



Title of Report:	Corporate Policy and Resources Committee Terms of Reference (TOR)
Committee	Corporate Policy and Resources Committee
Date of Meeting:	23 June 2026
For Decision or For Information	For Decision

Linkage to Council Plan (2026-31)	
Strategic Theme	Governance, Quality & Continuous Improvement
Outcome	Governance Framework reviewed and updated annually
Lead Officer	Director of Corporate Services

Estimated Timescale for Completion	
Date to be Completed	30 th June 2026

Budgetary Considerations	
Cost of Proposal	Corporate Services/Performance/Legal Budget
Included in Current Year Estimates	YES/NO
Capital/Revenue	As per Corporate/Performance/Legal Budget
Code	N/A
Staffing Costs	As per budgets

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	Screening Completed:	Yes/No	Date:

Assessment (DPIA)	DPIA Required and Completed:	Yes/No	Date:
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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 Corporate Services Directorate, Performance Services and Legal Services all report through the Corporate Policy and Resources Committee.

2.2 The Corporate Policy and Resources Committee Terms of Reference were reviewed and updated on 25 November 2025.

2.3 A copy of the Terms of Reference is provided at Appendix A.

2.4 At the 25 November 2025 Corporate Policy and Resources Committee meeting, it was agreed that a biannual report on twinning arrangements is to be brought to the Corporate Policy and Resources Committee.

2.5 At the 28 January 2026 Corporate Policy and Resources Committee meeting, it was agreed that the Elected Member Development Chartered Steering Group be progressed via quarterly reports at the Corporate Policy and Resources Committee for Members' consideration. These reports would replace the quarterly meetings of this group. This would not affect its chartered status. To reflect this change, the terms of reference for the Elected Member Development Chartered Steering Group have been incorporated into the Corporate Policy and Resources Committee Terms of Reference (Appendix B).

3.0 Recommendation

It is recommended that the Terms of Reference as set out in this report are adopted and updated in Council's Constitution and Scheme of Delegation.

Corporate Policy and Resources Committee – Terms of Reference

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.
- Receiving quarterly reports in relation to Elected Member Development. Objectives set out in Appendix B

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: Land and Property and Strategic Asset Sub-Committee, Commemoration and Celebration Sub-Committee and Organisation Review Sub-Committee. The following are working groups which report to the Committee: Women's Working Group.

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.

Elected Member Development

In respect of Elected Member Development and to maintain Charter status, the following objectives will apply:

- Establish priorities for the Learning and Development of Members, linked to the Council's Corporate Plan.
- Maintain and encourage commitment to the continuous learning and development of all Members and acknowledge the pivotal role which Member Learning and Development plays in the effective operation of Council business.
- Ensure that Member Learning and Development is Member led.
- Ensure and promote accessibility for all Members to Learning and Development opportunities.
- Approve the annual and subsequent amendments to the Elected Member Continuous Professional Development Strategy and Implementation Plan.
- Assess and approve the application of the Member Learning and Development Policy.
- Review the effectiveness of Member Learning and Development to identify positive impact.
- Provide updates to Council and raise pertinent issues on learning and development matters.
- Strive for best practice and be a leading Council in the area of Member Learning and Development.
- Ensure effective utilisation of available budget.
- Demonstrate continuous improvement.