

**Ballymoney Borough Council  
Consultation Committee Meeting No 82 – 18th February 2013**

**Table of Contents**

<b>82.1</b>	Election of Temporary Chair	<i>Alderman Campbell</i>
<b>82.2</b>	Declarations of Interest	<i>None</i>
<b>82.3</b>	Minutes of Consultation Committee Meeting No 81 – 21 <sup>st</sup> January 2012	<i>Agreed</i>
<b>82.4</b>	Planning Applications	
4.1	Applications for planning permission	<i>Response agreed</i>
4.2	Decisions issued	<i>For information</i>
4.3	Planning Appeal	
4.4	Office meetings	
<b>82.5</b>	Department of the Environment – Capacity Building & Training in Respect of the Transfer of Planning Functions	<i>Response agreed</i>
<b>82.6</b>	Northern Ireland Assembly – Planning Bill	<i>Tabled</i>
<b>82.7</b>	Government Reform – Statutory Transition Committees	<i>Response agreed</i>
<b>82.8</b>	Department for Regional Development – Public Consultation on the Future Railways Investment Paper	<i>Agree to meet estimated share of consultancy fee</i>
<b>82.9</b>	Regional Transportation Strategy 2002-2012: Monitoring Report for 2007-2012	<i>For information</i>
<b>82.10</b>	Charity Commission Consultation on Public Benefit and Registration Guidance	<i>Tabled</i>
<b>82.11</b>	Department of Justice – Managing Criminal Cases Consultation	<i>Tabled</i>
<b>82.12</b>	Consultation on the Transfer of Undertakings (Protection of Employment) Regulations 2006 and the Service Provision Change (Protection of the Employment) Regulations (NI) 2006	<i>For information</i>
<b>82.13</b>	Young People’s Priorities in Health & Social Care	<i>For information</i>
<b>82.14</b>	All Party Parliamentary Inquiry into Electoral Conduct Call for Papers	<i>Tabled</i>

- |              |  |                        |
|--------------|--|------------------------|
| <b>82.15</b> | Publication of Policy HS3 (Amended) 'Travellers Accommodation' in Final Form | <i>For information</i> |
| <b>82.16</b> | Use of Bus Operators Licences in other EU Member States – Updated Guidance   | <i>For information</i> |
| <b>82.17</b> | Housing Executive - Heating Policy   | <i>Response agreed</i> |
| <b>82.18</b> | Parades Commission   | <i>For information</i> |

**BALLYMONEY BOROUGH COUNCIL**

Minutes of Consultation Committee Meeting No 82 held in the Council Chamber, Riada House, Ballymoney on Monday 18th February 2013 at 7.00pm.

**IN THE CHAIR:** Alderman F Campbell (item 1)  
Councillor J Finlay (Items 2-18)

**PRESENT:** **Aldermen**  
F Campbell  
H Connolly  
C Cousley MBE, Deputy Mayor  
B Kennedy

**Councillors**  
J Atkinson  
W Blair  
R Halliday  
C McLaughlin  
E Robinson, Mayor  
I Stevenson

**APOLOGIES:** **Councillor**  
A Cavlan  
P McGuigan  
M Storey

**IN ATTENDANCE:** Chief Executive  
Committee Clerk  
Press

**DoE Planning Service (Item 3)**  
J McMath – Planning Officer

Press

**82.1 ELECTION OF TEMPORARY CHAIR**

It was proposed by Alderman Connolly, seconded by Alderman Kennedy and  
**AGREED:**

*that Alderman Campbell be elected as Chair of the Consultation Committee in the absence of Councillor Finlay*

Alderman Campbell assumed the Chair.

- \* **Councillor Finlay joined the meeting at 7.01 pm. Alderman Campbell vacated the Chair to enable Councillor Finlay to conduct the business of the meeting.**

At the request of the Chief Executive, the Chair consented to an additional item of business (82.17).

## **82.2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **82.3 MINUTES – CONSULTATION COMMITTEE MEETING NO 81 – 21<sup>ST</sup> JANUARY 2012**

It was proposed by Alderman Kennedy, seconded by Alderman Connolly and **AGREED:**

*that the minutes of Consultation Committee Meeting No 81 – 21<sup>ST</sup> January 2012, as circulated, be confirmed as a correct record.*

## **82.4 PLANNING APPLICATIONS**

### **4.1 New Applications**

Items 1-6 were considered and the opinion of the Planning Service accepted except where stated otherwise.

The content of the objections were summarised to members and may be viewed on public access at:

[http://epicpublic.planningni.gov.uk/PublicAccess/zd/tdc\\_home.aspx](http://epicpublic.planningni.gov.uk/PublicAccess/zd/tdc_home.aspx)

<b>ITEM NO 3</b>	<b>APPLICATION NO D2012/0210/O – REFUSAL</b>
<b>APPLICANT</b>	Mrs M Adams C/o Agent
<b>AGENT</b>	DM Kearney, Design 2A, Coleraine Road, Maghera BT46 5BN
<b>LOCATION</b>	Adjacent to No 96 Bravellan Road, Ballymoney
<b>PROPOSAL</b>	Proposed site for farm dwelling

It was proposed by Councillor Finlay, seconded by Councillor Halliday and **AGREED:**

*that an office meeting be held.*

- \* **Councillor Atkinson joined the meeting at 7.05 pm.**

<b>ITEM NO 4</b>	<b>APPLICATION NO D2012/0271/O – REFUSAL</b>
<b>APPLICANT</b>	Mrs M McAllister C/o Agent
<b>AGENT</b>	Hunter Associates, 8 Charlotte Street. Ballymoney BT53 6AY

**LOCATION** Lands to the rear of 55 Ballyveeley Road,  
Ballymoney

**PROPOSAL** Proposed site for dwelling and garage.

It was proposed by Alderman Connolly, seconded by Councillor Kennedy and **AGREED:**

*that an office meeting be held.*

**ITEM NO 5** **APPLICATION NO D2012/0274/O - REFUSAL**

**APPLICANT** Mr P McAleese C/o Agent

**AGENT** Bailey Architecture, 9 Glenview Road, Glenshesk,  
Ballycastle BT54 6QE

**LOCATION** 60m NW of 217 Corkey Road, Loughguile

**PROPOSAL** Dwelling on the farm and detached garage

It was proposed by Alderman Connolly, seconded by Councillor Halliday and **AGREED:**

*that an office meeting be held.*

#### 4.2 Deferred Applications

Items 1-2 were considered and the opinion of the Planning Services accepted except where stated otherwise.

##### **D1 APPLICATION NO D/2010/0217/O - REFUSAL**

Additional information has been submitted and DARD confirms that farm business has been active for six years. Clarification is required on whether development opportunity has been sold off. Due to degree of separation between buildings and site, the Department feels that there are other opportunity that would link and cluster with the buildings. NIA require archaeological report.

It was proposed by Councillor Finlay, seconded by Councillor Atkinson and **AGREED:**

*that Council will write to the MP and Area Planning Manager requesting a meeting to discuss the application.*

##### **D2 APPLICATION NO D/2012/0131/O - APPROVAL**

DARD confirms that the business is active and has been established for six years. The application has been re-assessed with regard to visual linkage and clustering and the Department is now able to approve.

Councillor Finlay welcomed the decision of the Department to approve the application.

**4.3 Appeal Decisions Notified**

1 APPLICATION NO D/2007/0198/F – UPHELD

**4.4 Office Meetings:**

Friday 1<sup>st</sup> March 2013, 10.00 am Lanyon Room, Riada House.

- \* **Councillor McKeown joined the meeting at 7.14 pm.**
- \* **The Planning Officer left the meeting at 7.15 pm.**

**82.5 DEPARTMENT OF THE ENVIRONMENT – CAPACITY BUILDING & TRAINING IN RESPECT OF THE TRANSFER OF PLANNING FUNCTIONS**

Correspondence from DoE Area Manager received as follows:

“As part of the wider Local Government Reform programme the Department, in conjunction with Local Government, has put in place a project team to progress Planning Reform and the transfer of planning powers to Local Government by 2015.

The project has a series of individual strand teams tasked with progressing specific work areas associated with the transfer (for example, HR, Finance, Communications, Reform Legislation and Organisational Design). Each strand team comprises members of Local Government as well as Departmental officials.

I am currently leading the Capacity Building & Training strand team which has responsibility for ensuring that a bespoke capacity building and training programme in relation to the transfer of planning functions is devised and rolled out to all Councillors, Officers and planning staff transferring over the next couple of years up to the point of transfer. My strand team met for the first time recently and identified a number of priority tasks and issues that need to be addressed immediately.

Whilst it was acknowledged that a series of very helpful introductory high level awareness-raising conferences and seminars have either already taken place or are underway, a more focussed scoping/mapping exercise is now needed to help shape the production and delivery of a detailed training and capacity building action plan between now and 2015. It was also highlighted at the meeting that offers of assistance to facilitate capacity building/training from, for example, Universities and various other organisations with planning expertise, had and are being made to various Local Government Members, Officers and planning officials.

It would be my view that, until we have completed the scoping exercise to shape what is needed, for whom it is needed and by when, we would not undertake any procurement exercises just yet to secure external assistance. This will hopefully

mean that when procured, the training will represent a more focussed, consistent and value-for –money approach.

In order to complete the scoping exercise however we would like to invite Members and officers to contribute to an initial exercise to pull together some baseline information. Firstly, it would be helpful to have the names of the organisations that have made approaches with offers of assistance so that we have a full picture of how we might tap into the range and level of expertise being offered. Secondly, it would be most useful to have some broad information on the areas which Members and officers would like to see covered by a future training and capacity building action plan.

It is widely recognised that capacity building and training is a key part of the reform process. Therefore, it would be helpful to have your input to this exercise as quickly as possible so that we may collate and digest the information swiftly in order to pull together an action plan for roll out/implementation.”

***The closing date for responses is 8<sup>th</sup> March 2013.***

Councillor Finlay expressed the view that Councillors should receive training on all policies contained in the ‘green book’ to enable Councillors to obtain an overall view of planning service responsibilities. Councillor Robinson and Alderman Kennedy concurred, Alderman Kennedy stating the need to ensure that the applicant is not penalized in circumstances where applications do not fit into farm legislation. Other training needs highlighted included:

- Organizational structure
- Council’s legal stance in decision making and implications for Councillors
- Need for widen training capacity to include architects and agents
- Different models available for decision making.

## **82.6 NORTHERN IRELAND ASSEMBLY - PLANNING BILL**

The Committee for the Environment has commenced Committee Stage of the Planning Bill. The Committee would welcome views on the proposed Bill and requests that written evidence is submitted by 5pm on **Friday 15<sup>th</sup> March 2013**. Information regarding the Bill can be obtained from the Assembly’s website <http://mia1.me/1a9> or on request from Office of the Chief Executive.

## **82.7 GOVERNMENT REFORM - STATUTORY TRANSITION COMMITTEES**

A DoE official at the Focus Group meeting in Ballymena on February 5<sup>th</sup> confirmed that Councils are welcome to submit views on the powers to be given to Statutory Transition Committees and that, if received by **end of February 2013**, they will be considered.

Circulated were copies of Policy Proposals and consultation questions with draft responses. Also circulated were:

- Local Government (Miscellaneous Provisions) Act (Northern Ireland) 2010
- Local Government Reform Implementation Programme

**It is recommended** that the Committee consider and agree its responses to the DoE policy proposals (attached as Appendix 1).

- Q1 Response suggestion agreed, excluding appointment of Chief Executive  
 Q2 Option 2 agreed  
 Q3 Option 1 agreed  
 Q4 Option 1 agreed including discretion regarding illness  
 Q5 Option 2 agreed  
 Q6 Option 3 agreed  
 Q7 Option 1 agreed with the inclusion that the departments who are transferring staff and functions should be included in duty sharing arrangements.  
 Q8 Option 2 agreed  
 Q9 Option 1 agreed  
 Q10 Response suggestion agreed  
 Q11 Option 1 agreed with clarification that assets refer only to STC assets.

- \* **Alderman Cousley joined the meeting at 7.30 pm during the discussion.**
- \* **Councillor McKeown and members of the press left the meeting at 7.40 during the discussion.**
- \* **Alderman Connolly left the meeting at 8.00 pm at the end of the discussion.**

## **82.8 DEPARTMENT FOR REGIONAL DEVELOPMENT – PUBLIC CONSULTATION ON THE FUTURE RAILWAYS INVESTMENT PAPER**

DRD has written to inform Council that the Department has published a consultation paper and is seeking views on the Future Railways Investment document which commenced on 14<sup>th</sup> January 2013.

The purpose of the public consultation is to seek views on the future role for railways as part of an integrated and sustainable transport system in Northern Ireland. The Department is keen to hear views about the issues that need to be addressed in considering priorities for future investment in the railways network. This will help determine a vision for railway services up to and beyond 2035.

**It is recommended** that Committee agree to meet its share of the cost of commissioning a response from the consultant advising the Northern Corridor Railways Group.



It was proposed by Councillor Stevenson, seconded by Councillor Atkinson and **AGREED:**

*that Council meets its share of the cost of commissioning a response from the consultant advising the Northern Corridor Railways Group.*

#### **82.9 REGIONAL TRANSPORTATION STRATEGY 2002-2012: MONITORING REPORT FOR 2007-2012**

The Department for Regional Development has recently published its Monitoring Report on the implementation of the Regional Transportation Strategy for Northern Ireland 2002-2012. This monitoring report focuses on the Department's progress and key achievements during the period 1<sup>st</sup> April 2007 to 31<sup>st</sup> March 2012. The document is available at [http://www.drdni.gov.uk/index/transport\\_planning/tp-rts\\_2002.htm](http://www.drdni.gov.uk/index/transport_planning/tp-rts_2002.htm) or on request from Office of the Chief Executive.

#### **82.10 CHARITY COMMISSION CONSULTATION ON PUBLIC BENEFIT AND REGISTRATION GUIDANCE**

The Charity Commission for Northern Ireland has opened a consultation on its Public benefit statutory guidance and Registering as a charity in Northern Ireland: guidance. The consultation runs from Monday 4<sup>th</sup> February to Monday 6<sup>th</sup> May 2013. A consultation event will be held in **Ballymoney Town Hall on 15<sup>th</sup> April 6.30pm – 8.30pm.**

Other events will be held across Northern Ireland. Details are available from Office of the Chief Executive.

#### **82.11 DEPARTMENT OF JUSTICE – MANAGING CRIMINAL CASES CONSULTATION**

This consultation closes on 25<sup>th</sup> February 2013. Management has offered no comments.

The consultation paper remains available online at: <http://www.dojni.gov.uk/index/public-consultations/current-consultations/managing-criminal-cases.htm> or on request from Office of the Chief Executive.

#### **82.12 CONSULTATION ON THE TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT) REGULATIONS 2006 AND THE SERVICE PROVISION CHANGE (PROTECTION OF THE EMPLOYMENT) REGULATIONS (NI) 2006**

In December 2011, the Department for Employment and Learning, in conjunction with the Department for Business, Innovation and Skills (BIS) launched a call for evidence which sought views from interested parties on the effectiveness of the

Transfer of Undertakings (Protection of Employment) Regulations 2006 (the "TUPE Regulations) and how they might be improved. Following the call for evidence both Departments considered the issues raised and published a response document in September 2012 which stated that a consultation on policy proposals would be developed.

The call for evidence response document can be found at:

<http://www.delni.gov.uk/index/consultation-zone/archived-consultations/archived-consultations-2011/tupe-call-for-evidence.htm> or on request from Office of the Chief Executive.

### **82.13 YOUNG PEOPLE'S PRIORITIES IN HEALTH AND SOCIAL CARE**

In May 2012 the Patient and Client Council launched a report on the above subject and this was issued extensively to decision makers throughout health and social care.

The key issues raised in the report were:

- A joined up approach to hospital care, out of hours, minor injuries and A&E services
- Mental health services geared to young people's needs
- Establishment of short waiting times for attention by professionals
- Direct involvement of young people in the development of HSC services and their related communications
- Adequate funding to secure and maintain modern HSC services
- A focus on health education and promotion

The report identified a number of significant priorities which should be considered when planning and delivering services in the future.

Council is asked to consider the potential impact/influence of the report on decision making within the organization.

The report is available at <http://www.patientclientcouncil.hscni.net/> or on request from Office of the Chief Executive.

### **82.14 ALL PARTY PARLIAMENTARY INQUIRY INTO ELECTORAL CONDUCT CALL FOR PAPERS**

A Parliamentary Inquiry into Electoral Conduct has been commissioned by John Mann MP. The purpose of the inquiry is to investigate and evaluate the effectiveness of existing lines of responsibility and accountability in managing elections and, in particular, charges of misconduct during elections with a particular focus on racism and discrimination. The Inquiry is seeking written

submissions from interested parties, before taking oral evidence. **Submissions are invited by 29<sup>th</sup> March 2013.**

#### **82.15 PUBLICATION OF POLICY HS3 (AMENDED) 'TRAVELLERS ACCOMMODATION' IN FINAL FORM**

The Department of the Environment has published the final version of policy HS 3 (Amended) 'Travellers Accommodation' of Planning Policy Statement 12 'Housing in Settlements'. This follows public consultation on the draft document published in July 2011. A summary of consultation responses report has also been produced.

Previously Policy HS 3 provided for grouped housing, serviced sites and transit sites for travellers within, adjoining or in close proximity to settlements. However, in rural areas, there was only provision for grouped housing and transit sites – not serviced sites. This amendment now provides policy for serviced sites for travellers outside settlement.

The amended policy and summary of consultation responses report can be accessed on the Planning NI website at [http://www.planningni.gov.uk/policy\\_hs\\_3\\_final.htm](http://www.planningni.gov.uk/policy_hs_3_final.htm) or on request from Office of the Chief Executive.

#### **82.16 USE OF BUS OPERATORS LICENSED IN OTHER EU MEMBER STATES – UPDATED GUIDANCE**

DRD has written to update Council with regard to the provision of cross border bus passenger services and the potential implications of legal advice we have received for the way organizations contract for bus passenger services.

The Department's updated advice sheet is attached.

#### **82.17 HOUSING EXECUTIVE – HEATING POLICY**

The Housing Executive is reviewing its heating policy to make sure that tenants are getting the most efficient heating systems and fuel type in their areas.

The Housing Executive has an on-going programme of installing new and efficient heating systems in all of its homes. Last year just under 6,000 new heating systems were installed with a further 4,000 due for completion in the current financial year. In recent years the percentage of our tenants in fuel poverty has fallen from 57% to 44% and while this is encouraging this level is still unacceptably high. Heating replacement schemes have played a large part in this decrease.

This latest review takes account the installation, running and maintenance costs of both available and potentially available heating systems.

The main recommendations from the Review include:

- Gas to remain the only option offered in heat replacement schemes in past areas.
- Tenant choice outside the gas area is increased to include wood pellet boilers as a potentially viable alternative to oil.
- E7 electric systems and open fire central heating may be retained by the tenant if that is their choice.

The Heating Policy Review is available on the Housing Executive's website and the consultation paper can be downloaded at <http://www.nihe.gov.uk/index/corporate/consultation.htm> or on request from the Office of the Chief Executive.

It was proposed by Alderman Campbell, seconded by Councillor Atkinson and **AGREED**

***that Council respond expressing the view that retaining an open fire should remain an option.***

## **82.18 PARADES COMMISSION**

The Chief Executive advised members of correspondence received from the Parades Commission detailing outreach events in different areas to engage with interested parties, people and organisations about parading in an effort to build relationships and understanding about parading issues. The dates of the events are:

- 28<sup>th</sup> February 2013 – Nautilus Centre, Kilkeel
- 6<sup>th</sup> March 2013 – Antrim Civic Centre
- 7<sup>th</sup> March 2013 – Grosvenor House, Belfast
- 11<sup>th</sup> March 2013 – Roe Valley Arts & Culture Centre, Limavady
- 13<sup>th</sup> March 2013 – Ranfurly House, Dungannon

Each event will take place between 6.00 – 8.00 pm and will be attended by a number of Commissioners and members of the secretariat. Any member wishing to attend any of the events should contact the Office of the Chief Executive.

**The meeting closed at 8.10 pm.**

Appendices listed:

Appendix 1 Local Government Reform – Establishing Statutory Transition Committees  
Policy Proposals

**APPENDIX 1**

**Local Government Reform**

**Establishing Statutory Transition  
Committees**

**Policy Proposals**

January 2013

<b>Contents</b>	<b>Page</b>
Purpose	3
Background	3
Enabling Power	4
Policy Issues	4
Functions & Duties	4
Financial Controls	5
Membership	6
Governance & Procedures	7
Co-operation	7
Staffing	7
Premises & Facilities	8
Winding – Up	8
Departmental Contact	9

## **LOCAL GOVERNMENT REFORM**

### **POLICY PROPOSALS FOR ESTABLISHING STATUTORY TRANSITION COMMITTEES**

#### **Purpose**

1. The Department of the Environment is seeking feedback at the forthcoming focus group sessions on its policy proposals for the establishment of Statutory Transition Committees (STCs). The Committees will be responsible for taking key decisions in the run up to the new councils being appointed in shadow form. A policy consultation on STCs was previously carried out in 2009 (closing on 31 May 2009); however, given that this was carried out in the context of STCs being established in place of a shadow period, the Department has decided to carry out targeted stakeholder engagement with local government in order to gather updated views. Councillors, council officers and representatives of other local government bodies have been invited to four events in early February. The outcome of these events will inform the drafting of the regulations.

#### **Background**

2. In order to drive the convergence of the programme for local government reform, the Minister has decided to place Voluntary Transition Committees (VTCs) on a statutory footing, as soon as possible. In early 2012, the Executive agreed to the provision of a shadow period following the next set of local government elections. The Secretary of State has agreed in principle to legislate for the next local government election to be held in June 2014. This timing allows for a shadow period for the new incoming council to run from the date of the elections until 1 April 2015, thereby allowing the new councils preparatory time to adopt their full range of functions and duties.
3. In broad terms, the incoming councils, during the shadow period, should be the decision making bodies in respect of key decisions necessary to ensure the establishment and effective operation of the new councils, whereas the role of the STC should be to undertake preparatory duties to inform the key decisions of the incoming council during the shadow period in respect of the new councils, when they assume full power.
4. However, given that there is a short time period to prepare for April 2015 and that there is a desire for certainty in some areas as soon as possible, the Department believes there are incidences where it may be appropriate for key decisions to be taken by the STCs.

#### **Enabling Power**

5. The Department proposes to make subordinate legislation for STCs using the enabling powers contained in sections 15 to 18 of the Local Government

(Miscellaneous Provisions) Act (Northern Ireland) 2010 (“the 2010 Act”) (attached at Annex 1).

### **Policy Issues**

6. A number of policy details need to be settled now to take forward draft regulations for STCs. The Department’s proposed approach is set out below and feedback will be welcome at the targeted stakeholder focus group events planned for February 2013.

### **Functions & Duties**

7. It is intended that a Statutory Transition Committee will drive convergence between merging councils and begin the preparatory work for the new councils in advance of the shadow period. This is intended to ensure that the transition from 26 to 11 councils is as seamless as possible, that service delivery is maintained and that the new councils are in a position to discharge their new functions and deliver on their vision for their district. The range of functions identified by the Department to be taken forward by STCs is set out in the Programme Implementation Plan (attached at Annex 2). However, certain tasks within the Plan are deemed to be particularly critical and it is proposed that they are set out now in regulations; namely to:
  - a. Prepare a draft corporate and business plan for the new council.
  - b. Prepare a budget for the STC and the new council (shadow period).
  - c. Develop financial systems for the STC and the new council (shadow period).
  - d. Arrange first meeting of the new council (post election).



**Department of the Environment Statutory Transition Committee**  
**Policy Proposal Consultation Questions**

**Q1. Does any other task for the Statutory Transition Committee need to be specified in the regulations?**

**Response Suggestion**

Other tasks could include Community Planning, Appointment of Chief Executives, developing a new Council Structure and Winding Up planning

**.Q2. Should the Department require that existing Councils get the consent of STCs if intending to dispose of land or enter into new contracts?**

*Under the 2010 Act, sections 10 to 14 make provision for placing controls on councils in regard to land disposals and entering into capital and non-capital contracts in the run up to reorganisation. The Act requires the existing council to obtain the written consent from the relevant STC. It is proposed that the STC regulations should give effect to these provisions*

**Response Suggestion**

**Option 1** Yes written consent should be sought from the STC if a Council is intending to dispose of land. However this should only apply after the date that the STC is established and not to proposals in place before this date. Only contracts above a certain threshold should be referred for the consent of the STC and only those impacting after 2015.

**Option 2** No the sale of land and Councils entering into new contracts should not require the written consent of the STC .

**Q3. Given that all clusters have now constituted VTCs, is it sensible to replicate the same membership arrangements for the statutory phase?**

*The Department intends to provide that each STC will be permitted to have up to 16 members, with two exceptions. The Causeway Coast and Glens will be permitted to have 20 members since it is the only cluster with four constituent councils. Belfast will be permitted to have 25 members since the 2010 Act requires representation from Castlereagh Borough Council and Lisburn City Council.*

*It is proposed that, as with VTCs, membership of STCs will consist only of elected members from the existing councils and should proportionately reflect the political composition of those existing councils. The Department expects that most STCs will retain the same members as the former VTC. To mark the new phase members will be nominated anew by the merging councils, which will fill any vacancies arising as soon as possible. The regulations will require STCs to notify the Department of their membership and any subsequent changes. .*

**Response Suggestion**

**Option 1** Yes it is sensible to replicate the same membership arrangements for the Statutory phase as detailed above

**Option 2** No the membership arrangements require review

**Q4. It is proposed that a member of an STC would be removed if he/she did not attend for 3 months. Should this period be shorter or longer?**

*It is also proposed that if a member fails to attend meetings for a period of 3 months, without a satisfactory explanation, they will cease to be a member of the STC and will be replaced.*

**Response Suggestion**

**Option 1** The period of 3 months is satisfactory

**Option 2** The period should be greater than 3 months

**Option 3** The period should be shorter than 3 months

\* Should there be the caveat that circumstances such as illness can be taken into consideration at the discretion of the STC?

**Q5. Should there be a lump sum allowance, rather than an attendance allowance for each meeting? If a lump sum is paid, how much should it be?**

*In terms of an allowance for councillors sitting on an STC, the Finance Working Group has proposed £60 per meeting. However, a lump sum allowance (of an amount to be determined) has also been proposed rather than an attendance allowance for each meeting*

**Response Suggestion**

**Option 1** The preferred payment method is a lump sum allowance

**Option 2** Support for the proposal of the Finance Working Group for a £60 per meeting allowance

**Option 3** Separate proposal to the two options above

**Q6. Do you agree that governance and procedures for STCs should reflect those presently in place for VTCs?**

*The Department will provide model standing orders to guide councils on how STCs should structure, manage and execute their business in regard to governance and procedural issues. It will be important that the work of convergence and transition is carried out in an organised way with decisions being taken in an open and accountable manner. The arrangement for STCs will generally mirror those currently in operation for the VTCs.*

**Response Suggestion**

**Option 1** Yes the governance arrangements and procedures for STCs should reflect those presently in place for VTCs?

**Option 2** No the governance arrangements and procedures for STCs require review

**Option 3** Yes the governance arrangements and procedures for STCs should reflect those presently in place for VTCs. However STC`s should have the authority to make changes based on local requirements.

**Q7. Do you agree with the duty for sharing information? If so, should it be extended to any other bodies?**

*It is proposed that there should be a duty on:*

- *Existing councils to provide information to STCs;*
- *STCs to pass information to the incoming councils;*
- *STCs to share information with other STCs.*

**Response Suggestion**

**Option 1** Yes the Council agrees with the duty for sharing information as follows

- Existing councils to provide information to STCs Yes / No
- STCs to pass information to the incoming councils Yes / No
- STCs to share information with other STCs. Yes / No

**Option 2** No the Council does not agree with this duty

**Q8. Do you agree that STCs should appoint Chief Executives and other senior staff?**

*From a leadership and management perspective, it is important that a senior officer (i.e. a Chief Executive) is appointed to lead the change management process as soon as possible. This could be an interim, fixed term or permanent appointment. It is also expected that STCs will wish to appoint finance and human resources staff at an early stage.*

**Response Suggestion**

**Option 1** Yes the Council agrees that the STC should appoint Chief Executives and other senior staff

**Option 2** No the Council does not agree that the STC should appoint Chief Executives and other senior staff

**Q9. Do you agree existing councils should supply administrative staff on a temporary basis, prior to STCs appointing own staff as set out below?**

*STCs will also require administrative teams from the outset. Initially, these should be provided on a temporary basis by existing councils. However, it is proposed that STCs should appoint their own administrative teams, as soon as is practicable.*

**Response Suggestion**

**Option 1** Yes the Council agrees that existing councils should supply administrative staff on a temporary basis, prior to STCs appointing own staff

**Option 2** the Council does not agree that existing councils should supply administrative staff on a temporary basis, prior to STCs appointing own staff

**Q10. Do you agree constituent councils should provide accommodation as set out below?**

*The Department proposes that STCs should use the premises and facilities of existing councils. Consequently, it is proposed that constituent councils should agree and make available suitable accommodation*

**Response Suggestion**

**Option 1** Yes the Council agrees that STC`S should use the premises and facilities of existing Councils and that constituent councils should agree and make available suitable accommodation

**Option 2** No the Council does not agree that STC`S should use the premises and facilities of existing Councils and that constituent councils should make available suitable accommodation

**Q11. Do you agree with this approach below?***Winding Up*

*It is intended to provide for the winding up of STCs 21 calendar days after the election of the new council, once they have arranged the first meeting of the new council in shadow mode. Any assets and liabilities will pass to the newly elected councils*

**Response Suggestion**

**Option 1** Yes it is satisfactory to provide for the winding up of STCs 21 calendar days after the election of the new council, once they have arranged the first meeting of the new council in shadow mode. Any assets and liabilities will pass to the newly elected councils

**Option 2** No it is not satisfactory to provide for the winding up of STCs 21 calendar days after the election of the new council, once they have arranged the first meeting of the new council in shadow mode and that any assets and liabilities will pass to the newly elected councils