

Causeway Coast and Glens District Council

Shadow Council
Annual Meeting

Held in: Coleraine Borough Council Chamber at 7pm

12 June 2014

Present:

Councillors

J. Baird	R. Loftus
O. Beattie	W. McCandless
W. Blair	T. McCaul
A. Callan	J. McCorkell
F. Campbell	S. McGlinchey
B. Chivers	P. McGuigan
T. Clarke	T. McKeown
S. Cole	S. McKillop
B. Douglas	A. McLean
G. Duddy	C. McShane
M. Fielding	P. McShane
J. Finlay	K. Mulholland
B. Fitzpatrick	G. Mullan
D. Harding	D. Nicholl
M. Hickey	S. Quigley
N. Hillis	A. Robinson
R. Holmes	I. Stevenson
S. Hunter	R. Watton
W. King	D. Wilson
M. Knight-McQuillan	

Officers

D. Jackson (CC&G)	A. Mullan (Moyle)
C. Toner (CC&G)	V. Richmond (Limavady)
S. Browne (Coleraine)	E. Johnston (Ballymoney)
B. McGuinness (Coleraine)	J. Dempsey (Ballymoney)
K. Wallace (Coleraine)	R. Lewis (Moyle)
I. McCleery (Ballymoney)	L. Flanagan (Limavady)
D. Wright (Ballymoney)	
R. Baker (Coleraine)	

Item	Detail/ Summary/Action	Officer
1.	Appointment of Convenor for Annual Meeting	
	<p>In accordance with the Local Government Act (NI) 2014, Councillors were asked to appoint an Elected Member as Convenor of the Annual Meeting. This was a procedural arrangement and tenure would cease once appointment of the Presiding and Deputy Presiding Councillors was established.</p> <p>On being put to Members;</p> <p>It was proposed by Councillor Holmes and Seconded by Councillor Harding, that Councillor Hillis be appointed as Convenor.</p> <p>A subsequent proposal followed from Councillor Loftus and Seconded by Councillor Quigley that Councillor Hickey be appointed Convenor.</p> <p>Following the two proposals, it was put to the vote with 13 Members voting in favour of Councillor Hillis and 13 Members voting in favour of Councillor Hickey.</p>	

	<p>Agreed: As the vote was tied that Councillor Hillis act as Convenor for the first half of the Meeting and subsequently, Councillor Hickey act as Convenor for the second half of the Meeting, until the position of Presiding Councillor could be filled under item 9 in the agenda.</p>	
2.	<p>Apologies</p> <p>Cllr M A McKillop, Mr S McMaw (CC&G)</p>	
3.	<p>Declarations of Interest</p> <p>None.</p>	
4.	<p>Standing Orders for Shadow Council Annual Meeting</p> <p>Members were advised that the Model Standing Orders, produced by the Department of the Environment (DOE) were currently in draft form and would be available for consultation during the summer. The Local Government Act (NI) 2014 under schedule 5, contained directives in relation to meetings and proceedings and the Annual Meeting of the Shadow Council could be conducted under this Legislation. Members were therefore asked to adopt schedule 5 as a basis for conducting the meeting.</p> <p>Agreed: On the proposal of Councillor Loftus and Seconded by Councillor Hickey that Members adopt Schedule 5 of The Local Government Act (NI) 2014 as a basis for conducting the Annual Meeting of the Shadow Council.</p>	DJ
5.	<p>Permitted Forms of Governance</p> <p>Part 6 of The Local Government Act (NI) 2014 introduced the legislative framework for the Executive form of decision-making in which there is a separation of decision-making and scrutiny of those decisions. It specified two forms of Executive Arrangements from which Council could choose:</p> <ul style="list-style-type: none"> • The Cabinet-Style; or • The Streamlined Committee Model. <p>Adoption of one of these models required a qualified majority vote of 80 per cent.</p> <p>Agreed: On the proposal of Councillor Fitzpatrick and Seconded by Councillor Holmes and following a unanimous vote, that the Causeway Coast and Glens Shadow Council adopt the Traditional Committee arrangement of Governance.</p>	
6.	<p>Method of Appointment to Positions of Responsibility</p> <p><i>Councillor Hickey took over as Convenor for the Meeting.</i></p> <p>It was advised that the Causeway Coast and Glens Shadow Council was required to fill a number of Positions of Responsibility at the Annual Meeting. These positions were;</p> <ul style="list-style-type: none"> • Presiding Councillor; • Deputy Presiding Councillor; • Chair of any Committee of the Council; • Deputy Chair of any Committee of the Council; • External representative of the Council. <p>Three options were available to Council to fill the posts with each requiring a 80 per cent qualified majority vote;</p>	

	<ol style="list-style-type: none"> 1. d'Hondt; 2. Sainte-Lague; or 3. Single Transferable Vote (STV). <p>It was advised that unless Council decided to adopt the Sainte-Lague method or the Single Transferrable Vote method then d'Hondt would be the default method used to fill the positions of responsibility.</p> <p>Agreed: On the proposal of Councillor McGuigan and Seconded by Councillor Loftus and with 33 Members voting in favour, that Causeway Coast and Glens Shadow Council fill the Positions of Responsibility using the d'Hondt method.</p>	
7.	Shadow Council Committee Proposals	
7.1	<p><u>Proposed Committee Structure</u></p> <p>It was advised that at a Statutory Transition Committee (STC) workshop held on 9 January 2014, Members considered a number of options in relation to Committee Structures for the Shadow Council. The preferred option resulting from the Workshop was a structure of four Committees, namely;</p> <ol style="list-style-type: none"> 1. Governance; 2. Organisation Development; 3. Transferring Functions and Group; 4. Corporate Policy and Resources. <p>The size of each of the above Committees was also discussed at the same workshop with Members being of the view that each Committee should have membership of between 12 and 20 Members.</p> <p>Further to this, at a Statutory Transition Committee (STC) Meeting on 27 March 2014, Members were asked to consider proposed Terms of Reference for Shadow Council Committees and it was envisaged that the Terms of Reference for each would be generic. The STC agreed that the following Terms of Reference be recommended to the Shadow Council;</p> <ul style="list-style-type: none"> • Each Committee would meet as required and have responsibility for dealing with Council business appropriate to that particular Committee as set out in the Convergence Work Plan. • The span of tenure for each Committee would be from the Shadow Council Annual Meeting in June 2014 to 31 March 2015. • The Committee would conduct business in line with the Shadow Council Standing Orders. • Each Committee would be tasked with making recommendations for agreement and ratification by the Shadow Council. • Committee Membership would be determined at the Annual Meeting. • Each Committee would have an elected Chair and Vice Chair. <p>Agreed: On the proposal of Councillor Holmes and Seconded by Councillor Baird and with 38 Members voting in favour that;</p> <ol style="list-style-type: none"> 1. The Causeway Coast and Glens Shadow Council adopt the Shadow Council Committee Structure and; 2. Accept the Terms of Reference as detailed in the report and; 3. 20 representatives be appointed to each Committee. 	DJ

7.2	<p>Shadow Council Committee Terms of Reference</p> <p>As per Department of the Environment (DoE) legislation, the Causeway Coast and Glens Shadow Council was required to appoint a representative to the Partnership Panel with the primary aims of;</p> <ul style="list-style-type: none"> • Giving advice to any Northern Ireland Department about matters affecting the exercise of any of its functions; • Make representations to any Northern Ireland Department about any matters affecting, or of concern to, those involved in Local Government: and • Give advice to those involved in Local Government. <p>Agreed: On the proposal of Councillor Harding and Seconded by Councillor Holmes that the Causeway Coast and Glens Shadow Council appoint a representative to the Partnership Panel.</p>	DJ																								
8.	<p>Method of Appointing Councillors to Shadow Council Committees</p> <p>Two methods for Appointing Councillors to Shadow Council Committees were available to Council through the Local Government Act (NI) 2014:</p> <ol style="list-style-type: none"> 1. Quota Greatest Remainder; 2. Droop Quota. <p>It was advised that unless otherwise otherwise requested by Members by a qualified majority vote, Quota Greatest Remainder would be the default method used for appointing Councillors.</p> <p>Agreed: On the proposal of Councillor Holmes and Seconded by Councillor Duddy and with 38 Members voting in favour, that Causeway Coast and Glens Shadow Council appoint Councillors to Committees using the Quota Greatest Remainder method.</p>	DJ																								
9.	<p>Appointment of Positions of Responsibility</p> <p>At this point in the Meeting, Members broke into their Parties to Appoint Positions of Responsibility using the d'Hondt Method. On their return it was advised that the following appointments had been made;</p> <table border="1" data-bbox="280 1391 1283 2042"> <thead> <tr> <th>Appointment</th> <th>Committee</th> <th>Party</th> <th>Nomination</th> </tr> </thead> <tbody> <tr> <td>Presiding Councillor</td> <td>Shadow Council</td> <td>DUP</td> <td>Cllr Finlay</td> </tr> <tr> <td>Deputy Presiding Councillor</td> <td>Shadow Council</td> <td>SF</td> <td>Cllr Chivers</td> </tr> <tr> <td>Chair</td> <td>Governance Committee</td> <td>DUP</td> <td>Cllr Cole</td> </tr> <tr> <td>Vice Chair</td> <td>Governance Committee</td> <td>UUP</td> <td>Cllr Hunter</td> </tr> <tr> <td>Chair</td> <td>Organisation Development Committee</td> <td>SF</td> <td>Cllr Nicholl</td> </tr> </tbody> </table>	Appointment	Committee	Party	Nomination	Presiding Councillor	Shadow Council	DUP	Cllr Finlay	Deputy Presiding Councillor	Shadow Council	SF	Cllr Chivers	Chair	Governance Committee	DUP	Cllr Cole	Vice Chair	Governance Committee	UUP	Cllr Hunter	Chair	Organisation Development Committee	SF	Cllr Nicholl	
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	Vice Chair	Organisation Development Committee	SDLP	To be confirmed	
	Chair	Transferring Functions Committee	SDLP	To be confirmed	
	Vice Chair	Transferring Functions Committee	TUV	Cllr S McKillop	
	Chair	Corporate Policy & Resources Committee	UUP	Cllr Harding	
	Vice Chair	Corporate Policy & Resources Committee	DUP	Cllr Clarke	
	Partnership Panel (external appointment)	DoE lead – replaces Regional Transition Committee	UUP	Cllr Baird	
10.	Appointment to Shadow Council Committees				
	Committee composition was agreed and apportioned using the quota greatest remainder method. Political Parties were to nominate Councillors onto committees as per their agreed quotas prior to each Committee sitting.				
11.	Seal of Office				
	<p>The Causeway Coast and Glens Shadow Council would require a Seal of Office to be stamped on Legal Documents which required to be processed during the Shadow Period. The Local Government (Transitional, Supplementary, Incidental Provisions and Modifications) Regulations (NI) 2014 allowed for the use of a predecessor Council Seal.</p> <p>Agreed: On the proposal of Councillor Duddy and Seconded by Councillor Callan, that Limavady Borough Council's Seal of Office be used by the Causeway Coast and Glens Shadow Council during the Shadow Period.</p>				DJ
12.	Shadow Council Meeting Arrangements				
	<p>The Causeway Coast and Glens Shadow Council was required to decide on a date for its monthly meeting. Members were advised of dates and times at which the four predecessor Councils would continue to meet throughout the tenure of the Shadow Council. In order not to clash with these dates and in line with the recommendation of the Statutory Transition Committee, it was suggested that the Shadow Council Meeting should take place towards the end of the month on the 4th Thursday. This would further enable the Shadow Council Committees to meet in advance.</p> <p>Members noted proposed dates (previously supplied) that the Causeway Coast and Glens Shadow Council would meet on the fourth Thursday of each month at 7pm with the exception of December when Members would meet on the third Thursday.</p> <p>Agreed: On the proposal of Councillor McCorkell and Seconded by Councillor Stevenson, that with the exception of the December Meeting, the Causeway Coast and Glens Shadow Council meeting would be held on the fourth</p>				DJ

	Thursday of every month at 7pm in Coleraine Borough Council Chamber.	
13.	Appointment of Chief Financial Officer	
	<p>The Local Government Finance Act (NI) 2011 provided that a Council shall designate an Officer of the Council as its Chief Financial Officer. New Councils must appoint a Chief Finance Officer to comply with all existing accounting and auditing requirements as prescribed by the Local Government (NI) Order 2005 and the Local Government (Accounts and Audit) Regulations (NI) 2006. This appointment would enable the Statutory Transition Committee (STC) accounts to be finalised and signed off in line with the Department of the Environment directives and it was recommended that the Clerk and Chief Executive of the Causeway Coast and Glens District Council be appointed to oversee the role.</p> <p>Agreed: On the proposal of Councillor Hickey and Seconded by Councillor Cole that the Clerk and Chief Executive of the Causeway Coast and Glens District Council, Mr David Jackson, be appointed as Chief Financial Officer to comply with legislation as detailed above.</p>	DJ
14.	Councillors' Allowances	
	<p>It was advised that a decision needed to be taken regarding the level of Councillor Allowances for the Shadow Council period. The Northern Ireland Executive had agreed a reform funding package to cover the cost of basic allowances, Special Responsibility Allowances and associated expenses such as travel and subsistence and there was a fixed level of funding available to each Council.</p> <p>A calculation needed to be carried out once the Committee Structure was agreed to enable the options paper to be presented to Councillors regarding the level of basic and Special Responsibility Allowances to be paid. It was therefore proposed that a report based on Basic Allowances and Special Responsibility Allowances for Councillors to consider and agree be brought back to the next Meeting of the Shadow Council, after which a payment could then be made in early July.</p> <p>Agreed: On the Proposal of Councillor McLean and Seconded by Councillor McGuigan that a report on Basic Allowances and Special Responsibility Allowances be brought back for consideration to the Shadow Council Meeting on 26 June, 2014.</p>	DJ
15.	Shadow Council Corporate Plan	
	<p>Members considered the content of the Corporate Plan for the Shadow Council period 2014-2015 (previously supplied).</p> <p>Agreed: That the Causeway Coast and Glens Shadow Council adopt the Corporate Plan 2014-2015.</p>	DJ
16.	Shadow Council Budget	
	<p>Members considered details of the Budget for the Shadow Council period (previously supplied).</p> <p>Agreed: That the Causeway Coast and Glens Shadow Council adopt the Shadow Council Budget as detailed in the enclosure.</p>	DJ
17.	Date of Next Meeting	
	Thursday 26 June, 2014 at 7pm in Coleraine Borough Council Chamber.	SMcM