

# Causeway Coast & Glens Borough Council

To: Corporate Policy and Resources Committee

Date: 21 April 2015

## Corporate Policy and Resources Committee Terms of Reference

### For Decision

<b>Linkage to Corporate Plan</b>	
<b>Strategic Priority</b>	Transition and Transformation
<b>Objective</b>	Successful implementation of the convergence plan
<b>Lead Officer</b>	Moira Quinn
<b>Cost:</b> (If applicable)	Associated staff work to arrange and service the committee meetings.

### 1.1 Background

Causeway Coast and Glens Borough Council decided to utilize 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 1<sup>st</sup> of April 2015. This report proposes Terms of Reference for one of these Committees; the Corporate Policy and Resources Committee.

### 1.2 Scope

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 Performance Directorate and the Finance Department.

This will include:

- The future development of the organisational structure for the Performance Directorate and the Finance Department;
- Approving and overseeing the delivery of any relevant service strategies for the Performance Directorate and the Finance Department;
- Approving relevant policies and procedures for the Performance Directorate and Finance Department;
- Monitoring and reviewing business and service delivery plans for the Performance Directorate and Finance Department;
- Approving the establishment of external partnerships where considered relevant to the role of the Performance Directorate and Finance Department;

- Approving and monitoring the implementation of any capital projects by the Performance Directorate;
- Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Performance Directorate and Finance Department;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

### **1.3 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 26th March 2015.

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**.

### **1.4 Chair**

The Committee will be chaired in the first instance for 2015/16 by Alderman Norman Hillis (UUP).

In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Alderman Frank Campbell (DUP)

In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

### **1.5 Meetings**

The first meeting of the Committee will be held on Tuesday 21<sup>st</sup> April 2015, when the Terms of Reference will be agreed.

The Corporate Policy and Resources Committee will normally meet on the third 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 2015/16 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.

### **1.6 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 Performance Directorate and Finance Department.

## **1.7 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.

### **Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee approve the Terms of Reference as set out in this report.

## Annex A

Members	Members
<b>Chair:</b> Alderman Norman Hillis (UU)	<b>Vice Chair:</b> Councillor Frank Campbell (DUP)
DUP: Councillor Campbell	SF: Councillor Chivers
DUP: Councillor Duddy	SF: Councillor McGuigan
DUP: Councillor McCorkell	SDLP: Councillor Hickey
DUP: Councillor Knight-McQuillan	SDLP: Councillor Quigley
UU: Councillor Wilson	TUV: Alderman S McKillop
UU: Councillor Callan	SF: Councillor C McShane
UU: Councillor Hillis	TUV: Councillor Blair
UU: Councillor McCandless	SDLP: Councillor Beattie

## Annex B

Meeting	Date and Time
Corporate Policy & Resources Committee	Tuesday 21 <sup>st</sup> April 2015 at 7.00pm
	Tuesday 19 <sup>th</sup> May 2015 at 7.00pm
	Tuesday 18 <sup>th</sup> August 2015 at 7.00pm
	Tuesday 15 <sup>th</sup> September 2015 at 7.00pm
	Tuesday 17 <sup>th</sup> November 2015 at 7.00pm
	Tuesday 19 <sup>th</sup> January 2016 at 7.00pm
	Tuesday 16 <sup>th</sup> February 2016 at 7.00pm
	Tuesday 19 <sup>th</sup> April 2016 at 7.00pm
	Tuesday 17 <sup>th</sup> May 2016 at 7.00pm