

Title of Report:	Leisure & Development Committee Terms of Reference Review
Committee Report Submitted To:	Leisure & Development Committee
Date of Meeting:	18 June 2024
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

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 of the Terms of Reference for the Leisure & Development Committee following an 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. The Transformation Programme Action Plan contains six themes.

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."

In order to fulfil the requirements of the recommendation the Terms of Reference were to be reviewed on annual basis.

In March 2024 Council approved the inclusion of an annual review as an additional point within the current Leisure & Development Terms of Reference.

3.0 Recommendation

It is recommended that Members approve the updated Terms of Reference as noted in **Annex A** as part of the annual review.



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, including financial performance:
 - Community and Culture.
 - Prosperity and Place.
 - Tourism and Recreation.
 - Sport and Wellbeing.
 - The Funding Unit.
 - The Council’s Growth Deal.
- 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;
- Developing, Monitoring and Reviewing annual business and service delivery plans for the L&D Directorate;
- Recommending to Council the establishment of external partnerships were considered relevant to the role of the L&D Directorate;
- The development and delivery of Capital Projects that exist within the scope of 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 the sixteen Elected Members and they were appointed to the Committee following the Annual General Meeting of Council on 3rd June 2024. 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**.

3.0 Chair

The Committee will be chaired in 2024/25 by Councillor Kathleen McGurk (SF). In the absence of the Chairperson, the Committee will be chaired by the Deputy Chairperson,

ANNEX A

Councillor Richard Holmes (UUP). 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 following the Annual General Meeting is Tuesday 18th June 2024. 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 2024/25 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 2024/25 year:

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

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

ANNEX A

Annex A

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

Annex B

Meeting	Date and Time
Leisure & Development Committee	Tuesday 18th June 2024 at 7.00pm
	Tuesday 17 th September 2024 at 7.00pm
	Tuesday 15 th October 2024 at 7.00pm
	Tuesday 19 th November 2024 at 7.00pm
	Tuesday 17 th December 2024 at 7.00pm
	Tuesday 21 st January 2025 at 7.00pm
	Tuesday 18 th February 2025 at 7.00pm
	Tuesday 18 th March 2025 at 7.00pm