

**Causeway Coast & Glens Statutory
Transition Committee**

held in: Moyle District Council offices at 5.00pm

8 August 2013

Present:

Ballymoney Borough Council

Cllr John Finlay
Ald Bill Kennedy
Cllr Philip McGuigan
(Items 1.0 – 7.0)
Cllr Ian Stevenson
John Dempsey

Coleraine Borough Council

Ald Maurice Bradley
Ald Maura Hickey
Ald Norman Hillis
Cllr Sam Cole
Roger Wilson
Stephen McMaw
Karen Wallace

Limavady Borough Council

Cllr Brenda Chivers
Cllr Michael Coyle
Cllr Tony McCaul
Cllr James McCorkell
Liam Flanagan

Moyle District Council

Cllr Joan Baird
Cllr Robert McIlroy
Cllr Cara McShane
Cllr Colum Thompson
Richard Lewis

Item	Detail/ Summary/Action	Officer
1.	Election of Chair and Vice Chair	
	<p>It was agreed that the current Chair oversee the election of the STC Chair and Vice Chair.</p> <p>On a Point of Order, it was proposed by Ald Hillis and seconded by Cllr Baird: That the meeting be adjourned pending discussions with the DOE and Minister in relation to the political makeup of the STC. Ald Hillis outlined his objections to the meeting.</p> <p>Agreed: Following discussion the Chair ruled the Point of Order as being Out of Order.</p> <p>Ald Hickey entered the meeting.</p> <p>Members referred to item 1.0 on the Transition Manager's Report (previously supplied) – Election of Chair and Vice Chair.</p> <p>Agreed:</p> <ul style="list-style-type: none"> i) On the proposal of Cllr McCaul and seconded by Cllr McShane, that the Chair and Vice Chair be elected for a period of 8 months. ii) On the proposal of Cllr Thompson and seconded by Ald Kennedy, that D'hondt be used to select the positions. A paper detailing D'hondt calculations was circulated. iii) On the proposal of Cllr Finlay and seconded by Ald Kennedy, that Cllr McIlroy be appointed Chair of the STC. iv) On the proposal of Cllr McShane and seconded by Cllr McCaul, that Cllr McGuigan be appointed Vice Chair of the STC. v) That meetings continue to rotate around Council venues. vi) That the times of meetings remain the same ie meetings to start at 5.00pm with refreshments provided from 4.30pm. 	TM TM
2.	Chairman's Remarks	
	The Chair thanked Cllr Finlay for his expression of sympathy in relation to the recent loss of his daughter.	

	Best wishes for a speedy recovery were extended to Ald Campbell who is currently in hospital.	
3.	Apologies	
	Ald Campbell (Ballymoney), Cllr Duddy (Coleraine), Cllr Nicholl (Limavady) and Cllr Cunningham (Moyle)	
4.	Minutes of Meeting held 4 July 2013	
	The minutes of the Voluntary Transition Committee meeting held on 4 July 2013 were noted (previously supplied).	
5.	Transition Manager's Report – STC/2013/8/1	
	Consideration was given to items 2.0 – 7.0 on the Transition Manager's Report and members noted that a report would be provided by the Transition Manager on a monthly basis.	
5.1	<u>Standing Orders</u> Agreed: On the proposal of Cllr McCorkell and seconded by Ald Kennedy, that the Standing Orders, as detailed in the Regulations, be adopted and that potential additional inclusions be considered at the next meeting.	TM
5.2	<u>Appointment of Duly Appointed Officer</u> Agreed: On the proposal of Cllr McGuigan and seconded by Cllr Baird: i) That each of the 4 Chief Executives be appointed as a "Duly Appointed Officer" with a joint responsibility to undertake the function of regulation of Committee business. ii) That Coleraine Borough Council continue to undertake the role as the administrative Council for the Cluster.	All CEs R Wilson
5.3	<u>Proposed Meeting Schedule</u> Consideration was given to the draft meeting schedule as contained in the report. Agreed: On the proposal of Cllr Bradley and seconded by Cllr Finlay, that the meeting continue to start at 5.00pm, with rooms provided for political parties from 4.00 – 4.30 pm (where available) and refreshments from 4.30pm. The Workshop to then take place after the meeting.	TM
5.4	<u>STC Regulations</u> A summary of tasks to be carried out by the STC, as contained within the Regulations, was noted.	
5.5	<u>Member Allowances</u> Reported that Ballymoney, Coleraine and Limavady councils had agreed with the recommendation of the Transition Committee to accept £2,700pa remuneration and that Moyle had agreed to maintain parity with the other Cluster councils.	
5.6	<u>Regional Transition Committee</u> Cllr McGuigan and John Dempsey had attended the RTC meeting held on the morning of 8 August 2013. The attendees gave an update on issues discussed and it was noted that a NILGA report on the meeting would shortly be forthcoming. During a period of discussion members' questions were responded to by Cllr McGuigan and the Chief Executives. Members noted that a planning event would be held in Craigavon on 26 August 2013 to which STC Chairs would be invited. It was also noted that NILGA were proposing to invite STC Chairs and Vice Chairs to a meeting on 5 September 2013 which would address concerns in relation to	

	the reform process.	
6.	Corporate Plan – STC/2013/8/2	
	<p>Consideration was given to the draft project plan for developing the Corporate Plan, as contained in the report (previously supplied), which would remain in place until July 2014 and the implementation of the Shadow Council.</p> <p>Agreed: On the proposal of Cllr McGuigan and seconded by Cllr Chivers, that the STC approve the project plan for developing the Corporate Plan during the STC period as presented, noting that a funding provision of £15,000 would be required in the 2014-2015 financial year.</p>	TM
7.	Organisation Design project plan proposal – STC/2013/8/3	
	<p>Consideration was given to the draft project plan proposal and the two options for commencing the organization design process, as contained in the report (previously supplied).</p> <p>Agreed: On the proposal of Cllr Cole and seconded by Cllr McCorkell, that the STC approve option 1 to initiate the commencement of the project plan from September 2013, as presented.</p> <p>Cllr McGuigan left the meeting.</p>	TM
8.	Business Plan – STC/2013/8/4	
	<p>Consideration was given to the Business Plan proposal (previously supplied).</p> <p>Agreed: That the STC approve the draft Business Plan template, as contained in the report, and the approach of developing the Business Plan by linking the STC approved budget and Corporate Plan.</p>	TM
9.	DOE Programme Management	
	<p>The Bi-monthly Implementation Programme Management Summary for the 3rd Reporting Cycle was noted.</p> <p>The TM presented a summary template for the 4th Reporting Cycle (circulated) and reported that there were no major concerns about the work as highlighted by the green status of individual tasks. Task L3.4, would be discussed at the STC Workshop, following which the status would also be changed to green.</p> <p>A member asked for assurance that due diligence was being carried out rigorously throughout the transition phase. Officers confirmed that this was the case with the risk register element of the DOE reporting template acting as a due diligence monitor and, at local level, a business continuity plan to be put into operation alongside the 6 Local Project Groups.</p>	
10.	Correspondence	
	<p>The following correspondence was noted:</p> <ul style="list-style-type: none"> i) STC Regulations ii) Guidance Update from DOE iii) Councillors' Allowances - the Chairman and members registered their thanks to members who had previously served on the voluntary Transition Committee. iv) Communication re Assets and Liabilities – this paper had been passed to finance officers to start looking at populating templates; the DOE had been informed that this would not be completed by the 6 September timeline. The Transition Manager voiced concerned in relation to staff capacity given the amount of work being passed to the STC by the DOE and via individual councils. 	

	v) DOE Seminar on Organisational Design - all members expressed interest in attending. Any member who later found that they were unable to attend was asked to contact the Transition Manager.	All members and TM
11.	AOB	
	No AOB	
12.	Date of Next Meeting	
	Thursday 26 September 2013 in Ballymoney Borough Council offices.	