

NEWRY, MOURNE & DOWN DISTRICT COUNCIL

Ref: NMD/GC

**Minutes of the Inaugural Meeting of Newry, Mourne and Down District Council
Governance Committee held on Tuesday 17 June 2014 at 6.00pm in Mourne
Room, Downshire Civic Centre, Downpatrick**

In attendance: (Councillors)

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|---------------------|------------------|
| Cllr. N Bailie | Cllr. S Burns |
| Cllr. M Carr | Cllr. G Craig |
| Cllr. L Devlin | Cllr. G Donnelly |
| Cllr. S Ennis | Cllr. C Enright |
| Cllr. G Fitzpatrick | Cllr. V Harte |
| Cllr. H Harvey | Cllr. L Kimmins |
| Cllr. K McAteer | Cllr. C McGrath |
| Cllr. H McKee | Cllr. H Reilly |
| Cllr. M Ruane | Cllr. G Stokes |
| Cllr. JJ Tinnelly | |

(Officials)

Mr L Hannaway, Chief Executive Designate
Mr J McBride, Change Manager
Ms C Miskelly, Head of Human Resources
Mrs C McAteer, Committee Administrator

Mr M Lipsett, Director of Recreation and Community
Services
Mr C O'Rourke, Director of Environmental Services
Ms V Keegan, Marketing Manager

Councillor M Carr took the Chair and welcomed everyone to the first meeting of the Newry, Mourne and Down District Council Governance Committee.

GC/01/2014: APOLOGIES

Apologies were received from Cllr. B Ó'Muirí and Councillor P Clarke.

GC/02/2014: DECLARATIONS OF INTEREST

There were no declarations of interest.

COMMITTEE BUSINESS

GC/03/2014: TERMS OF REFERENCE AND WORK PLAN

Read: Terms of Reference and Work Plan for the Newry, Mourne and Down District Council Governance Committee. **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Burns, **SECONDED** by Councillor Ruane to agree to the recommended Terms of Reference for the establishment and operation of the Governance Committee, as circulated.

NOTED: In response to a query from Councillor Ruane, Mr Hannaway confirmed that any Member can attend a Committee Meeting as an observer, but would not be entitled to vote.

GC/04/2014: CORPORATE AND BUSINESS PLAN FOR SHADOW PERIOD (2014/2015)

Read: Corporate and Business Plan for the Shadow period (2014/2015). **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Craig, **SECONDED** by Councillor Ruane, to agree to the recommended Corporate and Business Plan for the Shadow period (2014/2015) as circulated.

AGREED: It was **AGREED** following comments from Councillor Stokes and Councillor Enright in relation to the breakdown of figures for the Ethnic minority population, that Newry, Mourne and Down District Council should use the analysis figures produced by NILGA which were very comprehensive.

NOTED: Councillor Craig asked that it be noted that the statistics for the female population on Appendix 11 of the report should read 50.26% and not 0.26%.

GC/05/2014: GOVERNANCE ARRANGEMENTS IN THE NEW COUNCIL (2015-2019)

Read: Discussion paper on the Governance Arrangements in the new Council (2015/2019). **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Burns, **SECONDED** by Councillor Donnelly that for the first term of the Shadow Council:-

- a) The preferred model of Governance for the new Council term 2015-2019 is the Traditional Committee Structure.
- b) That officer's proceed to work up proposals of Governance Organisational Design of this basis.
- c) That the Council notes the Consultation on Executive Arrangements and leaves any response up to individual political parties.

NOTED: Mr Hannaway confirmed that a review process could be built into governance arrangements before entering into the elections in 2019 to ensure the Traditional Committee system is the preferred mode of Governance for the new Council or if an alternative should be considered.

GC/06/2014: DEVELOPMENT OF A NEW CORPORATE PLAN (2015/2019)

Read: Report on the development of a new Corporate Plan (2015/2019). **(Copy circulated).**

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor S Burns, **SECONDED** by Councillor McGrath, to agree the recommended outline project plan for the development of a new Corporate Plan for the new Council (2015/2019) as circulated, and also to grant authority for officials to engage the use of external specialist advice and assistance for the purposes of this project.

AGREED: It was **AGREED** that terms of reference for developing the new Corporate Plan would be tabled at the July Meeting of the Governance Committee and that Members be fully involved in the process.

GC/07/2014: ESTABLISHMENT OF SUB COMMITTEES AND WORKING GROUPS

Read: Report on the establishment of Sub-Committees and Working Groups. **(Copy circulated).**

NOTED: It had been agreed at the AGM the composition of Sub Committees and Working Groups should not exceed a maximum of seven (7) Members.

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Burns, **SECONDED** by Councillor Ruane, to agree to the recommended process for the allocation of the remaining positions to Sub-Committees and Working Groups i.e. that the application of the Quota of Greatest Remainder within Committees is the method through which appointments are made to Sub Committees and Working Groups and that positions be allocated based on an agreed arrangement

within the membership of the Committee. These Sub Committees and Working Groups to be only set up when deemed necessary with a maximum of 7 Members.

AGREED: It was further agreed that Members will not be able to appoint a deputy to attend Sub Committee or Working Group Meetings if they themselves are unable to attend.

GC/08/2014: **ARRANGEMENTS TO ASSIST WITH QUALIFIED MAJORITY VOTING**

AGREED: It was **AGREED** on the proposal of Councillor Ruane, seconded by Councillor Fitzpatrick, that Officials investigate the possible use of an electronic system for registering the votes of Members on any issue, as such a system would assist in the Qualified Majority Voting procedure which is allowed for under Model Standing Orders.

AGREED: Mr J McBride report back to the July Governance Meeting on the introduction of a Minute pad system which would enable better management of documents.

GC/09/2014: **REQUEST FOR THE ESTABLISHMENT OF A HEALTH COMMITTEE**

Read: Letter dated 29 May 2014 from the Irish Congress of Trade Unions, Northern Ireland Committee, asking if the new Council would consider establishing a Health Committee and that they would allow, if appropriate through Standing Orders, the co-option of local campaigners. **(Copy circulated)**.

AGREED It was **AGREED** on the proposal of Councillor McGrath, seconded by Councillor Enright, to advise the Congress that the Shadow Council did not have any decision making powers until April 2015 but that Members considered the establishment of a Health Committee as one of their priorities, particularly given that both Newry and Mourne District Council and Down District Council have existing Health Committees.

AGREED: It was **AGREED** that relevant officials from Newry and Mourne District Council and Down District Council be asked to submit a Briefing Paper to the Governance Committee outlining the work undertaken by their respective Health Committees and the membership of each of their Committees.

GC/10/2014: DEVELOPMENT OF A NEW EQUALITY SCHEME

NOTED: Mr McBride advised that under Section 75 of the NI Act, there was a requirement in law to prepare an Equality Scheme for the new Council .

AGREED: **A draft Equality Scheme be tabled at the July Meeting of the Governance Committee.**

CONSULTATIONS

GC/11/2014: CONSULTATION ON THE DRAFT LOCAL GOVERNMENT (STANDING ORDERS) REGULATIONS (NI) 2014 AND STANDING ORDERS

Read: Consultation on the Draft Local Government (Standing Orders) Regulations (NI) 2014 and Model Standing Orders. **(Copy circulated).**

AGREED: **A paper on Standing Orders be tabled at the July Meeting of the Governance Committee.**

NOTED: A paper on Capacity Building for elected members would be tabled at the Finance and Resources Committee Meeting to be held on Tuesday 24 June 2014.

IN-COMMITTEE ITEMS

GC/12/2014: TENDER PROVISION OF SERVICES FOR THE DEVELOPMENT AND DESIGN OF THE CORPORATE IDENTITY FOR THE NEW COUNCIL

NOTED: Ms V Keegan, Marketing Officer, was in attendance to give a report on tender RPA/8 – provision of services for the development and design of the Corporate Identity for the new Council.

AGREED: **It was AGREED on the PROPOSAL of Councillor Craig, SECONDED by Councillor Ruane to “go into Committee” for consideration of this item due to the Commercially Sensitive Information to be considered.**

AGREED: **It was AGREED on the PROPOSAL of Councillor S Burns, SECONDED by Councillor Ruane to “come out of Committee”.**

AGREED: **The Chairman reported that it had been unanimously AGREED to approve a recommendation to appoint the Branding Consultant Supplier C as the branding consultant**

to develop and design the Corporate Identity for the new Council.

GC/13/2014: **APPOINTMENT OF A WORKING SUB-GROUP –
DEVELOPMENT AND DESIGN OF THE CORPORATE
IDENTITY FOR THE NEW COUNCIL**

NOTED: Mr Hannaway advised that officials were recommending the establishment of a Working Sub Group to provide political oversight and guidance to the development and design process of the new Corporate Identity and as previously agreed that this Working Sub Group consist of 7 Members.

AGREED: It was **AGREED** on the **PROPOSAL** of Councillor Burns, **SECONDED** by Councillor Ruane to appoint a Corporate Identity Working Sub Group consisting of the following Members:-

- **Sinn Fein** – Councillor B Ó’Muirí and Councillor S Ennis
- **SDLP** - Councillor K McAteer and Councillor M Carr
- **UUP/DUP** - Councillor McKee and Councillor Craig
- **All/Inds** - Councillor Enright

FOR NOTING

GC/14/2014: **ITEMS FOR NOTING**

NOTED: The following items were NOTED:-

- a) Local Government Code of Conduct for Councillors. (Copy circulated).
- b) Draft report of the Final Meeting of the Statutory Transition Committee 27 May 2014. (Copy circulated).
- c) Local Programme – Progress Update Report. (Copy circulated).
- d) Revised date for Party Representatives Meeting and Development Committee Meeting in July 2014 – **2 July 2014.**

There being no further business the Meeting ended at **7.30pm.**

For consideration at the Shadow Council Meeting to be held on Tuesday 8 July 2014.

Signed:

Chairperson

Signed:

Chief Executive Designate