



# **OPERATIONS COMMITTEE TERMS OF REFERENCE**

## OPERATIONS COMMITTEE TERMS OF REFERENCE

### **General**

Antrim and Newtownabbey Borough Council conducts its business through a traditional committee system, where business is initially considered by one of its Committees forming a key component of Antrim and Newtownabbey Borough Council's corporate governance framework.

The Council has created a number of Committees to progress the work of the Council from 1<sup>st</sup> April 2015 in line with the provisions of the Local Government (Northern Ireland) Act 2014, Schedules 1 and 2 and other relevant statutes as follows:

- Audit Committee
- Operations Committee
- Policy and Governance Committee
- Planning Committee
- Community Planning and Regeneration Committee

### **Introduction**

This document confirms the remit of the Operations Committee, their terms of reference, summarising the core functions referred to it and defines its authority limits.

### **Responsibilities**

The Operations 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 Operations Directorate.

This will include:

- Approving and overseeing the delivery of any relevant service strategies for the following Council functions:
  - Waste Management
  - Leisure
  - Parks
  - Environmental Health
  - Arts and Culture;
- Approving relevant policies and procedures for the Operations Directorate;
- Monitoring and reviewing business and service delivery plans for the Operations Directorate;
- Approving the establishment of external partnerships where considered relevant to the role of the Operations Directorate;

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- Engaging on an ongoing basis with all relevant external bodies as to their strategies, policies and proposals which will impact on the Borough of Antrim and Newtownabbey;
- Approving and monitoring funding sources and mechanisms to assist with various initiatives, projects and actions within the remit of the Operations Directorate;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

### **Membership**

The Operations Committee will comprise of 15 Members of Council appointed using the Quota of Greatest Remainder (QGR) as provided for within Schedule 2 of the Local Government (Northern Ireland) Act 2014.

The Committee will have a Chair and Vice Chair appointed by the Council at its Annual General Meeting as positions of responsibility under Part 3 of the Local Government (NI) Act 2014.

### **Meetings**

Business shall not be transacted unless a quorum is present. A quorum for the Operations Committee will be in line with Standing Order 7 (1) of the Council's Standing Orders.

*"The quorum for Council, Committee and Sub Committee meetings be one-quarter of the whole number of members of the Council, Committee and Sub Committee..."*

The Operations Committee will meet normally on the first Monday of each month at 6:30 pm 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.

The Operations Committee may ask any other officer of the Council to attend to assist it with any discussions on a particular matter.

### **Working Groups**

The Operations Committee may consider it necessary to establish Working Groups made up of Elected Members, Officers and Non-elected Members to consider and make recommendations on a series of non-policy matters and/or to help in the formulation of policy.

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Working Groups established by this Committee shall officially report to the Operations Committee and shall not have power to exercise any function of the Committee nor to make any decision on behalf of the Committee nor to instruct any officer without prior authority of the Committee.

All working groups shall be provided with a terms of reference by the Committee, defining its objectives and reporting arrangements.