



**POLICY AND GOVERNANCE
COMMITTEE
TERMS OF REFERENCE**

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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:

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

Introduction

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

Responsibilities

The Policy and Governance 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 of Organisation Development and Finance and Governance.

This will include:

- Approving and overseeing the delivery of any relevant service strategies for the following Council functions:
 - Customer Service
 - Human Resources
 - Organisation Development
 - Governance
 - Finance
 - ICT
 - Capital Development
 - Payroll
 - Procurement
 - Corporate Health and Safety
 - Emergency Planning;
- Approving relevant policies and procedures for the Directorates of Organisation Development and Finance and Governance;

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- Monitoring and reviewing business and service delivery plans for the Directorates of Organisation Development and Finance and Governance;
- Monitoring and reviewing KPIs for the Directorates of Organisation Development and Finance and Governance;
- Monitoring and reviewing budget information for the Directorates of Organisation Development and Finance and Governance;
- Approving the establishment of external partnerships where considered relevant to the role of the Directorates of Organisation Development and Finance and Governance;
- 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 of Organisation Development and Finance and Governance;
- Recommending to Council the resolution of any associated issues;
- Considering the resource implications of any recommendations.

Membership

The Policy and Governance Committee will comprise of 15 Members of Council appointed using the Quota of Greatest Remainder (QGR) as provisions 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. A quorum for the Policy and Governance 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 Policy and Governance 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.

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All meetings of the Committee will be governed by the Council's Standing Orders and the Local Government Code of Conduct for Councillors.

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

Working Groups

The Policy and Governance 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 the Policy and Governance 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.