

June 6th, 2023

Notice Of Meeting

You are requested to attend the meeting to be held on **Wednesday, 7th June 2023 at 11:00 am** in **Hybrid - City Hall, Bangor & via Zoom**.

Agenda

Virtual Meeting Guidance

[Guidance for virtual Council meetings.pdf](#)

Not included

Agenda

[Agenda.pdf](#)

Page 1

1. Prayer
2. Apologies
3. Declarations of Interest
4. Mayor's Review
5. Governance Arrangements

Reports attached

[5. Governance arrangements.dotx.pdf](#)

Page 3

[5. Appendix 1 - Committee Terms of Reference.pdf](#)

Page 6

[5. Appendix 2 - list of Positions of Responsibility.pdf](#)

Page 19

6. Nomination of Positions of Responsibility

Report attached

[6. Nomination of Positions of Responsibility.pdf](#)

Page 26

[6. Appendix 1 - d'Hondt calculations for positions of responsibility.pdf](#)

Page 28

[6. Appendix 2 - list of Positions of Responsibility.pdf](#)

Page 30

7. Election of 10 Aldermen

Report attached

[7. Election of 10 Aldermen.pdf](#)

Page 37

8. Allocation of Committee Places

Report attached

- [!\[\]\(746d018fdf6ab02bf5fb7681133e8b29_img.jpg\) *8. Allocation of Committee Places.pdf*](#) *Page 39*
- [!\[\]\(5daa6eee1904cb6b9d765700250de764_img.jpg\) *8. Appendix 1 - Allocation of Committee Places - QGR calculation.pdf*](#) *Page 42*
- [!\[\]\(d72e437c7cc5947bc0b147aba6602563_img.jpg\) *8. Appendix 2 - Availability of Committee places.pdf*](#) *Page 43*

9. Appointments to Sub-Committees, Working Groups and Outside Bodies

Report attached

- [!\[\]\(511a36c244659513b679df9c639945de_img.jpg\) *9. Nominations to sub-committees and outside bodies.pdf*](#) *Page 46*
- [!\[\]\(2c0783baf87a2728b2fe49eb1c34c456_img.jpg\) *9. Appendix 1 - List of Sub-Committees Working Groups or Other Bodies.pdf*](#) *Page 47*
- [!\[\]\(7cfb20e3a97beaa6243bf39ce8dc849f_img.jpg\) *9. Appendix 1 - List of Sub-Committees Working Groups or Other Bodies.pdf*](#) *Page 61*

10. Scheme of Allowances of Councillors

Report attached.

- [!\[\]\(e492b5d52ab457a7a3c2826c4091dfee_img.jpg\) *10. Scheme of Allowances.pdf*](#) *Page 74*
- [!\[\]\(1d9440fab1f214291ce1c26a75f9c2cd_img.jpg\) *10. AND Scheme of Allowances v11.1 2023-24.pdf*](#) *Page 76*

11. Schedule of Meetings 2023 – Further Update

Report attached

- [!\[\]\(1e63609ed98a835f4eb8c01936fe5abe_img.jpg\) *11. Schedule of Meetings 2023 - further update.pdf*](#) *Page 87*
- [!\[\]\(894ed1eaf67f827f170900945f995ae3_img.jpg\) *11. Appendix.pdf*](#) *Page 88*

12. Battle of the Somme Pilgrimage - Nomination of Member to Attend

Report attached

- [!\[\]\(a724a4a68298d6dff85fe378e838a60a_img.jpg\) *12. Battle of the Somme Pilgrimage - Nomination of Member.pdf*](#) *Page 90*

13. Playing of National Anthem

Report attached

ARDS AND NORTH DOWN BOROUGH COUNCIL

31 May 2023

Dear Sir/Madam

You are hereby invited to attend a hybrid Annual Meeting (in person and via Zoom) of Ards and North Down Borough Council which will be held in the Council Chamber, City Hall, The Castle, Bangor on **Wednesday, 7 June 2023 at 11.00am.**

Lunch will be served in the Craig Room following the meeting. Members are asked to confirm with Democratic Services if they plan to attend for lunch.

Yours faithfully

Stephen Reid
Chief Executive
Ards and North Down Borough Council

A G E N D A

1. Prayer
2. Apologies
3. Declarations of Interest
4. Mayor's Review
5. Governance arrangements (Report attached)
6. Nomination of Positions of Responsibility (Report attached)
7. Election of 10 Aldermen (Report attached)
8. Allocation of Committee Places (Report attached)
9. Appointments to Sub-Committees, Working Groups and Outside Bodies (Report attached)
10. Scheme of Allowances of Councillors (Report attached)
11. Schedule of Meetings 2023 – Further Update (Report attached)
12. Battle of the Somme Pilgrimage – Nomination of Member to attend (Report attached)

13. Playing of National Anthem

MEMBERSHIP OF ARDS AND NORTH DOWN BOROUGH COUNCIL

Councillor Armstrong-Cotter	Councillor Kennedy
Councillor Adair	Councillor Kerr
Councillor Ashe	Councillor MacArthur
Councillor Blaney	Councillor Martin
Councillor Boyle	Councillor McAlpine
Councillor Brooks	Councillor McCollum
Councillor Cathcart	Councillor McCracken
Councillor Chambers	Councillor McDowell
Councillor Creighton	Councillor McIlveen
Councillor Cochrane	Councillor McKee
Councillor Cummings	Councillor McKimm
Councillor K Douglas	Councillor McLaren
Councillor L Douglas	Councillor McRandal
Councillor Edmund	Councillor Moore
Councillor Gilmour	Councillor Morgan
Councillor Graham	Councillor Rossiter
Councillor Hollywood	Councillor Smart
Councillor S Irvine	Councillor Smith
Councillor W Irvine	Councillor Woods
Councillor Irwin	Councillor Wray

Unclassified

3

ITEM 5

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Council Meeting
Date of Meeting	07 June 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	03 May 2023
File Reference	CX210
Legislation	Local Government Act (Northern Ireland) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Governance Arrangements
Attachments	1. Committee Terms of Reference 2. Positions of Responsibility

Background*Form of Governance*

Section 19 of the Local Government Act (Northern Ireland) 2014 provides that a Council must operate a Committee system unless it decides by a qualified majority (i.e. 80% of those present and voting) to operate executive arrangements or prescribed arrangements.

Method of Nomination to Positions of Responsibility

Schedule 1 of the 2014 Act provides 3 options for filling Positions of Responsibility:

1. By nomination using the d'Hondt method;
2. By nomination using the Sainte-Laguë method; or
3. By election using the Single Transferable Vote (STV) method.

The default will be by nomination using d'Hondt, unless the Council by a qualified majority passes a resolution that Sainte-Laguë or STV will be used instead.

Unclassified

4

Method of allocating Committee places

If operating a Committee system, the 2014 Act provides that the Chair and Deputy Chair of Committees are Positions of Responsibility. Schedule 2 provides for the appointment of Members to the remaining Committee places. Quota Greatest Remainder is the default method of appointment provided by Schedule 2, unless a qualified majority decide to select the Droop Quota method.

Committees and Terms of Reference

At the start of the 2019-2023 Council term, the Council agreed that a Committee system was its preferred form of governance and that it would have the following Committees:

Committee	Membership	No. of Members Appointed 2019-2023
Corporate Services Committee	16	14
Regeneration and Development Committee (Place and Prosperity Committee as of December 2022)	16	17
Planning Committee	16	15
Environment Committee	16	16
Community and Wellbeing Committee	16	18
Audit Committee	10	10

The Terms of Reference agreed by the Council for 2019-2023 are included at Attachment 1 to this report. Note that all places on the Audit Committee in 2019-2023 were appointed as Positions of Responsibility.

Positions of Responsibility

Attachment 2 provides a list of proposed Positions of Responsibility based upon the Positions agreed during the 2019-2023 Council term.

RECOMMENDATION

It is recommended that the Council proceeds to agree its preferences in respect of:

1. The form of Governance to be adopted, default being the Committee system.
2. Method of nominations to Positions of Responsibility, default being d'Hondt.

Unclassified

5

3. Method of allocating Committee places, default being Quota Greatest Remainder.
4. The Committee structure, the number of members on each Committee, and the Terms of Reference for each Committee as set out in the report and Attachment 1; and
5. The list of positions to be appointed as Positions of Responsibility as set out in Attachment 2.

TERMS OF REFERENCE FOR 5 STANDING COMMITTEES

DECEMBER 2022

ARDS AND NORTH DOWN BOROUGH COUNCIL

7

TERMS OF REFERENCE FOR 5 STANDING COMMITTEES

There are five standing committees plus one other additional committee which reports directly to Council:

- Corporate Services Committee
- Environment Committee
- Place and Prosperity Committee
- Community & Wellbeing Committee
- Planning Committee
- Audit Committee (not a standing committee but reports directly to Council)

ARDS AND NORTH DOWN BOROUGH COUNCIL

8

1. Corporate Services Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *"for the purpose of discharging any functions in pursuance of arrangements made under this part*

(a) a Council may appoint a committee of the council ...

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council .."

Overall Purpose and Objectives

The Corporate Services Committee will assist Council in fulfilling its role in the areas of:

- Administration
- Audit and risk management
- Asset management
- Business Continuity
- Community Planning
- Corporate strategy
- Corporate Plan
- Corporate Communications
- Customer Service
- Efficiency and Transformation
- Emergency Planning
- Equality
- Finance
- Health and Safety
- Human Resources
- ICT
- Legal
- Organisational Development
- Performance Management
- Policy and Governance
- Procurement
- Special Projects
- Sustainable Development
- anything else appropriate delegated to it by Council

In reaching its decisions, the Corporate Services Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party.
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

ARDS AND NORTH DOWN BOROUGH COUNCIL

9

Membership

The Corporate Services Committee will comprise 16 members who are appointed by Council on an annual basis. Council will appoint the Chair of the Corporate Services Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Corporate Committee will meet in Church Street, Newtownards at 7.00pm on the second Tuesday of each month except during July and August. Special meetings may be convened as required.

The Corporate Services Committee will comply with the Council's standing orders.

ARDS AND NORTH DOWN BOROUGH COUNCIL

10

2. Environment Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *"for the purpose of discharging any functions in pursuance of arrangements made under this part*

(b) a Council may appoint a committee of the council ...

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council .."

Overall Purpose and Objectives

The Environment Committee will assist Council in fulfilling its role in the areas of:

- building control
- building maintenance
- borough inspection
- car parks
- estate management/maintenance
- licensing
- marinas and harbours
- markets
- public conveniences
- recycling
- waste management and cleansing
- anything else appropriate delegated to it by Council

In reaching its decisions the Environment Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Membership

The Environment Committee will comprise of 16 members who are appointed by Council on an annual basis.

ARDS AND NORTH DOWN BOROUGH COUNCIL

11

Council will appoint the Chair of the Environment Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Environment Committee will meet in Church Street, Newtownards at 7.00pm on the first Wednesday each month except during July and August. Special meetings may be convened as required.

The Environment Committee will comply with the Council's standing orders.

ARDS AND NORTH DOWN BOROUGH COUNCIL

12

3. Place and Prosperity Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *"for the purpose of discharging any functions in pursuance of arrangements made under this part*

(c) a Council may appoint a committee of the council ...

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council .."

Overall Purpose and Objectives

The Place and Prosperity Committee will assist Council in fulfilling its role in the areas of:

- Crafts
- Economic Development
- EU Funds and Projects
- Local Area Plan
- Regeneration
- Rural Development
- Tourism Development and Marketing
- Tourism Facilities (including Exploris)
- Capital Projects
- anything else appropriate delegated to it by Council

In reaching its decisions the Place and Prosperity Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Membership

The Place and Prosperity Committee will comprise of 16 members who are appointed by Council on an annual basis. Council will appoint the Chair of the Place and Prosperity Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

ARDS AND NORTH DOWN BOROUGH COUNCIL

13

Meetings

The Place and Prosperity Committee will meet in Church Street, Newtownards at 7.00pm on the first Thursday each month except during July and August. Special meetings may be convened as required.

The Place and Prosperity Committee will comply with the Council's standing orders.

ARDS AND NORTH DOWN BOROUGH COUNCIL

14

4. Community and Wellbeing Committee

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*

(d) a Council may appoint a committee of the council ...

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Community and Wellbeing Committee will assist Council in fulfilling its role in the areas of:

- Arts and Museum
- Biodiversity
- Cemeteries
- Community Development
- Countryside
- Environmental Health
- Good Relations
- Leisure facilities
- Parks and Open Spaces
- Peace IV
- Playgrounds
- Policing and Community Safety Partnership (PCSP)
- Sports development
- anything else appropriate delegated to it by Council

In reaching its decisions the Community and Wellbeing Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

ARDS AND NORTH DOWN BOROUGH COUNCIL

15

Membership

The Community and Wellbeing Committee will comprise of 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Community and Wellbeing Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Community and Wellbeing Committee will meet in Church Street, Newtownards at 7.00pm on the second Wednesday of each month except during July and August. Special meetings may be convened as required.

The Community and Wellbeing Committee will comply with the Council's standing orders.

ARDS AND NORTH DOWN BOROUGH COUNCIL

16

5. Planning Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *"for the purpose of discharging any functions in pursuance of arrangements made under this part (e) a Council may appoint a committee of the council ...*
... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council .."

Overall Purpose and Objectives

The Planning Committee will assist Council in planning development control and enforcement.

The Committee will have delegated responsibility from the Council to carry out its roles and responsibilities.

In reaching its decisions the Planning Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Planning Committee has full council powers delegated to it.

Membership

The Planning Committee will comprise 16 members who are appointed by Council on an annual basis.

Council will appoint the Chair of the Planning Committee on an annual basis in accordance with the procedures for appointing positions of responsibility.

Meetings

The Planning Committee will meet in Church Street Newtownards at 7.00pm on the first Tuesday of each month. The Planning Committee will meet in July and a date will be agreed at the Annual Meeting. Special meetings may be convened as required.

The Planning Committee will comply with the Council's standing orders.

ARDS AND NORTH DOWN BOROUGH COUNCIL

17

Additional Committee Reporting Directly To Council - Audit Committee

Authority

Under the Local Government Act (Northern Ireland) 2014 11 (1) *“for the purpose of discharging any functions in pursuance of arrangements made under this part*

(f) a Council may appoint a committee of the council ...

... Subject to this Act the number of members of a committee appointed under subsection (1), their term of office and the area (if restricted) within which the committee is to exercise its authority must be fixed by the appointing council ..”

Overall Purpose and Objectives

The Audit Committee will assist Council in fulfilling its oversight responsibilities. The Committee will review the system of internal control and management of risks; the financial reporting process; the audit process and the Council's processes for monitoring compliance with laws and regulations and compliance with its own Standing Orders, policies and procedures.

In reaching its decisions the Audit Committee will have due regard to its impact on, and implications for the Council's commitment to ensuring equality of opportunity and, where possible and practicable, to ensure that the actions of the Committee are proactive in this respect.

The Committee is a main committee of the Council and is independent of all other operational committees of the Council. The Committee will report to Council and accordingly Council authorises the Committee, within the scope of its responsibilities, to:

- Seek any information it requires from any Council employee or external party;
- Obtain external legal or professional advice as appropriate; and
- Ensure the attendance of Council Officers at meetings as appropriate.

Correspondingly, all employees are directed by Council to co-operate with any request made by the Committee.

Membership

The Audit Committee will comprise 10 Members who are appointed by Council for a four year term for the purposes of continuity of expertise and knowledge plus one independent member, appointed through public advertisement;

Membership should not include Mayor and Deputy Mayor, Committee or Sub-committee chair or vice-chairs.

Council will nominate the Chair of the Committee in accordance with the procedures for appointing positions of responsibility.

Meetings

The Audit Committee will meet quarterly in Church Street, Newtownards at 7.00pm in March, June, October and December.

ARDS AND NORTH DOWN BOROUGH COUNCIL

18

Special meetings may be convened as required.

The Audit Committee will invite the External Auditors to attend and such other persons as it deems necessary, who may be asked to make presentations to the Committee as appropriate.

The Audit Committee will comply with the Council's standing orders.

Positions of Responsibility

Item 5, Appendix 2

Position: Mayor

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Deputy Mayor

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Corporate Services Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Corporate Services Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Place and Prosperity Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Positions of Responsibility

Item 5, Appendix 2

Position: Vice Chair – Place and Prosperity Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Planning Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Planning Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Environment Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Environment Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Positions of Responsibility

Item 5, Appendix 2

Position: Chair – Community and Wellbeing Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Community and Wellbeing Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Audit Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Audit Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Positions of Responsibility

Item 5, Appendix 2

Position: Member of Audit Committee – 4 Years

1	
2	
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10	

- In the case of the Audit Committee, a nomination to the position of Chair or Vice Chair is a one year appointment, but the nomination will be dually considered as a nomination to ordinary membership of the Audit Committee for a four year term.
- The number of additional appointments to the Audit Committee is subject to the number of positions allocated as Chair and Vice Chair, in other words, if four Chairs and four Vice Chairs are selected, then there remains only two places to be filled.

Positions of Responsibility

Item 5, Appendix 2

Position: Partnership Panel – 4 Years

1	
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Position: Member of Northern Ireland Housing Council – 4 Years

1	
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(NOTE: in accordance with the Commissioner for Public appointments NI Code of Practice, Councillors can only serve a maximum of ten years or two terms of appointment. Any Councillor who has previously served 10 years on the Housing Executive Board or served two terms of appointment, regardless of the duration, will be ineligible.)

Position: Member of Reserve Forces and Cadet Association for NI (Veterans Champion) – 4 Years

1	
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Position: Member of ARC21 – 4 Years

1	
2	
3	

Positions of Responsibility

Item 5, Appendix 2

Position: NILGA – 4 Years

1	
2	
3	
4	
5	
6	
7	
8	

Positions of Responsibility

Item 5, Appendix 2

Position: Member of PCSP – 4 Years

1	DUP
2	DUP
3	DUP
4	DUP
5	Alliance
6	Alliance
7	Alliance
8	Alliance
9	UUP
10	UUP

- The Justice Act (Northern Ireland) 2011 specifies that when making appointments to PCSPs, Councils must ensure that, so far as practicable, the political Members reflect the balance of parties prevailing among the Members of the Council immediately after the last local general election.
- The above table reflects the political breakdown of the PCSP using d'Hondt.
- As these places are Positions of Responsibility (POR), the places are taken from the overall POR allowance for each party.

Unclassified

26

ITEM 6

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Council Meeting
Date of Meeting	07 June 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	03 May 2023
File Reference	CX210
Legislation	Local Government Act (Northern Ireland) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Nomination of Positions of Responsibility
Attachments	Appendix 1 - D'Hondt Calculations Appendix 2 - Positions of Responsibility - Selection Table

Background

As per Schedule 1 to the Local Government Act (Northern Ireland) 2014, the d'Hondt formula is the default method used to determine the order in which parties and independent Members may select Positions of Responsibility.

The calculation used is:

$$\frac{S}{1 + M}$$

S = the number of Elected Members of each party (the number is 1 in the case of an independent).

M = the number of Positions of Responsibility (if any) which are held by the party / independent.

Unclassified

Where the figure given by the formula for two or more parties/independents is equal, the figures shall be recalculated with S being equal to the number of first preference votes cast for the party/independent at the last local election.

Issues

On the assumption that d'Hondt is the Council's preferred method, the table at Attachment 1 sets out the order in which the 91 available Positions of Responsibility may be selected.

The 91 Positions of Responsibility include 10 places on the Policing and Community Safety Partnership (PCSP). The Justice Act (Northern Ireland) 2011 specifies that when making appointments to PCSPs, Councils must ensure that, so far as practicable, the political Members reflect the balance of parties prevailing among the Members of the Council immediately after the last local general election.

Members should also note that positions listed in 92-110 inclusive are spare.

The total number of choices based on 81 Positions of Responsibility (i.e. excluding the 10 PCSP places) are as follows:

- DUP - 29
- Alliance Party - 24
- UUP - 16
- Green Party - 4
- SDLP - 2
- Irvine, S - 2
- Irvine, W - 2
- McKimm - 2

The d'Hondt calculation to ensure PCSPs reflect the balance of parties on the Council is DUP 4, Alliance 4, UUP 2. Allocation of these places must be taken separately.

Attachment 2 contains the list of Positions of Responsibility available (this is the same list provided for consideration at item 5 and therefore will be subject to any changes the Council may make when agreeing its governance arrangements).

In respect of year 1 Positions and Council term Positions, the Nominating Officers of each party must identify the Member to fill each selected Position. Other Positions can be allocated to a party at this stage.

RECOMMENDATION

It is recommended that the Council proceeds to the appointment of the agreed Positions of Responsibility including the positions for PCSP, listed in positions 82-91 inclusive which are to be agreed separately.

Item 6, Appendix 1

28

D'Hondt calculation for selection order of Positions of Responsibility

1	DUP	41	DUP	81	DUP
2	Alliance	42	Alliance	82	Alliance - PCSP
3	UUP	43	UUP	83	UUP - PCSP
4	DUP	44	DUP	84	DUP - PCSP
5	Alliance	45	Alliance	85	Alliance - PCSP
6	DUP	46	DUP	86	DUP - PCSP
7	Alliance	47	Alliance	87	Alliance - PCSP
8	UUP	48	UUP	88	UUP - PCSP
9	DUP	49	DUP	89	DUP - PCSP
10	Alliance	50	Alliance	90	Alliance - PCSP
11	DUP	51	DUP	91	DUP - PCSP
12	UUP	52	UUP	92	UUP (spare)
13	Alliance	53	Alliance	93	Alliance (spare)
14	DUP	54	DUP	94	DUP (spare)
15	DUP	55	DUP	95	DUP (spare)
16	Alliance	56	Alliance	96	Alliance (spare)
17	UUP	57	UUP	97	UUP (spare)
18	Green	58	Green	98	Green (spare)
19	DUP	59	DUP	99	DUP (spare)
20	Alliance	60	Alliance	100	Alliance (spare)
21	UUP	61	UUP	101	UUP (spare)
22	DUP	62	DUP	102	DUP (spare)
23	Alliance	63	Alliance	103	Alliance (spare)
24	DUP	64	DUP	104	DUP (spare)
25	Alliance	65	Alliance	105	Alliance (spare)
26	UUP	66	UUP	106	UUP (spare)
27	DUP	67	DUP	107	DUP (spare)
28	Alliance	68	Alliance	108	Alliance (spare)
29	DUP	69	DUP	109	DUP (spare)
30	UUP	70	UUP	110	UUP (spare)
31	Alliance	71	Alliance		
32	DUP	72	DUP		
33	DUP	73	DUP		
34	Alliance	74	Alliance		
35	UUP	75	UUP		
36	Green	76	Green		
37	SDLP	77	SDLP		
38	IRVINE, S	78	IRVINE, S		
39	IRVINE, W	79	IRVINE, W		
40	MCKIMM	80	MCKIMM		

Note –

- The d'Hondt calculation to ensure PCSPs reflect the balance of parties on the Council is DUP 4, Alliance 4, UUP 2. As these places are Positions of Responsibility (POR), allocation of these places must be taken from the overall POR allowance for each party.

Item 6, Appendix 1

29

- The order of selection of up to 110 positions of responsibility has been provided in the table for reference purposes should any additional positions be created during this Council term.

Positions of Responsibility

Item 6, Appendix 2

Position: Mayor

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Deputy Mayor

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Corporate Services Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Corporate Services Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Place and Prosperity Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Positions of Responsibility

Item 6, Appendix 2

Position: Vice Chair – Place and Prosperity Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Planning Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Planning Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Environment Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Environment Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Positions of Responsibility

Item 6, Appendix 2

Position: Chair – Community and Wellbeing Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Community and Wellbeing Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Chair – Audit Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Position: Vice Chair – Audit Committee

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
2023/24	2024/25	2025/26	2026/27

Positions of Responsibility

Item 6, Appendix 2

Position: Member of Audit Committee – 4 Years

1	
2	
3	
4	
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8	
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10	

- In the case of the Audit Committee, a nomination to the position of Chair or Vice Chair is a one year appointment, but the nomination will be dually considered as a nomination to ordinary membership of the Audit Committee for a four year term.
- The number of additional appointments to the Audit Committee is subject to the number of positions allocated as Chair and Vice Chair, in other words, if four Chairs and four Vice Chairs are selected, then there remains only two places to be filled.

Positions of Responsibility

Item 6, Appendix 2

Position: Partnership Panel – 4 Years

1	
----------	--

Position: Member of Northern Ireland Housing Council – 4 Years

1	
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(NOTE: in accordance with the Commissioner for Public appointments NI Code of Practice, Councillors can only serve a maximum of ten years or two terms of appointment. Any Councillor who has previously served 10 years on the Housing Executive Board or served two terms of appointment, regardless of the duration, will be ineligible.)

Position: Member of Reserve Forces and Cadet Association for NI (Veterans Champion) – 4 Years

1	
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Position: Member of ARC21 – 4 Years

1	
2	
3	

Positions of Responsibility

Item 6, Appendix 2

Position: NILGA – 4 Years

1	
2	
3	
4	
5	
6	
7	
8	

Positions of Responsibility

Item 6, Appendix 2

Position: Member of PCSP – 4 Years

1	DUP
2	DUP
3	DUP
4	DUP
5	Alliance
6	Alliance
7	Alliance
8	Alliance
9	UUP
10	UUP

- The Justice Act (Northern Ireland) 2011 specifies that when making appointments to PCSPs, Councils must ensure that, so far as practicable, the political Members reflect the balance of parties prevailing among the Members of the Council immediately after the last local general election.
- The above table reflects the political breakdown of the PCSP using d'Hondt.
- As these places are Positions of Responsibility (POR), the places are taken from the overall POR allowance for each party.

Unclassified

37

ITEM 7**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council Meeting
Date of Meeting	07 June 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	03 May 2023
File Reference	CX210
Legislation	Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2015
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Election of 10 Aldermen
Attachments	

Section 4 of the Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2015 makes provision for the designation of Aldermen and outlines the following:-

- 1) The ordinary election of Aldermen shall be held every fourth year, being an election year (except in the case of a casual vacancy), with the election to take place, at the Annual Meeting of the Council.
- 2) The number of Aldermen shall be such number as the Council may determine but shall not exceed one quarter of the whole number of Councillors.
- 3) If the number of Councillors nominated as a candidate for the position of Alderman does not exceed the number determined by the Council and the Council so agrees, those nominated Councillors may be deemed to be elected to the position of Alderman.
- 4) A Councillor shall be a candidate for election as an Alderman if:
 - i) He is nominated as a candidate by one other Councillor as proposer and another as seconder; and

Unclassified

38

- ii) He assents to the nomination
- 5) Any nomination may be made, and any assent may be given, either in the course of the meeting or by a document signed by the Councillor or Councillors in question and delivered to the clerk of the Council before the beginning of the meeting.
- 6) A Councillor entitled to vote at a contested election of an Alderman shall do so by signing and delivering at the meeting to the clerk of the Council a voting paper containing in order of preference the full names of the candidate or candidates for whom he votes.

RECOMMENDATION

It is recommended that the Council proceeds to the election of 10 Aldermen, (being one quarter of the total number of Councillors) in accordance with the provisions made in the Local Government (Transitional, Incidental, Consequential and Supplemental Provisions) Regulations (Northern Ireland) 2015.

Unclassified

39

ITEM 8

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Council Meeting
Date of Meeting	07 June 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	03 May 2023
File Reference	CX210
Legislation	Local Government Act (Northern Ireland) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Allocation of Committee Places
Attachments	Appendix 1 - Allocation of Committee Places Appendix 2 - Availability Committee Place

Background

The Local Government Act (Northern Ireland) 2014 provides that if a Council is operating a Committee system, the Chair and Deputy Chair of Committees are Positions of Responsibility. As per Schedule 2 of the Act, Quota Greatest Remainder is the default method for appointing the remaining Committee places.

The method requires a quota to be determined using the calculation:

$$Q = \frac{T}{C}$$

T = the number of Elected Members (i.e. 40).

C = the number of Committee places to be filled, including Chair and Deputy Chair

Unclassified

40

The quota is then used to determine how many Committee places are to be allocated to each party/independent as per the following calculation:

$$\frac{S}{Q}$$

S = the number of Elected Members of each party (the number is 1 in the case of an independent).

Q = the quota.

If the number calculated (N) is not a whole number, it must be rounded down to the nearest whole number (W). Any remaining places are then allocated to the party/independent with the greatest remainder (N – W) and so on until all Committee places have been allocated.

Issues

On the assumption that Quota Greatest Remainder is the Council's preferred method for allocating Committee places, the allocations using this method are set out in Attachment 1 of this report.

Based upon 5 Committees of 16 Members each there are a total of 80 places to be allocated (Audit Committee is excluded as all places on it are filled as Positions of Responsibility).

The quota is therefore 40 (number of Councillors) divided by 80 (number of Committee places) = 0.5.

Dividing the number of Elected Members of each party (or the number 1 in the case of independents) by the quota of 0.5 provides the following number of places across the 5 Committees:

- DUP - 28
- Alliance Party - 24
- UUP - 16
- Green Party - 4
- SDLP - 2
- Irvine, S - 2
- Irvine, W - 2
- McKimm - 2

Each party will automatically be allocated a minimum number of seats for each Committee as outlined in Table 1 of Attachment 1 in order to ensure proportionate representation.

They may then select their remaining places in the order set out in Table 2 of Attachment 1. The order in Table 2 is based upon the d'Hondt tie-breaker rule i.e. the number of first preference votes cast for the party/independent at the last local election.

Unclassified

41

Note that when selecting additional places, parties/independents may not exceed the maximum number of places available on each Committee as outlined in Table 1.

RECOMMENDATION

It is recommended that the Council proceeds to the appointment of Members to Committees.

Item 8, Attachment 1**Allocation of Committee Places calculations**

Each party will automatically be allocated a minimum number of seats for each Committee as outlined in Table 1.

They may then select their remaining places in the order set out in Table 2. The order in Table 2 is based upon the d'Hondt tie-breaker rule i.e. the number of first preference votes cast for the party/independent at the last local election.

Note that when selecting additional places, parties/independents may not exceed the maximum number of places available on each Committee as outlined in Table 1.

Table 1: Allocation of Committee places

	Committees of 16 Members		No. of additional places across all Committees
	Minimum number of seats	Maximum number of seats	
DUP	5	6	3
Alliance Party	4	5	0
UUP	3	4	1
Green Party	0	1	1
SDLP	0	1	2
Irvine, S	0	1	2
Irvine, W	0	1	2
McKimm	0	1	2

Table 2: Order for selecting additional Committee places (d'Hondt tie-breaker rules)

Allocation of Remaining Places			
1	DUP	11	GP
2	APNI	12	SDLP
3	UUP	13	IRVINE, S
4	GP	14	IRVINE, W
5	SDLP	15	MCKIMM
6	IRVINE, S	16	DUP
7	IRVINE, W	17	APNI
8	MCKIMM	18	GP
9	DUP	19	APNI
10	APNI	20	GP

Should Members decide to not have 16 places on any Committee, the increase or decrease in numbers may affect the minimum/maximum number of places the larger parties should have on the Committee (as per the QGR rules) and so party representation will have to be adjusted accordingly.

Allocation of Committee Places

Item 8 - Appendix 2

Corporate Services Committee

1	DUP
2	DUP
3	DUP
4	DUP
5	DUP
6	Alliance
7	Alliance
8	Alliance
9	Alliance
10	UUP
11	UUP
12	UUP
13	
14	
15	
16	
17	
18	

Place and Prosperity Committee

1	DUP
2	DUP
3	DUP
4	DUP
5	DUP
6	Alliance
7	Alliance
8	Alliance
9	Alliance
10	UUP
11	UUP
12	UUP
13	
14	
15	
16	
17	
18	

Allocation of Committee Places

Item 8 - Appendix 2

44

Planning Committee

1	DUP
2	DUP
3	DUP
4	DUP
5	DUP
6	Alliance
7	Alliance
8	Alliance
9	Alliance
10	UUP
11	UUP
12	UUP
13	
14	
15	
16	
17	
18	

Environment Committee

1	DUP
2	DUP
3	DUP
4	DUP
5	DUP
6	Alliance
7	Alliance
8	Alliance
9	Alliance
10	UUP
11	UUP
12	UUP
13	
14	
15	
16	
17	
18	

Allocation of Committee Places**Item 8 - Appendix 2**

45

Community and Wellbeing Committee

1	DUP
2	DUP
3	DUP
4	DUP
5	DUP
6	Alliance
7	Alliance
8	Alliance
9	Alliance
10	UUP
11	UUP
12	UUP
13	
14	
15	
16	
17	
18	

Unclassified

46

ITEM 9

Ards and North Down Borough Council

Report Classification	Unclassified
Council/Committee	Council Meeting
Date of Meeting	07 June 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	05 May 2023
File Reference	CX210
Legislation	Local Government Act (Northern Ireland) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Appointments to Sub-Committees, Working Groups and Outside Bodies
Attachments	Appendix 1 - List of Sub-Committees, Working Groups or Outside Bodies for Nomination

Background

Further to the nominations to fill Positions of Responsibility and allocation of Committee places, there are a number of Sub-Committees, Working Groups and Outside Bodies which require appointments to be made. As the method of appointing or allocating to these Bodies has not been laid in the legislation, nominations are therefore sought to fill these positions.

A list of the required appointments is found at Attachment 1.

RECOMMENDATION

It is recommended that the Council proceeds to appoint Members to the Sub-Committees, Working Groups and Outside Bodies by way of nomination.

SUB-COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

CORPORATE SERVICES COMMITTEE

Body: Elected Member Development Steering Group – 7 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor McAlpine	
2	Councillor P Smith	
3	Alderman Keery	
4	Alderman Gibson	
5	Councillor Thompson	
6	Alderman W Irvine	
7	Councillor S Irvine	

Body: Blair Mayne Bursary Committee – 4 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor McKimm	
2	Councillor S Irvine	
3	Councillor Thompson	
4	Councillor Smart	

Body: Fair Trade Working Group – 4 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman Gibson	
2	Councillor S Irvine	
3	Alderman Keery	
4	Councillor Irwin	

Body: Diversity Champions – 3 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor T Smith	
2	Councillor Blaney	
3	Councillor Moore	

Body: Ards and North Down's Strategic Community Planning Partnership – 4 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Cathcart	
2	Alderman Wilson	

3	Councillor McKimm	
4	Councillor Smart	

Body: Parenting Champion – 1 Places (4 Year Appointment)

	2019/23	2023/24
1	<i>Councillor Greer – Resigned 31.3.2023</i>	

Body: Strategic Policy and Finance Group – 11 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman Gibson	
2	Councillor Thompson	
3	Alderman Keery	
4	Councillor Kennedy	
5	Councillor Greer	
6	Councillor Mathison	
7	Alderman Muir	
8	Councillor Blaney	
9	Councillor P Smith	
10	Councillor Dunlop	
11	Councillor T Smith	

It is recommended that there are 11 places on the SPFG – 10 places (DUP 4, Alliance 4, UUP 2) allocated to reflect political composition of the Council in accordance with d'Hondt, and 1 additional place for a single party Member or independent Member.

PLACE AND PROSPERITY COMMITTEE**Body: Ards Town Steering Group – 7 Places (Newtownards DEA Members) (4 Year Appointment)**

	2019/23	2023/27
1	Councillor Armstrong- Cotter	Councillor S Irvine
2	Councillor Kennedy	Councillor Armstrong-Cotter
3	Councillor Mathison	Councillor Smart
4	Alderman McDowell	Councillor McDowell
5	Councillor McIlveen	Councillor McIlveen
6	Alderman Menagh	Councillor Moore
7	Councillor Smart	Councillor Kennedy

Body: Bangor City Steering Group – 6 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Blaney	Councillor K Douglas
2	Councillor Cathcart	Councillor W Irvine
3	Councillor Douglas	Councillor Cathcart
4	Alderman Dunlop	Councillor Blaney
5	Alderman Irvine	Councillor McCracken
6	Councillor McKimm	Councillor McKimm

Body: Comber Town Steering Group – 5 Places (Comber DEA Members) (4 Year Appointment)

	2019/23	2023/27
1	Councillor Cooper	Councillor L Douglas
2	Councillor Cummings	Councillor P Smith
3	Councillor P Smith	Councillor Cummings

4	Alderman Gibson	Councillor Morgan
5	Alderman Girvan	Councillor Ashe

Body: Donaghadee Town Steering Group – 6 Places (Bangor East and Donaghadee Members) (4 Year Appointment)

	2019/23	2023/27
1	Councillor Brooks	Councillor Brooks
2	Councillor Chambers	Councillor Irwin
3	Alderman Keery	Councillor Cochrane
4	Councillor Martin	Councillor Chambers
5	Councillor T Smith	Councillor McCollum
6	Councillor Walker	Councillor MacArthur

Body: Hollywood Town Steering Group – 5 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Johnson	Councillor Graham
2	<i>Councillor Greer – Resigned 31.3.2023</i>	Councillor McLaren
3	Councillor McClean	Councillor McRandal
4	Councillor McRandal	Councillor Woods
5	Councillor Woods	Councillor Rossiter

Body: Portaferry Steering Group – 6 Places (2 Year Appointment)

	2019/ 23	2023/27
1	Councillor Adair	Councillor Adair
2	Councillor Boyle	Councillor McAlpine
3	Alderman Carson	Councillor Boyle
4	Councillor Edmund	Councillor Edmund
5	Councillor McAlpine	Councillor Kerr
6	Councillor Thompson	Councillor Wray

Body: Economic Development Forum – 7 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman McDowell	
2	Councillor Walker	

3	Councillor Thompson	
4	Councillor Cathcart (Replaced Alderman Irvine on 8.12.20)	
5	Councillor Cummings	
6	Councillor Dunlop	
7	Councillor Blaney	

COMMUNITY AND WELLBEING COMMITTEE**Body: Arts and Heritage Advisory Panel – 5 Places (1 Year Appointment)**

	2022/23	2023/2024
1	Alderman Gibson	
2	Councillor Kennedy	
3	Councillor Smart	
4	Councillor McKimm	
5	Councillor Douglas	

Body: PEACE PLUS – 9 Places (4 Year Appointment) – Please note SEUPB recommend that membership reflects the political composition of the Council (D'Hondt previously used)

	2019/23	2023/27
1	Alderman Gibson	
2	Councillor Thompson	
3	Alderman Irvine	
4	Alderman Keery	
5	Alderman McDowell	
6	Alderman Wilson	
7	Councillor Egan	
8	Alderman Carson	
9	Councillor Smart	

Body: Mental Health Champions – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	
2	Councillor Smart	

Body: Dementia Champion – 1 Place (4 Year Appointment)

	New Appointment	2023/24
1		

Body: Billiard Room Trustees – 7 Places (1 Year Appointment) (Newtownards Town DEA Members)

	2022/23	
1	Alderman Armstrong-Cotter	
2	Councillor Kennedy	
3	Councillor Moore	
4	Alderman McDowell	

5	Alderman McIlveen	
6	Councillor Irvine	
7	Councillor Smart	

Body: Community Development Grants Working Group – 5 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	
2	Councillor Cathcart	
3	Councillor Smart	
4	Councillor Douglas	
5	Councillor Woods (replaced Kendall Oct 22)	

Body: Age Champions – 3 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor McAlpine	
2	Councillor Thompson	
3	Councillor MacArthur	

Body: Ards and North Down Sports Forum – 6 Places (4 Year Appointment)

	2022/23	2023/27
1	Councillor Chambers	
2	Councillor Smart	
3	Councillor Irvine	
4	Councillor McRandal	
5	Councillor Thompson	
6	Alderman Irvine	

Body: Cross-Party Group on Health – 11 Places (NB Council agreed to appoint Members to this group by d'Hondt plus one on 31 March 2021)

	2021/23	2023/25
1	Councillor Adair	
2	Alderman Gibson	
3	Councillor Gilmour	
4	Councillor Thompson	
5	Councillor Douglas	
6	Councillor Egan	
7	Alderman McDowell	
8	Councillor Smart	
9	Alderman M Smith	
10	Councillor McKee	
11	Councillor McKimm	

EXTERNAL APPOINTMENTS**Body: Personal and Public Involvement Committee – 1 Place + 1 Substitute (4 Year Appointment)**

	2019/23	2023/27
1	Councillor Smart	
Sub	<i>Councillor Greer – Resigned 31.3.2023</i>	

Body: Belfast City Airport Forum – 1 Place + 1 Substitute (4 Year Appointment)

	2019/23	2023/27
1	Alderman Keery	
Sub	<i>Councillor Greer – Resigned 31.3.2023</i>	

Body: North Down Development Organisation Ltd – 3 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Dunlop	
2	Alderman M Smith	
3	Councillor Cathcart	

Body: Ards Business Hub – 3 Places (4 Years)

		2023/27
1		
2		
3		

Body: Somme Advisory Council – 2 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman M Smith	
2	Alderman Keery	

Body: APSE – 3 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman McDowell	
2	Alderman Carson	
3	Councillor Adair	

Body: Age North Down and Ards Management Committee – 3 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor McAlpine	
2	Councillor MacArthur	
3	Councillor Thompson	

Body: Northern Ireland Museum Council – 1 Place (4 Year Appointment)

	2019/23	2023/27
1	Councillor Brooks	

Body: North Down and Ards Road Safety Committee – 7 Places (1 Year Appointment)

	2021/22	2023/24
1	Alderman Gibson	
2	Councillor Thompson	
3	Alderman Carson	
4	Councillor McClean	
5	Councillor McRandal	
6	Councillor Douglas	
7	Vacant	

Body: National Association of Councillors – 8 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman McDowell	
2	Alderman Wilson	
3	Councillor Boyle	
4	Alderman Gibson	
5	Councillor Thompson	
6	Alderman Carson	
7	Alderman Keery	
8	-	

Body: Northern Ireland Amenity Council – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Edmund	
2	Councillor McRandal	

Body: Percy French Management Committee – 4 Places (1 Year Appointment)

	2022/23	2023/2024
1	Councillor Walker	
2	Councillor Douglas	
3	Councillor Kennedy	
4	Vacant	

Body: Bangor Alternatives Advisory Committee – 1 Place (1 Year Appointment)

	2022/23	2023/24
1	Alderman Irvine	

Body: Local Floods Forum – 1 Place (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	

Body: Portaferry Regeneration Ltd – 1 Place (1 Year Appointment)

	2022/23	2023/24
1	Councillor McAlpine	

Body: Northern Ireland Drainage Council – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Alderman Gibson	
2	Vacant	

Body: All Party Group on Climate Action – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	
2	Councillor Woods (Replaced Kendall Oct 22)	

Body: Ards Community Hospital – Multi Agency Forum – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Smart	
2	Councillor Irvine	

Body: Local Government Partnership on Travellers Issues – 3 Places (4 Year Appointment)

	2019/23	2023/24
1	Councillor Boyle	

2	Alderman Carson	
3	-	

Body: East Border Region Members Forum – 6 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Thompson	
2	Alderman Keery	
3	Alderman McDowell	
4	Councillor Morgan	
5	Alderman Carson	
6	Councillor Boyle	

Body: East Border Region Executive Board – 3 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman Carson	
2	Alderman Keery	
3	Alderman McDowell	

Body: Strangford Lough and Lecale Partnership – 2 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Boyle (Resigned October 2022)	
2	Councillor Thompson	

Body: Youth Council Cross Party Working Group – 5 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Irwin	
2	Councillor Walker	
3	Councillor McKee	
4	Councillor Chambers	
5	Councillor Thompson	

Body: Community Advice Ards and North Down - 4 places (1 Year Appointment)

	2022/23	2023/24
1	Councillor McKee	
2	Councillor Walker	

3	Councillor Blaney	
4	Vacant	

Body: Home Accident Prevention Group – 2 Places (1 Year Appointment)

	2022/23	2023/24
1		
2		

Body: Citizens Advice Ards and North Down Board – 4 Places (1 Year Appointment)

	2022/23	2023/24
1		
2		
3		
4		

Body: Somme Heritage Centre Management Committee - 3 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Irvine	
2	Councillor Thompson	
3	Councillor Cummings	

Body: Community Resuscitation Group – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	
2	Councillor McKimm	

Body: Kilcooley Neighbourhood Partnership – 1 Place + 1 Substitute (1 Year Appointment)

	2022/23	2023/24
1	Councillor Gilmour	
Sub	Councillor McKee	

Body: Trustees on Northern Community Leisure Trust – 2 Places (4 Year Appointment)

	2019/23	2023/24
1	Alderman W Irvine	
2	Councillor Blaney	

Body: NI Strategic Migration Partnership Sustainable Communities and Demographics Working Group (hosted by NILGA) – 1 Place (1 Year Appointment)

	2022/23	2023/24
1	Councillor Greer – Resigned 31.3.2023	

NILGA Policy and Learning Networks – 4 Years

Reform, Devolution and Improvement

1	Councillor P Smith	
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Local Economic Development, Investment and International Affairs

1	Councillor Kennedy	
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Place Shaping and Infrastructure

1	Councillor Thompson	
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Elected Member Development

1	Councillor Greer – Resigned 31.3.2023	
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Health, Social and Environmental Wellbeing

1	Councillor Smart	
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Ballydorn Fairways Committee (Appointed at Council October 2020 for remainder of term – to be appointed 4 years in future)

1	Councillor Robert Adair	
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Body: BRCD Council Panel – 4 Places (NB Council agreed to appoint Members to this group on 28/8/19)

	2019/23	2023/27
1	Councillor Adair Councillor Cathcart (since 10/3/21)	
2	Councillor Smart	
3	Alderman McDowell	
4	Councillor Dunlop	

Body: Northern Ireland Museums Council

1	Councillor Karen Douglas <i>(Appointed at Council December 2022)</i>	
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SUB-COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

CORPORATE SERVICES COMMITTEE

Body: Elected Member Development Steering Group – 7 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor McAlpine	
2	Councillor P Smith	
3	Alderman Keery	
4	Alderman Gibson	
5	Councillor Thompson	
6	Alderman W Irvine	
7	Councillor S Irvine	

Body: Blair Mayne Bursary Committee – 4 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor McKimm	
2	Councillor S Irvine	
3	Councillor Thompson	
4	Councillor Smart	

Body: Fair Trade Working Group – 4 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman Gibson	
2	Councillor S Irvine	
3	Alderman Keery	
4	Councillor Irwin	

Body: Diversity Champions – 3 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor T Smith	
2	Councillor Blaney	
3	Councillor Moore	

Body: Ards and North Down's Strategic Community Planning Partnership – 4 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Cathcart	
2	Alderman Wilson	

3	Councillor McKimm	
4	Councillor Smart	

Body: Parenting Champion – 1 Places (4 Year Appointment)

	2019/23	2023/24
1	<i>Councillor Greer – Resigned 31.3.2023</i>	

Body: Strategic Policy and Finance Group – 11 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman Gibson	
2	Councillor Thompson	
3	Alderman Keery	
4	Councillor Kennedy	
5	Councillor Greer	
6	Councillor Mathison	
7	Alderman Muir	
8	Councillor Blaney	
9	Councillor P Smith	
10	Councillor Dunlop	
11	Councillor T Smith	

It is recommended that there are 11 places on the SPFG – 10 places (DUP 4, Alliance 4, UUP 2) allocated to reflect political composition of the Council in accordance with d'Hondt, and 1 additional place for a single party Member or independent Member.

PLACE AND PROSPERITY COMMITTEE**Body: Ards Town Steering Group – 7 Places (Newtownards DEA Members) (4 Year Appointment)**

	2019/23	2023/27
1	Councillor Armstrong- Cotter	Councillor S Irvine
2	Councillor Kennedy	Councillor Armstrong-Cotter
3	Councillor Mathison	Councillor Smart
4	Alderman McDowell	Councillor McDowell
5	Councillor McIlveen	Councillor McIlveen
6	Alderman Menagh	Councillor Moore
7	Councillor Smart	Councillor Kennedy

Body: Bangor City Steering Group – 6 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Blaney	Councillor K Douglas
2	Councillor Cathcart	Councillor W Irvine
3	Councillor Douglas	Councillor Cathcart
4	Alderman Dunlop	Councillor Blaney
5	Alderman Irvine	Councillor McCracken
6	Councillor McKimm	Councillor McKimm

Body: Comber Town Steering Group – 5 Places (Comber DEA Members) (4 Year Appointment)

	2019/23	2023/27
1	Councillor Cooper	Councillor L Douglas
2	Councillor Cummings	Councillor P Smith
3	Councillor P Smith	Councillor Cummings

4	Alderman Gibson	Councillor Morgan
5	Alderman Girvan	Councillor Ashe

Body: Donaghadee Town Steering Group – 6 Places (Bangor East and Donaghadee Members) (4 Year Appointment)

	2019/23	2023/27
1	Councillor Brooks	Councillor Brooks
2	Councillor Chambers	Councillor Irwin
3	Alderman Keery	Councillor Cochrane
4	Councillor Martin	Councillor Chambers
5	Councillor T Smith	Councillor McCollum
6	Councillor Walker	Councillor MacArthur

Body: Hollywood Town Steering Group – 5 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Johnson	Councillor Graham
2	<i>Councillor Greer – Resigned 31.3.2023</i>	Councillor McLaren
3	Councillor McClean	Councillor McRandal
4	Councillor McRandal	Councillor Woods
5	Councillor Woods	Councillor Rossiter

Body: Portaferry Steering Group – 6 Places (2 Year Appointment)

	2019/ 23	2023/27
1	Councillor Adair	Councillor Adair
2	Councillor Boyle	Councillor McAlpine
3	Alderman Carson	Councillor Boyle
4	Councillor Edmund	Councillor Edmund
5	Councillor McAlpine	Councillor Kerr
6	Councillor Thompson	Councillor Wray

Body: Economic Development Forum – 7 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman McDowell	
2	Councillor Walker	

3	Councillor Thompson	
4	Councillor Cathcart (Replaced Alderman Irvine on 8.12.20)	
5	Councillor Cummings	
6	Councillor Dunlop	
7	Councillor Blaney	

COMMUNITY AND WELLBEING COMMITTEE**Body: Arts and Heritage Advisory Panel – 5 Places (1 Year Appointment)**

	2022/23	2023/2024
1	Alderman Gibson	
2	Councillor Kennedy	
3	Councillor Smart	
4	Councillor McKimm	
5	Councillor Douglas	

Body: PEACE PLUS – 11 Places (4 Year Appointment) – Please note, it was agreed in March 2022, that Membership be allocated on the basis of d'Hondt plus one (an Independent Member or Single Member Party).

	2022/23	New Appointment - 2023/27
1	Councillor Adair	
2	Councillor Thompson	
3	Alderman Gibson	
4	Alderman McIlveen	
5	Councillor Douglas	
6	Councillor McAlpine	
7	Councillor McRandal	
8	Councillor Smart	
9	Councillor P Smith	
10	Councillor McKee	
11	Councillor Boyle	

Body: Mental Health Champions – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	
2	Councillor Smart	

Body: Dementia Champion – 1 Place (4 Year Appointment)

	New Appointment	2023/24
1		

Body: Billiard Room Trustees – 7 Places (1 Year Appointment) (Newtownards Town DEA Members)

	2022/23	2023/27
1	Alderman Armstrong-Cotter	
2	Councillor Kennedy	

3	Councillor Moore	
4	Alderman McDowell	
5	Alderman McIlveen	
6	Councillor Irvine	
7	Councillor Smart	

Body: Community Development Grants Working Group – 5 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	
2	Councillor Cathcart	
3	Councillor Smart	
4	Councillor Douglas	
5	Councillor Woods (replaced Kendall Oct 22)	

Body: Age Champions – 3 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor McAlpine	
2	Councillor Thompson	
3	Councillor MacArthur	

Body: Ards and North Down Sports Forum – 6 Places (4 Year Appointment)

	2022/23	2023/27
1	Councillor Chambers	
2	Councillor Smart	
3	Councillor Irvine	
4	Councillor McRandal	
5	Councillor Thompson	
6	Alderman Irvine	

Body: Cross-Party Group on Health – 11 Places (NB Council agreed to appoint Members to this group by d'Hondt plus one on 31 March 2021)

	2021/23	2023/25
1	Councillor Adair	
2	Alderman Gibson	
3	Councillor Gilmour	
4	Councillor Thompson	
5	Councillor Douglas	
6	Councillor Egan	
7	Alderman McDowell	
8	Councillor Smart	
9	Alderman M Smith	
10	Councillor McKee	
11	Councillor McKimm	

EXTERNAL APPOINTMENTS**Body: Personal and Public Involvement Committee – 1 Place + 1 Substitute (4 Year Appointment)**

	2019/23	2023/27
1	Councillor Smart	
Sub	<i>Councillor Greer – Resigned 31.3.2023</i>	

Body: Belfast City Airport Forum – 1 Place + 1 Substitute (4 Year Appointment)

	2019/23	2023/27
1	Alderman Keery	
Sub	<i>Councillor Greer – Resigned 31.3.2023</i>	

Body: North Down Development Organisation Ltd – 3 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Dunlop	
2	Alderman M Smith	
3	Councillor Cathcart	

Body: Ards Business Hub – 3 Places (4 Years)

		2023/27
1		
2		
3		

Body: Somme Advisory Council – 2 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman M Smith	
2	Alderman Keery	

Body: APSE – 3 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman McDowell	

2	Alderman Carson	
3	Councillor Adair	

Body: Age North Down and Ards Management Committee – 3 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor McAlpine	
2	Councillor MacArthur	
3	Councillor Thompson	

Body: North Down and Ards Road Safety Committee – 7 Places (1 Year Appointment)

	2021/22	2023/24
1	Alderman Gibson	
2	Councillor Thompson	
3	Alderman Carson	
4	Councillor McClean	
5	Councillor McRandal	
6	Councillor Douglas	
7	Vacant	

Body: National Association of Councillors – 8 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman McDowell	
2	Alderman Wilson	
3	Councillor Boyle	
4	Alderman Gibson	
5	Councillor Thompson	
6	Alderman Carson	
7	Alderman Keery	
8	-	

Body: Northern Ireland Amenity Council – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Edmund	
2	Councillor McRandal	

Body: Percy French Management Committee – 4 Places (1 Year Appointment)

	2022/23	2023/2024
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1	Councillor Walker	
2	Councillor Douglas	
3	Councillor Kennedy	
4	Vacant	

Body: Bangor Alternatives Advisory Committee – 1 Place (1 Year Appointment)

	2022/23	2023/24
1	Alderman Irvine	

Body: Local Floods Forum – 1 Place (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	

Body: Portaferry Regeneration Ltd – 1 Place (1 Year Appointment)

	2022/23	2023/24
1	Councillor McAlpine	

Body: Northern Ireland Drainage Council – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Alderman Gibson	
2	Vacant	

Body: All Party Group on Climate Action – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	
2	Councillor Woods (Replaced Kendall Oct 22)	

Body: Ards Community Hospital – Multi Agency Forum – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Smart	
2	Councillor Irvine	

Body: Local Government Partnership on Travellers Issues – 3 Places (4 Year Appointment)

	2019/23	2023/24
1	Councillor Boyle	
2	Alderman Carson	
3	-	

Body: East Border Region Members Forum – 6 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Thompson	
2	Alderman Keery	
3	Alderman McDowell	
4	Councillor Morgan	
5	Alderman Carson	
6	Councillor Boyle	

Body: East Border Region Executive Board – 3 Places (4 Year Appointment)

	2019/23	2023/27
1	Alderman Carson	
2	Alderman Keery	
3	Alderman McDowell	

Body: Strangford Lough and Lecale Partnership – 2 Places (4 Year Appointment)

	2019/23	2023/27
1	Councillor Boyle (Resigned October 2022)	
2	Councillor Thompson	

Body: Youth Council Cross Party Working Group – 5 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Irwin	
2	Councillor Walker	
3	Councillor McKee	
4	Councillor Chambers	
5	Councillor Thompson	

Body: Community Advice Ards and North Down - 4 places (1 Year Appointment)

	2022/23	2023/24
1	Councillor McKee	
2	Councillor Walker	
3	Councillor Blaney	
4	Vacant	

Body: Home Accident Prevention Group – 2 Places (1 Year Appointment)

	2022/23	2023/24
1		
2		

Body: Somme Heritage Centre Management Committee - 3 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Irvine	
2	Councillor Thompson	
3	Councillor Cummings	

Body: Community Resuscitation Group – 2 Places (1 Year Appointment)

	2022/23	2023/24
1	Councillor Thompson	
2	Councillor McKimm	

Body: Kilcooley Neighbourhood Partnership – 1 Place + 1 Substitute (1 Year Appointment)

	2022/23	2023/24
1	Councillor Gilmour	
Sub	Councillor McKee	

Body: Trustees on Northern Community Leisure Trust – 2 Places (4 Year Appointment)

	2019/23	2023/24
1	Alderman W Irvine	
2	Councillor Blaney	

Body: NI Strategic Migration Partnership Sustainable Communities and Demographics Working Group (hosted by NILGA) – 1 Place (1 Year Appointment)

	2022/23	2023/24
1	<i>Councillor Greer – Resigned 31.3.2023</i>	

NILGA Policy and Learning Networks – 4 Years

Reform, Devolution and Improvement

1	Councillor P Smith	
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Local Economic Development, Investment and International Affairs

1	Councillor Kennedy	
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Place Shaping and Infrastructure

1	Councillor Thompson	
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Elected Member Development

1	<i>Councillor Greer – Resigned 31.3.2023</i>	
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Health, Social and Environmental Wellbeing

1	Councillor Smart	
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Ballydorn Fairways Committee (Appointed at Council October 2020 for remainder of term – to be appointed 4 years in future)

1	Councillor Robert Adair	
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Body: BRCD Council Panel – 4 Places (NB Council agreed to appoint Members to this group on 28/8/19)

	2019/23	2023/27
1	Councillor Adair Councillor Cathcart (since 10/3/21)	
2	Councillor Smart	
3	Alderman McDowell	
4	Councillor Dunlop	

Body: Northern Ireland Museums Council – 1 Place (4 Year Appointment)

1	Councillor Karen Douglas <i>(Appointed at Council December 2022)</i>	
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Unclassified

74

ITEM 10**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Other
Date of Meeting	07 June 2023
Responsible Director	Director of Corporate Services
Responsible Head of Service	Head of Finance
Date of Report	31 May 2023
File Reference	
Legislation	Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019
Section 75 Compliant	Yes <input type="checkbox"/> No <input type="checkbox"/> Other <input checked="" type="checkbox"/> If other, please add comment below:
Subject	Scheme of Allowances of Councillors
Attachments	Scheme of Allowances (Version 11.1) - 23/24

Background

Regulation 3 of the Payments to Councillors regulations require district councils to prepare and publish a scheme of allowances payable to its Members for each year.

Scheme of Allowances

The Department for Communities have issued updated statutory guidance in respect of Payments to Councillors in Circular 23/2019.

Out of the maximum permitted of £80,809, the draft scheme allocates Special Responsibility Allowances (SRA) totalling £51,040 (approximately 63%). In addition, it should be noted that the Mayor will receive the maximum permitted to be allocated to any one councillor.

Unclassified

75

The scheme is substantially the same as version 11 (approved in March 2023), however the following changes have been made:

- Section 4 and schedule amended to reflect SRAs for 6 committees have moved to a claim based on the member who chairs the meeting.
- Section 9 provides for some SRAs now to be claimed.
- Section 9 now requires that claims are submitted using the online portal, in line with the requirements for staff. Claim forms have now been deleted from the appendices. Training will be provided shortly.
- New appendix has been added to detail the rules regarding the use of the Mayor's Hospitality Allowance.

RECOMMENDATION

It is recommended that the Council approves version 11.1 of the Scheme of Allowances to replace the previous version with effect from 7 June 2023 and updates its constitution accordingly with the new scheme.



Ards and North Down Borough Council

SCHEME OF ALLOWANCES PAYABLE TO COUNCILLORS Version 11.1

This Scheme is made under the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 and takes account of the statutory guidance issued by the Department for Communities set out in Circular 23/2019 (as amended).

1. Definitions

In this scheme 'approved duty' and committee member are as defined in Regulation 2 of the Local Government (Payments to Councillors) Regulations (NI) 2019 and Section 36 Local Government Finance Act (NI) 2011.

2. Commencement Date

This scheme of allowances shall be operational from 7 June 2023.

3. Basic Allowance

An annual basic allowance of £15,071 shall be paid to each councillor. Where applicable this will be paid pro-rata.

The basic allowance includes an element for incidental and consumable costs incurred by Councillors in their official capacity. This element is £1,061.

4. Special Responsibility Allowance

- 4.1 A special responsibility allowance shall be paid to those councillors in accordance with Schedule 1 for those who carry out special responsibilities. An allowance per meeting shall be paid to the Member Chairing the meeting.
- 4.2 The amount of allowance shall be the amount specified against that special responsibility in the Schedule and will be paid either as a lump sum or on submission of a claim through the electronic portal for those marked with a star.

4.3 At any time, only one special responsibility allowance will be paid to a councillor.

5. Mayor and Deputy Mayor Allowance

5.1 Expenditure paid under Section 32 Local Government Finance Act (NI) 2011 is on a receipts basis only to cover expenses of the Mayor's office. Council has agreed a limit for this type of expenditure of £15,000.

5.2 The rules governing the use of the Mayor's Allowance is set out in Appendix F.

6. Dependants' Carers' Allowance

6.1 Councillors are entitled to claim a dependants' carers' allowance (DCA) towards reimbursement of actual reasonable costs necessarily incurred in providing care for an eligible dependant, while carrying out an approved duty.

6.2 A dependant is defined as:

- a child under 16 years old;
- a child 16 years old or more, where there is medical or social work evidence that full-time care is required;
- an adult with a recognised physical or mental disability where there is medical or social work evidence that full-time care is required; or
- an elderly relative requiring full-time care.

6.3 For the purposes of this allowance, a carer is defined as a responsible person over 16 years old who does not normally live with the councillor as part of that household; and is not a parent/guardian of the dependent child.

6.4 A specialist carer is defined as a qualified person who is needed where it is essential to have professional assistance. In these circumstances a receipt must be attached to the claim.

6.5 A dependants' carers' allowance shall be payable based upon actual receipted costs or at the appropriate hourly rate, whichever is the lower; up to the monthly maximum.

6.6 The rates are as follows:

	Hourly Rate	Maximum amount	monthly
Standard	£10.42	£ 542	
Specialist	£20.84	£1,084	

- 6.7 Councillors may claim only one DCA in respect of each occurrence of approved duty. Only one DCA is payable even if there are two or more children or dependants being cared for.

7. Travel and Subsistence Allowances

- 7.1 A councillor or committee member shall be entitled to claim travel and subsistence allowances where expenditure on travelling or subsistence has been necessarily incurred in connection with an approved duty as specified in Schedule 2 (Appendix B). The amount claimed should not exceed expense incurred and when by air, boat or public transport should be at economy or 2nd class. Council will not reimburse seat reservation charges. Where a Councillor travels by taxi in preference to public transport the amount reimbursed will be limited to what would have been the cost of the equivalent public transport.
- 7.2 Where the council deems a hired car is necessary a councillor or committee member may be reimbursed the receipted cost of the hired car along with the applicable mileage rate.
- 7.3 The rates paid for travel by car must not exceed the amount that would result from using an alternative mode of transport; e.g. public transport or air fare, unless previously agreed by the council.
- 7.4 The rates of travel allowance for travel by private vehicle shall be as shown in the table below.

TYPE OF VEHICLE	RATE (pence per mile)
A pedal cycle	20.0
A motor cycle of all engine sizes	24.0
Motor car and Electric car	45.0 up to 10,000 miles 25.0 beyond 10,000 miles

- 7.5 The rates of subsistence shall be as show in the table below, which include VAT. No claims for alcohol are permitted.

PERIOD/MEAL	RATES	
	British Isles £	London £
Overnight allowance an absence involving an overnight stay, away from the normal place of residence. This rate does not include any meal allowance.	124	152
Breakfast allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period before 11 am)	15	15
Lunch allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 12 noon and 2pm)	18	18
Tea allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period including the period between 3pm and 6pm)	7	7
Evening meal allowance (more than 4 hours away from the normal place of residence or, where approved by the council, a lesser period ending after 7pm)	26	28
Sub-total for meals	66	68
Total maximum rate (absence of 24 hours)	190	220

- 7.6 For subsistence outside the British Isles, Council will use Overseas Subsistence Rates produced by Her Majesty's Revenue & Customs (HMRC) as the maximum payable. These rates which can be accessed at <https://www.gov.uk/government/publications/scale-rate-expenses-payments-employee-travelling-outside-the-uk>. The newest version is effective from 26 March 2020.

8. General

- 8.1 This scheme may be revoked or amended at any time.

- 8.2 The amounts stated in paragraph 6 will be subject to any increase to the national living wage for ages of 25 years and over.
- 8.3 A Councillor may, if they wish, renounce their entitlement to basic, mayor, deputy mayor or special responsibility allowances. This should be done by writing to the Chief Executive. A councillor can subsequently withdraw the renunciation. They can also amend a renunciation (for example, to limit it to one kind of allowance only). The withdrawal or amendment cannot have retrospective effect.
- 8.4 In accordance with section 59(5) or section 60(1) of the Local Government Act (Northern Ireland) 2014, where a Councillor is suspended from carrying out the duties, the part of basic allowance, special responsibility allowance, chairperson and vice chairperson allowance payable for the period of suspension to the councillor will be withheld.

9. Claims and Payment

- 9.1 Councillors are required to sign their declaration of acceptance of office before any allowances can be paid.
- 9.2 Payments regarding basic allowance and those special responsibility allowances marked with a star in Appendix A shall be made in instalments of one-twelfth of the amount specified in this scheme.
- 9.3 Claims for all other special responsibility allowances, dependants' carers' allowance, travelling allowance or subsistence allowance should be made, in accordance with paragraph 9.6 below, within three months through the online portal, and should be accompanied by receipts.
- 9.4 Tax and MOT status will be checked electronically on the Gov.uk website and Councillors must have provided a copy of their current driving licence, VC5 (vehicle registration certificate) and motor insurance certificate (covering business use) before any mileage allowances will be paid.
- 9.5 Councillors are required to make the following declaration on each claim for travelling and subsistence allowances:
- I have necessarily incurred expenditure on travel and subsistence for the purpose of enabling me to perform the approved duties of the Council;
 - I have actually paid the fares shown and all other amounts claimed are in accordance with the rates approved by the Council;
 - I have attached all necessary receipts in connection with travel and subsistence expenses claimed;
 - I have not made, and will not make, any other claim under any enactment for travel and subsistence expenses in connection with duties indicated on this form;

- The amounts claimed are strictly in accordance with the Local Government (Payments to Councillors) Regulations (NI) 2019;
 - I hold a valid licence, V5C (vehicle registration certificate), and MOT certificate (if applicable) and appropriate motor insurance, which covers my vehicle being used for business purposes.
- 9.6 Claims should be submitted by 8th day of the month following the period of claim and may be made electronically via the Core Expense system.
- 9.7 Payment will be made by BACS directly to Members' bank accounts no later than the 25th day of each month.

10. Publication of Allowances Paid to Councillors

- 10.1 The Local Government Finance Act (Northern Ireland) 2011 and the Local Government (Payments to Councillors) Regulations (Northern Ireland) 2019 provide for the publication of schemes of allowances payable to councillors and the associated payments. This forms part of the Council's constitution. The Council will publish the return made to the Department for Communities and include both amounts paid to and on behalf of each Councillor.

Appendix A

82

SCHEDULE 1

The following are specified as the special responsibilities in respect of which special responsibility allowances are payable and the amounts of those allowances.

Position of Responsibility	Assumed Meetings	Allowance Per Meeting £	Allowances for 2023/24 £
Mayor	-	-	14,880
Deputy Mayor	-	-	7,440
Corporate Services Committee*	14	365	5,110
Environment Committee*	10	365	3,650
Place and Prosperity Committee*	10	365	3,650
Planning Committee*	12	425	5,100
Community & Wellbeing Committee*	10	365	3,650
Audit Committee*	4	300	1,200
PCSP Chair	-	-	1,200
Audit Committee members (9 members at £250 per annum)	-	-	2,250
ARC 21 members (3 members at £750 per annum)	-	-	2,250
Partnership Panel Representative	-	-	660
TOTAL			51,040

SCHEDULE 2

Approved Duties

In accordance with Regulations, only the following are specified as the duties in respect of which basic allowance, dependents' carers' allowances, and travel and subsistence allowances are available:

1. attendance at a meeting of the council;
2. attendance at a meeting of a committee of the council;
3. attendance at a meeting of a sub-committee of the council;
4. attendance at a meeting of a joint committee;
5. attendance at a meeting of a sub-committee of a joint committee; or
6. the doing of anything approved by the council or anything of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the council, or any of its committees or sub-committees, or as the case may be, of the joint committee or any of its sub-committees.

Examples of Approved Duties included under point 6*	Examples of Duties which are not Approved*
a. Event or photo-shoots for Council or where Council is a main sponsor of, for Chair or Vice-Chair of sponsoring Committee only. (eg. Aspects Festival launch or attendance at Ards Business Awards)	i. Attendance at Committees of which the Councillor is not a member
b. Pre-meeting briefing of Chairs and Vice-Chairs of Committees with Chief Executive or Directors	ii. Events to which Councillors have received either a personal or general invitation to (with no accompanying minute)
c. Group Leaders meeting with Chief Executive	iii. Mayor's Installation Dinner / At Home / Civic Receptions / Remembrance Services / Church Services
d. Official opening of Council facilities	iv. Consultations, workshops and public meetings organised by special interest groups
e. Interview or Grant selection panels	v. Other meetings with officers other than those listed under approved duties
f. Commemoration events of regional or national significance	vi. Constituency Work
g. Training, consultations, workshops, and public meetings organised by Council	
h. Planning site meetings	
i. Any other duties for which there is a specific minute. (eg. Nominated members to NILGA conference)	
* These apply to outside bodies at they apply to Council.	

Mayor's Allowance

Allowance and Budget

It is the responsibility of the Mayor not to exceed the budget set by Council during the Estimates process. Should it be anticipated that there is a likelihood of an overspend on the Mayoral expenses then Council approval will be needed in advance to approve this.

At the end of a mayoral year, if there are any unspent funds, these do not carry to the new Mayor.

Access to this budget will only be granted on receipt of a signed copy of these conditions.

Permitted Expenditure

1. Expenditure must be in respect of expenses of the office of Mayor. Examples include:
 - Reasonable clothing expenses may be purchased during the mayoral year. Expenditure in this regard should not exceed £700. Any clothing expenditure incurred is taxable, in line with HM Revenue and Customs rules. A P11d will be issued at the end of the tax year and appropriate returns made to HMRC.
 - Small donations may be made to voluntary bodies which the Mayor may have a connection with during the mayoral year, provided the 'voluntary body provides a public service in Northern Ireland' as required by the Local Government Act (NI) 1972. Donations should be processed through the normal payments procedure, in order to provide an audit trail. Cheques can be provided in advance but require 3 days notice. This type of expenditure should not exceed £500 in total during the mayoral year, including donations made to the Mayor's Charity Appeal.
 - A modest donation to the Charity Account to offset some event costs only, up to a maximum of £500 in total during the mayoral year.

Restrictions on Expenditure

The following restrictions apply:

2. No personal expenditure. Examples include:
 - any travel or other expenditure relating to the Mayor's partner, family or friends (even if accompanying the Mayor on official duties);

Appendix C

85

- gifts and hospitality to staff and other Members. Note that the Gifts and Hospitality Policy requires staff to decline all offers of gifts and hospitality in excess of £30 in the first instance and if accepted to register them with the Human Resources and Organisational Development Service. The general advice is that the Mayor should refrain from using his/her allowance to provide gifts and/or hospitality to staff where possible.
3. No party political expenditure.
 4. No expenditure in respect of the Mayor's Charity Appeal or running charity events. This is properly payable from the Mayor's Charity Account.

Procedure for Incurring expenditure

Normal Council procedures apply.

- a. Where possible the Mayor should request the Democratic Services staff to place purchase orders for expenditure, which will be approved in line with the normal authorisation procedures in advance of placing the order.
- b. Where this is not possible till receipts for all expenditure must be submitted for reimbursement as part of the normal monthly expenses claim.
- c. Receipted cash donations can be reimbursed as part of the normal monthly expenses claim.
- d. In line with Department for Communities guidance no expenditure can be reimbursed without a receipt. Credit and debit card receipts are not acceptable if they do not detail the items purchased.

Mileage

Any mileage incurred in carrying out the duties on behalf of the Mayor or in the Deputy Mayor role can be claimed on the monthly expenses claim form but should be clearly marked as 'Mayor's business' which is distinct from mileage incurred on Council business.

Monitoring Expenditure

The Finance Service will send a budget report to the Mayor and Democratic Services on a monthly basis detailing payments which have been made for the year to date.

The Democratic Services staff will ensure that expenditure which the Mayor incurs is allowable. If they have any concerns, they will check with the Chief Executive, Director of Corporate Services or Head of Finance. ~~They will also maintain a record of all expenditure incurred, including date, nature of expenditure, purpose of expenditure (including names of groups or individuals), amount paid, and VAT incurred.~~

Transparency

As with all Council expenditure, the records of how the Mayoral Hospitality budget is spent may be obtained under Freedom of Information (FOI) legislation.

Mayor's Charity Account

The Mayor's Charity Account is a separate bank account and is independent of the Council. All monies received from groups or individuals should be lodged to the account.

All expenses in respect of charitable functions (such as catering or advertising) should be paid out of the funds raised during the Mayoral year and not from the hospitality budget.

Unclassified

87

ITEM 11**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Annual Meeting
Date of Meeting	07 June 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	04 May 2023
File Reference	
Legislation	Local Government Act (Northern Ireland) 2014
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	Schedule of Meetings 2023 - Further Update
Attachments	Appendix 1 - ANDBC Meeting Schedule 2023

At the Council meeting in January 2023, Members approved an updated schedule of meetings for 2023.

Since then, further amendments have been requested. Accordingly, the 2023 meeting schedule has been reviewed and updated, and can be found in appendix 1.

RECOMMENDATION

It is recommended that the Council approves the updated schedule as found in appendix 1.

ARDS AND NORTH DOWN BOROUGH COUNCIL**SCHEDULE OF MEETINGS FROM JUNE - DECEMBER 2023**

Please note that all Meetings will commence at 7.00pm unless otherwise stated.

JUNE 2023		
Date	Meeting	Venue
Wednesday 7 June	Annual Meeting	City Hall, Bangor
Monday 12 June	Council Meeting	City Hall, Bangor
Wednesday 14 June	Environment Committee	Church Street, N'Ards
Thursday 15 June	Place and Prosperity Committee	Church Street, N'Ards
Tuesday 20 June	Corporate Services Committee	Church Street, N'Ards
Wednesday 21 June	Community and Wellbeing Committee	Church Street, N'Ards
Thursday 22 June	Planning Committee	Church Street, N'Ards
Monday 26 June	Audit Committee	Church Street, N'Ards
JULY 2023		
Wednesday 5 July	Council Meeting	City Hall, Bangor
Wednesday 26 July	Council Meeting	City Hall, Bangor
AUGUST 2023		
Tuesday 1 August	Planning Committee	Church Street, N'Ards
Wednesday 30 August	Council Meeting	City Hall, Bangor
SEPTEMBER 2023		
Date	Meeting	Venue
Tuesday 5 September	Planning Committee	Church Street, N'Ards
Wednesday 6 September	Environment Committee	Church Street, N'Ards
Thursday 7 September	Place and Prosperity Committee	Church Street, N'Ards
Tuesday 12 September	Corporate Services Committee	Church Street, N'Ards
Wednesday 13 September	Community and Wellbeing Committee	Church Street, N'Ards
Monday 18 September	Audit Committee	Church Street, N'Ards
Wednesday 27 September	Council Meeting	City Hall, Bangor
OCTOBER 2023		

Date	Meeting	Venue
Tuesday 3 October	Planning Committee	Church Street, N'Ards
Wednesday 4 October	Environment Committee	Church Street, N'Ards
Thursday 5 October	Place and Prosperity Committee	Church Street, N'Ards
Tuesday 10 October	Corporate Services Committee	Church Street, N'Ards
Wednesday 11 October	Community and Wellbeing Committee	Church Street, N'Ards
Thursday 19 October	Special Corporate Services Committee	Church Street, N'Ards
Wednesday 25 October	Council Meeting	City Hall, Bangor
NOVEMBER 2023		
Date	Meeting	Venue
Tuesday 7 November	Planning Committee	Church Street, N'Ards
Wednesday 8 November	Environment Committee	Church Street, N'Ards
Thursday 9 November	Place and Prosperity Committee	Church Street, N'Ards
Tuesday 14 November	Corporate Services Committee	Church Street, N'Ards
Wednesday 15 November	Community and Wellbeing Committee	Church Street, N'Ards
Thursday 16 November	Special Corporate Services Committee	Church Street, N'Ards
Wednesday 29 November	Council Meeting	City Hall, Bangor
DECEMBER 2023		
Date	Meeting	Venue
Tuesday 5 December	Planning Committee	Church Street, N'Ards
Wednesday 6 December	Environment Committee	Church Street, N'Ards
Thursday 7 December	Place and Prosperity Committee	Church Street, N'Ards
Tuesday 12 December	Corporate Services Committee	Church Street, N'Ards
Wednesday 13 December	Community and Wellbeing Committee	Church Street, N'Ards
Thursday 14 December	Audit Committee	Church Street, N'Ards
Wednesday 20 December	Council Meeting	City Hall, Bangor

Unclassified

90

ITEM 12**Ards and North Down Borough Council**

Report Classification	Unclassified
Council/Committee	Council Meeting
Date of Meeting	07 June 2023
Responsible Director	Chief Executive
Responsible Head of Service	
Date of Report	16 May 2023
File Reference	CX181
Legislation	
Section 75 Compliant	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other <input type="checkbox"/> If other, please add comment below:
Subject	The Battle of the Somme Pilgrimage 2023 - Nomination of Member to Attend
Attachments	

Background

Members will be aware that the Council has participated annually in the commemorative events and wreath laying at the Thiepval Monument, Ulster Memorial Tower, and the Memorial at Guillemont, to mark the anniversary of the Battle of the Somme on 1 July.

This has usually also included wreath laying at the Menin Gate, Ypres, a visit to the Island of Ireland Peace Tower at Messines and lay a wreath in the honour of Edmund de Wind VC, from Comber, at the Pozieres British Cemetery. In addition, a visit to the Sir John Monash Centre at Villers-Bretonneux, where the Australian National Monument of the Great War is located. There has been the opportunity to view this Centre as a case study for the planned redevelopment and investment in the Somme Museum, Newtownards.

Next Steps

At their meeting on 29 March, Council agreed to approve the attendance at the Commemorations of the Mayor (or Deputy Mayor) plus one additional Member, to be

Unclassified

91

chosen at the Annual Meeting, and an Officer. Attendance would be required from 30 June to 4 July inclusive.

The Council are now asked to nominate an additional Member to attend.

RECOMMENDATION

It is recommended that the Council nominates an additional Member to attend the annual Battle of the Somme Commemorations 2023.