



Title of Report:	Terms of Reference
Committee Report Submitted To:	Environmental Services Committee
Date of Meeting:	13th June 2023
For Decision or For Information	For Decision

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership Improvement & Innovation
Outcome	Approval of Terms of Reference
Lead Officer	Director of Environmental Services

Budgetary Considerations	
Cost of Proposal	Environmental Services Budget
Included in Current Year Estimates	YES/NO
Capital/Revenue	As per ES Budget
Code	N/A
Staffing Costs	As per ES Budget

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	NO

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0 Purpose of Report

1.1 This report reviews the existing Terms of Reference for the Environmental Services Committee.

2.0 Background (to include any previous decisions of Council)

2.1 Scope

Causeway Coast and Glens Borough Council decided to utilise 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.

2.2. 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.

2.3 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 30th May 2023. 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.

2.4 Chair

The Committee will be chaired in 2023/24 by Alderman Mark Fielding (DUP). In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Ciaran Archibald (Sinn Fein). In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

2.5 Meetings

The first meeting of the Committee of the newly elected Council will be held on Tuesday 13th June 2023, when the Terms of Reference will be agreed. The Environmental Services 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. A schedule of meetings for the Committee for the 2023/24 year are 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.

2.6 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. The following Working Groups are proposed for 2023/24 year.

- Asset Realisation Working Group
- Trading Working Group
- Climate Emergency Forum

2.7 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.

3.0 Recommendation(s)

It is recommended that the Environmental Services Committee recommends to Council the approval of the Terms of Reference as set out in this report.

Annex A

Members	Members
Chair: Alderman Mark Fielding	Vice Chair: Cllr Ciaran Archibald
Alderman Sharon McKillop	Councillor Sean McGlinchey
Councillor Sean Bateson	Councillor Margaret-Anne McKillop
Councillor Steven Callaghan	Councillor Ciaran McQuillan
Councillor Brenda Chivers	Councillor Tanya Stirling
Councillor Lee Kane	Councillor Ivor Wallace
Councillor Amy Mairs	Vacant
Councillor Jonathan McAuley	Vacant

Annex B

Meeting	Date and Time
Environmental Services Committee	Tuesday 13 th June 2023 at 7.00pm
	Tuesday 12 th September 2023 at 7.00pm
	Tuesday 10 th October 2023 at 7.00pm
	Tuesday 14 th November 2023 at 7.00pm
	Tuesday 12 th December 2023 at 7.00pm