

<b>Title of Report:</b>	<b>Terms of Reference</b>
<b>Committee Report Submitted To:</b>	<b>Environmental Services Committee</b>
<b>Date of Meeting:</b>	<b>9 September 2025</b>
<b>For Decision or For Information</b>	<b>For Decision</b>
<b>To be discussed In Committee</b>	<b>No</b>

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Cohesive Leadership Improvement & Innovation
Outcome	Approval of Terms of Reference
Lead Officer	Director of Environmental Services

<b>Estimated Timescale for Completion</b>	
Date to be Completed	

<b>Budgetary Considerations</b>	
Cost of Proposal	Environmental Services Budget
Included in Current Year Estimates	YES/NO
Capital/Revenue	As per ES Budget
Code	N/A
Staffing Costs	As per ES Budget

<b>Legal Considerations</b>	
Input of Legal Services Required	<b>NO</b>
Legal Opinion Obtained	<b>NO</b>

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## **1.0 Purpose of Report**

- 1.1 This report reviews the existing Terms of Reference for the Environmental Services Committee.

## **2.0 Background (to include any previous decisions of Council)**

### **2.1 Scope**

Causeway Coast and Glens Borough Council decided to utilise 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 1st of April 2015.

- 2.2. The Environmental Services 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 Environmental Services Directorate.

This will include:

- The future development of the organisational structure for the Environmental Services Directorate;
- Overseeing the delivery of any relevant service strategies for the Environmental Services Directorate and making appropriate recommendations to Council;
- Recommending to Council relevant policies and procedures for the Environmental Services Directorate;
- Monitoring and reviewing business and service delivery plans for the Environmental Services Directorate;
- Recommending to Council the establishment of external partnerships where considered relevant to the role of the Environmental Services Directorate;
- Making recommendations to Council regarding capital projects by the Environmental Services Directorate and monitoring the implementation of any capital projects by the Environmental Services Directorate;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Environmental Services Directorate;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

### **2.3 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 2<sup>nd</sup> June 2025. 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.

## **2.4 Chair**

The Committee will be chaired in 2025/26 by Alderman Sharon McKillop (DUP). In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Sean Bateson (Sinn Fein). In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

## **2.5 Meetings**

The first meeting of the Committee of the newly elected Council will be held on Tuesday 10<sup>th</sup> June 2025, when the Terms of Reference will be agreed. The Environmental Services Committee will normally meet on the second 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 2025/26 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.

## **2.6 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 Environmental Services Directorate. The following Working Groups are proposed for 2025/26 year.

- Trading Working Group
- Climate Emergency Forum

## **2.7 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.

## **2.8 Review Period**

The Terms of Reference are to be reviewed on an annual basis, prior to the Annual Meeting each year.

## **3.0 Recommendation(s)**

**It is recommended** that the Environmental Services Committee recommends to Council the approval of the Terms of Reference as set out in this report.

## Annex A

Members	Members
<b>Chair: Alderman Sharon McKillop</b>	<b>Vice Chair: Cllr Sean Bateson</b>
Alderman Mark Fielding	Councillor Lee Kane
Alderman Sandra Hunter	Councillor Amy Mairs
Councillor Ciaran Archibald	Councillor Jonathan McAuley
Councillor Steven Callaghan	Councillor Sean McGlinchey
Councillor Brenda Chivers	Councillor Margaret-Anne McKillop
Councillor Richard Holmes	Councillor Ciaran McQuillan
Councillor Dawn Huggins	Councillor Tanya Stirling

## Annex B

Meeting	Date and Time
Environmental Services Committee	10 <sup>th</sup> June 2025
	9 <sup>th</sup> September 2025
	14 <sup>th</sup> October 2025
	11 <sup>th</sup> November 2025
	9 <sup>th</sup> December 2025
	13 <sup>th</sup> January 2025 - TBA
	10 <sup>th</sup> February 2025 - TBA
	10 <sup>th</sup> March 2025 - TBA
	14 <sup>th</sup> April 2025 - TBA
	12 <sup>th</sup> May 2025 - TBA