

# RESPONSIBILITIES FOR COUNCIL FUNCTIONS

APRIL 2015

There are five standing committees plus one other additional committee which reports directly to Council

- Corporate Services Committee
- Environment Committee
- Regeneration and Development Committee
- Community & Wellbeing Committee
- Planning Committee
- Audit Committee ( not a standing committee but reports directly to Council)

## **1. Corporate Services Committee**

### **Authority**

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*

*(a) a Council may appoint a committee of the council ...*

*... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”*

### **Overall Purpose and Objectives**

The Corporate Committee will assist Council in fulfilling its role in the areas of ;

- Administration
- Audit and risk management
- Asset management
- Business Continuity
- Capital Projects
- Community Planning
- Corporate strategy
- Corporate Plan
- Corporate Communications
- Customer Service
- Efficiency and Transformation
- Emergency Planning
- Equality
- Finance
- Health and Safety
- Human Resources
- ICT
- Legal
- Organisational Development
- Performance Management
- Policy and Governance
- Procurement
- Special Projects
- Sustainable Development
- anything else appropriate delegated to it by Council

In reaching its decisions the Corporate Services Committee will have due regard to its impact on, and implications for the Council’s commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

### **Membership**

The Corporate Services Committee will comprise 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Corporate Services Committee on an annual basis in accordance with the procedures for appointing positions of responsibility

### **Meetings**

The Corporate Committee will meet in Church Street, Newtownards at 7.00pm on the second Tuesday of each month except during July and August.

Special meetings may be convened as required.

The Corporate Services Committee will comply with the Council's standing orders.

## **2. Environment Committee**

### **Authority**

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*

*(b) a Council may appoint a committee of the council ...*

*... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”*

### **Overall Purpose and Objectives**

The Environment Committee will assist Council in fulfilling its role in the areas of;

- building control
- building maintenance
- borough inspection
- car parks
- estate management/maintenance
- licensing
- marinas and harbours
- markets
- public conveniences
- recycling
- waste management and cleansing
- anything else appropriate delegated to it by Council

In reaching its decisions the Environment Committee will have due regard to its impact on, and implications for the Council’s commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

### **Membership**

The Environment Committee will comprise of 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Environment Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

### **Meetings**

The Environment Committee will meet in Church Street, Newtownards at 7.00pm on the first Wednesday each month except during July and August

Special meetings may be convened as required.

The Environment Committee will comply with the Council's standing orders

### **3. Regeneration and Development Committee**

#### **Authority**

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*

*(c) a Council may appoint a committee of the council ...*

*... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”*

#### **Overall Purpose and Objectives**

The Regeneration and Development Committee will assist Council in fulfilling its role in the areas of;

- Crafts
- Economic Development
- EU Funds and Projects
- Local Area Plan
- Regeneration
- Rural Development
- Tourism Development and Marketing
- Tourism Facilities (including Exploris)
- anything else appropriate delegated to it by Council

In reaching its decisions the Regeneration and Development Committee will have due regard to its impact on, and implications for the Council’s commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

### **Membership**

The Regeneration and Development Committee will comprise of 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Regeneration and Development Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

### **Meetings**

The Regeneration and Development Committee will meet in Church Street, Newtownards at 7.00pm on the first Thursday each month except during July and August

Special meetings may be convened as required.

The Regeneration and Development Committee will comply with the Council's standing orders



#### **4. Community and Wellbeing Committee**

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part (d) a Council may appoint a committee of the council ... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”*

#### **Overall Purpose and Objectives**

The Community and Wellbeing Committee will assist Council in fulfilling its role in the areas of;

- Arts and Museum
- Biodiversity
- Cemeteries
- Community Development
- Countryside
- Environmental Health
- Good Relations
- Leisure facilities
- Parks and Open Spaces
- Peace IV
- Playgrounds
- Policing and Community Safety Partnership (PCSP)
- Sports development
- anything else appropriate delegated to it by Council

In reaching its decisions the Community and Wellbeing Committee will have due regard to its impact on, and implications for the Council’s commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

### **Membership**

The Community and Wellbeing Committee will comprise of 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Community and Wellbeing Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

### **Meetings**

The Community and Wellbeing Committee will meet in Church Street, Newtownards at 7.00pm on the second Wednesday of each month except during July and August.

Special meetings may be convened as required.

The Community and Wellbeing Committee will comply with the Council's standing orders.

## **5. Planning Committee**

### **Authority**

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*

*(e) a Council may appoint a committee of the council ...*

*... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”*

### **Overall Purpose and Objectives**

The Planning Committee will assist Council in planning development control and enforcement

The Committee will have delegated responsibility from the Council to carry out its roles and responsibilities.

In reaching its decisions the Planning Committee will have due regard to its impact on, and implications for the Council’s commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect

The Planning Committee has full council powers delegated to it

### **Membership**

The Planning Committee will comprise 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Planning Committee on an annual basis in accordance with the procedures for appointing positions of responsibility

### **Meetings**

The Planning Committee will meet in Church Street Newtownards at 7.00pm on the first Monday of each month **(summer arrangements to be confirmed)**.

Special meetings may be convened as required.

The Planning Committee will comply with the Council’s standing orders.

**Additional Committee Reporting Directly To Council - Audit Committee****Authority**

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*

*(f) a Council may appoint a committee of the council ...*

*... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”*

**Overall Purpose and Objectives**

The Audit Committee will assist Council in fulfilling its oversight responsibilities. The Committee will review the system of internal control and management of risks; the financial reporting process; the audit process and the Council's processes for monitoring compliance with laws and regulations and compliance with its own Standing Orders, policies and procedures.

In reaching its decisions the Audit Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

**Membership**

The Audit Committee will comprise 10 Members who are appointed by Council for a four year term for the purposes of continuity of expertise and knowledge plus one independent member, appointed through public advertisement;

Membership should not include Mayor and Deputy Mayor, Committee or Sub-committee chair or vice-chairs.

Council will nominate the Chair of the Committee in accordance with the procedures for appointing positions of responsibility.

**Meetings**

The Audit Committee will meet quarterly in the Castle, Bangor at 3.00pm on the x

Special meetings may be convened as required.

The Audit Committee will invite the External Auditors to attend and such other persons as it deems necessary, who may be asked to make presentations to the Committee as appropriate

The Audit Committee will comply with the Council's standing orders