, no methodology was agreed in terms of appointment to the sub-committee.

It has also been previously suggested that consideration be given to the establishment of an Efficiency and Improvement Sub-Committee.

The Terms of Reference for Corporate Policy and Resources allow for the establishment of Sub-Committees and Working Groups as follows

“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”

2.0 Recommendation

It is recommended that Council consider

- a) The establishment of an Improvement and Efficiency Sub-Committee
- b) The membership of the sub-committee, along with methodology of appointment
- c) The membership of the Land and Property Sub-Committee, along with methodology of appointment.

Causeway Coast & Glens Borough Council

To: Audit Committee

Date: 29 June 2015

150616 – Audit Committee TOR – v1

Audit Committee – Terms of Reference

For Decision

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Moira Quinn
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 Audit Committee.

1.2 Scope

The Audit 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 Audit function within Council. This will include:

Audit Activity:

- To consider the internal audit annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance indicated in relation to the Council’s corporate governance arrangements
- To consider summaries of specific internal audit reports as requested
- To consider reports dealing with the management and performance of the providers of internal audit services
- To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale

- To consider the external auditor's annual letter, annual reports and the report to those charged with governance
- To consider specific reports as agreed with the external auditor.
- To comment on the scope and depth of external audit work and to ensure it gives value for money
- To liaise with the Audit Commission over the appointment of the Council's external auditor
- To commission work from internal and external audit.

Regulatory Framework:

- To maintain an overview of the Council's constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour
- To review any issue referred to it by the Chief Executive or a director or any council body
- To monitor the effective development and operation of risk management and corporate governance in the Council
- To monitor council policies on 'Raising Concerns at Work' and the anti-fraud and anti-corruption strategy and the council's complaints process
- To oversee the production of the Council's Annual Governance Statement and to recommend its adoption
- To consider the Council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice
- To consider the Council's compliance with its own and other published standards and controls.

Accounts:

- To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council
- To consider the external auditor's report to those charged with governance on issues arising from the audit of accounts.

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 Councillor Cara McShane (SF).

In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Sean McGlinchey (SF).

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 16th June 2015, when the Terms of Reference will be agreed.

The Audit Committee will normally meet quarterly, on the second Wednesday 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 work of the Audit function of the Council.

1.7 Communication and Reporting

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

Recommendation

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

Causeway Coast & Glens Borough Council

To: Corporate Policy and Resources Committee

Date: 21 April 2015

Corporate Policy and Resources Committee Terms of Reference

150414 – CP&R Committee TOR – v1

For Decision

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Moira Quinn
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, Councillor 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 approve the Terms of Reference as set out in this report.

Causeway Coast & Glens Borough Council

To: Environmental Services Committee

Date: 5 May 2015

150414 – ES Committee TOR – v1

Environmental Services Committee Terms of Reference

For Decision

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Aidan McPeak
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 Environmental Services Committee.

1.2 Scope

The Environmental Services 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 Environmental Services Directorate.

This will include:

- The future development of the organisational structure for the Environmental Services Directorate;
- Overseeing the delivery of any relevant service strategies for the Environmental Services Directorate and making appropriate recommendations to Council;
- Recommending to Council relevant policies and procedures for the Environmental Services Directorate;
- Monitoring and reviewing business and service delivery plans for the Environmental Services Directorate;
- Recommending to Council the establishment of external partnerships where considered relevant to the role of the Environmental Services Directorate;

- Making recommendations to Council regarding capital projects by the Environmental Services Directorate and monitoring the implementation of any capital projects by the Environmental Services Directorate;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Environmental Services 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 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 Councillor Mark Fielding (DUP).

In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Brenda Chivers (SF).

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 5th May 2015, when the Terms of Reference will be agreed.

The Environmental Services Committee will normally meet on the first 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 Environmental Services Directorate.

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 Environmental Services Committee approve the Terms of Reference as set out in this report.

Causeway Coast & Glens Borough Council

To: Leisure and Development Committee

Date: 14 April 2015

150414 – L&D Committee TOR – v1

Leisure and Development Committee Terms of Reference

For Decision

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Richard Baker
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 Leisure and Development Committee.

1.5 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:

- The future development of the organisational structure for the Leisure and Development Directorate;
- 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.

1.6 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.

1.7 Chair

The Committee will be chaired in the first instance for 2015/16 by Councillor Margaret Anne McKillop (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.

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.

Recommendation

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

Causeway Coast & Glens Borough Council

To: Planning Committee

Date: 22 April 2015

Planning Committee – Terms of Reference

For Decision

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Denise Dickson
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 April 2015. This report proposes Terms of Reference for one of these Committees; the Planning Committee.

The Planning Committee will be the only Committee of Council to have full Council powers.

1.8 Scope

The Planning Committee (“the Committee”) will be responsible taking the key decisions and actions required specifically in relation to the work of the Planning Department.

This will include:

- Taking decisions in relation to the majority of planning decisions unless delegated to appointed officers.
- Recommending to Council the Local Development Plan for adoption.
- Approving and overseeing the delivery of any relevant service strategies for the Planning Department;
- Approving relevant policies and procedures for the Planning Department;
- Monitoring and reviewing business and service delivery plans for the Planning Department;

- Approving the establishment of external partnerships where considered relevant to the role of the Planning Department;
- Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Planning Department;
- Considering the resource implications of any recommendations.

1.9 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. The membership list for the Committee is provided at **Annex A**.

1.10 Chair

The Committee will be chaired in the first instance for 2015/16 by Councillor Tony McCaul (SF).

In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Loftus (SDLP).

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 Wednesday 22nd April 2015, when the Terms of Reference will be agreed.

The Planning Committee will normally meet on the fourth Wednesday of each month at 2.00 pm except when this falls within a recess period agreed by Council. A schedule of meetings for the Committee for the 2015/16 year is 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 issues related to the work of the Planning Department.

1.7 Communication and Reporting

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

Recommendation

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