Causeway Coast & Glens Borough Council

Title of Report:	**Review of Terms of Reference for Corporate Policy and Resources Committee**
Committee Report Submitted To:	**Corporate Policy and Resources Committee**
Date of Meeting:	**25 November 2025**
For Decision or For Information	**For Decision**
To be discussed In Committee YES/NO	**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 Corporate Services

Estimated Timescale for Completion	
Date to be Completed	9th December 2025

Budgetary Considerations	
Cost of Proposal	N/A
Included in Current Year Estimates	~~**YES/NO**~~
Capital/Revenue	
Code	
Staffing Costs	

Legal Considerations	
Input of Legal Services Required	~~**YES/**~~**NO**
Legal Opinion Obtained	~~**YES/**~~**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**

1.1 The purpose of the Report is to allow the opportunity to review the Terms of Reference for the Corporate Policy and Resources Committee (attached at Appendix A)

2.0 Background

2.1 The Corporate Policy and Resources Terms of Reference were reviewed on 21 March 2024.

Feedback from Members has since been received and in terms of availability and past attendance of Elected Members, alongside resourcing implications of administering same, the following suggestions are recommended for consideration:

Current	**Proposed**
Land and Property Sub-Committee	Rename to Strategic Assets Sub-Committee
Governance Working Group NI 2021 Centenary Working Group Asset Realisation Working Group – as this is include in the current L&P Sub-Committee Twinning Working Group Transformation Programme Implementation Panel	Formally close
Women's Working Group Organisation Review Sub-Committee	Continue as is
Elected Member Steering Group	To become a quarterly standing item on CPR Agenda
Coronation Sub-Committee	Has been renamed – Commemoration and Celebration Sub-Committee

2.2 At the Council Meeting held on 26 March 2024, it was agreed that the following be added to the Terms of Reference: “The Terms of Reference are to be reviewed on an annual basis, prior to the Annual Meeting each year.”

3.0 Recommendation

3.1 It is recommended that Members consider the proposals as at 2.1 as follows:

Current	**Proposed**
Land and Property Sub-Committee	Rename to Strategic Assets Sub-Committee
Governance Working Group NI 2021 Centenary Working Group Asset Realisation Working Group – as this is include in the current L&P Sub-Committee Twinning Working Group Transformation Programme Implementation Panel	Formally close
Women’s Working Group Organisation Review Sub-Committee	Continue as is
Elected Member Steering Group	To become a quarterly standing item on CPR Agenda
Coronation Sub-Committee	Has been renamed – Commemoration and Celebration Sub-Committee

and recommend to Council that the Terms of Reference are updated accordingly.

2.1 Scope

Causeway Coast and Glens Borough Council decided to utilize the traditional committee system as its preferred form of governance and, as a result, a number of Committees were created to progress the work of the new Council from 1st of April 2015.

2.2 The Corporate Policy and Resources 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 Corporate Services Directorate, Performance Services and Legal Services.

This will include:

- The future development of the organisational structure for the Corporate Services Directorate, Performance and Legal Services;
- Overseeing the delivery of any relevant service strategies for the Corporate Services Directorate, Performance and Legal Services, and making appropriate recommendations to Council;
- Recommending to Council, relevant policies and procedures for the Corporate Services Directorate, Performance and Legal Services;
- Monitoring and reviewing business and service delivery plans for the Corporate Services Directorate, Performance and Legal Services;
- Recommending to Council, the establishment of external partnerships where considered relevant to the role of the Corporate Services Directorate, Performance and Legal Services;
- Making recommendations to Council regarding Capital Projects by the Corporate Services Directorate, Performance and Planning and monitoring the implementation of any capital projects by the Corporate Services Directorate, Performance and Legal Services;
- Making recommendations to Council and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Corporate Services Directorate, Performance and Legal Services;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.
- Consider recommendations from the Land and Property Sub-Committee in relation to matters dealt with by the Sub-committee under its Terms of Reference, and then make recommendation to full council.
- Consider reports from working groups, and make recommendation to full council.

3.0 Membership

The Committee is comprised of the sixteen Elected Members appointed to the Committee using the quota greatest remainder formula. Members may be required to represent the Committee and Council at pertinent consultation and capacity building events.

3.1 Chair

The Committee will be chaired according to the D'Hondt formula for positions of responsibility. In the absence of the Chair, the Committee will be chaired by the Deputy Chairperson. In the absence of the Deputy Chairperson, a Chair for the meeting will be agreed by the Members present.

3.2 Meetings

Meetings of the Committee will be held on the fourth Tuesday of each month at 7.00pm except when this falls within a recess period agreed by Council.

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

3.3 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 Corporate Services Directorate, Performance and Legal Services. The following are Sub-Committees of Corporate Policy & Resources Committee: Strategic Asset Management Sub-Committee, ~~Coronation~~ Commemoration and Celebration Sub-Committee and Organisation Review Sub-Committee ~~Transformation Programme Implementation Oversight Panel~~. The following are working groups which report to the Committee: ~~Elected Member Development Working Group~~, ~~Twinning Working Group~~, Women's Working Group.

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3.4 Communication and Reporting

The Minutes of the Committee will be presented at each meeting of Causeway Coast and Glens Borough Council by the Chair of the Committee.

3.5 Review Period

A periodic review of the Terms of Reference will be carried out prior to the Annual Meeting each year.