



To: Each Member of the Council

Dear Member

ANNUAL MEETING OF ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL

The Annual Meeting of the Antrim and Newtownabbey Borough Council will be held **on Monday 13 May 2019 at 6.30 pm in the Chamber, Mossley Mill.**

You are requested to attend.

Members are invited to wear Robes at this meeting. Robes can be collected on the evening from the Robing Room.

Yours sincerely

A handwritten signature in black ink that reads "Jacqui Dixon".

Jacqui Dixon, BSc MBA
Chief Executive, Antrim & Newtownabbey Borough Council

PLEASE NOTE:

Hot fork buffet will be available in the Cafe from 5.30pm.

For any queries please contact Member Services:

Tel: 028 9034 0098 / 028 9448 1301

memberservices@antrimandnewtownabbey.gov.uk

A G E N D A

1. Bible Reading and Prayer (Members are not required to attend for this part of the meeting and, following this part of the meeting, Members outside the Chamber will be called to the meeting).
2. Apologies
3. Declarations of Interest
4. Review of the Constitution and Scheme of Delegation
5. Standing Orders
6. Allocation and Nominations to Positions of Responsibility of Responsibility including the Mayor and Deputy Mayor for 2019/20 (year 1) and Presentation of Past Mayor's Medal
7. Allocation and Nominations of Aldermen
8. Allocation and Nomination of Members to Committees
9. Schedule of Meetings for Year
10. Scheme of Allowances and Special Responsibility Allowance
11. Allocation and Nominations of Members to PCSP and Appointment of Chairperson
12. Allocation and Nominations of Members to Community Planning Partnership
13. Allocation and Nominations of Members to Peace IV
14. Allocation and Nominations of Members to GROW
15. Allocation and Nominations of Members to NILGA
16. Allocation and Nominations of Appointments of Members to Outside Bodies

**REPORT ON BUSINESS TO BE CONSIDERED AT THE ANNUAL MEETING OF ANTRIM AND
NEWTOWNABBEY BOROUGH COUNCIL ON MONDAY 13 MAY 2019**

4. G-LEG-40 REVIEW OF THE CONSTITUTION AND SCHEME OF DELEGATION

Section 2 of the Local Government Act (Northern Ireland) 2014 states that a council must prepare and keep up to date a document (constitution) which contains a copy of the Council's standing orders, a copy of the Code of Conduct for Councillors, information which the Department may direct, and such other information as the Council considers appropriate.

The Council's Constitution, which contains the Scheme of Delegation, was approved on 27 April 2015. Since then no changes have been made to this document.

The Constitution and Scheme of Delegation have been reviewed and updated to reflect current custom and practice (**enclosed**).

RECOMMENDATION: that the revised Constitution and Scheme of Delegation be adopted.

Prepared by: Paul Casey, Borough Lawyer & Head of Legal Services

Approved by: Sandra Cole, Director of Finance and Governance

5. G-LEG-44 STANDING ORDERS REVIEW

Section 37 of the Local Government Act (Northern Ireland) 2014 requires councils to make standing orders for the regulation of the proceedings and business of the Council.

Members agreed the final version of the Council's Standing Orders, which contains the Planning Protocol, on 29 June 2015. Since then no changes have been made to this document.

Some of Standing Orders cannot be changed as they are derived from legislation and are mandatory.

The review of Standing Orders (**enclosed**) and the Planning Protocol (**enclosed**) follows a review of the standing orders of other councils, input from Members, input from Council Officers and are a practical reflection of what occurs in Council.

RECOMMENDATION: that the revised Standing Orders be adopted.

Prepared by: Paul Casey, Borough Lawyer & Head of Legal Services

Approved by: Jacqui Dixon, Chief Executive

6. ALLOCATION AND NOMINATIONS TO POSITIONS OF RESPONSIBIITY INCLUDING THE MAYOR AND DEPUTY MAYOR FOR 2019/20 (Year 1) AND PRESENTATION OF PAST MAYOR'S MEDAL

6.1 Allocation of Positions of Responsibility

Schedule 1 to the 2014 Act includes detailed provisions in relation to the filling of positions of responsibility and specifies the operational procedures that are available to the Council, ie

- d'Hondt (see Part 1 of Schedule 1)
- Sainte-Lague (see Part 1 of Schedule 1)
- Single Transferable Vote (STV) (see Part 2 of Schedule 1)

A Council must follow one of the above methods when allocating members of the Council to the positions of responsibility.

D'Hondt is the default method of filling positions of responsibility. A council may, by a qualified majority, decide to adopt one of the other methods set. In line with the standard approach, at the commencement of the previous term, Council agreed positions of responsibility were to be filled on the basis of Schedule 1 of the Act using the d'Hondt method.

RECOMMENDATION: that positions of responsibility be allocated in accordance with Schedule 1 of the Local Government Act (Northern Ireland) 2014 using the d'Hondt method.

6.2 Positions of Responsibility for the 4 year term

The positions of responsibility will be:

- 1) Mayor
- 2) Deputy Mayor
- 3) Chairperson and Vice Chairperson of each Committee
- 4) External appointments

The following are memberships to external bodies which are deemed to be positions of responsibility:

- 1) arc21 (3 positions per year or 3 for 4 year term)
- 2) Drainage Council for NI (1 position)
- 3) Housing Council (1 position)
- 4) Northern Ireland Veterans Advisory Committee (1 position)
- 5) Partnership Panel (1 position)

Using Schedule 1 of the Act, the 55 positions of responsibility will be as follows for the 4 year term:

POSITION	NO. OF POSITIONS AVAILABLE
MAYOR	4
DEPUTY MAYOR	4
CHAIR OF PLANNING COMMITTEE	4
CHAIR OF COMMUNITY PLANNING AND REGENERATION	4
CHAIR OF POLICY AND GOVERNANCE	4
CHAIR OF OPERATIONS	4
CHAIR OF AUDIT	4
VICE CHAIR PLANNING	4
VICE CHAIR COMMUNITY PLANNING AND REGENERATION	4
VICE CHAIR POLICY AND GOVERNANCE	4
VICE CHAIR OPERATIONS	4
VICE CHAIR AUDIT	4
ARC21 – 3 positions for 4 year term	3
DRAINAGE COUNCIL – 1 position for 4 year term	1
HOUSING COUNCIL – 1 position for 4 year term	1
VETERANS ADVISORY - 1 position for 4 year term	1
PARTNERSHIP PANEL – 1 position for 4 year term	1

Members are requested to nominate positions of responsibility by their parties. (Appendix 1 **enclosed**)

6.3 Nomination of Positions of Responsibility Year 1

Members are requested to nominate positions of responsibility by their parties for Year 1. (Appendix 2 **enclosed**).

6.4 Outgoing Mayor's Remarks

6.5 Appointment of Mayor Year 1

(Robing of Mayor) **New Mayor chairs the meeting**

6.6 Presentation of Past Mayor's Medal

6.7 Outgoing Deputy Mayor's Remarks

6.8 Appointment of Deputy Mayor Year 1

(Robing of Deputy Mayor)

7. ALLOCATION AND NOMINATIONS OF ALDERMEN

7.1 Allocation of Aldermen

The Council is entitled to designate a maximum of 10 Aldermen under Regulation 4 of The Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2014. Before nominating Members for the position of Alderman, the Council needs to formally agree the number of Aldermen to be elected for the term of the Council and the basis on which they will be nominated. At the commencement of the previous term Aldermen were elected for the four year period of the Council based on 10 Aldermen party entitlement.

It is recommended that 10 Aldermen be appointed using d'Hondt as per the Positions of Responsibility.

RECOMMENDATION: that 10 Aldermen be appointed using d'Hondt for the term of the Council.

7.2 Nomination of Aldermen

Nominations are requested for the 10 Alderman positions (Appendix 3 enclosed)

8. ALLOCATION AND NOMINATION OF MEMBERS TO COMMITTEES

8.1 Allocation of Members to Committees

Schedule 2 to the Local Government Act (Northern Ireland) 2014 makes detailed provision in relation to the appointment of Members to Committees and specifies the operation of the procedures that are available to a Council:

- Quota Greatest Remainder (See paragraphs 2 and 3(1) and (2))
- Droop Quota (See paragraphs 2 and 3(1) and (3))

At the commencement of the previous term of Council it was agreed that positions be allocated to Committees in accordance with the Local Government Act (Northern Ireland) 2014 using the Quota Greatest Remainder method.

A calculation based on the regulations (Quota Greatest Remainder) is enclosed for information.

The calculation shows the number of Committee seats allocated to each party, followed by the number of seats each party is entitled to on each Committee based on their proportion of seats.

RECOMMENDATION: that positions be allocated to Committees in accordance with the Local Government Act (Northern Ireland) 2014 using the Quota Greatest Remainder method.

The number of total positions on the Committee includes positions of responsibility. Therefore, the nominating officer of each party must take account of party members who have already been appointed to fill a position of responsibility on the Committee.

Members are requested to nominate positions to Committees by their parties (Appendix 4a **enclosed**).

8.2 Nomination of Members to Committees Year 1

Members are requested to nominate Members to Committees by their parties for Year 1 (Appendix 4b **enclosed**).

9. SCHEDULE OF MEETINGS FOR 2019/20

The **enclosed** schedule of dates for Council and Committee meetings is proposed for the period May – December 2019.

RECOMMENDATION: that Members agree the Schedule of Meetings for May – December 2019.

10. SCHEME OF ALLOWANCES AND SPECIAL RESPONSIBILITY ALLOWANCE

Members are reminded that the Council is required to agree a Scheme of Allowances Payable to Councillors. In April 2019 Council agreed the scheme based on Circular LG 12/2018 which was the latest Circular issued by the Department for Communities. The previously agreed Scheme is **enclosed** for 2019/20 and remains unchanged.

RECOMMENDATION: that the Scheme of Allowances Payable to Councillors for 2019-20 be approved.

11. ALLOCATION AND NOMINATIONS OF MEMBERS TO PCSP AND APPOINTMENT OF CHAIRPERSON

11.1 Allocation of Members to PCSP and appointment of Chairperson

Paragraph 3(3) of Schedule 1 to the Justice Act provides that a council, in exercising its power to appoint political members to PCSPs, shall ensure, so far as is practicable, that the political members reflect the balance of parties prevailing among members of the council immediately after the last local general election. At the commencement of the previous term the Council agreed that 10 Elected Members should be appointed based on the d'Hondt method. In addition the Justice Act 2011 states that the position of Chairperson of the PCSP is held by an Elected Member for a period of 12 months at a time and in turn by each of the 4 largest parties represented on the Council immediately after the local general election. The position of Vice Chairperson is held by an Independent Member, elected by the Independent Members.

RECOMMENDATION: that 10 Members be appointed to PCSP for the term of Council and these be allocated using d'Hondt and the Chairperson be

appointed for a period of 12 months at a time and in turn by each of the 4 largest parties following the election.

11.2 Nomination of Members to PCSP

Members are requested to nominate by their parties. (Appendix 5 enclosed)

12. ALLOCATION AND NOMINATIONS OF MEMBERS TO COMMUNITY PLANNING PARTNERSHIP

12.1 Allocation of Members to Community Planning Partnership and appointment of Chairperson

At the commencement of the previous term the Council agreed that 10 Elected Members should be appointed based on the d'Hondt method and that the Chair of the Community Planning and Regeneration Committee should also be the Chair of the Community Planning Partnership.

RECOMMENDATION: that 10 Members be appointed to the Community Planning Partnership for the term of Council and these be allocated using d'Hondt and that the Chair of the Community Planning and Regeneration Committee also be the Chair of the Community Planning Partnership.

12.2 Nomination of Members to Community Planning Partnership

Members are requested to nominate by their parties. (Appendix 6 enclosed)

13. ALLOCATION AND NOMINATIONS OF MEMBERS TO PEACE IV

13.1 Allocation of Members to Peace IV

In the previous term of Council, positions to Peace IV were allocated for the term of Council using the d'Hondt method.

RECOMMENDATION: that 10 Members be appointed to Peace IV for the term of Council and these be allocated using d'Hondt.

13.2 Nomination of Members to Peace IV

Members are requested to nominate by their parties for Year 1 (Appendix 7 enclosed).

14. ALLOCATION AND NOMINATIONS OF MEMBERS TO GROW

14.1 Allocation of Members to GROW

In the previous term of Council, 7 positions were allocated for the term of Council using the d'Hondt method.

RECOMMENDATION: that 7 Members be appointed to GROW for the term of Council and these be allocated using d'Hondt.

14.2 Nomination of Members to GROW

Members are requested to nominate by their parties for Year 1 (Appendix 8 enclosed).

15. ALLOCATION AND NOMINATIONS OF MEMBERS TO NILGA

15.1 Allocation of Members to NILGA

8 positions, in the previous term, were allocated per year for the 4 year term of Council (32 positions) using the d'Hondt method as per the Positions of Responsibility.

RECOMMENDATION: that 8 Members be appointed per year for the 4 year term of Council and these be allocated using d'Hondt.

15.2 Nomination of Members to NILGA

Members are requested to nominate by their parties for Year 1 (Appendix 9 enclosed).

16. ALLOCATION AND NOMINATIONS OF APPOINTMENTS OF MEMBERS TO OUTSIDE BODIES

16.1 Allocation of Appointments of Members to Outside Bodies

A number of requests have been received from Outside Bodies for Council nominees and these are detailed in the enclosed. In the previous term Members agreed that appointments to these bodies would be made annually as opposed to the full 4 year term. The most recent nominations for these bodies is enclosed for reference.

RECOMMENDATION: that nominations for Members representing Council on outside bodies be made annually.

16.2 Nomination of Members to outside bodies

Members are requested to nominate by their parties for Year 1 (Appendix 10 enclosed)

A. Belfast Hills Partnership

The Belfast Hills Partnership was established to assist in the protection and conservation of the Belfast Hills, including Carnmoney Hill, for the benefit of the public and those who live, work and own land in the area.

The Council is entitled to **one** representative.

There are approximately three meetings a year, held at various times and locations.

Members are asked to nominate by their parties for Year 1

B. Diversity Champions

The role of the Diversity Champions is to promote equality and diversity throughout the Council and to promote the Council's Disability Action Plan and Equality Action Plan.

The Council previously had **three** representatives.

There are approximately three meetings a year, held at various times and locations.

Members are asked to nominate by their parties for Year 1.

C. Knockagh Monument Joint Committee

The purpose of the Joint Committee is to oversee the ongoing upkeep and maintenance of the County Antrim War Memorial at the Knockagh and to review and agree the programme for the Annual Service of Remembrance.

The Council are entitled to **two** representatives.

The Committee meets at least once per year.

Members are asked to nominate by their parties for Year 1.

D. Local Government Partnership on Traveller Issues

The Local Government Partnership on Traveller Issues considers matters relating to the Travellers population in Northern Ireland. It is a consultative and advisory body.

The Council is entitled to **three** representatives.

The meetings are held bi monthly, usually during the day at various locations.

Members are asked to nominate by their parties for Year 1.

E. Lough Neagh Partnership

The Lough Neagh Partnership markets and promotes the Lough and its Waterways as a tourism destination. It also manages the Lough Shore Cycle Trail & Canoe Trail.

The Council is entitled to **five** representatives.

The meetings are held approximately every six weeks and are usually held at Ballyronan in Magherafelt.

Members are asked to nominate by their parties for Year 1.

F. MindWise Mental Health Champions

MindWise is working towards a world where everyone, irrespective of mental health or disability, can discover a meaningful quality of life and participate fully as citizens in society.

The Council is entitled to **two** representatives.

Meetings are not currently being held.

Members are asked to nominate by their parties for Year 1.

G. National Association of Councillors (Northern Ireland Region)

The National Association of Councillors, Northern Ireland Region, is a representative body for Councillors.

The Council is entitled to **eight** representatives.

The meetings are held bi-monthly and are hosted by Councils by rotation.

Members are asked to nominate by their parties for Year 1.

H. Northern Ireland Amenity Council

The Northern Ireland Amenity Council promotes, for public benefit, the protection, preservation, and improvement of the physical environment in Northern Ireland. It is also responsible for administering best kept competitions and schemes in relation to buildings, villages, towns, areas and facilities in the province.

The Council is entitled to **one** representative.

The meetings are held as and when necessary, usually in the evenings at various locations.

Members are asked to nominate by their parties for Year 1.

I. Sixmilewater Trust

The Trust aims to educate in the understanding of rivers, river corridors/catchments including the flora and fauna, biodiversity of river catchment environmental/aquatic management and protection. This is achieved through training and on the ground work including clean ups, invertebrate monitoring, water sampling/monitoring, tree planting, in stream restoration, invasive alien species monitoring and removal, and presentations to schools, local authorities and government agencies.

The Trust would welcome a **representative from each party**.

Monthly meetings are held and rotate between Mossley Mill and Civic Centre.

Members are asked to nominate by their parties for Year 1.

J. Somme Association

The Somme Association promotes the work of the Somme Heritage Centre, the Ulster Memorial Tower, France and the remembrance of fallen soldiers from the Great War.

The Council is entitled to **two** representatives.

There are approximately three meetings a year, held at various times and locations.

Members are asked to nominate by their parties for Year 1.

K. Swift Champion

The Swift is 'Bird of the Borough' and as such Council has a nominated Swift Champion. The Council support the local RSPB group in awareness raising activities such as 'Welcome back to the Swift' through the installation of a banner on the Antrim library wall and the provision of promotional items for events.

The Council is entitled to **one** representative.

There is no set frequency or location for meetings.

Members are asked to nominate by their parties for Year 1.

L. All Party Working Group on Sustainable Development

This group is an Elected Members' Champion Group for Sustainable Development, hosted by Sustainable NI. The Group reinforces what is discussed at the officer group and provides a platform for informing, raising awareness and gaining support for sustainable development.

The Council is entitled to nominate **two** representatives.

There are approximately four meetings a year.

Members are asked to nominate by their parties for Year 1.

M. Northern Ireland Strategic Migration Partnership (NISMP)

The NISMP is a multi-agency cross-party and cross-departmental body working to reflect the regionally specific needs of Northern Ireland in the development and implementation of UK immigration policy. It is an independent body, hosted by NILGA, and funded by the Home Office.

The Council is entitled to **one** representative.

The meetings take place bi-monthly and are hosted by councils by rotation.

Members are asked to nominate by their parties for Year 1.

Members are invited to attend for Official Photographs to be taken at the end of the meeting. Members are invited to wear Robes.