

Causeway Coast & Glens

Shadow Council

Governance Committee 14th August 2014

Table of recommendations

No	Item	Recommendation
4.	Governance Committee Terms of Reference	Agreed
5.	Generic Reporting Format	Agreed
6.	Corporate Planning Process	Agreed
7.	Protocol for Receiving Deputations	Agreed including amendments
8.	Member Capacity Building	Agreed
9.	Preparation for the reconstitution of the Policing & Community Safety Partnership (PCSP)	Parties to submit nominations at Shadow Council meeting 28 th August Agree panel of 4, including Chairperson
10.	Borough Status Update	Noted
11.	Committee Meeting Schedule	Agreed
12.	Draft Local Government Employees and Councillors Protocol	Noted; submit views by 5 th September

Governance Committee

Minutes of the Meeting of Causeway Coast & Glens Shadow Council Governance Committee, held in the Council Chamber, Limavady Borough Council on Thursday 14th August at 7.00pm.

In the Chair: Councillor Hunter (Vice Chair)

Members present: Councillors Baird, Blair, Clarke, Finlay, Fitzpatrick, Harding, Hickey, Hillis, Hunter, King, McCorkell, McGlinchey, McKillop (Margaret Ann), McShane (Padraig Pearse), McShane (Cara), Mulholland, Quigley, Robinson, Watton.

In attendance: Mr D Jackson, Chief Executive Designate
Mr S McMaw, Head of Convergence
Mr D Wright, Head of Finance
Ms S Kelly, Head of Organisation Development
Mrs E Beattie, Head of Policy
Mr R Baker, Leisure & Development Lead
Mrs S Duggan, Programme Administrator
Mrs P McLaughlin, Committee Administrator
Mr C Bradley, Community Places (Item 3)

1. Apologies

Apologies were recorded from Councillors Cole and Fielding.

2. Declarations of Interest

No declarations of interest were reported.

3. Presentation Community Planning

The Chair welcomed Mr Colm Bradley, Community Places, to the meeting and invited him to give his presentation on Community Planning.

Mr Bradley gave members an overview of the Community Planning process and associated legislation. A copy of the presentation was circulated to Members. During and following his presentation Members raised issues including:

- The linkages between local development plans and the Community Plan;
- The challenges of Council and its statutory partners working together;
- Central government's role in the development of Community Plans;

- Competing demands within the Council's area
- Elected member representation on Community Planning Partnership/Forum;
- The need for the Community Plan to take into account major environmental issues within the Council's area;
- Timescales for completion of the Community Plan

The Chair thanked Mr Bradley for his presentation, following which Mr Bradley left the meeting.

The Chief Executive Designate advised Members that proposals would be brought to Committee's November meeting to outline the next stages in the Community Planning process.

4. Governance Committee Terms of Reference

The Chief Executive Designate provided Members with the undernoted report, circulated.

1.1 Background

The Shadow Council decided to create four committees to guide the convergence of the constituent councils, transferring functions and new powers by the 1st of April 2015. This report proposes Terms of Reference for the Governance Committee.

This will involve designing the new Committee structure for the Council post April 2015. The Committee will advise the Shadow Council on its Governance policy and procedures. Its main purpose is to ensure that the new Council's Governance arrangements help to deliver the best services for our citizens, while protecting Council from avoidable risks.

1.2 Scope

The Governance Committee ("the Committee") will be responsible for:

- ***Recommending the key decisions and actions, which will require to be taken as part of the transition and convergence arrangements for the establishment of the new Causeway Coast and Glens District Council ("the new Council"), specifically in relation to:***
 - ***Driving good governance across the Council;***
 - ***Ensure that Standing Orders are appropriate for the delivery of Council's priorities;***
 - ***Recommending Committee or Executive structures;***
 - ***Advising on Member capacity building;***
 - ***Overseeing the Corporate Planning process;***
 - ***Steering the Community Planning process;***

- **Ensuring that appropriate performance management, risk management and audit arrangements are in place for the new Council;**
- **Considering and making recommendations in relation to branding, civic representation and ceremonial matters;**
- **Ensuring the continuity of services during the convergence period.**
- **Recommending to the new Council the resolution of any associated issues.**
- **Giving consideration to the resource implications of the recommendations.**

1.3 Membership

The Committee is comprised of the twenty-one Elected Members appointed to the Committee at the Annual Meeting on the 12th of June 2014. Members may be required to represent the Shadow Council at pertinent consultation and capacity building events.

1.4 Chair

The Committee will be Chaired by Councillor Sam Cole. In the absence of the Chairperson, the Committee will be Chaired by the Deputy Chairperson, Councillor Sandra Hunter. In the absence of the Deputy Chairperson, a Chair for the meeting will be agreed by the Members present.

1.5 Meetings

The first meeting of the Committee will be held on Thursday 14th August, when the Terms of Reference will be agreed. It will continue its work until the Annual Meeting of the Shadow Council, scheduled for March 2015.

A schedule of meetings will be agreed in line with the convergence plan. All meetings of the Committee will be governed by the Interim Standing Orders and the Code of Conduct.

1.6 Sub-Committees & Working Groups

The Committee has the facility to establish and appoint any number of Sub-Committees and Working Groups, as are necessary, to consider in more detail the work of the Committee concerning specific transition and convergence issues.

1.7 Communication and Reporting

The Minutes of the Committee will be reported at each meeting of the Shadow Council by the Committee Chair.

It was recommended that the Governance Committee approve the Terms of Reference as set out.

It was proposed by Councillor Baird, seconded by Councillor King and **AGREED to recommend that Council approve the Terms of Reference as set out.**

5. Generic Reporting Format

The Chief Executive Designate presented, for Committee's consideration, a report, circulated, outlining the proposed standardised reporting format to be used for reports presented to the Shadow Council. The following guidance was presented:

Reporting Format

- ***Arial 12 font, if printed then in black and white unless colour adds to interpretation of content;***
- ***Use the 3rd person (it is recommended);***
- ***The summary box at the start of the report to set out the linkage to corporate priorities, lead officer, and the associated cost of any related decision. As far as possible the latter should estimate the whole life cost of the proposal;***
- ***Include the document reference, date and version number in the footer;***
- ***As far as is practical, the reported item should be limited to a maximum of 4 pages; otherwise appendices are to be used;***
- ***Abbreviations are only to be used after the associated words have been stated in full.***

Options for Council

Where applicable, reports should set out the options for Council with the associated benefits and costs, provided that doing so is helpful for decision making. These will normally be listed 1, 2, and 3, with a normal maximum of 4. However it is acceptable to move straight to recommendation.

It was recommended that the Convergence Management Team uses this format for its reports to Shadow Council and its Committees. The format should be reviewed for effectiveness prior to the merger in March 2015.

Councillor Harding suggested that all reports presented to Council should include costs.

The Chief Executive undertook to look at this and provide the appropriate breakdown of costs.

It was proposed by Councillor Fitzpatrick, seconded by Councillor Hickey and **AGREED: to recommend that the Convergence Management Team adopts this format for its reports to the Shadow Council and its Committees. The format should be reviewed for effectiveness prior to the merger in March 2015.**

6. Corporate Plan Development Process

The Head of Policy presented a report, circulated, to members on the proposed Corporate Planning Process.

The Shadow Council's Corporate Plan runs until 31st March 2015 but a new Corporate Plan now has to be developed for the incoming Causeway Coast and Glens Council to run from 1st April 2015.

A process for the development of the new Corporate Plan should ideally be put in place to ensure the development of a robust Corporate Plan that will meet the demands and priorities of the Causeway Coast and Glens Council as it moves forward into the new local government era.

This is an important piece of work as it will set the vision for the new Council and agree the strategic priorities the Causeway Coast and Glens Council will focus on during its first strategic planning period. The Plan will also provide the foundation for the Council's internal business planning process and associated performance management regime.

It is proposed that the timeframe for the new Corporate Plan will cover the term of the incoming Council, ie 2015 to 2019, but the Plan will be subject to an annual review to ensure that it remains robust and relevant throughout this four year period.

Funding for this process has been allowed for in the approved Shadow Council budget.

It was recommended that the Governance Committee approve the draft Corporate Planning process as set out.

The Chief Executive Designate responded to questions on the monitoring process for the Corporate Plan, clarifying that regular performance management would be built into its review.

It was proposed by Councillor Robinson, seconded by Councillor Baird and **AGREED: to recommend that Council approves the draft Corporate Planning process as set out in Appendix 1.**

7. Protocol for Receiving Deputations

The Chief Executive Designate presented the undernoted report, circulated, to Members.

1.1 Background

The interim Standing Orders for the Causeway Coast and Glens Shadow Council state that:

“(1) Deputations, from any source, shall only be admitted to address the Council provided the Clerk has received 7 days’ notice of the intended deputation and a statement of its objective.

(2) The deputation shall be confined to the presentation of a statement, or copy of resolutions, and shall not make more than two short addresses by any two members of the deputation. The totality of the address shall not exceed 10 minutes”.

1.2 This section of the Standing Orders gives a basic guide as to how the Shadow Council should deal with deputations but there are a number of additional issues which need to be addressed in order to develop an effective protocol and procedure for receiving deputations.

1.3 These include decisions on what/how requests for deputations will be dealt with; when and in what order a deputation will be received; the period of time the Council will allocate to each deputation; how many deputations will be received at any one time, etc.

2.0 Proposed Protocol

A draft proposed protocol for receiving deputations for consideration and decision was circulated.

It was recommended that the Governance Committee approve the draft proposed protocol for receiving deputations as set out in Appendix 2.

Members agreed changes to the proposed protocol as follows:

- 2.3 'Not more than 1 deputation shall be received at any meeting of the Shadow Council or its Committees.'
- 2.4 '...no further deputation from the same organisation to the same or similar effect shall be received for a period of 6 months.'

It was proposed by Councillor Fitzpatrick, seconded by Councillor Harding and **AGREED: to recommend that Council approves the proposed protocol for receiving deputations, including the amendments as noted above.**

8. Member Capacity Building

The Chief Executive Designate presented a report on a Member Capacity Building Programme, circulated.

The need for a capacity-building programme for Members to address this situation has already been recognised by DoE and Northern Ireland Local Government Association (NILGA) so funding has been put in place through the Local Government Staff Commission (LGSC) to facilitate relevant training and development.

As a result of undertaking the capacity building programme it is envisaged that Councillors will be more:

- ***Confident in the execution of their many diverse roles;***
- ***Resilient in responding to the challenges they face;***
- ***Rigorous and fair in challenging the organisation's performance and that of external partners and stakeholders;***
- ***Trusting of Officers and Members roles;***

- ***Able to make tough decisions and recognise the trade-offs contained within them;***
- ***Agile in adapting to new situations and resolving the challenges which those new situations create;***
- ***Able to assess their own performance and raise their own personal bar and continue learning.***

It was recommended that the Governance Committee agrees to the development of a comprehensive, integrated Member Capacity Building Programme and that this is procured through the Local Government Staff Commission approved list of suppliers.

Members raised issues regarding the need for training for new members on the rates process and the possibility for gaining accreditation for training undertaken. The Chief Executive Designate undertook to look into these issues.

It was proposed by Councillor King, seconded by Councillor Mulholland and **AGREED: to recommend that Council agrees to the development of a comprehensive, integrated Member Capacity Building Programme and that this is procured through the Local Government Staff Commission approved list of suppliers.**

9. Preparation for the reconstitution of the Policing & Community Safety Partnership (PCSP)

The Leisure & Development Lead Officer presented a report, circulated to Members.

Under the Justice Act (Northern Ireland) 2011 Councils are obliged to establish a PCSP structure in their locality. On 1 April 2015, in line with the Local Government reorganisation, the current 26 PCSPs will be reconstituted as 11 – one for each of the new Council areas in Northern Ireland.

Currently, the Joint Committee, comprising of the Department of Justice and Northern Ireland Policing Board, is engaging with the new Councils to plan for the reconstitution of the PCSPs on 1 April 2015. The Joint Committee has written to Councils outlining a procedure that will enable a process to recruit independent members of the Partnership. The process enables Councils to reach a point where they have a suitable 'pool' of candidates, from which independent members can be appointed by the Policing Board, once the make-up of the elected members of the PCSP is known.

The Joint Committee proposes that, in advance of September 2014, Shadow Councils appoint a panel comprising at least two, and up to four, Councillors, one of whom would act as Chair. This panel will meet along with an independent panel member appointed by the Policing Board, to shortlist and interview independent PCSP candidates. Councils have been requested to ensure that the panel is representative in terms of gender and community background.

It was recommended that Council agree a panel comprising of at least two, and up to four Councillors, including a Chairperson, who will meet to shortlist and interview independent PCSP candidates, and that the panel is broadly representative in terms of gender and community background, as per Joint Committee correspondence.

It was proposed by Councillor Hickey, seconded by Councillor McGlinchey and **AGREED to recommend to Council that:**

- i. **parties submit their nominations at the next meeting of the Shadow Council on 28th August 2014;**
and
- ii. **Council agrees a panel of four, including a Chairperson, who will meet to shortlist and interview independent PCSP candidates, and that the panel is broadly representative in terms of gender and community background, as per Joint Committee correspondence.**

10. Borough Status Update

The Chief Executive Designate presented the undernoted report, circulated, to update Members on the process for applying for Borough status.

1.0 Background

This paper sets out the proposed process and timescales associated with Council applications for Borough status. Of the 26 existing Councils, 17 have Borough status (including the two county Boroughs, Belfast and Derry/Londonderry). Ballymoney and Limavady obtained their Borough status after the last round of local government reorganisation in the early 1970's while Coleraine's Borough status dates back to 1928:

- ***Coleraine (29/12/28)***
- ***Ballymoney (1/3/1977);***
- ***Limavady (1/3/1989).***

Shadow Council may be offered the following options for seeking Borough Status:

- ***Make a new application for Borough status; or***
- ***Retain the Charter of an existing Borough within the new Council District.***

2.0 Benefits of Borough Status

The granting of a Charter designating a District as a Borough is essentially for ceremonial purposes. In particular, it enables:

- ***The Chairman and Vice-chairman of the new Council to be known as the Mayor and Deputy Mayor respectively of the Borough;***
- ***The Council to designate Councillors as Aldermen (in accordance with the Charter of the Council); and***

- ***The Council to confer on persons the Freedom of the Borough.***

3.0 Freedom of the Borough

The Department of the Environment intends to provide for the Roll of Honorary Freemen of outgoing Boroughs to be transferred to a continuing Charter. If a new Council applies for a new Charter, it is also intended to provide for the Roll of Honorary Freemen of any Borough Charters which previously existed within the new district to form part of the new Charter.

4.0 Proposed Process for Applying for New Borough Status

The proposed process that should be followed in relation to a Council's application for a completely new Borough Charter is as follows:

- a. The Shadow Council passes a special resolution to petition the Secretary of State praying for the grant of a Charter designating the district of the Council a Borough. The special resolution must be made in accordance with section 148(1) of the 1972 Act (i.e. a meeting called specifically for purpose of voting on Council's status; 10 days' notice given of the meeting; advertised in 2 local papers and vote passed by a two-thirds majority of the Council). The special resolution is signed by the Council Chairperson and the Chief Executive and sealed with the Council's official seal;***
- b. A petition is prepared by the Council and forwarded to the Secretary of State with a copy of the draft Charter (templates for the petition and draft Charter are provided by the Department of the Environment);***
- c. Secretary of State passes documents to the Department for action;***
- d. A draft Charter scrutinised by Departmental solicitor. Any legal queries which arise in relation to this process will be cleared with the Council;***
- e. Minister writes to Secretary of State supporting Council's application (unless there is strong local objection to grant of Borough status); citing the legislation under which the Council is petitioning the Secretary of State (i.e. section 2 of the 1972 Act); requesting that the Secretary of State publishes a notice in the Belfast Gazette stating the date upon which s/he will consider the petition (notice published one month before date of consideration); enclosing a copy of the draft notice for publication in the Belfast Gazette; including a draft letter from Secretary of State to Chief Executive of the Council stating that s/he will consider the petition when the one month statutory period has expired;***
- f. Once the Secretary of State has agreed to consider the Council's request for Borough status, a notice is published in the Belfast Gazette and the one month statutory period commences;***
- g. At the conclusion of the statutory period, the Secretary of State will consider any adverse reactions that may have been received prior to making a decision on the grant of the Charter;***

- h. If the Secretary of State decides to grant the Charter, a warrant will issued to the Clerk of the Crown, instructing that Letters Patent be prepared;***
- i. The Clerk of the Crown will liaise with the Council Chief Executive, asking for their preference as to the draftsman. The Council will provide three bound copies of the Charter - these are to be the exact draft approved by legal advisors. The Council should not go to any expense in the production of the bound copies. Three copies of the Charter are sent directly to the Clerk of the Crown by the Council;***
- j. The Clerk of the Crown will retain a copy of the Charter; one copy will be sent to the Department and one is enrolled in the Central Office of the High Court;***
- k. The Department asks the Council if it wishes to have the Letters Patent presented to it formally by the Secretary of State. If so, the Council should send a formal invitation to the Secretary of State. Arrangements for the ceremony should be made by the Council. The Department will provide briefing to the Secretary of State for the event; and***
- l. Letters Patent, once prepared, will be delivered to the Department. If the Secretary of State has agreed to present them to the Council, they will be hand delivered to his or her office.***

5.0 Process for Applying to Continue an Existing Borough Status

During the last period of local government reorganisation, section 132(1) of the 1972 Act included provisions which annulled the Charters associated with every Borough on 1 October 1973, except for the Charters of County Boroughs and Charters which a Council had opted to continue under the provisions of section 132(3)(b) of the Act.

Section 132(2) provided that a new Council whose district included the major part of an outgoing Borough (other than a County Borough) could, before 1 October 1973, make a resolution that the Borough Charter would have effect in relation to its new district. It also provided that, if the Borough had a name which differed from the name of the district, the resolution had to provide for the name of the Borough to be changed to the name of the new district.

The Department of the Environment intends to make similar provision to that described above, in order to permit a new Council to resolve to continue the Charter of an existing Borough (if the whole or major part of it falls within the new Council's district). This will allow the Councillors of a new Council to select a Charter for continuation if there is one or more existing Charter within the district. If there is more than one Charter within the district, those not selected for continuation would be annulled, though provision would be made to allow the Roll of Honorary Freemen of annulled Charters to form part of the Roll of the continuing Charter. The Department intends to specify a date in the Regulations by which a new Council must resolve to continue any existing

Charter within their district. If no such resolution has been made by the specified date, all Charters within the new district will be annulled and the new Council will remain a district Council. Subject to the views of new Councils and legal advice, it is possible that the specified date will be after 1 April 2015.

6.0 Timeframe

Such Regulations usually complete their progress through the Assembly within 8-12 weeks from the date they are laid. Prior to laying, the Regulations will need to be drafted, scrutinised by the Department's legal advisors and the Northern Ireland Office and issued to local government for comments. This process is likely to take approximately 3-4 months from start to finish. Once the Regulations are in place, a new Council will be able to make a decision to continue an existing Charter with immediate effect.

The timescale for applying for a new Borough Charter will, however, be lengthier. Timescales for the processing of past applications for Borough status appear to have varied significantly from case to case, varying from 5 months to several years.

7.0 Next Steps

The Chief Executive will keep the Governance Committee apprised of legislative developments and ensure that Shadow Council adheres to any associated timeframes for decisions.

Councillor C McShane reiterated her Party's opposition to an application for Borough status and requested that the Chief Executive Designate provide more information on the associated costs in further updates. Councillor P McShane also expressed his opposition. The Chief Executive Designate advised Members that full costings for any proposed application would be provided to Members in future reports.

Members noted the information provided in the report.

11. Committee Meeting Schedule

The Head of Convergence presented the undernoted report.

1.1 Background

At the 24th July meeting of the Causeway Coast and Glens Shadow Council, Elected Members agreed meeting dates for Shadow Council Committee meetings up until the end of August 2014. At the meeting, it was explained to Elected Members that the Convergence Management Team was working up a schedule of key Shadow Council decisions and that the Committee Meeting Schedule would be designed to reflect this.

Scoping work is now complete and a new committee meeting schedule to December 2014 has been designed to also include a Shadow Planning

Committee. The proposals for formation of this Committee and its Terms of Reference will be presented to Elected Members initially for consideration through the Transferring Functions Committee.

It is recommended that the Governance Committee approves the draft Committee Meeting Schedule as detailed in Appendix 3.

It was proposed by Councillor King, seconded by Councillor Mulholland and **AGREED: to recommend that Council approves the draft Committee Meeting Schedule as detailed in Appendix 3.**

12. Draft Local Government Employees and Councillors Protocol – Consultation

The Chief Executive Designate drew Members' attention to the Protocol, circulated, on working relationships between Councillors and Local Government Officers. Council's views are sought by 5th September 2014.

Councillor Baird suggested that consideration could be given to Councillors having a representative to accompany them to hearings and a mechanism for dealing with 'spurious' claims brought by staff against Councillors.

Members noted the contents of the Protocol.

The meeting closed at 8.30pm.

Corporate Plan Development Process

DATE	OBJECTIVE	ACTIONS
September 2014	Conduct initial desktop research	<ul style="list-style-type: none"> Update PEST (Political, Economic, Social, Technological factors) analysis and SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for the Causeway Coast and Glens District Council area. Utilise any recent research work produced within the four legacy Councils.
September/October 2014	Identify issues for inclusion in the first draft of the new Plan – internal consultation.	<ul style="list-style-type: none"> Arrange an initial issue gathering session with Councillors, CMT and TMT. Hold a number of consultation sessions with a representative range of Council staff across all four Council areas.
October 2014	Issues paper development.	<ul style="list-style-type: none"> Develop an issues paper based on internal discussions giving initial thoughts on: <ul style="list-style-type: none"> ➤ Vision statement ➤ Mission statement ➤ Values/Behaviours ➤ Strategic Themes and Priorities ➤ Outcome statements Agree this issues paper with the Governance Committee/Council.
November/December 2014	Identify issues for inclusion in the first draft of the new Plan – external consultation.	<ul style="list-style-type: none"> Hold consultation sessions with a wide range of external stakeholders in the CC&G area. External stakeholders could include the Community/Voluntary sector, the business sector, faith groups and statutory agencies. This could take the form of a number of separate sessions with specific sectors or a number of joint sessions for all external stakeholder representatives at different locations around the new Council area. Customer service views could be drawn from existing Customer Focus Groups across all four Councils or specific consultation work could be undertaken with these Groups. It may be useful to undertake consultation work with certain specific sectoral groups, eg disability organisations, age specific groups, racial/ethnic groups, cultural groups, etc. The issues paper could be presented at these consultation sessions to obtain the views of these stakeholders on Council's preliminary ideas.

		<ul style="list-style-type: none"> Wider community consultation could take place using web-based consultation, issue press releases seeking views, or through holding public meetings.
November/December 2014	Preparation of Estimates 2015/16	<ul style="list-style-type: none"> To feed into Corporate Plan development process – to incorporate financial implications for first year of the Corporate Plan.
January 2015	Preparation of First Draft of new Plan.	<ul style="list-style-type: none"> Taking on board the comments and views gathered, etc., prepare a draft Plan and submit for initial discussion to CMT/SMT. Present draft Plan for consideration by Governance Committee and Council.
February/March 2015	Finalise and Adopt New Corporate Plan.	<ul style="list-style-type: none"> Prepare final version of new Corporate Plan for adoption by Shadow Council. Arrange for publication of the new Plan. Arrange press launch. Arrange information sessions for staff on the new Plan.
February/March 2015	Preparation of Business Plans for 2015/16	<ul style="list-style-type: none"> Actions in Business Plans to be based on ensuring Causeway Coast and Glens Council achieves what it has set out to do in its Corporate Plan.

PROTOCOL FOR RECEIVING DEPUTATIONS

1.0 Receipt of Requests for Deputations

- 1.1 In accordance with Standing Order 11 (1), deputations, from any source, shall only be admitted to address the Council provided the Clerk (Chief Executive) has received 7 day's notice of the intended deputation and a statement of its objective.
- 1.2 Requests for deputations shall be received in writing by the Chief Executive giving clear details of the subject matter of the deputation.
- 1.3 A register will be maintained of all requests for deputations received. Each request will be date stamped on receipt and a note of the time received also recorded. An acknowledgment of receipt will be forwarded to the organisation making the request.
- 1.4 Requests for deputations shall be considered in chronological order, ie by the date and time in which they have been received.
- 1.5 Deputations relating to the business of the Shadow Planning Committee shall not be dealt with under these arrangements. The procedure for the public to address the Shadow Planning Committee will have a specific protocol which has yet to be agreed.

2.0 Allocation of Deputations

- 2.1 The Chief Executive will make an initial decision as to the most appropriate meeting a deputation should be allocated to, either a meeting of the Shadow Council or the most appropriate Committee of the Council.
- 2.2 The Chief Executive will normally advise and consult with the Presiding Councillor or Committee Chair with regard to receiving deputations.
- 2.3 Not more than one deputation shall be received at any one meeting of the Shadow Council or its Committees.
- 2.4 When a deputation has been received at a meeting of the Shadow Council or its Committees, no further deputation from the same organisation to the same or similar effect shall be received for a period of 6 months.
- 2.5 If a large number of deputations are outstanding there will be the option of arranging a special meeting of the Shadow Council for the purpose of hearing these deputations.
- 2.6 In relation to requests to receive an urgent deputation, the Chief Executive will consult the Presiding Councillor or appropriate Committee Chair on receiving this deputation.

3.0 Procedure for Hearing Deputations

- 3.1 Deputations will be received in accordance with Standing Order 12 which outlines the Order of Business at every meeting of Council.
- 3.2 Standing Orders may be suspended to allow a deputation to be heard first before the Council or Committee moves into the remaining business of the meeting.

- 3.3 Standing Order 11 (2) requires that a deputation shall be confined to the presentation of a statement, or a copy of resolutions, and shall not make more than two short addresses by any two members of the deputation. The totality of the address shall not exceed 10 minutes.
- 3.4 A deputation shall be made up of no more than 5 representatives whose names will have been provided to Council Officers 7 days in advance of the meeting.
- 3.5 The deputation has a total of 10 minutes in which to make its address. A further 15 minutes can be allocated to allow Members to ask questions of the deputation but, if required, this question and answer period may be extended by the agreement of Members at the meeting.
- 3.6 Following receipt of a deputation, the Shadow Council or Committee may decide to refer the matter for a report from relevant Council Officers or refer the matter for further discussion at an appropriate Council or Committee meeting.

Proposed committee meeting schedule Causeway Coast and Glens
District Council

Date	Meeting	Location
4 Sept	Transferring Functions & Group	Ballymoney
11 Sept	Corporate Policy & Resources	Coleraine
18 Sept	Organisation Development	Limavady
25 Sept	Shadow Council	Coleraine

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Proposed committee meeting schedule Causeway Coast and Glens
District Council

Date	Meeting	Location
2 Oct	Transferring Functions & Group	Moyle
9 Oct	Corporate Policy & Resources	Ballymoney
16 Oct	Governance Committee	Coleraine
23 Oct	Shadow Council	Coleraine

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Proposed committee meeting schedule Causeway Coast and Glens
District Council

Date	Meeting	Location
6 Nov	Corporate Policy & Resources	Limavady
13 Nov	Governance Committee	Moyle
20 Nov	Organisation Development	Ballymoney
27 Nov	Shadow Council	Coleraine

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Proposed committee meeting schedule Causeway Coast and Glens
District Council

Date	Meeting	Location
4 Dec	Corporate Policy & Resources	Coleraine
11 Dec	Transferring Functions & Group/ Shadow Planning	Limavady
18 Dec	Shadow Council	Coleraine

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