

# **BELFAST CITY COUNCIL 2017**



## **Standing Committees**

### **Roles and Terms of Reference**

### **June 2017**

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**STANDING COMMITTEES**  
**ROLES AND TERMS OF REFERENCE**

**SECTION 1:**  
**ROLE OF CHAIR/DEPUTY CHAIR**

## **SECTION 1: ROLE OF CHAIR/DEPUTY CHAIR**

1.1 All Councillors must act in accordance with the Northern Ireland Local Government Code of Conduct for Councillors in their role as Committee members. A Committee Chair will lead the Committee by:

1.2 Working with relevant officers to:

- ensure appropriate planning of Committee activities.
- receive all appropriate advice to inform effective Committee decision making.

The role of the Chair will also involve:

1.3 Establishing and maintaining effective working relationships with other Councillors, including the Chairs and members of other Committees and of Working Groups

1.4 Supporting Committee Members to take-up any relevant learning and development opportunities

1.5 Developing a constructive and mutually respectful relationship with officers

1.6 Chairing meetings and ensuring procedures, rules and protocols are followed in accordance with the Council's Standing Orders

1.7 Ensuring all contributions from Councillors, officers and where appropriate, members of the public, are considered in accordance with agreed procedures

1.8 Encouraging open and informed debate

1.9 Supporting the Committee in reaching decisions, based on the available information

1.10 Presenting Committee minutes to Council for ratification

1.11 Taking responsibility for the outcomes of meetings and monitoring progress of recommendations

1.12 Representing the Council in dealing with the public, media and other bodies in respect of the business of the Committee

1.13 The Deputy Chair of a Committee will:

- Assist and work with the Chair in delivering their responsibilities to the Council.
- Exercise, in the absence of, or at the request of, the Chair, any of his or her duties and responsibilities.

1.14 Both the Chair and the Deputy Chair of a Committee must attend the Ad Hoc Committee for call in decisions. The Chair and Deputy Chair of the Committee which was responsible for the decision subject to call in shall not have voting rights at the Ad Hoc Committee but must attend.

1.15 In order to effectively undertake their roles, Committee Chairs and Deputy Chairs should:

- Demonstrate excellence in Leadership – e.g. by being well prepared, inspiring trust and gaining commitment to policies and decisions, working across political and organisational boundaries and building effective relationships;
- Establish effective facilitation skills - including effectively chairing meetings to facilitate open discussion;
- Encourage and promote evidence based decision making – e.g. by identifying relevant evidence by analysing and understanding complex issues;
- Encourage Improvement - by monitoring and managing the performance of decisions taken by the Committee and encouraging constructive feedback;
- Communicate effectively – within the Committee, by listening effectively and checking for understanding and outside the Committee, when engaging with the media or others on the Committee's decisions as required.

# **STANDING COMMITTEES**

## **ROLES AND TERMS OF REFERENCE**

### **SECTION 2:**

### **PRINCIPAL COMMITTEES**

## **SECTION 2: PRINCIPAL COMMITTEES**

### **2.1 Strategic Policy and Resources Committee**

The Strategic Policy and Resources Committee is responsible for setting the strategic direction of the Council through the development of its corporate plan and other key corporate and cross cutting strategies and policies. It works to ensure the effective use of resources and value for money for ratepayers and oversees the Council's relationship with a number of key agencies and partners.

Its specific functions include;

- 2.1.1 Agreeing strategies for effective partnership working with key stakeholders to lead the development of the community plan.
- 2.1.2 Setting the strategic direction of the council and agreeing its corporate priorities through the development of the corporate plan.
- 2.1.3 Implementing those corporate priority actions, strategies and programmes as set out in the corporate plan.
- 2.1.4 Agreeing the Local Development Plan with the Planning Committee.
- 2.1.5 Managing and monitoring performance against the achievement of the council's objectives including those agreed in the community, corporate and other plans and strategies.
- 2.1.6 Supporting the development, implementation and monitoring of the Physical Investment Strategy.
- 2.1.7 Developing and implementing the organisation's Good Relations and Equality Strategies.
- 2.1.8 Responding to consultation documents on issues with significant corporate and/or financial implications.
- 2.1.9 Developing the council's finance strategy and matters relating to its implementation including; revenue and capital financing and borrowing, annual revenue, capital budgets and the rate to be levied.

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- 2.1.10 Setting and approving draft financial estimates of revenue expenditure and income for the next financial year including any financial implications and ensuring they adhere to approved policies.
- 2.1.11 Monitoring quarterly performance and financial performance reports and year end reports.
- 2.1.12 Approving all capital and revenue purchases of works, goods or services which exceed or are likely to exceed the statutory amount (currently £30,000) and subject to tender.
- 2.1.13 Overseeing the AGRS Strategy and plan of work to ensure that the Council meets its legislative responsibilities for internal control, risk management and internal audit.
- 2.1.14 Reviewing reports on the Audit and Risk Panel's findings, conclusions and recommendations concerning the adequacy and effectiveness of the Council's governance, risk management and internal control frameworks; financial reporting arrangements, and internal and external audit functions.
- 2.1.15 Monitoring reports on the Audit and Risk Panel's performance in relation to the terms of reference and the effectiveness of the Panel in meeting its purpose.
- 2.1.16 Monitoring the operation of the council Constitution.
- 2.1.17 Preparing and keeping updated the Standing Orders and instructions for regulating the proceedings of the Council and its Committees.
- 2.1.18 Developing the Council's organisational development strategy and all matters relating to its implementation including; governance and organisation structures, organisational improvement initiatives, member and officer capacity building and monitoring organisational performance.
- 2.1.19 Managing and maintaining the corporate land bank and city assets, including the City Hall.
- 2.1.20 Developing internal strategies to ensure the smooth running of the Council including; asset management, procurement, grants, human resources, diversity, communications and accommodation.
- 2.1.21 Dealing with all matters relating to land and buildings owned, rented or proposed to be acquired by the Council, including the land development strategy and review of property holdings in a regularly updated Asset Management Plan.
- 2.1.22 Making provision for advising all Committees of the Council in respect of valuation and purchases of property and other matters relating thereto.

2.1.23 Exercising the Council's functions in relation to:

- Human Resources
- Corporate Communications;
- Legal Services
- Democratic Services
- Corporate Policy and Strategic Planning
- Finance and Performance
- Digital Services
- Audit Governance and Risk Services
- Property and Projects (including Procurement)
- Contract Management
- Programme Management
- Estates Unit and Facilities Management
- Equality and Good relations.

## **2.2 City Growth and Regeneration Committee**

The City Growth and Regeneration Committee is responsible for the development and implementation of strategies, policies, programmes and projects directed towards regeneration and growth of the city in the context of outcomes agreed in the community and corporate plans and other corporate strategy decisions.

Its specific functions include:

- 2.2.1 Setting the overall strategic direction for the Council in the areas of cultural and economic regeneration and growth.
- 2.2.2 Influencing and contributing to regional regeneration and growth strategies and activities.
- 2.2.3 Developing and implementing city-wide economic strategies and policies.
- 2.2.4 Managing and maximising the impact of major physical developments in the city.
- 2.2.5 Coordinating and promoting major city wide events.
- 2.2.6 Considering draft financial estimates for the Committee together with such statements, reports and recommendations as required.
- 2.2.7 Monitoring quarterly performance and financial reports and year end reports.
- 2.2.8 Approving all revenue purchases of works, goods or services relevant to this Committee which exceed or are likely to exceed the statutory amount (currently £30,000) and subject to tender.
- 2.2.9 Monitoring reports on matters that are of direct relevance to the responsibility of this Committee.
- 2.2.10 Sourcing and providing support to attract and utilise European and other grants which contribute to the growth of the city.
- 2.2.11 Providing support for economic development initiatives.
- 2.2.12 Supporting the development of culture, heritage and the arts.
- 2.2.13 Working with other agencies to promote Belfast as a key investment and tourism opportunity.
- 2.2.14 Developing programmes and actions to support local businesses and attract inward investment.

- 2.2.15 Managing Council owned properties including the maintenance and repair of Council buildings, properties and vehicles.
- 2.2.16 Managing the Council's markets and maximising their benefit to the city.
- 2.2.17 Influencing and contributing to strategies and policies affecting skills, employability, transportation and energy in the City.
- 2.2.18 Considering Year end and mid-year review of key corporate risks.
- 2.2.19 Exercising the Council's functions in relation to:
- Economic Development
  - Tourism
  - Culture and Arts
  - European and International Relations
  - Car parks
  - City Markets
  - City Events
  - Belfast Castle
  - Malone House
  - Belfast Zoo
  - City Centre Development

## **2.3 People and Communities Committee**

The People and Communities Committee is responsible for the development and implementation of strategies, policies, programmes and projects aimed at improving life at a local level in the context of the outcomes agreed in the community and corporate plans and other corporate strategy decisions.

Its specific functions include:

- 2.3.1 Developing and implementing activities to ensure the delivery of corporate strategies and initiatives in respect of the promotion of health and physical activity, environmental protection, community safety and other such areas under the domain of this Committee.
- 2.3.2 Developing and delivering programmes, events and activities to promote health, safety and well being at a local level.
- 2.3.3 Administering and enforcing the Council's powers and duties under the Public Health Acts and all environmental health and building related legislation and regulations.
- 2.3.4 Securing and providing adequate provision for the recycling, treatment and disposal of commercial and domestic waste including bulky waste and the collection and disposal of abandoned motor vehicles.
- 2.3.5 Managing, maintaining and maximising the benefit of community centres, play centres and other indoor facilities.
- 2.3.6 Managing, maintaining and maximising the benefit of the Council's parks, pitches, playgrounds and other public spaces.
- 2.3.7 Exercising the Council's powers for improving local environmental quality in relation to housing legislation, managing controlled waste, emergency planning and community safety and anti-social behaviour, clean neighbourhoods and other environmental or regulatory issues not falling within the remit of any other Committee.
- 2.3.8 Considering draft financial estimates for the Committee together with such statements, reports and recommendations as required.
- 2.3.9 Monitoring quarterly performance and financial reports and year end reports.

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- 2.3.10 Approving all revenue purchases of works, goods or services relevant to this Committee which exceed or are likely to exceed the statutory amount (currently £30,000) and subject to tender.
- 2.3.10 Monitoring reports with the approval of the SP&R Committee on matters that are of direct relevance to the responsibility of this Committee e.g. year-end and mid-year reviews for key corporate risks.
- 2.3.11 Exercising the Council's functions in relation to:
- Environmental Health Services
  - Cleansing
  - Waste Management
  - Building Control
  - Parks and Leisure Service (excluding Zoo, Malone House and Belfast Castle)
  - Neighbourhood and Development Services
  - Community Services,
  - Community Safety
  - Emergency Planning

**STANDING COMMITTEES**  
**ROLES AND TERMS OF REFERENCE**

**SECTION 3:**  
**REGULATORY COMMITTEES**

## **SECTION 3: REGULATORY COMMITTEES**

### **3.1 Planning Committee**

The Planning Committee is responsible for all of the Council's planning functions, excepting those matters which are expressly delegated to officers or reserved to full Council.

Specific responsibilities include:

- 3.1.1 Exercising the Council's powers and duties in relation to local planning policies, plan strategies, the statement of community involvement and any other development plan documents in conjunction with the Strategic Policy and Resources Committee who will consider all of the said policies and plans to ensure that they are consistent with the broader strategic objectives of the Council.
- 3.1.2 Reconsidering local planning policies, plan strategies, the statement of community involvement and any other development plan documents in respect of which the Strategic Policy and Resource Committee considers to be inconsistent with the broader strategic objectives of the Council.
- 3.1.3 Deciding applications for planning permission and whether to impose any condition, limitation or other restriction on an approval, consent, licence or permission.
- 3.1.4 Revoking, amending, modifying or varying any approval, consent, licence or permission.
- 3.1.5 Determining any matters related to the exercise of permitted development rights as set out in the Planning (General Development) Order (NI) 1993 or any other legislation relating to such rights.
- 3.1.6 Exercising the Council's powers and duties in relation to development control.
- 3.1.7 Determining applications for the display of advertisements and whether to impose any condition, limitation or other restriction on such advertisements.
- 3.1.8 Determining applications for planning permission or consents for listed buildings and exercising any related powers and duties; including the revocation or modification of such a consent.

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- 3.1.9 Exercising the Council's powers in relation to the preservation of trees.
- 3.1.10 Dealing with any other planning related matter that a meeting of Council or any other Committee considers appropriate to be referred to the Planning Committee.
- 3.1.11 Responding to consultations on local planning policies, plan strategies the statement of community involvement and any other development plan documents in adjoining authorities.
- 3.1.12 Responding to consultations issued by the Department for Communities, or any other Department, in relation to planning matters.
- 3.1.13 Responding to consultations in relation to regionally significant or major applications to be determined by the Department for Infrastructure.

## 3.2 Licensing Committee

The Licensing Committee shall be responsible for the consideration of all matters pertaining to policy and legislation in relation to licensing issues. The Licensing Committee shall have delegated authority for determining the following matters:

### 3.2.1 The Local Government (Miscellaneous Provisions) (Northern Ireland) Order 1985

#### Entertainment Licences

- Applications for the grant of outdoor licences
- Applications for the grant, renewal, transfer or variation of licences where objections are received
- Suspension and revocation of licences
- Applications for a waiver to permit entertainment involving striptease or nudity.

#### Sex Establishments

- Applications for the grant of licences
- Applications for the renewal, transfer or variation of licences
- Revocation of licences

### 3.2.2 The Betting, Gaming, Lotteries and Amusements (Northern Ireland) Order 1985 (as amended by the Betting and Gaming (Northern Ireland) Order 2004)

- Applications for the grant of amusement and pleasure permits
- Applications for the renewal of amusement permits where adverse representations have been made
- Registration of Societies in relation to the running of lotteries.

### 3.2.3 Street Trading Act (Northern Ireland) 2001

- Designation of streets or part thereof
- Applications for the grant of licences
- Applications for the renewal, transfer or variation of licences where objections are received
- Revocation of licences
- Setting of licence fees

3.2.4 Administration of the provisions of the Licensing (Northern Ireland) Order 1996 and the Registration of Clubs (Northern Ireland) Order 1996 relating to entertainments and liquor licensing in licensed premises and registered clubs

3.2.5 Licensing of Pavement Cafes Act (Northern Ireland) 2014

- Applications for the grant, renewal or variation of licences where adverse representations are received.
- Compulsory variation of licences.
- Revocation of licences.
- Setting of licence fees.
- Suspension of licences except where in the public interest the Director of Planning and Place, in consultation with the City Solicitor, considers that there are particular circumstances which make it necessary to suspend a licence immediately.

3.2.6 Such other licensing matters as the Director of Planning and Place considers appropriate to be addressed by the Licensing Committee

Whilst the Committee has full delegated authority in relation to licensing decisions, it may reconsider any decision referred to it by the Director of Planning and Place in consultation with the City Solicitor

**STANDING COMMITTEES**  
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**SECTION 4:**  
**STATUTORY COMMITTEES**

## SECTION 4: STATUTORY COMMITTEES

### 4.1 Ad Hoc Committee to Consider Call in

Section 41 of the Local Government Act (NI) 2014 provides that a Council's Standing Orders must make provision requiring reconsideration of a Committee decision (call in) if 15% (9 Members in BCC) present to the Chief Executive a requisition that a decision was not arrived at after proper consideration of the relevant fact and issues (Procedural Grounds).

Following publication of the draft minutes, or a decision register of the Principal Committees, if an admissible call in has been made the Chief Executive shall arrange a meeting of the Ad Hoc Committee. This Committee will comprise the Chair and Deputy Chairs of all other Committees to consider if the call in request is a valid one. The Chair and Deputy Chair of the committee which was responsible for the decision which is the subject of the call in shall not have voting rights at this meeting.

Specific responsibilities include:

- 4.1.1 Inviting the Councillor who submitted the call-in, or a Councillor on their behalf, to attend the meeting.
- 4.1.2 Considering the process adopted by the decision-making Committee and whether the call in request is valid, concluding either;
  - That the *request is valid and refer the decision back* to the Committee which made it *for reconsideration* or;
  - That the *request is not valid* and, *in the case of a decision for ratification by the Council, refer the decision to the Council* or;
  - That the *request is not valid* and, *in the case of a decision taken under delegated authority, support the decision*.

**STANDING COMMITTEES**

**ROLES AND TERMS OF REFERENCE**

**SECTION 5:**

**OTHER COMMITTEES**

## SECTION 5: OTHER COMMITTEES

### 5.1 Belfast Waterfront and Ulster Hall Ltd Shareholders' Committee

The Belfast Waterfront and Ulster Hall Ltd Shareholders' Committee will make the decisions required by the Shareholders' Agreement and ensure that the Company complies with the contract for the operation of the Belfast Waterfront and Ulster Halls. This includes

- Holding the Belfast Waterfront & Ulster Hall Ltd Chairperson and Managing Director to account on contract and business performance issues;
- Scrutinising the quarterly finance and performance reports, ensuring a social and financial return on the Council's and other funders' investments;
- Controlling and make decisions on reserved matters on behalf of the shareholders, as set out in the Shareholders' Agreement (*e.g. authorising the company to take out a loan*);
- Authorising the annual business plan, ensuring alignment with Council's economic, social and environmental objectives;
- Agreeing and monitoring performance framework targets, including decreasing dependency on Council subsidy;
- Agreeing distributions of available profits in relation to its shareholdings;
- Recommending the appointment of the Chairperson and non-executive Directors to the Board of the BWUH Ltd and agreeing remuneration;
- Acting in the interests of the shareholders in the removal of non-executive Director/s, where there is evidence of under-performance or failure to comply with legal duties; and
- Considering business improvement requests for investment in the Council's assets, for recommendation to Strategic Policy and Resources Committee or agreement under delegated authority.

In practice, the Committee will be responsible for:

- Agreeing the annual business plan;
- Agreeing the annual financial plan, in line with the budget allocation from the Strategic Policy and Resources Committee;

- Setting performance targets and monitoring quarterly reports;
- Agreeing any amendments to the Council's specification at review periods;
- Authorising any capital investment proposals which enhance the asset portfolio of the Council;
- Agreeing in-year service improvement plans (*in the scenario where there is under-performance*);  
*and*
- Agreeing distribution of surpluses/reduced deficits

# **APPENDIX 1**

## **MEMBERSHIP OF COMMITTEES**

## **APPENDIX 1 – MEMBERSHIP OF COMMITTEES**

### **Strategic Policy and Resources Committee**

Please click [here](#) for an up-to-date list of the Members of this Committee.

### **City Growth and Regeneration Committee**

Please click [here](#) for an up-to-date list of the Members of this Committee.

### **People & Communities Committee**

Please click [here](#) for an up-to-date list of the Members of this Committee.

### **Planning Committee**

Please click [here](#) for an up-to-date list of the Members of this Committee.

### **Licensing Committee**

Please click [here](#) for an up-to-date list of the Members of this Committee.

### **Belfast Waterfront and Ulster Hall Ltd Shareholders' Committee**

Please click [here](#) for an up-to-date list of the Members of this Committee.