

Title of Report:	Review of Leisure & Development Terms of Reference
Committee Report Submitted To:	Leisure & Development Committee
Date of Meeting:	16 September 2025
For Decision or For Information	For Decision
To be discussed In Committee	NO

Linkage to Council Strategy (2021-25)	
Strategic Theme	Cohesive Leadership
Outcome	Council has agreed policies and procedures and decision making is consistent with them.
Lead Officer	Director of Leisure & Development

Estimated Timescale for Completion	
Date to be Completed	

Budgetary Considerations	
Cost of Proposal	N/A
Included in Current Year Estimates	N/A
Capital/Revenue	
Code	
Staffing Costs	

Legal Considerations	
Input of Legal Services Required	NO
Legal Opinion Obtained	NO

Screening Requirements	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

The purpose of the report is to seek approval for the Leisure & Development Terms of Reference (ToR) following the recommended annual review.

2.0 Background

At a Special Council Meeting held on 27th March 2023 Council resolved to accept the recommendations contained within the '*independent review of governance arrangements in Causeway Coast and Glens Borough Council report*'.

At a Special Council Meeting held on 30th October 2023 Council resolved to implement the recommendations arising from the reviews to address the recommendations from the Extraordinary Audit and to set these out as a comprehensive Transformation Programme.

Recommendation G11 states that "a periodic review of Committees should be included in the Terms of Reference and put into practice to help Committees understand what aspects work well and what could be improved."

The Leisure and Development Committee approved this recommendation at its meeting on 19 March 2024, and subsequently the ToR is to be reviewed on an annual basis.

3.0 Updated Terms of Reference

Following the recommended annual review, the updated Terms of Reference can be found at **Annex A**.

4.0 Recommendation

It is recommended that approval is granted for the updated Leisure and Development Committee Terms of Reference following the recommended review. (**Annex A**)



LEISURE AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE

1.0 **Scope**

The Leisure and Development 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 Leisure and Development (L&D) Directorate.

This will include:

- The oversight of the following service areas, (financial performance will primarily be provided via the Finance Committee):
 - Community and Culture.
 - Prosperity and Place (including updates from Growth Deal, LMP, Coleraine Future Towns and the LEP)
 - Tourism and Recreation.
 - Sport and Wellbeing.
 - The Funding Unit (including PEACEPLUS updates)
- Overseeing the delivery of the aforementioned services and strategies for the L&D Directorate and making appropriate recommendations to Council;
- Recommending to Council relevant policies and procedures for the L&D Directorate;
- The future development of the organisational structure for the L&D Directorate;
- Developing, Monitoring and Reviewing annual business and service delivery plans for the L&D Directorate;
- Recommending to Council the establishment of external partnerships where considered relevant to the role of the L&D Directorate;
- The development and delivery of Capital Projects that exist within the scope of the L&D Directorate;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the L&D Directorate;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

2.0 **Membership**

The Committee is comprised of sixteen Elected Members and they were appointed to the Committee at the Annual General Meeting of Council on 02 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 – Section 5**.

ANNEX A

3.0 Chair

The Committee will be chaired in 2025/26 by Councillor Philip Anderson (DUP). In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson, Councillor Kathleen McGurk (SF). In the absence of the Deputy Chairperson, a chair for the meeting will be agreed by the Members present.

4.0 Meetings

The first meeting of the Committee after the 2025 Annual General Meeting was held on Tuesday 17th June 2025. The L&D Committee will normally meet on the third 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.

5.0 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 Leisure & Development Directorate. The following Working Groups are proposed for the 2025/26 year:

Title	Remarks	Frequency
Executive Programme Board	Includes: <ul style="list-style-type: none">• Growth Deal Programme & Projects.	Quarterly
Economy and Tourism	Includes: <ul style="list-style-type: none">• Regeneration CAPEX• All Events including Air Show and Lammas Fair• Mountsandel Working Group• Biodiversity Working Group• Rural and Agricultural Matters.	As Required
Wellbeing, Community and Funding.	Includes: <ul style="list-style-type: none">• Sport Facilities CAPEX.• Grant Governance.• Autism friendly WG;• Age friendly alliance• Memorial Policy Advisory Group	As Required

6.0 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.

7.0 Review of Committees

An annual review of the Terms of Reference will be completed, ideally in advance of the Annual General Meeting each year, or as quickly as can be established thereafter.

ANNEX A

Annex A

Members	Members
Chair: Councillor Anderson	Councillor Kennedy
Vice Chair: Councillor McGurk	Councillor Kyle
Alderman Callan	Councillor McCully
Alderman McAuley	Councillor McShane
Alderman Stewart	Councillor Schenning
Councillor Archibald	Councillor Stirling
Councillor Bateson	Councillor Wisener
Councillor Holmes	Councillor Watson

Annex B

Meeting	Date and Time
Leisure & Development Committee	Tuesday 17th June 2025 at 7.00pm
	Tuesday 16 th September 2025 at 7.00pm
	Tuesday 21 st October 2025 at 7.00pm
	Tuesday 18 th November 2025 at 7.00pm
	Tuesday 16 th December 2025 at 7.00pm
	Tuesday 20 th January 2026 at 7.00pm
	Tuesday 17 th February 2026 at 7.00pm
	Tuesday 17 th March 2026 at 7.00pm
	Tuesday 21 st April 2026 at 7.00pm
	Tuesday 19 th May 2024 at 7.00pm