

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 and management; sustainability and climate change; energy management, biodiversity and environmental education.
- 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 assistance programme.
- Managing and overseeing local structures for Policing and Community Safety Partnership (PCSP).
- Lead the development, implementation and ongoing management of the 7 District Electoral Area (DEA) Fora.
- Lead on the development and implementation of suitable strategies, policies and programmes for community health, wellbeing and social cohesiveness.
- 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.
- Leading on issues relating to outdoor recreation.

- Approved by SPR – 14th March 2019.
- Approved at Council – 1st April 2019
- 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 and implementation of Peace IV European Commission Project and other European Projects linked to Social Inclusion and Social Investment Fund.
- 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.

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 Orders 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, Project 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.

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AUDIT COMMITTEE

-TERMS OF REFERENCE-

Scope

1. The Audit Committee ("the Committee") is a key component of Newry, Mourne and Down District Council's corporate governance arrangements. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of the Committee is to provide independent assurance to those charged with governance on the adequacy of the risk management framework and the internal control environment. It provides independent review of the council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place.

Responsibilities

Governance, risk and control

3. To review the council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances.
4. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
5. To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
6. To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
7. To monitor the effective development and operation of risk management in the council.
8. To approve the council's risk management strategy and monitor progress in addressing risk-related issues reported to the Committee, including the corporate risk register and assurance information on the management of key corporate risks.
9. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
10. To monitor the council's fraud and whistleblowing policies and monitor the implementation of these policies, including the counter-fraud strategy, actions and resources.
11. To be advised of the Council's structures, processes, systems and related arrangements for performance management.

Internal audit

12. To review proposals made in relation to the appointment of external providers of internal audit services and to make recommendations.
13. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
14. To approve significant interim changes to the risk-based internal audit plan and resource requirements.

Approved by Council on 4 March 2019

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15. To make appropriate enquiries of both management and the Internal Auditor to determine if there are any inappropriate scope or resource limitations.
16. To consider the Internal Audit annual report.
17. To consider summaries of all internal audit reports on the Internal Audit plan.

External audit

18. To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
19. To consider specific reports as agreed with the external auditor.

Financial reporting

20. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.

Membership

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

Quorum

22. No business shall be transacted unless at least four (4) Members are present.

Chairperson

23. The Chairperson shall be the independent member of the Committee and they shall serve as Chairperson for the four 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

24. 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.
25. All meetings of the Committee will be governed by the Councils Standing Orders and the Northern Ireland Code of Conduct for Councillors.
26. The Chief Executive, Director of Corporate Services and the Audit Services Manager will attend all meetings. Internal and External Audit will also be in attendance. The committee may also ask any other officials of the Council to attend to assist it with its discussion on any particular matter.

Communication and Reporting

Approved by Council on 4 March 2019

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27. The Committee will provide the Council and the Chief Executive with an Annual Report, timed to support the finalisation of the Annual Statement of Accounts, summarising its conclusions from the work it has done during the year.
28. The Committee will report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
29. The minutes of the Committee will be reported at a meeting of Council by the Director of Corporate Services or, in their absence, by an alternative official (of Council).

Declarations of Interest

30. 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.

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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					√
Sustainable Development and Climate Change Forum		√			
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 4 March 2019

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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 and 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 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.
- Responsible for the provision of the building control function, including building regulations; safety in the built environment; licensing; postal numbering.
- The effective stewardship of delegated responsibilities for the District's resources and assets (physical, financial, people and property based) for enterprise, regeneration and tourism.

Approved by Council on 4 March 2019

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

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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.

Approved by Council on 4 March 2019

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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	√		√		

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NEIGHBOURHOOD 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

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.

Lead on the development and implementation of the Circular Economy agenda for the Council, reviewing existing and establishing new links across the organisation, including sustainability.

The effective stewardship of delegated responsibilities for the District's resources and assets (physical, financial, people and property based) for waste management; 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.

Quorum

- Approved by SPR – 14 March 2019.
- Approved at Council – 1st April 2019
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No business shall be transacted unless at least 4 Members are present.

Chairperson

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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

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Council Task and Finish Working Groups/Project Boards/Forums

Reporting Arrangements

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		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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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, 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; human resources; estates and capital projects; legal, administration and registration.

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APPENDIX 1

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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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