



Title of Report:	Corporate Policy and Resources Committee Terms of Reference (TOR)
Committee	Corporate Policy and Resources Committee
Date of Meeting:	26 September 2023
For Decision or For Information	For Decision

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership – Improvement & Innovation
Outcome	Council has agreed policies and procedures and decision making is consistent with them
Lead Officer	Director of Corporate Services

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

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

Council agreed Terms of Reference for the Corporate Policy and Resources Committee in June 2023. (Appendix 1)

Corporate Services Directorate, Performance Services and Legal Services all report through the Corporate Policy and Resources Committee

Planning Committee Terms of Reference were approved in August 2023, and it was resolved that approval of future changes to the organisational structure of the Planning Department and associated budget implications will fall within the remit of the Corporate Policy and Resources Committee.

2.0 Background

2.1 The Corporate Policy and Resources Terms of Reference have been updated in section 2.0 to reflect this update. (Appendix 2)

- The future development of the organisational structure for the Corporate Services Directorate, Performance Legal Services and Planning;

It is recommended that the revised Terms of Reference as set out in this report (Appendix 2) are approved and recommend to Council to adopt the Terms of Reference.



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1.0 Purpose of Report

This report reviews the existing Terms of Reference for the Corporate Policy and Resources Committee and seeks approval for a revised Terms of Reference as set out below.

Council agreed Terms of Reference for the Corporate Policy and Resources Committee in June 2019, attached at Appendix 1 for information.

Corporate Services Directorate, Performance Services and Legal Services all report through the Corporate Policy and Resources Committee

The Terms of Reference have been reviewed and revised in line with good practice/governance and to ensure consistency with Terms of Reference with other Committees.

2.0 Background

2.1 Scope

Causeway Coast and Glens Borough Council decided to utilize the traditional committee system as its preferred form of governance and, as a result, a number of Committees were created to progress the work of the new Council from 1st of April 2015.

2.2 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 Corporate Services Directorate, Performance Services and Legal Services.

This will include:

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

- Making recommendations to Council regarding Capital Projects by the Corporate Services Directorate, Performance and Planning and monitoring the implementation of any capital projects by the Corporate Services Directorate, Performance and Legal Services;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Corporate Services Directorate, Performance and Legal Services;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.
- Consider recommendations from the Land and Property Sub-Committee in relation to matters dealt with by the Sub-committee under its Terms of Reference, and then make recommendation to full council.
- Consider reports from working groups, and make recommendation to full council.

3.0 Membership

The Committee is comprised of the sixteen Elected Members appointed to the Committee using the quota greatest remainder formula. Members may be required to represent the Committee and Council at pertinent consultation and capacity building events.

3.1 Chair

The Committee will be chaired according to the D'Hondt formula for positions of responsibility. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a Chair for the meeting will be agreed by the Members present.

3.2 Meetings

Meetings of the Committee will be held on the fourth Tuesday of each month at 7.00pm 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.

3.3 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 Corporate Services Directorate, Performance and Legal Services. The following are Sub-Committees of Corporate Policy & Resources Committee: Land and Property, Coronation Sub-Committee. The following are working groups which report to the Committee: Elected Member Development Working Group, Twinning Working Group, Women's Working Group.

3.4 Communication and Reporting

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

4.0 Recommendation

It is recommended that the Terms of Reference as set out in this report are adopted.

Corporate Policy and Resources Committee
September 2023

1.0 Scope

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This will include:

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- Overseeing the delivery of any relevant service strategies for the Corporate Services Directorate, Performance and Legal Services, and making appropriate recommendations to Council;
- Recommending to Council, relevant policies and procedures for the Corporate Services Directorate, Performance and Legal Services;
- Monitoring and reviewing business and service delivery plans for the Corporate Services Directorate, Performance and Legal Services;
- Recommending to Council, the establishment of external partnerships where considered relevant to the role of the Corporate Services Directorate, Performance and Legal Services;
- Making recommendations to Council regarding Capital Projects by the Corporate Services Directorate, Performance and Planning and monitoring the implementation of any capital projects by the Corporate Services Directorate, Performance and Legal Services;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Corporate Services Directorate, Performance and Legal Services;
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