

# Causeway Coast & Glens Borough Council

To: Corporate Policy and  
Resources Committee

Date: 19 May 2015

## Draft Council Constitution

### For Information

Linkage to Corporate Plan	
Strategic Priority	Transition and Transformation
Objective	Successful implementation of the convergence plan
Lead Officer	Elizabeth Beattie
Cost: (If applicable)	

### 1.0 Background

1.1 Section 2 (1) of the Local Government Act (Northern Ireland) 2014 places a duty on a Council to prepare and keep up to date a Constitution which contains, among other things:

- (a) A copy of the Council's standing orders;
- (b) A copy of the Northern Ireland Local Government Code of Conduct for Councillors;
- (c) Such information as the Department may direct; and
- (d) Such other information (if any) as the Council considers appropriate.

1.2 In addition to the documents specified in section 2(1), the Act also requires a Council's Constitution to include the information specified in a "Direction" issued by the Department of the Environment.

### 2.0 Update on Progress

2.1 The "Direction" in accordance with section 2(a)(c) of the Local Government Act (Northern Ireland) 2014 has been received by Council from the Department, together with a recommended draft framework for the layout of the Council Constitution.

2.2 Officers are currently using the framework as the basis of the Causeway Coast and Glens Borough Council Constitution and are pulling together all the information required for the Constitution.

- 2.3 A summary of the contents of the Constitution as required by the Department's framework are outlined below:

***Part 1 – Summary, Explanation and Articles of the Constitution***

This section contains 15 Articles which outline how the Council operates, the roles and functions of Councillors, decision making structures and procedures, financial matters, etc.

***Part 2 – Responsibility for Functions***

This section contains the Scheme of Delegation, details on each committee established by Council, joint committees established by Council, etc.

***Part 3 – Rules of Procedure***

This section contains access to information procedure rules, budget and policy framework procedure rules, Council Standing Orders, financial procedure rules, etc.

***Part 4 – Codes and Protocols***

This section contains the Code of Conduct for Councillors, Conduct of Conduct for Local Authority Employees and the Local Government Employee and Councillor Working Relationship Protocol.

***Part 5 – Members' Allowance Scheme***

This section contains the agreed Members' Allowance Scheme.

***Part 6 – Officers' Management Structure***

This section contains an organisational structure and brief outline of the functions of each Directorate and Department of Council.

- 2.4 Completion of the Constitution is dependent on the completion of other elements of the Council's governance structure such as the adoption of the new Standing Orders, adoption of a Scheme of Delegation, development of a new Procurement policy and financial procedure rules. These areas are currently being worked on at present.
- 2.5 It is anticipated that a draft of the completed Council Constitution document will be brought to the Corporate Policy and Resources Committee for consideration at the meeting to be held on 16<sup>th</sup> June 2015.