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May 13th, 2019

Notice Of Meeting

You are requested to attend a

Mid and East Antrim Annual General Meeting

to be held on **Monday, 20th May 2019** at **2:00 pm** in **Council Chamber, The Braid, 1-29 Bridge Street, Ballymena.**

Yours sincerely



Anne Donaghy,
Chief Executive, Mid and East Antrim Borough Council.

Agenda

1 NOTICE OF MEETING

2 APOLOGIES

3 DECLARATIONS OF INTEREST

Members and Officers were invited to declare any pecuniary and non-pecuniary interests, including gifts and hospitality, they may have in respect of items on this Agenda.

4 NOMINATIONS TO POSITIONS OF RESPONSIBILITY

4.1 Nominations by Party for the Period 2019 - 2023 - Report circulated



Each Nominating Officer will be requested to nominate in order of choice.

 <i>Report - Appointment of Committee Places.pdf</i>	<i>Not included</i>
 <i>Appendix 1 - Allocated Committee Places 2019 - 20.pdf</i>	<i>Not included</i>
 <i>Appendix 2 - Calculation of remaining Committee Places 2019 - 23.pdf</i>	<i>Not included</i>
 <i>Appendix 3 - Nomination of Members to Cttees 2019-20.pdf</i>	<i>Not included</i>

4.2 Nomination of Members for Positions of Responsibility 2019 - 2020 - Report circulated

Each Nominating Officer will be requested to nominate in order of choice for the Year 1 Positions of Responsibility as detailed in the circulated schedule.

Following the appointment of Mayor and Deputy Mayor, there will be an exchange of Mayoral Chains. They will then take their seats on the podium and the remainder of the positions of responsibility for 2019/2020 will be filled.

 <i>Report -Nominations to Positions of Responsibility for period 2019 - 2020.pdf</i>	<i>Not included</i>
 <i>Appendix 1 - Schedule of Positions of Responsibility 2019 -2020.pdf</i>	<i>Not included</i>

5 ELECTION OF ALDERMEN FOR TERM OF COUNCIL - Report circulated

Each Nominating Officer will be requested to nominate in order of choice.

On completion of these appointments, there will be a short recess to facilitate a corporate photograph in the Main Theatre. Robes will be made available prior to the photograph.

6 APPOINTMENT TO COMMITTEE PLACES - Report and schedule circulated

Each Nominating Officer will be requested to nominate in order of choice.

📄 *Report - Appointment of Committee Places.pdf*

Not included

📄 *Appendix 1 - Allocated Committee Places 2019 - 20.pdf*

Not included

📄 *Appendix 2 - Calculation of remaining Committee Places 2019 - 23.pdf*

Not included

📄 *Appendix 3 - Nomination of Members to Cttees 2019-20.pdf*

Not included

7 OVERVIEW OF COUNCIL WORKING GROUPS - Report circulated and Schedule of Working Groups to follow

Membership of Council Working Groups to be agreed.

Terms of Reference to be reviewed at the relevant August Committee meetings.

📄 *Working Groups Report.pdf*

Not included

8 APPOINTMENT OF REPRESENTATIVES TO VARIOUS OUTSIDE BOARDS/COMMITTEES/PARTNERSHIPS/GROUPS FOR THE YEAR 2019/2023 - Schedule circulated

Members are advised of the following advice provided at the 2017 May Full Council Meeting:

In general terms, Elected Members may be appointed as follows:-

- By Council to an external body, in which case they will have the benefit of the Council's liability insurance.
- To an external body by other means and not by the Council. In these circumstances the Elected Member may seek clarification from the Chief Executive Officer as to whether the appointment is beneficial to the Council and the Elected Member is representing Council and therefore attains the benefit of the Council's liability insurance. This will be considered on a case by case basis.
- To an external body in a personal capacity in which case the Elected Member will not be covered by the Council's liability insurance.

It is a matter for each individual Elected Member to exercise their own judgement as to when to accept a position on an outside board, bodies or other organisation.

Each Elected Member will be responsible for setting out the basis on which they serve the outside body and if this is in a personal capacity. It is for each Elected Member to do so in accordance with the Code of Conduct ensuring they comply with the Code of Conduct at all times, keeping their duties and obligations

under review, reporting a conflict of interest at the appropriate time and ensuring any interests are declared and registered correctly.

 *Schedule of Appointments of Reps to Various Outside Bodies.pdf*

Not included

9 COUNCIL CONSTITUTION - Report circulated and link to Constitution

This is a live document which is regularly reviewed and updated. The current full Constitution can be accessed at -

<http://www.midandeantrim.gov.uk/councilconstitution>

 *Council Constitution Report.pdf*

Not included

 *Council Constitution.pdf*

Not included

10 STANDING ORDERS - Report circulated and Standing Orders to follow

Approval of Standing Orders will include a review of the decision making processes and protocols.

 *Standing Orders Report.pdf*

Not included

11 SCHEME OF DELEGATION - Report circulated and Scheme of Delegation to follow

 *Scheme of Delegation Report.pdf*

Not included

12 REVIEW OF PROTOCOL FOR THE OPERATION OF PLANNING COMMITTEE - To follow

13 CONFIRMATION OF COUNCILLORS ACTING UNDER THE CODE OF CONDUCT FOR COUNCILLORS - Report and Code circulated

 *NI Local Govt Code of Conduct for Councillors.pdf*

Not included


 *Appendix 1 - Code-of-Conduct.pdf*

Not included

14 DECLARATIONS OF INTEREST REGISTER 2019/2020 - Verbal Report

Please note that individual forms will be provided for completion by Elected Members for the year 2019/2020.

15 GUIDANCE FOR CHAIRS AND VICE-CHAIRS - Report circulated

 *Guidance for Chairs and Vice Chairs Report.pdf*

Not included

16 ADMINISTRATIVE MATTERS

16.1 Schedule of Meetings - June to December 2019 - Schedule circulated

 *Schedule of MEA Meetings June - Dec 2019 DRAFT.pdf*

Not included