



25 May 2023

**To: Each Member of the Council**

Dear Member

**ANNUAL MEETING OF ANTRIM AND NEWTOWNABBAY BOROUGH COUNCIL**

The Annual Meeting of Antrim and Newtownabbey Borough Council will be held **on Tuesday 30 May 2023 at 6.30 pm in the Theatre at the Mill, Mossley Mill.**

You are requested to attend.

Members are invited to wear Robes at this meeting. Robes will be available in the foyer of the Theatre for collection.

Yours sincerely

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

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

**PLEASE NOTE:**

**Buffet will be available in the Foyer of the Theatre from 5.15pm.**

**For any queries please contact Member Services:**

Tel: 028 9448 1301/ 028 9034 0107

[memberservices@antrimandnewtownabbey.gov.uk](mailto: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 Review
6. Allocation and Nominations to Positions of Responsibility including the Mayor and Deputy Mayor for 2023/24 (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 2023
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 Peace Plus
15. Allocation and Nominations of Members to Our Prosperity Outcome Delivery Group
16. Allocation and Nominations of Members to Labour Market Partnership
17. Allocation and Nominations of Members to NILGA
18. Allocation and Nominations of Members to Belfast Region City Deal Council Panel
19. 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 TUESDAY 30 MAY 2023**

**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 and updated in May 2019, May 2020 and March 2022. 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. Standing Orders was updated in December 2020, December 2022, January 2023 and April 2023. 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 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 2023/24 (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 for 4 year term)
- 2) Housing Council (1 position)
- 3) Northern Ireland Veterans Advisory Committee (1 position)
- 4) Partnership Panel (1 position)

Using Schedule 1 of the Act, the 54 positions of responsibility will be as follows for the 4 year term:

<b>POSITION</b>	<b>NO. OF POSITIONS AVAILABLE</b>
MAYOR	4
DEPUTY MAYOR	4
CHAIR OF PLANNING COMMITTEE	4
CHAIR OF COMMUNITY PLANNING	4
CHAIR OF POLICY AND GOVERNANCE	4
CHAIR OF OPERATIONS	4
CHAIR OF AUDIT AND RISK	4
VICE CHAIR PLANNING	4
VICE CHAIR COMMUNITY PLANNING	4
VICE CHAIR POLICY AND GOVERNANCE	4
VICE CHAIR OPERATIONS	4
VICE CHAIR AUDIT AND RISK	4
ARC21 – 3 positions for 4 year term	3
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 Outgoing Mayor's Remarks**

**6.4 Appointment of Mayor Year 1**

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

**6.5 Presentation of Past Mayor's Medal**

**6.6 Outgoing Deputy Mayor's Remarks**

**6.7 Appointment of Deputy Mayor Year 1**

**(Robing of Deputy Mayor)**

**6.8 Nomination of Positions of Responsibility Year 1**

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

## **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 2023**

The **enclosed** schedule of dates for Council and Committee meetings is proposed for the period May – December 2023.

**RECOMMENDATION: that the Schedule of Meetings for May – December 2023 be approved.**

## **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 February 2023 Council agreed the scheme to reflect Circular LG 03/2023 which was the latest Circular issued by the Department for Communities. The previously agreed Scheme for 2022/23 is **enclosed** and remains unchanged. The Scheme shall be renamed 2023/24 and shall be valid from the date of formation of the new Council.

**RECOMMENDATION: that the Scheme of Allowances Payable to Councillors for 2023/24 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 the term of Council (Appendix 7 **enclosed**).

## **14. ALLOCATION AND NOMINATIONS OF MEMBERS TO PEACE PLUS**

### **14.1 Allocation of Members to Peace Plus**

In the previous term of Council, positions to Peace Plus were allocated for the term of Council using the d'Hondt method and representative of each DEA.

**RECOMMENDATION: that 12 Members be appointed to Peace Plus for the term of Council and these be allocated using d'Hondt and be representative of each DEA.**



## **14.2 Nomination of Members to Peace Plus**

Members are requested to nominate by their parties for the term of Council ([Appendix 8 enclosed](#)).

## **15. ALLOCATION AND NOMINATIONS OF MEMBERS TO OUR PROSPERITY OUTCOME DELIVERY GROUP (OPODG)**

### **15.1 Allocation of Members to OPODG**

In the previous term of Council, the Our Prosperity Outcome Delivery Group (OPODG) was established to consider strategic economic development and tourism matters and review the outcomes achieved through the investment made by the Council. The Working Group reported to the Council and provided updates to the Community Planning Partnership on strategic priorities. The group comprised of a Member from each political party. The Chair and Vice Chair were appointed by d'Hondt for the term of Council.

**RECOMMENDATION: that one representative be appointed from each political party represented on Council to the Our Prosperity Outcome Delivery Group for the term of Council and that the Chair and Vice Chair be appointed by d'Hondt for the term of Council.**

### **15.2 Nomination of Members to OPODG**

Members are requested to nominate by their parties for the term of Council ([Appendix 9 enclosed](#)).

## **16. ALLOCATION AND NOMINATIONS OF MEMBERS TO LABOUR MARKET PARTNERSHIP**

### **16.1 Allocation of Members to Labour Market Partnership**

In the previous term of Council, the Labour Market Partnership Council representation comprised of 1 representative drawn from each political party of the Council. The Mayor acted as representative from his/her party. External representation included Queen's University, Ulster University, Northern Regional College, Department for Communities, Primary and Secondary tier schools and the private sector as required.

**RECOMMENDATION: that one representative be appointed from each political party represented on Council to the Labour Market Partnership and the Mayor act as representative from his/her party for the term of the Council.**

### **16.2 Nomination of Members to Labour Market Partnership**

Members are requested to nominate by their parties for the term of the Council ([Appendix 10 enclosed](#)).

## **17. ALLOCATION AND NOMINATIONS OF MEMBERS TO NILGA**

### **17.1 Allocation of Members to NILGA**

8 positions, in the previous term, were allocated per year for the 4 years 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.**

### **17.2 Nomination of Members to NILGA**

Members are requested to nominate by their parties for Year 1 (Appendix 11 enclosed).

### **17.3 Nomination of a Member to NILGA Elected Member Development Policy and Learning network**

1 position, in the previous term, was allocated for the 4 year term.

NILGA have advised the nomination may or may not be one of the aforementioned 8 NILGA members.

Members are requested to nominate one representative for the 4 year term.

## **18. ALLOCATION AND NOMINATIONS OF MEMBERS TO BELFAST REGION CITY DEAL COUNCIL PANEL**

### **18.1 Allocation of Members to Belfast Region City Deal Council Panel**

4 positions, in the previous term, were available on the Belfast Region City Deal Council Panel. These were allocated for the term of Council using the d'Hondt method and each nominee had a designated deputy.

**RECOMMENDATION: that 4 Members be appointed to the Belfast Region City Deal Council Panel for the term of Council using d'Hondt and each nominee have a designated deputy.**

### **18.2 Nomination of Members and their deputies to Belfast Region City Deal Council Panel**

Members are requested to nominate by their parties for the term of Council (Appendix 12 enclosed).

## **19. ALLOCATION AND NOMINATIONS OF APPOINTMENTS OF MEMBERS TO OUTSIDE BODIES**

### **19.1 Allocation of Appointments of Members to Outside Bodies**

A number of requests have been received from Outside Bodies for Council nominees. In the previous term Members agreed that appointments to these

bodies would be made annually as opposed to the full 4 year term. A request has been received from the National Association of Councillors indicating a preference that their membership would be for the full term of Council. The most recent nominations for these bodies is enclosed for reference.

**RECOMMENDATION: Members' instructions are requested.**

## **19.2 Nomination of Members to outside bodies**

Members are requested to nominate to outside bodies based on the decision made at 19.1 (Appendix 13 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 four meetings a year, held at various times and locations.

Members are asked to nominate one representative for the agreed term.

### **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 four meetings a year, held at various times and locations.

Members are asked to nominate three representatives for the agree term.

### **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 two representatives for the agreed term.

### **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 for the agreed term.

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

Members are asked to nominate three representatives for the agreed term.

#### **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 Antrim, Ballyronan in Magherafelt and Craigavon.

Members are asked to nominate five representatives for the agreed term.

#### **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 two representatives for the agreed term.

#### **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, usually on the 3<sup>rd</sup> Wednesday and are hosted by Councils by rotation.

Members are asked to nominate eight representatives for the agreed term.

#### **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 **two** representatives.

The meetings are twice a year, usually in the evenings at various locations.

Members are asked to nominate two representatives for the agreed term.

#### **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 a representative from each party for the agreed term.

#### **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 two representatives for the agreed term.

#### **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 one representative for the agreed term.

## **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.

The meetings are bi-monthly.

Members are asked to nominate two representatives for the agreed term.

## **M. Barnardo's The THRiVE Project**

The Thrive Project is a collaboration of local parents, schools, community and voluntary organisations and statutory agencies working together to help children and young people in Macedon and Threemilewater DEA's to achieve their full potential and have the best start in life.

The Council is entitled to **two** representatives one from each of the Macedon and Threemilewater DEA's.

The meetings take place bi-monthly and are hosted by the THRiVE Project.

Members are asked to nominate a representative from Macedon and Threemilwater DEA for the agreed term.

***The May Council meeting will follow immediately after the Annual Meeting. Members are invited to attend for Official Photographs to be taken after the May Council meeting. Members are invited to wear Robes.***