

# **ACTIVE AND HEALTHY COMMUNITIES COMMITTEE**

## **-TERMS OF REFERENCE-**

### **Scope**

The **Active and Healthy Communities Committee** ("the Committee") will be responsible for improving the health, wellbeing and social cohesiveness of the District's communities.

### **Responsibilities**

- Lead on the improvement of health outcomes and the facilitation of healthy lifestyles through leisure and sporting provision and through health promotion and prevention policies.
- Lead on the development and implementation of suitable strategies, policies and programmes for environmental protection; sustainability; energy management and education, and for biodiversity.
- Provision of environmental health services, including public health and safety.
- Tackle disadvantage and building active, engaged and responsible citizenship through the provision and support of community services, facilities and events.
- Implementation of the Council's Good Relations programmes.
- Improving social and community cohesion through effective community relations and development of the financial outcome programme.
- Managing and overseeing local structures for Policing and Community Safety (PCSP).
- Lead the development, implementation and ongoing management of the 7 DEA Fora.
- Lead on the development and implementation of suitable strategies, policies and programmes for community health, wellbeing and social cohesiveness, youth and age friendly.
- Ensure the design and delivery of Council functions and services are accessible to all citizens.
- Responsible for sports development, including leisure and sporting programmes and facilities.
- Responsible for parks and open spaces, including playing fields and playgrounds.
- The effective stewardship of delegated responsibilities for the District's resources and assets (financial, people and property based) for environmental protection and services, well-being, social cohesiveness and community engagement, and leisure and sport.
  - Approved by Council on 7 November 2016.
  - Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council's Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

## **Membership**

The Committee is comprised of fifteen (15) Elected Members appointed to the Committee at the Council's Annual Meeting.

## **Quorum**

No business shall be transacted unless at least 4 Members are present.

## **Chairperson**

The Committee Chairperson and Deputy Chairperson shall be appointed at the Council's Annual Meeting in accordance with The Local Government Act (NI) 2014.

## **Meetings**

All meetings of the Committee shall be governed by the Council's Standing Order and the Northern Ireland Code of Conduct for Councillors. A timetable of Meetings shall be agreed annually by the Council.

## **Sub-Committee and Working Groups**

The Committee has the power to establish and appoint any number of Sub-Committees, Task and Finish Working Groups, Projects Boards and Forums, as are necessary to consider in more detail the work of the Committee.

## **Communications and Reporting**

The Minutes of the Committee shall be tabled at each meeting of the Council, in accordance with the Council's Standing Orders.

## **Declarations of Interest**

A Declaration of Interests Register will be kept for all Committee Members. Each Member should take responsibility to declare proactively any potential conflict of interest arising out of business undertaken by the Council.

- Approved by Council on 7 November 2016.
- Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council's Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

## APPENDIX 1

### Council Task and Finish Working Groups/Project Boards/Forums

#### Reporting Arrangements

	Task & Finish	Committees			
		AHC	ERT	RTS	SPR
Anti-Litter Working Group				√	
Camlough Lake Task and Finish Board	√		√		
Castlewellan Forest Park Task and Finish Project Board	√		√		
Chief Executive Appraisal Group					√
Councillors Website Reference Group	√				√
DEA Fora		√			
Decade of Centenaries Working Group					√
Economic Forum			√		
Efficiency Working Group					√
Elected Member Development Working Group					√
Equality and Good Relations Reference Group					
Health Forum	√	√			
Implementation of Irish Language Strategy Working Group	√				√
Marine Task Force				√	
Newry and Mourne Travellers Forum		√			
Strategic Waste Issues Working Group				√	
St Patrick's Day Cross Party Working Group	√				√
Strategic Projects Forum					√
Sustainability and Climate Change Task Force		√			
Tourism Strategy Task and Finish Project Board	√		√		

Community Planning Thematic Partnerships – report to Community Planning Partnership Board

Community Planning Partnership Board – report to Council

- Approved by Council on 7 November 2016.
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## **ENTERPRISE, REGENERATION & TOURISM COMMITTEE**

### **-TERMS OF REFERENCE-**

#### **Scope**

The **Enterprise, Regeneration & Tourism Committee** (“the Committee”) will be responsible for clustering enterprise, regeneration and tourism activity across the District in order to drive and support the local economy.

#### **Responsibilities**

- Developing and implementing an integrated enterprise, regeneration and tourism product for the District.
- Maximising and securing opportunities for regional, national and international investment for enterprise, regeneration and tourism.
- Leading on the promotion and marketing of the District, and the engagement of key stakeholders for enterprise, regeneration and tourism.
- Contributing to the delivery of both Corporate and Community Plan objectives as advocate of the economic strand.
- Developing the District as a notable premier tourism destination on the island of Ireland.
- Leading on the renewal, regeneration and development of the District’s city, towns, villages and rural settlements, and maximising and securing opportunities for job creation and retention throughout the District.
- Developing and implementing a vibrant cultural, arts and events programme for the District.
- Leading on issues relating to outdoor recreation, countryside access and Rights of Way.
- The effective stewardship of delegated responsibilities for the District’s resources and assets (physical, financial, people and property based) for enterprise, regeneration and tourism.

#### **Membership**

The Committee is comprised of the fifteen (15) Elected Members appointed to the Committee at the Council’s Annual Meeting.

- Approved by Council on 7 November 2016.
- Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council’s Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

## **Quorum**

No business shall be transacted unless at least 4 Members are present.

## **Chairperson**

The Committee Chairperson and Deputy Chairperson shall be appointed at the Council's Annual Meeting in accordance with the Local Government Act (NI) 2014.

## **Meetings**

All meetings of the Committee shall be governed by the Council's Standing Orders and the Northern Ireland Code of Conduct for Councillors.

A timetable of meetings shall be agreed annually by the Council.

## **Sub-Committees and Working Groups**

The Committee has the power to establish and appoint any number of Sub-Committees, Task and Finish Working Groups, Project Boards and Forums as are necessary, to consider in more detail the work of the Committee, (see appendix 1 attached).

## **Communication and Reporting**

The Minutes of the Committee shall be tabled at each meeting of the Council in accordance with the Council Standing Orders.

## **Declarations of Interest**

A Declaration of Interests Register will be kept for all Committee Members. Each Member shall take responsibility to declare proactively any potential conflict of interest arising out of business undertaken by the Council.

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## APPENDIX 1

### Council Task and Finish Working Groups/Project Boards/Forums Reporting Arrangements

	Task & Finish	Committees			
		AHC	ERT	RTS	SPR
Anti-Litter Working Group				√	
Camlough Lake Task and Finish Board	√		√		
Castlewellan Forest Park Task and Finish Project Board	√		√		
Chief Executive Appraisal Group					√
Councillors Website Reference Group	√				√
DEA Fora		√			
Decade of Centenaries Working Group					√
Economic Forum			√		
Efficiency Working Group					√
Elected Member Development Working Group					√
Equality and Good Relations Reference Group					
Health Forum	√	√			
Implementation of Irish Language Strategy Working Group	√				√
Marine Task Force				√	
Newry and Mourne Travellers Forum		√			
Strategic Waste Issues Working Group				√	
St Patrick's Day Cross Party Working Group	√				√
Strategic Projects Forum					√
Sustainability and Climate Change Task Force		√			
Tourism Strategy Task and Finish Project Board	√		√		

Community Planning Thematic Partnerships – report to Community Planning Partnership Board

Community Planning Partnership Board – report to Council

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## **REGULATORY AND TECHNICAL SERVICES COMMITTEE**

### **- TERMS OF REFERENCE-**

#### **Scope**

The **Regulatory and Technical Services Committee** (“the Committee”) will be responsible for protecting both the natural and built environment of the District in accordance with the discharge of specified statutory functions and services, including planning development management and control.

#### **Responsibilities**

Responsible for the provision of the waste management function, including waste management; waste disposal; recycling and environmental cleansing.

Responsible for facilities management and maintenance, including grounds maintenance; facilities and buildings maintenance; cemeteries and public conveniences.

Responsible for fleet management including garage and operators licences.

Responsible for the Council’s domestic services function.

Responsible for the provision of the building control function, including building regulations; safety in the built environment; licensing; postal numbering.

Responsible for corporate car parks.

The effective stewardship of delegated responsibilities for the District’s resources and assets (physical, financial, people and property based) for waste management; building control and regulation; and facilities management and maintenance.

#### **Membership**

The Committee is comprised of the fifteen (15) Elected Members appointed to the Committee at the Council’s Annual Meeting.

- Approved by Council on 7 November 2016
- Review arrangements: Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council’s Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

## **Quorum**

No business shall be transacted unless at least 4 Members are present.

## **Chairperson**

The Committee Chairperson and Deputy Chairperson shall be appointed at the Council's Annual Meeting in accordance with the Local Government Act (NI) 2014.

## **Meetings**

All meetings of the Committee shall be governed by the Council's Standing Orders and the NI Local Government Code of Conduct for Councillors.

A timetable of meetings shall be agreed annually by the Council.

## **Sub Committees and Working Groups**

The Committee has the power to establish and appoint any number of Sub Committees; Task and Finish Working Groups; Project Boards and Forums, as are necessary, to consider in more detail the work of the Committee. (See appendix 1 attached)

## **Communication and Reporting**

The Minutes of the Committee shall be tabled at each meeting of the Council in accordance with the Council's Standing Orders.

## **Declarations of Interest**

A Declarations of Interest Register will be kept for all Committee Members. Each Member should take responsibility to declare proactively any potential conflict of interest arising out of business undertaken by the Council.

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## Council Task and Finish Working Groups/Project Boards/Forums

### Reporting Arrangements

	Task & Finish	Committees			
		AHC	ERT	RTS	SPR
Anti-Litter Working Group				√	
Camlough Lake Task and Finish Board	√		√		
Castlewellan Forest Park Task and Finish Project Board	√		√		
Chief Executive Appraisal Group					√
Councillors Website Reference Group	√				√
DEA Fora		√			
Decade of Centenaries Working Group					√
Economic Forum			√		
Efficiency Working Group					√
Elected Member Development Working Group					√
Equality and Good Relations Reference Group					
Health Forum	√	√			
Implementation of Irish Language Strategy Working Group	√				√
Marine Task Force				√	
Newry and Mourne Travellers Forum		√			
Strategic Waste Issues Working Group				√	
St Patrick's Day Cross Party Working Group	√				√
Strategic Projects Forum					√
Sustainability and Climate Change Task Force		√			
Tourism Strategy Task and Finish Project Board	√		√		

Community Planning Thematic Partnerships – report to Community Planning Partnership Board

Community Planning Partnership Board – report to Council

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## STRATEGY POLICY & RESOURCES COMMITTEE

### **-TERMS OF REFERENCE-**

#### **Scope**

The **Strategy Policy & Resources Committee** (“the Committee”) will be responsible for the effective and efficient operation of the Council, as well as setting its future strategic direction.

- Responsibilities for the development, and monitoring implementation, of the key strategic plans of the Council, including the Community Plan, Area Development Plan, Equality Scheme, Disability Action Plan, Corporate Plan, Performance Improvement Plan.
  - Responsible for the effective planning and stewardship of the Council’s entire resources and assets (financial, employees, information technology and land/property assets).
  - Responsible for the management of the Council’s policy development framework, including the statutory duties of equality and disability, and development of policy on matters including the Irish Language, disability and safe guarding strategies.
  - Responsible for the development of an equality action measures plan to address corporate key inequalities identified under the audit of inequalities.
  - Responsible for the Council’s corporate performance management framework, including the setting and monitoring of performance targets and the oversight of performance across the organisation.
  - Responsible for leading on the development and implementation of future organisational change in support of the Council’s strategic objectives
  - Responsible for the development and delivery of key corporate projects.
  - Responsible for the Council’s corporate communications and policy, including public consultation; public relations and media; marketing and publications.
  - Leading on the development and implementation of suitable strategies, policies and programmes to assist with the effective and efficient operation of the Council, to include matters relating to finance and systems; grants administration; human resources; estates and project management; administration and registration.
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- Approved by Council on 7 November 2016
  - Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council’s Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

- Responsible for the management of Peace IV European Commission Project and other European Projects including linked to Social Inclusion, Social Investment Fund projects and Implementation of same.

## **Membership**

The Committee is comprised of the fifteen (15) Elected Members appointed to the Committee at the Council's Annual Meeting.

## **Quorum**

No business shall be transacted unless at least 4 Members are present.

## **Chairperson**

The Committee Chairperson and Deputy Chairperson shall be appointed at the Council's Annual Meeting in accordance with the Local Government Act (NI) 2014.

## **Meetings**

All meetings of the Committee shall be governed by the Council's Standing Orders and the NI Local Government Code of Conduct for Councillors.

A timetable of meetings shall be agreed annually by the Council.

## **Sub-Committees and Working Groups**

The Committee has the power to establish and appoint any number of Sub-Committees, Task and Finish Working Groups, Project Boards and Forums, as are necessary, to consider in more detail the work of the Committee, (see appendix 1).

## **Communication & Reporting**

The Minutes of the Committee shall be tabled at each meeting of the Council in accordance with the Council's Standing Orders.

## **Declarations of Interest**

A Declaration of Interests Register will be kept for all Committee Members. Each Member shall take responsibility to declare proactively any potential conflict of interest arising out of business undertaken by the Council.

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Chief Executive Appraisal Group					√
Councillors Website Reference Group	√				√
DEA Fora		√			
Decade of Centenaries Working Group					√
Economic Forum			√		
Efficiency Working Group					√
Elected Member Development Working Group					√
Equality and Good Relations Reference Group					
Health Forum	√	√			
Implementation of Irish Language Strategy Working Group	√				√
Marine Task Force				√	
Newry and Mourne Travellers Forum		√			
Strategic Waste Issues Working Group				√	
St Patrick's Day Cross Party Working Group	√				√
Strategic Projects Forum					√
Sustainability and Climate Change Task Force		√			
Tourism Strategy Task and Finish Project Board	√		√		

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# **AUDIT COMMITTEE**

## **-TERMS OF REFERENCE –**

### **Scope**

The Audit Committee (“the Committee”) will be responsible for assisting the Council in fulfilling its responsibilities for the integrity of the Council’s financial and operational results, compliance with legal and regulatory requirements and monitoring performance of internal and external audit.

### **Responsibilities**

- To consider the effectiveness of the Council’s risk management arrangements, the control environment and governance arrangements including anti-fraud policies, whistleblowing processes and arrangements for special investigations.
- To be satisfied that the Council’s assurance statements, including the Governance Statement, properly reflects the risk environment and any actions required to improve it.
- To approve (but not direct) the planned activity, performance and results of internal and external audit.
- To review internal audit reports and the main issues arising and monitor and ensure management responses have been actioned.
- To review the financial statements and accounting policies, the external auditor’s opinion and reports to those charged with Governance, and seek assurance that action has been taken where necessary.
- To consider any reports of external and/or inspection agencies.
- To monitor management responses and actions in response to the issues raised by external audit.

### **Membership**

The Committee is comprised of the ten (10) Elected Members appointed to the Committee at the Council’s Annual Meeting, plus one independent suitability qualified person, who will be recruited for the 4-year term of the Council.

- Approved by Council on 7 November 2016
- Review arrangements: Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council’s Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

## **Quorum**

No business shall be transacted unless at least 4 members are present.

## **Chairperson**

The Chairperson shall be the independent Member of the Committee and they shall serve as Chairperson for the 4-year term of the Committee.

The head of Internal Audit and the representative from External Audit will have free and confidential access to the Chair of the Committee.

## **Meetings**

The frequency of the meetings will be driven by the scale and nature of the business with the Committee meeting at least four times per year to enable it to discharge its duties adequately and effectively. The Chair of the Audit Committee may convene additional meetings, as they deem necessary.

All meetings of the Committee will be governed by the Council's Standing Orders and the Northern Ireland Code of Conduct for Councillors.

The Chief Executive and Internal Audit will attend all meetings. The Northern Ireland Audit office will be invited to attend all meetings. The Director of Corporate Services and Audit Risk Manager will also be invited to attend. The Committee may also ask any other officials of the Council to attend to assist it with its discussions on any particular matter.

## **Communications and Reporting**

The Committee will provide the Council and Chief Executive with an Annual Report, timed to support the finalisation of the Accounts and the Governance Statement, summarising its conclusions from the work it has done during the year.

The Minutes of the Committee will be reported at a Meeting of the Council by the Director of Corporate Services or, in their absence, by an alternative official (of Council).

## **Declarations of Interest**

A Declaration of Interests Register will be kept for all Committee Members. Each Member should take personal responsibility to declare proactively any potential conflict of interest arising out of business undertaken by the Council.

- Approved by Council on 7 November 2016
- Review arrangements: Terms of Reference shall be kept under review to ensure they remain appropriate annually. A full review of Council's Committee structures, and the corresponding Terms of Reference will be undertaken within the first 3 months of a new Council. Review of Terms of Reference shall be undertaken by the Council.

Council Task and Finish Working Groups/Project Boards/Forums

Reporting Arrangements

	Task & Finish	Committees			
		AHC	ERT	RTS	SPR
Anti-Litter Working Group				√	
Camlough Lake Task and Finish Board	√		√		
Castlewellan Forest Park Task and Finish Project Board	√		√		
Chief Executive Appraisal Group					√
Councillors Website Reference Group	√				√
DEA Fora		√			
Decade of Centenaries Working Group					√
Economic Forum			√		
Efficiency Working Group					√
Elected Member Development Working Group					√
Equality and Good Relations Reference Group					
Health Forum	√	√			
Implementation of Irish Language Strategy Working Group	√				√
Marine Task Force				√	
Newry and Mourne Travellers Forum		√			
Strategic Waste Issues Working Group				√	
St Patrick's Day Cross Party Working Group	√				√
Strategic Projects Forum					√
Sustainability and Climate Change Task Force		√			
Tourism Strategy Task and Finish Project Board	√		√		

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