

Causeway Coast and Glens Borough Council

COUNCIL CONSTITUTION

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Version No.	Revision Date	Revised By
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SUMMARY AND EXPLANATION

The Council's Constitution

A Council is required, under section 2 of the Local Government Act (Northern Ireland) 2014, to prepare and keep up to date a Constitution. Causeway Coast & Glens Borough Council has agreed a new Constitution which governs how the Council operates, how decisions are made, and the procedures which are to be followed to ensure efficiency, transparency and accountability to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

The Constitution is divided into sixteen Articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate Rules and Protocols at the end of the document.

What's in the Constitution?

Article 1 of the Constitution commits the Council to provide clear leadership; support the active involvement of its citizens; help Councillors represent their constituents more effectively; enable decisions to be taken efficiently and effectively; create a means of holding decision-makers to public account; ensure that no one will review or scrutinise decisions in which they were directly involved; ensure that decision makers are clearly identifiable; and provide a means of improving the delivery of services.

Articles 2 to 13 explain the rights of citizens and how the key parts of the Council operate. These are:-

- Members of the Council (Article 2)
- Citizens and the Council (Article 3)
- The Council meeting (Article 4)
- Chairing the Council (Article 5)
- Decision Making Structures (Article 6)
- Regulatory and other committees (Article 7)
- Joint arrangements (Article 8)
- Officers (Article 9)
- Procedures for Decision making (Article 10)
- Finance, contracts and legal matters (Article 11)
- Review and revision of the Constitution (Article 12)
- Suspension, interpretation and publication of the Constitution (Article 13)

In the event of a conflict in any respect between the Articles and the Annexes to the Constitution, a Council shall have regard to the provisions set out in the Articles.

How the Council Operates

The Council is composed of forty Councillors with elections to the Council taking place every four years. Councillors are democratically accountable to residents of their ward. The overriding duty of Councillors is to the whole community, but they have a special duty to their constituents, including those who did not vote for them. Councillors have

to agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties.

All Councillors meet together as the Council. Meetings of the Council are normally open to the public. Here Councillors decide certain Council policies and set the budget each year. The Council is also responsible for electing the Chair of the Council, adopting and changing this Constitution and is the forum for holding The Cabinet and committees to account.

Meetings of the Council are normally open to the public except when the Council decides a matter is of a confidential/sensitive nature and the meeting is declared “in committee”.

How Decisions Are Made

The Council's decision making structures are based on the traditional committee structure

The Council's Staff

The Council has people working for it (called 'officers') to give advice, implement decisions and manage the day-to-day delivery of its services. Some officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely. A Protocol governs the relationships between Councillors and officer

Citizens' Rights

Citizens have a number of rights in their dealings with the Council. These are set out in more detail in Article 3. Some of these are legal rights while others depend on the Council's own processes.

Citizens have the right to:

- vote at local elections if they are registered;
- contact their local councillor about any matters of concern to them;
- obtain a copy of the Constitution;
- attend meetings of the Council and its committees where, for example, personal or confidential matters are being discussed;
- inspect agendas and reports except those which contain, for example, personal and confidential matters;
- see reports and background papers, and any record of decisions made by the Council and its Committees;
- exercise their rights under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 to obtain information held by the Council;
- complain to the Council under the Council's own complaints process;

- complain to the Ombudsman if they think the Council has not followed its procedures properly. However, they should only do this after using the Council's own complaints process;
- inspect the Council's accounts and make their views known to the external auditor.

The Council welcomes participation by its citizens in its work.

PART 1

ARTICLES OF THE CONSTITUTION

Article 1 - The Constitution

1.1 Powers of the Council

The Council will exercise all its powers and duties in accordance with the law and this Constitution.

1.2 The Constitution

This Constitution (including all its appendices) is the Constitution of Causeway Coast and Glens Borough Council.

1.3 Purpose of the Constitution

The purpose of the Constitution is to:

- (a) enable the Council to provide clear leadership to the community, in partnership with local people, businesses and a wide range of other organisations;
- (b) support the active involvement of local people in the process of Council decision making;
- (c) help Councillors represent their constituents more effectively;
- (d) enable decisions to be taken efficiently and effectively;
- (e) create a powerful and effective means of holding decision-makers to public account;
- (f) ensure that those responsible for decision-making are clearly identifiable to local people and that the decision-makers explain the reasons for decisions;
- (g) provide a means of helping improve the delivery of services to the community.

1.4 Interpretation and Review of the Constitution

Where the Constitution permits the Council to choose between different courses of action, the Council will always choose that option which it thinks is closest to the statements of purpose in paragraph 1.3 above.

The Council will monitor and evaluate the operation of the Constitution. The Council will monitor and review its Constitution on a regular basis during the first term of the Council's operation. Following this first term of operation, the Council will conduct a full review of the Constitution after every local government election.

Article 2 - Members of the Council

2.1 Composition and Eligibility

The Causeway Coast & Glens Borough Council is comprised of 40 elected members, called Councillors. Councillors are elected by the voters of each Borough electoral area in the Council area in accordance with a scheme drawn up by the Electoral Office of Northern Ireland.

To be eligible to stand as a candidate at a Council election a person must, on the day they are nominated, be:

- at least 18 years old
- a British or Irish citizen, or a citizen of another member state of the European Union or the Commonwealth
- not be disqualified from being a councillor.

In addition, a person must fulfil one of the following three conditions:

- be registered to vote in the Borough in which they are standing
- have lived in the area for one year preceding the day of the election
- have worked in the area for that period.

Where an individual ceases to be a Councillor, whether by resignation or through other circumstances, the vacancy on the Council will be filled by the co-option of an individual nominated by the political party in whose name the previous individual stood at the last local general election.

2.2 Election and Terms of Councillors

The regular election of Councillors will be held on the first Thursday in May every four years. The next local government election is scheduled to be held in 2019. The term of office of Councillors will start on the fourth day after being elected and will finish on the fourth day after the date of the next regular election.

2.3 Roles and Duties of all Councillors

Key Roles

- (a) All councillors will have the following key roles:
- Councillors will collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions.
 - Councillors will represent their communities and bring their views into the Council's decision-making process.
 - Councillors will deal with individual issues and act as an advocate for constituents in resolving particular concerns or grievances.
 - Councillors will balance different interests identified within the Council area and represent that area as a whole.

- Councillors will be involved in decision-making.
- Councillors will be available to represent the Council on other bodies.
- Councillors will maintain the highest standards of conduct and ethics.

Rights and Duties

(b) All Councillors will have the following rights and duties:

- Councillors will have such rights of access to such documents, information, land and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law.
- Councillors will not make public, information which is confidential or exempt (as defined in the Access to Information Rules in **Part 3.1** of this Constitution), without the consent of the Council or divulge information given in confidence to anyone other than a Councillor or officer entitled to know it.

2.4 Conduct

Councillors will at all times observe the Northern Ireland Local Government Code of Conduct for Councillors, issued under section 53 of the Local Government Act (Northern Ireland) 2014, and also the Protocol on Member/Officer Relations (outlined in full in **Part 4**).

2.5 Allowances

Councillors will be entitled to receive allowances in accordance with the Members Allowances Scheme set out in **Part 5** of this Constitution.

Article 3 - Citizens and the Council

3.1 Citizens Rights

Local people and others who avail of the Council's services have the following rights in relation to the operation of Causeway Coast & Glens Council. Rights to information and to attend meetings of the Council or its committees are explained in more detail in the Access to Information Rules in **Part 3.1** of this Constitution.

(a) Information

Citizens have the right to:

- attend meetings of the Council and its committees except where confidential or exempt information is likely to be disclosed, and the meeting is therefore held in private;

- see reports and background papers, and any records of decisions made by the Council and its Committees except where confidential or exempt information is likely to be disclosed.

(b) Complaints

Citizens have the right to complain to:

- the Council itself under its complaints scheme; or
- the Northern Ireland Commissioner for Complaints in respect of an allegation that a Councillor (or former Councillor) failed, or may have failed, to comply with the Northern Ireland Local Government Code of Conduct for Councillors.

3.2 Citizens Responsibilities

Citizens must not be violent, abusive or threatening to Councillors or Council Officers and must not wilfully harm things owned by the Council, Councillors or officers.

Article 4 - The Council

4.1 Meanings

(a) Policy Framework

The policy framework means the following plans and strategies:-

- (i) Those required by Schedule 3 to the Local Government (Executive Arrangements) Regulations (Northern Ireland) 2014 which are:
 - *Causeway Coast & Glens Borough Council Corporate Plan*
 - *Causeway Coast & Glens Performance Improvement Plan*
- (ii) Those other plans and strategies prescribed in legislation to be adopted by the Council:
 - *Equality Scheme and Equality Action Plan*
 - *Disability Action Plan*
 - *Health and Safety Policy Statement*
 - *Local Biodiversity Strategy and Action Plan*
 - *Area Plans and Local Plans*
 - *Conservation Area Design Guides (Ballycastle; Ballymoney; Bushmills; Cushendall; Cushendun)*
 - *Scheme of Delegation for Development Management, Development Plan, Enforcement and other Planning Functions.*

(iii) Other plans and strategies, which the Council may decide, should be adopted by the Council as a matter of local choice:

- Good Relations Strategy
- Economic Development Strategy
- Community Development Strategy
- Tourism and Destination Management Strategy
- Arts and Heritage Strategy
- Capital Development Plan
- Sports Development Strategy
- Communications Strategy
- Engagement Strategy
- Waste Management Strategy
- Harbours and Marinas Strategy
- Enforcement Strategy – which sets out how the Council’s Planning Department deals with enforcement complaints
- Protocol for the Operation of the Causeway Coast and Glens Borough Council Planning Committee
- Conservation Strategy
- Conservation Area Design Guides
- Village Plans

(b) Budget

The Council’s budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the council’s rate base, setting the Borough rate and decisions relating to the control of the Council’s borrowing requirement, the control of its capital expenditure and the setting of virement limits.

4.2 Functions of the Council

The full details of the functions and powers of Causeway Coast & Glens Borough Council are set out in **Part 2** of this Constitution. They include:

- Approving and amending all key plans and strategies collectively known as the Policy Framework
- Approving the budget
- Adopting and amending the Constitution
- Establishing committees, agreeing their terms of reference, deciding their composition and making appointments to them
- Appointing the Chairman and Deputy Chairman of the Council
- Appointing Committee Chairmen and Deputy Chairmen
- Appointing the Head of Paid Service (the Chief Executive of Council)
- Adopting a Members’ Allowances scheme

4.3 Responsibility for Functions

The Council discharges other functions through committees and officers. **Part 2** of this Constitution sets out full details of the committees and officers who discharge those functions.

4.4 Council Meetings

There are three types of Council meeting:

- (a) the annual meeting;
- (b) ordinary meetings; and
- (c) extraordinary meetings

These meetings will be conducted in accordance with the Council Standing Orders as contained in **Part 3.4** of this Constitution.

Article 5 - Chairing the Council

5.1 Title of the Person Chairing Council Meetings

The Mayor of Council will chair meetings of full Council and the Mayor will be elected by Council annually at the Council's Annual General Meeting.

5.2 Role and Function of the Mayor of Council

The Mayor of the Council and, in their absence, the Deputy Mayor will have the following roles and functions:

(a) Ceremonial Role

Attend such civic and ceremonial functions as the Council and he/she determines to be appropriate.

(b) Chairing the Council Meeting

The Mayor will be the person presiding over Council meetings.

The Mayor will have the following responsibilities:

- to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the local community;
- to ensure that the Council meeting is a forum for the debate of matters of concern to the local community;

- to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
- to promote public involvement in the Council's activities.

Article 6 – Decision-Making Structures

Causeway Coast & Glens Borough Council has adopted the traditional committee structure from the decision making structures options provided in section 19 of the Local Government Act (Northern Ireland) 2014.

6.1 Form

The Council meets once per month on the 4th Tuesday of each month at 7.00 pm (with the exception of agreed recess periods).

As the Council has adopted the traditional committee structure, the Council has put in place the following Committees:

Committee	Number of Members	Schedule	Start Time
Environmental Service Committee	16 members	1 st Tuesday of the month	7.00 pm
Leisure and Development Committee	16 members	2 nd Tuesday of the month	7.00 pm
Corporate Policy and Resources Committee	16 members	3 rd Tuesday of the month	7.00 pm
Planning Committee (with full Council powers)	16 members	4 th Wednesday of the month	2.00 pm
Audit Committee		TBC	

6.2 Terms of Reference and Role

Part 2, Annex 2 (“Responsibility for Functions”) of this Constitution gives details of each Committee established by the Council, their terms of reference and the powers, duties and functions of those Committees.

6.3 Proceedings of the Committees

Proceedings of the Council’s Committees shall take place in accordance with the Council’s (*interim*) Standing Orders which are set out in **Part 3.4** of this Constitution.

Article 7 - Policy and Other Committees

7.1 Policy and Other Committees

The implementation of the Council's budget and policy framework, and the discharge of its regulatory functions, is undertaken by a number of Committees which have powers delegated from the full Council.

Part 2, Annex 2 ("Responsibility for Functions") of this Constitution gives details of each Committee established by the Council and the powers, duties and functions of those Committees.

At each Annual General Meeting the Council will make appointments to Committees for the subsequent Council year. Changes to membership of Committees will be made by the full Council.

The Council also has Joint Committees established with other organisations. A list of these is set out in Article 8, with detailed terms of reference and delegated powers contained in **Part 2**, Annex 3 of this Constitution.

7.2 Regulatory and Other Committees

Part 2, Annex 2 ("Responsibility for Functions") of this Constitution gives details of each Committee established by the Council and the powers, duties and functions of those Committees.

Article 8 - Joint Arrangements

8.1 Joint Arrangements

- (a) The Council may establish joint arrangements with one or more local authorities to exercise the discharge of certain functions. Such arrangements may involve the appointment of a joint committee with these other local authorities.
- (b) Details of any joint arrangements, including any delegations to joint committees, will be found in **Part 2, Annex 2** ("Responsibility for Functions").

8.2 Access to Information

The Access to Information Rules in **Part 3** of this Constitution apply.

8.3 Delegation To and From Other Councils

- (a) The Council may delegate the discharge of functions to another local authority and such a decision shall be made by full Council.
- (b) The decision whether or not to accept such a delegation from another local authority shall be a decision made by full Council.

8.4 Contracting Out

Causeway Coast & Glens Borough Council currently has no Council service or function contracted out to another organisation.

Article 9 - Officers

9.1 Management Structure

The management structure of the Council is set out in **Part 6** of this Constitution.

9.2 Functions of the Chief Executive and Clerk to the Council

As Head of the Paid Service the Chief Executive has the following roles:

- (1) overall corporate management and operational responsibility (including overall management responsibility for all staff)
- (2) the provision of professional advice to all parties in the Council's decision making process
- (3) together with the Director for Performance, responsibility for a system for record keeping for all the local authority's decisions
- (4) representing the Council on partnership and external bodies (as required by statute or the Council)
- (5) The Chief Executive will report to the Council on:
 - (a) the manner in which the discharge by the authority of its functions is co-ordinated
 - (b) the number and grades of staff required by the authority for the discharge of its functions
 - (c) the organisation of the authority's staff
 - (d) the appointment and proper management of the authority' staff.
- (6) to support and advise the Council and its Committees on policy and service delivery in order that Members' decisions are well informed
- (7) to ensure that the policies and decisions of the Council are formulated and delivered effectively and efficiently
- (8) to provide strong managerial leadership and direction, foster cross departmental working and implement organisational improvement
- (9) to set high standards and drive up the performance, effectiveness and reputation of the Council

- (10) to work with outside bodies and access additional funds and resources in order to support the Council's programmes of work

9.3 Functions of the Chief Financial Officer

As Chief Financial Officer the Head of Finance will be responsible for the following functions:

- Financial Strategy
- Rates/Budget setting
- Financial governance
- Financial policies
- Financial procedures
- Treasury management
- Financial Accounts
- Management Accounts
- Budgetary Control
- Payroll
- Supplier Payments
- Customer invoicing and credit control
- Capital expenditure control
- Economic appraisals

9.4 Duty to Provide Sufficient Resources to the Chief Financial Officer

The Council will provide the Chief Executive and Directors of Council with such officers, accommodation and other resources as are, in its opinion, sufficient to allow their duties to be performed.

9.5 Conduct

Officers will comply with the Officers' Code of Conduct and the Local Government Employee and Councillor Working Relationship Protocol set out in **Part 4** of this Constitution.

Article 10 – Decision-Making

10.1 Responsibility for Decision-Making

The Council may determine whether to delegate decisions to committees, sub-committees and/or officers, or to joint committees or joint arrangements or other councils. These delegations will be recorded in the Council's Constitution and Scheme of Delegation and this must be kept up to date.

10.2 Principles of Decision-Making

All decisions of the Council will be made in accordance with the following principles:-

- (a) lawfulness – the decision will accord with the law and if there is ambiguity about the legal consequences, full consideration has been given to the risks;
- (b) due consultation and the taking of professional advice from officers;
- (c) clarity and cost effectiveness – the aims of the decision are clear and the most cost effective method of implementation are proposed;
- (d) a presumption in favour of openness.

10.3 Decisions to be taken by a Qualified Majority

The decisions of a Council that must be taken by a qualified majority, i.e. by 80 per cent of the votes of the members present and voting, are set out in the Council Standing Orders 19.3 as contained in **Part 3** of this Constitution.

10.4 Decision Making by the Council

Council meetings will follow the Council's agreed Standing Orders set out in **Part 3** of this Constitution when considering any matter.

10.5 Decision Making by Other Committees and Sub-Committees Established by the Council

Council Committees and sub-committees will follow those parts of the Council Standing Orders set out in **Part 3** of this Constitution as apply to them.

10.6 Reconsideration of Decisions

Decisions of the Council or a Committee of the Council will be subject to reconsideration if 15 per cent (%) of the members of the Council present to the Clerk of the Council a requisition on either or both of the grounds specified in section 41(1) of the Local Government Act (Northern Ireland) 2014. These are:

- (a) that the decision was not arrived at after a proper consideration of the relevant facts and issues;

- (b) that the decision would disproportionately affect adversely any section of the inhabitants of the Borough.

The procedures to be followed in relation to a requisition for the reconsideration of a decision are set out in the relevant Council Standing Order in **Part 3** of this Constitution.

Article 11 - Finance, Contracts and Legal Matters

11.1 Financial Management

The management of the Council's financial affairs will be conducted in accordance with the Financial Procedures Rules set out in **Part 3.5** of this Constitution.

11.2 Contracts

Every contract made by the Council will comply with the Contracts Procedure Rules (Procurement Policy) set out in **Part 3.3** of this Constitution.

11.3 Legal Proceedings By and Against the Council

The Chief Executive is authorised to institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council.

Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Chief Executive or some other person duly authorised by the Council or the Chief Executive, unless any enactment otherwise authorises or requires.

11.4 Common Seal of the Council

The Common Seal of the Council will be kept in a safe place in the custody of the Deputy Chief Executive. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the Chief Executive should be sealed. The affixing of the Common Seal will be attested by the Chief Executive or some other person authorised by him/her.

Article 12 - Review and Revision of the Constitution

12.1 Duty to Keep the Constitution Up To Date

The Council from time to time will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

This will require the Head of Policy to conduct an annual initial review of the Constitution in April/May each year with a report submitted to the Chief Executive and Senior Management Team for their consideration. A report will then be submitted by the Chief Executive to Council for consideration at the first full meeting of Council following the Annual General Meeting.

12.2 Changes to the Constitution *(suggested wording for a new Standing Order)*

The Council's Standing Orders requires that only full Council will approve any changes proposed to the Council Constitution. Any proposed changes to the Constitution must have a proposer and seconder and be agreed by Council.

The Council will review the Constitution annually and consider for approval any changes arising from this review. Any proposed changes to the Constitution arising from this review must have a proposer and seconder and be agreed by Council.

Article 13 – Suspension and Publication of the Constitution

13.1 Suspension of the Constitution

(a) Limit to Suspension

The Articles of this Constitution may not be suspended.

The Standing Orders contained in **Part 3** may be suspended by the full Council to the extent permitted within those Standing Orders and the law.

(b) Procedure to Suspend Standing Orders

The procedure to suspend Standing Orders is outlined in Standing Orders.

13.2 Interpretation

The ruling of the Chairman in relation to the interpretation or application of this Constitution, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council. Such interpretation will have regard to the purpose of this Constitution contained in Article 1.

13.3 Publication

A printed copy of this Constitution will be given to each member of the Council upon delivery to the Clerk and Chief Executive of the Council of that individual's declaration of acceptance of office on the member first being elected to the Council.

A copy of this Constitution will be available for public inspection and can be purchased by the local press and the public on payment of a reasonable fee. The Constitution will be freely available on the Council's website www.causewaycoastandglens.gov.uk

Part 2

Responsibility for Functions

Annex 1 – Principles of Delegation

Causeway Coast & Glens Borough Council is only permitted to do what statute empowers it to do and certain elements of the Council's statutory powers cannot be delegated by full Council.

The Council has chosen, however, to exercise its discretion under section 18(1) of the Local Government (Northern Ireland) Act 1972 to delegate powers to discharge certain of its functions to various Committees of Council.

Annex 2 – Responsibilities for Council Functions

In exercising this discretion under section 18(1) of the Local Government (Northern Ireland) Act 1972, the Council has delegated the following powers, duties and functions to various Committees of Council as follows:

Committee	Terms of Reference	Powers Delegated to Committee
Planning Committee	<ul style="list-style-type: none"> ▪ 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. 	Full Council Powers
Environmental Services Committee	<ul style="list-style-type: none"> ▪ 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; ▪ Recommending to Council any 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; ▪ Recommending to Council and monitoring the implementation of any capital projects by the Environmental Services Directorate; ▪ Recommending to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Environmental Services Directorate; 	Recommendations to be ratified by full Council

	<ul style="list-style-type: none"> ▪ Recommending to Council the resolution of any associated issues; ▪ Considering the resource implications of any recommendations. 	
Leisure and Development Committee	<ul style="list-style-type: none"> ▪ The future development of the organisational structure for the Leisure and Development Directorate; ▪ 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; ▪ Recommending for Council approval any relevant policies and procedures for the Leisure and Development Directorate; ▪ Monitoring and reviewing business and service delivery plans for the Leisure and Development Directorate; ▪ Recommending for Council approval the establishment of external partnerships where considered relevant to the role of the Leisure and Development Directorate; ▪ Recommending for Council approval and monitoring the implementation of capital projects by the Leisure and Development Directorate; ▪ Recommending for Council approval 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. 	Recommendations to be ratified by full Council
Corporate Policy and Resources Committee	<ul style="list-style-type: none"> ▪ The future development of the organisational structure for the Performance Directorate and the Finance Department; ▪ Overseeing the delivery of any relevant service strategies for the Performance Directorate and the Finance Department; ▪ Recommending for Council approval any 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; ▪ Recommending for Council approval the establishment of external partnerships where considered relevant to the role of the Performance Directorate and Finance Department; 	Recommendations to be ratified by full Council

	<ul style="list-style-type: none"> ▪ Recommending for Council approval and monitoring the implementation of any capital projects by the Performance Directorate; ▪ Recommending for Council approval 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. 	
Audit Committee	<p>Audit Activity:</p> <ul style="list-style-type: none"> • 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. <p>Regulatory Framework:</p> <ul style="list-style-type: none"> • 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 	Recommendations to be ratified by full Council

	<ul style="list-style-type: none"> • 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. <p>Accounts:</p> <ul style="list-style-type: none"> • 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. 	
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Annex 3 – Joint Arrangements

Causeway Coast and Glens Borough Council has entered into the following joint arrangements with other Councils:

- North West Region Waste Management Group
- Property Certificates – joint arrangement with Fermanagh and Omagh District Council
- Shared Environmental Services – SLA with Mid and East Antrim.
- Legal Services (for whole Council including Planning) – joint arrangement with Derry City and Strabane District Council.

Annex 4 – Scheme of Delegation

Scheme of Delegation to be finalised and approved by Council.

A link will then be included here to the final document.

Part 3

Rules of Procedure

3.1 Access to Information Procedure Rules

1. Meetings (*may be subject to change as Standing Orders under review*)

- 1.1 Standing Orders apply to all meetings of the Council and its Committees.
- 1.2 Members of the public and the media may attend all meetings, subject only to the exceptions in the Standing Orders.
- 1.3 At least five clear days' notice of any meeting will be provided by posting details of the meeting at the Council Civic Headquarters (Cloonavin, 66 Portstewart Road, Coleraine) and on the Council's website (www.causewaycoastandglens.gov.uk).
- 1.4 Copies of the agenda and reports will be made available for public inspection at the Council Civic Headquarters and on the Council's website at least five clear days before the meeting.
- 1.5 If an item is later added to the agenda, the revised agenda will be open to public inspection from the time the item was added to the agenda. Where reports are prepared after the agenda has been sent out, such reports will be made available for public inspection as soon as the report is sent to Members.
- 1.6 Reports may be withheld from public inspection if it is considered that they contain exempt or confidential information. Such reports will be marked "Not for publication" and the exemption category of information indicated.
- 1.7 The media and the public must be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that confidential information will be disclosed.
- 1.8 The media and the public may be excluded from meetings whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information will be disclosed.
- 1.9 The decision to exclude the media and the public must be made by a resolution of the meeting which must (in the case of exempt information) state the reasons for the exclusion and which must be recorded in the minutes of the meeting.

2. Audio Recordings of Meetings

Section 47 of the Local Government Act (Northern Ireland) 2014 requires that, so far as is reasonably practicable, a council must make an audio recording of so much of any meeting of the council as is open to the public and that the recording must be available to the public at the offices of the council until the expiration of the period of six years from the date of the meeting and published on the council website until the expiration of the period of two years from the

date of the meeting. This does not apply to meetings of any committee or sub-committee of the council.

3. Access to Minutes of Meetings

Copies of the following will be retained and made available for public inspection for six years after a meeting of a decision-making body:

- (a) the minutes of the meeting, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
- (b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;

4. Supply of Copies

Following a request by any person, and subject to the Council's Charging Scheme, the Council will supply copies of any agendas, reports, minutes and records of decisions which are open to public inspection.

5. Summary of Public's Rights

These rules do not affect any more specific rights to information contained elsewhere in this Constitution or the law.

A summary of the public's rights to attend meetings and to inspect and copy documents will be retained and made available to the public at the Council's Civic Headquarters.

6. Rights of Access for Members Generally

6.1 Under section 48 of the Local Government Act (Northern Ireland) 2014 any document which is in the possession or under the control of a Council and which contains material relating to any business to be transacted at a meeting of the council or a committee or sub-committee of the council must, subject to the following, be open to inspection by any member of the council:

- The legislation does not require the document to be open to inspection if it appears to the Clerk of the Council/Chief Executive that it discloses exempt information as outlined in Schedule 6 of the legislation.
- The legislation does require that the document be open to inspection if the information is information of a description for the time being falling within the remit of exempt Schedule 6 of the legislation.

6.2 The accounts of a Council must be open to inspection by any member of the Council.

7. Exempt Information means information which falls within one or more of the following seven categories:

- (a) Information relating to any individual.
- (b) Information which is likely to reveal the identity of an individual.
- (c) Information relating to the financial or business affairs of any particular person (including the Council holding that information).
- (d) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the council or a government department and employees of, or office holders under, the council.
- (e) Information in relation to which a claim to legal professional privilege could be maintained in legal proceedings.
- (f) Information which reveals that the council proposes—
 - to give under any statutory provision a notice by virtue of which requirements are imposed on a person; or
 - to make an order or direction under any statutory provision.
- (g) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

(For further information on the legislative basis for Access to Meetings and Documents, please see Part 8 of the Local Government (Northern Ireland) Act 2014.)

8. Freedom of Information Act 2000 and Environmental Information Regulations

Causeway Coast & Glens Borough Council is also subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 and a copy of the policy and procedures developed and adopted by Council to meet these legislative obligations can be found on the Council website at www.causewaycoastandglens.gov.uk.

3.2 Budget and Policy Framework Procedure Rules

POLICY FRAMEWORK

The policy framework for Causeway Coast and Glens Borough Council is based on the achievement of the Council Strategy which was adopted in May 2015. This will take the Council forward to 2019.

The Council's vision for the Borough Council area is:

“Maximise the benefits of our unique location and landscape by providing ambitious, accessible, innovative and efficient services which fulfil customer expectations.”

A number of strategic priorities were also identified in this document and these are:

- *Leader and Champion*
- *Accelerating Our Economy and Contributing to Prosperity*
- *Innovation and Transformation*
- *Resilient, Healthy and Engaged Communities*
- *Protecting and Enhancing our Environments and Assets*

In order to achieve these aims, the Council will:

- Work in partnership
- Promote the participation of local people in local democracy through effective consultation and communication
- Secure the most effective use of our resources in the delivery of high quality, best value public services

The Council has, furthermore, adopted a set of values that define the organisation's culture and set the framework for a way of working. These values describe a commitment on the part of both Councillors and Officers to how we work together and deliver services to the community:

- *Fairness*
- *Excellence*
- *Sustainability and Efficiency*
- *Empowerment*
- *Innovation*

The range of main policies and strategies which support these aims are listed in **Article 4**. It should be noted that at any one time it may not cover the complete range of policies and strategies because:

- It does not cover the complete range of detailed service specific policies and strategies;
- Very new or recently revised policies and strategies may not be included as yet in the latest version.

The Council, as planning authority, has also adopted a suite of documents which together will comprise the Development Plan, and provide the Local Development Framework for land use in the Borough.

The Corporate Policy and Resources Committee will set the policy framework for, and may adopt, approve, amend, vary or revoke, any policy, plan or strategy which covers, functions or services that have been delegated to more than one Committee.

Committees, Sub-Committees, Officers, area committees or joint arrangements discharging delegated functions should take operational decisions about a function or service that are consistent with any policy, plan or strategy of the authority which applies to the function or service, and must not take operational decisions that are contrary to any such policy, plan or strategy.

However, Committees may resolve to amend, modify, vary or revoke a policy, plan or strategy. If a Committee, Sub-Committee, Officer, area committee or joint arrangement discharging delegated functions wants to take such a decision, they shall take advice from the Chief Executive or Director of Performance as to whether the decision they want to make would be contrary to the policy framework.

If the advice of those officers is that the decision would be contrary to, or not wholly in accordance with, the existing policy framework, then the decision must be referred by that body or person to full Council for consideration and decision.

If the advice of any of the above officers is that the decision would be contrary to an existing policy, plan or strategy, framework, then the decision must be made by the responsible Committee

BUDGETARY FRAMEWORK

Currently being developed.

3.3 Contracts Procedure Rules (Procurement Policy)

A copy of the Council's current Procurement Policy is available at (*link to document on Council website to be included here*).

This document outlines the procedures that will be applied to procurement and contract activities across the Council, except for capital works contracts where separate arrangements apply.

3.4 Council Standing Orders

A link to the Interim Standing Orders will be inserted here.

(A review of Council's Standing Orders is currently being undertaken and new Standing Orders may be inserted here.)

3.5 Financial Procedure Rules

Financial procedure rules and regulations appropriate to the decision making arrangements the Council is operating are in the process of being developed.

Part 4

Codes and Protocols

4.1 Code of Conduct for Councillors

A link to this document will be inserted here

4.2 Code of Conduct for Officers

A link to this document will be inserted here.

4.3 Protocol on Member/Officer Relations

Local Government Employee & Councillor Working Relationship Protocol

Issued: October 2014

Local Government Employee and Councillor Working Relationship Protocol

1.0 Introduction

- 1.1 The Local Government Act (Northern Ireland) 2014 (the 2014 Act) creates a new environment for Local Government in Northern Ireland. The 2014 Act includes a new ethical framework for local government, a key element of which is the introduction of a mandatory Code of Conduct for Councillors.
- 1.2 The 2014 Act imposes a mandatory requirement for Councillors to observe the Northern Ireland Local Government Code of Conduct for Councillors (the Councillor Code), which establishes mechanisms for the investigation and adjudication of complaints and for appeals. With the exception of Part 9 (Planning), the Code came into force on 28 May 2014 the Part of the Code which deals with planning will come into effect from 1 April 2015.
- 1.3 The Local Government Staff Commission for Northern Ireland is responsible for issuing the Code of Conduct for Local Government Employees (2004) (the Employee Code). In conjunction with the Local Government Reform Joint Forum, the Commission has prepared a revised Code of Conduct for Local Government Employees due to come into effect from 1 April 2015.
- 1.4 Local Government has already established policies and procedures to resolve issues that Employees (for the purpose of this protocol the term 'Employees' or members of staff should be taken to mean any individual employed by a council including those working both full time and part time on a permanent, temporary, fixed term or inward secondment basis. The Protocol also applies to seasonal and casual staff, agency workers and volunteers while they are engaged in carrying out duties for the council), may encounter in the workplace. This protocol does not override any existing Employee policies or legal obligations but seeks to clarify the expected working relationship between Councillors and Employees.

2.0 Purpose

- 2.1 The protocol is intended to set out the working relationship between Councillors and Employees of councils. It relates to all aspects of the working environment, both physical and virtual. The protocol also advises of the steps to be taken to deal with concerns at an early stage to reduce negative impacts upon Councillors or Employees and ensure the prompt resolution of any difficulties which may arise. All issues raised under the remit of this protocol must be dealt with in the strictest confidence.
- 2.2 The protocol should also assist in furthering and developing a harmonious working environment with positive, constructive and professional relationships between Employees and Councillors.

2.3 The protocol reflects the content of both Employee and Councillor Codes of Conduct that demand the highest standards of personal conduct at all times. It upholds the seven Nolan Principles and the additional principles of public life:-

Public Duty – have a duty to uphold the law and to act on all occasions in accordance with the public trust placed in them; to act in the interests of the community as a whole.

Selflessness - should act in the public interest at all times and should take decisions solely in terms of the public interest. They should not act in order to gain financial or other material benefits for themselves, their family, friends or associates.

Integrity - should not place themselves under any financial or other obligation to outside individuals or organisations, which might reasonably be thought by others to influence them in the performance of their duties.

Objectivity - in carrying out public business, including considering public appointments, awarding contracts, or recommending individuals for rewards and benefits, they should make choices on merit.

Accountability - are accountable to the public for their decisions and actions and for the way that they carry out their responsibilities and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions when required and restrict information only when the wider public interest clearly demands it.

Honesty – should act honestly. They have a duty to declare any private interests relating to their public duties and should take steps to resolve any conflicts between their private interests and public duties at once and in a way that protects the public interest.

Leadership - should promote and support these principles by leadership and example in order to establish and maintain the trust and confidence of the public, to ensure the integrity of their council in conducting business.

Equality - should promote equality of opportunity and not discriminate against any person by treating people with respect regardless of race, age, religion, gender, sexual orientation, disability, political opinion, marital status and whether or not a person has dependants.

Promoting Good Relations – should act in a way that is conducive to promoting good relations by providing a positive example for the wider community to follow and that seeks to promote a culture of respect, equality and embrace diversity in all its forms.

Respect – Employees and Councillors are reminded that it is acknowledged that the exchange of ideas and opinions on policies may be

robust but this should be kept in context and not extended to individuals being subjected to unreasonable and excessive personal attack. They should keep in mind that rude and offensive behaviour may lower the public's regard for, and confidence in, Employees, Councillors and councils, they should therefore show respect and consideration for others at all times.

□ **Good Working Relationships** - Councillors and Employees are servants of the public, and are interdependent upon one another. But their responsibilities are distinct. Employees are ultimately responsible to the Chief Executive¹; Councillors are responsible to the electorate. The working relationship between Councillors and Employees must at all times be professional, courteous and based on mutual respect and trust. Neither party should seek to take unfair advantage of their position. All Councillors and Employees are responsible for ensuring they understand what behaviour is required of them, complying with respective Codes of Conduct. Both share a responsibility for understanding sensitivities and feelings of others and avoiding behaviour that could cause offence or distress.

[A Chief Executive is also an employee and is ultimately responsible to the Council]

3.0 Conduct of Local Government Employees towards Councillors

- 3.1 Employees must treat all political groups and individual Councillors equally, fairly and remain politically neutral at all times. Employees will provide professional, impartial and effective support, to enable Councillors to fulfil their role, in and on behalf of, the council. Employees will not seek to influence or lobby a Councillor with regards to personal issues.
- 3.2 It is important that there should be good working relationships between senior council employees and Chairs of Committees / Mayors. However such relationships should not be allowed to become so close as to cast doubt either on an officer's ability to deal impartially with other councillors, or the Chair/Mayor's ability to deal impartially with other employees.

4.0 Procedure

- 4.1 In the event that a Councillor wishes to raise either an informal or formal complaint regarding the conduct or behaviour of an Employee, the following process should be followed:

Informal Approach

- 4.2 A Councillor should seek to raise the matter in the first instance with the relevant Head of Service or Director who should seek to resolve the matter with the Employee concerned. The Councillor must not engage directly with the Employee, nor make any attempt to reprimand or discipline the Employee.

- 4.3 If the matter is about the conduct of an Employee at Head of Service or Director level, the Councillor should address their concern to the Chief Executive.
- 4.4 The Head of Service/Director/Chief Executive will undertake to resolve the matter through discussions with the Employee concerned and report on the outcome to the Councillor.

Formal Approach

- 4.5 If the Councillor is unhappy with the outcome of the informal approach or considers the initial complaint to be of a serious nature, they should raise the matter with the relevant Head of Service or Director and make their Party Group Leader, if relevant, aware of the complaint.
- 4.6 The relevant Head of Service/Director (or Chief Executive if applicable), will ensure the matter is investigated according to the relevant council procedures consulting with appropriate human resource sections.
- 4.7 The outcome of the investigation may result in:-
- no further action being required,
 - a verbal or written apology to the Councillor with an acknowledgement by the Employee that their conduct failed to meet the agreed standard and an undertaking that there will be no recurrence or
 - referral for consideration under the council's disciplinary procedure.
- 4.8 The Head of Service/Director (or Chief Executive if applicable), will write to the Councillor and Group Party Leader, if relevant, advising of the outcome.
- 4.9 The Employee will be informed in accordance with the relevant council procedures.
- 4.10 If the complaint is in relation to the Chief Executive the procedures specified in the Joint Negotiating Committee (JNC) for Chief Executives of Local Authorities or the appropriate mechanism at that time will be followed.

5.0 Conduct of Councillors towards Employees

- 5.1 Councillors' engagement with Employees must be equitable, reasonable, courteous and respectful and ensure that the impartiality of Employees is not compromised. Councillors must abide by their Code and their council's standing orders.

Procedure

- 5.2 In the event that an Employee wishes to raise either an informal or formal complaint regarding the conduct or behaviour of a Councillor, the appropriate support must be provided by their respective line manager and the following procedure should be followed:

Informal Approach

- 5.3 An Employee should seek to raise the matter in the first instance with their relevant Head of Service or Director, providing details of the incident that has occurred. The Employee must not engage directly with the Councillor. If necessary, the Head of Service or Director may involve the Group Party Leader, if relevant.
- 5.4 The Head of Service or Director will undertake to resolve the matter through discussions with the Councillor concerned and report on the outcome to the Employee and the Chief Executive.

Formal Approach

- 5.5 If the Employee is unhappy with the outcome of the informal approach or considers their complaint to be of a serious nature, they may wish to consult with their recognised Trade Union representative, if applicable prior to raising the matter formally (verbally or in writing) with the relevant Head of Service or Director. The Employee and their representative may also raise the complaint directly with the senior Human Resource Employee in the Council.
- 5.6 The relevant Head of Service/ Director, (or senior HR Employee if applicable), will ensure the matter is investigated according to the appropriate council investigatory process.
- 5.7 The Councillor and Party Group Leader, if relevant, will be advised of the complaint and should agree to co-operate with the investigation to establish the facts.
- 5.8 The outcome of the investigation may result in:-
- no further action being required, or
 - a verbal or written apology to the Employee with an acknowledgement by the Councillor that their conduct failed to meet the agreed standards and an undertaking that there will be no recurrence.
- 5.9 If the Head of Service/Director (or senior HR Employee), considers that the circumstances of the complaint is sufficiently serious or a pattern of behaviour emerges, they may recommend to the Chief Executive that the matter is raised at a formal meeting with the Party Group Leader, if relevant. The minutes of this meeting should be presented to the appropriate governance committee for consideration.

- 5.10 The Head of Service/ Director (or senior HR Employee), will write to the Employee (and where appropriate their recognised Trade Union representative) advising of the outcome. If the Employee is unhappy with the outcome, they may request that their complaint be reviewed by the Chief Executive. The Chief Executive will review the complaint and advise the Employee (and their Trade Union representative) of their decision.
- 5.11 The Councillor and the Group Party Leader, if relevant, will be informed in writing of the outcome of the investigation and consideration of further action.

(To note: This protocol does not preclude an employee, at any time, if they think it necessary, to write to the Commissioner for Complaints setting out how, in their opinion, a Councillor has breached the Code).

This protocol is the interface between current Councillor and Employee Codes of Conduct, which require the highest standards of personal conduct, including activities on social media, to be maintained at all times.

Part 5

Members' Allowance Scheme

Causeway Coast and Glens Borough Council

Scheme of allowances payable to Councillors

This scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012. The scheme has been prepared in accordance with the Department of the Environment's guidance on Councillor' allowances, issued in March 2014.

1. In this scheme:

- approved duties are as listed in Schedule 1, as provided for in the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012;
- Department means the Department of the Environment;
- Guidance means the Department of the Environment's guidance on Councillors' allowances, issued in March 2014; and
- Regulations means the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2012.

2. **Basic Allowance**

- 2.1 Subject to sub-paragraph 2.3 and paragraph 6 below, for the year ending on 31 March 2016, an annual basic allowance of £14,200 shall be paid to each member.
- 2.2 Not more than one basic allowance is payable to any councillor
- 2.3 No payment of basic allowance is made to those councillors who are also MLAs, MPs, members of the House of Lords or MEPs.

3. **Mayor's, Deputy Mayor's and Special Responsibility Allowance**

- 3.1 For the year ending 31 March 2016, Mayor's, Deputy Mayor's and special responsibility allowances shall be paid to councillors as follows:

Mayor	£7,000
Deputy Mayor	£4,000
Partnership Panel Representative	£1,000
Committee Chair (x4)	£3,000
Committee Vice-Chair (x4)	£350
Audit Committee	£750
Audit Committee Vice-Chair	£150

- 3.2 Subject to paragraph 3.4 and paragraph 6 below, the amount of each such allowance shall be the amount specified in paragraph 3.1. Regulation 5 of the 2012 Regulations stipulates that a special responsibility allowance must not be paid to more than 50% of the councillors in the Council (the 50% limit that applies to a Shadow Council should be treated separately to the 50% limited applied to an existing Council).
- 3.3 Not more than one special responsibility allowance is payable to any councillor.
- 3.4 No payment of special responsibility allowance is made to those councillors who are also MLAs, MPs, members of the House of Lords or MEPs.

4. Dependants' Carer's Allowance

- 4.1 Councillors are entitled to claim a dependants' carer's allowance towards reimbursement of actual reasonable costs necessarily incurred in providing care for a dependant while carrying out an approved duty.
- 4.2 A dependant lives with a claimant and is defined as:
- a child under 16 years old;
 - a child 16 years old or more, where there is medical/social work evidence that full-time care is required;
 - an adult with a recognised physical/mental disability where there is medical/social work evidence that full-time care is required; or
 - an elderly relative requiring full-time care.
- 4.3 A dependants' carer's allowance shall be payable based upon actual receipted costs. Payments shall be at the rates given in paragraph 4.4, which are subject to the limits determined by the Department.
- 4.4 For the year ending 31 March 2016, the hourly rate of dependants' carer's allowance for standard care shall be £6.50, and for specialised care shall be £13.00. The monthly maximum for standard care paid to individual councillors shall be £338, and the monthly maximum for specialised care shall be £676.

5. Travel and Subsistence Allowances

- 5.1 A councillor or committee member is entitled to claim travel and subsistence allowances where expenditure on travelling and subsistence has been necessarily incurred in connection with an approved duty as specified in Schedule 1.
- 5.2 The rates of travel allowance for travel by public transport shall not exceed the actual amount paid. Where reasonably available, the cheapest available form of public transport should be used, except in urgent cases.

- 5.3 The rates of travel allowance for travel by private vehicle shall be the amounts shown below, which are within the maxima determined by the Department.

Type of Vehicle	Rate
A pedal cycle	20.0p per mile
A solo motor cycle of cylinder capacity not exceeding 149cc	11.4p per mile
A solo motor cycle of cylinder capacity exceeding 149cc but not exceeding 499cc	16.5p per mile
A solo motor cycle of cylinder capacity exceeding 499cc or a motor cycle with a side car	22.0p per mile
A motor car or tri-car of cylinder capacity not exceeding 450cc	22.0p per mile
A motor car or tri-car of cylinder capacity exceeding 450cc but not exceeding 999cc	46.0p per mile 13.7p per mile*
A motor car or tri-car of cylinder capacity exceeding 999cc but not exceeding 1,199cc	52.2p per mile 14.4p per mile*
A motor car or tri-car of cylinder capacity exceeding 1,199cc	65.0p per mile 16.4p per mile*

* National Joint Council for Local Government Services – casual user rates after 8,500 miles.

- 5.4 The rates of subsistence shall be the amounts shown below, which are within the maxima determined by the Department.

Period/Meal	Rates (Ex VAT)	
	British Isles £	London £
An absence involving an overnight stay only , away from the normal place of residence	100.70	122.45
Breakfast Allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11am)	11.50	11.50
Lunch Allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	13.50	13.50
Tea Allowance (more than 4 hours away from the normal place of residence or, where approved by the	4.70	4.70

council, a lesser period including the period between 3pm and 6pm)		
Evening Meal Allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	20.95	20.95
Sub-total for meals	50.65	50.65
Total maximum rate (absence of 24 hours)	151.35	173.10

Note: **All** claims must be supported by appropriate receipts relating to actual expenses incurred.

6. Part-Year Entitlement

- 6.1 This scheme may be revoked and amended at any time.
- 6.2 If an amendment to this scheme is made which affects the payment of a basic allowance or special responsibility allowance in the year in which the amendment is made, then in relation to each of the periods:
- beginning with the year and ending with the day before that day on which the first amendment in that year takes effect; or
 - beginning with the day on which an amendment takes effect and ending with the day before that day on which the next amendment takes effect, (if none) with the year,
- the entitlement to such allowance shall reflect the proportion of the year when entitlement existed.
- 6.3 Where the term of office of a councillor begins or ends other than at the beginning or end of a year, entitlement to a basic allowance shall reflect the proportion of the year when entitlement existed.
- 6.4 Where a councillor has during a part of, but not throughout, a year such special responsibilities as attract entitlement to a special responsibility allowance, that entitlement shall reflect the proportion of the year when entitlement existed.

7. Claims and Payment

- 7.1 Payments regarding basic allowance and special responsibility allowance shall be made in *instalments of one twelfth of the amount specified in this scheme on the third last banking day of each month.*
- 7.2 Claims for dependants' carer's allowance, travelling allowance or subsistence allowance should be made in writing within three months, and should be accompanied by receipts, where appropriate.

SCHEDULE 1

In accordance with Regulations, only the following are specified as the duties in respect of which basic allowance, dependants' carers' allowances, and travel and subsistence allowances are available.

1. attendance at a meeting of the council;
2. attendance at a meeting of a committee of the council;
3. attendance at a meeting of a sub-committee of the council;
4. attendance at a meeting of a joint committee;
5. attendance at a meeting of a sub-committee of a joint committee;
6. attendance at a meeting of a group committee established under the provisions of the Local Government (Employment of Group Building Control Staff) (Northern Ireland) 1994 or the Local Government (Employment of Group Environmental Health Staff) Order (Northern Ireland) 1994; or
7. the doing of anything approved by a council or anything of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, or as the case may be, of the joint committee or any of its sub-committees.

A site visit is excluded from the list of approved duties and a site visit is defined as a visit made by a councillor in connection with an application for planning permission:

- which has been referred to a council for consultation under Article 15(a) of the Planning (General Development) Order (Northern Ireland) 1993; or
- at the request of the applicant for that planning permission, or the agent of an applicant, or at the request of an objector to that application.

Regarding Point 7, specific duties approved by Council include:-

- Conferences, Courses and Seminars
- Civic Functions
- Official & Courtesy Visits
- Special Council Meetings
- Attendance at a meeting of a working group/sub-committee of the Council, or other meeting related to the functions of the Council.
- Meetings of all outside bodies to which councillors are appointed, and meetings at which representation is required by councillors as a result of sitting on various groups/committees. Membership of these bodies has been rolled forward until the end of the Council term. Any member not wishing to be on an outside body can be replaced by a party colleague or if the party does not wish to retain the position, an alternative can be nominated at an appropriate Committee meeting of Council.

Part 6

Officers' Management Structure

