



**POLICY & GOVERNANCE
COMMITTEE
TERMS OF REFERENCE**

July 2024

POLICY & GOVERNANCE 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 in line with the provisions of the Local Government (Northern Ireland) Act 2014, Schedules 1 and 2 and other relevant statutes as follows:

COMMITTEE	DIRECTORATE	REPORTING SERVICE AREAS
Audit and Risk Committee	Finance & Governance, Organisation Development	Internal Audit, Corporate Risk Management, Finance, ICT, Human Resources, Organisation Development, Performance Improvement, Legal Services.
Operations Committee	Sustainability, Parks & Leisure	Waste Strategy & Operations, Environmental Health, Wellbeing, Sustainability, Climate Change, Fleet Management, Leisure, Parks, Bereavement Services, Registration, Estate Services, Legal Services.
Policy & Governance Committee	Finance & Governance, Organisational Development	Finance, Payroll, Procurement, ICT, Information Governance, Member Services, Health & Safety & Resilience, Insurance, Capital Development, Human Resources, Organisation Development, Performance Improvement, Equality and Diversity, Customer Services, Legal Services.
Planning Committee	Economic Development & Planning	Planning, Legal Services.
Community Development Committee	Community Planning	Community Development, Community Planning, PCSP, PEACEPLUS, Good Relations, Tackling Deprivation, Community Facilities, Arts, Culture, Tourism and Events, Marketing, Communications and PR, Legal Services.
Economic Development Committee	Economic Development & Planning	Investment & Business Development, Regeneration & Infrastructure, Planning, Building Control, Legal Services.

Introduction

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

The following Directorates report into this Committee: Organisation Development and Finance and Governance.

Responsibilities

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 Directorates.

This will include:

- Approving and overseeing the delivery of any relevant service strategies for the following Council functions:
 - Customer Service
 - Human Resources
 - Organisation Development
 - Equality & Diversity
 - Performance Improvement
 - Governance
 - Finance
 - ICT
 - Capital Development
 - Payroll
 - Procurement
 - Corporate Health and Safety
 - Emergency Planning
 - Resilience
 - Information Governance
- Approving relevant policies and procedures for the Directorates;
- Monitoring and reviewing business and service delivery plans for the Directorates;
- Monitoring and reviewing KPIs for the Directorates;
- Monitoring and reviewing budget information for the Directorates;
- Responsibilities including human resource matters, capital project management and revenue expenditure;
- Approving expenditure through procurement in accordance with delegated authority;
- Approving grant funding relevant to the service area;

POLICY & GOVERNANCE COMMITTEE TERMS OF REFERENCE

- Approving the establishment of external partnerships where considered relevant to the role of the Directorates;
- 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 Directorates;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

Membership

The 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 Deputy 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.

As per the Council's Standing Orders the quorum for the Committee is one-half of the whole number of Members of the Committee.

The Committee will meet normally on the first Tuesday 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.

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

Working Groups

The 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.

The Working Group established by this Committee shall officially report to this 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.