



<b>Governance Sub-Committee</b>	<b>21 November 2017</b>
<b>Corporate Policy and Resources Committee</b> For decision	

<b>Linkage to Council Strategy (2015-19)</b>	
<b>Strategic Theme</b>	Leadership and Champion
<b>Outcome</b>	Providing civic leadership to our citizens
<b>Lead Officer</b>	Chief Executive
<b>Cost: (If applicable)</b>	Nil

#### 1.0 **Purpose of Report**

- 1.1 The purpose of the report is to present members with minutes and recommendations from the Governance Sub-Committee.

#### 2.0 **Recommendation**

- 2.1 It is recommended that Council grants approval for the minutes and recommendations of the Governance Sub-Committee 13<sup>th</sup> October 2017.



**MINUTES OF THE PROCEEDINGS OF THE MEETING OF THE  
GOVERNANCE SUB-COMMITTEE  
HELD IN THE BANN VIEW COMMITTEE ROOM, CIVIC HEADQUARTERS  
THURSDAY 13 OCTOBER 2017 AT 7.00 PM**

**Present** : Alderman Hillis; Councillors Beattie, Duddy,  
McCorkell,  
C McShane

**Officer Present** : D Jackson, Chief Executive

**1. APOLOGIES**

There were no apologies.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. TERMS OF REFERENCE: GOVERNANCE SUB-COMMITTEE**

Report circulated and attached. Given the on-going pressure on the diaries of Elected Members, it was recommended that the Governance Sub Committee and the Standing Orders Working Group be merged.

**AGREED** – to recommend to Committee that the Governance Sub Committee and the Standing Orders Working Group be merged.

**AGREED** – to recommend that Committee approve the Terms of Reference; subject to the following amendment:

That the default day and time for the meeting be Thursdays at 7pm.

**4. GOVERNANCE ARRANGEMENTS – TERMS OF REFERENCE FOR  
EXISTING STANDING COMMITTEES: STAFFING CHANGES AND  
EXTRAORDINARY EXPENDITURE**

Report circulated. Sub Committee considered Terms of Reference for existing Standing Committees as follows:

- Audit Committee
- Corporate Policy & Resources Committee
- Environmental Services Committee
- Leisure & Development Committee

**AGREED** – to recommend that Committee approve the following amendments to Standing Committees surrounding Staffing changes and Extraordinary Expenditure:

“Any recommendations involving changes to resource allocation (*for example staffing levels, additional budget, disposal or acquisition of assets*) should be directed towards the Corporate Policy and Resources Committee before full Council consideration”.

Members further suggested that standing orders could be reviewed to look at the timeframe for circulating committee minutes. This aims to prevent unnecessary delays with final reports going to the Council.

## **5. GOVERNANCE ARRANGEMENTS – TERMS OF REFERENCE FOR THE PLANNING COMMITTEE**

Report circulated. Sub Committee considered the Terms of Reference for the Planning Committee.

**AGREED** – to recommend that Committee consider the following amendment to Paragraph 1.1 of the Planning Committee protocol:

“The Planning Committee will be the only Committee of the Council to have full Council powers for Planning matters only. Any recommendations involving changes to non-Planning issues (*for example staffing levels or financial matters*) should be directed towards the Corporate Policy and Resources Committee before full Council consideration”.

## **6. REPORTING ARRANGEMENTS FOR THE COUNCIL FUNDING UNIT**

Sub-Committee Members asked to receive a briefing from the Funding Unit on its role and responsibilities.

## **7. APPOINTMENTS TO EXTERNAL BODIES**

The Sub-Committee directed that further work be taken to look at how appointments to external bodies will be allocated for the next term of the Council.

**8. GOVERNANCE SUB-COMMITTEE INTERFACE WITH STANDING ORDERS WORKING GROUP**

This was dealt with under Item 3.

**9. ANY OTHER RELEVANT BUSINESS**

Nil

**10. DATE OF NEXT MEETING**

To be scheduled in early 2018.

Draft

12<sup>th</sup> of October 2017

Governance Sub-Committee Members

**DRAFT TERMS OF REFERENCE: GOVERNANCE SUB-COMMITTEE**

**Background**

1. The Governance Sub-Committee has been set up on the direction of Council. Through the Corporate Policy and Resources Committee, the Sub-Committee will advise on the overarching Governance policy and procedures, including the periodic review of current practice. Its main purpose is to ensure that the Council's Governance arrangements help to deliver the best services for our citizens by seeking to improve and refine decision-making processes.

**Objectives**

2. The Sub-Committee has the following objectives:
- Drive good governance across the Council;
  - Review the appropriateness of Committee structures and terms of reference of Council committees to ensure that responsibilities are aligned;
  - As required, propose improved decision-making processes;
  - Conduct a periodic assessment of Council Governance arrangements;
  - Review latest research and recommend best practice, including consideration of other forms of governance within the legislative parameters of the Local Government Act.

**Membership**

3. The membership was agreed by the Corporate Policy and Resources Committee.

**Frequency of Meetings**

4. It is proposed that this meeting takes place on a quarterly basis. For ease of scheduling, the default day and time will be Thursdays at 7pm. The location will be in the Civic Headquarters, Cloonavin.

**Reporting arrangements**

5. The Sub-Committee will report to Council through the Corporate Policy and Resources Committee. The Chief Executive will provide the secretariat for the meeting.

David Jackson

Clerk and Chief Executive