

Causeway Coast & Glens
Statutory Transition Committee

Held in: Limavady Borough Council Offices at 5.00pm

27 March 2014

<u>Present:</u>	<u>Ballymoney Borough Council</u> Ald Frank Campbell (Item 6 – 16) Cllr John Finlay Cllr Ian Stevenson John Dempsey	<u>Coleraine Borough Council</u> Ald Norman Hillis Cllr Sam Cole Cllr George Duddy Cllr William King Ald Maura Hickey David Jackson Ciara Toner
	<u>Limavady Borough Council</u> Cllr Brenda Chivers Cllr Tony McCaul Cllr James McCorkell Cllr Dermot Nicholl Ald Michael Coyle Liam Flanigan	<u>Moyle District Council</u> Cllr Joan Baird Cllr Robert McIlroy (Chair) Cllr Cara McShane Richard Lewis

Item	Detail/ Summary/Action	Officer
1.	Apologies	
	Ald Bill Kennedy (Ballymoney), Cllr Philip McGuigan (Ballymoney), Cllr Donal Cunningham (Moyle), Cllr Colum Thompson (Moyle), Stephen McMaw (Coleraine)	CT
2.	Declarations of Interest	
	None.	CT
3.	Minutes of the meeting held on 23 January 2014	
	Agreed: On the proposal of Councillor McCorkell and seconded by Councillor Finlay that the minutes of the Statutory Transition Committee meeting held on 27 February 2014 be agreed (previously supplied).	CT
4.	Matters Arising	
4.1	<u>Contract Harmonisation</u> D Jackson advised that a contract Harmonisation matrix was currently being developed across the four Cluster Councils and Elected Members would be updated on progress.	DJ
4.2	<u>Mid & East Antrim STC Group</u> A response to the Mid & East Antrim STC Group regarding Group Employer Council Considerations had been forwarded.	
4.3	<u>Group Systems</u> Following a member's question, it was advised that current legislation regarding Group Systems requires change through development structures and it would be the decision of the new Council as to whether or not to adopt the new system.	
4.4	<u>Position of the Chief Executive</u> D Jackson advised members of his current working schedule.	
5.	Update on Programme Plan and Risk Register	
	D Jackson provided members with a presentational update on the Programme Plan and Risk Register. The programme outlined the convergence work required over the next year. Following a member's question, it was advised that a Group Work subheading would be added to the plan as a key action.	DJ
6.	Communication Plan	

	<p>D Jackson presented members with details of a Communication Plan for the new Causeway Coast and Glens Shadow Council which would address communication using a measured, selective and targeted approach. The main topics covered included;</p> <ul style="list-style-type: none"> • The aim of the plan; • Communication channels; • The delivery options; • Key considerations; • Segmented Communication Plan. <p><i>Alderman Campbell joined the meeting.</i></p> <p>Members stressed the importance of communicating effectively with staff and felt staff should be at the forefront of the communication process.</p> <p>Following a member's question, it was advised that a job description had been drafted and shared with Trade Union representatives for the role of HR lead for the new Council and it was hoped that the position would be filled by the end of April 2014.</p> <p>Following a member's questions regarding job security, it was advised that employment would be protected as far as possible. It was further advised that the aspiration was to have a paperless system for administrating future meetings.</p> <p>In response to a member's question regarding engagement with local Elected members, it was advised that this would be achieved using a structured approach with a formal arrangement in place.</p> <p>It was suggested that leaflets and newsletters could be distributed to local tourism providers and community groups to help ensure public awareness of the Local Government Reform process.</p> <p>In response to a members question regarding addressing negative publicity, it was advised that should such an issue occur, a press statement would be released following consultation with members.</p> <p>Regarding the prospect of live streaming future meetings; it was advised that the IT department was currently researching costs and other associated implications.</p>	DJ
7.	<p>DOE - Draft Code of Conduct for Councillors (previously supplied)</p>	
	<p>The deadline to respond to the Draft Code of Conduct for Councillors from the Department of the Environment (DOE) was due in early May. It was advised that Party Leads would discuss the issue and come back to the next meeting of the STC with a proposed response incorporating any feedback from members.</p>	DJ
8.	<p>Update on Shadow Council Chamber (previously supplied)</p>	
	<p>Following previous agreement at the February meeting of the STC, two options for the redesign and refurbishment of the Council Chamber to accommodate the Shadow Council were considered. Subsequent to this, it was advised that a tender had been issued for the work with a return date of 2 April 2014 and a decision would be required at the STC meeting on 24 April 2014.</p> <p>It was further advised that existing furniture and fittings would be recycled as far as possible and sufficient sockets and electrical points would be available for the use of laptops/ iPads and mobile phone devices.</p>	DJ
9.	<p>Strategic Planning Policy Statement – Consultation Update</p>	

	(previously supplied)	
	<p>The Strategic Planning Policy Statement for Northern Ireland was issued on 4 February 2014 for a 12 week consultation period, within which time invitations to tender for a Planning Consultant had been issued with a response date of 27 March 2014.</p> <p>Agreed: That a report from the appointed Planning Consultant be considered at the STC Workshop on 10 April 2014 for final approval at the April STC meeting.</p>	DJ
10.	Shadow Arrangements and Draft Local Government Regulations Consultations (previously supplied)	
	<p>It was advised that a summary of key findings into the Consultation on Shadow Arrangements and Draft Local Government Regulations would be considered at the STC Workshop on 10 April 2014.</p>	DJ
11.	Transition Managers Report STC\2014\3\11 (previously supplied)	
11.1	<p><u>Proposed Shadow Council Committees</u> Although the design of the new political governance arrangements would be an important task for the Shadow Council to address during 2014/15, there was the requirement for the STC to secure an interim governance structure for the same period, which would enable the Shadow Council to take key decisions concerning the required changes in the run up to 1 April 2015.</p> <p>The STC considered a number of options relating to a Committee structure at their Workshop on 9 January 2014 identifying four Committees namely; Governance, Organisational Development, Transferring Functions and Corporate Policy and Resources.</p> <p>Agreed: To adopt the Provisional Shadow Council Committee Structure as detailed in the report.</p>	DJ
11.2	<p><u>Committee Work Plan</u> A Convergence Work Plan was previously presented to members at the STC Workshop on 13 March 2014. The Work Plan was designed to directly reflect the Shadow Council Committee Structure and detailed the various strands of work that required action accordingly.</p> <p>Agreed: To adopt the aligned convergence Work Plan as detailed in the report.</p>	
11.3	<p><u>Committee Proposed Terms of Reference</u> It was advised that the Terms of Reference for each proposed Committee would be generic. Members considered the Terms of Reference as detailed in the report.</p> <p>Agreed: To adopt the Terms of Reference as outlined in the report.</p>	
11.4	<p><u>Proposed Committee Size</u> Members had previously discussed options regarding Committee sizes at a Workshop on 9 January 2014. It was of a general view that each Committee should have a membership of between 15 and 20 Elected Members.</p> <p>Agreed: That membership to each Committee be between 15 and 20 Elected Members.</p>	
12.	Date of Shadow Council Annual Meeting	
	<p>Following previous discussions with Party Leads, it was suggested to the STC that the date for the first Annual Meeting of the Shadow Council be Thursday 5 June 2014 at 7.00pm at Coleraine Borough Council.</p>	DJ

	Agreed: That the first meeting of the Shadow Council would take place on 5 June 2014 at 7pm at Coleraine Borough Council.	
13.	Update on Project Team D Jackson updated members on the status of recruitment process regarding the post of HR Lead and it was hoped that the position would be filled by the end of April 2014. The position of Finance Lead would be filled subsequent to this. It was also advised that cover would be required for the Transition Administration Officer, who would be taking maternity leave in June 2014.	DJ
14.	Correspondence (previously supplied)	
14.1	Reform Inform. Noted.	
14.2	Northern Ireland Local Government Association (NILGA) – Councillors’ Code of Conduct Engagement Event Any Member wishing to attend this event was to register their interest with C Toner no later than Tuesday 1 April 2014.	CT
14.3	Councillors Allowance. Noted.	
15.	AOB	
	None.	
16.	Date of Next Meeting	
	Thursday 24 April 2014 at Moyle District Council.	TM