

Causeway Coast & Glens District Council

Governance Committee 12th February 2015

Table of recommendations

No	Item	Recommendation
3.	Minutes of meeting held 14 th August 2014	<i>Confirmed</i>
4.	Governance report 4.1 Size and frequency of committees 4.2 Seating arrangements for the monthly Council meeting 4.3 Reports to Partnership Panel 4.4 Application for Borough Status	<i>16 Members each Committee Frequency as recommended Current assembly style arrangement continued Standing item on committee agenda Coleraine Borough Council Borough Status to form basis of application</i>
5.	Flying of Flags	<i>Roll across Legacy Councils' flag flying arrangements as interim approach</i>
6.	National Association of Councillors' Subscription	<i>Approve</i>
7.	Report and recommendation to Council following consultation on the reconstitution of Northern Ireland Local Government Association (NILGA)	<i>Noted</i>
8.	Public Appointments – Northern Ireland Fire and Rescue Services (NIFRS)	<i>For information</i>
9.	Partnership Panel Term of Office	<i>Noted</i>
10.	Consultation The Draft Local Government (Performance Indicators & Standards) Order (Northern Ireland) 2015	<i>Noted</i>
11.	Consultation on Domain Names – The Local Government (Domain Names) Regulations (Northern Ireland) 2015	<i>Noted</i>

Governance Committee

Minutes of the Meeting of Causeway Coast & Glens Shadow Council Governance Committee, held in the Council Chamber, Coleraine Borough Council on Thursday 12th February 2015 at 8.30pm

In the Chair: Councillor Cole

Members present: Councillors Baird, Blair, Fielding, Finlay, Harding, Hickey, King, McShane C, McCorkell, McGlinchey, McKillop (Margaret Ann), Mulholland, Robinson, Watton

In attendance: Mr D Jackson, Chief Executive
Mr S McMaw, Head of Convergence
Mrs E Beattie, Head of Policy
Mrs P Donaghy, Committee Administrator
Mrs S Duggan, Programme Administrator

1. Apologies

Apologies were recorded from Councillors Clarke, Fitzpatrick, Hillis and Hunter.

2. Declarations of Interest

No declarations of interest were reported.

3. Minutes of meeting held 20th November 2014

The minutes of the meeting held on 20th November 2014 were confirmed as a correct record. These were ratified by Council on 18th December 2014.

4. Governance Report

The Chief Executive presented the report, previously circulated, and as undernoted.

4.1 Size and frequency of Committees

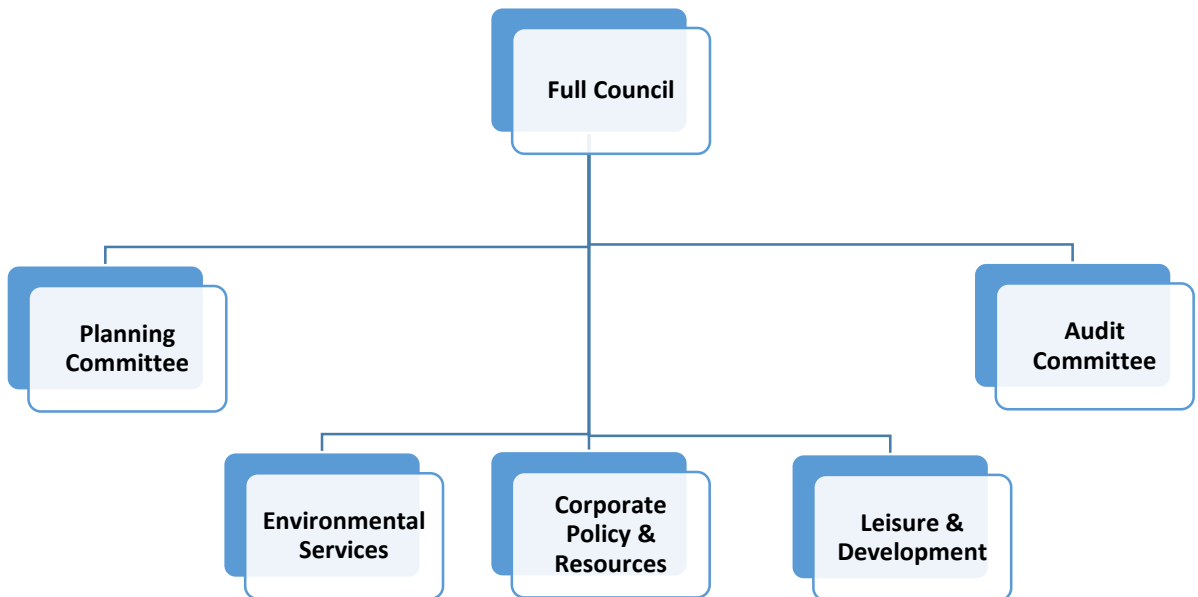
Background

The Causeway Coast and Glens Shadow Council (the Council) is required, under the Local Government Act (Northern Ireland) 2014 (the Act), to decide upon its form of governance for the new Council post 1st April 2015. Shadow Council has advocated a Traditional Committee System comprised as follows:

- ***Environmental Service Committee;***
- ***Leisure and Development Committee;***
- ***Corporate Policy and Resources Committee;***
- ***Planning Committee (with full Council powers);***

- **Audit Committee.**

This is illustrated below:



Size of Committees

The size of Traditional Committees can vary up to the full membership of 40 Councillors. Informal discussions are tending towards five Committees of 16, although some Members are advocating smaller committees of 10 to 12. Sixteen in size would create a total of 80 places so that each Elected Member could sit on 2 Committees. From the officer's perspective this would be logistically viable, although smaller Committees could further ease process and aid discussion. Clearly the democratic decision on Committees size will require various trade-offs between inclusiveness, logistic constraints, and the effectiveness of the Committee's working protocol. Sample calculations are included at Appendix 1. Note that the default allocation mechanism is quota greatest remainder, reflecting the proportional political make-up of the full Council.

Dates and frequency of Committees

The date and frequency of Committee meetings can take place as directed by Elected Members. The Shadow Council has adopted a practice of evening meetings at 7pm in order to better accommodate councillors in full time employment or with daytime commitments. Thursday evenings were the preferred rhythm in order to de-conflict with the four legacy councils; that constraint will cease from 1st April 2015. Officers are totally flexible on the issue, with some caveat on overhead costs, and will adapt to the needs of Members. Mondays can

tend to be absorbed with operational issues over-spilling from the weekend but that can be managed. To help stimulate the discussion, a suggested new format might be as follows:

- *Environmental Service Committee - 1st Tuesday at 7pm;*
- *Leisure and Development Committee; - 2nd Tuesday at 7pm;*
- *Corporate Policy and Resources Committee - 3rd Tuesday at 7pm;*
- *Planning Committee (with full Council powers) - 4th Wednesday at 2pm;*
- *Audit Committee - Quarterly on 2nd Wednesday at 7pm;*
- *Council Meeting - 4th Tuesday at 7pm.*

The proposal to hold Planning Committees to start at 2pm is simply in anticipation of associated workload. The afternoon start would facilitate any necessary site visits during that morning.

Recommendation

The Governance Committee should make recommendations to Shadow Council on:

1. The number of Elected Members to attend each Committee;
2. The date and timing of the Committee and Council meetings;

It was proposed by Councillor Fielding, seconded by Councillor McCorkell: **to recommend to agree the dates and frequency of the meetings, as presented, and that the number of Elected Members to attend each Committee is 10 or 12.**

In an **amendment** to the proposal Councillor McGlinchey proposed, seconded by Councillor McShane: **to recommend to agree the dates and frequency of the meetings, as presented, and that the number of Elected Members to attend each Committee is 16.**

Councillor Baird advised that from the UUP perspective having 16 Elected Members on each Committee would allow for better geographic diversity given the size of the Council's area.

Councillor Hickey also supported having 16 Elected Members on each Committee.

The Chair put the amended proposal to the vote.

12 Members voted in favour and 4 against.

The Chair declared the amended proposal carried: **to recommend that the dates and frequency of the meetings, as presented, be agreed and that the number of Elected Members to attend each Committee is 16.**

4.2 Seating arrangements for the monthly Council meeting

Background

The Democratic Unionist Party has raised concerns about the current seating arrangements for the Shadow Council and asked that this be reviewed.

Options

The Local Government Act is silent on the matter. Permutations are almost unlimited but a number of options are listed below:

- *Continue with the current 'Assembly style' arrangement;*
- *Party groups pick single rows of seats using d'Hondt as the selection order;*
- *D'Hondt is used to allocate seating preferences on an individual Councillor basis;*
- *'First come, first seated' on a monthly basis.*

Various minor challenges could arise with each option, for example debating dynamics and additional challenge for the Chair, but no insurmountable challenges are envisaged.

Recommendation

The Governance Committee should make recommendations to Shadow Council on its preferred seating arrangement post-April 2015:

It was proposed by Councillor Harding, seconded by Councillor Baird: **to recommend that party groups select seats using d'Hondt in any arrangement.**

In an amendment it was proposed by Councillor Hickey, seconded by Councillor MA McKillop: **to recommend that the current Assembly style arrangement is continued.**

The Chair put the amended proposal to the vote.

8 Members voted in favour and 7 Members voted against.

The Chair declared the amended proposal carried: **to recommend that the current Assembly style arrangement is continued.**

4.3 Reports to the Partnership Panel

Background

The Partnership Panel between central and local government is now meeting on a monthly basis. The Panel is chaired by the Minister for the Environment; the Shadow Council is represented by Councillor Baird. The Partnership Panel will continue to meet beyond April 2015.

Reporting

Currently there is no formal mechanism for raising issues with the Partnership Panel. Therefore, it is proposed that Causeway Coast and Glens creates a monthly report, for monthly agreement at Council meetings, which encapsulates the headline achievements, issues and risks emanating from each of Council's Committees. This could form a

standing agenda item at the end of each Committee meeting to inform the proposed monthly report from the Council to the Partnership Panel.

Recommendation

It is recommended that officers prepare a sample Partnership Panel report, and that matters for reporting to the Partnership Panel becomes a standing agenda item at each Committee meeting.

It was proposed by Councillor Harding, seconded by Councillor King and AGREED: **to recommend that officers prepare a sample Partnership Panel report, and that matters for reporting to the Partnership Panel becomes a standing agenda item at each Committee meeting.**

4.4 Application for Borough Status

Background

The Shadow Council has agreed to apply to the Department of the Environment for Borough Status. The estimated cost of the application is £950. The enabling legislation is not yet finalised but will require an extension of one of the three current charters. Honorary Freemen of the three current Boroughs would continue to be recognised under any new Charter.

Recommendation

It is recommended that the oldest Borough Status, that of Coleraine Borough Council, forms the basis for the application for Borough Status to the Minister for the Environment.

Councillor C McShane reiterated her party's opposition to the application for Borough Status.

It was proposed by Councillor King, seconded by Councillor McCorkell to recommend that: **the oldest Borough Status that of Coleraine Borough Council, forms the basis for the application for Borough Status to the Minister for the Environment.**

The Chair put the proposal to the vote.

9 Members voted for and 3 Members voted against.

The Chair declared the proposal carried **to recommend that the oldest Borough Status that of Coleraine Borough Council, forms the basis for the application for Borough Status to the Minister for the Environment.**

5. Flying of Flags

The Head of Convergence presented the report, previously circulated and as undernoted.

Each of the four Legacy Councils has its own approach to the flying of flags at Council facilities. The Causeway Coast and Glens District Council will be required to develop a policy for the new Council. This process is likely to take approximately 9 months from the development of a report to Council outlining options, screening of the Council's decision and potentially an Equality Impact Assessment which includes stakeholder consultation. An indicative timetable for the process is detailed below:

Action	Timeframe
Report to Council with Options for Decision	By end of April 2015
Screening of Decision of Council	By end of June 2015
Conducting Equality Impact Assessment (if screening process requires this).	Minimum period of 5 months as this will include a 12 week consultation period
Final Equality Impact Assessment Report to Council	By end of November/December 2015
Final Decision of Council and Publication of Results of EQIA	December 2015

Mindful of the timeframe involved in developing the new policy, the Causeway Coast and Glens Shadow Council will need to consider an interim arrangement on flag flying to take effect from 1st April 2015.

Current Position

A summary of the current arrangements for the flying of flags in the Legacy Councils is set out in the table below.

Legacy Council	Current arrangement	Detail
Ballymoney Borough Council	The Union Flag is flown on designated days and days designated by Her Majesty the Queen. Discretion by Mayor and Chief Executive to fly on additional days for example death of prominent Politicians.	Policy applies to three Council buildings; Riada House, Joey Dunlop Leisure Centre and the Town Hall.
Coleraine Borough Council	The Union Flag is flown 365 days per annum at Coleraine Town Hall, two weeks in July at Portrush Town Hall and during business hours at Cloonavin. The Council also flies the Blue Seaside Award Flag.	In addition to the current arrangements a Union Flag is also flown 365 days per annum unofficially at the Coleraine Borough Council depot
Limavady Borough Council	The only flag that is flown by Limavady Borough Council is the Blue Seaside Award Flag	
Moyle District Council	The only flag that is flown by Moyle District Council is the Blue Seaside Award Flag	

Proposal

As an interim approach, it is proposed that the existing Legacy Council flag flying arrangements roll over to the new Causeway Coast and Glens District Council. This is consistent with an approach being adopted by several other councils. A Policy for the new Council will then be developed, consulted upon and equality impact assessed. The process will commenced in April 2015.

It is recommended that the Causeway Coast and Glens Shadow Council approve the roll across of the Legacy Councils flag flying arrangements as an interim approach.

Elected Members broadly welcomed the consultation process as outlined in the timetable presented.

It was proposed by Councillor Harding, seconded by Councillor King to recommend that: **Council approves the roll across of the Legacy Councils' flag flying arrangements, as an interim approach.**

In an amendment was proposed by Councillor Blair, seconded by Councillor Watton to recommend that: **the Union Flag be flown every day on all Council properties.**

The Chair put the amended proposal to the vote.

6 Members voted for and 7 Members voted against.

The Chair declared the amendment had failed.

The Chair put the substantive proposal to the vote.

6 Members voted for and 1 against.

The Chair declared the substantive proposal carried: **to recommend that Council approves the roll across of the Legacy Councils' flag flying arrangements, as an interim approach.**

6. National Association of Councillors Subscription

The Chief Executive presented the item advising that the Regional Secretary of the National Association of Councillors had written to advise as follows.

“Following the reorganisation of local government in Northern Ireland, and the change to a smaller number of larger councils, the National Association of Councillors has had to reassess its subscription structure to reflect the new authorities.

As you may be aware, the present subscription structure has been frozen for the last seven years, which has been of great benefit to the 26 councils. However, during this period the running costs of the association, like other organisations, have continued to rise steeply.

To allow for our higher running costs, and to reflect the larger size of the new council, the new annual subscription for Causeway Coast & Glens District Council has been set at £3,200.”

Committee AGREED: to recommend that Council approves the new annual subscription of £3,200.

7. NILGA – Report and recommendations to Council following consultation on the reconstitution of the Northern Ireland Local Government Association (NILGA)

The Chief Executive of NILGA has written outlining the steps required to reconstitute NILGA and has provided Council with a consultation feedback report and proposals for a forward work plan, previously circulated to Members. The NILGA Chief Executive pointed out that in their responses all councils sought the reconstitution of NILGA and therefore his recommendations are:

- I. The new constitution is established for governance purposes.
- II. Core investment as defined for the 2015/16 year – *NILGA's investment will be sought on 5th March 2015 with payment sought by 3rd April. For Causeway Coast and Glens District Council the payment is £42750.*
- III. Key representation and related services are established/maintained for the 11 councils effective from April 2015
- IV. Each Council, through representation from nominated members and input from the Chief Executive or his/her nominated senior officers, collectively develop and define the requirements of the 11 councils during this year, establishing the future specific and collective requirements of the councils.

The organisation and its small team of officials will be unable to remain in situ beyond 1st April 2015 unless reconstitution is formally determined before this date.

Members noted the information contained in the correspondence and reports.

8. Public Appointments - Northern Ireland Fire and Rescue Services Non Executive Chair and None Executive District Council Members

Members were advised that the Department of Health, Social Services and Public Safety is seeking to appoint a non-executive chair and three non-executive district council members to the Northern Ireland Fire and Rescue Service (NIFRS) with effect from 1st September 2015. The information was previously circulated to Members on Friday 6th February.

Members noted the information.

9. Partnership Panel – Term of Office

Members were advised that the Minister of the Environment had written to advise that the Term of Office for local government members of the Partnership Panel should be a four year term. The letter stated,

“...the 2014 Local Government (NI) Act provides for the sharing of positions of responsibility across the political parties represented on the council. My decision therefore should feed into the council process of deciding its positions of responsibility for the new council from 1st April 2015.

I feel this four year term provides for greater stability, time for central and local government relationships to develop and greater trust and responsibility

to grow, as well as providing time for productive working, given plans by the Panel for delivering a three to five year work plan.”

Members noted the information.

10. The Draft Local Government (Performance Indicators & Standards) Order (Northern Ireland) 2015

Correspondence was previously circulated to Members, from the Department of the Environment, Local Government Policy Division. “The Local Government Act (NI) 2014 (the Act) conferred on councils a new duty of performance improvement from 1st April 2015. The Act sets out the framework for the operation of council performance improvement and councils will be obliged to make arrangements to secure continuous improvement in the exercise of their functions.”

The Department wishes to consult on the legislation to be made under Section 89 of the Act “to specify performance indicators and standards for the functions of economic development, planning and waste management.”

The consultation was noted.

11. Consultation on Domain Names – The Local Government (Domain Names) Regulations (Northern Ireland) 2015

The consultation was previously circulated to Members. The Department of the Environment sought views on the draft Local Government (Domain Names) Regulations (Northern Ireland) 2015.

The consultation was noted.

The meeting closed at 9.10pm.

**Causeway Coast and Glens District Council: Draft Appointments to Committees 1
April 2015 – May 2019**

Committees of 20 appointments (using quota greatest remainder)

5 committee of 20 members = 100 places; Quota per member = $40/100 = 0.4$

DUP: $11/0.5=27$; UU: $10/0.4=25$; SF: $7/0.4=17$; SDLP: $6/0.4=15$; TUV: $3/0.4=7$; Others: $1/0.4=2$

	Planning	Environmental Services	Leisure & Development	Corporate policy & resources	Audit
1	DUP	DUP	DUP	DUP	DUP
2	DUP	DUP	DUP	DUP	DUP
3	DUP	DUP	DUP	DUP	DUP
4	DUP	DUP	DUP	DUP	DUP
5	DUP	DUP	DUP	DUP	DUP
6	UU	UU	UU	UU	UU
7	UU	UU	UU	UU	UU
8	UU	UU	UU	UU	UU
9	UU	UU	UU	UU	UU
10	UU	UU	UU	UU	UU
11	SF	SF	SF	SF	SF
12	SF	SF	SF	SF	SF
13	SF	SF	SF	SF	SF
14	SDLP	SDLP	SDLP	SDLP	SDLP
15	SDLP	SDLP	SDLP	SDLP	SDLP
16	SDLP	SDLP	SDLP	SDLP	SDLP
17	TUV	TUV	TUV	TUV	TUV
18					
19					
20					
21					

Note: Chairs & Vice Chairs will be filled from positions of responsibility, reducing respective party quotas.

Remaining 18 places (in order by d'Hondt)

DUP: 3; SF:3; TUV:3; Alliance:3; PUP:3; Ind:3

Committees of 16 appointments (using quota greatest remainder)

5 committees of 16 members = 80 places; Quota per member = $40/80 = 0.5$

DUP: $11/0.5=22$; UU: $10/0.5=15$; SF: $7/0.5=14$; SDLP: $6/0.5=12$; TUV: $3/0.5=6$; Others: $1/0.5=2$
(Total of 80)

	Planning	Environmental Services	Leisure & Development	Corporate policy & resources	Audit
1	DUP	DUP	DUP	DUP	DUP
2	DUP	DUP	DUP	DUP	DUP
3	DUP	DUP	DUP	DUP	DUP
4	DUP	DUP	DUP	DUP	DUP
5	UU	UU	UU	UU	UU
6	UU	UU	UU	UU	UU
7	UU	UU	UU	UU	UU
8	UU	UU	UU	UU	UU
9	SF	SF	SF	SF	SF
10	SF	SF	SF	SF	SF
11	SDLP	SDLP	SDLP	SDLP	SDLP
12	SDLP	SDLP	SDLP	SDLP	SDLP
13	TUV	TUV	TUV	TUV	TUV
14					
15					
16					

Remaining 15 places (by d'Hondt)

DUP: 2; SF:4; SDLP:2; TUV:1; Alliance:2; Ind:2; PUP:2

Note: Chairs & Vice Chairs will be filled from positions of responsibility, reducing respective party quotas

Committees of 12 appointments (using quota greatest remainder)

5 committees of 12 members = 60 places; Quota per member = $40/60 = 0.667$
 DUP: $11/0.667=16$; UU: $10/0.667=15$; SF: $7/0.667=10$; SDLP: $6/0.667=9$; TUV: $3/0.667=4$;
 Others: $1/0.667=1$ (Total of 48)

	Planning	Environmental Services	Leisure & Development	Corporate policy & resources	Audit
1	DUP	DUP	DUP	DUP	DUP
2	DUP	DUP	DUP	DUP	DUP
3	DUP	DUP	DUP	DUP	DUP
4	UU	UU	UU	UU	UU
5	UU	UU	UU	UU	UU
6	UU	UU	UU	UU	UU
7	SF	SF	SF	SF	SF
8	SF	SF	SF	SF	SF
9	SDLP	SDLP	SDLP	SDLP	SDLP
10					
11					
12					

Remaining 12 places (by d'Hondt)

DUP: 1; SDLP:4; TUV:4; Alliance:1; Ind:1; PUP:1

Note: Chairs & Vice Chairs will be filled from positions of responsibility, reducing respective party quotas.

Committees of 10 appointments (using quota greatest remainder)

5 committees of 10 members = 50 places; Quota per member = $40/50 = 0.8$
 DUP: $11/0.8=13.75$; UU: $10/0.8=12.5$; SF: $7/0.8=8.75$; SDLP: $6/0.8=7.5$; TUV: $3/0.8=3.75$;
 Others: $1/0.8=1.25$ (Total of 46)

	Planning	Environmental Services	Leisure & Development	Corporate policy & resources	Audit
1	DUP	DUP	DUP	DUP	DUP
2	DUP	DUP	DUP	DUP	DUP
3	UU	UU	UU	UU	UU
4	UU	UU	UU	UU	UU
5	SF	SF	SF	SF	SF
6	SDLP	SDLP	SDLP	SDLP	SDLP
7					
8					
9					
10					

Remaining 21 places (by d'Hondt)

DUP:4 ; UU:3; SF:4; SDLP:3; TUV:4; Alliance:1; Ind:1; PUP:1

Note: Chairs & Vice Chairs will be filled from positions of responsibility, reducing respective party quotas.

5 Committees of 20 using Droop Quota

Quota for each committee of 20 = $(40 / 20 + 1) + 1 = 2.904$

Party allocation

	DUP	UU	SF	SDLP	TUV	Ind
Members	11	10	7	6	3	1
Allocation	3.79	3.44	2.41	2.07	1.03	0.34
Positions	3	3	2	2	1	0

9 remaining places are allocated on the basis of greatest residual remainders:

DUP 1; UU 1; SF 1; Alliance 1; PUP 1; Ind 1; SDLP 1; TUV 1; DUP 1

Final party allocation per committee (total 20)

	DUP	UU	SF	SDLP	TUV	AI/PUP/Ind
Positions	5	4	3	3	2	1 each

For information.

D'Hondt allocation order

Pick	Party	Pick	Party	Pick	Party	Pick	Party
1	DUP	14	SF	27	UU	40	PUP
2	UU	15	DUP	28	DUP	41	DUP
3	SF	16	SDLP	29	SDLP	42	UU
4	SDLP	17	UU	30	SF	43	SF
5	DUP	18	DUP	31	UU	44	SDLP
6	UU	19	SF	32	DUP	45	DUP
7	DUP	20	UU	33	All	46	UU
8	SF	21	DUP	34	TUV	47	DUP
9	UU	22	TUV	35	SF	48	SF
10	TUV	23	SDLP	36	DUP	49	UU
11	SDLP	24	UU	37	SDLP	50	TUV
12	DUP	25	SF	38	IND	51	SDLP
13	UU	26	DUP	39	UU	52	DUP

